

MINUTES OF REGULAR AND EXECUTIVE BOARD MEETING
BOARD OF TRUSTEES OF JT. SCHOOL DISTRICT NO. 151
SCHOOL CENTRAL OFFICE ON THURSDAY, SEPTEMBER 20, 2018 AT 7:00 P.M.

BOARD MEMBERS:	Ryan Cranney	Zone 1, Board Chairman
	Jeff Rasmussen	Zone 2
	Darin Moon	Zone 3
	Bruce Thompson	Zone 4
	Heber Loughmiller	Zone 5, Board Vice-Chairman
ADMINISTRATORS:	James Shank	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 was called to order by Chairman Cranney (6:30 p.m.)

EXECUTIVE SESSION: Motion by Jeff Rasmussen and seconded by Bruce Thompson to go into Executive Session according to 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, or individual staff member or individual agent, or public school student; (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried. (6:30 p.m.)

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

REGULAR SESSION: (7:00 p.m.) Motion by Heber Loughmiller and seconded by Jeff Rasmussen to go into Open Session. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

GUESTS: Pedro Hernandez, Marta A. Hernandez, Katerina Looock, Carl Voigt, Michelle Richins, Curtis Richins, Denise Clark, Sandra Armenta, Melissa Farran, Derek Johnston, Chuck Day, RaeAnne Carson, Scott Muir, Roland Bott, Hadley Knudsen, Jakeb Garrard, McKay Breshears, Jesse Miller, Hannah Higley, Madison Ramsey, Diana Gill, Dan Bolingbroke, Angel Rodriquez, Matt Seely, Ludean Henderson

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

DELEGATIONS AND CORRESPONDENCE: Mr. Jesse Miller, Ag teacher at Declo High School presented the Declo High School FFA students for recognition to the Cassia County Joint School District No. 151 Board of Trustees for their outstanding awards given at the Cassia County Fair on the trailer they built and entered at the fair.

CONSENT AGENDA: Motion by Heber Loughmiller and seconded by Bruce Thompson to approve the Consent Agenda with the exception of line 53. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

Motion by Heber Loughmiller and seconded by Darin Moon to approve the person on line 53 as a new hire. Voting Aye: Loughmiller, Thompson, Moon, Cranney; motion carried. Trustee Rasmussen abstained from voting.

- Minutes – August 16, 2018 Regular Board Meeting
- August 28, 2018 Special Work Meeting
- Bills – August – September Accounts Payable
- Separations and New Hires
- Alternate Authorizations

SEPARATIONS: The separations are as follows:

Certified: Karli Nelson, Mountain View Elementary Teacher; Charity Chesley, White Pine Elementary Special Education Teacher;

Classified: Kaylee Gomske, White Pine Elementary 21st Century Para; Joefina Cruzes, Declo Jr. High School Para; Marquis Atkinson, White Pine Elementary Para; Kelsey Maier, Mountain View Elementary Para; Verna Hoyt-Lidell, Transportation Bus Driver; Cory Bame, Burley Jr. High School 8th Grade Football Coach; Brice Nelson, Oakley High School Head Wrestling Coach; Austin Zollinger, Raft River High School Math Tutor; Rena Harrison, John V Evans Para; Bradley Berlinguet, Oakley High School Jr. High Football Coach; Kathy Eklund, Central Office Human Resources Clerk

NEW HIRES: The new hires are as follows:

Certified: Ceann Carpenter, Burley High School Physical Science Teacher; Erin Kingsford, Mountain View Elementary 5th Grade Teacher; Kristy Shaw, Mountain View Elementary Teacher; Mary Frances Adams, Central Office Mentor; Karen Arthur, Central Office Mentor; Erin Ramirez, John V. Evans Teacher; Monica Mower White Pine Elementary Special Ed Teacher; Danica Nielsen, District Secondary College & Career Counselor

