

Jerome School District #261
Board of Trustees Agenda
July 25, 2023
6:00 p.m. Regular Session
Administrative Complex Board Room

Board of Trustees: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeff Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt
Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen,
Business Manager Brian Bridwell, Clerk Lorri Prescott

“The Jerome School Board of Education is committed to supporting students’ need to graduate from high school equipped with the character, skills and knowledge to successfully enter work or postsecondary training. ”

The Jerome School District School Board Meetings will be conducted in person and available by audio as a courtesy to Jerome School District staff and patrons.

(The meetings will not be recorded.)

The board meeting will be available by audio to the public through the following link:

<https://us02web.zoom.us/j/86175060831?pwd=SWRJTlpKUmYvbE91UHNhOWNiVWpiUT09>

Meeting ID: 861 7506 0831 Passcode: Yd4sns

Or join by telephone: 1-253-215-8782 – Meeting ID: 861 7506 0831 Passcode: 864302

All public comments or questions will be accepted in written form and can be sent to the District Clerk via email to lorri.prescott@jeromeschools.org

Board of Trustees present: Zone 3 Jeffrey Schroeder. Trustees present by video conference: Zone 1 Liz Bingham, Zone 2 Shane Humphries. Trustees not present: Zone 4 Annette Lott, Zone 5 Stacie Leavitt. Others present: Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen, Business Manager Brian Bridwell, District Clerk Lorri Prescott, Jefferson Elementary School Principal Barbara Brown and Assistant Principal Stacey Demers-McFarland, and Starr Corporation Representative Jason Derricott.

1) Call to Order 6:00 p.m.

The meeting was called to order at 6:00 p.m. by Trustee Jeff Schroeder

- a) Pledge of Allegiance – led by District Business Manager Brian Bridwell
- b) Waive reading of the minutes of the previous board meeting as submitted to each board member.
- c) Approval of Agenda

A motion was made by Liz Bingham and seconded by Jeff Schroeder to waive the reading of the minutes of the previous board meeting and approve the agenda as presented. The motion passed by the following:

AYE: Jeff Schroeder

Liz Bingham

Shane Humphries

2) Consent Agenda

- a) Approval of Previous Minutes
 - i) Regular Meeting June 27, 2023
 - ii) Special Meeting July 17, 2023
- 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) Falls City Academy -- Reconciliation -- Check Register -- Balance Sheet
 - (7) Special Services -- Reconciliation -- Check Register -- Balance Sheet
- c) Personnel
 - i) Resignations 2023-24

- (1) Jefferson Elementary School Secretary Building – Jiselle Vergara
- (2) Jerome School District Social Worker – Stephanie Kinsey
- (3) Summit Elementary School Teacher Grade 4 Dual Language Immersion English – Monica Olmos
- (4) Jerome High School Wrestling Boys Assistant Coach – Fernando Luna
- (5) Summit Elementary School Para Professional Building – Virginia Grabher

ii) Transfers 2023-24

- (1) Horizon Elementary School Child Nutrition Cashier – Bianca Sozzi
- (2) Jerome High School Child Nutrition Cashier – Shailee Pitts
- (3) Jerome Middle School Child Nutrition Cook – Melanie Hernandez
- (4) Horizon Elementary School Child Nutrition Cook – Lucila Negrete
- (5) Jerome Middle School Custodian Night Lead – Bertha Ortega

iii) New Hires 2023-24

- (1) Jefferson Elementary School Teacher Physical Education – Melissa Traugher
- (2) Jerome Middle School Teacher Science – Joseph Hawkes
- (3) Jerome School District Kindergarten Center Teacher Kindergarten – Melissa Higley
- (4) Summit Elementary School Teacher Grade 4 Dual Language Immersion English – Makayla Osterberg
- (5) Falls City Academy Teacher English Language Arts – Robert Long
- (6) Falls City Academy Teacher Science – Karen Hamilton
- (7) Falls City Academy Teacher Physical Education/Health – Hailey Holt
- (8) Jerome High School Custodian Building – Maria I. Hernandez
- (9) Jerome High School Custodian Building – Amber Urtiz
- (10) Jerome High School Volleyball Assistant Coach – Guy Stubbs
- (11) Jerome High School Volleyball Assistant Coach – Shantai Ellis
- (12) Jerome High School Cheer Assistant Coach – Sarah Roberts
- (13) Jerome High School Football Assistant Coach – Charles Pavkov
- (14) Jerome School District Child Nutrition Inventory Secretary – Guadalupe Mercado Vera

A motion was made by Liz Bingham and seconded by Shane Humphries to approve the Consent Agenda as presented. The motion passed by the following:

AYE: Jeff Schroeder
Liz Bingham
Shane Humphries

3) **Scheduled Visitors:** No Scheduled Visitors for July, 2023

4) **Audience of Citizens:** No Requests for July, 2023.

5) **Committee Reports/Correspondence to the Board:** No Committee Reports/Correspondence to the Board for July, 2023.

6) **Reports**

a) Superintendent

- 1) Construction Update: Frontier Elementary School: photos showing up to date construction progress, with site work underway, move date is tentative Thanksgiving break but may move to December; Horizon Elementary School: foundations on new addition, construction continuing; Jefferson Elementary School: projects out for bid, plans to begin construction soon.
- 2) Jerome High School Athletics Report: 23-24 school year fall season sports will begin with practices; JHS football youth camp very successful; First Responder vs JHS football game scheduled for August 18.
- 3) Food Services Department Update: New Director in place, currently only one Cook's position is unfilled.
- 4) Open Positions 2023-24: review of open positions still available for the 23-24 school year.
- 5) Summer School K-5 2023: first session 175 students attend with second session had 85 students attend.
- 6) Jerome High School – Alternative Summer School Report: 165 students attended with 221 credits completed.
- 7) 23-24 Calendar of Events Update: review of events scheduled for the beginning of the 23-24 school year.
- 8) Strategic Planning
- 9) Exit Survey Results – Departing Staff: 16 responses received with generally positive comments, strengths of the district listed and areas to work on included.

7) **Approval of Bills**

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the bills as presented. The motion passed by the following:

AYE: Jeff Schroeder
Liz Bingham

8) **Board Business**

a) Continuing Business

- i) Policy 2500 Library Materials
- ii) Policy 2510 Selection of Library Materials
- iii) Policy 2510P Selection of Library Materials Procedure
- iv) Policy 3335 Academic Honesty
- v) Policy 7430 Travel Allowances and Expenses

A motion was made by Shane Humphries and seconded by Liz Bingham to approve Policies 2500, 2510, 2510P, 3335, 7430, as presented for second reading. The motion passed by the following:

AYE: Jeff Schroeder
Liz Bingham
Shane Humphries

b) New Business

- i) Resolution of Trustee Elections: Zone 3, Zone 4 and Zone 5
 - (1) Trustee Election Resolution and Timeline

A motion was made by Shane Humphries and seconded by Liz Bingham to declare the Trustee Election Resolution for Trustee in Zone 3, Trustee in Zone 4, and Trustee in Zone 5. The motion passed by the following:

AYE: Jeff Schroeder
Liz Bingham
Shane Humphries

- ii) Consideration for Jerome School District to Join the Social Media Mass Action Lawsuit
Whereas the Board recognizes that juvenile's access and use of social media is a national and local problem which is alleged to have contributed to the mental health crisis, including students of the District, which likewise impacts the operation of the District; and whereas multi-district litigation is pending against multiple social media companies, in Federal Court; and whereas the Board, having considered the inclusion of the District in this multi-district litigation and having found it to be in the best interest of the District and its students, a motion was made by Shane Humphries and seconded by Liz Bingham that the Board take all necessary steps to join this lawsuit as a Plaintiff and hereby authorize and direct the Board's Chairman and/or the Superintendent to execute all necessary documents to that end. The motion passed by the following:

AYE: Jeff Schroeder
Liz Bingham
Shane Humphries

- iii) Approval of Jerome School District Schools Student Handbooks for 2023-24 School Year

- (1) Jefferson Elementary School
- (2) Kindergarten Center and Jerome Early Education Program
- (3) Falls City Academy

A motion was made by Shane Humphries and seconded by Jeff Schroeder to approve the 2023-24 Student Handbooks for Jefferson Elementary School, Kindergarten Center and Jerome Early Education Program, and Falls City Academy as presented. The motion passed by the following:

AYE: Jeff Schroeder
Liz Bingham
Shane Humphries

- iv) Consideration of Classified Salary Schedule Placement

- (1) Jerome School District Receptionist – P2324-03 L.Ramirez
- (2) Child Nutrition Warehouseman – P2324-04 T.Bagley

A motion was made by Shane Humphries and seconded by Jeff Schroeder to approve the salary step placement for two classified employees, P2324-03 and P2324-04, as recommended by District Administration. The motion passed by the following:

AYE: Jeff Schroeder
Liz Bingham
Shane Humphries

- v) Approval of Jerome School District Job Description for Child Nutrition Inventory Clerk

A motion was made by Shane Humphries and seconded by Jeff Schroeder to approve the changes made to the Child

Nutrition Inventory Secretary Job Descriptions as recommended by District Administration. The motion passed by the following:

AYE: Jeff Schroeder
Liz Bingham
Shane Humphries

vi) Declaration of Jerome School District Technology Department Surplus Property

A motion was made by Shane Humphries and seconded by Liz Bingham to declare school materials and equipment as listed In the Jerome School District Technology Department as surplus property and direct Superintendent Charlton or his designee to dispose of the property. The motion passed by the following:

AYE: Jeff Schroeder
Liz Bingham
Shane Humphries

vii) Policy 2120 Program Evaluation and Diagnostic Tests (1st Reading – Information)

viii) Policy 2130 Research Studies (1st Reading – Information)

ix) Policy 2140 Student And Family Privacy Rights (1st Reading – Information)

x) Policy 2140F Student and Family Privacy Rights Consent Form (1st Reading – Information)

xi) Policy 2303 Required Elementary Instruction Offerings (NEW - 1st Reading – Information)

xii) Policy 3440 Student Fees, Fines and Changes/Return of Property (1st Reading – Information)

xiii) Policy 5325 Employee Use of Social Media Sites, Including Personal Sites (1st Reading – Information)

xiv) Policy 5335 Employee Use of Electronic Communications Devices (1st Reading – Information)

xv) Policy 8300 Emergency and Disaster Preparedness (1st Reading – Information)

xvi) Policy 8300P Emergency and Disaster Preparedness Procedure (1st Reading – Information)

xvii) Policy 8320 Emergency Closure of Schools (DELETE – 1st Reading – information)

- 9) **Agenda Planning:** Trustee Schroeder reviewed the events calendar noting the Special Board Meeting on August 7th and the District's Back To School All Staff Meeting on August 15th. Trustee Bingham requested the updated version of the Superintendent's Job Description and Evaluation Form be reviewed at the August regular board meeting.

**** Clerk's Note:** With only three Trustees present at the July 2023 school board meeting the Executive Session will be moved to August, 2023.

10) Executive Session

a) IC 74-206(1)(b)(d) – 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; and (d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.

- i) Personnel Issues
- ii) Student Issues

- 11) **Consideration of Personnel Executive Item(s):** No Personnel Executive Items for July, 2023.

- 12) **Consideration of Student Executive Item(s):** No Student Executive Items for July, 2023.

13) Adjourn

There being no other business before the board, Trustee Jeff Schroeder adjourned the meeting at 7:00 p.m.

NOTICE OF SPECIAL MEETING

August 7, 2023

8:00 a.m.

BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. 261

Jerome, Lincoln and Gooding Counties, Idaho

Administrative Complex Board Room

Board Members present: Jeff Schroeder. Board Members present by telephone: Staci Leavitt, Annette Lott, Liz Bingham, Shane Humphries. Others present: Superintendent Dr. Patrick Charlton, Business Manager Brian Bridwell, District Clerk Lorri Prescott.

NOTICE IS HEREBY GIVEN to the patrons of school district No. 261, that a special meeting of the Board of Trustees of said district was called to be held on August 7, 2023, at 8:00 a.m. at Jerome School District Administration Offices, 125 4th Avenue West, Jerome. The purpose of the special meeting was:

1) Consideration of Personnel Changes School Year 2023-24

a. New Hires

- i. Jerome Middle School Teacher English Language Arts – Ryan Holyoak
- ii. Jerome Middle School Teacher English Language Arts – Nola Robinson
- iii. Jerome High School Assistant Coach Volleyball Team – Caitlin Burnham
- iv. Jerome Middle School Coach Football 7th Grade Team – Cody Howard
- v. Jerome Middle School Coach Volleyball 8th Grade B Team – Kristina Hughes
- vi. Jefferson Elementary School Para Professional Building – Petra Maldonado
- vii. Summit Elementary School Para Professional Building – Rafaela Jimenez
- viii. Summit Elementary School Para Professional Special Education Extended – Victoria Bryant
- ix. Summit Elementary School Teacher Special Education – Jen McLaws

b. Transfers

- i. Horizon Elementary School Child Nutrition Kitchen Manager – Bianca Sozzi

c. Resignations

- i. Horizon Elementary School Child Nutrition Kitchen Manager – Maricris Blakley
- ii. Summit Elementary School Para Professional Special Education Extended – Emily Bollar
- iii. Jerome High School Assistant Coach Basketball – Tony Sedano
- iv. Jerome High School Assistant Coach Soccer – Martin Arizmendi

A motion was made by Annette Lott and seconded by Shane Humphries to approve the Personnel New Hires, Transfers and Resignations as listed. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

2) Approve Jerome School District Special Education Dept Contract with Sunbelt Staffing LLC

a. Horizon Elementary School Teacher Special Education Extended – Kristine Kempthorne

A motion was made by Jeff Schroeder and seconded by Liz Bingham to approve the contract with Sunbelt Staffing LLC to provide a Special Education Extended Teacher at Horizon Elementary School for the 2023-24 school year. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

3) Approve Bus Routes 2023-24 School Year

A motion was made by Annette Lott and seconded by Shane Humphries to approve the Bus Routes as presented by the North Side Bus Company for the 2023-24 school year. The motion passed by the

following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

4) Approve Safety Bus Routes 1 thru 7 for 2023-24 School Year

A motion was made by Jeff Schroeder and seconded by Annette Lott to approve the Safety Bus Routes as presented by the North Side Bus Company for the 2023-24 school year. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

5) Approve Bus Drivers 2023-24 School Year

a. Bus Driver Training, Cleaning and Safety Protocol

A motion was made by Annette Lott and seconded by Liz Bingham to approve the Bus Drivers as presented by the North Side Bus Company for the 2023-24 school year, contingent on a cleared background check process of the drivers. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

6) Declaration that an area of need exists for the 2023-24 school year in the schools as listed:

a. Emergency Provisional Certification

i. Makayla Osterberg – Summit Elementary School Teacher Grade 4 DLIE

b. Alternative Authorization Certification

i. Ryan Holyoak – Jerome Middle School Teacher English Language Arts

ii. Casey Clark – Horizon Elementary School Teacher Grade 3

iii. Janice Bakes – Horizon Elementary School Teacher Grade 1

iv. Melissa Traughber – Jefferson Elementary School Teacher Physical Education

c. Student Teacher Approval

i. Amanda Burlingame – Jerome High School Teacher Special Education Extended

ii. Casey Clark – Horizon Elementary School Teacher Grade 3

iii. Cole Massie – Jerome High School Teacher Science

A motion was made by Annette Lott and seconded by Shane Humphries to declare that an area of need exists and to approve the student teacher assignments for the 2023-24 school year in the schools and departments as listed. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

7) Adjourn: There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 8:25 a.m.

Jerome School District #261
Board of Trustees Agenda
August 22, 2023
6:00 p.m. Regular Session
Administrative Complex Board Room

Board of Trustees: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeff Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt
Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen,
Business Manager Brian Bridwell, Clerk Lorri Prescott

“The Jerome School Board of Education is committed to supporting students’ need to graduate from high school equipped with the character, skills and knowledge to successfully enter work or postsecondary training. ”

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(The meetings will not be recorded.)

The board meeting will be available by audio to the public through the following link:

Video call link: <https://meet.google.com/frr-spzc-ahp>

Or dial: (US) +1 470-705-3645 PIN: 911 806 151#

All public comments or questions will be accepted in written form and can be sent to the District Clerk via email to lorri.prescott@jeromeschools.org

Board of Trustees present: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeffrey Schroeder, Zone 4 Annette Lott, Zone 5 Stacie Leavitt. Others present: Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen, Business Manager Brian Bridwell, District Clerk Lorri Prescott, Special Education Director Toni Harbaugh, Technology Director Tyler Wardle, Federal Programs Director Kim Lickley; Jerome High School Principal Nathan Tracy and Athletic Director Scott Burton; Falls City Academy Principal Matt Coleman, Jerome Middle School Principal Nicole Ferreira and Assistant Principal Aimee Mangum; Summit Elementary Principal Cliff Creek and Assistant Principal Jaci Hill; Jefferson Elementary School Principal Barbara Brown and Assistant Principal Stacey Demers-McFarland; Horizon Elementary School Principal Jill Taylor and Kindergarten Center JEEP Principal Angie Brulotte; Child Nutrition Department Director Vanessa Fitzsimons, and Starr Corporation Representative Michael Arrington.

1) Call to Order 6:00 p.m.

The meeting was called to order at 6:00 p.m. by Chairman Staci Leavitt

- a) Pledge of Allegiance
- b) Waive reading of the minutes of the previous board meeting as submitted to each board member.
- c) Approval of Agenda
A motion was made by Annette Lott and seconded by Shane Humphries to waive the reading of the minutes of the previous board meeting and approve the agenda as presented. The motion passed by the following:
AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

2) Consent Agenda

- a) Approval of Previous Minutes
 - i) Regular Meeting July 25, 2023
 - ii) Special Meeting August 7, 2023
- 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) Falls City Academy – Reconciliation – Check Register – Balance Sheet

(7) Special Services -- Reconciliation -- Check Register -- Balance Sheet

c) Personnel

i) Resignations 2023-24

(1) Jerome High School Para Professional Special Education – Megan Anderson Way

ii) Transfers 2023-24

(1) Jefferson Elementary School Teacher Elementary Grade 1 to .5 FTE – Kylie Spence

(2) Jerome Middle School Teacher ESL/LEP Secondary – Lisa Colvin

(3) Jerome Middle School Advisor Drama – Chezney Olsen

(4) Jefferson Elementary School Para Professional Building Stem (.5 FTE) – Johana Garcia

iii) New Hires 2023-24

(1) Jefferson Elementary School Teacher Elementary Grade 1 (.5 FTE) – Jennifer Carter

(2) Jerome Middle School Coach Football 8th Grade – Miguel Cruz

(3) Horizon Elementary School Child Nutrition Cashier – Kari Gilbert

(4) Jerome Middle School Child Nutrition Cook – Danielle Huber

(5) Jerome High School Child Nutrition Cook – Sandra Briseno

(6) Summit Elementary School Para Professional Building – Iris Ocaranza

(7) Horizon Elementary School Para Professional Building Behavior – Emma Christy Keys

(8) Jefferson Elementary School Para Professional Building – Kari Dooley

(9) Jefferson Elementary School Para Professional Building Stem (.5 FTE) – Catherine Wardle

(10) Jerome Early Education Program Para Professional Special Education – Crystal Hunter

(11) Jerome Kindergarten Center Para Professional Building – Virginia Findley

(12) Jerome Academy Para Professional Special Education Extended – Ember Tisdale

(13) Jerome High School Gear Up Coordinator Assistant (.5 FTE) – Gabriela Urrutia

(14) Jefferson Elementary School Para Professional Building – Eva Lopez Cisneros

(15) Jerome High School Para Professional Special Education – Austin Jensen

A motion was made by Annette Lott and seconded by Liz Bingham to approve the Consent Agenda as presented.

The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

3) **Scheduled Visitors:** No Scheduled Visitors for August, 2023.

4) **Audience of Citizens:** No Requests for August, 2023.

5) **Committee Reports/Correspondence to the Board:** No Committee Reports for August, 2023.

a) Thank you from the family of Dennis Stauffer

b) Thank you from the family of Norma Fiscus

6) **Reports:** School and Program Administrators presented verbal reports to the School Board Trustees:

a) Curriculum Director: review of school year opening events and professional development schedule during year for staff.

b) Federal Program Director: beginning of the year student identification, migrant summer school review; 20 credits earned by secondary migrant students over the summer, dual language immersion training for teachers in August.

c) Special Education Director: review of open special education teaching openings, new special education instructional coach and several openings for social workers still unfilled.

d) Jefferson Elementary School: started year with all staff barbecue and student school assembly with RISE theme business

e) Horizon Elementary School: full time vice principals very helpful to administration, school under construction, counseling interns and AmeriCorps reading helpers support added this year.

f) JEEP and Kindergarten Center: AVID conference attended by teachers, busing routes reviewed, attended Dyslexia training.

g) Summit Elementary School: leadership change, school has great staff with eight new teachers and student enrollment of 618, “meet your teacher” event very successful, goals set by principal presented.

h) Jerome Middle School: staff working together to plan school year and support new teachers; enrollment is 990 students, family meetings scheduled by administration; 6th grade on 1st day very successful day.

i) Jerome High School: CORE training for staff and leadership for students, CSI partnership with AVID; freshman night and 1st day Freshmen only worked very well; four new teachers added to JHS for the year.

j) Falls City Academy: All new staff, enrollment is 96 students; additional of PE/Health class is beneficial to students; CORE training with staff and students; partnering with JHS and CSI to offer a welding class.

- k) Child Nutrition Director: department is fully staffed in kitchens, summer feeding program was successful; free breakfast for all students in district during school year; staff are collecting free/reduced lunch applications; department is transitioning back to Meal Time software for the school year.
- l) Maintenance Director
- m) Technology Director: summer crew consisted of one JHS IT teacher and five JHS interns; current IT staff were interns in high school, replaced fiber backbone, set up wireless backbone; set up new staff and students with computer access.
- n) Superintendent: 2023-24 is off to a great start with review of school program.
 - 1) Construction Update: photos of Frontier construction progress and electrical panels due in October; Horizon construction projects underway: footings, walls, foundation complete. Jefferson construction masonry bids successful; power line overhead to underground complete; update of five year facilities plan.
 - 2) Jerome High School Athletics Report: JHS athletes and parent meeting had a special speaker; first responders game successful; planning event with CSI and basketball team; JHS athletic teams are completing service projects; banner added to JHS gym with the JHS Fight Song.
 - 3) Open Positions 2023-24: review of list of positions unfilled for beginning of school year 23-24.
 - 4) AVID Program Update: summer conference attended by many district teachers, goals set for school year
 - 5) Strategic Planning: presented to administrators at the planning meeting, presented seven goals for
 - 6) Idaho School Board Association Convention, November 15-17, 2023, in Boise, Idaho
 - 7) Falls City Academy Awarded Accreditation by the North Central Association Commission
- o) Trustee's Report (Information/Discussion)
 - i) District Discipline Review Committee for School Year 2023-24: Trustees to serve on the 23-24 DDRC committee for three months each: Fall: Annette Lott; Winter: Liz Bingham; Spring: Jeff Schroeder.
 - ii) Jerome School District Committees Review for School Year 2023-24
 - iii) School and Programs Visits Schedule for School Year 2023-24: school and program visits will be scheduled with building administrators for the school year.
 - iv) Superintendent Evaluation Review: informal evaluation will be scheduled for October with formal evaluation in December of each year, superintendent will also conduct a self-evaluation prior to formal evaluation.
 - v) Annual Review of District Policies per District Policy 1303 with List of District Policies
 - vi) Declaration of Candidacy for Trustees Zone 3, Zone 4 and Zone 5 due September 8, 2023

7) Approval of Bills

A motion was made by Annette Lott and seconded by Shane Humphries to approve the bills as presented. The motion passed by the following:

AYE: Staci Leavitt
 Annette Lott
 Liz Bingham
 Shane Humphries
 Jeff Schroeder

8) Board Business

a) Continuing Business

- i) Policy 2120 Program Evaluation and Diagnostic Tests (2nd Reading - Action)
- ii) Policy 2130 Research Studies (2nd Reading - Action)
- iii) Policy 2140 Student And Family Privacy Rights (2nd Reading - Action)
- iv) Policy 2140F Student and Family Privacy Rights Consent Form (2nd Reading - Action)
- v) Policy 2303 Required Elementary Instruction Offerings (NEW - 2nd Reading - Action)
- vi) Policy 3440 Student Fees, Fines and Changes/Return of Property (2nd Reading - Action)
- vii) Policy 5325 Employee Use of Social Media Sites, Including Personal Sites (2nd Reading - Action)
- viii) Policy 5335 Employee Use of Electronic Communications Devices (2nd Reading - Action)
- ix) Policy 8300 Emergency and Disaster Preparedness (2nd Reading - Action)
- x) Policy 8300P Emergency and Disaster Preparedness Procedure (2nd Reading - Action)
- xi) Policy 8320 Emergency Closure of Schools (DELETE – 2nd Reading - Action)

A motion was made by Shane Humphries and seconded by Liz Bingham to approve Policies 2120, 2130, 2140, 2140F, 2303, 3440, 5325, 5335, 8300, 8300P, as presented for second reading with the following changes to Policy 2303 to remove "and" after item 4, and Policy 3440 to add "or designee" after the Board second paragraph and correct spelling of "lost" in fifth paragraph; and delete Policy 8320 . The motion passed by the following:

AYE: Staci Leavitt
 Annette Lott
 Jeff Schroeder
 Liz Bingham

Shane Humphries

b) New Business

i) Approval of Jerome School District 2023-24 ARP/ESSR Safe Return to In-Person Instruction Plan

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the Jerome School District 2023-24 ARP/ESSR Safe Return to In-Person Instruction Plan and review the plan in January 2024. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

ii) Consideration of Memorandum of Understanding with AmeriCorps in Action for Reading Corps Services

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the Memorandum of Understanding with AmeriCorps in Action for the 2023-24 school year. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

iii) Approve Jerome High School Gear Up Program Out of State Travel Request

A motion was made by Shane Humphries and seconded by Annette Lott to declare to approve the request by Jerome High School Administration for the Gear Up Program Students to travel to Utah in October for a College and Industry Tour, contingent on review of the list of students and staff traveling. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

iv) Declaration that an area of need exists for the 2023-24 school year in the schools and departments as listed

(1) Alternative Authorization Certification

(a) Jerome Middle School Teacher English Language Arts – Nola Robinson

(b) Summit Elementary School Teacher Special Education – Jennifer McLaws

(c) Jerome Middle School Teacher English Language Arts – Glenn Shark

(d) Jefferson Elementary School Teacher Kindergarten DLI Spanish – Nancy Lopez

A motion was made by Shane Humphries and seconded by Liz Bingham to declare that an area of need exists for the 2023-24 school year in the schools and departments as listed. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

v) Consideration of Classified Salary Schedule Placement

(1) Horizon Elementary School Child Nutrition Cashier - Kari Gilbert

(2) Jerome Middle School Child Nutrition Cook - Danielle Huber

(3) Jerome School District Early Education Program Para Professional Special Education – Crystal Hunter

A motion was made by Annette Lott and seconded by Shane Humphries to approve the salary step placement for three classified employees, P2324-06, P2324-07 and P2324-04, as recommended by District Administration. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

c) Policy 1100 Membership (1st Reading – Information)

- d) Policy 2700 High School Graduation Requirements (1st Reading – Information)
- e) Policy 2700P High School Graduation Requirements (1st Reading – Information)
- f) Policy 3030 Part-Time Attendance / Dual Enrollment (1st Reading – Information)
- g) Policy 3570 Student Records (1st Reading – Information)
- h) Policy 4140 Visitors to the Schools (1st Reading – Information)

9) **Agenda Planning:** Trustees requested an update on the district's ALICE program and staff/ student training; review of the district's truancy policy; standardize the administrators monthly reports to make consistent and report goals, student achievement growth and progress on strategic plan; update on construction plans with contingencies for new school move.

