

SCHOOL BOARD MEETING
 NOVEMBER 15, 2011
 SCHOOL ADMINISTRATION OFFICE

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

OTHERS PRESENT: Tim McMurtrey, James Gilbert, Cliff Ogborn, Sharon Whitman, Ty Larson, Tara Handy, Phil Raney, John Lay, Jeff Johnson, Albert Longhurst, Nikki Cruser, Anita Straw, Polly Sanders, Dave & Kathi Holland, Brandie Garliltz, Heidi Smith, Martha & Shayne Yorton, Sandra Jewett, Robin Walker, Katherine Hudson, Mike Jewell

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 a resignation to the Personnel Items. He asked for a motion to approve the addendum in accordance with Idaho Code 67-2343 (4)(b)(c). Trustee House called for a motioned to approve the addendum to personnel, 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	Absent
Trustee Murray.....	Aye
Trustee Checketts.....	Aye

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

- I. **APPROVE THE MINUTES OF THE REGULAR BOARD MINUTES OF OCTOBER 18, 2011.**
 Chairman Alexander called for a motion to approve the minutes of the regular board meeting of October 18, 2011. There being no comment, Trustee Murray moved to approve the minutes of the regular board meeting of October 18, 2011, with a second from Trustee Checketts. Motion approved.
- II. **FINANCIAL REPORTS** – Cliff Ogborn. Mr. Ogborn reported on the financial statements for October 2011. The June numbers are now audited. The statements for October reflected a balance of \$636,225. Investments in the State Investment Pool are at a negative \$6,818,953. Unobligated cash and investments are \$5,877,474 net of interfund payables. The Income Statement reflected revenue through October is \$10,588,016. Expenses show salaries are at \$4,257,725 of original budget, and benefits are \$1,304,625. As of October 31, we have a net margin of revenues in excess of expenses of \$4,154,165. Trustee Murray asked if it was common to reissue a check that hasn't been cashed for four years. Mr. Ogborn replied no, but that it does happen that checks aren't cashed. He then explained to Trustee Murray that the money is rightfully that person's and the district is responsible to keep trying to get the money to that person, otherwise it has to go the state under unclaimed properties. Trustee House moved to approve the financial report as presented by Mr. Ogborn. Motion seconded by Trustee Murrays. Motion passed.
- III. **CONSIDERATION OF BILLS** – Cliff Ogborn. Mr. Ogborn presented the district bills for approval. 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** – None
- V. **DELEGATION** –
 1. **North Elementary Parent Group** – Mrs. Brandie Garliltz spoke on the behalf of the North Elementary

Parent Group. She first thanked the Board for allowing them as a delegation on the agenda, and that this was a continuation of their public input during October's board meeting regarding allowing North's fourth graders more than one fieldtrip. She went on to say the 4th grade has been going to the Capital and Wagons Ho (fieldtrips) for 20-years and wants to continue to have these fieldtrips because she feels they are important for our children.

Mrs. Garlitz stated that she knows that fundraising is an issue, and that North's parent group is hoping to work with West [Elementary] specifically because they [West Elementary] are the ones that funding is an issue, and hopefully to bolster some parental involvement from West Elementary. She continued to say that North's parent group plans to work with West's parent group to "even out the playing field" so that both schools could afford to have two fieldtrips. Mrs. Garlitz explained that North's parent group would help West's parent group with how to host profitable fundraisers and to possibly look for some state assistance. She said that East Elementary and Base Primary usually have good turnouts to their fundraisers, so they [North] are going to help West [Elementary].

Mrs. Garlitz then asked the Board if there was any reason why District Administration is allowed to tell building administrators how many fieldtrips they are allowed to have for their building. Chairman Alexander responded by explaining to her that the Board tells District Administration to tell the building administrators that there will be one fieldtrip per grade this year. He went on to explain to her that the reason behind this is that the Board's observation, and by the number of phone calls they have received, and visits from patrons asking when are the students going to quit asking for money and stop coming to their doors. Chairman Alexander continued to explain that Board has never run into a situation as they have for the past couple of years in which the state completely gutted funding for schools. He said that we now have to go to the public and ask them for money (levies and support) to fund the schools, and we [Board] felt that it was in the best interest of the school district to hold the fundraisers down to just one.

Chairman Alexander stated that he admits that this is not comfortable, and that it is also a work in progress; maybe we [Board] are wrong and next year we will change it, but for one year, we felt we owed it to the public to try to hold their expenses down for a bit. He added the exception to this is at the high school level; we don't fund any of those activities, and those kids have to go out and raise money or they won't have a club or debate or band or any of those things.

