

MINUTES OF REGULAR AND EXECUTIVE BOARD MEETING
BOARD OF TRUSTEES OF JT. SCHOOL DISTRICT NO. 151
SCHOOL CENTRAL OFFICE ON THURSDAY, JUNE 21, 2018 AT 7:00 P.M.

BOARD MEMBERS:	Ryan Cranney	Zone 1, Board Chairman
	Jeff Rasmussen	Zone 2 (Excused)
	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:	None	

The meeting called to order by Chairman Cranney (4:04 p.m.)

EXECUTIVE MEETING: (4:04 p.m.) Motion by Heber Loughmiller and seconded by Darin Moon to go into Executive meeting in accordance with Idaho Code § 74-206(1)(b)(f). (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, Thompson, Moon, Cranney; motion carried.

(4:04 p.m.) Mr. Kit Kanekoa presented the packet on Student A-2018. He then explained the packet to the Board of Trustees. Present Student A-2018, Student A-2018's mother. Student A-2018 and mother were excused at 4:25 p.m.

(4:31 p.m.) Mr. Kit Kanekoa presented the packet on Student B-2018. He then, explained the packet to the Board of Trustees. Present Student B-2018, Student B-2018's mother. Student B-2018 and mother were excused at 4:43 p.m.

(5:00 p.m.) Dr. Todd Shumway presented the packet on Student C-2018. He then explained the packet to the Board of Trustees. Present: Student C-2018, Student C-2018's father. Student C-2018 and father were excused at 5:20 p.m.

Present: Chairman Ryan Cranney, Heber Loughmiller, Vice-Chairman, Trustees: 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 Heber Loughmiller and seconded by Bruce Thompson to go into Open Session. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried. (6:00 p.m.)

BUDGET HEARING:

REVISED BUDGET 2017-2018 SCHOOL YEAR: Motion by Heber Loughmiller and seconded by Darin Moon to approve adopting the revised budget for the 2017-2018 school year. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried.

PROPOSED BUDGET 2018-2019 SCHOOL YEAR: Motion by Heber Loughmiller and seconded by Darin Moon to approve the proposed budget for the 2018-2019 school year. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried.

GUESTS: Michelle Richins, Curtis Richins, Kelly Bowen, Melissa Simmons, Kevin Simmons, Karen Shaw, RaeAnne Carson

REGULAR SESSION: (7:00 p.m.)

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

PRELIMINARY MATTERS: Chairman Cranney presented a token of appreciation to Superintendent Smyer from the Board of Trustees. He expressed the Board's appreciation of Superintendent Smyer's dedication to students and staff, countless hours of service and years of teaching countless numbers of students and administrative guidance on behalf of Cassia School District.

DELEGATIONS AND CORRESPONDENCE: None

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

- Minutes – May 8, 2018 Special Board Meeting
- May 15, 2018 Special Board Meeting
- May 17, 2018 Regular Board Meeting
- May 22, 2018 Cassia High School Graduation
- May 22, 2018 Oakley High School Graduation
- May 23, 2018 Declo High School Graduation
- May 24, 2018 Burley High School Graduation
- May 24, 2018 Raft River High School Graduation

- Bills – May Accounts Payable
- Separations and New Hires

SEPARATIONS: The separations are as follows:

Certified: Margaret Miles, Burley Jr. High School Teacher; Doris Roseborough, Raft River Elementary 1st grade Teacher; Brenda Barlow, Dworshak Elementary School 2nd grade Teacher; Tina Mensing, Albion Elementary K-3rd grades Teacher; Zulema Macias, White Pine Elementary 4th grade Teacher; Roger Caresia, Burley High School Head Girls' Basketball Coach

Classified: Jaimie Miller, Declo Jr. High School JH Boys' Basketball Coach; Fred Darrington, Declo Jr. High School JH Boys' Basketball Coach; Thayne Peterson, Mountain View Elementary School Custodian; Bradley Caresia, Burley High School Assistant Boys' Basketball Coach; Justin Fowler, Declo High School Custodian; Juan Alvarado, Burley High School Assistant Football Coach; Maci Burrows, Mountain View Elementary Para; Maria Paz, Food Service/Oakley Cook; Kathryn Patterson, Burley High School Para; Sondra Walters, Burley Jr. High School Para

NEW HIRES: The new hires are as follows:

Certified: Brian Lindquist, Burley High School Vo Ag Teacher; Roger Turner, Declo Elementary Music Teacher; Tacie Dayley, White Pine Elementary Kindergarten Teacher; Patricia Mendenhall, Declo Elementary P/T Kindergarten Teacher; Kenna Harris, Declo Elementary P/T Kindergarten Teacher; Sherida Lloyd, Raft River Elementary Kindergarten Teacher; Janet Hartwell, P/T Albion Elementary 2nd –

3rd grade Teacher; Jay Anderson, P/T Albion Elementary 2nd – 3rd grade Teacher Lyle Sager, Declo High School Science Teacher; Kristen Nelson, Oakley High School Counselor/Assistant Volleyball Coach (JV); Mark Stordahl, Raft River High School PE Teacher/Head Boys' Basketball Coach; Mary Jane Wakhre, Burley Jr/Burley High School Gifted & Talented and Special Ed Resource Room Teacher; Karen Campbell, Special Services P/T Psychologist; Zulema Macias, White Pine Elementary 4th grade Teacher; Jason Loveless, John V Evans 5th grade Teacher; Keith Price, Raft River High School P/T Math Teacher; Carie Brackenbury, Albion Elementary Kindergarten – 1st grades Teacher; Rebecca Moore, Albion Elementary 4-5th grades Teacher

Classified: Keith Johnson, Transportation On Call Sub Driver – Burley; Lisa Barnes, Burley High School Custodian; Megan Bronson, Maintenance Summer Paint Crew; Clifford Edwards, Raft River High School Custodian; Karin Johnson, John V Evans Elementary 21st CCLC Para – Summer; Kyle Reynolds, Cassia Regional Technical Center Computer Tech; Dylan Muir, John V Evans Elementary 21st CCLC Para; Sharity Parish, Albion Elementary P/T Custodian; Taylor Street, John V Evans Elementary 21st CCLC Para; Afton Galifus, Mountain View Elementary P/T Custodian; Tiara Winters, Maintenance Summer Maintenance; Cali Knowles, Maintenance Summer Maintenance; Emily Bronson, Maintenance Summer Maintenance; Hayden Gorringer, Maintenance Summer Maintenance; Luis Villanueva, Maintenance Summer Maintenance; Kirsten Smith, Maintenance Summer Maintenance; Tyler Winters, Maintenance Summer Maintenance; Eathan Knowles, Maintenance Summer Maintenance; Jeffrey Bedke, Oakley High School Head Boys' Basketball Coach; Danalee Phelps, John V Evans Special Ed Resource Room; Riley Christensen, Burley High School Head Tennis Coach; Dylan Corless, Burley High School Assistant Football Coach; Mark Olmos, Burley High School Assistant Football Coach; Jordan Sundquist, Burley High School Assistant Football Coach; Shane Tafoya, Burley High School Assistant Football Coach; Stacy Gillette, Oakley High School Dance Advisor; Eric Page, Burley High School Assistant Boys' Basketball Coach; Ashley Howard Raft River High School Jr. High Cheer Advisor; Brian Brackenbury, Cassia Regional Tech Center Automated Manufacturing/Welding Teacher; Anton Langer, Declo High School Assistant Boys' Soccer Coach; Ashley Baker, Declo High School JV Girls' Basketball Coach; Launi Rasmussen, Burley High School Self Contained Para; Jessica Resse, Burley High School Self Contained Para

POLICIES:

POLICY 210 COMPOSITION OF THE BOARD: Motion by Bruce Thompson and seconded by Darin Moon to approve Policy 210 as amended. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried. Policy 210 will read as follows:

Cassia County Joint School District No. 151 will be governed by a five (5) member Board. The members are elected for a four-year (4-year) terms. Each member must be a qualified voter in the school district and a resident of the zone he or she represents. However, the board of trustees of any district which has had a change in its district boundaries subsequent to June 30, 1973, may consist of no fewer than five (5) nor more than nine (9) members if the provisions are included as part of an approved proposal to redefine and change trustee zones as provided in Idaho Code §33-313.

Commencing in 2018, a district trustee shall be elected for a term of four (4) years beginning at twelve noon on January 1 next succeeding his/her election.



LEGAL REFERENCE:

Idaho Code Section
33-510(1)

ADOPTED: May 8, 2000
AMENDED: July 20, 2010
AMENDED: July 24, 2012
AMENDED: June 21, 2018

POLICY 216 DUTIES OF BOARD OFFICERS: Motion by Bruce Thompson and seconded by Darin Moon to approve Policy 216 as amended. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried.

The Cassia County Joint School District No. 151 Board of Trustees will organize at its first regular meeting after January 1 directly following an election 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;
2. Offering resolutions and discussing questions;
3. Calling special meetings of the board whenever there is sufficient business to conduct, or upon written request of other members of the board;
4. Advising the Superintendent on the preparation of the agenda for meetings;
5. Exercising such other powers as may be delegated to him/her by the board;
6. Appointing an assistant clerk in the absence of the clerk;
7. 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.
8. 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 law, Chapter 1, Title 57, Idaho Code.

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

9. Keeping a full and accurate record of the financial transactions of the School district; and
10. 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:

11. Keeping a full and accurate record of the proceedings of the board. Such minutes will be available to the public.
12. Being responsible to the board for all matters pertaining to the care of the board's records and documents;
13. 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 – Organization and Government of Board of Trustees
- 33-508 – Duties of Clerk
- 33-509 – Duties of Treasurer
- 33-509A – Assistant Treasurers
- 57-127 – Deposit of Public Funds
- 74-101 et seq. – Public Records Law

ADOPTED: May 8, 2000

AMENDED: August 17, 2017

AMENDED: April 26, 2018

AMENDED: June 21, 2018

POLICY 240 SCHOOL DISTRICT TRUSTEE ZONES: Motion by Bruce Thompson and seconded by Darin Moon to approve Policy 240 as amended. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried. Policy 240 will read as follows:

The five (5) trustee zones for Cassia County Joint School District No. 151 are as follows:

TRUSTEE ZONE 1

Beginning at the Southwest section corner of Section 12 of Township 11 South, Range 20 East of the Boise Meridian, State of Idaho, said point being the intersection of Highway 30 (400 South Road) and 1400 West Road which shall be the Point of Beginning:

Thence North along the centerline of 1400 West Road, said line being the west section line of Sections 12 and 1 of T.11 S., R.20 E., B.M., for approximately 2.0 miles to the intersection of 1400 West Road and the 200 South Road;

Thence East along the 200 South Road, said line being the north section line of Section 1 of T.11 S., R.20 E., for approximately 0.1 miles to the county line between Cassia and Twin Falls County;

Thence North along the said county line for approximately 0.8 miles to the centerline of the Twin Falls Main Canal;

Thence Northeasterly along said centerline through Sections 36 and 25 of T.10S, R.20 E., and 30 and 29 of T.10 S., R.21 E., for approximately 2.8 miles to the Milner Dam Spillway in Section 29 of T.10 S., R.21 E., B.M.;

Thence Northeasterly along the centerline of the Snake River to a point on the north-south ¼ section line of Section 28 of T.10 S., R.21 E., B.M., for approximately 0.8 miles said point being the northwesterly corner of Cassia County;

Thence Northeasterly along the north line of Cassia County (thread of the Snake River) through Sections 28, 27, 26, 25, and 24 of T.10 S., R.21 E., Sections 19, 20, 17,16,15,22, and 23 of T.10 S., R.22 E., for approximately 9.6 miles to the point which the north line of Cassia County intersects the east section line of Section 23 of T.10 S., R.22 E.;

Thence South along the east section line of Sections 23 and 26 of T.10 S., R.22 E., for approximately 0.2 miles to the intersection of Highway 30 and 200 West Road;

