

**TWIN FALLS SCHOOL DISTRICT NO. 411  
SCHOOL BOARD MEETING  
HELD AT:  
CANYON RIDGE HIGH SCHOOL #301 (room capacity 35)  
300 NORTH COLLEGE ROAD WEST  
TWIN FALLS, IDAHO 83301**

(For Courtesy Live Stream of this Meeting go to:  
<https://www.youtube.com/channel/UCeuVI9P46IMkgY-R2gWXLAQ>)

**March 6, 2023  
7:00 P.M.  
AGENDA**

- |   |   |
|---|---|
| <p>I. Call to Order <i>Action</i></p> <p>II. Pledge of Allegiance</p> <p>III. Procedural Matters</p> <p style="padding-left: 20px;">A. <i>Action</i> Items:</p> <p style="padding-left: 40px;">1. Approval of Agenda (Additions and Deletions)</p> <p>IV. Unscheduled Delegation (Audience to Address the Board on <u>Agenda items</u>)</p> <p style="padding-left: 20px;"><i>Please note: Clerk of the Board must receive completed request form before the meeting starts; time to address the Board is limited to 3 minutes each on a specific agenda item listed below; and total time allotted for public comment will not exceed one (1) hour.</i></p> <p>IV. Consent Calendar - <u>Action</u></p> <p style="padding-left: 20px;">A. Approval of Minutes from the February 13 and 22, 2023 meetings</p> <p style="padding-left: 20px;">B. Approval of Board Financial Report</p> <p style="padding-left: 20px;">C. Approval of Building Financial Report</p> <p style="padding-left: 20px;">D. Approval of Accounts Payable and Payroll</p> <p style="padding-left: 20px;">E. Approval of Contracts for Private Service Providers (PSP)/Consultants/Other</p> <p style="padding-left: 20px;">F. Approval of Administrator Contracts for 2023-2024</p> <p style="padding-left: 20px;">G. Approval of Certified Retirements for 2023-2024</p> <p style="padding-left: 20px;">H. Approval of Certified Resignations</p> <p style="padding-left: 20px;">I. Approval of Extended Out-of-State Travel Request</p> <p>VI. Superintendent's Report</p> <p style="padding-left: 20px;">A. Certified Employee of the Month – Lincoln Elementary/Bridge Academy/South Hills</p> <p style="padding-left: 20px;">B. Classified Employee of the Month – Lincoln Elementary/Bridge Academy/South Hills</p> <p>VII. Instruction</p> <p style="padding-left: 20px;">A. Information Items:</p> <p style="padding-left: 40px;">1. Safe and Civil Schools Presentation</p> <p style="padding-left: 20px;">B. <i>Action</i> Items:</p> <p style="padding-left: 40px;">1. Social Studies Realignment (6<sup>th</sup> – 12<sup>th</sup>)</p> <p style="padding-left: 40px;">2. CRHS Emergency School Closure Approval (2/22/23)</p> <p>VIII. Budget and Finance</p> <p style="padding-left: 20px;">A. Information Items:</p> <p style="padding-left: 40px;">1. 2023-2024 Janitorial Bid Recommendation</p> <p style="padding-left: 40px;">2. 2023-2024 Paper Supply Bid Recommendation</p> <p style="padding-left: 20px;">B. <i>Action</i> Items:</p> <p style="padding-left: 40px;">1. 2023-2024 Janitorial Bid Recommendation</p> <p style="padding-left: 40px;">2. 2023-2024 Paper Supply Bid Recommendation</p> <p>IX. Personnel</p> <p style="padding-left: 20px;">A. Information Items:</p> <p style="padding-left: 40px;">1. Classified Personnel: New Hires/Resignations/Retirements</p> <p style="padding-left: 40px;">2. Policy/Procedure Revision Recommendations 1<sup>st</sup> Reading</p> <p style="padding-left: 40px;">Administrative Updates:</p> <p style="padding-left: 60px;">1600 Code of Ethics for School Board Members ANNUAL REVIEW</p> <p style="padding-left: 60px;">2200 School Year, Calendar, and Instructional Hours ANNUAL REVIEW</p> <p style="padding-left: 60px;">3346 Restraint or Seclusion of a Student ANNUAL REVIEW</p> <p style="padding-left: 60px;">3530 Suicide ANNUAL REVIEW</p> <p style="padding-left: 60px;">5401P Sick Leave and Sick Leave Bank</p> <p style="padding-left: 20px;">B. <i>Action</i> Items:</p> <p style="padding-left: 40px;">1. Job Descriptions – Dual Immersion Elementary Spanish/English Certificated Teacher; Elementary Behavior Support; and Human Resources Manager</p> | <div style="border: 1px solid black; padding: 10px; background-color: #f0f0f0;"> <p style="text-align: center;"><b>MISSION</b></p> <p style="text-align: center;">Our mission is to provide a quality education necessary for all students to be successful in life.</p> </div> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>The School District Board Room is accessible to the physically disabled. Interpreters for persons with hearing impairments, and brailled or taped information for persons with visual impairments, can be provided upon 5 days' notice. For arrangements, contact Chelsea Popplewell at 733-6900.</p> </div> |
|---|---|

2. Policy/Procedure Revision Recommendations 2<sup>nd</sup> Reading  
ISBA Updates:  
2100P Curriculum Adding Deleting or Altering Courses and/or Programs NEW TITLE  
2100F New or Revised Course/Program Proposal NEW TITLE  
3525 Immunization Requirements  
4105 Public Participation at a Board Meeting  
4105F Request to Address the Board  
4260F District Record Request Form  
4500 Public Gifts and Donations to the Schools  
4500P Public Gifts & Donations to the Schools  
5100 Hiring Process and Criteria  
5101 Compensation of Newly Hired Employees Who Last Worked in Another State NEW  
5280 Professional Standards Commission (PSC) Code of Ethics  
Administrative Updates:  
4600 Volunteer Assistance  
4600P Unsupervised Volunteers NEW

X. Board Goals

- A. Information Items: (None)  
B. **Action** Items: (None)

XI. Future Agenda Items

- A. March 29<sup>th</sup> (5<sup>th</sup> Wed.) Meeting at Twin Falls High School Faculty Lounge - Board Reports  
1. Ryan Nesmith, Twin Falls High School  
2. Kasey Teske, Canyon Ridge High School  
3. Mickey Combs Sawtooth Elementary School  
4. Amy Kenyon, Harrison Elementary School  
5. Tammy Rodabaugh, Perrine Elementary School  
B. Anderson Julian and Hull, Education Law Seminar April 24<sup>th</sup> and 25<sup>th</sup>, 2023 in Boise

- XII. **Action:** Executive Session as per ID Code 74-206(1) subsections (b), and (d):  
(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, an employee, staff member or individual agent; and  
(d) to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code;

Open back up to the public.

**Action in Open Session:**

- A. Personnel: Separation Agreement

XIII. Adjournment **Action**

**WORKING WITH YOUR SCHOOL BOARD**

WELCOME to another Twin Falls School District Board of Trustees Meeting. You are encouraged to attend all regular board meetings.

We are proud of our school system and the board members are dedicated to the continued improvement of the Twin Falls Schools.

We understand that from time to time patrons of school districts have concerns and feel a need to bring those concerns to the attention of the school or teachers. In order to maintain continuity and best resolve these concerns, we recommend to our patrons the following procedures:

1. The first and most effective step is to take the concern to the staff member who is closest to the problem. (In many cases, this will be the teacher, coach, etc.) We have found that most problems are resolved at this level.
2. If there is still a concern on the matter, we then recommend that the concern be brought to the attention of the Principal. We have found that unresolved concerns from item #1 are usually resolved satisfactorily by the building administrator.
3. If the concern is not satisfactorily resolved at that level, then the concern should be taken to the Director of Elementary Programs or Director of Secondary Programs.
4. If the concern is not satisfactorily resolved at that level, then the concern should be taken to the Superintendent of Schools. Difficult concerns can usually be resolved.
5. However, if the patron still feels the concern has not been properly resolved he/she may use the right of appeal to the Board of Trustees. This is done by calling or writing to the Superintendent and asking for the item to be placed on the agenda of the next regularly scheduled board meeting.
6. If you desire to address the board, we would like you to be as comfortable as possible. As a board, we hold public meetings, which are not public forums and therefore have rules, which are necessary for the benefit of all. The following guidelines will assist you as you present your information to the board.
  - A. Prepare your thoughts ahead of time. Usually a brief written outline handed to each board member helps the board follow your presentation. This outline would also give them something upon which to make notes as you speak.
  - B. If a group is involved, select one individual to be your spokesperson. He/she can then guide the presentation with the board and help the board chair in directing questions to the group.
  - C. Plan your presentation to be as brief as possible. This should include a question/answer period. If more time is needed it is best to give a complete written presentation to the board for their future study. If you give more than five to six minutes of testimony, time restraints will make it difficult for the board to respond that same evening.
  - D. Usually the board will direct the administration to help resolve the concerns and ask for a report back to the board at a later date. However, please remember a solution may take time to be resolved.

