

MINUTES OF REGULAR BOARD MEETING
BOARD OF TRUSTEES OF JT. SCHOOL DISTRICT NO. 151
THURSDAY, SEPTEMBER 16, 2021 AT 7:00 P.M.

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

ADMINISTRATORS:	Sandra Miller	Superintendent
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LEGAL ADVISOR:	Lance Loveland (or representative from the law firm of Parsons, Smith Stone, Loveland, & Shirley LLC.)
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TREASURER:	Chris James
CLERK:	Pamela Teeter

PUBLIC RELATIONS:	Debbie Critchfield
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NEWS/MEDIA:

Chairman Loughmiller called this meeting to order.

WORK SESSION: (6:30 p.m.) Motion by Jeff Rasmussen and seconded by Bruce Thompson to enter into Open Work Session Board meeting. Voting Aye: Rasmussen, Thompson, Loughmiller; motion carried.

PRESENT: Chairman Heber Loughmiller, Vice-Chairman Jeff Rasmussen, Trustee: Bruce Thompson, Superintendent Sandra Miller, Fiscal Manager/Treasurer Chris James, Clerk Pamela Teeter

SCHOOLPULSE: Superintendent Miller turned the time to Public Relations Officer Debbie Critchfield to explain what SchoolPulse is and what it can do for the Cassia County Joint School District. Ms. Critchfield believes that SchoolPulse will be a great addition to what is being done by the Cassia School District to support behavioral health by students. She explained that SchoolPulse provides an opportunity for us to direct students not only to school counselors but outward to license professionals who have the training and expertise in very specific emotional and mental health issues. We have CONNECT and a community group, Simply Hope in addition to a partnership of a grant through Blue Cross where we have licensed clinicians at our schools. Ms. Critchfield feels this would be a great addition to our other programs, stating there isn't just one way to tackle this issue but many ways to reach students. This program is positive messaging for our students, empowering students and is designed to create productive and healthy relationships and communication with students and their parents and provides parents with tools and information they might need to make decisions for their child.

Ms. Critchfield explained the way it works is there is a QR code students can opt into and they would receive text messages Monday, Wednesday and Friday that have positive messaging telling students they

are of worth, that they matter, etc. On Wednesdays, students will also receive a message with a question and they are asked to respond to that has to do with their overall mental health and wellness. That information is then, given to building specific. There is a dashboard that is available for counselors and administrators to look at for the students who opted into this program, "This is how your students are feeling about their overall stress level, anxiety, etc.

Ms. Critchfield believes that the building administrators and counselors will be able to quantify if there are improvements in the overall culture and how students feel about coming to school. This something we haven't been able to do before.

Ms. Critchfield stated this is not therapy, this is not replacing a parent, this is not teaching the student the value of this or that, it is not opinions. This is giving coping skills, how parents can talk to their students, how students can talk to their parents, and this provides other avenues outside the educational system for help, relief or any type of assistance. There are licensed professionals and people who have training.

She discussed examples of how this can help students and parents. This program is used throughout Utah in the largest schools. This is positive messaging who comes to students who have opted into it and parents will see every single thing the student gets. They will opt into it so they can have conversations with their student. Parents/Guardians who are the primary care takers will have opportunity to create the conditions to have those conversations with their student.

The plan was to have this program become active in October and the reason for that is we as a district want to make sure our community and parents understand what it is. The text messaging is anonymous but there are cell numbers are on the back side that are archived with no names. The District will be able to direct people to CONNECT and to other places outside of the District if needed.

Questions were asked by the Board and answers were: This is for grades 7-12, We will be the first District in Idaho to use this program. The statistics show that 98% of students nationwide, open every text message that comes to them. The creators of this program are licensed clinicians who know specifically how to work with students and how to create the positive messaging. They know where those lines are ethically and legally.

Ms. Critchfield left information for District Attorney Lance Loveland to look over.

Superintendent informed the Board of Trustees that the District has put in a grant to offset the cost of the program. She feels this will be another layer for us to show our students how much we care about them. We want to help them with life's challenges. It is believed the cost for this program is between \$9K and \$10K for half of our student population.

TRUSTEE ZONE BOUNDARIES: Superintendent informed the Board of Trustees that every ten (10) years we have a census and we get the numbers of how our population has changed (if our population has gone up or down), if more people are living in one zone than another. She noted that all zones have to be within 10% of each other to meet the statute of the law. She also noted as a point of interest the large map of the zones available to look at. Superintendent Miller then turned the time over to Fiscal Manager/Treasurer Chris James to teach us about the zone boundaries.

Mr. James went over a hand out he gave the Board of Trustees. The data he pulled together is from the 2020 census. He explained that zones 1 and 5 have around 4,300 people living in them whereas zones 4 and 2 have 4,500 and 5,200 respectively. They are large population-wise, compared to the other zones and that means they are out of the 10% range. He noted he tried to make the most minimal changes as possible. He moved around 325 people out of the larger zones and into zones 1 and 5 that would bring us into the 10% compliance. Zone 3 is 4,781 people and is close to the 4,829 so there wasn't anything to do to those

zones. Zone 2 does not border zones 1 or 5 so it isn't feasible to move people directly from that zone to other zones without first adding them to zone 4, creating a domino effect. He pulled up the maps on the zones to show how he equalized the zones. He stated that he is open to suggestions if the Board.

