

MINUTES OF REGULAR BOARD MEETING
BOARD OF TRUSTEES OF JT. SCHOOL DISTRICT NO. 151
THURSDAY, OCTOBER 21, 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 (Excused)
 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.

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

PRESENT: Chairman Heber Loughmiller, Trustees: Ryan Cranney, Bruce Thompson, Darin Moon, Superintendent Sandra Miller, Rhett Miller (attorney standing in for District Attorney Lance Loveland), Fiscal Manager/Treasurer Chris James, Clerk Pamela Teeter

PLEDGE OF ALLEGIANCE: Chairman Loughmiller led the Pledge of Allegiance.

GUESTS: Michelle Richins, Curtis Richins, Julie Richardson, David Wyett, Mirna Padilla, Susan Teeter, Diana Gill, Melina Ficek, Kent Kidd, Eric Boden, Marlene Jennings, Mike Jennings, Ludean Henderson, Kimberly Whitaker, Scott Prow, Jacob Catmull, Burkley Crofts, Mandy Baker, Eric Baker, Kim Bedke

CONSENT AGENDA: Motion by Ryan Cranney and seconded by Bruce Thompson to approve the Consent Agenda items B-T. Voting Aye: Cranney, Thompson, Moon, Loughmiller; motion carried.

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| B. Minutes – September 16, 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(s)
- H. Early Graduation(s)
- I. Credit Waiver(s)
- J. Policy 401.50 Reasonable Workplace Accommodations to Qualified Individuals with Disabilities
- K. Policy 401.50F1 Reasonable Workplace Accommodation Request
- L. Policy 401.50F2 Medical Release for Reasonable Accommodation Request
- M. Policy 401.50F3 Letter to Healthcare Provider RE: Reasonable Accommodation Request
- N. Policy 401.50F4 Physician Request for Reasonable Accommodation Form
- O. Policy 401.50P1 Procedures for Requesting Reasonable Accommodation
- P. Policy 561 Administering Medication
- Q. Policy 561F1 Physician Order Form RE: Administering Medication
- R. Policy 561.50 Epinephrine Auto Injectors
- S. Policy 563 Exclusion for Head Lice
- T. Policy 565 Immunization Requirements

SEPARATIONS: The separations are as follows:

Certified: None

Classified: Mildred Hope, Burley High School/Food Service Cook/Cashier; Whitney Page, Cassia Jr/Sr. High School/Food Service Cook/Cashier

NEW HIRES: The new hires are as follows:

Certified: James Gravell, Cassia Jr/Sr. High School Special Education Teacher; Esther Stolzenburg, Declo Elementary Teacher

Classified: Kanike Kuoha, Burley Jr. High School Para; Brenda Cannon, Mountain View Elementary Para; Cody Heward, Declo Jr. High School 8th grade Football Coach; Terri Hokanson, Mountain View Elementary Para; Kaden Thompson-Bailey, King Fine Arts Center Stage Crew-Student; Cody Haymore, King Fine Arts Center Stage Crew – Student; Hunter Snooks, Declo High School Assistant Baseball Coach; Whitley Svedin, Oakley Elementary Para; Deborah Howard, Burley High School, Cassia Jr/Food Service Cook/Cashier; Melissa Barajas, Declo Elementary/Food Service Cook/Cashier; Brogan Heward, Declo Jr. High School Assistant Jr. High Football Coach; Karla Christensen, White Pine Elementary, Para; Connie Takeshita, Burley Jr. High School Para; Cyndia Leon, John V Evans Para; Rylee Pedersen, Burley Jr. High School Assistant Football Coach; Chelsey Loughmiller, Raft River High School 7th Grade Girls' Basketball Coach; Jason Tracy, Raft River High School 8th Grade Basketball Coach; Sheri Burnett, Declo Jr. High School Para; Angela Adams, Central Office Board Clerk/Administrative Assistant to the Superintendent; Sheri Dschaak, Substitute; Mindy Taylor, Substitute; Sonja Jones, Substitute Cook; Reina Mora, Substitute Cook; Anna Anderson, Substitute; Jaylee Stimpson, Substitute; Laci Whitaker, Substitute; Michael Rosales, Substitute; Mattaya Searle, Substitute; Anna Peterson, Substitute

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

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.

LEAVE(S) OF ABSENCE: Request approval for a Leave of Absence for Employee 2021-2022B.

TRIP REQUEST(S): Request approval for Superintendent Miller to attend the National Conference on Education for superintendents in Nashville, Tennessee, February 17-19, 2022.

Request approval for two (2) Transportation personnel to attend the Transporting Students with Disabilities & Special Needs (TSD) conference in Frisco, Texas, November 17-22, 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 401.50 REASONABLE WORKPLACE ACCOMMODATION TO QUALIFIED INDIVIDUALS: Request approval for policy amendments (policy number only, no other changes) of Policy 401.50 Reasonable Workplace Accommodation to Qualified Individuals with Disabilities to Policy 401.

POLICY 401.50F1 REASONABLE WORKPLACE ACCOMMODATION REQUEST: Request approval for the amendments (policy number only, no other changes) of Policy 401.50F1 Reasonable Workplace Accommodation Request to Policy 401F1.

POLICY 401.50F2 MEDICAL RELEASE FOR REASONABLE ACCOMMODATION REQUEST: Request approval for amendments (policy number only, no other changes) of Policy 401.50F2 Medical Release for Reasonable Accommodation Request to Policy 401F2.

POLICY 401.50F3 LETTER TO HEALTHCARE PROVIDER RE: REASONABLE ACCOMMODATION REQUEST: Request approval for amendments (policy number only, no other changes) of Policy 401.50F3 Letter to Healthcare Provider RE: Reasonable Accommodation Request to Policy number 401F3.

POLICY 401.50F4 PHYSICIAN REQUEST FOR REASONABLE ACCOMMODATION FORM: Request approval for amendments (policy number only, no other changes) of Policy 401.50F4 Physician Request for Reasonable Accommodation Form to Policy number 401F4.

POLICY 401.50P1 PROCEDURES FOR REQUESTING REASONABLE ACCOMMODATION: Request approval for amendments (policy number only, no other changes) of Policy 401.50P1 Procedures for Requesting Reasonable Accommodation to Policy number 401P1.

POLICY 561 ADMINISTERING MEDICATION: Request Board approval for amendments made to Policy 561 Administering Medication. No amendments made to this policy as it was approved in September's Board meeting. Policy 561 will read as follows:

Cassia County Joint School District No. 151 personnel recognizes that students attending the schools in this district may be required to take medication while at school or school sponsored activities, either on a short-term or daily basis. If requested in writing by the parent/guardian, the school will provide an appropriate place for storing the medication and will supervise the dispensing of the medication.

DEFINITIONS

For the purpose of this policy, the following definitions shall apply:

“Medication” means an epinephrine auto-injector, a metered-dose inhaler or a dry powder inhaler or insulin prescribed by a physician and having an individual label.

