

Mountain Home School District No. 193

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SCHOOL BOARD MEETING  
 FEBRUARY 16, 2016  
 SCHOOL ADMINISTRATION OFFICE

- I. **CALL MEETING TO ORDER** – Chairperson/Vice-chairperson. Chairman Walborn convened the regular meeting of the Board of Trustees at 7:30 p.m. He then he called for the first item of business.
- Trustees Present: Chairman Walborn, Trustee Monasterio, Trustee Binion, Trustee Donahue, Trustee Abrego
- II. **APPROVAL OF AGENDA OR ADDENDUMS (ACTION)** – Chairman/Vice-chairman. Prior to the consent agenda items, Chairman Walborn asked if there was an addendum to the agenda, or if there was anything to add or remove. Trustee Monasterio motioned to approve the agenda, with a second from Trustee Binion. Motion approved.
- III. **CONSENT AGENDA ITEMS (ACTION)** – Board of Trustees. Chairman Walborn called for a motion to approve the consent agenda items. Chairman Walborn stated that there were two corrections to the January 19, 2016, minutes. He said the month in item III.A. should read December 15, 2015; and to revise the grammar in section VI.C. Superintendent’s Report, third paragraph. Trustee Abrego moved to approve the consent agenda with the correction to the minutes of January 19, 2016. Trustee Binion seconded the motion. Motion carried.
- A. **APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 19, 2016, AND THE SPECIAL BOARD MEETING OF FEBRUARY 8, 2016.**
- B. **FINANCIAL REPORTS**
- C. **CONSIDERATION OF BILLS**
- D. **PRINCIPAL’S DATA REPORT**
- E. **POLICY REVISION** – 3<sup>rd</sup> and Final Reading
1. Dual Enrollment Policy
  2. Leave of Absence Without Pay Policy
  3. Personal Leave Policy – Certified Employee
  4. Personal Leave Policy – Non-certified Employee
- F. **POLICY ADOPTION** – 2<sup>nd</sup> Reading
1. Trustee Nomination, Election, & Financial Reporting Policy
  2. Continuous Improvement Plan Policy
  3. Name/Gender Change Policy
  4. Transgender & Gender Nonconforming Students Policy
- G. **POLICY REVISION** – 2<sup>nd</sup> Reading
1. Library-Media Materials Selection Policy
  2. Library-Media Materials Reconsideration Policy
- IV. **DELEGATION (COMMENTS – NO ACTION/POSSIBLE DIRECTION)** – None
- V. **PUBLIC INPUT** –
- A. Bobbie Lockett – MHEA Representative – she informed the board about the Idaho Education Association (IEA) delegation assembly and the silent auction they hold to raise money for teachers of the association to assist students with such things like clothing, shoes, etc. She added that the board had donated gift baskets in the past and asked the board if they would be interested in donating a basket or items for the auction. Chairman Walborn thanked her for her input.

VI. **REPORTS –**

- A. MOUNTAIN HOME AFB UPDATE –** MHAFB Liaison. Colonel Kubat. Colonel Kubat thanked everyone involved with the XQ Grant project for all their effort, and the excellent leadership of William Goodman; he hoped it would go through to the next step. He then reminded educators that many airmen are either deployed or will be deployed and that this an emotional event for military students. Colonel Kubat informed the board of upcoming events at the base: 1 March – screening of The Most Likely to Succeed, at the base theater, 7:00 p.m., everyone is invited; 4 April – Board is invited to attend the Gunfighter Junior mock deployment exercise to give insight to military children of the deployment process their parents go through, 12:00-4:30 p.m., contact Mike Jewell for information and/or passes to enter the base; 12-13 April – Elks Lodge, Military Child Education Coalition (MCEC) Training for all involved with military impacted children, which is open to everyone involved with military connected children at no cost, educators may apply for continued education credits at minimal cost, contact Mike Jewell for registration information at 208.828.2458.

Trustee Binion asked about the health initiative that came out a couple of years ago from the First Lady. Colonel Kubat explained what all the base has done to promote it and sustain it within the funding limitations. The board thanked Colonel Kubat.

- B. SUPERINTENDENT’S REPORT –** James Gilbert. Mr. Gilbert started by informing everyone that HMS had a rough few weeks and he thank the staff for all their help. He personally thanked Mrs. Lonnie Smith for stepping into a very challenging situation at handling things as well as you have; he also thanked Mr. Matt Bundy for his assistance to Mrs. Smith.

Mr. Gilbert explained the status of the HMS Roof Project. He said that the cold temperatures hampered a few things and that there were some materials issues because of the cold, but with the warmer weather, the project is expected to be completed by mid-March.

Mr. Gilbert reported on the AVID program. He explained the Mr. Johnson was at AVID training so that the district could implement AVID at HMS. Mr. Gilbert stated that he felt this would be a very successful implementation of AVID at HMS; a large group of teachers would be going to summer institute this year. He added that in the short time we have had AVID at MHJH and MHHS, we have had a large impact to our students. Mr. Gilbert continued to report that AVID is a program that has been very successful and the district plans to continue with the program with funding from the anticipated supplemental levy; whether the levy passes or not, AVID is a must have student program for success.

Mr. Gilbert then notified the board that the SIC Superintendents were meeting with the Idaho Business Education Group to draft a strategic plan to counteract the negative advertising of Idaho Public Education from the J. & K. Albertsons’ Foundation. With their “Don’t Fail Idaho” campaign, which is grossly misrepresented data and completely inaccurate. He added that this is a good opportunity to team up with local businesses to get the real data and the message out.

Mr. Gilbert authorized Mr. Magnusson, Director of Maintenance, to start the bid process to update our playgrounds and address some playground safety issues. He continued to report that the bid process would include the roof at East (gym/kitchen area).

Mr. Gilbert informed everyone that the board is continuing with the strategic plan and that five areas of concern have been identified and prioritized according the recent districtwide survey. He reported that the order of priorities was as follows: 1) Textbooks/Curriculum/Technology; 2) Increasing Academic Opportunities; 3) Facilities; 4) Educational Opportunities; 5) Technical/Career Ready & Vocational Education. Mr. Gilbert said that focus groups would be formed from the list of volunteers from the survey.

Mr. Gilbert concluded by informing everyone that he would be the guest speaker at the screening of The Most Likely to Succeed video at MHAFB, on March 1. Chairman Walborn echoed the thanks to HMS

staff and for Mr. Gilbert's leadership.

VII. **UNFINISHED BUSINESS –**

- A. STUDENT PRICE INCREASES - School Meals - 2016-17** - Cliff Ogborn. Mr. Ogborn presented the proposed student meal price increases to the Board. He stated that there was no public input during the public hearing regarding the meal price increases and asked the board to approved the meal prices. Trustee Binion motioned to approve the student meal price increase as presented by Mr. Ogborn. Trustee Donahue seconded the motion. Motion granted.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193

**NOTICE OF PRICE INCREASE**

The Mountain Home School District No. 193, Elmore County, is required to increase the student meal price for all the schools in Mountain Home School District due to the Healthy Hunger Free Kids Act of 2010, as required by Federal Law, Public Law 111-296. School Lunches will increase every year until we meet the Federal Healthy Hunger Free Kids Act of 2010. The following table is what this change will mean to students.