Thence South along the centerline of the 200 West Road, said line being the east section line of Sections 26,35 of T.10 S., R.22 E., and Sections 2,11,14, and 23 of T.11 S., R.22 E., for approximately 5.9 miles to the intersection of the 200 West Road and the 600 South Road;

Thence East along the centerline of the 600 South Road, said line being the north section line of Section 25 of T.11 S., R.22 E., and Sections 30 and 29 of T.11 S., R.23 E., for approximately 2.5 miles to the intersection of the 600 South Road and the 50 East Road;

Thence North along the centerline of the 50 East Road, said line being the west section line of Section 21 of T.11 S., R.23 E., for approximately 1.0 miles to the intersection of the 50 East Road and the 500 South Road;

Thence East along the centerline of the 500 South Road, said line being the north section line of Sections 21,22,23, and 24 of T.11 S., R.23 E., for approximately 4.0 miles to the intersection of the 500 South Road and the 450 East Road;

Thence North along the centerline of the 450 East Road, said line being the west section line of Sections 18 and 7 of T.11 S., R.24 E., for approximately 2.0 miles to the intersection of the 450 East Road and the 300 South Road;

Thence East along the centerline of the 300 South Road, said line being the north section line of Sections 7,8,9, and 10 of T.11 S., R.24 E., for approximately 4.0 miles to the intersection of the 300 South Road and Highway 77;

Thence Southerly along the centerline of Highway 77 for approximately 3.4 miles to the point where the centerline of Highway 77 intersection the east section line of Section 23 of T.11 S., R.24 E.;

Thence South along the east section line of Section 23 of T.11 S., R.24 E., (extended 950 East Road) for approximately 0.2 miles to the Southeast section corner of Section 23 of T.11 S., R.24 E.;

Thence West along the south section line of Section 23 of T.11 S., R.24 E., (extended 600 South Road) for approximately 1.0 miles to the Southwest section corner of Section 23 of T.11 S., R.24 E.;

Thence South along the east section line of Section 27 of T.11 S., R.24 E., (extended 850 East Road) for approximately 1.0 miles to the Southeast section corner of Section 27 of T.11 S., R.24 E.;

Thence West along the south section line of Section 27 of T.11 S., R.24 E., (extended 700 South Road) for approximately 0.5 miles to the North $\frac{1}{4}$ section corner of Section 34 of T.11 S., R.24 E.;

Thence South along the north-south $\frac{1}{4}$ section line of Section 34 of T.11 S., R.24 E., for approximately 1.0 miles to the South $\frac{1}{4}$ section corner of Section 34 of T.11 S., R.24 E.;

Thence West along the south section line of Section 34 of T.11 S., R.24 E., (extended 800 South Road) for approximately 0.5 miles to the Southwest section corner of Section 34 of T.11 S., R.24 E.;

Thence South along the east section line of Section 4 of T.12 S., R.24 E., (extended 750 East Road) for approximately 1.0 miles to the Southeast section corner of Section 4 of T.12 S., R.24 E.;

Thence West along the south section line of Sections 4,5, and 6 of T.12 S., R.24 E., (extended 900 South Road) for approximately 3.0 miles to the Southwest section corner of Section 6 of T.12 S., R.24 E.;

Thence South along the east range line of T.12 S., R.23 E., and T.13 S., R.23 E., and T.14 S., R.23 E., and T.15 S., R.23 E., and T.16 S., R.23 E., (extended 450 East Road) for approximately 28.3 miles to the south line of Cassia County, said point being the Southeast section corner of Section 36 of T.16 S., R.23 E.;

Thence Easterly along the south line of Cassia County for approximately 29.7 miles to the southwest corner of Cassia County, said point being the Southwest section corner of Section 31 of T.16 S., R.19 E.;

Thence Northerly along the west line of Cassia County for approximately 26.5 miles to the Northwest corner of Section 19 of T.12 S., R.19 E.;

Thence East along the north section line of Sections 19,20,21,22,23, and 24 of T.12 S., R.19 E., and Sections 19,20,21,22,23, and 24 of T.12 S., R.20 E., (extended 1100 South Road) for approximately 12.1 miles to the intersection of 1100 South Road and 1300 West Road, said point being Northeast section corner of Section 24 of T.12 S., R.20 E.;

Thence North along the centerline of the 1300 West Road, said line being west section line of Sections 18,7, and 6 of T.12 S., R.21 E., for approximately 3.0 miles to the intersection of the 1300 West Road and the 800 South Road, said point being the Northwest corner of Section 6 of T.12 S., R.21 E.;

Thence East along the centerline of the 800 South Road, said line being the north section line of Sections 6,5, and 4 of T.12 S., R.21 E., for approximately 2.25 miles to the Southwest corner of the $E\frac{1}{2}W\frac{1}{2}$ of Section 33 of T.11 S., R.21 E.;

Thence North along the west line of the $E\frac{1}{2}W\frac{1}{2}$ of Sections 33,28,21, and 16 of T.11 S., R.21 E., for approximately 3.0 miles to the Northwest corner of the $E\frac{1}{2}W\frac{1}{4}$ of Section 16 of T.11 S., R.21 E.;

Thence West along the centerline of the 400 South Road, said line being the south section line of Sections 9,8, and 7 of T.11 S., R.21 E., and Section 12 of T.11 S., R.20 E., for approximately 3.25 miles to the Point of Beginning.

TRUSTEE ZONE 2

Beginning at the intersection of the 200 West Road and Highway 30 said point being on the west section line of Section 25 of T.10 S., R.22 E., B.M., which shall be the Point of Beginning;

Thence North along the west section line of Sections 25 and 24 of T.10 S., R.23 E., for approximately 0.2 miles to the north line of Cassia County;

Thence Northeasterly along the north line of Cassia County (thread of the Snake River) through Sections 24 of T.10 S., R.22 E., and Sections 19,18, and 17 of T.10 S., R.23 E., for approximately 2.5 miles to the center line of Highway 27 (Overland Ave.) in Section 17 of T.10 S., R.23 E.;

Thence South along the centerline of Highway 27 (Overland Ave.) through Sections 17,20,29, and 32 of T.10 S., R.23 E., for approximately 2.5 miles to the intersection of the centerline of Highway 27 and the centerline of the "G" canal in Section 32 of T.10 S., R.23 E.;

Thence Westerly along the centerline of the "G" canal for approximately 0.6 miles to the east line of the Harrison Heights Subdivision Phase 1;

Thence South along the east line of the Harrison Heights Subdivision Phase 1 for approximately 0.08 miles to the Southeast corner of the Harrison Heights Subdivision Phase 1;

Thence West along the south line of the Harrison Heights Subdivision Phase 1 for approximately 0.12 miles to the Southwest corner of the Harrison Heights Subdivision Phase 1 on the west section line of Section 32 of T.10 S., R.23 E.;

Thence North along the centerline of Park Ave., said line being the west section line of Section 32 of T.10 S., R.23 E., for approximately 0.18 miles to the intersection of Park Ave. and 27th Str.;

Thence West along the centerline of 27th Str., said line being the south section line of Section 30 of T.10 S., R.23 E., for approximately 0.54 miles to the intersection of 27th Str. and the 100 West Road (Washington Ave.);

Thence North along the centerline of the 100 West Road, said line being the west section line of Section 30 of T.10 S., R.23 E., for approximately 0.1 miles to the intersection of the 100 West Road and the centerline of the Eastern Idaho Railroad Tracks;

Thence Northeasterly along the centerline of the Eastern Idaho Railroad through Sections 30 and 19 of T.10 S., R.23 E., for approximately 1.2 miles to the intersection of the railroad centerline and 13th Str.;

Thence Westerly along the centerline of 13th Str. for approximately 0.1 miles to the intersection of 13th Str. and Highway 30 in Section 19 of T.10 S., R.23 E.;

Thence Southwesterly along the centerline of Highway 30 through Section 19 of T.10 S., R.23 E., and Sections 24 and 25 of T.10 S., R.22 E., for approximately 1.4 miles to the Point of Beginning.

TRUSTEE ZONE 3

Beginning at the intersection of 27th Str. and Highway 27 (Overland Ave) on the south section line of Section 29 of T.10 S., R.23 E., which shall be the Point of Beginning;

Thence North along the centerline of Highway 27 (Overland Ave.) through Sections 32,29,20, and 17 of T.10 S., R.23 E., for approximately 2.5 miles to the intersection of the centerline of Highway 27 and the north line of Cassia County in Section 17 of T.10 S., R.23 E.;

Thence Easterly along the north line of Cassia County through Sections 17,16,15,22,27, and 26 of T.10 S., R.23 E., for approximately 4.7 miles to the point which the north line of Cassia County intersects the east section line of Section 26 of T.10 S., R.23 E.;

Thence South along the east section line of Sections 26 and 35 of T.10 S., R.23 E., for approximately 0.25 miles to the intersection of the 350 East Road and Highway 81;

Thence Northwesterly along the centerline of Highway 81 through Sections 35,26,27, and 28 of T.10 S., R.23 E., for approximately 2.4 miles to the intersection of Highway 81 and 16th Str.;

Thence West along the centerline of 16th Str. for approximately 0.9 miles to the intersection of 16th Str. and Hiland Ave. said point being the Northeast section corner of Section 29 of T.10 S., R.23 E.;

Thence South along the centerline of Hiland Ave., said line being the east section line of Section 29 and 32 of T.10 S., R.23 E., for approximately 1.5 miles to the East ¼ section corner of Section 32 of T.10 S., R.23 E.;

Thence West along the south line of the SE¼NE¼ of Section 32 of T.10 S., R.32 E., for approximately 0.25 miles to the Southwest corner of the SE¼NE¼;

Thence North along the west line of the SE¼NE¼ of Section 32 of T.10 S., R.32 E., for approximately 0.25 miles to the Southeast corner of the NW¼NE¼;

Thence West along the south line of the NW¼NE¼ of Section 32 of T.10 S., R.32 E., for approximately 0.03 miles to the centerline of Almo Ave.;

Thence North along the centerline of Almo Ave for approximately 0.25 miles to the intersection of Almo Ave. and 27th Str.;

Thence West along the centerline of 27th Str. for approximately 0.22 miles to the Point of Beginning.

TRUSTEE ZONE 4

Beginning at the intersection of 27th Str. and Highway 27 (Overland Ave) on the north section line of Section 32 of T.10 S., R.23 E., which shall be the Point of Beginning;

Thence East along the centerline of 27th Str. for approximately 0.22 miles to the intersection of 27th Str. and Almo Ave';

Thence South along the centerline of Almo Ave. for approximately 0.25 miles to the south line of the NW $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 32 of T.10 S., R.23 E.;

Thence East along the south line of the NW $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 32 of T.10 S., R.23 E., for approximately 0.03 miles to the Northwest corner of the SE $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 32 of T.10 S., R.23 E.;

Thence South along the west line of the SE $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 32 of T.10 S., R.32 E., for approximately 0.25 miles to the Southwest corner of the SE $\frac{1}{4}$ NE $\frac{1}{4}$;

Thence East along the south line of the SE $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 32 of T.10 S., R.32 E., for approximately 0.25 miles to the East $\frac{1}{4}$ section corner of Section 32 of T.10 S., R.32 E.;

Thence North along the centerline of Hiland Ave., said line being the west section line of Section 33 and 28 of T.10 S., R.23 E., for approximately 1.5 miles to the intersection of Hiland Ave. and 16th Str., said point being the Northeast section corner of Section 29 of T.10 S., R.23 E.;

Thence East along the centerline of 16th Str. for approximately 0.9 miles to the intersection of 16th Str. and Highway 81;

Thence Southeasterly along the centerline of Highway 81 through Sections 28,27,26, and 35 of T.10 S., R.23 E., for approximately 2.4 miles to the intersection of Highway 81 and the 350 East Road;

Thence North along the west section line of Sections 36 and 25 of T.10 S., R.23 E., for approximately 0.25 miles to the intersection of the west section line and the north line of Cassia County;