Classified: Tracy Alvarez, Districtwide Full Time Roving Substitute; Viola Harkness, Mountain View Elementary Custodian; Tamara Garcia, Declo Jr. High School 21st Century Afterschool Coordinator; Cynthia Beltran, Dworshak Elementary 21st Century Para; Brittany Ochoa, White Pine Elementary 21st Century Para; Amanda Jentzsch, Burley Jr. High School 21st Century Para; Adriana Hernandez Marin, Burley Jr. High School 21st Century Para; Lovella Knopp, Transportation Full Time Sub Driver; Jana Sanders, Burley High School Assistant Girls' Soccer Coach; Ysalia Lara, Federal Programs District Migrant Liaison-Para; Vanessa Harper, Burley High School Asst. Swim Coach; Kaitlynn Holt, Burley Jr. High School Girls' Soccer Coach; Maegan Wilkinson, Transportation Full Time Sub Driver-Burley; Samuel Kuoha, Burley Jr. High School Para; Laura Hobson, John V Evans Para; Kacie James, Mountain View Elementary 21st Century Para; Jed Muhlestein, Declo Jr. High School 21st Century Para; Coby Garner, White Pine Elementary 21st Century Para; Kakota Karnoopp, Food Service-Burley Jr. High School Cook; J Stephen Wing, Cassia Regional Technical Center Machine Operator Apprenticeship; Susan Biggins, Special Services-Burley High School Psychologist Secretary/Para; Douglas Pickett, Oakley High School Jr. High Football Coach; Patricia Bennett, Dworshak Elementary P/T Para; Alexis Dailey, Dworshak Elementary Para; Nicole Baker, Burley High School JV Girls' Basketball Coach; Jessica Turner, Declo Elementary Para; Luke Trevino, Burley Jr. High School 8th Grade Football Coach; Billy Palmer, Burley Jr. High School 8th Grade Football Coach; Hannah Ryals, Mountain View Elementary 21st Century Para; Bryn Bowers, Burley High School Asst. Freshman Volleyball Coach; Marcia Nebeker, Albion Elementary Para; Leanna Cahoon, Albion Elementary Custodian; James Lara, Burley High School Custodian; Nicole Allphin, Declo Jr. High School Para; Patrice Parish, Special Services School

Psychologist Secretary/Para; Izack Samson, Declo Jr. High School Custodian; Kayden Campbell, Burley High School KFAC Stage Crew; Caleb Crafts, Burley High School KFAC Stage Crew; Ethan Harrison, Burley High School KFAC Stage Crew; Cyrus Taylor, Burley High School KFAC Stage Crew; Cameron Herbst, Burley High School KFAC Stage Crew; Jesse Clearwater, Oakley High School Jr. High Football Coach; Jake Searle, White Pine Elementary Custodian

ALTERNATE AUTHORIZATIONS:

Alternative Authorization - Content Specialist is needed for Ceann Carpenter to teach Physical Science at BHS while she completes ABCTE requirements for certification as an area of need exists in the district for this particular position.

Alternative Authorization - Content Special is needed for Kristy Shaw to teach 2nd grade at Mt View while she completes ABCTE requirements for certification as an area of need exists in the district for this particular position.

Renewal of Alternative Authorization (3rd year) - Content Specialist is needed for Michael Jenks to continue teaching History, Am Government & Anthropology at OHS while he completes his ABCTE requirements for certification as an area of need exists in the district for this particular position.

Renewal Special Circumstance - Alternative Authorization (2nd year) - content Specialist is needed for Michael Harris to continue teaching Natural Science at OHS while he completes his ABCTE requirements for certification as an area of need exists in the district for this particular position.

STUDENT TEACHING AND INTERNSHIP:

Elijah Gregg desires to do his student teaching at Declo High School with Mr. Jesse Miller as his cooperating teacher.

Becky Mann desires to fulfill her 30-hour requirement this semester at CSI working as an aide with any teacher within the Cassia County Joint School District No. 151.

Marci Voigt desires to fulfill her administrator internship with the University of Idaho at Oakley Jr/Sr. High School and Oakley Elementary during the 2018-2019 school year.

POLICIES:

POLICY 770.50 ~~STUDENT MEAL CHARGES~~ CHARGING SCHOOL MEALS: Motion by Heber Loughmiller and seconded by Jeff Rasmussen to approve Policy 770.50 as amended. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried. Policy 770.50 will read as follows:

~~The goal of Cassia County Jr. School District 151 Food Service Program is to provide nutritious meals for students at a reasonable cost. The district recognizes that situations may occur where an individual is not able to purchase a meal ticket. Students may charge a meal under the following provisions:~~

~~ELEMENTARY STUDENTS~~

~~Elementary school students in the district are limited to five (5) charged meals. After five meals have been charged, students will receive an alternate meal of peanut butter and jelly (PBJ) sandwich, fruit, vegetable and a carton of milk until their account is paid in full or the building administrator has personally contacted the parents/guardians of the student. The PBJ meals will be charged to the student's account. Students with an allergy to peanuts will receive a cheese sandwich. Students with a negative account balance are not allowed to purchase a la carte items.~~

When a student account drops below \$5 on the low balance report, the parent/guardian will be notified of the balance through a note being sent home with the student. Another notice will be sent home when the student charges their first meal. Once a student has reached the limit of 5 charged meals, an attempt will be made by school lunch staff to contact parents via the telephone.