10) **Executive Session**

- a) IC 74-206(1)(b)(d) – 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; and (d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.
 - i) Personnel Issues
 - ii) Student Issues

A motion was made by Annette Lott and seconded by Shane Humphries 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)(d), Idaho Code, regarding personnel issues involving employees or student issues involving students of the district. The motion passed by roll call vote:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

The board recessed into executive session at 8:30 p.m.

The board returned to open session at 8:48 p.m.

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

- a) Classified Employee Additional Leave Request – P2324-03
 - A motion was made by Shane Humphries and seconded by Liz Bingham to approve the request for additional unpaid leave submitted by Classified Employee P2324-03, and direct Superintendent Charlton to send written notice to employee. The motion passed by the following:
 - AYE: Staci Leavitt
 - Annette Lott
 - Liz Bingham
 - Shane Humphries
 - Jeff Schroeder

12) **Adjourn:** There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 8:57 p.m.

Jerome School District #261
Board of Trustees Agenda
August 22, 2023
6:00 p.m. Regular Session
Administrative Complex Board Room

Board of Trustees: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeff Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt
Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen,
Business Manager Brian Bridwell, Clerk Lorri Prescott

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(The meetings will not be recorded.)

The board meeting will be available by audio to the public through the following link:

Video call link: <https://meet.google.com/frr-spzc-ahp>

Or dial: (US) +1 470-705-3645 PIN: 911 806 151#

All public comments or questions will be accepted in written form and can be sent to the District Clerk via email to lorri.prescott@jeromeschools.org

Board of Trustees present: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeffrey Schroeder, Zone 4 Annette Lott, Zone 5 Stacie Leavitt. Others present: Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen, Business Manager Brian Bridwell, District Clerk Lorri Prescott, Special Education Director Toni Harbaugh, Technology Director Tyler Wardle, Federal Programs Director Kim Lickley; Jerome High School Principal Nathan Tracy and Athletic Director Scott Burton; Falls City Academy Principal Matt Coleman, Jerome Middle School Principal Nicole Ferreira and Assistant Principal Aimee Mangum; Summit Elementary Principal Cliff Creek and Assistant Principal Jaci Hill; Jefferson Elementary School Principal Barbara Brown and Assistant Principal Stacey Demers-McFarland; Horizon Elementary School Principal Jill Taylor and Kindergarten Center JEEP Principal Angie Brulotte; Child Nutrition Department Director Vanessa Fitzsimons, and Starr Corporation Representative Michael Arrington.

1) Call to Order 6:00 p.m.

The meeting was called to order at 6:00 p.m. by Chairman Staci Leavitt

- a) Pledge of Allegiance
- b) Waive reading of the minutes of the previous board meeting as submitted to each board member.
- c) Approval of Agenda
A motion was made by Annette Lott and seconded by Shane Humphries to waive the reading of the minutes of the previous board meeting and approve the agenda as presented. The motion passed by the following:
AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

2) Consent Agenda

- a) Approval of Previous Minutes
 - i) Regular Meeting July 25, 2023
 - ii) Special Meeting August 7, 2023
- 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) Falls City Academy – Reconciliation – Check Register – Balance Sheet

(7) Special Services -- Reconciliation -- Check Register -- Balance Sheet

c) Personnel

i) Resignations 2023-24

(1) Jerome High School Para Professional Special Education – Megan Anderson Way

ii) Transfers 2023-24

(1) Jefferson Elementary School Teacher Elementary Grade 1 to .5 FTE – Kylie Spence

(2) Jerome Middle School Teacher ESL/LEP Secondary – Lisa Colvin

(3) Jerome Middle School Advisor Drama – Chezney Olsen

(4) Jefferson Elementary School Para Professional Building Stem (.5 FTE) – Johana Garcia

iii) New Hires 2023-24

(1) Jefferson Elementary School Teacher Elementary Grade 1 (.5 FTE) – Jennifer Carter

(2) Jerome Middle School Coach Football 8th Grade – Miguel Cruz

(3) Horizon Elementary School Child Nutrition Cashier – Kari Gilbert

(4) Jerome Middle School Child Nutrition Cook – Danielle Huber

(5) Jerome High School Child Nutrition Cook – Sandra Briseno

(6) Summit Elementary School Para Professional Building – Iris Ocaranza

(7) Horizon Elementary School Para Professional Building Behavior – Emma Christy Keys

(8) Jefferson Elementary School Para Professional Building – Kari Dooley

(9) Jefferson Elementary School Para Professional Building Stem (.5 FTE) – Catherine Wardle

(10) Jerome Early Education Program Para Professional Special Education – Crystal Hunter

(11) Jerome Kindergarten Center Para Professional Building – Virginia Findley

(12) Jerome Academy Para Professional Special Education Extended – Ember Tisdale

(13) Jerome High School Gear Up Coordinator Assistant (.5 FTE) – Gabriela Urrutia

(14) Jefferson Elementary School Para Professional Building – Eva Lopez Cisneros

(15) Jerome High School Para Professional Special Education – Austin Jensen

A motion was made by Annette Lott and seconded by Liz Bingham to approve the Consent Agenda as presented.

The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

3) **Scheduled Visitors:** No Scheduled Visitors for August, 2023.

4) **Audience of Citizens:** No Requests for August, 2023.

5) **Committee Reports/Correspondence to the Board:** No Committee Reports for August, 2023.

a) Thank you from the family of Dennis Stauffer

b) Thank you from the family of Norma Fiscus

6) **Reports:** School and Program Administrators presented verbal reports to the School Board Trustees:

a) Curriculum Director: review of school year opening events and professional development schedule during year for staff.

b) Federal Program Director: beginning of the year student identification, migrant summer school review; 20 credits earned by secondary migrant students over the summer, dual language immersion training for teachers in August.

c) Special Education Director: review of open special education teaching openings, new special education instructional coach and several openings for social workers still unfilled.

d) Jefferson Elementary School: started year with all staff barbecue and student school assembly with RISE theme business

e) Horizon Elementary School: full time vice principals very helpful to administration, school under construction, counseling interns and AmeriCorps reading helpers support added this year.

f) JEEP and Kindergarten Center: AVID conference attended by teachers, busing routes reviewed, attended Dyslexia training.

g) Summit Elementary School: leadership change, school has great staff with eight new teachers and student enrollment of 618, “meet your teacher” event very successful, goals set by principal presented.

h) Jerome Middle School: staff working together to plan school year and support new teachers; enrollment is 990 students, family meetings scheduled by administration; 6th grade on 1st day very successful day.

i) Jerome High School: CORE training for staff and leadership for students, CSI partnership with AVID; freshman night and 1st day Freshmen only worked very well; four new teachers added to JHS for the year.

j) Falls City Academy: All new staff, enrollment is 96 students; additional of PE/Health class is beneficial to students; CORE training with staff and students; partnering with JHS and CSI to offer a welding class.

- k) Child Nutrition Director: department is fully staffed in kitchens, summer feeding program was successful; free breakfast for all students in district during school year; staff are collecting free/reduced lunch applications; department is transitioning back to Meal Time software for the school year.
- l) Maintenance Director
- m) Technology Director: summer crew consisted of one JHS IT teacher and five JHS interns; current IT staff were interns in high school, replaced fiber backbone, set up wireless backbone; set up new staff and students with computer access.
- n) Superintendent: 2023-24 is off to a great start with review of school program.
 - 1) Construction Update: photos of Frontier construction progress and electrical panels due in October; Horizon construction projects underway: footings, walls, foundation complete. Jefferson construction masonry bids successful; power line overhead to underground complete; update of five year facilities plan.
 - 2) Jerome High School Athletics Report: JHS athletes and parent meeting had a special speaker; first responders game successful; planning event with CSI and basketball team; JHS athletic teams are completing service projects; banner added to JHS gym with the JHS Fight Song.
 - 3) Open Positions 2023-24: review of list of positions unfilled for beginning of school year 23-24.
 - 4) AVID Program Update: summer conference attended by many district teachers, goals set for school year
 - 5) Strategic Planning: presented to administrators at the planning meeting, presented seven goals for
 - 6) Idaho School Board Association Convention, November 15-17, 2023, in Boise, Idaho
 - 7) Falls City Academy Awarded Accreditation by the North Central Association Commission
- o) Trustee's Report (Information/Discussion)
 - i) District Discipline Review Committee for School Year 2023-24: Trustees to serve on the 23-24 DDRC committee for three months each: Fall: Annette Lott; Winter: Liz Bingham; Spring: Jeff Schroeder.
 - ii) Jerome School District Committees Review for School Year 2023-24
 - iii) School and Programs Visits Schedule for School Year 2023-24: school and program visits will be scheduled with building administrators for the school year.
 - iv) Superintendent Evaluation Review: informal evaluation will be scheduled for October with formal evaluation in December of each year, superintendent will also conduct a self-evaluation prior to formal evaluation.
 - v) Annual Review of District Policies per District Policy 1303 with List of District Policies
 - vi) Declaration of Candidacy for Trustees Zone 3, Zone 4 and Zone 5 due September 8, 2023

7) **Approval of Bills**

A motion was made by Annette Lott and seconded by Shane Humphries to approve the bills as presented. The motion passed by the following:

AYE: Staci Leavitt
 Annette Lott
 Liz Bingham
 Shane Humphries
 Jeff Schroeder

8) **Board Business**

a) Continuing Business

- i) Policy 2120 Program Evaluation and Diagnostic Tests (2nd Reading - Action)
- ii) Policy 2130 Research Studies (2nd Reading - Action)
- iii) Policy 2140 Student And Family Privacy Rights (2nd Reading - Action)
- iv) Policy 2140F Student and Family Privacy Rights Consent Form (2nd Reading - Action)
- v) Policy 2303 Required Elementary Instruction Offerings (NEW - 2nd Reading - Action)
- vi) Policy 3440 Student Fees, Fines and Changes/Return of Property (2nd Reading - Action)
- vii) Policy 5325 Employee Use of Social Media Sites, Including Personal Sites (2nd Reading - Action)
- viii) Policy 5335 Employee Use of Electronic Communications Devices (2nd Reading - Action)
- ix) Policy 8300 Emergency and Disaster Preparedness (2nd Reading - Action)
- x) Policy 8300P Emergency and Disaster Preparedness Procedure (2nd Reading - Action)
- xi) Policy 8320 Emergency Closure of Schools (DELETE – 2nd Reading - Action)

A motion was made by Shane Humphries and seconded by Liz Bingham to approve Policies 2120, 2130, 2140, 2140F, 2303, 3440, 5325, 5335, 8300, 8300P, as presented for second reading with the following changes to Policy 2303 to remove "and" after item 4, and Policy 3440 to add "or designee" after the Board second paragraph and correct spelling of "lost" in fifth paragraph; and delete Policy 8320 . The motion passed by the following:

AYE: Staci Leavitt
 Annette Lott
 Jeff Schroeder
 Liz Bingham

Shane Humphries

b) New Business

i) Approval of Jerome School District 2023-24 ARP/ESSR Safe Return to In-Person Instruction Plan

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the Jerome School District 2023-24 ARP/ESSR Safe Return to In-Person Instruction Plan and review the plan in January 2024. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

ii) Consideration of Memorandum of Understanding with AmeriCorps in Action for Reading Corps Services

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the Memorandum of Understanding with AmeriCorps in Action for the 2023-24 school year. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

iii) Approve Jerome High School Gear Up Program Out of State Travel Request

A motion was made by Shane Humphries and seconded by Annette Lott to declare to approve the request by Jerome High School Administration for the Gear Up Program Students to travel to Utah in October for a College and Industry Tour, contingent on review of the list of students and staff traveling. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

iv) Declaration that an area of need exists for the 2023-24 school year in the schools and departments as listed

(1) Alternative Authorization Certification

(a) Jerome Middle School Teacher English Language Arts – Nola Robinson

(b) Summit Elementary School Teacher Special Education – Jennifer McLaws

(c) Jerome Middle School Teacher English Language Arts – Glenn Shark

(d) Jefferson Elementary School Teacher Kindergarten DLI Spanish – Nancy Lopez

A motion was made by Shane Humphries and seconded by Liz Bingham to declare that an area of need exists for the 2023-24 school year in the schools and departments as listed. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

v) Consideration of Classified Salary Schedule Placement

(1) Horizon Elementary School Child Nutrition Cashier - Kari Gilbert

(2) Jerome Middle School Child Nutrition Cook - Danielle Huber

(3) Jerome School District Early Education Program Para Professional Special Education – Crystal Hunter

A motion was made by Annette Lott and seconded by Shane Humphries to approve the salary step placement for three classified employees, P2324-06, P2324-07 and P2324-04, as recommended by District Administration. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

c) Policy 1100 Membership (1st Reading – Information)

- d) Policy 2700 High School Graduation Requirements (1st Reading – Information)
- e) Policy 2700P High School Graduation Requirements (1st Reading – Information)
- f) Policy 3030 Part-Time Attendance / Dual Enrollment (1st Reading – Information)
- g) Policy 3570 Student Records (1st Reading – Information)
- h) Policy 4140 Visitors to the Schools (1st Reading – Information)

9) **Agenda Planning:** Trustees requested an update on the district's ALICE program and staff/ student training; review of the district's truancy policy; standardize the administrators monthly reports to make consistent and report goals, student achievement growth and progress on strategic plan; update on construction plans with contingencies for new school move.

10) **Executive Session**

- a) IC 74-206(1)(b)(d) – 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; and (d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.
 - i) Personnel Issues
 - ii) Student Issues

A motion was made by Annette Lott and seconded by Shane Humphries 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)(d), Idaho Code, regarding personnel issues involving employees or student issues involving students of the district. The motion passed by roll call vote:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

The board recessed into executive session at 8:30 p.m.

The board returned to open session at 8:48 p.m.

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

- a) Classified Employee Additional Leave Request – P2324-03
 - A motion was made by Shane Humphries and seconded by Liz Bingham to approve the request for additional unpaid leave submitted by Classified Employee P2324-03, and direct Superintendent Charlton to send written notice to employee. The motion passed by the following:
 - AYE: Staci Leavitt
 - Annette Lott
 - Liz Bingham
 - Shane Humphries
 - Jeff Schroeder

12) **Adjourn:** There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 8:57 p.m.

Jerome School District #261
Board of Trustees Agenda
September 26, 2023
6:00 p.m. Regular Session
Administrative Complex Board Room

Board of Trustees: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeff Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt
Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen,
Business Manager Brian Bridwell, Clerk Lorri Prescott

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Board of Trustees present: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeffrey Schroeder, Zone 4 Annette Lott, Zone 5 Stacie Leavitt. Others present: Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen, Business Manager Brian Bridwell, District Clerk Lorri Prescott, Special Education Director Toni Harbaugh, Technology Director Tyler Wardle, Federal Programs Director Kim Lickley; Jerome High School Principal Nathan Tracy; Falls City Academy Principal Matt Coleman, Jerome Middle School Assistant Principal Aimee Mangum and Teacher Darren Olsen; Summit Elementary Principal Cliff Creek and Assistant Principal Jaci Hill; Jefferson Elementary School Principal Barbara Brown and Assistant Principal Stacey Demers-McFarland; Horizon Elementary School Assistant Principal Amber Boone and Kindergarten Center JEEP Principal Angie Brulotte; and Starr Corporation Representative Michael Arrington.

Call to Order 6:00 p.m.

The meeting was called to order at 6:00 p.m. by Chairman Staci Leavitt

- a) Pledge of Allegiance
- b) Waive reading of the minutes of the previous board meeting as submitted to each board member.
- c) Approval of Agenda
A motion was made by Annette Lott and seconded by Shane Humphries to waive the reading of the minutes of the previous board meeting and approve the agenda as presented. The motion passed by the following:
AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

2) Consent Agenda

- a) Approval of Previous Minutes
 - i) Regular Meeting August 22, 2023
- 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) Falls City Academy – Reconciliation – Check Register – Balance Sheet

(7) Special Services -- Reconciliation -- Check Register -- Balance Sheet

c) Personnel

i) Resignations 2023-24

(1) Horizon Elementary School Para Professional Special Education Extended – Valli Lightner

(2) Jerome High School Assistant Coach Girls Basketball – Karly Hudelson

(3) Jerome High School Assistant Coach Baseball – Nick Davis

(4) Jerome High School Assistant Coach Softball – Leonard Horton

(5) Jerome Middle School Child Nutrition Cook – Danielle Huber

ii) New Hires 2023-24

(1) Jerome School District Social Worker – Nicole Rietkerk

(2) Jefferson Elementary School Secretary Building – Stephanie Vergara

(3) Summit Elementary School Teacher Special Education – Patrick Pacheco

(4) Summit Elementary School Teacher Interventionist – Anna Simmons

(5) Jerome High School Assistant Coach Girls Basketball – Chelsie Thompson

(6) Jerome High School Assistant Coach Girls Wrestling Coach – Zeke Williamson

(7) Horizon Elementary School Para Professional Special Education Extended – Cason Cartisser

(8) Jerome Middle School Child Nutrition Cook – Irma Gonzalez Perez

(9) Horizon Elementary School Early Education Program Para Professional Building – Taylor Spencer

(10) Horizon Elementary School Para Professional Special Education Extended – Amber Jones

A motion was made by Annette Lott and seconded by Shane Humphries to approve the Consent Agenda as presented. Discussion followed and it was determined to move the Financial Cash Report and Accrual Reports for August 2023 to the October 2023 Consent Agenda. The motion was amended by Shane Humphries and seconded by Annette Lott to approve the Consent Agenda as presented and remove the Cash and Accrual Reports for approval in October. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

3) **Scheduled Visitors:** No Scheduled Visitors for September, 2023.

4) **Audience of Citizens:** No Requests for September, 2023.

5) **Committee Reports/Correspondence to the Board:** Trustee Lott reported on the Jerome School District Foundation selections of the Jerome School District Mini-Grant application. Trustee Humphries reported on the District's Policy Committee review and updates of current district policy.

6) **Reports:** Items a through m: *School and Program Administrators submitted reports digitally to the School Board.*

a) Curriculum Director

b) Federal Program Director

c) Special Education Director

d) Jefferson Elementary School

e) Horizon Elementary School

f) JEEP and Kindergarten Center

g) Summit Elementary School

h) Jerome Middle School

i) Jerome High School

j) Falls City Academy

k) Child Nutrition Director

l) Maintenance Director

m) Technology Director

n) Superintendent

1) Construction Update: photos provided of Frontier, Jefferson and Horizon Elementary Schools construction projects progress; Frontier: paved asphalt on walking path, shelves installed in library; Horizon: walls framed, floors poured, stage construction underway; Jefferson: construction begins October 9; Five year facilities-strategic plan review.

2) Jerome High School Athletics Report: JHS Fall sports update and events during Homecoming week listed.

3) Open Positions 2023-24: review of employment opportunities in the district.

- 4) AVID Program Update: Assistant Superintendent Ohlensehlen reviewed the train the trainer model of the AVID program in the schools and the professional development plans for AVID program during the school year.
- 5) Strategic Planning: District's plan reviewed with next step to assess the direction of the district with the Trustees.
- 6) ALICE Training: Technology Director Wardle updated the Trustees on the District' Safety Plan and school administrators are writing school safety plans to work in conjunction with the district's plan.
- 7) TISS Grant (Trauma Informed Services in Schools): Federal Programs Director Lickley reported on the TISS Grant received by the District to give support in the schools for teachers and students.
- 8) Secure Our Future Grant: Federal Program Director Lickley gave details on the Secure Our Future Grant received by the District with the focus of Phase I on the Jerome High School Vestibule, creating a safe and secure entrance for students and staff. The Jerome School District Board of Trustees are in full support of the Secure Our Future Grant plan as presented at the regularly scheduled school board meeting on September 26, 2023.

7) **Approval of Bills**

A motion was made by Annette Lott and seconded by Shane Humphries to approve the bills as presented. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

8) **Board Business**

a) Continuing Business

- i) Policy 1100 Membership (2nd Reading - Action)
- ii) Policy 2700 High School Graduation Requirements (2nd Reading - Action)
- iii) Policy 2700P High School Graduation Requirements (2nd Reading - Action)
- iv) Policy 3030 Part-Time Attendance / Dual Enrollment (2nd Reading - Action)
- v) Policy 3570 Student Records (2nd Reading – Action)
- vi) Policy 4140 Visitors to the Schools (2nd Reading – Action)

A motion was made by Shane Humphries and seconded by Liz Bingham to approve Policies 1100, 2700, 2700P, 3030, 3570, 4140, as presented for second reading. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Jeff Schroeder
Liz Bingham
Shane Humphries

b) New Business

- i) Consideration for Declaration of Candidacy for Trustee Zone 3 and Trustee Zone 4

A motion was made by Shane Humphries and seconded by Liz Bingham granting permission to Jerome School District Clerk, Lorri Prescott, to declare one candidate elected for Trustee Zone 3 and Trustee Zone 4 and to issue a Certificate of Election to the Trustee of Zone 3 and Trustee of Zone 4. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Jeff Schroeder
Liz Bingham
Shane Humphries

- ii) Approval of the North Side Bus Company Transportation Contract Renewal 2023

A motion was made by Annette Lott and seconded by Shane Humphries to approve the North Side Bus Company Contract Renewal for 2023-24 School Year. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Jeff Schroeder
Liz Bingham
Shane Humphries

- iii) Approval of the North Side Bus Company New Bus Drivers and Attendants for 2023-24 School Year

A motion was made by Annette Lott and seconded by Shane Humphries to approve the North Side Bus Company New Bus Drivers and Attendants for the 2023-24 School Year as presented and contingent on a cleared background check

process of the drivers and attendants. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Jeff Schroeder
Liz Bingham
Shane Humphries

iv) Approval of the Jerome School District 2023-24 Continuous Improvement Plan

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the Jerome School District Continuous Improvement Plan for the SY 2023-24 school year. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Jeff Schroeder
Liz Bingham
Shane Humphries

v) Approval of the Jerome School District Job Descriptions

(1) Superintendent

A motion was made by Annette Lott and seconded by Shane Humphries to approve the Jerome School District Superintendent Job Description as presented and with one correction: replace AV/Carts with Equipment. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Jeff Schroeder
Liz Bingham
Shane Humphries

(2) Trauma Informed Services In Schools (TISS) Grant Project Director

(3) Trauma Informed Services in Schools (TISS) Grand Project Evaluator

A motion was made by Annette Lott and seconded by Liz Bingham to approve the Jerome School District Trauma Informed Services in Schools (TISS) Grant Project Director and Trauma Informed Services in Schools (TISS) Project Evaluator Job Descriptions as presented and with one correction: replace AV/Carts with Equipment. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Jeff Schroeder
Liz Bingham
Shane Humphries

vi) Declaration that an area of need exists for the 2023-24 school year in the schools and departments as listed

- (1) Jerome School District Social Worker – Nicole Rietkerk
- (2) Jefferson Elementary School Teacher Grade 1 – Jennifer Carter
- (3) Jerome Middle School Teacher ESL LEP Secondary – Lisa Colvin
- (4) Summit Elementary School Teacher Grade 5 – Leonard Horton

A motion was made by Shane Humphries and seconded by Liz Bingham to declare that an area of need exists for the 2023-24 school year in the schools and departments as listed. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

vii) Consideration of Classified Salary Schedule Placement

- (1) Jerome School District Para Professional Special Education – Brakeal Edwards
Jerome Middle School Child Nutrition Cook – Irma Gonzalez Perez

A motion was made by Annette Lott and seconded by Shane Humphries to approve the salary step placement for two classified employees, P2324-11 and P2324-12, as recommended by District Administration. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott

Liz Bingham
Shane Humphries
Jeff Schroeder

- viii) Policy 2425 Parental Rights (1st Reading – Information)
- ix) Policy 2425P Parent/Guardian Notification of Changes in Health and Well-Being (NEW - 1st Reading – Information)
- x) Policy 2530 Learning Materials Review & Reconsideration (1st Reading – Information)
- xi) Policy 3050 Attendance (1st Reading – Information)
- xii) Policy 3050P Attendance Policy Procedure (1st Reading – Information)
- xiii) Policy 3530 Suicide (1st Reading – Information)
- xiv) Policy 4510 Public Gifts to the Schools (1st Reading – Information)
- xv) Policy 5405 Personal Leave – Certified Personnel (1st Reading – Information)
- xvi) Policy 8105 Extracurricular Transportation (NEW - 1st Reading – Information)
- xvii) Policy 9802 Display of National Motto (NEW - 1st Reading – Information)

9) **Agenda Planning:** Trustee Schroeder requested a report with current student achievement and comparison of previous data.