Chairman Alexander continued to explain that the other issue is that federal law stipulates that special education students have to be given the same opportunity to participate as their peers. He continued to say, so as the law states, if the 4th grade at one school goes on a fieldtrip, then any 4th grade special education student must also be allowed to participate, in everything, by going on the fieldtrip even though they are at a different school(s). He went on to say that if they don't get to go, they are being denied the opportunity to participate with their peers and we have to abide by federal law. Mrs. Garlitz inquired if that meant all the grades or just grade specific and the response was grade specific.

Mrs. Garlitz then stated that she isn't asking for special favors for any one school and she understands the reasoning behind having just one fundraiser and they [North] abide by the one fundraiser, but if we [North] didn't have fundraisers, then we don't get library books. She then claimed that the parent group funds North's library 100%. Discussion continued about fundraisers. Mrs. Garlitz asked why the administration at each school can't decide what's best for that school. She then stated that because of geographic locations, East Elementary gets the opportunity to watch the Homecoming Parade because it's free and the Homecoming parade marches by their school; Base Primary gets to go to the base Youth Center, but if North could walk to the park, it is considered their one fieldtrip, so why can't administrators decide what's best for their school geographically. Mrs. Garlitz asked the Board to please lessen the restrictions on the amount of fieldtrips and let the building administration decide what's best for their building and students, within prudence of course.

Trustee House mentioned that she wasn't at the last meeting, but did have a copy of Mrs. Garlitz's letter to the Board. She said she wanted to give her observation and went on to say that money is very tight in Mountain Home, which includes families, single individuals, and businesses, and she feels that North could capitalize on one fieldtrip, and make it very rewarding. Trustee House also stated that regarding the upper grades, we need to build quality programs and those students in activities such as

Debate, Journalism, Choir, Band, etc., come back [from tournaments/competitions] with some really impressive awards, and that those students work really hard for those awards and activities.

Trustee House said we [Board] are not saying we aren't hearing what you are saying; we are saying we have made our decision [one fieldtrip and one fundraiser]. She stated that we do respect our administrators and we do really respect the parent groups, but we have made our decision and we are asking you [North parent group] to abide by our decision for this year. She added that we would see what happens next year; we [Board] have given our direction to the superintendent.

Chairman Alexander finished by saying that this is a work in progress and we are getting ready to go into a rough spring; we have to ask the community for another supplemental levy as this one ends shortly. Mrs. Garlitz thanked the Board and stated that she harbors no resentment. She also informed the Board that the District has North's parent group support and they will help support the levy.

VI. PUBLIC INPUT – None

VII. REPORTS –

- A. MOUNTAIN HOME AFB UPDATE** – Mike Jewell. LTC Estes, representing MHAFB, stated that he didn't have anything to report.

VIII. UNFINISHED BUSINESS –

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

Mr. Gilbert asked for approval on the following six policy adoptions at the same time instead of motioning each individual policy adoption; the Board concurred.

Mr. Gilbert presented the third and final 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 patron input and all of these policy adoptions comply with Idaho Code.

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 incorporates some non-policy procedure language; 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; 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 each address changes that came as a result of legislature's "Students Come First" and some non-policy procedures were incorporated; the Immunization Requirements and Forms Policy was a result of changes of the immunizations requirement from the state.

Trustee Murray motioned to approve the third and final 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 House 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

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.
 - 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, 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, Pertussis (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, Pertussis (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, Pertussis (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 ADOPTION – 2nd Reading – James Gilbert

1. Personnel Files – Mr. Gilbert. Mr. Gilbert presented the second 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 House motioned to approve the second reading of the proposed adoption of Personnel Files Policy, as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion carried.

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
P E R S O N N E L F I L E S**

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 REVISION – 3rd and Final Reading – James Gilbert

Mr. Gilbert once again asked for approval of the following three policy revisions at the same time versus individually. The Board again agreed.

Mr. Gilbert presented the third and final 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 and all the revisions meet Idaho Code.

Mr. Gilbert explained the changes to the Informal Review Policy were revised to clarify who can ask for an informal review and the timeframe, as well as incorporated some non-policy procedure language; the revisions 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 House motioned to approve the third and final 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 Checketts seconded the motion. Motion passed.

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

3. 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 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. POLICY REVISIONS – 1st Reading – James Gilbert

Mr. Gilbert also asked for approval of the following three policy revisions at the same time instead of making individual motions. The Board agreed.

Mr. Gilbert presented the first reading of the proposed revisions to the Drug/Alcohol-Free Workplace for Employees & Students Policy, FERPA Policy, and Grievance Policy for Classified Employees. He said there has been no staff or patron input and all the revisions meet Idaho Code.