In the event parents do not respond to notices sent home with students or cannot be contacted by telephone, notification will be mailed with an attached application for free or reduced price meals.

In the event that a student has been issued PBJ for three (3) days the building administrator will personally attempt to meet with the parents. Parents will have five (5) days to satisfy the balance, return a completed free or reduced price meal application, or make other arrangements with the building principal. If no attempt has been made to satisfy the account or provide for the student's meal within five (5) school days after the meeting with the administrator, the building principal may notify the Idaho Department of Health and Welfare.

SECONDARY STUDENTS

Middle school students (6th, 7th, & 8th Grade) in the district are extended the same policy and procedures outlined for elementary school students.

High School Students are limited to one (1) charged meal. No high school students will be allowed to charge a meal during the last month of school. The Food Service staff will notify students at the point of service when the student has a low balance. It is the responsibility of the student to notify their parents. Students with a negative account balance are not allowed to purchase a la carte items. If no attempt has been made to satisfy the account or provide for the student's meal within five (5) school days after the meeting with the administrator, the building principal may notify the Idaho Department of Health and Welfare.

ACCOUNT BALANCES

A parent/guardian may call the school cafeteria or the food service director to place a block on his/her child's account to prohibit the purchase of a la carte items.

All negative accounts must be settled at or before the end of the school year. Parents/guardians will be notified one (1) week before the last day of school for elementary students whose accounts are low or negative.

Account balances will rollover to the next school year. Students who are graduating at the end of the year will be given a refund of their balance. Funds can be transferred to a sibling's account with a written request from the parent/guardian. Students who withdraw from the district must submit a written request for a refund of any money remaining in their account.

Account balances may be checked at any time by accessing the designated website with appropriate login information or by calling the school cafeteria.



LEGAL REFERENCE:

Idaho Code Sections

33-512 Governance of Schools

33-603 Payment of Fees or Returning of Property

ADOPTED: June 24, 2014

ELEMENTARY STUDENTS

Elementary school students in the district are limited to five (5) charged meals. After five meals have been charged, students will receive an alternate meal of peanut butter and jelly (PBJ) sandwich, fruit, vegetable and a carton of milk until their account is paid in full or the building administrator has personally contacted the parents/guardians

of the student. The PBJ meals will be charged to the student's account. Students with an allergy to peanuts will receive a cheese sandwich. Students with a negative account balance are not allowed to purchase a la carte items.

When a student account drops below \$5 on the low balance report, the parent/guardian will be notified of the balance through a note being sent home with the student. Another notice will be sent home when the student charges their first meal. Once a student has reached the limit of 5 charged meals, an attempt will be made to contact parents via the telephone.

In the event parents do not respond to notices sent home with students or cannot be contacted by telephone, notification will be mailed with an attached application for free or reduced-price meals.

In the event that a student has been issued PBJ for three (3) days the building administrator will personally attempt to meet with the parents. Parents will have five (5) days to satisfy the balance, return a completed free or reduced-price meal application, or make other arrangements with the building principal. If no attempt has been made to satisfy the account or provide for the student's meal within five (5) school days after the meeting with the administrator, the building principal may notify the Idaho Department of Health and Welfare.

SECONDARY STUDENTS

Middle school students (7th & 8th Grade) in the district are extended the same policy and procedures outlined for elementary school students.

High School Students are limited to one (1) charged meal. No high school students will be allowed to charge a meal during the last month of school. The Food Service staff will notify students at the point of service when the student has a low balance. It is the responsibility of the student to notify their parents. Students with a negative account balance are not allowed to purchase a la carte items. A parent that consistently does not provide money or a home-made lunch for their child should be contacted by the building administrator, school counselor or resource officer. If no attempt has been made to satisfy the account or provide for the student's meal within five (5) school days after the meeting with the administrator, the building principal may notify the Idaho Department of Health and Welfare.

ACCOUNT BALANCES

A parent/guardian may call the school cafeteria or the food service director to place a block on his/her child's account to prohibit the purchase of a la carte items.

All negative accounts must be settled at or before the end of the school year. Parents/guardians will be notified one (1) week before the last day of school for elementary students whose accounts are low or negative.

Account balances will rollover to the next school year. Students who are graduating at the end of the year will be given a refund of their balance. Funds can be transferred to a sibling's account with a written request from the parent/guardian. Students who withdraw from the district must submit a written request for a refund of any money remaining in their account.

Account balances may be checked at any time by accessing the designated website with appropriate login information or by calling the school cafeteria.



