

Mountain Home School District No. 193

SCHOOL BOARD MEETING
 APRIL 19, 2011
 SCHOOL ADMINISTRATION OFFICE

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

OTHERS PRESENT: Tim McMurtrey, James Gilbert, Cliff Ogborn, Sharon Whitman, Connie Donahue, Phil Raney, Albert Longhurst, Anita Straw, Gary Oyler, John Petti, Mike Jewell, Polly Sanders, Nyla and Vernon Norris, Jeff Johnson, Robin Walker, Katherine Hudson, Elyse Pearlman, Brian Hershey, Rachele Asbury, LTC Alan Estes, Sherri Ybarra

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

- I. **APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 15, 2011.**
 Chairman Alexander called for a motion to approve the minutes of the regular board meeting of March 15, 2011. There being no comment, Trustee Rodney moved to approve the regular board meeting of March 15, 2011, with a second from Trustee Reynolds. Motion approved.
- II. **FINANCIAL REPORTS** – Cliff Ogborn. Mr. Ogborn reported on the financial statements for March 2011. The statements for March reflected a balance of \$931,885. Investments in the State Investment Pool are at \$2,873,328. Unobligated cash and investments are \$2,555,529 net of interfund payables. The Income Statement reflected revenue through March is \$17,779,637. Expenses show salaries are at \$10,360,149 of original budget, and benefits are \$1,224,873. As of March 31, we have a net margin of revenues in excess of expenses of \$1,569,331. Trustee House moved to approve the financial report as presented by Mr. Ogborn. Motion seconded by Trustee Rodney. Motion passed.
- III. **CONSIDERATION OF BILLS** – Cliff Ogborn. Mr. Ogborn presented the district bills for approval. Trustee Rodney 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** – Mike Jewell. Lieutenant Colonel Alan Estes introduced himself as the Deputy Group Commander and he works for Colonel Moser. He reported that many troops are still deployed. LTC Estes also stated that the base would be going through an exercise next month. The Board thanked and welcomed him.
 - B. **STATE FACILITIES SAFETY INSPECTION REPORT** – Phil Raney. Mr. Raney reported on the annual State Facilities Safety Inspection report. He stated this was a great inspection with very few minor write-ups, the two remaining write-ups will be resolved soon, and some chemicals that needed to be wrap up and disposed. Mr. Raney commented that the great inspection was due in part to his maintenance and custodial staff. He also thanked everyone for their support during the inspection. The Board congratulated him on the inspection.
 - C. **FIRST STUDENT BUS COMPANY** – Inspections & Maintenance Status Report – Cheryl Isaacs. Mr. Gilbert asked that this item be tabled until May, as Ms. Isaacs wasn't able to attend and the state inspection wasn't complete. With no objections from the Board, this item was tabled.

VIII. UNFINISHED BUSINESS –

A. POLICY ADOPTION – 3rd and Final Reading – James Gilbert

1. Bereavement Leave Policy – Bereavement Leave Bank Policy - Mr. Gilbert presented the third and final reading of the proposed adoption Mountain Home School District No. 193 Bereavement Leave Bank Policy. This policy covers all staff members certified and classified. There has been no staff or patron input. Trustee House motioned to approve the third and final reading of the adoption of the Bereavement Leave Bank Policy, as presented. Trustee Rodney seconded the motion. Motion granted.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193 MOUNTAIN HOME, IDAHO 83647 P O L I C Y BEREAVEMENT LEAVE BANK

The Bereavement Leave Bank is created for the purpose of alleviating economic hardship incurred by bank members due to the death of a family member. Other catastrophic events such as, but not limited to, the abduction of a child or the loss of a home due to fire or natural disaster may also be covered under this bank.

1. MEMBERSHIP IN THE BEREAVEMENT LEAVE BANK

Membership in the Bereavement Leave Bank is voluntary and is open to all employees of School District 193. To be eligible for a grant during any school year, each eligible employee must become a Bereavement Leave Bank member no later than October 1, or within thirty (30) days following initial employment, as is appropriate. Membership in the bank shall continue until the employee is no longer employed by School District 193, or until the employee withdraws his or her membership by submitting a written request to the Bereavement Leave Bank Committee. A member may not withdraw those days of sick leave already contributed to the Bereavement Leave Bank.

2. ADMINISTRATION OF THE BEREAVEMENT LEAVE BANK

The Bereavement Leave Bank Committee shall manage the School District 193 Bereavement Leave Bank program and shall consist of the following members:

- Three (3) members appointed by the Mountain Home Education Association
- One (1) trustee appointed by the Board of Trustees
- One (1) administrator appointed by the Board of Trustees
- One (1) classified employee appointed by the Classified Steering Committee

Bereavement Leave Bank Committee members shall serve from September 1 to August 31, with committee appointment to be made by April 1. Bereavement Leave Bank Committee members may be re-appointed to the Committee.

