

SCHOOL BOARD MEETING
 NOVEMBER 21, 2017
 SCHOOL ADMINISTRATION OFFICE

- I. **CALL MEETING TO ORDER** – Chairperson/Vice-chairperson. Chairman Abrego convened the regular meeting of the Board of Trustees at 7:30 p.m., and asked everyone to stand for the pledge of allegiance.
- Trustees Present: Chairman Abrego, Vice-Chair Binion, Trustee Donahue, Trustee Monasterio, Trustee Knox
- A. **PLEDGE OF ALLEGIANCE**
- II. **APPROVAL OF AGENDA OR ADDENDUMS** – Chairman/Vice-chairman. Prior to the consent agenda items, Chairman Abrego asked if there was an addendum to the agenda, or if there was anything to add or remove. Chairman Abrego called for a motion to approve or amend the agenda. Trustee Binion moved to approve the agenda as published, with a second from Trustee Donahue. Agenda approved.
- III. **CONSENT AGENDA ITEMS** – Board of Trustees. Chairman Abrego called for a motion to approve the consent agenda items. Trustee Monasterio moved to approve the consent agenda, with a second from Trustee Binion. Motion carried.
- A. **APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 17, 2017.**
- B. **FINANCIAL REPORTS**
- C. **CONSIDERATION OF BILLS**
- D. **PRINCIPAL’S DATA REPORT**
- E. **PERSONNEL**
- F. **POLICY ADOPTION** – 2nd Reading
1. Child Abuse Policy – Investigation, Reporting, Etc.
 2. Student Suicide Prevention Policy
 3. Conflict of Interest Policy – Board Member
 4. Conflict of Interest Policy – Personnel
 5. Building Safety Policy – Uniform Public School Building Safety
- G. **POLICY REVISION** – 2nd Reading
1. Sexual Harassment Policy
 2. Open Enrollment Policy
 3. Dual Enrollment Policy
- IV. **DELEGATION** – None
- Any group wishing to be a delegation must submit a letter to the Administrative Secretary/Clerk of the Board no later than the Tuesday prior to the next regular board meeting; the letter must include the reason for asking to be a delegation.*
- V. **PUBLIC INPUT** – None
- Those wishing to speak on any topic of their interest should complete and submit to the chairperson the MHSD Request to Address Board of Trustees Form located at the Board Materials table. The Individuals will be allowed a maximum of three minutes to present their views. The board will not hear complaints against school district employees by name or against students by name in open session. If you have a complaint against personnel or students by name, you need to schedule an appointment with the Superintendent. There will be no action taken at this time, but action on a problem area could be scheduled for a subsequent meeting of the board.*
- VI. **REPORTS** –
- A. **MOUNTAIN HOME AFB UPDATE** – MHAFB Liaison. Allen Niksich introduced SSgt Abraham Olivarez as the new SAC President. He also informed the board that Mr. Ben Rayfield, MHHS, was selected as the Educator of the Quarter; the next quarter’s nominations are due December 18. Mr. Niksich asked for the schools to please get the Educator of the Quarter nomination information out to parents, patrons, staff, etc.

Mr. Niksich thanked MHHS for the wonderful Veterans Day Recognition Assembly they gave. He also thank all of the schools in the district for their Holiday Christmas Card drive for deployed and single Airmen who live in the dorms; he explained that through his experience, the cards mean a lot and are a great morale builder.

Mr. Niksich reported that there would be a DOD Inspection Team visiting Stephensen on December 8 to inspect the facility for and repairs/discrepancies that need to be looked at for the facility; this is mandatory for schools on military installations.

Mr. Niksich informed everyone that February 3, was District Steelheads Hockey Night; March 7, was HMS STEAM Event for grades K-12; Teacher Appreciation Base visit is June 1, 2018.

The board commended everyone for their participation in the Veterans Day assemblies and thanked the base commander for his kind words, they welcomed and thanked SSgt Oliveraz, and thanked Mr. Niksich for everything he has done for the school district.

B. BUILDING PRESENTATIONS – West – Nikki Crusier

(A full recording and the presentation can be found on the website, under the tab Parent and Students. Please take the time to listen to the recording.)



