

MINUTES OF REGULAR AND EXECUTIVE BOARD MEETING
BOARD OF TRUSTEES OF JT. SCHOOL DISTRICT NO. 151
SCHOOL CENTRAL OFFICE ON THURSDAY, APRIL 26, 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 (Excused)
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. (4:04 p.m.)

EXECUTIVE MEETING: Motion by Jeff Rasmussen 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: Rasmussen, Thompson, Moon, Cranney; motion carried.

Present: Chairman Ryan Cranney, 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: Rasmussen, Thompson, Moon, Cranney; motion carried. (6:56 p.m.)

GUESTS: Diana Gill, Melissa Farran, Barb Jones, JoAnne White, Ludean Henderson, Kelli Todd, Brandi Bedke, Stephanie Long, Melanie Clark, Melissa Simmons, RaeAnne Carson, Jennifer Woodbury, Charles Day, Michelle Richins, Curtis Richins, Melanie Terry, Jamie Brower, Gary Hamilton, Nathasia Christensen

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 Darin Moon to approve the Consent Agenda. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

- Minutes – March 15, 2018 Regular Board Meeting
- April 02, 2018 Special Board Meeting and Executive Sessions
- Bills – March Accounts Payable
- Separations and New Hires
- Policies for Review

SEPARATIONS: The separations are as follows:

Certified: Casey Sanders, Burley High School Vo-Ag Teacher; Jarrett Vanbiezen, White Pine PE Teacher; Juan Rodriguez, Oakley High School Teacher; Dustin Heath, Mountain View Principal, Bonnie Ferrin, Mountain View 1st Grade Teacher; Janet Spurgeon, White Pine 6th Grade Teacher; Arlene Smyer, Albion Elementary 1st-2nd Grade Teacher; Brian Poole, Raft River High School Teacher; Stephanie Wood, Dworshak Elementary 2nd Grade Teacher; Jennifer Hartgrave, White Pine 5th Grade Teacher; Rebecca Schrenk, Declo Elementary Kindergarten Teacher

Classified: Esmeralda Valentine, Burley High School Bobcat Café aide; Jordan Herring, Burley High School Head Tennis Coach; Laine Mansfield, Burley High School Head Cheer Advisor; Deonna Wells, Burley High School Asst. Cheer Advisor; Greta Dejong, Oakley High School Asst. Volleyball Coach; Brooke Douglass, Oakley High School Asst. Volleyball Coach; Marnie Smith, Oakley High School Dance Advisor; Sara Jones, Oakley High School Jr. High School Basketball Coach; Christa Matthews, Asst. Dance Coach; Danelle Jones, Albion Elementary Custodian; Anna Allen, Burley Jr. High School Para; Patrice Parish, Burley High School Para; Heidi Manning, Oakley Elementary Para; Shelly Self, Burley Jr. High School Lunch Room Manager; Garrett Christensen, White Pine Elementary Para; Whitney Hansen, Burley High School Para; Marcus Walker, Burley High School Custodian

NEW HIRES: The new hires are as follows:

Certified: Jamie Dodge, Mountain View Elementary 5th Grade Teacher; James Shank, Superintendent; Carolyn Phillips, John V Evans Elementary Teacher; Chelsey Warr, John V Evans Elementary 5th Grade Teacher (2018-19); Lisa Parish, John V Evans Elementary 4th Grade Teacher; Clynton Smith, Burley Jr. High School Language Arts/English Teacher; Benjamin Davis, Oakley High School History/Computers Teacher; Kylee Joyce, Dworshak Elementary School Counselor; Sarah Hokanson, Mountain View Elementary 2nd Grade Teacher; Mark Mace, Oakley High School PE/High School Athletics Director

Classified: Zachary Zollinger, Raft River High School Head Golf Coach; Chelsey Warr, Mountain View/John V Evans Kindergarten Para P/T (2017-18); Keith Fitton On-Call bus Driver; Liza Harris, Burley High School Asst. Volleyball Coach; Heather Pulsipher, Oakley High School Jr. High Volleyball Coach; Julie Silcock, Declo High School Dance Advisor; Holly Darrington, Declo High School Asst. Cheer Advisor; Taylor Whitehead, Declo High School Head Boys Soccer Coach; Lindsay Cook, Burley High School Asst. Cheer Advisor; Shaundalee Morgan, Burley High School Cheer Advisor; Audra Shumway, Substitute Teacher; Jason Rebollozo, Substitute Teacher; Patricia Harris, Substitute Teacher; Shalley Mabey, Substitute Teacher; Sara McClure, Substitute Teacher; Linzy Miles, Substitute Teacher; Dirk Steel, Substitute Teacher

POLICIES FOR REVIEW: Policies for review are as follows:

POLICY 802 FIDELITY BOND: Policy 802 reads as follows:

Cassia County Joint School District No. 151 will carry a fidelity bond on the district treasurer, the district clerk, the chairman of the board, and such other personnel as may be directed by the board.



LEGAL REFERENCE:

Idaho Code Sections
33-508
33-509

ADOPTED: May 8, 2000
REVIEWED: April 26, 2018

POLICY 804 INSURANCE: Policy 804 reads as follows:

The Cassia County Joint School District No. 151 Board of Trustees has the power and duty to provide and maintain adequate insurance to insure all school buildings and other district property, and the district, against any loss by fire, casualty or liability, and the board, its officers and employees, and to preserve the district's property for the benefit of the district. In case of loss of any insured property, the proceeds from insurance may:

Be expended in constructing a temporary or permanent structure, but no sum greater than the insurance proceeds will be expended except on approval of a majority of the school district's electors voting in an election called for that purpose;

Be placed in or made a part of the school plant facilities reserve fund of the district, if the district has such a fund; or

Be placed in a separate account in the bond interest and redemption fund of this district to repay any kind of obligation incurred by the district in replacing or restoring the property for which the insurance proceeds were received. The funds will not be included in the computations of bond and bond interest levies as provided in Section 33-802A, Idaho Code.

