

**Jerome School District #261
Board of Trustees Minutes
December 16, 2025
4:30 p.m. Regular Session
Administrative Complex Board Room**

Board of Trustees: Zone 1 Liz Bingham, Zone 2 Peter Gibbons, Zone 3 Jeff Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt

Superintendent Brent Johnson, Assistant Superintendent Ryan Evans, Board Clerk Jodi Stewart

“The Jerome School Board of Education is committed to supporting students’ need to graduate from high school equipped with the character, skills and knowledge to successfully enter work or postsecondary training. ”

The Jerome School District School Board Meetings will be conducted in person and available by audio as a courtesy to Jerome School District staff and patrons.

(The meetings will not be recorded.)

The board meeting will be available by audio to the public through the following link:

Video call link: <https://meet.google.com/frr-spzc-ahp>

Or dial: (US) +1 470-705-3645 PIN: 911 806 151#

All public comments or questions will be accepted in written form and can be sent to the District Clerk via email to jodi.stewart@jeromeschools.org

Board of Trustees present: Zone 1 Liz Bingham (arrived at 4:32pm), Zone 3 Jeff Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt. Board of Trustees not present: Zone 2 Peter Gibbons. Others present: Superintendent Brent Johnson, Assistant Superintendent/Curriculum Director Ryan Evans, District Clerk Jodi Stewart, HR Director Gina Cakebread, Transportation Director Tim Hicks, Federal Programs Director Kim Lickley, Special Services Director Toni Harbaugh, District Social Worker Rachel DelValle, Tarrence Handyside Kyle Cleveland and Matthew Tipton with SSC Services, Jonathan Gillen with Charter Impact (via Google Meet), community members, teachers and staff.

1) Call to Order 4:30 p.m.

- a) Pledge of Allegiance - Jodi Stewart
- b) Waive reading of the minutes of the previous board meeting as submitted to each board member.
- c) Approval of Agenda (Action)

A motion was made by Annette Lott and seconded by Jeff Schroeder to waive the reading of the minutes of the previous board meeting and approve the agenda as presented. The motion passed by the following:

AYE: Staci Leavitt
Annette Lott
Jeff Schroeder

Individuals who wish to address the Board of Trustees regarding any action items must sign in prior to the start of the regular board meeting at 4:30 p.m. and placed before each action item on the agenda.

2) Jerome School District Presentations:

- a) Excellence in Education Staff Awards for December
 - i) Certified Elementary - Amanda Mansell Horizon Elementary School
 - ii) Certified Secondary - Kellie Rushing Jerome Middle School
 - iii) Classified - Gabriela Becerra Jerome Middle School
 - iv) Administrator - Nicole Ferreira Jerome Middle School
- b) STAR and LKV Presentation

3) **Consent Agenda** (Action)

a) Approval of Previous Minutes

- i) [October 30, 2025](#)
- ii) [November 18, 2025](#)
- iii) [December 8, 2025](#)

b) Financials

- i) [Financial Report](#)
- ii) Building Financial Reports
 - (1) [Jefferson Elementary School](#)
 - (2) [Frontier Elementary School](#)
 - (3) [Horizon Elementary School](#)
 - (4) [Summit Elementary School](#)
 - (5) [Jerome Middle School](#)
 - (6) [Jerome High School](#)
 - (7) [Falls City Academy](#)
 - (8) [Special Services](#)

c) [Personnel Changes 2025-26 SY](#)

A motion was made by Liz Bingham and seconded by Annette Lott to approve the Consent Agenda as presented.
The motion passed by the following:

AYE: Staci Leavitt

Liz Bingham

Annette Lott

Jeff Schroeder

4) **Scheduled Visitors** (Information): There were no scheduled visitors at the December meeting.

5) **Correspondence to the Board** (Information)

a) Trustee committee report

- i) Teacher Leadership Team *held Monthly 1st Thursday 3:45pm-4:45pm* - Staci Leavitt
- ii) Wellness Committee *held Monthly 2nd Wednesday 3:45pm-4:45pm beginning September 10th, 2025* - Jeff Schroeder
- iii) Facilities Committee *held Weekly on Wednesday 8:00am-9:30am* - Jeff Schroeder
- iv) Policy Review Committee- *Every other Thursday 3:45pm-4:45pm* - Liz Bingham
- v) Foundation Committee *Meeting held Monthly 1st Thursday 12:00pm-1:00pm* - Peter Gibbons
- vi) Safety Committee *held 3rd Wed. Monthly @ 10:00am* - Peter Gibbons
- vii) Curriculum Committee held TBD -Annette Lott

6) **Reports to the Board** (Information)