10) **Executive Session (Action)**

- a) IC 74-206(1)(b)(d) – 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; and (d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.
 - i) Personnel Issues
 - ii) Student Issues

A motion was made by Annette Lott and seconded by Shane Humphries 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)(d), Idaho Code, regarding personnel issues involving employees or student issues involving students of the district. The motion passed by roll call vote:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

The board recessed into executive session at 8:10 p.m.

The board returned to open session at 8:30 p.m.

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

- a) Classified Employee Additional Leave Request – P2324-10

A motion was made by Annette Lott and seconded by Shane Humphries to approve the request for additional unpaid leave submitted by Classified Employee P2324-10, and direct Superintendent Charlton to send written notice to employee. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

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

- a) Student Discipline
 - i) Student D2324-01

Per Idaho Code 33-205(3) and 74-206(1)(b) the board considered one student discipline issue and took action accordingly. Such action shall be documented in the student's educational record and is confidential pursuant to the Family Education Rights and Privacy Act (FERPA) and other applicable state and federal code and regulation provisions and parents and student were notified of the decision.
 - ii) Declaration of Truancy
 - (a) T2324-01
 - (b) T2324-02
 - (c) T2324-03
 - (d) T2324-04

- (e) T2324-05
- (f) T2324-06
- (g) T2324-07
- (h) T2324-08
- (i) T2324-09
- (j) T2324-10
- (k) T2324-11

A motion was made by Shane Humphries and seconded by Liz Bingham to accept the declaration made by Jerome School District Clerk, Lorri Prescott, as designee of the Board of Trustees, for students T2324-01, T2324-02, T2324-03, T2324-04, T2324-05, T2324-06, T2324-07, T2324-08, T2324-09, T2324-10, T2324-11 as habitually truant. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

13) **Adjourn:** There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 8:35 p.m.

Jerome School District #261
Board of Trustees Agenda
September 26, 2023
6:00 p.m. Regular Session
Administrative Complex Board Room

Board of Trustees: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeff Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt
Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen,
Business Manager Brian Bridwell, Clerk Lorri Prescott

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(The meetings will not be recorded.)

The board meeting will be available by audio to the public through the following link:

Video call link: <https://meet.google.com/frr-spzc-ahp>

Or dial: (US) +1 470-705-3645 PIN: 911 806 151#

All public comments or questions will be accepted in written form and can be sent to the District Clerk via email to lorri.prescott@jeromeschools.org

Board of Trustees present: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeffrey Schroeder, Zone 4 Annette Lott, Zone 5 Stacie Leavitt. Others present: Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen, Business Manager Brian Bridwell, District Clerk Lorri Prescott, Special Education Director Toni Harbaugh, Technology Director Tyler Wardle, Federal Programs Director Kim Lickley; Jerome High School Principal Nathan Tracy; Falls City Academy Principal Matt Coleman, Jerome Middle School Assistant Principal Aimee Mangum and Teacher Darren Olsen; Summit Elementary Principal Cliff Creek and Assistant Principal Jaci Hill; Jefferson Elementary School Principal Barbara Brown and Assistant Principal Stacey Demers-McFarland; Horizon Elementary School Assistant Principal Amber Boone and Kindergarten Center JEEP Principal Angie Brulotte; and Starr Corporation Representative Michael Arrington.

Call to Order 6:00 p.m.

The meeting was called to order at 6:00 p.m. by Chairman Staci Leavitt

- a) Pledge of Allegiance
- b) Waive reading of the minutes of the previous board meeting as submitted to each board member.
- c) Approval of Agenda
A motion was made by Annette Lott and seconded by Shane Humphries to waive the reading of the minutes of the previous board meeting and approve the agenda as presented. The motion passed by the following:
AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

2) Consent Agenda

- a) Approval of Previous Minutes
 - i) Regular Meeting August 22, 2023
- 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) Falls City Academy – Reconciliation – Check Register – Balance Sheet

(7) Special Services -- Reconciliation -- Check Register -- Balance Sheet

c) Personnel

i) Resignations 2023-24

(1) Horizon Elementary School Para Professional Special Education Extended – Valli Lightner

(2) Jerome High School Assistant Coach Girls Basketball – Karly Hudelson

(3) Jerome High School Assistant Coach Baseball – Nick Davis

(4) Jerome High School Assistant Coach Softball – Leonard Horton

(5) Jerome Middle School Child Nutrition Cook – Danielle Huber

ii) New Hires 2023-24

(1) Jerome School District Social Worker – Nicole Rietkerk

(2) Jefferson Elementary School Secretary Building – Stephanie Vergara

(3) Summit Elementary School Teacher Special Education – Patrick Pacheco

(4) Summit Elementary School Teacher Interventionist – Anna Simmons

(5) Jerome High School Assistant Coach Girls Basketball – Chelsie Thompson

(6) Jerome High School Assistant Coach Girls Wrestling Coach – Zeke Williamson

(7) Horizon Elementary School Para Professional Special Education Extended – Cason Cartisser

(8) Jerome Middle School Child Nutrition Cook – Irma Gonzalez Perez

(9) Horizon Elementary School Early Education Program Para Professional Building – Taylor Spencer

(10) Horizon Elementary School Para Professional Special Education Extended – Amber Jones

A motion was made by Annette Lott and seconded by Shane Humphries to approve the Consent Agenda as presented. Discussion followed and it was determined to move the Financial Cash Report and Accrual Reports for August 2023 to the October 2023 Consent Agenda. The motion was amended by Shane Humphries and seconded by Annette Lott to approve the Consent Agenda as presented and remove the Cash and Accrual Reports for approval in October. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

3) **Scheduled Visitors:** No Scheduled Visitors for September, 2023.

4) **Audience of Citizens:** No Requests for September, 2023.

5) **Committee Reports/Correspondence to the Board:** Trustee Lott reported on the Jerome School District Foundation selections of the Jerome School District Mini-Grant application. Trustee Humphries reported on the District's Policy Committee review and updates of current district policy.

6) **Reports:** Items a through m: *School and Program Administrators submitted reports digitally to the School Board.*

a) Curriculum Director

b) Federal Program Director

c) Special Education Director

d) Jefferson Elementary School

e) Horizon Elementary School

f) JEEP and Kindergarten Center

g) Summit Elementary School

h) Jerome Middle School

i) Jerome High School

j) Falls City Academy

k) Child Nutrition Director

l) Maintenance Director

m) Technology Director

n) Superintendent

1) Construction Update: photos provided of Frontier, Jefferson and Horizon Elementary Schools construction projects progress; Frontier: paved asphalt on walking path, shelves installed in library; Horizon: walls framed, floors poured, stage construction underway; Jefferson: construction begins October 9; Five year facilities-strategic plan review.

2) Jerome High School Athletics Report: JHS Fall sports update and events during Homecoming week listed.

3) Open Positions 2023-24: review of employment opportunities in the district.

- 4) AVID Program Update: Assistant Superintendent Ohlensehlen reviewed the train the trainer model of the AVID program in the schools and the professional development plans for AVID program during the school year.
- 5) Strategic Planning: District's plan reviewed with next step to assess the direction of the district with the Trustees.
- 6) ALICE Training: Technology Director Wardle updated the Trustees on the District' Safety Plan and school administrators are writing school safety plans to work in conjunction with the district's plan.
- 7) TISS Grant (Trauma Informed Services in Schools): Federal Programs Director Lickley reported on the TISS Grant received by the District to give support in the schools for teachers and students.
- 8) Secure Our Future Grant: Federal Program Director Lickley gave details on the Secure Our Future Grant received by the District with the focus of Phase I on the Jerome High School Vestibule, creating a safe and secure entrance for students and staff. The Jerome School District Board of Trustees are in full support of the Secure Our Future Grant plan as presented at the regularly scheduled school board meeting on September 26, 2023.

7) **Approval of Bills**

A motion was made by Annette Lott and seconded by Shane Humphries to approve the bills as presented. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

8) **Board Business**

a) Continuing Business

- i) Policy 1100 Membership (2nd Reading - Action)
- ii) Policy 2700 High School Graduation Requirements (2nd Reading - Action)
- iii) Policy 2700P High School Graduation Requirements (2nd Reading - Action)
- iv) Policy 3030 Part-Time Attendance / Dual Enrollment (2nd Reading - Action)
- v) Policy 3570 Student Records (2nd Reading – Action)
- vi) Policy 4140 Visitors to the Schools (2nd Reading – Action)

A motion was made by Shane Humphries and seconded by Liz Bingham to approve Policies 1100, 2700, 2700P, 3030, 3570, 4140, as presented for second reading. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Jeff Schroeder
Liz Bingham
Shane Humphries

b) New Business

- i) Consideration for Declaration of Candidacy for Trustee Zone 3 and Trustee Zone 4

A motion was made by Shane Humphries and seconded by Liz Bingham granting permission to Jerome School District Clerk, Lorri Prescott, to declare one candidate elected for Trustee Zone 3 and Trustee Zone 4 and to issue a Certificate of Election to the Trustee of Zone 3 and Trustee of Zone 4. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Jeff Schroeder
Liz Bingham
Shane Humphries

- ii) Approval of the North Side Bus Company Transportation Contract Renewal 2023

A motion was made by Annette Lott and seconded by Shane Humphries to approve the North Side Bus Company Contract Renewal for 2023-24 School Year. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Jeff Schroeder
Liz Bingham
Shane Humphries

- iii) Approval of the North Side Bus Company New Bus Drivers and Attendants for 2023-24 School Year

A motion was made by Annette Lott and seconded by Shane Humphries to approve the North Side Bus Company New Bus Drivers and Attendants for the 2023-24 School Year as presented and contingent on a cleared background check

process of the drivers and attendants. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Jeff Schroeder
Liz Bingham
Shane Humphries

iv) Approval of the Jerome School District 2023-24 Continuous Improvement Plan

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the Jerome School District Continuous Improvement Plan for the SY 2023-24 school year. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Jeff Schroeder
Liz Bingham
Shane Humphries

v) Approval of the Jerome School District Job Descriptions

(1) Superintendent

A motion was made by Annette Lott and seconded by Shane Humphries to approve the Jerome School District Superintendent Job Description as presented and with one correction: replace AV/Carts with Equipment. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Jeff Schroeder
Liz Bingham
Shane Humphries

(2) Trauma Informed Services In Schools (TISS) Grant Project Director

(3) Trauma Informed Services in Schools (TISS) Grand Project Evaluator

A motion was made by Annette Lott and seconded by Liz Bingham to approve the Jerome School District Trauma Informed Services in Schools (TISS) Grant Project Director and Trauma Informed Services in Schools (TISS) Project Evaluator Job Descriptions as presented and with one correction: replace AV/Carts with Equipment. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Jeff Schroeder
Liz Bingham
Shane Humphries

vi) Declaration that an area of need exists for the 2023-24 school year in the schools and departments as listed

(1) Jerome School District Social Worker – Nicole Rietkerk

(2) Jefferson Elementary School Teacher Grade 1 – Jennifer Carter

(3) Jerome Middle School Teacher ESL LEP Secondary – Lisa Colvin

(4) Summit Elementary School Teacher Grade 5 – Leonard Horton

A motion was made by Shane Humphries and seconded by Liz Bingham to declare that an area of need exists for the 2023-24 school year in the schools and departments as listed. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

vii) Consideration of Classified Salary Schedule Placement

(1) Jerome School District Para Professional Special Education – Brakeal Edwards

Jerome Middle School Child Nutrition Cook – Irma Gonzalez Perez

A motion was made by Annette Lott and seconded by Shane Humphries to approve the salary step placement for two classified employees, P2324-11 and P2324-12, as recommended by District Administration. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott

Liz Bingham
Shane Humphries
Jeff Schroeder

- viii) Policy 2425 Parental Rights (1st Reading – Information)
- ix) Policy 2425P Parent/Guardian Notification of Changes in Health and Well-Being (NEW - 1st Reading – Information)
- x) Policy 2530 Learning Materials Review & Reconsideration (1st Reading – Information)
- xi) Policy 3050 Attendance (1st Reading – Information)
- xii) Policy 3050P Attendance Policy Procedure (1st Reading – Information)
- xiii) Policy 3530 Suicide (1st Reading – Information)
- xiv) Policy 4510 Public Gifts to the Schools (1st Reading – Information)
- xv) Policy 5405 Personal Leave – Certified Personnel (1st Reading – Information)
- xvi) Policy 8105 Extracurricular Transportation (NEW - 1st Reading – Information)
- xvii) Policy 9802 Display of National Motto (NEW - 1st Reading – Information)

9) **Agenda Planning:** Trustee Schroeder requested a report with current student achievement and comparison of previous data.

10) **Executive Session (Action)**

- a) IC 74-206(1)(b)(d) – 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; and (d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.
 - i) Personnel Issues
 - ii) Student Issues

A motion was made by Annette Lott and seconded by Shane Humphries 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)(d), Idaho Code, regarding personnel issues involving employees or student issues involving students of the district. The motion passed by roll call vote:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

The board recessed into executive session at 8:10 p.m.

The board returned to open session at 8:30 p.m.

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

- a) Classified Employee Additional Leave Request – P2324-10

A motion was made by Annette Lott and seconded by Shane Humphries to approve the request for additional unpaid leave submitted by Classified Employee P2324-10, and direct Superintendent Charlton to send written notice to employee. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

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

- a) Student Discipline
 - i) Student D2324-01

Per Idaho Code 33-205(3) and 74-206(1)(b) the board considered one student discipline issue and took action accordingly. Such action shall be documented in the student's educational record and is confidential pursuant to the Family Education Rights and Privacy Act (FERPA) and other applicable state and federal code and regulation provisions and parents and student were notified of the decision.
 - ii) Declaration of Truancy
 - (a) T2324-01
 - (b) T2324-02
 - (c) T2324-03
 - (d) T2324-04

- (e) T2324-05
- (f) T2324-06
- (g) T2324-07
- (h) T2324-08
- (i) T2324-09
- (j) T2324-10
- (k) T2324-11

A motion was made by Shane Humphries and seconded by Liz Bingham to accept the declaration made by Jerome School District Clerk, Lorri Prescott, as designee of the Board of Trustees, for students T2324-01, T2324-02, T2324-03, T2324-04, T2324-05, T2324-06, T2324-07, T2324-08, T2324-09, T2324-10, T2324-11 as habitually truant. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

13) **Adjourn:** There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 8:35 p.m.

Jerome School District #261
Board of Trustees Agenda
October 24, 2023
6:00 p.m. Regular Session
Administrative Complex Board Room

Board of Trustees: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeff Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt
Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen,
Business Manager Brian Bridwell, Clerk Lorri Prescott

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Or dial: (US) +1 470-705-3645 PIN: 911 806 151#

All public comments or questions will be accepted in written form and can be sent to the District Clerk via email to lorri.prescott@jeromeschools.org

Board of Trustees present: Zone 1 Liz Bingham (joined meeting at 7:30 p.m.), Zone 2 Shane Humphries, Zone 3 Jeffrey Schroeder, Zone 5 Stacie Leavitt. Trustee not present: Zone 4 Annette Lott. Others present: Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen, Business Manager Brian Bridwell, District Clerk Lorri Prescott, Special Education Director Toni Harbaugh, Technology Director Tyler Wardle, Federal Programs Director Kim Lickley; Jerome High School Principal Nathan Tracy and Teachers Karolyn Crockett and Hiroshi Fukuoka; Jerome Middle School Principal Nicole Ferreira, Assistant Principal Aimee Mangum and Teacher Darren Olsen; Summit Elementary Principal Cliff Creek; Jefferson Elementary School Principal Barbara Brown and Assistant Principal Stacey Demers-McFarland; Horizon Elementary School Principal Jill Taylor and Kindergarten Center JEEP Principal Angie Brulotte; Maintenance Staff Member Antonio Sedano; and Starr Corporation Representative Michael Arrington; Community Members Chad Kingsland, Kelsey Ordaz, Paola Castillo, Carlos Hernandez and Excellence in Education Award Recipients Family Members.

1) Call to Order 6:00 p.m.

The meeting was called to order at 6:00 p.m. by Chairman Staci Leavitt

a) Pledge of Allegiance – *led by Trustee Jeff Schroeder*

b) Waive reading of the minutes of the previous board meeting as submitted to each board member.

c) Approval of Agenda

A motion was made by Shane Humphries and seconded by Jeff Schroeder to waive the reading of the minutes of the previous board meeting and approve the agenda as presented. The motion passed by the following:

AYE: Staci Leavitt

Shane Humphries

Jeff Schroeder

2) Jerome School District Presentations:

a) *Good News from Summit Elementary School:* Student Council representatives Brittany and Aria presented events and activities with students and staff for the 2023-24 school year.

b) *Excellence in Education Staff Awards:* Jerome School District Staff: Joshua LaCroix, Horizon Elementary School Teacher; Karolyn Crockett, Jerome High School Teacher; and Antonio Sedano, District Maintenance staff member, were recognized by Superintendent Charlton as the Jerome School District Excellence in Education Award Recipients for October, 2023.

3) Consent Agenda

a) Approval of Previous Minutes

a) Regular Meeting September 26, 2023

b) Financial Report

a) Cash Report

(1) Reconciliation August 2023

(2) Reconciliation September 2023

b) Accrual Report

(1) Revenue and Expense Summary August 2023

(2) Revenue and Expense Summary September 2023

(3) Balance Sheet August 2023

(4) Balance Sheet September 2023

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) Falls City Academy -- Reconciliation -- Check Register -- Balance Sheet

(7) Special Services -- Reconciliation -- Check Register -- Balance Sheet

c) Student Report – Review of Jerome School District Schools’ Student Suspension Report

d) Personnel

a) Resignations 2023-24

(1) Falls City Academy Teacher English Language Arts – Ronald Long

(2) Summit Elementary School Custodian Night Building – Amber Urtiz

(3) Jerome Middle School Coach Dance Team – Jayden Jones

b) Transfers 2023-24

(1) Jerome High School Head Coach Tennis – Richard Keck

c) New Hires 2023-24

(1) Falls City Academy Teacher English Language Arts – Victoria Sethunya

(2) Falls City Academy Para Professional Building – Deisi Villgomez

(3) Jefferson Elementary School Para Professional Building – Mackenzie Jensen

(4) Jerome High School Para Professional Special Education – Mayra Byeon

(5) Jerome High School Coach Girls Basketball 7thB Team – Madison Hinojos

A motion was made by Shane Humphries and seconded by Jeff Schroeder to approve the Consent Agenda as presented. The motion passed by the following:

AYE: Staci Leavitt

Shane Humphries

Jeff Schroeder

4) **Scheduled Visitors:**

a) Dan Coleman, Quest CPA with District FY22-23 Audit Report by Video Conference Presentation.

b) Jerome High School Band Teacher Hiroshi Fukuoka proposal for band and choir programs realignment of schools SY 24-25.

5) **Audience of Citizens:** No Requests for September, 2023.

6) **Committee Reports/Correspondence to the Board:** Trustee Schroeder reported on the Construction Committee with details to follow in Superintendent’s report. Trustee Humphries reported on the Policy Committee review of current district policy.

7) **Reports:** Items a through m: *School and Program Administrators submitted reports digitally to the School Board.*

a) Curriculum Director

b) Federal Program Director

c) Special Education Director

d) Jefferson Elementary School

e) Horizon Elementary School

f) JEEP and Kindergarten Center

g) Summit Elementary School

h) Jerome Middle School

i) Jerome High School

j) Falls City Academy

k) Child Nutrition Director

l) Maintenance Director

m) Technology Director

n) Superintendent: Special Education Director Toni Harbaugh presented the opportunity for play therapy sessions for elementary students beginning October and throughout the school year.

1) Construction Update: Photos of all elementary schools current construction phases presented by Michael Arrington. Frontier Elementary School: ceilings, interiors and most floors are ready; completing gym floor and kitchen; electrical panel solution using provisions from building code. Horizon Elementary School: stage in place;

work continues with brickwork almost complete, roofing begins next week. Jefferson Elementary School: playground stripped, excavation begins. Updated strategic plan presented.

- 2) Jerome High School Athletics Report: Cross Country Team is running at the State meet; soccer season is over; football team closed season with a win; winter sports begin with tryouts in the next week.
- 3) Transition to K-6 Possibilities: Options for consideration to coordinate transitions and school moves.
- 4) Reflections on the 4-Day School Week: Summary of Superintendent's attendance at the National Conference.
- 5) School Building Budgets and Account Discussion: Review of monthly reporting of district finances.
- 6) ISBA Annual Convention November 15-17, 2023: planned attendance by Trustees and district administration.

8) Approval of Bills

A motion was made by Shane Humphries and seconded by Jeff Schroeder to approve the bills as presented. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Shane Humphries
Jeff Schroeder

9) Board Business

a) Continuing Business

- a) Policy 2425 Parental Rights
- b) Policy 2425P Parent/Guardian Notification of Changes in Health and Well-Being
- c) Policy 2530 Learning Materials Review & Reconsideration
- d) Policy 3050 Attendance
- e) Policy 3050P Attendance Policy Procedure
- f) Policy 3530 Suicide
- g) Policy 4510 Public Gifts to the Schools
- h) Policy 5405 Personal Leave – Certified Personnel
- i) Policy 8105 Extracurricular Transportation
- j) Policy 9802 Display of National Motto

A motion was made by Shane Humphries and seconded by Liz Bingham to approve Policies 2425, 2425P, 2530, 3050, 3050P, 3530, 4510, 5405, 8105, 9802, as presented for second reading and with two spelling corrections noted. The motion passed by the following:

AYE: Staci Leavitt
Jeff Schroeder
Liz Bingham
Shane Humphries

b) New Business

a) Approve Jerome School District FY22-23 Annual Audit

A motion was made Shane Humphries seconded by Jeff Schroeder to approve the FY22-23 Annual Audit report as presented. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Shane Humphries
Jeff Schroeder

i) Consideration of Jerome High School TRIO Group Out of State College Visits Request

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the request by Jerome High School for the out of state travel for TRIO college visits to Utah State University in October, 2023. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Shane Humphries
Jeff Schroeder

ii) Approval of Jerome Middle School Drama Students Out of State Travel Request

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the request by Jerome Middle School out of state travel request to Hale Theatre in Salt Lake City, Utah in October, 2023. The motion passed by the following:

AYE: Staci Leavitt

Liz Bingham
Shane Humphries
Jeff Schroeder

- b) Declaration that an area of need exists for the 2023-24 school year in the school as listed

- (1) Falls City Academy Teacher English Language Arts – Victoria Sethunya

A motion was made by Shane Humphries and seconded by Liz Bingham to declare that an area of need exists for the 2023-24 school year in the school as listed. The motion passed by the following:

AYE: Staci Leavitt

Liz Bingham

Shane Humphries

Jeff Schroeder

- c) Policy 3275 District Provided Mobile Computing Devices (NEW – 1st Reading - Information)
- d) Policy 3500 Student Health/Physical Screenings/Examinations (1st Reading - Information)
- e) Policy 3518 Treatment of Opioid Overdoses (NEW – 1st Reading - Information)
- f) Policy 4210 Community Use and Rental of Facilities (1st Reading – Information)
- g) Policy 4210P Community Use and Rental of Facilities Procedure (1st Reading – Information)
- h) Policy 4210F Community Use and Rental of Facilities Agreement Form (1st Reading – Information)
- i) Policy 4420 Visitors to District Property, Including Sex Offenders (1st Reading – Information)
- j) Policy 5330 Employee Email and Online Services Usage (1st Reading – Information)
- k) Policy 5340 Evaluation of Certificated Personnel (1st Reading – Information)
- l) Policy 5340P Evaluation of Certificated Personnel Protocol (1st Reading – Information)

- 10) **Agenda Planning:** Trustee Schroeder requested an additional student achievement and goals report on the agenda; Trustee Bingham requested report on the substitute teacher needs in the district and the success of the Red Rover substitute software.

