

Mountain Home School District No. 193

SCHOOL BOARD MEETING  
SEPTEMBER 20, 2011  
SCHOOL ADMINISTRATION OFFICE

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

OTHERS PRESENT: Tim McMurtrey, James Gilbert, Sharon Whitman, Nikki Cruser, Anita Straw, Sherri Ybarra, Robynn Crawford-Schipani, LTC and Mrs. Estes, Robin Walker, Katherine Hudson, Meg DiCarlo Craig

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

Prior to the first agenda item, Chairman Alexander stated there was an addendum to the agenda regarding adding Immunization Requirements and Form to the Policy Adoption section (IX(C)(6)). He asked for a motion to approve the addendum in accordance with Idaho Code 67-2343 (4)(b)(c). Trustee Reynolds called for a motioned to approve the addendum to Policy Adoption, with a second from Trustee Checketts. Chairman Alexander called for a roll call vote:

Roll Call Vote as follows:

Chairman Alexander .....	Aye
Trustee House .....	Aye
Trustee Reynolds .....	Aye
Trustee Murray.....	Aye
Trustee Checketts.....	Aye

and no less than two-thirds (2/3) of the membership in favor thereof, motion granted.

- I. **APPROVE THE MINUTES OF THE REGULAR BOARD MINUTES OF AUGUST 16, 2011, AND THE SPECIAL BOARD MEETING OF AUGUST 30, 2011.** Chairman Alexander called for a motion to approve the minutes of the regular board meeting of August 16, 2011, and the special board meeting of August 30, 2011. There being no comment, Trustee Checketts moved to approve the minutes of the regular board meeting of August 16, 2011, and the special board meeting of August 30, 2011, with a second from Trustee House. Motion approved.
- II. **FINANCIAL REPORTS** – Cliff Ogborn. Mr. McMurtrey, on behalf of Mr. Ogborn, reported on the financial statements for August 2011. The June numbers are still unaudited. The preliminary numbers for FY 2011 reflect revenues over expenses of \$1,739,091, which overcame the FY2010 deficit of (-\$1,268,789), leaving a net revenue over expense fund balance of \$470,302. This is unaudited and will most likely change. The statements for August reflected a balance of \$1,621,499. Unobligated cash and investments are \$4,797,392 net of interfund payables. The Income Statement reflected revenue through August is \$5,985,017, primarily from an August State Foundation payment of \$4,933,000. Expenses show salaries are at \$2,148,681 of original budget, and benefits are \$663,851. As of August 31, we have a net margin of expenses in excess of revenues of \$2,862,135. Trustee House moved to approve the financial report as presented by Mr. McMurtrey. Motion seconded by Trustee Reynolds. Motion passed.
- III. **CONSIDERATION OF BILLS** – Cliff Ogborn. Mr. McMurtrey, on behalf of Mr. Ogborn, presented the district bills for approval. Trustee Murray 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 –

1. Robin Walker – Mountain Home Teachers Association (MHEA) President. Mrs. Walker approached the Board and wanted to speak about the 3<sup>rd</sup> and Final reading of the adoption [revision] of Grievances. She wants the part about, "...Grievance is submitted by the Association to advisory arbitration for resolution," which is stricken to be un-stricken. She claims that without arbitration, the only choice teachers have is to sue the district. Mrs. Walker also claimed she researched Idaho Code and nowhere in code could she find anything about grievance; however, she states that it does address what to do about certified member needing some sort of probation or discipline. She also asked that the district work with the Mountain Home Teachers Association regarding future policies. The Board thanked her.

## VII. REPORTS –

- A. **MOUNTAIN HOME AFB UPDATE** – Mike Jewell. LTC Estes, representing the base, reported that with the change in bussing on the base, there has been some constructive criticism. Mr. Jewell and Mr. Gilbert have been coordinating efforts; yet, there are some things that still need to be worked on. He said one issue is with the one collection point for busses is causing traffic concerns so he has instructed his safety council to look at the situation and they will meet next week to come up with possible solutions. LTC Estes said the key to this matter is communication, which has been good. Chairman Alexander said this is always a work in progress and we'll work with you and resolve this in a manner in which there should be no losers.
- B. **ENROLLMENT FIGURES** – Tim McMurtrey. Mr. McMurtrey reported on the enrollment figures. He said the numbers are starting to level out now. Mr. McMurtrey reported there are some classes that have large numbers especially the 3<sup>rd</sup> grade at East and the 2<sup>nd</sup> grade at North, but the rest are leveling out. He said we did hire two aides for Base Primary and North Elementary.