Mr. Gilbert explained the revisions to the Drug/Alcohol-Free Workplace for Employees & Students Policy were to better define the policy and to incorporate language from Eberharter-Maki, & Tappen, as well as add “Employees & Students” to the policy title; the FERPA Policy was revised to add that the required Annual Notice is published on the school district website; the Grievance Policy for Classified Employees was revised to add a statement defining workday or working day.

Trustee Murray motioned to approve the first reading of the proposed revisions to the Drug/Alcohol-Free Workplace for Employees & Students Policy, FERPA Policy, and the Grievance Policy for Classified Employees as presented by Mr. Gilbert. Trustee House seconded the motion. Motion carried.

1. Drug/Alcohol-Free Workplace for Employees & Students –

MOUNTAIN HOME SCHOOL DISTRICT NO. 193 MOUNTAIN HOME, IDAHO 83647 **P O L I C Y** **DRUG/ALCOHOL-FREE WORKPLACE FOR EMPLOYEES & STUDENTS**

The Board of Trustees recognizes the importance of all employees to the educational system **and the importance of federal requirements to establish a “drug free workplace” and it does not tolerate drug or alcohol abuse by its employees and students. Employees and students are prohibited from manufacturing, dispensing, using, possessing, or distributing illegal drugs or alcohol on any school premises or at any school activity. Employees and students are further prohibited from being under the influence of illegal drugs or alcohol on any school premises or at any school activity.** To that end, the health, safety, and well-being of all employees and students is a major consideration of the Board.

The Board is committed to providing a drug/alcohol-free workplace for its employees and students. **The drug free workplace requirements extend to all property owned by the district, all activities sponsored by the district, and include any vehicle owned by this district.** Because the prevention and elimination of drug and/or alcohol use in the workplace by the employees and students is important, the following guidelines will be followed.

DEFINITION OF TERMS:

Employee: Any individual who performs a duty or service for the school district who may or may not receive compensation.

Student: An individual who is enrolled and/or who participates in the activities and services provided by the school district.

Workplace: Any school district property, facility, or vehicle, and/or any place a student related activity is being conducted.

Illegal Drug Use: The use, possession or distribution of illegal drugs, or the abusive use of other drugs, or the use of alcohol on any school premises or at any school activity.

Illegal Drugs/Drugs: A drug is any drug, obtainable with or without a prescription that is used in a manner dangerous to the health of the user. This includes, but is not limited to, alcohol, marijuana, amphetamines (stimulants), barbiturates (depressants), cocaine, codeine, inhalants, heroin, and hallucinogens. **Any controlled substances defined by Idaho Code Section 37-2701, or any other substance that is used to alter or change the mood of an individual, or anabolic steroids. The term “illegal drugs” does not include over the counter drugs or prescriptions prescribed by a doctor or dentist specifically for the person in possession of those drugs.**

Under the Influence: This definition covers not only all well-known and easily recognized conditions and degrees of intoxication but any abnormal mental or physical condition that is the result of indulging to any degree in unlawful alcohol or illegal drugs, and which tends to deprive one of that clearness of intellect and control of him/herself, which (s)he would otherwise possess.

Unlawful Alcohol: Any alcoholic beverage as defined by Idaho Code Sections 23-105 and 23-1001.

Unlawful Alcohol Use: The use, possession, or distribution of alcohol on any school premises or at any school activity.

Violations: The commission of an act of illegal drug use or unlawful alcohol use by a district employee.

POLICY OUTLINE

DISCIPLINARY ACTION includes, but is not limited to the following:

The harmful, manufacture, distribution, possession, or use of drugs or alcohol is prohibited on any school district property, facility, or vehicle. Appropriate action will be taken on behalf of any employee or student violating MHSD 193's policy and/or procedure. This action includes the following:

1. **Students:** The student will be required to follow the procedures as outlined in appropriate student handbooks and in the *School Safety and Discipline* policy.
2. **Employees:** ~~The~~ **Any employee who violates the terms of the district's drug and alcohol policy may be subject to disciplinary action, including, but not limited to, discharge, suspension, will be required to participate satisfactorily in an assessment by a certified alcoholism/drug abuse counselor and follow the recommendations made, and/or referral for drug and alcohol abuse evaluation and rehabilitation, at the discretion of the board.**
 - a. These recommendations may include drug abuse assistance, outpatient or in-patient rehabilitation program, which is approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Illegal actions will be reported to appropriate legal authorities.
 - b. **An employee must notify the school district of any criminal drug/alcohol statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction. Appropriate action against the employee shall be taken within thirty (30) days of such notification.**
 - c. ~~Failure to comply with the policy will result in action up to and including termination of employment by the Board of Trustees and/or referral for prosecution.~~
3. **Contracted School Bus Drivers:** Notwithstanding the above paragraphs, Mountain Home School District and the Board of Trustees require the school bus company, with whom they have contracted with, to notify the school district administration office within five (5) days of any drug/alcohol abuse by any school bus driver.
 - a. MHSD would request from the contracted bus company that the school bus driver be suspended from all duties pending investigation and/or when reasonable suspicion exists that the driver may be under the influence of illegal drugs or alcohol.

