

SCHOOL BOARD MEETING
 NOVEMBER 15, 2005
 SCHOOL ADMINISTRATION OFFICE

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

OTHERS PRESENT: Tim McMurtrey, Doug Johnson, Cliff Ogborn, Sharon Whitman, Jackie Harper, Kathy LeFevre, Col. Byrd, Paul Shrum, Sandy Herrboldt, Jose Lopez, Barry Cahill, Ed Hall, Nikki Crusier, Polly Sanders, James Gilbert, Jeff Johnson, Connie Donahue, Jim Bird, Nancy Brletic, Sarah Smith, Susan Martin and some journalism students, Mr. and Mrs. Brandenburg and daughter

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 OCTOBER 18, 2005.** Chairman Alexander called for a motion to approve the minutes of the meeting of October 18, 2005. There being no comment, Trustee Gridley moved to approve the minutes of the regular meeting of October 18, 2005, with a second by Trustee Rodney. Motion approved.
- II. **FINANCIAL REPORTS -** Cliff Ogborn. Mr. Ogborn reported the financial statements for June 2005 are now audited. The statements for October reflected a balance of \$137,701.00. Unobligated cash and investments are net \$4,025,273.00 interfund payables. The income statement reflects 34.0% of the budgeted revenue received through October 31. Expenses show salaries are at 32.8% of original budget, and benefits are at 37.7%. As of October 31, we have a net margin of revenues in excess of expenses of \$37,422.00. 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 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 –**
 1. Journalism/Yearbook Class – MHHS – Small School District Best of Show (Yearbook) – Susan Martin. Mr. McMurtrey explained that the journalism class recently returned from the Idaho state competition in which MHHS Journalism class won Best of Show (Yearbook) for small school districts. The Yearbook club has won this award two out of three years. Mr. Cahill and Mrs. Martin praised the hard work the students put into the yearbook. The students will go onto national competition. The Board of Trustees presented Mrs. Martin and her students a certificate of Achievement, while applauding their hard work.
- V. **DELEGATION – None**
- VI. **PUBLIC INPUT – None**
- VII. **REPORTS –**
 - A. **MOUNTAIN HOME AFB UPDATE -** Colonel Byrd. Colonel Byrd reported that the base has finished with the Phase I exercise, which is one of the exercises the base practices prior to deployments. Deployments will start again towards the end of December and end sometime in April or

May. He anticipates more deployments in the future. The Board will visit the base for a tour on 29 Nov 05. Colonel Byrd will give the Board some vision of what is anticipated for the next five years.

VIII. UNFINISHED BUSINESS –

- A. POLICY REVISION** – 2nd Reading – Doug Johnson. Mr. Johnson presented the second 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 second reading of the revisions to Library/Media Materials Selection as presented by Mr. Johnson. Trustee Gridley seconded it. Motion carried.

1. Library/Media Materials Selection

MOUNTAIN HOME SCHOOL DISTRICT NO. 193 MOUNTAIN HOME, IDAHO POLICY 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:

IX. NEW BUSINESS –

A. TRAVEL REQUEST –

1. Cheerleading – MHHS – Competition in March in Las Vegas – Sarah Smith. Ms. Smith requested permission to take her varsity cheerleaders to the National Cheerleading Associations Championship in Las Vegas. Trustee Gridley motioned for approval of the travel request as presented by Sarah Smith. Trustee Rodney seconded it. Motion approved.

B. DISTRICT CALENDAR – 2006-07 – John Clark. Mr. McMurtrey, representing Mr. Clark and the District Improvement Team (DIT), submitted the recommended 2006-07 District Calendar option for approval. This calendar is very similar to this year's calendar with some minor exceptions regarding the placement of the CHPS days. Once approved, the DIT will later ask for approval of the CHPS Early Release days. Trustee Gridley asked for clarification of the spring break days. Trustee Gridley motioned for approval of the 2006-07 District Calendar as presented by Mr. McMurtrey, with a second from Trustee Rodney. Motion carried.

C. ANNUAL AUDIT – 2005 Eide Bailly – Scott Phillips/Aaron Hixson/Cliff Ogborn. Mr. Ogborn introduced the Eide Bailly auditors. He stated that he felt very good about the audit firm. He explained that they do a very good, solid, and in-depth evaluation and audit. The auditors from Eide Bailly reported that overall the audit went very well. There were no major control issues, no major compliance issues, and had no reportable conditions this year. They also reported on the financial statements stating that the financial statement gives a fair representation of the financial position for the district. They reviewed the Comparative Analysis report. The auditors went over some of the highlights of the financial statement. They explained the period of adjustment regarding state and federal funding and why the money can be moved from the Special Revenue fund into General funds. Maintenance of Effort deals with Special Education. The Internal Controls report was reviewed, but all listed Conditions were resolved before the audit was completed.

Revenue exceeded budget in local, federal, and state categories. The big variance is in budgeting the federal Impact Aid funds. Excluding the federal variance, total revenue is within 1% of budget. Expenses exceeded budget by \$67,430.00 or three-tenths (3/10) of one percent variance. The year ended by increasing the fund balance by \$845,450.00, thus bringing the ending fund balance to \$2,340,152.00. There is a budgeted loss of \$1,477,000.00 for FY06 if budget projections hold true.