## VIII. UNFINISHED BUSINESS –

- A. **POLICY REVISION** – 3<sup>rd</sup> and Final Reading – James Gilbert
  1. Grievance Policy for Certified Employees – James Gilbert. Mr. Gilbert presented the third and final reading of the proposed revisions as required by and aligned with Idaho Code, to Mountain Home School District No. 193 Grievance Policy for Certified Employees. He said that other than the Mountain Home Teachers Association input tonight, there has been no other staff or patron input. Chairman Alexander reiterated that in the 90-days that this policy has been available for input, the only input was the one tonight. Mr. Gilbert responded yes. Trustee Checketts said he heard there was a court case about something similar and should they win, will we have to revert to this version. Mr. Gilbert said that is up to the Board, but the one thing the MHEA president questioned was the issue of if a grievance is not submitted to arbitration, which arbitration is only advisory in nature and the lawsuit is futile because regardless of what happens in arbitration, an employee can still sue the district. Trustee Murray motioned to approve the third and final reading of the revisions to the Grievance Policy for Certified Employees, as presented by Mr. Gilbert. Trustee Reynolds seconded the motion. Trustee Checketts wasn't in favor of the motion, but no less than two-thirds (2/3) of the membership in favor thereof. motion granted.

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193  
MOUNTAIN HOME, IDAHO 83647  
POLICY  
GRIEVANCE POLICY FOR CERTIFIED EMPLOYEES**

### PURPOSE

The purpose of this grievance policy is to provide an equitable method for **certified staff teachers** of School District No. 193, who have reason to believe the District is in violation of any District policy or terms of this employment contract, to bring their grievance to the attention of the proper authority.

## GUIDELINES

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall constitute the maximum and every effort will be made to expedite the process. Time limits herein designated may be extended by mutual written agreement between the individual(s)/grievant(s) and the superintendent.

In the event a grievance is filed after May 10<sup>th</sup> of any school year and strict adherence to the time limits may result in hardship to any party, all parties should work towards an expedient solution to the grievance.

Any grievance not commenced under the provisions herein stipulated within fifteen (15) days after the grievant knew of the conditions upon which such grievance is based shall be null and void.

If a grievant fails to appeal a decision at any level within the prescribed time limits, the grievant shall be deemed to have waived the right to further processing of that grievance. Such time limit shall be ten (10) days after the conclusion of the preceding step.

If the administration, at any level, fails to respond within the prescribed time limits, the grievance may be advanced to the next step of the procedure.

Problems connected with evaluation, probation, and discharge procedures of certificated personnel **as well as for hearings and appeals, including legal representation, for certificated staff members who feel that their rights in relation to employment have been violated** are not considered grievable under this procedure. Provisions **for such** are provided **for** in Sections 33-513, 33-514, 33-514A, 33-515, 33-515A, 33-516, 33-1209, Idaho Code, ~~for hearings and appeals, including legal representation, for certificated staff members who feel that their rights in relation to employment have been violated.~~

Copies will be filed in triplicate by the grievant as follows:

- ◆ One (1) copy to the party against whom the grievance is being filed,
- ◆ One (1) copy to the appropriate administrator,
- ◆ One (1) copy to the Clerk of the Board, who in turn, is responsible for distributing copies to the District Superintendent, **District Assistant Superintendent**, and each trustee. **A copy may also be given to District Contracted Lawyers.**

No other copies of the grievance will be released to a third party, without mutual written agreement of the parties involved.

No reprisals of any kind will be taken by the Board or administration against any employee because of his or her participation in this grievance procedure.

A written grievance shall meet the following specifications:

- a. It shall be specific.
- b. It shall contain a synopsis of the facts giving rise to the violation or misinterpretation.
- c. It shall contain the specific section of the policy or regulation, which shall allegedly have been violated.
- d. It shall state the relief requested.
- e. It shall contain the date of the alleged violation.
- f. It shall be signed by the grievant.

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

A grievance may be withdrawn at any level without establishing precedent.

At any step in the grievance process, representatives and/or witnesses may be present if requested by either party.

## DEFINITIONS

A grievance is a belief that an agent of the Board of Trustees of School District No. 193 has violated District policy or terms of ~~the~~ **this** employment contract.

Aggrieved party or person: "aggrieved party or person" is ~~an~~ **a certified** employee of School District No. 193, ~~or is the Mountain Home Education Association.~~

Party in interest: a "party in interest" is ~~an~~ **a certified** employee who might be required to take action, or against whom action might be taken or the Board of Trustees in order to resolve a grievance.

