

MINUTES OF THE REGULAR BOARD MEETING
BOARD OF TRUSTEES OF JT. SCHOOL DISTRICT NO. 151
SCHOOL CENTRAL OFFICE ON TUESDAY, MARCH 18, 2014 AT 7:00 P.M

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

ADMINISTRATORS:	Gaylen Smyer	Superintendent
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LEGAL ADVISOR:	Doug Whipple
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TREASURER:	Chris James
CLERK:	Pam Teeter

NEWS MEDIA:	Jeri Bosley	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 Ryan Cranney and seconded by Kathy Millar to go into executive session in accordance with Section 67-2345 (b) personnel (f) litigation.

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

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

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

GUESTS: Pam Galow, Susie Macias, Ryan Nesmith, Lauri Heward, Krista Jones, Brad Clegg, Cheyenne Jones, Hailey McClafin, Matthew Shoup

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 board meetings are as follows: February 24, 2014; March 11, 2014, March 17, 2014.

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

DELEGATIONS & CORRESPONDENCE:

Dr. Smyer stated that letters had been received from the Twin Falls County and Cassia County commissioners stating that the levy votes had been canvassed and the votes are now official on the supplemental levy passing.

POLICIES:

POLICY 448 REDUCTION IN FORCE OF CERTIFICATED EMPLOYEES: This policy will be tabled for a month. This will be the second reading.

POLICY 563 EXCLUSION FOR HEAD LICE: Motion by Heber Loughmiller and seconded by Ryan Cranney to revise Policy 563; motion carried. Policy 563 will read as follows:

Pediculosis, also known as head lice, is a common condition in the school-age child. Pediculosis is highly contagious and easily spread from direct or indirect contact with the infested person and/or infested personal items.

The school principal or designee will screen students for head lice. If lice are present, the student will be excluded from school until the student is lice-free or until a licensed physician, public health nurse, school nurse or other person authorized by the Idaho Department of Health and Welfare determines that the student is no longer contagious. If the principal or designee later suspects or determines that the student is again contagious, the student will be excluded from school until the student meets the criteria set forth above.

ADMINISTRATIVE HANDLING

1. Each infestation will be recorded, identifying the student's name, age, grade, teacher, bus number, date the infestation was discovered, type of treatment, and date student returned to school after treatment.
2. The parent/guardian of an infested student will be requested orally and in writing to come to school and take the student home. The parent/guardian will be shown some of the nits in order to:
 - a. Demonstrate that the student is infested; and
 - b. Enable the parent/guardian to see what a nit or louse looks like and thus gain the information needed to examine other family members for infestation.
3. Proof of treatment (note from physician or shampoo box top) must be given to the principal or designee prior to the student returning to school. The student will be reexamined for active pediculosis before readmission. If the student returns to school the same day as diagnosis and treatment, the student must wear a different set of clothing. If the student returns without proof of treatment, and if the principal or designee suspects or determines that the student is still contagious, the student may be refused readmission to school and sent home with a copy of a second letter to the parent/guardian. The parent/guardian will also be sent a separate letter. If a student has been treated at least twice and is still coming to school with active pediculosis, the parent/guardian will be required to bring the student to school for seven (7) continuous school days to be checked before regular admission to school will be allowed.
4. If the principal or designee determines that the family cannot afford treatment, the principal may:
 - a. Request direct follow-up by the local health department; or

PREVENTING TRANSMISSION

3. When an outbreak of pediculosis occurs at school, classroom activities involving body-to-body or head-to-body contact between students will be temporarily suspended.
4. During an outbreak, group work around classroom tables will be temporarily suspended or every other chair spacing used.
5. During an outbreak, students riding school buses will be required to sit in assigned seats limited to two (2) students per seat.
6. During an outbreak, teachers are required to:
 - a. Assign coat hooks in the classroom.
 - b. Encourage students to keep hats in coat sleeves or pockets.
 - c. Segregate clothes where adequate facilities for hanging coats are not available.
 - d. Suspend play on carpeted areas.
5. During an outbreak, the bedding in the nurse's office must be changed after it is used by a student.