Thence Easterly along the north line of Cassia County through Section 36 of T.10 S., R.23 E., and Section 30 of T.10 S., R.24 E., for approximately 2.1 miles to the intersection east line of Section 30 of T.10 S., R.24 E., and the north line of Cassia County;

Thence South along the east line of Section 30 and 31 of T.10 S., R.24 E., for approximately 0.6 miles to the intersection of Highway 81 and the 550 East Road;

Thence South along the centerline of the 550 East Road, said line being the east section line of Section 31 of T.10 S., R.24 E., and Section 6 of T.11 S., R.24 E., for approximately 1.9 miles to the intersection the 550 East Road and the 300 South Road;

Thence West along the centerline of the 300 South Road, said line being the south section line of Section 6 of T.11 S., R.24 E., for approximately 1.0 miles to the intersection of the 300 South Road and the 450 East Road;

Thence South along the centerline of the 450 East Road, said line being the east section line of Sections 12 and 13 of T.11 S., R.23 E., for approximately 2.0 miles to the intersection of the 450 East Road and the 500 South Road;

Thence West along the centerline of the 500 South Road, said line being the south section line of Sections 13,14,15, and 16 of T.11 S., R.23 E., for approximately 4.0 miles to the intersection of the 500 South Road and the 50 East Road;

Thence South along the centerline of the 50 East Road, said line being the east section line of Section 20 of T.11 S., R.23 E., for approximately 1.0 miles to the intersection of the 50 East Road and the 600 South Road;

Thence West along the centerline of the 600 South Road, said line being the north section line of Sections 20 and 19 of T.11 S., R.23 E., and Sections 24 and 29 of T.11 S., R.22 E., for approximately 2.5 miles to the intersection of the 600 South Road and the 200 West Road;

Thence North along the centerline of the 200 West Road, said line being the west section line of Sections 24,13,12, and 1 of T.11 S., R.22 E., and Sections 36, and 25 of T.10 S., R.22 E., for approximately 5.9 miles to the intersection of the 200 West Road and Highway 30;

Thence Northeasterly along the centerline of Highway 30 through Sections 25 and 24 of T.10 S., R.22 E., and Section 19 of T.10 S., R.23 E., for approximately 1.4 miles to the intersection of Highway 30 and 13th Str.;

Thence Easterly along the centerline of 13th Str. for approximately 0.1 miles to the intersection of 13th Str. and Eastern Idaho Railroad in Section 19 of T.10 S., R.23 E.;

Thence Southwesterly along the centerline of the Eastern Idaho Railroad through Sections 19 and 30 of T.10 S., R.23 E., for approximately 1.2 miles to the intersection of the railroad centerline and the 100 West Road;

Thence South along the centerline of the 100 West Road, said line being the west section line of Section 30 of T.10 S., R.23 E., for approximately 0.1 miles to the intersection of the 100 West Road and the 27th Str.;

Thence East along the centerline of 27th Str., said line being the north section line of Section 31 of T.10 S., R.23 E., for approximately 0.54 miles to the intersection of 27th Str. and Park Ave.;

Thence South along the centerline of Park Ave., said line being the east section line of Section 31 of T.10 S., R.23 E., for approximately 0.18 miles to the Southwest corner of the Harrison Heights Subdivision Phase 1;

Thence East along the south line of the Harrison Heights Subdivision Phase 1 for approximately 0.12 miles to the Southeast corner of the Harrison Heights Subdivision Phase 1;

Thence North along the east line of the Harrison Heights Subdivision Phase 1 for approximately 0.08 miles to the intersection of the east line of the Harrison Heights Subdivision Phase 1 and the centerline of "G" canal;

Thence Easterly along the centerline of the "G" canal for approximately 0.6 miles to the intersection of the centerline of "G" canal and the centerline of Highway 27 (Overland Ave.);

Thence North along the centerline of Highway 27 (Overland Ave.) for approximately 0.02 miles to the Point of Beginning.

TRUSTEE ZONE 5

Beginning at the point where the west section line of Section 29 of T.10 S., R.24 E., intersects the north line of Cassia County which shall be the Point of Beginning;

Thence westerly along the north line of Cassia County through Sections 29,28,21,22,15,10,3, and 2 of T.10 S., R.24 E., and Sections 35 and 36 of T. 9 S., R.24 E., for approximately 7.4 miles to the point where the north section line of Section 36 of T.9 S., R.24 E., intersects the north line of Cassia County;

Thence East along the north line of Section 36 of T.9 S., R.24 E., (500 North Road) for approximately 0.7 miles to the intersection of the 500 North Road and the 1050 East Road;

Thence South along the centerline of the 1050 East Road, said line being the east section line of Section 36 of T.9 S., R.24 E., for approximately 1.0 miles to the intersection of the 1050 East Road and the 400 North Road;

Thence East along the centerline of the 400 North Road, said line being the north section line of Sections 6,5,4, and 3 of T.10 S., R.25 E., for approximately 3.25 miles to the Southwest corner of the E $\frac{1}{2}$ W $\frac{1}{4}$ of Section 34 of T.9 S., R.25 E.;

Thence North along the west line of the E $\frac{1}{2}$ W $\frac{1}{4}$ of Section 34 of T.9 S., R.25 E., and the west line of the E $\frac{1}{2}$ SW $\frac{1}{4}$ of Section 27 of T.9 S., R.25 E., for approximately 1.5 miles to the Northwest corner of the E $\frac{1}{2}$ SW $\frac{1}{4}$ of Section 27 of T.9 S., R.25 E.;

Thence West along the east-west $\frac{1}{4}$ section line of Sections 27 and 26 of T.9 S., R.25 E., for approximately 1.0 miles to the Northeast corner of the W $\frac{1}{2}$ SW $\frac{1}{4}$ of Section 26 of T.9 S., R.25 E.;

Thence South along the east line of the W $\frac{1}{2}$ SW $\frac{1}{4}$ of Section 26 of T.9 S., R.25 E., and the east line of the W $\frac{1}{2}$ W $\frac{1}{2}$ of Section 35 of T.9 S., R.25 E., for approximately 1.5 miles to the Southeast corner of the W $\frac{1}{2}$ W $\frac{1}{2}$ of Section 35 of T.9 S., R.25 E.;

Thence East along the north township line of T.10 S., R.25 E., and T.10 S., R.26 E., for approximately 7.75 miles to the Northeast section corner of Section of 1 of T.10 S., R.26 E.;

Thence North along the west range line of T.9 S., R.27 E., for approximately 5.5 miles to the north line of Cassia County;

Thence Easterly along the north line of Cassia County through Sections 6,7,8,17,16,21,22,23, and 26 of T.9 S., R.27 E., for approximately 7.0 miles to the east line Section 26 of T.9 S., R.27 E.;

Thence South along the east line of Sections 26 and 36 of T.9 S., R.27 E., and Sections 2,11, and 14 of T.10 S., R.27 E., (2750 East Road) for approximately 4.9 miles to the Northwest section corner of Section 24 of T.10 S., R.27 E.;

Thence East along the north section line of Section 24 of T.10 S., R.27 E., and Sections 19,20, and 21 of T.10 S., R.28 E., (100 North Road) for approximately 4.0 miles to the Southwest corner of Section 15 of T.10 S., R.28 E.;

Thence North along the west section line of Section 15 of T.10 S., R.28 E., (3150 East Road) for approximately 1.0 miles to the Northwest corner of Section 15 of T.10 S., R.28 E.;

Thence East along the north section line of Section 15 of T.10 S., R.28 E., (200 North Road) for approximately 1.0 miles to the Northeast corner of Section 15 of T.10 S., R.28 E.;

Thence North along the west section line of Sections 11 and 2 of T.10 S., R.28 E., (3250 East Road) for approximately 2.0 miles to the north line of Cassia County;

Thence East along the north line of Cassia County for approximately 8.0 miles to the Northeast corner of Cassia County;

Thence South along the east line of Cassia County for approximately 27.0 miles to the Northwest corner of Section 19 of T.14 S., R.30 E.;

Thence East along the north section line of Sections 19,20,21, and 22 of T.14 S., R.30 E., for approximately 3.8 miles to the Northeast section corner of Section 22 of T.14 S., R.30 E.;

Thence South along the east section line of Sections 22,27, and 34 of T.14 S., R.30 E., and Section 3 of T.15 S., R.30 E., for approximately 4.0 miles to the Southeast corner of Section 3 of T.15 S., R.30 E.;

Thence West along the south section line of Section 3 of T.15 S., R.30 E., for approximately 1.0 miles to the Southwest corner of Section 3 of T.15 S., R.30 E.;

Thence South along the east section line of Section 9 of T.15 S., R.30 E., for approximately 1.0 miles to the Southeast corner of Section 9 of T.15 S., R.30 E.;

Thence West along the south section line of Sections 9,8, and 7 of T.15 S., R.30 E., for approximately 3.0 miles to the east line of Cassia County;

Thence South along the east line of Cassia County for approximately 8.9 miles to the Southeast corner of Cassia County;

Thence West along the south line of Cassia County for approximately 36.3 miles to the Southwest corner of Section 31 of T.16 S., R.24 E.;

Thence North along the west range line of T.16 S., R.24 E., and T.15 S., R.24 E., and T.14 S., R.24 E., and T.13 S., R.24 E., and T.12 S., R.24 E., (extended 450 East Road) for approximately 28.3 miles to the south line of Cassia County, said point being the Southeast section corner of Section 36 of T.16 S., R.23 E.;

Thence East along the north section line of Sections 7,8, and 9 of T.12 S., R.24 E., (extended 900 South Road) for approximately 3.0 miles to the Southwest section corner of Section 3 of T.12 S., R.24 E.;

Thence North along the west section line of Section 3 of T.12 S., R.24 E., (extended 750 East Road) for approximately 1.0 miles to the Northwest section corner of Section 3 of T.12 S., R.24 E.;

Thence East along the south section line of Section 34 of T.11 S., R.24 E., (extended 800 South Road) for approximately 0.5 miles to the South $\frac{1}{4}$ section of Section 34 of T.11 S., R.24 E.;

Thence North along the north-south $\frac{1}{4}$ section line of Section 34 of T.11 S., R.24 E., for approximately 1.0 miles to the North $\frac{1}{4}$ section corner of Section 34 of T.11 S., R.24 E.;

Thence East along the north section line of Section 34 of T.11 S., R.24 E., (extended 700 South Road) for approximately 0.5 miles to the Northeast section corner of Section 34 of T.11 S., R.24 E.;

Thence North along the west section line of Section 26 of T.11 S., R.24 E., (extended 850 East Road) for approximately 1.0 miles to the Northwest section corner of Section 26 of T.11 S., R.24 E.;

Thence East along the north section line of Section 26 of T.11 S., R.24 E., (extended 600 South Road) for approximately 1.0 miles to the Northeast section corner of Section 26 of T.11 S., R.24 E.;

Thence North along the west section line of Section 24 of T.11 S., R.24 E., (extended 950 East Road) for approximately 0.2 miles to the centerline of Highway 77;

Thence Northerly along the centerline of Highway 77 for approximately 3.4 miles to the intersection of Highway 77 and 300 South Road;

Thence West along the centerline of the 300 South Road, said line being the south section line of Sections 3,4, and 5 of T.11 S., R.24 E., for approximately 3.0 miles to the intersection of the 300 South Road and 550 East Road;

Thence North along the centerline of the 550 East Road, said line being the west section line of Section 5 of T.11 S., R.24 E., and Section 32 of T.10 S., R.24 E., for approximately 1.9 miles to the intersection of the 550 East Road and Highway 81;

Thence North along the west section line of Sections 32 and 29 of T.10 S., R.24 E., for approximately 0.6 miles to the Point of Beginning.

The boundaries of the trustee zones in this district are to be defined and drawn so that, as reasonably as may be, each such zone shall have approximately the same population.

REDEFINING TRUSTEE ZONES

The boundaries of the trustee zones in this district are to be defined and drawn so that, as reasonably as may be, each such zone shall have approximately the same population. Trustee zones in this district will be determined to have approximately the same population when the populations of each trustee zone do not vary by more than ten percent (10%).