- b. **MHSD would request from the contracted bus company that if a bus driver is found to have violated this policy, (s)he will be immediately terminated from employment with the contracted bus company.**
 - c. **MHSD will report any violations of this policy or incidents to the State Department of Education. MHSD and Board of Trustees will recommend license revocation to the Idaho Department of Transportation.**
 - d. **If reasonable suspicion exists that federal, state, or local laws have been violated, the district will notify the appropriate law enforcement agencies.**
4. Failure to comply with the policy will result in action up to and including termination of employment by the Board of Trustees and/or referral for prosecution.

DRUG/ALCOHOL ASSISTANCE PROGRAM(S)

- 1. A Drug/Alcohol-Free ~~awareness assistance program~~ will be **available** ~~established and maintained~~ to inform employees and students about:
 - a. The dangers of drug and alcohol use in the workplace
 - b. The District's policy of maintaining a drug/alcohol-free workplace
 - c. Any available drug/alcohol assessment, counseling, rehabilitation, and assistance programs for employees and/or students
 - d. The consequences **and penalties** that may be imposed upon employees and students for drug/alcohol use violations occurring in the workplace
- 5. ~~The District will make this policy available online. The employee or student will abide by the terms of the policy as a condition of employment or enrollment.~~
- 6. ~~An employee must notify the school district of any criminal drug/alcohol statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction. Appropriate action against the employee shall be taken within thirty (30) days of such notification.~~
- 7. **Pursuant to the Drug-Free Workplace Act, the school district will report/notify, in writing, to the appropriate agencies, and within ten (10) days after receiving notice of an employee's drug conviction or notice that an employee has been convicted of a criminal drug statute for a violation occurring in the workplace. the school district will notify the appropriate agencies.**
- 8. Employees who have a problem they feel may affect work performance are encouraged to voluntarily seek counseling and information on a confidential basis.
- 9. The District will make this policy available online. The employee or student will abide by the terms of the policy as a condition of employment or enrollment.
- 10. **Upon adoption of this policy and/or initial employment with the district, all employees will be notified of this policy and a copy of this policy will be placed on the school district website for public view.**

Legal Reference: I.C. 18-1502, **23-105**, 23-612, **23-1001**, 33-513, 33-517, **37-2701**, 49-303

41 USC Section 702, *et seq.*

BLACK'S LAW DICTIONARY 1527 (6th ed. 1990)

2. FERPA (Family Educational Rights and Privacy Act) –

MOUNTAIN HOME SCHOOL DISTRICT NO. 193

MOUNTAIN HOME, IDAHO 83647

P O L I C Y

IMPLEMENTING THE FAMILY EDUCATIONAL RIGHTS (FERPA) AND PRIVACY ACT OF 1974, P.L. 93-380 AND MANAGEMENT OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) has specified that student records are confidential, with some exceptions. Parents and eligible students (students over the age of eighteen (18)) will be provided an annual notification of their rights under FERPA. The annual notice, **published on the school district website**, will contain information regarding the right to inspect their children's records, the right to seek an amendment of a record, the right to consent to disclosures of personally identifiable information, with certain exceptions, and the right to file a complaint with the U. S. Department of Education.

Educational Records are defined as those records directly related to a student and maintained by this District or by a party acting on behalf of this District. Educational records include, but are not limited to, the cumulative file, special education records, and disciplinary records.

Educational records do not include records of instructional, supervisory, and administrative personnel and education personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

The cumulative file of each student is maintained at the building level for this school district. The building principal, individual teachers, and special education personnel may also have a file containing particular educational records.

A non-custodial parent's access to records and information pertaining to his or her minor child will not be denied solely because the parent is not the child's custodial parent. However, information concerning a minor child's address will be deleted from all records supplied to a non-custodial parent if the custodial parent has advised the school district in writing to do so. (IC 32-717A)

Names, addresses, and telephone numbers of secondary school students will be provided to military recruiters or an institution of higher education upon request, unless the parent, or eligible student, denies access. (§ 544 National Defense Authorization, Oct 2002, P.L. 107-107)

It is the policy of Mountain Home School District to assure the provisions of FERPA are adhered to. To facilitate implementation of this policy, procedures for the management of student records have been established. These procedures are available to all patrons, students, and school district employees.

