

MINUTES OF THE REGULAR BOARD AND EXECUTIVE MEETING
BOARD OF TRUSTEES OF JT. SCHOOL DISTRICT NO. 151
SCHOOL CENTRAL OFFICE ON THURSDAY, DECEMBER 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
LEGAL ADVISOR:	Doug Whipple	
TREASURER:	Chris James	
CLERK:	Pam Teeter	
NEWS MEDIA:	Debbie Critchfield	District Public Relations

Meeting called to order for open session by Steve Lynch, Board Chairman (6:01 p.m.)

EXECUTIVE SESSION: (6:01 p.m.) Motion by Ryan Cranney and seconded by Kathy Millar to go into executive session in accordance with Section § 67-2345 (1)(b) Personnel. The purpose of this session is to discuss personnel issues within the district. Voting Aye: Cranney, Millar, Loughmiller, 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 Kathy Millar and seconded by Heber Loughmiller to go into open session. Voting Aye: Cranney, Millar, Loughmiller, Lynch; motion carried (6:58 p.m.).

The Regular Meeting was called to order by Steve Lynch, Board Chairman (7:01 p.m.)

GUESTS: Bennett Cannon, Sterling Cummins, Jaxon Higgs, Steve Bennett, Jimmy Jolley, Scott Muir, Broderick Johnson, Ridge Garrard

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Steve Lynch.

APPROVAL OF MINUTES: Motion by Kathy Millar and seconded by Heber Loughmiller to approve the minutes of the previous meetings; motion carried. Minutes approved were for the following:
November 25, 2014 – Regular Board Meeting
December 12, 2014 – Special Board Meeting

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

POLICIES:

POLICY 402.50 BLOODBORNE PATHOGEN EXPOSURE: Motion by Ryan Cranney and seconded by Heber Loughmiller to approve Policy 402.50 as written; motion carried. (With the inclusion of the form)

The Cassia School District Board of Trustees recognizes its responsibility for the health, welfare and safety of the staff and students who attend the district's schools. The Board is aware of the risk Bloodborne Pathogens pose and recognizes the need to eliminate or minimize occupational exposure.

DEFINITIONS

For purposes of this policy, the following definitions apply:

"Bloodborne Pathogen" means infectious microorganisms present in blood that can cause disease in humans, including but not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

"Contaminated sharps" means any contaminated object that can penetrate the skin, but not limited to needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

"Engineering controls" means controls that isolate or remove the blood borne pathogens hazard from the workplace (e.g., sharps disposal containers, self-sheathing needles).

"Occupational exposure" means the reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

"Potentially infectious material" means bodily secretions, which may include saliva and any bodily fluids that may be or are contaminated with blood.

"Personal protective equipment" means specialized clothing or equipment worn by an employee for protection against a hazard. Such equipment includes, but is not limited to, gloves, gowns, laboratory coats, face shields, masks, and/or eye protection.

"Regulated waste" means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

"Universal precautions" means an approach to infection control. According to the concept all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

"Work practice controls" means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two (2) handed technique).

EXPOSURE CONTROL PLAN (ECP)

The district will develop a written exposure control plan (ECP) designed to eliminate or minimize occupational exposure to bloodborne pathogens (see Policy No. 402.50P, Bloodborne Pathogens: Exposure Control Plan).

The ECP will contain the following:

- General management and responsibilities
- Exposure determination
- Methods of compliance
- Hepatitis B vaccination program
- Post-exposure evaluation and follow-up
- Communication of hazards
- Annual training and review
- Recordkeeping
- Procedures for evaluating exposure incidents

The ECP will identify tasks and procedures, as well as, job classifications where such exposures may occur without regard to the use of personal protective clothing and equipment. It will also set forth the schedule for implementing other provisions of this policy and specify the procedure for evaluating circumstances surrounding exposure incidents.

The ECP will be reviewed and updated annually, and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure.