LEGAL REFERENCE:

Idaho Code Sections

33-512.7

IDAPA 16.02.10.025.032 c.iv

ADOPTED: May 8, 2000

AMENDED: March 18, 2014

POLICY 868 USE OF SCHOOL DISTRICT CREDIT CARDS: Motion by Kathy Millar and seconded by Heber Loughmiller to approve Policy 868; motion carried. The policy will read as follows:

The board of trustees may authorize the use of school district credit cards by trustees and designated employees to facilitate payment of routine business expenditures.

The school district maintains several categories of credit cards:

- Cards issued by name to the superintendent, fiscal manager, and the school district attorney;
- The Cassia School District No. 151 credit card that is checked out for preauthorized purchases;
- Cards issued to the district for authorized use by building administrators;
- Fuel cards issued to the district by major fuel companies, such as Chevron and Pilot, to facilitate the purchase of goods and services associated with travel; and
- Cards issued to the district by major chain stores, such as Costco and Sears, to facilitate convenience in district purchasing.

The use of the school district credit card, and the major chain store credit cards, requires preauthorization. Preauthorization consists of issuing a purchase order that must be approved prior to the credit card usage.

Credit card use is intended to facilitate convenience for the cardholder and the district as well as expediting access to goods and services. Credit cards will be used for one-time purchases and not to setup reoccurring or automatic payments. Credit cards will not be used to circumvent the district's purchasing policies and procedures.

The district's business office is responsible at all times for managing the district's credit card accounts and will track the assignment and distribution of all credit cards issued to the district, and reconcile the expenditures of each cardholder on a monthly basis. In the event that the cardholder fails to provide documentation regarding the purchase(s) to the business office, or any misuse is suspected, the business manager shall immediately notify the superintendent.

Building administrators that have been issued cards for school related purchases are responsible at all times for managing the use of their assigned card. They will track the distribution of the card using a log book and reconcile the expenditures on a monthly basis. In the event that the card user fails to provide documentation regarding the purchase(s) to the administrator, or any misuse is suspected, they shall immediately notify the superintendent or district fiscal manager.

RESPONSIBILITY OF CARDHOLDER

The district credit card may be checked out through the fiscal manager and shall be returned, with all receipts, to the District Office within twenty-four (24) hours of completion of business/travel. The employee is responsible for the safekeeping of the card and for submitting charge receipts.

Any cardholder authorized to use a district credit card is responsible for reading and complying with this policy at all times. The cardholder employee shall only use the credit card to make purchases consistent with board policy and authorization.

Cardholders are expressly **prohibited** from purchasing the following with any district credit card:

- Alcoholic beverages;
- Illegal items;
- Gifts or donations; and

- Items or services that the cardholder is not authorized to purchase by board policy.

The cardholder must obtain receipts verifying each purchase (including vendor name and location, date and time of purchase, and items/services purchased) and provide such receipts to the business office or cardholder's supervisor within twenty-four (24) of completion of business/travel. The cardholder shall be responsible to reimburse the district for any purchase not consistent with board policy or for which the cardholder has not provided the receipt, as well as any fees/charges associated with investigating the unauthorized purchase.

The cardholder shall be responsible for the safekeeping of the credit card and the confidentiality of the information contained on and regarding the credit card while in the cardholder's possession and/or responsibility. The cardholder shall immediately (within 24 hours) report to the business office and cardholder's supervisor if the credit card is lost or stolen.

The credit card shall be immediately returned to the business office or cardholder's supervisor upon request or upon termination of cardholder's employment relationship with the district. The cardholder shall not be authorized to give the credit card to anyone other than the relevant merchant as may be required.

DISCIPLINARY ACTION

Any cardholder who violates this policy shall immediately reimburse the district for any unauthorized purchases. In the event it is determined that the unauthorized purchase was an intentional violation of the policy, and/or the cardholder makes such an unauthorized purchase on more than one occasion, the superintendent may determine that the cardholder must return the credit card to the district. Violation of this policy by any cardholder may be grounds for disciplinary action, up to and including immediate termination from employment with the district.