Legal References: Idaho Code Section 32-717A
 No Child Left Behind Act of 2001,
Section 9528 of the Elementary and Secondary Education Act
20 U.S.C. § 7908 and 10 U.S.C. § 503(c)
 The Family Educational Rights and Privacy Act of 1974
 20 USC 1232g
 34 CFR Part 99
 Individuals with Disabilities Education Act
 20 USC 1412(2) (D) and USC 1417
 34 CFR Sections 300.560 through Section 300.576

3. **Grievance Policy for Classified Employees –**

MOUNTAIN HOME SCHOOL DISTRICT NO. 193 MOUNTAIN HOME, IDAHO 83647 P O L I C Y GRIEVANCE POLICY FOR CLASSIFIED EMPLOYEES

The Board of Trustees is committed to a reasonable and equitable method by which classified employees, who have reason to believe they have been unfairly treated or the District is in violation of any District policy, may bring their grievance to the attention of the proper authority.

The grievance procedure for classified employees shall meet the standard set forth in Chapter 5, Title 33, and Section 33-517 of the Idaho Code.

As a matter of definition, the term "classified employee" shall be used rather than "non-certificated employee" when referring to the employee.

As a matter of definition, the term “working day” or “work day” is a weekday (Monday through Friday), except those weekdays identified in the approved school calendar as a non-workday for classified personnel or vacation or holidays.

- A. A grievance shall be defined as a written allegation of unfair treatment or a violation of school district policy. A classified employee of the district may file a grievance about any matter related to their employment, provided that the following shall not be proper subjects for consideration under the grievance procedure provided in this section:
 1. Rate of salary
 2. Wage of the employee
 3. The decision to terminate an employee for cause during the initial one hundred eighty (180) days of employment
- B. If a classified employee files a grievance, the employee shall submit the grievance in writing on the Classified Grievance Form to the employee's immediate supervisor within six (6) working days of the incident giving rise to the grievance. The grievance shall state the nature of the grievance and the remedy sought. Within six (6) working days of receipt of the grievance, the immediate supervisor shall provide a written response to the employee.
- C. If the classified employee is not satisfied with the response of the immediate supervisor, or if there is no response within the time lines, the employee may appeal the grievance to the superintendent of the district or the superintendent's designee within five (5) working days of the receipt of the response as set out in subsection (2)(b) of Idaho Code 33-517, or within five (5) working days from the date the supervisor last had to respond if the classified employee received no written response. Within six (6) working days of an appeal, the superintendent, or his designee, shall communicate with the classified employee in an effort to resolve the appeal. Within five (5) working days of the communication, the superintendent, or his designee, shall provide a written response to the classified employee.
- D. If the classified employee is not satisfied with the response of the superintendent, or his designee, or if there is no response by the superintendent, or his designee, within the time frame provided in subsection (2)(c) of Idaho Code 33-517, the classified employee may request a review of the grievance by a hearing panel within five (5) working days from receipt of the response provided in section (2)(c) of Idaho Code 33-517, if the employee received a written response, or five (5) working days from the date the superintendent last had to respond if the classified employee received no written response. Within ten (10) working days of receipt of an appeal, the Board of Trustees shall convene a panel consisting of three (3) persons; one (1) designated by the Board of Trustees, one (1) designated by the employee, and one (1) agreed upon by the two (2) appointed members for the purpose of reviewing the appeal. Within five (5) working days following completion of the review, the panel shall submit its decision in writing to the classified employee, the superintendent, and the Board of Trustees.
- E. The panel's decision shall be the final and conclusive resolution of the grievance unless the Board of Trustees overturns the panel's decision by resolution at the Board of Trustees' next regularly scheduled public meeting or unless within forty-two (42) calendar days of the filing of the Board's decision, either party appeals to the district court in the county where the school district is located. Upon appeal of a decision of the Board of Trustees, the district court may affirm or set aside and remand the matter to the Board of Trustees upon the following grounds, and shall not set the same aside on any other grounds:
 - i. That the findings of fact are not based on any substantial, competent evidence;
 - ii. That the Board of Trustees has acted without jurisdiction or in excess of its powers;
 - iii. That the findings by the Board of Trustees as a matter of law do not support the decision.
- F. A classified employee filing a grievance pursuant to this section shall be entitled to a representative of the employee's choice at each step of the grievance procedure provided in this section. The supervisor, superintendent, or the superintendent's designee, shall be entitled to a representative at each step of the grievance procedure.

