

Mountain Home School District No. 193

SCHOOL BOARD MEETING
OCTOBER 18, 2011
SCHOOL ADMINISTRATION OFFICE

TRUSTEES PRESENT: Chairman Alexander, Trustee Reynolds, Trustee Murray, Trustee Checketts

OTHERS PRESENT: Tim McMurtrey, James Gilbert, Cliff Ogborn, Sharon Whitman, Tara Handy, John Lay, Jeff Johnson, Albert Longhurst, Nikki Cruser, Anita Straw, Polly Sanders, Sherri Ybarra, LTC Estes, Mike Jewell, Jennifer Lorimer, Emily Jensen, Michelle Kuzel, Tim and Noelle Hobgood and daughter, Jerry and Rosemary Ash, Brandie Garlitz, Dave and Kathi Holland, Katherine Hudson, Cameron Hale, Samantha Paulsen, Kevin Smith

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 MINUTES OF SEPTEMBER 20, 2011.**
Chairman Alexander called for a motion to approve the minutes of the regular board meeting of September 20, 2011. There being no comment, Trustee Murray moved to approve the minutes of the regular board meeting of September 20, 2011, with a second from Trustee Reynolds. Motion approved.
- II. **FINANCIAL REPORTS** – Cliff Ogborn. Mr. Ogborn reported on the financial statements for September 2011. The June numbers are still unaudited but next month's Financial Report will reflect the audited numbers for FY11. The statement for September reflected a balance of \$2,477,760. Investments in the State Investment Pool are \$6,029,676. Unobligated cash and investments are \$6,848,730 net of interfund payables. The Income Statement reflected revenue through September is \$10,572,091, due to the September State Foundation payment of \$4,573,899. Expenses show salaries are at \$3,193,280 of original budget, and benefits are \$983,682. As of September 30, we have a net margin of revenue in excess of expenses of \$5,891,613. Trustee Checketts 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 Murray asked that when the district starts publishing our financials on the website, will the first item on the bill be what is posted or will the entire bill be posted. Mr. Ogborn replied that presently, just the first item will be posted, but we are still working on the details of how the district is going to publish financials with expanded details. Trustee Checketts inquired about a cell phone bill totaling \$494.95 for one person. Mr. Ogborn replied that it probably isn't just one person but a collection of people, but only the first name in the subject line prints on the financials. He added that he would research the information and get back to him. Trustee Checketts moved to authorize payment of the district's bills as presented, with a second from Trustee Murray. 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** – Chairman Alexander. The three students were unable to attend the board meeting so the Board of Trustees handed their teacher, Mrs. Holland, Certificates of Recognition for each student for their hard work, effort, and accomplishment in the Elmore Soil & Water Conservation District Poster Contest. The Board and audience applauded their achievement.
 1. Andrew Metcalf - 1st Place – Elmore Soil & Water Conservation District Poster Contest
 2. Joseph McCoy - 2nd Place – Elmore Soil & Water Conservation District Poster Contest
 3. Clarissa Henry - 3rd Place – Elmore Soil & Water Conservation District Poster Contest
- V. **DELEGATION** – None
- VI. **PUBLIC INPUT** –
 1. Jennifer Lorimer – Ms. Lorimer stated that she has a 6th grader at HMS. She said she didn't want to be negative toward anyone, but that she wanted to notify the Board of a situation that happened to her

daughter this year. Ms. Lorimer stated that a boy was calling her daughter names, names that a 6th grader shouldn't even know. She said that this had occurred for several weeks and at first, her daughter reported the issue to her teachers, but never submitted an incident report. Ms. Lorimer then stated that her daughter submitted an incident report and the next step was for Mr. McCluskey to try to resolve the problem. She said Mr. McCluskey then had the two students talk about the incident. Ms. Lorimer felt that she didn't get any resolution so the next day she spoke with Mrs. Cruser, but still felt the situation wasn't resolved. She then spoke with Mr. Gilbert who in turn spoke with Mrs. Cruser who then said that the young man was told that if this issue continued, the next step (disciplinary) would be taken. Ms. Lorimer stated that with all of this [incidences], she has done a great deal of research and studying the district policy and the student handbook, and the two don't match up. She said that the district policy states, "...each school shall establish a discipline committee to develop a discipline plan, which includes procedures for due process. The discipline plan must be provided, in writing, at the beginning of each school year to the students, staff, and parents." Ms. Lorimer then said that the student handbook doesn't have the district discipline policy included; it does say that discipline won't be tolerated, but it doesn't give a layout. However, the student handbook does have the layout regarding cell phones and the layout of the cell phone discipline. She feels that students need to know that their safety is insured and how and that knowing that, students would have more confidence to report harassment. Ms. Lorimer asked the Board if they would consider rewriting the student handbooks to match district policy. Chairman Alexander said that is reasonable; the Board concurred. The Board thanked her for her input.

2. Brandie Garlitz – Ms. Garlitz has a 4th grader at North Elementary. She started by saying that this year the district administration made a decision that the elementary schools could only have one fieldtrip per grade and one fundraiser per school due to the multiple complaints about fundraising. Ms. Garlitz said that the North Parent Group does understand the intent of this message and has respectfully adhered to the one fundraiser. She claimed that the one fundraiser that each elementary school does, pales in comparison to the numerous amounts the upper grades have every year.

Ms. Garlitz said that she spoke with Mr. McMurtrey and Mr. Gilbert regarding allowing the 4th graders at North to have two fieldtrips; the answer was no. She then went on to say that for the past 15-years, 4th graders in this district have attended "Wagons Ho" and made a trip to the capital to meet with one of our senators for a tour, as 4th grade is when students are introduced to Idaho History.

