

MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF TRUSTEES OF JT. SCHOOL DISTRICT NO. 151  
SCHOOL CENTRAL OFFICE ON TUESDAY, JANUARY 28, 2014 AT 7:00 P.M

<b>BOARD MEMBERS:</b>	Steve Lynch	Zone 2, Chairman
	Ryan Cranney	Zone 1, Vice-Chairman – (Excused)
	Linda Petersen	Zone 3
	Kathy Millar	Zone 4
	Heber Loughmiller	Zone 5

<b>ADMINISTRATORS:</b>	Gaylen Smyer	Superintendent
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<b>LEGAL ADVISOR:</b>	Doug Whipple
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<b>TREASURER:</b>	Chris James
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<b>CLERK:</b>	Pam Teeter
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<b>NEWS MEDIA:</b>	Jay Lenkersdorfer	Weekly News Journal
	Debbie Critchfield	District Public Relations

Meeting called to order for open session by Steve Lynch, Board Chairman (6:00 p.m.).

**EXECUTIVE SESSION:** (6:00 p.m.) Motion by Kathy Millar and seconded by Linda Petersen to go into executive session in accordance with Section 67-2345 (b) personnel (c) property.

Voting Aye: Heber Loughmiller, Kathy Millar, Linda Petersen, Steve Lynch; motion carried

Present: Steve Lynch, Linda Petersen, Kathy Millar, Heber Loughmiller, Superintendent Gaylen Smyer, Attorney Doug Whipple, Fiscal Manager/Treasurer Chris James, Clerk Pam Teeter

Motion by Steve Lynch and seconded by Linda Petersen to go into open session; motion carried. (6:54 p.m.)

**GUESTS:** Maria Brown, Bob Brown, Andrew Funk, Darin Moon, Richard Fillmore, Jaysa Fillmore, Pam Mills, Susi Macias, Margaret Chesley, Christian Chesley, Noelle Chesley, Ame Chesley, Ira Chesley

**PLEDGE:** Pledge of Allegiance was led by Steve Lynch, Board Chairman.

**APPROVAL OF MINUTES:** Motion by Kathy Millar and seconded by Heber Loughmiller to approve the minutes for the following board meetings; motion carried. December 17, 2013 Regular Board Meeting; January 8, 2014 Community Meeting in Burley, Idaho; January 9, 2014 Community Meeting in Declo, Idaho.

**BILLS:** Motion by Kathy Millar and seconded by Heber Loughmiller to approve the bills for last month; motion carried.

**POLICIES:**

**POLICY 204 POLICY ADOPTON:** Motion by Kathy Millar and seconded by Heber Loughmiller to approve Policy 204 as amended; motion carried. The policy will read as follows:

The Cassia County Joint School District No. 151 Board of Trustees is authorized by law to adopt policy for its governance. This policy manual is intended to provide guidance and interpretation of current law in conformity with local, state, and federal laws and regulations. In matters involving policy, the board will look to the superintendent and his or her administration for advice and guidance regarding how the proposed policies would affect the schools in the district.

The policy manual does not and will not be interpreted as providing additional rights beyond those granted by current law.

Any term or provision within these policies found to be prohibited by law or unenforceable will be ineffective to the extent of such prohibition or unenforceability without, to the extent reasonably possible, invalidating the remainder of the policy or policy manual. All other terms, provisions, and policies will have full force and effect and will not be affected thereby.

The adopting of new policies and the revision and amending of existing policies is the duty and responsibility of the board of trustees. All adopted policies must conform to local, state, and federal laws and regulations. Any term or provision within these policies found to be in conflict or inconsistent with current law will be superseded by current law.

Proposals for new policies or changes to existing policies may be initiated in writing by any board member or any administrative employee of the board. Such proposals will be referred to the superintendent for review prior to board action on the proposal.