LEGAL REFERENCE:

Idaho Code Section 33-512

ADOPTED: October 26, 2010

AMENDED: March 18, 2014

ITEMS FROM THE SUPERINTENDENT:

BUDGET HEARING: Motion by Heber Loughmiller and seconded by Kathy Millar to approve the budget hearing date of Tuesday, June 24, 2014 at 6:30 p.m. for the 2013-14 amended and the 2014-15 proposed budgets. Notifications will go out to the county clerks of the budget hearing date and location by April 30, 2014.

CALL FOR SURPLUS BUS BIDS: Motion by Heber Loughmiller and seconded by Ryan Cranney to call for bids for a two (2) surplus buses and, the donation of one (1) bus to the Sheriff's Department. Bid opening will be April 17, at 2:00 p.m.

ALTERNATE ROUTE TO GRADUATION: Motion by Ryan Cranney and seconded by Heber Loughmiller to approve the Alternate route to Graduation requests submitted by Raft River 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 a trip request for Ms. Lauri Heward to attend a Gang Conference in Salt Lake City on April 23-24, 2014; motion carried.

Motion by Ryan Cranney and seconded by Kathy Millar to approve a trip request from Oakley High School to travel to Montana for an early season game on an every other year basis; motion passed. Students will spend the night in homes and on the alternate year would host the Twin Bridges team.

Motion by Ryan Cranney and seconded by Kathy Millar to approve a trip request for Dan Bolingbroke to attend PowerSchool University in Chicago in July; motion carried.

STUDENT TEACHING REQUEST: Motion by Kathy Millar and seconded by Heber Loughmiller to approve Western Governor's University's request to place Dan Thomander at Cassia Jr/Sr. High School to fulfill his student teaching requirement during the fall 2014 semester; motion carried.

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

Certified: Beverly Ramsey, Burley Jr. High School Counselor; Daisy Brennan, Declo Elementary Teacher; Peggy Hess, Declo Elementary Teacher; Sean O'Brady, Oakley Elementary Principal

Classified: Tyler Jensen, Oakley High School Asst. Basketball Coach; Valarie Crane, Declo Jr. High School Cheer Advisor; Heidi Manning, Oakley High School Jr. High Volley Ball Coach; Steven Pease, Burley High School Asst. Baseball Coach; Greta DeJong (Wybenga), Oakley High School Jr. High Volleyball Coach

NEW HIRES: Motion by Ryan Cranney and seconded by Heber Loughmiller to approve the following new hires; motion carried.

Classified: Jimmy Jolley, Maintenance HVAC; Rebecca Hepworth White Pine Title I Para; Melinda Hansen, White Pine TVI Sp Ed Para; Chay Courtright, Burley High School Asst. Baseball Coach

ADMINISTRATIVE INTERNSHIP: Motion by Heber Loughmiller and seconded by Kathy Millar to approve an administrative internship as part of administrative training through Idaho State University for Justin Tate to work with Dr. Gaylen Smyer for the period of one (1) year; motion carried.

ITEMS FROM TRUSTEES:

Steve Lynch requested Dr. Gaylen Smyer share the name of the new principal for Burley High School. Superintendent Smyer announced Levi Power as the new Burley High School principal beginning the 2014-15 school year to replace retiring Dr. Carolyn Hondo.

Heber Loughmiller commented on the district savings of \$90,000.00 through purchasing instead of printers and copiers and also noted that \$70,000.00 was saved using district buses on long trips instead of renting. Mr. Loughmiller commended Dr. Smyer and Chris James on the savings to the district.

EXECUTIVE SESSION: (7:45 p.m.) Motion by Ryan Cranney and seconded by Kathy Millar to go into executive session in accordance with Section 67-2345(a) rehiring (b) personnel.

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

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

(8:58 p.m.) Motion by Steve Lynch and seconded by Ryan Cranney to go into open session; motion carried.

Motion by Steve Lynch and seconded by Kathy Millar to adjourn; motion carried. (8:59 p.m.)

Steve Lynch, Board Chairman

Pamela Teeter, Board Clerk