We are eager to have our patrons and school staff working together for the improvement of education in the Twin Falls Schools.

Thank you for coming. Please come again.

Your Board of Trustees

## TWIN FALLS PUBLIC SCHOOLS

**School District No. 411**

201 MAIN AVENUE WEST

TWIN FALLS, IDAHO

83301

(208) 733-6900

February 13, 2023

7:00 p.m.

- I. Call to Order - The Board of Trustees of School District No. 411, Twin Falls County, State of Idaho, met in its properly noticed/posted, regular monthly meeting at Canyon Ridge High School boardroom #301 located at 300 North College Road West, Twin Falls, Idaho, at the hour of 7:00 p.m., on Monday, February 13, 2023. The following trustees were present: **Chairman, Jonathan Lord; Vice Chairman, Jayson Lloyd; Trustees, Heidi Casdorph, Heidi Tubbs, and Eric Smallwood.** There were also present Superintendent of Schools, Brady D. Dickinson; Board Clerk, Michelle Lucas; Associate Superintendent, Bill Brulotte; as well as directors, interested patrons, employees, and the news media. A courtesy live stream was also available for patrons to watch.
- II. Pledge of Allegiance - The Board of Trustees stood and recited the Pledge of Allegiance.
- III. Procedural Matters Action Items:
  1. Approval of Agenda – Chairman Lord asked if there were any additions or deletions to the agenda. There were none. Trustee Smallwood moved to approve the agenda. Trustee Tubbs seconded the motion, motion carried.
- IV. Unscheduled Delegations (Audience to Address the Board) – Chairman Lord asked if there was anyone wishing to address the Board. There were none.
- V. Consent Calendar – Vice Chairman Lloyd moved to approve the consent calendar which included: minutes from the January 9, and 25, 2023 meetings; building and board financial reports; accounts payable and payroll; certified retirement for 2023-2024 school year for Cindy Wade; certified resignation for 2023-2024 school year for Sally Bloxham; new extra-curricular employee supplemental contracts for Caleb Worley and Jamie Franklin; and early graduation requests for Toni McAuley and Ian McAuley from Canyon Ridge High School. Motion was seconded by Trustee Tubbs. Motion passed unanimously.
- VI. Superintendent's Report
  - A. Superintendent Dickinson announced the certified employees of the month of February from Magic Valley High School, Elisabeth (Lisa) Wellard, English, public speaking, yearbook, and media publishing teacher; from Robert Stuart Middle School, Cindy Wade, art teacher; and from Support Services, Sasha Anderson, consulting teacher.

- B. Superintendent Dickinson announced the classified employees of the month for February from Magic Valley High School, Lara Erickson, library assistant; from Robert Stuart Middle School, Connie Cruz-Schaeffer, pass-room para and from Support Services, Shannon O'Brien, administrative specialist. Superintendent Dickinson read a brief resume' and presented each with a gift, plaque, and gift certificates for Burnt Lemon Grill.
- C. Twin Falls High School Senior Class Student Council members: Ayden Coats, Allie Stevens, Halle Western, Tyler Jensen, Elijah Escobedo, and Libby Traveller presented their request to do their senior trip to Salt Lake City, Utah on May 5<sup>th</sup> and 6<sup>th</sup>. Council members outlined their entire trip including costs, plans for fundraisers, and plans for scholarships to help those that can't afford it. This was posted as action. Trustee Smallwood moved to approve the 2023 senior class travel request to Salt Lake City, Utah as presented. Trustee Tubbs seconded the motion. Motion passed unanimously.
- D. Canyon Ridge High School Senior Class Student Council members: Aisha Eidway, Kailie Wittrup, and Alex Helms presented their request to do their senior trip to Salt Lake City, Utah on May 2<sup>nd</sup> and 3<sup>rd</sup>. Council members outlined their entire trip including costs, plans for fundraisers, and plans for scholarships to help those that can't afford it. This was posted as action. Trustee Casdorff moved to approve the 2023 senior class trip request as proposed. Trustee Tubbs seconded the motion. Motion passed unanimously.

VII. Instruction A. Information Items:

- 1. Building Reports
  - a. Principal of Pillar Falls Elementary School, Nancy Murphy shared a few challenges and successes for her school. Her building report was included in the board packet. Two of the bright spots Mrs. Murphy listed was having full day kindergarten and having a full-time instructional coach. A few challenges listed were student attendance and tardies, closing the learning gaps, and not having support personnel for students with special needs. After a few minutes of roundtable discussion with the Board, Mrs. Murphy thanked the board for the opportunity to share information about her school.
  - b. Principal of Rock Creek Elementary School, Shari Cowger shared a few challenges and bright spots for her school. Her building report was included in the board packet. She listed a few of her challenges as closing the learning gap from Covid; keeping staffed with para's; and they're having more students with a clear lack of social and behavioral skills that have heightened over the last several years. Mrs. Cowger shared a few bright spots for her school as: awarded the PBIS grant for another five years; having a very active PTO and increased parent involvement with about 125 volunteers. After a few minutes of roundtable discussion with the Board, Mrs. Cowger thanked the board for the opportunity to share information about her school.
  - c. Principal of Magic Valley High School, Roger Keller shared a few challenges and bright spots for his school. His building report was included in the board packet. Mr. Keller shared that they have been exited from the CSI-Up program which they were in for four years and it turned out to be a positive thing. They have done



a lot with it, they increased opportunities for students and now students can earn 18 credits per year, and many other things. They are also one of about ten schools state wide exited from the program. Another bright spot is that 42% of that cohort of students have graduated. A couple challenges listed were student buy-in and student attendance. After a few minutes of roundtable discussion with the Board, Mr. Keller thanked the board for the opportunity to share information about his school and thanked them for their support.

2. Social Studies Department Leads, Jeremy Belliston, Joseph Bartley, Megan Glofield, and Director of Secondary Programs, L.T. Erickson presented a realignment of the 6<sup>th</sup> – 12<sup>th</sup> grade social studies curriculum for 2023-2024. They explained that the current schedule has redundancies and discrepancies. They created a curriculum realignment team and visited West Ada School District and decided to mirror their schedule with some tweaks for middle school. The new schedule will also align regular credits with dual credits more effectively. Because this is a realignment it is only an information item. Mr. Belliston, Mr. Bartley and Ms. Gofield stood for questions from the Board and thanked them for their time and the opportunity to outline the plan for 2023-2024 school year.

Trustee Casdorff needed to leave at 8:55 p.m.

VI. Instruction B. Action Items:

1. Superintendent Dickinson outlined the reason for the emergency closure on January 30, 2023. After a brief discussion, Vice Chairman Lloyd moved to approve the emergency closure on January 30, 2023 as specified on the certificate of closure for 2022-2023. Trustee Smallwood seconded the motion, motion carried.

VIII. Budget & Finance A. Information Items: None

VIII. Budget & Finance B. Action Items:

1. Director of Operations and Educational Technology, Ryan Bowman presented the Five-Year Student Transportation Contract with Mid-Columbia Bus Company and stood for questions. This contract is the model State Department contract and has been reviewed by District council and approved by the State Department of Education. Trustee Smallwood moved to approve the five-year student transportation contract as presented. Vice Chairman Lloyd seconded the motion, motion passed.