“Self-administration” means a student’s use of medication, an epinephrine auto-injector, or of blood glucose monitoring supplies pursuant to prescription or written direction from a physician.

SELF-ADMINISTRATION OF MEDICATION

1. Any student for whom a physician or other authorized medical professional has prescribed; (1) a metered-dose inhaler or dry powder inhaler for treatment of asthma or other potentially life-threatening respiratory illness, (2) an epinephrine auto-injector for severe allergic reaction (anaphylaxis), (3) insulin, or (4) blood glucose monitoring supplies will be permitted to self-administer such medication, as prescribed by a physician during the school day and at school-sponsored activities.
2. A student who is permitted to self-administer medication consistent with this policy is permitted to possess and use a prescribed inhaler, epinephrine auto-injector, insulin, or blood glucose monitoring supplies at all times as prescribed by their physician during the school day and at school-sponsored activities.
3. When a student is unable to self-administer medication, school personnel who have been trained by the school nurse may administer requested medication.
4. The student’s parent/guardian must provide annually a current treatment plan from the student’s health care provider identifying the medication; dosage; symptoms, time lapse, or exposure that will necessitate administering the medication; frequency of use; and potential side effects.
5. The school nurse will review the treatment plan. The parent may be requested to sign a release to allow district staff to communicate directly with the health care provider.
6. The parent/guardian is responsible for notifying the district of any changes to the student’s medical condition that would impact the self-administration of medication.
7. A student who is self-administering medication consistent with this policy may be required to maintain a current duplicate of the prescription medication with the school nurse or the school administrator.
8. If a student requires blood glucose testing or insulin injections during the school day or at school-sponsored activities, the following policy applies: Students with diabetes may self-administer blood glucose testing and insulin injections as prescribed by their physician. In practicing self-administration, students are required to practice universal precautions for the disposal of waste.

OTHER PRESCRIPTION MEDICATIONS

1. The parent/guardian must submit a written request to the building administrator if he or she wants the school to store and/or administer the medication.
2. The medication must be in its original container.
3. The student’s name, prescription number, doctor, dosage, and any other instructions must be clearly set forth on the container.

NON-PRESCRIPTION (OVER THE COUNTER) MEDICATIONS

1. The parent/guardian must fill out the form provided by the district so that non-prescription medication be administered during school hours.
2. The medication must be in the original container and the student’s name and directions for administering the medication must be written on the container.
3. Non-prescription medications, such as aspirin or Tylenol, will not be provided by the District to students. Students must supply their own non-prescription medications.

HANDLING AND STORAGE OF MEDICINES

1. Herbal medications shall not be stored or administered.
2. The medication must be in its original container.
3. The student’s name, prescription number, prescribing doctor, and directions for administering the medication must be clearly set forth on the container. Medications, which are not properly labeled, will not be administered.
4. Except as provided in this policy for self-administering medications, all medications shall be stored and locked in a specific location not accessible to students. Only designated personnel shall have access to the medication. Medication, which needs to be accessible to the student, will be stored in an appropriate location per student’s needs.

Student's Name: _____ **Birth Date:** _____

School _____ Grade: _____ Teacher: _____

PHYSICIAN SECTION

Name of Medication	
Diagnosis/Reason for Medication	
Type of Medication (tablet, liquid, capsule, inhaler, injection, etc.)	
Dosage	
Times To Be Taken:	
Possible Side Effects	

Please check the box below that applies to this student:

- ☐ This student needs assistance of District personnel to administer this medication at school.
- ☐ This student is both capable and responsible for self-administering this medication at school.

Physician Name: _____ Telephone Number: _____ Physician
Signature: _____ Date: _____

Note to parent or guardian:

The provision of medication to students during school hours is discouraged. However, our school recognizes those special cases where the student's physician documents a need for in-school dosing.

- It is the policy of our school district to maintain a signed order for **each** medication that school personnel are asked to dispense during school hours. This form must be completed, signed, and returned to your child's school **before** any medication can be given. This form must be renewed each school year.
- The medication must be sent to school in its **original** container.

Parent/Guardian: I give my permission for my child to receive the above medication at school according to school policy.

Parent/ Guardian Signature: _____ **Date:** _____

POLICY 561.50 EPINEPHRINE AUTO INJECTORS: Request Board approval for Policy 561.50 Epinephrine Auto Injectors. There will be a number change to 560. Policy 560 will read as follows:

Cassia School District No.151 will maintain a stock supply of epinephrine auto injectors in its schools to assist students or other individuals on school property requiring immediate medical intervention related to a severe allergic reaction (anaphylaxis).

DEFINITIONS

"Administer" means the direct application of an epinephrine auto-injector to the body of an individual.

"Designated school personnel" means an employee, agent or volunteer of a school designated by the governing authority of a school who has completed the training to provide or administer an epinephrine auto-injector to a student.

"Epinephrine auto-injector" means a device that automatically injects a premeasured dose of epinephrine.

"Self-administration" means a student or other person's discretionary use of an epinephrine auto-injector, whether provided by the student or by a school nurse or designated school personnel pursuant to the provisions of this section.

PRESCRIPTION

In accordance with applicable Idaho law, schools within this district may obtain a prescription for a stock supply of epinephrine auto-injectors in the name of the school to be used in accordance with this policy.

1. Provide an epinephrine auto-injector to a student to self-administer the epinephrine auto-injector in accordance with a prescription specific to the student on file with the school nurse;
2. Administer an epinephrine auto-injector to a student in accordance with a prescription specific to the student on file with the school nurse; and
3. Administer an epinephrine auto-injector to any student or other individual on school premises that the school nurse or designated school personnel in good faith believes is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector.

Each school that maintains a stock supply and administers epinephrine auto-injectors to submit a report of each incident at the school or related school event involving a severe allergic reaction or the administration of an epinephrine auto-injector to the governing authority of the school or its designee.

TRAINING

The board will establish detailed standards for training programs that must be completed by designated school personnel in order to provide or administer an epinephrine auto-injector. Such training may be conducted online and, at a minimum, will cover:

1. Techniques on how to recognize symptoms of severe allergic reactions, including anaphylaxis;
2. Standards and procedures for the storage, administration and disposal of an epinephrine auto-injector; and
3. Emergency follow-up procedures.

IMMUNITY FROM CIVIL LIABILITY

There shall be no civil liability for any damages for a school or its employees or agents for any injuries that result from the administration or self-administration of an epinephrine auto-injector regardless of whether authorization for use was given by the student's parents, guardian or medical provider, provided the actions taken in administering or providing the injector were reasonable under the circumstances.

The liability protections do not apply to acts or omissions constituting gross negligence, or those that are reckless or constitute willful and wanton behavior.



