

SCHOOL BOARD MEETING
DECEMBER 20, 2005
SCHOOL ADMINISTRATION OFFICE

TRUSTEES PRESENT: Chairman Alexander, Trustee Gridley, Trustee Rodney, Trustee House

OTHERS PRESENT: Tim McMurtrey, Cliff Ogborn, Sharon Whitman, Connie Donahue, Phil Raney, Kathy LeFevre, Sam Fields, Col. Byrd, Jose Lopez, Patty McCoy, James Gilbert, Ernie Elliott, Nancy Brletic, Polly Sanders, Nikki Crusier, Jim Bird

At 7:30 p.m., Chairperson Alexander convened the regular meeting of the Board of Trustees and called for the first item of business.

- I. **APPROVE THE MINUTES OF THE MEETING OF THE REGULAR MEETING OF NOVEMBER 15, 2005, AND THE SPECIAL MEETING OF DECEMBER 6, 2005.** Chairman Alexander called for a motion to approve the minutes of the meeting of November 15, 2005, and the special meeting of December 6, 2005. There being no comment, Trustee Rodney moved to approve the minutes of the regular meeting of November 15, 2005, and the special meeting of December 6, 2005, with a second by Trustee Gridley. Motion approved.
- II. **FINANCIAL REPORTS -** Cliff Ogborn. Mr. Ogborn reported on the unaudited financial statements for November 2005. The statements for November reflected a balance of \$483,268.00. Unobligated cash and investments are net \$5,262,000.00 interfund payables due to the third state base support payment received on November 15, 2005. The income statement reflects revenue through November is 50.9% of the budgeted revenue. Expenses show salaries are at 41.8% of original budget, and benefits are at 39.6%. As of November 30, we have a net margin of revenues in excess of expenses of \$1,282,008.00. Trustee Rodney moved to approve the financial report as presented by Mr. Ogborn. Motion seconded by Trustee Gridley. Motion passed.
- III. **CONSIDERATION OF BILLS -** Cliff Ogborn. Mr. Ogborn presented the district bills for approval. Trustee Gridley moved to authorize payment of the district's bills as presented, with a second from Trustee Rodney. Motion carried. (A full and complete listing of the District's bills may be reviewed at the District Office, Accounts Payable.)
- IV. **STAFF/STUDENT RECOGNITION – None**
- V. **DELEGATION – None**
- VI. **PUBLIC INPUT – None**
- VII. **REPORTS –**
 - A. **MOUNTAIN HOME AFB UPDATE -** Colonel Byrd. Colonel Byrd reported that many base personnel would deploy in early January. He stated that the hurricane relief effort and other taskings have exhausted the number of available guard and reserve units. Colonel Byrd also mentioned that some of the BRAC team recently visited the base.
 - B. **POLICY REVIEW –** Doug Johnson. Mr. McMurtrey, on behalf of Mr. Johnson, presented the annual review of the Professional Staff Development Plan as reviewed by the Policy Committee. The Policy committee reviewed and recommended that no revisions be made. Trustee House moved to approve the annual review of the Professional Staff Development Plan, as presented with no revisions, by Mr. McMurtrey. Trustee Rodney seconded the motion. Motion carried.
- VIII. **UNFINISHED BUSINESS –**

- A. POLICY REVISION** – 3rd and final Reading – Doug Johnson. Mr. McMurtrey, for Mr. Johnson, presented the third and final reading of the Mountain Home School District No. 193 policy revision of Library/Media Materials Selection for approval. The language was modified to revise the means of disposing of materials that are no longer needed. Trustee Rodney moved to approve the third and final reading of the revisions to Library/Media Materials Selection Policy as presented by Mr. McMurtrey, with a second from Trustee House. Motion approved.