IX. Personnel A. Information Items:

1. Most recent classified personnel new hires, retirements, and resignations were shared with the Board.
2. This quarter's current guest teachers list and current temporary workers list were shared with the Board.
3. Three job descriptions were shared as information items and will return next month for approval: Dual Immersion Elementary Spanish/English Certificated Teacher; Elementary Behavior Support; and Human Resources Manager.

4. Director of Community Relations, Eva Craner summarized the recommended policies/procedures changes, as a first reading ISBA Updates: 2100P Curriculum Adding Deleting or Altering Courses and/or Programs NEW TITLE; 2100F New or Revised Course/Program Proposal NEW TITLE; 3525 Immunization Requirements; 4105 Public Participation at a Board Meeting; 4105F Request to Address the Board; 4260F District Record Request Form; 4500 Public Gifts and Donations to the Schools; 4500P Public Gifts & Donations to the Schools; 5100 Hiring Process and Criteria; 5101 Compensation of Newly Hired Employees Who Last Worked in Another State NEW; 5280 Professional Standards Commission (PSC) Code of Ethics; Administrative Updates: 4600 Volunteer Assistance; and 4600P Unsupervised Volunteers NEW. These will return as action items at the March 6, 2023 Board meeting.

IX. Personnel B. Action Items: None

X. Board Goals A. Information Items:

1. Superintendent Dickinson shared some talking points with the Board for Day on the Hill February 20<sup>th</sup> and 21<sup>st</sup> in Boise.

X. Board Goals B. Action Items: None

XI. Future Agenda Items:

1. Superintendent Dickinson reminded the board of the upcoming ISBA Legislative Day on the Hill on February 20<sup>th</sup> and 21<sup>st</sup>, 2023 which is in Boise. Vice Chairman Lloyd, Trustees Eric Smallwood, Heidi Casdorff, and Heidi Tubbs plan to attend along with Superintendent, Dickinson.
2. The next board meeting is scheduled for February 22, 2023 at Lincoln Elementary School where Tyler Matlock, Principal at Oregon Trail Elementary, Michelle Brewer, Principal at Bickel Elementary; Jennifer Stokesberry, Principal at Morningside Elementary; and Lisa Honas, Vice Principal of Lincoln Elementary will present their board report and participate in discussions with the board.

XII. Executive Session

Since there was no other business to come before the Board in open session, Trustee Smallwood moved that, after a five minute break, the Board retire into executive session as per Idaho Code 74-206(1) subsection (b) to consider the dismissal or disciplining of, or to hear complaints or charges brought against, an employee, or staff member, or public school student; and (d) to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code. Trustee Tubbs seconded the motion. Chairman Lord asked Board Clerk, Michelle Lucas to poll the board. Roll call vote was as follows:

Chairman Jonathan Lord - Yes

Vice Chairman Jayson Lloyd – Yes

Trustee Eric Smallwood – Yes

Trustee Heidi Tubbs – Yes

With 2/3<sup>rd</sup> of the Boards governing body voting yes, motion carried. The Board convened into executive session after a short break from 9:16 p.m. to 9:21 p.m.



Personnel matter was discussed from 9:21 p.m. to 9:22 p.m.

Student discipline was discussed from 9:22 p.m. to 9:23 p.m. as per Section 33-205 and 74-206(1)(b) the Board considered one student hearing and took action accordingly. Such action shall be documented in the student's educational record and is confidential pursuant to the Family Educational Rights and Privacy Act (FERPA) and other applicable state and federal code and regulation provisions.

In open session, Trustee Smallwood moved to approve the administrative leave with pay as proposed by administration. Vice Chairman Lloyd seconded the motion, motion carried.

Vice Chairman Lloyd moved to adjourn the meeting. Trustee Tubbs seconded the motion, motion carried. Meeting adjourned at 9:24 p.m.

ATTEST:

\_\_\_\_\_  
Chairman, Jonathan Lord

\_\_\_\_\_  
Clerk, Michelle Lucas

TWIN FALLS PUBLIC SCHOOLS

**School District No. 411**

201 MAIN AVENUE WEST

TWIN FALLS, IDAHO

83301

February 13, 2023

The Board of Trustees of Twin Falls School District #411 met in executive session on Wednesday, February 13, 2023 at 9:21 p.m., at Canyon Ridge High School boardroom #301 located at 300 North College Road West, Twin Falls, Idaho. Chairman, Jonathan Lord conducted the meeting. Vice Chairman, Jayson Lloyd, along with Trustees Eric Smallwood; Heidi Tubbs; Superintendent, Brady Dickinson; Board Clerk, Michelle Lucas; Associate Superintendent, Bill Brulotte were also present. Trustee Heidi Tubbs was unable to attend executive session.

Since there was no other business to come before the Board in open session, Trustee Smallwood moved that, after a five minute break, the Board retire into executive session as per Idaho Code 74-206(1) subsection (b) to consider the dismissal or disciplining of, or to hear complaints or charges brought against, an employee, or staff member, or public school student; and (d) to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code. Trustee Tubbs seconded the motion. Chairman Lord asked Board Clerk, Michelle Lucas to poll the board. Roll call vote was as follows:

Chairman Jonathan Lord - Yes

Vice Chairman Jayson Lloyd – Yes

Trustee Eric Smallwood – Yes

Trustee Heidi Tubbs – Yes

With 2/3<sup>rd</sup> of the Boards governing body voting yes, motion carried. The Board convened into executive session after a short break from 9:16 p.m. to 9:21 p.m.

Personnel matter was discussed from 9:21 p.m. to 9:22 p.m.

Student discipline was discussed from 9:22 p.m. to 9:23 p.m. as per Section 33-205 and 74-206(1)(b) the Board considered one student hearing and took action accordingly. Such action shall be documented in the student's educational record and is confidential pursuant to the Family Educational Rights and Privacy Act (FERPA) and other applicable state and federal code and regulation provisions.

In open session, Trustee Smallwood moved to approve the administrative leave with pay as proposed by administration. Vice Chairman Lloyd seconded the motion, motion carried.

Vice Chairman Lloyd moved to adjourn the meeting. Trustee Tubbs seconded the motion, motion carried. Meeting adjourned at 9:24 p.m.

ATTEST:

\_\_\_\_\_  
Chairman, Jonathan Lord

\_\_\_\_\_  
Clerk, Michelle Lucas

TWIN FALLS PUBLIC SCHOOLS

**School District No. 411**

201 MAIN AVENUE WEST

TWIN FALLS, IDAHO

83301

February 22, 2023

7:00 p.m.

- I. Call to Order - The Board of Trustees of School District No. 411, Twin Falls County, State of Idaho, met in its properly noticed/posted, regular monthly meeting at Lincoln Elementary School library located at 238 Buhl Street, Twin Falls, Idaho, at the hour of 7:00 p.m., on Wednesday, February 22, 2023. The following trustees were present: **Chairman, Jonathan Lord; Vice Chairman, Jayson Lloyd; Trustees, Heidi Casdorph, Heidi Tubbs, and Eric Smallwood.** There were also present Superintendent of Schools, Brady D. Dickinson; Board Clerk, Michelle Lucas; Associate Superintendent, Bill Brulotte; as well as directors, interested patrons, employees, and the news media.
- II. Pledge of Allegiance - The Board of Trustees stood and recited the Pledge of Allegiance.
- III. Procedural Matters Action Items:
  1. Approval of Agenda – Chairman Lord asked for a motion to approve the amended agenda as posted on February 21, 2023. Vice Chairman Lloyd moved to approve the agenda as amended and posted on February 21<sup>st</sup> at 1:54 p.m. Trustee Smallwood seconded the motion, motion carried.
- IV. Unscheduled Delegations (Audience to Address the Board) – Chairman Lord asked if there was anyone wishing to address the Board. There was none.
- V. Consent Calendar – Trustee Smallwood moved to approve the consent calendar which included: early graduation request for Lyla Martin, Twin Falls High School; private service provider contract: Pitney Bowes; and certified retirement from Tammy Rodabaugh for 2023-2024 school year. The motion was seconded by Vice Chairman Lloyd, motion carried.
- VI. Instruction A. Information Items:
  1. Compass Edvantage Project Lead Chad Ransom shared the makeup of the Dual Immersion Leadership Team which is made up of parents, teachers and community members. He presented the reason to have a dual immersion program; what a dual immersion program looks like with at least 50% of daily instruction in Spanish; how to implement the program; an overview of what is being done; and next steps. This program is planned to be implemented at Oregon Trail Elementary School for the 2023-2024 school year and already have a lot of interest from parents. Oregon Trail will hold a



lottery in June 2023 for enrollment into the program. They plan to have two kindergarten classes of 22 students each and two first grade classes of 22 students each for a total of 88 students in the immersion program. Director of Elementary Programs, Jennie Peterson; Principal, Tyler Matlock; and Mr. Ransom stood for questions from the Board.