- G. The time lines of the grievance procedure established in this section may be waived or modified by mutual agreement.
- H. Utilization of the grievance procedure established pursuant to this section shall not constitute a waiver of any right of appeal available pursuant to law or regulation.
- I. Neither the Board nor any member of the administration shall take reprisals affecting the employment status of any party of interest.
- J. A classified employee of the school district shall be required to review and sign any entries made to his personnel file. At reasonable times and places, in the presence of an appropriate District official, a classified employee may inspect documents contained in his official personnel file.

Legal Reference: Chapter 5, Title 33, Section 33-517 Idaho Code

- B. **REQUEST AUTHORIZATION TO IMPLEMENT AVID (Advancement Via Individual Determination) – MHJH** – Erin Acarregui/Albert Longhurst. Mr. Longhurst first gave the Board a copy of the PowerPoint presentation given by Denise Campbell, the state coordinator for AVID, and then requested permission to implement the AVID at MHJH. He explained that the AVID curriculum targeted at-risk students. Mr. Longhurst said that other districts that have implemented the AVID curriculum have seen great increases in students completing high school and went on to attend other post secondary schools. He continued to say that AVID does cost money, but since MHJH is now School Wide, Title I Federal Funds could pay for the curriculum. Mr. Longhurst went on to explain that we would start slowly, but once we've implemented the curriculum successfully, we would start implementing it into the other secondary grade levels.

Mr. Longhurst explained that AVID tries to close the achievement gap between academic students with students who are less academic and less motivated to go onto post secondary education, but who are capable of attending college or another post secondary institution by preparing the students for college readiness and success. He said AVID tries to get students to think about going to college at an earlier level instead of waiting until a later stage in high school; it's a system that empowers student with academic skills, individual determination, and social adaptability leading to college graduation.

Mr. Longhurst reported that the data in the PowerPoint Presentation reflects that AVID students have average to high test scores, have the potential to achieve a 2.0-3.5 GPA, are usually underserved in four-year colleges, are the first in their families to attend college, they are usually from low-income families, and some have special circumstances. He continued to explain that AVID would be an elective course that includes strategies, writing, AP courses, college prep, collaborative study groups, writing groups, etc. Mr. Longhurst stated that the data breakdown reflects the percentage of AVID students who apply to college and the percentage of the AVID students accepted to college (89% applied; 74% accepted) as well as gives the ethnic breakdown of AVIS AP test takers versus National AP test takers, as well as other pertinent information.

Mr. Longhurst explained that having the AVID curriculum would allow AVID student to take AP courses even though their grades don't meet the district requirement to take an AP course. He informed the Board that not every student in AVID makes it through, but a substantial amount of students does make it and continue onto post secondary education. Mr. Longhurst stated that Capital High School has the first group of Idaho AVID students going on to college. He said there are a lot of student advocacies, tutorials, and much more help, in and out of school for AVID students; it's a major commitment for AVID students to stay in AVID. He continued to say that AVID is a very rigorous elective that uses inquiry-based collaborative strategies to challenge and engage students in content resulting in increasingly complex levels of understanding. He reviewed what some of the curriculum entailed.

Trustee House asked how many years are students enrolled in AVID. Mr. Longhurst responded that it would start in 7th grade where we would have one or two sections of AVID built into the schedule, and then we would eventually incorporate AVID into the high school.

Chairman Alexander reiterated that we would start at the 7th grade level and once successfully implemented, the next year we would include 8th grade, and the following year include 9th grade, and so on. Chairman Alexander then asked if we have to retrain staff and Mr. Longhurst replied that some teachers would need to be trained, but what it really does is get the teachers on-board with the philosophies, strategies, collaborations, and best methods of teaching AVID. He said it gets the teachers involved and increases the “buy-in” factor; not every teacher will buy into this, but the majority will.

Trustee House asked about those students who move in and out of the district. Mr. Longhurst replied that 100 to 113 DOD schools are part of AVID, therefore the students could continue with AVID.

Chairman Alexander asked for an explanation of the mechanics of AVID. Mr. Longhurst started by explaining that AVID is an elective. He said that we would have to have an AVID teacher “coach” that classroom teachers could keep apprised of the status of the AVID students, and to keep the AVID students on the right track; they would meet in groups such as math or science, and there would be tutors. He continued to say that Boise uses college students as tutors; AVID students would know whom they could go to for help.

Trustee Murray asked how much this would cost the district and Mr. Longhurst responded about \$20,000, but MHJH is School Wide so Title I money could be used.