**MOUNTAIN HOME SCHOOL DISTRICT:**

<i>Item</i>	<i>2015-16 Price</i>	<i>2016-17 Price</i>	<i>Percent Increase</i>
<b><u>Student Breakfast Price Increase</u></b>			
Elementary	\$ 1.00	\$ 1.10	10.00%
HMS	\$ 1.25	\$ 1.35	8.00%
MHJH	\$ 1.25	\$ 1.35	8.00%
MHHS	\$ 1.25	\$ 1.35	8.00%
<b><u>Student Lunch Price Increase</u></b>			
Elementary	\$ 2.40	\$ 2.50	4.20%
HMS	\$ 2.65	\$ 2.75	3.80%
MHJH	\$ 2.65	\$ 2.75	3.80%
MHHS	\$ 2.65	\$ 2.75	3.80%
<b><u>Adult Breakfast Price Increase</u></b>			
Adult Price	\$ 1.50	\$ 1.75	16.70%
<b><u>Adult Lunch Price Increase</u></b>			
Adult Price	\$ 3.50	\$ 3.75	7.10%
<b><u>Milk Price Increase</u></b>			
Milk	\$ .50	\$ .50	none

A public hearing will be held at 7:15 p.m., on February 16, 2016, preceding the regular meeting of the Board of Trustees, for the purpose of receiving public testimony pertaining to the proposed price increases.

*Sharon M. Whitman*  
Sharon M. Whitman  
Clerk, Board of Trustees

## VIII. NEW BUSINESS –

**A. OUT-OF-DISTRICT OPEN ENROLLMENT APPLICATIONS** – James Gilbert. Mr. Gilbert requested approval of the open enrollment application for the 2016-2017 school year. The parents will provide transportation to and from school.

1. Daniel & Kathy Mori, 12<sup>th</sup> grade student - MHHS
2. Leonardo Sierra & Delia Garcia, 12<sup>th</sup> grade student - MHHS
3. Bruce & Rebecca Lampman, 11<sup>th</sup> grade student - MHHS, and 8<sup>th</sup> grade student - MHJH
4. Jeff & Megan Blanksma, 10<sup>th</sup> grade student - MHHS, and 8<sup>th</sup> grade student – MHJH
5. Brett & Jennifer Schildgen, 4<sup>th</sup> grade student - East

Trustee Donahue motioned to approve the Out-of-District Open Enrollment Application as presented by Mr. Gilbert, with a second from Trustee Binion. Motion passed.

**B. POLICY ADOPTION** – 1<sup>st</sup> Reading – James Gilbert. Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed adoption of Mountain Home School District No. 193 Public Records – Access to Public Records Policy. He stated that this policy was a non-policy procedure, but we needed to make it a policy. He added that this addresses how a person could request public information, including the cost of doing such. Trustee Monasterio asked for the word “policy” changed to “procedure” in line 40. Trustee Monasterio motioned to approve the 1<sup>st</sup> reading of the proposed adoption of the Public Records – Access to Public Records Policy with the revision, as presented by Mr. Gilbert. Trustee Donahue seconded the motion. Motion approved.

### 1. Public Records – Access to Public Records Policy -

#### **PUBLIC RECORDS REQUEST**

The public has the right to examine and take a copy of any public record of Mountain Home School District No. 193. This policy sets forth the procedure for accessing the district’s public records. (*Idaho Code Title 74, Chapter 1, Section 74-102, and FERPA Federal Regulations and Guidelines*)

#### **DEFINITIONS (I.C. 74-101)**

“Applicant” means any person formally seeking a paid or volunteer position with a public agency. "Applicant" does not include any person seeking appointment to a position normally filled by election.

“Copy” means transcribing by handwriting, photocopying, duplicating machine, and reproducing by any other means so long as the public record is not altered or damaged.

“Custodian” means the district employee(s) having physical custody and control of the public records, including those employees who respond to requests for information on a routine basis. “Custodian” also includes the person, whether elected or appointed, who is legally responsible for administration of the district, or that person’s designee.

“Inspect” means the right to listen, view, and make notes of public records so long as the public record is not altered or damaged.

“Public Record” includes, but is not limited to, any writing containing information relating to the conduct or administration of the district’s business that is prepared, owned, used, or retained by the district, regardless of the physical form or characteristics and includes e-mail containing information relating to the conduct and administration of district business.

"Requester" means the person requesting examination and/or copying of public records. (*I.C. 74-101(14)*)

“Writing” includes, but is not limited to, handwriting, typewriting, printing, Photostating, photographing, and every means of recording, including words, pictures, sounds, symbols, or combination thereof, and all papers, maps,

magnetic or paper tapes, photographic films and prints, magnetic or punched cards, disks, drums, or other documents.

### **REQUEST TO EXAMINE PUBLIC RECORDS** (I.C. 74-102)

Although the public records law allows this district to require written requests for information, it is this district's **procedure policy** to waive the formal requirement in those cases where the information requested is readily available and routinely provided by this district. (I.C. 74-102(4))

The district may require that a request for public records be submitted in writing and provide the requester's name, mailing address, e-mail address, and telephone number. Those circumstances include instances when uncertainty exists over what the individual wants, when uncertainty exists over whether the information requested is protected or privileged, or when compiling or copying the information requested is anticipated to be unduly time-consuming or difficult. A request for public records and delivery of the public records may be made by electronic mail. (I.C. 74-102(4))

The custodian will make no inquiry of any person who requests a public record except to verify the identity of the requester or to ensure that the requested record or information will not be used for purposes of a mailing or telephone list as prohibited by *section 74-120 and section 74-102(5), Idaho Code.*

The district may provide the requester information to help the requester narrow the scope of the request or to help the requester make the request more specific when the response to the request is likely to be voluminous or require payment. (I.C. 74-102(9))

Examination of public records must be conducted during regular office or working hours. When necessary, a designated custodian may authorize an examination of records to be done outside of regular working hours. In this event, the persons designated to represent the custodian during such examination will be entitled to reasonable compensation to be paid to them out of funds provided in advance by the person examining the records. (I.C. 74-102(8))

The custodian will maintain vigilance to ensure that records are not altered or destroyed, but may not review, examine, or scrutinize any copy, photograph, or notes in the person's possession. (I.C. 74-102(7))

### **COSTS FOR PROVIDING PUBLIC RECORDS** (I.C. 74-102(10))

Except for fees that are authorized or prescribed under other provisions of Idaho law, no fee shall be charged for the first two (2) hours of labor in responding to a request for public records, or for copying the first one hundred (100) pages of paper records that are requested. If the information is also available in publication form, the district may offer the published material to the individual or organization at the standard cost of selling the publication.

This district may charge the actual labor cost associated with locating and copying documents when:

1. The request is for more than one hundred (100) pages of paper records; or
2. The request includes records from which nonpublic information must be deleted; or
3. The actual labor associated with locating and copying documents for a request exceeding two (2) person hours.

Labor fees will not exceed reasonable labor costs necessarily incurred in responding to a public records request. Fees, if charged, will reflect the personnel and quantity of time that are reasonably necessary to process a request. Fees for labor costs will be charged at the per hour pay rate of the lowest paid administrative staff employee who is necessary and qualified to process the request.