If the proceeds of any insurance received by a district by reason of loss of real property will be less than five thousand dollars (\$5,000), the proceeds may be credited to the general fund of the district.



LEGAL REFERENCE:

Idaho Code Sections
33-701
33-802A

ADOPTED: May 8, 2000
REVIEWED: April 26, 2018

POLICY 810 BUDGET PLANNING AND ADOPTION: Policy 810 reads as follows:

Budget planning and preparation is the responsibility of the board working through the superintendent. The superintendent or designee will develop all appropriate statistical and financial information required by the board to develop final budget plans.

Following preliminary planning and no later than twenty-eight (28) days prior to the board's annual meeting, the proposed budget will be available and a public hearing on the budget will be held. At the public hearing, or at a special meeting held no later than fourteen (14) days after the public hearing, the board will adopt a budget for the ensuing year.

Not later than April 30 of each year, the budget hearing will be scheduled. The clerk of the board will notify the

county clerk of the date and location set for the budget hearing. In the event no budget hearing will be held, the county clerk will be so notified. Proper notice of the budget hearing will be posted as required by law, and a copy of the proposed budget will be available for public inspection at all reasonable times at the administrative offices of the district.

A summary statement of the budget will also be prepared and published for the ensuing year. The statement will be in a manner consistent with standard accounting principles and in such form as required by the State Superintendent of Public Instruction. The summary statement will show the following:

1. Amounts budgeted for all major classifications of income and expenditures, with total amounts budgeted with salary and wage expenditures in each such classification shown separately;
2. Amounts previously budgeted for the two (2) previous years for the same classification of proposed comparison.

The budgeted dollar amounts of revenue—as approved within the adopted budget—in those categories included in Idaho Code section 33-802, which deals with school levies, will be the same as presented to the respective county commissioners for tax levying purposes.

Once the budget is approved by the board, it will serve as a spending plan for the fiscal year. However, the board will have the authority to amend the budget as provided by law when circumstances warrant.



LEGAL REFERENCE:

Idaho Code Sections

33-402(f)	33-801
33-512(2)	33-802
33-701	33-802A

ADOPTED: May 8, 2000

REVIEWED: April 26, 2018

POLICY 812 BUDGET ADJUSTMENTS: Policy 812 reads as follows:

The Cassia County Joint School District No. 151 Board of Trustees will review the district's budget periodically and make appropriate budget adjustments to reflect the availability of funds and the requirements of the district.

Any person or persons proposing any budget adjustments will notify in writing each member of the board one (1) week prior to the meeting in which such proposal will be made. Prior to the final vote on such a proposal, notice will be posted and published once as described Section 33-402, Idaho Code.

A budget adjustment will not be approved unless voted affirmatively by sixty (60) percent of the members of the board. All amended budgets will be submitted to the State Superintendent of Public Instruction.

Revenues derived from maintenance and operation levies made pursuant to Section 33-802, Idaho Code, will be excluded from budget adjustments provided for in this policy.



LEGAL REFERENCE:

Idaho Code Sections

33-402
33-701
33-802

ADOPTED: May 8, 2000

REVIEWED: April 26, 2018

POLICY 820 ANNUAL STATEMENT OF FINANCIAL CONDITION: Policy 820 reads as follows:

Within one hundred twenty (120) days from the last day of each fiscal year, the Cassia County Joint School District No. 151 Board of Trustees, through its superintendent, will prepare and publish an annual statement of financial condition and report of the district as of the end of such fiscal year in the form prescribed by the State Superintendent of Public Instruction.

This annual statement will include, but not be limited to:

The amounts of money budgeted and received and from what sources; and

The amounts budgeted and expended for salaries and other expenses by categories.

This district will have available upon request, at the administrator's office, a full and complete list of vendors and the amount paid to each, and the list of the number of teachers paid at each of the several stated gross salary levels in effect in the district.

This board may authorize additional or supplementary statements and reports for the purpose of informing the public of its financial operations, either as to form, content, method, or frequency.

The annual statement of financial conditions and report will be published within one hundred twenty (120) days from the last day of the fiscal year in one issue of the newspaper printed and published within this district.

The chairman, clerk, and treasurer of this district will certify the annual statement of financial condition and report it to be true and correct, and the certification will be included in each published statement.



LEGAL REFERENCE:

Idaho Code Sections

33-701(5)

60-106

ADOPTED: May 8, 2000

REVIEWED: April 26, 2018

POLICY 830 GIFTS, GRANTS AND BEQUESTS: Policy 830 reads as follows:

It is the policy of Cassia County Joint School District No. 151 to accept gifts, grants and bequests in the form of money and/or property when it is in the best interest of the district to do so.

Once accepted by the district, the gift, grant and bequest becomes the sole property of the district subject only to the control of the district.



LEGAL REFERENCE:

Idaho Code Section 33-506

ADOPTED: May 8, 2000

REVIEWED: April 26, 2018

POLICY 832 INCOME FROM SALE OR USE OF SCHOOL PROPERTY: Policy 832 reads as follows:

It is the policy of Cassia County Joint School District No. 151 that money collected in individual schools or in the district office for sale of property, student fees or charges, or fees collected for use of school facilities will be deposited by the building principal to the proper fund and an accounting made to the district office.



LEGAL REFERENCE:

Idaho Code Section 33-705

ADOPTED: May 8, 2000

REVIEWED: April 26, 2018

POLICY 840 PAYROLL DEDUCTIONS: Policy 840 reads as follows:

All payroll warrants issued by Cassia County Joint School District No. 151 are subject to those deductions which are required by statute of the State of Idaho and the federal government. Any other payroll deductions for school employees will be in accordance with board policy and upon written authorization of the employee.