The board of trustees will initiate a proposal to redefine and change trustee zones at the first meeting following the report of the decennial census. In addition, the board or a patron may propose that a trustee zone be redefined by

petition signed by not less than fifty (50) school electors residing in the district. A petition to redefine and change trustee zones may be submitted to the board of trustees at any time. Within one hundred twenty (120) days following the report of the decennial census or the receipt of a petition to redefine and change the trustee zones, the board will prepare a proposal for a change which will equalize the population in each trustee zone. The proposal will include a legal description of each trustee zone as the same would appear pursuant to the proposal, a map of the district showing how each trustee zone would appear, and the approximate population each trustee zone would have, should the proposal become effective. Any proposal to redefine the boundaries of the several trustee zones shall include the determination, where appropriate, the number of trustee zones in each district, and the date of expiration of the term of office for each trustee.

The superintendent or designee will be authorized to review the decennial census, or any proposal to change trustee zone boundaries, and determine whether there has been a shift in population which causes the current trustee zones to not contain approximately the same populations. If it is determined that the population has changed so that the trustee zones are not of approximately the same population, the board may appoint a committee, composed of interested parties, to review the matter. The committee will propose to the board modifications to the trustee zone boundaries which are intended to equalize the population in the various trustee zones.

The proposal will be submitted to the State Board of Education for approval. The State Board of Education will approve or disapprove of the proposal within sixty (60) days and give notice of its decision to the board in writing. If approved, the trustee zones will change pursuant to the proposal and the district must file a copy of the legal description of each redefined trustee zone and a map of the district showing how each trustee zone will appear with the county clerk. If disapproved, the board must submit a revised proposal to the State Board of Education within forty-five (45) days. Trustee zones may be redefined and changed not more than once every five (5) years.

IMPLEMENTATION OF PROPOSAL TO REDEFINE TRUSTEE ZONES

At the next regular meeting of the board following the approval of the proposal, the board will appoint from its membership a trustee for each new trustee zone to serve as trustee until that incumbent trustee's term expires. If the current board membership includes two (2) incumbent trustees from the same new trustee zone, the board will select the incumbent trustee with the most seniority as the trustee to serve the remainder of his or her term. If both incumbent trustees have equal seniority, the board will choose one (1) of the trustees by the drawing of lots. If there is a trustee vacancy in any trustee zone, the board will appoint an individual residing in the trustee zone to serve as trustee until the next annual meeting. At the next trustee election, a trustee shall be elected to serve during the term specified in the election for the zone. The elected trustee shall assume office at the annual meeting of the board of trustees next following the election.



LEGAL REFERENCE:

Idaho Code Section 33-501

ADOPTED: May 8, 2000

AMENDED: July 20, 2010

AMENDED: July 26, 2011

AMENDED: June 21, 2018

POLICY 242 TRUSTEE QUALIFICATIONS: Motion by Bruce Thompson and seconded by Darin Moon to approve Policy 242 as amended. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried. Policy 242 will read as follows:

At the time of the nomination and election, or appointment to the Cassia County Joint School District No. 151 Board of Trustees, each trustee must be eighteen (18) years of age, a United States citizen, an elector of the district and a resident of the trustee zone from which he or she is nominated and elected, or appointed, for a period of at least thirty (30) days prior to the nomination and election, or appointment.

Each trustee will qualify for and assume office on January 1 following the election, or, if appointed, at the regular meeting of the board next following such appointment.

At the first meeting after a trustee assumes office, an oath of office will be administered to each trustee, whether elected, re-elected, or appointed. The oath may be administered by the clerk, or by a trustee of the district, and the records of the district will show such oath of office to have been taken, and by who administered, and will be filed with the official records of the district.



LEGAL REFERENCE:

Idaho Code Sections

33-405 – Qualification of School Electors

33-501 – Board of Trustees

ADOPTED: May 8, 2000

AMENDED: July 24, 2012

AMENDED: June 21, 2018

POLICY 244 TRUSTEE NOINATION AND ELECTION: Motion by Bruce Thompson and seconded by Darin Moon to approve Policy 244 as amended. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried. Policy 244 will read as follows:

NOMINATION OF TRUSTEES

Any person legally qualified to hold the office of school trustee may file a declaration of candidacy for the office. The declaration must bear the name of the candidate, state the term for which declaration of candidacy is made, and bear the signature of not less than five (5) school district electors resident of the trustee zone of which the candidate is resident. The declaration of candidacy must be filed with the clerk of the board not later than five (5) o'clock p.m. on the ninth (9th) Friday proceeding the day of election of trustees. The clerk of the board of trustees will verify the qualifications of the nominees and shall, not more than seven (7) days following the filing, certify the nominees to be placed on the ballot.

Any person interested in being a write-in candidate for a school trustee position must file a declaration of intent indicating that the person desires the trustee office and is legally qualified to assume the duties of school trustee if elected. The declaration of intent for write-in candidates and signatures of five (5) electors of the declared candidate's specific zone must be filed with the clerk of the board of trustees not later than forty-five (45) days before the day of election. No write-in vote will be counted unless a declaration of intent has been properly filed.

Any person who filed a declaration of candidacy may withdraw from the election by filing a notarized statement of withdrawal with the clerk of the board of trustees. The notarized statement must contain all the information necessary to identify the person and the office sought, and the reason for the withdrawal. The candidate may not withdraw later than 45 days prior to the day of the election. The board is prohibited from appointing any candidate who filed a statement of withdrawal, unless the vacancy occurs because of the death of a previous candidate.

ELECTION OF TRUSTEES

If a district is located in one (1) county, the election of the trustees shall be conducted by the county clerk in which the district is located, in compliance with Title 34, Idaho Code.

If the district is a joint district located in two (2) counties, the election of the trustees shall be conducted by the county clerks of the respective counties in which the district is located, in compliance with Title 34, Idaho Code.

If the date for filing written nominations for the office of trustees has expired, and it appears that only one (1) qualified candidate has been nominated for a trustee position, or if only one (1) candidate has filed a write-in declaration of intent as provided in Idaho Code §34-1407, and the candidate has provided to the district's board clerk the signatures of five (5) electors of the candidate's specific zone, then no election will be held for that position, and the board, or the school district clerk with the written permission of the board, will declare such candidate elected as trustee. A certificate of election bearing the seal of the district will be prepared by the school district clerk and delivered to the person declared as elected.

Trustee elections will be held on the Tuesday following the first Monday in November in odd-numbered years. In each trustee zone, the person receiving the greatest number of votes cast in his or her trustee zone will be declared by the board as the trustee elected from that trustee zone. The elected trustee will assume office on January 1, next following the election.

If any two (2) or more persons have an equal number of votes in any trustee zone and a greater number than any other nominee in that trustee zone, the board will determine the winner by a toss of a coin.

Effective July 1, 2018, the terms of incumbent trustees will expire on January 1 following the November election of their successors.

TRUSTEE CANDIDATE REPORTING REQUIREMENTS

In school districts with 500 or more students, the candidate disclosure and reporting requirements of sections 67-6601 through 67-6616, Idaho Code, and sections 67-6623 through 67-6630, Idaho Code shall apply to all elections of school district trustees. Any report or filing required to be filed by or for a candidate shall be filed with the county clerk of the county wherein the district lies or, in the case of a joint district, with the county clerk of the home county as designated pursuant to section 33-304, Idaho Code.



LEGAL REFERENCE:

Idaho Code Sections

- 33-401 – Legislative Intent
- 33-501 – Board of Trustees
- 33-502 – Declarations of Candidacy for Trustees
- 33-502B – Board of Trustees – One Nomination – No Election
- 33-503 – Election of Trustees – Uniform Date
- 34-1401, et seq. – Uniform District Election Law
- 67-6601 – 67-6630 – Election Campaign Contributions and Expenditures - Lobbyists

ADOPTED: May 8, 2000

AMENDED: November 24, 2009

AMENDED: September 22, 2015

AMENDED: June 21, 2018

POLICY 246 TRUSTEE VACANCY: Motion by Bruce Thompson and seconded by Darin Moon to approve Policy 246 as amended. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried. Policy 246 will read as follows:

A vacancy will be declared by the board when any nominee has been elected but failed to qualify for office, or within thirty (30) days of when any trustee will:

1. Die;
2. Resign as trustee;
3. Remove himself/herself from his or her trustee zone of residence;
4. No longer be a resident or school district elector of the district;
5. Refuse to serve as a trustee;
6. Without excuse acceptable to the board, fail to attend four consecutive regular meetings of the board; or
7. Be recalled and be discharged from office as provided in, Idaho Code §§34-1701 *et seq.*

The declaration of vacancy will be made at any regular or special meeting of the board, at which any of the above-mentioned conditions are determined to exist.

The board will appoint to the vacancy a person qualified to serve as a trustee of the school district provided there remains in membership on the board a majority of the membership thereof, and the board will notify the State Superintendent of Public Instruction of the appointment. The appointment must be made within ninety (90) days of the declaration of vacancy. If, after ninety (90) days, the board is unable to appoint a trustee from the zone

vacated, the board may appoint a person at-large from within the boundaries of the district to serve as the trustee from the zone where the vacancy occurred. Otherwise, after one hundred twenty (120) days from the declaration of vacancy, the board will refer the matter to the board of county commissioners in which it is situated or the home county, if a joint district, and request that the board of county commissioners appoint a trustee to fill the vacancy.

Any person appointed as herein provided will serve for the balance of the unexpired term of the office which was declared vacant and filled by appointment.



LEGAL REFERENCE:

Idaho Code Sections

33-501 – Board of Trustees

33-504 – Vacancies on Boards of Trustees

34-1701 et seq. – Recall Elections

ADOPTED: May 8, 2000

AMENDED: November 24, 2009

AMENDED: June 21, 2018

POLICY 264 ANNUAL MEETING OF THE BOARD: Motion by Bruce Thompson and seconded by Darin Moon to approve Policy 264 as amended. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried. Policy 264 will read as follows:

The annual meeting of the Cassia County Joint District No. 151 Board of Trustees will be held at its regular January meeting each year. The board, at its annual meeting, will establish the regular monthly school board meetings date, time, and location for the year.

At the first regular meeting after January 1 directly following an election, the board will organize itself and elect a chairman, a vice-chairman, a clerk, and a treasurer. The clerk and the treasurer may be members of the board or, at the discretion of the board, either or both may be selected from among competent and responsible persons outside the membership of the board.



LEGAL REFERENCE:

Idaho Code Sections

33-506 – Organization and Government of Board of Trustees

33-510 – Annual Meetings; Regular Meetings; Boards of Trustees

ADOPTED: May 8, 2000

AMENDED: July 10, 2000

AMENDED: August 17, 2017

AMENDED: June 21, 2018

POLICY 266 REGULAR MEETINGS OF THE BOARD: Motion by Bruce Thompson and seconded by Darin Moon to approve Policy 266 as amended. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried. Policy 266 will read as follows:

At its annual meeting in January, the Cassia County Joint School District No. 151 Board of Trustees will set its monthly meetings at regular intervals, and direct the clerk to post notice of the regular meeting schedule at least once each year. The clerk will post the notice of the regular meeting schedule and the agendas for such meetings at a prominent place in the administrative office of the district or, if no such office exists, at the building where the meeting is to be held. If the district at any time maintains an online presence either through a district website or social media platform, the notice for meetings and agendas will also be posted electronically. Additional meetings, as necessary, will be scheduled by the board.