The Board of Trustees discussed the boundary lines and Chairman Loughmiller requested that before sending the changes in to ISBA he would like the Board members who are absent tonight to be able to look at them.

REGULAR SESSION: (7:00 p.m.) Entered into Regular Session. No motion required.

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

GUESTS: Michelle Richins, Curtis Richins, Jacoby Sneddon, Karli Nelson, Melodie Cooper, Marta Hernandez, Marlene Jennings, Paul Lyons, Claudia Lyons, Diana Gill, Steve Copmann, Lona Phillips, Todd Phillips Mandy Baker, Kim Bedke, Jeanne Allen, Lyndon Crane

CONSENT AGENDA: Motion by Bruce Thompson and seconded by Jeff Rasmussen to approve the Consent Agenda items: B-P. Voting Aye: Rasmussen, Thompson, Loughmiller; motion carried.

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| B. Minutes – August 19, 2021 | Regular Board Meeting |
| C. Bills: | August - September Accounts Payable |
| D. Separations, New Hires | |
| E. Alternate Authorization(s) | |
| F. Leave(s) of Absence | |
| G. Trip Request | |
| H. Emergency Operations Plan | |
| I. Continuous Improvement Plan | |
| J. Credit Waivers | |
| K. Policy 445 Certificated Employee Evaluations and Appendix | |
| L. Policy 550 Assault and Battery | |
| M. Policy 560 Acquired Immune Deficiency Syndrome (AIDS) | |
| N. Policy 570 School Lunch Meals | |
| O. Policy 850 Purchasing and Contracts | |
| P. Policy 872 Inventory Records | |

SEPARATIONS: The separations are as follows:

Certified: Randy Spaeth, Raft River High School Head Track Coach (still teaching); Jennifer Cole, Cassia Jr/Sr. High School Special Education Teacher

Classified: Taylor Street, Declo Elementary Para; Jessie Greener, Burley Jr. High School Para; Trace Chesley, Declo Jr. High School Sparks After School Para; Jonah Kreitzer, Dworshak Para; Ainsley Bowcut, Mountain View Elementary Para; Debra Harrell, Burley High School/Food Service Cook; Alicia Mojarra, Burley Jr. High School Para; Robin Green, White Pine Elementary Para; Sara Grant, Substitute; Rhonda Chatterly, Substitute

NEW HIRES: The new hires are as follows:

Certified: Natalie Buck, Mountain View Elementary Teacher; Karen Thomas, Special Services Speech Language Therapist

Classified: Esther Stolezenburg, Declo Elementary Para; Natalie Willes, John V Evans Elementary Para; Ainsley Bowcut, Mountain View Elementary Para; Rachel Hale, Dworshak Elementary Para; Bart Deters, Raft River High School Head Girls' Basketball Coach; Annett Hansen Declo High School Choir Accompanist; Hannah Matsen, Declo High School Assistant Dance Coach; Julian Ziegler, Burley Jr. High

School Assistant Boys' Soccer Coach; Darren Cooper, Burley Jr. High School Assistant Football Coach; Nicole Caudill Transportation Full-Time Aide; Joseph Belt, Transportation On-Call Sub; Emily Osterhout, John V Evans Elementary Para; Chantel Skinner, Burley High School Freshman Assistant Volleyball Coach; Suzanne Livermore, John V Evans Elementary Para; Caden Crider, Declo High School Assistant Boys' Soccer Coach; Hannah Dunn, Burley High School Para; Amanda Villanueva, Burley High School Para; Emma Thompson, White Pine Elementary Para; Theresa Adams, White Pine Elementary Para; Debra Harrell, Burley High and Cassia Jr/Sr. High Schools/ Food Service Cook/Cashier; Mildred Hope Burley High and Cassia Jr/Sr. High Schools/Food Service Cook/Cashier; Tyler Banta, Burley Jr. High School 7th Grade Football Assistant Coach; Jamison Jones, Oakley High School JV Assistant Football Coach; Brooke Douglass, Oakley High School JV Head Volleyball Coach; Karen Williams Oakley High School Assistant JV Volleyball Coach; Bailey Andersen Declo Elementary/Food Service Cook/Cashier; Karina Juarez, John V Evans Elementary/Food Service Cook/Cashier; Janet Gorringer, Oakley Elementary Para; Emily Juarez, John V Evans Elementary/Food Service Cook; Crystal Arizpe, Substitute; Angel Burgess, Substitute; Brynn Telford, Substitute; Rhodde Bedke, Substitute; Tanya Merriman, Substitute; Elaine Tolman, Substitute

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

Alternative 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 Brandon Hosteen to teach Science at Burley High School while he completes his certification to obtain this endorsement.

Alternative 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 Austin Silva to teach Spanish at Burley High School while he completes his degree to obtain this endorsement.

Alternative 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 Jordan Truman to be a 5th grade teacher at Raft River Elementary while he completes the ABCTE program to obtain this endorsement.

Alternative 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 Tiffany Thompson to be a 5th grade teacher at White Pine Elementary while she completes her degree to obtain this endorsement.

Alternative 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 Barbara Smith-Blau to be a Special Education teacher at Burley Jr. High School while she completes her ABCTE Program to obtain this endorsement.

Alternative 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 Burkley Crofts to teach English at Burley Jr. High School while he completes his degree to obtain this endorsement.

Alternative 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 Tammy Cooper to teach Health and Business Technologies at Burley High School while she completes her degree to obtain this endorsement.