Compulsory payroll deductions will be made as required by Idaho and federal law.

Optional deductions will be made upon written request by the employee for such purposes as approved by the board.



LEGAL REFERENCE:

Idaho Code Section 33-506(1)

ADOPTED: May 8, 2000

REVIEWED: April 26, 2018

POLICY 852 ISSUANCE OF CHECKS: Policy 852 reads as follows:

SIGNATURES

All checks issued on a Cassia County Joint School District No. 151 account must be signed by two (2) authorized individuals who have been designated by the board.

DISBURSEMENTS

No disbursement will be approved unless sufficient funds are available in the appropriate account. Payments must be made to a specific person, company, or organization. No checks will be made payable to "cash."

District checks will not be presigned. All disbursements must be documented by original invoices, sales slips or register tapes with explanations provided.

District checks may be issued to students or employees to reimburse them for personal funds disbursed for school purposes provided that prior approval of the expenditure was received from the superintendent or designee, and proper supporting documentation is submitted.

ADVANCE PAYMENTS

Advance payments for goods and services may be authorized at the discretion of the superintendent. A written request for an advance stating the amount needed and the purpose of the advance must be submitted. When the activity is complete, the sponsor must submit a report of all expenditures with the appropriate receipts and sales slips. Any unused funds will be returned immediately.



LEGAL REFERENCE:

Idaho Code Section 33-506(1)

ADOPTED: May 8, 2000

REVIEWED: April 26, 2018

POLICY 856 LEASE/PURCHASE AGREEMENTS: Policy 856 reads as follows:

Cassia County Joint School District No. 151 Board of Trustees may enter into lease-purchase agreements for goods, equipment, buses or portable classrooms, provided the written agreement meets the following requirements:

1. The annual lease payments will reflect reasonable compensation for use;

2. No penalty will be imposed on the district for proper cancellation of the lease;
3. The right to exercise the option to purchase will be at the sole discretion of the district; and
4. The cost of purchase will not exceed the reasonable value of the goods, equipment, buses or portable classrooms as of the time the option to purchase is exercised.



LEGAL REFERENCE:

Idaho Code Section 33-601A

Idaho Constitution, Art. 8, Section 3

ADOPTED: May 8, 2000

REVIEWED: April 26, 2018

POLICY 857 PERSONAL SERVICE CONTRACTS: Policy 857 reads as follows:

Cassia County Joint School District No. 151 Board of Trustees may enter into personal service contracts as necessary to carry out its responsibilities and duties in governing the district and accomplishing the district's educational goals and objectives.

"Personal service" is defined as a performance for remuneration by an individual on a specified contractual basis of specialized professional or consultive expertise germane to administration, maintenance or conduct of governmental activities, which require intellectual or sophisticated and varied services, dependent upon facilities, invention, imagination or a specific talent which the district cannot itself provide or accomplish.

The district must publish, within fifteen (15) days of entering into any personal service contract, the parties, amount and a one-sentence purpose for all personal service contracts over ten thousand dollars (\$10,000) annual payment, regardless of what fund the contract moneys are derived from. The publication must be in a newspaper of general circulation within the geographical area wherein such personal service is to be performed.



LEGAL REFERENCE:

Idaho Code Sections

33-506

59-514

ADOPTED: May 8, 2000

REVIEWED: April 26, 2018

POLICY 870 BOARD OF TRUSTEE RECORDS: Policy 870 reads as follows:

Records of the proceedings of the Cassia County Joint School District No. 151 Board of Trustees will be maintained as permanent records, except that obsolete records may be destroyed by board action as provided by Idaho law. The records will be maintained in the office of the superintendent of schools and will be open to public inspection at reasonable office hours.



LEGAL REFERENCE:

Idaho Code Sections

33-506

9-337 et seq.

ADOPTED: May 8, 2000
REVIEWED: April 26, 2018

POLICY 872 INVENTORY RECORDS: Policy 872 reads as follows:

An inventory of equipment, materials, supplies, other personal property, and real property owned by Cassia County Joint School District No. 151 will be maintained and updated yearly by the superintendent or designee.

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



LEGAL REFERENCE:

Idaho Code Section 33-506(1)

ADOPTED: May 8, 2000
REVIEWED: April 26, 2018

POLICIES:

POLICY 215 DUTIES OF THE BOARD: Motion by Bruce Thompson and seconded by Darin Moon to approve Policy 215 as amended. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

Policy 215 will read as follows:

Each member of the Cassia County Joint School District No. 151 Board of Trustees shall attend all meetings, both regular and special. The powers and duties of the board include, but are not limited to the following:

1. Make by-laws, rules, and regulations for its government, and that of the district, consistent with the laws of the State of Idaho and the rules of the State Board of Education.
2. Call special meetings or elections for such purpose as may be necessary for the proper conduct and management of the schools within the district.
3. Employ attorneys when deemed in the best interest of the district, or for the purpose of defending the district against any suit or for bringing action deemed necessary to be commenced by the board. Where it is not feasible for the board to meet and appoint an attorney to advise on a matter, the superintendent shall be authorized to contact an attorney of his or her choice for legal advice.
4. Maintain at least one (1) elementary school and one (1) secondary school.
5. Employ necessary help and labor to maintain and operate the schools of the district.
6. Discontinue any school within the district whenever such discontinuance is found to be in the best interest of the district and of the students.
7. Set the days of the year and the hours of day when schools shall be in session. The amount of hours will conform with state law and regulation.
8. Adopt and carry on, and provide for the financing of, a total educational program for this district.
9. Provide, or require students to be provided with, suitable textbooks and supplies.
10. Protect the morals and health of the students.
11. Exclude from school children not of school age.
12. Prescribe rules for the disciplining of unruly and insubordinate pupils, including rules on harassment, intimidation and bullying, such rules to be included in a district discipline code adopted by the board of trustees and a summarized version thereof to be provided in writing at the beginning of each school year to teachers and students in a manner consistent with the student's age, grade and level of academic achievement.
13. Exclude from school students with contagious or infectious diseases, or who are diagnosed or are suspected of having a contagious or infectious disease, or those who are not immune and have been exposed to a contagious disease; and close school on order of the State Board of Health or local health authorities. Equip and maintain a suitable library in the schools and to exclude from the libraries all books, tracts, papers, and catechisms of sectarian natures.
14. Determine school holidays.