LEGAL REFERENCE:

Idaho Code Sections

33-512 – Governance of Schools

33-603 – Payment of Fees or Returning of Property

ADOPTED: June 24, 2014
AMENDED: September 20, 2018

POLICY 907 EMPLOYEE USE OF DISTRICT EQUIPMENT: Motion by Heber Loughmiller and seconded by Bruce Thompson to approve Policy 907 as a first reading. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

INFORMATION AND REPORTS:

STUDENT HEALTH COUNSELING: Ms. Debbie Critchfield reported on the progress of the student mental health program she and other key community leaders have been working to form for Cassia School District students. The new program, “CONNECT” will help with life challenges in which, our students may be dealing. Area community members and businesses have donated to help Connect get started. They are as follows:

Trustee Darin Moon - \$10,000
Neil Justesen - \$5,000
Cassia Regional Hospital – Intermountain Healthcare - \$4,000
Safe and Drug Free Schools - \$4,000 (minimum)
Stotz Equipment - \$1,200

STATE OF THE SCHOOL: Principal Scott Muir reported on the state of the Albion Elementary and Declo Jr. High Schools. Albion Elementary was in the 10 top scorers in the State of Idaho. Mrs. Kim Johnson was voted in as the Middle School Teacher of the Year for the State of Idaho.

Principal Katerina Loock reported on the state of the Almo Elementary and Raft River Elementary Schools. Almo Elementary School had a successful back-to-school night in September and this year Almo Elementary is working on a “Super Heroes” theme for the school year, highlighting each student as a super hero. Raft River Elementary participated in a jog-a-thon fundraiser working with the PTO in raising monies for the school.

IDAHO SCHOOL BOARDS’ ASSOCIATION REGION IV MEETING: Superintendent Shank discussed with the Board of Trustees resolutions presented in the Idaho School Boards’ Association Region IV meeting held September 13, 2018 in Twin Falls.

SURPLUS SALE RESULTS: Mr. James reported to the Board of Trustees on the District surplus items sold on publicsurplus.com, a public auction site. The additional classroom furniture which consisted of student desks, chairs, teacher desks, old filing cabinets, etc. were reviewed by two (2) auction companies and it was determined that there was not enough value to justify holding an auction. The Cassia High School FFA asked if they could take the opportunity to oversee the sale of the classroom furnishings as a fundraiser and a yard sale type event was held on Saturday, September 15, 2018. The FFA organized the furnishings helped oversee, sell and help load the items onto customers’ cars. Cassia High School FFA teacher, Jaysa Filmore reported receiving approximately \$1300.00 in sales. The remaining unclaimed items will be scrapped.

IDAHO SCHOOL BOARDS ASSOCIATION ANNUAL CONFERENCE: Superintendent Shank discussed the importance of attending Idaho School Boards Association (ISBA) annual board training. The ISBA annual conference will be held in Boise, Idaho this year. The dates for the conference are November 14-16, 2018. The ISBA is a training for all board members. It is a non-profit, service organization providing policy services, legislative advocacy, leadership support and quality, cost-efficient board training to association members.

NATIONAL SCHOOL BOARDS ASSOCIATION ANNUAL CONFERENCE: Superintendent Shank discussed the importance of attending National School Boards Association (NSBA) annual board training. The NSBA conference is going to be held in Philadelphia, Pennsylvania this year. The dates for the conference are March 30-April 1, 2019. The NSBA Annual Conference and Exposition is the one national event that brings together education leaders at a time when domestic policies and global trends are combining to shape the future of the students. There will be a robust offering of over 250 educational programs, including three inspirational general sessions that will give new ideas and tools to help drive our district forward.

ACTION ITEMS:

CONTINUOUS IMPROVEMENT PLAN: Motion by Heber Loughmiller and seconded by Darin Moon to approve the Continuous Improvement Plan (CIP) for the 2018-2019 school year. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

TRIP REQUEST: Superintendent Shank Discussed the American Association of School Administrators (AASA) aka The School Superintendents' Association and his desire to attend the 2019 National Conference on Education in Las Angeles, CA, February 14-16, 2019.

Motion by Jeff Rasmussen and seconded by Bruce Thompson to approve Dan Bolingbroke Susan Belliston and Pam Teeter to attend PowerSchool University in February 2019 to attend with Rodney Lind who was previously approved. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

STUDENT HANDBOOK: Motion by Jeff Rasmussen and seconded by Bruce Thompson to approve the Parent/Student Handbook as written for John V Evans Elementary School for the 2018-2019 school year. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried.

ADJOURN: Motion by Jeff Rasmussen and seconded by Darin Moon to adjourn. Voting Aye: Loughmiller, Rasmussen, Thompson, Moon, Cranney; motion carried. (8:34 p.m.)

Ryan Cranney, Board Chairman

Pamela Teeter, Board Clerk