METHODS OF COMPLIANCE

The district and its employees will take proper precautions to eliminate or minimize contact with blood or other potentially infectious materials. Such precautions will include, but are not limited to:

1. All employees will utilize universal precautions to prevent contact with blood or other potentially infectious materials, and treat all bodily fluids as potentially infectious.
2. Engineering controls and work practice controls will be used to eliminate or minimize exposure to bloodborne pathogens.
3. Personal protective equipment designed to prevent blood or other potentially infectious materials from passing through an employee's clothing, skin, or mucus membranes will be used when handling contaminated materials.
4. Housekeeping procedures will be utilized to decrease the opportunity for exposure to blood or other potentially infectious materials. These include a schedule for cleaning and decontaminating all contaminated equipment, surfaces, and waste receptacles; handling and discarding broken glass, and contaminated sharps; regulated wastes; and handling and labeling contaminated laundry.
5. Strict labeling procedures will be used to identify contaminated or potentially infectious material.
6. Hand washing facilities will be provided and readily accessible to employees. Employees must wash their hands and any other skin immediately or as soon as feasible after contact with blood or other potentially infectious materials.
7. Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
8. Food and drink will not be kept in refrigerators, freezers, shelves, cabinets, or on counter-tops or bench-tops where blood or other potentially infectious materials are present.
9. All work-sites will be maintained in a clean and sanitary condition, and all equipment and environmental and working surfaces will be cleaned and decontaminated after contact with blood or other potentially infectious materials.
10. Regulated waste (e.g., contaminated sharps) will be placed in containers that are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling.
11. All receptacles intended for reuse that have a reasonable likelihood of becoming contaminated with blood or other potentially infectious materials will be inspected and decontaminated on a regularly scheduled basis, and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.

HEPATITIS B VACCINATION

The district will provide all employees who have occupational exposure with a hepatitis B vaccine at no cost to the employee and within ten (10) working days of their assignment. Employees who refuse the vaccination must sign a declination form (see Policy No. 402.50F, Bloodborne Pathogens: Hepatitis B Vaccine Declination Form). They may, however, opt to receive the vaccination at a later date.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

If bloodborne pathogen exposure occurs, the employee will notify the superintendent or designee and complete the appropriate form. The district will arrange for medical evaluation and treatment by a licensed physician or healthcare professional, as needed. The confidential medical evaluation will include documentation regarding the circumstances of exposure; identification and testing of the source individual, if feasible; testing of the exposed employee's blood, if he or she consents; post exposure prophylaxis; and/or counseling and evaluation of reported illnesses.

The licensed physician or healthcare professional will provide a written opinion to the employee within fifteen (15) days of the completion of the evaluation. All diagnosis will remain confidential unless the employee files a Worker's Compensation claim.

EMPLOYEE TRAINING

All employees having responsibilities that may result occupational exposure will participate in training conducted by properly qualified individuals. The training will cover content as outlined in Policy No. 402.50P, Bloodborne Pathogens: Exposure control Plan and will be provided on the following occasions:

1. At the time of initial assignment to tasks where exposure may take place.
2. On an annual basis for employees with occupational exposure.
3. When changes or modifications of tasks or procedures affect the employee's occupational exposure.

RECORD KEEPING

The district will maintain an employee's confidential medical records for the duration of their employment plus thirty (30) years. Medical records will be made available to the employee upon written request.

Training records will be maintained for each employee and kept for at least three (3) years. The training records will contain the following information:

1. Dates of training sessions
2. Contents or a summary of the training sessions.
3. Names and qualifications of the individual(s) who conducted the training.
4. Names and job titles of all individuals who attended each training session.

The district will establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The log will be maintained for at least five (5) years, and the information will be recorded and maintained in such manner so as to protect the confidentiality of the injured employee. The sharps injury log will contain, at a minimum:

1. The type and brand of device involved in the incident.
2. The department or work area where the exposure incident occurred.
3. An explanation of how the incident occurred.



LEGAL REFERENCE:

ADOPTED: December 18, 2014

POLICY 402.50P BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN: Motion by Ryan Cranney and seconded by Heber Loughmiller to approve Policy 402.50P as written; motion carried. Policy 402.50P will read as follows:

OSHA MODEL EXPOSURE CONTROL PLAN

https://www.osha.gov/OshDoc/Directive_pdf/CPL_2-2_69_APPD.pdf

Another OSHA resource: <https://www.osha.gov/Publications/osh3186.pdf>

EXPOSURE DETERMINATION

1. Job classifications in which all employees, volunteers and student teachers have potential occupational exposure within the school system:

Job Classification

Custodians

Task/Procedure

Cleanup of blood, body fluids and other potentially infectious materials (OPIM) on environmental surfaces.