If a request requires redactions to be made by an attorney, the rate charged will be no more than the usual and customary rate of the attorney who is retained by the district for that purpose. (I.C. 74-102(10)(e))

The copying or conversion fee schedule will be made available to those individuals requesting copies and will be updated from time to time as necessary to reflect the actual copying and labor costs to the district. *(I.C. 74-103(1))(See Access to Public Records Procedure – Request for Public Information Form for fees)*

The district will not charge any cost or fee for copies or labor when the requester demonstrates that the requester's examination and/or copying of public records:

1. Is likely to contribute significantly to the public's understanding of the operations or activities of the government.
2. Is not primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party.
3. If the requester has insufficient financial resources to pay such fees.

The district's statements of fees will be itemized to show per page costs for copies, hourly rates of employees and attorneys involved in responding to the request, and the actual time spent on the public records request. No lump sum costs will be assigned to any public records request.

The custodian may require advance payment of fees when deemed appropriate. If there is a request to mail copies of documents to an individual, the custodian may request advanced payment for the copies and a stamped, self-addressed envelope large enough for the number of copies. Any portion of an advance payment in excess of the actual costs of labor and copying incurred by the district in responding to the request will be returned to the requester. *(I.C. 74-102(12))*

A requester may not file multiple requests for public records solely to avoid payment of fees. When the district reasonably believes that one (1) or more requesters is segregating a request into a series of requests to avoid payment of fees authorized pursuant to this section, the district may aggregate such requests and charge the appropriate fees. The district may consider the time period in which the requests have been made in its determination to aggregate the related requests. The district will not aggregate multiple requests on unrelated subjects from one (1) requester. *(I.C. 74-102(11))*

#### **RESPONSE TO REQUEST FOR EXAMINATION OF PUBLIC RECORDS** *(I.C. 74-103)*

The district will either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of the request for examination or copying. If it is determined by employees of the district that a longer period of time is needed to locate or retrieve the public records, the district will notify the requestor in writing and will provide the public records to the person no later than ten (10) working days following the person's request.

If it is determined the existing electronic record requested will first have to be converted to another electronic format by the district or by a third party and that such conversion cannot be completed within ten (10) working days, the district will notify the requestor in writing. The district will provide the converted public record at a time mutually agreed upon between the district and the requester, with due consideration given to any limitations that may exist due to the process of conversion or due to the use of a third party to make the conversion. *(I.C. 74-103(1))*

If no answer is provided by this district within ten (10) working days, the request will be deemed to have been denied.

#### **DENIAL OF REQUESTS** *(I.C. 74-103)*

If a request for a record is denied in whole or in part, the person making the request must be notified in writing. This notice must include:

1. A statement that an attorney for the district has reviewed the request, or that the district had the

- opportunity to consult with an attorney and has chosen not to do so;
2. The statutory basis for the denial;
  3. A simple statement of the right to appeal and the time limit for an appeal as set forth in *sections 74-103 and 74-115, Idaho Code*.

A certificate of mailing must accompany the notice.

The time limit for filing an appeal is one hundred eighty (180) days from the date the notice of denial is mailed. The sole remedy for protesting the district's decision is to file a petition in the district court of the county where the records or some part of them are located, requesting the court to compel the district to make the information available or to correct the record. (*I.C. 74-115*)

When a request is denied, the requested records will be retained until the end of the appeal period, until there has been a decision on an appeal, or as otherwise provided by the public records law, whichever is longer.

1. Whenever a request is denied, there should be some indication made on the record that it must not be purged without the approval of a designated custodian.

The school district shall keep all documents or records in question until the end of the appeal period, until a decision has been rendered on the petition, or as otherwise statutorily provided *according to the Record Retention Schedule Policy*, whichever is longer. (*I.C. 74-115(2)*)

Electronic mail not designated as spam mail is retained (archived) by the district for a period of two years starting January 1, 2014. (MHSD Policy Computer & Network Services Policy 1)

#### **RECORDS EXEMPT FROM DISCLOSURE** (*I.C. 74-104 thru 74-112*)

The Idaho Legislature has set forth particular records that are exempt from disclosure to the public. All employees should be aware of the following exemptions that apply to this school district. The following list sets forth some of the designated exempt records:

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulation. This includes, but is not limited to, student records under the Family Educational Rights and Privacy Act. (*I.C. 74-104*)
2. Records relating to the appraisal of real property, timber, or mineral rights, prior to its acquisition, sale, or lease by the district. (*I.C. 74-107*)
3. Any estimate prepared by the district that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project. (*I.C. 74-103*)
4. The records of a library that, when examined alone or when examined with other public records, would reveal the identity of the library patron checking out, requesting, or using an item from the library. (*I.C. 74-108 including academics, testing materials, etc.*)
5. Computer programs developed and purchased by or for the district for its own use. However, computer program does not include: (*I.C. 74-107*)
  - a. The original data including, but not limited to, numbers, texts, voice, graphics, and images;
  - b. Analysis, compilation, and other manipulative forms of the original data produced by use of the program;

- c. The mathematical or statistical formulas that will be used if the manipulative forms of the original data were to be produced manually.
6. Employment security information and unemployment insurance benefit information, except that all interested parties may agree to waive the exemption. *(I.C. 74-106(7))*
  7. Facts contained in any records of a juvenile maintained under the Juvenile Correction Act will be furnished upon request to any district where the juvenile is enrolled or is seeking enrollment. If a juvenile is fourteen (14) years or older and is adjudicated guilty of an offense that would be a felony if committed by an adult, the name, the offense of which the juvenile was adjudicated, and the disposition of the court will be disclosed. *(I.C. 74-105(2))*
  8. All personnel records of a current or former employee other than the employee's public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing district. *(I.C. 74-106(1) and 74-106(20)(d))*
  9. All other personnel information relating to the employee or applicant, including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, and performance evaluations, will not be disclosed to the public without the employee's or applicant's written consent. An employee or authorized representative may inspect and copy his or her personnel records, except for material used to screen and test for employment. *(I.C. 74-106(1))*

**RECORDS CONTAINING A COMBINATION OF BOTH EXEMPT AND NON-EXEMPT MATERIALS**  
*(I.C. 74-112)*

If any public record contains material, which is not exempt from disclosure as well as material, which is exempt from disclosure, the district will separate the exempt and nonexempt material and make the nonexempt material available for examination. The district will not deny a request to copy nonexempt material in a public record based upon the fact that the record contains both types of materials.

**INSPECTION AND CORRECTION OF AN INDIVIDUAL'S RECORDS** *(I.C. 74-113)*

An individual may inspect, copy, and request correction of public records pertaining to that person, except those portions of records that are exempt from disclosure. Such requests will be referred to a designated custodian immediately. Within ten (10) days of the receipt of a written request to amend any record pertaining to that person, the district will either:

1. Make any correction of any portion of the record which the person establishes is not accurate, relevant, or complete; or
2. Inform the person in writing of the refusal to amend with the reasons for the refusal and clearly indicate the person's right to appeal the refusal and the time period for doing so as set forth above in "Denial of Requests" and *sections 74-115 and 74-116, Idaho Code.*
3. A certificate of mailing must accompany the notice.

