

MINUTES OF REGULAR AND EXECUTIVE BOARD MEETING
BOARD OF TRUSTEES OF JT. SCHOOL DISTRICT NO. 151
SCHOOL CENTRAL OFFICE ON THURSDAY, MARCH 15, 2018 AT 7:00 P.M.

BOARD MEMBERS:	Ryan Cranney	Zone 1, Board Chairman
	Jeff Rasmussen	Zone 2
	Darin Moon	Zone 3
	Bruce Thompson	Zone 4
	Heber Loughmiller	Zone 5, Board Vice-Chairman
ADMINISTRATORS:	Gaylen Smyer	Superintendent
	Sandra Miller	Assistant Superintendent
LEGAL ADVISOR:	Lance Loveland (or representative from the law firm of Parsons, Smith Stone, Loveland, & Shirley LLC.)	
TREASURER:	Chris James	
CLERK:	Pamela Teeter	
NEWS/MEDIA:	Debbie Critchfield, Public Relations	

The meeting was called to order for open session by Ryan Cranney, Chairman of the Board. (6:00 p.m.)

EXECUTIVE MEETING: (6:00 p.m.) Motion by Heber Loughmiller and seconded by Darin Moon to go into Executive meeting in accordance with Idaho Code § 74-206(1)(a)(b)(f). (a) To consider hiring a public officer, employee, staff member, or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. (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. (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 eminently likely to be litigated. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

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

Motion by Jeff Rasmussen and seconded by Bruce Thompson to go into Open Session. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried. (6:57 p.m.)

GUESTS: Diana Gill, Melissa Farran, James O'Connor, Joanne White, Michelle Richins, Curtis Richins, Andrew Wray, RaeAnne Carson, Brandi Bedke, Jeanne Allen, Kim Bedke, Karen Shaw, Pam Young

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

PRELIMINARY MATTERS: None

DELEGATIONS AND CORRESPONDENCE: None

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

- Minutes – January 18, 2018 Regular Board Meeting
 February 02, 2018 Special Board Tour
 February 08, 2018 Special Board Tour and Executive Session
 February 12, 2018 Special Board Meeting and Executive Session
- Bills – February Accounts Payable
- Separations and New Hires
- Policies for Review

SEPARATIONS: The separations are as follows:

Certified: Gary Johnson, Burley High School Special Education; Rhonda Chatterly, Raft River Music Teacher; Lyn Story, Oakley High School Teacher; Anthony Taramasco Dworshak Counselor; Cynthia Hansen, White Pine Music Teacher; Roger Turner, Declo Music Teacher; Camille Peterson, Oakley High School PE, AD, Track Teacher/Coach

Classified: Darren Cooper, Burley High School Assistant Baseball Coach; Brian Larson, Burley High School Freshman Football Coach; Rick Tibbetts, Oakley High School Custodian;

NEW HIRES: The new hires are as follows:

Certified: Nathan Knowles, Declo High School Head Boys Track Coach

Classified: Michael Isaacs, Burley High School KFAC Stage Crew; Darin Harper, Raft River High School Asst. Track Coach; Joan Wilson, Burley High School Assistant Tennis Coach; Tanya Young, Burley High School, Assistant Girls Track Coach; Matthew Peterson, Burley High School Assistant Baseball Coach; Zenna Heward, Declo High School Assistant JV Volleyball Coach; Jill Hardy, Oakley High School Head Volleyball Coach; Jose De Niz, Substitute Teacher; Logan Hale, Substitute Teacher; Sylvia Casaos, Substitute Teacher; Karen Charles, Substitute Teacher; Dale Dayley, Substitute Teacher

POLICIES FOR REVIEW: Policies for review are as follows:

POLICY 714 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS: Policy 714 reads as follows:

Cassia County Joint School District No. 151 may transport nonpublic school students when requested, if there is space available to transport such students.

All nonpublic school students will be picked up only at established school bus route stops approved by this district. The nonpublic school student's parents/guardian, or the nonpublic school will be responsible for proper supervision of the loading and unloading of the student(s) by an adult.

All nonpublic school students riding the buses of this school district will be subject to all laws, policies, rules and regulations applying to public school students being transported on such buses, and may be disciplined according to district policies and procedures. Such discipline may include termination of bus-riding privileges.

