

MINUTES OF REGULAR BOARD MEETING
BOARD OF TRUSTEES OF JT. SCHOOL DISTRICT NO. 151
THURSDAY, JULY 15, 2021 AT 7:00 P.M.

BOARD MEMBERS: Heber Loughmiller Zone 5, Board Chairman
 Ryan Cranney Zone 1
 Jeff Rasmussen Zone 2, Board Vice-Chairman
 Darin Moon Zone 3
 Bruce Thompson Zone 4

ADMINISTRATORS: Sandra Miller Superintendent

LEGAL ADVISOR: Lance Loveland (or representative from the law firm of Parsons, Smith
 Stone, Loveland, & Shirley LLC.)

TREASURER: Chris James
CLERK: Pamela Teeter

PUBLIC RELATIONS: Debbie Critchfield

NEWS/MEDIA:

Chairman Loughmiller called this meeting to order.

EXECUTIVE SESSION: (6:30 p.m.) Motion by Jeff Rasmussen and seconded by Darin Moon to go into Executive Session per Idaho Code § 74-206(1)(c) (c) To acquire an interest in real property not owned by a public agency; Voting Aye: Rasmussen, Thompson, Moon, Loughmiller; motion carried. Trustee Cranney was not present to vote.

REGULAR SESSION: (7:00 p.m.) Motion by Jeff Rasmussen and seconded by Bruce Thompson to enter into Regular Session Board meeting. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

PRESENT: Chairman Heber Loughmiller, Vice-Chairman Jeff Rasmussen, Trustees: Ryan Cranney, Bruce Thompson, Darin Moon, Superintendent Sandra Miller, Attorney District Attorney Lance Loveland, Fiscal Manager/Treasurer Chris James, Clerk Pamela Teeter

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Chairman Loughmiller.

GUESTS: Angela Rodriquez, Ryun Payne, Marta Hernandez, Karli Nelson, Michelle Richins, Jeanne Allen, Kim Bedke, Curtis Richins, Marlene Jennings, Carl Voigt, Ludean Henderson, Trudy Weaver

CONSENT AGENDA: Motion by Darin Moon and seconded by Jeff Rasmussen to remove Item S from the Consent Agenda in order for Trustee Moon to discuss Policy 522 School Attendance. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

Motion by Darin Moon and seconded by Ryan Cranney to approve the Consent Agenda items: B-R.
Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

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| B. Minutes – June 17, 2021 | Regular Board Meeting |
| C. Bills: | June - July Accounts Payable |
| D. Separations, New Hires | |
| E. Secondary Student Handbooks | |
| F. Leave(s) of Absence | |
| G. Alternate Authorization(s) | |
| H. Football Equipment Use | |
| I. Trip Request(s) | |
| J. Poulsen, VanLeuven & Catmull MOU | |
| K. Policy 205 Continuous Improvement Plan | |
| L. Policy 270 Executive Sessions | |
| M. Policy 410 Non-Discrimination in Employment | |
| N. Policy 444 Employment Contracts with Certificated Employees | |
| O. Policy 445 Certificated Employee Evaluations and Appendix to Policy 445 | |
| P. Policy 453 Certificated Employees' Work-day | |
| Q. Policy 456 Sick Leave Bank for Certificated Employees | |
| R. Policy 456 Reading Programs In-Service Training | |

Trustee Moon had a question regarding school activities counting against the 90% attendance law. There were questions asked about absences per semester to which Superintendent Miller answered his questions per statute.

SEPARATIONS: The separations are as follows:

Certified: Alison Burgess, Mountain View Elementary Teacher; George Swan, Cassia High School Teacher; Clynton Smith, Burley Jr. High School Teacher; Douglas Pease, Cassia Jr/Sr. High School Teacher; Lila Vandermeer, John V Evans Teacher

Classified: Ruth Anne Conant, Oakley Elementary School Para; Irma Castillo, Cassia Jr/Sr. High School Secretary; Miranda Ackerman, Burley Jr. High School Para; Jason Rebollozo, John V. Evans Para; Nicole Allphin, Declo Jr. High School Secretary/Para; Manuala Granillo, White Pine Elementary Para; Kami Millward, White Pine Elementary Secretary

NEW HIRES: The new hires are as follows:

Certified: Alison Burgess, White Pine Elementary Teacher; Tori Bailey, Cassia Regional Technical Center Instructor; Kimberly Koepnick, Cassia Jr/Sr. High School Teacher; Amy Ledbetter, Raft River Elementary Teacher; Roger Caresia, Declo High School Teacher; Jerica Harper, Mountain View Elementary Teacher; Mirinda Hale, Mountain View Elementary P/T Teacher; Ruby Gebhart, Mountain View Elementary Para; Lacey Sunderland, Burley Jr. High School Teacher

Classified: Jessica Reese White Pine Elementary Para; Bailey Boren; Declo Jr. High School Assistant Cheer Coach; Kyler Heward, Declo Jr. High School 8th Grade Football Coach; Elisa Lopez, Special Services School Psychologist Secretary; Lisa Koziol, Oakley Elementary School Para; William Ward, Raft River Elementary School Para; Mary Kay Jones, Burley High School Assistant Swim Coach; Andra Dominguez, Cassia Jr/Sr. High School Para; Guadalupe Ornelas, White Pine Elementary School Secretary

SECONDARY HANDBOOKS: Request approval of the 2021-2022 Secondary Parent/Student Handbooks for the following schools:

- Burley High School
- Burley Jr. High School
- Cassia Jr/Sr. High School

- Cassia Regional Technical Center
- Declo High School
- Declo Jr. High School
- Oakley Jr/Sr. High School
- Raft River High School

LEAVE(S) OF ABSENCE: Request approval for the following Leave(s) of Absence for Employee 2021-2022A and 2021-2022B.

ALTERNATE AUTHORIZATIONS: Request Board approval for the following Alternate Authorizations:

Alternate Authorization Content Specialist be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Amy Ledbetter to teach 2nd grade at Raft River Elementary while she completes her education requirements to obtain this endorsement.

Alternate Authorization Emergency Provisional be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Sally Hall as a school counselor at Dworshak Elementary while she completes her education requirements to obtain this endorsement.

Alternate Authorization Content Specialist be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Jennifer Corr to teach Kindergarten at White Pine Elementary while she completes her education requirements to obtain this endorsement.

FOOTBALL EQUIPMENT USE: Request Board approval for Declo High School Head Football Coach Joshua Stewart to hold a padded camp for the high school football players from July 22-30, 2021 and he would like to use the Declo High School facilities and equipment during these days.

TRIP REQUEST(S): Request to approve Dawn Hymas and Kris Zanone to attend the UKG Conference in Las Vegas, NV, November 14-17, 2021.

POULSEN, VANLEUVEN & CATMULL MOU: Request to approve the Poulsen, VanLeuven & Catmull MOU for the 2021-2022 SY.

POLICIES:

POLICY 205 CONTINUOUS IMPROVEMENT PLAN: Request approval for policy amendments to Policy 205 as amended. Policy 205 will read as follows:

Cassia School District No. 151 will develop an annual plan that is part of a continuous focus on improving student performance through continuous process improvement and the analysis of data to assess and prioritize needs and measure outcomes. The board and the superintendent will collaborate on the plan and engage students, parents, educators, and the community as appropriate. All plans and any amendments thereto will be approved by the board. The annual continuous improvement plan must be reviewed and updated annually no later than October 1 each year.

CONTINUOUS IMPROVEMENT PLAN REQUIREMENTS

The annual continuous improvement plan will:

1. Be data driven, specifically in student outcomes, and include, but not be limited to, analyses of demographic data, student achievement and growth data, graduation rates, and college and career readiness;
2. Set clear and measurable targets based on student outcomes;
3. Include a clearly developed and articulated vision and mission; and
4. Include key indicators for monitoring performance; and
5. Include, at a minimum, the statewide student readiness and student improvement metrics.