**DISTRIBUTION OR SALE OF MAILING OR TELEPHONE NUMBER LISTS PROHIBITED** *(I.C. 74-120)*

This district will not distribute or sell for use as a mailing list or a telephone number list any list of persons, including students and employees, without first securing the permission of those individuals named on the list. This district will verify the identity of a person requesting a record to ensure that the requested record or information will not be used for purposes of a mailing or telephone list. 9-348



## **PENALTY AND IMMUNITY (I.C. 74-117 and 74-118)**

The public records law provides a penalty of up to one thousand dollars (\$1,000) for a deliberate, bad faith denial of information that should be disclosed. The public records law also provides immunity from liability for the release of records as long as there is a good-faith attempt to comply with the law's requirements. Therefore, it is important that any questions or any requests that seem doubtful be immediately referred to a designated custodian.

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

1. **Homeless Children & Youth Policy** - Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed revisions of Mountain Home School District No. 193 Homeless Children & Youth Policy. He informed the board that the Homeless Children & Youth Policy is required by federal law and it addresses homeless children. Trustee Donahue motioned to approve the 1<sup>st</sup> reading of the proposed revisions of the Homeless Children & Youth Policy, as presented by Mr. Gilbert. Trustee Abrego seconded the motion. Motion carried.

## **HOMELESS CHILDREN AND YOUTH**

Mountain Home School District No. 193 is committed to providing homeless children and youth the assistance necessary to foster student achievement and ensure their educational rights and protections.

The McKinney-Vento Homeless Assistance Act ensures that all children and youth who are homeless receive a free appropriate public education and are given meaningful opportunities to succeed in our schools.

Schools in the Mountain Home School District will ensure that children and youth who are homeless are free from discrimination, segregation, and harassment.

Information regarding this policy, *including the educational rights of children and youth identified as homeless* will be **distributed**/published on the school district website, each school building website, made available during registration, provided to students who seek to withdraw from school, and posted in every school in the district, as well as other places where children, youth, and families who are homeless receive services, including family and youth shelters, motels, campgrounds, welfare departments, health departments, and other social service agencies.

### **Definitions**

“Children and youth experiencing homelessness” means children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence, including:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, campgrounds, or trailer parks due to a lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting placement in foster care.
- Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
- Migratory children and youth who are living in a situation described above.

A child or youth will be considered homeless for as long as he or she is in a living situation described above. **A homeless individual does not include any individual imprisoned or otherwise detained pursuant to an Act of Congress or a state law.**

**“Awaiting placement in foster care,” means:**

- **A temporary shelter placement or shelter care order after the child/youth has been removed from home and before the child is placed in the legal custody of the Department of Health and Welfare (at the adjudicatory hearing, approximately thirty (30) days after the child has been removed from his/her home); or**
- **A situation in which a child/youth is initially placed in a foster care setting that cannot commit to caring for the child/youth for the duration of the foster care placement; or**
- **A hospital or other institutional placement only when the child/youth’s release is being delayed due to a lack of placement.**

“Unaccompanied youth” means a youth not in the physical custody of a parent or guardian, who meets the definition of homeless as defined above. The more general term youth also includes unaccompanied youth.

“Enroll” and “enrollment” means attending school and participating fully in all school activities.

“Immediate” means without delay.

“Parent” means a person having legal or physical custody of a child or youth.

“School of origin” means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

“Local **or district liaison**” is the staff person designated by our district and each district in state as the person responsible for carrying out the duties assigned to the local homeless education liaison by the McKinney-Vento Homeless Assistance Act.

### **Identification**

Children and youth identified as homeless in the district, both in and out of school will be identified.

Data will be collected on the number of children and youth experiencing homelessness in the district; where they are living; their academic achievement (including state and local assessments); and the reasons for any enrollment delays, interruptions in their education, or school transfers.

### **School Selection**

Each child and youth identified as homeless has the right to remain at his or her school of origin or to attend any school that houses students who live in the attendance area in which the child or youth is actually living.

Therefore, in selecting a school, children and youth who are homeless will remain at their schools of origin to the extent feasible, unless that is against the parent or youth’s wishes. Students may remain at their schools of origin the entire time they are homeless and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing during the summer.

Services that are required to be provided, including transportation to and from the school of origin and services under federal and other programs, will not be considered in determining feasibility. **In making a student-centered, individualized determination factors to be considered in determining feasibility of the school of origin placement include: age of the child or youth; the distance of a commute, and the impact it may have on the student’s education; personal safety issues; a student’s need for special instruction or programming; the length of anticipated stay in a temporary shelter or other temporary location; and time remaining in the school year.**

### **Enrollment**

**School enrollment of a homeless child or youth will be determined based on the best interest of the student and**

**the request of the parent/guardian or unaccompanied youth. In determining the best interest of the homeless child or youth, the district will, to the extent feasible, keep a homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian. To the extent feasible, the student shall be immediately enrolled or continue enrollment in the school of origin, defined as:**

- **The school last attended by the student when permanently housed; or**
- **The last school in which the child was enrolled**

Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Proof of residency
- Transcripts/school records (The enrolling school must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent, and previous schools or teachers.)
- Immunizations or immunization/health/medical/physical records (If necessary, the school must refer students to the local liaison to assist with obtaining immunizations and/or immunization and other medical records.)
- Proof of guardianship
- Birth certificate
- Unpaid school fees
- Lack of clothing that conforms to dress code
- Any factor related to the student's living situation

Unaccompanied youth must be enrolled immediately in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or local liaison.

### **Transportation**

Parents and unaccompanied youth will be informed of this right to transportation before they select a school for attendance. At a parent's or unaccompanied youth's request, transportation will be provided to and from the school of origin for a child or youth experiencing homelessness. Transportation will be provided for the entire time the child or youth has a right to attend that school, as defined above, including during pending disputes.

It is this district's policy that inter-district disputes will not result in a homeless student missing school. If such a dispute arises, they will arrange transportation and immediately bring the matter to the attention of the State Coordinator for the Education of Homeless Children and Youth. In addition to receiving transportation to and from the school of origin upon request, children and youth who are homeless will also be provided with other transportation services comparable to those offered to housed students.

### **Services**

Children and youth experiencing homelessness will be provided services comparable to services offered to other students in the selected school, including:

- Transportation
- Title I, Part A services - Children and Youth identified as homeless are automatically eligible for Title I, Part A services, regardless of what school they attend
- Educational services for which the student meets eligibility criteria, including special education and related services, and programs for English Language Learners
- Vocational and Technical education programs
- Gifted and Talented programs
- Before and after-school programs

- **Pre School – district will ensure that children identified as homeless receive priority enrollment in preschool programs operated by the district, including exempting homeless children from waiting lists. Homeless children with disabilities will be referred for preschool service under the Individuals with Disabilities Education Act (IDEA). The local liaison will collaborate with Head Start and other preschool programs.**
- Free meals - On the day a child or youth identified as homeless enrolls in school, the enrolling school must submit the student's name to the LEA Food Service office for immediate processing.

When applying any district policy regarding tardiness or absences, any tardiness or absence related to a child or youth's living situation will be excused.

### Disputes

If a dispute arises over any issue covered in this policy, the child or youth experiencing homelessness will be admitted immediately to the school in which enrollment is sought pending final resolution of the dispute. The student will also have the rights of a student who is homeless to all appropriate educational services, transportation, free meals, and Title I - Part A, services while the dispute is pending.

