

MINUTES OF WORK, REGULAR AND EXECUTIVE BOARD MEETING
BOARD OF TRUSTEES OF JT. SCHOOL DISTRICT NO. 151
SCHOOL CENTRAL OFFICE ON THURSDAY, OCTOBER 18, 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 (Excused)
	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 (5:00 p.m.)

WORK SESSION: Motion by Heber Loughmiller and seconded by Darin Moon to go into Open Work Session. Voting Aye: Loughmiller, Moon, Cranney; motion carried. (5:00 p.m.) Trustee Rasmussen was not present at vote.

INFORMATION REQUEST: Superintendent Shank covered information requested from the Board of Trustees on the following items:

- Welding Program
- CRTC Programs
- 5x5 Schedule

Due to time constraints, the items Superintendent Shank will cover in a future Board meeting are:

- Students from Burley zone attending Declo schools on Open Enrollment and Students from the Declo zone attending Burley school
- Harassment, Intimidation, Bullying (HIB) Policy

FACILITIES REPORT: Mr. Michael Arrington presented a report to the Board of Trustees on classrooms needed per school as requested in the September 18, 2018 Special Board Meeting. He discussed the needs for each school using handouts.

EXECUTIVE SESSION: Motion by Heber Loughmiller and seconded by Darin Moon 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, Moon, Cranney; motion carried. (6:00 p.m.)

Present: Chairman Ryan Cranney, Vice-Chairman Heber Loughmiller, Trustees: Jeff Rasmussen, 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 Jeff Rasmussen and seconded by Heber Loughmiller to resume into Open Session. Voting Aye: Loughmiller, Rasmussen, Moon, Cranney; motion carried.

GUESTS: Michael Arrington, Jacob Catmull, Giana Gill, Ryun Payne, Wes Nyblade, Kevin Simmons, Melissa Simmons, Matt Seely, Wanda Knopp, Denise Clark, Kim Bedke, Jesus Rodriquez, Jeanne Allen, Ludeean Henderson, RaeAnne Carson, Ysalia Lara, Paul Pugh, Grace Campos, Maria Jimenez, Gail Gallegos, Katie Muir

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

DELEGATIONS AND CORRESPONDENCE: Wanda Knopp, President of Soroptimist International of Mini-Cassia addressed the Board of Trustees with a desire to implement the program, “Dream It/Be It” for all female Freshmen students in the Cassia County District schools.

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

- Minutes – September 18, 2018 Special Board Meeting
September 20, 2018 Executive and Regular Board Meeting
- Bills – September – October Accounts Payable
- Separations and New Hires
- Alternate Authorization(s)

SEPARATIONS: The separations are as follows:

Certified: None

Classified: Sadie Clark, Declo High School Assistant Girls’ Basketball Coach; Joan Wilson, Burley High School Assistant Swim Coach; David Critchfield, Oakley High School Assistant Basketball Coach; William Roundy, Oakley High School Jr. High Basketball Coach; Marnie Smith, Oakley High School Cheer Advisor; Denisse Ruiz, Burley Jr. High School Volleyball Coach; Nichelle Palomarez, White Pine Elementary Para; Richard Alves, Oakley High School Head Golf Coach; Kimberly Montoya, Albion Elementary Para; Allison Bischoff, Burley High School Para; Terisa Robinson, Oakley Elementary Library Para

NEW HIRES: The new hires are as follows:

Certified: None

Classified: Yazmin Cervantes Melendrez, White Pine Elementary 21st Century Afterschool Para; Tiffany Thaxton, White Pine Elementary Para; Nicole Gee, Central Office Human Resources Clerk; Stephen Wells, Burley High School Assistant Softball Coach; Bryana Thoren, Declo Elementary Para; Victor Castro, Burley High School Assistant Wrestling coach; Michael Justesen, Oakley High School Jr. High Wrestling Coach; Ryan Schrenk, Transportation Bus Mechanic; Kelli McCormick, John V Evans Para; Ashlee Ward, Albion Elementary Para; Nichole Stauffer, Albion Elementary Para; Brock Goff, Raft River High School Assistant Boys’ Basketball Coach; Krystine Flowers, John V Evans Para; Emily Ricks, Substitute Teacher; Chelsey Hutchison, Substitute Teacher; Brennan Ontiveros, Substitute Teacher; Desirae Nelson, Substitute Teacher; Darlene Kenner, Substitute Teacher; Suzanne Livermore, Substitute

Teacher; Mary Etta Tubbs, Substitute Teacher; Tiffany Barajas Garcia, Substitute Teacher; Samantha Perkins, Substitute Teacher; Sheri Wickard, Substitute Teacher; Marsha Miller, Substitute Teacher

ALTERNATE AUTHORIZATIONS:

Alternative Authorization – Teacher to New is needed for Melanie McManus to teach Health at Cassia High School as an area of need exists in the District while she completes Option IV-Content Knowledge Testing and mentoring before she can add the Health endorsement to her current certification.

STUDENT TEACHING AND INTERNSHIP:

Christine Ward desires to fulfill her 30-hour requirement this semester with the College of Southern Idaho at Declo High School. Leslie Redhead will be the cooperating teacher.