LEGAL REFERENCE:

Idaho Code §33-520A – Life-Threatening Allergies in Schools

ADOPTED: November 10, 2016

AMENDED: October 21, 2021

POLICY 563 EXCLUSION FOR HEAD LICE: Request Board approval for Policy 563 Exclusion for Head Lice. Policy 563 will read as follows:

Pediculosis, also known as head lice, is a common condition in the school-age child. Symptoms may include scratching of the scalp; evidence of lice, or the appearance of nits on the hair

The school principal or designee may screen students for head lice. If lice are present, the student will be excluded from school until the student is lice-free or until a licensed physician, public health nurse, school nurse, or other person authorized by the Idaho Department of Health and Welfare determines that the student is no longer contagious.

ADMINISTRATIVE HANDLING

1. Each infestation will be recorded.

2. The parent/guardian of an infested student will be requested to come to school and take the student home. Educational material and letter will be sent home with the student.
3. If head lice is found three times in one calendar school year on an individual student, the principal or designee shall have the option of initiating a “no nit” policy. This policy requires that all live nits be removed before the student can be readmitted to school.

The Cassia County School District is committed to keeping students and facilities safe and free of infestations and has established appropriate procedures.



LEGAL REFERENCE:

Idaho Code §33-512-(7) (Governance of Schools)

IDAPA 16.02.10.025.090 (Reportable Diseases)

Center for Disease Control & Prevention: <http://www.cdc.gov/parasites/lice/head/prevent.html>

Central District Health Department: <http://www.cdhd.idaho.gov/CD/public/factsheets/headlice.htm>

ADOPTED: May 8, 2000

AMENDED: March 18, 2014

AMENDED: October 28, 2014

AMENDED: March 09, 2017

AMENDED: October 21, 2021

POLICY 565 IMMUNIZATION REQUIREMENTS: Request Board approval for Policy 565

Immunization Requirements. Policy 565 will read as follows:

IMMUNIZATION CERTIFICATION STATEMENT

At the time of first admission to any public school within this district, and before attendance, all students must present an immunization certification statement signed by a physician or a physician’s representative, or another licensed health care professional, stating the type, number, and dates of immunizations received. Alternatively, at the request of the parent or guardian, the district will access the voluntary statewide registry of immunization status (IRIS) maintained by the Idaho Department of Health and Welfare to verify whether the student has received the required immunizations. Immunizations shall be in accordance with the schedule adopted by the Idaho Department of Health and Welfare unless fewer doses are medically recommended and documented by a physician.

DEFINITIONS

Immunization Record. An electronic medical health record, an immunization registry document, or a written immunization certificate confirmed by a licensed health care professional or a physician’s representative which states the month, day, and year of each immunization a person has received.

Laboratory Proof. A certificate from a licensed medical laboratory stating the type of test performed, the date of each test, and the results, accompanied by a physician’s statement indicating the child is immune.

Licensed Health Care Professional. A practitioner, licensed in the State of Idaho by the Board overseeing the practitioner’s license, or by a similar body in another state or jurisdiction within the United States. The practitioner’s scope of practice for licensure must allow for the ordering of immunizations and writing of prescriptions, or the practitioner must be under the direction of a licensed physician. Licensed health care professionals who may provide for immunization requirements include: medical doctors, osteopaths, nurse practitioners, physicians’ assistants, licensed registered nurses, and pharmacists. Other persons authorized by law to practice any of the healing arts shall not be considered licensed health care professionals for purposes of this policy.

Parent, Custodian or Guardian. The legal parent, custodian, or guardian of a child or those with limited power of attorney for the temporary care or custody of a minor child.

Physician's Representative. Any person appointed by, or vested with authority to act on behalf of a physician in matters concerning health.

School Authority. An authorized representative designated by the Board of Trustees of this school district.

REQUIRED IMMUNIZATIONS

Students are required to be immunized as follows:

Student Born on or Before September 1, 1999. A student born on or before September 1, 1999, must meet the following minimum immunization requirements prior to admission for these vaccines: one (1) dose of Measles, Mumps, and Rubella (MMR), four (4) doses of Diphtheria, Tetanus, Pertussis (DTaP), three (3) doses of Polio, and three (3) doses of Hepatitis B.

Student Born After September 1, 1999 Through September 1, 2005. A student born after September 1, 1999, through September 1, 2005, must meet the following minimum immunization requirements prior to admission for these vaccines: two (2) doses of Measles, Mumps, and Rubella (MMR), five (5) doses of Diphtheria, Tetanus, and Pertussis (DTaP), three (3) doses of Polio, and three (3) doses of Hepatitis B.

Student Born After September 1, 2005. A student born after September 1, 2005, must meet the following minimum immunization requirements prior to admission for the following vaccines: two (2) doses of Measles, Mumps, and Rubella (MMR), five (5) doses of Diphtheria, Tetanus, and Pertussis (DTaP), four (4) doses of Polio, three (3) doses of Hepatitis B, two (2) doses of Hepatitis A, and two (2) doses of Varicella.

Seventh Grade Immunization Requirements. Effective with the 2011-2012 school year, and each year thereafter, in addition to the required immunizations listed above, a student must meet the following minimum immunization requirements prior to admission into the seventh (7th) grade for these vaccines: one (1) dose of Tetanus, Diphtheria, Pertussis Booster (Tdap), and one (1) dose of Meningococcal. This requirement will be extended to: 7th - 8th grade students in 2012, 7th - 9th grade students in 2013, 7th - 10th grade students in 2014, 7th - 11th grade students in 2015, and 7th - 12th grade students in 2016.

Twelfth Grade Immunization Requirements. Effective at the start of the 2020-2021 school year, and each year thereafter, in addition to the required immunizations listed above, students must meet the following minimum immunization requirements prior to admission into the twelfth (12th) grade:

- a. Students who received their first dose of Meningococcal (MenACWY) vaccine before the age of sixteen (16) must have two (2) doses of Meningococcal (MenACWY) vaccine.
- b. Students who received their first dose of Meningococcal (MenACWY) vaccine at sixteen (16) years of age and older, or those who have never received a dose, must have one (1) dose of Meningococcal (MenACWY) vaccine.

SCHEDULE OF INTENDED IMMUNIZATIONS

Parents/guardians of a student who is not immunized, excepted or exempted, and who is in the process of receiving, or has been scheduled to receive, the required immunizations must provide a statement to the school at the time of first admission and before attendance ~~providing~~ that includes the following information:

4. Name and date of birth of the student;
5. School and grade in which the student is enrolled and attending;
6. Types, numbers, and dates of scheduled immunizations to be administered;
7. Signature of the parent, guardian or custodian providing the information; and
8. Signature of a licensed health care professional providing care to the student.

If a student is admitted to school and fails to continue the schedule of intended immunizations, that student will be excluded from school until documentation is presented to school authorities by the student's parent, custodian or guardian setting forth the administration of the required immunization(s).

