

Jerome School District #261
Board of Trustees DRAFT Minutes
September 23, 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, Business Manager Brian Bridwell, 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 2 Peter Gibbons, Zone 3 Jeffrey Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt.

Board of Trustees not present: Zone 1 Liz Bingham. Others present: Superintendent Brent Johnson, Assistant Superintendent/Curriculum Director Ryan Evans, Business Manager Brian Bridwell, District Clerk Jodi Stewart, HR Director Gina Cakebread, Transportation Director Tim Hicks, Federal Programs Director Kim Lickley, District Social Worker Rachel DelValle, Tarrence Handyside and Kyle Cleveland with SSC Services, Stephanie Clay with Chartwells, community members, teachers and staff.

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

- a) Pledge of Allegiance - Annette Lott
- 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 Peter Gibbons 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

Peter Gibbons

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 September
 - i) Certified Elementary - Kate Dutcher Teacher at Summit Elementary
 - ii) Certified Secondary - Zach Nicholson Teacher at Jerome High School
 - iii) Classified - Jodi Stewart District Clerk at the District Office

3) Consent Agenda (Action)

- a) Approval of Previous Minutes

- i) [Regular Meeting August 26, 2025](#)
- ii) [Special Meeting September 12, 2025](#)
- b) Financial Report
 - i) Cash Report
 - (1) [Reconciliation Report](#)
 - ii) Accrual Report
 - (1) [Revenue and Expense Summary](#)
 - (2) [Balance Sheet](#)
 - iii) Building Financial Reports
 - (1) [Jefferson Elementary School](#) -- Reconciliation -- Check Register -- Balance Sheet
 - (2) [Frontier Elementary School](#) -- Reconciliation -- Check Register -- Balance Sheet
 - (3) [Horizon Elementary School](#) -- Reconciliation -- Check Register -- Balance Sheet
 - (4) [Summit Elementary School](#) -- Reconciliation -- Check Register -- Balance Sheet
 - (5) [Jerome Middle School](#) -- Reconciliation -- Check Register -- Balance Sheet
 - (6) [Jerome High School](#) -- Reconciliation -- Check Register -- Balance Sheet
 - (7) [Falls City Academy](#) -- Reconciliation -- Check Register -- Balance Sheet
 - (8) [Special Services](#) -- Reconciliation -- Check Register -- Balance Sheet

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

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

AYE: Staci Leavitt

Annette Lott

Jeff Schroeder

Peter Gibbons

4) **Scheduled Visitors** (Information)

- a) Boys and Girls Club Update

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 Wednesday 3:45-4:45* - Liz Bingham
 - v) Foundation Committee *Meeting held Monthly 1st Thursday 12:00-1:00 pm* - Peter Gibbons
 - vi) Safety Committee *held 3rd Wed. Monthly @ 10:00 am* - Peter Gibbons
 - vii) Curriculum Committee held TBD -Annette Lott

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

- a) [Stephanie Clay - Chartwells](#)
- b) [Terrance Handyside - SSC](#)
- c) [Tim Hicks - Transportation Department](#)
- d) [Kim Lickley - Federal Program Department](#)
- e) [Brian Bridwell - Finance Department](#)
- f) [Tyler Wardle - Technology Department](#)
- g) [Gina Cakebread - HR Department](#)
- h) [Toni Harbaugh - Special Services Department](#)
- i) [Ryan Evans - Curriculum Department](#)
- j) Brent Johnson - Superintendent
 - i) [Goals](#)
 - ii) Four Day Week Committee
 - iii) Power School Update - Board Access

7) **Approval of Bills** (Action)

- a) [Bills Approval](#)