The clerk of the board will prepare an agenda notice forty-eight (48) hours in advance of each regular meeting in the same manner as the notice of the meeting. An agenda item that requires a vote of the board will be identified on that agenda as an “action item” to provide notice that action may be taken on that item. Identifying an item as an “action item” on the agenda does not require a vote to be taken on that item. The board may amend the agenda provided that a good faith effort was made to include in the original agenda notice all items known to be probable items of discussion. The agenda may be amended in the following manner:

1. If the agenda is amended after it has been posted but there exists forty-eight (48) hours or more prior to the start of the meeting, the agenda may be amended by posting a new agenda.
2. If an amendment to the agenda is proposed less than forty-eight (48) hours prior to a regular meeting but prior to the start of the meeting, the clerk will post the proposed amended agenda but it will not become effective until a motion is made at the meeting and the board votes to amend the agenda.
3. The board may amend the agenda after the start of the meeting upon a motion that states the reason for the amendment and the good faith reason the agenda item was not included in the posted agenda. Final action may not be taken on an agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification will be reflected in the minutes of the meeting.

A quorum for the transaction of business of the board of trustees will consist of a majority of the members of the board. Unless otherwise provided by law, all questions will be determined by a majority of the votes cast. The chairman of the board may vote in all cases.



LEGAL REFERENCE:

Idaho Code Sections

33-510 – Annual Meetings; Regular Meetings; Boards of Trustees

74-204 – Notice of Meetings; Agendas

ADOPTED: May 8, 2000

AMENDED: July 10, 2000

AMENDED: July 28, 2009

AMENDED: August 17, 2017

AMENDED: June 21, 2018

POLICY 268 SPECIAL MEETINGS OF THE BOARD: Motion by Bruce Thompson and seconded by Darin Moon to approve Policy 268 as amended. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried. Policy 268 will read as follows:

Special meetings of the Cassia County Joint School District No. 151 Board of Trustees may be called by the chairman or by any two members of the board. The board will not hold a special meeting without at least a twenty-four (24) hour meeting and agenda notice, unless an emergency exists, as defined herein.

DEFINITIONS

“Emergency” means a situation involving injury or damage to persons or property, or immediate financial loss, or the likelihood of such injury, damage or loss, when the notice requirements of the Open Meeting Law would make such notice impracticable, or increase the likelihood or severity of such injury, damage, or loss, and the reason for the emergency is stated at the outset of the meeting.

“Special meeting” means a convening of the board of trustees of the district pursuant to a special call for the conduct of business as specified in the call.

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

1. Begin counting immediately on the occurrence of the event that triggers the period;
2. Count every hour, including hours during intermediate Saturdays, Sundays, and legal holidays; and

3. If the period would end on a Saturday, Sunday, or legal holiday, the period continues to run until the same time on the next day that is not a Saturday, Sunday, or legal holiday.

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

NOTICE OF SPECIAL MEETING

The notice for a special meeting will include at a minimum, the:

1. Meeting date;
2. Time;
3. Place; and,
4. Name of the school district calling for the meeting.

If the time and place of a special meeting has not been determined at a meeting of the board with all members present, then the notice of the time and place will be given to each member and announced by a written notice in at least two (2) or more public buildings within the school district not less than twenty-four (24) hours before the special meeting is to be convened.

If the time and place of a special meeting was determined at a meeting of the board with all members present, the notice requirement for meetings and agendas will be satisfied by posting such notices and agendas in a prominent place at the administrative office of the school district not less than twenty-four (24) hours before the special meeting is to be convened.

If the district at any time maintains an online presence either through a district website or social media platform, the notice for meetings and agendas will also be posted electronically.

The clerk will maintain a list of the news media requesting notification of meetings and will make a good faith effort to provide advanced notification to them of the time and place of each special meeting.

AGENDA

The clerk will post the agenda in the same manner as the notice of the special meeting. An agenda item that requires a vote will be identified on the agenda as an “action item” to provide notice that action may be taken on that item. Identifying an item as an “action item” on the agenda does not require a vote to be taken on that item. The board may amend the agenda, provided that a good faith effort is made to include in the original agenda notice, all items known to be probable items of discussion. The agenda may be amended in the following manner:

1. If the agenda is amended after it has been posted but there exists twenty-four (24) hours or more prior to the start of the special meeting, the agenda may be amended by posting a new agenda.
2. If an amendment to the agenda is proposed less than twenty-four (24) hours prior to a special meeting but prior to the start of the meeting, the clerk will post the proposed amended agenda but it will not become effective until a motion is made at the meeting and the board votes to amend the agenda.
3. The board may amend the agenda after the start of the meeting upon a motion that states the reason for the amendment and the good faith reason the agenda item was not included in the posted agenda. Final action may not be taken on an agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification will be reflected in the minutes of the meeting.



LEGAL REFERENCE:

Idaho Code Sections

33-510 – Annual Meetings; Regular Meetings; Boards of Trustees
74-201 et seq. (Open Meeting Law)

ADOPTED: May 8, 2000

AMENDED: November 24, 2009

AMENDED: July 23, 2013

AMENDED: January 18, 2018

AMENDED: June 21, 2018

POLICY 276 ACCESS TO PUBLIC RECORDS: Motion by Bruce Thompson and seconded by Darin Moon to approve Policy 276 as a new policy. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried. Policy 276 will read as follows:

The public has the right to access the public records of Cassia County Joint School District No. 151. This policy sets forth the procedure for accessing the district's public records.

DEFINITIONS:

"Applicant" means any person formally seeking a paid or volunteer position with a public agency. "Applicant" does not include any person seeking appointment to a position normally filled by election.

"Copy" means transcribing by handwriting, photocopying, duplicating machine, and reproducing by any other means, so long as the public record is not altered or damaged.

"Custodian" means the district employee(s) having physical custody and control of the public records of the district, or authorized access thereto, including those employees who ~~respond~~ have been appointed to respond to requests for public records and other district information on a routine basis, and the designees of all such appointed custodians.

"Inspect" means the right to listen, view, and make notes of public records, so long as the public record is not altered or damaged.

"Public Record" includes, but is not limited to, any writing containing information relating to the conduct or administration of the district's business that is prepared, owned, used or retained by the district regardless of the physical form or characteristics and includes e-mail containing information relating to the conduct and administration of district business.

"Requester" means the person requesting examination and/or copying of public records.

"Writing" includes, but is not limited to, handwriting, typewriting, printing, photostating, photographing, and every means of recording, including words, pictures, sounds, symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, disks, drums, or other documents.

REQUEST TO EXAMINE PUBLIC RECORDS

The district will designate one (1) person as custodian to receive and respond to public records requests and will provide at least one (1) alternate custodian for contingencies. The name and contact information for the district's designated custodian will be available on the district's website. By January 1, 2019, the district will adopt guidelines that identify the general subject matter of all public records kept or maintained by the district, the custodian(s) thereof, and the physical location of such documents.

Although the Public Records Law allows this district to require written requests for information, it is this district's policy to waive the formal requirement in those cases where the information requested is readily available and routinely provided by this district.

The district may require that a request for public records be submitted in writing and provide the requester's name, mailing address, e-mail address and telephone number. Those circumstances include instances when uncertainty exists over what the individual wants, when uncertainty exists over whether the information requested is protected or privileged, or when compiling or copying the information requested is anticipated to be unduly time-consuming or difficult. A request for public records and delivery of the public records may be made by electronic mail.

The custodian will make no inquiry of any person who requests a public record except to verify the identity of the requester or to ensure that the requested record or information will not be used for purposes of a mailing or telephone list as prohibited by Idaho Code §74-120.

The district may provide the requester information to help the requester narrow the scope of the request or to help the requester make the request more specific when the response to the request is likely to be voluminous or require payment.

The custodian will maintain vigilance to ensure that records are not altered or destroyed, but may not review, examine, or scrutinize any copy, photograph or notes in the person's possession.

Examination of public records must be conducted during regular office or working hours. When necessary, a designated custodian may authorize an examination of records to be done outside of regular working hours. In this event, the persons designated to represent the custodian during such examination will be entitled to reasonable compensation to be paid to them out of funds provided in advance by the person examining the records.

COSTS FOR PROVIDING PUBLIC RECORDS

Except for fees that are authorized or prescribed under other provisions of Idaho law, no fee shall be charged for the first two (2) hours of labor in responding to a request for public records, or for copying the first one hundred (100) pages of paper records that are requested. If the information is also available in publication form, the district may offer the published material to the individual or organization at the standard cost of selling the publication.

This district may charge the actual labor cost associated with locating and copying documents when:

1. The request is for more than one hundred (100) pages of paper records; or
2. The request includes records from which nonpublic information must be deleted; or
3. The actual labor, as defined above, associated with locating and copying documents for a request exceeds two (2) person hours.

Labor fees will not exceed reasonable labor costs necessarily incurred in responding to a public records request. Fees, if charged, will reflect the personnel and quantity of time that are reasonably necessary to process a request. Fees for labor costs will be charged at the per hour pay rate of the lowest paid administrative staff employee who is necessary and qualified to process the request.

If a request requires redactions to be made by an attorney the rate charged will be no more than the usual and customary rate of the attorney who is retained by the district for that purpose.

The copying or conversion fee schedule will be made available to those individuals requesting copies and will be updated from time to time as necessary to reflect the actual copying and labor costs to the district.

The district will not charge any cost or fees for copies or labor when the requester demonstrates that the requester's examination and/or copying of public records:

1. Is likely to contribute significantly to the public's understanding of the operations or activities of government.
2. Is not primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party.
3. If the requester has insufficient financial resources to pay such fees.

The district's statements of fees will be itemized to show per page costs for copies, and hourly rates of employees and attorneys involved in responding to the request, and the actual time spent on the public records request. No lump sum costs will be assigned to any public records request.

The custodian may require advance payment of fees when deemed appropriate. If there is a request to mail copies of documents to an individual, the custodian may request advanced payment for the copies and a stamped, self-addressed envelope large enough for the number of copies. Any portion of an advance payment in excess of the

actual costs of labor and copying incurred by the district in responding to the request will be returned to the requester.

A requester may not file multiple requests for public records solely to avoid payment of fees. When the district reasonably believes that one (1) or more requesters is segregating a request into a series of requests to avoid payment of fees authorized pursuant to this section, the district may aggregate such requests and charge the appropriate fees. The district may consider the time period in which the requests have been made in its determination to aggregate the related requests. The district will not aggregate multiple requests on unrelated subjects from one (1) requester.

RESPONSE TO REQUEST FOR EXAMINATION OF PUBLIC RECORDS

The district will either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of the request for examination or copying. If it is determined by employees of the district that a longer period of time is needed to locate or retrieve the public records, the district will notify the requestor in writing and will provide the public records to the person no later than ten (10) working days following the person's request.

If it is determined the existing electronic record requested will first have to be converted to another electronic format by the district or by a third party and that such conversion cannot be completed within ten (10) working days, the district will notify the requestor in writing. The district will provide the converted public record at a time mutually agreed upon between the district and the requester, with due consideration given to any limitations that may exist due to the process of conversion or due to the use of a third party to make the conversion.

If no answer is provided by this district within ten (10) working days, the request will be deemed to have been denied.

DENIAL OF REQUESTS

If a request for a record is denied in whole or in part, the person making the request must be notified in writing. This notice must include:

1. A statement that an attorney for the district has reviewed the request, or that the district had the opportunity to consult with an attorney and has chosen not to do so;
2. The statutory basis for the denial;
3. A simple statement of the right to appeal and the time limit for an appeal as set forth in Idaho Code §§74-103 and 74-115.

A certificate of mailing must accompany the notice.

The time limit for filing an appeal is one hundred eighty (180) days from the date the notice of denial is mailed. The sole remedy for protesting the district's decision is to file a petition in the district court of the county where the records or some part of them are located, requesting the court to compel the district to make the information available or to correct the record.

When a request is denied, the requested records must be retained until the end of the appeal period, until there has been a decision on an appeal, or as otherwise provided by the Public Records Law, whichever is longer. Whenever a request is denied, there must be some indication made on the record that it must not be purged without the approval of a designated custodian.

RECORDS EXEMPT FROM DISCLOSURE

The Idaho Legislature has set forth particular records that are exempt from disclosure to the public. All employees should be aware of the following exemptions that apply to this school district. The following list sets forth some of the designated exempt records:

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulation. This includes, but is not limited to, student records under the Family Educational Rights and Privacy Act (FERPA).
2. Records relating to the appraisal of real property, timber or mineral rights, prior to its acquisition, sale or lease by the district.