- a) [Jonathan Gillen - Charter Impact](#)
- b) Stephanie Clay - Chartwells
- c) [Terrance Handyside - SSC](#)
 - i) [SSC November Update](#)
 - ii) [Culinary Presentation with Nicole Prince](#)
- d) [Tim Hicks - Transportation Department](#)
- e) [Kim Lickley - Federal Program Department](#)
- f) [Tyler Wardle - Technology Department](#)
- g) [Gina Cakebread - HR Department](#)
- h) [Toni Harbaugh - Special Services Department](#)
- i) [Ryan Evans - Curriculum Department](#)
 - i) [Continuous Improvement Plan](#)
 - ii) [Continuous Improvement Plan - Metrics Template](#)
 - iii) [My Path Usage](#)
- j) Brent Johnson - Superintendent
 - i) [Shared Goals/Building Admin Board Reports](#)

- ii) Marshall Industries Sole Source Update
- iii) Traffic Study Update
- iv) JMS Heat Exchanger Update
- v) Horizon Heat Pump Issue
- vi) Chartwells Food Service Interim Director Update
- vii) Breakfast with Brent Scheduling Plan
- viii) Holiday Staff Meal December 17th
- ix) Proposed Calendar Information Update
- x) New Staff Onboarding
- xi) ISEE and Budget Work Ongoing
- xii) HVAC Bid Process

7) Approval of Bills (Action)

a) [Bills Approval](#)

A motion was made by Liz Bingham and seconded by Annette Lott to approve the bills as presented. The motion passed by the following:

AYE: Staci Leavitt

Liz Bingham

Annette Lott

Jeff Schroeder

8) Board Business

a) Continuing Business

i) Policy

(1) [2320](#) Health, Sex Education, and Human Sexuality (2nd Reading Action)

(2) [2340](#) Controversial Issues and Academic Freedom (2nd Reading Action)

(3) [2435](#) Advanced Opportunities (2nd Reading Action)

(4) [3281](#) Gender Identity and Sexual Orientation (2nd Reading Action)

(5) [3370](#) Searches and Seizure (2nd Reading Action)

(6) [7110](#) Budget Implementation and Execution (2nd Reading Action)

(7) [7218](#) Federal Grant Financial Management System (2nd Reading Action)

(8) [7220](#) Documentation and Approval of Claims (2nd Reading Action)

A motion was made by Liz Bingham and seconded by Annette Lott to approve Policy 2320, 2340, 2435, 3281, 3370, 7110, 7218, 7220 as presented. The motion passed by the following:

AYE: Staci Leavitt

Liz Bingham

Annette Lott

(Trustee Jeff Schroeder asked to temporarily be excused from the meeting and did not vote on this item.)

b) New Business

i) Policy

(1) [7230](#) Financial Reporting and Audits

(2) [7235](#) Fiscal Accountability and IDEA Part B Funds

(3) [7237](#) Retention of Records Relating to Federal Grants

(4) [7310](#) Advertising in Schools/Revenue Enhancement

ii) Approval to replace failing electrical gear with new panel at Jerome High School (Action)

(1) [Quote 1](#) Breaker Exchange

(2) [Quote 2](#) Panel Board Option

(3) [Quote 3](#) Switch Board Option

A motion was made by Liz Bingham and seconded by Annette Lott to approve quote # two (2), Panel Board option, to replace failing electrical gear at Jerome High School. The motion passed by the following:

AYE: Staci Leavitt

Liz Bingham

Annette Lott

(Trustee Jeff Schroeder asked to temporarily be excused from the meeting and did not vote on this item.)

- c) Community Engagement and Support (Information)
- d) Meeting Schedules and Governance (Information)
 - i) Special Board Meeting

9) **Agenda Planning** (Information)

10) **Audience of Citizens** (Information)

- a) Karen Hamilton - Concerns
- b) Shiloh Clark - My Why
- c) Lanie Bragg - My Story
- d) Mackenzie Rodriguez - Concerns

11) **Executive Session** (Action)

- a) IC 74-206(1)(b)(d) – Personnel or Student.
(b)To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent or public school student; and (d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.

A motion was made by Liz Bingham and seconded by Annette Lott that the Board of Trustees of Jt. Jerome School District #261 recess into executive session in the manner and for the purpose authorized by Section 74-206(1)(b)(d), Idaho Code, regarding personnel issues involving employees or student issues involving students of the district. The motion passed by roll call vote:

AYE: Staci Leavitt
Liz Bingham
Jeff Schroeder
Annette Lott

The board recessed into executive session at 6:44 p.m.
The board returned to open session at 8:50 p.m.