EXCEPTIONS TO IMMUNIZATION REQUIREMENT

When supporting documentation is in the possession of school authorities at the time of admission and before attendance, a student who meets one (1) or both of the following conditions will not be required to receive the required immunizations in order to attend school:

1. **Laboratory Proof.** When a student submits laboratory proof of immunity to any of the childhood diseases identified above, the student will not be required to receive the immunization for the diagnosed disease.
2. **Disease Diagnosis.** A student who has a statement signed by a licensed health care professional stating that the student has had varicella (chickenpox) disease diagnosed by a licensed health care professional upon personal examination will not be required to receive the immunization for the diagnosed disease.

EXEMPTION FROM IMMUNIZATION

A student who supplies documentation to the district at the time of admission and before attendance of one (1) or both of the following conditions is not required to undergo the required relevant immunizations:

1. **Life or Health Endangering Circumstances.** A signed statement of a licensed physician that the student's life or health would be endangered if any or all of the required immunizations are administered.
2. **Religious or Other Objections.** A signed statement of the parent, custodian, or legal guardian that must be either:
 - a. On a standard form of the Idaho Department of Health and Welfare or similar form provided by the school district; or
 - b. A signed statement that includes:
 - i. The name and date of birth of the student;
 - ii. A statement indicating that the student is exempt from immunization as provided by this policy and Idaho law for religious or other objections; and
 - iii. The signature of the parent, custodian, or legal guardian.

The district will inform parents and guardians of applicable exemptions, with a citation to Idaho Code §39-4802, in its communications regarding immunization.

EXCLUSION FROM SCHOOL

A student not in compliance with this policy upon first admission in preschool or in kindergarten through grade twelve (K-12) will be denied attendance by this district, unless the student is excepted or exempted as provided herein. Any student denied attendance will not be allowed to attend any schools within this district until he or she is in compliance with this policy. The Idaho Department of Health and Welfare may exclude any student who has not been immunized in accordance with Idaho law and may also exclude any exempted student in the event of a disease outbreak.

REPORTING REQUIREMENTS

A copy of a report of each school's immunization status, by grade, will be submitted to the Idaho Department of Health and Welfare on or before November 1 of each school year. Such information will be reported on an Idaho Department of Health and Welfare form or electronically and will include:

1. School and enrollment identification information including:
 - a. Inclusive dates of reporting period;
 - b. Name and address of school, district and county in which located;
 - c. Grade being reported and total number of students enrolled in each grade; and
 - d. The name and title of the person completing the report form.
2. Total number of students enrolled and attending school in each grade who:
 - a. Meet all of the required immunizations;
 - b. Do not meet all of required immunizations, listed by specific immunization type;
 - c. Do not meet the immunization requirement but are in the process of receiving the required immunizations; or
 - d. Have claimed an exemption to the required immunizations.



LEGAL REFERENCE:

Idaho Code Sections

33-512(7) – Governance of Schools

39-4801 et seq. – Immunization Exemptions

IDAPA 16.02.15 – Immunization Requirements for Idaho School Children

ADOPTED: May 8, 2000
AMENDED: June 14, 2005
AMENDED: April 26, 2011
AMENDED: April 24, 2012
AMENDED: August 15, 2019
AMENDED: August 19, 2021
AMENDED: September 21, 2021

INFORMATION ITEMS:

AUDIT REPORT: Superintendent Miller turned the time to District auditor Jacob Catmull to address the state of the District finances with the Board of Trustees.

Mr. Catmull expressed his appreciation for opportunity to perform the audit. He performed the audit for the year ending June 30, 2021. Mr. Catmull handed out his prepared audit books to each Board member and declared that it is a clean audit report and it is in accordance with financial reporting standards.

Mr. Catmull confirmed the District uses an accounting system called Skyward and it is a very good system, in his opinion. Skyward breaks the accounting into funds that all financial activities are accounted for and the auditors go into each of those funds to do audit procedures. Some audit procedures include sampling expenditures, confirm revenues and accounting for property taxes. The auditors test the District's control system through account payable system, making sure all approvals are in place. They also do some test work through payroll, which is the largest expenditure.

Mr. Catmull goes through all the funds. The District must account for the student activity funds and noted this is a paper presentation and only in this financial statement as the District was ahead of this fund a few years ago when the Trustees were asking questions about those student activity funds and how the process should be, to run those expenditures and funds. They have all been accounted for in the Skyward accounting system, so the auditors were already performing procedures relating to that in the audit. He noted that some districts were not doing this procedure, and the fund was completely separate and was not being included as part the audit. That changed when the standards required us to do the procedures related. Cassia School District had already been doing this. The auditors had the schools bring in their information and they sampled selected bank reconciliations and expenditures. There were no other significant changes in accounting in policies of reporting to the State in the financial statements. He noted the graphs in his presentation showing the trends over time for the last five (5) years. He explained the graphs in detail to the Trustees.

Mr. Catmull explained that the fund balance or reserve has slowly increased since 2019. The fund balance at the last of the year was \$2.7M for general fund purposes and this amount is really good. He stated that all revenues received for the District are spoken for so the fact that money was actually built back up was very hard and the District built it back up by \$963K dollars which is really good.

Mr. Catmull stated the cash in the general fund increased by \$115K dollars. The revenues and expenditures mirror each other very closely as the District is not in the business of making money. The District is receiving funds to educate the children in the District so they match each other. He noted there was an increase from the State and other sources equaling approximately \$1.5M dollars over the previous year and expenditures increased by \$800K dollars.

Mr. Catmull went through all the funds including the debt service fund which was not on the graphs. He stated the required reserves must be met by the District to meet the bond requirements.

Mr. Catmull discussed the second graph showing the breakout of the District's state funding. He noted the 88% in the general fund comes from the state, with 5% from the federal government and 6% from property taxes. The 6% in the general fund is the supplemental levy.

The third graph shows the salary and wages to teachers for everything in the classroom and the support is everything related to Transportation, Food Service, District administration and is very consistent with other districts and with prior year.

The fourth graph is a more detailed break out of salaries and benefits, included and purchase services. Mr. Catmull stated the District spends most of the money on salaries and benefits.

The next graph shows the revenue for the District in total. It includes all the property taxes, across all the funds. Sixty seven percent is from the State, eighteen percent is from the federal government and thirteen percent is property taxes. He noted that the District is dictated in what it receives in 85% of the funds received from the State. The only control the District has is the 13%.

Mr. Catmull made this statement to the patrons of the Cassia County Joint School District, "The District gets a lot of money but very little of it is up the discretion of the District to use."

The last graph shows the overall expenditures for all the funds. Half of those funds are instructional, support and Food Service.

Mr. Catmull summarized by saying that with the uncertainty of the funding cuts that came and the different sources of revenue, the District did a great job in the current fiscal year of managing that uncertainty and spending what they received and keeping some of it for future or rainy day. Overall, the District is in good health, financially. His opinion is the Cassia County Joint School District is doing well. On the financial side with the controls that have been set up and the processes with the people that are in place are operating as intended.