Days granted to members will be drawn from a pool of days established by the donation of one (1) day of sick leave per member upon his or her initial entry into the Bereavement Leave Bank. In addition, the District shall make an initial contribution of sixty (60) days of leave to establish the pool. The Bereavement Leave Bank Committee shall determine the number, if any; of additional sick leave days each participant must contribute to keep the bank solvent with the following limitations:

- A. Each participant must contribute the same number of additional days as declared by the Bereavement Leave Bank Committee to remain a member of the bank.

- B. All days contributed may be whole or fractional days.
- C. Partial days may be granted to applicants at the discretion of the Bereavement Leave Bank Committee.
- D. The Bereavement Leave Bank Committee shall report all days granted by the Bank to the School District Administration Office and all other information necessary for the employee's records.

3. APPLICATION FOR BEREAVEMENT LEAVE GRANTS

Bereavement leave may be used to cover an employee's absence from school due to the death of a family member. Other catastrophic events as outlined above may also be eligible for bereavement leave coverage.

Each member of the Bereavement Leave Bank may, upon approval of his or her administrator, use two (2) days of bereavement leave per year without applying to the Bereavement Leave Bank Committee. In the event of an extended bereavement, the employee must contact a member of the Bereavement Leave Bank Committee or the School District Office to obtain approval. Days taken in excess of the two (2) day allowance, without prior approval by the Bereavement Leave Bank Committee, may not be approved, and may be subject to loss of pay.

4. MAXIMUM DAYS

The maximum number of days that may be granted to any one employee during a school year is ten (10) days. This limit may be extended up to an additional ten (10) days in the event of extenuating circumstances.

Legal Reference: Idaho Code 33-1216(b)

ADOPTED:

2. Early Graduation Requirements - Mr. McMurtrey, for Mr. Gilbert, presented the third and final reading of the proposed adoption of Mountain Home School District No. 193 Early Graduation Requirements Policy. There has been no other input. Trustee House motioned to approve the third and final reading of the Early Graduation Requirements Policy, as presented. Trustee Rodney seconded the motion. Motion passed.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193 MOUNTAIN HOME, IDAHO 83647

POLICY EARLY GRADUATION REQUIREMENTS

MHSD Board of Trustees understands that there are exceptions to the traditional graduating requirements and procedures; therefore, the MHSD Board of Trustees has adopted the following requirements for high school students to graduate earlier than the spring of their senior year.

At the beginning of the school year, any junior or senior qualified to graduate early must contact their class counselor and school principal to start the early graduation process. Only juniors or seniors who want to graduate early to start their college careers may apply, or if there are extenuating circumstances that qualify as hardship as defined in **item #5**.

1. Only junior and senior high students may apply for early graduation.
2. The student must have or will have prior to the end of 2nd semester of their junior year or 1st semester of their senior year passed their ISAT test, completed their Senior Project requirements, and completed the required 52-credits as governed by the Graduation

Policy and Procedure before or by the end of the school year in which they apply for early graduation.

- a. In addition to regular classes taken at the high school, students may earn credit(s) from an accredited online course study at a University or College or any accredited on-line course study program.
3. The student must have a 3.0 GPA or higher and want to graduate early to start their college career to qualify for early graduation.
 - a. The student must also submit an Early Graduation Request Package to the Board of Trustees as described in item #6, and include their plans for secondary education.
4. Students may only have one (1) Petition of Credit(s) on file for non-medical or hardship reasons ~~only~~ (see ~~item bullet~~ #5). Students who have filed a Petition of Credit(s) for any other reason or students who have filed more than one (1) Petition of Credit(s) due to medical or hardship reasons are ineligible for early graduation.