POLICIES:

POLICY 402 CRIMINAL HISTORY CHECKS FOR EMPLOYEES, VOLUNTEERS AND CONTRACTORS: Motion by Jeff Rasmussen and seconded by Heber Loughmiller to approve Policy 402 as amended. Voting Aye: Loughmiller, Rasmussen, Moon, Cranney; motion carried. Policy 402 will read as follows:

DEFINITIONS

For the purposes of this policy, the following definitions apply:

“Contractor” means an agency, company/business, or individual that has signed a contract or agreement to provide services for the district.

“Employee” means those individuals hired by the district and paid a salary or wages from which federal and state income taxes are withheld.

“Substitute Teachers” any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage for one (1) day or more during a school year.

“Unsupervised contact” means direct contact or interaction with students not under the direct supervision of a district employee. This includes contact or interaction with students in scheduled school activities that occur outside of the school or outside of normal school hours.

EMPLOYEES

All certificated and non-certificated employees, including substitute staff and individuals involved in student training such as practicums and internships, hired after July 1, 2008, shall undergo a criminal history check as required by Idaho Code Section 33-130.

Employees are required to submit a completed ten (10) finger fingerprint card or scan to the Idaho State Department of Education no later than five (5) business days after the employees’ first day of employment with the school district or unsupervised contact with students in a K-12 setting, whichever is sooner.

The employee or individual involved in student training will be responsible for the cost of the criminal history check.

A record of all background checks will be maintained by the Idaho State Department of Education in a data bank for all employees of this district, with a copy going district, when requested at the time of the application or within six (6) months following the performance of the criminal history check. A copy will also be provided to the employee if so requested. If the criminal history check shows that the employee has been convicted of a felony crime enumerated in Idaho Code § 33-1208, the district will whether the employee shall be terminated, dismissed, or subject to other personnel action of the district.

The district retains the right to evaluate whether an individual convicted of one of the crimes so enumerated, and having been incarcerated for that crime, will be hired.

The district will not hire individuals, and will terminate or dismiss employees who plead guilty to or have been convicted of any of the following felony offenses (whether under federal, Idaho or other state law) against a child, notwithstanding the form of the judgment or withheld judgment:

1. The aggravated assault of a child, or the assault with intent to commit a serious felony against a child;
2. The aggravated battery of a child, or the battery with intent to commit a serious felony against a child;
3. The injury or death of a child;
4. The sexual abuse of a child under sixteen (16) years of age;
5. The ritualized abuse of a child under eighteen (18) years of age;
6. The sexual exploitation of a child;
7. Possession of photographic representations of sexual conduct involving a child; Lewd conduct with a child under the age of sixteen (16);
8. Sexual battery of a minor child sixteen (16) or seventeen (17) years of age;
9. The sale or barter of a child for adoption or other purposes;
10. The murder of a child, or the voluntary manslaughter of a child;
11. The kidnapping of a child;
12. The importation or exportation of a juvenile for immoral purposes;
13. The abduction of a person under eighteen (18) years of age for prostitution;
14. The rape of a child.

SUBSTITUTE TEACHERS

A substitute teacher employed by this district will not be required to undergo additional criminal history checks if he or she has obtained a criminal history check within the previous five (5) years, related to employment for another school district. If this district elects to require another criminal history check within the five (5) year period, it will pay the cost or reimburse the teacher for such cost.

VOLUNTEERS AND CONTRACTORS

All volunteers will be required to submit proof of identification, alias names, and other necessary identifying information, when applying to act as a volunteer. All contractors will be required to provide a list of all employees of the contractor, and proof of identification of those individuals, who are reasonably anticipated to be on the school premises for the purpose of carrying out the terms of the contract. Contractors and subcontractors, and their employees, will be required to submit proof of identification, alias names, and other necessary identifying information.

Unsupervised Contact with Students. All individuals who have unsupervised contact with students, including parent and community volunteers, contractors and subcontractors as well as their employees, will be required to undergo a criminal history background check. The individual is required to submit a completed ten (10) finger fingerprint card or scan to the Idaho State Department of Education no later than (5) days after the individual's first unsupervised contact with students in a K-12 setting. The district will pay for criminal history checks of volunteers; contractors and subcontractors will be required to pay for their criminal history checks.

Irregular Contact with Students. The superintendent or designee will cross-check the names of all other individuals who have irregular contact with students, including volunteers, contractors, and subcontractors, with the State of Idaho sex offender registry no later than five (5) days following the first day that the individual is present in a K-12 setting for purposes of volunteering or fulfilling a contract. The individual will be required to provide proof of identification, alias names, and any other identifying information deemed necessary to complete the cross-check. If determined necessary by the superintendent or designee to ensure a safe environment for all students, any such individual may be required to undergo a criminal history check. The district will pay for criminal history checks of volunteers; contractors and subcontractors will be required to pay for their criminal history checks.

The State of Idaho sex offender registry will be reviewed at least annually thereafter for volunteers or contractors who continue to be present on the school premises. Those individuals who are on the sexual offender registry will not be allowed to volunteer and/or work as contractors, or employees of a contractor, for the district.