11) Executive Session (Action)

- a) IC 74-206(1)(b)(d) – 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; and (d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.

- (1) Personnel Issues

- (2) Student Issues

A motion was made by Shane Humphries and seconded by Jeff Schroeder 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)(d), Idaho Code, regarding personnel issues involving employees or student issues involving students of the district. The motion passed by roll call vote: AYE: Staci Leavitt

Liz Bingham

Shane Humphries

Jeff Schroeder

The board recessed into executive session at 9:55 p.m.

The board returned to open session at 10:15 p.m.

12) Consideration of Personnel Executive Item(s)

- a) Classified Employee Additional Leave Request – P2324-13

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the request for additional unpaid leave submitted by Classified Employee P2324-13, and direct Superintendent Charlton to send written notice to employee. The motion passed by the following:

AYE: Staci Leavitt

Liz Bingham

Shane Humphries

Jeff Schroeder

13) Consideration of Student Executive Item(s)

- a) Student Discipline

- a) Student D2324-02

Per Idaho Code 33-205(3) and 74-206(1)(b) the board considered one student discipline issue and took action accordingly. Such action shall be documented in the student's educational record and is confidential pursuant to the

Family Education Rights and Privacy Act (FERPA) and other applicable state and federal code and regulation provisions and parents and student were notified of the decision.

b) Declaration of Truancy

- (a) T2324-12
- (b) T2324-13
- (c) T2324-14
- (d) T2324-15
- (e) T2324-16
- (f) T2324-17
- (g) T2324-18
- (h) T2324-19
- (i) T2324-20
- (j) T2324-21
- (k) T2324-22

A motion was made by Shane Humphries and seconded by Liz Bingham to accept the declaration made by Jerome School District Clerk, Lorri Prescott, as designee of the Board of Trustees, for students T2324-12, T2324-13, T2324-14, T2324-15, T2324-16, T2324-17, T2324-18, T2324-19, T2324-20, T2324-21, T2324-22 as habitually truant. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Shane Humphries
Jeff Schroeder

14) **Adjourn:** There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 10:20 p.m.

Jerome School District #261
Board of Trustees Agenda
October 24, 2023
6:00 p.m. Regular Session
Administrative Complex Board Room

Board of Trustees: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeff Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt
Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen,
Business Manager Brian Bridwell, Clerk Lorri Prescott

“The Jerome School Board of Education is committed to supporting students’ need to graduate from high school equipped with the character, skills and knowledge to successfully enter work or postsecondary training. ”

The Jerome School District School Board Meetings will be conducted in person and available by audio as a courtesy to Jerome School District staff and patrons.

(The meetings will not be recorded.)

The board meeting will be available by audio to the public through the following link:

Video call link: <https://meet.google.com/frr-spzc-ahp>

Or dial: (US) +1 470-705-3645 PIN: 911 806 151#

All public comments or questions will be accepted in written form and can be sent to the District Clerk via email to lorri.prescott@jeromeschools.org

Board of Trustees present: Zone 1 Liz Bingham (joined meeting at 7:30 p.m.), Zone 2 Shane Humphries, Zone 3 Jeffrey Schroeder, Zone 5 Stacie Leavitt. Trustee not present: Zone 4 Annette Lott. Others present: Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen, Business Manager Brian Bridwell, District Clerk Lorri Prescott, Special Education Director Toni Harbaugh, Technology Director Tyler Wardle, Federal Programs Director Kim Lickley; Jerome High School Principal Nathan Tracy and Teachers Karolyn Crockett and Hiroshi Fukuoka; Jerome Middle School Principal Nicole Ferreira, Assistant Principal Aimee Mangum and Teacher Darren Olsen; Summit Elementary Principal Cliff Creek; Jefferson Elementary School Principal Barbara Brown and Assistant Principal Stacey Demers-McFarland; Horizon Elementary School Principal Jill Taylor and Kindergarten Center JEEP Principal Angie Brulotte; Maintenance Staff Member Antonio Sedano; and Starr Corporation Representative Michael Arrington; Community Members Chad Kingsland, Kelsey Ordaz, Paola Castillo, Carlos Hernandez and Excellence in Education Award Recipients Family Members.

1) Call to Order 6:00 p.m.

The meeting was called to order at 6:00 p.m. by Chairman Staci Leavitt

a) Pledge of Allegiance – *led by Trustee Jeff Schroeder*

b) Waive reading of the minutes of the previous board meeting as submitted to each board member.

c) Approval of Agenda

A motion was made by Shane Humphries and seconded by Jeff Schroeder to waive the reading of the minutes of the previous board meeting and approve the agenda as presented. The motion passed by the following:

AYE: Staci Leavitt

Shane Humphries

Jeff Schroeder

2) Jerome School District Presentations:

a) *Good News from Summit Elementary School:* Student Council representatives Brittany and Aria presented events and activities with students and staff for the 2023-24 school year.

b) *Excellence in Education Staff Awards:* Jerome School District Staff: Joshua LaCroix, Horizon Elementary School Teacher; Karolyn Crockett, Jerome High School Teacher; and Antonio Sedano, District Maintenance staff member, were recognized by Superintendent Charlton as the Jerome School District Excellence in Education Award Recipients for October, 2023.

3) Consent Agenda

a) Approval of Previous Minutes

a) Regular Meeting September 26, 2023

b) Financial Report

a) Cash Report

(1) Reconciliation August 2023

(2) Reconciliation September 2023

b) Accrual Report

(1) Revenue and Expense Summary August 2023

(2) Revenue and Expense Summary September 2023

(3) Balance Sheet August 2023

(4) Balance Sheet September 2023

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) Falls City Academy -- Reconciliation -- Check Register -- Balance Sheet

(7) Special Services -- Reconciliation -- Check Register -- Balance Sheet

c) Student Report – Review of Jerome School District Schools’ Student Suspension Report

d) Personnel

a) Resignations 2023-24

(1) Falls City Academy Teacher English Language Arts – Ronald Long

(2) Summit Elementary School Custodian Night Building – Amber Urtiz

(3) Jerome Middle School Coach Dance Team – Jayden Jones

b) Transfers 2023-24

(1) Jerome High School Head Coach Tennis – Richard Keck

c) New Hires 2023-24

(1) Falls City Academy Teacher English Language Arts – Victoria Sethunya

(2) Falls City Academy Para Professional Building – Deisi Villgomez

(3) Jefferson Elementary School Para Professional Building – Mackenzie Jensen

(4) Jerome High School Para Professional Special Education – Mayra Byeon

(5) Jerome High School Coach Girls Basketball 7thB Team – Madison Hinojos

A motion was made by Shane Humphries and seconded by Jeff Schroeder to approve the Consent Agenda as presented. The motion passed by the following:

AYE: Staci Leavitt

Shane Humphries

Jeff Schroeder

4) **Scheduled Visitors:**

a) Dan Coleman, Quest CPA with District FY22-23 Audit Report by Video Conference Presentation.

b) Jerome High School Band Teacher Hiroshi Fukuoka proposal for band and choir programs realignment of schools SY 24-25.

5) **Audience of Citizens:** No Requests for September, 2023.

6) **Committee Reports/Correspondence to the Board:** Trustee Schroeder reported on the Construction Committee with details to follow in Superintendent’s report. Trustee Humphries reported on the Policy Committee review of current district policy.

7) **Reports:** Items a through m: *School and Program Administrators submitted reports digitally to the School Board.*

a) Curriculum Director

b) Federal Program Director

c) Special Education Director

d) Jefferson Elementary School

e) Horizon Elementary School

f) JEEP and Kindergarten Center

g) Summit Elementary School

h) Jerome Middle School

i) Jerome High School

j) Falls City Academy

k) Child Nutrition Director

l) Maintenance Director

m) Technology Director

n) Superintendent: Special Education Director Toni Harbaugh presented the opportunity for play therapy sessions for elementary students beginning October and throughout the school year.

1) Construction Update: Photos of all elementary schools current construction phases presented by Michael Arrington. Frontier Elementary School: ceilings, interiors and most floors are ready; completing gym floor and kitchen; electrical panel solution using provisions from building code. Horizon Elementary School: stage in place;

work continues with brickwork almost complete, roofing begins next week. Jefferson Elementary School: playground stripped, excavation begins. Updated strategic plan presented.

- 2) Jerome High School Athletics Report: Cross Country Team is running at the State meet; soccer season is over; football team closed season with a win; winter sports begin with tryouts in the next week.
- 3) Transition to K-6 Possibilities: Options for consideration to coordinate transitions and school moves.
- 4) Reflections on the 4-Day School Week: Summary of Superintendent's attendance at the National Conference.
- 5) School Building Budgets and Account Discussion: Review of monthly reporting of district finances.
- 6) ISBA Annual Convention November 15-17, 2023: planned attendance by Trustees and district administration.

8) Approval of Bills

A motion was made by Shane Humphries and seconded by Jeff Schroeder to approve the bills as presented. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Shane Humphries
Jeff Schroeder

9) Board Business

a) Continuing Business

- a) Policy 2425 Parental Rights
- b) Policy 2425P Parent/Guardian Notification of Changes in Health and Well-Being
- c) Policy 2530 Learning Materials Review & Reconsideration
- d) Policy 3050 Attendance
- e) Policy 3050P Attendance Policy Procedure
- f) Policy 3530 Suicide
- g) Policy 4510 Public Gifts to the Schools
- h) Policy 5405 Personal Leave – Certified Personnel
- i) Policy 8105 Extracurricular Transportation
- j) Policy 9802 Display of National Motto

A motion was made by Shane Humphries and seconded by Liz Bingham to approve Policies 2425, 2425P, 2530, 3050, 3050P, 3530, 4510, 5405, 8105, 9802, as presented for second reading and with two spelling corrections noted. The motion passed by the following:

AYE: Staci Leavitt
Jeff Schroeder
Liz Bingham
Shane Humphries

b) New Business

a) Approve Jerome School District FY22-23 Annual Audit

A motion was made Shane Humphries seconded by Jeff Schroeder to approve the FY22-23 Annual Audit report as presented. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Shane Humphries
Jeff Schroeder

i) Consideration of Jerome High School TRIO Group Out of State College Visits Request

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the request by Jerome High School for the out of state travel for TRIO college visits to Utah State University in October, 2023. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Shane Humphries
Jeff Schroeder

ii) Approval of Jerome Middle School Drama Students Out of State Travel Request

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the request by Jerome Middle School out of state travel request to Hale Theatre in Salt Lake City, Utah in October, 2023. The motion passed by the following:

AYE: Staci Leavitt

Liz Bingham
Shane Humphries
Jeff Schroeder

- b) Declaration that an area of need exists for the 2023-24 school year in the school as listed

- (1) Falls City Academy Teacher English Language Arts – Victoria Sethunya

A motion was made by Shane Humphries and seconded by Liz Bingham to declare that an area of need exists for the 2023-24 school year in the school as listed. The motion passed by the following:

AYE: Staci Leavitt

Liz Bingham

Shane Humphries

Jeff Schroeder

- c) Policy 3275 District Provided Mobile Computing Devices (NEW – 1st Reading - Information)
- d) Policy 3500 Student Health/Physical Screenings/Examinations (1st Reading - Information)
- e) Policy 3518 Treatment of Opioid Overdoses (NEW – 1st Reading - Information)
- f) Policy 4210 Community Use and Rental of Facilities (1st Reading – Information)
- g) Policy 4210P Community Use and Rental of Facilities Procedure (1st Reading – Information)
- h) Policy 4210F Community Use and Rental of Facilities Agreement Form (1st Reading – Information)
- i) Policy 4420 Visitors to District Property, Including Sex Offenders (1st Reading – Information)
- j) Policy 5330 Employee Email and Online Services Usage (1st Reading – Information)
- k) Policy 5340 Evaluation of Certificated Personnel (1st Reading – Information)
- l) Policy 5340P Evaluation of Certificated Personnel Protocol (1st Reading – Information)

- 10) **Agenda Planning:** Trustee Schroeder requested an additional student achievement and goals report on the agenda; Trustee Bingham requested report on the substitute teacher needs in the district and the success of the Red Rover substitute software.

11) Executive Session (Action)

- a) IC 74-206(1)(b)(d) – 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; and (d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.

- (1) Personnel Issues

- (2) Student Issues

A motion was made by Shane Humphries and seconded by Jeff Schroeder 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)(d), Idaho Code, regarding personnel issues involving employees or student issues involving students of the district. The motion passed by roll call vote: AYE: Staci Leavitt

Liz Bingham

Shane Humphries

Jeff Schroeder

The board recessed into executive session at 9:55 p.m.

The board returned to open session at 10:15 p.m.

12) Consideration of Personnel Executive Item(s)

- a) Classified Employee Additional Leave Request – P2324-13

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the request for additional unpaid leave submitted by Classified Employee P2324-13, and direct Superintendent Charlton to send written notice to employee. The motion passed by the following:

AYE: Staci Leavitt

Liz Bingham

Shane Humphries

Jeff Schroeder

13) Consideration of Student Executive Item(s)

- a) Student Discipline

- a) Student D2324-02

Per Idaho Code 33-205(3) and 74-206(1)(b) the board considered one student discipline issue and took action accordingly. Such action shall be documented in the student's educational record and is confidential pursuant to the

Family Education Rights and Privacy Act (FERPA) and other applicable state and federal code and regulation provisions and parents and student were notified of the decision.

b) Declaration of Truancy

- (a) T2324-12
- (b) T2324-13
- (c) T2324-14
- (d) T2324-15
- (e) T2324-16
- (f) T2324-17
- (g) T2324-18
- (h) T2324-19
- (i) T2324-20
- (j) T2324-21
- (k) T2324-22

A motion was made by Shane Humphries and seconded by Liz Bingham to accept the declaration made by Jerome School District Clerk, Lorri Prescott, as designee of the Board of Trustees, for students T2324-12, T2324-13, T2324-14, T2324-15, T2324-16, T2324-17, T2324-18, T2324-19, T2324-20, T2324-21, T2324-22 as habitually truant. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Shane Humphries
Jeff Schroeder

14) **Adjourn:** There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 10:20 p.m.

**Jerome School District #261
Board of Trustees New School Tour
November 28, 2023
4:30-5:30 p.m. Special Session**

Frontier Elementary School – 525 South Tiger Drive, Jerome, Idaho

Board of Trustees present: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 4 Annette Lott, Zone 5 Stacie Leavitt. Others present: Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen, Business Manager Brian Bridwell, and Starr Corporation Representative Michael Arrington.

**Jerome School District #261
Board of Trustees Agenda
November 28, 2023
6:00 p.m. Regular Session
Administrative Complex Board Room**

*Board of Trustees: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeff Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt
Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen,
Business Manager Brian Bridwell, Clerk Lorri Prescott*

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Or dial: (US) +1 470-705-3645 PIN: 911 806 151#

*All public comments or questions will be accepted in written form and can be sent to the District Clerk
via email to lorri.prescott@jeromeschools.org*

Board of Trustees present: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 4 Annette Lott, Zone 5 Stacie Leavitt. Trustee present by video conference: Zone 3 Jeff Schroeder. Others present: Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen, Business Manager Brian Bridwell, District Clerk Lorri Prescott, Payroll Clerk Gina Cakebread, Special Education Director Toni Harbaugh, Technology Director Tyler Wardle, Federal Programs Director Kim Lickley; Jerome High School Principal Nathan Tracy; Falls City Academy Matthew Coleman; Jerome Middle School Principal Nicole Ferreira and Teachers Rebecca Hyde and Darren Olsen; Summit Elementary Principal Cliff Creek; Jefferson Elementary School Principal Barbara Brown, Assistant Principal Stacey Demers-McFarland and Teacher Tegan Sheffield; Horizon Elementary School Principal Jill Taylor and Kindergarten Center JEEP Principal Angie Brulotte; and Starr Corporation Representative Michael Arrington, Excellence in Education Award Recipients Family Members and Representative from KMVT News.

1) Call to Order 6:00 p.m.

The meeting was called to order at 6:00 p.m. by Chairman Staci Leavitt

a) Pledge of Allegiance – *led by District Clerk Lorri Prescott*

b) Waive reading of the minutes of the previous board meeting as submitted to each board member.

c) Approval of Agenda

A motion was made by Annette Lott and seconded by Shane Humphries to waive the reading of the minutes of the previous board meeting and approve the agenda as presented. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

2) Jerome School District Presentations:

a) *Good News from Horizon Elementary School:* Student Council consisting of students from the third grade presented a list of events and activities with students and staff for the 2023-24 school year.

b) *Excellence in Education Staff Awards:* Jerome School District Staff: Tegan Sheffield, Jefferson Elementary School Teacher; Rebecca Hyde, Jerome Middle School Teacher; and Diane Geist, Jerome High School Registrar, were recognized by

3) **Consent Agenda**

- a) Approval of Previous Minutes
 - i) Regular Meeting October 24, 2023
 - b) Financial Report
 - i) Cash Report
 - (1) Reconciliation Report
 - ii) Accrual Report
 - (1) Revenue and Expense Summary
 - (2) Balance Sheet September
 - 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) Falls City Academy -- Reconciliation -- Check Register -- Balance Sheet
 - (7) Special Services -- Reconciliation -- Check Register -- Balance Sheet
 - c) Student Report -- Review of Jerome School District Schools' Student Suspension Report
 - d) Personnel
 - i) Resignations 2023-24
 - (1) Horizon Elementary School Teacher Grade 3 -- Cortney Day
 - (2) Jerome High School Assistant Coach Boys Basketball -- Ron Hanson
 - (3) Jerome Middle School Para Professional Building -- Stuart Phillips
 - (4) Falls City Academy Teacher English Language Arts -- Victoria Sethunya
 - ii) Resignations 2024-2025
 - (1) Jerome High School Assistant Coach Girls Soccer -- Wes Hall
 - (2) Jerome Middle School Volleyball Coach 8th Grade -- Lindsay Garrard
 - iii) Transfers 2023-24
 - (1) Jerome High School Child Nutrition Cook -- Araceli Orozco
 - (2) Jerome Middle School Child Nutrition Cook -- Rosa Mendez-Alvarez
 - (3) Jerome High School Assistant Coach Baseball (to 1 FTE) -- Brandon Robinson
 - iv) New Hires 2023-24
 - (1) Horizon Elementary School Teacher Grade 3 -- Marita Avery
 - (2) Jerome High School Assistant Coach Girls Basketball -- Lindsay Garrard
 - (3) Jerome Middle School Coach Wrestling -- Robert Joshua Wright
 - (4) Jerome High School Assistant Coach Wrestling -- William Ringling
 - (5) Jerome High School Assistant Coach Tennis -- Christina Gonzalez
 - (6) Jerome High School Assistant Coach Baseball -- Kyle Sanford
 - (7) Jerome Middle School Para Professional Building -- Amber Urtiz
- A motion was made by Annette Lott and seconded by Shane Humphries to approve the Consent Agenda as presented. The motion passed by the following:
- AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

4) **Scheduled Visitors:** No Scheduled Visitors for November, 2023.

5) **Audience of Citizens:** No Requests for November, 2023.

6) **Committee Reports/Correspondence to the Board:** No Committee Reports or Correspondence for November, 2023.

7) **Reports:** Items a through m: *School and Program Administrators submitted reports digitally to the School Board.*

- a) Curriculum Director
- b) Federal Program Director
- c) Special Education Director
- d) Jefferson Elementary School

- e) Horizon Elementary School
- f) JEEP and Kindergarten Center
- g) Summit Elementary School
- h) Jerome Middle School
- i) Jerome High School
- j) Falls City Academy
- k) Child Nutrition Director
- l) Maintenance Director
- m) Technology Director
- n) Superintendent's Report

- 1) Construction Update: Frontier Elementary School: trustee tour conducted; paving is almost complete, final phases of construction entered; Jefferson Elementary School: concrete work started, masonry will go on early 2024; Horizon Elementary School: roofing, asphalt and exterior complete, focus begins on interior and scheduled to complete in February; Five Year Facilities/Strategic Plan reviewed.
- 2) Jerome High School Athletics Report: Jerome High School Athletic Director Scott Burton presented information regarding surrounding districts facilities use processes, current issues and ideas for future facilities use in district.
- 3) Information Regarding Substitute Teachers: District Payroll Clerk Gina Cakebread presented substitute teacher statistics, Red Rover software to schedule and coordinate substitutes and the application process and sub pay.
- 4) 4-Day School Week Update: Federal Programs Director Kim Lickley reviewed 4-Day School Week survey results, areas of concerns, positive changes and decision time frame.
- 5) ALICE Training Update: Technology Director Tyler Wardle presented update on the district's ALICE training for students and staff online; 25 staff completed in district training with ALICE trainer in November.
- 6) Plan for K-5 Configuration Fall 2024: Technology Director Tyler Wardle reviewed survey results for K-5 Configuration options for district; new school boundaries map available on district's web page.
- 7) Food Service Update: Director Vanessa Fitzsimons will present a food services department update at the next school board meeting.
- 8) Superintendent's Mid-Year Vision and Goals Review: School administrators presented individual goals for growth of student achievement in each school.

- o) Trustee's Report – Idaho School Boards Association Annual 2023 Convention: Trustees reviewed the ISBA Annual 2023 Convention workshops attended by each Trustee in November.

8) **Approval of Bills**

a) November Bills Approval

A motion was made by Annette Lott and seconded by Liz Bingham to approve the bills for November, 2023, as presented. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

b) Approval of Reconciliation Reports for July, August, September and October, 2023

A motion was made by Shane Humphries and seconded by Annette Lott to approve the revised Reconciliation Reports for July, August, September and October, 2023, as submitted by Business Manager Brian Bridwell The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

9) **Board Business**

a) Continuing Business

- i) Policy 3275 District Provided Mobile Computing Devices
- ii) Policy 3500 Student Health/Physical Screenings/Examinations
- iii) Policy 3518 Treatment of Opioid Overdoses
- iv) Policy 4420 Visitors to District Property, Including Sex Offenders
- v) Policy 5330 Employee Email and Online Services Usage
- vi) Policy 5340 Evaluation of Certificated Personnel

vii) Policy 5340P Evaluation of Certificated Personnel Protocol

A motion was made by Shane Humphries and seconded by Annette Lott to approve Policies 3275, 3500, 3518, 4420, 5330, 5430, 5340P, as presented for second reading and with two spelling corrections noted. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

b) New Business

i) Certification of School Board Trustee Zone 5 Election Results Accepted

A motion was made by Liz Bingham and seconded by Shane Humphries to accept the Jerome County Commissioners Certification of School Board Trustee Zone 5 Election Results with Staci Leavitt as Zone 5 Trustee. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

ii) Use of Credit Cards and Credit Card Readers for Jerome School District School Activities Gate Payments

Discussion held on future use of credit cards and credit card readers for district activities gate and concessions payments, trustees requested the district finance department put a system in place by the beginning of the 2024-25 school year for patrons to use credit cards and readers for gate and concession payments.

iii) Consideration of Arbitrage Bond Compliance Services Programs #5.00 and #2.00

A motion was made by Liz Bingham and seconded by Shane Humphries to approve the contract for Arbitrage Bond Compliance Services Programs #5.00 and #2.00 The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

iv) Consideration of Contract with Strata for Construction Materials Testing and Inspections Services

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the contract with Strata for construction materials testing and inspection services. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

v) Consideration of Contract with Brent Edwards, Erate Consultant, for District Erate Consulting Services

A motion was made by Shane Humphries and seconded by Annette Lott to approve the contract with Brent Edwards, Erate Consultant for the district's Erate consulting services. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

vi) Approval for Jerome High School AVID Group Out of State Travel to Utah State University

A motion was made by Shane Humphries and seconded by Annette Lott to approve the out of state travel request for Jerome High School Avid Group to travel to Utah State University in December, 2023. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham

Shane Humphries
Jeff Schroeder

vii) Approval for Jerome High School Cheer Team Out of State Travel to National Competition

A motion was made by Shane Humphries and seconded by Annette Lott to approve the out of state travel request for Jerome High School Cheer Team to the National Competition in Texas in January, 2024. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

viii) Declaration that an area of need exists for the 2023-24 school year in the school as listed

(1) Summit Elementary School Teacher Grade 4 – Sara Bateman

A motion was made by Shane Humphries and seconded by Liz Bingham to declare an area of need exists for the 2023-24 school year in the Summit Elementary Grade 4 classroom. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

ix) Approval of Idaho State University Student Teachers at the following schools:

(1) Horizon Elementary School – Hawley Hennen

(2) Kindergarten Center – Mirian Castro

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the student teacher requests by Horizon Elementary School and the Kindergarten Center Administrators. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

x) Approval of Jerome High School New Hire Assistant Coach Boys Basketball – Cody Bingham

A motion was made by Shane Humphries and seconded by Annette Lott to approve the new hire of Cody Bingham as Jerome High School Assistant Coach for the Boys Basketball Team. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Shane Humphries
Jeff Schroeder
ABSTAIN: Liz Bingham

xi) Policy 2430 Gifted and Talented Program (1st Reading – Information)

xii) Policy 3003 School Boundaries (NEW = 1st Reading – Information)

xiii) Policy 3010 Open Enrollment by Students Who Reside Within and Outside the District (1st Reading – Information)

xiv) Policy 3010P Open Enrollment Procedures (1st Reading – Information)

xv) Policy 3010F Open Enrollment Application (DELETE – 1st Reading Information)

xvi) Policy 3080 Foreign Exchange Students (1st Reading – Information)

xvii) Policy 3510 Student Medicines (1st Reading – Information)

xviii) Policy 7408 Entering Into Professional Service Contracts with Design Professionals, Construction Managers, and Professional Land Surveyors – the Request for Qualifications Procedure (1st Reading – Information)

10) **Agenda Planning:** Trustees request the Jerome School District Administration to hold a Community Meeting in January using a software to help with community input and using facilitators to conduct the meeting.