Mr. Catmull stated they do not do an audit of controls or financial system. They review to make sure it is adequate but there is no audit. They do an audit of the District's federal awards. The federal government requires that we select specific federal awards to make sure the District is expending that money in accordance with how the federal government says you should be. This year the auditors performed the audit of Food Service and ESSER monies. That money was spent in accordance with the covenants that the federal government explained.

The State Department of Education requires the auditors to audit every year by November 11th and also requires to upload this information to the federal clearinghouse which has all the information and the District has always been in compliance with those rules.

Trustee Cranney asked if Mr. Catmull had seen any blind spots we have that are vulnerable to which Mr. Catmull stated not on expenditures. There are multiple layers of approval that would make it very difficult to get any expenditure through the District. There is an assigned individual that checks all valid identification numbers. There is no money coming in that does not hit the District's bank account. The

auditors have been able to identify all the money that came in from all the funding sources to the penny. It would be very difficult for money to leave the district for expenditures that have not been approved. The layer of approval from the PO approval to the Principal approval if it's a school expenditure and then, the review from Chris James and staff over a certain amount would make it very difficult.

Mr. Catmull stated that the activity funds are vulnerable because they handle cash. He feels the District improved their policies with expenditures from those funds a few years ago and addressed that. It is now required as part of the audit. He feels the vulnerabilities are outside the District's control which is how much is the State going to give the District for funding and is the District able to attract good teachers to come to this area based on its limitations with what teachers can be paid. He noted the auditors look at every check that goes out over \$25K dollars. He feels based on the District's system, it would require collusion. There would have to be another person to be able to do that. He feels the District's controls are sufficient.

Trustee Moon discussed the general fund balance and last year it was \$38K at that time, he wonders how it grew to \$2.7M. Fiscal Manager/Treasurer Chris James address this question explaining that the general fund balance and the contingency fund balance are two different things. The general fund balance is \$2.7M and the contingency fund balance is a million dollars less that. He stated the year ended with approximately \$900K in reserve and the District has added more since June. Mr. James confirmed the amount is getting closer to the 5% reserve listed in policy. We are restricted by law to a 5% contingency. He noted that it sounds like a lot of money when one says \$2M dollars but really that will not cover one (1) month's expenditures.

Trustee Moon asked if the District is allowed to a preset amount set aside in the fund balance and the contingency and would that violate state law to which Mr. James stated that reserves can be set up for specific projects like the District has in the plant facility fund but as far as having a blanket contingency for anything the District is limited to five percent (5%).

Mr. Catmull stated the District has \$1.3M dollars in various bank accounts for the year for student activities. The District cannot use it for anything other than those specific student activities.

Trustee Moon discussed phone calls regarding the ESSER funds. He wondered if there is a "Reader's Digest" version of what we are doing with the ESSER funds to which Fiscal Manager/Treasurer James stated there is. The District has provided in past board meetings the budget outline for the ESSER funds. There is an ESSER spending plan on our website. It is under the Board section on the website.

Trustee Cranney discussed cybersecurity of our financial information and wondered what the District is doing to protect itself from hijacking of our financial information and the ransom of the data to which Mr. Catmull discussed the testing system the District IT Director Rodney Lind sends out teaching the employees about phishing and how to recognize the emails, etc. The District sends out phishing email tests constantly to educate. He discussed going to remote servers (i.e. Amazon's servers) rather than have in-district servers. Mr. James confirmed that Skyward is on the cloud on a hosted server. He stated the District used a small amount of CARES Act funding to move Skyward to a hosted system.

Fiscal Manager/Treasurer James addressed the question of how the District was able to build back the fund balance. The state revenues were down and the District was cut 5% of our discretionary funding. We believed at the beginning of the year that it was only going to be cut 3% and then, the State decided they were going to fund salaries and they shifted the full cuts to discretionary so in actuality the District lost 17% of its discretionary funding and we had just barely gotten back to where we were before the last recession. It's very hard to cut discretionary because that's what we spend on utilities, health care for employees and salaries that we pay above what the State pays. The thought process of the State was that

we would use ESSER funds to stabilize our budgets and overcome that budget shortfall. State revenues are down this year but we did have a one-time influx of federal money. The voters approved an increase in the supplemental levy of \$600K dollars and then we received \$1.7M dollars in the general fund of CARES Act, Corona Virus Relief funds from the Governor, so those monies offset the cuts from the State and we were able to make sure everyone was paid and no one lost a job and we had what we needed to keep schools open and running.

Chairman Loughmiller told the audience if there are any questions to address them to Mr. James or Mr. Catmull. A question was asked to Mr. James before the meeting concerning the single audit on federal funds and he asked Mr. Catmull to address what those funds are besides Special Education. Mr. Catmull stated that Title I, ESSER, Child Nutrition and others that are listed as federal awards. The District receives various of those funds and if the funds the District receives from federal award are under \$750K dollars it is considered a non-major fund. The auditors do not have to look at those, only on certain circumstances. Mr. Catmull noted he is not really looking at federal awards. They are subject to our overall audit so there are times that I pull a sample selection of those expenditures from those awards but I'm not looking for compliance specifically to what the federal government is saying you have to spend that money on. The biggest ones that rotate every three (3) years are Title I, Food Service and Special Education. They are the ones over \$750K dollars. The others are federal forest funds, charter schools, Migrant Education, Innovation Carl Perkins 20th Century Learning grants, LEP, Title III, Title V, Title II(a). Those are the specific funds.

Mr. Catmull stated the District received \$8.2M dollars in total of federal assistance and \$2.3M dollars of that was for Food Service. The District received \$920K dollars for Title I, Special Education received approximately \$1M dollars and then, there were some others he notated. The CARES Act was the big new one this year. The District does receive some small grants for homeland security or 20th Century Learning grants. I do not do a lot of procedures unless I am required. It is subject to his overall audit. The State of Idaho is very good and they do the audits of those programs and they are more in depth.

Fiscal Manager/Treasurer James stated that all his graphs are on the Board website and the public can pull them up right now. He will send a copy to the State after tonight's meeting and it will stay on the District website. The public can also look at previous ones that are posted there as well.

CORRESPONDENCE, DELEGATIONS AND RECOGNITION(S) OF EXCELLENCE:

Superintendent Miller turned time to Raft River Elementary School Principal, Melina Ficek, Raft River High School Principal, Eric Boden and Food Service Supervisor, Angela Rodriguez to introduce their choice of classified and certified employees of the Month for the October.

Principal Melina Ficek introduced:

Certified Employee – Benjamin Cannon

Classified Employee – Kayci Sears

Principal Eric Boden introduced:

Certified Employee – Laurie Spratling

Classified Employee – Luann Branch

Food Service Supervisor Angela Rodriguez introduced:

Classified Employee – Patty Robins, Burley High School

The administrators introduced each nominee and gave their accolades and each Employee of the Month was presented with a certificate.

Superintendent Miller noted there is a gift card for each employee attached to the certificate to their favorite restaurant.