The board will continuously monitor progress toward the goals by utilizing relevant data to measure growth. The progress will be included in the superintendent's evaluation.

ANNUAL LITERACY INTERVENTION PLAN

In addition to the district's continuous improvement plan, the district will develop a literacy intervention plan. The district's plan will include, at a minimum:

1. The projected literacy plan budget for the current school year;
2. The metrics chosen by the district to determine the effectiveness of the literacy plan and annual performance benchmarks; and
3. The performance on metrics chosen to show program effectiveness for, at a minimum, the previous academic year.

The district will annually report on the effectiveness of its literacy intervention plan by October 1 of each year.

COLLEGE AND CAREER ADVISING AND MENTORING PLANS

The district will also develop a college and career advising and mentoring plan for submission to the state board of education (SBE) by October 1 of each year. The plan will include the minimum effectiveness metrics as established by the SBE and at least one (1) or more additional metrics chosen by the board of trustees to determine effectiveness of the college and career advising and mentoring plan, baseline data and annual benchmarks. The minimum effectiveness metrics will include:

1. The percent of learning plans reviewed annually by grade level, in grades 9-12;
2. The number and percent of students who go on to some form of postsecondary education one and two years after graduation; and
3. The number of students graduating high school with a career technical certificate or an associate degree.

The performance on all effectiveness metrics will be reported annually in the district's continuous improvement plan annual report.

NOTICE

The continuous improvement plan will be made available to the public and posted on the school district website.

TRAINING

This district may seek reimbursement for actual expenditures related to training delivered by state-approved trainers from the Idaho State Department of Education (SDE) to the extent money is appropriated. To be eligible for reimbursement, the training will cover one (1) or more of the following subjects:

1. Continuous process improvement, use and analysis of data, and methods for setting measurable targets based on student outcomes;
2. School finance;
3. Administrator evaluations including, but not limited to, specifics on the Idaho state evaluation requirements and framework;
4. Ethics or governance;

Training records will be kept by the district for reimbursement purposes as prescribed by the superintendent of instruction.

Training sessions for which reimbursement is sought will include a majority of the board and the superintendent. All training will include students, parents, educators, and the community as applicable to the training subject and format. The training facilitator will be physically present or have the ability to interact directly with all training participants. Time will be included to give participants the opportunity to discuss issues specific to the district.



LEGAL REFERENCE:

Idaho Code §33-320 – Continuous Improvement Plans and Training
IDAPA Proposed Rule 08.02.01.801 (June 18-19, 2014) – Strategic Planning and Training

ADOPTED: August 26, 2014
AMENDED: August 25, 2015
AMENDED: February 18, 2021
AMENDED: July 15, 2021

POLICY 270 EXECUTIVE SESSIONS: Request approval for Policy 270 Executive Sessions as amended. Policy 270 will read as follows:

An executive session at which members of the public are excluded may be held upon a two-thirds (2/3) individual vote of the board. If the board has vacancies such that fewer than two-thirds (2/3) of board members have been seated, then the board may enter into executive session on a simple roll call majority vote. The motion to go into executive session must identify the specific subsection(s) of Idaho Code §74-206 that authorize the executive session. The individual vote will be recorded in the meeting minutes.

DEFINITIONS

“Executive session” means any meeting or part of a meeting of a governing body that is closed to any persons for deliberation on certain matters.

“Twenty-four (24) hour notice” means when the period is stated in hours:

1. Begin counting immediately on the occurrence of the event that triggers the period;
2. Count every hour, including hours during intermediate Saturdays, Sundays, and legal holidays; and
3. If the period would end on a Saturday, Sunday, or legal holiday, the period continues to run until the same time on the next day that is not a Saturday, Sunday, or legal holiday.

For example, if a special meeting is announced on Friday at 5 p.m. then the special meeting may not be held until Monday at 5 p.m.

"Deliberation" means the receipt or exchange of information or opinion relating to a decision, but shall not include informal or impromptu discussions of a general nature which do not specifically relate to a matter then pending before the public agency for decision.

NOTICE AND AGENDA

Notice of an executive session will be given according to the meeting and agenda notice provisions of a regular or special meeting. The agenda may be amended in the same manner as open meeting agenda items.

If an executive session only will be held by the board, a twenty-four (24) hour meeting and agenda notice will be given according to the special meeting notice provisions (*see Policy No. 268, Special Meetings of the Board*). Such notice will state the reason and specific subsection(s) of Idaho Code §74-206 that authorize the executive session.

Any other provision of law notwithstanding, including any other provisions to the contrary in Idaho Code §§33-402 and 74-204, the board shall post notice of all labor negotiation sessions at the earliest possible time practicable. This shall be accomplished by immediately posting notice of the negotiation session on the front page of its official website. If time permits, the board shall also post notice within twenty-four (24) hours at its regular meeting physical posting locations.

MATTERS ADDRESSED IN EXECUTIVE SESSION

The board may hold an executive session for the following purposes:

1. To consider hiring a public officer, employee, staff member, or individual agent wherein the respective

qualities of individuals are to be evaluated in order to fill a particular vacancy or need (this section does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general);

2. 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;
3. To acquire an interest in real property that is not owned by the school district;
4. To consider records that are exempt from disclosure as provided by the Public Records Law, Chapter 1, Title 74, Idaho Code;
5. To communicate with legal counsel for the district to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement.
6. To engage in communications with a representative of the district's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the district's risk manager or insurance provider at an executive session does not satisfy this requirement.
7. To consider labor contract matters authorized under Idaho Code §74-206A(1)(a) and (b). Such matters include the deliberation of labor contract offers or formulation of a counteroffer; or receiving information about a specific employee, when the information has a direct bearing on the issues being negotiated and a reasonable person would conclude that the release of that information would violate that employee's right to privacy.

The consideration of probationary status for a renewable contract employee is consideration of the status of any employee within the meaning of Idaho Code §74-206 and may be held in executive session.

PROHIBITION AGAINST DISCUSSING UNIDENTIFIED SUBJECTS

The board is prohibited from changing the subject within the executive session to one not identified within the motion to enter the executive session or to any topic for which an executive session is not authorized.

FINAL DECISIONS

No final action or final decision may be made in an executive session, with the following exceptions: (1) a decision to place a Category 3 contract employee on probationary status as provided in Idaho Code §33-514(2)(c); (2) a decision to expel or deny enrollment of a student as provided in Idaho Code §33-205(2); and (3) a finding by the board that the immediate return to school attendance by a student who has been temporarily suspended would be detrimental to the health, welfare or safety of other students, as provided in Idaho Code §33-205(3).

MINUTES OF EXECUTIVE SESSION

The board will record written minutes of all executive session meetings. The minutes must specify the specific subsection of Idaho Code §74-206 authorizing the executive session, and will also provide sufficient detail to identify the purpose and topic of the executive session without compromising the purpose of going into executive session.

If a decision is made in executive session to place a Category 3 contract employee on probationary status or if consideration of the status of a renewable contract employee results in the decision to place the employee on probationary status, the individual will not be named in the minutes of the meeting. In addition, any student who is expelled or denied enrollment shall not be named in the minutes although a record of such decision shall be maintained in the official records of the board.

Executive session minutes may be recorded in the body of the written minutes of the open session and are a public record.



LEGAL REFERENCE:

Idaho Code Sections

33-205 – Denial of School Attendance

33-514 – {Issuance of Annual Contracts – Support Programs – Categories of Contracts –
Optional Placement}

33-515 – {Issuance of Renewable Contracts}

74-201, *et seq.* – (Open Meetings Law)

State of Idaho v. Rick Yzaguirre, et al., 163 P.3d 1183 (Idaho 2007)

ADOPTED: May 8, 2000

AMENDED: November 24, 2009

AMENDED: August 27, 2013

AMENDED: October 22, 2013

AMENDED: December 16, 2015

AMENDED: July 25, 2019

AMENDED: July 15, 2021

POLICY 410 NON-DISCRIMINATION IN EMPLOYMENT: Request approval to delete Policy 410 Non-Discrimination in Employment as it is an outdated (2014) duplication of Policy 290 Nondiscrimination.