Chairman Alexander commented on the fund balance, which until recently had not existed. He said we now have a fund balance. School Districts are never sure what they will be funded, from state and federal funds, from what they were told they would be funded. He asked if having a contingency fund is acceptable. The auditors concurred, especially regarding Impact Aid and its irregularities of dispensing funds. Trustee Rodney made a motion to accept the annual audit as presented, with a second from Trustee Gridley. Motion approved. *(A full and complete copy of the District's audit may be reviewed at the District Office.)*

D. RESTRICTION OF FUND BALANCE – Cliff Ogborn. Mr. Ogborn stated the District goal of a fund balance of at least 6% was achieved. This was establish to maintain cash reserves for downtimes, improve the debt credit rating, and be cautious against the state funding holdbacks. He requested the Board restrict an additional \$566,000.00 of the fund balance as Board Designated fund balance. A motion was made from Trustee Rodney to set aside \$566,000.00 from the 2006-07 FY funds to build a 6% fund balance reserve in a Board Designated account as presented by Mr. Ogborn. Trustee Gridley

seconded it. Motion carried.

- E. RESOLUTION 06-02** – Delegating Power To Suspend Students – Tim McMurtrey. Mr. McMurtrey requested the adoption of this resolution allowing secondary principals or their designee to suspend habitually truant students. The names of the individuals listed on the resolution were read aloud. Trustee Gridley motioned for the adoption of Resolution 06-02 Delegating Power To Suspend Students. Trustee Reynolds seconded the motion.

Vote being had on the above and foregoing resolution, and the same having been counted and found to be as follows:

NAME OF TRUSTEES

Chairman Alexander	Aye
Trustee Gridley	Aye
Trustee House	Absent
Trustee Rodney	Aye
Trustee Reynolds.....	Aye

And no less than two-thirds (2/3) of the membership in favor thereof, the chairman had declared said resolution adopted.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193

MOUNTAIN HOME, IDAHO

Resolution 06-02

RESOLUTION FOR DELEGATING POWER TO SUSPEND STUDENTS

WHEREAS, The Board of Trustees is granted the power to deny attendance to any pupil who is an habitual truant by Idaho Code 33-205 and as defined by Idaho Code Section 33-206; and

WHEREAS, The Board is of the opinion that there may be times that it is in the best interest of the school district to allow administrative staff to take immediate action against a pupil who is habitually truant without the necessity of first appearing before the Board of Trustees; and

WHEREAS, The Board desires to grant authority to certain school district administrators to suspend students and to bring notice of such action to the Board at the regularly scheduled meetings.

NOW THEREFORE, BE IT RESOLVED That the Board of Trustees of Mountain Home School District No. 193 hereby grants authority to the below named administrators, or their designees, to suspend students who are habitual truants:

Timothy McMurtrey, Superintendent
 Douglas Johnson, Assistant Superintendent
 Barry Cahill, Principal, Mountain Home High School
 Ernie Elliott, Principal, Mountain Home Junior High School
 Sandy Herrboldt, Principal, Hacker Middle School

BE IT FURTHER RESOLVED That the Board of Trustees is to be notified at their next regularly scheduled meeting of all student suspensions.
 Authorized this 15th day of November 2005.

 Chairman Alexander

 Vice Chairman Gridley

Trustee House

Trustee Rodney

Trustee Reynolds

- F. OPEN ENROLLMENT OUT-OF-DISTRICT REQUEST** – Doug Johnson. Mr. Johnson requested approval for the open enrollment applications for the 2005-2006 school year, of the following:
1. Christy Bowman for Logan Hampton, Kindergarten, seeks approval for her son to attend North Elementary. Logan's parents will provide the required transportation. Trustee Gridley moved to approve the open enrollment application made by Christy Bowman for her son Logan to attend North Elementary school. Trustee Rodney seconded the motion. Motion approved.
- G. POLICY REVISION** – 1st Reading – Doug Johnson. Mr. Johnson presented the first 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 Rodney moved to approve the first reading of the revisions to Grievance Policy for Classified Employees as presented by Mr. Johnson. Trustee Reynolds seconded it. Motion carried.
1. Grievance Policy for Classified Employees

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO
POLICY
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 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.
- 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.
- 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

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

APPOINTMENTS

Badali, Barbara A., Special Education Paraeducator, Hacker Middle School

Shelley K. Ytuarte – University of Idaho – November 28, 2005 – December 16, 2005 – West Elementary
Co-operating Teacher – Amy Herrboldt, Second Grade
University of Idaho – January 11, 2006 – March 17, 2006 – Mtn.Home Junior High
Co-operating Teacher – Tamara Webb, Special Education
University of Idaho – March 20, 2006 – May 12, 2006 – Mtn. Home High School
Co-operating Teacher – Janet Wagner, Special Education

Berry, Pete, A., Custodian, Mountain Home School District
 Clagg, Laura J.S., Substance Abuse Coordinator, Educational Services
 Cleveland, Neal L., A Custodian, Base Primary
 Montoya, Melissa A., A Custodian, Liberty Elementary
 Nierman, Jennifer, 5th/6th Grade Language Arts, Liberty Elementary, Effective November 18, 2005

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| Chairman Alexander | Aye |
| Trustee Gridley | Aye |
| Trustee House | Absent |
| Trustee Rodney | Aye |
| Trustee Reynolds..... | Aye |

And no less than two-thirds (2/3) of the membership in favor thereof, the chairman had declared said resolution adopted, and the Board recessed into executive session at 8:05 p.m. Following a full and complete discussion of student matters, the open meeting reconvened at 8:14 p.m. Trustee Gridley moved to approve the early graduation request of Tara Brandenburg, with a second by Trustee Rodney. Motion passed.

The Board re-entered into executive session at 8:17 p.m. Following a full and complete discussion of personnel matters, the open meeting reconvened at 8:56 p.m., for the purpose of adjournment. The Trustees determined that negotiations didn't need to be addressed at this time.

ADJOURNMENT - All business of the Board having been completed, the meeting adjourned at 9:05 p.m.

Chairman Alexander

Clerk Whitman