SUPERINTENDENT REPORT:

LEGISLATIVE DINNER: Superintendent Miller discussed the date change for the upcoming Legislators' Dinner, which will be held November 10, 2021, at 6:30 p.m. at the Redox Corporate Office.

SUPPLEMENTAL LEVY INFORMATION: Superintendent Miller explained this is a two (2) year levy that has been approved since 1979. She then, turned the time to Fiscal Manager/Treasurer Chris James to address the Levy.

Mr. James would like to open up a discussion with the Board of Trustees to see if there is interest to run the supplemental levy. Mr. James stated that in visiting with Superintendent Miller they are not recommending an increase on the supplemental levy. There is enough money to fund the programs that are needed. There is one-time federal money that can fill in the gaps that is needed for technology and remediation. Even though it could be raised and not see an increase in taxes because of the property value that has been going on in this area.

The levy will be held in the March election so if the Board of Trustees decides to put the supplemental levy out to voters we would need to adopt a resolution by December so we can notify the county by the election deadline in January. He suggested a work session for the supplemental levy next month.

Chairman Loughmiller stated he would like it on the agenda for next month for discussion.

Mr. James stated there is a potential budget listed in the presentation based on what has been used historically that he will show next month. The District has not received curriculum money from the State so the last few years we've been able to use the levy money to rotate our curriculum. The State does not fund extracurricular activities (i.e. coaches salaries, busing, etc.) so we have used the supplemental levy to support that. We have used the supplemental levy to pay for an extra school nurse, a resource officer, some CTE incentives and programs, for band curriculum and instruments, libraries, etc.

DWORSHAK BOILER PLAN: Superintendent Miller discussed the recent issues with the boiler at Dworshak Elementary School as it is old and worn out. Ms. Miller publicly thanked ABM for their help along with Mr. Curtis Richins for his help as Director of Operations this week. The boiler is back up and operational. Mr. David Wyett is with us this evening if there are any questions about it. She stated they feel fairly confident that the boiler will get them through the winter months but there is a plan if in fact, we cannot get it up and running and there is no heat over the winter months. We have a plan where we would transport students from different grade levels to different elementary schools along with their teachers. This is not ideal and we do not want to do that. This will be the last option for us but the elementary administrators met together and came up with this plan if it is too cold over the winter months, we will bus the students to different locations and they will learn from their same teacher. We are going to do everything we can to keep students and teachers at Dworshak. We do have it in our plan to use ESSER funds because ESSER funds can be and need to be used for heating, ventilation and air circulation and the system at Dworshak is old and needs to be replaced. It is on our agenda to replace it starting the week school is out and it will be ready for use before school starts next year.

Fiscal Manager/Treasurer James stated that the plans were drawn up for replacing that system five years ago but then we were unable to get the funds from the 2015 bond and the 2019 bond didn't pass. With the plans mostly drawn up, once they are finished and Mr. Richins and Mr. James has been in contact with the architect and engineer, they will submit the plans to the Division of Building Safety for review. We will then, bring them to the board for a Call to Bid with the summer start. Replacing a radiant heat system with

a forced air system will improve air circulation in the building and allow us to use these funds rather than go to voters for a bond or a levy to replace these funds.

Trustee Moon clarified that we as the District cannot do this right now because it is a complete replacement and will take months to complete as it is a major project in classrooms, etc. to get the entire system done.

The Boiler Plan is as follows:

Option 1: Temporary closure of Dworshak. This option will require a temporary closure to order parts and conduct work to get the heating system back up and running. This option might require a closure of several days. It was decided that students would be transferred to other buildings if the closure exceeded 2 weeks.

Option 2: Temporary closure of several months up to one year. This option would require us to move grade levels to other locations in the district. Currently, most if not all classrooms are being used in all buildings. However, administrators would re-arrange teachers, classrooms, and other instructional areas to accommodate Dworshak staff and students on a short-term basis. The following locations would house Dworshak teachers and students if this option is necessary:

White Pine—Kindergarten, First & Second Grade (3 Portables, Resource Classroom, and Title I Classroom would need furnishings).

John V. Evans—Third Grade (would need one classroom of furnishings)

Mt. View—Fourth Grade (Portable would need furnishings)

Declo Elementary—Fifth Grade (Resource Classroom, Title I Classroom)

Burley Junior High— Sixth Grade

Wes Nyblade would be housed at John Evans

One secretary would probably go to White Pine since they will have a large group of students from Dworshak. The placement of the second one would depend on the needs.

We also determined that 2 to 3 days would be needed to move furnishings and curriculum if Option 2 were to happen.

We also determined that the public should be made aware of the possibility of having to close Dworshak before the actual closure. Ideas for sharing information:

Staff Meeting

Facebook

Pod Cast

Newspaper

PTO Groups

LEADERSHIP PREMIUMS: Superintendent Miller stated that the State of Idaho gives the District funds for Leadership stipends. She noted that leadership stipends cannot be anything less than \$900 dollars, they can be more than \$900 depending on the leadership position within a building. Principals determine what leadership positions are necessary and they allocate the specific funds given to that building. We also use some of the leadership money right off the top for signing bonuses for new staff each year. All new teachers get a \$1000 dollar signing bonus. This needs to be done annually. The Leadership Premiums by school are as follows:

School	Teacher	Amount	Leadership Role	Date	Time (Hrs.)
Albion El.	Carrie Brackenbury	\$1,800	Lead Tchr/Website Admn.	May 22	80
BHS	Jodie Beck	\$1,500	BLT Member/Dept. Head	21-22 SY	40-50
	Cindy Shaw	\$1,500	BLT Member/Dept. Head	21-22 SY	40-50
	Clint Milliron	\$1,500	BLT Member/Dept. Head	21-22 SY	40-50
	Terence Smith	\$1,500	BLT Member/Dept. Head	21-22 SY	40-50