_____	Handling of waste for disposal.

Health Assistants & Nurses	Cleanup of blood, body fluids and other potentially infectious materials (OPIM) on environmental surfaces.
_____	Handling of waste for disposal.
_____	First aid care, gastrostomy care, or other specific medical procedures.

Coaches	First aid care.

Playground Monitors	First aid care.

Special Education Teachers & Assistants	Assisting or changing during toileting activities.

Physical Education Teachers	First aid care

2. Job classifications in which some employees, volunteers and student teachers have potential occupational exposure within the school system:

<u>Job Classification</u>	<u>Task/Procedure</u>
Teachers & Instructional Assistants	Personal hygiene.
_____	Diapering, feeding, etc.
	Providing Personal Care of

IMPLEMENTATION SCHEDULE

1. Universal Precautions –Universal precautions shall be observed at this facility in order to prevent contact with blood or other potentially infectious materials such as cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, semen, vaginal secretions, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. All blood or other potentially infectious material will be considered infectious at all times.
2. Controls –Engineering and work practice controls shall be used to eliminate or minimize exposures at this facility. (Where necessary, personal protective equipment will be used in conjunction with controls.)

Engineering Controls

Engineering controls, and schedules for review/maintenance, follow guidelines outlined in the training manual.

Work Practice Controls

The following work practices shall be used.

General Requirements:

1. Handwashing is the single most effective technique for preventing the spread of disease and should be done:
 - Before putting on protective clothing or equipment
 - Before eating or drinking
 - Before handling clean utensils or equipment
 - Before handling student's food or medications
 - Before and after assisting students with toileting and feeding
 - Before and after using the restroom
 - After contact with body secretions; i.e. blood, urine, feces, mucus, saliva, wound drainage, etc.
 - After handling soiled diapers, menstrual pads, garments, or equipment
 - After caring for any student, especially those with nose, mouth, or ear discharges
2. Wearing gloves is not a substitute for handwashing. Hands must be thoroughly washed after removing gloves. Handwashing facilities must be readily available to students and employees. Soiled paper towels and other disposable items should be kept in receptacles lined with plastic bags. Plastic bags should be sealed and discarded each day by custodial staff.
 - a. Supplies Needed:
 - Soap
 - Running water, preferably hot
 - Scrub brush (optional)
 - Paper towels or blow dryer
 - b. The following procedures for handwashing shall be followed:
 - Remove rings, watches, bracelets, etc.
 - Turn on faucets with paper towels.
 - Wet hands.
 - Apply a generous amount of liquid soap.
 - Develop a good lather by rubbing hands together or with a scrub brush. Wash hands, getting between fingers and under nails, for at least 15 to 30 seconds.

(**NOTE:** In the event of an exposure incident, in which skin is broken, wash the affected area thoroughly for 15 minutes. Report exposure to the Office of Safety, Environment and Risk Management. **SEEK MEDICAL CARE IMMEDIATELY**).

- Rinse well under running water.
- Repeat if indicated.
- Turn off faucets with paper towels.
- Dry thoroughly using paper towels or blow dryer.
- Apply lotion to maintain good skin condition.
- Disinfect contaminated jewelry before wearing by washing with soap and water.

DISPOSABLE AND REUSABLE SHARPS

Sharps include: Needle devices, scalpels, lancets, broken glass, broken capillary tubes, exposed ends of dental wires and any other sharp object capable of inflicting injury. The following procedures for handling sharps shall be followed:

- Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed.
- Engineered sharps injury protection should be utilized, if available, to reduce exposure risk by creating a barrier, blunting, encapsulating, withdrawing, retracting, destroying or other effective mechanisms.
- Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed. These containers shall be puncture resistant, labeled or color-coded in accordance with this standard, and leak-proof on the sides and bottom.

EQUIPMENT DECONTAMINATION

The following procedures for decontaminating equipment shall be followed:

- Disinfect any equipment with a 10% solution: one part bleach and nine parts water.
- Germicidal cleaner may be used.

1. Personal Protective Equipment

All persons and items should be considered a potential source of infection. If possible, a barrier should be placed between you and the source of potential infection. Wash your hands after using any equipment and after removing personal protective equipment.