LEGAL REFERENCES:

Idaho Code Sections

33-130 (Criminal History Checks for School District Employees)

33-512, *et seq.* (Governance of Schools)

33-1201, *et seq.* (Teachers)

18-901, *et seq.* (Assault and Battery)

18-501, *et seq.* (Children and Vulnerable Adults)

18-4001, *et seq.* (Homicide)

18-4502 (First Degree Kidnapping)

18-5601, *et seq.* (Prostitution)

18-6101, *et seq.* (Rape)

18-8301, *et seq.* (Sexual Offender Registration Notification and Community Right-to-Know Act)

18-8401, *et seq.* (Juvenile Sex Offender Registration Notification and Community Right-to-Know Act)

IDAPA 08.02.02.75

ADOPTED: May 8, 2000

AMENDED: October 28, 2008

AMENDED: December 16, 2015

AMENDED: October 18, 2018

POLICY 442 CODE OF ETHICS FOR CERTIFICATED EMPLOYEES: Motion by Jeff Rasmussen and seconded by Darin Moon to approve Policy 442 as amended. Voting Aye: Loughmiller, Rasmussen, Moon, Cranney; motion carried. Policy 442 will read as follows:

It is the policy of Cassia County Joint School District No. 151 that all certificated employees adhere to the Code of Ethics for Idaho Professional Educators, as adopted by the Idaho State Board of Education (SBOE), effective March 20, 2004, and any amendments thereto.

DEFINITIONS

1. Administrative Complaint. A document issued by the State Department of Education (SDE) outlining the specific purported violations of Idaho Code §33-1208 or the Code of Ethics for Idaho Professional Educators.
2. Allegation. A purported violation of the Code of Ethics for Idaho Professional Educators or Idaho Code.
3. Certificate. A document issued by the Department of Education under the authority of the State Board of Education allowing a person to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse, or school librarian (Idaho Code §33-1201).
4. Certificate Denial. The refusal of the state to grant a certificate for an initial or reinstatement application.
5. Certificate Suspension. A time-certain invalidation of any Idaho certificate as determined by a stipulated agreement or a due process hearing panel as set forth in Idaho Code §33-1209(10).
6. Complaint. A signed document defining the allegation that states the specific ground or grounds for revocation, suspension, denial, or placement of reasonable conditions on a certificate, or issuance of a letter of reprimand (Idaho Code §33-1209(1)). The State Department of Education may initiate a complaint.

7. Conditional Certificate. Allows an educator to retain licensure under certain stated certificate conditions as determined by the Professional Standards Commission (Idaho Code §33-1209(10)).
8. Contract. Any signed agreement between the school district and a certificated educator pursuant to Idaho Code §33-513(1).
9. Conviction. Refers to all instances regarding a finding of guilt by a judge or jury; a plea of guilt by Nolo Contendere or Alford plea; or all proceedings in which a sentence has been suspended, deferred, or withheld.
10. Educator. A person who holds or applies for an Idaho certificate (Idaho Code §§33-1001(16) and 33-1201).
11. Education Official. An individual identified by local school board policy, including, but not limited to, a superintendent, principal, assistant principal, or school resource officer (SRO).
12. Executive Committee. A decision-making body comprised of members of the Professional Standards Commission, including the chair and vice-chair of the Commission. A prime duty of the Committee is to review purported violations of the Code of Ethics for Idaho Professional Educators to determine probable cause and direction for possible action to be taken against a certificate holder.
13. Hearing. A formal review proceeding that ensures the respondent due process. The request for a hearing is initiated by the respondent and is conducted by a panel of peers.
14. Hearing Panel. A minimum of three (3) educators appointed by the chair of the Professional Standards Commission and charged with the responsibility to make a final determination regarding the charges specifically defined in the administrative complaint.
15. Investigation. The process of gathering factual information concerning a valid, written complaint in preparation for review by the Professional Standards Commission Executive Committee, or following review by the Executive Committee at the request of the deputy attorney general assigned to the Department of Education.
16. Minor. Any individual who is under eighteen (18) years of age.
17. Not-Sufficient Grounds. A determination by the Executive Committee that there is not-sufficient evidence to take action against an educator's certificate.
18. Principles. Guiding behaviors that reflect what is expected of professional educators in the state of Idaho while performing duties as educators in both the private and public sectors.
19. Reprimand. A written letter admonishing the certificate holder for his/her conduct. The reprimand cautions that further unethical conduct may lead to consideration of a more severe action against the holder's certificate.
20. Respondent. The legal term for the professional educator who is under investigation for a purported violation of the Code of Ethics for Idaho Professional Educators.
21. Revocation. The invalidation of any certificate held by the educator.
22. Stipulated Agreement. A written agreement between the respondent and the Professional Standards Commission to resolve matters arising from an allegation of unethical conduct following a complaint or an investigation. The stipulated agreement is binding to both parties and is enforceable under its own terms, or by subsequent action by the Professional Standards Commission.
23. Student. Any individual enrolled in any Idaho Public or private school from preschool through grade twelve (12).
24. Sufficient Grounds. A determination by the Executive Committee that sufficient evidence exists to issue an administrative complaint.

CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS

Preamble:

Believing in the worth and dignity of each human being, the professional educator recognizes the supreme importance of pursuing truth, striving toward excellence, nurturing democratic citizenship and safeguarding the freedom to learn and to teach, while guaranteeing equal educational opportunity for all. The professional educator accepts the responsibility to practice the profession according to the highest ethical principles. The Code of Ethics for Idaho Professional Educators symbolizes the commitment of all Idaho educators and provides principles by which to judge conduct.

Aspirations and Commitments:

- a. The professional educator aspires to stimulate the spirit of inquiry in students and to provide opportunities in the school setting that will help them acquire viable knowledge, skills, and understanding that will meet their needs now and in the future.