POLICY 444 EMPLOYMENT CONTRACTS WITH CERTIFICATED EMPLOYEES: Request approval of Policy 444 Employment Contracts with Certificated Employees as amended. Policy 444 will read as follows:

Certificated personnel of Cassia Joint School District No. 151 will be employed pursuant to a written contract, on a form approved by the state superintendent of public instruction. The employment contracts will state: (1) the length of time the contract is in force; (2) the total compensation of the contract period; and (3) the employee's full-time equivalent (FTE) status.

The district will only enter into employment contracts with individuals who hold a valid certificate for the position they will be assigned on the date employment commences pursuant to the contract, unless a waiver has been requested and received from the State Department of Education.

ANNUAL CONTRACTS

No contract will be issued for the next ensuing year until such time as the employee's formal written performance evaluation has been completed. There are three (3) categories of annual contracts available to the district under which to employ certificated employees during their first three (3) years of employment in the district:

Category 1: A limited one-year contract for certificated personnel specifically offered for the duration of the ensuing school year to individuals hired after August 1 or the spouse of a board member who meets the criteria set forth in Idaho Code § 33-507(3). Such a contract is specifically offered for the limited duration of the ensuing school year, and no further notice is required by the district to terminate the contract at the conclusion of the contract year.

Category 2: A contract for certificated personnel in the first or second year of continuous employment with this district. If the board decides not to reemploy the certificated employee for the following school year, the employee will be provided with a written statement of the reasons for non-reemployment no later than July 1. The employee is not entitled to a review by the board of the reasons or decision not to reemploy the individual.

Category 3: A contract for certificated personnel during the third year of continuous employment with this district, provided that any employee who has not completed non-traditional route program requirements while on

a three (3) year interim certificate will be held at category 3 status, regardless of having been continuously employed by this district for more than three years, until such time as the non-traditional route program requirements have been met and a five (5) year renewable certificate has been issued. Each certificated employee on a Category 3 contract will be given written notice on or before July 1 whether he or she will be reemployed for the following school year. If the employee will not be reemployed, the notice must contain a statement of reasons for the decision and, upon submitting written request, the employee will be given the opportunity for an informal review of the board's decision.

RENEWABLE CONTRACTS

Certificated employees, and school nurses, and school librarians who have obtained a professional endorsement under Idaho Code §33-1201A, who have been employed by this district for three (3) or more full years of continuous service will have the right to automatic contract renewal upon signing and timely returning a contract for a fourth full year. Any employee who has not successfully completed the three (3) year non-traditional route program while on a three (3) year interim certificate and has not yet been issued a five (5) year renewable certificate will not be placed on a renewable contract. Such employee will remain on a category 3 contract, even after serving three (3) continuous years of employment with this district.

Renewable contracts will be issued on or before July 1 of each year. At the discretion of the board, letters of intent for employment for the next ensuing school year may be issued to renewable contract status employees during May of each school year. A letter of intent will not state a specific duration of the contract or salary/benefits term for the next ensuing school year.

Any contract automatically renewed may be renewed for a shorter term, longer term, or the same length of term as stated in the current contract and at a greater, lesser, or equal salary as stated in the current contract. Any changes to a standard teacher contract will be uniformly applied to all employees to the extent allowable in Idaho Code §33-1004E, unless the board enacts its reduction in force policy. Unless otherwise negotiated, standard teacher contract renewals for terms shorter in length than set forth in the existing contract will only occur after the board determines that the estimated salary-based apportionment reimbursement it will receive for the ensuing school year is less than the sum the district would otherwise be paying for salaries for certificated employees.

The board may offer a renewed contract increasing the salary of any certificated person or reassign an administrative employee to a non-administrative position with appropriate reduction of salary. In the event of reassignment, the board will give written notice to the employee with a statement of the reasons for the reassignment. The employee, upon written request to the board, will be entitled to an informal review of the decision.

If the board, for reasons other than unsatisfactory service, for the following contract year, decides to (1) change the length of the terms stated in the current contract or (2) reduce the salary of a certificated employee whose contract would otherwise be automatically renewed, an individualized due process proceeding is not required. The board will hold a single informal review for all impacted employees. Furthermore, the board will notify the employee in writing whether there is just and reasonable cause to change the length of the terms stated in the current contract or reduce the salary of the affected employee, and if so, what reasons the board relied upon in making its decision.

If the board takes action to (1) immediately discharge any certificated employee (annual or renewable contract) for any reason during the current contract period or (2) does not renew any renewable contract employee at the end of the current contract period, the board will follow the discharge procedures as set forth in Idaho Code §33-513(5). Furthermore, the board will notify the employee in writing whether there is just and reasonable cause not to renew the contract, and if so, what reasons the board relied upon in making its decision.

EMPLOYING INDIVIDUALS WITH RENEWABLE CONTRACT STATUS

The board reserves the right to hire a certificated employee who has been on a renewable contract with another Idaho school district, or who has out-of-state experience that would qualify the individual for renewable contract

status in Idaho, by immediately granting renewable contract status to the individual or placing the individual on a Category 3 annual contract. If the employee is hired under a Category 3 contract, the length of such contract may be for one (1), two (2), or three (3) years, at the discretion of the board.

DELIVERY AND RETURN

Delivery of a contract may be made in person, by certified mail, or electronically. When delivery is made in person, delivery of the contract must be acknowledged by a signed receipt. When delivery is made by certified mail or electronically, delivery must be acknowledged by the return of the certified mail receipt or return of the electronic receipt from the person to whom the contract was sent.

If the delivery of the contract is made electronically, with return electronic receipt, and the district has not received a return of a signed contract and has not received an electronic read receipt from the employee, the district will resend the original electronically delivered contract to the employee via certified mail, return receipt requested, and provide the individual with a new date for contract return. In the event an individual willfully refuses to acknowledge receipt of the contract or the contract is not signed and returned to the board within the designated or default period of time, the board or its designee may declare the position vacant.

The employee must return the signed contract within the time period set by the board, but in no event less than ten (10) calendar days from the date of delivery. In the event the board does not notify an individual as to how long he or she has to sign and return the contract, the default time limit will be twenty-one (21) calendar days after the contract is delivered to the person.



LEGAL REFERENCE:

Idaho Code Sections

33-513 – Professional Personnel

33-514 – Issuance of Annual Contracts – Support Programs – Categories of Contracts – Optional Placement

33-514A – Issuance of Limited Contract – Category 1 Contract

33-515 – Issuance of Renewable Contracts

33-515A – Supplemental Contracts

33-522 – Financial Emergency

ADOPTED: May 31, 2011

AMENDED: June 26, 2012

AMENDED: May 28, 2013

AMENDED: July 15, 2021

POLICY 445 CERTIFICATED EMPLOYEE EVALUATIONS: Request approval for Policy 445 Certificated Evaluations and the Appendix to Policy 445 as amended. Policy 445 and the appendix will read as follows:

Cassia School District No. 151 adopts this policy for certificated staff performance evaluations to ensure that all certificated personnel are evaluated on a fair and consistent basis. Multiple measures are utilized in which the evaluation criteria and procedures for the evaluation of certificated personnel are research based and aligned to Charlotte Danielson Framework for Teaching, Second Edition, domains and components of instruction.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

“Certificated instructional employees,” also referred to as teachers, are those employees who are currently teaching in an Idaho K-12 classroom/school and hold a valid Idaho certificate.