Personal protective equipment shall be provided at no cost to the employees, volunteers and student teachers and used according to the following procedures:

<u>Task</u>	<u>Gloves</u>	<u>Utility</u>	<u>Mechanical Devices</u>
Clean up broken glass		X	X Brush, Dustpan
Clean Bathrooms		X	
First aid			
Personal Hygiene	X		
Gastrostomy care	X		
Handle contaminated laundry	X		
Clean up blood or OPIM	X		

HOUSEKEEPING

1. Surfaces and Equipment

The following procedures and frequencies for cleaning and disinfection shall be used:

- a. All surfaces and equipment shall be cleaned after contact with blood or other potentially infectious materials.
- b. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are contaminated or after any spill of blood or OPIM, and at the end of the workshift if they have become contaminated during the shift.
 - Disinfect any surfaces with a 10% solution: one part bleach and nine parts water.
 - Germicidal cleaner may be used.
 - Never wash or decontaminate disposable gloves.
 - Utility gloves may be decontaminated for use if they are in good condition. Discard utility gloves if they are cracked, peeling, torn, punctured or in poor condition.

REFUSE AND REGULATED WASTE

The following procedures for handling waste shall be used in order of:

1. Keep contaminated waste in a separate trash receptacle.
2. Put on gloves.
3. Decontaminate with full strength bleach.
4. Tie off bag of saturated contaminated waste.
5. Remove bag from trash can and place in a second bag. Do not touch outside of first bag.
6. Remove gloves and discard within the second bag. Tie off second bag.
7. The garbage bag may be disposed of with other trash.
8. Wash hands.
9. Spray can with germicidal solution.
10. Replace bag.
11. Wash hands.

Hepatitis B Vaccinations will be provided at no cost to all occupationally exposed employees, volunteers and student teachers. If employee declines the vaccination written documentation will be maintained.

INFORMATION AND ANNUAL TRAINING

Training includes the following:

- Review of the policy on Blood Borne Pathogens.
- The modes of transmission of bloodborne pathogens and disease, including HBV, HCV and HIV.
- Recognition of tasks with potential exposure.
- Protective clothing and equipment generally appropriate for tasks with potential occupational exposure and the basis for selecting clothing and equipment.
- The location (health room and custodial closet) and proper use of protective clothing and equipment.
- The limitations of protective clothing and equipment.
- Appropriate removal, handling, cleaning, and disposal of contaminated clothing or equipment.
- The availability of an effective vaccine for HBV and other safe and effective vaccines available for bloodborne pathogens.
- Corrective actions to take in the event of spills or an exposure incident.
- Procedures to follow in the event of an exposure incident, including the method of reporting and time frames for making the report.
- Availability of post-exposure preventive treatment.

- The availability of post-exposure blood monitoring and counseling to an employee, volunteer or student teacher who has been determined to have had an exposure.

EVALUATION OF EXPOSURE INCIDENTS

Exposure incidents shall be reported to:

- Immediate Supervisor
- Medical evaluation will be performed by health care professionals at Cassia Regional Medical Center or another qualified health care facility.

1. Post-exposure follow-up shall be conducted in accordance with the following procedures:
 - a. Upon determination of an employee, volunteer or student teacher's occupational exposure, the Cassia County Joint School District No. 151 shall provide for medical monitoring and counseling without cost to the employee, volunteer or student teacher. The district will provide such services through Cassia Regional Occupational Health Work Med. Medical monitoring will be provided for serological evidence of HBV, HCV, HIV, and any other bloodborne pathogens reasonably anticipated:
 - Immediately following reported exposure, preferably within 2 hours.
 - Periodically thereafter, in accordance with established medical practice.
 - In a manner that protects the confidentiality of the employee, volunteer or student teacher's identity and test results.
 - b. All medical evaluations and procedures shall be performed by, or under the supervision of a licensed physician, and all laboratory tests shall be conducted by an accredited laboratory. The Office of Safety, Environment and Risk Management will attempt to contact a parent/guardian of the source individual, or the employee source, as soon as the medical provider confirms that an exposure has occurred. They will request that the source individual's blood be screened for HBV, HCV and HIV as soon as feasible and after consent is obtained. If consent is not obtained, it shall be documented that legally required consent cannot be obtained. Results of the source individual's testing shall be made available to the exposed employee, volunteer or student teacher, and the employee, volunteer or student teacher shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
 - c. The following information shall be provided to the evaluating physician:
 - Description of the affected employee, volunteer or student teacher's duties as they relate to the employee, volunteer or student teacher's occupational exposure.
 - d. For each evaluation, the employee, volunteer or student teacher shall be provided, within 15 working days from the completion of the evaluation, a copy of the evaluating physician's written opinion which shall be limited to the following:
 - Recommended limitations upon the employee, volunteer or student teacher's ability to receive hepatitis B vaccination.
 - A statement that the employee, volunteer or student teacher has been informed of the results of the medical evaluation and that the employee, volunteer or student teacher has been told about any medical conditions resulting from occupational exposure to blood or other potentially infectious material which require further evaluation or treatment.
 - e. Counseling shall be provided by an individual trained to address the issues arising from potential occupational exposure to bloodborne pathogens for an employee, volunteer or student teacher who:
 - Has reported an exposure incident.
 - Participates in serological monitoring.