- b. The professional educator provides an environment that is safe to the cognitive, physical, and psychological well-being of students, and provides opportunities for each student to move toward the realization of his/her goals and potential as an effective citizen.
- c. The professional educator, recognizing that students need role models, will act, speak, and teach in such a manner as to exemplify nondiscriminatory behavior, and encourage respect for other cultures and beliefs.
- d. The professional educator is committed to the public good and will help preserve and promote the principles of democracy. He/she will provide input to the local school board to assist in the board's mission of developing and implementing sound educational policy while promoting a climate in which the exercise of professional judgment is encouraged.
- e. The professional educator believes the quality of services rendered by the education profession directly influences the nation and its citizens. He/she strives, therefore, to establish and maintain the highest set of professional principles of behavior, to improve educational practice, and to achieve conditions that attract highly qualified persons to the profession.
- f. The professional educator regards the employment agreement as a pledge to be executed in a manner consistent with the highest ideals of professional service. He/she believes that sound professional personal relationships with colleagues, governing boards, and community members are built upon integrity, dignity, and mutual respect. The professional educator encourages the practice of the profession only by qualified persons.

Principle I – Professional Conduct:

A professional educator abides by all federal, state, and local laws and statutes. Unethical conduct may include the conviction of any felony or misdemeanor offense as set forth in Idaho Code §33-1208.

Principal II – Educator/Student Relationship:

A professional educator maintains a professional relationship with all students, both inside and outside the classroom. Unethical conduct includes but is not limited to:

- a. Committing any act of child abuse, including physical and/or emotional abuse;
- b. Committing any act of cruelty to children or any act of child endangerment;
- c. Committing or soliciting any sexual act from any minor or any student regardless of age;
- d. Committing any act of harassment as defined by district policy;
- e. Soliciting, encouraging, or consummating a romantic or inappropriate relationship (whether written, verbal, or physical) with a student, regardless of age;
- f. Using inappropriate language including, but not limited to, swearing and improper sexual comments (e.g., sexual innuendoes or sexual idiomatic phrases);
- g. Taking inappropriate pictures (digital, photographic or video) of students of a harassing, confidential or sexual nature;
- h. Inappropriate contact with any minor or any student regardless of age using electronic media;
- i. Furnishing alcohol or illegal/unauthorized drugs to any student or allowing or encouraging a student to consume alcohol/unauthorized drugs except in a medical emergency;
- j. Conduct that is detrimental to the health and welfare of students; and
- k. Deliberately falsifying information presented to students.

Principle III – Alcohol and Drugs Use or Possession:

A professional educator refrains from the abuse of alcohol or drugs during the course of professional practice. Unethical conduct includes but is not limited to:

- a. Being on school premises or at any school sponsored activity, home or away, involving students while possessing, using or consuming illegal or unauthorized drugs;
- b. Being on school premises or at any school sponsored activity, home or away, involving students while possessing, using, or consuming alcohol.

- c. Inappropriate/illegal use of prescription medications on school premises or at school sponsored events, home or away;
- d. Inappropriate or illegal use of drugs or alcohol that impairs the individual's ability to function; and
- e. Possession of an illegal drug as defined in Idaho Code, Chapter 27, Uniform Controlled Substances.

Principle IV – Professional Integrity:

A professional educator exemplifies honesty and integrity in the course of professional practice.

Unethical conduct includes but is not limited to:

- a. Fraudulently altering or preparing materials for licensure or employment;
- b. Falsifying or deliberately misrepresenting professional qualifications, degrees, academic awards, and related employment history when applying for employment and/or licensure;
- c. Failure to notify the state at the time of application for licensure of past revocations or suspensions of a certificate/license from another state;
- d. Failure to notify the state at the time of application for licensure of past criminal convictions of any crime violating the statutes or rules governing teacher certification;
- e. Falsifying, deliberately misrepresenting, or deliberately omitting information regarding the evaluation of students and/or personnel, including improper administration of any standardized tests (changing test answers; copying or teaching identified test items; unauthorized reading of the test to students, etc.);
- f. Falsifying, deliberately misrepresenting, or deliberately omitting reasons for absences or leaves;
- g. Falsifying, deliberately misrepresenting, or deliberately omitting information submitted in the course of an official inquiry and/or investigation;
- h. Falsifying, deliberately misrepresenting, or deliberately omitting material information on an official evaluation of colleagues, and
- i. Failure to notify the state of any criminal conviction of a crime violating the statutes or rules governing teacher certification.

Principle V – Funds and Property:

A professional educator entrusted with public funds and property honors that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

- a. Misusing, or unauthorized use of, public or school-related funds or property;
- b. Failing to account for school funds collected from students, parents or patrons;
- c. Submitting fraudulent requests for reimbursement of expenses or for pay;
- d. Co-mingling of public or school-related funds in personal bank account(s);
- e. Using school property for private financial gain;
- f. Using school computers to deliberately view or print pornography; and,
- g. Deliberate use of poor budgeting/ accounting practices.

Principle VI – Compensation:

A professional educator maintains integrity with students, colleagues, parents, patrons, or business personnel when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

- a. Unauthorized solicitation of students and/or parents of students to purchase equipment, supplies, or services from the educator who will directly benefit;
- b. Accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
- c. Tutoring students assigned to the educator for remuneration unless approved by the local board of education; and,
- d. Soliciting, accepting or receiving a pecuniary benefit greater than fifty (\$50.00) dollars as defined in Idaho Code §18-1359(b).