**If there is a dispute regarding the educational placement of a homeless student, or if a school or district denies a child, youth, or unaccompanied youth homeless status, the school district where the dispute arises will provide the parent or unaccompanied youth with a written notice of explanation of such ~~its~~ decision and the right to appeal and will refer the parent or youth to the local liaison immediately. Such notice shall be in language the parent/guardian or unaccompanied youth can understand, shall include a description of how to dispute the decision, and shall include a summary of the dispute resolution process on the attached form (see Notification of Denial of Enrollment Form).** The local liaison will ensure that the student is enrolled in the requested school and receiving other services to which he or she is entitled and will resolve the dispute as expeditiously as possible. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The local liaison will keep records of all disputes in order to determine whether particular issues or schools are repeatedly delaying or denying the enrollment of children and youth identified as homeless. The parent, unaccompanied youth, or school district may appeal the school district's decision as provided in the state's dispute resolution process.

- **In addition, the district shall promptly refer the parent/guardian or unaccompanied youth to the homeless liaison, who shall carry out the dispute resolution process within ten (10) business days. The parent/guardian shall be referred to the homeless liaison who shall advise the parent/guardian of the child's rights, assist in and carry out the dispute resolution process. With respect to unaccompanied youth, the liaison shall ensure the same access to the dispute resolution process.**
- **During the pendency of the dispute resolution process, the child, youth, or unaccompanied youth shall be immediately enrolled or continue enrollment in the school of choice (school of origin or local attendance area). Enrollment shall include all educational services for which the student is eligible, such as attending classes and full participation by such student in all school activities.**
- **If agreement cannot be reached between the parties regarding the educational placement or enrollment status of the student, then the school district/LEA shall promptly seek further assistance from the State coordinator of Homeless Education to review and determine within ten (10) business days how the student's best interests will be served. All interested parties will be expeditiously informed of the State's determination in writing. The decision of the State Department of Education shall constitute final resolution.**

### Training

The local liaison will conduct training regarding Title X requirements and sensitivity/awareness activities for all LEA staff.

### Coordination

The local liaison will coordinate with and seek support from the State Coordinator for the Education of Homeless Children and Youth, public and private service providers in the community, housing and placement agencies, the LEA transportation department, local liaisons in neighboring districts, and other organizations and agencies **as needed and appropriate. The district liaison, to the extent possible, will make every effort to coordinate school placement, transportation, and other educationally related services with the Child Protection and/or Foster Care representatives.** Coordination will include conducting outreach and training to those agencies. Both public and private agencies will be encouraged to support the local liaison and our schools in implementing this policy.

2. **Sick & Other Leave Policy** - Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed revisions of Mountain Home School District No. 193 Sick & Other Leave Policy. He informed the board that the Sick & Other Leave Policy was revised to meet Idaho Code and the language in the master agreement. Trustee Abrego motioned to approve the 1<sup>st</sup> reading of the proposed revisions of the Sick & Other Leave Policy, as presented by Mr. Gilbert. Trustee Donahue seconded the motion. Motion granted.

### SICK AND OTHER LEAVE

**At the beginning of the employment year, all ~~Each non-certificated~~ ~~certificated~~ employees of MHSD 193 who works half time or more per week, and each non-certificated employee of MHSD 193 who regularly work twenty (20) hours or more per week shall be entitled to sick leave with full pay of one (1) day for each month of service in which they work a majority portion of that month, as projected for the employment year. ~~for each month of service in which they work a majority portion of that month, subject to the limitations provided by Idaho Code 33-1216.~~**

#### DEFINITIONS:

“Employment Year” is defined by the language in the certificated employee’s contract, and the job code indicator of non-certified employees.

“Month of Service” is the individual employee’s monthly work schedule for which they are hired to work.

“Substitute and Temporary Employee” is defined as an employee who works on an as-needed basis and who is not given a regular work schedule.

#### CERTIFICATED PROFESSIONAL TEACHER SICK LEAVE

**Each Certificated Teacher of the District shall be entitled to Sick Leave with full pay of one (1) day for each year for each month of service or major portion thereof. Any unused Sick Leave shall be accumulated from year-to-year.**

**A Certificated Teacher shall be allowed to use Sick Leave when such absence is due to illness or death in the individual’s immediate family within the home, son, daughter, or spouse. Sick Leave may also be used for the serious illness or death of the individual’s family; father, mother, brother, sister, or foster/step parent.**

**For absences due to other causes as well as absences beyond the period of accumulated Sick Leave, approved Sick Leave Bank, or other accrued paid leave, the Certificated Teacher shall forfeit a corresponding sum equal to the Certificated Employee’s current contractual daily rate of pay of his/her annual salary for each such day of absence.**

**Part-time Certificated Teachers shall accrue Sick Leave proportionately to their contract status.**

1. **The District may require proof of illness adequate to protect the District against malingering and false claims of illness.**
2. **The District shall not provide compensation for unused sick leave.**

3. The Certificated Professional Teacher is entitled to the maximum allowance of sick leave, per year, commencing on the first day of employment.
4. Should a Certificated Professional Teacher cease to work for the District prior to the completion of the Contract Year, and the maximum allotted sick leave has been used, the Certificated Professional Employee shall forfeit a day's salary for each Sick Day taken in excess of the entitlement as per Section 33-1216, Idaho Code.
5. A certificated Professional Teacher's unused Sick Leave shall be accumulated from year-to-year, so long as the individual remains continually in the service/employment of the District. Such accumulated Sick Leave shall be available to the employee, to the extent permitted by law, in transferring to another public school district, or to the extent permitted by law, for post-retirement insurance premium costs.
6. Repeated use of Sick Leave may not be used at the end of the last year of employment unless a physician's medical excuse is provided to the District.

#### CALCULATION OF SICK LEAVE

Sick leave for non-certificated employees ~~will shall~~ be calculated pursuant to the employee's "month of service," as projected at the beginning of the employment year. If it is projected that the employee will work a majority portion of the hours for which (s)he is normally scheduled during any given month, (s)he will be entitled to sick leave for that month. Sick leave benefits will not be credited for those months in which the employee is not projected to work a majority portion of his/her month of service. ~~proportionate to the average hours worked per day.~~

**CERTIFICATED EMPLOYEES:** Sick leave for certificated employees shall be calculated by the day, or percentage thereof, as defined in their individual employment contracts. Sick leave benefits will not be credited for those months in which the employee is not projected to work a majority portion of his/her month of service.

**NON-CERTIFICATED, FULL-TIME EMPLOYEES:** Non-certificated, full-time employees who are scheduled to work 40-hours per week, 12-months per year, will be credited sick leave at the rate of one (1) eight-hour day per month of service. Non-certificated, 12-monthly employees who work less than full-time, but more than 20-hours per week, will be credited sick leave at a rate calculated proportionate to the average hours worked per day.

**NON-CERTIFICATED, SCHOOL-Year Employees:** Non-certificated employees who work less than full-time, but more than 20-hours per week, will be credited sick leave at a rate calculated proportionate to the average hours worked per school day for the months of September through June.