Mr. McMurtrey explained that School Wide (Title I) is dependent upon the number of Free & Reduced Lunch students and MHJH qualifies, but the high school doesn't. He said that is where the issue lies is that down the road when we need to implement AVID into the high school, the high school doesn't qualify for Title I funds. He continued to say that he supports Mr. Longhurst because this is in the best interest of the students and it doesn't cost the district anything at this point. Mr. McMurtrey stated that all that is really happening is Mr. Longhurst is reallocating his resources, because he'll use his Title I teacher as the AVID coach; this isn't any additional expense to the district until the students enter the high school.

Discussion continued regarding the estimated number of students who might qualify for AVID and how a student is identified as an AVID candidate. Mr. Longhurst informed the Board that presently, only the Boise school district is fully implemented, but Caldwell and Meridian school districts are getting ready to start the implementation process.

Trustee Murray stated that this is nothing but a glorified study hall. Mr. Longhurst disagreed and then explained the difference between a study hall and a course and then informed Trustee Murray that AVID is a structured class, requiring students to sign a contract and they are required to take rigorous AP classes – it takes a lot of work and it requires a lot of time both in and out of school. Trustee Murray then asked if there were any consequences for not doing what is required and Mr. Longhurst replied that the student would start suffering grade wise, especially in the AP classes. Trustee Murray then said implied that the student would pass the AP course whether they were in an AVID class or not. Again, Mr. Longhurst disagreed and informed Trustee Murray that an AVID student would not pass an AP course without being in AVID, that's the whole concept of AVID. He said AVID students are the students who struggle academically; these are the students who need that support and without the support would otherwise fail.

Trustee Murray wanted to know what other programs were available and Mr. Longhurst said that he had looked at the STEM Academy; Nampa has one at their junior high, but that is much more expensive, harder to do, and requires much more training. Discussion continued regarding the quality of AVID. Mr. Longhurst explained that AVID started with a teacher in California who took the at-risk students, worked with them, and made them take AP courses; every one of her students graduated and went on to college.

Chairman Alexander clarified that when the AVID student goes to high school, the district would have to come up with funding for an AVID coach. Mr. Longhurst replied yes. Chairman Alexander stated that this would help with the AYP status and Trustee Checketts agreed. Mr.

Longhurst said this course is for those students who want to continue their education but struggle academically. He said this isn't for those students, who for some reason, post secondary education wouldn't be a realistic expectation.

Trustee Murray said he wanted to see what else is out there before he considers anything.

Chairman Alexander, Trustee Checketts, and Trustee House thought the program would be beneficial. Chairman Alexander stated that this would give us [District] a couple of year and an opportunity to analyze the results and see if our students are really benefitting from this before we spend the money to implement this at the high school level. Mr. Longhurst added that since Boise already has the program, they said they would help us out and work with us, as they would be the trainers of the future trainers, thus saving us a lot of money. Trustee House agreed and said that it is nice that we would have a group [Boise] to help us.

Chairman Alexander reiterated that this would start next year. Mr. Longhurst added that the application is due in a month so he needed to get started with the process.

Trustee Murray stated that that was unfortunate as he wanted to see what other programs are available before he makes a decision. Mr. Longhurst said the window is closing in a month and we still have to get approval from Title I (use Title I funding). Trustee Murray said he understands, but to make a decision based on the junior high and high school's future, he needed more than 30-days to make a \$20,000 decision. Mr. Longhurst asked Trustee Murray what is it he wanted Mr. Longhurst to do. Trustee Murray said he wanted to know what else is out there. Chairman Alexander directed Mr. Longhurst to email any links, and they [Board] can do their own research. Trustee House stated that she would be willing to make the motion to implement this program as Title I funds will be used and we will have time to decide whether we want to continue the program based on results; Trustee Checketts agreed. Trustee House motioned to implement the AVID program based on the availability of Title I funding, as presented by Mr. Longhurst. Trustee Checketts seconded the motion. Chairman Alexander voted yes, Trustee House and Trustee Checketts voted yes, Trustee Murray voted no. Majority vote wins, motion approved. Chairman Alexander directed Mr. Longhurst to email the Board with links of other similar available programs for them to research.

- C. **IDAHO SPECIAL EDUCATION MANUAL - 2007 - Revisions** – Tara Handy. Mrs. Handy explained that the Idaho Special Education Manual – 2004, was previously approved by the board but that the SDE required that the Board of Trustees approve the federal and state 2007 revisions to the manual to keep in compliance with state and federal special education laws and IDEA laws. Trustee House motioned to approve the 2007 revision to the Idaho Special Education Manual as presenting by Mrs. Handy, with a second from Trustee Murray. Motion passed.
- D. **DISPOSAL OF CAPITAL ASSETS** – Cliff Ogborn. Mr. Ogborn presented the Board with a list of assets that are no longer being used or are damaged and asked for authorization to dispose of the assets in accordance with Idaho Code. He explained that the items are mainly old and broken TV sets, and a large teacher's desk in which the leg is broken so it is now a safety concern. Chairman Alexander asked if we could try to make some money by selling the items or donate the items. Mr. Ogborn replied that he didn't think that Salvation Army would take Televisions as old as these are, but he will ask around.