- e. Keeping for oneself donations, whether money or items, that were solicited or accepted for the benefit of a student, class, classroom or school.

PRINCIPLE VII – Confidentiality:

A professional educator complies with state and federal laws and local school board policies relating to the confidentiality of student and employee records, unless disclosure is required or permitted by law. Unethical conduct includes but is not limited to:

- a. Sharing of confidential information concerning student academic and disciplinary records, personal confidences, health and medical information, family status and/or income, and assessment/testing results with inappropriate individuals or entities; and,
- b. Sharing of confidential information about colleagues obtained through employment practices with inappropriate individuals or entities.

Principle VIII – Breach of Contract or Abandonment of Employment:

A professional educator fulfills all terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to:

- a. Abandoning any contract for professional services without the prior written release from the contract by the employing school district or agency;
- b. Willfully refusing to perform the services required by a contract; and,
- c. Abandonment of classroom or failure to provide appropriate supervision of students at school or school-sponsored activities to ensure the safety and well-being of students.

Principle IX – Duty to Report:

A professional educator reports breaches of the Code of Ethics for Idaho Professional Educators and submits reports as required by Idaho Code. Unethical conduct includes but is not limited to:

- a. Failure to comply with Idaho Code §33-1208A (reporting requirements and immunity);
- b. Failure to comply with Idaho Code §16-1605 (reporting of child abuse, abandonment or neglect);
- c. Failure to comply with Idaho Code §33-512B (suicidal tendencies and duty to warn); and,
- d. Having knowledge of a violation of the Code of Ethics for Idaho Professional Educators and failing to report the violation to an appropriate education official.

Principle X – Professionalism:

A professional educator ensures just and equitable treatment for all members of the profession in the exercise of academic freedom, professional rights and responsibilities while following generally recognized professional principles. Unethical conduct includes but is not limited to:

- a. Any conduct that seriously impairs the certificate holder's ability to teach or perform his or her professional duties;
- b. Committing any act of harassment toward a colleague;
- c. Failure to cooperate with the Professional Standards Commission in inquiries and/or investigations or hearings;
- d. Using institutional privileges for the promotion of political candidates or for political activities, except for local, state or national education association elections;
- e. Willfully interfering with the free participation of colleagues in professional associations; and,
- f. Taking or possessing inappropriate pictures (digital, photographic or video) of colleagues of colleagues of a harassing, confidential or sexual nature.

VIOLATION OF THE CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS

A violation of the Code of Ethics for Idaho Professional Educators is grounds to deny, suspend, revoke, or place reasonable conditions on one's teaching certificate. An allegation of ethical misconduct may be brought by the board of trustees or by any individual-other than a student of an Idaho public school-who has substantial interest in the matter.

The board of trustees will report to the chief officer of teacher certification the circumstances and the name of any educator who is dismissed, resigns, or is otherwise severed from employment for reasons that could constitute grounds for revocation, suspension or denial of a certificate within ten (10) days of the date employment is severed.

Upon receipt of a written and signed allegation, the Executive Committee of the Professional Standards commission reviews the circumstances of the case and determines whether sufficient grounds exist to warrant filing a complaint against the individual accused of misconduct. If sufficient grounds are determined to exist, the chief certification officer of the Professional Standards Commission files a formal complaint against the accused. Upon request, a hearing shall be held, and a recommendation shall be made to the Professional Standards Commission. The final decision of the Profession Standards Commission shall be subject to judicial review. Such hearings are held in compliance with Idaho Code, §33-1209.



LEGAL REFERENCE:

Idaho Code Sections

33-513 – Professional Personnel

33-1208(1)(j) - Revocation, Suspension, Denial or Place Reasonable Conditions on Certificate –
Grounds

33-1208A – Reporting Requirements and Immunity

33-1209 – Proceeding to Revoke, Suspend, Deny or Place Reasonable Conditions on a Certificate –
Letters of Reprimand – Complaint – Subpoena Power - Hearing

IDAPA

08.02.02.076 – Code of Ethics for Idaho Professional Educators

08.02.02.077 – Definitions for Use with the Code of Ethics for Idaho Professional Educators

ADOPTED: May 8, 2000

AMENDED: July 28, 2009

AMENDED: December 15, 2009

AMENDED: September 23, 2014

AMENDED: October 18, 2018

POLICY 630 DUAL ENROLLMENT: Motion by Jeff Rasmussen and seconded by Heber Loughmiller to approve Policy 630 as amended. Voting Aye: Loughmiller, Rasmussen, Moon, Cranney; motion carried. Policy 630 will read as follows:

The board is committed to providing educational opportunities for the school-age students residing within its boundaries, by providing dual enrollment to eligible students.

DEFINITIONS

Dual Enrollment: Enrollment in a public school in this district, including a public charter school, by a student residing within the boundaries of this district who is legitimately enrolled in a private, parochial, or home school, public charter school, or other alternative public school program, or at a post-secondary institution, and has not graduated from high school.

Dually enrolled Student: A student who is enrolled in any public school, including a public charter school, and who is also legitimately enrolled in a private, parochial, home school, or at a post-secondary institution, and who has not graduated from high school. The term “dually enrolled student” may also mean a student who is enrolled in both a public school, including a public charter school, and an alternative public school program in the district (also known as “jointly enrolled student”).

Nonpublic School Student: Any student who receives educational instruction outside a public school classroom; such instruction may include, but is not limited to, a private school or a home school.