Ms. Garlitz claimed that Mr. McMurtrey defined the meaning of fieldtrip as any time students leave the school grounds as a class and the trip should be curriculum based. She then stated that she called Mr. McMurtrey on October 17 because she was informed that the students at East Elementary were allowed to attend MHHS's Homecoming parade and asked if this was East Elementary school's one authorized fieldtrip. Ms. Garlitz said that Mr. McMurtrey explained that East has always been allowed to watch the Homecoming parade and we shouldn't get petty. She stated that NPG (North Parent Group) aren't trying to be petty, but that this sounds like the tradition of attending Wagons Ho and going to the capital, which happens to be curriculum based.

Ms. Garlitz went on to say that NPG doesn't begrudge East Elementary being able to attend the Homecoming parade, but when she asked if the 3rd graders from North could walk to the park to meet their East Elementary pen pals, she was told that it would be considered a fieldtrip. She stated that NPG understands the district issues and wishes to show support, but respectfully asks for the fieldtrip numbers to be loosened and that double-standards be removed. Ms. Garlitz said that 4th grade needed to be allowed two curriculum-based fieldtrips as in the past. She finished by stating that the NPG is reaching out to the parent groups at East and West Elementary schools to collaborate on some fundraising and enhancement activities in order to level the "playing field" regarding parent funding. Ms. Garlitz feels that funding these fieldtrips should not be an issue and she requests that she be put on the agenda as a delegation for next month's board meeting to elicit an answer from the Board. Chairman Alexander directed Ms. Garlitz to contact Clerk Whitman to be placed on the agenda.

VII. REPORTS –

- A. **MOUNTAIN HOME AFB UPDATE** – Mike Jewell. LTC Estes reported that a second bus stop began last week to better facilitate those base students living far from the elementary school. He

also reported that barriers have been put in front of the elementary school to address some safety concerns.

- B. STUDENT FEE INCREASE** – Tim McMurtrey. Mr. McMurtrey reported that he wanted to bring to the Board’s attention that the high school and junior high school are not able to fund the science labs and other electives with the current student fees. He said that the teachers have done remarkably well with the shrinking budgets, but the cost of the items that they need to run the labs and electives are very expensive and the money isn’t there anymore. Mr. McMurtrey said that student fees haven’t been raised since 2005. He reported that students weren’t able to dissect this year, as the labs couldn’t afford the supplies. Mr. McMurtrey continued to say that the state requires students take and pass a certain number of laboratory classes in order to graduate high school. He asked the Board for direction in this matter. Chairman Alexander said it makes sense for the user to pay their own fees rather than the district pick up the cost. Trustees Murray and Reynolds agreed, but only for elective classes and not for classes that are required to graduate from high school. Mr. McMurtrey said the science labs are mandatory for graduation. He continued by stating that student fees require a public hearing and that hearing needs to be published twice. Trustee Checketts asked if the district helps those students whose families can’t afford the fees; the response was that the district does help students who can’t afford the fees. Chairman Alexander said that a student fee public hearing would be scheduled for sometime in February or March.

VIII. UNFINISHED BUSINESS –

A. POLICY ADOPTION – 2nd Reading – James Gilbert

Chairman Alexander asked for approval to motion on the following six policy adoptions all at the same time instead of motioning each individual policy adoption; the Board concurred.

Mr. Gilbert presented the second reading of the proposed adoptions of the Certified Workday Requirements to Include Extended Employment Prep Time, & In-service Policy; Classified Workday Requirements Including Extra Duty & In-service Policy; Assignments, Reassignments, Transfers, & Vacancies of Certificated Employees Policy; Assignment or Reassignment of Administrative Employees Policy; Extra Duty & Extra duty Assignments for Certified Employees Policy; and Immunization Requirements and forms Policy. He said that there has been no additional input since the last board meeting.

Mr. Gilbert explained that the Certified Workday Requirements to Include Extended Employment Prep Time, & In-service Policy was taken straight from the obsolete master agreement and language from some non-policy procedures were also incorporated. He said that this is in compliance with Idaho Code.

Mr. Gilbert also explained that the Classified Workday Requirements to Include Extra Duty & In-service Policy was a non-policy procedure that the Policy Committee thought would be better as policy as it gives a clearer definition of the classified workday.

Mr. Gilbert stated that the Assignments, Reassignments, Transfers, & Vacancies of Certificated Employees Policy; the Assignment or Reassignment of Administrative Employees Policy; and the Extra Duty & Extra Duty Assignments for Certified Employees Policy addresses changes that came as a result of legislature’s “Students Come First” and it incorporated some non-policy procedures language. He stated that this is aligned with Idaho Code.

Mr. Gilbert finished by saying the Immunization Requirements and Forms Policy was a result of changes of the immunizations requirement from the state.

Trustee Checketts motioned to approve the second reading of the adoption of the Certified Workday Requirements to Include Extended Employment Prep Time, & In-service Policy; Classified Workday Requirements to Include Extra Duty & In-service Policy; Assignments, Reassignments, Transfers, & Vacancies of Certificated Employees Policy; Assignment or

Reassignment of Administrative Employees Policy; Extra Duty & Extra Duty Assignments for Certified Employees; and Immunizations Requirements Policy and Forms, as presented by Mr. Gilbert. Trustee Reynolds seconded the motion. Motion granted.

1. **Certified Workday Requirements to Include Extended Employment Prep Time, & In-service Policy –**

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

P O L I C Y

**CERTIFIED WORKDAY REQUIREMENTS INCLUDING EXTENDED EMPLOYMENT,
PREP TIME, & IN-SERVICE**

WORKDAY

In each building, the normal workday, excluding building Collaboration Day, will be thirty (30) minutes before the first general education class begins and until thirty (30) minutes after the last general education class ends. The building Collaboration Day schedule is determined by the building principal.