Policies and policy revisions will be considered and adopted by the board at regular or special board meetings. The board may defer policy adoption until a subsequent meeting. However, temporary approval may be granted by the board to meet emergency conditions or special events which may occur before formal action can be taken by the board. The board, at its discretion, may receive public input prior to adopting policy.

The superintendent and his or her staff will inform the Board when policies are determined to be needed or revised, draft the policy or policies for the board, and will make changes as designated by the board, prior to final adoption.

Policies adopted or amended will be made a part of the minutes of the meeting in which the action occurred and will also be included in the district's policy manual and posted on the school district website.

Clerical mistakes in the policy manual and errors arising from oversight or omission may be corrected by the board or authorized representative at any time at its own initiative. Such mistakes will not invalidate the force and effect of an individual policy or the policy manual.

The operation of any board policy not established by law may be temporarily suspended by a majority vote of the board at a regular meeting. When the board votes to suspend a policy, the reason for the suspension and the time period during which the policy will be suspended will be identified.



#### **LEGAL REFERENCE:**

Idaho Code Section 33-506

**ADOPTED:** May 8, 2000

**AMENDED:** December 15, 2009

**AMENDED:** January 28, 2014

**POLICY 419 SUPPLEMENATION OF WORKER'S COMPENSATION BENEFITS:** Motion by Heber Loughmiller and seconded by Linda Petersen to approve Policy 491 as amended; motion carried. The policy will read as follows:

An employee who is receiving worker's compensation benefits may chose to supplement the worker's compensation benefits to equal the pay the employee would earn if not injured, with accrued sick or vacation leave, or earned

compensatory time. Employees will not be allowed to utilize such leave to receive a wage or salary in excess of the amount the individual would have been paid if not injured.



**LEGAL REFERENCE:**

Idaho Code Section 33-1216(c)

**ADOPTED:** January 28, 2014

**POLICY 467 SAFETY POLICY:** Motion by Linda Petersen and seconded by Heber Loughmiller to approve Policy 467 as amended; motion carried. The policy will read as follows:

The Board of Trustees of Cassia School District No. 151 recognizes the importance of creating a safe work environment for all district employees, regardless of position or location of assignment. Such an environment benefits the employees, students and patrons by decreasing the risk of injury or illness to those who work for the district. While the board recognizes that it is not possible to eliminate all risk of hazards to the employees, it is committed to taking reasonable steps to diminish unsafe conditions and practices in the workplace.

The Board recognizes that creating a safe work environment is contingent on establishing expectations for, and receiving the cooperation of, all employees of the district. Administrators and supervisors will be expected to set an example of commitment to creating a safe workplace. Employees who engage in conduct which they know or have reason to know is unsafe may be disciplined. Action taken will depend on the nature of the conduct and potential risk of harm to employees and others.

Employees, students and patrons are encouraged to report facility concerns, situations, or operations, which they perceive to pose a risk of harm to students, employees and others on district property.

To accomplish the provisions of this policy, the district will take the following steps under the supervision of the superintendent or his or her designee:

1. Comply with all applicable federal, state and local regulations addressing workplace safety.
2. Develop a comprehensive workplace safety plan, which addresses such issues as facility maintenance, safe operation of equipment and accident prevention. (See appendage 1.)
3. Provide employee training on workplace safety.
4. Establish procedures for reporting potentially hazardous conditions and practices, and investigating those reports.
5. Eliminate hazardous or unsafe conditions and practices within a reasonable time period after the superintendent or designee becomes aware of them.
6. All claims must be reported to your supervisor and an Accident Investigation and Report Form must be completed before reporting to the Central Office.
7. All injury type incidents must be reported to your Supervisor IMMEDIATELY.
8. Local school principals and/or department managers are responsible for conducting regular work place inspections to identify unsafe conditions or work practices and take corrective actions. They are also responsible for conducting thorough accident investigations and for taking corrective action to prevent recurrence.
9. Cassia Joint School District No. 151 will be using the IHC WorkMed Program for all of the District's industrial accidents and injuries (Worker's Compensation Insurance). (See appendage 2.)
10. Take other reasonable steps to accomplish the provisions of this policy.