Mr. McMurtrey then mentioned that since SMS is completely closed, and since the carpentry program had to be cut due to budget cuts, he would like the Board's permission to try to sell some tools and other shop items that are no longer needed or being used from SMS and MHHS; it's a shame to leave them sit. He said that we are waiting to hear from the state if it is allowable to sell the tools, but if it is, he would like to use that money to go back into Vo-Tech at the high school. Chairman Alexander said that the high school has cannibalized everything they can. Mr. McMurtrey also mentioned that City Recreation has also gone through SMS to salvage items.

Mr. McMurtrey added that the American Legion would like the kitchen hood from SMS, but he told them that he would have to ask the Board's permission. Chairman Alexander said that we

probably need to bid the kitchen hood, but we will probably only get the one bid. Trustee Checketts moved to authorize the disposal of the capital assets as presented by Mr. Ogborn and bid out the kitchen hood. Trustee Murray seconded it. Motion authorized. (A full and complete listing of the items to be disposed of may be reviewed at the District Office, Director of Fiscal Operations.)

E. **PERSONNEL** – James Gilbert

1. **DECLARATION OF HIRING EMERGENCY AND ALTERNATE AUTHORIZATION** – Mr. Gilbert requested the Board declare a hiring emergency in the areas of elementary special education, school counseling, and school psychologist. He stated when a district is unable to fill a teacher vacancy with appropriately certificated candidates or candidates who are suitable to the district that the state requires that the Board of Trustees declare a "**Hiring Emergency.**" Mr. Gilbert explained that this enables the district to hire candidates who are seeking alternate route certification under No Child Left Behind Guidelines. He also explained that the individuals holding these positions were previously approved by the Board and have been in these positions for a couple of years; this is merely a formality required by the SDE.

- a. Elementary Special Education
- b. School Counseling
- c. Special Education Pre-K
- d. School Psychologist

Trustee Checketts motioned to Declare a Hiring Emergency for Elementary Special Education, School Counseling, Special Education Pre-K, and School Psychologist and the Alternate Authorizations that accompanies those areas, as presented by Mr. Gilbert, with a second from Trustee Murray. Motion carried.

2. **APPOINTMENTS** – Trustee House motioned to approve the personnel items including appointments, resignations, retirements, and the addendum as presented by Mr. Gilbert, with a second from Trustee Murray. Motion granted.

APPOINTMENTS

Smith, Sierra, Part-time Title I Paraeducator, West Elementary

RESIGNATIONS

Bothen, Grant A., Head 7th-8th Grade Boys Basketball Coach, Effective: November 15, 2011

DiCarlo-Craig, Margaret A., 2nd Grade Paraeducator, Base Primary,
Effective: November 14, 2011

Floyd, Brian T., Head Football Coach, MHHS, Effective: October 31, 2011

RETIREMENTS

Root, Douglas H., 7th Grade Math Teacher, MHJH, Effective: December 22, 2011

- X. **EXECUTIVE SESSION** – Student and Personnel Matters. Chairman Alexander called for a motion for the purpose of allowing the Board to retire into executive session for student and personnel matters to hear a student re-admittance request and to discuss legal options pertaining to litigation. After a full and complete discussion and upon motion duly made by Trustee House and seconded by Trustee Murray, 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

hear a student re-admittance request and to discuss personnel matters regarding legal options pertaining to litigation as authorized by Section Title 33, Sections 33-205, 33-506(3), 33-512, and 67-2345(1)(b)(f), Idaho Code.

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

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

NAME OF TRUSTEES

Chairman Alexander	Aye
Trustee House	Aye
Trustee Reynolds	Absent
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 8:25 p.m., to hear a request for a student re-admittance and to discuss personnel matters regarding legal options pertaining to a litigation. The student never showed for his re-admittance hearing so the Board went straight into Personnel Matters. Others present: The attending board members, Superintendent McMurtrey, Assistant Superintendent Gilbert, Clerk Whitman, and Cliff Ogborn. Following a full and complete discussion of the personnel matters, the Board reconvened into open session at 8:54 p.m. No motion needed.

- XI. **ADJOURNMENT** – 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 passed. Meeting adjourned at 8:54 p.m.

Chairman Alexander

Clerk Whitman