- f. Counseling shall include information about the modes of transmission of bloodborne pathogens, the availability of any medically established post-exposure preventive treatment, availability of resources within the community, and any details about the nature of the occupational exposure.
- g. Employees, volunteers or student teachers identified as having an occupationally-acquired infection from a blood-borne pathogen shall be provided medical care as required by state and federal regulations.

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ADOPTED: December 18, 2014

POLICY 462 MASTER TEACHERS: Motion by Heber Loughmiller and seconded by Ryan Cranney to approve Policy 462, which will now read 465.50 as written; motion carried. Policy 465.50 will read as follows:

DEFINITIONS

“Instructional staff member” means those certificated employees employed on a Category 1, Category 2, Category 3, or Renewable contract.

“Master teacher” means an instructional staff member who has been certified by the national board for professional teaching standards on or before July 1 of each year.

COMPENSATION

When appropriated by State Legislature, any instructional staff member of this district designated as a master teacher will receive an additional \$2,000 per year for each of five (5) consecutive years, in addition to his/her salary calculated in accordance with the district’s salary schedule. The additional compensation will be paid in equal amounts on a monthly basis as part of the monthly paycheck. Each staff member designated as a master teacher shall provide the appropriate documentation to the superintendent and his/her building principal.

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LEGAL REFERENCE:

Idaho Code Section 33-1004E – District’s Salary-Based Apportionment

ADOPTED: December 18, 2014

POLICY 402.50F BLOODBORNE PATHOGENS: HEPATITIS B VACCINE DECLINATION FORM: Motion by Ryan Cranney and seconded by Heber Loughmiller to approve Policy 402.50F as written; motion carried. Policy 402.50F will read as follows:

HEPATITIS B VACCINE DECLINATION FORM

I, _____, understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee's Signature

Date

Employee's Printed Name

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ADOPTED: December 18, 2014

POLICY 479 BEREAVEMENT LEAVE FOR NON-CERTIFICATED EMPLOYEES: Motion by Kathy Millar and seconded by Ryan Cranney to approve Policy 479 as amended; motion carried. Policy 479 will read as follows:

All employees of Cassia County Joint School District No. 151, shall be granted up to three (3) days paid, per school year, to use as bereavement leave for the death of a family member with the relationship of the following degree: grandparents, parents, siblings, grandchild, spouse, children, in-laws, aunts, uncles, nieces, nephews at the same level. When more than 3 days are needed, the employee may be granted additional days with approval by the building administrator/department supervisor. Additional days will come from the employee's accumulated sick leave or personal leave days at the employee's discretion.

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LEGAL REFERENCE:

Idaho Code Section 33-1216-1218

ADOPTED: May 8, 2000

AMENDED: July 9, 2002

AMENDED: July 13, 2004

AMENDED: December 18, 2014

ITEMS FROM SUPERINTENDENT:

21ST CENTURY GRANT APPLICATION: Motion by Heber Loughmiller and seconded by Ryan Cranney to approve the 21st Century grant for Declo Jr. High School; motion carried. Board recommends that Chris James keep a close eye on the funding.