#### NOTICE OF CREDITED SICK LEAVE

Each employee's credited sick leave balance is available on Skyward.

#### MEDICAL DOCUMENTATION

To protect the district against malingering and false claim of illness, an employee may be required to provide proof of illness, at the discretion of the superintendent or designee. The superintendent or designee may require proof of the employee's ability to return to work following an illness.

#### ACCUMULATION OF SICK LEAVE

Unused sick leave will be accumulated from year-to-year, **or as otherwise provided in the negotiated agreement**, as long as an employee remains continually in the service of this district.

**If a new employee has been employed by another district or state educational agency during the year immediately preceding, that individual's accumulated sick leave, up to the maximum number of days allowed to accumulate in this district, will be secured for, and credited to, that new employee.**

~~The Board of Trustees will not provide compensation for unused sick leave.~~

~~The Board of Trustees may require proof of illness adequate to protect the district against malingering and false claims of illness.~~

The Board of Trustees may establish a policy governing leave for certificated and non-certificated employees in the case of illness or death of members of the families of such employees, for professional conferences and workshops, and for such other purposes as the Board may determine.

~~Each employee is entitled to the maximum allowance of sick leave as per Idaho Code 33-1216, commencing on his or her first day of employment.~~

Once the employee has used all of his/her leave, a day's salary will be deducted for each day of sick leave taken. Should an employee cease to work for the school district prior to the completion of the employment year, and the maximum allotted sick leave has been used, the employee shall forfeit a day's salary for each sick day in excess of the entitlement as per Idaho Code 33-1216.

~~Each employee is entitled to the maximum allowance of sick leave as per Idaho Code 33-1216, commencing on his or her first day of employment.~~

~~The Board of Trustees will not provide compensation for unused sick leave.~~

Sick leave may not be used at the end of employment unless a legitimate medical excuse is provided.

#### **D. POLICY REVIEW – No Changes – James Gilbert**

1. **Sick Leave Bank Policy** - Mr. Gilbert informed the Board that the Vacation Leave Policy – Non-Certified Personnel was reviewed by the Policy Committee and they determined that no revisions were necessary. Trustee Monasterio asked about the requirement to have an exam. Mr. Gilbert said this policy has been in place for many years and that having an exam has never come about, it's more of a protection and has never been used. He added that the bank is in very good shape and that employees have an option to donate their leave to sick bank upon them leaving the district. Trustee Donahue motioned for approval of the reviews with no changes of the Sick Leave Bank Policy as presented by Mr. Gilbert, with a second from Trustee Abrego. Motion passed.
  2. **Vacation Leave Policy – Non-Certified Personnel** - Mr. Gilbert informed the Board that the Vacation Leave Policy – Non-Certified Personnel was reviewed by the Policy Committee and they determined that no revisions were necessary. Trustee Monasterio motioned for approval of the reviews with no changes of the Vacation Leave Policy – Non-Certified Personnel as presented by Mr. Gilbert, with a second from Trustee Binion. Motion approved.
- E. APPROVAL OF AUDITOR** – Cliff Ogborn. Mr. Ogborn asked for approval of the independent auditing firm of Eide Bailly again this year as the auditors for the FY15-16 School District audit. He stated Eide Bailly is the only school-auditing firm in this area and they are very knowledgeable about all the accounting laws for school districts. Mr. Ogborn explained that it takes much time to get a new auditing firm due to the set up process, familiarization of the district, and time to determine whether a company understands internal controls, accounting laws, GASB (General Accounting Standards Board), etc. He added that Eide Bailly is based out of Boise and some of the other school qualified auditing firms are in nearby states. Trustee Abrego mentioned that Mr. Ogborn had discussed possibly looking into other auditing firms last year, and then asked if anyone had researched other auditing firms, or was the district comfortable with Eide Bailly. Mr. Ogborn replied that Mr. Gilbert and he discussed the audit

with other auditing firms, but neither of them felt that the other companies had enough staff to do a school district audit or lacked knowledge of GASB Regulations. Mr. Ogborn informed the Board that he would continue to research other options and has one company on the radar. Trustee Binion asked if the audit firm had to be approved now or could it be tabled until Mr. Ogborn did more research, comparisons, and possibly send out some bids. Discussion continued about the expertise needed to audit school districts. Mr. Ogborn replied that an entire bid process should be done to get another audit firm and not just ask one or two firms to bid, but regarding the FY 2016 audit, he recommended the District use Eide Bailly for another year. Trustee Binion asked what the timeline would be to go out for bid for next year. Mr. Ogborn responded that there is a very narrow window due to the reports that the auditors are required to send to the federal government. He explained that we normally approve an auditing firm in February or March because an auditing firm such as Eide Bailly needed time to put staff together, to send preliminary reports, to come in to do the fieldwork just for the July audit, but he could start the bid process in November. Trustee Donahue stated that we waited too long to start the bid process now and suggested that the district continued with Eide Bailly. Trustee Abrego agreed and he told Mr. Ogborn that he does a great job and if he was comfortable with Eide Bailly, who already has a good reputation, he didn't see any reason to change now. Trustee Abrego motioned to approve Eide Bailly as the auditing firm for the FY15-16 school district audit. Trustee Binion seconded the motion. Motion carried.

- F. SCHEDULE BUDGET WORKSHOP** – Cliff Ogborn. Mr. Ogborn requested the budget workshop be held on April 26, 2016, at 6:00 p.m. He added that the legislature should be finished with the legislative appropriations by then, so this would give him time to attend the SDE Post Legislative workshop, and it gives the district enough time to make changes as needed before the budget hearing. Trustee Abrego asked if there would be enough time to explain all the information to the new board. Mr. Ogborn replied yes, and if necessary, another work session could be scheduled in early May, and we would still meet the notification publication laws. Trustee Binion asked if the budget would include the anticipated Supplemental Levy, and Mr. Ogborn responded yes, but if the levy election failed, he would have to call another budget work session, because the budget would be completely different. Discussion continued and Mr. Ogborn explained how the budget workshop session worked. Trustee Monasterio motioned to hold the budget workshop on April 26, at 6:00 p.m., at the district office. Trustee Binion seconded the motion. Motion granted.
- G. SCHEDULE BUDGET HEARING** – Cliff Ogborn. Mr. Ogborn requested that the District Budget Hearing date be set for June 21, 2016, at 7:00 p.m., preceding the regular board meeting. Trustee Donahue motioned to hold the budget hearing for June 21, 2016, at 7:00 p.m., at the district office. Trustee Abrego seconded the motion. Motion passed.
- H. RESOLUTION 16-04 – CALLING FOR A SUPPLEMENTAL LEVY ELECTION** – James Gilbert. Mr. Gilbert reminded that board that during the special board meeting of February 8, 2016, the board determined the amount of the supplemental levy to remain at \$2.7 million dollars. He added that the board needed to adopt a resolution stating the amount and the language that is to be on the ballot and on the notice. Mr. Gilbert said the forms and resolution need to go to the County Clerk for the election process to begin. He then presented Resolution 16-04 – Calling for a Supplemental Levy Election to the board for approval.