Alternative 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 Sharma Anderson to be a Special

Education Teacher at John V Evans Elementary while she completes her ABCTE program to obtain this endorsement.

Alternative 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 Ashley Bedke to teach 3rd grade at White Pine Elementary while she completes her ABCTE program to obtain this endorsement.

Alternative Authorization Teacher to New be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Catherine Paul to teach Math at Cassia Jr/Sr. High School while she takes her praxis tests to obtain this endorsement.

Alternative 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 CheyAnne Toner to teach Biology at Burley High School while she completes her ABCTE program to obtain this endorsement.

Alternative Authorization Teacher to New be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Tracey Uscola to teach English at Burley High School while she takes her praxis tests to obtain this endorsement.

Alternative Authorization - CTE be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Tory Bailey to teach Machine Operator Apprenticeship at Cassia Regional Technical Center while he completes his degree to obtain this endorsement.

Alternative 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 Natalie Buck to teach 2nd grade at Mountain View Elementary while she completes her degree to obtain this endorsement.

Alternative 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 Sharma Anderson to be a Special Education Teacher at John V Evans Elementary School while she completes her degree to obtain this endorsement.

LEAVE(S) OF ABSENCE: Request approval for a revised (date change) Leave of Absence for Employee 2021-2022A.

TRIP REQUEST(S): Request approval for Stephanie Long to attend the National Association for Gifted Children Conference (NAGC2) in Denver, CO, November 11-14, 2021.

Request approval for the Declo High School band to attend the 2021 Mountain West Invitational at Idaho State University, October 16, 2021 and the Declo High School Choir to attend the Idaho State University Choral Invitational Festival, Friday and Saturday, October 22 & 23, 2021.

EMERGENCY OPERATIONS PLAN: Request Board approval for the Cassia County Joint School District Emergency Operations Plan (EOP).

CONTINUOUS IMPROVEMENT PLAN: Request Board approval of the 2021-2022 SY Continuous Improvement Plan updates for the Cassia County Joint School District No. 151.

CREDIT WAIVERS: Request Board approval of credit waivers for several students.

POLICIES:

POLICY 445 CERTIFICATED EMPLOYEE EVALUATIONS AND APPENDIX: Request approval for policy amendments to Policy 445 Certificated Employee Evaluations and Appendix. Policy 445 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. For pupil service staff, standards are aligned with the profession's national standards. For instructional staff standards are aligned to Charlotte Danielson Framework for Teaching Second Edition domains and components of instruct and are based on professional practice.

DEFINITIONS

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

“Certificated instructional staff,” also referred to as teachers, are those employees who are either involved in the direct instruction of a student or group of students or who serve in a mentor or teacher leader position for individuals who hold an Idaho certificate issued under Idaho Code §33-1201, and hold a valid Idaho certificate.

“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 school level in collaboration with the staff member impacted by the measures and applicable district staff and approved by the school board. Measures and targets must also align with the performance measures and benchmarks in the continuous improvement plan approved by the school board. The most effective measures and target are those generated as close to the actual work as possible. Targets may be based on grade- or department-level achievement or growth goals that create collaboration within groups. Individual measurable student achievement targets and the percentage of students meeting individual targets must be reported annually to the state. Assessment tools that may be used for measuring student achievement and growth include:

- (a) Idaho standards achievement test;
- (b) Student learning objectives;
- (c) Teacher-constructed assessments of student growth;
- (d) Pre- and post-tests including district-adopted tests;
- (e) Performance-based assessments;
- (f) Idaho reading indicator, which will be one of the required assessment tools for applicable staff;
- (g) College entrance exams or preliminary college entrance exams such as PSAT, SAT, PACT and ACT;
- (h) Advanced placement exams;
- (i) Career technical exams;
- (j) Number of business or industry certificates or credentials earned by students in an approved career technical education program;
- (k) Number of students completing career technical education capstone courses; and,
- (l) Number of students enrolled in career technical education courses that are part of a program that culminates with business or industry certificates or credentials.

“Pupil service staff” are means those who provide services to students, but are not involved in direct instruction of those students, and hold a pupil personnel services certificate.

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

“Student success indicators” means measurable indicators of student achievement or growth, other than academic, within a predefined interval of time for a specified group of students. Measures and targets shall be close at the district or school level in collaboration with the pupil service staff member impacted by the measures and applicable district staff. Individual measurable student achievement targets and the percentage of students meeting each target must be reported annually to the state. Student success indicators include:

- (a) Quantifiable goals stated in a student's 504 plan or individualized education plan.
- (b) Quantifiable goals stated in a student's behavior improvement plan.
- (c) School- or district-identified measurable student objectives for a specified student group or population.
- (d) The percentage of students who create student learning plans in grade 8 or who annually update their student learning plans thereafter.
- (e) The percentage of students who satisfactorily complete one or more advanced opportunities options as specified in Idaho Code §33-4602, or who earn business or industry certificates or credentials. This indicator shall be one of the required indicators for applicable staff.

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.

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-service staff performance 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.

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.

MEASURES/SOURCES OF DATA

Professional Practice – Majority of the Evaluation Ratings

At least 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. 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, 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 as applicable to the position. This portion of the evaluation may be calculated using current and/or the immediate past years’ data and may use one (1) year or both years’ data. Growth in student achievement will also, be considered as an optional measure for other school based and district based staff.

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.

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.

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.

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. 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.