	Joseph Brown	\$1,500	BLT Member/Dept. Head	21-22 SY	40-50
	Tim Wood	\$1,500	BLT Member/Dept. Head	21-22 SY	40-50
	Mike Hill	\$1,500	BLT Member/Dept. Head	21-22 SY	40-50
	Jennifer Street	\$1,500	BLT Member/Dept. Head	21-22 SY	40-50
	Janet Cole	\$1,250	Website Coordinator	21-22 SY	35-40
	Grace Campos	\$1,000	ELL Coordinator	21-22 SY	30-35
	Jennifer Street	\$1,000	SPED Coordinator	21-22 SY	30-35
	Janet Cole	\$1,000	Bus. Dept. Stu. Prntg. Coord.	21-22 SY	40-50
	Seth Nielson	\$2,500	After School Homework Club	21-22 SY	80+ hrs
	Craig Mills	\$1,000	Model U.N.	21-22 SY	35-45
	Richard Stock	\$1,000	Math Tutoring	21-22 SY	35 appr
	Emy Darrington	\$1,000	Math Tutoring	21-22 SY	35 appr
BJHS	Renee Watterson	\$900	Leadership Team	EOY	35-40
	Jennifer Sage	\$900	Leadership Team	EOY	35-40
	Lona Phillips	\$900	Leadership Team	EOY	35-40
	Ricky Robinson	\$900	Dist. Ldrshp Team/Ldrshp Team	EOY	35-40
	Dorothy Gonzalez	\$1,775	Math Lab Tutoring	EOY	65-70
	Branden Harrison	\$1,775	Math Lab Tutoring	EOY	50-55
	Cindy Tolman	\$1,775	Math Lab Tutoring	EOY	50-55
BJHS	Melissa Draper	\$1,775	Math Lab Tutoring	EOY	50-55
	Kara Permann	\$1,775	Math Lab Tutoring	EOY	65-70
	Marta Hernandez	\$900	Spanish Dancers	EOY	35-40
	Thomas Rectenwald	\$1,500	SOS/PBIS/Ldrshp Team	EOY	55-60
	Liza Castenada	\$1,500	SOS/PBIS/Ldrshp Team	EOY	55-60
	Donna Morris	\$1,600	Ldrshp Tm/Title I Hd/STAR Rdg. Ld	EOY	60-65
CHS	Daniel Thomander	\$1,500	BLT, Title IX Investr, IMEN Ldr	EOY	50 hrs.
	Melanie McManus	\$1,500	BLT, Title IX Investr.	EOY	50 hrs.
	Brian Krupp	\$1,500	BLT, DGC, SOS	EOY	50 hrs.
	Abby Slade	\$900	BLT, SOS	EOY	30 hrs.
	Foxx Molinari	\$900	Enrichment Lead	EOY	30 hrs.
	Ali Taylor	\$900	Web Master (Dist.)		
CRTC	Scott Street	\$1,250	Extra Class, Sem 1 25 Stu.	12/22/2021	(0 Hr.)
	Scott Street	\$1,250	Extra Class, Sem 2 25 Stu.	05/27/2021	(0 Hr.)
	Robyn Rich	\$950	School Web Page	EOY	
	Tom Schmitt	\$950	BLT	EOY	
	Robyn Rich	\$950	BLT	EOY	
	Alisha Harper	\$950	BLT	EOY	
DES	Joelle Anthon	\$900	BLT Member	EOY	20 hrs.
	Kerri Darrington	\$1,800	BLT Member/Gr. 1 Mentor	EOY	40 hrs.
	Becky Peterson	\$900	BLT Member	EOY	20 hrs.
	Whitney Ward	\$900	BLT Member	EOY	20 hrs.
	Anna Osterhout	\$900	BLT Member	EOY	20 hrs.
	Lacy Turner	\$900	BLT Member	EOY	20 hrs.
	Denise Clark	\$900	BLT Member/PBIS 1 Data Entry	06/01/22	40 hrs.
	Alyson Davis	\$900	BLT Member	06/02/22	20 hrs.
	Heather Osterhout	\$900	PBIS 1 Data Entry	06/03/22	20 hrs.
	Susan Anderson	\$900	PBIS 1 Data Entry	06/04/22	20 hrs.

DHS	Nathan Knowles	\$900	Tm Ldr, Ldrsh Team	EOY	
	Josh Stewart	\$900	DIT Member	EOY	
	Hollie Draney	\$900	Tec Person	EOY	
	Walt Roberson	\$900	Leadership Team	EOY	
	Pam Young	\$900	Leadership Team	EOY	
	Kasey Heward	\$900	Leadership Team	EOY	
	Melissa Silcock	\$900	Leadership Team	EOY	
	Jesse Miller	\$900	Leadership Team	EOY	
	Brandi Kirkpatrick	\$900	Leadership Team	EOY	
	Jennifer Murdock	\$900	Ldrshp Tm/Bldg. Safety Rep	EOY	
	David Cole	\$1,800	Website Master	EOY	
DJHS	Miren Arana	\$900	BLT/PLC Tm Ldr/PBIS/SOS	EOY	4hr/mo
	Kathy Bennett	\$900	BLT/PLC Tm Ldr/Tech Coach	EOY	4hr/mo
	David Cole	\$900	Website Coordinator	EOY	50-60
	Claudia Garner	\$900	BLT	EOY	50-60
DJHS	Jessica Kidd	\$900	BLT/PLC Tm Lead/PBIS/SOS	EOY	4hr/mo
	Kim Johnson	\$900	Intermural Prg./PBIS?SOS	EOY	8hr/mo
	Pat Merrill	\$900	Migrant/PBIS/BLT/SOS	EOY	4hr/mo
	Heather Spencer	\$900	BLT/PLC Team Lead	EOY	50-60
	Carol Gibson	\$900	PBIS/SOS/BLT	EOY	3hr/mo
Dworshak	Beth Greer	\$900	BLT/Afterschool Respons.	EOY	35+
	Dianne Thain	\$900	BLT/Afterschool Respons.	EOY	35+
	Melissa Simmons	\$900	BLT/Afterschool Respons.	EOY	35+
	Claudia Rodriguez	\$900	BLT/Afterschool Respons.	EOY	35+
	Misty Peterson	\$900	RTI Team	EOY	35+
	Judy Bennett	\$900	BLT/Afterschool Respons.	EOY	35+
	Melanie Terry	\$900	BLT/Afterschool Respons.	EOY	35+
	Deanna Merrell	\$900	Website Coordinator	EOY	35+
	Sally Hall	\$900	BLT/RTI Team	EOY	35+
	Donna Westergard	\$900	BLT/Afterschool Respons.	EOY	35+
	Carolanne Lilya	\$900	RTI Team	EOY	35+
	Bobbie Asher	\$900	RTI Team	EOY	35+
JVE	Susan Oakes	\$1,200	BLT	EOY	30
	Christine Gunnell	\$1,200	BLT	EOY	30
	Larissa Orr	\$1,200	BLT	EOY	30
	Candice Garrard	\$1,200	BLT	EOY	30
	Matt Larson	\$1,200	BLT	EOY	30
	Danielle Barborka	\$1,200	BLT	EOY	30
	Erika Wittman	\$1,200	BLT	EOY	30
	Alicia Schlattmann	\$900	PBIS Team	EOY	30
	Karen Tharp	\$900	PBIS Team	EOY	30
	Jessi Crosland	\$900	PBIS Team	EOY	30
	Natalie Wybenga	\$900	PBIS Team	EOY	30
	Candice Garrard	\$900	Assessment Team Leader	EOY	25
	Erica Kirst	\$900	Newcomer Center Leader	EOY	25
MTN. V.	Aimee Hurst	\$1,500	BLT/PBIS Coordinator	EOY	60-80
	Kim Mathis	\$900	BLT	EOY	40-50
	Sara Reed	\$1,500	BLT/Afterschool Prog. Ld.	EOY	60-80
	Karli Nelson	\$900	BLT	EOY	25-35