In the event this district does transport nonpublic school students the full cost for providing such transportation will be recovered by this district. The full cost will be calculated as follows:

1. Total actual operating costs plus depreciation divided by the total miles as filed on the prior year's Idaho Department of Education Pupil Transportation Claim for Reimbursement. This figure will equal the average cost per mile of operating this district's buses.
2. Total number of bus seats divided by the total number of bus routes. This calculation will equal the

- average number of available seats per route.
3. The average cost per mile divided by the average number of available seats per route equals the average seat cost per mile.
 4. Nonpublic students will be transported to the nearest public school.
 5. The total daily reimbursement will be multiplied by the total school busing days for the school year, and then divided by the number of school months (typically nine (9)) to determine the monthly nonpublic school student payment.
 6. A nonpublic school student's parent or guardian will be billed monthly. If this district does not receive payment within ten (10) days from the date of the bill, the nonpublic school student will not be allowed to continue riding this district's buses.
 7. If appropriate, and space on this district's buses is available, this district may enter into an agreement with a nonpublic school to provide transportation. The calculation method set forth above will be used and the nonpublic school will be billed monthly. Failure to make payment within ten (10) days from the date of the bill will result in termination of the agreement and the nonpublic school students will not be transported.



LEGAL REFERENCE:

Idaho Code Section 33-1501

Attorney General Guideline, Feb. 25, 1994

ADOPTED: May 8, 2000

REVIEWED: March 15, 2018

*NOTE: As required by the Idaho Constitution, School districts must charge parochial school students for costs incurred. In order not to unconstitutionally discriminate against any religious group, districts must also charge nonsectarian private school students the same amount. Attorney General Guideline, Feb. 25 1994.

POLICY 718 CONTRACTS FOR STUDENT TRANSPORTATION SERVICE: Policy 718 reads as follows:

Cassia County Joint School District No. 151 has the discretion to operate its own student transportation service or to contract with an independent entity for such services.

In the event this district elects to contract for student transportation services, all such contracts entered into will be in writing on a form approved by the state superintendent of public instruction. No contract will be for a duration in excess of five (5) years.

This district may elect to contract for the transportation of students in grades six through twelve (6-12) with other public transportation providers whose vehicles used to transport students comply with federal transit administration regulations. This district may also elect to contract for the transportation of students in grades six through twelve (6-12) with private transportation providers that are approved by the state department of education. This district must receive verification of state department of education approval prior to considering the services of a private transportation provider. For reimbursement purposes, this district will be required to establish that the reimbursable costs of transportation under the contract are equal to or less than the costs for school buses.

This district will advertise, bid and contract for all bus transportation service routes at a single time, and the contract will be awarded to the lowest responsible bidder or bidders meeting the specifications. This district reserves the right to accept, reject or select any portion of any or all bids and to waive any technicality.

This district will twice give public notice, as required by Idaho Code Section 33-402, regarding its request for transportation service bids. The public notice will be made not less than four (4) weeks before the date of opening bids.



LEGAL REFERENCE:

Idaho Code Sections

33-402

33-1006

33-1510

49 CFR Part 665

Scott v. Buhl Joint Sch. Dist. No. 412, 123 Idaho 779 (1993)

ADOPTED: May 8, 2000

REVIEWED: March 15, 2018

POLICY 720 ACTIVITY BUSING: Policy 720 reads as follows:

It is the policy of Cassia County Joint School District No. 151 that school transportation may be used in connection with the operation and support of extracurricular and student activities upon approval of the superintendent or designee.

A use charge will be charged against the activity or sponsoring student-group requesting the transportation.

Students riding to an activity in a school bus are expected to return on it. (The principal alone can make an exception, prior to the trip.) Students on such trips are required to comply with the rules and regulations governing daily school transportation. Also a student may be released to their parent and only their parent, upon parent talking to the chaperone in charge of the trip.



LEGAL REFERENCE:

Idaho Code Section 33-512(12)

ADOPTED: May 8, 2000

REVIEWED: March 15, 2018

POLICY 722 UNAUTHORIZED SCHOOL BUS ENTRY: Policy 722 reads as follows:

The district will affix notices approved by the state department of education on or near the school bus doors of all existing buses, and all new buses, owned or leased by this district, or operated by a contractor of the district, to warn individuals against unauthorized school bus entry.

A person is guilty of a misdemeanor if that person:

1. Enters a school bus with intent to commit a crime;
2. Enters a school bus and disrupts or interferes with the driver; or
3. Enters a school bus and refuses to disembark after being ordered to do so by the driver.



LEGAL REFERENCE:

Idaho Code Section 18-522

ADOPTED: May 8, 2000

REVIEWED: March 15, 2018

POLICY 742 BUS DRIVERS: Policy 742 reads as follows:

All Cassia County Joint School District No. 151 school bus drivers and all school personnel dealing with transportation must be familiar with the provisions of state and federal transportation laws pertaining to the operation of school buses, and will at all times observe all policies set forth in the Pupil Transportation, Responsibilities, and Operations Manual.