Prior to the commencement of the probationary period, the board will provide written notice to the employee, stating the reasons for the probation, including areas of deficiency, and the conditions of probation, including provisions for adequate supervision and evaluation of the employee's performance during the probationary period.

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 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 will be allotted 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 ratings of individual certificated personnel evaluations to the SDE annually for state and federal reporting purposes. The SDE will ensure that the privacy of all certificated personnel is protected by not releasing statistical data of evaluation ratings in local school districts with fewer than five (5) teachers and by only reporting that information in the aggregate by local school district.

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

33-515 – Issuance of Renewable Contracts

33-518 – Employee Personnel Files

33-1001 – Definitions

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

ADOPTED: February 24, 2015

AMENDED: July 13, 2017

AMENDED: February 13, 2018

AMENDED: December 20, 2018

AMENDED: July 15, 2021

AMENDED: September 16, 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:

- 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 550 ASSAULT AND BATTERY: Request approval for policy amendment to Policy 550

Assault and Battery. Policy 550 will read as follows:

Cassia County Joint School District No. 151 prohibits students from committing acts of violence against other students, district personnel or other persons. Any assault or battery by a student on an employee of this district, another student, or other person, occurring on or near the school property or at a school sponsored event, regardless of location, will result in the student being disciplined. Employees who violate this policy may be subject to discipline, up to and including dismissal. A visitor who violates this policy may be subject to discipline up to and including future prohibition from entering any school premises or attending any school sponsored activity, regardless of location.

DEFINITIONS

“Assault” is defined as any willful attempt or threat to inflict injury upon another person, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the individual reason to fear or expect immediate bodily harm. An assault may be committed without actually touching, or striking, or doing bodily harm to another person.

“Battery” is defined as the willful and unlawful use of force or violence, or the actual, intentional and unlawful touching or striking against the will of another, or unlawfully and intentionally causing bodily harm.

“On school grounds or at any school sponsored activity, regardless of location” shall include, but not be limited to, buildings, facilities, and grounds of the district, school buses, parking areas, and the location of any district sponsored activity. This includes instances in which the conduct occurs off the district premises but impacts a district related activity.



LEGAL REFERENCE:

Idaho Code Sections

18-901 – Assault defined

18-903- Battery defined

ADOPTED: May 8, 2000

REVIEWED: November 16, 2017

AMENDED: September 16, 2021

POLICY 560 ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS): Request approval for the amendment of Policy number change to Policy 560 Acquired Immune Deficiency Syndrome (AIDS) made to 555.50.

POLICY 770 SCHOOL LUNCH MEALS: Request approval for amendments made to Policy 770 School Lunch Meals with a policy name change from School Lunch Meals to Food and Nutrition Services. Policy 770 will read as follows:

Cassia County Joint School District No. 151 will operate school breakfast, lunch, and special milk programs for the benefit of the regularly enrolled students of the district and authorized adults. The programs will be operated in compliance with all appropriate United States Department of Agriculture (USDA) regulations concerning the operation of the Child Nutrition Programs, including Civil Rights Rules and Regulations, as well as other federal, state and local requirements.

NONDISCRIMINATION AND REASONABLE ACCOMMODATION

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.) should contact the district office, school, or agency where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is available in languages other than English. Persons with disabilities who need reasonable accommodation in the district food service program are encouraged to contact:

Angela Rodriquez, Food Service Supervisor

Email: rodangel@cassiaschools.org

Telephone: 208-878-6626

FUNDING AND CONTRACTS WITH PRIVATE FOOD SERVICE AGENCIES

Any decision to enter into a contract with a private food service agency shall require the approval of the Board.

RECORDKEEPING

In accordance with applicable federal law and regulations, the district will annually report racial and ethnic data in the Idaho System for Educational Excellence. All racial and ethnic data related to the district's child nutrition programs will be maintained for three (3) years plus the current year.

PUBLIC NOTIFICATION

In accordance with applicable federal law and regulations, the district will take action to notify and inform students, parents/guardians, and members of the school community of the district's child nutrition programs. Such notices will include information on program availability, how to file complaints, and the nondiscrimination statement set forth above.

CONFIDENTIALITY

The district will maintain the confidentiality of all students' free, reduced or paid status in the district's child nutrition programs. Parents/guardians may, however, provide written consent for the disclosure of any or all of the information related to their children's eligibility status or the information the household provided through the free and reduced price meal eligibility process.



LEGAL REFERENCE:

National School Lunch Program
42 USC 1751 et seq.
7 CFR Part 210

ADOPTED: May 8, 2000
REVIEWED: March 15, 2018
AMENDED: May 20, 2021
AMENDED: September 16, 2021

CROSS-REFERENCE:

294P1 – Civil Rights Complaint Procedure

POLICY 850 PURCHASING AND CONTRACTS: Request approval for amendments made to Policy 850

Purchasing and Contracts with a policy name change to Purchasing. Policy 850 will read as follows:

It is the policy of this district to make purchases of goods, services and public works construction by way of a publicly accountable process that respects the shared goals of economy and quality. Further, it is the policy of this district to make purchases in such a manner as to assure the best utilization of district funds. The board, or its designee, reserves the right to determine what is in the best interest of the district. The district will endeavor to purchase goods and services from vendors with a significant Idaho economic presence where required or allowed by federal or state purchasing laws.

The superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. The superintendent shall establish requisition and purchase order procedures as a means of monitoring the expenditures of funds. Personnel are prohibited from obligating the district relative to a purchase without prior authorization. Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations. Open purchase orders may be used (with a maximum total amount specified) if such procedure will simplify repetitive small purchases.

The board may purchase real property, personal property, services or public works construction as necessary for the operation of the district. The board will comply with the requirements of Idaho law relative to competitive bidding for personal property (Policy 850.30), services (Policy 850.60) and public works construction (Policy 850.90), as well as this district's Policy 851, "Supplemental Bidding Procedures." Where federal funds are used for purchases of goods, services or public works construction, the district will also follow procurement requirements set forth in 2 CFR Part 200.

PURCHASES EXCLUDED FROM THE STATUTORY PROCUREMENT PROCESSES UNDER IDAHO CODE §67-2803

The board will comply with all statutory procurement (bid) requirements unless the expenditure is exempted as provided by law. The following are exempted from the bidding requirements pursuant to Idaho Code §67-2803:

1. The acquisition of personal property when the procurement duplicates the price and substance of a contract for like goods or services that has been competitively bid by the State of Idaho, one of its political subdivisions, or an agency of the federal government.
2. Contracts or purchases of less than fifty thousand dollars (\$50,000), provided such contracts and purchases shall be guided by the best interests of the district, as determined by the board. The board may, when practical, call for competitive price quotations for such purchases.
3. Disbursement of wages or compensation to any employee, official, or agent of the district for performance of personal services.
4. Procurement of personal or professional services to be performed by an independent contractor.
5. Procurement of an interest in real property.
6. Procurement of insurance.
7. Costs of participation in a joint powers agreement with other units of government.
8. Procurement of used personal property.
9. Procurement from federal government general services administration (GSA) schedules or federal multiple award schedules (MAS).
10. Procurement of personal property or services through contracts entered into by the division of purchasing of the department of administration of the state of Idaho.
11. Procurement of goods for direct resale.
12. Procurement of travel and training.
13. Procurement of goods and services from Idaho correctional industries.
14. Procurement of repair for heavy equipment.
15. Procurement of software maintenance, support and licenses of an existing system or platform that was bid in compliance with state law.
16. Procurement of public utilities.
17. Procurement of used equipment at an auction if authorized by the Board of Trustees.
18. The purchase of curricular materials, regardless of the purchase price. "Curricular materials" is defined as textbook and instructional media, including software, audio/visual media, and Internet resources.

LEGAL REVIEW OF CONTRACTS

Before entering into a contract that entails the expenditure of one-hundred thousand dollars (\$100,000) or more, the board or its designee will have the contract reviewed by legal counsel to ensure that the district's interests are adequately protected.

BUS TRANSPORTATION SERVICES

In the event the district anticipates expending over fifty thousand dollars (\$50,000) through a contract for bus transportation services, Idaho Code §33-1510 will be followed.

EMERGENCY EXPENDITURES

If there is a great public calamity, such as an extraordinary fire, flood, storm, epidemic, or other disaster, or it is necessary to do emergency work to prepare for national or local defense, or it is necessary to do emergency work to safeguard life, health, or property, the board may pass a resolution declaring that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property. Upon adoption of the

resolution, the board may expend any sum required in the emergency without compliance with the bidding requirements pursuant to Idaho Code §§33-601(9) and 67-2808(1).

COMPLIANCE WITH FEDERAL PURCHASING GUIDELINES

Where the district seeks to purchase goods, services or public works construction using federal funds, the district will use the following guidelines:

1. District purchases will conform to applicable federal law (provided, however, that where state purchasing procedures are more restrictive, the District will follow state law requirements).
2. The board or its designee will maintain oversight of contracts to ensure performance in accordance with the terms, conditions and specifications of their contracts or purchase orders.
3. The district will maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts as more fully set forth in Policy 228 (Board Member Conflict of Interest) and Policy 418 (Employee Conflict of Interest), and in the District's Policies and Procedures Manual for the Administration of Federal Education Programs ("Federal Programs Manual"). Upon discovery of any potential conflict of interest, the district will disclose in writing the potential conflict to the State Department of Education (SDE) and/or federal awarding agency in accordance with applicable SDE or federal awarding agency policy. In addition, the district will disclose, in a timely manner, in writing to the SDE and/or the federal awarding agency, all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. The superintendent or his/her designee will conduct any necessary investigation and submit it in writing to the SDE.
4. The district will avoid acquisition of unnecessary or duplicative items by giving consideration to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, the board or its designee will analyze lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach to purchases.
5. Where practical or appropriate, the district will enter into state and local inter-governmental agreements or inter-entity agreements for procurement or use of common or shared goods and services.
6. Where feasible or appropriate to reduce project costs, the district will use federal excess and surplus property in lieu of purchasing new equipment and property.
7. Where practical or appropriate, the district will use value engineering clauses in contracts for public works construction of sufficient size to offer reasonable opportunities for cost reductions. "Value engineering" is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.
8. The district will only award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
9. The district will maintain records sufficient to detail the history of each procurement. These records will include, but are not limited to: rationale for the method of procurement; selection of contract type; contractor selection or rejection; and the basis for the contract price.
10. The district will use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.
 - a. "Time and material type contract" means a contract whose cost to the district is the sum of:
 - i. The actual cost of materials; and
 - ii. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
 - b. If the board selects a time and materials type contract, the board or its designee will ensure a high degree of oversight of the contract to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
11. The district will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of its procurements. These include, but are not limited to: source evaluation; protests; disputes; and claims.