**ADOPTED:** June 7, 2001

**AMENDED:** February 28, 2012

**AMENDED:** January 28, 2014

**POLICY 631 NON-RESIDENT STUDENT ENROLLMENT:** Motion by Linda Petersen and seconded by Kathy Millar to approve Policy 631 as amended; motion carried. The policy will read as follows:

The Cassia County Joint School District No. 151 will receive and admit students transferring from outside of the district whose tuition is paid by the district in which the student resides, or waived by this district or other legal obligation, except when such transfer would constitute a hardship on this district or the receiving school within this district.

#### **HARDSHIP**

The district may deny out-of-district student enrollment for circumstances that constitute a hardship including, but not limited to, enlarged student-teacher ratios; overcapacity of any program such as special education, class, grade level, or building; or to protect the health, safety, and welfare of its existing students and/or its educational processes.

#### **COURT ORDERED STUDENT PLACEMENT**

Non-resident students who are placed by court order under provisions of the Idaho juvenile corrections or child protective acts and reside in licensed homes, agencies, and institutions will be received and admitted by the school district in which the facility is located without payment of tuition.

#### **HOMELESS STUDENTS**

Homeless children and youth as defined by the McKinney-Vento Homeless Assistance Act may attend any school district or school within a district without payment of tuition when it is determined to be in the best interest of that child.



#### **LEGAL REFERENCE:**

*Idaho Code Sections*

*33-205 – Denial of School Attendance*

*33-1002B – Pupil Tuition-Equivalency Allowances*

*33-1401, et seq. – Transfer of Pupils*

*IDAPA 08.02.02.110 – Personnel Standards*

**ADOPTED:** January 28, 2014

**POLICY 632 OPEN ENROLLMENT:** Motion by Linda Petersen and seconded by Kathy Millar to approve Policy 632 as amended; motion carried. The policy will read as follows:  
Cassia County Joint School District No. 151 is an open enrollment district and tuition will be waived for out-of-district students who attend this district's schools pursuant to the terms of this policy.

#### **APPLICATION**

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

A student's parent/guardian must apply annually for admission to a school in this district or to another school within this district on a form provided by the Idaho State Department of Education. The application, accompanied by the student's accumulative record, must be submitted to this district by February 1 for enrollment during the following school year. The notice of application must also be given to the home district.

The superintendent or designee will review and accept or deny the applications. This district will notify the applicant within sixty (60) days and, if the request for enrollment in this district, or enrollment in another school is denied, the denial will include a written explanation.

The district may deny out-of-district student enrollment for circumstances that constitute a hardship including, but not limited to, enlarged student-teacher ratios; overcapacity of any program such as special education, class, grade level, or building; or to protect the health, safety, and welfare of its existing students and/or its educational processes.

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

#### **TRANSPORTATION**

For those students attending this district's schools from out-of-district, the parent/guardian will be responsible for transporting the student to and from the school or to an appropriate bus stop within this district. For those students attending another school, rather than their assigned school within this district, the parent/guardian is responsible for transporting the student to an appropriate bus stop.

#### **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

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

#### **INELIGIBLE STUDENTS**

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

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

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

All Cassia Joint School District 151 employees who live outside the District boundaries may enroll their children in the Cassia School District.



#### **LEGAL REFERENCE:**

Idaho Code Section 33-205

33-1401 et seq.

Policy 631

**ADOPTED:** May 8, 2000

**AMENDED:** May 14, 2002

**AMENDED:** November 8, 2005

**AMENDED:** January 28, 2014

**POLICY 680 TRANSFER OF STUDENT RECORDS:** Motion by Kathy Millar and seconded by Heber Loughmiller to approve Policy 680 as amended; motion carried. The policy will read as follows:  
**STUDENTS TRANSFERRING INTO THE DISTRICT**

All schools in Cassia County Joint School District No. 151 are required by Idaho law to request the records of a transfer student from the former school within fourteen (14) days of the student's enrollment.