## VII. Board In-Service - Building Board Reports

1. Principal of Oregon Trail Elementary School, Tyler Matlock shared highlights and challenges for Oregon Trail Elementary School. His building report was included in the board packet. Mr. Matlock shared several bright spots at Oregon Trail which included their Leader in Me progress towards Lighthouse Status. Mr. Matlock also complemented his vice principal and staff for being hard working and dedicated. One of a few challenges Mr. Matlock shared was that kindergarteners came in, this year, at extremely low levels and many of which have high needs. After a few minutes of roundtable discussion with the Board, Mr. Matlock thanked the board for the opportunity to share information about his school.
2. Principal of Morningside Elementary School, Jennifer Stokesberry shared a few challenges and bright spots for Morningside Elementary School. Her building report was included in the board packet. Mrs. Stokesberry shared that their biggest bright spots is her staff and community. She pointed out her school's academic growth and commented on how proud she is of her staff. Mrs. Stokesberry shared some challenges which included having more recess issues then previous years and more behavior problems in classrooms. Mrs. Stokesberry stood for questions. After a few minutes of roundtable discussion with the Board, Mrs. Stokesberry thanked the board for the opportunity to share information about her school.
3. Principal of Bickel Elementary School, Michelle Brewer shared a few bright spots and followed up with some challenges for her school. Mrs. Brewer's building report was included in the board packet. Mrs. Brewer shared several bright spots which included increasing their school community, ISIP growth of 11% from fall to winter, and teacher attendance in Title I has been great this year. Another bright spot that she pointed out is her head custodian, people tell her that Bickel is the cleanest school they have ever been in. Mrs. Brewer shared that their biggest challenge is parents unwilling to support classroom and building expectations. After a few minutes of roundtable discussion with the Board, Mrs. Brewer thanked the board for the opportunity to share information about her school.
4. Vice Principal of Lincoln Elementary School, Lisa Honas shared a few challenges and bright spots for Lincoln Elementary School. Their building report was included in the board packet. Ms. Honas shared a huge challenge this year has been how unprepared the kindergarteners are this year. There is an unusually large number of students with extreme immaturity and extreme behaviors. On the bright side, these same students have seen a lot of growth. A challenge this year is having to constantly fill in for positions that are not filled by guest teachers. Ms. Honas complemented Lincoln's staff for their

dedication to do whatever it takes for the betterment of the students and stood for questions. After a few minutes of roundtable discussion with the Board, Ms. Honas thanked the board for the opportunity to share information about her school.

Trustees thanked the principals for their reports and asked them to thank their staff for all of their dedication and hard work.

VII. Adjournment

Trustee Smallwood moved to adjourn the meeting. Vice Chairman Lloyd seconded the motion, motion carried. Meeting adjourned at 8:40 p.m.

\_\_\_\_\_  
Chairman, Jonathan Lord

ATTEST:

\_\_\_\_\_  
Board Clerk, Michelle Lucas

These minutes have not been approved by the Board of Trustees.

## Contracts - Private Service Providers (PSP)/Consultants/Other

### EXECUTIVE SUMMARY

#### Submitted for Board Information

Dates of Service	Vendor	Amount
8/8/23 to 5/22/24	Soliant Health, LLC	\$75 per hour

NOTE: Per Board Policy 5725: *"The District encourages the use of private service providers and professional consultants as resource individuals when such consultative services will be helpful in the improvement of the educational program of the District. The District, through the Superintendent as its designee, may enter into contracts with private service providers and/or consultants to provide necessary services to students." In no event shall such agreement exceed twelve (12) calendar months."*





## CLIENT ASSIGNMENT CONFIRMATION



This Client Assignment Confirmation is entered into on the date first signed below and supplements the Client Services Agreement between Soliant Health, LLC and the Client named below. The Soliant Consultant has been placed with Client and Client will pay Soliant Health for hours worked by Consultant according to the terms outlined in this confirmation.

### ASSIGNMENT DETAILS

CLIENT NAME:	Twin Falls School District		
Consultant:	Trevor Warner	Position:	OT
Assignment Start Date:	08/08/2023	Assignment End Date:	05/22/2024
Bill Rate per hour:	\$75.00	Overtime Bill Rate per hour:	\$112.50
Minimum Hours per week:	40		
Miscellaneous:	<div>-</div>		

Is a Teaching Certification required for this position? -

### DESIGNATED APPROVERS

District Personnel designated by Client to approve Timesheets. *If not applicable, respond with N/A.*

	Approver 1	Approver 2	Approver 3
Name	-	-	-
Title	-	-	-
Phone	-	-	-
Email	-	-	-

**Please note:** Sales tax will be added to professional fees if required by state law and client is not a tax-exempt entity.

If Soliant Consultant should be required to travel to other locations at the specific request of the Client, the Client will be responsible for all expenses incurred.

Client agrees that it will not directly or indirectly, personally or through another agent or agency, contract with or employ Consultant for a period of one year after the latest date of introduction, referral, or completion of the assignment.

Option of virtual services will be offered by Soliant in lieu of onsite services.

All precautions will be taken by the Client to create a safe and healthy environment.

-

BlazerWorks Account Manager Information: Danielle Blount  
danielleblount@blazerwork.com  
678-261-1019

171387 - Twin Falls School District

**Kindel Mason**  
Director of Support Services  
February 28, 2023 0:10 UTC  
IP: 208.98.148.137

**\*Terms and conditions outlined in this Client Assignment Confirmation will be considered agreed upon by all parties unless Soliant is notified of changes by Client within forty-eight (48) hours of client's receipt of this Client Assignment Confirmation.**



**Twin Falls School District #411**  
201 Main Ave. W  
Twin Falls, ID 83301

P 208.733.6900  
F 208.733.6987  
[www.tfsd.org](http://www.tfsd.org)

**Brady D. Dickinson, PH.D. SUPERINTENDENT OF SCHOOLS**

Date: March 6, 2023

To: Dr. Brady D. Dickinson, Superintendent of Schools  
Twin Falls School District Board of Trustees

From: Chelsea Popplewell, Human Resources Manager

Re: Administrator Retirements – 2023-2024

The following administrators have submitted their retirement letter resigning their position for the 2023-2024 school year:

- William Brulotte, Associate Superintendent, District Office
- Shari Cowger, Principal, Rock Creek Elementary

The Human Resources Department recommends to the Superintendent and the Board of Trustees that we accept these resignations.



**Twin Falls School District #411**  
201 Main Ave. W  
Twin Falls, ID 83301

P 208.733.6900  
F 208.733.6987  
[www.tfsd.org](http://www.tfsd.org)

**Brady D. Dickinson, PH.D. SUPERINTENDENT OF SCHOOLS**

Date: March 6, 2023

To: Dr. Brady D. Dickinson, Superintendent of Schools  
Twin Falls School District Board of Trustees

From: Chelsea Popplewell, Human Resources Manager

Re: Certified Retirements – 2023-2024

The following certified employees have submitted their retirement letter resigning their position for the 2023-2024 school year:

- Victoria Harder, 2<sup>nd</sup> Grade Teacher, Oregon Trail Elementary
- Darla Petersen, PE Teacher, Sawtooth Elementary

The Human Resources Department recommends to the Superintendent and the Board of Trustees that we accept these resignations.



