

SPECIAL MEETING MINUTES

September 12, 2025

11:30 am

BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. 261

Jerome, Lincoln and Gooding Counties, Idaho

Administrative Complex Board Room

NOTICE IS HEREBY GIVEN to the patrons of school district No. 261, that a special meeting of the Board of Trustees of said district has called to be held on September 12th 2025, at 11:30 a.m. at Jerome School District Administration Offices, 125 4th Avenue West, Jerome. The purpose of the special meeting is:

Board of Trustees present: Zone 1 Liz Bingham , Zone 2 Peter Gibbons (phoned in at 11:30am), Zone 3 Jeffrey Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt. Others present: Superintendent Brent Johnson, Business Manager Brian Bridwell, District Clerk Jodi Stewart, HR Director Gina Cakebread, Transportation Director Tim Hicks.

1. Approval of 2025-26 Student Transportation: (Action)

- a. Approve [Bus Drivers 2025-26 School Year](#)
- b. Approve [Bus Routes 2025-26 School Year](#)
- c. Approve [Safety Bus Zones/Routes for 2025-26 School Year](#)

A motion was made by Anette Lott and seconded by Jeff Schroeder to approve the Bus Driver List, Bus Routes, and Safety Busing for the 2025–2026 school year as presented. The motion passed by the following:

AYE: Staci Leavitt

Liz Bingham

Annette Lott

Jeff Schroeder

Peter Gibbons

2. Approval for Emergency Closure: August 21 and 22, 2025, All Schools (Action)

- a. Due to unforeseen district data inaccuracies causing import issues into the transportation routing software.

A motion was made by Liz Bingham and seconded by Annette Lott to approve the Emergency Closure for August 21 and 22, 2025, All Schools. The motion passed by the following:

AYE: Staci Leavitt

Liz Bingham

Annette Lott

Jeff Schroeder

Peter Gibbons

3. Personnel Changes 2025-26 (Action)

- a. Declaration that an area of need exists for the 2025-26 school year in the schools as listed:

- i. Emergency Provisional Certification

1. Kellisue Montague Jerome Middle School English Language Arts Teacher
 2. Sabrina Allred Jerome Middle School PE Teacher

- ii. Alternative Authorization

1. Maci Stewart Horizon Elementary School SPED Teacher
 2. Silvina Treyes Horizon Elementary Teacher Kindergarten Teacher

- iii. Resignations

1. [Joseph Lemoine Jerome Middle School Teacher](#)

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

AYE: Staci Leavitt

Liz Bingham
Annette Lott
Jeff Schroeder
Peter Gibbons

4. 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 Peter Gibbons 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
Annette Lott
Liz Bingham
Jeff Schroeder
Peter Gibbons

The board recessed into executive session at 11:40 a.m.

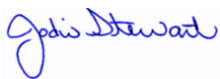
The board returned to open session at 11:45 a.m.

5. Consideration of Personnel Executive Item(s) (Action)

There was no action taken during the Executive session.

6. Adjourn: There being no other business before the board, Chairman Staci Leavitt adjourned the meeting at 11:46 a.m.

This special meeting of the Board of Trustees was called pursuant to Chapter 5, Title 33 and Chapter 2, Title 74, Idaho Code. Dated the 11th day of September, 2025.



Clerk, School District No. 261 Jerome, Lincoln and Gooding Counties, Idaho