15. Erect and maintain at each school a suitable flagstaff or flagpole and display a flag of the United States of America on all days when school is in session, except during inclement weather.
16. On each Veteran's Day that school is in session, conduct and observe an appropriate program of at least one class period remembering and honoring American veterans.
17. Prohibit entrance to each schoolhouse or school grounds; prohibit loitering in schoolhouses or on school grounds; and provide the removal from such schoolhouses or school grounds of any individuals who disrupt the educational processes or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the students.
18. Supervise and regulate those extracurricular activities, which are outside the regular academic courses or curriculum of the public schools.
19. Govern the district in compliance with state laws and rules of the State Board of Education.
20. Submit to the superintendent of public instruction by July 1 of each year, documentation which meets the reporting requirements of the Federal Gun Free Schools Act of 1994, as contained within the Federal Improving America's Schools Act of 1994.
21. To require that all certificated and non-certificated employees hired on or after July 1, 2008, and other individuals who are required by the provisions of Section 33-130, Idaho Code, to undergo a criminal history check no later than five (5) days following the first day of employment or unsupervised contact with students in a K-12 setting, whichever is sooner.
22. To maintain a safe environment for students by developing a system that crosschecks all contractors or other persons who have irregular contact with students against the statewide sex offender register.
23. To develop a school safety plan for each school and by meeting annually with emergency first responders to update the plans and discuss emergency exercises and operations.
24. To provide support for teachers in their first two (2) years in the profession in the areas of administrative and supervisory support, mentoring, peer assistance and professional development.



LEGAL REFERENCE:

Idaho Code Sections

33-506 – Organization and Government of Board of Trustees

33-511 - Maintenance of Schools

33-512 - Governance of Schools

ADOPTED: May 8, 2000

AMENDED: February 24, 2015

AMENDED: April 26, 2018

POLICY 216 DUTIES OF BOARD OFFICERS: Motion by Jeff Rasmussen and seconded by Bruce Thompson to approve Policy 216 as amended. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried. Policy 216 will read as follows:

The Cassia County Joint School District No. 151 Board of Trustees will organize itself at its annual meeting and elect a chairman, a vice-chairman, a clerk, and a treasurer. The clerk and the treasurer may be members of the board or, in the discretion of the board, either or both may be selected among competent and responsible persons outside the membership of the board. The board, in its discretion, may allow compensation for the clerk and for the treasurer if other than the county treasurer.

Each member of the board not otherwise compensated by public moneys will be compensated for actual expenses incurred for travel to, from, and attending meetings of the board. Such compensation will be paid from the district school funds.

DUTIES OF BOARD CHAIRMAN

The chairman of the board will serve as president of the board and is authorized to vote on all issues before the board. The chairman's duties and rights will include:

1. Presiding at all meetings of the board and enforcing the usual parliamentary rules;
1. Offering resolutions and discussing questions;
2. Calling special meetings of the board whenever there is sufficient business to conduct, or upon written request of other members of the board;
3. Advising the Superintendent on the preparation of the agenda for meetings;
4. Exercising such other powers as may be delegated to him/her by the board;
5. Appointing an assistant clerk in the absence of the clerk;
6. Affixing his/her signature to such documents as the annual financial statement, master agreements, board transcript, and all other instruments as deemed necessary by the board for accurate and official board records.
7. Advising the Superintendent so that all regular and special meetings of the board comply with the Idaho Open Meeting Law.

DUTIES OF BOARD VICE-CHAIRMAN

In the absence of the chairman, the vice-chairman will perform the duties and obligations of the chairman.

DUTIES OF TREASURER

The treasurer elected by the board will have such duties as the board may prescribe. The treasurer will be placed under fidelity bond issued under a surety company authorized to do business with the State of Idaho, in such amount as the board may from time to time determine, or under personal bond equal to twice such determined amount, with at least two (2) sureties who each will qualify as in the case of sureties on the bonds of county officers.

The treasurer will account for the deposit of all monies of the district in accordance with the provisions of the public depository laws, Chapter 1, Title 57, Idaho Code.

The treasurer elected by the board will have such duties as the board may prescribe. Such duties include:

1. Keeping a full and accurate record of the financial transactions of the School district; and
2. Depositing the monies of the School District in accordance with the provisions of the Public Depository Law (*Idaho Code § 57-101 et seq.*).

DUTIES OF AN ASSISTANT TREASURER

The board may elect one (1) or more assistant treasurers who will have such duties as the board may prescribe. Assistant treasurers will be subject to the control, supervision, and direction of the treasurer of the district. An assistant treasurer may perform the statutory duties prescribed by law for the treasurer to the extent authorized by the board.

DUTIES OF THE CLERK

The clerk of the board has such duties as prescribed by the board. The clerk of the board will attend all meetings of the board, will keep the records of the proceedings, and will enter into the record all matters required by law, or by the board. The record will be open to inspection by any person, at all reasonable times.

When the clerk does not attend a meeting of the board, the board will appoint another person who will act as a temporary clerk and who will keep a record of the proceedings. That person will certify the record to the clerk, who will then enter the record.

When it is deemed prudent by the board, the clerk may be placed under a fidelity bond, in the manner specified in Section 33-509, Idaho Code, in an amount determined by the board.