Primary Education Provider: The provider in which the student is registered for the majority of his or her coursework.

Program and Activity: The terms “program” and “activity” include any program in the traditional public school available to other students. This includes any regularly scheduled course of study any regularly scheduled interscholastic activity recognized or sanctioned by the Idaho High School Activities Association.

ENROLLMENT

A dually or jointly enrolled student wishing to enroll in this school district for academic and/or extracurricular programs or activities must:

1. Provide the same documentation and information required of all other students enrolling in the district, including evidence of residence in this district, acceptable evidence of date and place of birth, evidence of immunizations required by the State of Idaho (or a suitable waiver); and
2. Comply with the registration procedures required by the district and gain admission to a school in this district. In addition to routine procedures required for registration, a student’s parent/guardian must provide a complete record of the student’s academic history, as well as all other student records and testing information necessary to qualify for admission as a dually enrolled student and to identify appropriate placement for the student. Such registration and admission procedures are required even if a student is requesting dual enrollment status only for participation in an interscholastic or nonacademic activity.
3. Whether a student is applying to enroll in academic or nonacademic classes or activities, documentation must be provided that demonstrates grade level competency, ability level, and/or satisfactory prerequisite course completion for reading, math, written language/communications, social studies, science, or any other classes where deemed necessary by the district.
4. All dually enrolled students, grades kindergarten through ten (K-10), are required to participate in the comprehensive assessment programs approved by the State Board of Education. Dually enrolled students will take the same statewide assessments as required of all other student in the same grade.

If enrollment in a specific class or program reaches the maximum for the program, priority for enrollment will be given to a student who is enrolled full time in the traditional public school class or program. If a class or program is full and includes a part-time dually enrolled student when a regular full-time student transfers into the school during the semester, the district’s normal enrollment procedure will remain the same, and the dually enrolled student may not be disenrolled to provide space for the full-time student. Regular full-time students will be given priority for enrollment at the start of each semester.

Any student, including a dually enrolled student or a nonpublic student, who lives in a school’s attendance zone or who has been accepted to a school through the open enrollment process, is eligible to participate in any program or activity available at that school.

REGULATIONS AND POLICIES

A dually or jointly enrolled school student participating in this district’s programs and activities will be given the same rights as all other students enrolled in this district. Dually enrolled school students will also be subject to compliance with the same rules and requirements that apply to full-time students.

PARENTAL RESPONSIBILITIES

This district’s responsibility for any dually or jointly enrolled student extends only to the time that the student is attending the program or activity for which the student is enrolled in the district’s school. The parent or guardian of the student is responsible for the care and supervision of the student during all other times.

MIXED CURRICULUM

Dually or jointly enrolled students are welcome to participate in classes or grades with a merged or integrated curriculum as long as space is available.

If a dually or jointly enrolled student wishes to attend activities or programs in a particular discipline in a class or grade where the curriculum is merged or integrated, such request must be made in writing particularizing the subject matter presentation that the student desires to attend (e.g., art instruction in the third grade). The teacher and principal of the school will, upon request, provide scheduling information to the dually or jointly enrolled student. It will be the responsibility of the dually or jointly enrolled student's parent to contact the district and ascertain when such subject matter will be presented. Where certain subject matter is integrated into a mixed curriculum, no change in the presentation need be made because of a dually or jointly enrolled student's request for attendance. It is also the intent of this policy to ensure that the teacher's right to integrate disciplines and be flexible in planning and modifying the daily classroom presentations will not be hindered or restricted in any way.

IDEA/SECTION 504/ADA STUDENTS

A dually or jointly enrolled school student's parent/guardian who wishes to enroll the child in special programs, or who desires special accommodations consistent with the child's disability, must provide appropriate documentation showing the child meets the requirements of the Individuals with Disabilities Education Act (IDEA), Section 504 of the 1973 Rehabilitation Act, or the Americans with Disabilities Act (ADA).

GRADUATION

Dually or jointly enrolled students must meet all graduation requirements of the State and this district in order to graduate, take part in the commencement ceremony, and obtain a diploma from this district. Dually or jointly enrolled students must be enrolled in a program approved by the school during their last semester prior to graduation.

TRANSPORTATION

A dually enrolled student may ride a school bus on a regularly scheduled route so long as the student is eligible for transportation and space is available. No alterations of routes or new bus stops will be established. If a dually or jointly enrolled student attends part time, the student may receive transportation at the regularly scheduled time closest to the time period for which the student is enrolled.

INTERIM PERIODS

Dually or jointly enrolled students are not allowed to be present on school premises during the school day unless participating in a class or program. If a student is dually or jointly enrolled in classes or activities that are not contiguous in time (e.g., a first period and a fourth period class), the student must not be on the school premises during the interim time period. The district will not be responsible for the care or supervision of the student for periods before, in between, or after the programs or activities for which the student is properly enrolled. Any transportation needs for such students not provided for otherwise under this policy during the school day will be the sole responsibility of the student and his or her parent/guardian.

EXTRACURRICULAR NONACADEMIC ACTIVITIES

A dually or jointly enrolled student involved in an extracurricular activity is subject to the same eligibility standards and participation requirements as a regular full-time student. Oversight of academic standards relating to participation in nonacademic public school activities is the responsibility of the primary education provider of each dually or jointly enrolled student.