LEGAL REFERENCE:

Pupil Transportation, Responsibilities, and Operations Manual,
Idaho State Department of Education, revised 1996,
And all subsequent revisions.

ADOPTED: May 8, 2000

REVIEWED: March 15, 2018

POLICY 746 BUS WARNING VIOLATIONS: Policy 746 reads as follows:

Any employed or contracted school bus driver for Cassia County Joint School District No. 151, who observes a violation of the law requiring all drivers to stop before reaching a stopped school bus with visual signals flashing, will prepare a written report on a form provided by the Idaho Department of Education indicating that a violation has occurred.

The school bus driver or a school official will deliver the report to a peace officer of the state, county, or city in which the alleged violation occurred within seventy-two (72) hours after the alleged violation occurred.

The report will include the following information:

1. The time of the alleged incident;
2. The location of the alleged incident;
3. The motor vehicle license plate number;
4. A description of the vehicle involved.



LEGAL REFERENCE:

Idaho Code Sections
49-915
49-1422
49-1423

ADOPTED: May 8, 2000

REVIEWED: March 15, 2018

POLICY 770 SCHOOL LUNCH MEALS: Policy 770 reads 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 food programs.

The programs will be financed through allowable regular or special funds in this district, including the Commodity Support Program. The programs will be operated so that their regular operating costs come from the state and federal programs as well as money collected from the sale of meals to students and adults. The price of the sale of meals to students and adults will be established annually by the board.

When necessary, the board may expend capital or operating funds for support of the programs, subject to the regular budgetary procedures of the district.



LEGAL REFERENCE:

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

ADOPTED: May 8, 2000

REVIEWED: March 15, 2018

POLICIES:

POLICY 441 ASSIGNMENT AND TRANSFER OF CERTIFICATED EMPLOYEES: Motion by Heber Loughmiller and seconded by Jeff Rasmussen to approve Policy 441 as amended. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried. Policy 441 will read as follows:

The Cassia School District No. 151 Superintendent is authorized to transfer or assign certificated employees to any position for which the employee is qualified. Assignments will be based on the qualifications of the employee, availability of other qualified personnel, the desires of the employee, as well as the philosophy and needs of the district.

Transfers and changes in assignment may be made at the initiative of the superintendent of schools, other administrative staff members, or at the request of the employee. The change will be contingent upon approval by the building principal or superintendent.

If a change of assignment was not requested by the employee, the employee will be notified as soon as possible and have an opportunity to express his or her preferences. The superintendent's decision regarding the assignment will be final.



LEGAL REFERENCE:

Idaho Code Sections 33-506 Organization and government of board of trustees
33-513 Professional personnel

ADOPTED: July 26, 2011

AMENDED: March 15, 2018

POLICY 632 OPEN ENROLLMENT: Motion by Jeff Rasmussen and seconded by Bruce Thompson to approve Policy 632 as amended. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried. Policy 632 will read as follows:

Cassia County Joint School District No. 151 allows open enrollment on a case by case basis.

APPLICATION

All Cassia Joint School District 151 employees who live outside the district boundaries may enroll their children in the Cassia School District, subject to the Hardship Declaration and the other factors set forth in this policy.

Parents of a student with special needs may request open enrollment for their other children to attend the same school where special services are being provided.

This District will take no action to prohibit or prevent application by its students to attend school at another district or attend another school within this district provided, however, that the District has sufficient financial resources, class space, case load and/or available program capacity to accommodate the student and his/her needs. Other open enrollment circumstances may be considered by the building administrator and team in accordance with school district policies.

A student's parent/guardian must apply annually for admission to a school in this district or to another school within this district on a form provided by the Idaho State Department of Education. An out-of-district open enrollment application is to be accompanied by the student's accumulative record, including Individual Education and or 504 Plan when applicable, and must be submitted to this district by February 1 for enrollment during the following school year. The notice of application must also be given to the home district. Students with disabilities are not treated differently from non-disabled students with respect to consideration for placement in the school of their choice, unless the District has made an individual determination that disability-related needs of a particular student with a disability cannot be reasonably met at the school of their choice due to appropriate consideration of teacher and staff, resources, program availability, hardship to the District,

Declaration of Hardship and/or other factors.

The superintendent, principal or designee as a part of a group of at least three persons, who are knowledgeable of the student, the student's academic history, the student's disability evaluation data, if any, and/or the placement options have discretion to review and accept or deny the Open Enrollment applications on a case by case basis. This district will notify the applicant within sixty (60) days of the Open Enrollment deadline whether the request for open enrollment in this district, or enrollment in another school is accepted or denied. Any denial will include a written explanation. Information and/or details regarding such placement decisions, including all persons involved in making the placement decision, will be documented and recorded as part of the District's open enrollment record-keeping.

