

SCHOOL BOARD MEETING  
JANUARY 17, 2006  
SCHOOL ADMINISTRATION OFFICE

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

OTHERS PRESENT: Tim McMurtrey, Doug Johnson, Cliff Ogborn, Sharon Whitman, Connie Donahue, Phil Raney, Barry Cahill, Sandy Herrboldt, Nikki Cruser, Marsha Baker, Jose Lopez, James Gilbert, Blake Olmstead, Marybeth Flachbart, State Deputy Superintendent Jana Jones, Polly Sanders, Jeff Johnson, Paul Shrum, Sue Martin, Bill McCarrel, Jim Bird, Carolyn Waddoups and son

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 DECEMBER 20, 2005.** Chairman Alexander called for a motion to approve the minutes of the meeting of December 20, 2005. There being no comment, Trustee Gridley moved to approve the minutes of the regular meeting of December 20, 2005, with a second by Trustee Rodney. Motion approved.
- II. **FINANCIAL REPORTS -** Cliff Ogborn. Mr. Ogborn reported on the unaudited financial statements for December 2005. The statements for December reflected a balance of \$721,652.00. Unobligated cash and investments are net \$3,695,684.00 of interfund payables. The Income Statement reflected the revenue through December as 51.7% of the budgeted revenue. Expenses show salaries are at 50.7% of original budget, and benefits are at 48.0%. As of December 31, we have a net margin of expenses in excess of revenues of \$320,421.00. Trustee Rodney moved to approve the financial report as presented by Mr. Ogborn. Motion seconded by Trustee Reynolds. Motion passed.
- III. **CONSIDERATION OF BILLS -** Cliff Ogborn. Mr. Ogborn presented the district bills for approval. Trustee House moved to authorize payment of the district's bills as presented, with a second from Trustee Reynolds. 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 about 500 airmen are currently deployed, and he is expecting more to deploy shortly. He said the challenge for the district is that more taskings are expected, but with a very short departure time, which means students won't have very much time with their military parent(s) before that parent deploys again. The base has programs to provide help to those students who need help coping with the absence of their parent(s).
  - B. **IMPACT AID FUNDING 2006-2007 –** Cliff Ogborn. Mr. Ogborn reported on some concerns regarding Impact Aid. This school year (2005-2006), the district was down 121 "A" students from last year. This is an estimated reduction of revenue of over \$350,000.00. Additionally, the district received notice that the appropriation for Impact Aid would be reduced by 1% to 2%, equating to over \$28,

000.00, to divert funds to assist in hurricane relief. Chairman Alexander stated that the district delegation that attended the fall NAFIS conference was told this during the October Impact Aid meeting.

#### VIII. UNFINISHED BUSINESS –

- A. **POLICY REVISION** – 3<sup>rd</sup> and final Reading – Doug Johnson. Mr. Johnson presented the third and final 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 third and final reading of the revisions to Grievance Policy for Classified Employees as presented by Mr. Johnson. Trustee Rodney seconded it. Motion approved.

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 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

- B. POLICY REVISION** – 2<sup>nd</sup> Reading – Doug Johnson. Mr. Johnson presented the second 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 Rodney moved to approve the second reading of the revisions to Curriculum Development as presented by Mr. Johnson, with a second from Trustee House. 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

## IX. NEW BUSINESS –

- A. MATH IMPROVEMENT INITIATIVE** –Tim McMurtrey/Deputy Superintendent Jones/ Marybeth Flachbart. Mr. McMurtrey introduced Marybeth Flachbart, (SDE) Bureau Chief of Special Populations Services, and Jana Jones, State Deputy Superintendent. He stated that our District was contacted by the SDE and asked if we would participate in a Phase I program for Math Improvement for schools/districts that are not making AYP. The district's math scores have remained stagnant or dropped in certain student population categories. NCLB requires us to have some sort of intervention program or teacher training program in order to comply with AYP sanctions. The SDE would like us to hire math coaches, similar to our reading intervention program, to provide professional development to our teachers to improve classroom instruction. Due to the reduced funding in Impact Aid, Mr. McMurtrey recommended hiring one Math Improvement Coach. Mrs. Flachbart explained that the SDE would assist us with this endeavor by contacting two professors, at the University of Washington, to guide the coach on how to provide professional development to the district's teachers. The SDE would like the district to have a coach in place by the beginning of the 2006-2007 school year. Deputy Superintendent Jones said this is a priority for the state; math scores haven't declined, but are stagnate. Chairman Alexander valued the philosophy and thinks that it is encouraging, but for the program to be effective requires hiring the right individual as the coach. The trustees concurred. Further discussion ensued regarding the characteristics required and desired of a math coach, the time required to implement the program, NCLB requirements, and the cost. Trustee House voiced her concern that without parental support, students will find it hard to succeed. Mr. McMurtrey requested permission to hire a Math Improvement Coach for the 2006-2007 school year. Trustee House moved to have a collaborative partnership with the State Department of Education in a Math Improvement Initiative as recommended by the State Department of Education. Trustee Rodney seconded it. Motion passed.