Before participating in extracurricular nonacademic activities, the dually or jointly enrolled student shall demonstrate composite grade-level academic proficiency on any State Board of Education recognized achievement test, portfolio, or other mechanism as provided for in State Board of Education rules. Additionally, a student shall be eligible if he/she achieves a minimum composite, core, or survey test score within the average or higher than

average range as established by the test service utilized on any nationally normed test. Demonstrated proficiency shall be used to determine eligibility for the current and next following school years.

Nonpublic school students who wish to participate in dual enrollment activities shall be provided the opportunity to take state tests or other standardized tests given to all regularly enrolled students. The testing is at the expense of the parent/guardian, and the test results are valid for twelve (12) months from the release date.

A public school student who has been unable to maintain academic eligibility is ineligible to participate in nonacademic public school activities as a nonpublic school or public charter school student for the duration of the school year in which the student becomes academically ineligible and for the following academic year.

A nonpublic school or public school student participating in nonacademic public school activities must reside within the attendance boundaries of the school for which the student participates.



LEGAL REFERENCE:

Idaho Code Section § 33-203

Norman v. Cassia County Joint School District Case no. 4:16-CV-163 BLW (review Case before modifying)

ADOPTED: May 8, 2000

AMENDED: September 08, 2016

AMENDED: November 16, 2017

AMENDED: October 18, 2018

POLICY 636 STUDENT SAFETY MEASURES: Motion by Jeff Rasmussen and seconded by Darin Moon to approve Policy 636 as a first reading. Voting Aye: Loughmiller, Rasmussen, Moon, Cranney; motion carried.

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

The goal of Cassia County Jt. 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 food service staff in the district will continue to feed students who are over their limit and are charging meals. 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 an electronic text, or reminder application. Another notice will be sent when the student charges their first meal. Once a student has reached five (5) charged meals, an attempt will be made by school food service staff to contact parents via the telephone.

In the event parents do not respond to an electronic text, or reminder application or via telephone a notice will be sent home with the student along with an attached application for free or reduced-price meals.

If no attempt has been made to satisfy the account, school food service staff will notify the parent/guardian once a month until the student's balance is paid in full.

SECONDARY STUDENTS

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

High school students are limited to five (5) charged meals. Once a student has reached a negative balance on their account, an application for free or reduced-price meals will be sent home with them. 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 his/her parents. If a student so chooses he/she may work in the kitchen under direction of the school food service staff for the value of lunch during his/her lunch period. Students with a negative account balance are not allowed to purchase a la carte items.

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 thirty (30) days before the last day of school for elementary students whose accounts are low or negative.

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: October 18, 2018

POLICY 862 TRAVEL REIMBURSEMENT: Motion by Jeff Rasmussen and seconded by Darin Moon to approve Policy 862 as a first reading. Voting Aye: Loughmiller, Rasmussen, Moon, Cranney; motion carried.

POLICY 907 EMPLOYEE USE OF DISTRICT EQUIPMENT: Motion by Jeff Rasmussen and seconded by Heber Loughmiller to approve Policy 907 as written. Voting Aye: Loughmiller, Rasmussen, Moon, Cranney; motion carried. This is a new policy to the District. Policy 907 will read as follows:

BOARD DIRECTIVE:

It is the policy of the Cassia County Joint School District No. 151 to comply with all laws and regulations governing the use of school property, facilities and equipment. Responsibility is delegated to the District Administration to develop policies and procedures that prohibit private use of school property, facilities, and equipment for personal gain.

ADMINISTRATIVE POLICY:

The following administrative policy provisions shall govern the use of school and District properties, facilities and equipment:

- A. Employee use of District property, facilities, and equipment for personal gain is prohibited.

- B. School property and facilities shall not be made available for use by individuals or organizations outside the school system except as specified under Policy 910, Rental/Use of School District Facilities which governs non-school use of all District facilities. All use of District property and facilities for other than school purposes must be conducted through the approved rental process, in accordance with District policy and Facility Rental Guidelines.
- C. School and District equipment, including computers, copiers, fax machines, and other technical equipment, shall be operated as specified in Policy 689, Computer and Network User Agreement and by authorized personnel for education-related purposes.
 - 1. Copy machines may not be used for any volume work that is not school or District related. Employees may use District copy machines to make a maximum of 20 copies for non-school use provided the copies are made outside of contract hours and paid for at the standard commercial rate.
 - 2. Employees shall not produce personal materials using school or District equipment without express authorization from the principal or immediate supervisor.
 - a. Personal use of equipment to produce personal materials using school or district equipment by employees shall take place outside of regular contract hours.
 - b. Employees shall pay for any materials used at standard commercial rates.
 - c. Equipment and materials may not be used for personal gain.
- D. School and District equipment shall not be removed from the site where it is inventoried unless the item was specifically purchased for use at multiple off-campus locations; i.e., portable computers.
 - 1. Use of items purchased for use in multiple off-campus locations shall be monitored by the building administrator following "check-out/check-in" procedures. These items shall only be used for District/school education-related purposes.
 - 2. Any transfer or loan of equipment among schools shall be authorized by the administration and monitored on school inventories.
- E. Circulation of instructional support materials shall be limited to Cassia County District schools and other qualifying educational organizations.
- F. Equipment in the District and School work rooms shall be used solely for the production of school and District instructional support materials.

EXCLUSIONS:

In the event of unforeseen emergencies, natural disasters, circumstances of critical need, and District equipment is a reasonable and available option, the Superintendent or Assistant Superintendent may grant an exclusion. All exclusions must be reported to the Board of Trustees.