SUCCESSES FOR 2016-2017

Assessment Data-

- ◊ ISAT data showed a 10% increase in the number of students proficient in ELA
- ◊ ISAT data showed a 4% increase in the number of students proficient in Math
- ◊ IRI data showed the following increase in the number of students at grade level, from Fall to Spring:
 - ◊ Kindergarten- 34%
 - ◊ 1st grade- 6%
 - ◊ 2nd grade- 11%
 - ◊ 3rd grade- 13%
- ◊ Preschool Student data showed an increase of 27% in 6 of their 7 skills and gained 16 digits in counting from Fall to Spring.

SUCCESSES FOR 2016-2017

Parent Survey- 90% (200 responses) of our Parents feel West is/has:

- ◊ A caring and nurturing place
- ◊ A place where their child feels safe
- ◊ A place that, they as parents, feel welcome and have opportunities for involvement
- ◊ A place that is clean and well maintained
- ◊ A staff who work with their child teaching him/her Reading, Math, and Writing
- ◊ A staff who assign meaningful work and homework
- ◊ An administrator who keeps the school focused on academic achievement, communicates positively with students, and is willing to listen to them, as parents
- ◊ Teachers who motivate their child to learn and is knowledgeable about the subjects they teach
- ◊ Teachers who communicate with them about their child's progress

SUCCESSES FOR 2016-2017

Staff Survey-

- ◊ 92.8% of our staff feel appreciated by other staff members
- ◊ 85% of certified staff feel confident using the Idaho State Standards to drive instruction
- ◊ 85% of certified staff felt the District PD was beneficial
- ◊ 100% of our classroom paraprofessionals feel confident working with students in Reading, Writing, and Math

SUCCESSES FOR 2016-2017

Programs-

- ◊ Bengal of the Month
- ◊ Bengal Tickets
- ◊ Check In/Check Out System
- ◊ Morning Announcements
- ◊ Math Modules and Coaching
- ◊ Enrichment Programs
- ◊ 1 to 1 Technology
- ◊ MDT

STRUGGLES FOR 2016-2017

Assessment Data-

- ◊ IRI Scores were short of the district goal
- ◊ 3rd Grade ISAT Scores were below the district average

Parent Survey-

- ◊ 17.1% don't feel our students respect adults or other students
- ◊ 10.6% don't feel we work with students, teaching them responsibility, respect and handling conflict
- ◊ 11.3% don't feel we provide individualized instruction for students
- ◊ 15.6% feel student discipline is not dealt with in a fair and consistent manner, by both staff and administrators
- ◊ 11.1% feel their child's teacher is not sensitive to their child's learning style

STRUGGLES FOR 2016-2017

Staff Survey-

- ◊ 55% of Certified staff do not feel confident teaching the Math Modules
- ◊ 30% of Certified staff do not feel the Wednesday morning collaboration times are beneficial
- ◊ 7% do not feel appreciated by the administrator
- ◊ 17.5% do not feel they can take concerns or issues to the administrator
- ◊ 14% do not feel they can communicate with other staff members about concerns, issues, or ideas

2017-2018 GOALS

Goal #1: Increase student academic achievement in the areas of Reading, Writing, and Math, at least one academic year, through focusing on the Idaho State Standards and using data to drive instruction.

2017-2018 GOALS

How are we going to do this?

- ◊ Grade level meetings one to two times a month to choose the Idaho State Standards to be taught in each subject, choosing the curriculum to be used, and assessment pieces to ensure mastery.
- ◊ Using the following questions throughout planning: 1. What is that you want the students to learn? 2. How will know they learned it? 3. What will you do if they didn't learn it? 4. What will you do if they did learn it?
- ◊ Administering ISAT Interims in ELA and Math, the IRI, PMA, and Reading Comprehension Easy CBM assessments and reviewing the data to monitor student achievement, looking for trends and missing skills.
- ◊ The RTI team, MDT team, and EL team will be meeting with teachers to discuss individual students, their interventions, and their progress.



2017-2018 GOALS

Goal #2: Increase student social and emotional achievement through school wide expectations being taught, modeled, and reviewed throughout the year, while building positive student to student, student to staff, staff to staff, and staff to parent & community member relationships, using office referrals, parent surveys, staff surveys, and student surveys.

2017-2018 GOALS

How are we going to do this?