“Certificated non-instructional employees” are those individuals who are required to hold a certificate, but do not meet the definition of instructional employees. Certificated non-instructional employees include those individuals who hold pupil personnel certificates.

“Measurable student achievement” means the measurement of student academic achievement or growth within a given interval of instruction for those students who have been enrolled in and attended eighty percent (80%) of

the interval of instruction. Measures and targets shall be chosen at the district level or school level in collaboration with the staff member impacted by the measures and applicable district staff. Assessment tools that may be used for measuring student achievement and growth include:

- (a) Idaho standards achievement test;
- (b) Student learning objectives;
- (c) Formative assessments;
- (d) Teacher-constructed assessments of student growth;
- (e) Pre- and post-tests;
- (f) Performance-based assessments;
- (g) Idaho reading indicator;
- (h) College entrance exams or preliminary college entrance exams such as PSAT, SAT and ACT;
- (i) District-adopted assessment;
- (j) End-of-course exams;
- (k) Advanced placement exams; and
- (l) Career technical exams.

“Pupil personnel certificate holders” are those individuals who serve as school counselors, school psychologists, speech-language pathologists, school social workers, school nurses and school audiologists.

“Nonrenewable contract personnel,” also referred to as annual contract employees, are those individuals who have been hired on a Category 1, Category 2 or Category 3 contract.

“Renewable contract personnel” are those certificated individuals who have been employed by this district for four (4) or more continuous years.

PURPOSE OF EVALUATIONS

The purpose for conducting employee evaluations is to improve student achievement by supporting teacher development. Evaluations assist in identifying employee strengths and weaknesses while providing direction and support for continued learning and professional development. Evaluations may also be used to document areas of improvement and to make decisions regarding personnel actions.

EVALUATION CRITERIA

The professional practice standards used in the evaluation model are based on Charlotte Danielson Framework for Teaching Second Edition and include:

1. Domain 1: Planning and Preparation
 - a. Demonstrating knowledge of content and pedagogy.
 - b. Demonstrating knowledge of students.
 - c. Setting instructional outcomes.
 - d. Demonstrating knowledge of resources.
 - e. Designing coherent instruction.
 - f. Designing student assessments.
2. Domain 2: The Classroom Environment
 - a. Creating an environment of respect and rapport.
 - b. Establishing a culture for learning.
 - c. Managing classroom procedures.
 - d. Managing student behavior.
 - e. Organizing physical space.
3. Domain 3: Instruction and Use of Assessment
 - a. Communicating with students.
 - b. Using questions and discussion techniques.
 - c. Engaging students in learning.
 - d. Using assessment in instruction.
 - e. Demonstrating flexibility and responsiveness.
4. Domain 4: Professional Responsibilities
 - a. Reflecting on teaching.

- b. Maintaining accurate records.
- c. Communicating with families.
- d. Participating in a professional community.
- e. Growing and developing professionally.
- f. Showing professionalism.

EVALUATOR

The building principal or designee will be responsible for evaluating certificated instructional staff and pupil personnel performance. All individuals responsible for evaluating certificated instructional staff and pupil personnel performance will receive training in conducting observations and evaluating effective teacher performance. Such individuals shall have received training in conducting observations and evaluating effective teacher performance. Such individuals shall have received training in conducting evaluations based on the statewide framework for evaluations within the immediate previous five (5) years of conducting any evaluations.

MEASURES/SOURCES OF DATA

Professional Practice – Majority of the Evaluation Ratings

A majority of the evaluation rating in the evaluation for all certificated instructional employees will consist of evaluation results based on Professional Practice standards and will be aligned to the Charlotte Danielson Framework for Teaching Second Edition domains and components. The Professional Practice portion for instructional staff will also include a minimum of two (2) documented observations annually, with at least one (1) observation being completed by January 1 of each year. All certificated new-hires to the district shall have at least one (1) documented observation by their designated building administrator during the first semester of the school year. In situations where certificated personnel are unavailable for two (2) documented classroom observations, due to situations such as long-term illness, late year hire, etc., one (1) documented classroom observation is acceptable. At least one (1) of the following measures will be included to inform the Professional Practice portion of all certificated instructional employee evaluations:

1. Parent/guardian input;
2. Student input; and/or
3. Portfolios.

Student Achievement – Part of the Evaluation Ratings

Instructional staff evaluations will include “measurable student achievement,” as defined in this policy [Section 33-1001, Idaho Code, Subsection 12], as applicable to the subjects and grade ranges taught by the instructional staff. All other certificated staff evaluations must include measurable student achievement or student success indicators, as defined in this policy [Section 33-1001, Idaho Code, Subsection 12], as applicable to the position. This portion of the evaluation may be calculated using current and/or past years’ data and may use one (1) year or multiple years’ data.

PARTICIPANTS

Evaluations shall be differentiated for certificated non-instructional employees and pupil personnel certificate holders in a way that aligns with the Charlotte Danielson Framework for Teaching Second Edition to the extent possible and aligned to the pupil service staff’s applicable national standards.

EVALUATION PROCEDURES

There will be a minimum of one (1) documented evaluation conducted annually for each certificated instructional employee, which will be completed by the evaluator on or before June 1 of each year.

Prior to the 30th of September, the certificated instructional employee will fill out a self-assessment and create an Individualized Professional Learning Plan (IPLP). The self-assessment and IPLP will be submitted to the evaluator prior to beginning of the year conference. At the beginning of the year pre-conference, the evaluator will review and discuss the employee’s self-assessment and IPLP, previous student growth measures and expected student growth measures for the upcoming year, previous student achievement data, and parent/guardian input. The evaluator will notify the employee of factors that will be utilized in measuring effectiveness.

Prior to January 1, the evaluator will conduct a documented observation and provide feedback on the employee's performance for the year thus far.

At the end of the year, the evaluator and employee will review and discuss the employee's IPLP and the achievement of set goals, student achievement data, and parent/guardian input. The evaluator will provide feedback on the employee's performance for the year and assign a final effectiveness rating.

No contract shall be issued for the next ensuing year until such time as the employee's formal written performance evaluation has been completed.

Non-Renewable Contract Employees

There will be a minimum of one (1) documented evaluation during each of the annual contract years of employment, which will be completed by the evaluator on or before June 1 of each year. At a minimum, the evaluation will include two (2) documented observations, one (1) of which will be completed by January 1 of each year.

Renewable Contract Employees

There will be a minimum of one (1) documented evaluation conducted annually for each certificated instructional employee on a renewable contract, which will be completed by the evaluator on or before June 1 of each year. At a minimum, the evaluation will include two (2) documented observations, one (1) of which will be completed prior to January 1 of each year.

Certificated Non-Instructional Employees

Evaluations will be differentiated for certificated non-instructional employees and pupil personnel certificate holders in a way that aligns with the Charlotte Danielson Framework for Teaching Second Edition to the extent possible, or with established professional national standards which align individual job responsibilities.

COMMUNICATION OF RESULTS

The certified employee will receive a copy of the final evaluation and will have the opportunity to attach a response to his or her evaluation within ten (10) calendar days.

Certificated personnel evaluations will be considered permanent records and will be maintained in each employee's personnel file. All evaluation records will be kept confidential as required by state and federal law. The rankings of individual certificated personnel evaluations will be reported annually to SDE as required for state and federal reporting purposes.

PERSONNEL ACTIONS

The following actions may result from the evaluation process if determined to be appropriate:

1. Renewal of employment contract;
2. A letter of reprimand;
3. A period of probation;
4. Reassignment;
5. Immediate discharge;
6. Renewal of the employment contract under a continued probationary status; and/or
7. Non-renewal of employment contract.

A letter of reprimand may be issued at any time, with or without a formal evaluation. Any recommendation to place an employee on a period of probation, discharge the employee immediately, discharge the employee upon termination of the current contract, or reemploy the employee at the end of the contract term under a continued probationary status contract must be approved by the Board of Trustees.