11) **Executive Session** (Action)

a) IC 74-206(1)(b)(d) – 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; and (d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.

- i) Personnel Issues
- ii) Student Issues

A motion was made by Annette Lott and seconded by Shane Humphries 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)(d), Idaho Code, regarding personnel issues involving employees or student issues involving students of the district. The motion passed by roll call vote:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

The board recessed into executive session at 9:27p.m.

The board returned to open session at 10:07 p.m.

12) Consideration of Personnel Executive Item(s)

a) Personnel Probation Review – P2324-09

Per Idaho Code 33-205(3) and 74-206(1)(b) the board considered one personnel issue and took action accordingly. Such action shall be documented in the employees personnel record and is confidential pursuant to the Family Education Rights and Privacy Act (FERPA) and other applicable state and federal code and regulation provisions and employee was notified of the decision.

b) Certified Employee Release from 2023-24 Contract Request – P2324-14

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the release Certified Employee P2324-14 from the 2023-24 contract as recommended from school administration contingent on finding a suitable replacement and request Superintendent to send written notice to employee. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

c) Certified Employee Release from 2023-24 Contract Request – P2324-15

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the release Certified Employee P2324-15 from the 2023-24 contract as recommended from school administration contingent on finding a suitable replacement and request Superintendent to send written notice to employee. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

d) Superintendent's Mid-Year Vision and Goals Review

13) Consideration of Student Executive Item(s)

a) Student Discipline - D2324-11

Per Idaho Code 33-205(3) and 74-206(1)(b) the board considered one student discipline issue and took action accordingly. Such action shall be documented in the student's educational record and is confidential pursuant to the Family Education Rights and Privacy Act (FERPA) and other applicable state and federal code and regulation provisions and parents and student were notified of the decision.

b) Declaration of Truancy

c) T2324-23

d) T2324-24

e) T2324-25

f) T2324-26

g) T2324-27

h) T2324-28

A motion was made by Shane Humphries and seconded by Liz Bingham to accept the declaration made by Jerome School

District Clerk, Lorri Prescott, as designee of the Board of Trustees, for students T2324-23, T2324-24, T2324-25, T2324-26, T2324-27, T2324-28, as habitually truant. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

14) **Adjourn:** There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 10:10 p.m.

**Jerome School District #261
Board of Trustees New School Tour
November 28, 2023
4:30-5:30 p.m. Special Session**

Frontier Elementary School – 525 South Tiger Drive, Jerome, Idaho

Board of Trustees present: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 4 Annette Lott, Zone 5 Stacie Leavitt. Others present: Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen, Business Manager Brian Bridwell, and Starr Corporation Representative Michael Arrington.

**Jerome School District #261
Board of Trustees Agenda
November 28, 2023
6:00 p.m. Regular Session
Administrative Complex Board Room**

*Board of Trustees: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeff Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt
Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen,
Business Manager Brian Bridwell, Clerk Lorri Prescott*

“The Jerome School Board of Education is committed to supporting students’ need to graduate from high school equipped with the character, skills and knowledge to successfully enter work or postsecondary training.”

*The Jerome School District School Board Meetings will be conducted in person and
available by audio as a courtesy to Jerome School District staff and patrons.
(The meetings will not be recorded.)*

The board meeting will be available by audio to the public through the following link:

Video call link: <https://meet.google.com/frr-spzc-ahp>

Or dial: (US) +1 470-705-3645 PIN: 911 806 151#

*All public comments or questions will be accepted in written form and can be sent to the District Clerk
via email to lorri.prescott@jeromeschools.org*

Board of Trustees present: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 4 Annette Lott, Zone 5 Stacie Leavitt. Trustee present by video conference: Zone 3 Jeff Schroeder. Others present: Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen, Business Manager Brian Bridwell, District Clerk Lorri Prescott, Payroll Clerk Gina Cakebread, Special Education Director Toni Harbaugh, Technology Director Tyler Wardle, Federal Programs Director Kim Lickley; Jerome High School Principal Nathan Tracy; Falls City Academy Matthew Coleman; Jerome Middle School Principal Nicole Ferreira and Teachers Rebecca Hyde and Darren Olsen; Summit Elementary Principal Cliff Creek; Jefferson Elementary School Principal Barbara Brown, Assistant Principal Stacey Demers-McFarland and Teacher Tegan Sheffield; Horizon Elementary School Principal Jill Taylor and Kindergarten Center JEEP Principal Angie Brulotte; and Starr Corporation Representative Michael Arrington, Excellence in Education Award Recipients Family Members and Representative from KMTV News.

1) Call to Order 6:00 p.m.

The meeting was called to order at 6:00 p.m. by Chairman Staci Leavitt

a) Pledge of Allegiance – *led by District Clerk Lorri Prescott*

b) Waive reading of the minutes of the previous board meeting as submitted to each board member.

c) Approval of Agenda

A motion was made by Annette Lott and seconded by Shane Humphries to waive the reading of the minutes of the previous board meeting and approve the agenda as presented. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

2) Jerome School District Presentations:

a) *Good News from Horizon Elementary School:* Student Council consisting of students from the third grade presented a list of events and activities with students and staff for the 2023-24 school year.

b) *Excellence in Education Staff Awards:* Jerome School District Staff: Tegan Sheffield, Jefferson Elementary School Teacher; Rebecca Hyde, Jerome Middle School Teacher; and Diane Geist, Jerome High School Registrar, were recognized by

3) **Consent Agenda**

- a) Approval of Previous Minutes
 - i) Regular Meeting October 24, 2023
 - b) Financial Report
 - i) Cash Report
 - (1) Reconciliation Report
 - ii) Accrual Report
 - (1) Revenue and Expense Summary
 - (2) Balance Sheet September
 - 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) Falls City Academy -- Reconciliation -- Check Register -- Balance Sheet
 - (7) Special Services -- Reconciliation -- Check Register -- Balance Sheet
 - c) Student Report -- Review of Jerome School District Schools' Student Suspension Report
 - d) Personnel
 - i) Resignations 2023-24
 - (1) Horizon Elementary School Teacher Grade 3 -- Cortney Day
 - (2) Jerome High School Assistant Coach Boys Basketball -- Ron Hanson
 - (3) Jerome Middle School Para Professional Building -- Stuart Phillips
 - (4) Falls City Academy Teacher English Language Arts -- Victoria Sethunya
 - ii) Resignations 2024-2025
 - (1) Jerome High School Assistant Coach Girls Soccer -- Wes Hall
 - (2) Jerome Middle School Volleyball Coach 8th Grade -- Lindsay Garrard
 - iii) Transfers 2023-24
 - (1) Jerome High School Child Nutrition Cook -- Araceli Orozco
 - (2) Jerome Middle School Child Nutrition Cook -- Rosa Mendez-Alvarez
 - (3) Jerome High School Assistant Coach Baseball (to 1 FTE) -- Brandon Robinson
 - iv) New Hires 2023-24
 - (1) Horizon Elementary School Teacher Grade 3 -- Marita Avery
 - (2) Jerome High School Assistant Coach Girls Basketball -- Lindsay Garrard
 - (3) Jerome Middle School Coach Wrestling -- Robert Joshua Wright
 - (4) Jerome High School Assistant Coach Wrestling -- William Ringling
 - (5) Jerome High School Assistant Coach Tennis -- Christina Gonzalez
 - (6) Jerome High School Assistant Coach Baseball -- Kyle Sanford
 - (7) Jerome Middle School Para Professional Building -- Amber Urtiz
- A motion was made by Annette Lott and seconded by Shane Humphries to approve the Consent Agenda as presented. The motion passed by the following:
- AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

4) **Scheduled Visitors:** No Scheduled Visitors for November, 2023.

5) **Audience of Citizens:** No Requests for November, 2023.

6) **Committee Reports/Correspondence to the Board:** No Committee Reports or Correspondence for November, 2023.

7) **Reports:** Items a through m: *School and Program Administrators submitted reports digitally to the School Board.*

- a) Curriculum Director
- b) Federal Program Director
- c) Special Education Director
- d) Jefferson Elementary School

- e) Horizon Elementary School
- f) JEEP and Kindergarten Center
- g) Summit Elementary School
- h) Jerome Middle School
- i) Jerome High School
- j) Falls City Academy
- k) Child Nutrition Director
- l) Maintenance Director
- m) Technology Director
- n) Superintendent's Report

- 1) Construction Update: Frontier Elementary School: trustee tour conducted; paving is almost complete, final phases of construction entered; Jefferson Elementary School: concrete work started, masonry will go on early 2024; Horizon Elementary School: roofing, asphalt and exterior complete, focus begins on interior and scheduled to complete in February; Five Year Facilities/Strategic Plan reviewed.
- 2) Jerome High School Athletics Report: Jerome High School Athletic Director Scott Burton presented information regarding surrounding districts facilities use processes, current issues and ideas for future facilities use in district.
- 3) Information Regarding Substitute Teachers: District Payroll Clerk Gina Cakebread presented substitute teacher statistics, Red Rover software to schedule and coordinate substitutes and the application process and sub pay.
- 4) 4-Day School Week Update: Federal Programs Director Kim Lickley reviewed 4-Day School Week survey results, areas of concerns, positive changes and decision time frame.
- 5) ALICE Training Update: Technology Director Tyler Wardle presented update on the district's ALICE training for students and staff online; 25 staff completed in district training with ALICE trainer in November.
- 6) Plan for K-5 Configuration Fall 2024: Technology Director Tyler Wardle reviewed survey results for K-5 Configuration options for district; new school boundaries map available on district's web page.
- 7) Food Service Update: Director Vanessa Fitzsimons will present a food services department update at the next school board meeting.
- 8) Superintendent's Mid-Year Vision and Goals Review: School administrators presented individual goals for growth of student achievement in each school.

- o) Trustee's Report – Idaho School Boards Association Annual 2023 Convention: Trustees reviewed the ISBA Annual 2023 Convention workshops attended by each Trustee in November.

8) **Approval of Bills**

a) November Bills Approval

A motion was made by Annette Lott and seconded by Liz Bingham to approve the bills for November, 2023, as presented. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

b) Approval of Reconciliation Reports for July, August, September and October, 2023

A motion was made by Shane Humphries and seconded by Annette Lott to approve the revised Reconciliation Reports for July, August, September and October, 2023, as submitted by Business Manager Brian Bridwell The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

9) **Board Business**

a) Continuing Business

- i) Policy 3275 District Provided Mobile Computing Devices
- ii) Policy 3500 Student Health/Physical Screenings/Examinations
- iii) Policy 3518 Treatment of Opioid Overdoses
- iv) Policy 4420 Visitors to District Property, Including Sex Offenders
- v) Policy 5330 Employee Email and Online Services Usage
- vi) Policy 5340 Evaluation of Certificated Personnel

vii) Policy 5340P Evaluation of Certificated Personnel Protocol

A motion was made by Shane Humphries and seconded by Annette Lott to approve Policies 3275, 3500, 3518, 4420, 5330, 5430, 5340P, as presented for second reading and with two spelling corrections noted. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

b) New Business

i) Certification of School Board Trustee Zone 5 Election Results Accepted

A motion was made by Liz Bingham and seconded by Shane Humphries to accept the Jerome County Commissioners Certification of School Board Trustee Zone 5 Election Results with Staci Leavitt as Zone 5 Trustee. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

ii) Use of Credit Cards and Credit Card Readers for Jerome School District School Activities Gate Payments

Discussion held on future use of credit cards and credit card readers for district activities gate and concessions payments, trustees requested the district finance department put a system in place by the beginning of the 2024-25 school year for patrons to use credit cards and readers for gate and concession payments.

iii) Consideration of Arbitrage Bond Compliance Services Programs #5.00 and #2.00

A motion was made by Liz Bingham and seconded by Shane Humphries to approve the contract for Arbitrage Bond Compliance Services Programs #5.00 and #2.00 The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

iv) Consideration of Contract with Strata for Construction Materials Testing and Inspections Services

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the contract with Strata for construction materials testing and inspection services. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

v) Consideration of Contract with Brent Edwards, Erate Consultant, for District Erate Consulting Services

A motion was made by Shane Humphries and seconded by Annette Lott to approve the contract with Brent Edwards, Erate Consultant for the district's Erate consulting services. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

vi) Approval for Jerome High School AVID Group Out of State Travel to Utah State University

A motion was made by Shane Humphries and seconded by Annette Lott to approve the out of state travel request for Jerome High School Avid Group to travel to Utah State University in December, 2023. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham

Shane Humphries
Jeff Schroeder

vii) Approval for Jerome High School Cheer Team Out of State Travel to National Competition

A motion was made by Shane Humphries and seconded by Annette Lott to approve the out of state travel request for Jerome High School Cheer Team to the National Competition in Texas in January, 2024. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

viii) Declaration that an area of need exists for the 2023-24 school year in the school as listed

(1) Summit Elementary School Teacher Grade 4 – Sara Bateman

A motion was made by Shane Humphries and seconded by Liz Bingham to declare an area of need exists for the 2023-24 school year in the Summit Elementary Grade 4 classroom. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

ix) Approval of Idaho State University Student Teachers at the following schools:

(1) Horizon Elementary School – Hawley Hennen

(2) Kindergarten Center – Mirian Castro

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the student teacher requests by Horizon Elementary School and the Kindergarten Center Administrators. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

x) Approval of Jerome High School New Hire Assistant Coach Boys Basketball – Cody Bingham

A motion was made by Shane Humphries and seconded by Annette Lott to approve the new hire of Cody Bingham as Jerome High School Assistant Coach for the Boys Basketball Team. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Shane Humphries
Jeff Schroeder
ABSTAIN: Liz Bingham

xi) Policy 2430 Gifted and Talented Program (1st Reading – Information)

xii) Policy 3003 School Boundaries (NEW = 1st Reading – Information)

xiii) Policy 3010 Open Enrollment by Students Who Reside Within and Outside the District (1st Reading – Information)

xiv) Policy 3010P Open Enrollment Procedures (1st Reading – Information)

xv) Policy 3010F Open Enrollment Application (DELETE – 1st Reading Information)

xvi) Policy 3080 Foreign Exchange Students (1st Reading – Information)

xvii) Policy 3510 Student Medicines (1st Reading – Information)

xviii) Policy 7408 Entering Into Professional Service Contracts with Design Professionals, Construction Managers, and Professional Land Surveyors – the Request for Qualifications Procedure (1st Reading – Information)

10) **Agenda Planning:** Trustees request the Jerome School District Administration to hold a Community Meeting in January using a software to help with community input and using facilitators to conduct the meeting.

11) **Executive Session** (Action)

a) IC 74-206(1)(b)(d) – 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; and (d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.

- i) Personnel Issues
- ii) Student Issues

A motion was made by Annette Lott and seconded by Shane Humphries 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)(d), Idaho Code, regarding personnel issues involving employees or student issues involving students of the district. The motion passed by roll call vote:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

The board recessed into executive session at 9:27p.m.

The board returned to open session at 10:07 p.m.

12) Consideration of Personnel Executive Item(s)

a) Personnel Probation Review – P2324-09

Per Idaho Code 33-205(3) and 74-206(1)(b) the board considered one personnel issue and took action accordingly. Such action shall be documented in the employees personnel record and is confidential pursuant to the Family Education Rights and Privacy Act (FERPA) and other applicable state and federal code and regulation provisions and employee was notified of the decision.

b) Certified Employee Release from 2023-24 Contract Request – P2324-14

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the release Certified Employee P2324-14 from the 2023-24 contract as recommended from school administration contingent on finding a suitable replacement and request Superintendent to send written notice to employee. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

c) Certified Employee Release from 2023-24 Contract Request – P2324-15

A motion was made by Shane Humphries and seconded by Liz Bingham to approve the release Certified Employee P2324-15 from the 2023-24 contract as recommended from school administration contingent on finding a suitable replacement and request Superintendent to send written notice to employee. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

d) Superintendent's Mid-Year Vision and Goals Review

13) Consideration of Student Executive Item(s)

a) Student Discipline - D2324-11

Per Idaho Code 33-205(3) and 74-206(1)(b) the board considered one student discipline issue and took action accordingly. Such action shall be documented in the student's educational record and is confidential pursuant to the Family Education Rights and Privacy Act (FERPA) and other applicable state and federal code and regulation provisions and parents and student were notified of the decision.

b) Declaration of Truancy

c) T2324-23

d) T2324-24

e) T2324-25

f) T2324-26

g) T2324-27

h) T2324-28

A motion was made by Shane Humphries and seconded by Liz Bingham to accept the declaration made by Jerome School

District Clerk, Lorri Prescott, as designee of the Board of Trustees, for students T2324-23, T2324-24, T2324-25, T2324-26, T2324-27, T2324-28, as habitually truant. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Liz Bingham

Shane Humphries

Jeff Schroeder

14) **Adjourn:** There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 10:10 p.m.

NOTICE OF SPECIAL MEETING

April 10, 2024

10:00 a.m.

BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. 261

Jerome, Lincoln and Gooding Counties, Idaho

Administrative Complex Board Room

Board Members present: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott. Others present: District Clerk Lorri Prescott, Idaho School Board Communications and Programs Associate Katie Russell, Jerome Middle School Teacher Julie Kirk.

NOTICE IS HEREBY GIVEN to the patrons of school district No. 261, that a special meeting of the Board of Trustees of said district was called to be held on April 10, 2024, at 10:00 a.m. at Jerome School District Administration Offices, 125 4th Avenue West, Jerome. The purpose of the special meeting was:

1) Superintendent Search Process

a. Discuss the Superintendent Interview Process (Information)

The meeting was called to order at 10:05 a.m. by Chairman Staci Leavitt and recognized Idaho School Board Communications and Programs Associate Katie Russell, who reviewed hiring best practices, open meeting law, superintendent certification, the applicants reference calls process and next steps once finalists are selected.

2) Executive Session

IC 74-206(1)(a) – Personnel

Pursuant to Idaho Code Section 74-206 (1) the Jerome School Board will convene into executive session for any legal purpose including but not limited to the following: (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated to fill a particular vacancy or need, unless a vacancy in an elective office is being filled. An interview with a Superintendent candidate will be conducted and applicant qualifications will be reviewed.

A motion was made by Shane Humphries and seconded by Liz Bingham 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), Idaho Code, regarding personnel or student issues involving personnel or students of the district. The motion passed by roll call vote: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.

The board recessed into executive session at 10:10 a.m.

The board returned to open session at 11:30 a.m.

3) Superintendent Search Process Continuation

a. Determine Superintendent Finalists

- i. A motion was made by Liz Bingham and seconded by Jeff Schroeder to name applicant, Jill Hettinger, as a finalist for the open Superintendent position. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.
- ii. A motion was made by Liz Bingham and seconded by Shane Humphries to name applicant, Brent Johnson, as a finalist for the open Superintendent position. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.
- iii. A motion was made by Liz Bingham and seconded by Shane Humphries to name applicant, Tyler Wardle, as a finalist for the open Superintendent position. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.

- iv. A motion was made by Shane Humphries and seconded by Liz Bingham to designate Board Chairman Staci Leavitt to contact applicants with the trustees' decisions for the open Superintendent position, directly following the special meeting. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.

b. Next Steps in Superintendent Search Process

- i. A motion was made by Liz Bingham and seconded by Shane Humphries to designate Idaho School Boards Association to notify the finalists for the superintendent's position and arrange district and school visits on Thursday, April 25, 2024, beginning at 10:00 a.m. with lunch scheduled with Trustees at 12:30 p.m. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.
- ii. A motion was made by Liz Bingham and seconded by Shane Humphries to designate Idaho School Boards Association to notify the finalists for the superintendent's position and arrange a community forum on Thursday, April 25, 2024, beginning at 7:00 p.m., with doors open at 6:30 p.m. and ending at 8:30 p.m. at the Jerome High School Auditorium. Questions from trustees and all stakeholders will be submitted in advance for the forum, and concluding the forum comments cards will be available for stakeholder feedback. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.
- iii. A motion was made by Liz Bingham and seconded by Jeff Schroeder to designate Idaho School Boards Association to notify the finalists for the superintendent's position and arrange in-person interviews on Friday, April 26, 2024, at a special meeting with executive session beginning at 8:00 a.m. with trustees reviewing comment cards and interviews beginning at 9:00 a.m. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.
- iv. A motion was made by Shane Humphries and seconded by Annette Lott to provide out-of-state finalists with up to \$800 flight reimbursement; to provide out-of-state and in-state finalists up to \$200 toward hotel reimbursement and 100% mileage reimbursement within the state of Idaho; finalists must complete a reimbursement form, provide receipt of flight and hotel if claiming the reimbursement, and, stipend will not be paid if the finalist withdraws their application before in-person interviews or declines the position. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.
- v. A motion was made by Shane Humphries and seconded by Liz Bingham to request from Idaho School Boards Association to compose a survey and make available for all stakeholders, community members, parents, and district staff members to submit questions for the community forum and to include the role of the submitter, and the survey will close on Wednesday April 17th with ISBA collecting question responses for use during the forum. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.

4) Adjourn

There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 12:40 p.m.

NOTICE OF SPECIAL MEETING

April 10, 2024

10:00 a.m.

BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. 261

Jerome, Lincoln and Gooding Counties, Idaho

Administrative Complex Board Room

Board Members present: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott. Others present: District Clerk Lorri Prescott, Idaho School Board Communications and Programs Associate Katie Russell, Jerome Middle School Teacher Julie Kirk.

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a. Discuss the Superintendent Interview Process (Information)

The meeting was called to order at 10:05 a.m. by Chairman Staci Leavitt and recognized Idaho School Board Communications and Programs Associate Katie Russell, who reviewed hiring best practices, open meeting law, superintendent certification, the applicants reference calls process and next steps once finalists are selected.

2) Executive Session

IC 74-206(1)(a) – Personnel

Pursuant to Idaho Code Section 74-206 (1) the Jerome School Board will convene into executive session for any legal purpose including but not limited to the following: (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated to fill a particular vacancy or need, unless a vacancy in an elective office is being filled. An interview with a Superintendent candidate will be conducted and applicant qualifications will be reviewed.

A motion was made by Shane Humphries and seconded by Liz Bingham 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), Idaho Code, regarding personnel or student issues involving personnel or students of the district. The motion passed by roll call vote: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.

The board recessed into executive session at 10:10 a.m.

The board returned to open session at 11:30 a.m.

3) Superintendent Search Process Continuation

a. Determine Superintendent Finalists

- i. A motion was made by Liz Bingham and seconded by Jeff Schroeder to name applicant, Jill Hettinger, as a finalist for the open Superintendent position. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.
- ii. A motion was made by Liz Bingham and seconded by Shane Humphries to name applicant, Brent Johnson, as a finalist for the open Superintendent position. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.
- iii. A motion was made by Liz Bingham and seconded by Shane Humphries to name applicant, Tyler Wardle, as a finalist for the open Superintendent position. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.

