

MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF TRUSTEES OF JT. SCHOOL DISTRICT NO. 151  
SCHOOL CENTRAL OFFICE ON TUESDAY, FEBRUARY 25, 2014 AT 7:00 P.M

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

<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
<b>CLERK:</b>	Pam Teeter

<b>NEWS MEDIA:</b>	Jay Lenkendorf	Weekly News Journal
	Debbie Critchfield	District Public Relations

Meeting called to order for open session by Steve Lynch, Board Chairman (6:06 p.m.).

**EXECUTIVE SESSION:** (6:06 p.m.) Motion by Ryan Cranney and seconded by Kathy Millar to go into executive session in accordance with Section 67-2345 (b) personnel.

Voting Aye: Kathy Millar, Ryan Cranney, Steve Lynch; motion carried.

Present: Steve Lynch, Ryan Cranney, Kathy Millar, Superintendent Gaylen Smyer, Attorney Doug Whipple, Fiscal Manager/Treasurer Chris James, Clerk Pam Teeter

Motion by Steve Lynch and seconded by Kathy Millar to go into open session; motion carried. (6:50 p.m.)

**GUESTS:** Ryan Nesmith, Tim Gunderson, Levi Power, Sean O’Brady, Zulema Macias, Michelle Richins, JaLynn Tuckett, Curtis Richins, Dana DeHaan, Steve Copmann, Kim Bedke, Lauri Heward, Cindy Bodily Pam Mills, Brandi Bedke, Gary Elsensohn, Rick Robinson, Scott Muir, Bob Brown, Maria Brown, Darin Moon, Kevin Lloyd, Matt Seely, Rebecca Gummerson, Justin Tate

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

**APPROVAL OF MINUTES:** Motion by Kathy Millar and seconded by Ryan Cranney to approve the minutes for the following board meetings: motion carried. The meetings are as follows:  
January 28, 2014 Regular Board Meeting; January 31, Board Tour; February 4, 2014 Board Tour; February 19, 2014 Special Board Meeting.

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

**DELEGATIONS & CORRESPONDENCE:**

Board Members received a letter from the CCEA requesting to start negotiations in March or April.

## **POLICIES:**

**POLICY 403 EMPLOYEE SUBSTANCE ABUSE AND DRUG TESTING:** This will be the first reading. Motion by Steve Lynch and seconded by Kathy Millar to table this policy for a month.

**POLICY 411 PERSONAL FILES:** Motion by Ryan Cranney and seconded by Kathy Millar to approve Policy 411 as amended; motion carried. The policy will read as follows:

### **ALL DISTRICT PERSONNEL**

A personnel file will be maintained by Cassia County Joint School District No. 151 for each employee. Each file will contain any and all material relevant to the evaluation of the employee, any and all job-related conduct and/or job performance.

Timely notice will be given to the employee of all evaluation and job-related materials placed in the personnel file. The employee will have the right to attach a rebuttal to any materials that are objected to by the employee within thirty (30) days of receipt of notice of such placement.

Personnel files are confidential with the exception of information contained in the file pertaining to public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace and employing agency.

Within 20 business days after receipt of a statement signed by an employee or former employee, any and all material contained in the personnel file related to job performance or job related conduct of an employee will be disclosed in good faith to another Idaho district, so long as the statement provides the appropriate consent for the release of documents and further releases this school district and its employees from any liability for providing the requested information.

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

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

An employee has the right to inspect documents contained in his or her official personnel file at reasonable times and places, in the presence of appropriate district officials. The employee will be provided copies of materials contained in the file upon request. However, an employee is not entitled to access letters of recommendation or material used to screen and test for employment.

Upon separation from employment with the district, all documents from any other file, including an investigative file, will be moved into the former employee's personnel file. Names of any student, fellow employees or complainants, other than the employee's administrative supervisor or administrative author of a document shall be redacted prior to the record being moved into the personnel file. The former employee will be provided a copy of the documents and written notice of the inclusion of the information into his/her personnel file to the former employee's last known address.

In the event the district elects to enter into a resignation or severance agreement with an employee, no provision in the agreement will allow for the suppressing of information concerning negative job performance, or allow for expunging information regarding unethical conduct from the district's personnel, investigative or other files regarding the employee.

### **NON-CERTIFICATED DISTRICT PERSONNEL**

All non-certificated employees of this district will be required to review and sign any evaluation or job-related entries made to his or her personnel file. The employee may inspect documents contained in his or her official personnel file at reasonable times and places, in the presence of appropriate district officials.