CALL FOR PROPOSAL – ARCHITECT: Motion by Heber Loughmiller and seconded by Kathy Millar to approve a call for proposals from architects for the proposed bond; motion carried. Proposals will be opened on Thursday, January 22, 2015 at 4:00 p.m. in the school district office. Board recommends wording change to include... *“ go through Chris James with questions ”*.

CALL FOR MAMMOTH HEATING UNIT BIDS: Motion by Kathy Millar and seconded by Heber Loughmiller to approve a call for bids to replace two of the mammoth heaters at Mountain View Elementary school; motion carried. Plant facility funds have been set aside for this purpose. Bids will be opened on Thursday, January 22, 2015 at 2:00 p.m. in the school district office.

CALL FOR SCHOOL BUS BIDS: Motion by Ryan Cranney and seconded by Kathy Millar to approve a call for school bus bids for one or more 88 passenger buses, one or more 77 passenger buses, and/or one

or more 14 passenger buses; motion carried. Bids will be opened on Thursday, January 22, 2015 at 3:00 p.m. in the school district office.

CALL FOR COMPUTER BIDS: Motion by Kathy Millar and seconded by Heber Loughmiller to approve a call for computer bids; motion carried. Bids will be opened on Thursday, January 22, 2015 at 1:00 p.m.

SEMI-ANNUAL BOND PAYMENT AUTHORIZATION: Motion by Heber Loughmiller and seconded by Kathy Millar to approve Chris James to make the interest-only bond payment in January; motion carried.

ALTERNATE AUTHORIZATION – TEACHER TO NEW ENDORSEMENT: Motion by Kathy Millar and seconded by Heber Loughmiller to approve Alternate Authorization – Teacher to New Endorsement for Dorene Allred to add a Biology endorsement via ABCTE which will allow her Food Science and Nutrition students to receive Science credit; motion carried. There exists an area of need in the district for this particular position.

TRIP REQUESTS: Motion by Heber Loughmiller and seconded by Kathy Millar to approve a trip request from Sandra Miller to send four individuals to an instructional leadership workshop in Salt Lake City, January 27-29, 2015; motion carried. Federal Title II funds will be used to cover the costs.

Motion by Ryan Cranney and seconded by Heber Loughmiller to approve a trip request for Dan Bolingbroke to attend PowerSchool University in Orlando, FL; motion carried.

BOARD TOUR: Motion by Heber Loughmiller and seconded by Kathy Millar to approve the date of January 27, 2015 for a board tour. The Board will meet at district office at 7:45 a.m. to visit the district's schools and facilities; motion carried. Buildings to be visited are as follows:

- Declo High School
- Cassia High School
- Cassia Regional Tech Center
- Food Service
- Maintenance
- Burley High School

SEPARATIONS: Motion by Ryan Cranney and seconded by Kathy Millar to approve separations from the district; motion carried. The separations are as follows:

Classified: Sheri Owens, Special Services SIOP Trainer; Arvel Anderson, Transportation Bus Driver; Kyle Cheney, Declo High School Asst. Wrestling Coach; Holly Darrington, Declo Food Service Cook-Cashier; Julie Runyon, Burley Jr. High School Rural Initiative Math Coach; Wayne Henderson, Dworshak Custodian; Derk Christenson, Burley High School Custodian; Cade Powers, Raft River High School Asst. Boys' Basketball Coach; Greg Nielson, Oakley High School Asst. Track Coach

NEW HIRES: Motion by Ryan Cranney and seconded by Heber Loughmiller to approve new hires to the district; motion carried. The new hires are as follows:

Certified: Delia Valdez, Cassia School District Office Administrator Mentor; Dennis Anderson, Cassia School District Administrator Mentor; Annie Chambers, Declo High School P/T Counselor

Classified: David Carver, King Fine Arts Student Aide; Shailey Woodward, King Fine Arts Student Aide; Terrence Taylor, White Pine Custodian; Amber Thomas, Declo Elementary P/T Secretary;

Hortencia Lopez, Special Services Migrant Preschool Para; Dora Gochnour, Special Services Migrant Preschool Para; Francis Farfan, Special Services Migrant Preschool N/C Teacher

Motion by Kathy Millar and seconded by Ryan Cranney to adjourn; motion carried. Voting Aye: Cranney, Millar, Loughmiller, Lynch; motion carried. (8:39 p.m.)

Steve Lynch, Board Chairman

Pamela Teeter, Board Clerk