or

5. The student must have a hardship case in which early graduation benefits the student and/or student's family provided the student meet all graduation requirements.
 - a. Hardship is defined as:
 - the student is relied upon to bring in money to the family through employment
 - the student is or will be the care provider to sick and/or elderly and/or disabled parents/guardians or other family member living with the student in which the student will be relied upon for assistance
 - the student will be unable to complete the remainder of the school year **due to** ~~for~~ illness, middle of the school year military transfer, pregnancy, or other permanent or temporary disability
 - b. The student will also be required to submit ~~an~~ **and** Early Graduation Request Package as described in item #6, and include the reason for the hardship and how an early graduation would benefit the student and/or student's family.
6. The student must submit an Early Graduation Request Package to the Board of Trustees no later than the Tuesday preferably before the regularly scheduled October board meeting or if necessary the Tuesday before the next regularly scheduled board meeting. No Early Graduation Request Package will be accepted after the December board meeting, unless a student qualifies in one of the hardship areas **listed in item #5**.
 - a. The request package must contain:
 - A formal letter from the student requesting early graduation and explaining the reason for wanting the early graduation along with their proposed secondary education plans for after graduation.
 - A formal letter from the student's parents/guardian giving the reason for their support of their student graduating early.
 - A formal letter from the student's counselor supporting the student's early graduation request.
 - A formal letter from the school principal supporting the student's early graduation request.
 - A copy of the latest high school transcript and/or report card, the most current college transcript(s) reflecting the course/credit information from courses the student has enrolled in, and any current transcripts from online courses the student has enrolled in.
 - A copy of the latest attendance record.
 - A copy of the student's demographics reflecting the student's full name, grade, address, and parent's names.
 - Any other pertinent information that might help the Board with their decision.

7. The student and student's parents or guardian must attend the regular board meeting in which Early Graduation will be addressed during the Executive Session of the board meeting.
 - a. The student will be notified by the high school of the date and time to **appear before** ~~show for~~ the board meeting; the student and parents/guardians are welcome to attend the entire board meeting if they wish.

ADOPTED:

- B. **STUDENT FEE INCREASE – School Lunches – 2011-12** – Cliff Ogborn. Mr. Ogborn presented the proposed school fee increase, school lunches, to the Board. He stated that due to the Healthy Hunger Free Kids Act of 2010 and Federal Law, PL 111-296, we are required to increase our lunch prices by \$.10 every year until we meet the Federal Healthy Hunger Free Kids Act of 2010. There was no public input from the earlier public hearing. Trustee Rodney motioned to approve the student fee increase as presented by Mr. Ogborn. Trustee Reynolds seconded the motion. Motion carried.

IX. NEW BUSINESS –

A. TRAVEL REQUEST –

1. Business Professionals of America – MHHS – National BPA Conference, Washington, D.C., May 3-8, 2011 – Rachele Asbury. Ms. Asbury requested permission to take four of her BPA team to Washington, D.C., to participate in the National BPA Conference. She said the students have been fund raising to cover costs or else the fees would be paid out of pocket. Trustee Murray asked if she planned to reimburse the district for the airfare if not enough money was raised to fund the trip. Ms. Asbury replied that what money isn't raised through fundraising would be an out of pocket cost to the student. She went on to say the students already raised over half the cost and the parents signed off that they will make up the difference. Trustee Rodney motioned for approval of the travel request for the MHHS BPA Team to attend the National BPA Conference in Washington, D.C., May 3-8, 2011, as presented by Ms. Asbury. Trustee Murray seconded the motion. Motion carried.
2. Speech & Debate Team – MHHS – National Forensic League's National Debate Tournament, Dallas, Texas, June 12-18, 2011 – John Petti. Mr. Petti requested authorization to five Speech & Debate Team members to the National Forensic League's National Debate Tournament, Dallas, Texas, June 12-18, 2011. He said all five students qualified for nationals. Mr. Petti also mentioned that the team placed 4th in state and two of the students are state champions. Chairman Alexander said to Mr. Petti that he had a tremendous program and that the record speaks for itself. Trustee Murray motioned for approval of the travel request for the MHHS Speech & Debate Team members to attend the National Forensic League's National Debate Tournament, Dallas, Texas, June 12-18, 2011, as presented by Mr. Pettit. Trustee Rodney seconded the motion. Motion carried.

- B. **IN LIEU OF TRANSPORTATION REQUEST** – James Gilbert. Mr. Gilbert presented transportation reimbursement requests from Heather Finlayson for Brady, 5th grade, Jasmine, 3rd grade, and Alex, 2nd grade. They currently live in Featherville and attend the Pine School. Trustee Murray asked if this is going to be backdated. Mr. Gilbert replied no, the effective date is today and he's been told the family is moving around May 12. A motion by Trustee House to approve the In Lieu of Transportation request from Heather Finlayson for Brady, Jasmine, and Alex, as presented by Mr. Gilbert, with a second by Trustee Rodney. Motion passed.

- C. **SCHEDULE BUDGET WORKSHOP** – Cliff Ogborn. Mr. Ogborn requested a budget workshop be scheduled. He said Chairman Alexander, Mr. McMurtrey, Mr. Gilbert, Mr. Curtis, and himself are attending the April 25, Post Legislative Tour, to hopefully get the answers to the budget. The Board discussed the best date to hold the workshop so that they all could attend. The Board agreed that the budget workshop be scheduled for April 29, 2011, at 7:30 p.m.