1. Library/Media Materials Selection

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO
P O L I C Y
LIBRARY/MEDIA MATERIALS SELECTION

School libraries are centers for information and ideas. Books and other library materials are provided for the interest, information, and enjoyment of all students in the school. It is the policy of ~~the~~ Mountain Home School District **No. 193** to have materials for these purposes selected by school librarians in accordance with the American Library Association School Library Bill of Rights as follows:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide a background of information which will enable pupils to make intelligent judgments in their daily lives.
4. To provide materials representing a variety of different literary genres.
5. To provide materials on opposing sides of controversial issues so that young citizens may develop the practice of critical reading and thinking.
6. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
7. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Gifts and Donations

Materials given or donated to the library will be accepted with the understanding that each piece will be evaluated against the District's Selection Policy. Donated materials not meeting our needs or requirements will be disposed of at the building librarian's discretion.

Discards

Materials no longer meeting the criteria of our Selection Policy will be weeded according to the standards used by all libraries, i.e., age of material, worn out, defaced, or replaced by more appropriate or up-to-date material. ~~Materials to be weeded will first be offered to other schools in the District. If no other school can use the materials, they may then be offered for sale to patrons or students before being given away or discarded.~~

ADOPTED: June 20, 2000

REVISED:

- B. POLICY REVISION** – 2nd Reading – Doug Johnson. Mr. McMurtrey, representing Mr. Johnson, presented the second reading of the Mountain Home School District No. 193 policy revision of Grievance Policy for Classified Employees for approval. The language was modified to require classified employees to submit their grievance in writing using the district Classified Employees Grievance form. Trustee Gridley moved to approve the second reading of the revisions to Grievance Policy for Classified Employees as presented by Mr. McMurtrey second by Trustee Rodney. Motion carried.

1. Grievance Policy for Classified Employees

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO
P O L I C Y
GRIEVANCE POLICY FOR CLASSIFIED EMPLOYEES

The Board of Trustees is committed to a reasonable and equitable method by which classified employees, who have reason to believe they have been unfairly treated or the District is in violation of any District policy, may bring their grievance to the attention of the proper authority.

The grievance procedure for classified employees shall meet the standard set forth in Chapter 5, Title 33, Section 33-517 of the Idaho Code.

As a matter of definition, the term "classified employee" shall be used rather than "non-certificated employee" when referring to the employee.

- A. A grievance shall be defined as a written allegation of unfair treatment or a violation of school district policy. A classified employee of the district may file a grievance about any matter related to their employment, provided that the following shall not be proper subjects for consideration under the grievance procedure provided in this section:
1. Rate of salary.
 2. Wage of the employee.
 3. The decision to terminate an employee for cause during the initial one hundred eighty (180) days of employment.
- B. If a classified employee files a grievance, the employee shall submit the grievance in writing **on the Classified Grievance Form to the employee's** his immediate supervisor within six (6) working days of the incident giving rise to the grievance. The grievance shall state the nature of the grievance and the remedy sought. Within six (6) working days of receipt of the grievance, the immediate supervisor shall provide a written response to the employee.
- C. If the classified employee is not satisfied with the response of the immediate supervisor, or if there is no response within the time lines, the employee may appeal the grievance to the superintendent of the district or the superintendent's designee within five (5) working days of the receipt of the response as set out in subsection (2)(b) of Idaho Code 33-517, this section, or within five (5) working days from the date the supervisor last had to respond if the classified employee received no written response. Within six (6) working days of an appeal, the superintendent, or his designee, shall communicate with the classified employee in an effort to resolve the appeal. Within five (5) working days of the communication, the superintendent, or his designee, shall provide a written response to the classified employee.
- D. If the classified employee is not satisfied with the response of the superintendent, or his designee, or if there is no response by the superintendent, or his designee, within the time frame provided in subsection (2)(c) of Idaho Code 33-517, this section, the classified employee may request a review of the grievance by a hearing panel within five (5) working days from receipt of the response provided in section (2)(c) of Idaho Code 33-517, this section if the

employee received a written response, or five (5) working days from the date the superintendent last had to respond if the classified employee received no written response. Within ten (10) working days of receipt of an appeal, the Board of Trustees shall convene a panel consisting of three (3) persons; one (1) designated by the Board of Trustees, one (1) designated by the employee, and one (1) agreed upon by the two (2) appointed members for the purpose of reviewing the appeal. Within five (5) working days following completion of the review, the panel shall submit its decision in writing to the classified employee, the superintendent, and the Board of Trustees.