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

**RESOLUTION 16-04 CALLING FOR SUPPLEMENTAL LEVY ELECTION**

WHEREAS, the state of Idaho has eliminated operations and maintenance funding in lieu of the 6% state sales tax, thus also eliminating operations and maintenance funding at the local level from school districts'; and

WHEREAS, the state of Idaho requires school districts to submit the question to the patrons of the school district as to whether the school district would be authorized to raise property taxes as a supplemental levy for operations and maintenance; and



WHEREAS, the Board of Trustees of Mountain Home School District No. 193 has studied the district's budget for the current school year and for proposed figures for budgetary and funding considerations for the 2016-2017 school year, and 2017-2018 school year; and

WHEREAS, in accordance with Section 33-802(3) and 34-106(1)(a)(7)(8), Idaho Code, the Board of Trustees of Mountain Home School District No. 193 and the Elmore County Clerk (County Clerk) shall cause to be conducted a Supplemental Levy Election on the third Tuesday of May for the purpose of allowing Mountain Home School District No. 193 patrons to authorize an increase in property taxes and empower a supplemental levy.

NOW, THEREFORE, be it resolved by the Board of Trustees of Mountain Home School District No. 193, Elmore County, Idaho, as follows:

Section 1. That a School Supplemental Levy Election is hereby called to be held in Mountain Home School District No. 193 (MHSD), Elmore County, Idaho, on May 17, 2016, for the purpose of submitting to the qualified electors of the District, the question set out in the form of the ballot appearing in Section 7 herein, of passing a supplemental levy increasing the amount of property taxes given to the Mountain Home School District No. 193.

Idaho Code shall be fully applicable and shall govern all school elections. All school elections shall be administered and conducted by the Clerk of Elmore County (County Clerk) wherein the district lies. That said election will be conducted by the County Clerk in accordance with Title 33 and 34, Sections 33-401 and 34-1401, Idaho Code.

Section 2. That on Tuesday, May 17, 2016, the polls shall be opened between the hours of 8:00 a.m. until 8:00 p.m. (I.C. 34-1409)

Section 3. That said election shall be held as specified in Notice of Election, as published by the County Clerk in accordance with Title 34, Section 34-1406, Idaho Code, and set in Section 9 herein.

Section 4. That said election shall be administered and conducted by the County Clerk of the county wherein the district lies and in accordance with Title 33, Chapter 4, Idaho Code, and Section 33-401, Idaho Code; Title 34, Chapters 1 thru 24, Idaho Code, and Sections 34-208, 34-1401, Idaho Code. The County Clerk shall appoint two (2) or more election judges, one (1) of whom shall be designated chief judge, and the number of clerks deemed necessary by the County Clerk for each polling place in accordance with Title 34, Section 34-303, Idaho Code.

Section 5. That the polling places of said election shall be established by the Elmore County Commissioners not less than 30-days before any election in accordance with Title 34, Section 34-302, Idaho Code, as follows:

**School Supplemental Levy Election**

Voters residing in the Mountain Home School District No. 193 boundaries will go to their regular polling place, in their respective General Election precinct, as established by the County Commissioners.

Section 6. That no person shall vote at such School Supplemental Levy Election that is not at the time of election (Title 33 and 34, Sections 33-405, 34-107, 34-402 thru 34-405, Idaho Code):

1. A United States Citizen, a qualified elector of the state, county, and MHSD, for at least 30-days preceding the day of election, a register voter in the MHSD, and 18 years of age or older, within the meaning of Article 6, Section 2 of the Idaho Constitution; and
2. A registered elector governed by the provisions of Title 34, Idaho Code.
3. A bona fide resident thereof.

Section 7. That voting at said election shall be by secret and separate ballot, **and that the ballot come from**

the State Attorney’s office as required, and that prescribed ballot shall be prepared by the Clerk of the Board of Trustees, and shall be submitted to the Elmore County Clerk, possibly at the school district’s expense.

OFFICIAL BALLOT  
MOUNTAIN HOME SCHOOL DISTRICT NO. 193  
ELMORE, IDAHO  
MAY 17, 2016

No. \_\_\_\_\_  
(PRECINCT)

OFFICIAL BALLOT  
MOUNTAIN HOME SCHOOL DISTRICT NO. 193  
ELMORE, IDAHO  
MAY 17, 2016

INSTRUCTIONS: To vote in favor of the supplemental levy, color in the oval at the left of the words “IN FAVOR OF.” To vote against the supplemental levy, color in the oval at the left of the word “AGAINST.” If you change your mind, tear, or make a mistake on this ballot, request a new ballot from an election worker.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193  
ELMORE, IDAHO  
TO LEVY A SUPPLEMENTAL LEVY

Shall the Board of Trustees be authorized to levy a supplemental levy in the amount of \$2.7 million per year for a period of two years commencing with the fiscal year beginning 2017, for the purpose of paying all lawful expenses of operating the schools of the district as provided in the resolution of the Board of Trustees adopted on February 16, 2016.

*IN FAVOR of authorizing the levy in the amount of up to \$2.7 million, per year for two years*

*AGAINST authorizing the levy in the amount of up to \$2.7 million, per year for two years*

Section 8. That immediately following the close of the polls, the judges must immediately proceed to count the ballots cast at such election. The counting must be continued without adjournment until completed and the result declared (I.C. 34-1201). The County Board of Commissioners shall be the County Board of Canvassers and the County Clerk shall serve as their secretary for this purpose (I.C. 34-1410). The County Board of Canvassers shall meet within ten (10) days after the election for the purpose of canvassing the election returns of all precincts within the county (I.C. 34-1205). The County Clerk shall certify the election results to the Clerk of the Board of Trustees. The greatest number of votes cast shall be declared the decision on whether the Supplemental Levy passed. (I.C. 33-802(3)).

Section 9. That the County Clerk shall have published the Notice of Election possibly at the school district’s expense, which is in the following form as prescribed and required by the Secretary of State:

NOTICE OF SUPPLEMENTAL LEVY ELECTION

NOTICE IS HEREBY GIVEN that pursuant to a resolution of the Board of Trustees, of the Mountain Home School District No. 193 adopted on February 16, 2016, a supplemental levy election will be held on May 17, 2016, between the hours of 8:00 a.m. and 8:00 p.m., for the purpose of voting upon the question and proposition of

authorizing a levy in the amount of up to \$2.7 million per year for the period of two years for the purpose of paying all lawful expenses of operating the schools of the district.

Said election will be held at the following polling places: as directed by the Elmore County Clerk

The question to be submitted to the electors shall be by ballot reading substantially as follows:

**OFFICIAL BALLOT** No. \_\_\_\_\_  
**MOUNTAIN HOME SCHOOL DISTRICT NO. 193** (PRECINCT)  
**ELMORE, IDAHO**  
**MAY 17, 2016**

**OFFICIAL BALLOT**  
**MOUNTAIN HOME SCHOOL DISTRICT NO. 193**  
**ELMORE, IDAHO**  
**MAY 17, 2016**

**INSTRUCTIONS:** To vote in favor of the supplemental levy, color in the oval at the left of the words "IN FAVOR OF." To vote against the supplemental levy, color in the oval at the left of the word "AGAINST." If you change your mind, tear, or make a mistake on this ballot, request a new ballot from an election worker.