Additional duties of the clerk prescribed by the board will include:

1. Keeping a full and accurate record of the proceedings of the board. Such minutes will be available to the public.
2. Being responsible to the board for all matters pertaining to the care of the board's records and

- documents;
3. Notifying all board members of meetings and ensuring that all special meetings are called in conformance with the Open Meeting law;



LEGAL REFERENCE:

Idaho Code Sections

33-506
33-508
33-509
33-509A
57-12774-101 *et seq.*

ADOPTED: May 8, 2000

AMENDED: August 17, 2017

AMENDED: April 26, 2018

POLICY 218 CODE OF ETHICS: Motion by Jeff Rasmussen and seconded by Bruce Thompson to approve Policy 218 as amended. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried. Policy 218 will read as follows:

As a member of the Cassia County Joint School District No. 151 Board of Trustees, I will strive to improve public education and to that end I will:

1. Work diligently to build and maintain a relationship of trust and respect with other Board members, the Superintendent, staff, students, parents, and the community.
2. Attend regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
2. Recognize that I should endeavor to make policy decisions only after full discussions at publicly held board meetings;
3. Render all decisions based on the available facts and my independent judgement and refuse to surrender that judgement to individuals or special interest groups;
4. Encourage the free expression of opinions by all board members and seek systematic communications between the board and students, staff, and elements of the community;
5. Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent;
6. Communicate to other board members and the superintendent expressions of public reactions to board policies and school programs;
7. Inform myself about current educational issues by individual study and thorough participation in programs providing needed information, such as those sponsored by my state and national school boards association;
8. Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest and refrain from using my board position for personal or partisan gain;
10. Take no private action that will compromise the board or administration and respect the confidentiality of information that is privileged under applicable law;
11. Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.



SOURCE: National School Boards Association

Idaho Code §33-506(1) – Organization and Government of Board of Trustees

ADOPTED: May 8, 2000
AMENDED: August 17, 2017
AMENDED: April 26, 2018

POLICY 294 CIVIL RIGHTS GRIEVANCE PROCEDURE: Motion by Jeff Rasmussen and seconded by Bruce Thompson to approve Policy 294 as amended. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried. Policy 294 will read as follows:

Grievances by employees, students or other persons alleging illegal discrimination by Cassia County Joint School District No. 151, its employees, other students, or third parties in any of the district's public facilities, programs or activities based on race, sex, national origin, color, age (persons forty (40) years of age or older), religion, or disability may be filed as follows:

FILING A CIVIL RIGHTS GRIEVANCE COMPLAINT

A complaint should be filed in writing by the complainant, by the complainant's representative, parent or guardian or both. Any complaints received by this district by telephone or verbally will be recorded by the district in written form. The complaint must be filed with the office of the superintendent within one hundred eighty (180) days of the alleged discriminatory action. The complaint should set forth the date, place, and nature of the discriminatory action and specify the remedy sought by the complainant.

INVESTIGATION AND REPORT

The district will contact the complainant in writing within ten (10) working days of receipt of the complaint to let him or her know the complaint was received and what action the district has taken or will take in an attempt to resolve the complaint.

Within ninety (90) calendar days after receiving the complaint, the superintendent or designee must investigate the incident and issue a finding of whether or not discrimination was found. The investigation will include, but not be limited to, interviews with the complainant and school district personnel. The investigator will allow both parties an opportunity to present written statements of witnesses and/or other evidence.

If the complainant does not agree with the findings of the superintendent or designee, he or she will have thirty (30) days to provide additional information to the designee of the superintendent to facilitate further review of the complaint.

The complainant will be notified of his or her right to appeal the findings of the district to the proper state or federal compliance agency. A complainant may at any time file a complaint directly with other agencies listed on page two (2) of this policy.

REMEDY IF DISCRIMINATION IS FOUND

If the superintendent or designee finds that the alleged discrimination occurred, the superintendent will take immediate steps to remedy such discrimination and to prevent the recurrence of discrimination. The superintendent will provide the complainant with a written report of the findings and proposed remedy, if any. The superintendent will report the investigation findings and proposed remedy, if any, to the Board at the next special or regular meeting.

FILING OTHER COMPLAINTS

The complainant may also file a complaint with the following state and federal agencies:

1. Idaho Human Rights Commission, 317 W. Main Street, Boise, Idaho 83720.
2. Office for Civil Rights, U.S. Department of Education, 810 3rd Avenue, Suite 750, Seattle, WA 98104.
3. U.S. Department of Justice, Washington, D.C. 20530.

Employment complaints may be filed with the Equal Employment Opportunity Commission, 909 1st Avenue #400, Seattle, Washington 98104.

NO RETALIATORY ACTION

No individual who has filed a complaint, testified, assisted or participated in any matter in the investigation of a complaint will be intimidated, coerced or otherwise discriminated against.

RETENTION OF RECORDS

All records of complaints and investigations filed under this procedure will be retained with the district for a period of three (3) years.

SCHOOL DISTRICT ACTIONS

All employees, students, and third parties of the district will be responsible for acting in accordance with this policy.

**LEGAL REFERENCE:**

Americans with Disabilities Act of 1990

42 USC 12101, et seq.

Section 504 of the Rehabilitation Act 1973

29 USC 794

Title IX of the Education Amendments of 1972

20 USC Section 1681

Age Discrimination and Employment Act of 1967

29 USC Section 621, et seq.

Title VII of the Civil Rights Act of 1965

42 USC Section 2000e, et seq.

Title VI of the Civil Rights Act of 1964

42 USC Section 2000d, et seq.

Section 1981 of the Civil Rights Act of 1866

42 USC Section 1981

Section 1983 of the Civil Rights Act of 1871

42 USC Section 1983

The Equal Pay Act 1963

29 USC Section 206d

ADOPTED: May 8, 2000

AMENDED: January 24, 2012

AMENDED: April 26, 2018

POLICY 616 EARLY GRADUATION: Motion by Bruce Thompson and seconded by Jeff Rasmussen to approve Policy 616 as amended. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried. Policy 616 will read as follows:

The Cassia County Jt. School District No. 151 School Board will permit early graduation for students involved in Advanced Opportunities or up to one semester early for students under unusual and unique circumstances. Early graduates may participate in the regular spring commencement ceremony of the school year in which they complete graduation requirements.