The certified teacher's workday shall include a thirty (30) minute continuous lunch each day. The certified teacher's workday may include recess duty, lunchroom duty, or monitoring student bus loading and unloading.

1. With the approval of the building principal, employees' work times before, during, and after school may be adjusted.

WORK YEAR

Each certificated employee shall have as part of his/her contract 185 days. The work year of teachers new to the District in the fall shall include one additional day of orientation.

EXTENDED EMPLOYMENT

An employee contracted for a period longer than the regular school year shall be paid one ~~one hundred-ninety~~ one hundred-eighty-fifth (1/185) of their regular salary for each additional day worked.

IN-SERVICE FACULTY DAYS

In-service Days – All certified teachers should attend all in-service days. Any certified employee who cannot attend any or all of an in-service day must take personal or sick leave accordingly.

ELEMENTARY PREPARATION TIME

During each workday, each elementary certificated staff member will have thirty (30) minutes continuous preparation time. If the building administrator is required to alter the normal building schedule, preparation time may be altered.

SECONDARY PREP TIME

During each workday, each secondary certified staff member will have a minimum of one class period continuous preparation time with the exception of being a block schedule day. If the building administrator is required to alter the normal building schedule, preparation time may be altered.

2. **Classified Workday Requirements to Include Extra Duty & In-service Policy –**

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

P O L I C Y

CLASSIFIED WORKDAY REQUIREMENTS INCLUDING EXTRA DUTY & IN-SERVICE

WORKDAY

Classified employees will work in accordance with their Job Code Title Work Calendar Schedule as established by the District Administration.

EXTRA DUTY & EXTRA DUTY ASSIGNMENTS

Extra duty assignments include but are not limited to coaching, directing, or otherwise advising extracurricular activities in addition to regular school day duties.

1. Classified employees workday may include duty time for recess, lunchroom duty, or monitoring student bus loading and unloading, and any other additional duties required of them.
 - a. With the approval of the building principal, employees' work times before, during, and after school may be adjusted.
 - b. Classified Employees may be authorized a stipend should their extra duty cause their Job (code) Title Work Calendar Schedule to extend past the regular required amount of workdays.
 - c. All Classified Employee Stipends must be approved by the building administrator and the District Office.
 - d. Non-certified employees and/or other individuals who receive a notice of termination during a contract period or they are not reissued a supplemental contract may not request an informal hearing before the Board as they are considered "at-will" employees.

3. Assignments, Reassignments, Transfers, & Vacancies of Certificated Employees Policy –

MOUNTAIN HOME SCHOOL DISTRICT NO. 193

MOUNTAIN HOME, IDAHO 83647

POLICY

ASSIGNMENTS, REASSIGNMENTS, TRANSFERS, & VACANCIES OF CERTIFICATED EMPLOYEES

The superintendent or designee is authorized by the Board of Trustees to transfer or assign certificated employees to any position for which the employee is qualified. Assignments will be based on the qualifications of the employee, the availability of other qualified personnel, as well as the philosophy and needs of the district.

No certificated employee shall be transferred or assigned to a principal's school without the principal's permission, unless the transfer is made due to shifting student population levels.

Transfers and Reassignment: Transfers and changes in assignment (reassignment) may be made at the initiative of the superintendent or designee, other administrative staff members, or at the request of the employee. The change will be contingent upon approval by the building principal or superintendent.

A. Notice of Teacher Vacancy:

1. A notice of any vacancy, including new or additional positions, with the district will be posted;
 - a. On the District's Job line: To retrieve information from the Job Line, go to voice mail by dialing 587-2588. After the auto-attendant responds, dial mailbox 2025. Three options will be provided:
 1. Certified Elementary Positions
 2. Certified Secondary Positions
 3. Classified Positions
 - b. On the district website, under Employee Center, Job Openings: www.mtnhomesd.org.
 - c. Emailed to all employees.
2. The notice of the position will include the following information:
 - Grade Level and the Subject Matter
 - Building
 - Closing date for written request to the principal

B. Filling Vacancies:

1. Selection of In District qualified employees (defined as one who has the required certification and/or endorsements consistent with the written job description) for transfer and/or reassignment will include but not be limited to the following criteria:
 - Teaching experience consistent to the vacancy
 - Training consistent to the vacancy
 - Evaluations of performance as a District employee
 - Strength of Interview
2. Candidates for vacancies will be considered in the following order: 1) reassignments within the building, 2) transfers within the district, and 3) other applicants from outside the district.
3. Qualified employees who have requested consideration for the position may be interviewed by the principal or designee.
4. Teachers interested in any vacancy that occurs during breaks must:
 - a. Check the District's Job line: To retrieve information from the Job Line, go to voice mail by dialing 587-2588. After the auto-attendant responds, dial mailbox 2025. Three options will be provided:
 1. Certified Elementary Positions
 2. Certified Secondary Positions
 3. Classified Positions
 - b. Check the District Website, under Employee Center, Job Openings: www.mtnhomesd.org.
 - c. Notify the District Office by email, fax, or phone of interest in the position
 - d. Provide the District Office with current phone numbers(s) and email address
5. These provisions may be waived for vacancies that must be filled during the period extending from two-weeks prior to the opening of any school year and continuing throughout the school year. These positions will be considered temporary assignments.

C. Reassignment: if a change of assignment was not requested by the employee, the employee will be notified as soon as possible and have an opportunity to express his or her preferences. The superintendent's decision regarding the assignment will be final.