## **B. TRAVEL REQUEST –**

1. Choir – MHHS – Heritage Festival in Anaheim, California – Blake Olmstead. Mr. Olmstead requested permission to take the MHHS Choir students to the Heritage Festival in California. He stated that this gives the students an excellent learning experience. Trustee Gridley motioned for approval of the travel request as presented by Blake Olmstead. Trustee Reynolds seconded it. Motion carried.
2. Journalism – MHHS – National Journalism Conference in San Francisco, California – Susan Martin. Mrs. Martin requested permission to take twelve journalism students to San Francisco to attend the National Journalism Conference. The students will attend journalism workshops. Trustee Gridley motioned for approval of the travel request as presented by Susan Martin. Trustee Rodney seconded it. Motion approved.

- C. CITY WATER SITE REQUEST** – Phil Raney. The City of Mountain Home is requesting permission to consider the potential site, located on the corner of 18<sup>th</sup> and 6<sup>th</sup> (corner of the junior high building), for a well site as part of the water right transfer process. Chairman Alexander asked how this would benefit the school district. Mr. Raney said that future irrigation and water hookups might be beneficial. The Board was concerned with the well becoming a blind corner and a safety factor to students. He said the city would be willing to have a contract with the school district. Chairman Alexander, with concurrence of the trustees, concluded that the Board needs more information and facts before an agreement is made.
- D. SENIOR CELEBRATION** – Barry Cahill. Mr. Cahill made the annual request to hold Senior Celebration at Hacker Middle School. This event allows the graduating seniors a place to celebrate that is alcohol free, provides many different activities for the graduates, and provides food, fun, prizes, and a safe place to celebrate graduation. Trustee House motioned to approve the Senior Celebration as presented by Mr. Cahill, with a second from Trustee Rodney seconded it. Motion passed.
- E. RELEASE TIME** – LDS Seminary – Tim McMurtrey. Mr. McMurtrey presented the annual request to release seminary students to attend educational classes sponsored by the LDS church, as required by law. Trustee House motioned to approve the request to release LDS seminary students as presented, seconded by Trustee Rodney. Motion carried.
- F. EDUCATION PROGRAM** – Tim McMurtrey. Mr. McMurtrey submitted the Education Plan for the 2005-06, which includes all offered courses, course length, pre-requisites, and courses required versus electives, to the Board for approval. Trustee Gridley motioned for approval to the 2005-2006 Educational Program as presented by Mr. McMurtrey, with a second from Trustee Reynolds. Motion approved.
- G. SCHOOL FEE INCREASE** – 2006-2007 – Cliff Ogborn. Mr. Ogborn requested permission to hold a School Fee Increase Hearing on February 21, 2006, at 7:15 p.m., at the district office to receive input on the proposed MHHS yearbook fee increase and Drivers Education fee increase. Chairman Alexander establish that on February 21, 2006, at 7:15 p.m., at the district office will be the date, time, and place to hold the 2006-2007 Student Fee Increase Hearing.
- H. OUT-OF-DISTRICT OPEN ENROLLMENT APPLICATIONS** – Doug Johnson. Mr. Johnson requested approval of the open enrollment applications for 2006-2007 school year and stated that these families have been previously approved in past years. Trustee Rodney motioned to approve the Open Enrollment Applications for Chantel, Dallace, and Desiree Meyers, Dillon McCurry, and Bethany Johns as presented by Mr. Johnson, with a second from Trustee Gridley. Motion passed.
1. Thomas & Michelle Meyers for Chantel, 12<sup>th</sup> grade, MHHS; Dallace, 7<sup>th</sup> grade, HMS; Desiree, 5<sup>th</sup> grade, HMS
  2. Dennis & Paula McCurry for Dillon, 2<sup>nd</sup> grade, East Elementary
  3. Quey & Merleen Johns for Bethany, 10<sup>th</sup> grade, MHHS
- I. PERSONNEL** – Doug Johnson. Mr. Johnson requested approval of the personnel items including re-appointment of district level administrators. Trustee Gridley motioned to approve the administrative appointments, regular personnel appointments, and resignations as presented by Mr. Johnson, with a second from Trustee House. Motion approved.

#### **ADMINISTRATIVE APPOINTMENTS – 2006-2007 SCHOOL YEAR**

McMurtrey, Tim W. – Superintendent,  
Appointment through June 30, 2009, Mountain Home School District  
Johnson, Douglas E. – Assistant Superintendent, District Operations,  
Appointment through June 30, 2008, Mountain Home School District  
Connie Donahue, Director of Educational Services, Safe and Drug Free Schools,  
Mountain Home School District

**APPOINTMENTS**

Cranford, Maureen M., Cook II, East Elementary

**RESIGNATIONS**

Heckathorne, Sara, Cook II, East Elementary  
Rico, Fabian G., LEP Paraeducator, Mountain Home Junior High School

- X.     **EXECUTIVE SESSION** – The Board determined that an executive session wasn't needed.
- XI.    **ADJOURNMENT** - All business of the Board having been completed, the meeting adjourned at 8:13 p.m.

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Chairman Alexander

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Clerk Whitman