Any instructional staff employee or any pupil service staff will receive mentoring as outlined in such employee's individualized professional learning plan (IPLP) during the initial three (3) years of holding an Idaho professional

endorsement certificate. The employee's IPLP shall be developed in conjunction with the employee's school district supervisor.

Nothing in this policy shall be read to impact the district's right to immediately, without an evaluation or period of probation, discipline an employee up to and including immediate discharge for reasons other than unsatisfactory performance.

PROBATION

The district is not required to establish a period of probation for Category 1 or Category 2 employees whose performance is unsatisfactory.

When any Category 3 employee's work is found to be unsatisfactory, a defined period of probation of not less than eight (8) weeks will be established by the board.

For renewable contract employees, the board will establish a reasonable period of probation before determining that it will not renew a contract due to a report of unsatisfactory performance. This period of probation shall be preceded by a written notice from the Board of Trustees with reasons for such probationary period and with provisions for adequate supervision and evaluation of the person's performance during the probationary period. The period of probation will not affect the employee's renewable contract status.

Notwithstanding the open meeting law, the board will make decisions regarding placing a certificated employee on probation in executive session. The individual on probation will not be named in the minutes of the meeting, but a record of the board's decision will be placed in the employee's personnel file.

After the probationary period, action will be taken by the board as to whether the employee is to be retained, immediately discharged, discharged upon termination of the current contract or reemployed at the end of the contract term under a continued probationary status.

REMEDIATION

The evaluator will work with the employee to identify and address the areas of concern, the remediation objectives, the criterion that will be used to measure the progress sought, support resources, provisions for adequate supervision and evaluation of performance during the probationary period, and timelines. Removal from probation will depend on the successful achievement of the articulated goals.

During the probationary period, the evaluator will conduct additional observations as needed to ensure the effectiveness of the remediation measures on the employee's performance.

APPEAL

When disagreement exists regarding the results of the evaluation, the affected employee is entitled to attach a rebuttal to his or her evaluation. The employee may also request an informal review of the evaluation and rebuttal statement by the superintendent, or designee.

MONITORING AND EVALUATION

The superintendent or designee is responsible for ensuring that the evaluation process is in compliance with state requirements and implemented consistently. The superintendent or designee will continually review and develop the district's personnel evaluation system taking into account input from trustees, administrators, teachers, and parents where appropriate. Any changes to the district's evaluation model will be approved by the board of trustees and submitted to the SDE for approval.

PROFESSIONAL DEVELOPMENT AND TRAINING

The district will provide ongoing training for evaluators/administrators and teachers regarding the evaluation standards, tools, and processes. All individuals responsible for evaluating certificated instructional staff and pupil personnel performance will receive training in conducting observations and evaluating effective teacher performance.

FUNDING

Funding will be allotted through the legislative appropriation in the annual budget for the ongoing training and professional development.

COLLECTING AND USING DATA

Aggregate data will be considered part of this district's and its individual schools' needs assessment in determining professional development offerings. The district will report the rankings of individual certificated personnel evaluations to the SDE annually for state and federal reporting purposes.

INDIVIDUALIZED TEACHER EVALUATION RATING SYSTEM

Evaluations will be used to identify employee proficiency and record professional growth over time. The individualized teacher rating system will have a minimum of three (3) rankings used to differentiate performance of teachers and pupil personnel certificate holders including:

- a. Unsatisfactory = 1
- b. Basic = 2
- c. Proficient = 3



LEGAL REFERENCE:

Idaho Code Sections

9-340, et seq. – Records Exempt from Disclosure

33-514 – Issuance of Annual Contracts

33-515 – Issuance of Renewable Contracts

33-518 – Employee Personnel Files

33-1001(12) – Definitions: “Measurable Student Achievement”

IDAPA – Rules Governing Uniformity

08.02.02.007 – Definitions

08.02.02.026 – Administrator Certificate

08.02.02.027 – Pupil Personnel Services Certificate

08.02.02.120 – Local District Evaluation Policy – Teacher and Pupil Personnel

Idaho Department of Education Guidelines found at: <http://www.sde.idaho.gov/site/teacherEval/>

ADOPTED: February 24, 2015

AMENDED: July 13, 2017

AMENDED: February 13, 2018

AMENDED: December 20, 2018

AMENDED: July 15, 2021

APPENDIX TO POLICY 445

Evaluation Appeals Process:

1. If a teacher disagrees with one of more of the ratings in his/her evaluation, he/she may, within ten (10) days set up an appeal meeting with the (evaluating) administrator. At that meeting, the teachers would present written evidence to his/her administrator for each of the areas in which he/she was requesting a change.
2. If the administrator does not agree with the written evidence then the teacher could appeal to the Superintendent or designee within ten (10) days. The decision of the Superintendent or designee is final, although the teacher may attach a rebuttal statement to the evaluation.
3. Teachers will be trained in the appeal process using various avenues of trainers or trainees.

Definition of Leadership for Advanced Professional Rung:

An Advanced Professional certified instructional, or pupil service staff person shall be considered to have demonstrated professional leadership if she/he meets any of the following criteria:

I. Instructional specialist of instructional coach

II. Mentor

Such as:

- Cooperating teacher for student teacher
- Mentor of high school student for the elementary assistant program
- Mentor to a new teacher

III. Curriculum or assessment committee member

IV. Team or committee leadership position

Such as:

- District Committee providing guidance to the district, a department, program, or school
- Building Committee providing guidance to the district, a department, program, or school

V. Data Coach

Such as:

- MasteryConnect or Building Lead

VI. Other leadership positions identified by the school district

Such as:

- Athletic Coach
- Activities advisor
- Received a district leadership premium under §33-1004(J)
- Leadership position in a professional association (RFEA/IEA/NCTM, etc.) related to public education
- Leadership in a community of state group/organization
- Received a Master Educator Premium (Can count as 3 years of leadership) or National Board Certification (must be received in the last 5 years)
- Liaison/Attendee with building PTA/PTO
- Other – If employees are unsure of where their leadership role may fit, they are encouraged to have a conversation with the building principal.

POLICY 453 CERTIFICATED EMPLOYEES' WORK-DAY: Request to approve Policy 453

Certificated Employees' Work-day as amended. Policy 453 will read as follows:

For certificated employees of Cassia County Joint School District No. 151, the work-day is defined as beginning fifteen (15) minutes before school starts and extending to fifteen (15) minutes after school ends. All certificated employees are expected to assume additional responsibilities as assigned by the principal. When not involved in classroom instruction or other special assignments, certificated employees are required to be involved in instructional preparation during the work-day.

DUTY-FREE LUNCH

Full-time teachers will receive a thirty (30) minute uninterrupted duty-free lunch. Teachers may volunteer for duties such as assisting children with assignments or homework, kitchen help, detention, hall monitoring, etc. If teachers volunteer for such duties, flex time may be taken as mutually agreed upon in advance by the teacher and the supervisor or principal. This time does not include student delivery or student monitoring requirements. Teachers may be required to give up part of their lunchtime in the event of unforeseen circumstances. Teachers will notify their building supervisor or Principal prior to leaving the premises during their lunchtime.

On occasion, a certificated employee may be required to work beyond the work-day to attend parent conferences, team meetings, etc.

FACULTY MEETINGS

District-wide faculty meetings will be scheduled by the superintendent. Additionally, faculty meetings for particular schools may be scheduled by the principal. Certificated employees are required to attend such meetings unless excused by the principal. Other activities are not to be scheduled in conflict with the faculty meetings.

Fridays should be used primarily for Professional Learning Communities (PLC) and professional development (PD).



LEGAL REFERENCE:

Idaho Code Sections 33-506
33-511

ADOPTED: May 8, 2000

REVIEWED: October 19, 2017

AMENDED: July 15, 2021

POLICY456 SICK LEAVE BANK FOR CERTIFICATED EMPLOYEES: Request approval to change the Policy numbers from Policy “456” Sick Leave Bank for Certificated Employees to “407.60” Sick Leave Bank for Certificated Employees. The number change is to keep Cassia County Joint School District Policy numbers the same as Holinka Law.