- ◊ Aligning, teaching, modeling, and re-teaching school wide expectations.
- ◊ Creating a behavior and consequence grid to ensure understanding and consistency for students and staff.
- ◊ Tracking all major behaviors into Mileposts to find trends, patterns, mis-labeled behaviors, etc.
- ◊ Incorporating a system for the playground to monitor and track behavior and consequences.
- ◊ Reviewing data to celebrate successes and assess struggles.
- ◊ Continue social groups and check in/check out systems.



Mrs. Donahue commended Mrs. Cruser for asking herself when and why things aren't working and then reevaluating and finding ways to improve or correct the issue. Chairman Abrego asked how PBIS has affected her staff. Mrs. Cruser responded that at first great, but lately we seemed to have slowed down; the newness has worn off, we needed a small break, and we need to try something else. She then explained that West Elementary plans to tweak a few things that should make a big difference. Chairman Abrego then asked what the Wednesday morning collaborations looked like. Mrs. Cruser responded that it varies depending on the month, sometimes a training, sometimes posting data entry, etc. The board thanked her for her presentation.

- C. SUPERINTENDENT'S REPORT** – James Gilbert. Mr. Gilbert reported on the October 26 Facilities Committee meeting in which many community members were invited. He said that there was a decent turnout at the meeting and it was interesting to get the perspective of that group and how they think we should proceed. Mr. Gilbert informed the board that the initial Facilities Committee group would like to press forward with building a new high school.

Mr. Gilbert would like to have another Facilities meeting, but have more of a community forum to get more community input. He added that he would like to have Mr. Richard Bauscher, former superintendent of Middleton School District, to conduct a community survey for us that would give us a more in-depth knowledge. Mr. Bauscher specializes in these types of surveys for facilities. We need to find out what the community would want for their facilities. He said that it is important to get the feel of the majority of the community that we haven't heard from. He would like to go forward to get direction on whether we pursue a new high school or pursue some type of hybrid model using existing structures and to see if this is something that the community is ready to support at this time; this is about what the community would like to see for their school.

Trustee Binion informed everyone that there is a rumor going around that the school district is going to run a bond and not tell the public that an auditorium or gym would be included and the bond would be around \$50 million. Mr. Gilbert stated there is no plan for anything yet; it's an open discussion and as we move forward with this, the community would be continually informed.