The district may deny out-of-district student enrollment for circumstances that constitute a hardship, or fall within the scope of any Hardship Declaration, if any, including, but not limited to, enlarged student-teacher ratios; overcapacity of any program such as special education, classes, as well as overcapacity of any grade level, or building, or any other factors pertaining to staffing, student-teacher ratios, case load and/or to protect the health, safety, and welfare of its existing students and/or its educational processes.

Upon agreement between the home school district and this district, or between the affected schools within this district, the deadline for applications may be waived.

TRANSPORTATION

For those students attending this district's schools from out-of-district or from schools outside of attendance zones, the parent/guardian shall be responsible for transporting the student to and from the school or to an appropriate bus stop within this district.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

No student will gain eligibility to participate in extracurricular activities in violation of policies governing eligibility as a result of enrollment option transfer to this district.

INELIGIBLE STUDENTS

If a student applies and is accepted in this district from out of district, but fails to attend, that student will be ineligible to apply again for an enrollment option in this district.

This district will take no action to prohibit or prevent application by its students to attend school at another district.

A student who has been suspended, expelled, or may otherwise be lawfully denied enrollment, is ineligible for enrollment in this district pursuant to the provisions of this policy.



LEGAL REFERENCE:

Idaho Code Section 33-205
33-1401 et seq.
Policy 631

ADOPTED: May 8, 2000

AMENDED: May 14, 2002

AMENDED: November 8, 2005

AMENDED: January 28, 2014

AMENDED: December 15, 2017

AMENDED: March 15, 2018

POLICY 635 STUDENT FEES: Motion by Bruce Thompson and seconded by Heber Loughmiller to approve Policy 635 as amended. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried. Policy 635 will read as follows:

The Board of Trustees is charged with the constitutional mandate of providing a “general, uniform and thorough system of public, free common schools.” Student fees will only be assessed as allowed by law. It is District practice that fees should be minimized as much as possible.

TUITION OR REGISTRATION

Where a class is offered as part of the regular academic courses of this District, it will be offered without charge. Students may be required to provide their own consumable supplies and may be charged for extraordinary wear and tear, damage, breakage, or loss of school-issued materials (i.e. text books, library materials, or electronic devices). Schools may request refundable deposits for the use of various technology and equipment. It is not permissible for the District or any of its schools to charge tuition or school registration fees. No charges for the use of text books or for use of such items as regular academic science lab materials or lab fees.

SCHOOL SUPPLIES

Students may be asked to supply their own consumable classroom supplies (i.e. paper, pencils, notebooks, crayons, markers, glue, scissors, etc.).

- These items are reserved for individual student use, not group classroom use.
- Parents and students must have the flexibility to determine the quality and quantity of the items supplied.
- Teachers and School officials may recommend certain quantities and qualities of school supplies. When a recommendation for a specific brand or quantity is given, the recommendation must include an explanation for a specific brand or quantity.

In lieu of providing individual student supplies, parents may authorize and pay the school to purchase the supplies on behalf of their child. The cost charged for these supplies will be equivalent to their actual cost. Participation in this program is optional. Any items purchased through this program are reserved for individual student use, not group classroom use.

Parents, PTO groups, other individuals, or organizations may donate funds or equipment for student or classroom use as set forth in Policy No. 830 Gifts, Grants, and Bequests.

EXTRA CURRICULAR ACTIVITY FEES

Extracurricular activities are outside of or in addition to the regular academic courses or curriculum of this District. Extracurricular activities are a privilege and are not considered a property, liberty or contract right of any student, and are not deemed a necessary element of a public school education.

Fees are permitted for extracurricular activities that are outside of classroom instruction, where participation is voluntary, and for which no school credit is being offered (i.e. Athletics, Clubs, Groups, School Dances, Events, Field Trips, and Driver’s Education). The District and/or its schools will establish fee schedules for extracurricular programs and activity cards. The establishment of fees and any fee increases in excess of five percent (5%) will follow the provisions of Policy No. 834 Increase in Fees.

Class Dues are permissible to the extent they are voluntary. No student will be required to pay class dues.

ACTIVITY CARDS

Activity cards grant students admission to school events. Purchase of an activity card is voluntary. Students participating in voluntary extracurricular programs may be required to purchase activity cards as part of the participation fee.