**Twin Falls School District #411**  
201 Main Ave. W  
Twin Falls, ID 83301

P 208.733.6900  
F 208.733.6987  
[www.tfsd.org](http://www.tfsd.org)

**Brady D. Dickinson, PH.D. SUPERINTENDENT OF SCHOOLS**

Date: March 6, 2023

To: Dr. Brady D. Dickinson, Superintendent of Schools  
Twin Falls School District Board of Trustees

From: Chelsea Popplewell, Human Resources Manager

Re: Certified Resignations

The following certified employees have submitted their resignation letter resigning their position for the 2023-2024 school year:

- Jaqueline Palomino Zamudio, Kindergarten Teacher, Pillar Falls \*Effective 2/27/2023
- Landon Jones, Social Studies/Freshman Foundations, Twin Falls High School
- Kennedy Dilworth, First Grade Teacher, Rock Creek Elementary
- Kirsten Stewart, Fifth Grade Teacher, Sawtooth Elementary
- Cassidy Huggins, Science Teacher, O'Leary Middle School

The Human Resources Department recommends to the Superintendent and the Board of Trustees that we accept these resignations.

---

Brady D. Dickinson, Ph.D.  
Superintendent of Schools

William Brulotte  
Associate Superintendent



24

# TRAVEL - EXTENDED & OUT-OF-STATE

## REQUEST FOR EXTENDED & OUT-OF-STATE TRAVEL

Name of Organization Making Request Latinos in Action (CRHS & TFHS)

Proposed Travel Dates From 3/6/23

Brief Explanation of Proposed Trip (including destination) LIA Leadership Conference  
Weber State University, Ogden, UT

Sponsor Signature(s) Brent Rogers Date 2/27/23

Number of Students Attending 25 Number of Supervising Adults 2

Amount of School Time to be Missed 1 Day

The Following Requests are Made Relative to this Proposed Trip:

(Waivers required for overnight out of state trips with the exception of IHSAA activities)

1. Bus: Yes X No        Bus Capacity Needed
2. Finances: Yes        No X If Yes, Total Amount
3. Transportation Expenses: Yes        No X
4. Bus Request Submitted: Yes X No
5. Financial Breakout: Student/Parent \$        Club \$        Organization \$        School \$         
I'm paying for the bus with school funds but the students are reimbursing that fund.
6. Organization: Latinos in Action
7. Destination: Weber State University

Principal's Recommendation I approve

Principal's Signature [Signature] Date       

By signing this form you are acknowledging all necessary waivers have been received.

Superintendent's Recommendation Approve

Superintendent's Signature [Signature] Date:       

Board Action: Approved as Proposed        Approved with Modifications        Not Approved       

Total Student Cost: \$       

### School Costs:

1. Transportation (To & From) .... \$         
A. Bus or SUV's \$         
B. Plane \$
2. Lodging..... \$

Total School Cost: \$        \$       

Less Commitment: \$        \$       

GRAND TOTAL: \$        \$       

Vocational Programs (and others, as determined by the principal) will cover all advisor costs from vocational appropriations club/organization funds.

## EMPLOYEE OF THE MONTH QUESTIONS

Certified Y or Classified \_\_\_\_\_

Name:	Tana Schroeder
School:	Lincoln
Position:	5 <sup>th</sup> grade
Hometown:	Iwin Falls
Inspiration:	great educators... (my own elementary teachers as a child too!)
Pet Peeve:	when people call kids bad
Favorite hobby away from work:	pickleball!! & cooking
What word describes you best?	advocate
One thing people don't know about you?	I would love to be on Broadway!
Why did you choose this career?	I truly believe in the potential of humans to be & do great things. Education unlocks & helps people discover their genius & teachers have such a wonderful opportunity to help society become great. (I could write for days about how important teachers are!)
What is the #1 activity on your bucket list?	I would love to teach in Iceland for 1 year.
How do you want to be remembered?	as living true to my mission statement: seeing the genius, inspiring change, living with purpose
Best day on the job was....	finding only one is hard... any day where a student realizes they're capable of doing something they didn't know was possible!

Principal Note:

Tana is a true professional and leader among her peers - taking on leadership roles, advocating for kids, and seeking out many opportunities to learn and hone her craft. She is sought out for instructional rounds because she is such an effective teacher. You won't find a more engaging classroom! Lincoln is fortunate to have her.



## EMPLOYEE OF THE MONTH QUESTIONS

Certified \_\_\_\_\_ or Classified X

Name:	Yeoman
School:	Lincoln
Position:	Head Custodian
Hometown:	Clearfield, Utah
Inspiration:	Live for Today not for future or Past
Pet Peeve:	Not Cleaning Windows
Favorite hobby away from work:	Pickleball
What word describes you best?	Outgoing AKA Loud!
One thing people don't know about you:	Cancer Survivor
Why did you choose this career?	I Love Kids! People and Cleaning
What is the #1 activity on your bucket list:	Go to Netherlands (HOLLAND)
How do you want to be Remembered?	Someone who loved everyone? <span style="float: right;">I am Kind</span>
Best day on the job was.....	My birthday @ the School! Kids Sang and the Staff IS Amazing.

Principal Note:

Yeoman has been a breath of fresh air! She is a hard worker and shows up to school each day to serve our students and staff, going above and beyond the call of duty. She jumps in to help with students because she loves kids and doesn't believe she should limit herself to only typical custodian duties. Thank you, Yeoman, for all you do!

## EMPLOYEE OF THE MONTH QUESTIONS

### Certified

<b>Name:</b>	Jessica Quaintance
<b>School:</b>	Bridge Academy
<b>Position:</b>	School Counselor
<b>Hometown:</b>	Twin Falls
<b>Inspiration:</b>	My dad has always been my inspiration. My passion to give back to my community and serve others came from him.
<b>Pet Peeve:</b>	Anything to do with styrofoam.
<b>Favorite hobby away from work:</b>	Bowling
<b>What word describes you best?</b>	Supportive
<b>One thing people don't know about you:</b>	I have bowled competitively since I was five years old.
<b>Why did you choose this career?</b>	I have always wanted to be the adult that I needed growing up. Someone that will have the hard conversations and be there to support our students.
<b>What is the #1 activity on your bucket list:</b>	To drive from the top of the West Coast to the bottom and stop to see every ocean town along the way.
<b>How do you want to be Remembered?</b>	As someone who overcame every obstacle that life threw at me.
<b>Best day on the job was.....</b>	Being told by a student that they are here because of me. That I was the first adult that they felt truly listened and understood them and wanted to help them be better.

#### Principal Note:

Jessica is an amazing counselor. She is passionate, knowledgeable and a strong advocate for our students. She goes above and beyond her role and wears many hats. She is always willing to support anyone and drop anything for all of us. Students that have had failed attempts at counseling seek her out and name her as a positive person in their lives. We are thankful to have her at Bridge and proud to be working with her.



## EMPLOYEE OF THE MONTH QUESTIONS

Certified \_\_\_\_\_ or Classified ✓

Name:	Nathan Jasper
School:	Bridge Academy
Position:	Online Coordinator
Hometown:	Lewiston ID
Inspiration:	My Family
Pet Peeve:	Ignorance
Favorite hobby away from work:	Hunting, Fishing, Camping etc
What word describes you best?	Chaotic - Good
One thing people don't know about you:	I have a pet Leopard Gecko
Why did you choose this career?	Make a positive impact on students
What is the #1 activity on your bucket list:	New Zealand adventure travel
How do you want to be Remembered?	As someone who cared + made a difference
Best day on the job was.....	Field trip to hot springs ☺

Principal Note:

Nathan is a positive and caring adult for our students and a supportive team member. He is always willing to take on new tasks, learn what needs mastered for the benefit of us all. We can always count on his presence, especially during chaotic times. He is thoughtful and students are drawn to his humor and kindness. We are lucky to have him.