The high school student must be able to complete the number of credits and other exiting standards required by both the state and Cassia County Joint School District No. 151 prior to the last day of attendance for graduating seniors of that school year.

Any student completing high school early shall not be considered for any academic honors at graduation, ie., valedictorian, salutatorian, honor student, etc.

The student is required to complete the early graduation application, stating the number of credits earned, the proposed plan to complete the additional credits, and the reason for the application. The application must be submitted to their principal on or before September 30 of the school year in which they intend to graduate.

The student and parent/guardian will meet with the counselor, who will review the application and counsel the student. The Counselor will determine, on the basis of credits earned, whether the student will be able to complete the required number of semester credits and core of instruction in order to graduate early.

The counselor will submit the application and any pertinent information to the principal. The superintendent, principal and counselor will determine whether to recommend the approval or denial of the application. The superintendent will submit the recommendation to the Board.



LEGAL REFERENCE:

IDAPA 08.02.01.350

ADOPTED: May 8, 2000

AMENDED: October 12, 2000

AMENDED: April 26, 2018

**Application for Early Graduation
Cassia Jt. School District No. 151**

Application due by
September 30th

School _____ Date Received by School: _____

To be completed by the student:

STUDENT NAME: _____

☐
☐

Graduating early through Advanced Opportunities

Graduating early due to unusual or unique circumstances

_____ Number of credits currently completed

If you need to make up credits outside of the school day, explain how you will do that.

If you are graduating early through advanced opportunities, explain what your plans will be.

If you are graduating due to unusual or unique circumstances, explain your situation.

Student Signature

Parent Signature

Counselor Signature

Principal Signature

Board Approval Signature

Date

POLICY 822 AUDIT OF FINANCIAL STATEMENTS: Motion by Jeff Rasmussen and seconded by Darin Moon to approve Policy 822 as amended. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried. Policy 822 will read as follows:

A full and complete audit of financial statements of Cassia County Joint School District No. 151 will occur on an annual basis. One (1) copy of the auditor's report will be filed with the State Department of Education after its acceptance by this board, but not later than November 10 of each school year.

The audit will be performed by independent auditors employed on a written contract and will be conducted in accordance with generally accepted governmental accounting standards as defined by the United States General Accounting Office.

The annual budget will reflect all necessary expenses for carrying out the provisions of this policy.

This district shall retain one (1) copy of the annual statement of financial condition in the office of the clerk of the board of trustees, where the same shall be open at all times to examination and inspection by any person.



LEGAL REFERENCE:

Idaho Code Sections
33-701
67-450B

ADOPTED: May 8, 2000

AMENDED: April 26, 2018

ITEMS FROM SUPERINTENDENT:

ENGLISH LANGUAGE ARTS: Motion by Jeff Rasmussen and seconded by Bruce Thompson to approve "Reach for Reading" instructional material and curriculum to be adopted as the new English Language Arts curriculum. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried. The Board of Trustees were presented a recommendation to adopt Reach for Reading, a Cengage product, from Mses. Sandra Miller and Jennifer Woodbury, along with the English Language Arts curriculum committee. This curriculum was the committee's choice for a new district wide English Language Arts adoption.

DAIRY BIDS: Motion by Jeff Rasmussen and seconded by Darin Moon to approve a call for Dairy Bids to be opened at 9:00 a.m. on Wednesday, June 27, 2018 at the District Office. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

PRODUCE BIDS: Motion by Jeff Rasmussen and seconded by Darin Moon to approve a call for Produce Bids to be opened at 9:00 a.m. on Wednesday, June 27, 2018 at the District Office. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

FOOD AND NON-FOOD BIDS: Motion by Jeff Rasmussen and seconded by Darin Moon to approve a call for Foods and Non-Foods Bids to be opened at 9:00 a.m. on Wednesday, June 27, 2018 at the District Office. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

PIZZA BIDS: Motion by Jeff Rasmussen and seconded by Darin Moon to approve a call for Pizza Bids to be opened at 9:00 a.m. on Wednesday, June 27, 2018 at the District Office. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

SURPLUS BIDS: Motion by Jeff Rasmussen and seconded by Darin Moon to approve a call for Surplus Bids to be opened at 2:00 p.m. on Tuesday, May 15, 2018 at the District Office. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

GRADUATION REQUIREMENT WAIVER REQUEST: Motion by Bruce Thompson and seconded by Jeff Rasmussen to approve waiving a portion of the high school graduation requirements for student “A” who moved into the district during April from out-of-state. Speech, senior math, and senior project were not required in the previous school and state. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

Motion by Bruce Thompson and seconded by Jeff Rasmussen to approve waiving a portion of the high school graduation requirements for student “B” who moved into the district during April from out-of-state. Senior math was not required in the previous school and state. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

LEADERSHIP PREMIUMS: Motion by Darin Moon and seconded by Jeff Rasmussen to approve the Leadership premiums to be paid with the May payroll. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

TRIP REQUESTS: Motion by Jeff Rasmussen and seconded by Darin Moon to approve sending Jacoby Fox to attend a NIKE coach’s clinic in Las Vegas, NV on May 17-18, 2018. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

The request by Michael Harris, Oakley Jr/Sr. Science Teacher to organize a student trip to Iceland during the summer of 2019 was tabled until next month until more information can be brought before the Board of Trustees, at the next board meeting. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