12) **Consideration of Personnel Executive Item(s)** (Action)

- a) Approve Certified Employee P2526-10 Release from 2025-26 Contract Request (Action)
A motion was made by Annette Lott and seconded by Jeff Schroeder to not approve Certified Employee release from 2025-26 Contract. The motion passed by the following:
AYE: Staci Leavitt
Annette Lott
Jeff Schroeder
(Trustee Liz Bingham excused herself from the meeting at 8:50pm. She did not vote on this item.)
- b) Accept recommendation of district admin to dismiss Classified Employee (Action)
A motion was made by Annette Lott and seconded by Jeff Schroeder to accept recommendation of district admin to dismiss Classified Employee P2526-11. The motion passed by the following:
AYE: Staci Leavitt
Annette Lott
Jeff Schroeder
(Trustee Liz Bingham excused herself from the meeting at 8:50pm. She did not vote on this item.)
- c) Finalized the Superintendent 2025-26 Evaluation (Information)

13) **Consideration of Student Executive Item(s)** (Action)

- a) Student Discipline:
 - i) Per Idaho Code 33-205(3) and 74-206(1)(b) the board considered one (1) student discipline issue and took action accordingly. Such action shall be documented in the students educational record and is confidential pursuant to the Family Education Rights and Privacy Act (FERPA) and other applicable state and federal code and regulation provisions and parents and student were notified of the decision.
 - ii) Truancies

A motion was made by Annette Lott and seconded by Jeff Schroeder to approve the District Clerk's Declaration of Truancy for ten (10) students as presented. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Jeff Schroeder

(Trustee Liz Bingham excused herself from the meeting at 8:50pm. She did not vote on this item.)

14) **Adjourn:** There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 8:55 p.m.

WELCOME TO A JEROME SCHOOL DISTRICT BOARD OF TRUSTEES MEETING



We take pride in our school system, and we as a board, are dedicated to the ongoing advancement of Jerome Schools.

We are committed to fostering open lines of communication and resolving issues efficiently, to improve our school system for the benefit of our students and community.

We recognize that patrons of the school district may have concerns from time to time and may feel the need to bring those concerns to the attention of the school or teachers. There are steps in place for addressing concerns, starting from the closest point to the issue and escalating as needed.

To best resolve these concerns, we recommend to our patrons to follow the steps below:

1. The initial and most effective step is to address the concern with the staff member who is closest to the problem. In many cases, this will be the teacher, coach, or relevant personnel. Experience has shown that most issues are resolved at this level.
2. If the concern persists after addressing it with the staff member, we recommend bringing it to the attention of the principal. Many unresolved concerns from the previous step are typically satisfactorily addressed by the building administrator.
3. If the concern remains unresolved after involving the principal, we advise taking it to the Assistant Superintendent and/or the Superintendent. Some of the more challenging concerns can usually find resolution at this level of administration.
4. However, if the patron still feels that the concern has not been adequately addressed, they may exercise the right of appeal to the Board of Trustees. It is important to note that our board meetings, while open to the public, are not public forums, and therefore adhere to necessary rules and guidelines for the benefit of all stakeholders involved.

The following guidelines will assist you as you present your information to the board.

1. Preparation: It's important to prepare thoughts ahead of time and it is recommended to provide a brief written outline to each board member to assist them in following the presentation and making notes.
2. Spokesperson: If a group is involved, selecting one individual as a spokesperson to guide the presentation helps maintain clarity and organization.
3. Presenters are encouraged to prepare their remarks to be as concise as possible. Each speaker is allotted a maximum of three (3) minutes to address the Board and must sign in prior to the start of the regular Board meeting at 4:30 p.m.

Public comment will be accepted prior to each action item on the agenda. For topics not listed on the agenda, individuals may sign up to speak under the "Audience of Citizens" section. The three-minute time limit also applies to these comments.

Individuals who require more time may request to be placed on the agenda for a five (5) minute presentation by contacting the Board Clerk at least one week in advance of the meeting.

If a speaker is unable to complete their presentation within the allotted time, it is recommended that they submit written comments or testimony to the Board prior to the meeting.

- a. Direct Comments: It's important to direct comments to the board as a whole and not to any individual personally or audience..
- b. Respectful Communication: **Comments about individual staff, personnel, or students are not allowed during open meetings but may be discussed in executive sessions.**

Following this process ensures transparency and accountability within the school district's governance structure. In most cases, the board will direct the administration in addressing concerns raised during the meeting. Please remember that some issues may take time to resolve depending on the complexity of the situation. Thank you for your patience and understanding.

Working together, we can cultivate a united culture within our community where we operate as one town, one team, and one family. Thank you for attending,

Your Board of Trustees, Jerome Jt. School District #261