## EMPLOYEE OF THE MONTH QUESTIONS

Certified   x   or Classified       

<b>Name:</b>	Amy Nelson
<b>School:</b>	SHMS
<b>Position:</b>	8th Language Arts Teacher
<b>Hometown:</b>	Twin Falls
<b>Inspiration:</b>	Humans who are kind to others
<b>Pet Peeve:</b>	commercials during my favorite shows
<b>Favorite hobby away from work:</b>	puzzles
<b>What word describes you best?</b>	depends on who you ask– dependable
<b>One thing people don't know about you:</b>	I'm quite funny- just ask me, wait you did, so yea, I'm funny!
<b>Why did you choose this career?</b>	Lately I've been asking the same thing! Originally it was to be that teacher who makes a difference to the kids that needs an extra push to be great
<b>What is the #1 activity on your bucket list:</b>	travel the world with my best friend, my husband
<b>How do you want to be Remembered?</b>	hopefully fondly
<b>Best day on the job was.....</b>	everyday the students make me laugh

### Principal Note:

Amy is the epitome of a team player. She had quite a bit of turnover in her English department last year and she works endless hours to make sure they are all where they need to be when it comes to following the curriculum and working well overall in their own classrooms. Whenever we need coverage for classes, she is the first to respond to help out and her efforts are what helps keep SHMS running smoothly. Amy can always bring a smile to my face and always knows when someone needs one-she is amazing!

## EMPLOYEE OF THE MONTH QUESTIONS

Certified \_\_\_\_ or Classified \_\_x\_\_

<b>Name:</b>	Tara Guisto
<b>School:</b>	South Hills Middle School
<b>Position:</b>	Behavior Intervention
<b>Hometown:</b>	BC Canada
<b>Inspiration:</b>	
<b>Pet Peeve:</b>	
<b>Favorite hobby away from work:</b>	volunteering with IORG, a leadership and service group for girls
<b>What word describes you best?</b>	caring
<b>One thing people don't know about you:</b>	I have a degree in Anthropolgy
<b>Why did you choose this career?</b>	working with kids is very rewarding and reminds me how exciting life can be
<b>What is the #1 activity on your bucket list:</b>	visiting Banff National Forest
<b>How do you want to be Remembered?</b>	I want kids to remember me as someone that they could always count on and was there for them
<b>Best day on the job was.....</b>	The best days are when the kids I mentor become mentors to their peers

### Principal Note:

Tara has a unique way of connecting with our students. She helps track their behaviors and uses a variety of strategies to build relationships with them and help them WANT to be in school. You will always find her out on walks with students, working in groups with them, and constantly finding ways to help them be successful in our school.

**CERTIFICATE OF CLOSURE**  
**Emergency Closures Reporting**  
**SCHOOL YEAR 2022-2023**

1 of 1

District # 411 District Name Twin Falls School District

In compliance with I.C. 33-1003A, certify the cause and duration of each incident of emergency school closure.

For each emergency closure, show the number of instructional hours missed for each grade grouping.

If the missed instructional hours in each grade grouping for all buildings in the district were the same, then fill one line listing "All".

If the emergency closure was for 2 or more consecutive full days, show on one line the date(s) of the closure.

Report instructional hours to 2 decimal place.

Change the ISEE calendar to show Emergency Closure for the days listed.


Do not delete an entire week from the ISEE calendar if the District/Charter was closed for the week for the Emergency Closure.

**Submit a copy of the school board minutes showing approval for each emergency closure stating the cause and duration.**

Building Number or if District Wide <u>All</u>	Cause for the Emergency Closure	Date(s) of Closure	Amount of Kindergarten Instructional Hours Missed*	Amount of Grades 1-3 Instructional Hours Missed*	Amount of Grades 4-5 Instructional Hours Missed*	Amount of Grades 6-8 Instructional Hours Missed*	Amount of Grades 9-12 Instructional Hours Missed*	For Closures caused by Flu	
								**Anticipated date of re-opening	Zip Code for closed school
401	Safety/Threat	2/22/2023					2.500		

**Please submit the day of the closure or as soon  
as possible by email to dreich@sde.idaho.gov**

I certify that this information is accurate. If requested,  
I will provide the detail to document the reported information.



2-22-23 Superintendent's Signature

\*Be sure to reduce your instructional hours on your school calendars to reflect the closure.

\*\* In closures for flu please give the anticipated date of re-opening the school



TWIN FALLS PUBLIC SCHOOLS  
**SCHOOL DISTRICT NO. 411**

201 MAIN AVE. WEST  
TWIN FALLS, IDAHO 83301-6197  
(208) 733-6900 FAX (208) 733-8474

**March 6, 2023**

**JANITORIAL SUPPLY BID RECAP**

Nine vendors participated in the Janitorial Supply Bid for the **2023-2024** School Year; Central Poly-Bag Corp, All American Poly, Unipak Corp, Interboro Packaging Corp, Gem State Paper and Supply, Hanson Janitorial Supply, Staples, Pyramid School Products and Brady Industries of Idaho.

Based on the bids received, I recommend the companies be awarded the following:

CENTRAL POLY CORP.	\$1416.80
UNIPAK CORP.	\$6822.40
GEM STATE PAPER & SUPPLY	\$112,145.80
HANSON JANITORIAL SUPPLY	\$3093.19
PYRAMID SCHOOL PRODUCT	\$1791.58
BRADY INDUSTRIES OF IDAHO	\$1425.84
TOTAL AMOUNT AWARDED	\$126,695.61

The bids were published in the Times News on January 09, 2023 and January 16, 2023 prior to opening the bids on February 13, 2023.

**PREPARED AND SUBMITTED BY:**

**Emory Warren, Maintenance Supervisor**

**Deralyn Neel, Administrative Assistant – Maintenance Department**

TWIN FALLS PUBLIC SCHOOLS  
**SCHOOL DISTRICT NO. 411**

201 MAIN AVE. WEST  
TWIN FALLS, IDAHO 83301-6197  
(208) 733-6900 FAX (208) 733-8474

6 March 2023

**2023-2024 PAPER SUPPLY BID RECAP**

Three vendors participated in the Paper Supply Bid for the 2023-2024 School Year: Caxton Printers, Pyramid School Products, and Contract Paper Group.

Based on the bids received, I recommend the companies be awarded the following:

CONTRACT PAPER GROUP	\$63,813.75
PYRAMID SCHOOL PRODUCTS	\$16,582.10
TOTAL AMOUNT AWARDED	\$80,395.85

The bids were published in the Times News on 20 January 2023 and 27 January 2023 prior to opening the bids on 24 February 2023.

We requested 24# copy paper which was not available from any vendor so it has been substituted with 20# copy paper.

PREPARED AND SUBMITTED BY:

**Rachel Youren**  
**Finance**



**Twin Falls School District #411**  
201 Main Ave. W  
Twin Falls, ID 83301

P 208.733.6900  
F 208.733.6987  
[www.tfsd.org](http://www.tfsd.org)

**Brady D. Dickinson, PH.D. SUPERINTENDENT OF SCHOOLS**

Date: March 6, 2023

To: Dr. Brady D. Dickinson, Superintendent of Schools  
Twin Falls School District Board of Trustees

From: Chelsea Popplewell, Human Resources Manager

Re: Classified Resignations/Retirements – Information Only

The following classified employees have submitted their resignation letter resigning their position for the 2022-2023 or 2023-2024 school year:

- Mary Anne Thomas, IDLA Coordinator, South Hills Middle School (Retiring 2023-2024 school year)
- Ramona Lugo, Cook, Perrine Elementary
- Agnes Vanden Bosch, Literacy Paraeducator, Lincoln Elementary (Retiring 2023-2024 school year)
- Sarah Coats, Human Resources Administrative Assistant, District Office

The following employees have submitted their resignation letter for their extra-curricular positions for the 2022-2023 or 2023-2024 school year:

- Vjekoslav Bampa, Assistant Tennis Coach, Canyon Ridge High School (2022-2023 school year)
- Jessica Leavitt, Game Manager, Twin Falls High School (2023-2024 school year)
- Stephanie Teske, Head Cheer Coach, Canyon Ridge High School (2023-2024 school year)

The Human Resources Department recommends to the Superintendent and the Board of Trustees that we accept these resignations.