Motion by Jeff Rasmussen and seconded by Darin Moon to approve sending Pam Teeter to attend the eGovLive conference in Florida September 13-15, 2018. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

Motion by Jeff Rasmussen and seconded by Darin Moon to approve sending Burley High School Administrators to attend the National School Principals Conference in Chicago this summer. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

Motion by Jeff Rasmussen and seconded by Darin Moon to approve sending White Pine Elementary Administrators, Matt Seely and Diana Gill along with a group of White Pine Elementary teachers to attend an education conference in San Francisco, July 13-14, 2018. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

ALTERNATE AUTHORIZATIONS: Motion by Bruce Thompson and seconded by Darin Moon to approve an Alternate Authorization – Content Specialist for Chelsey Warr to teach 5th grade at John V

Evans Elementary School while she completes her student teaching as an area of need exists in the district for this particular position. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

Motion by Bruce Thompson and seconded by Darin Moon to approve an Alternate Authorization – Content Specialist for Benjamin Davis to teach History and Computers at Oakley Jr/Sr. High School while he completes his ABCTE requirements as an area of need exists in the district for this particular position. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried

Motion by Bruce Thompson and seconded by Darin Moon to approve an Alternate Authorization – Content Specialist for Kylee Joyce to work as a counselor at Dworshak Elementary School while she completes her University requirements as an area of need exists in the district for this particular position. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

Motion by Bruce Thompson and seconded by Darin Moon to approve an Alternate Authorization – Content Specialist for Mark Mace to teach Physical Education at Oakley Jr/Sr. High School while he completes his University requirements as an area of need exists in the district for this particular position. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

TEACHER CONTRACTS: Motion by Jeff Rasmussen and seconded by Bruce Thompson to approve teacher contracts and rehire teachers for the 2018-2109 School year. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried. Rehired teachers are as follows:

Cade, Anthony	Decker, Jessica	Smith, Jill	Barlow, Heather
Campos, Grace	Koepnick, Kimberly	Stanger, Denise	Bolingbroke, Daniel
Christensen, Riley	Roseborough, Doris	Fassler, Jennifer	Caresia, Roger
Cook, Debra	Merrill, Alan	Merrill, Aaron	Carson, Carrie
Fishback, Haylee	Christensen, Nathasia	Valencia, Gabriela	Cole, Janet
Knopp, Chancey	Duncan, Jessi	Wittman, Erika	Condie, Samuel
Mills, Jacob	Ganske, Morgan	Mensing, Tina	Early, Imelda
Toland, Jolene	Green, Kevin	Gilbert, Audra	Fisher, Douglas
Coats, Matthew	Oakes, Susan	Cook, Mark	Gunderson, Timothy
Woodland, Heather	Brown, Joseph	Karlson, Ashly	Heiner, Angela
Johnson, Jesse	Jones, Lance	Sanders, Casey	Hill, Michael
Darrington, Kerri	Schaeffer, Brogan	Thomas, Jed	Hope, Adam
Everheart, Denise	Withers, Alesha	Young, Mitchell	Jones, Jeanne
Ward, Vera	Wood, Timothy	Carey, Christy	Kerbs, Gordon
Fox, Jacoby	Cottle, Kaywin	Tovar, Ana	Kunz, Richard
Ottley, Holly	Meredith, Melinda	Watterson, Renee	Matsen, Torri
Redhead, Leslie	Johnson, Michael	Evans, Chad	Matthews, Terri
Merrill, Patricia	Taylor, Debbie	Harper, Alisha	Milliron, Clinton
Westover, Shanna	Turner, Lacy	Jackson, Chet	Mills, Craig
Martinez, Ernie	Jackson, Stephanie	Gould, Robert	Nelson, Cole
Vanberkum, Samantha	Mamer, Hannah	Knowles, Melanie	Nelson, Paula
Bame, Valerie	Murdock, Jennifer	Reed, Sara	Nielsen, Seth
Cade, Emily	Overson, Lyann	Chesley, Charity	O'connor, James
Johnson, Heather	Peterson, Misty Lynn	Costley, Mundee	Parkin, Colleen
Kidd, Jessica	Hills, Larinda	Jones, Kristin	Powell, Brandi
Wailles-Putnam, Taylor	Howes, Sara	Warrell, Rose	Shaw, Cindy
Wilkerson, Carrie	Schlattmann, Alicia	Arnell, Breana	Silva, Arthur
Power, Sherri	Studer, Alexis	Goddard, J Andrei	Smith, Terence
Winters, Annica	White, Joanne	Miller, Kimberly	Street, Jennifer
Gibby, Nicole	Hitt, Lisa	Henrie, Courtney	Tateoka, Rebecca
Harris, Michael	Jenks, Michael	Casper, Bonnie	Willes, Jennifer
Hurst, Aimee	Myers, Kzandra	Farran, Melissa	Withrow, Bob
	Sharp, Jacob	Hepworth, Rebecca	Atkins, Valerie
	Cannon, Benjamin	Preston, Cheri	Bodily, Cindy