- E. The panel's decision shall be the final and conclusive resolution of the grievance unless the Board of Trustees overturns the panel's decision by resolution at the Board of Trustees' next regularly scheduled public meeting or unless within forty-two (42) calendar days of the filing of the Board's decision, either party appeals to the district court in the county where the school district is located. Upon appeal of a decision of the Board of Trustees, the district court may affirm or set aside and remand the matter to the Board of Trustees upon the following grounds, and shall not set the same aside on any other grounds:
 - i. That the findings of fact are not based on any substantial, competent evidence;
 - ii. That the Board of Trustees has acted without jurisdiction or in excess of its powers;
 - iii. That the findings by the Board of Trustees as a matter of law do not support the decision.
- F. A classified employee filing a grievance pursuant to this section shall be entitled to a representative of the employee's choice at each step of the grievance procedure provided in this section. The supervisor, superintendent, or the superintendent's designee, shall be entitled to a representative at each step of the grievance procedure.
- G. The time lines of the grievance procedure established in this section may be waived or modified by mutual agreement.
- H. Utilization of the grievance procedure established pursuant to this section shall not constitute a waiver of any right of appeal available pursuant to law or regulation.
- I. Neither the Board nor any member of the administration shall take reprisals affecting the employment status of any party of interest.
- J. A classified employee of ~~the~~ a school district shall be required to review and sign any entries made to his personnel file. At reasonable times and places, in the presence of an appropriate District official, a classified employee may inspect documents contained in his official personnel file.

Legal reference: Chapter 5, Title 33, Section 33-517 Idaho Code

ADOPTED: January 16, 1990

REVISED: April 15, 2003

IX. **NEW BUSINESS –**

A. TRAVEL REQUEST –

1. 7th grade Science – Science Olympiad in Nampa in March – Patty McCoy. Mrs. McCoy requested permission to take approximately forty 7th grade science students to the Idaho Science Olympiad in Nampa. The students will compete in events that are designed to challenge their science knowledge and thinking skills. Trustee Gridley motioned for approval of the travel request as presented by Patty McCoy, with a second from Trustee House. Motion approved.

- B. CHPS EARLY RELEASE DAYS 2006-07** – Tim McMurtrey. Mr. McMurtrey submitted the CHPS 2006-07 Early Released Days as recommended by the DIT and Administrative Team to the Board for approval. The recommended CHPS Early Release Days are September 21, November 16, January 25, February 22, and April 12. Mr. McMurtrey went on to state that the DIT committee considered and took into account many things such as ISAT testing, heavily tasked months, and block scheduling before deciding on the best days to hold CHPS Early Release Days. Trustee House made a motion to

accept the 2006-07 CHPS Early Release Days as presented. Trustee Gridley seconded the motion. Motion passed.

- C. **DISPOSAL OF CAPITAL ASSETS** – Cliff Ogborn. Mr. Ogborn presented the Board with an asset that is no longer of any value to the district. The old bus, used to haul band equipment, blew an engine. He requested authorization from the Board to dispose of this item according to Idaho Code. Trustee Rodney moved to authorize the disposal of the capital asset in the most efficient manner possible, as presented by Mr. Ogborn. Trustee Gridley seconded it. The Board determined the asset was worth less than \$500.00. Motion authorized.
- D. **POLICY REVISION** – 1st Reading – Doug Johnson. Mr. McMurtrey, on behalf of Mr. Johnson, presented the first reading of the Mountain Home School District No. 193 policy revision of Curriculum Development for approval. The language was revised to replace any reference to District Curriculum Advisory Council with the new wording of Superintendent, or designee. Trustee Gridley moved to approve the first reading of the revisions to Curriculum Development as presented by Mr. McMurtrey. Trustee Rodney seconded it. Motion carried.