3. Any estimate prepared by the district that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project.
4. The records of a library that, when examined alone or when examined with other public records, would reveal the identity of the library patron checking out, requesting or using an item from the library.
5. Computer programs developed and purchased by or for the district for its own use. However, computer program does not include:
 - a. The original data including, but not limited to, numbers, texts, voice, graphics, and images;
 - b. Analysis, compilation, and other manipulative forms of the original data produced by use of the program;
 - c. The mathematical or statistical formulas that will be used if the manipulative forms of the original data were to be produced manually.
6. Employment security information and unemployment insurance benefit information, except that all interested parties may agree to waive the exemption.
7. Facts contained in any records of a juvenile maintained under the Juvenile Correction Act will be furnished upon request to any district where the juvenile is enrolled or is seeking enrollment. If a juvenile is fourteen (14) years or older and is adjudicated guilty of an offense that would be a felony if committed by an adult, the name, the offense of which the juvenile was adjudicated and the disposition of the court will be disclosed.
8. All personnel records of a current or former employee other than the employee's public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, including bonuses, severance packages, other compensation or vouchered and unvouchered expenses for which reimbursement was paid, status, workplace, and employing district.
9. All other personnel information relating to the employee or applicant, including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, and performance evaluations, will not be disclosed to the public without the employee's or applicant's written consent. An employee or authorized representative may inspect and copy his or her personnel records, except for material used to screen and test for employment.

RECORDS CONTAINING A COMBINATION OF BOTH EXEMPT AND NON-EXEMPT MATERIALS

If any public record contains material which is not exempt from disclosure as well as material which is exempt from disclosure, the district will separate the exempt and nonexempt material and make the nonexempt material available for examination. The district will not deny a request to copy nonexempt material in a public record based upon the fact that the record contains both types of materials.

INSPECTION AND CORRECTION OF AN INDIVIDUAL'S RECORDS

An individual may inspect, copy and request correction of public records pertaining to that person, except those portions of records that are exempt from disclosure. Such requests will be referred to a designated custodian immediately. Within ten (10) days of the receipt of a written request to amend any record pertaining to that person, the district will either:

1. Make any correction of any portion of the record which the person establishes is not accurate, relevant, or complete; or
2. Inform the person in writing of the refusal to amend with the reasons for the refusal and clearly indicate the person's right to appeal the refusal and the time period for doing so as set forth above in "Denial of Requests" and sections 9-343 and 9-344, Idaho Code. A certificate of mailing must accompany the notice.

DISTRIBUTION OR SALE OF MAILING OR TELEPHONE NUMBER LISTS PROHIBITED

This district will not distribute or sell for use as a mailing list or a telephone number list any list of persons, including students and employees, without first securing the permission of those individuals named on the list. This district will verify the identity of a person requesting a record to ensure that the requested record or information will not be used for purposes of a mailing or telephone list.

PENALTY AND IMMUNITY

The Public Records Law provides a penalty of up to one thousand dollars (\$1,000) for deliberate, bad faith denial of information that should be disclosed. The Public Records Law also provides immunity from liability for the

release of records as long as there is a good-faith attempt to comply with the law's requirements. Therefore, it is important that any questions or any requests that seem doubtful be immediately referred to a designated custodian.



LEGAL REFERENCE:

Idaho Code Sections

74-101 et seq. - Public Records Act

34 CFR Part 99 – Family Educational Rights and Privacy Act (FERPA)

Cowles Publishing Company v. Kootenai County Board of Commissioners, et al., 144 Idaho 259, 159 P. 3d 896 (2007)

ADOPTED: May 8, 2000

AMENDED: August 25, 2015

AMENDED: June 21, 2018

POLICY 403 EMPLOYEE DRUG, TOBACCO AND ALCOHOL USE: Motion by Darin Moon and seconded by Bruce Thompson to approve Policy 403 as amended. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried. Policy 403 will read as follows:

Cassia County Joint School District No. 151 recognizes the federal requirements to establish a “drug free workplace” and it does not tolerate drug or alcohol abuse by its employees. Employees are prohibited from manufacturing, dispensing, using, possessing, or distributing illegal drugs or alcohol on any school premises or at any school activity. Employees are further prohibited from being under the influence of illegal drugs or alcohol on any school premises or at any school activity.

The drug free workplace requirements extend to all property owned by the district, all activities sponsored by the district, and include any vehicle owned by this district.

DEFINITIONS

Award: Financial assistance provided to the district by the U.S. Department of Education or other federal agency, including grants or cooperative agreements in the form of money or property in lieu of money; or block grants or a grant in an entitlement program. The term “award” does not include any of the following: technical assistance that provides services instead of money; loans and loan guarantees; interest subsidies; insurance; direct appropriations; or veteran’s benefits to individuals.

Drug Free Workplace: A site for the performance of work done in connection with a specific award at which employees of the recipient are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

Illegal Drug Use: The use, possession or distribution of illegal drugs, or the abusive use of other drugs, or the use of alcohol on any school premises or at any school activity.

Illegal Drugs: Any controlled substances defined by Idaho Code Section 37-2701, or any other substance which is used to alter or change the mood of an individual, or anabolic steroids. The term “illegal drugs” does not include over the counter drugs or prescriptions prescribed by a doctor or dentist specifically for the person in possession of those drugs unless such drug or medication is abused by the employee at work or impairs the employee’s ability to perform his/her duties or the abuse or impairment is a safety concern for students or personnel.

Tobacco: The use of tobacco by patrons, students, or employees on school property or at any school sponsored activity is prohibited.

Under the Influence: This definition covers not only all well-known and easily recognized conditions and degrees of intoxication but any abnormal mental or physical condition which is the result of indulging to any degree in unlawful alcohol or illegal drugs, and which tends to deprive one of that clearness of intellect and control of himself or herself which he or she would otherwise possess.

Unlawful Alcohol: Any alcoholic beverage as defined by Idaho Code Sections 23-105, 23-1001 and **23-1303**.

Unlawful Alcohol Use: The use, possession, or distribution of alcohol on any school premises or at any school activity.

Violations: The commission of an act of illegal drug use or unlawful alcohol use by a district employee. The abuse of over the counter or prescription drugs also constitutes a violation of this policy.

DRUG-FREE AWARENESS PROGRAM

The district will establish a drug-free awareness program to inform employees about: 1) the dangers of drug abuse in the workplace; 2) the district's policy of maintaining a drug-free workplace; 3) any available drug counseling, rehabilitation, and employee assistance programs; and 4) the penalties that may be imposed upon employees for drug use violations.

EMPLOYEES WORKING IN FEDERAL GRANT PROGRAMS

Any employee working in the department or program responsible for the performance of a federal grant will, as a condition of employment, agree to abide by the terms of this policy and to notify the district of any criminal drug statute conviction for a violation occurring in the workplace. The employee must notify the district no later than five (5) days after such conviction.

Pursuant to the Drug-Free Workplace Act, the district will report, in writing, to the federal contracting or granting agency, within ten (10) days of receiving notice, that an employee has been convicted of a criminal drug statute for a violation occurring in the workplace.

DISCIPLINARY ACTION

1. Any employee who violates the terms of the district's drug and alcohol policy may be subject to disciplinary action, including, but not limited to, discharge, suspension, and/or referral for drug and alcohol abuse evaluation and rehabilitation, at the discretion of the board. All procedures set forth in Idaho Code Section 33-513 (certificated personnel) and Section 33-517 (non-certificated personnel) will be followed. All employees must notify their supervisors in writing of any conviction under any criminal drug statute within five (5) calendar days after such conviction.
2. Notwithstanding the above paragraph, a district bus driver will be suspended from all duties pending investigation when reasonable suspicion exists that the driver may be under the influence of illegal drugs, or alcohol, or is impaired due to the use or abuse of prescription or over the counter drugs. If a bus driver is found to have violated this policy, he or she will be immediately terminated from district employment and the incident will be reported to the State Department of Education. The board or designee will recommend license revocation to the Idaho Department of Transportation.
3. If reasonable suspicion exists that federal, state, or local laws have been violated, the district will notify the appropriate law enforcement agencies.



LEGAL REFERENCE:

34 CFR §84.605

34 CFR §84.635

41 U.S.C. §701 et seq., as amended (the Drug-Free Workplace Act of 1988)

Idaho Code Sections

23-105

23-1001

23-1303

33-513

33-517

37-2701, 72-1701 et. seq.

BLACK'S LAW DICTIONARY 10th Edition (2014)

ADOPTED: May 8, 2000

AMENDED: February 28, 2012

AMENDED: June 21, 2018

POLICY 404.50 INFORMATION ON PAST JOB PERFORMANCE: Motion by Darin Moon and seconded by Bruce Thompson to approve Policy 404.50 as amended. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried. Policy 404.50 will read as follows:

DEFINITIONS

“Applicant” means an applicant for employment in a certificated or non-certificated position with this school district who is currently or was previously employed by a school district.

“Employer” means a school district employer, regardless of location.

RELEASE OF PERSONNEL RECORDS

Before hiring an applicant for a certificated or non-certificated position with the district, the individual will be requested to sign a statement authorizing his or her current and past school district employers, either in-state or out-of-state, to release all information relating to the job performance and/or job related conduct, and make available to the school district copies of all documents in the previous employer’s personnel files, investigative files, or other files concerning said applicant. In the event the applicant declines to sign a statement, the applicant will not be considered for employment with this district.

Before hiring an applicant, the district will request in writing, electronic or otherwise, the information required in this policy from the applicant’s current and past employers. A copy of the authorization signed by the applicant will be included with the request.

Documentation relating to the job performance or job-related conduct of an applicant includes the following:

- All annual evaluations;
- Letters of reprimand or direction;
- Letters of commendation or award;
- Disciplinary actions and documentation of disciplinary investigations;
- Recommendations for probation, notices of probation, and notices of removal from probation;
- Recommendations for termination or nonrenewal;
- Notices of termination or nonrenewal;
- Notices from the Idaho Professional Standards Commission or other similar state agency of action taken against an individual's certificate; and
- Any rebuttal documentation filed by the employee related to any of the above documents.

Names of any student or fellow employee complainant, other than the employee’s administrative evaluator or administrative author of communication to the employee, will be redacted from such provided documentation.

For applicants applying for a certificated position, a request will also be made to the office of the superintendent of public instruction for verification of certification status; any past or pending violations of the professional code of ethics; any detail as to any prior or pending conditions placed upon a certificated holder’s certificate; any prior or pending revocation, suspension, or the existence of any prior letters of reprimand; and information relating to job performance.

Applicants with no prior public school work experience will also be requested to sign a release allowing school district employees to contact their previous employers and references for information relating to job performance and/or job-related conduct.

This district may request or require an applicant to provide additional information as appropriate.

FAILURE TO RECEIVE DOCUMENTS FROM OUT-OF-STATE EMPLOYERS

An applicant who has signed the required release statement will not be prevented from gaining employment in Idaho public schools if the laws or policies of another state prevent documents from being made available due to Idaho school districts, or if the out-of-state school district fails or refuses to cooperate with the request. If no documentation is going to be forthcoming from an out-of-state employer, the Idaho district may initially employ the applicant on a standard contract and not utilize conditional basis employment.

NON-CONTRACTED PROVISIONAL HIRING

School districts may employ applicants on a non-contracted provisional basis. An applicant hired provisionally pending the review of personnel documents will be provided with the same compensation and benefits as other employees in similar positions, but will have no contractual or property rights until all contingencies of employment are satisfied.

The district will review prior employer personnel performance materials within thirty (30) calendar days of receipt. For individuals employed on a non-contracted provisional basis for a certificated position, a standard certificated contract will be automatically issued at the end of the thirty (30) day review period, unless prior to that time, the board articulates in writing the specific information received that justifies a decision not to issue a standard contract. Any reason articulated by the board must be derived only from the documents received in the personnel file and may not be based upon any event that has occurred during the period of time the employee had the status as a non-contracted provisional certified professional employee.