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193**  
**ELMORE, IDAHO**  
**TO LEVY A SUPPLEMENTAL LEVY**

Shall the Board of Trustees be authorized to levy a supplemental levy in the amount of \$2.7 million per year for a period of two years commencing with the fiscal year beginning 2017, for the purpose of paying all lawful expenses of operating the schools of the district as provided in the resolution of the Board of Trustees adopted on February 16, 2016.

*IN FAVOR of authorizing the levy in the amount of up to \$2.7 million, per year for two years*

*AGAINST authorizing the levy in the amount of up to \$2.7 million, per year for two years*

Signed Sharon M Whitman  
Election Official

Section 10 The County Clerk shall give Notice of Election by publishing such notice in the Mountain Home Newspaper, the official newspaper of the county. The notice shall state the date of the election, the polling places, and the hours during which the polls shall be open for the purpose of voting. The first publication shall be made not less than twelve (12) days prior to the election and the last publication of notice shall be made not less than five (5) days prior to the election. The County Clerk shall cause to be published a facsimile, except as to size, of the sample ballot be published in one (1) newspaper published within the county or one (1) newspaper that has general circulation within the county. Such publication shall be in conjunction with the second notice of election required by Idaho Code 34-1406.

Passed and approved 16<sup>th</sup> day of February 2016.

Chairman Walborn	Vice-Chairman Abrego
Trustee Monasterio	Trustee Binion
Trustee Donahue	Clerk Whitman

Trustee Binion motioned for approval of Resolution 16-04 – Calling for a Supplemental Levy Election as presented by Mr. Gilbert, with a second from Trustee Donahue. Motion approved.

- I. DISTRICT CALENDARS – MHSD & BMHS – 2016-2017** – James Gilbert. Mr. Gilbert submitted the proposed District and BMHS Calendar for the 2016-2017 school year. He informed the board that teachers would start back on August 11 and the first day of school would be August 16. Mr. Gilbert reviewed some major changes to the calendars such as there would be school on Columbus Day and Veteran’s Day, but in trade there would not be school the entire week of Thanksgiving. He informed the board that the base school advisory committee approved holding school on Veteran’s Day and that Idaho Code states that schools in session on Veteran’s Day must observe honoring our veterans in some manner. Mr. Gilbert mentioned that this would align our school district breaks with those of the other SIC school districts. He continued to review the proposed 2016-17 calendars including moving Parent/Teacher Conferences from late March to mid-February, reduce the amount of 1:30 early release days down to only two days on the Parent/Teacher Conference day. Trustee asked for clarification of the differences between MHSD Calendar and BMHS Calendar. Trustee Donahue stated that she had never known Mountain Home not to observe Veteran’s Day, that’s an important day, and she was concerned that we are taking out Veteran’s Day to increase the days for the Thanksgiving week. that is concerning, especially with regards to add another day off to Thanksgiving. Mr. Gilbert replied that was discussion that was had, even a discussion had with the base school advisory committee, that there are only so many days that we have to work with and if we start school any earlier than we do creates issues for parents and staff, not to mention that Mountain Home is the only school district in the SIC that observed Veteran’s Day. Trustee Abrego motioned to approve the MHSD & BMHS 2016-17 school calendars as presented by Mr. Gilbert. Trustee Monasterio seconded the motion. Discussion continued to try to find an alternative to observe Veteran’s Day. Trustee Donahue and Trustee Binion voted no, Chairman Walborn asked that the calendars be tabled until the next regular board meeting. The Board concurred.
- J. PERSONNEL** – James Gilbert. Mr. Gilbert requested approval of the personnel items. Trustee Abrego asked for clarification on how the directors positions are filled and if they are opened for staff to apply. Mr. Gilbert said Program Director are appointed by the superintendent, as the superintendent is the person who has to work very closely with the people in those positions. Trustee Donahue motioned to approve the personnel items, as presented by Mr. Gilbert, with a second from Trustee Binion. Motion carried.

#### **PROGRAM DIRECTOR APPOINTMENTS – 2016-2017 SCHOOL YEAR**

Longhurst, Albert J., Director of Educational Services  
Appointment through June 30, 2017, MHSD193

Johnson, Jeff M., Director of Instruction  
Appointment through June 30, 2017, MHSD193

Goodman, William A., Director of Technology  
Appointment through June 30, 2017, MHSD193

#### **APPOINTMENTS**

Chipman, Jason; Custodial Supervisor, MHJH  
Jackson, John; Head JV/Assistant Varsity Girls Soccer Coach, MHHS  
Melville, Jessica; Cook II, East Elementary School

Nicolosi, Ronald; Maintenance Technician, MHSD193  
Owens, Amy; Cook II, Stephensen Elementary School

### **RESIGNATIONS**

James, Daniel; 7<sup>th</sup> Grade B Boys Basketball, MHJH  
Warden, Sean; Head JV/Assistant Varsity Girls Soccer Coach, MHHS

### **RETIREMENTS**

Martin, Susan; English/Journalism Teacher, MHHS; effective: May 27, 2016

### **TERMINATIONS**

Bish, Kevin; Assistant Varsity Wrestling Coach, MHHS  
Sanford, Christina; Cook II, East Elementary School

### **STUDENT SPEECH LANGUAGE PATHOLOGIST INTERNSHIP ASSIGNMENTS 2015-2016 SY**

Cahill, Susan A., Nova Southeastern University, Fort Lauderdale, FL; SLP Internship;  
January 2016 – May 2016  
Cooperating Speech Language Pathologist- Anna Swart, M.S., CCC-SLP  
Cooperating Service Provider - Chatterbox Pediatric Therapy Center

- IX. **EXECUTIVE SESSION – Personnel Matters ~~Student Matters~~**. Chairman Walborn called for a motion for the purpose of allowing the Board to retire into executive session in order to discuss the evaluation of an employee, as authorized by Idaho Code, Title 74, Chapter 2, Section 74-206(1)(f) – To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated; Title 74, Chapter 2, Section 74-206(1)(b) – To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent, or public school student. After a full and complete discussion and upon motion duly made by Trustee Binion and seconded by Trustee Monasterio, the following resolution was presented:

#### **ACTION ITEM(S):**

##### **1. Evaluation of an Employee**

#### **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 session pursuant to Idaho Code, Title 74, Chapter 2, Section 74-206(1)(b) – To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent, or public school student.

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.

Chairman Walborn called on Clerk Whitman to complete a Roll Call Vote. 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 Walborn.....Aye  
 Trustee Monasterio .....Aye  
 Trustee Binion .....Aye  
 Trustee Donahue.....Aye  
 Trustee Abrego .....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 8:42 p.m. to discuss personnel matters regarding an employee evaluation. Others present: The attending board members, Superintendent Gilbert, Clerk Whitman, and Cliff Ogborn. Chairman Walborn asked Clerk Whitman and Mr. Ogborn to leave the boardroom at 8:57 p.m. Clerk Whitman returned to the boardroom at 10:12 p.m. Following a full and complete discussion of the personnel matters, the Board reconvened into open session at 10:12 p.m. No motioned needed.

- X. **ADJOURNMENT** – All business of the Board having been completed, Chairman Walborn called for a motion to adjourn. A motion from Trustee Abrego to adjourn was seconded by Trustee Binion. Motion granted. Meeting adjourned at 10:12 p.m.

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Chairman Walborn

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Clerk Whitman