- iv. A motion was made by Shane Humphries and seconded by Liz Bingham to designate Board Chairman Staci Leavitt to contact applicants with the trustees' decisions for the open Superintendent position, directly following the special meeting. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.

b. Next Steps in Superintendent Search Process

- i. A motion was made by Liz Bingham and seconded by Shane Humphries to designate Idaho School Boards Association to notify the finalists for the superintendent's position and arrange district and school visits on Thursday, April 25, 2024, beginning at 10:00 a.m. with lunch scheduled with Trustees at 12:30 p.m. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.
- ii. A motion was made by Liz Bingham and seconded by Shane Humphries to designate Idaho School Boards Association to notify the finalists for the superintendent's position and arrange a community forum on Thursday, April 25, 2024, beginning at 7:00 p.m., with doors open at 6:30 p.m. and ending at 8:30 p.m. at the Jerome High School Auditorium. Questions from trustees and all stakeholders will be submitted in advance for the forum, and concluding the forum comments cards will be available for stakeholder feedback. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.
- iii. A motion was made by Liz Bingham and seconded by Jeff Schroeder to designate Idaho School Boards Association to notify the finalists for the superintendent's position and arrange in-person interviews on Friday, April 26, 2024, at a special meeting with executive session beginning at 8:00 a.m. with trustees reviewing comment cards and interviews beginning at 9:00 a.m. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.
- iv. A motion was made by Shane Humphries and seconded by Annette Lott to provide out-of-state finalists with up to \$800 flight reimbursement; to provide out-of-state and in-state finalists up to \$200 toward hotel reimbursement and 100% mileage reimbursement within the state of Idaho; finalists must complete a reimbursement form, provide receipt of flight and hotel if claiming the reimbursement, and, stipend will not be paid if the finalist withdraws their application before in-person interviews or declines the position. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.
- v. A motion was made by Shane Humphries and seconded by Liz Bingham to request from Idaho School Boards Association to compose a survey and make available for all stakeholders, community members, parents, and district staff members to submit questions for the community forum and to include the role of the submitter, and the survey will close on Wednesday April 17th with ISBA collecting question responses for use during the forum. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Shane Humphries, Jeff Schroeder, Annette Lott.

4) Adjourn

There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 12:40 p.m.

Jerome School District #261
Board of Trustees Agenda
April 23, 2024
6:00 p.m. Regular Session
Administrative Complex Board Room

Board of Trustees: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeff Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt
Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen,
Business Manager Brian Bridwell, Clerk Lorri Prescott

“The Jerome School Board of Education is committed to supporting students’ need to graduate from high school equipped with the character, skills and knowledge to successfully enter work or postsecondary training. ”

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(The meetings will not be recorded.)

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Video call link: <https://meet.google.com/frr-spzc-ahp>

Or dial: (US) +1 470-705-3645 PIN: 911 806 151#

All public comments or questions will be accepted in written form and can be sent to the District Clerk
via email to lorri.prescott@jeromeschools.org

Board of Trustees present: Zone 1 Liz Bingham, Zone 3 Jeffrey Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt. Trustee not present: Zone 2 Shane Humphries. Others present: Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen, Business Manager Brian Bridwell, District Clerk Lorri Prescott, Federal Programs Director Kim Lickley, Special Education Director Toni Harbaugh, Technology Director Tyler Wardle, District Instructional Coach Deanna Davis, Child Nutrition Department Director Vanessa Fitzsimmons; Jerome High School Assistant Principal Melissa Rice, Teachers Lisa Thomson and Nicole Rowley, Para Professional Mayra Byeon; Falls City Academy Principal Matt Coleman; Jerome Middle School Principal Nicole Ferreira, Assistant Principal Aimee Mangum, Teachers LauraLee Carlisle, Darren Olsen, Julie Kirk, Jessica Applewhite and Glenn Shark; JEEP/Kindergarten Center Principal Angie Brulotte, Teachers Crystal Winter, Amy Shepherd and Para Professional London Stoker; Horizon Elementary School Principal Jill Taylor, Teachers Stephanie Anderson, Tracy Gambles and Megan Bailey; Jefferson Elementary School Assistant Principal Stacey Demers-McFarland, Teacher Jody Billiard; Summit Elementary School Cliff Creek, Teachers Kellie Rushing, Maggie Stump, Rose Pavlicek and Para Professional Kayla Knight; Community Member Elena Nicolas, Excellence in Education Recipients Family Members, and Starr Construction Representative Michael Arrington.

1) Call to Order 6:00 p.m.

The meeting was called to order at 6:00 p.m. by Chairman Staci Leavitt

- a) Pledge of Allegiance – led by School Board Trustee Annette Lott
- b) Waive reading of the minutes of the previous board meeting as submitted to each board member.
- c) Approval of Agenda

A motion was made by Liz Bingham and seconded by Jeff Schroeder to waive the reading of the minutes of the previous board meeting and approve the agenda as presented. The motion passed by the following:

AYE: Staci Leavitt

Liz Bingham

Jeff Schroeder

Annette Lott

2) Jerome School District Presentations:

- a) *Good News from Kindergarten Center and Jerome Early Education Program*: Principal Angie Brulotte, teachers and student representatives shared collaboration efforts, goals, activities and classroom projects during the 2023-24 school year.
- b) *Excellence in Education Staff Awards for March and April, 2024*: Crystal Winter, Kindergarten Center Teacher; Jessica Applewhite, Jerome Middle School Teacher; and London Stoker, Kindergarten Center Para Professional, were recognized by Superintendent Charlton as the Jerome School District Excellence in Education Award Recipients for March, 2024. Amy Shepherd, Kindergarten Center Teacher; Glenn Shark, Jerome Middle School Teacher; and Kayla Knight, Summit Elementary School Para Professional, were recognized by Superintendent Charlton as the Jerome School District Excellence in Education Award Recipients for April, 2024.

3) Consent Agenda

- a) Approval of Previous Minutes

- i) Regular Meeting March 19, 2024
- ii) Special Meeting April 3, 2024
- iii) Special Meeting April 8, 2024
- iv) Special Meeting April 10, 2024
- b) Financial Report
 - i) Cash Report
 - (1) Reconciliation Report
 - 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) Frontier Elementary School -- Reconciliation -- Check Register -- Balance Sheet
 - (3) Horizon Elementary School -- Reconciliation -- Check Register -- Balance Sheet
 - (4) Summit Elementary School -- Reconciliation -- Check Register -- Balance Sheet
 - (5) Jerome Middle School -- Reconciliation -- Check Register -- Balance Sheet
 - (6) Jerome High School -- Reconciliation -- Check Register -- Balance Sheet
 - (7) Falls City Academy -- Reconciliation -- Check Register -- Balance Sheet
 - (8) Special Services -- Reconciliation -- Check Register -- Balance Sheet
- c) Student Report -- Review of Jerome School District Schools' Student Suspension Report
- d) Personnel
 - i) Retirements 2024-25
 - (1) Jerome School District Maintenance I -- Jose Chicas-Marquez
 - ii) Resignations 2023-24
 - (1) Jerome School District Maintenance II -- Shaun Stokesberry
 - iii) Resignations 2024-25
 - (1) Jerome High School Teacher Communication Speech -- Shelby Burke
 - (2) Jerome High School Advisor Speech -- Shelby Burke
 - (3) Horizon Elementary School Teacher Elementary Grade 1 -- Michelle Powell
 - (4) Summit Elementary School Teacher Elementary Grade 5 -- Maggie Stump
 - (5) Frontier Elementary School Para Professional Stem -- Catherine Wardle
 - (6) Jerome High School Advisor INL Quiz Bowl -- Wes Hall
 - (7) Horizon Elementary School Para Professional Special Education Extended -- Cason Cartisser
 - (8) Jerome Early Education Program Para Professional -- Taylor Spencer
 - (9) Jerome Middle School Counselor -- Katlyn Kronschnabl
 - (10) Summit Elementary School Teacher Physical Education -- Suzanne Hess
 - (11) Jerome Middle School Teacher Science/AVID -- Matlin Bawden
 - (12) Jerome High School Assistant Advisor Drama -- Darren Olsen
 - iv) Transfers 2024-25
 - (1) All Elementary Schools Grades Kindergarten through 5th Assignments Transition List
 - (2) Jerome High School Teacher English Language Arts -- Keyene McNabb
 - (3) Jerome High School Teacher CTE Health Occupations (1 FTE) -- Lisa Thomson
 - (4) Jefferson Elementary School Para Professional Building -- Rosaeli Martinez
 - (5) Jerome Middle School Para Professional Special Education -- Katherine Hornbacher
 - (6) Jerome School District Child Nutrition Secretary -- Guadalupe Mercado Vera
 - (7) Frontier Elementary School Para Professional English Language Learners -- Erika Arellano
 - v) New Hires 2024-25
 - (1) Jerome High School Teacher CTE Agriculture -- Ayden Garcia
 - (2) Jerome High School Advisor FFA (.3 FTE) -- Ayden Garcia
 - (3) Jerome High School Assistant Coach Football -- Cory Musgrave
 - (4) Jerome High School Counselor Secondary -- Austin Jensen
 - (5) Falls City Academy Teacher Social Studies -- Kasey Cross
 - (6) Jerome Middle School Teacher Science -- Brad Tingey
 - (7) Jerome School District Psychologist -- Mattison Rogen
 - (8) Summit Elementary School Teacher Special Education Extended -- Nuvain Blackburn
 - (9) Jefferson Elementary School Counselor Elementary -- Johana Garcia
 - (10) Summit Elementary School Teacher Elementary Grade Kindergarten -- Gracie Graham
 - (11) Jefferson Elementary School Teacher Grade 4 Dual Language Immersion English -- Melyssa Nevarez-Perez
 - (12) Frontier Elementary School Teacher Music Elementary -- Jennifer Howell

(13) Summit Elementary School Teacher Music Elementary – Hadley Banner

A motion was made by Liz Bingham and seconded by Jeff Schroeder to approve the Consent Agenda as presented.

The motion passed by the following:

AYE: Staci Leavitt

Liz Bingham

Jeff Schroeder

Annette Lott

4) **Scheduled Visitors**

- a) Jerome High School HOSA Representatives: students presented overview of Jerome High School Career Technical Education Health Occupations program, and plans to attend International HOSA competition and conference.
- b) LauraLee Carlisle, Jerome Middle School Teachers and Jerome Education Association Co-President: requested the board consider rescheduling the October and March board meetings allowing teachers to attend; the district to develop training process for classroom substitute teachers; presented information from the Jerome Education Association teacher survey.

5) **Audience of Citizens:** Jerome High School Para Professional Mayra Byeon and Community Member Elena Nicolas requested the Board of Trustees to increase their efforts to translate school board agendas and other documents into Spanish for communication purposes with all Jerome School District students and families.

6) **Committee Reports/Correspondence to the Board:** Trustee Lott presented information from the Jerome District Foundation concerning Mini-Grant opportunities for staff; Trustee Schroeder reported on status of the District Construction Committee and will be representing the board at the 2024 negotiations; Trustee Leavitt reported on attending the Teacher Advisory Committee meeting in April; Trustee Bingham reported the Curriculum department is currently working on science curriculum adoption.

7) **Reports:** *School and Program Administrators submitted reports digitally to the School Board.*

- a) Curriculum Director
- b) Federal Program Director
- c) Special Education Director
- d) Jefferson/Frontier Elementary Schools
- e) Horizon Elementary School
- f) JEEP and Kindergarten Center
- g) Summit Elementary School
- h) Jerome Middle School
- i) Jerome High School
- j) Falls City Academy
- k) Child Nutrition Director
- l) Maintenance Director
- m) Technology Director
- n) Superintendent's Report
 - 1) Construction Update: Starr Construction representative Michael Arrington presented updated photos of the construction project at Jefferson Elementary School; Horizon Elementary School construction project will be completed with stage curtains installed; Frontier Elementary School construction projects will be continued during spring break with landscaping at the school underway.
 - 2) School Zones and Speed Limits: City of Jerome Code requires traffic study; city officials will monitor traffic and roads near Frontier Elementary School.
 - 3) Jerome High School Athletics Report: updated presented by Assistant Principal Melissa Rice: spring sports midway through the season, JHS Speech team placed first at State and E-Sports team qualified for state competition.
 - 4) Legislative Update: Idaho legislature has adjourned, review of decisions made that will affect education in Idaho.
 - 5) Update on Transition to K-5 for Fall 2024: plan to move classrooms and staff is in place, staff have been notified.
 - 6) Kindergarten Registration Update for School Year 2024-2025, April 10-11: review of number of students registered.
 - 7) Update on Busing for School Year 2024-2025: meeting with district administration and bus company with review of routes and drop off schedule for all schools in district.
 - 8) Negotiations Update: preliminary planning with Jerome Early Education team and Superintendent in April, first negotiations meeting scheduled for May 6, 2024.
 - 9) Jerome High School 2024 Graduation, Thursday, May 23, 6:00 p.m. Jerome High School Gymnasium
 - 10) Falls City Academy 2024 Graduation, Wednesday, May 22, 6:00 p.m. Jerome High School Auditorium
 - 11) Idaho Education Law Seminar, April 22-23, 2024: attended by four Trustees, Assistant Superintendent and Federal Programs Director with hiring best practices and risk management information were two of the topics covered.

8) **Approval of Bills**

a) Bills Approval

A motion was made by Liz Bingham and seconded by Annette Lott to approve the bills as presented. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Jeff Schroeder
Annette Lott

9) **Board Business**

a) Continuing Business

i) Policy 3340 Corrective Actions and Punishment

ii) Policy 3340P Corrective Actions and Punishment Procedure

A motion was made by Liz Bingham and seconded by Annette Lott to approve Policies 3340 and 3340P as presented for second reading. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Jeff Schroeder
Annette Lott

iii) Policy 3345 Use of Restraints and Seclusion for Students

A motion was made by Liz Bingham and seconded by Jeff Schroeder to approve Policy 3345 as presented for second reading and with one addition to the policy: Legal Reference IC 33-1224. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Jeff Schroeder
Annette Lott

iv) Policy 3360 Discipline of Students with Disabilities

A motion was made by Liz Bingham and seconded by Annette Lott to delete Policy 3360 as presented for second reading. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Jeff Schroeder
Annette Lott

b) New Business

i) Consideration of Contract with Ednetics for Advanced Licensing and Wired Assurance Services

A motion was made by Annette Lott and seconded by Liz Bingham to approve the contract with Ednetics for Advanced Licensing and Wired Assurance Services as presented. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Jeff Schroeder
Annette Lott

ii) Approval of Jerome High School Seniors of 2024 Early Release Schedule

A motion was made by Liz Bingham and seconded by Annette Lott to approve the early release from school year 2023-24 schedule for the Seniors of 2024 by Jerome High School Administration. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Jeff Schroeder
Annette Lott

iii) Consideration of Jerome High School HOSA Club Request for Registration Fees for Leadership Conference

A motion was made by Liz Bingham and seconded by Annette Lott to pay the student registration fees for the International Leadership Conference for the Jerome High School HOSA Club. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Jeff Schroeder
Annette Lott

iv) Approval of Jerome High School and Jerome Middle School Out of State Travel Requests

- (1) JHS Class of 2025 Lagoon Trip, Utah, July 2024
- (2) JHS Latinos In Action Leadership Conference, Utah
- (3) JMS Choir Student Lagoon Trip, Utah
- (4) JMS Latinos in Action Leadership Conference at University of Utah, May 7th
- (5) JMS Latinos in Action, Leadership and Hope Squad Lagoon Trip, Utah, May 16th
- (6) Jerome Robotics Global Conference for Educational Robotics, North Carolina, July, 2024

A motion was made by Liz Bingham and seconded by Annette Lott to approve the out of state travel requests for the Jerome High School Class of 2025, Latinos in Action, and Robotics Club and Jerome Middle School Choir, Latinos in Action, Leadership and Hope Squad students as presented. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Jeff Schroeder
Annette Lott

v) Consideration of Special Education Department Contract Services for SY 2024-25

- (1) Primary Therapy Source, LLC

A motion was made by Liz Bingham and seconded by Annette Lott to approve the contract with the Jerome School District Special Education Department and Primary Therapy Source, LLC, for the 2024-25 school year as presented. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Jeff Schroeder
Annette Lott

vi) Approval of Jerome School District Job Description Updates

- (1) Trauma Informed Services in Schools (TISS) Grant Project Evaluator
- (2) Trauma Informed Services in Schools (TISS) Grant Practices Coach
- (3) Federal Program Secretary
- (4) Child Nutrition Secretary
- (5) Child Nutrition Cashier
- (6) Child Nutrition Cook
- (7) Child Nutrition Kitchen Manager
- (8) Child Nutrition Inventory Specialist

A motion was made by Liz Bingham and seconded by Annette Lott to approve the Jerome School District Job Descriptions for the TISS Grant Project Evaluator, TISS Grant Project Practices Coach, Federal Programs Secretary, Child Nutrition Department Secretary, Cashier, Cook, Kitchen Manager and Inventory Specialist as presented. The motion passed by the following:

AYE: Staci Leavitt
Liz Bingham
Jeff Schroeder
Annette Lott

vii) Policy 3010F2 Residence Verifications Form (1st Reading – Information)

viii) Policy 3270 District Provided Access to Electronic Information, Services, and Networks (1st Reading – Information)

ix) Policy 3270P Acceptable Use of Electronic Networks (1st Reading – Information)

x) Policy 3530 Suicide (1st Reading – Information)

xi) Policy 5210 Personnel Contract Day (1st Reading – Information)

xii) Policy 7450 Federal Cash Management (1st Reading – Information)

xiii) Policy 7450P1 Timely Obligation of Funds (NEW – 1st Reading – Information)

xiv) Policy 9550 Cybersecurity & Data Breach Response (NEW – 1st Reading – Information)

- 10) **Agenda Planning:** Trustees requested updates in May on the following items: facilities use agreement; re-schedule board meeting in October to the week before parent teacher conferences; set-up substitute teacher training procedure in all schools; continue to improve translations of district documents into Spanish; school visit by trustees and district admin to continue with Summit school visit in May; athletics district policy and student handbooks: check on grade requirements for sports at JMS and JHS; electronic payments online system and fee structure update.

11) **Executive Session** (Action)

- a) IC 74-206(1)(b)(d) – 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; and (d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.
 - i) Personnel Issues
 - ii) Student Issues

A motion was made by Liz Bingham 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)(d), Idaho Code, regarding personnel issues involving employees or student issues involving students of the district. The motion passed by roll call vote:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Jeff Schroeder

The board recessed into executive session at 8:30 p.m.
The board returned to open session at 9:30 p.m.

12) Consideration of Personnel Executive Item(s) (Action)

- a) Approval of SY 2024-25 Contracts for Building Principals, Assistant Principals, and Directors
 - A motion was made by Liz Bingham and seconded by Annette Lott to approve administrative contracts for the 2024-25 academic year for all current principals and assistant principals as presented on list from Superintendent contingent on completed evaluations for the current school year. The motion passed by the following:
 - AYE: Staci Leavitt
Liz Bingham
Jeff Schroeder
Annette Lott

13) Consideration of Student Executive Item(s) (Action)

- a) Student Discipline
 - i) Declaration of Truancy
 - (a) T2324-47
 - (b) T2324-48
 - (c) T2324-49
 - (d) T2324-50
 - (e) T2324-51
 - (f) T2324-52
 - (g) T2324-53
 - (h) T2324-54
 - (i) T2324-55
 - (j) T2324-56
 - (k) T2324-57
 - (l) T2324-58
 - (m) T2324-59
 - (n) T2324-60
 - (o) T2324-61
 - (p) T2324-62

A motion was made by Liz Bingham and seconded by Annette Lott to accept the declaration made by Jerome School District Clerk, Lorri Prescott, as designee of the Board of Trustees, for students T2324-47, T2324-48, T2324-49, T2324-50, T2324-51, T2324-52, T2324-53, T2324-54, T2324-55, T2324-56, T2324-57, T2324-58, T2324-59, T2324-60, T2324-61, T2324-62 as habitually truant. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

14) Adjourn

There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 9:40 p.m.

NOTICE OF SPECIAL MEETING

April 26, 2024

8:00 a.m.

BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. 261

Jerome, Lincoln and Gooding Counties, Idaho

Administrative Complex Board Room

Board Members present: Staci Leavitt, Liz Bingham, Jeff Schroeder, Annette Lott. Board Members not present: Shane Humphries. Others present: District Clerk Lorri Prescott, Idaho School Board Communications and Programs Associate Katie Russell, Jerome Middle School Teacher Julie Kirk.

NOTICE IS HEREBY GIVEN to the patrons of school district No. 261, that a special meeting of the Board of Trustees of said district was called to be held on April 26, 2024, at 8:00 a.m. at Jerome School District Administration Offices, 125 4th Avenue West, Jerome. The purpose of the special meeting was:

1) Superintendent Search Process

a. Discuss the Superintendent Interview Process

The meeting was called to order at 8:00 a.m. by Chairman Staci Leavitt and recognized Idaho School Board Communications and Programs Associate Katie Russell, who reviewed hiring best practices, open meeting law, superintendent certification, the applicants reference calls and review of community forum comment cards process.

2) Executive Session

IC 74-206(1)(a) – Personnel

Pursuant to Idaho Code Section 74-206 (1) the Jerome School Board will convene into executive session for any legal purpose including but not limited to the following: (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated to fill a particular vacancy or need, unless a vacancy in an elective office is being filled. An interview with Superintendent candidates will be conducted and applicants qualifications will be reviewed.

A motion was made by Annette Lott and seconded by Liz Bingham 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), Idaho Code, regarding personnel or student issues involving personnel or students of the district. The motion passed by roll call vote: AYE: Staci Leavitt, Liz Bingham, Jeff Schroeder, Annette Lott.

The board recessed into executive session at 8:05 a.m.

The board returned to open session at 2:15 p.m.

3) Superintendent Search Process Continuation

a. Next Steps in Superintendent Search Process: interviews and deliberation by Trustees complete.

b. Selection of Superintendent

A motion was made by Jeff Schroeder and seconded by Annette Lott to offer candidate Brent Johnson the position of Superintendent of Jerome School District to begin on July 1, 2024, and designate Chairman Leavitt and ISBA Representative Katie Russell to contact candidates with the boards decision. The motion passed by the following: AYE: Staci Leavitt, Jeff Schroeder, Annette Lott. NAY: Liz Bingham.

c. Identify Board Designee to Discuss Terms with Selected Superintendent

A motion was made by Jeff Schroeder and seconded by Annette Lott to designate Chairman Leavitt and Vice Chairman Bingham as the boards representatives to make the offer of employment and negotiate the terms of employment. The motion passed by the following: AYE: Staci Leavitt, Liz Bingham, Jeff Schroeder, Annette Lott.

4) Adjourn: There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 2:25 p.m.

Jerome School District #261
Board of Trustees Agenda
May 28, 2024
6:00 p.m. Regular Session
Administrative Complex Board Room

Board of Trustees: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeff Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt
Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen,
Business Manager Brian Bridwell, Clerk Lorri Prescott

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available by audio as a courtesy to Jerome School District staff and patrons.

(The meetings will not be recorded.)

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Or dial: (US) +1 470-705-3645 PIN: 911 806 151#

All public comments or questions will be accepted in written form and can be sent to the District Clerk
via email to lorri.prescott@jeromeschools.org

Board of Trustees present: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeffrey Schroeder, Zone 4 Annette Lott. Trustee not present: Zone 5 Staci Leavitt. Others present: Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen, Business Manager Brian Bridwell, District Clerk Lorri Prescott, Federal Programs Director Kim Lickley, Special Education Director Toni Harbaugh, District Social Worker Rachel Del Valle, and TISS Grant Coordinator Hannah Leavitt; Technology Director Tyler Wardle, Child Nutrition Department Director Vanessa Fitzsimmons, Payroll and Benefits Clerk Gina Cakebread; Jerome High School Athletic Director Scott Burton; Falls City Academy Principal Matt Coleman and Teacher Skyler Hill; Jerome Middle School Principal Nicole Ferreira, Assistant Principals Aimee Mangum and Sam Sharp, Teachers LauraLee Carlisle, Darren Olsen, and Registrar Jodi Stewart; JEEP/Kindergarten Center Principal Angie Brulotte; Horizon Elementary School Principal Jill Taylor; Frontier and Jefferson Elementary School Principal Barbara Brown and Assistant Principal Stacey Demers-McFarland; Summit Elementary School Cliff Creek and Assistant Principal Jaci Hill, and Teacher Maggie Stump; Community Members Dara Carpenter, Glenda Kestle, Steven Nunes, and Starr Construction Representative Jason Dericott.

1) Call to Order 6:00 p.m.

The meeting was called to order at 6:00 p.m. by Vice Chairman Liz Bingham.