Day: a "day," as used in this grievance policy, means any day **Monday through Sunday exclusive of holidays.** ~~school is in session within the regular school year, as shown on the official school calendar. If the grievance extends beyond the regular school year, a "day" means any day, Monday through Friday, exclusive of holidays.~~

## LEVELS OF RESOLUTION

1. Grievance is submitted to the building principal for potential resolution.
2. Grievance is submitted to the superintendent or designee for potential resolution.
3. Grievance is submitted to the school board for potential resolution.
4. ~~Grievance is submitted by the Association to advisory arbitration for resolution.~~

## PROCEDURES - These procedures are to be followed:

1. At each step, the grievance and the response to the grievance will be in writing.
2. The grievant will, at their discretion, have the right to Association and/or legal representation at each step.
3. Unless mutually agreed, no more than ten (10) ~~working~~ days shall pass between each level. Failure to answer at any step will allow the grievant to proceed to the next level.
4. **It is mandatory that the Grievance Procedure Form itself be completed and submitted along with other written correspondence for the grievance to be valid, if the form isn't submitted, the grievance will be considered null and void.**
5. **The Board's decision is final and no further action(s) will be taken.**
6. ~~If the grievant is not satisfied with the disposition of their grievance at Level 3, or if no written decision has been rendered within ten (10) days, the grievant(s) may, within not more than ten (10) days following the deadline for a written decision from the Board of Trustees, request in writing that the grievance be submitted to advisory arbitration under the auspices of the Federal Mediation and Conciliation Service, U. S. Department of Labor. If a demand for arbitration is not filed within the ten (10) day period established for such filing, then the grievance shall be deemed withdrawn.~~
  - a. ~~Neither the Board nor the grievant(s) shall be permitted to assert any grounds or evidence before the arbitrator, which has not previously been disclosed to the other party.~~
  - b. ~~The arbitrator shall have no power to alter the terms of any established policy of the Board of Trustees, the Negotiation Agreement, and/or negotiated provisions of employment.~~
  - c. ~~The arbitrator is empowered to recommend in any award such financial reimbursements or other remedies as he/she judges to be proper.~~
  - d. ~~Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator shall be divided between the Board and the grievant(s).~~

- e. ~~If either party requests a transcript of the proceedings, that party shall bear the full costs for that transcript. If both parties order a transcript, the costs of the two (2) transcripts shall be divided equally between the Board and the grievant(s).~~
- f. ~~The arbitrator's recommendation shall be advisory and made to the Board of Trustees of School District No. 193 and the grievant.~~

#### PROCEDURE BY-PASS

Grievances involving two (2) or more employees, grievances involving an administrator above the building level, or those grievances promulgated by the Board may be initially filed at Level 2 of the procedure.

ADOPTED: December 21, 1976  
Revised: December 19, 2006

Revised: April 17, 1984  
Reviewed: November 16, 2010

Revised: December 29, 1993  
Revised:

#### IX. NEW BUSINESS –

##### A. TRAVEL REQUEST –

1. Speech and Debate Tournament – MHHS – Whitman Speech and Debate Tournament, Whitman College in Walla Walla, Washington, November 3-5, 2011 – John Petti. Mr. Petti requested permission for the Speech and Debate team to attend the annual tournament at Whitman College, in Walla Walla, Washington. He said in keeping with cutting fundraisers, this is the only out of state tournament, as they have cut the other tournaments from their schedule. Mr. Petti mentioned that this is the only tournament in which he needs to charge the students because they usually make enough money in fundraisers for all the other tournaments. Trustee Checketts motioned for approval of the travel request for the Speech and Debate Team to attend the Whitman Speech and Debate Tournament, Whitman College, Walla Walla, Washington, November 3-5, 2011, as presented by Mr. Petti. Trustee Reynolds seconded the motion. Motion approved.

- B. **IN LIEU OF TRANSPORTATION REQUEST** – James Gilbert. Mr. Gilbert presented transportation reimbursement requests from John Boguslawski for Cody, 10<sup>th</sup> grade, MHHS. A motion by Trustee House to approve the In Lieu of Transportation request from John Boguslawski, as presented by Mr. Gilbert, with a second by Trustee Murray. Motion passed.

##### C. **POLICY ADOPTION** – 1<sup>st</sup> Reading – James Gilbert

The following six policy adoptions were all reviewed and motioned at the same time instead of motioning each individual policy adoption.