	Angela Solis	\$900	BLT	EOY	25-35
	Melodie Cooper	\$900	BLT	EOY	25-35
	LesLe Waddoups	\$1,400	BLT/DLT	EOY	40-50
	Aaron Merrill	\$1,000	STEM Club Lead	EOY	30-40
	Brenda Erickson	\$900	RTI Lead	EOY	25-35
	Tina Workman	\$900	BLT	EOY	25-35
	Maria Renz	\$900	BLT	EOY	25-35
	?	\$1,500	Afterschool Program Ld.	EOY	60-80
OES	Lillian Aston	\$900	Head Teacher	EOY	30
	Vicki Babbitt	\$900	BLT	EOY	30
OES (cont.)	Ann Mitton	\$900	BLT	EOY	30
	Sherri Power	\$900	BLT	EOY	30
	Rose Warrell	\$900	BLT	EOY	30
OHS	Ben Davis	\$900	SWIP Leadership/BLT	EOY	50-60
	Steve Pettis	\$900	SWIP Team Member/BLT	EOY	50-60
	Alysann Alves	\$900	SWIP Team Member/BLT	EOY	50-60
	Aaron Morgan	\$900	SWIP Tm Membr/Testg Coord./BLT	EOY	50-60
	Emily Ricks	\$900	SWIP Team Member/BLT	EOY	50-60
	Kristin Jones	\$900	BLT Tm Membr/SWIP Tm Membr	EOY	50-60
	Marci Voigt	\$1,200	BLT/DLT Representative	EOY	70-80
	Joann Wade	\$900	BLT/DLT Team Member	EOY	50-60
	Julie Richardson	\$900	SWIP Team Member/BLT	EOY	50-60
	Chrystelle	\$900	Brd Mtg Reporter/Bell Sched. Ld.	EOY	50-60
	Michelle Marchant	\$680	HW Club	EOY	
	Steve Pettis	\$1,320	Steve Pettis HW Club	EOY	
	Andrei Goddard	\$1,320	Andrei Goddard HW Club	EOY	
RRES	JaLynn Tuckett	\$900	BLT Member	EOY	40
	Jill Smith	\$900	BLT Member	EOY	40
	Angela Spencer	\$900	BLT Member	EOY	40
	Jordan Truman	\$900	BLT Member	EOY	40
	Audra Gilbert	\$900	BLT Member	EOY	40
	Janica Rose	\$900	Website Coordinator	EOY	40
RRHS	Sherida Lloyd	\$900	BLT Leadership Team Lead	EOY	30
	Kirstalee Herring	\$900	BLT	EOY	30
	Randall Spaeth	\$900	BLT	EOY	30
	Diane Jones	\$900	DLT Representative	EOY	30
	Laurie Spratling	\$900	PLC ELA Lead	EOY	30
	Travis Elliott	\$900	PLC Math Lead	EOY	30
	Cambria Schumann	\$900	PLC – Singleton Lead	EOY	30
	Ilene Hogan	\$900	Website RRHS	EOY	30
	Alan Merrill	\$900	Dual Credit College Algebra	EOY	30
	Greg Schott	\$900	Dual Credit History Gr. 11	EOY	30
WP	Trudy Hunt	\$900	BLT	EOY	50
	Paige Coats	\$900	BLT	EOY	50
	Michelle Richins	\$900	BLT	EOY	50
	Melissa Shell	\$1,800	BLT, EL Case Manager, DLT	EOY	100
	Nathasia Christensen	\$900	BLT	EOY	50
	Charlene Christensen	\$900	BLT	EOY	50

Gabriela Valencia	\$900	BLT	EOY	50
Melanie Clark	\$900	BLT	EOY	50
Cheri Preston	\$900	BLT	EOY	50
Linda Hosteen	\$900	PBIS Leader	EOY	50
Kirk Craner	\$900	PBIS Leader	EOY	50
Alexis Studer	\$900	PBIS Leader	EOY	50
Valerie Bame	\$900	Cabinet	EOY	50
Clarissa Bott	\$900	Cabinet	EOY	50
Jennifer Gunder	\$900	Cabinet	EOY	50
Amber Price	\$900	Cabinet	EOY	50

National School Boards of America: Superintendent Miller discussed the letter Idaho School Boards Association (ISBA) sent to all Idaho school districts regarding the letter the National School Boards of America (NSBA) sent to President Biden. It is the consensus of the Board of Trustees that Cassia School District will no longer be affiliated with the National School Boards of America (NSBA) and no membership dues will be sent to the organization. This will be a business item on November's board agenda.

ACTION ITEMS:

SURPLUS PROPERTY BID RESULTS: Motion by Darin Moon and seconded by Ryan Cranney to approve the surplus property bids. Voting Aye: Cranney, Thompson, Moon, Loughmiller; motion carried.

BUS LEASE PROPOSAL: Motion by Ryan Cranney and seconded by Bruce Thompson to approve proceeding with the option to lease six (6) International route buses from First American Leasing or the most favorable leasing company. Voting Aye: Cranney, Thompson, Moon, Loughmiller; motion carried.

AUDIT REPORT: Motion by Ryan Cranney and seconded by Darin Moon to approve the 2020-2021 audit presented by District Auditor Jacob Catmull of Pouslen, VanLeuven and Catmull. Voting Aye: Cranney, Thompson, Moon, Loughmiller; motion carried.

LEADERSHIP PREMIUMS: Motion by Darin Moon and seconded by Bruce Thompson to approve the leadership premiums for the 2021-2022 School Year. Voting Aye: Cranney, Thompson, Moon, Loughmiller; motion carried.

EXECUTIVE SESSION: (8:45 p.m.) Motion by Ryan Cranney and seconded by Darin Moon to exit Open Session Board Meeting and enter into Executive Session according to Idaho Code §74-206 (1)(b) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student. Voting Aye: Cranney, Thompson, Moon, Loughmiller; motion carried.

PRESENT: Chairman Heber Loughmiller; Trustees; Ryan Cranney, Bruce Thompson, Darin Moon, Superintendent Sandra Miller, District Attorney Rhett Miller.

OPEN SESSION: (9:21 p.m.) Motion by Darin Moon and seconded by Ryan Cranney to exit Executive Session and resume into Open Session Board Meeting. Voting Aye: Cranney, Thompson, Moon, Loughmiller; motion carried.

RELEASE FROM CONTRACT: Motion by Darin Moon and seconded by Ryan Cranney to approve the release from contract for the 2021-2022 school year for Employee D, effective immediately. Voting Aye: Cranney, Thompson, Moon, Loughmiller; motion carried.

ADJOURN: (9:23 p.m.) Motion by Darin Moon and seconded by Bruce Thompson to adjourn. Voting Aye: Cranney, Thompson, Moon, Loughmiller; motion carried.

Heber Loughmiller, Board Chairman

Pamela Teeter, Board Clerk