Castaneda, Elizabeth	Giles, Tiffany	Kirst, Erica	Elliott, Travis
Dejong, Hettie	Matthews, Shirley	Lilya, Carolann	Jensen, Rachel
Draper, Melissa	Murphy, Cheryl	Maxwell, William	Jones, Diane
Field, Lisa	Osterhout, Anna	Merrell, Deanna	Leach Spratling, Laurie
Gonzales, Dorothy	Osterhout, Heather	Mesina-Rodriguez, Claudia	Reed, Ilene
Harrison, E Branden	Osterhout, Marilyn	Simmons, Melissa	Schumann, Cambria
Haws, Mindy	Peterson, Becky	Sunderland, Marjorie	Scott, Stanley
Hernandez, Marta	Schrenk, Rebecca	Terry, Melanie	Severe, Branden
Kendell, Jonathan	Street, Tara	Thain, Dianne	Spaeth, Randal
Lowe, Jachelle	Thomander, Monet'	Thomas, Karen	Thomas, Laci
Merrill, K Joyce	Allred, Dorene	Vickers, Shaelynn	Tracy, Bonnie
Morris, Donna	Christensen, Janarae	Westergard, Donna	Tuckett, Jalynn
Phillips, Lona	Cole, David	Barfuss, Rochelle	Ward, Arlene
Posyluzny, Gary	Heward, Kasey	Garrard, Candice	Cranney, Mandie
Pugh, Paul	Kidd, Jan	Gunnell, Christine	Holloway, Anita
Rasmussen, Shelly	Kidd, Kelly	Herbst, Erica	Lewis, Sherry
Robinson, Ricky	Kirkpatrick, Brandi	Johnson, Norell	Allen, Jarl
Sage, Jennifer	Knowles, Nathan	Mathis, Kimalee	Barborka, Danielle
Schafer, Jennifer	Miller, Jesse	Orr, Larissa	Christensen, Charlene
Tolman, Cindy	Robberson, Walton	Plotts, Nancy	Clark, Melanie
Voigt, Carl	Silcock, Melissa	Rainsdon, Randy	Coats, Paige
Whitaker, Kimberly	Smyer, Dennie	Richins, Michelle	Cook, Kayla
Adams, Janet	Weeks, Kenneth	Tharp, Karen	Cooper, Melodie
Bedke, Susan	Young, Pamela	Wight, Bettina	Craner, Kirk
Fillmore, Jaysa	Arana, Miren	Ashton, Lillian	Gebhart, Ruby
Gochmour, Andrea	Bennett, Kathy	Babbitt, Vicki	Hosteen, Linda
Jerez, Jenna	Carson, Deanna	Hawkes, Marilyn	Jones, Barbara
Mcmanus, Melanie	Darrington, Emy	Mitton, Ann	Larson, Matthew
Thomander, Daniel	Garner, Claudia	Muhlestein, Gloria	Long, Stephanie
Beck, Jodie	Gibson, Carol	Todd, Kelli	Macias, Zulema
Woodbury, Jennifer	Johnson, Kimberly	Westover, Karen	Marker, Kathy
Bingham, Shawna	Matsen, Debra	Alves, Alysann	Mcbride, Kelli
Brown, Daniel	Spencer, Heather	Murdock, Chrystelle	Nelson, Karli
Pincock, Lacie	Wells, Kenneth	Neilson, Janan	Ogdon, Steve
Rich, Robyn	Asher, Bobbie	Richardson, Julie	Robbins, Tiann
Schmitt, Donald	Barlow, Brenda	Smith, Vickie	Sanders, Sara
Street, Scott	Bennett, Judy	Voigt, Marci	Shell, Melissa
Adams-Howell, Wendy	Bishop, Karma	Allen, Jeanne	Tanaka, Michelle
Anderson, Susan	Condie, Raeanne	Sistrunk, Kimberlie	Ward, Harold
Carson, Rae Anne	Critchfield, Patricia	Ready, Alexandra	Williams, Patricia
Gallup, Summer	Davis, Dianne	Spencer, Angela	
Gentry, Cherise	Frost, Michelle	Zollinger, Kathy	
	Greer, Beth		

ADMINISTRATIVE VACANCIES: Motion by Jeff Rasmussen and seconded by Bruce Thompson to approve hiring Mr. Derek Johnston for the position of Principal of Mountain View Elementary School. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

Motion by Jeff Rasmussen and seconded by Darin Moon to approve hiring Mr. Ryun Payne as half-time Assistant Principal Dworshak Elementary School and half-time Special Education teacher in the District. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried.

GRADUATION ASSIGNMENTS:

High school graduations are scheduled for the week of May 21, 2018. The schools need to know which trustees will attend the graduation ceremonies and which trustee will be accepting the graduates. Following is the schedule for the Cassia County school graduations:

Tuesday, May 22, 2018, Cassia High School at King Fine Arts Center, 7:00 p.m. – Accepting: Jeff Rasmussen Attending: Darin Moon, Assistant Superintendent Miller

Tuesday, May 22, 2018, Oakley High School, 7:00 p.m. – Accepting: Ryan Cranney – Attending: Heber Loughmiller, Superintendent Gaylen Smyer

Wednesday, May 23, 2018, Declo High School, 7:00 p.m. – Accepting: Heber Loughmiller – Attending: Ryan Cranney, Darin Moon, Superintendent Smyer, Assistant Superintendent Miller

Thursday, May 24, 2018, Burley High School, 7:00 p.m. – Accepting: Darin Moon Attending: - Jeff Rasmussen, Superintendent Smyer, Assistant Superintendent Miller

Thursday, May 24, 2018, Raft River High School, 7:30 p.m. – Accepting: Heber Loughmiller Attending: Ryan Cranney

ITEMS FROM TRUSTEES: Trustee Moon would like the district to go through a mass casualty situation training. Superintendent Smyer discussed the need of surplus bus for use in the training. Trustee Moon discussed the use the of two safety systems being used in the district.

EXECUTIVE SESSION: Motion by Jeff Rasmussen and seconded by Darin Moon to go into executive session in accordance with Idaho Code §74-206 (1)(a)(b). (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities or 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. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried. (8:52 p.m.)

OPEN SESSION: Motion by Jeff Rasmussen and seconded by Darin Moon to go into Open Session. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried. (9:07 p.m.)

ADJOURN: Motion by Jeff Rasmussen and seconded by Darin Moon to adjourn. Voting Aye: Rasmussen, Thompson, Moon, Cranney; motion carried. (9:07 p.m.)

Ryan Cranney, Board Chairman

Pamela Teeter, Board Clerk