1. Definition: Reassignment is defined as any change in grade level at elementary schools or any change in teaching assignment at the secondary schools.
2. Voluntary Reassignment:
 - a. The process described in "A" and "B" above.
 - b. When the principal has made a decision, he/she shall provide notification of the decision to all applicants.
 - c. After receiving a written explanation from the principal, an employee may file a written appeal, including rationale, with the Superintendent within two (2) business days.
 - The Superintendent or designee will review the written appeal and related documentation and may hold conferences and meetings as necessary.
 - The decision of the Superintendent shall be final.
3. Involuntary Reassignment:
 - a. Will be based upon staffing within the building.
 - b. Will be at the discretion of the building principal.
 - c. Building principal's decision is final after approval from the superintendent.

D. Transfer:

1. Definition: A transfer is a change in school sites.
2. Voluntary In-district Transfer:

- Use the process described in “A” and “B” above.
- The decision of the Superintendent shall be final.

3. Involuntary Transfer

- If a change of school sites was not requested by the employee, the employee will be notified as soon as possible and have an opportunity to express his or her preferences. The superintendent’s decision regarding the assignment will be final.

E. Major Reorganization:

1. In the event of a major reorganization of the District in which a considerable number of teacher transfers are contemplated, the District and a committee of employees agree to develop a process that will facilitate the transfers within the existing transfer policy.

Legal Reference: Idaho Code 33-506, 33-523
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4. **Assignment or Reassignment of Administrative Employees Policy –**

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

P O L I C Y

ASSIGNMENT OR REASSIGNMENT OF ADMINISTRATIVE EMPLOYEES

The Board of Trustees has the right to reassign an administrative certificated employee on a contract to an administrative or non-administrative position with an appropriate reduction in salary.

If the employee to be reassigned to a non-administrative position was employed by the district pursuant to a renewable contract, the Board shall, at its discretion, employ such individual on a grandfathered renewable contract. Such contract shall be deemed to have continued in place as if the non-administrative employee was employed by the district pursuant to a renewable contract since January 31, 2011.

All other employees reassigned to a non-administrative position will be employed on an annual contract.

In the event the Board reassigns an administrative employee to a non-administrative position, the Board will give the employee written notice with a statement of the reason(s) for the reassignment. The employee, upon written request to the Board, will be entitled to an informal review of that decision.

For the purposes of this policy, “Administrative Employees” are defined as all certificated staff in administrative or supervisory positions within this district (i.e., principal, assistant principals, director of special services, etc.).

The district will follow the procedure for the Informal Review Policy.

Legal Reference: Idaho Code 33-513 and 33-515

5. **Extra Duty & Extra Duty Assignments for Certified Employees Policy –**

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

P O L I C Y

EXTRA DUTY & EXTRA DUTY ASSIGNMENTS FOR CERTIFIED EMPLOYEES

The Board of Trustees may enter into a Supplemental Contract with a certified teacher to provide for Extra Duty and Extra Duty Assignment(s). An “Extra Duty Assignment” is defined as any assignment, which is not part of a certified teacher’s regular teaching duties. Extra Duty Assignments include, but are not limited to, coaching, directing, or otherwise advising extracurricular activities.

Determining the qualifications for Extra Duty assignments and selecting individuals to fulfill each extra duty assignment is the responsibility of the superintendent or designee.

EXTRA DUTY ASSIGNMENTS

Any extra duty assignment will be made on an annual basis and is limited to the duration of the school year or other relevant time-period as set forth on the supplemental contract. A contract ("Supplemental Contract") for an extra duty assignment shall be separate and apart from a certified teacher's regular annual or grandfathered renewable teaching contract and must be in a form approved by the state superintendent of public instruction.

A certified teacher shall have no property rights attached to a supplemental Extra duty contract and the certified teacher is not entitled to any review of the Board's decision to not award an Extra duty contract to the employee.

*Non-certified employees and/or other individuals who receive a notice of termination during a contract period or they are not reissued a supplemental contract may not request an informal hearing before the Board as they are considered "at-will" employees.

Any individual who is assigned an extracurricular assignment shall be required to comply with all applicable district policies and IHSSA regulations, and shall undergo a criminal history check.

Compensation will be paid for the employee's services as set forth on the supplemental contract and approved by the Board.

EXTRA DAY ASSIGNMENTS

An Extra Day assignment is an assignment of days of service in addition to the standard contract length used for the majority of certificated employees of the district. Such additional days may or may not be in service of the same activities of the employee's regular teaching duties. The Board shall have discretion to determine whether an extra day supplemental contract is necessary, the length of such contract, and the responsibilities to be performed pursuant to such contract.

Any such contract shall be separate and apart from an annual grandfathered renewable contract. The supplemental extra day contract shall be in a form approved by the state superintendent of public instruction.

A certified teacher shall have the same due process rights relative to an Extra Day Supplemental Contract as provided by the underlying annual or grandfathered renewable contract held by the employee.

Legal Reference: Idaho Code 33-511(12), 33-514, 33-515, 33-515A

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6. Immunization Requirements and Forms Policy –

MOUNTAIN HOME SCHOOL DISTRICT NO. 193

MOUNTAIN HOME, IDAHO 83647

P O L I C Y

IMMUNIZATION REQUIREMENTS AND FORMS

Idaho Code 39-4801 through 39-4805 is the basis for the procedures for requiring and retaining immunization records.

Idaho Health and Welfare School Immunization Link:

<http://healthandwelfare.idaho.gov/Health/Immunizations/SchoolImmunizations/tabid/885/Default.aspx>

To enter or transfer into public schools, all children in preschool and grades K-12 must meet immunization requirements at registration and before attendance. No child shall attend school without proof of immunization status.

The goal of the School Immunization Law is to improve the overall health of Idaho's children by ensuring each child is adequately protected against the vaccine preventable diseases of Polio, Measles, Mumps, Rubella, Diphtheria, Pertussis, Tetanus, Hepatitis A and B, and Varicella.