VII. **UNFINISHED BUSINESS – None**

VIII. **NEW BUSINESS –**

- A. DECLARATION OF HABITUAL TRUANCIES** – James Gilbert. Mr. Gilbert presented the list of students who have not met the 90% attendance requirement, or who have numerous unexcused absences, or truanicies to the board to be declared as habitually truant in accordance with Idaho Code and turned over to the Prosecuting Attorney’s office. He also added that this is a tool to help the principals address this issue with the parents who are less than supportive of the 90% attendance rule or the 48-hour call in absence excuse rule. Chairman Abrego asked Mr. Gilbert to explain the differences between days absent and how an absence becomes a truant. Mr. Gilbert replied that in accordance with Idaho Code, a habitual truant is not just for students who are truant, but students who are in violation of the 90% attendance rate and who habitually don’t attend school. He added that the MHSD’s expectations is that students need a 90% attendance rate, anything less and a letter would be sent home with a warning of the possible repercussions. Discussion began regarding truancy letters, responses that principals receive from parents; parents who don’t really need to worry about the absences are the ones who call, but the parents who need to be concerned don’t respond; parents are now sending in absence excuse letters or calling more often; the how and why absences are coded or not coded, etc. Trustee Donahue asked if there has been any pushback or response from the Prosecuting Attorney’s office; the reply from Mr. Gilbert was no, he hasn’t heard from them. Chairman Abrego called for a motion. Trustee Binion motioned to approve the Declaration of Habitual Truancies as presented, with a second from Trustee Knox. Motion granted.
- B. POLICY ADOPTION** – 1st Reading – James Gilbert. Mr. Gilbert presented the 1st reading of the proposed adoptions of Mountain Home School District No. 193 District Expenditure Website Policy, Transportation Policy 2 – Activity Busing – Extracurricular Procedure & Guideline for Drivers, Coaches, Personnel, Chaperones, Etc., Transportation Policy 3 – Student Conduct, Discipline, & Due Process, Transportation Policy 4 – Duties of School Bus Drivers, and Transportation Policy 5 – Bus Driver Conduct for approval. He stated that these policies were drafted using the suggested language of MSBT, and district procedures. Trustee Donahue motioned to approve the 1st reading of the proposed adoption of the District Expenditure Website Policy, Transportation Policy 2 – Activity Busing – Extracurricular Procedure & Guideline for Drivers, Coaches, Personnel, Chaperones, Etc., Transportation Policy 3 – Student Conduct, Discipline, & Due Process, Transportation Policy 4 – Duties of School Bus Drivers, and Transportation Policy 5 – Bus Driver Conduct, as presented by Mr. Gilbert. Trustee Binion seconded the motion. Motion passed.
1. **District Expenditure Website Policy** – Mr. Gilbert presented the 1st reading of the proposed adoption of Mountain Home School District No. 193 District Expenditure Website Policy. He informed the board that this policy explains the legal requirement for school districts to post their expenditure data on the school district website.
 2. **Transportation Policy 2 – Activity Busing – Extracurricular Procedure & Guideline for Drivers, Coaches, Personnel, Chaperones, Etc.** – Mr. Gilbert presented the 1st reading of the proposed adoption of Mountain Home School District No. 193 Transportation Policy 2 – Activity Busing – Extracurricular Procedure & Guideline for Drivers, Coaches, Personnel, Chaperones, Etc. He informed the board that this policy explains the district’s expectations when riding the bus for activities and extracurricular purposes.
 3. **Transportation Policy 3 – Student Conduct, Discipline, & Due Process** – Mr. Gilbert presented the 1st reading of the proposed adoption of Mountain Home School District No. 193 Transportation Policy 3 – Student Conduct, Discipline, & Due Process. He informed the board that this policy informs parents and students what is expected of bus students and what the consequences could be should those expectations not be met.
 4. **Transportation Policy 4 – Duties of School Bus Drivers** – Mr. Gilbert presented the 1st reading of the proposed adoption of Mountain Home School District No. 193 Transportation Policy 4 – Duties of School Bus Drivers. He informed the board that this policy explains the general duties of school bus drivers.

5. **Transportation Policy 5 – Bus Driver Conduct** – Mr. Gilbert presented the 1st reading of the proposed adoption of Mountain Home School District No. 193 Transportation Policy 5 – Bus Driver Conduct. He informed the board that this policy explains the general expectations of bus driver’s conduct.
- C. POLICY REVISION** – 1st Reading – James Gilbert. Mr. Gilbert presented the 1st reading of the proposed revisions of Mountain Home School District No. 193 Record Retention Schedule Policy, Military Leave Policy, Grievance Policy for Certified Employees, Attendance, Absence, & Truancy Policy, and Transportation Policy 1 – Student Transportation for approval. He stated that these policies were revised using the suggested language of MSBT, and district procedures.
1. **Record Retention Schedule Policy** – Mr. Gilbert presented the 1st reading of the proposed revision of Mountain Home School District No. 193 Record Retention Schedule Policy. He said this policy was revised to add a lot of definitions and add some language to clarify the policy. Trustee Monasterio motioned to approve the 1st reading of the proposed revision of the Record Retention Schedule Policy, as presented by Mr. Gilbert. Trustee Knox seconded the motion. Motion carried.
 2. **Military Leave Policy** – Mr. Gilbert presented the 1st reading of the proposed revision of Mountain Home School District No. 193 Military Leave Policy. He said this policy was revised to add the suggested language of MSBT so that the policy complies with federal regulation. Trustee Monasterio motioned to approve the 1st reading of the proposed revision of the Military Leave Policy, as presented by Mr. Gilbert. Trustee Donahue seconded the motion. Motion approved.
 3. **Grievance Policy for Certified Employees** – Mr. Gilbert presented the 1st reading of the proposed revision of Mountain Home School District No. 193 Grievance Policy for Certified Employees. He said this policy has been on hold until the CBA was approved. He added that the language is from the CBA. Trustee Binion motioned to approve the 1st reading of the proposed revision of the Grievance Policy for Certified Employees, as presented by Mr. Gilbert. Trustee Knox seconded the motion. Motion granted.
 4. **Attendance, Absence, & Truancy Policy** – Mr. Gilbert presented the 1st reading of the proposed revision of Mountain Home School District No. 193 Attendance, Absence, & Truancy Policy. He said this policy was revised to update some of the definitions and add language regarding habitual truanancies and the consequences of not meeting the district’s attendance requirement. Trustee Donahue motioned to approve the 1st reading of the proposed revision of the Attendance, Absence, & Truancy Policy, as presented by Mr. Gilbert. Trustee Monasterio seconded the motion. Motion passed.
 5. **Transportation Policy 1 – Student Transportation** – Mr. Gilbert. Mr. Gilbert presented the 1st reading of the proposed adoption of Mountain Home School District No. 193 Transportation Policy 1 – Student Transportation. He informed the board that much of the language was stricken due to the fact that it was all in Idaho Code. Trustee Monasterio motioned to approve the 1st reading of the proposed adoption of the Transportation Policy 1 – Student Transportation, as presented by Mr. Gilbert. Trustee Binion seconded the motion. Motion approved.
- D. POLICY DELETION** – James Gilbert. Mr. Gilbert informed the Board that the Air Quality Action Plan Policy wasn’t needed as policy and would better serve the district as a non-policy procedure. He added that Mountain Home doesn’t have a DEQ gauging station, so we use the readings from both the Treasure Valley and Magic Valley. Trustee Binion motioned for approval of the deletion of the Air Quality Action Plan Policy as presented by Mr. Gilbert, with a second from Trustee Donahue. Motion carried.
1. **Air Quality Action Plan Policy**
- E. POLICY REVIEW** – No Changes – James Gilbert. Mr. Gilbert informed the Board that the Employee Dress Code Policy 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 Employee Dress Code Policy as presented by Mr. Gilbert, with a second from Trustee Knox. Motion granted.
1. **Employee Dress Code Policy**