Mr. Gilbert explained that in reference to the concerns that Mrs. Walker, MHEA president, brought up in the Public Input portion of the agenda, the Certified Workday Requirements to Include Extended Employment Prep Time, & In-service Policy and Assignments, Reassignments, Transfers, & Vacancies of Certificated Employees Policy are taken straight from the now invalid Collective Bargaining Agreement (Master Agreement) with the exception that both the policies had to be written in a manner that was in compliance with Idaho Code. He said we (district) are trying to be as cognizant of things that have been in the former Master Agreement and trying to keep as many of those items in place within reason and to insure we are 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 and as a policy, it has more power.

Mr. Gilbert continued to explain that the Assignments, Reassignments, Transfers, & Vacancies of Certificated Employees Policy; Assignment or Reassignment of Administrative Employees Policy;

and Extra Duty & Extra Duty Assignments for Certified Employees Policy addresses changes that came as a result of legislature's "Students Come First."

Mr. Gilbert finished by explaining that the Immunization Requirements and Forms Policy came as a result of changes of the immunizations requirement from the state.

Mr. Gilbert then asked approval of the 1<sup>st</sup> readings 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. Trustee House said there was a grammatical error on the Certified Workday Requirements to Include Extended Employment Prep Time, & In-service Policy, there is a typo on line 31; the written number doesn't match the printed number. She also inquired into how MHJH was doing regarding the new immunization requirements. Mr. Gilbert responded that it is not going well; the MHJH has between 180 and 190 students that need to complete their immunizations. He said Mr. Longhurst is working with the parents to get this accomplished as quickly as possible. Trustee Murray asked who works on the policies. Mr. Gilbert responded that we have a Policy Committee that reviews the policies that have come into cycle and make the necessary revisions or draft adoptions as necessary; it then goes on the website for patron and staff input. Trustee Murray motioned to approve the first 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 WORK DAY REQUIREMENTS INCLUDING EXTENDED EMPLOYMENT,  
PREP TIME, & INSERVICE**

**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 ninetieth~~ **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.

ADOPTED:

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 & INSERVICE 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.

ADOPTED:

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

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

#### **P O L I C Y**

#### **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](http://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](http://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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ADOPTED:

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

October 19, 1999 (as non-policy procedure) Reviewed: October 23, 2006 (as non-policy procedure)

Revised: January 10, 2011 (as non-policy procedure)

Adopted: (as policy)

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

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

### **POLICY**

### **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, 33-513, 33-514, 33-515, 33-515A

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ADOPTED:

## 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, Pertussis (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. 7<sup>th</sup> Grade Immunization Requirements – children admitted to 7<sup>th</sup> 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 that 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

September 14, 2004 (originally as non-policy procedure)

Revised: February 12, 2007

Revised: October 19, 2009

ADOPTED: (as policy)

#### **D. POLICY REVISION – 1<sup>st</sup> Reading – James Gilbert**

1. Informal Review Policy – Mr. Gilbert presented the first reading of the proposed revision to the Mountain Home School District No. 193 Informal Review Policy. He stated that the language of the policy was revised to clarify who can ask for an informal review and the timeframe. Mr. Gilbert also mentioned that it meets Idaho Code as well as includes some language from a non-policy procedure. There has been no staff or patron input. Trustee House motioned to approve the first reading of the proposed revision to the Informal Review Policy, as presented by Mr. Gilbert. Trustee Reynolds seconded the motion. Motion approved.

**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.~~

ADOPTED: July 19, 2005

Reviewed: March 21, 2006

Reviewed: November 17, 2009

Revised:

Mr. Gilbert asked the Board for one reading of the following three policies as the only revision is changing the credits from 52 to 50 due to the reformatting of the block schedule at MHHS. He said these policies are in effect this year. Trustee House mentioned that it was a "necessary evil" to go from 52 credits down to 50. Trustee Murray motioned to approve the first and only reading of the proposed revision to the Graduation Requirements Policy – Through the Class of 2012; Graduation Requirements Policy – Effective Class of 2013; and Early Graduation Requirements Policy, as presented by Mr. Gilbert. Chairman Alexander stated that the Graduation Requirements Policy – Through the Class of 2012, could have one reading, but the Graduation Requirements Policy – Effective Class of 2013; and Early Graduation Requirements Policy should really have three readings. Mr. Gilbert said that there are students applying for early graduation this fall and he feels that we need the policy in place. Chairman Alexander replied that the students aren't in any danger of not graduating and if necessary, the policies could be addressed at special board meetings. He then asked Trustee Murray to amend his motion. Trustee Murray amended his motion and then motioned to approve the first and only reading of the proposed revision to the Graduation Requirements Policy – Through the Class of 2012, as presented by Mr. Gilbert. Trustee Reynolds seconded the motion. Motion passed.