**LEGAL REFERENCE:**

Idaho Code Sections

9-340C(1)  
33-517  
33-518  
33-1210

**ADOPTED:** May 8, 2000

**AMENDED:** July 24, 2012

**AMENDED:** February 25, 2014

**POLICY 445 PROBATION OF CERTIFICATED EMPLOYEES:** Motion by Kathy Millar and seconded by Ryan Cranney to approve Policy 445 as amended; motion carried. The policy will read as follows:

**PROBATION FOR ANNUAL CONTRACT EMPLOYEES**

The Cassia School District is not required to establish a period of probation for Category 1 or Category 2 employees whose performance is unsatisfactory.

When any Category 3 employee's work is found to be unsatisfactory, a defined period of probation of not less than eight (8) weeks will be established by the board. After the probationary period, action shall be taken by the board as to whether the Category 3 employee is to be retained, immediately discharged, discharged upon termination of the current contract or reemployed at the end of the contract term under a continued probationary status.

**PROBATION FOR RENEWABLE CONTRACT EMPLOYEES**

The board will establish a reasonable period of probation before determining that it will not renew a contract for a renewable contract employee due to a report of unsatisfactory performance. The period of probation will not affect the employee's renewable contract status.

If the board, for reasons other than unsatisfactory service, for the ensuing contract year, determines to change the length of the terms stated in the current contract, reduce the salary, or not renew the contract of a certificated person whose contract would otherwise be automatically renewed, no probationary period is required.

**PLACING A CERTIFICATED EMPLOYEE ON PROBATION**

Notwithstanding the open meeting law, the board will make decisions regarding placing a certificated employee on probation in executive session. The individual on probation will not be named in the minutes of the meeting, but a record of the board's decision will be placed in the employee's personnel file. Prior to the commencement of the probationary period, the board will provide written notice to the employee, stating the reasons for the probation, including areas of deficiency, and the conditions of probation, including provisions for adequate supervision and evaluation of the employee's performance during the probationary period.



**LEGAL REFERENCE:**

Idaho Code Sections

33-514 – Issuance of Annual Contracts  
33-514A – Issuance of Limited Contract – Category 1 Contract  
33-515 – Issuance of Renewable Contracts

**ADOPTED:** February 25, 2014

**POLICY 448 REDUCTION IN FORCE OF CERTIFICATED EMPLOYEES:** This will be the first reading.

**ITEMS FROM THE SUPERINTENDENT:**

**READING HORIZONS CONFERENCE REPORT:** Jaylyn Tuckett and Michelle Richins reported to the Board on the Reading Horizons Conference they attended in Salt Lake City, Utah and the student progress after utilizing this program in their classrooms.

**TITLE I CONFERENCE REPORT:** Kim Bedke, Brandi Bedke, Lauri Heward, Cindy Bodily, and Rick Robinson reported to the Board on the Title I Conference they attended in San Diego, California.

**BURLEY HIGH SCHOOL MATH PROPOSAL:** The Board approved math course sequence modifications at Burley High School after listening to the modifications proposal presented by Burley High School Vice-Principals, Ryan Nesmith and Levi Power.

**SCHOOL IMPROVEMENT PLANS:**

**Burley Junior High School:** Motion by Ryan Cranney and seconded by Kathy Millar to approve the school improvement plan submitted by Burley Jr. High School; motion carried.

**Cassia Jr./Sr. High School:** Motion by Ryan Cranney and seconded by Kathy Millar to approve the school improvement plan submitted by Cassia Jr./Sr. High School; motion carried.

**Declo Junior High School:** Motion by Ryan Cranney and seconded by Kathy Millar to approve the school improvement plan submitted by Declo Jr. High School; motion carried.

**Declo Elementary School:** Motion by Ryan Cranney and seconded by Kathy Millar to approve the school improvement plan submitted by Declo Elementary School; motion carried.

**Oakley Elementary School:** Motion by Ryan Cranney and seconded by Kathy Millar to approve the school improvement plan submitted by Oakley Elementary School; motion carried.

**White Pine Elementary School:** Motion by Ryan Cranney and seconded by Kathy Millar to approve the school improvement plan submitted by White Pine Elementary School; motion carried.

**DISTRICT IMPROVEMENT PLAN:** Motion by Kathy Millar and seconded by Ryan Cranney to approve the District Improvement Plan as summarized by Dana Dehaan and Kim Bedke, team leaders of the District Leadership Team; motion carried.

**STUDENT TEACHER REQUEST:** Motion by Kathy Millar and seconded by Ryan Cranney to approve the request from Grand Canyon University to place Emily Hansen in an ELL class with Loretta Crocket at White Pine Elementary School; motion carried.

**ALTERNATE ROUTE TO GRADUATION:** Motion by Ryan Cranney and seconded by Kathy Millar to approve the Alternate route to Graduation requests submitted by Oakley High School; motion carried. These students have not banked the necessary ISAT scores to meet the high school graduation requirements.