CO-CURRICULAR COURSES

A co-curricular course will be offered without fees so long as it is part of the regular academic course and academic credit toward graduation is granted for the class. Students may choose to accompany a co-curricular class on extra-curricular events for performances and/or competitions, but are not required to do so. A fee may be assessed for travel and/or necessary attire for the extra-curricular events.

Students may be required to reimburse the District for use of consumables in excess of course requirement or for the direct cost of materials provided to a student for items(s) fabricated from the materials for the student’s own possession and use, such as art, ceramics, carpentry, and welding crafts.

For reasons of personal health and safety, students may be required to furnish their own equipment for music courses. (1985 State of Idaho: Guidelines for Charges of Student Fees)

IDAHO DIGITAL LEARNING ACADEMY FEES

The District will pay the course fee for each student enrolled in Idaho Digital Learning Academy (IDLA) courses, if the course is part of the student's full-time enrollment, and the school is using one or more courses to provide curriculum instruction in lieu of having instructional staff on site. If a student chooses to take an IDLA course rather than taking a comparable course from a teacher at the school, the student will be responsible for the IDLA costs. The District will require a student to pay a course fee if a student enrolls in additional courses beyond full-time enrollment, or a student elects to participate in summer school courses.

The District may make students/parents responsible for any fees charged by colleges or universities to receive college credit for dual credit courses. Additionally, the District may make students/parents responsible for any fees that may be charged by the College Board to take an advanced placement exam. In the event advanced placement and dual credit courses require additional textbooks and/or course materials, the student/parent may be responsible for payment for those additional textbooks and/or course materials.

MISCELANEOUS FEES

- School meals, subject to free and reduced price meal program eligibility.
- Purchase of year books or annuals.
- Reasonable cost of transcript after one initial free transcript.
- Student parking on school grounds.



LEGAL REFERENCE:

Idaho Code Section 33-302 – Classification of school districts

Idaho Code Section 33-512(12) – Governance of Schools

Idaho Code Section 33-603 – Payment of fees or returning of property

Idaho Code Section 33-5505(3) – Definitions

Idaho Code Section 33-5508 – Funding

IDLA Fees Policy Statement

Paulson v. Minidoka Cnty. Sch. Dist. No. 331, 93 Idaho 469, 463 P.2d 935 (1970)

Joki v. The State of Idaho, et al., Case No. CV OC 2012 17745 (4th District, 11/17/15)

Idaho Constitution, Art. 9, Sec. 1

1985 State of Idaho: Guidelines for Charges of Student Fees

Idaho Code Section 33-510 – Annual Meetings – Regular Meetings – Boards of Trustees

Idaho Code Section 63-1311A – Advertisement of and Hearing on Fee Increases

ADOPTED: August 11, 2016

AMENDED: March 15, 2018

POLICY 671P1 SECTION 504 HEARING PROCEDURE: Motion by Jeff Rasmussen and seconded by Darin Moon to approve Policy 671P1 as amended. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried. Policy 671P1 will read as follows:

The Cassia County Joint School District No.151 has the responsibility to identify, evaluate, and provide appropriate educational services to eligible students attending this district's schools who have a physical or mental impairment that substantially limits one or more major life activities so that they may receive a free appropriate public education (FAPE) as required by Section 504 of the Rehabilitation Act of 1973.

An impartial hearing procedure is available to Cassia County Joint School District No. 151 students, and their parent/guardian, to resolve differences dealing with educational services available under Section 504 when such differences cannot be resolved by means of a less formal procedure. Students and their parent/guardian are encouraged to use this school district's civil rights grievance procedure for resolution of differences whenever possible. (Board Policy Title: Civil Rights Grievance Procedure, Policy No. 294).

The hearing procedures set forth in this policy apply to the identification, evaluation, or educational placement of a student who is identified as having a disability pursuant to Section 504.

HEARING PROCEDURES

Within twenty (20) calendar days of the parent/guardian's receipt of notice of the 504 team's decision, a Section 504 impartial hearing may be requested by the parent/guardian of the affected student on matters directly related to the school district's decisions or actions regarding the following:

1. The identification of the student as disabled or eligibility of the student for services under Section 504.
2. The evaluation procedures utilized with the student, including a decision not to evaluate a student.
3. The educational placement and/or related aids and services recommended for or provided to the student, including any change in placement as a result of disciplinary action.

In the event a hearing has been held, or is pending, pursuant to the provisions of the Individuals with Disabilities Education Act (IDEA) on any of the issues currently being alleged by the parent/guardian, no hearing officer will be appointed and no hearing will be held on like issues pursuant to this policy. An IDEA hearing that is resolved by a decision or dismissed with prejudice shall resolve any like issues for which a Section 504 hearing has been requested.