12. All procurement transactions will be conducted in a manner providing full and open competition consistent with state law and the standards set forth in this Policy 850, Policy 850.30 (Purchasing or Leasing Personal Property), Policy 850.60 (Service Contracts) and Policy 850.90 (Public Works Construction) and Policy 850P1 (Supplemental Purchasing Procedures).
13. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals will be excluded from competing for such procurements.
14. Some of the situations considered to be restrictive of competition include but are not limited to:
 - a. Placing unreasonable requirements on firms in order for them to qualify to do business;
 - b. Requiring unnecessary experienced and excessive bonding;
 - c. Non-competitive pricing practices between firms or between affiliated companies;
 - d. Organizational conflicts of interest;
 - e. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
 - f. Any arbitrary action in the procurement process.
15. The district will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in cases where applicable federal statutes expressly mandate or encourage geographic preference. This requirement does not preempt any applicable state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
16. In its procurements, the district will incorporate a clear and accurate description of the technical requirements for the material, product or service to be procured using the following guidelines:
 - a. In competitive procurements, such descriptions will not contain features which unduly restrict competition.
 - b. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.
 - c. Detailed product specifications will be avoided if at all possible.
 - d. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors will be clearly stated.
 - e. The district will identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
17. The district will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open competition. In addition, the district will not preclude potential bidders from qualifying during the solicitation period.
18. The district will take all affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. For purposes of this policy, affirmative steps include:
 - a. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
 - b. Assuring that small and minority businesses, and women’s business enterprises, are solicited whenever they are potential sources;
 - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small, minority and women’s businesses;
 - d. Establishing delivery schedules, where the requirement permits, which encourage participation by small, minority and women’s businesses;
 - e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce; and

- f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs a – e of this section.
- 19. The district will perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold as defined in 2 CFR §200.88. The method and degree of analysis will be dependent on the facts surrounding the particular procurement situation, but as a starting point the district will make independent estimates before receiving bids or proposals.
- 20. The district will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- 21. The cost plus a percentage of cost and percentage of construction cost methods of contracting will not be used.
- 22. For public works construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold as defined in 2 CFR §200.88, the district will adhere to state bonding requirements (set forth in Idaho Code §54-1926) provided a determination has been made by a federal awarding agency or pass through entity that the federal interest is adequately protected. Where such a determination has not been made, the minimum bonding requirements will be as follows:
 - a. A bid guarantee from each bidder equal to five percent (5%) of the bid price, which must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
 - b. A performance bond on the part of the contractor for one hundred percent 100% of the contract price. The performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under the contract.
 - c. A payment bond on the part of the contractor for one hundred percent 100% of the contract price. The payment bond is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and materials in the execution of the work provided for in the contract.
- 23. In addition to other provisions required by the district or state law, all contracts made by the district under a federal award must contain provisions covering the requirements set forth in Appendix II to 2 CFR Part 200, a copy of which is attached to this policy.

METHODS OF PROCUREMENT TO BE FOLLOWED FOR PURCHASES USING FEDERAL FUNDS

Where the district seeks to purchase goods, services or public works construction using federal funds, the district will use one of the following methods of procurement as defined in state and federal law (see also the District's Federal Programs Manual):

1. **Micro-Purchases.** Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000 (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the district will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the district considers the price to be reasonable.
2. **Small Purchase Procedures.** Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold as defined by 2 CFR §200.88. Under Idaho law, small purchase procedures may be used where the cost is between \$10,001 and \$49,999. If these procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. **Sealed Bid/Formal Advertising.** Under this method of procurement, bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid conforms with all the material terms and conditions of the invitation for bids and is the lowest in price. This process is required for purchases of \$100,000 and higher as set forth in Idaho law.
 - a. This method of procurement is preferred if the following conditions exist:
 - i. A complete, adequate, and realistic specification or purchase description is available;

- ii. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and
 - iii. The procurement lends itself to a firm fixed price contract and the selection of a successful bidder can be made principally on the basis of price.
 - b. If sealed bids are used, the following requirements apply:
 - i. The invitation for bids will be publicly advertised at least two (2) weeks before bid opening;
 - ii. The invitation for bids, which will include any specifications and pertinent attachments, must define items or services in order for the bidder to properly respond;
 - iii. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
 - iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in the bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - v. Any or all bids may be rejected if there is a sound documented reason.
- 4. **Competitive Proposals/Semi-Formal Bidding.** This procurement method is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. This method will be used when conditions are not appropriate for the use of sealed bids and where the cost of the product/service to be purchased is between \$50,000 and \$99,000. If this method is used, the following requirements apply:
 - a. Written requests for bids describing the goods or services desired will be made available to at least three (3) vendors at least three (3) days before a written response is due (unless an emergency exists);
 - b. Bidders will have one (1) day to submit written objections;
 - c. The district will provide a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. This district may use competitive proposal procedures for qualifications-based procurement of architectural and engineering professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, may only be used in procurement of architectural and engineering professional services. It cannot be used to purchase other types of services though architectural and engineering firms are a potential source to perform the proposed effort.
- 5. **Non-Competitive/Sole Source Proposals.** This method seeks solicitation of goods or services from only one source and may be used only when one or more of the following circumstances applies:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the procurement will not permit a delay resulting from competitive solicitation;
 - c. The federal agency or pass-through entity for use of the federal funds expressly authorizes non-competitive proposals in response to a written request from the district; or
 - d. After solicitation of a number of sources, competition is determined to be inadequate.