1. Curriculum Development

MOUNTAIN HOME SCHOOL DISTRICT NO. 193 MOUNTAIN HOME, IDAHO 83647 **P O L I C Y** **CURRICULUM DEVELOPMENT**

The Board of Trustees is responsible for approving all courses of study in the Mountain Home School District **No. 193**. Proposed changes, modifications, additions and deletions are considered by the Board upon recommendation of the **Superintendent or designee** ~~District Curriculum Advisory Council~~. Impetus for change may come from the staff, students, members of the Board of Trustees, or other citizens of the school district.

Except under extraordinary circumstances, curriculum additions or deletions must be approved by the Board of Trustees prior to implementation in the schools. The procedures for curriculum additions or deletions approval are to be established by the **Superintendent or designee** ~~District Curriculum Advisory Council~~.

The Superintendent, or designee, ~~through the District Curriculum Advisory Council~~, is responsible for coordinating, developing and implementing curriculum throughout the school district.

ADOPTED: June 20, 1989

REVISED: March 20, 2001

REVISED:

- E. **PERSONNEL** – Doug Johnson. Mr. McMurtrey, representing Mr. Johnson, requested approval of the personnel items including the addendum. Trustee Rodney moved to approve personnel matters, including the addendum as presented by Mr. McMurtrey, with a second from Trustee House. Motion approved.

APPOINTMENTS

Ahrens, Mark A., Grounds Supervisor, Maintenance
Arbuckle, Bianca N., Special Education Paraeducator, Base Primary
Bundy, Matt J., Sophomore Boys Basketball Coach, Mountain Home High School
Cook, Amy Y., Special Education Paraeducator, East Elementary

Dolan, Karen A., Speech Language Pathologist Paraeducator, Educational Services
 House, Tamzy J., Head Tennis Coach, Mountain Home High School
 Ives, Beth A., Pre-School Paraeducator, North Elementary
 Jones, Patricia K., Special Education Paraeducator, Liberty Elementary
 McCoy, Patricia A., Assistant Tennis Coach, Mountain Home High School
 Pack, Sandra R., BIC Paraeducator, Hacker Middle School
 Shepard, Cynthia A., BIC Paraeducator, West Elementary

STUDENT INTERN/TEACHING ASSIGNMENTS

Kimberly M. Burgett – Boise State University – January 02, 2006 – June 1, 2006 – West Elementary
 Co-operating Teacher – Amy Herrboldt, Second Grade
 Allison Goldstein – Boise State University – January 11, 2006 – May 12, 2006 – East Elementary
 Co-operating Teacher – Kelline Collett, Fourth Grade
 Boise State University – January 11, 2006 – May 12, 2006 – East Elementary
 Co-operating Teacher – Barbara Sulfridge, First Grade
 Student Teaching Assignment - Boise State University – August 25, 2006 – December 18, 2006 – East Elementary

RESIGNATIONS

Baldwin, Laura R., Receptionist, Liberty Elementary
 Chipman, Jason R., B Custodian, Mountain Home Junior High School
 Cotton Jr., Raymond E., Grounds Supervisor, Maintenance
 Cox, Catherine H., ELL Paraeducator, Base Primary/Liberty
 Doerr, Brenda F., Speech Language Pathologist Paraeducator, Educational Services
 Gandara, Kathleen A., Special Education Paraeducator, East Elementary

X. **EXECUTIVE SESSION – None**

XI. **ADJOURNMENT** - All business of the Board having been completed, the meeting adjourned at 7:44 p.m.

Chairman Alexander

Clerk Whitman