All requests for a Section 504 hearing under this policy must:

1. Be submitted in writing and addressed to the Section 504 Compliance Officer.
2. Describe the specific nature of the dispute.
3. State the proposed specific relief or remedy requested.
4. Provide to the school district any other information the parent/guardian believes is important to understanding the dispute.

If the request does not include all of the required information, it may be returned to the grievant within ten (10) school days of receipt by the Section 504 Compliance Officer with a request to provide the missing information within five (5) school days from the date of receipt. The remaining procedures will be suspended and the timelines will not run until the additional information is received.

The Section 504 Compliance Officer will select an impartial hearing officer within fifteen (15) calendar days of receipt of the request for a Section 504 hearing. The selected hearing officer will:

1. Be qualified to review school district decisions relating to Section 504.
2. Be impartial and unbiased.
3. Not be an employee of the school district.

The hearing procedure will be presided over and decided by the appointed impartial hearing officer, but shall be limited as follows:

1. The hearing is limited to facts within two (2) years of the date the parent/guardian knew or should have known about the alleged actions or facts that form the basis of their claims.
2. The hearing officer's procedures will conform to the standard of "fundamental fairness." The Administrative Procedures Act (APA) and IDEA procedures shall not apply to the hearings.
3. The issues of the hearing will be limited to those specifically raised in the written request for hearing.
4. The party requesting the due process hearing shall carry the burden of proving the claims asserted.

The selected hearing officer will notify the parties in writing of the date of the hearing. The parent/guardian and the school district will be given at least ten (10) calendar days' notice of the date of the hearing. The notice from the appointed hearing officer will contain:

1. A statement of the time, place, and nature of the hearing.
2. A statement of the legal authority and jurisdiction under which the hearing is being held.
3. A statement of the availability of relevant records for examination.
4. A concise statement of the issues in dispute.
5. A statement setting forth the right of the student's parent/guardian to participate in the hearing

procedure.

6. A statement of the right to be represented by counsel at the expense of each respective party.

All written correspondence will be provided in English and/or in the parent/guardian's primary language.

The hearing will be conducted and a written decision will be mailed by the hearing officer to all parties within forty-five (45) calendar days from the date of the hearing assignment. However, either party to the hearing may request a continuance. The continuance may be granted by the hearing officer upon a showing of good cause. Any continuance(s) granted by the hearing officer will extend the time for rendering a final hearing decision for a period equal to the length of the continuance(s).

The appointed hearing officer will preside at the hearing and will conduct the hearing proceedings in a manner that allows all parties the following rights:

1. The right to be represented by counsel at the expense of each respective party.
2. The right to present evidence and oral arguments.
3. The right to examine witnesses.
4. The right to an electronic verbatim record of the hearing.
5. The right to written findings of fact and a decision on the matter.

The parent/guardian involved in the hearing process has the right to:

1. Have the student present at the hearing.
2. A closed hearing, unless the parent/guardian elects to open the hearing to the public.

In cases where there are language differences, an interpreter will be provided by the school district.

The appointed hearing officer will review all relevant facts presented at the hearing and will determine whether the decisions regarding the child's identification, evaluation, educational program, or placement were appropriate. The hearing officer will have the authority to uphold, reverse, or modify the school district's decisions or actions with regard to:

1. The identification of the student as disabled, or eligibility of the student for services under Section 504.
2. The evaluation procedures utilized with the student, including a decision not to evaluate a student.
3. The educational placement and/or related aids and services recommended for or provided to the student.

DECISION OF THE HEARING OFFICER

A copy of the hearing officer's findings of fact and decision will be delivered to the school district and the parent/guardian within sixty (60) calendar days from the date of the assignment of the hearing officer, unless a continuance is granted.

The decision of the hearing officer is binding on all parties concerned and the aggrieved party has the right to request a review of the hearing officer's decision.

In the event a hearing officer, or other governmental administrator/judge issues a decision or finding which awards the student compensatory education, such compensatory education services should be provided to the student, regardless whether the student is a resident of the District at the time of the decision and/or regardless if the student moves from the District subsequent to the decision or finding. A student's residence in the District is not a barrier to the provision of compensatory education as a remedy for students who are no longer resident of or otherwise enrolled in the District but for whom a determination has been made by the District or another administrative or judicial authority that the student has been denied a free appropriate public education and is entitled to compensatory services.

RECORD OF THE HEARING

An electronic verbatim recording of the Section 504 hearing will be on file at the school district's administration office and will be available for review upon request by the parent/guardian.