ADOPTED: October 18, 2018

INFORMATION AND REPORTS:

AUDITOR'S REPORT: Mr. Jacob Catmull reported his findings of the Cassia County Joint School District No. 151 audit to the Board of Trustees. Mr. Catmull reported that Cassia County Joint School District No. 151 is in good standing.

CONNECT: Superintendent Shank spoke in lieu of Ms. Debbie Critchfield who is excused from this meeting, to the Board of Trustees reporting on the progress of the student mental health program "CONNECT".

CONNECT is a privately funded pilot program that will provide access to licensed mental health clinicians, for students at select schools this year. The Board of Trustees would like an eventual full roll out. This counseling service is available at no cost and is confidential. This specific program is limited to students. Employees should refer to their EAPs as counseling benefits are available already. Mountain View Elementary, Burley Junior High School, Raft River High School, Oakley High School and Oakley Elementary will be served by CONNECT. Participating schools can expect communication materials to be sent out.

MIGRANT SUMMER SCHOOL, HISPANIC YOUTH SYMPOSIUM, AND THE MIGRANT LEADERSHIP INSTITUTE: Ms. Kim Bedke addressed the Board of Trustees on the Migrant Summer School program. Ms. Bedke reported that the Summer School Program has shown academic gains while providing students with various community interaction.

Ms. Grace Campos presented a report on the Idaho Hispanic Youth Symposium, Hispanic Youth Leadership summit and the Migrant Leadership Institute to the Board of Trustees. She discussed the various leadership opportunities provided to our Hispanic and migrant students.

Ms. Campos recognized a migrant student from Burley High School, Maria Jimenez who was one of the students chosen to attend the Migrant Student Leadership Institute at Boise State University this summer. Maria also attended the Hispanic Youth Leadership Summit held at College of Southern Idaho this fall where she was awarded a \$1,500 scholarship to the University of Idaho.

Assistant Superintendent Miller and Ms. Bedke presented Jesus Rodriquez, a 9th grade student from Burley High School with the Student Leadership Award.

STATE OF THE SCHOOL: Assistant Principal Ryun Payne reported on the state of the PreSchool Center.

Principal Wes Nyblade reported on the state of Dworshak Elementary.

Principal Matt Seely reported on the state of the White Pine Elementary School.

ACTION ITEMS:

TRIP REQUESTS: Motion by Heber Loughmiller and seconded by Jeff Rasmussen to approve Mr. Paul Pugh's request for the Burley High School Orchestra to attend the Heritage Music Festival in Seattle, WA on Thursday, April 25-Sunday, April 28, 2019. Voting Aye: Loughmiller, Rasmussen, Moon, Cranney; motion carried.

Motion by Heber Loughmiller and seconded by Jeff Rasmussen to approve the District's request to send 22 staff members, District administration and teachers, to attend The Summit on Professional Learning Communities at Work in Phoenix, AZ on February 19-21, 2019. Voting Aye: Loughmiller, Rasmussen, Moon, Cranney; motion carried.

Motion by Heber Loughmiller and seconded by Jeff Rasmussen to amend the agenda to include a trip request by 21st Century Grant Coordinator, Katie Muir and Principal Scott Muir due to time constraints. Voting Aye: Loughmiller, Rasmussen, Moon, Cranney; motion carried.

Motion by Jeff Rasmussen and seconded by Heber Loughmiller to approve a request from Ms. Katie Muir and Principal Scott Muir to attend the Afterschool Network Conference, November 2-3, 2018 in Ogden, UT and the National Afterschool Association Convention in New York City, NY March 15-18, 2019. Voting Aye: Loughmiller, Rasmussen, Moon, Cranney; motion carried. A 21st CCLC supplemental grant will pay for all expenses.

DREAM IT/BE IT: Motion by Heber Loughmiller and seconded by Jeff Rasmussen to approve the request from Wanda Knopp, President of Soroptomist International of Mini-Cassia to implement a program called “Dream It/Be It” for District female Freshman students. Voting Aye: Loughmiller, Rasmussen, Moon, Cranney; motion carried.

STUDENT HANDBOOK: Motion by Heber Loughmiller and seconded by Jeff Rasmussen to approve the Parent/Student Handbook as amended by Declo High School administration for the 2018-2019 school year. Voting Aye: Loughmiller, Rasmussen, Moon, Cranney; motion carried.

2018-2019 LEADERSHIP PREMIUMS: Motion by Jeff Rasmussen and seconded by Darin Moon to approve the 2018-2019 Leadership Premiums as presented. Voting Aye: Loughmiller, Rasmussen, Moon, Cranney; motion carried.

NOVEMBER BOARD MEETING DATE CHANGE: No motion was taken as it is the consensus of the Board of Trustees to hold the Board meeting slated for November 15, 2018 in Boise, Idaho while in attendance to the ISBA Convention. It will be an open meeting and anyone desiring to attend will be notified through normal venues (board posting Cassia County’s website, www.cassiaschools.org and on the doors of the District office and each school building).

ADJOURN: Motion by Jeff Rasmussen and seconded by Darin Moon to adjourn. Voting Aye: Loughmiller, Rasmussen, Moon, Cranney; motion carried. (9:09 p.m.)

Ryan Cranney, Board Chairman

Pamela Teeter, Board Clerk