IX. EXECUTIVE SESSION – None

- X. **ADJOURNMENT** – All business of the Board having been completed, Chairman Abrego called for a motion to adjourn. A motion from Trustee Donahue to adjourn was seconded by Trustee Binion. Motion approved. Meeting adjourned at 8:30 p.m.

ATTACHMENT**PERSONNEL APPOINTMENTS**

Fanning, Mykayla; SpEd Paraeducator, North Elementary
 Gibson, Madison; Cook 2, MHJH
 Giles, Sherri; Assistant Jr. High Track Coach, MHJH
 Heath, Tyler; Assistant Jr. High/Assistant Varsity Wrestling Coach, MHJH/MHHS
 Lewis, McKenna; Assistant Jr. Varsity Softball Coach, MHHS
 Miles, Kristen; Head Jr. Varsity Softball Coach, MHHS
 Miller, Anna; Cook 2, West Elementary
 Morrison, Sharon; Assistant Jr. High Track Coach, MHJH
 Simpson, Jordan; Cook 2, Stephensen Elementary
 Ruhter, Clairisa; SpEd Paraeducator, MHJH
 Whitman, Christopher; B Custodian, MHHS

PERSONNEL RESIGNATIONS

Bellina, Maria; Cook 2, HMS; effective: November 3, 2107
 Croyle, Abigail; Part Time Receptionist, Maintenance Department; effective: October 31, 2017
 Monday, Crystal; SpEd Paraeducator, North Elementary; effective: November 3, 2017
 Morrison, Sharon; SpEd Paraeducator, MHJH; effective: December 21, 2017
 Owens, Amy; Cook 2, Stephensen Elementary; effective: October 19, 2017

STUDENT TEACHING ASSIGNMENTS 2017-2018 SY

Hardy, Valere – University of Idaho – January 8, 2018 – May 25, 2018 –
 HMS; Co-operating Teacher – Lea Rogers, 6th Grade

Morrison, Sharon – Western Governors University – January 8, 2018 – May 25, 2018 –
 West Elementary; Co-operating Teacher –Tricia Henke, 4th Grade; MHHS; Co-operating Teacher – Rita Olson,
 SpEd

Young, Katie, – University of Idaho – January 8, 2018 – May 25, 2018 –
 East Elementary; Co-operating Teacher – Elizabeth Mosley, Kindergarten

Chairman Abrego

Clerk Whitman