REVIEW PROCEDURE

An aggrieved party may petition for review of the hearing officer's decision. A request for review must:

1. Be made in writing and addressed to the Section 504 Compliance Officer, including a copy for the opposing party.
2. Contain specific objections to the findings of fact and/or conclusions of law believed to be erroneous.
3. Be filed within fifteen (15) calendar days of receipt of the hearing officer's decision.

The Section 504 Compliance Officer shall determine whether the petition for review contains all of the required information with ten (10) calendar days from its receipt. If it is determined the petition does not contain all of the required information, the petition will be returned, and the party petitioning for review will have an additional five (5) school days in which to remedy the defect.

Upon filing of a petition to review the hearing officer's decision, the district shall appoint a Review Officer who does not have a direct interest in the outcome of the decision and is knowledgeable about Section 504 education matters. The impartial Review Officer shall not hear additional evidence except in the case of a showing of extraordinary circumstances necessitating an additional hearing, but shall be limited to review the evidence and the record of the hearing conducted by the hearing officer and the objections of the appealing party. The Review Officer shall render a decision within sixty (60) calendar days following the request for review as to whether the hearing officer's decision shall stand or shall be overturned.

If a hearing and/or oral argument are determined necessary by the Review Officer in order to conduct a review of the proceedings, the Review Officer shall give reasonable notice to both parties of the date, time, and location of the hearing. Whether a hearing and/or oral argument are necessary shall be left solely to the discretion of the Review Officer and neither party shall have the right to request a hearing and/or argument. The parties may be represented by counsel at any hearing requested by the Review Officer, at the expense of the respective parties.

The written decision of the Review Officer shall be based solely on the evidence presented and the applicable law, and shall contain reasons for the decision. The decision of the Review Officer shall be the final decision.

In addition to requesting a hearing, a parent/guardian may file a complaint with the Office for Civil Rights, 915 2nd Avenue, Room 3310, Seattle, WA 98174-1099.

The person in Cassia Joint School District No.151 who is responsible for assuring that the district complies with Section 504 is:

Section 504 Compliance Officer Cassia
County School District, No. 151 3650
Overland Avenue
Burley, Idaho 83318
Phone: (208) 878-6600
Fax: (208) 878-4231

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LEGAL REFERENCE:

Section 504 of the Rehabilitation Act of 1973 29

USC Chapter 16

34 CFR Part 104.36

ADOPTED: May 20, 2014

AMENDED: September 21, 2017

AMENDED: March 15, 2018

POLICY 712 STUDENT TRANSPORTATION SYSTEM: Motion by Heber Loughmiller and seconded by Bruce Thompson to approve Policy 712 as amended. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried. Policy 712 will read as follows:

Cassia County Joint School District No. 151 establishes and adopts these policies governing the student transportation system and will inform students, teachers, administrators and transportation personnel of the requirements.

The board will designate which school officials will have responsibility and authority for operation of the student transportation system. The function of each official will also be designated.

This school district will maintain a personnel file for each school bus driver which will include the following:

1. Employment application;
2. Copy of physical examinations, which the state requires every two years, or as otherwise directed by U.S. Department of Transportation (DOT);
3. Record of all school bus driver training;
4. Copy of current commercial driver's license;
5. Copies of drug tests, if any;
6. Copies of annual driving record check; and
7. Copies of driver evaluations.

Appropriate supervision will be provided of loading and unloading areas at or near each school. The building principal or designee will schedule school personnel for such duties.

The district will provide emergency training and evacuation drills for students and bus drivers.

The district's transportation supervisor will ride on each route and with each driver at least one (1) time per year. The supervisor will evaluate the driver's performance and the safety of the route and bus stops. Documentation of the evaluation will be retained in the driver's personnel file.



LEGAL REFERENCE:

Idaho Code Section 33-506

ADOPTED: May 8, 2000

AMENDED: March 15, 2018

ITEMS FROM SUPERINTENDENT:

BURLEY HIGH SCHOOL SENIOR PROJECTS: Motion by Jeff Rasmussen and seconded by Bruce Thompson to approve a request from Burley High School administrator Andrew Wray and Language Arts Teachers, Rebecca Tateoka and James O'Connor to modify the senior projects process for Burley High School seniors. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

SET BUDGET HEARING: Motion by Heber Loughmiller and seconded by Jeff Rasmussen to approve a date change for the scheduled budget hearing to June 21, 2018 at 6:00 p.m. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

BROADBAND AND INTERNET FILTERING BIDS: Motion by Jeff Rasmussen and seconded by Darin Moon to approve the bid for broadband and filtering to be awarded to Tek-Hut. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried. The three (3) companies who submitted bids are: PMT, Tek-Hut, and Lightspeed. Cassia School District requested proposals for

bandwidth, firewall, and content filtering. The District rejected the proposal from Lightspeed as the company submitted a proposal for content filtering only.