The parent/guardian of a student transferring from out-of-state to this district is required by Idaho law, if requested, to furnish the district with accurate copies of the student's school records, including records containing information concerning violent or disruptive behavior or disciplinary action involving the student. This information will be contained in a sealed envelope, marked to indicate the confidential nature of the contents, and addressed to the principal or other administrative officer of the school.

Failure of the parent/guardian to furnish the required records, or failure to request of the administration of the previous school to provide the required records, will constitute adequate grounds to deny enrollment to the transferring student or to suspend or expel the student if already enrolled.

#### **STUDENTS TRANSFERRING OUT OF THE DISTRICT**

Any school in this district receiving a request to transfer the records of a former student must forward the records to the student's new school within ten (10) days of receipt of the request for records. The only exception to the requirement to forward records relates to "flagged" records. A student's record is "flagged" by the school upon

notification by law enforcement of a missing or runaway-child report. If a “flagged” record is requested, the school must notify law enforcement of the request for the “flagged” record. A school can remove the “flag” from the record only upon notification by law enforcement of the return of the child.

When a school record contains information of violent or disruptive behavior or disciplinary action of a student, the information must be included in the transfer of student records. The disciplinary information must be transferred, following the time lines set forth above, by putting it in a sealed envelope marked confidential and addressed to the principal or other administrative officer.

In the event this district, or any school in the district, reports a crime committed by a student with a disability to law enforcement, copies of all special education and disciplinary records of the student must be transmitted for consideration by the appropriate authorities to whom the crime was reported to the extent permitted by the Family Educational Rights and Privacy Act (FERPA).

No provisions exist for any school in this district to withhold a student’s records until outstanding fines or fees are paid.



#### LEGAL REFERENCE:

Idaho Code Section 33-209 – *Transfer of Student Records - Duties*

33-603 – *Payment of Fees or Returning of Property*

18-4507 et seq. – *Missing Child Reporting Act*

*Individuals with Disabilities Education Act (IDEA)*

20 U.S.C. 1415 (k)(6) – *Procedural Safeguards*

34 C.F.R. §300.535(b) – *Transmittal of Records*

**ADOPTED:** May 8, 2000

**AMENDED:** January 28, 2014

#### ITEMS FROM THE SUPERINTENDENT

**COMPUTER BIDS:** Motion by Heber Loughmiller and seconded by Kathy Millar to approve computer bid results with Tek-Hut of Twin Falls as listed below; motion carried.

Bidder	Base Unit Bid	Comments
<b>Tek-Hut, Inc.</b>	\$ 704.95	Per Unit
460 Main Avenue S.		
Twin Falls, ID 83301	\$ 211,485.00	Total for 300 units
Nate Bondelid		Bid is for 19 inch monitor with VGH cable. DVI cable would need to be added at an additional \$8.50 per unit totaling \$2,550.00. Total bid - \$214,035.00
<b>Ricoh USA</b>	\$ 1,239.28	Per Unit
2076 Maple		
Twin Falls, ID 83301	\$ 371,784.00	Total for 300 units
Dan Guthrie		
<b>Greener Valley Computer Store</b>	\$ 790.00	Per Unit
2853 Overland Avenue		
Burley, ID 83318	\$ 237,000.00	Total for 300 units
Brent Greener		
<b>CDI Computer Dealers Inc.</b>	\$ 743.87	Per unit
130 South Town Centre Blvd		
Markham, ON, L6G 188	\$ 223,161.00	Total for 300 units
Nick Christofis		Additional shipping charge of \$5,639.00 Total bid would be \$228,800.00

**STUDENT TEACHER REQUEST:** Motion by Kathy Millar and seconded by Linda Petersen to approve the following observations and student teaching requests; motion carried. A request was received from the University of Idaho to place Matthew Chisam at Burley High School to teach with Lex Godfrey the 2<sup>nd</sup> semester of the 2013-14 school year.