**Twin Falls School District #411**  
201 Main Ave. W  
Twin Falls, ID 83301

P 208.733.6900  
F 208.733.6987  
[www.tfsd.org](http://www.tfsd.org)

**Brady D. Dickinson, PH.D. SUPERINTENDENT OF SCHOOLS**

Date: March 6, 2023

To: Dr. Brady D. Dickinson, Superintendent of Schools  
Twin Falls School District Board of Trustees

From: Chelsea Popplewell, Human Resources Manager

Re: Classified New Hires Employees – Information Only

The following classified employees have been hired for the 2022-2023 school year:

- Maria West, Custodian, Oregon Trail Elementary School
- Rebeka McNeil, Custodian, District Wide
- Ruth Conway, Assistant Kitchen Manager, Canyon Ridge High School
- Randalee Horton, Behavior Support, Morningside Elementary School
- Adrian Shabi, Playground Aide, Oregon Trail Elementary School

The following classified extracurricular employees have been hired for the 2022-2023 school year:

- Nik Gumeson, Assistant Varsity Softball Coach, Twin Falls High School
- Kaia Walker, Assistant Cheer Coach, Twin Falls High School
- Brian Harmison, Assistant JV Softball Coach, Twin Falls High School
- Jesse White, Assistant Varsity Baseball Coach, Canyon Ridge High School
- Ryon Murray, Assistant JV Baseball Coach, Canyon Ridge High School

The Human Resources Department recommends to the Superintendent and the Board of Trustees that we accept these hires.



## **Twin Falls School District #411**

### **Job Description**

**Job Title:** Dual Immersion Elementary Spanish/English Certificated Teacher  
**Reports to:** Building Principal and Vice Principal  
**FLSA Status:** Exempt, 9-10 month year, wage per certified salary schedule, 1 sick day month, 3 personal days annually  
**Prepared By:** Human Resources Department  
**Prepared:** 02.13.2023  
**Approval Date:**

#### **JOB GOAL:**

Provide a quality education necessary for students to be successful in life. Guide students toward fulfillment of their potential for intellectual, social, emotional, psychological growth and maturation. Instruct pupils in assigned subject matter, in Spanish and/or English.

#### **QUALIFICATIONS:**

1. Meet current state certification requirements
2. Have broad knowledge of curriculum and the ability to work effectively with teachers, students, parents, and administrators
3. Ability to perform duties in accordance with general educational ethical requirements of the Twin Falls School District and the State Department of Education
4. Biliterate- Spanish/English
5. Must possess native or native-like proficiency. Non-native applicants must demonstrate their proficiency by receiving an Advanced Low or higher on the ACTFL oral proficiency test.

#### **ESSENTIAL DUTIES**

1. Meet and instruct assigned classes at the times designated.
2. Create a classroom environment conducive to effective critical learning and exploration.
3. Prepare educational experiences in the classroom that reflect the philosophy, goals and expectations of the Dual Immersion program.
4. Conduct instruction effectively and proficiently in either Spanish or English.
5. Instruct, encourage and expect students to follow standards of classroom behavior as set and maintained by instructor.
6. Employ a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individual or student groups involved.
7. Strive to implement by instruction and action the district's philosophy of education, instructional goals and objectives as stated in the district's policy handbook.
8. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
9. Evaluate student progress on a regular basis.
10. Maintain accurate and complete records as required by law, district policy, and administrative regulations.
11. Assist in the development of curriculum for the Dual Immersion program which includes books, equipment, and other instructional materials.
12. Assist in making, upholding and enforcing school rules, administrative regulations and board policy.
13. Work to establish and maintain open lines of communication with other staff members, all students and parents for educational purposes.
14. Attend and participate in building, district and departmental meetings.

15. Cooperate and collaborate with other members of the staff and/or team members in planning instructional materials and curriculum guides.
16. Choose to grow professionally and provide for his/her own professional growth through an on-going program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
17. Agree to perform all teaching assignments made by the district in accordance with the highest professional standards and to have and maintain all legal qualifications required to teach in the current assignment.
18. Perform other tasks and assume other responsibilities as the principal, superintendent and/or board may assign.

**PHYSICAL DEMANDS** (*Reasonable accommodations may be made to enable a person with a disability to perform the essential functions.*)

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
2. This type of work involves sitting, walking, standing, climbing stairs, kneeling, bending, and stretching on a frequent basis and the ability to navigate multi-story buildings during an emergency situation.
3. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important job aspects.
4. The ability to orally communicate efficiently and effectively in an emergency situation to students of varying ages and who are predominantly English and Spanish speaking.

## **EVALUATION**

Performance of this position will be evaluated in accordance with the Board's policy on evaluation of certificated personnel.

## **OTHER**

### Condition of Employment

Board approval and successful completion of federal background check and pre-employment drug free workplace screen.

### License Requirement

- Possession of a valid Idaho Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier.

### Insurance Recommendation

On regular occasions, this job classification requires the employee to use his/her personal vehicle to conduct district business, therefore personal auto insurance coverage of \$300,000 or more is recommended.

Employee Printed Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_

*My signature acknowledges that I have been provided a copy of this job description.*

# **Twin Falls School District #411**

## **Job Description**

**Job Title:** Elementary Behavior Support  
**Department:** Elementary  
**Reports To:** Building Principal/Behavioral Interventionist  
**FLSA Status:** Non-Exempt, approximately nine month working period, classified salary schedule, 1 sick day/month, 3 personal days annually  
**Prepared By:** Human Resources Department  
**Prepared:** 02.13.2023  
**Approved By:**  
**Approval Date:**

### **JOB GOAL**

To support students as they develop skills needed to succeed in the school environment. The work is performed under the supervision of a principal or assistant principal. The duties are performed school wide, depending on student needs.

### **QUALIFICATIONS**

#### **Minimum**

- High School Diploma or equivalent
- Successful completion of the ETS Paraprofessional Praxis
- Desire and ability to intervene in issues related to student behavior in a support situation
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- Must be willing to become MANDT and CPR trained at the first available training after employed by Twin Falls School District

#### **Desired**

- Experience working with children in an educational setting
- Experience with behavior intervention
- College course relevant to teaching and learning, child development

### **ESSENTIAL DUTIES** (or other duties assigned by the Superintendent or Board).

- Works closely with the Behavior Interventionist and classroom teachers on student behavior. Provides support for classroom teachers in terms of student behavior. This includes, but is not limited to, hallways, cafeteria, playground, classrooms, and small group settings.
- Provide appropriate behavior support for prevention and management for students in need.
- Attends behavior trainings offered to behavior paraprofessionals
- Establishes and maintains cooperative relationships with students and teachers
- Assist students in upholding and enforcing school rules and policies
- Reports behavior incidents to the building administration and classroom teachers
- Understands confidentiality and the student's right to privacy
- Treats students, teachers, and administration with respect
- Performs other tasks and assumes other responsibilities as the Superintendent and/or Board may deem necessary.

### **EVALUATION**

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified personnel.

### **PHYSICAL DEMANDS** *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

The physical demands and work environment indicated below are examples of the physical aspects this position classification must perform in carrying out essential job functions.

- Exert 10 to 25 pounds of force to lift, carry, push, pull, or otherwise move objects. Lifting of more than 50 pounds or one-fourth their body weight is not required

- The ability to sit at various table, desk and/or chair sizes, walking, standing, sitting on the floor, kneeling down to smaller children.
- Navigating stairwells, participating in fire drills or other drills during an emergency situation, navigating through hallways and doorways, navigating through rows of desks in classrooms, navigating between buildings on secondary school campuses.
- Manual dexterity to operate business related equipment, perceive the nature of sound, near and far vision, depth perception, providing oral and written information.

## **OTHER**

### Condition of Employment

Board approval and successful completion of federal background check and pre-employment drug free workplace screen.

This is an "at will" position in that the employer or employee may terminate employment at any time for any reason consistent with applicable state or federal law. The employment "at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing and approved by the Board of Trustees of District 411.