POLICY 456 READING PROGRAMS IN-SERVICE TRAINING: Request to approve Policy 456 Reading Programs In-Service Training as a new policy. Policy 456 will read as follows:

The superintendent or designee will develop an in-service training plan for board approval to include course work covering reading skills development, including diagnostic tools to review and adjust instruction continuously, and the ability to identify students who need special help in reading. The district plan for in-service training in reading skills will be submitted to the Idaho Department of Education for review and approval, in a format specified by the department.



LEGAL REFERENCE:

Idaho Code §33-1207A

ADOPTED: July 15, 2021

INFORMATION ITEMS:

DISTRICT PICNIC: Superintendent Miller will discuss the logistics of the District Picnic to be held at the Albion Park on Friday, July 30, 2021, from 4-7 p.m. with the Board of Trustees. Ms. Miller stated she wants everyone listening to know that the District is hosting a picnic and it is on July 30, 2021. She reminded the Board members that they and Ms. Miller will be there at 4:00 p.m. with the grills to start cooking. All the employees of the District are invited to the picnic. It is at Albion Park and your families are invited. The District will provide the hamburgers, hot dogs, buns and condiments (lettuce, pickles, onions). She made special mention of Food Supervisor Angela Rodriguez who is helping with the getting the food for the District.

Superintendent Miller stated that everyone should have received an invitation via email and Ms. Critchfield will send it out again via the District app, "CJSD 151". She pleaded with the District personnel to please check their emails because according to the last name, we are asking people to bring a potluck (i.e. desert, side dish) so there is plenty of food. We want everyone to come out and enjoy the afternoon/evening with us. She noted that it might be hot and asked people to bring their own chair. We want to pack the Albion Park and have a good time with each other to celebrate our successes from last year and to look forward to the new successes we are going to have this year.

Trustee Rasmussen asked for clarification that it is for the entire family to which Superintendent Miller confirmed it is. Chairman Loughmiller clarified that it is for immediate family members only.

BACK TO SCHOOL MEETING: Superintendent Miller stated the Back to School meeting will be held on Thursday, August 12, 2021 at the King Fine Arts Center starting at 8:00 a.m. to 11:00 a.m. and the theme is "Home-Town Heroes" because our staff members are Home-Town Heroes. She made mention of everyone who works for the District in any capacity are home-town heroes to us. The Benefits Fair will be that morning from 7:15 a.m. to 8:00 a.m. Ms. Miller noted that the Benefits people will stay for any questions. The CCEA will be hosting a breakfast from 7:30 to 7:55 a.m. in the Burley High School cafeteria. We would like to start our meeting with the Pledge of Allegiance about 8:00 a.m. in the King Fine Arts Center. That morning we will be acknowledging those staff members and their years of service to us. We will also be recognizing Employees of the Month and Employees of the Year from the previous year. Our keynote speaker this year is the famous Darin Moon. She noted that she has heard Trustee Moon's message and it is powerful. The CCEA will also have comments for us that day.

Superintendent Miller announced we are also going to celebrate that day by having a Block Party. In the past, all of our schools provided lunch for their staff before their meetings in the afternoon. This year the District wants to provide lunch. We will have a live band, the Heath Clark Band (with our very own Deana Christensen playing) and they will play for a couple of hours outside. We will have food trucks with all employees receiving three tickets (one for main course, one for a drink and one for a desert) and we will have different food trucks with different cuisine there. We will have raffle prizes, and games (i.e. corn hole) and we are asking people to bring their chairs.

Superintendent Miller stated it promises to be a really fun day to get us started off to a great year. That afternoon buildings will have their meetings as usual. We will go from 11:00 to 1:00 p.m. for the Block Party and she invited the Board members to come.

BACK TO SCHOOL PLAN: Superintendent Miller discussed the Back to School Plan with the Board of Trustees. She stated that as we have ESSER funds and part of it is that we must have a Re-opening Plan required by the State. The irony of that is we have been in session all year so we aren't necessarily "reopening" but there are some stipulations we must include in that plan that differ slightly from what we did last fall. This is to include those items that must be there due to funding that we are receiving. We have invited one hundred or more people to give us their input on the plan. Tonight, she asked for the Board of Trustees' input and noted we would like to hear from them if there are questions or concerns that they feel

needs to be made. She noted the District will bring this plan back after the administrative team meets and after we have public comment tomorrow, with the ideas and possible changes in August for your final approval at the Board meeting. We have to review it every six (6) months as part of the stipulations to make sure it's still current or if we want to make changes in six (6) months based on the virus, etc.

The acronym for "ESSER" funds is: School Emergency Relief funds (ESSER).

Chairman Loughmiller stated that some of his concerns are on page 5 where some of the action lines were outdated considering what we learned last year. Especially the line related to "we cancel all activities" if such and such happens and he believes that "we" learned that isn't the right response. Superintendent Miller promised that she and the teams will make note of that and make that change. She noted that we want to make sure this reflects what we have done.

ARTEC: Superintendent Miller will discuss the future of the ARTEC Charter School with the Board of Trustees. As the Board has been made aware that the ARTEC Charter has been up in the air somewhat as a charter school. We had a meeting this week with the director of ARTEC and ARTE I along with the Principal. Mr. Richins was in attendance along Mrs. Teeter, Mr. James and Mr. Lind. We talked about it and we came to the decision that we will not be participating in ARTEC and ARTE I this upcoming year. We are open to possibly joining again once they have re-established their charter school and have some new guidelines along with the reporting of attendance, etcetera for students. She wanted the Board of Trustees to be aware of the decision to pull out of the ARTEC and ARTE I Charter School; however, we will still have the classes and are offering all the same classes for all the students along with transportation. We just will not be a member of the charter school itself.

Trustee Moon asked for clear clarification from Superintendent Miller that pulling out of ARTEC does not mean the Tech Center will be closed. This is a financial issue only and he wishes to stave off rumors. Superintendent Miller confirmed this statement is correct. She stated the District is not cutting any positions or programs. We are keeping everything the way it is. We will make sure that is noted on the website because the Cassia Regional Technical Center and the classes we offer on the campuses too, we take a lot of pride in them and we are keeping them.

BUS BIDS FOR THE 2022-2023 SY: Superintendent Miller discussed the option of bidding buses for the 2022-2023 SY with the Board of Trustees. She stated this is only for informational purposes only and we do not have bids. We wanted to talk about transportation and see if we want to see if possibly, open bids for buses that we would be paying for next year.

Trustee Rasmussen stated he went over to the Transportation Department as he wanted to look at the new buses that came in two (2) weeks ago. He noted he was very impressed with the buses. He stated that he has been given notice of a price increase on his fleet of cars. He was told that if he wants to save on the fleet of cars he better purchase them, now. In speaking to Transportation Supervisor Vickie Hope, he feels this price increase will go right across the board and if the District opened up the bids now, it might save thousands of dollars. He noted the savings on his cars are around \$3,000 to \$4,000 per car that will be going up. He noted this amount is the wholesale price and that dealers would be adding on to this amount. His thought was to start bidding on them now for next year. Fiscal Manager/Treasurer James stated that it took six (6) to eight (8) months to get the last buses because they build them to spec once they are purchased. He agreed with Mr. Rasmussen that parts, etcetera will be delayed and sooner is better. Mr. Rasmussen noted that there are several buses that are ready to be retired and he would like to start buying more buses as the District did in the past, buying five (5) buses conventional buses (not trip buses) per year. Mr. James stated we can make that a priority. We have several buses that will be retired. We have 60 buses and if the State pays a twelve (12) year depreciation on them, we should be replacing five (5) buses a year to stay on top of that. Mr. James reminded the Board of Trustees the District did not purchase any buses in 2006 as we skipped that year purchasing buses. The 2007 buses will next be phased out as they are roughly fourteen (14) years old, so we are not far off of the schedule. He noted that since he has been here most of the buses being sold have between 100,000 to 120,000 miles on them, which is not much for

a diesel engine and he does not believe they are in bad shape when we get rid of them as there are still people who want them. A decade ago, one could get a route bus for under \$70,000 and now, they are \$95,000. The cost has increased significantly.