- a) Pledge of Allegiance - led by School Board Trustee Jeff Schroeder.
- b) Waive reading of the minutes of the previous board meeting as submitted to each board member.
- c) Approval of Agenda (Action)

A motion was made by Shane Humphries and seconded by Annette Lott to waive the reading of the minutes of the previous board meeting and approve the agenda as presented. The motion passed by the following:

AYE: Liz Bingham

Shane Humphries

Jeff Schroeder

Annette Lott

2) Consent Agenda

- a) Approval of Previous Minutes
 - i) Regular Meeting April 23, 2024
 - ii) Special Meeting April 26, 2024
 - iii) Special Meeting May 10, 2024
- b) Financial Report
 - i) Cash Report
 - (1) Reconciliation Report
 - 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) Frontier Elementary School -- Reconciliation -- Check Register -- Balance Sheet

- (3) Horizon Elementary School -- Reconciliation -- Check Register -- Balance Sheet
- (4) Summit Elementary School -- Reconciliation -- Check Register -- Balance Sheet
- (5) Jerome Middle School -- Reconciliation -- Check Register -- Balance Sheet
- (6) Jerome High School -- Reconciliation -- Check Register -- Balance Sheet
- (7) Falls City Academy -- Reconciliation -- Check Register -- Balance Sheet
- (8) Special Services -- Reconciliation -- Check Register -- Balance Sheet
- c) Student Report -- Review of Jerome School District Schools' Student Suspension Report
- d) Personnel
 - i) New Hires 2023-24
 - (1) Summit Elementary School Custodian Night Building -- Arturo Garibay
 - ii) Resignations 2024-25
 - (1) Summit Elementary School Teacher Grade 4 Dual Language Immersion English -- Makayla Osterberg
 - (2) Summit Elementary School Teacher Grade 4 -- Brian St. George
 - (3) Jerome High School Teacher Special Education Secondary -- Karlie Bledsoe
 - (4) Jerome Early Education Program Para Professional -- Mandi Jo Wilson
 - (5) Horizon Elementary School Para Professional Behavior -- Kaitlynne Adams
 - (6) Horizon Elementary School Para Professional Building - Sandra Reynoso
 - (7) Summit Elementary School Para Professional Special Education -- Danielle Perkins
 - (8) Frontier Elementary School Secretary Building - Stephanie Vergara
 - (9) Jerome High School Baseball Assistant Coach -- Brandon Robinson
 - (10) Jerome High School Audio Visual Coordinator -- Patrick Rexroat
 - (11) Jerome High School Drama Advisor -- Patrick Rexroat
 - (12) Jerome Middle School Basketball 8th Grade Boys Coach -- Todd Capps
 - (13) Jerome High School Soccer Boys Assistant Coach -- Christian Pulido
 - (14) Jerome High School Tennis Assistant Coach -- Penni Aufderheide
 - (15) Jerome High School Softball Head Coach -- Lyle Hudelson
 - (16) Jerome Middle School Football 7th Grade Coach -- Joseph Lemoine
 - (17) Jerome High School Swimming Co-Coach -- Maryann Swenson
 - iii) Transfers 2024-25
 - (1) All Elementary Schools Grades Pre-School through 5th Para Professionals Assignments Transition List
 - (2) Horizon Elementary School Teacher Grade 4 -- Barbara Flickinger
 - (3) Jerome High School Teacher English Language Arts -- Geoffrey Wagoner
 - (4) Horizon Elementary School Secretary Bookkeeper -- Jennifer Heath
 - iv) New Hires 2024-25
 - (1) Summit Elementary School Teacher Physical Education Elementary -- Jakob Shaw
 - (2) Jefferson Elementary School Teacher Kindergarten Dual Immersion English -- Judith Gonzalez de Alba
 - (3) Jerome Middle School Teacher Science -- Ezekial Williamson
 - (4) Falls City Academy Teacher Social Studies -- John Paine
 - (5) Jerome High School Football Assistant Coach -- Deion Ortega
 - (6) Jerome High School Soccer Boys Assistant Coach -- Jaime Madrigal
 - (7) Jefferson Elementary School Para Professional Behavior -- Audra Foster
 - (8) Jerome High School Counselor Secondary -- Landon Marlor
 - (9) Jerome Middle School Teacher Mathematics Gr 6-8 -- Michael Van Loon
 - (10) Jerome Middle School Teacher English Language Arts -- Elizabeth Galloway
 - (11) Summit Elementary School Teacher Grade 3 -- Keiza Johnson
 - (12) Jerome Middle School Teacher English Language Arts -- Gabriella Owens

A motion was made by Shane Humphries and seconded by Annette Lott to approve the Consent Agenda as presented. The motion passed by the following:

AYE: Liz Bingham
 Shane Humphries
 Jeff Schroeder
 Annette Lott

3) Scheduled Visitors

- a) Sam Sharp, Jerome Middle School Assistant Principal and Athletic Director: presented report on Jerome Middle School Cross Country Team student participation and requested an addition of a 2nd coach for safety and supervision of students.
- b) Rachel DelValle, Jerome School District Social Workers and Counselors End of Year Report: review of student issues and programs offered to help students and families in the district.
- c) Hannah Leavitt, Trauma Informed Support Services in Schools Grant: presented information on the Resilient School Project and completed a book study with 80 teachers participating.

- 4) **Audience of Citizens:** Community Members Glenda Kestle and Steven Nunes spoke to Agenda Item: Superintendent's Report Update on Busing and requested that the Trustees review the bus routes and add stops to Day Care facilities in city limits. Jerome Middle School Teacher Darren Olsen spoke to Agenda Item: Continuing Business Policy 5210 Personnel Contract Day and requested that the Trustees reviewed the teachers' preparation time in policy.
- 5) **Committee Reports/Correspondence to the Board:** No Committee Reports for May, 2024.
- 6) **Reports:** *School and Program Administrators submitted reports a through m digitally to the School Board.*
- a) Curriculum Director
 - b) Federal Program Director
 - c) Special Education Director
 - d) Jefferson/Frontier Elementary Schools
 - e) Horizon Elementary School
 - f) JEEP and Kindergarten Center
 - g) Summit Elementary School
 - h) Jerome Middle School
 - i) Jerome High School
 - j) Falls City Academy
 - k) Child Nutrition Director
 - l) Maintenance Director
 - m) Technology Director
 - n) Superintendent's Report: Food Services Director will look into possible solutions to the current food services issues and report back to Trustees.
 - 1) Construction Update: Starr Corporation Representative Jason Dericott presented an update and photos on the construction projects in the district: Frontier: landscaping is complete, the punch list will be completed in July; Horizon: stage curtains not received will be ordered from a different company, cafeteria is completed; Jefferson: demolition is on the 4th street side and will be repaved this summer, construction of all areas is on schedule; JHS: security vestibule bids are out and the project will be started in June.
 - 2) Jerome High School Athletics Report: Athletic Director Scott Burton reported on programs implemented this school year and reviewed all athletic programs, issues and improvements at the high school during the 24-25 school year.
 - 3) Update on Transition to K-5 for Fall 2024: status given of teacher, student and programs transition to K-5 schools.
 - 4) FFA Bus Purchase: 30 passenger bus purchase planned by JHS FFA, FFA Alumni and District funds for school use.
 - 5) Update on Busing for School Year 2024-2025: district administration and bus company are working on bus routes that should work better for the next school year; bus company continues to struggle with driver shortage.
 - 6) Negotiations Update: the 5th meeting to continue negotiations with Jerome Education Association will be July 24.
 - 7) History of Curriculum and Federal Program Secretaries: history and duties outlined for both positions.
 - 8) Summer School Update: current sessions of summer school began May 28.
 - 9) Jerome High School 2024 Graduation, Thursday, May 23, 6:00 p.m. Jerome High School Gymnasium
 - 10) Falls City Academy 2024 Graduation, Wednesday, May 22, 6:00 p.m. Jerome High School Auditorium
- 7) **Approval of Bills**
- a) Bills Approval: A motion was made by Shane Humphries and seconded by Annette Lott to approve the bills as presented. The motion passed by the following:
AYE: Liz Bingham
Shane Humphries
Jeff Schroeder
Annette Lott
- 8) **Board Business**
- a) Continuing Business
 - i) Jerome School District Facilities Use Policy and Agreement Review (Information/Action): No action taken, review of the district's facilities use policy by the district's policy committee and school board has been tabled until Fall 2024.
 - ii) Consideration to Re-Schedule Board Meeting in October, 2024 (information/Action): No action taken, trustees will review the calendar for October 2024 and determine if a change in regular meeting date is needed in July, 2024.
 - iii) Implementation of Jerome School District Substitute Training Procedure (Information): Trustees requested an update of the district's substitute training procedure prior to the beginning of the 24-25 school year.
 - iv) Jerome School District Documents Translated into Spanish Process Update (Information/Action): Technology Director Tyler Wardle presented information and directions from the district's web site, enabling the board meeting agendas to be read in many different languages by community members.

- v) Summit Elementary School Visit by Trustees and District Admin in May, 2024 (Information): Trustees continued their school visits to Summit Elementary during the month of May.
- vi) District Policy and Student Handbooks Update on Grade Policy and Athletics/Activities Participation (Information: Jerome High School Athletic Director Scott Burton reported that the current grade policy for athletic/activity participation was working well, setting the bar high for school participants and would continue to the new school year.
- vii) Review of Electronic Payments Online System and Fee Structure for School Events and Purchases (Information): Business Manager Brian Bridwell reported to the Trustees that he has scheduled a vendor demonstration with JHS Administration and Bookkeeper and will be reporting progress update to the board.

viii) Policy 3010F2 Residence Verifications Form

ix) Policy 3270 District Provided Access to Electronic Information, Services, and Networks

x) Policy 3270P Acceptable Use of Electronic Networks

xi) Policy 3530 Suicide

xii) Policy 5210 Personnel Contract Day

xiii) Policy 7450 Federal Cash Management

xiv) Policy 7450P1 Timely Obligation of Funds

xv) Policy 9550 Cybersecurity & Data Breach Response

A motion was made by Shane Humphries and seconded by Annette Lott to approve Policy 3010F2, Policy 3270, Policy 3270P, Policy 3530, Policy 5210, Policy 7450, Policy 7450P1, and Policy 9550 as presented for second reading. The motion passed by the following:

AYE: Liz Bingham

Shane Humphries

Jeff Schroeder

Annette Lott

b) New Business

- i) Consideration of Arbitrage Compliance Services with Arbitrage Compliance Specialists, Inc., for General Obligation Refunding Bonds Series 2012 & 2014B and General Obligation Bonds Series 2014A.

A motion was made by Shane Humphries and seconded by Jeff Schroeder to approve the contract with Arbitrage Compliance Specialists for arbitrage compliance services for general obligation refunding bonds series 2012, 2014B and general obligation bonds series 2014A. The motion passed by the following:

AYE: Liz Bingham

Shane Humphries

Jeff Schroeder

Annette Lott

- ii) Consideration of Mathematics Curriculum Adoption: SAVVAS enVision Mathematics 6/8 – 6th Grade, 7th Grade, 8th Grade, Accelerate and SAVVAS enVision A/G/A 2024, Algebra 1, Geometry and Algebra 2.

A motion was made by Shane Humphries and seconded by Annette Lott to approve the 24-25 school year mathematics curriculum adoption: SAVVAS enVision Mathematics 6/8 – 6th Grade, 7th Grade, 8th Grade, Accelerate and SAVVAS enVision A/G/A 2024, Algebra 1, Geometry and Algebra 2, as recommended by Jerome School District Curriculum Director Wendy Ohlensehlen. The motion passed by the following:

AYE: Liz Bingham

Shane Humphries

Jeff Schroeder

Annette Lott

- iii) Consideration of Science Curriculum Adoption: McGraw Hill Cunningham Principles of Environmental Science.

A motion was made by Shane Humphries and seconded by Annette Lott to approve the 24-25 school year science curriculum adoption: McGraw Hill Cunningham Principles of Environmental Science, as recommended by Jerome School District Curriculum Director Wendy Ohlensehlen. The motion passed by the following:

AYE: Liz Bingham

Shane Humphries

Jeff Schroeder

Annette Lott

- iv) Consideration of Approval of Jerome High School New Course Request for Geology 104: Natural Disasters and Environmental Geology Dual Credit College of Southern Idaho Course for School Year 2024-25.

A motion was made by Shane Humphries and seconded by Annette Lott to approve the 24-25 school year Jerome High School new course request for Geology 104: Natural Disasters and Environmental Geology Dual Credit College of

Southern Idaho Course, as recommended by Jerome School District Curriculum Director Wendy Ohlensehlen. The motion passed by the following:

AYE: Liz Bingham
Shane Humphries
Jeff Schroeder
Annette Lott

v) Approval of Jerome High School and Jerome Middle School Out of State Travel Requests.

(1) Jerome High School Football Team Camp Travel and Equipment Use, Montana State University, June 2024

A motion was made by Shane Humphries and seconded by Jeff Schroeder to approve the out of state travel request from Jerome High School Athletic Director and Football Team to travel to football camp in Montana and to use the district's equipment at the camp. The motion passed by the following:

AYE: Liz Bingham
Shane Humphries
Jeff Schroeder
Annette Lott

vi) Consideration of Special Education Department Contract Services for School Year 2024-25.

(1) Day Treatment Youth Services Contract and Memorandum of Understanding

(2) Idaho Division of Vocational Rehabilitation Contract

(3) School Psychological Services Contract with D.Standley Ph.D.

(4) Valley Therapy Services, Inc. for Speech Therapy and Occupational Therapy Services

A motion was made by Shane Humphries and seconded by Annette Lott to approve the contract with the Jerome School District Special Education Department and Day Treatment Youth Services, Idaho Division of Vocational Rehabilitation, D.Standley Ph.D, and Valley Therapy Services, Inc., for the 2024-25 school year as presented. The motion passed by the following:

AYE: Liz Bingham
Shane Humphries
Jeff Schroeder
Annette Lott

vii) Approval of Jerome School District Job Description Updates.

(1) Curriculum Secretary

(2) Payroll Clerk

(3) Community School Coordinator

A motion was made by Shane Humphries and seconded by Annette Lott to approve the Jerome School District Job Descriptions for the district's Curriculum Secretary, Payroll Clerk and Community School Coordinator as presented.

The motion passed by the following:

AYE: Liz Bingham
Shane Humphries
Jeff Schroeder
Annette Lott

viii) Approval of Jerome School District Schools Student Handbooks for 2024-25 School Year.

(1) Jefferson Elementary School

(2) Summit Elementary School

(3) Falls City Academy

A motion was made by Shane Humphries and seconded by Annette Lott to approve the 24-25 school year student handbooks for Jefferson and Summit Elementary Schools and Falls City Academy with the following corrections:

Jefferson Elementary School: re-align photos; Summit Elementary School: adjust Friday early release time; Falls City Academy: correct teacher name spelling and add signature line to end. The motion passed by the following:

AYE: Liz Bingham
Shane Humphries
Jeff Schroeder
Annette Lott

(4) Declaration of Jerome School District Surplus Property – School Technology Materials and Equipment

A motion was made by Shane Humphries and seconded by Jeff Schroeder to declare as surplus property school technology materials and equipment as listed and presented by Jerome School District Technology Director Tyler Wardle. The motion passed by the following:

AYE: Liz Bingham
Shane Humphries
Jeff Schroeder
Annette Lott

- ix) Policy 2705 Military Compact Waiver (1st Reading – Information)
- x) Policy 3060 Education of Homeless Children (1st Reading – Information)
- xi) Policy 5360 Dress and Appearance (1st Reading – Information)
- xii) Policy 5407 Sick Leave Banks (1st Reading – Information)
- xiii) Policy 7407 Public Procurement of Goods and Services (1st Reading – Information)

9) Agenda Planning: Trustees requested to schedule the trustee long-term planning meeting in the month of July; requested district administration to review schools busing issues, shuttle options and safety busing routes; discuss the students on the school board program to begin during the 24-25 school year.

10) Executive Session (Action)

- a) IC 74-206(1)(b)(d)(j) – Personnel or Student. Negotiations
 - (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; and (d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code. Negotiations.
 - i) Personnel Issues
 - ii) Student Issues
 - iii) Negotiations

A motion was made by Shane Humphries and seconded by Jeff Schroeder 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)(d), Idaho Code, regarding personnel issues involving employees or student issues involving students of the district. The motion passed by roll call vote:

AYE: Liz Bingham
Shane Humphries
Annette Lott
Jeff Schroeder

The board recessed into executive session at 8:50 p.m.

The board returned to open session at 9:05 p.m.

11) Consideration of Personnel Executive Item(s)

- a) Approval of SY 2024-25 Contracts for Building Principal

A motion was made by Shane Humphries and seconded by Annette Lott to approve administrative contract for the 2024-25 academic year for one current principal as recommended by Superintendent Charlton. The motion passed by the following:

AYE: Liz Bingham
Shane Humphries
Jeff Schroeder
Annette Lott
- b) Certified Employee Additional Leave Request – P2324-23

A motion was made by Shane Humphries and seconded by Annette Lott to approve the additional leave request for Certified Employee P2324-23 and direct Superintendent Charlton to give written notice to employee. The motion passed by the following:

AYE: Liz Bingham
Shane Humphries
Jeff Schroeder
Annette Lott

- c) **Consideration of Student Executive Item(s)**

- i) Student Discipline
 - (1) D2324-23
 - (2) D2324-24
 - (3) D2324-25
 - (4) D2324-26
 - (5) D2324-20B

Per Idaho Code 33-205(3) and 74-206(1)(b) the board considered five students discipline issue sand took action accordingly. Such actions shall be documented in the student's educational record and is confidential pursuant to the Family Education Rights and Privacy Act (FERPA) and other applicable state and federal code and regulation provisions and parents and student were notified of the decision.

ii) Declaration of Truancy

- (a) T2324-63
- (b) T2324-64
- (c) T2324-65
- (d) T2324-66
- (e) T2324-67

A motion was made by Shane Humphries and seconded by Jeff Schroeder to accept the declaration made by Jerome School District Clerk, Lorri Prescott, as designee of the Board of Trustees, for students T2324-63, T2324-64, T2324-65, T2324-66, T2324-67, as habitually truant. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Liz Bingham
Shane Humphries
Jeff Schroeder

12) **Adjourn:** There being no other business before the board, Vice Chairman Liz Bingham adjourned the meeting at 9:10 p.m.

Jerome School District #261
Board of Trustees Agenda
June 25, 2024
6:00 p.m. Regular Session
Administrative Complex Board Room

Board of Trustees: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeff Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt
Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen,
Business Manager Brian Bridwell, Clerk Lorri Prescott

“The Jerome School Board of Education is committed to supporting students’ need to graduate from high school equipped with the character, skills and knowledge to successfully enter work or postsecondary training. ”

The Jerome School District School Board Meetings will be conducted in person and available by audio as a courtesy to Jerome School District staff and patrons.

(The meetings will not be recorded.)

The board meeting will be available by audio to the public through the following link:

Video call link: <https://meet.google.com/frr-spzc-ahp>

Or dial: (US) +1 470-705-3645 PIN: 911 806 151#

All public comments or questions will be accepted in written form and can be sent to the District Clerk via email to lorri.prescott@jeromeschools.org

Board of Trustees present: Zone 2 Shane Humphries, Zone 3 Jeffrey Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt. Trustee not present: Zone 1 Liz Bingham (joined meeting by teleconference at 8:45 p.m). Others present: Business Manager Brian Bridwell, District Clerk Lorri Prescott, Technology Director Tyler Wardle, District Social Worker Rachel Del Valle, Jerome Middle School Assistant Principals Aimee Mangum, Child Nutrition Department Director Vanessa Fitzsimmons, Payroll and Benefits Clerk Gina Cakebread, Jefferson Elementary School Para Professional Catherine Wardle and 2024-25 Jerome School District Superintendent Brent Johnson.

1) Call to Order 6:00 p.m.

The meeting was called to order at 6:00 p.m. by Chairman Staci Leavitt.

a) Pledge of Allegiance - led by District Clerk Lorri Prescott

b) Waive reading of the minutes of the previous board meeting as submitted to each board member.

c) Approval of Agenda

A motion was made by Shane Humphries and seconded by Jeff Schroeder to waive the reading of the minutes of the previous board meeting and approve the agenda as presented. The motion passed by the following:

AYE: Staci Leavitt

Shane Humphries

Jeff Schroeder

Annette Lott

2) Annual Budget Hearing

The annual budget hearing was called to order at 6:05 p.m. and ended at 7:10 p.m.

a) Revised Budget FY23-24

Revised Budget FY23-24 was presented for approval by District Business Manager Brian Bridwell during the budget hearing.

A motion was made by Shane Humphries and seconded by Annette Lott to approve the revised budget for Fiscal Year 2023-24 as presented. The motion passed by the following:

AYE: Staci Leavitt

Shane Humphries

Annette Lott

ABSTAIN: Jeff Schroeder

b) Proposed Budget FY24-25

Proposed Budget FY24-25 was presented by District Business Manager Brian Bridwell during the budget hearing.

A motion was made by Shane Humphries seconded by Annette Lott to adopt the proposed budget for Fiscal Year 2024-25 as presented. The motion passed by the following:

AYE: Staci Leavitt

Shane Humphries

Annette Lott

3) **Consent Agenda**

- a) Approval of Previous Minutes
 - i) Regular Meeting May 28, 2024
- b) Financial Report
 - i) Cash Report
 - (1) Reconciliation Report
 - 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) Frontier Elementary School -- Reconciliation -- Check Register -- Balance Sheet
 - (3) Horizon Elementary School -- Reconciliation -- Check Register -- Balance Sheet
 - (4) Summit Elementary School -- Reconciliation -- Check Register -- Balance Sheet
 - (5) Jerome Middle School -- Reconciliation -- Check Register -- Balance Sheet
 - (6) Jerome High School -- Reconciliation -- Check Register -- Balance Sheet
 - (7) Falls City Academy -- Reconciliation -- Check Register -- Balance Sheet
 - (8) Special Services -- Reconciliation -- Check Register -- Balance Sheet
- c) Personnel
 - i) Retirements 2024-25
 - ii) Resignations 2023-24
 - iii) New Hires 2023-24
 - (1) Frontier Elementary School Custodian Night Building -- Yesike Paola Ramirez Nolasco
 - iv) Resignations 2024-25
 - (1) Jerome School District Assistant Superintendent/Curriculum Director -- Wendy Ohlensehlen
 - (2) Jerome High School Teacher Physical Education Secondary -- Aaron Jackson
 - (3) Summit Elementary School Para Professional Special Education Extended -- Danielle Perkins
 - (4) Jefferson Elementary School Para Professional Building -- Kari Dooley
 - (5) Jerome High School Para Professional Special Education Extended -- Colleen Bettinson-Speaker
 - (6) Jerome High School Assistant Coach Softball -- Karly Hudelson
 - (7) Jerome High School Assistant Coach Softball -- David Garcia
 - (8) Jerome High School Head Coach Wrestling -- Ted Larsen
 - (9) Jerome Middle School Coach Dance Team -- Jazmine Mack
 - (10) Horizon Elementary School Para Professional Special Education -- Kayla Peterson
 - v) Transfers 2024-25
 - (1) Jerome High School Teacher Drama Theater - Sharmy Steele
 - (2) Frontier Elementary School Para Professional ELL -- Eva Cisneros Lopez
 - (3) Frontier Elementary School Secretary Building -- Trina Baird
 - (4) Horizon Elementary School Para Professional Building -- Amy Pierson
 - (5) Horizon Elementary School Para Professional Building -- Jazmin Becker
 - (6) Jerome School District Curriculum Department Secretary -- Jessica Applewhite
 - (7) Jerome Middle School Teacher Special Education Extended -- Jonathan Harper
 - (8) Jerome High School Para Professional Special Education Extended -- Raedeen Mitchell
 - (9) Jerome High School Para Professional Special Education -- Vanessa Kortright
 - (10) Jerome High School Para Professional Special Education -- Kristi Eudey
 - (11) Jefferson Elementary School Secretary Building -- Lidya Diaz
 - (12) Jerome Middle School Para Professional Special Education -- Maria Alvarado
 - (13) Frontier Elementary School Para Professional Behavior -- Christina Vazquez
 - vi) New Hires 2024-25
 - (1) Horizon Elementary School Teacher Grade 4 -- Megan Peters
 - (2) Summit Elementary School Teacher Grade 5 -- Veronica Rodriguez
 - (3) Falls City Academy Teacher Physical Education / Health -- Morgan Durham
 - (4) Summit Elementary School Para Professional Building -- Mariena Rabourn
 - (5) Summit Elementary School Para Professional Building -- Heather Brewster
 - (6) Summit Elementary School Para Professional Special Education Extended -- Erika Torres
 - (7) Summit Elementary School Para Professional Special Education Extended -- Victoria Shenton
 - (8) Summit Elementary School Community School Coordinator -- Gabriela Urrutia Flores
 - (9) Jefferson Elementary School Para Professional ELL -- Anais Perez