Immunizations Required:

1. Any school-aged child may attend grades preschool and kindergarten through twelve grades, if otherwise eligible, provided that upon admission and prior to attendance, the parent/guardian provides proof of immunization against the vaccine preventable childhood diseases.
2. If a child has started, but not completed, the required number of immunizations, then prior to admission, an Idaho Conditional Admission to School Form must be submitted as proof of the start of the immunization process. If a parent does not follow through with the Schedule of Intended Immunizations and provide verification of each immunization as it is given, then the child must be denied attendance until verification is provided.
3. Immunization information will be in the form of a record signed by a physician or a physician's representative, or another licensed health care professional, shall verify that such child has received, or is in the process of receiving immunizations as specified by the state board of health and welfare, or can effectively demonstrate, through verification in a form approved by the department of health and welfare, immunity gained through prior contraction of the disease.
4. This statement must provide the vaccine type, number, and date of each immunization the child has received or that the child is immune through prior illness (physician diagnosed measles or mumps disease or laboratory proof of immunity).
5. Immunizations required: (Please refer to the Department of Health and Welfare for a detailed account of the required immunizations.)
 - A. Children born on or before September 1, 1999, must have a minimum of:
 - Four (4) Diphtheria, Tetanus, Persussis (DTaP), One (1) Measles, Mumps, Rubella (MMR), Three (3) Polio, and Three (3) Hepatitis B
 - B. Children born after September 1, 1999, through September 1, 2005, must have a minimum of:
 - Five (5) Diphtheria, Tetanus, Persussis (DTaP), Two (2) Measles, Mumps, Rubella (MMR), Three (3) Polio, and Three (3) Hepatitis B
 - C. Children Born after September 1, 2005, must have a minimum of:
 - Five (5) Diphtheria, Tetanus, Persussis (DTaP), Two (2) Measles, Mumps, Rubella (MMR), Four (4) Polio, and Three (3) Hepatitis B, Two (2) Varicella, and Two (2) Hepatitis A
 - D. 7th Grade Immunization Requirements – children admitted to 7th grade during or after the 2011-12 school year must meet the following minimum immunization requirements in addition to school entry requirements:
 - Five (5) Diphtheria, Tetanus, Persussis (DTaP), Two (2) Measles, Mumps, Rubella (MMR), Three (3) Polio, One (1) Meningococcal, and Three (3) Hepatitis B

Exceptions/Exemptions:

1. Idaho law allows parent/guardians to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. All exemptions must be documented on the official State of Idaho Form provided by the Idaho Department of Health and Welfare, Immunization Program. A medical exemption requires the signature of a licensed physician and certification that the child has a medical condition, which prevents him or her from receiving required vaccinations. The law does not allow parents/guardians to claim an exemption because the shot record is lost or incomplete, or because it is too much trouble to contact the physician or clinic and obtain a copy. Schools should maintain an up-to-date list of pupils with exemptions so they can be excluded quickly if an outbreak occurs.
2. A copy of the parent's statement or the physician's statement shall be retained in the student's permanent record file.

Exclusion from School:

A student not in compliance with this policy upon first admission in preschool or in kindergarten through grade twelve (K-12) will be denied attendance by this district. Any student denied attendance will not be allowed to attend any schools within this district until he or she is in compliance with this policy.

This district will exclude from school students who are diagnosed or suspected of having a contagious or infectious disease and students who have been exposed to contagious or infectious disease for which they have not been immunized. This district will also close school on order of the state board of health or the local health authorities.

Records:

1. Full and complete immunization records for each student must be retained in the student's permanent record file.

Legal Reference: Idaho Code Sections 33-512(7)
Idaho Code Sections 39-4801 to 39-4803
IDAPA 16.02.15

B. POLICY REVISION – 2nd Reading – James Gilbert.

Chairman Alexander asked for approval to motion on the following three policy revisions all at the same time instead of motioning each individual policy adoption; the Board concurred.

Mr. Gilbert presented the second reading of the proposed revisions to the Informal Review Policy, the Graduation Requirements – Effective Class of 2013 Policy, and the Early Graduation Requirements Policy. He said there has been no staff or patron input since the last board meeting.

Mr. Gilbert explained the changes to the Informal Review Policy were revised to clarify who can ask for an informal review and the timeframe. He also mentioned that it meets Idaho Code as well as includes some language from a non-policy procedure.

Mr. Gilbert also explained the changes to the Graduation Requirements – Effective Class of 2013 Policy and the Early Graduation Requirements Policy was to reduce the graduation credit requirement from 52 to 50 due to the reformatting of the block schedule.

Trustee Checketts asked if this affects any early graduation requests and Mr. Gilbert's response was no because the third and final reading is before the current semester ends. Trustee Murray motioned to approve the second reading of the proposed revision to the Informal Review Policy, Graduation Requirements – Effective Class of 2013 Policy, and the Early Graduation Requirements Policy as presented by Mr. Gilbert. Trustee Reynolds seconded the motion. Motion approved.