Chairman Loughmiller is concerned if we go back to buying five (5) rather than three (3) buses where will we find the money for them to which Fiscal Manager/Treasurer James stated this year we received about \$250,000 from bus depreciation and we put that amount back in to purchasing buses. We also add any income we receive from selling used buses which is approximately \$10,000 to \$15,000 back into purchasing, and then we subsidize it out of the plant facility levy. In most years, we try to put \$100,000 out of the plant facility levy with the bus depreciation to purchase more buses. He noted that he placed \$150,000 this year to put with the projected \$300,000 of depreciation so we will have approximately \$400,000 to \$450,000 to put towards buses. He informed the Trustees that Transportation Supervisor Hope wants to buy some mini-buses, which are cheaper than full size buses so we may be able to buy four (4) route buses and a min-bus. Mr. Loughmiller feels that is a decision we can make when we get the bid amounts back to which Mr. James stated he relies on the Transportation Supervisor to tell him what buses are needed as they know what the demand is.

Fiscal Manager/Treasurer James stated that Ms. Hope could work on the bids for the next Board meeting if she can get the specifications together then, we can call for bids. The other option is the State already has specifications put together and we rely on those even though they not be exactly what we want but this allows us to go out and purchase buses now, because they have already been bid out. It is also time to do fuel bids as we do this every two (2) years and we were supposed to do that this meeting but they are still reviewing them. So, hopefully Ms. Hope will have those numbers for us and we can put out to bid on the fuel.

ACTION ITEMS:

OAKLEY TRACK AND FIELD: Motion by Jeff Rasmussen and seconded by Bruce Thompson to approve the naming of the Oakley Track and Field to be the W.D. Cranney Field. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

Trustee Cranney displayed some pictures of the progress of the Oakley High School track. Mr. Cranney's desire was to show the progress of correcting issues of the track and surrounding property at the Oakley High School. He noted that they spent \$80,000 to \$90,000 to fix drainage issues in the parking lot of the school. When the parking lot was built all the water would drain right up to where the track is now, so they had to build it up, put in new sidewalk, curb and gutter, put in a drain in the parking lot. He noted there have been many donors in the community that have helped this to happen. He stated they will start paving asphalt on Friday so we are moving right along. Two weeks after that they will rubberize the track. He pointed out the 8-inch thick retaining wall that is 4 1/2 feet tall with a footing under it. The Board of Trustees expressed their delight in viewing the pictures of the progress of the track.

Chairman Loughmiller explained that there is always angst whenever a building, track or complex is named as there are differing opinions and he respects that. He stated he appreciates the generosity of the people in our communities and in this case, he personally appreciates the generosity of all the people in Oakley. The people in the Oakley community stepped up when the gym was built and again, with the football and track facility, the community once again stepped up and donated. There was a very significant donation from Bill Cranney's family. Sometimes, we forget to say "thank you" and he believes we need to take the opportunity to thank Bill Cranney's family and he feels it is very appropriate and the right thing to do for us to grant the naming rights of W. D. Cranney Field to the facility.

Trustee Rasmussen expressed his feelings of appreciation in seeing the coming together of a community and he realizes the importance of all aspects of education and the funds. He noted the people's personal monies and time that they are giving so graciously. He thanked the people of Oakley for those donations. He stated that Cassia County is phenomenal.

Chairman Loughmiller stated that someone called him, bemoaning the fact that money that was donated for the track, asking why we could not get donations for the gifted and talented program or for something else and he explained his feelings of the importance of having gyms, tracks and fields. He will always defend the money and effort that is put forth to put a good product on the court or the field.

FOOD SERVICE BID RESULTS: Motion by Darin Moon and seconded by Bruce Thompson to approve the 2021-2022 SY bid results for Food Service foods, milk, dry products and pizza for the 2021-2022 School Year. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

The bid opening was held at 9:00 a.m. on Tuesday, July 13, 2021, at the Cassia County Jt. School District Food Warehouse, 206 E. 15th Street, Burley, Idaho 83318.

Food Service Supervisor Angela Rodriguez stated that the bid results are:

Restaurant Bid was awarded to Pizza Hut (one bid only)

Dairy Bid was awarded to Meadow Gold Dairy (one bid only)

Produce Bid was awarded to Charlie's Produce who bid 4% of market value

Line Item Bid was awarded to the following companies

- Shamrock Foods
- Nicholas
- Northwest

Paper supplies were awarded to the following companies:

- Gem State Supplies
- Nicholas
- Shamrock
- Good Source

Paper supplies were awarded based on price per item not total price. Each company bid different amounts per item.

Ms. Rodriguez noted that she saw a significant increase this year. As an example, the last time the milk bids were this high was in the year 2014. We are looking at \$0.35 to \$0.37 per pint of milk. She noted there were several companies who did not bid on certain items so she had to go with the higher priced items.

Chairman Loughmiller questioned if the lunch prices were high enough to cover the cost this year to which Ms. Rodriguez stated this year the breakfast and lunch would be free, based off the waivers that she has turned into the State Department. We are going to follow the same option as we did this year using the seamless summer option that allows us to do emergency waivers that allows students to eat at longer time periods during school as well as in different areas of the classrooms if they need to, to go along with the school opening plans. The State recommended the meals be free this year. She stated the free program has been going for two years and the School Nutrition Association is trying to move forward with an act that will allow students to eat for free. She stated she is not sure it will pass but it is something the School Nutrition Association is trying to put in as a bill. It allows all students to "not be shamed" while eating. Last year we went from 23% of students not eating to over 75% of students now, eating. Students do not need to worry about paying for funds for school food.

Trustee Rasmussen questioned Ms. Rodriguez if she has her staff make cinnamon rolls, no-bake cookies, pigs-in-a-blanket and maple bars to which she stated that she still has her ladies cook as much as possible. The long johns are the maple bars and they do come to them pre-done but the ladies put the maple glaze over the top of them, so they taste the same. The cinnamon rolls are homemade and they make no-bake cookies. Ms. Rodriguez tries to make the food so it is not so bland but unfortunately, this year they (federal government mandates) went back to the targets of sodium so she is applying for waivers so she can serve things that are not low-sodium. She noted the targets they are asking for affects milk and proteins and

grains that naturally occur, so having the targets for sodium is very difficult. She wants to keep those items to bring in the students but it will depend on if the waivers are allowed. If the waivers are not allowed, she will not be able to have Pizza Hut pizza, either.

Trustee Rasmussen thanked Ms. Rodriguez for all she does, saying the Board knows our students are in good hands.

Trustee Moon requested Ms. Rodriguez to walk him through the free lunch program, asking if her program is reimbursed to which Ms. Rodriguez explained with the Federal Programs she does the base, which is called procurement so she can get the lowest price possible. With the free breakfast and lunch, the State Department gives them a certain amount and this year they are giving the Food Service the summer program amount for the school year. She used this example: the charge for lunch for an elementary student is \$2.40 and the Federal Programs would pay the difference but since it is free, the Food Service receives the full amount which is approximately \$4.30. For every meal her staff serves Ms. Rodriguez receives \$4.30 for that meal. That takes care of the money coming in on the inflation side as well as taking care of her staff members who are working and all the supplies she has to take care of. Mr. Moon asked if this is on top of the ESSER funds to which Ms. Rodriguez answered that no, this is just for Food Service. Mr. Moon questioned we are getting ESSER funds because of COVID and now, we are getting free lunch because of COVID is that correct? Ms. Rodriguez confirmed that is correct and Fiscal Manager/Treasurer James stated that we have always had the Free and Reduced Lunch Program but people could qualify for it based on their income level and now, the free lunch for everyone is a special pandemic-related program. Mr. Moon asked for clarification that if someone could not afford lunch that student would not be denied to which Ms. Rodriguez confirmed that is true. She stated before the pandemic Food Service had the free and reduced application forms for anyone to fill out. They would apply for that and if they did not qualify a child grades K-8 would not be denied lunch. The debt goes to the District's general funds and they would take care of those monies.