A request was received from Grand Canyon University to place Emily Hansen in two different schools, White Pine and Burley Jr. High School to complete her elementary education practicum and fulfill requirements for Curriculum, Methods, and Assessment. Emily will be teaching with ??? the 2<sup>nd</sup> semester of the 2013-14 school year.

**EMERGENCY SCHOOL CLOSURE:** Motion by Linda Petersen and seconded by Kathy Millar to approve the school closure of White Pine Intermediate School on Friday, December 20, 2013 for heating system control repairs; motion carried.

**TRIP REQUESTS:** Motion by Linda Petersen and seconded by Kathy Millar to approve the special needs bus driver, Toni Ray and special needs school bus aide, Debbie Gonzales to attend the TSD Conference (Transporting Students with Disabilities and preschoolers Conference) February 28 through March 5, 2014; motion approved.

Motion by Kathy Millar and seconded by Heber Loughmiller to approve the sub coordinator, Darla Wright to attend Sub Solutions Training in Park city, Utah on July 9-11, 2014; motion carried.

Motion by Linda Petersen and seconded by Heber Loughmiller to approve Levi Power and Ryan Nesmith to attend a leadership conference for school administrators in Boston March 19-21, 2014; motion carried.

Motion by Heber Loughmiller and seconded by Kathy Millar to approve Jaysa Fillmore, who has been invited to be a Lead Teacher for a 10-day CASE (Curriculum for Ag Science Education) Institute this summer and a 3-day Lead Teacher Training held in April in Denver, Colorado; motion approved.

Motion by Linda Petersen and seconded by Kathy Millar to approve Adam Boehler's attendance at a Journeyman Recertification Conference in Jackpot, Nevada, March 3-4, 2014; motion carried.

**SEPARATION FROM EMPLOYMENT:** Motion by Kathy Millar and seconded by Heber Loughmiller to approve the following separations from employment; motion carried.

Certified: Byra Lou Darrington

Classified: Larry Anderson, Transportation, Bus Driver; Dora Gochnour, Dworshak Para-educator; Peggy Barson, White Pine, Para-educator

**NEW HIRES:** Motion by Kathy Millar and seconded by Heber Loughmiller to approve the following new hires; motion carried.

Certified: Meggan Perez, White Pine PE Teacher; Karina Clifford, Substitute

Classified: Gloria Muhlestein, Oakley Elementary Para-educator; Dora Gochnour, Dworshak Para-educator; Elisa Grace, Dworshak Para-educator; Nichole Crider, Substitute; Craig Clifford, Substitute; Amber Rittel, Substitute; Elizabeth Kenner, Substitute; Laine Harman, Substitute; Clellie Jolley, Substitute

**ITEMS FROM TRUSTEES:** Mr. Loughmiller asked Dr. Smyer if the "grate issue" at Raft River High School had been resolved and Dr. Smyer assured him that it had.

Mrs. Petersen discussed ways of cutting down on monies spent by parents for school supplies.

**EXECUTIVE SESSION:** (7:56 p.m.) Motion by Kathy Millar and seconded by Heber Loughmiller to go into executive session in accordance with Section 67-2345 (b) personnel (c) property.

Voting Aye: Heber Loughmiller, Kathy Millar, Linda Petersen, Ryan Cranney, Steve Lynch; motion carried

Present: Steve Lynch, Linda Petersen, Kathy Millar, Heber Loughmiller, Superintendent Gaylen Smyer, Attorney Doug Whipple, Fiscal Manager/Treasurer Chris James, Clerk Pam Teeter

Motion by Kathy Millar and seconded by Heber Loughmiller to go into open session; motion carried.  
(10:55 p.m.)

Motion by Kathy Millar and seconded by Heber Loughmiller to adjourn; motion carried (10:56 p.m.)