Trustee House motioned to approve the first readings of the Graduation Requirements Policy – Effective Class of 2013; and Early Graduation Requirements Policy, as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion carried.

2. Graduation Requirements Policy – Through the Class of 2012 –

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193**  
**MOUNTAIN HOME, IDAHO 83647**  
**P O L I C Y**  
**GRADUATION REQUIREMENTS**  
 Through the Class of 2012

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) 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>	4 credits
<u>Science</u>	4 credits
<u>Economics</u>	1 credit
<u>Humanities</u>	2 credits
<u>Social Studies</u>	4 credits
<u>Health</u>	1 credit
<u>Physical Education</u>	2 credits
<u>Computer Technology</u>	1 credit
<u>Qualified Electives</u>	<del>2 credits</del>
<u>Electives:</u> (see Procedure for Graduation Requirements)	22 credits
<b>TOTAL</b>	<b>50 <del>52</del> credits</b>

(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 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> 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.

**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:

- 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
- 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 and ~~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 9<sup>th</sup> 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 9<sup>th</sup> 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](http://www.sde.state.id.us))

LEGAL REFERENCE: Idaho Code Sections - 18-4511, 33-119, 33-603, 33-1601, et seq., Chapter 55  
ADOPTED: March 20, 1984 Revised: August 19, 2003 Revised: February 17, 2004  
Revised: December 21, 2004 Revised: May 16, 2006 Revised: May 19, 2009  
Revised:

### 3. Graduation Requirements Policy – Effective Class of 2013 –

#### **MOUNTAIN HOME SCHOOL DISTRICT NO. 193 MOUNTAIN HOME, IDAHO 83647 POLICY 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:

English

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>	<del>2 credits</del>
<u>Electives:</u> (see Procedures for Graduation Requirements)	16 credits
<b>TOTAL</b>	<b>50 <del>52</del> credits</b>

(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 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> 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:

- 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
- The sending school is an accredited high school with membership in the National Association of Private Schools; or
- 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 9<sup>th</sup> 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 9<sup>th</sup> 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](http://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

ADOPTED: March 20, 1984      Revised: August 19, 2003      Revised: February 17, 2004  
 Revised: December 21, 2004      Revised: May 16, 2006      Revised: May 19, 2009  
 Revised:

#### 4. Early Graduation Requirements Policy –

### **MOUNTAIN HOME SCHOOL DISTRICT NO. 193 MOUNTAIN HOME, IDAHO 83647 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 2<sup>nd</sup> semester of their junior year or 1<sup>st</sup> 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

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

ADOPTED: April 19, 2011

Revised:

E. **POLICY REVIEW** – No Changes – James Gilbert. No motion needed.

1. Evaluation of Certified Employees

- F. **PERSONNEL** – James Gilbert. Mr. Gilbert requested approval of the personnel items. Trustee House motioned to approve the personnel items that include Appointments, Administrative Internships, and Resignations, as presented by Mr. Gilbert, with a second from Trustee Reynolds. Motion granted.

#### **APPOINTMENTS**

Crane, Jamie, Special Ed Paraeducator, HMS  
 DiCarlo-Craig, Margaret, 2<sup>nd</sup> Grade Paraeducator, Base Primary  
 Kitchen, Brenda, 2<sup>nd</sup> Grade Paraeducator, North Elementary  
 McKenzie, Lori, Special Ed Paraeducator, East Elementary  
 Vasquez, Aimee, Special Ed Paraeducator, MHHS

#### **ADMINISTRATIVE INTERNSHIPS**

Crawford, Robynn – University of Idaho - August 17, 2011-May 24, 2012 – East Elementary  
 Co-operating Administrator – Anita Straw – Administration

Sulfridge, Donna – University of Idaho - August 17, 2011-May 24, 2012 – East Elementary  
 Co-operating Administrator – Anita Straw – Administration

#### **RESIGNATIONS**

Rodgers, Connie, Special Ed Paraeducator, East Elementary, Effective August 24, 2011

- X. **EXECUTIVE SESSION** – Student and Personnel Matters. The Board determined that there was no need for an executive session.
- XI. **ADJOURNMENT** – All business of the Board having been completed, Chairman Alexander called for a motion to adjourn. A motion from Trustee House to adjourn was seconded by Trustee Murray. Motion carried. Meeting adjourned at 7:59 p.m.

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Chairman Alexander

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Clerk Whitman