**TRIP REQUESTS:** Motion by Ryan Cranney and seconded by Kathy Millar to approve the following trip requests for Oakley High School; motion carried. Oakley High School Audition Choir submitted a request to attend Music in the Parks/Disneyland over Spring Break. Students will cover all costs to

attend. Mrs. Setoki submitted a request to take all Oakley High School music students including students who took 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place and a former student who took 1<sup>st</sup> place in the Danny Marona Performing Arts Scholarship Contest to attend the finals on April 14, 2014 at CSI. Students will cover all costs to attend.

Motion by Ryan Cranney and seconded by Kathy Millar to approve a trip request for a Burley High School student, Steven Clemons to attend All State Music Conference April 16-19, 2014 at the Northern Nazarene University; motion carried.

Motion by Kathy Millar and seconded by Ryan Cranney to approve travel requests submitted by Carl Voigt, Director of the Cassia Regional Tech Center; motion carried. A request was submitted for twenty five (25) students and each instructor from Residential Construction, Electronics, CADD, Automotive, Automated Manufacturing and Media Graphics to attend the State SkillsUSA competitions in Boise, Idaho April 9-11, 2014. Any state winners from this competition will attend the National SkillsUSA competitions in Kansas City, Missouri June 23-27, 2014.

Automotive Technology submitted a travel request for eight (8) students and instructor(s) to travel to BYU Idaho for a competition on March 6, 2014; also, a request for four (4) students and instructor(s) to attend the State Ford AAA competition in Boise, Idaho May 2014; and, a request for sixteen (16) students and instructor(s) to attend the ISU competition, March 12, 2014.

Information Technology submitted a request for approximately ten (10) students and instructor(s) to attend the State BPA competition in Boise, Idaho March 6-8, 2014.

Health Occupations/CAN/EMT submitted requests to attend the HOSA State Leadership in Boise, Idaho April 10-12, 2014 and the HOSA Nationals in Orlando, Florida June 25-28, 2014.

Robotics submitted requests to travel to Vex Worlds Anaheim, California April 24-26, 2014.

All trips are program funded for the instructor and student funded for the student. When possible transportation will be shared with other school districts and Cassia Regional Tech Center will use district vehicles when the group is small enough.

**CALL FOR BIDS FOR INTERNET:** Motion by Steve Lynch and seconded by Kathy Millar to approve a proposal for a call for bids with the bid opening on March 20, 2014 at 2:00 p.m.; motion carried.

#### **RENEWAL OF ALTERNATE AUTHORIZATION-TEACHER TO NEW**

**CERTIFICATE/ENDORSEMENT:** Motion by Ryan Cranney and seconded by Kathy Millar to approve the Renewal of Alternate Authorization-Teacher to New Certificate/Endorsement for Kathy Zollinger which will enable her to teach Preschool at Raft River Elementary School; motion carried.

**SEPARATIONS:** Motion by Kathy Millar and seconded by Ryan Cranney to approve the following separations from employment; motion carried.

Certified: Delia Valdez, Mountain View Principal; Julie Nannenga, Cassia Jr/Sr. High School Science teacher; Bryce Hanks, Burley Jr. High School Science teacher

Classified: Vickie Allen, Burley Jr. High Library Para; Mary Ann Roskelley, Food Service Supervisor; Layne Martin, Oakley Jr/Sr. High School coach; E Jane Hamby, White Pine Elementary Head Custodian

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

Certified: Kyle Cheney, Declo High School Asst. Wrestling Coach; Steve Whitaker, Substitute Teacher

Classified: Anna Primrose, Preschool Para Educator-Part time; Laverna Turpen, Transportation Sub; Melinda Hansen, White Pine Para Educator; Kerina Blauer Burley High School Asst. Softball Coach; Justin Gardner, Sub. Custodian

Motion by Ryan Cranney and seconded by Kathy Millar to rehire Karen Christensen as Director of Student Services and extend her contract a year.

**ITEMS FROM TRUSTEES:** Kathy Millar discussed concerns that students are moving to the next grade level without learning and/or comprehending elementary math concepts. She also expressed concerns that homework is not checked for accuracy by the teachers. She discussed her desire to have Reading Horizons program pursued in the lower grade levels district wide.

**EXECUTIVE SESSION:** (9:30 p.m.) Motion by Ryan Cranney and seconded by Steve Lynch to go into executive session in accordance with Section 67-2345(b)

Voting Aye: Kathy Millar, Ryan Cranney, Steve Lynch; motion carried

Present: Steve Lynch, Ryan Cranney, Kathy Millar, Superintendent Gaylen Smyer, Attorney Doug Whipple, Fiscal Manager/Treasurer Chris James, Clerk Pam Teeter.

Motion by Ryan Cranney and seconded by Kathy Millar to adjourn; motion carried. (9:30 p.m.)

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Steve Lynch, Board Chairman

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Pamela Teeter, Board Clerk