NONDISCLOSURE

All information received by the district pursuant to the above request will be used only for the purpose of evaluating an applicant's qualifications for employment for the position for which the applicant has applied. Except as provided by law, a board member or employee of this school district will not disclose the information to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment. Any person who discloses an applicant's information in violation of this provision may be civilly liable for damages for such violation.



LEGAL REFERENCE:

Idaho Code Sections

74-106 – Records Exempt from Disclosure – Personnel Records, Personal Information, Health Records, Professional Discipline

33-1210 – Information on Past Job Performance

ADOPTED: July 24, 2012

AMENDED: February 24, 2015

AMENDED: June 21, 2018

POLICY 404.50F2 INFORMATION ON PAST JOB PERFORMANCE: RELEASE AND AUTHORIZATION FORM (FOR APPLICANTS WITH PRIOR PUBLIC SCHOOL EXPERIENCE):

Motion by Darin Moon and seconded by Bruce Thompson Policy 404.50F2 as amended. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried. Policy 404.50 will read as follows:

Cassia School District 151

APPLICANT RELEASE AND AUTHORIZATION

I, _____, an applicant for a position with the Cassia School District No. 151, in Burley, Idaho request that _____ School District No. _____, located in _____, provide a copy of the documents relating to my job performance or job-related conduct in my personnel file to Cassia School District No. 151 within twenty (20) business days of the date of this request.

Specifically, the following documents are requested to be released:

- All annual evaluations;
- Letters of reprimand or direction;
- Letters of commendation or award;
- Disciplinary actions and documentation of disciplinary investigations;

- Recommendations for probation, notices of probation, and notices of removal from probation;
- Recommendations for termination or nonrenewal;
- Notices of termination or nonrenewal;
- Notices from the Idaho professional standards commission or other similar state agency of action taken against an individual's certificate; and
- Any rebuttal documentation filed by the employee relative to any of the above documents.

Names of any student or fellow employee complainant, other than the employee's administrative evaluator or administrative author of communication to the employee, shall be redacted from such provided documentation.

I further authorize personnel from my prior school district employer to discuss my job performance with an identified representative of Cassia School District No. 151, where I am an applicant for a position.

I understand that by signing this release I am waiving my right to keep this information confidential. I certify that my consent for the release of this information is entirely voluntary. I release my current and past employers, and employees acting on behalf of that employer, from any liability for providing the information set forth above, or for discussing my job performance with representatives of Cassia School District No. 151.

I certify that I understand this consent to release can be revoked by me at any time in writing, but will not be effective for materials already released under it.

Applicant's Signature

Date

Applicant's Printed Name

APPROVED: February 24, 2015

AMENDED: June 21, 2018

POLICY 407 FAMILY MEDICAL LEAVE ACT (FMLA): Motion by Darin Moon and seconded by Bruce Thompson to approve Policy 407 as amended. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried. Policy 407 will read as follows:

All eligible employees of Cassia County Joint School District No. 151 may take leave as provided by the Family and Medical Leave Act (FMLA). The FMLA entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave during a twelve-month (12-month) period for specified family and medical reasons.

DEFINITIONS

"Child (son or daughter)" includes biological, adopted, or foster child, stepchild, legal ward, or a child of a person standing in loco parentis (in place of parent). The child must be either under eighteen (18) years of age or, if over 18, incapable of self-care because of a mental or physical disability, or be a covered service-member.

"Continued treatment" includes:

1. Any consecutive three (3)-day period of incapacity that involves: (a) at least two (2) visits to a health care provider; or (b) a regimen of continued treatment under a health care provider's supervision;
2. Any period of incapacity due to pregnancy (including severe morning sickness), even if no treatment is obtained for prenatal care;
3. Any period of incapacity due to a chronic medical condition, such as asthma, diabetes, or epilepsy, even if no treatment is obtained;
4. Any period of absence to receive multiple treatments for restorative surgery or a serious illness such as cancer, severe arthritis, or kidney disease; or
5. Any permanent or long-term incapacity (e.g., Alzheimer's or severe stroke), even if no treatment is being provided.

“Covered active duty” means:

1. For members of the regular Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; or
2. For members of the reserve components of the Armed Forces (members of the National Guard and Reserves), duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.

“Covered service-member” means either:

1. A current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness.
2. A veteran of the Armed Forces (including the National Guard or Reserves) discharged within the five-year period before the family member first takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged does not meet the FMLA definition of a covered service-member.

“In loco parentis” means a person who provides day-to-day care or financial support for a child. Employees with no biological or legal relationship to a child can stand in loco parentis to that child, and are entitled to FMLA leave; e.g., an uncle who cares for his sister’s children while she serves on active military duty.

“Next of kin” is the nearest blood relative, other than the current service-member’s spouse, parent, son, or daughter, in the following order of priority: (1) a blood relative who has been designated in writing by the service-member as the next of kin for FMLA purposes, (2) a blood relative who has been granted legal custody of the service-member, (3) brothers and sisters, (4) grandparents, (5) aunts and uncles, and (6) first cousins.

“Parent” includes a biological parent (not parent-in-law) or someone who stood in loco parentis when the employee was a child.

“Spouse” is a husband or wife, including a common-law or same-sex husband or wife, but does not include a “significant other” or “domestic partner.”

“Serious health condition” is a condition that involves either an overnight stay in a medical care facility or “continued treatment” by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job.

“Teacher (or instructional employee)”, for the purposes of this policy, means an employee employed principally in an instructional capacity by the district whose primary function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actually teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

ELIGIBLE EMPLOYEE

An eligible employee is defined as an individual who:

1. Has been employed by the school district for at least twelve (12) months, (need not be consecutive months of employment), and
2. Has been employed for at least one thousand two hundred fifty (1,250) hours of service during the twelve-month (12-month) period immediately preceding the commencement of the leave*; and
3. Is employed at a worksite where fifty (50) or more employees are employed by the school district within seventy-five (75) miles of the worksite.

* Full-time teachers are presumed to be eligible for FMLA leave, unless the district can clearly demonstrate that the teacher did not work 1,250 hours during the previous twelve (12) months.

For the purpose of determining continuing eligibility for FMLA, this district will calculate the “twelve-month (12-month) period immediately preceding the commencement of the leave” as the fiscal year beginning July 1 of each year.

LEAVE ENTITLEMENT

Eligible employees are entitled to up to twelve (12) workweeks of unpaid, job-protected leave in a twelve-month (12-month) period for one (1) or more of the following reasons:

1. The birth of a child or to care for a child within the first 12 months after birth**;
2. The placement of a child with the employee for adoption or foster care within the first 12 months of placement**;
3. To care for an immediate family member, spouse, child or parent, who has a serious health condition; or
4. For a serious health condition that makes the employee unable to perform the functions of his/her job.
5. For any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent is a military member on covered active duty (or has been notified on an impending call or order to active duty).

** If the district employs both spouses to whom this provision applies, the husband and wife are limited to a total of twelve (12) workweeks during the twelve-month (12-month) period, which can be divided any way they choose and can be overlapping. Both parents are eligible to take their remaining weeks of FMLA leave for another FMLA-qualifying purpose, including but not limited to, a serious health condition of the child, or to recover from a C-section or other birth complications.

MILITARY CAREGIVER LEAVE

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service-member is entitled to a total of twenty-six (26) workweeks of leave during a twelve-month (12-month) period to care for the service-member who is recovering from a serious illness or injury sustained in or aggravated by service the line of duty while on active duty in the Armed Forces. The service-member must either be currently in the Armed Forces and unable to perform regular duties, or was in the Armed Forces and was discharged under other than dishonorable conditions within five (5) years of receiving the medical treatment, recuperation or therapy prompting the employee's leave request. Such leave shall only be available during a single twelve-month (12-month) period.

During a single twelve-month (12-month) period, an eligible employee shall be entitled to a combined total of twenty-six (26) workweeks of leave, including the twelve (12) weeks for a “qualified exigency.” However, there is no limitation on the availability of leave during any other twelve-month (12-month) period. If the district employs both spouses to whom this section applies, the husband and wife are limited to a total of twenty-six (26) workweeks during the twelve-month (12-month) period for all types of FMLA leave.

REQUESTING LEAVE

Employees must comply with the district's usual and customary requirements for requesting leave and provide enough information for the district to reasonably determine whether the FMLA may apply to the leave request. Employees generally must request leave thirty-days (30) days in advance when the need for leave is foreseeable. When the need for leave is foreseeable less than thirty (30) days in advance or is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances.

When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. If an employee later requests additional leave for the same qualifying condition, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

USE OF ACCRUED PAID LEAVE

Once it has been determined that the leave is for an FMLA-qualifying reason, any accrued paid leave, such as sick or vacation leave, used by an employee for absences which qualify for FMLA coverage will be counted as FMLA leave, unless the district determines otherwise.

INTERMITTENT OR REDUCED LEAVE SCHEDULE

The district will comply with the mandates of FMLA, including any special rules which may apply regarding the taking of intermittent leave or leave on a reduced leave schedule, or leave near the end of an academic term by instructional employees. Intermittent leave means to take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or to transfer temporarily to an available alternative position offered by the employer for which the employee is qualified that has equivalent pay and benefits and better accommodates recurring periods of leave than the regular employment position of the employee. The district will consider requests by employees for intermittent leave or leave on a reduced leave schedule on a case-by-case basis.

LEAVE DURING PERIODS NEAR THE CONCLUSION OF THE ACADEMIC TERM

The following special rules apply with respect to periods of leave near the conclusion of an academic term in the case of any eligible employee employed principally in an instructional capacity by the district or school:

1. Leave more than five (5) weeks prior to end of term. If the eligible employee begins leave more than five (5) weeks prior to the end of the academic term, the district or school may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks in duration and the return to employment would occur during the 3-week period of the term.
2. Leave less than five (5) weeks prior to end of term. If the eligible employee begins leave less than five (5) weeks prior to the end of the academic term, the district or school may require the employee to continue taking leave until the end of the term if the leave is of greater than two (2) weeks duration and the return to employment would occur during the 2-week period before the end of the term.
3. Leave less than three (3) weeks prior to end of term. If the eligible employee begins leave less than three (3) weeks prior to the end of the academic term and the duration of the leave is greater than five (5) working days, the district or school may require the employee to continue to take leave until the end of the term.

HEALTH INSURANCE COVERAGE

Cassia County Joint School District No. 151 will continue health insurance coverage for an employee on FMLA leave under the same terms and conditions as if the employee had not taken leave and will provide any necessary notice of termination of such insurance coverage due to the employee's failure to pay his/her portion of the premium or the employee's request for termination of coverage. Such notice will be provided at least fifteen (15) days prior to the termination of coverage.

CERTIFICATION

When an employee requests FMLA leave due to his or her own serious health condition or a covered family member's serious health condition the district may require certification in support of the leave from a health care provider. The district may also require periodic recertification of a serious health condition.

JOB RESTORATION

Upon return from FMLA leave, the employee will be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave will not be counted against the employee under a "no-fault" attendance policy.

NOTICE

This district will post a notice approved by the Secretary of Labor explaining the rights and responsibilities under the FMLA at the district offices.



LEGAL REFERENCE:

Family and Medical Leave Act of 1993

29 USC § 2611

29 USC § 2654

29 CFR §§ 825.600 – 825.604

Idaho Code Section 33-1216 – Sick and Other Leave

ADOPTED: May 8, 2000
AMENDED: March 8, 2005
AMENDED: December 16, 2008
AMENDED: November 25, 2014
AMENDED: July 28, 2015
AMENDED: June 21, 2018

POLICY 409 MILITARY DUTY: Motion by Darin Moon and seconded by Bruce Thompson to approve Policy 409 as amended. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried. Policy 409 will read as follows:

The district is committed to protecting the rights of its employees who voluntarily or involuntarily leave employment to undertake military service or certain types of service in the National Disaster Medical System. This policy and the attached Notice of Rights sets forth district obligations and employee rights under the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"). A notice containing the rights and benefits available to employees on military duty under USERRA will be posted in the district office or other location(s) where such notices are customarily placed.