RAFT RIVER HIGH SCHOOL GYM FLOOR BID RESULTS: As no bids were received, there will no motion. There will be discussion with the Board of Trustees on how to proceed with helical piers and gym floor repairs.

Superintendent Miller turned time over to Mr. Curtis Richins and Chris James to discuss the gym floor. Mr. Richins stated that the old gym floor at Raft River High School has some moisture and condensation damage from underneath the floor. He stated that Mr. James has been in contact with our insurance company and they estimated it will be \$120,000 to \$130,000 to fix that. Our portion of that amount will depend on the source of the moisture. If it is a broken pipe or that sort of thing, we will meet the \$2,500 deductible. If it is something different than that we will have to come up with about \$25,000 to pay to fix it. We do not know what the source of the moisture is. Some more testing is going to have to take place.

Trustee Cranney asked if the \$120K includes fixing the cracks to which Mr. Richins stated the amount given is just to fix the floor. Fiscal Manager/Treasurer James stated the bid was for the helical piers. The District has been working on that for four (4) years with two (2) different engineering firms. He noted there were no bids; however, he did contact five (5) different contractors to try to talk them into bidding. Several said they were too busy, some said maybe, in December or January they would be able to do it. The bid was for the helical piers to correct the settling and prevent the cracking in the structure long before we found out there was moisture under the gym floor. We found this issue when we started to refinish the floor this spring. When the insurance was involved they brought out a leak detection specialist to look at it. He noted that Chairman Loughmiller and Trustee Thompson were in on the telephone conversation when we met with the insurance adjuster.

Chairman Loughmiller updated the Board saying that they wanted to put a hydraulic cement or a float material to level things. The challenge is they have done everything they can from the outside of the floor

to determine what the source of the water is. There are points in the concrete that are at 100% saturation levels. The only way to find out the source is to strip up the floor, cut the concrete out and get underneath. We need to have a discussion on this. He stated he does not want to spend all this money to fix the floor and still do not know what the source of the problem is. He feels before redoing the floor and even the helical piers we need to determine the source of the problem. The crack on the north end has gotten significantly worse then, the saturation came in and his worry is that there may possibly have been some torque put on a pipe and caused a pinpoint leak. There has been a leak detection done using radar and different sensory to determine if there is a leak and they cannot find one. Mr. James stated there are no pipes that run under gym. Mr. Loughmiller disagreed saying, there are pressurized lines going underneath one side that feed the toilets. Under the north slab, there are water lines and his concern is there is a pinpoint leak that does not show up on the detection meter. As far as the helical piers, Starr Corp. threw out a ballpark figure of \$675,000 four (4) years ago. When you start doing that with \$130,000 for a floor, he feels they may need to strip the north end of the building off and possibly correct all issues with the water and rebuild the north end of the high school. Mr. James stated Brook Thornton from the architecture firm estimated the piers at \$300,000. Trustee Thompson feels it will be approximately \$1M dollars to make the gym usable again.

Trustee Moon asked if the gym is a practice facility only, to which Chairman Loughmiller stated it is a performance gym. The structure is worth saving. He explained the work that will entail to make the structure viable and noted that it will get to \$1M very quickly. He wonders why they do not take off the whole north end, correct the issues, and rebuild.

Trustee Moon stated he is all for fixing long-term he is not for fixing short term. Fiscal Manager/Treasurer James stated the District is looking for direction. He noted that Chairman Loughmiller asked him to talk to Brooke Thornton about tearing off the addition and she said it is not quite as easy as that. They cut out the original support wall so they put the bleachers in there. It can be done but will be a lot of work. We have invested some money in having the plans drawn up for the piers although that doesn't mean we have to go that way. Starr Corp. and Michael Arrington said they are really busy right now but he would be interested in doing like they did on the other projects with construction manager, general contractor and hiring them and then those people will get the bids to do the work. If you want to bring him in to the process and work out a contract with them and then they can subcontract the work. Mr. James wondered if the Board of Trustees would be amenable to doing this in the winter or when? That is going to put the gym out of commission for basketball. We have to tear into the floor sooner rather than later.

Trustee Moon stated that Michael Arrington knows his stuff. You have to go a long way to find someone better and he has done work for us and we trust him. Let's at least get him in here to give us some direction. That is worth the money and that way we aren't throwing good money after money by guessing. Let's get him in here and pay him, whatever it is. Chairman Loughmiller answered stating to get Michael on a zoom meeting or a phone call and set up a work session. Let's do that with Michael. Mr. James stated that Michael isn't up to speed on the project and asked if he could invite Brooke also as her firm as put the plans together with the piers. They have been out and had engineers there. He noted the insurance had a leak detection service come out and a fire flood expert come out and examine the floor. He noted that there was no leak found anywhere. Mr. Loughmiller stated he hates for the District to spend \$500K or \$600K up to \$1M dollars and find that in five or six years we are having this same conversation.

Trustee Moon asked when the water was found to which Fiscal Manager/Treasurer James stated in April or May. He noted the water wasn't on then. The Athletic Director Randy Spaeth told Mr. James that he noticed the cupping in the floor for the last couple of years. The cracking in the wall has been happening for the last eight (8) years. He noted he knew nothing about a moisture problem until they had a contractor come out and look at doing the gym floors this spring. The contractor told Mr. James that he wasn't sure he wanted to bud the gym floor because there was so much cupping on the floor. Then, we got involved with the moisture issue. He said they've seen this problem in gyms before where moisture starts to come

up through the ground. Mr. James stated that the crack that runs across the gym floor is almost straight in line with the cracking issues that we've had in the elementary school. It's almost a straight fault line running through there. They are not off by much when you look at the cracking in the East hallway we have in the elementary wing.

Mr. Richins addressed the Board saying that he will contact Michael Arrington and arrange a meeting. We will get his opinion on it. Chairman Loughmiller stated that we can post for it if there are going to be more than two of us in attendance.

POLICIES:

POLICY 402 CRIMINAL HISTORY CHECKS FOR EMPLOYEES: Motion by Darin Moon and seconded by Bruce Thompson to approve Policy 402 Criminal History Checks for Employees as a first reading. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

POLICY 418 PERSONNEL CONFLICT OF INTEREST: Motion by Darin Moon and seconded by Bruce Thompson to approve Policy 418 Personnel Conflict of Interest as a first reading. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

POLICY 442 CODE OF ETHICS FOR CERTIFIED EMPLOYEES: Motion by Darin Moon and seconded by Bruce Thompson to approve Policy 442 Code of Ethics for Certified Employees as a first reading. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

POLICY 466 GRIEVANCE PROCEDURE FOR CERTIFICATED EMPLOYEES: Motion by Darin Moon and seconded by Bruce Thompson to approve Policy 466 Grievance Procedure for Certificated Employees as a second reading. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

POLICY 522 SCHOOL ATTENDANCE: Motion by Ryan Cranney and seconded by Darin Moon to approve Policy 522 School Attendance as a first reading. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

ADJOURN: (8:09 p.m.) Motion by Darin Moon and seconded by Bruce Thompson to adjourn. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

Heber Loughmiller, Board Chairman

Pamela Teeter, Board Clerk