1. Informal Review Policy –

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

~~The Board of Trustees may enter into a Supplemental Contract with a certificated professional employee (CPE) to provide for an extra duty assignment. An "extra duty assignment" is defined as any assignment, which is not part of a CPE's regular teaching duties. A contract ("Supplemental Contract") for an extra duty assignment shall be separate and apart from a CPE's regular teaching contract, irrespective of whether a CPE is employed as an annual contract teacher, a renewable contract teacher, or employed pursuant to a limited one (1) year contract.~~

~~A CPE shall have no property rights in an extra duty assignment regardless of the period of employment or the descriptions and terms set forth therein, and such extra duty assignment shall be considered in all respects "employment at will" subject to termination by the Board at any time, with or without cause.~~

~~If the Board determines to terminate the CPE's extra duty assignment during the contract period or not to reissue a Supplemental Contract for an extra duty assignment for the ensuing school year, the Board, or its designee, shall provide the CPE with written notice of such action setting forth the reasons for such action.~~

The ~~certified teacher CPE~~ may within ~~ten (10) five (5)~~ days of receipt of said Notice of assignment, reassignment, transfer, extra-duty, and extra-duty assignments ~~request~~, in writing, **request** an Informal Review before the Board. **The Informal Review will be conducted pursuant to the provisions of Idaho Code Section 33-513(5) shall hold the Informal Review no more than thirty (30) days after receipt of such request and.** The Board **will notify the certified teacher shall inform the CPE, in writing, of its final decision in the matter within fifteen (15) days of the date of the Informal Review** of the date, time and place of the Informal Review.

2. Graduation Requirements Policy - Effective Class of 2013 –

MOUNTAIN HOME SCHOOL DISTRICT NO. 193 MOUNTAIN HOME, IDAHO 83647 **P O L I C Y** **GRADUATION REQUIREMENTS** Effective Class of 2013

The Board of Trustees of Mountain Home School District is committed to maintaining a rigorous curriculum and performance standards designed to promote student achievement. Toward that end, all students graduating from Mountain Home School District will meet the State of Idaho and Mountain Home School District's graduation requirements or alternative graduation requirements. Students must be enrolled for a minimum of **five (5) out of seven (7) six (6)** credits during the second semester of their senior year to participate in the graduation ceremony and to receive a Mountain Home High School diploma.

Definition: Credit – Successful completion of one semester = 1 credit.

1. GRADUATING STUDENTS ARE REQUIRED TO HAVE SUCCESSFULLY COMPLETED THE FOLLOWING SEMESTER CREDITS:

<u>English</u>	8 credits
<u>Speech</u>	1 credit
<u>Mathematics</u>	6 credits
<u>Science</u>	6 credits
<u>Economics</u>	1 credit
<u>Humanities</u>	2 credits
<u>Social Studies</u>	6 credits
<u>Health</u>	1 credit
<u>Physical Education</u>	2 credits
<u>Computer Technology</u>	1 credit
<u>Qualified Electives</u>	2 credits
<u>Electives:</u> (see Procedures for Graduation Requirements)	16 credits
TOTAL	50 52 credits

(See *Procedures for Graduation Requirements* for detailed explanation of credits)

Note: No credit will be received when repeating a class if previous credit was earned. The higher grade earned will be used to calculate the GPA.

and

Proficiency Assessment - Idaho State Assessment Test (ISAT): Score proficient or higher on the Grade 10 ISAT in the 10th, 11th, or 12th grade in math, reading, and language arts unless the student is exempt (see Graduation

Requirements Procedure or Alternative Graduation Procedure), and effective January 1, 2012, each student is required to score proficient or higher on the science portion of the ISAT,

and

College Entrance Examination: All students must take a college entrance examination (ACT, SAT, or COMPASS),

and

Senior Project: (see Graduation Requirements Procedures).

2. TRANSFER CREDITS FROM TRADITIONAL SCHOOLS

The Board recognizes that mobility can affect a student's educational program. To meet the Mountain Home School District's graduation requirements, transfer credits from other secondary schools will be accepted provided:

- a. The sending school is an accredited high school with membership in the Northwest Association of Schools and Colleges or its approved counterparts in other states; or
- b. The sending school is an accredited high school with membership in the National Association of Private Schools; or
- c. The sending school is a high school approved by the Idaho State Department of Education and ~~also~~ passes a standards review as determined by the high school principal and/or the superintendent, or designee. The administration shall accept transfer credits from any home study, home instructional program, or private school that meets the above standards ~~are~~ is approved by the Idaho State Department of Education. ~~and meets the above standards.~~

3. TRANSFER CREDITS FROM CORRESPONDENCE / VIRTUAL SCHOOLS

The Mountain Home School District will accept credits toward high school graduation from any accredited correspondence or virtual high school course, provided the credits were earned in grades 9 through 12.

4. HIGH SCHOOL CREDIT PRIOR TO GRADE NINE

DEFINITIONS:

Graduation Credits: Credits applied to the Mountain Home School District's graduation requirements must be earned in grades 9 through 12.

Transcripted Credits: Courses typically taken in high school, but taken before 9th grade, are posted on a student's high school transcript. These courses do not meet the requirements towards graduation.

Transcripted credits for courses typically taken in high school, but earned before grade 9, are allowed by existing Administrative Rules of the State Board of Education (Sections 104, 105, and 107). Credits earned before 9th grade will be on a student's transcript provided:

- a. Student must complete Board approved required credits for graduation during grades 9 through 12.
- b. The instructor must have proper certification at the time the course was taken.

REFERENCE: Mountain Home School District Policy: Credit for Non-Traditional Education State Board of Education Administrative Rules, Sections 104, 105, and 107
(www.sde.state.id.us)

LEGAL REFERENCE: Idaho Code Sections - 18-4511, 33-119, 33-603, 33-1601, et seq., Chapter 55
IDAPA 08.02.01.350 Early Graduation, IDAPA 08.02.03.105 Graduation from High School, IDAPA 08.02.03.107 High School Graduation Standards

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
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P O L I C Y
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 ~~50~~ 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 (see item #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

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 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 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.
5. 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.
6. 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 the board meeting; the student and parents/guardians are welcome to attend the entire board meeting if they wish.

IX. **NEW BUSINESS –**

- A. **ANNUAL AUDIT** – FY 2011 Eide Bailly – Cliff Ogborn. Mr. Ogborn introduced Kevin Smith of Eide Bailly.