DEFINITIONS

"Employee" means any person employed by a district, including a person who is a citizen, national, or permanent resident alien.

"Military duty," also referred to as "service in the uniformed services," means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty, and a period for which a person is absent from employment for the purpose of performing funeral honors duty.

"Notice" means any written or verbal advance notification by an employee to the district of an obligation or intention to perform service in the uniformed services.

"Veteran," for the purposes of Idaho law provisions, means any person who has served in the active service of the armed forces of the United States during any period of war recognized by the United States Department of Veterans Affairs for the purpose of awarding federal veterans benefits, and who has been honorably discharged from service.

"Uniformed services" means the Armed Forces (active and reserve components of the United States Army, Navy, Marine Corps, Coast Guard, and Air Force); the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty; the commissioned corps of the Public Health Service; and any other category of persons designated by the President of the United States in time of war or national emergency.

MILITARY ORDERS AND DISTRICT BENEFITS

Any employee of Cassia County Joint School District No. 151 called to military duty pursuant to valid military orders will be placed on leave without pay, except to the extent an employee elects to use accrued vacation or personal leave.

An employee called to military duty may elect to continue group health care coverage for the employee and dependents for the lesser of:

1. The eighteen (18) month period beginning on the date the leave begins;
2. A period of twenty-four (24) months beginning on the date the leave begins, for those employees called to military duty who make such election to continue coverage on or after December 10, 2004; or
3. The day after the date on which the person fails to apply for or return to a position of employment with the district.

The employee may be required to pay not more than one hundred two percent (102%) of the full premium of the plan, except in the case the military duty was less than thirty-one (31) days, in which case the employee shall only be responsible for the employee's share of the coverage.

Any employee called to military duty and reemployed by the district after the military duty ceased may elect to make contributions to any employer pension benefit plan, not to exceed the amount the employee would have been permitted or required to contribute had the employee remained continuously employed by this district throughout the period of military duty. Military duty will not be counted as time away from the district for retirement purposes.

REEMPLOYMENT RIGHTS

Reemployment rights occur whenever an employee:

1. Leaves his or her position, whether voluntarily or involuntarily, to perform military duty;
2. Has given the district prior notice of the military duty, unless prior notice is precluded by military necessity or is otherwise impossible or unreasonable;
3. Is relieved or discharged from such duty under honorable conditions; and
4. The employee makes application for reemployment as follows:
 - a. For military duty which lasted no more than thirty (30) days, the employee must be available to begin work at the first regularly scheduled work day or eight (8) hours after the end of the military duty, plus reasonable commuting time from the military duty state to home.
 - b. For military duty that lasted between thirty-one (31) and one hundred eighty (180) days, the employee's application for reinstatement must be submitted to the district not later than fourteen (14) days after completion of military duty.
 - c. For military duty that lasted between one hundred eighty-one (181) days and up to five (5) years, the employee's application for reinstatement must be submitted not later than ninety (90) days after he or she is relieved from military duty.
 - (1) The timelines set forth above may be extended for up to two (2) years in the event the employee is convalescing due to a disability incurred or aggravated during military service.
 - (2) The two-year period shall be extended by the minimum time required to accommodate circumstances beyond the employee's control that make reporting within the ninety (90) days impossible or unreasonable.

An employee who fails to report or apply for employment or reemployment within the appropriate time period specified above shall not automatically forfeit the employee's entitlement to the rights and benefits but shall be subject to the conduct rules, established policy, and general practices of the district pertaining to explanations and discipline with respect to absence from scheduled work.

The cumulative length of the current absence and of all previous absences from employment with the district for military duty may not exceed five (5) years, unless an exception applies.

Employees who meet the above criteria for reemployment will be given the reemployment positions as required by USERRA.

Any employee who is restored to a former position will be considered to have been on leave of absence during his or her period of military duty and will not be discharged from that position without cause as follows:

1. Within one (1) year after the date of such reemployment, if the person's period of military duty before the reemployment was more than one hundred eighty (180) days; or
2. Within one hundred eighty (180) days after the date of reemployment, if the person's period of military duty before the reemployment was more than thirty (30) days but less than one hundred eighty-one (181) days.

An employee will not be reinstated if the district is able to show that:

1. The district's circumstances have so changed as to make reemployment impossible or unreasonable;
2. Reemployment would impose an undue hardship (as defined by federal law) on the district;
3. The prior employment with the district was for a brief, nonrecurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period;
4. Any reemployment is impossible or unreasonable because of a change in the district's circumstances; or
5. Any accommodation, training, or effort would impose an undue hardship on the district.



LEGAL REFERENCE:

Uniformed Services Employment and Reemployment Rights Act of 1994
38 USC §§4301-4334, as amended by the Veterans Benefits Improvement Act of 2004
(PL 108-454, § 201(a))
20 CFR §1002 et seq.

ADOPTED: May 8, 2000
AMENDED: October 19, 2017
AMENDED: June 21, 2018

ITEMS FROM SUPERINTENDENT:

HEALTH INSURANCE: Motion by Bruce Thompson and seconded by Darin Moon to approve the changes made to the district health insurance proposal as presented by Mr. Kelly Bowen. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried.

STOP THE BLEED: No one from the Burley Fire Department came to address the Board of Trustees on this agenda item.

DECLO HIGH SCHOOL ROOF REPLACEMENT: Motion by Darin Moon and seconded by Bruce Thompson to replace the Declo High School roof. Voting Aye: Thompson, Moon, Cranney; motion carried.

Motion by Bruce Thompson and seconded by Darin Moon to approve a bid for the replacement of the Declo High School roof with asphalt shingles Voting Aye: Thompson, Moon, Cranney; motion carried.

NEGOTIATED AGREEMENT: Motion by Darin Moon and seconded by Bruce Thompson to approve the adoption of the negotiated agreement for the 2018-2019 school year. Voting Aye: Thompson, Moon, Cranney; motion carried.

STUDENT HANDBOOK: Motion by Darin Moon and seconded by Bruce Thompson to approve the amendments made to the Oakley High School student handbook for the 2018-2019 school year. Voting Aye: Thompson, Moon, Cranney; motion carried.

STUDENT TEACHER PLACEMENT REQUESTS: Motion by Bruce Thompson and seconded by Darin Moon to approve the placement of Marisa Rice as a student teacher at Declo Elementary School for the 2018 fall semester. Voting Aye: Thompson, Moon, Cranney; motion carried.

Motion by Bruce Thompson and seconded by Darin Moon approve the placement of Catherine Paul as a student teacher at Burley Jr. and Burley High School for the fall of 2018. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

SURPLUS BUS BID RESULTS: Motion by Darin Moon and seconded by Bruce Thompson to approve the bid of \$5000.00 for the surplus bus. Voting Aye: Thompson, Moon, Cranney; motion carried.

Motion by Darin Moon and seconded by Bruce Thompson to authorize the sale of the bus that had been previously been approved in May to be donated to the fire department, be declared as surplus property and to accept a bids on it. Voting Aye: Thompson, Moon, Cranney; motion carried.

CHIEF OPERATIONS OFFICER: The Board of Trustees discussed changing the district's organizational structure to coincide with the hiring of the new school superintendent who will assume his position in July.

CALL FOR FEE HEARING: Motion by Darin Moon and seconded by Bruce Thompson to approve a call for a fee hearing for the purpose of considering increases to school lunch fees to be held at 6:30 p.m. on Thursday, July 19, 2018. Voting Aye: Thompson, Moon, Cranney; motion carried.

TRIP REQUEST: Motion by Bruce Thompson and seconded by Darin Moon to approve Anita Holloway and Karen Thomas to attend the American Speech-Language-Hearing Association conference to be held in Baltimore, MA July 19-22, 2018. Voting Aye: Thompson, Moon, Cranney; motion carried.

ALTERNATE AUTHORIZATIONS: Motion by Darin Moon and seconded by Bruce Thompson to approve an Alternate Authorization – Content Specialist for Kristen Nelson to work as a Counselor for the Oakley Schools while she completes her university requirements for certification as an area of need exists in the district for this particular position. Voting Aye: Thompson, Moon, Cranney; motion carried.

Motion by Darin Moon and seconded by Bruce Thompson approve an Alternate Authorization – Content Specialist for Mary Jane Wakhre to teach Special Education at Burley Jr. and Burley High Schools while she completes ABCTE requirements for certification as an area of need exists in the district for this particular position. Voting Aye: Thompson, Moon, Cranney; motion carried

Motion by Darin Moon and seconded by Bruce Thompson to approve an Alternate Authorization – Content Specialist for Jason Loveless to teach 5th grade at John V Evans Elementary while he completes his university requirements for certification as an area of need exists in the district for this particular position. Voting Aye: Thompson, Moon, Cranney; motion carried.

Motion by Darin Moon and seconded by Bruce Thompson to approve an Alternate Authorization – Content Specialist for Carrie Brackenbury to teach Kindergarten and 1st grade at Albion Elementary while she completes ABCTE requirements for certification as an area of need exists in the district for this particular position. Voting Aye: Thompson, Moon, Cranney; motion carried.

Motion by Darin Moon and seconded by Bruce Thompson approve an Alternate Authorization – Content Specialist for Rebecca Moore to teach 4-5th grades at Albion Elementary while she completes ABCTE requirements for certification as an area of need exists in the district for this particular position. Voting Aye: Thompson, Moon, Cranney; motion carried.

Motion by Darin Moon and seconded by Bruce Thompson to approve a Renewal of Alternate Authorization – Content Specialist (4th year) for Charity Chesley to continue teaching Special Education at Mountain View Elementary while she completes her university requirements for certification as an area of need exists in the district for this particular position. Voting Aye: Thompson, Moon, Cranney; motion carried.

STUDENT DISCIPLINE: Motion by Bruce Thompson and seconded by Darin Moon to approve deferring action for Student A-2018, allowing Student A-2018 to receive credits from summer school in order to graduate. Voting Aye: Thompson, Moon, Cranney; motion carried.

Motion by Bruce Thompson and seconded by Darin Moon to approve expulsion for Student B-2018 with the suspension of the expulsion and allow Student B-2018 to enroll for the 2018-2019 school year at Cassia Jr/Sr. High School and to be placed on a one-major offense contract. Voting Aye: Thompson, Moon, Cranney; motion carried.

Motion by Bruce Thompson and seconded by Darin Moon to approve the expulsion of Student C-2018 from all Cassia County Joint School District No. 151 schools for a period of 365 days from the date of June 21, 2018. Student C-2018 will not be allowed on any property belonging to Cassia County Joint School District No. 151 during the 365 day period of expulsion. Student C-2018 may enroll at Cassia Jr/Sr. High School starting the 2019-2020 school year. Voting Aye: Thompson, Moon, Cranney; motion carried.

Trustee Moon would like an agenda item added to July's agenda to discuss fund raising by students.
Trustee Moon would like an item added to July's agenda to discuss ramifications of student occupied vs. non-student occupied funding.

EXECUTIVE SESSION: Motion by Darin Moon and seconded by Bruce Thompson 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: Thompson, Moon, Cranney; motion carried. (8:00 p.m.)

OPEN SESSION: Motion by Heber Loughmiller and seconded by Darin Moon to go into Open Session. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried. (8:30 p.m.)

DISTRICT ADMINISTRATION COMPENSATION: Motion by Darin Moon and seconded by Bruce Thompson to approve raising the daily rate for Assistant Superintendent Sandra Miller to \$397.45. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried.

Motion by Darin Moon and seconded by Bruce Thompson to approve raising the daily rate for Special Services Director Ludean Henderson to \$391.40. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried.

Trustee Moon would like the item, "Emeritus Standing for Superintendent" on July's Board Meeting agenda.

ADJOURN: Motion by Bruce Thompson and seconded by Darin Moon to adjourn. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried. (8:33 p.m.)

Ryan Cranney, Board Chairman

Pamela Teeter, Board Clerk