- D. **PERSONNEL** – James Gilbert. Mr. Gilbert requested approval of the personnel items. Trustee Rodney motioned to approve the personnel items, as presented by Mr. Gilbert, with a second from Trustee Reynolds. Motion carried.

ADMINISTRATIVE APPOINTMENTS - 2011-2012 SCHOOL YEAR

Johnson, Jeff, Principal, Mountain Home High School
 Abbott, Tilli, Assistant Principal, Mountain Home High School
 Bayley, Lyle, Assistant Principal, Mountain Home High School
 Longhurst, Albert, Principal, Mountain Home Junior High
 Crusier, Nichole, Principal, Tom Hacker Middle School
 McCluskey, Phillip, Assistant Principal, Mountain Home Junior High/Tom Hacker Middle School
 Straw, Anita, Principal, East Elementary
 Sanders, Polly, Principal, North Elementary
 Ybarra, Sherri, Principal, West Elementary

RETIREMENTS

Collett, Kelline, 4th Grade Teacher, East Elementary, Effective August 31, 2011
 Donahue, Connie, Director of Special Education, District Office, Effective July 25, 2011
 Elliott, Angela, Receptionist, East Elementary, Effective May 31, 2011
 Elliott, Ernest, Principal, Base Primary, Effective July 25, 2011
 Fisher, Andrea, Librarian, Mountain Home High School, Effective May 31, 2011
 Hood, Roberta, 1st Grade, Base Primary, Effective August 31, 2011
 Olmstead, Blake, Choir Director, Mountain Home High School, Effective August 31, 2011
 Olmstead, Lorretta, Science Teacher, Mountain Home High School, Effective August 31, 2011
 Vande Berg, Robert, 5th Grade Teacher, Hacker Middle School, Effective August 31, 2011

RESIGNATIONS

Brandenburg, Tamera, Administrative Assistant, East Elementary

LEAVE OF ABSENCE REQUESTS

Markham, Carrie, 5th Grade Teacher, Hacker Middle School,
 Leave to be effective: 2011-2012 School Year

- X. **EXECUTIVE SESSION** – Student and Personnel Matters. Chairman Alexander called for a motion for the purpose of allowing the Board to retire into executive session for student and personnel matters to discuss a student matter regarding early graduation, and personnel matters regarding staffing. After a full and complete discussion and upon motion duly made by Trustee House and seconded by Trustee Rodney, the following resolution was presented:

RESOLUTION TO ADJOURN INTO EXECUTIVE SESSION

BE IT SO RESOLVED That the Board of Trustees of School District No. 193 recess from an open meeting into the following executive sessions pursuant to Section 67-2345, Idaho Code, in order to discuss student matters regarding an early graduation hearing, and personnel matters to discuss staffing as authorized by Section 67-2345(1)(a)(b), Idaho Code.

BE IT FURTHER RESOLVED That following the executive session, the Board of Trustees will convene into public session for further business or adjournment of the meeting.

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 House Aye
 Trustee Rodney Aye
 Trustee Reynolds Aye
 Trustee Murray 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 7:53 p.m. to hear a student request for early graduation. Others present: The attending Board members, Superintendent McMurtrey, Assistant Superintendent Gilbert, Clerk Whitman, Connie Donahue, Cliff Ogborn, and Principal Johnson. Following a full and complete discussion of the early graduation request, the Board reconvened into open session at 7:57 p.m. A motion by Trustee House to grant an early graduation request to (Name on File), received a second from Trustee Rodney. Motion granted.

The Board entered back into executive session at 7:58 p.m. to discuss personnel matters regarding staffing. Following a full and complete discussion of personnel matters, the Board reconvened into open session at 9:27 p.m. Others present: The attending Board members, Superintendent McMurtrey, Assistant Superintendent Gilbert, Clerk Whitman, Connie Donahue, Cliff Ogborn, and Principal Johnson. A motion by Trustee House to impose the Reduction in Force (RIF), received a second from Trustee Murray. Motion approved. A motion by Trustee Rodney to adopt a modified 7-day class schedule in a format yet to be determined for MHHS was seconded by Trustee Reynolds. Motion granted.

- XI. **ADJOURNMENT** – All business of the Board having been completed, Chairman Alexander called for a motion to adjourn. A motion from Trustee Murray to adjourn was seconded by Trustee Reynolds. Motion carried. Meeting adjourned at 9:32 p.m.

Chairman Alexander

Clerk Whitman