Mr. Smith reviewed the audit results ending the fiscal year June 30, 2011, with the Board. He said there were two letters, one is Eide Bailly's Opinion, and one is about the Internal Controls. Mr. Smith stated that Eide Bailly doesn't give an opinion of Internal Controls. He then referred the Board to Eide Bailly's Opinion Letter in which they issued an Unqualified Opinion or a Clean Opinion, which is the best Opinion the district can receive. Mr. Smith said that the letter regarding the Internal Controls isn't given an Opinion, but Eide Bailly does assess Internal Controls. He said they assessed and found Internal Controls were sufficient. Mr. Smith then referred the Board to the Eide Bailly's brief, in the financial section, regarding Federal Funds and the compliance related to the Federal Funds. He stated that Eide Bailly's rendered Opinion was that the Compliance Requirements were satisfactory and clean, which is also the best the district can receive.

Mr. Smith mentioned that they (auditors) spent a lot of time looking into Federal Money because of federal requirements that are attached to the federal money. He said that the Federal Government requires us to do compliance testing and internal control testing and to ensure money is spent in accordance to federal requirements.

Mr. Smith stated that the auditors looked closely at the process and procedures related to general operations. He said the auditors followed invoices from the minute the invoices arrived to the district through to the end statement; the same with the receipt side of general operations. Mr. Smith believed that those controls are working as prescribed and outlined. He said Mr. Ogborn does a great job overseeing the handling of the money.

Mr. Smith reported that there were a couple of observations regarding the Financial Statements, one was that there was an increase in revenue (funding) from the government, which is a great, and another was a decline in student enrollment and that there has been a decline in student enrollment for the last couple of years.

Mr. Smith referred the Board to the Financial Statements; there the budget reported an increase in state revenue towards the end of the year, which was an influx of some extra money going to school districts including ours, causing the Financial Statement to reflect an increase of revenue over budget.

Mr. Smith then reviewed the expenditure part of the Financial Statement. He said some expenditure was over budget and some expenditures was under budget, but overall expenditures came out favorably with revenue in excess of expenditures. Mr. Smith stated that when federal and state funding is cut, when enrollment is reduced thus further reducing funding, and property taxes aren't much that it is a compliment to those who oversee and have fiscally responsibility for the budget and that they reacted responsibly to all of the funding cuts. Mr. Smith also mentioned that the part of finances that the school district can control is the expenditures; the school district cannot control revenue because that is decided by state and federal agencies based upon things

such as enrollment. He then stated that he did notice that the school district acted responsibly for all of the funding cuts by reducing expenditures and keeping the district fund balance in the black. Mr. Smith told the Board that the school district acted in the best interest of the students.

Mr. Smith mentioned that there were a couple of things brought to their attention during the audit. He said one thing is the reconciliation of federal money should have been logged in the prior year and that Mr. Ogborn immediately made that adjustment, but that it was still considered a written comment in the Prior Year Adjustment documentation even though it is considered satisfactory to the auditors. Mr. Smith stated that Mr. Ogborn does a great job. He also mentioned that the Eide Bailly auditors came in one-week earlier than past years and before the fiscal year ended or could be closed out, so some of the disclosures included such things as adjustments such as the aforementioned Prior Year Adjustment. Mr. Smith said that their (auditors) disclosures also included their comment of having to prepare some of the financial statements, some of the disclosures, and some of the footnotes instead of Mr. Ogborn preparing them, which is what is normally required. He finished by telling the Board that it really wasn't a big deal and that Eide Bailly knows that Mr. Ogborn does a great job and they appreciate all of his efforts.

Chairman Alexander asked what changed in their Eide Bailly audit criteria this year that hasn't been a criterion for the last few years because in previous years we've come through these audits without comments. He said to Mr. Smith that even though Eide Bailly said the audit was great, by the same token when I read these comments it talks about Material Misstatements and the 60-day rule as opposed to immediate posting of accounts, because if I were a layman and I consider myself one, it sounds like there is a problem and people who read this will think the same, so what is it that we are doing wrong.

Mr. Smith replied that it was a current year issue that extended to the prior year, and they hadn't noted it in the prior year because they didn't see it as they were reconciling the federal funds. He said but this year as they reconciled the federal funds to the end of the year, they noted that some of those funds should have went into the prior year, which now becomes a "material weakness." Mr. Smith continued to explain that the 60-day rule under modified accrual, which is the cash basis that you budget on, there is a 60-day rule to match revenues and expenses, but under the full accrual method, which is from the government-wide (everything combined) statement, won't allow the 60-days. He said that all funds expenditures and revenues have to be matched up.

Mr. Smith mentioned that in the past and because of the timing of when funding funds were expended and when receipts came in, it was never of a dollar amount that came to our (auditors) attention, but the timing of it this year was of an amount that did come to our attention; it's a matter of timing – it has never been a problem in the past and that's why he downplayed it. Chairman Alexander reiterated so it's a matter of timing of when those incomes arrived and Mr. Smith replied yes. Mr. Smith added that he knows that the auditing language sounds harsh.

Mr. Ogborn said that normally he requests reimbursement for those expenses right after the end of the quarter, but that this year it was delayed because of the audit being one week early; before the year ended. He stated that next year we will move the timeframe back a bit – it's an easy fix.

Trustee Murray made a motion to accept the annual audit for FY 2011 as presented by the firm of Eide Bailly, with a second from Trustee Reynolds. Motion passed. (A full and complete copy of the District's audit may be reviewed at the District Office.)