- (10) Jefferson Elementary School Para Professional Special Education – Silvina Treyes
- (11) Jerome High School Advisor Environthon and Quiz Bowl (.5 FTE) – Dallin Peterson
- (12) Jerome Middle School Teacher English Language Arts – Gabriella Owens
- (13) Summit Elementary School Teacher Grade 3 – Elizabeth Greely
- (14) Jerome Middle School Para Professional Special Education – Amy Hadley
- (15) Jerome High School Para Professional Special Education Extended – Dana Kincaid
- (16) Jefferson Elementary School Teacher English Language Learner – Larisa Thorne
- (17) Jerome High School Teacher Special Education – Mayra Byeon
- (18) Jerome Middle School Para Professional CLAWS – Anisha Cenarrusa
- (19) Jerome Middle School Teacher English Language Arts – Ryan Bailey
- (20) Summit Elementary School Teacher Kindergarten – Nicole Rogers
- (21) Jerome High School Assistant Coach Swim Team – Rebecca Hyde
- (22) Jerome Middle School Para Professional Special Education – Kipp Powell

A motion was made by Shane Humphries and seconded by Jeff Schroeder to approve the Consent Agenda as presented. The motion passed by the following:

AYE: Staci Leavitt
 Shane Humphries
 Jeff Schroeder
 Annette Lott

- 4) **Scheduled Visitors:** No Scheduled Visitors for June 2024.
- 5) **Audience of Citizens:** No Audience of Citizens for June 2024.
- 6) **Committee Reports/Correspondence to the Board:** Trustee Jeff Schroeder reported on the Idaho School Board Association Leadership Seminar attended in May, 2024, and shared valuable information with district trustees.
- 7) **Reports (Information)**
 - a) Superintendent's Report: Trustees welcomed 2024-25 Superintendent Brent Johnson to the district and Superintendent Johnson reported that he is working towards improving communications between administration, trustees, staff and community members and will collaborate with all stakeholders to improve the learning environment for all students.
 - b) Trustees Report:
 - i) Schedule Work Session in July to set board goals and plan to add students to school board as advisory members.
 - (1) Involving Students in Board Meetings Program Implementation
 Trustees scheduled a special meeting for August 6, 2024 from 10 am to 1 pm.
 - ii) Finance 101 possible professional development opportunity for Trustees and Staff: outline of plans to offer staff the opportunity to learn about district and school finance procedures during the school year presented to trustees.
- 8) **Approval of Bills**
 - a) Bills Approval: A motion was made by Shane Humphries and seconded by Annette Lott to approve the bills as presented. The motion passed by the following:
 AYE: Staci Leavitt
 Shane Humphries
 Jeff Schroeder
 Annette Lott
- 9) **Board Business**
 - a) Continuing Business
 - i) Consideration to Re-Schedule Board Meeting in October, 2024
 A motion was made by Annette Lott and seconded by Shane Humphries to move the October 2024, school board meeting to October 15, 2024, to alleviate the scheduling conflict of parent teacher conferences on October 22, 2024. The motion passed by the following:
 AYE: Staci Leavitt
 Shane Humphries
 Jeff Schroeder
 Annette Lott
 - ii) Bus Routes, Safety Busing Routes, Bus Stop Requests (Information)
 - iii) Policy 2705 Military Compact Waiver (1st Reading – Information)
 - iv) Policy 3060 Education of Homeless Children (1st Reading – Information)

- v) Policy 5360 Dress and Appearance (1st Reading – Information)
- vi) Policy 5407 Sick Leave Banks (1st Reading – Information)
- vii) Policy 7407 Public Procurement of Goods and Services (1st Reading – Information)

b) New Business

i) Consideration of Special Education Department eLUMA Contract Services for SY 2024-25

A motion was made by Shane Humphries and seconded by Annette Lott to approve the Special Education Department contract with eLUMA services for SY 2024-25. The motion passed by the following:

AYE: Staci Leavitt
Shane Humphries
Jeff Schroeder
Annette Lott

ii) Consideration of Property and Liability Insurance Premium

A motion was made by Shane Humphries and seconded by Jeff Schroeder to approve the Property and Liability Insurance Premium as recommended by Business Manager Brian Bridwell. The motion passed by the following:

AYE: Staci Leavitt
Shane Humphries
Jeff Schroeder
Annette Lott

iii) Approval of Jerome High School Out of State Travel Request for Boys Soccer Team

A motion was made by Shane Humphries and seconded by Annette Lott to approve the request by Jerome High School Athletic Director Scott Burton for Jerome High School boys soccer team to travel to Newport, Oregon, soccer tournament in July, 2024. The motion passed by the following:

AYE: Staci Leavitt
Shane Humphries
Jeff Schroeder
Annette Lott

iv) Approval of Jerome School District Job Description Behavior Para Professional

A motion was made by Shane Humphries and seconded by Annette Lott to approve the Jerome School District Job Description for Behavior Para Professional. The motion passed by the following:

AYE: Staci Leavitt
Shane Humphries
Jeff Schroeder
Annette Lott

v) Approval of Jerome School District Schools Student Handbooks for 2024-25 School Year

- (1) Frontier Elementary School
- (2) Horizon Elementary School
- (3) Jerome Middle School
- (4) Jerome High School

A motion was made by Shane Humphries and seconded by Annette Lott to approve the 2024-25 student handbooks for Frontier and Horizon Elementary Schools, Jerome Middle School and Jerome High School. The motion passed by the following:

AYE: Staci Leavitt
Shane Humphries
Jeff Schroeder
Annette Lott

vi) Consideration of Partnership with State Board of Education and Department of Labor for the Registered Teachers Apprenticeship Program

A motion was made by Shane Humphries and seconded by Jeff Schroeder to approve and support the Registered Teachers Apprenticeship Program and partner with State Board of Education and Department of Labor. The motion passed by the following:

AYE: Staci Leavitt
Shane Humphries
Jeff Schroeder

Annette Lott

- 10) **Agenda Planning:** for the July 2024 regular meeting the Trustees requested a review and possible updates to Jerome School District policies: #4210 Community Use of School Facilities policy, procedure and form; #5325 Employee Use of Social Media Sites Including Personal Sites policy; and districts schools' policies in student handbook on student cell phone use in schools.

***Clerk's Note: Trustee Liz Bingham joined by teleconference the regularly scheduled June 2024 school board meeting at 8:45 p.m.*

11) Executive Session

- a) IC 74-206(1)(b)(d) – Personnel or Student. Negotiations.
 - (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; and (d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.
- i) Personnel Issues
- ii) Student Issues
- iii) Negotiations

A motion was made by Shane Humphries and seconded by Jeff Schroeder 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)(d), Idaho Code, regarding personnel issues involving employees or student issues involving students of the district. The motion passed by roll call vote:

AYE: Staci Leavitt

Liz Bingham

Shane Humphries

Annette Lott

Jeff Schroeder

The board recessed into executive session at 8:45 p.m.

The board returned to open session at 9:05 p.m.

- 12) **Consideration of Personnel Executive Item(s):** No Personnel Executive Items for June, 2024.

- 13) **Consideration of Student Executive Items(s):** No Student Executive Items for June, 2024.

14) Declaration of Zone 2 Vacancy on Board of Trustees

The Chairman announced that the next order of business would be consideration of the need to declare a vacancy on the Board of Trustees. After a full and complete discussion, upon motion duly made by Liz Bingham and seconded by Annette Lott, the following resolution was presented:

WHEREAS, Shane Humphries has been a member of the Board of Trustees of School District No. 261, after having been sworn into office on January 6, 2022, after having been duly appointed in accordance with the applicable laws of the State of Idaho; and

WHEREAS, said trustee has moved out of his zone and has resigned from his appointment; and WHEREAS, pursuant to Section 33-504, Idaho Code, this Board of Trustees is required to declare a vacancy when the above stated condition exists;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Jt. Jerome School District No. 261 hereby declares that Shane Humphries is disqualified from holding the office of Trustee for the above stated reasons: (a) moved out of zone;

BE IT FURTHER RESOLVED, that a vacancy on the Board of Trustees is hereby declared, which vacancy will be filled by appointment within ninety (90) days, with interested candidates sending in a letter of interest for consideration within 30 days, by the July regular school board meeting, to the board clerk.

Vote being had on the above and foregoing resolution, and the same having been counted and found to as follows:

AYE: Staci Leavitt, Liz Bingham, Jeff Schroeder, Annette Lott. Chairman declared said resolution adopted.

- 15) **Adjourn:** There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 9:20 p.m.

Jerome School District #261
Board of Trustees Agenda
June 25, 2024
6:00 p.m. Regular Session
Administrative Complex Board Room

Board of Trustees: Zone 1 Liz Bingham, Zone 2 Shane Humphries, Zone 3 Jeff Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt
Superintendent Dr. Patrick Charlton, Assistant Superintendent Wendy Ohlensehlen,
Business Manager Brian Bridwell, Clerk Lorri Prescott

“The Jerome School Board of Education is committed to supporting students’ need to graduate from high school equipped with the character, skills and knowledge to successfully enter work or postsecondary training. ”

The Jerome School District School Board Meetings will be conducted in person and available by audio as a courtesy to Jerome School District staff and patrons.

(The meetings will not be recorded.)

The board meeting will be available by audio to the public through the following link:

Video call link: <https://meet.google.com/frr-spzc-ahp>

Or dial: (US) +1 470-705-3645 PIN: 911 806 151#

All public comments or questions will be accepted in written form and can be sent to the District Clerk via email to lorri.prescott@jeromeschools.org

Board of Trustees present: Zone 2 Shane Humphries, Zone 3 Jeffrey Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt. Trustee not present: Zone 1 Liz Bingham (joined meeting by teleconference at 8:45 p.m). Others present: Business Manager Brian Bridwell, District Clerk Lorri Prescott, Technology Director Tyler Wardle, District Social Worker Rachel Del Valle, Jerome Middle School Assistant Principals Aimee Mangum, Child Nutrition Department Director Vanessa Fitzsimmons, Payroll and Benefits Clerk Gina Cakebread, Jefferson Elementary School Para Professional Catherine Wardle and 2024-25 Jerome School District Superintendent Brent Johnson.

1) Call to Order 6:00 p.m.

The meeting was called to order at 6:00 p.m. by Chairman Staci Leavitt.

a) Pledge of Allegiance - led by District Clerk Lorri Prescott

b) Waive reading of the minutes of the previous board meeting as submitted to each board member.

c) Approval of Agenda

A motion was made by Shane Humphries and seconded by Jeff Schroeder to waive the reading of the minutes of the previous board meeting and approve the agenda as presented. The motion passed by the following:

AYE: Staci Leavitt

Shane Humphries

Jeff Schroeder

Annette Lott

2) Annual Budget Hearing

The annual budget hearing was called to order at 6:05 p.m. and ended at 7:10 p.m.

a) Revised Budget FY23-24

Revised Budget FY23-24 was presented for approval by District Business Manager Brian Bridwell during the budget hearing.

A motion was made by Shane Humphries and seconded by Annette Lott to approve the revised budget for Fiscal Year 2023-24 as presented. The motion passed by the following:

AYE: Staci Leavitt

Shane Humphries

Annette Lott

ABSTAIN: Jeff Schroeder

b) Proposed Budget FY24-25

Proposed Budget FY24-25 was presented by District Business Manager Brian Bridwell during the budget hearing.

A motion was made by Shane Humphries seconded by Annette Lott to adopt the proposed budget for Fiscal Year 2024-25 as presented. The motion passed by the following:

AYE: Staci Leavitt

Shane Humphries

Annette Lott

3) **Consent Agenda**

- a) Approval of Previous Minutes
 - i) Regular Meeting May 28, 2024
- b) Financial Report
 - i) Cash Report
 - (1) Reconciliation Report
 - 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) Frontier Elementary School -- Reconciliation -- Check Register -- Balance Sheet
 - (3) Horizon Elementary School -- Reconciliation -- Check Register -- Balance Sheet
 - (4) Summit Elementary School -- Reconciliation -- Check Register -- Balance Sheet
 - (5) Jerome Middle School -- Reconciliation -- Check Register -- Balance Sheet
 - (6) Jerome High School -- Reconciliation -- Check Register -- Balance Sheet
 - (7) Falls City Academy -- Reconciliation -- Check Register -- Balance Sheet
 - (8) Special Services -- Reconciliation -- Check Register -- Balance Sheet
- c) Personnel
 - i) Retirements 2024-25
 - ii) Resignations 2023-24
 - iii) New Hires 2023-24
 - (1) Frontier Elementary School Custodian Night Building -- Yesike Paola Ramirez Nolasco
 - iv) Resignations 2024-25
 - (1) Jerome School District Assistant Superintendent/Curriculum Director -- Wendy Ohlensehlen
 - (2) Jerome High School Teacher Physical Education Secondary -- Aaron Jackson
 - (3) Summit Elementary School Para Professional Special Education Extended -- Danielle Perkins
 - (4) Jefferson Elementary School Para Professional Building -- Kari Dooley
 - (5) Jerome High School Para Professional Special Education Extended -- Colleen Bettinson-Speaker
 - (6) Jerome High School Assistant Coach Softball -- Karly Hudelson
 - (7) Jerome High School Assistant Coach Softball -- David Garcia
 - (8) Jerome High School Head Coach Wrestling -- Ted Larsen
 - (9) Jerome Middle School Coach Dance Team -- Jazmine Mack
 - (10) Horizon Elementary School Para Professional Special Education -- Kayla Peterson
 - v) Transfers 2024-25
 - (1) Jerome High School Teacher Drama Theater - Sharmy Steele
 - (2) Frontier Elementary School Para Professional ELL -- Eva Cisneros Lopez
 - (3) Frontier Elementary School Secretary Building -- Trina Baird
 - (4) Horizon Elementary School Para Professional Building -- Amy Pierson
 - (5) Horizon Elementary School Para Professional Building -- Jazmin Becker
 - (6) Jerome School District Curriculum Department Secretary -- Jessica Applewhite
 - (7) Jerome Middle School Teacher Special Education Extended -- Jonathan Harper
 - (8) Jerome High School Para Professional Special Education Extended -- Raedeen Mitchell
 - (9) Jerome High School Para Professional Special Education -- Vanessa Kortright
 - (10) Jerome High School Para Professional Special Education -- Kristi Eudey
 - (11) Jefferson Elementary School Secretary Building -- Lidya Diaz
 - (12) Jerome Middle School Para Professional Special Education -- Maria Alvarado
 - (13) Frontier Elementary School Para Professional Behavior -- Christina Vazquez
 - vi) New Hires 2024-25
 - (1) Horizon Elementary School Teacher Grade 4 -- Megan Peters
 - (2) Summit Elementary School Teacher Grade 5 -- Veronica Rodriguez
 - (3) Falls City Academy Teacher Physical Education / Health -- Morgan Durham
 - (4) Summit Elementary School Para Professional Building -- Mariena Rabourn
 - (5) Summit Elementary School Para Professional Building -- Heather Brewster
 - (6) Summit Elementary School Para Professional Special Education Extended -- Erika Torres
 - (7) Summit Elementary School Para Professional Special Education Extended -- Victoria Shenton
 - (8) Summit Elementary School Community School Coordinator -- Gabriela Urrutia Flores
 - (9) Jefferson Elementary School Para Professional ELL -- Anais Perez

- (10) Jefferson Elementary School Para Professional Special Education – Silvina Treyes
- (11) Jerome High School Advisor Environthon and Quiz Bowl (.5 FTE) – Dallin Peterson
- (12) Jerome Middle School Teacher English Language Arts – Gabriella Owens
- (13) Summit Elementary School Teacher Grade 3 – Elizabeth Greely
- (14) Jerome Middle School Para Professional Special Education – Amy Hadley
- (15) Jerome High School Para Professional Special Education Extended – Dana Kincaid
- (16) Jefferson Elementary School Teacher English Language Learner – Larisa Thorne
- (17) Jerome High School Teacher Special Education – Mayra Byeon
- (18) Jerome Middle School Para Professional CLAWS – Anisha Cenarrusa
- (19) Jerome Middle School Teacher English Language Arts – Ryan Bailey
- (20) Summit Elementary School Teacher Kindergarten – Nicole Rogers
- (21) Jerome High School Assistant Coach Swim Team – Rebecca Hyde
- (22) Jerome Middle School Para Professional Special Education – Kipp Powell

A motion was made by Shane Humphries and seconded by Jeff Schroeder to approve the Consent Agenda as presented. The motion passed by the following:

AYE: Staci Leavitt
 Shane Humphries
 Jeff Schroeder
 Annette Lott

- 4) **Scheduled Visitors:** No Scheduled Visitors for June 2024.
- 5) **Audience of Citizens:** No Audience of Citizens for June 2024.
- 6) **Committee Reports/Correspondence to the Board:** Trustee Jeff Schroeder reported on the Idaho School Board Association Leadership Seminar attended in May, 2024, and shared valuable information with district trustees.
- 7) **Reports (Information)**
 - a) Superintendent's Report: Trustees welcomed 2024-25 Superintendent Brent Johnson to the district and Superintendent Johnson reported that he is working towards improving communications between administration, trustees, staff and community members and will collaborate with all stakeholders to improve the learning environment for all students.
 - b) Trustees Report:
 - i) Schedule Work Session in July to set board goals and plan to add students to school board as advisory members.
 - (1) Involving Students in Board Meetings Program Implementation
 Trustees scheduled a special meeting for August 6, 2024 from 10 am to 1 pm.
 - ii) Finance 101 possible professional development opportunity for Trustees and Staff: outline of plans to offer staff the opportunity to learn about district and school finance procedures during the school year presented to trustees.
- 8) **Approval of Bills**
 - a) Bills Approval: A motion was made by Shane Humphries and seconded by Annette Lott to approve the bills as presented. The motion passed by the following:
 AYE: Staci Leavitt
 Shane Humphries
 Jeff Schroeder
 Annette Lott
- 9) **Board Business**
 - a) Continuing Business
 - i) Consideration to Re-Schedule Board Meeting in October, 2024
 A motion was made by Annette Lott and seconded by Shane Humphries to move the October 2024, school board meeting to October 15, 2024, to alleviate the scheduling conflict of parent teacher conferences on October 22, 2024. The motion passed by the following:
 AYE: Staci Leavitt
 Shane Humphries
 Jeff Schroeder
 Annette Lott
 - ii) Bus Routes, Safety Busing Routes, Bus Stop Requests (Information)
 - iii) Policy 2705 Military Compact Waiver (1st Reading – Information)
 - iv) Policy 3060 Education of Homeless Children (1st Reading – Information)

- v) Policy 5360 Dress and Appearance (1st Reading – Information)
- vi) Policy 5407 Sick Leave Banks (1st Reading – Information)
- vii) Policy 7407 Public Procurement of Goods and Services (1st Reading – Information)

b) New Business

i) Consideration of Special Education Department eLUMA Contract Services for SY 2024-25

A motion was made by Shane Humphries and seconded by Annette Lott to approve the Special Education Department contract with eLUMA services for SY 2024-25. The motion passed by the following:

AYE: Staci Leavitt
Shane Humphries
Jeff Schroeder
Annette Lott

ii) Consideration of Property and Liability Insurance Premium

A motion was made by Shane Humphries and seconded by Jeff Schroeder to approve the Property and Liability Insurance Premium as recommended by Business Manager Brian Bridwell. The motion passed by the following:

AYE: Staci Leavitt
Shane Humphries
Jeff Schroeder
Annette Lott

iii) Approval of Jerome High School Out of State Travel Request for Boys Soccer Team

A motion was made by Shane Humphries and seconded by Annette Lott to approve the request by Jerome High School Athletic Director Scott Burton for Jerome High School boys soccer team to travel to Newport, Oregon, soccer tournament in July, 2024. The motion passed by the following:

AYE: Staci Leavitt
Shane Humphries
Jeff Schroeder
Annette Lott

iv) Approval of Jerome School District Job Description Behavior Para Professional

A motion was made by Shane Humphries and seconded by Annette Lott to approve the Jerome School District Job Description for Behavior Para Professional. The motion passed by the following:

AYE: Staci Leavitt
Shane Humphries
Jeff Schroeder
Annette Lott

v) Approval of Jerome School District Schools Student Handbooks for 2024-25 School Year

- (1) Frontier Elementary School
- (2) Horizon Elementary School
- (3) Jerome Middle School
- (4) Jerome High School

A motion was made by Shane Humphries and seconded by Annette Lott to approve the 2024-25 student handbooks for Frontier and Horizon Elementary Schools, Jerome Middle School and Jerome High School. The motion passed by the following:

AYE: Staci Leavitt
Shane Humphries
Jeff Schroeder
Annette Lott

vi) Consideration of Partnership with State Board of Education and Department of Labor for the Registered Teachers Apprenticeship Program

A motion was made by Shane Humphries and seconded by Jeff Schroeder to approve and support the Registered Teachers Apprenticeship Program and partner with State Board of Education and Department of Labor. The motion passed by the following:

AYE: Staci Leavitt
Shane Humphries
Jeff Schroeder

Annette Lott

- 10) **Agenda Planning:** for the July 2024 regular meeting the Trustees requested a review and possible updates to Jerome School District policies: #4210 Community Use of School Facilities policy, procedure and form; #5325 Employee Use of Social Media Sites Including Personal Sites policy; and districts schools' policies in student handbook on student cell phone use in schools.

***Clerk's Note: Trustee Liz Bingham joined by teleconference the regularly scheduled June 2024 school board meeting at 8:45 p.m.*

11) Executive Session

- a) IC 74-206(1)(b)(d) – Personnel or Student. Negotiations.
(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; and (d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.
i) Personnel Issues
ii) Student Issues
iii) Negotiations

A motion was made by Shane Humphries and seconded by Jeff Schroeder 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)(d), Idaho Code, regarding personnel issues involving employees or student issues involving students of the district. The motion passed by roll call vote:

AYE: Staci Leavitt

Liz Bingham

Shane Humphries

Annette Lott

Jeff Schroeder

The board recessed into executive session at 8:45 p.m.

The board returned to open session at 9:05 p.m.

- 12) **Consideration of Personnel Executive Item(s):** No Personnel Executive Items for June, 2024.

- 13) **Consideration of Student Executive Items(s):** No Student Executive Items for June, 2024.

14) Declaration of Zone 2 Vacancy on Board of Trustees

The Chairman announced that the next order of business would be consideration of the need to declare a vacancy on the Board of Trustees. After a full and complete discussion, upon motion duly made by Liz Bingham and seconded by Annette Lott, the following resolution was presented:

WHEREAS, Shane Humphries has been a member of the Board of Trustees of School District No. 261, after having been sworn into office on January 6, 2022, after having been duly appointed in accordance with the applicable laws of the State of Idaho; and

WHEREAS, said trustee has moved out of his zone and has resigned from his appointment; and WHEREAS, pursuant to Section 33-504, Idaho Code, this Board of Trustees is required to declare a vacancy when the above stated condition exists;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Jt. Jerome School District No. 261 hereby declares that Shane Humphries is disqualified from holding the office of Trustee for the above stated reasons: (a) moved out of zone;

BE IT FURTHER RESOLVED, that a vacancy on the Board of Trustees is hereby declared, which vacancy will be filled by appointment within ninety (90) days, with interested candidates sending in a letter of interest for consideration within 30 days, by the July regular school board meeting, to the board clerk.

Vote being had on the above and foregoing resolution, and the same having been counted and found to as follows:

AYE: Staci Leavitt, Liz Bingham, Jeff Schroeder, Annette Lott. Chairman declared said resolution adopted.

- 15) **Adjourn:** There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 9:20 p.m.

**NOTICE OF SCHEDULE OF REGULAR MEETINGS
OF THE BOARD OF TRUSTEES
JT. JEROME SCHOOL DISTRICT NO. 261
Jerome, Lincoln and Gooding Counties, Idaho**

NOTICE IS HEREBY GIVEN, that by action of the Board of Trustees of the above named District on January 23, 2024, the Regular Meetings of the Board will be held for the purpose of conducting business commencing at 6:00 o'clock p.m. at District Office Board Room, 125 4th Ave. West, on the fourth Tuesday of each month commencing January 2024, and continuing through January 2025, with the exception of the following meeting dates: March 19, November 19 and December 17, 2024, and unless the Board duly cancels such regular meeting or changes the uniform day of the uniform week designated above for regular meetings in which case notice of such action will be posted.

Agendas for the regular meetings of the Board will be posted at least forty-eight (48) hours prior to each meeting.

Said regular meetings of the Board of Trustees are held and noticed pursuant to Sections 33-510 and 67-2343, Idaho Code.

Dated this 24th day of January, 2024.



Clerk of Jt. Jerome School District No. 261, of Jerome, Jerome County, Idaho

**NOTICE OF DESIGNATION OF PUBLIC PLACES
FOR POSTING OF PUBLIC NOTICES
JT. JEROME SCHOOL DISTRICT #261
Jerome, Lincoln and Gooding Counties, Idaho**

NOTICE IS HEREBY GIVEN, that the public places for the required posting of public notices for the above-named School District are designated as:

1. The School District Administrative Offices located at 125 4th Ave. West.
2. Jerome School District Web Site: www.jeromeschools.org

AND that the public places for the courtesy posting of public notices for the above-named School District are designated as:

1. Jerome County Courthouse, 300 North Lincoln
2. Jerome Public Library, 100 1st Ave. East
3. Jerome Recreation District, 2032 South Lincoln

DATED this 24th day of January, 2024.



Clerk of Jt. Jerome School District No. 261, of Jerome, Jerome County, Idaho