PMT				Tek-Hut			
	2GB	3GB	5GB		2GB	3GB	5GB
Bandwidth	\$2,455.00	\$3,455.00	\$6,255.00	Bandwidth	3,500.00	4,500.00	5,500.00
Firewall	\$833.33	\$833.33	\$833.33	Firewall	0.00	0.00	0.00
Content Filter	\$1,068.75	\$1,068.75	\$1,068.75	Content Filter	1.00	1.00	1.00
Total Monthly	\$4,357.08	\$5,357.08	\$8,157.08	Total Monthly	3,501.00	4,501.00	5,501.00
Total Yearly	\$52,284.96	\$64,284.96	\$97,884.96	Total Yearly	\$42,012.00	\$54,012.00	\$66,012.00

SCHOOL CALENDAR: Motion by Jeff Rasmussen and seconded by Darin Moon to approve the proposed calendar draft 3 option 2 for the 2018-2019 school year. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

Motion by Jeff Rasmussen and seconded by Darin Moon to approve the proposed calendar draft for the 2019-2020 school year. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

EARLY GRADUATION REQUEST: Motion by Jeff Rasmussen and seconded by Darin Moon to approve an early graduation request from Student A after the fall semester 2018. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

RENEWAL OF ALTERNATIVE AUTHORIZATION – TEACHER TO NEW ENDORSEMENT: Motion by Heber Loughmiller and seconded by Bruce Thompson to approve the Renewal Alternate 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 Hannah Mamer to continue teaching Zoology at Declo High School. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

CASSIA COUNTY EDUCATION ASSOCIATION REQUEST: Motion by Jeff Rasmussen and seconded by Bruce Thompson to approve a request from the Cassia County Education Association (CCEA) Co-President, RaeAnne Carson to enter negotiations for the 2018-2019 school year. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

TRIP REQUESTS: Motion by Jeff Rasmussen and seconded by Darin Moon to approve sending eight (8) students and two (2) chaperones to Provo, Utah to attend a writers' conference and to use district-provided transportation. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

Motion by Jeff Rasmussen and seconded by Darin Moon to approve sending Ms. Kzandra Myers and Mr. Mike Harris and the Oakley High School band, choirs and 9th Grade Science to Lagoon this year. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

Motion by Jeff Rasmussen and seconded by Darin Moon to approve a request from Gail Gallegos to attend a Campus Safety Conference in California in July and August of 2018. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

Motion by Jeff Rasmussen and seconded by Darin Moon to approve sending Joanne White, Oakley Elementary 2nd grade teacher to a Department of Education National Conference in Las Vegas, Nevada, July 10-12, 2018. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

Motion by Jeff Rasmussen and seconded by Darin Moon to approve sending Mountain View Elementary Principal, Dustin Heath and counselor, Alicia Schlattmann to attend the national conference for American School Counselors in Los Angeles, California, July 14-17, 2018. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

Motion by Jeff Rasmussen and seconded by Darin Moon to approve sending Jeannie Allen and Pam Young to attend the Civil Rights Movement workshop July 7-14, 2018 in Atlanta, Georgia to Little Rock, Arkansas. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

GRADUATION REQUIREMENT WAIVER REQUEST: Motion by Jeff Rasmussen and seconded by Bruce Thompson to approve a graduation requirement waiver request for Student B in speech as there is no opportunity for the student to schedule that class in the spring. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried. Student B recently moved into our district from a state/district which does not have the same graduation requirements as Cassia County School District.

INTERNSHIP REQUEST: Motion by Heber Loughmiller and seconded by Jeff Rasmussen to approve a request from Kylee Joyce to complete her school counseling internship at Declo Jr. High School during the fall 2018 semester. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

ITEMS FROM TRUSTEES: None

EXECUTIVE SESSION: Motion by Heber Loughmiller and seconded by Jeff Rasmussen to go into Executive session in accordance with Idaho Code § 74-206(1)(a)(b)(f) (a)To consider hiring a public officer, employee, staff member, or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. (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. (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: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried. (8:25 p.m.)

Motion by Heber Loughmiller and seconded by Bruce Thompson to go into Open Session. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried. (8:55 p.m.)

Motion by Jeff Rasmussen and seconded by Darin Moon to approve a middle school equipment use request for the spring league. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

Motion by Heber Loughmiller and seconded by Darin Moon to adjourn. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried. (9:00 p.m.)

Ryan Cranney, Board Chairman

Pamela Teeter, Board Clerk