Job description received:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

# **Twin Falls School District #411**

## **Job Description**

**Job Title:** Human Resources Manager  
**Department:** Human Resources  
**Reports To:** Human Resources Director  
**FLSA Status:** Exempt, 12 month year, salary as per classified supervisor's salary schedule, .83% vacation days/month yrs 1-6; 1.25 vacation days/month 7+ yrs, 1 sick day month, 3 personal days annually  
**Prepared By:** Human Resources Department  
**Prepared:** 02.13.2023  
**Approved By:**  
**Approval Date:**  
**Supervises:** Human Resources Assistants

### **JOB GOAL**

The Human Resources Manager is a classified, supervisory employee whose primary role is to recruit necessary certified/classified personnel to insure that consistently high educational benefits are afforded to each student in the district. Assist in implementing the district's employment policies in a consistent and positive manner to comply with state and federal employment laws.

### **QUALIFICATIONS (minimum)**

- Associates degree or four to ten year's related experience and/or training; or equivalent combination of education and experience deemed acceptable by the Superintendent and Board of Trustees.
- Consistently ethical behavior and the ability to maintain strict confidentiality are essential.
- Sound decision-making skills, aptitude for problem solving, proficiency in planning and organizing, strong work ethic.
- Strong interpersonal and communication (verbal and written) skills.
- Ability to be detail-oriented, maintain high levels of confidentiality, and manage multiple projects at one time.
- Ability to listen without any bias or pre-formed opinions or judgments.
- Ability to display a very positive and helpful attitude towards all employees and the ability to foster positive teamwork.
- Ability to value and promote diversity in the workplace.
- Ability to read, analyze, and interpret government regulations, write reports, and present information effectively.
- Ability to perform basic math functions to calculate hourly wages, compensation rates, and budget compliance.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to efficiently use of database, spreadsheet, and word processing programs.
- Ability to maintain cooperative relationships with those contacted during the course of work and deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Ability to work with minimal supervision.

### **Employment Responsibilities**

- Maintain, screen, offer, and process current application file of prospective candidates for all teaching, administrative, supervisory, and support positions.
- Assist administrators with the screening of applicants for vacancies.
- Verify certification of applicants and employees to ensure compliance with state and federal certification regulations prior to offering any positions.



- Process requests for internal transfers in accordance with the district's policy on transfers.
- Assist in developing, reviewing, and revising job descriptions.
- Implement internal and external notifications of vacancies in accordance with district policies.
- Ensure information entered in iVisions is accurate and completed in a timely manner to ensure employees will be paid appropriately and on time.
- Maintain an organized system of tracking payroll changes so they can be entered and processed in a timely manner.
- Provide timely updates to Board Clerk for all Consent Calendar requirements prior to each Board meeting.
- Participates in New Employee Orientation each year.

#### **Compensation Responsibilities**

- Assist in maintaining/updating district certified, classified, and administrative salary schedules, particularly as they relate to iVisions.
- Review and evaluate personnel files to insure proper placement on the salary schedule prior to offering any position.
- Verify all additional credits for coursework to meet district requirements for salary schedule advancement.
- Verify all previous evaluation information for certified personnel to adhere to career ladder law, ensuring candidates are placed accurately so the district does not lose any funding.
- Assist in developing and recommending salary policy and structure.
- Work closely with Finance Department and Federal Programs to ensure employees are coded appropriately.
- Assists with the issuance of contracts, supplemental contracts, and any contract amendments each year.

#### **Compliance Responsibilities**

- Assist in the development of personnel policies and interpret existing personnel policies/regulations to staff.
- Assist in ensuring that district personnel record keeping is in compliance with state and federal regulations including EEOC, ADA, FMLA, Affirmative Action, and Title VII.
- Coordinate FMLA for the district, including record-keeping, reviewing information with employees, and coordinating information with Payroll regarding deductions that are required.
- Assists the Human Resources Director in counseling employees to resolve complaints/grievances and other matters related to personnel management, and work with principals on difficult or sensitive personnel matters.
- Assist with administering the district's affirmative action program and insure district policies/procedures reflect consistent and equal opportunity for all personnel.
- Review interview pools and processes to ensure that the district is promoting fair hiring practices.

#### **Reporting Responsibilities**

- Prepare/maintain statistical information on all personnel and submit required statistical reports to the State Department of Education, the Superintendent, and the Board of Trustees.
- Work closely with IT Department to resolve any errors showing in SBE/SDE ISEE reports in an accurate and timely manner.

#### **Supervisory Responsibilities**

- Supervises employees in the human resources reception departments in accordance with the organization's policies and applicable laws, including interviewing, recommendation for hiring, training employees; planning, assigning, and directing work; and appraising performance.

**PHYSICAL DEMANDS** *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

The physical demands and work environment indicated below are examples of the physical aspects this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will regularly exert 10 to 25 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for extended periods of time. Occasionally, physical requirements include the ability to navigate multi-story buildings during an emergency situation.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

#### **EVALUATION**

Performance of this position will be evaluated by the Human Resources Director in accordance with the Board's policy on evaluation of administrative personnel.

#### **OTHER**

##### Condition of Employment

Board approval and successful completion of federal background check and pre-employment drug free workplace screen.

This is an "at will" position in that the employer or employee may terminate employment at any time for any reason consistent with applicable state or federal law. The employment "at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing and approved by the Board of Trustees of District 411.

##### License Requirement

- Possession of a valid Idaho Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier.

##### Insurance Recommendation

On regular occasions, this job classification requires the employee to use his/her personal vehicle to conduct district business, therefore personal auto insurance coverage of \$300,000 or more is recommended.

Job description received:

\_\_\_\_\_

Date

\_\_\_\_\_

Employee Signature

## **MEMORANDUM**

**To:** Board of Trustees  
Twin Falls School District 411  
**From:** Eva Craner, Director of Public Relations  
**Re:** Policy Updates  
**Date:** February 13, 2023

### **First Reading:**

#### **ISBA Updates:**

- 2100P Curriculum Adding Deleting or Altering Courses and/or Programs NEW TITLE
- 2100F New or Revised Course/Program Proposal NEW TITLE
- 3525 Immunization Requirements
- 4105 Public Participation at a Board Meeting
- 4105F Request to Address the Board
- 4260F District Record Request Form
- 4500 Public Gifts and Donations to the Schools
- 4500P Public Gifts & Donations to the Schools
- 5100 Hiring Process and Criteria
- 5101 Compensation of Newly Hired Employees Who Last Worked in Another State
- 5280 Professional Standards Commission (PSC) Code of Ethics

#### **Administrative Updates:**

- 4600 Volunteer Assistance
- 4600P Unsupervised Volunteers NEW



## **Day on the Hill Talking Points**

**Thank you:** The state has made a historic investment in education over the past two years. This has led to better options for employee insurance and salaries. In addition, the money for K-3 literacy will have a positive impact on literacy. Lastly, the funds for advanced opportunities are allowing students to be better prepared for careers as they access CTE programs and/or earn dual credits.

### **ISSUES**

**Educational Savings Accounts (ESAs):** We have strong concerns about public funds used for private schools and the lack of comparable accountability for private schools (will they be required to serve special education students? Perform on state metrics?). In addition, Idaho has scarce resources and this puts a strain on budgets that are historically tight.

**Classified Salaries:** Please raise the classified allocation to improve salaries. The competitive job market for these types of employees is making it difficult for us to hire staff. More highly skilled classified personnel are needed today compared to when the formula was created in the 1990s. Example....IT staff.

**Operations funds:** We need additional operational funds for insurance and to address inflation. Operational funds were not increased last year beyond the funds for insurance. In addition, there are increased costs associated with necessary programs like mental health support and school security.

**Teacher shortage:** Salaries and pipeline issues are making it difficult for us to be fully staffed. Education needs to be reframed as a valued career where educators are treated by the community as professionals.

**Bonds and Levies:** Maintain the 4 election dates. The March date provides appropriate timing before negotiations and budgeting. School districts work hard to ensure the community is informed about elections; these dates are not being utilized to "sneak" by voters.

**Facilities:** Schools throughout the state are in need of upgrades and many need to be replaced. With the difficulty in passing bonds, the state is going to have to address this issue.

Motion to go into executive session:

I move that after a five-minute break the Board retire into executive session as per ID Code 74-206(1) subsections (b), and (d):

**Action** Executive Session as per Idaho Code 74-206(1) Subsection (b) and (d)  
(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, employee, staff member, or public school student; and  
(d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code.

Open back up to the public: **Action**

A. Personnel: Separation Agreement