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

AYE: Staci Leavitt

Annette Lott

Jeff Schroeder

Peter Gibbons

8) Board Business

a) Continuing Business

- i) [Policy 5100F1](#) Authorization for Release of Information on Past Employment with School Employers (2nd Reading Action)
- ii) [Policy 5340](#) Evaluation of Teacher and Pupil Personnel Certificate Holders (2nd Reading Action)
- iii) [Policy 5350](#) Certified Personnel Resignation (Release from Contract (2nd Reading Action)
- iv) [Policy 5370](#) Nonschool Employment by Professional Staff Members (2nd Reading Action)
- v) [Policy 5410](#) Family Medical Leave (2nd Reading Action)
- vi) [Policy 5825](#) Evaluation of School Bus Drivers (2nd Reading Action)
- vii) [Policy 5830](#) Drug and Alcohol Testing for Drivers (2nd Reading Action)
- viii) [Policy 5830P1](#) Drug and Alcohol Testing for Drivers - Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers (2nd Reading Action)

A motion was made by Annette Lott and seconded by Jeff Schroeder to approve Policies 5100F1, 5340, 5350, 5370, 5410, 5825, 5830, 5830P1 as presented. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Jeff Schroeder

Peter Gibbons

b) New Business

- i) Policy (Information)
 - (1) [Drop Policy 2540](#) Selection, Adoption and Removal of Curricular Materials (1st Reading Information)
 - (2) [Drop Policy 2630P](#) Research-Based Homework Guidelines (1st Reading Information)
 - (3) [Drop Policy 3090](#) Foreign Exchange Students (1st Reading Information)
 - (4) [Drop Policy 3535](#) AIDS/HIV Infected Students (1st Reading Information)
 - (5) [Drop Policy 3535P](#) Procedure for Handling Body Fluids that have the Potential of Transmitting Infectious Diseases (1st Reading Information)
 - (6) [Drop Policy 3572](#) Student Records Name/Gender Change (1st Reading Information)
 - (7) [Drop Policy 3572F](#) Student Name/Gender Change Request Form (1st Reading Information)
 - (8) [Drop Policy 3515B](#) Food Allergy Management-Background (1st Reading Information)
 - (9) [Drop Policy 4405](#) School Resource Officers (1st Reading Information)
 - (10) [Drop Policy 4410](#) Investigations and Arrests by Police (1st Reading Information)
 - (11) [Policy 1505](#) Board Meeting News Coverage (1st Reading Information)
 - (12) [Policy 2585](#) Use of Therapy Dogs in the Training (1st Reading Information)
 - (13) [Policy 2700F](#) High School Graduation Requirements Participation Form (1st Reading Information)

- ii) Approval of Out of State Travel (Action)

- (1) Consideration of [Jerome Middle School Performing Arts Club](#) to travel to Sandy, Utah to attend a musical at the Hale Center Theater.

A motion was made by Annette Lott and seconded by Peter Gibbons to approve the Jerome Middle School Performing Arts Out of State Travel to Sandy Utah. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Jeff Schroeder

Peter Gibbons

- (2) Consideration of [Jerome High School FFA](#) to travel to Indianapolis IN to attend the National FFA Convention.

A motion was made by Annette Lott and seconded by Peter Gibbons to approve the Jerome High School FFA to travel to Indianapolis IN. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Jeff Schroeder

Peter Gibbons

- (3) Consideration of [Jerome High School Cross Country](#) to travel to Lewiston ID (*Lodging in Clarkston WA*) for State Meet.

A motion was made by Annette Lott and seconded by Jeff Schroeder to approve the Jerome High School Cross Country to travel to Lewiston ID (*Lodging in Clarkston WA*). The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Jeff Schroeder

Peter Gibbons

- iii) Approval for [Seniors to Paint Their Assigned Parking Spaces](#) (Action)

A motion was made to refer the Parking Lot Painting matter to the Policy Committee to draft an option and present it at the October Board meeting. The motion passed by the following:

AYE: Staci Leavitt

Annette Lott

Jeff Schroeder

Peter Gibbons

- c) Community Engagement and Support (Information)

- d) Meeting Schedules and Governance (Information)

9) **Agenda Planning** (Information)

10) **Audience of Citizens** (Information) There were no sign-ins for the Audience of Citizens.

- 1) **Adjourn:** There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 6:30 p.m.