B. **POLICY ADOPTION** – 1st Reading – James Gilbert

1. **Personnel Files Policy** – Mr. Gilbert presented the first reading of the proposed adoption of Mountain Home School District No. 193 Personnel Files Policy. He stated that the policy was drafted to address personnel files and its file contents. Mr. Gilbert also mentioned that it meets Idaho Code as well as includes some language from the now invalid master agreement. There has been no staff or patron input. Trustee Murray motioned to approve the first reading of the proposed adoption of Personnel Files Policy, as presented by Mr. Gilbert. Trustee Reynolds seconded the motion. Motion carried.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
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P O L I C Y
PERSONNEL FILES

ALL DISTRICT PERSONNEL

1. A personnel file will be maintained by this district for each employee.
2. Each file will contain any and all material relevant to the evaluation of the employee.
3. Timely notice will be given to the employee of all materials placed in the personnel file.
4. The employee will have the right to attach a rebuttal to any materials that are objected to by the employee.
5. Personnel files are confidential with the exception of information contained in the file pertaining to public service or employment history, classification, pay grade and/or step, longevity, gross salary and salary history, status, workplace and employing agency.
6. An employee, or employee's representative, designated by written authorization, has the right to access his or her own personnel file upon request and will be provided copies of materials contained in the file at the employees cost if necessary. However, an employee is not entitled to access letters of recommendation or material used to screen and test for employment.
7. Any material to an employee's conduct, service, character, personality, etc., may be placed in an employee's personnel file be it in formal written form or informal form. A signature on a document in no way indicates agreement with the contents thereof.

NON-CERTIFICATED DISTRICT PERSONNEL

1. All non-certificated employees of this district will be required to review and sign any entries made to his or her personnel file.

Legal Reference: Title 9, Chapter 3, Idaho Code
Idaho Code 33-517(j)
Idaho Code 33-518

- C. **POLICY REVIEW** – No Changes – James Gilbert. Mr. Gilbert reported the Policy Committee reviewed and determined no changes needed to be made to MHSD's Investment Policy, Pest Management Policy, and the Community Use of School Facilities Policy. Trustee Murray motioned to approve the policy review of Investment Policy, Pest Management Policy, and the Community Use of School Facilities Policy with no changes as presented by Mr. Gilbert. Trustee Reynolds seconded the motion. Motion granted.

1. Investment Policy
2. Pest Management Policy
3. Community Use of School Facilities Policy

- D. **DISTRICT CALENDAR – 2011-2012** – Tim McMurtrey. Mr. McMurtrey submitted the proposed district calendar for the 2012-2013 school year, along with the recommended PLC Early Release Days. He said the calendar is almost exactly like this year's calendar, with semester ending at Christmas break. Mr. McMurtrey mentioned that the Board did receive a letter from a patron asking that school start later in the year. He said this is the only way the calendar will work with semester ending at Christmas break. Trustee Checketts mentioned that next year Christmas Eve is the start of Christmas break, but it can't be helped with the how next year's calendar lays. Trustee Checketts motioned for approval of the 2012-13 District Calendar as presented by Mr. McMurtrey, with a second from Trustee Reynolds. Motion approved.

- E. **PERSONNEL** – James Gilbert. Mr. Gilbert requested approval of the personnel items. Trustee Murray motioned to approve the personnel items and addendum, as presented by Mr. Gilbert, with a second from Trustee Reynolds. Motion passed.

APPOINTMENTS

Burke, Michelle A., Cook II, West Elementary
 Garvey, Jennifer L., 7th Grade “B” Girls’ Basketball Coach, MHJH
 McCluskey, Kimberly A., SLP Paraeducator, Educational Services
 Rodney, Tom F., 7th Grade “A” Girls’ Basketball Coach, MHJH

STUDENT TEACHING ASSIGNMENT

Rector, Belinda – University of Phoenix – January 9, 2012- April 6, 2012 – North Elementary
 Co-operating Teacher – Diane Murphy

- X. **EXECUTIVE SESSION** – Student, and Personnel Matters. Chairman Alexander called for a motion for the purpose of allowing the Board to retire into executive for student matters regarding seven hearings for early graduation and for personnel matters regarding a teacher request to be let out of his 2011-12 school year teaching contract. After a full and complete discussion and upon motion duly made by Trustee Checketts and seconded by Trustee Reynolds, 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 seven early graduation requests and personnel matters regarding a teacher requesting to be let out of his contract as authorized by Title 33, Section 33-506(2), 33-510, 33-512, 33-513, 33-1623, and Title 67, 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 Absent
 Trustee Reynolds Aye
 Trustee Murray Aye
 Trustee Checketts..... 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 8:13 p.m. to hear seven student requests for early graduation. Others present: the attending board members, Superintendent McMurtrey, Assistant Superintendent Gilbert, Clerk Whitman, Tara Handy, Cliff Ogborn, and Principal Johnson, Mr. and Mrs. Hobgood and daughter, and Mr. and Mrs. Moran and daughter. Following a full and complete discussion of the six early graduation requests, the Board reconvened into open session at 8:21 p.m. A motion by Trustee Murray to grant early graduation requests to (Name on File), (Name on File), (name on File), (Name on File), (Name on File), (Name on File), and (Name on File), received a second by Trustee Reynolds. Motion granted.

The Board entered back into executive session to discuss a teacher’s request of being let out of his contract for the 2011-12 school year. Others present: the attending board members, Superintendent McMurtrey,

Assistant Superintendent Gilbert, Clerk Whitman, Tara Handy, Cliff Ogborn, and Principal Johnson. Following a full and complete discussion of the personnel matter, the Board reconvened into open session at 8:54 p.m. No action taken.

- XI. **ADJOURNMENT** – The Board entered into conversation of the day’s activities. All business of the Board having been completed, Chairman Alexander called for a motion to adjourn. A motion from Trustee Checketts to adjourn was seconded by Trustee Murray. Motion carried. Meeting adjourned at 9:21 p.m.

Chairman Alexander

Clerk Whitman