BUY AMERICAN AND SCHOOL MEALS

When making purchases for the district's school lunch program, the district will, to the maximum extent practicable, purchase domestic commodities or products.

For the purposes of this policy, “domestic commodity or product” means: (i) an agricultural commodity that is produced in the United States; and (ii) a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

Additionally, the district will require school meal program suppliers to attest that their final food products are either one hundred percent (100%) domestic commodities or a food product containing over fifty-one percent (51%) domestic food components, by weight or volume.

Exceptions to this Buy American requirement may be made when the district determines that:

1. The food or food product is not produced or manufactured in the United States in sufficient or reasonably available quantities of a satisfactory quality; or
2. Competitive bids reveal the cost of a United States food or food product is significantly higher than the non-domestic product.

When such an exception is made, the Superintendent or designee will document such exceptions. Prior to approval of any exception, the Superintendent or designee will consider the use of domestic alternative foods, which consideration will be documented.

SCHOOL BUILDING PLAN REVIEWS AND INSPECTION

For purchases involving public works construction, the district will not advertise for bids for any school building construction project until the plans for such building(s) have been approved in accordance with Idaho Code §39-4113. All school construction or remodeling projects requiring plan review will be inspected by building inspectors certified in accordance with Idaho Code §39-4108, or by Idaho licensed architects or engineers to determine compliance with title 39, chapter 41 and the Idaho Uniform School Building Safety Act (title 39, chapter 80, Idaho Code).

The district may elect to utilize the plan review services of the city or county where district schools are located, or the services of the Idaho Division of Building Safety (DBS). Election of plan review services will be made in accordance with applicable Idaho law.



LEGAL REFERENCE:

Idaho Code Sections

33-118A Curricular Materials
33-601 Real and Personal Property
33-1510 Transportation Contracts
39-4108
39-4113
39-8001 *et seq.*
44-1001 *et seq.*
54-1900 *et seq.*
67-2800 *et seq.*

Federal Regulations

2 CFR Part 200, including Appendix II, “Contract Provisions for Non-Federal entity Contracts Under Federal Awards” (EDGAR)

7 CFR 210.21(d) – USDA Buy American requirements

ADOPTED: May 8, 2000

AMENDED: January 13, 2004

AMENDED: June 8, 2004

AMENDED: February 14, 2006

AMENDED: February 22, 2016

AMENDED: October 19, 2017
AMENDED: January 17, 2019
AMENDED: November 19, 2020
AMENDED: September 16, 2021

POLICY 872 INVENTORY RECORDS: Request to approve for amendments made to Policy 872

Inventory Records. Policy 872 will read as follows:

A physical inventory of all fixed assets (equipment, materials, supplies, and real property) owned by Cassia County Joint School District No. 151 will be maintained and updated yearly by the superintendent or designee. The inventory will be reconciled with the district's accounting records and will be reported to the board.

"Fixed Asset" means property that is tangible in nature, including real property, building and improvements, equipment, and materials and supplies, which will not be consumed or converted to cash in the current accounting period.

Fixed assets shall be acquired, maintained, used, and disposed of consistent with district policies and all applicable laws and regulations.

Fixed assets will be depreciated using the straight-line depreciation for financial reporting. The useful life of an asset will be based on current industry standards.

When appropriate, the district will have general appraisals of district property prepared by qualified appraisers.



LEGAL REFERENCE:

Idaho Code Sections

33-506(3) – Organization and Government of Board of Trustees

33-601 – Real and personal property – acquisition, use or disposal of the same

ADOPTED: May 8, 2000
REVIEWED: April 26, 2018
AMENDED: September 16, 2021

INFORMATION ITEMS:

CORRESPONDENCE, DELEGATIONS AND RECOGNITION(S) OF EXCELLENCE:

Superintendent Miller turned time to Burley Jr. High School Principal, Steve Copmann and Burley High School Vice-Principal Andrew Wray to introduce their choice of a classified and certified employee of the Month for the September.

Principal Steve Copmann introduced:

Certified Employee – Lona Phillips
Classified Employee – Jamie Larsen

Vice-Principal Andrew Wray introduced:

Certified Employee – Terri Matthews
Classified Employee – Claudia Lyons

The principals introduced each person and gave their accolades to each person chosen as Employee of the Month and they were presented with a certificate.

Superintendent Miller noted there was a gift card for each employee. She then explained that the employees of the month are asked to put together a portfolio and she will get information out so they can be in the pool to be selected as employee of the year from the employees of the month. There will be a classified and a certified employee of the year.

SUPERINTENDENT REPORT: Superintendent Miller discussed the upcoming Legislators' Dinner usually held annually in October. She discussed setting a date for the dinner, time and place and stated Board Clerk Pam Teeter will start making preparations. Morey's will cater the dinner and Redox Corporate Office will host the dinner meeting. The Board of Trustees chose Wednesday October 27, 2021 at 5:30 p.m.

Chairman Loughmiller stated that he found a website "allsides.com" which is a school program and curriculum teaching students how to approach and talk about issues in the world today. He would like the administration to look at it and possibly have a committee look at the curriculum in the future.

Vice-Chairman Rasmussen questioned if all the students are getting fed during school lunch is at the Burley High School to which Superintendent Miller stated she believed they are. She stated she has had no phone calls the last two weeks. The first week of school was a little bit challenging and she knows that Food Supervisor Rodriguez hired an additional food service person so they could have three (3) lines. She believes they are doing fine.

ACTION ITEMS:

ZONE BOUNDARIES: Motion by Jeff Rasmussen and seconded by Bruce Thompson to approve the proposed changes to the zone boundaries in order to send them to the State with allowing Trustees Moon and Cranney to look at the maps prior to sending them off. There was discussion relating to the motion. Attorney Loveland cautioned the Board that the motion that they (the absent trustees) to look at this, they cannot vote against anything.

Motion to amend the above motion. Voting Aye: Rasmussen, Thompson, Loughmiller; motion carried.

Motion by Jeff Rasmussen and seconded by Bruce Thompson to send the proposed boundary changes for the trustee zones to ISBA and allowing Trustees Moon and Cranney to look at the maps prior to sending the maps to ISBA to be approved and redrawn. Voting Aye: Rasmussen, Thompson, Loughmiller; motion carried.

FUEL BID RESULTS: Motion by Bruce Thompson and seconded by Jeff Rasmussen to approve a two-year fuel bid awarded to Lynch Energy. Voting Aye: Rasmussen, Thompson, Loughmiller; motion carried.

Fiscal Manager/Treasurer Chris James stated he published in the newspaper and reached out to several companies including the current vendor. We received one (1) bid from Lynch Oil and we have used them in the past. Mr. James proposed to the Board that we accept their bid. It's very similar pricing to what we are paying now. He noted the bid is included in the Board Packet.

There was discussion about renting storage tanks. Chairman Loughmiller would like the District to become more aggressive about saving money this way. He noted that Trustee Cranney has a lot of experience with this.

Mr. James informed the Board of Trustees that the fuel budget runs between \$200K to \$300K dollars a year and not all of that comes from the bus yard as activity buses will fill up while out on the road. He explained the process of receiving money from the State for transportation of students to and from school. Fuel is a 50% reimbursable cost. He noted that activity busing is not reimbursable. Buses are allowed to use the dyed diesel and we are tax exempt which means we are not paying as much as at the pump.

BUS BID RESULTS: Motion by Jeff Rasmussen and seconded by Bruce Thompson to approve awarding bus bids to the lowest responsive bidder for a 14-passenger mini-bus to Western Mountain and a 77-passenger Conventional gas bus to Rush Truck Center. Voting Aye: Rasmussen, Thompson, Loughmiller; motion carried.

Motion by Jeff Rasmussen and seconded by Bruce Thompson to purchase four (4) route buses and one (1) mini bus and to investigate leasing conventional and trip buses. Voting Aye: Rasmussen, Thompson, Loughmiller; motion carried.

Fiscal Manager/Treasurer James informed the Board of Trustees that there were two bids for the 77-passenger conventional gas bus that were bid out last month. The lowest response bid met the specifications. Rush Truck Center was \$98,760K for the bus and Bryson/Blue Bird was \$99,163K. We bid out 14-passenger mini buses. The lowest bid was from Western Mountain at \$55,545K. He noted that to pay for these buses we get bus depreciation from the State and we also sold some buses. This money all goes toward paying for new buses. He noted that ESSER III funds can be used to buy buses; however, it is on a reimbursement basis so the District has to provide documentation that it is Corona virus related and we are in fact, buying buses to help with social distancing or less children on buses.

There was discussion of getting back to the rotation and keeping newer buses. There was discussion of lease purchasing buses. Chairman Loughmiller requested Mr. James to look into lease purchasing and come back next month with some information.

SURPLUS VEHICLE BID RESULTS: Motion by Bruce Thompson and seconded by Jeff Rasmussen to accept the Surplus Bus bids results. Voting Aye: Rasmussen, Thompson, Loughmiller; motion carried.

DECLARE SURPLUS PROPERTY: Motion by Jeff Rasmussen and seconded by Bruce Thompson to declare school items as surplus property offered for sealed bid and due to the District Office on October 12, 2021 at 4:00 p.m. Voting Aye: Rasmussen, Thompson, Loughmiller; motion carried.

Trustee Moon joined via phone for Executive Session.

EXECUTIVE SESSION: (7:51p.m.) Motion by Jeff Rasmussen and seconded by Bruce Thompson to exit Open Session Board Meeting and enter into Executive Session according to Idaho Code §74-206 (1)(f) (f) To communicate with legal counsel for the public agency 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; Voting Aye: Rasmussen, Thompson, Moon, Loughmiller; motion carried.

PRESENT: Chairman Heber Loughmiller, Vice-Chairman Jeff Rasmussen; Trustees: Bruce Thompson, Darin Moon, Superintendent Sandra Miller, District Attorney Lance Loveland.

OPEN SESSION: (8:15 p.m.) Motion by Bruce Thompson and seconded by Darin Moon to exit Executive Session and resume into Open Session Board Meeting. Voting Aye: Rasmussen, Thompson, Moon, Loughmiller; motion carried.

JUUL LITIGATION: No action taken.

ADJOURN: (8:15 p.m.) Motion by Bruce Thompson and seconded by Heber Loughmiller to adjourn. Voting Aye: Rasmussen, Thompson, Moon, Loughmiller; motion carried.

Heber Loughmiller, Board Chairman

Pamela Teeter, Board Clerk

