

SCHOOL BOARD MEETING
 OCTOBER 16, 2012
 SCHOOL ADMINISTRATION OFFICE

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

OTHERS PRESENT: Tim McMurtrey, James Gilbert, Cliff Ogborn, Sharon Whitman, Tara Handy, Erin Acarregui, Bill Magnusson, Jeff Johnson, Albert Longhurst, Nikki Crusier, Anita Straw, Polly Sanders, Sherri Ybarra, LTC Estes, Mike Jewell, Ty Larson, Lucas Rekow, Bobbie Lockett, Elyse Pearlman

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

Prior to the first agenda item, Chairman Alexander stated there was an addendum to the agenda regarding adding two names to appointments on the personnel item. He asked for a motion to approve the addendum in accordance with Idaho Code 67-2343 (4)(c). Trustee House called for a motioned to approve the addendum to personnel, with a second from Trustee Reynolds. Chairman Alexander called for a roll call vote:

Roll Call Vote as follows:

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

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

- I. **APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 18, 2012, AND THE SPECIAL BOARD HEARINGS OF OCTOBER 1, 2012.** Chairman Alexander called for a motion to approve the minutes of the regular board meeting of September 18, 2012, and the special board hearing of October 1, 2012. There being no comment, Trustee Checketts moved to approve the minutes of the regular board meeting of September 18, 2012, and the special board hearing of October 1, 2012, with a second from Trustee Reynolds. Motion approved.
- II. **FINANCIAL REPORTS** – Cliff Ogborn. Mr. Ogborn reported on the financial statements for September 2012. He informed the Board that the June numbers are now audited. The statements for September reflected a balance of \$886,293. Unobligated cash and investments are \$3,042,075 net of interfund payables. The Income Statement reflected revenue through September is \$5,714,045. Expenses show salaries are \$3,077,289 of original budget, and benefits are \$1,004,581. As of September 30, we have a net margin of revenues in excess of expenses of \$1,124,077. Trustee House moved to approve the financial report as presented by Mr. Ogborn. Motion seconded by Trustee Murray. Motion passed.
- III. **CONSIDERATION OF BILLS** – Cliff Ogborn. Mr. Ogborn presented the district bills for approval. Trustee Murray moved to authorize payment of the district’s bills as presented, with a second from Trustee Reynolds. Motion carried. (A full and complete listing of the District’s bills may be reviewed at the District Office, Accounts Payable.)
- IV. **STAFF/STUDENT RECOGNITION** – None
- V. **DELEGATION** – None
- VI. **PUBLIC INPUT** – None

VII. REPORTS –

- A. MOUNTAIN HOME AFB UPDATE – MHAFB Liaison.** LTC Estes reported that the USAF will now take jurisdiction over the two empty school buildings on the base, but will have to seek funding for demolishing the buildings. He also reported another matter regarding the Base Primary school and some of the safety concerns around the school. LTC Estes informed the Board that there would be a large presence of military Security Police and Wing Safety personnel reminding parents of the speed limit and the flow pattern of the traffic around the building. The Board thanked LTC Estes for his hard work and support of the district.
- B. SHOWCASE - West Elementary - Sherri Ybarra.** Mrs. Ybarra gave a PowerPoint presentation of West Elementary School's outstanding accomplishments over the past year. West Elementary made AYP for the first time. Historically, West Elementary always has a very high population of Economically Disadvantaged (Low income) students, Migrant Students, ELL students, etc., than all of the other schools in the district, but even with those challenges, West Elementary not only made AYP, the SDE awarded them the 4-Star status out of a maximum of 5-Stars.

Mrs. Ybarra's presentation included information on their demographics. West Elementary is 65% Economically Disadvantaged, 40% ELL, 35% Special Needs, 30% failing the Reading ISAT, 45% failing the Math ISAT, they had a high rate of retention, and a large number of discipline actions. She stated that for them to make AYP and achieve their goals, West Elementary modeled themselves after high performing schools. Mrs. Ybarra gave the nine characteristics of high performing schools and informed the Board how West Elementary went about establishing and modeling the nine characteristics into their school.

Mrs. Ybarra "showcased" West Elementary School's accomplishments. She said that her team understands that they will not have fewer problems, but that they just cope with the problems better. Mrs. Ybarra stated that leadership guidance is directly related to student achievement. She announced that due to West Elementary's hard work and the revamping of their educational management methods and procedures, West Elementary students' AYP scores reflected that 90.6% are proficient in Math, 87.6% are proficient in English, the discipline referrals were reduced by 90%, retention went down to 1%, and West Elementary School made AYP for the first time in history, and they were awarded the 4-STAR status.

Mrs. Ybarra made mention that everyone in the building and everyone who comes into the building teaches. She added that not only do all of her teachers teach common core standards but that all of her classified staff teaches common core, the P.E. teachers and Librarian teach common core, the parents teach, etc.

Mrs. Ybarra concluded that West Elementary's goal for this year is to raise everyone one grade level; raise reading scores; strengthen their relationship with the community, staff, and families; incorporated technology into the classroom so that eventually all the classrooms would have Kindles or iPads, and they researched ways to protect the devices. They want to make 5-Stars.

Chairman Alexander said that over the years the comment was made more than once that West Elementary would never make AYP because of the Economically Disadvantaged, ELL, and Migrant students, but not only did West make AYP they did it very well. He congratulated the entire staff of West Elementary and added that he knows they had to work double hard. Mrs. Ybarra said she was very proud of her staff.

VIII. UNFINISHED BUSINESS –

- A. POLICY ADOPTION – 2nd Reading – James Gilbert**
- Employee Dress Code Policy –** Mr. Gilbert presented the 2nd reading of the proposed adoption of the Mountain Home School District No. 193 Employee Dress Code Policy. He reviewed some additional revisions made since the previous board meeting that included allowing P.E. teachers to wear professional shorts, collared shirts, and Lycra-type material, as

well as some grammatical changes to clarify some of the statements. Mr. Gilbert informed the Board that there have been a few additional inputs since the last board meeting about the same issue of not being able to wear jeans and the financial burden. Chairman Alexander stated that he would hope administrators would make a spot-decision on certain exceptional circumstances. Trustee House motioned to approve the second reading of the adoption of the Employee Dress Code Policy, as presented by Mr. Gilbert. Trustee Reynolds seconded the motion, Trustee Checketts voted nay. Motion carried.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
EMPLOYEE DRESS CODE

1. All employees are expected to maintain appropriate standards of grooming, personal hygiene, and dress during working hours.
2. Professional attire is required except on days that are deemed as casual or dress down days.
 - Even though the standard of dress may be relaxed on these days, employees must keep to a quality standard of dress.
3. No clothing, personal grooming, or hygiene practices should distract others or create a safety hazard to you or your co-workers.
4. We expect all employees to use good judgment in deciding what is appropriate dress for work.
 - Various positions require different standards of dress.
 - If you have any questions on the dress required for your position, please see your supervisor.

Examples of appropriate attire would be:

- ◆ Suits/pantsuits
- ◆ Dresses/Skirts
- ◆ Professional Slacks - No Jeans
- ◆ Professional Capri pants
- ◆ Blazers/Sweaters
- ◆ Blouses or *collared Polo-style* shirts
- ◆ Jeans, *appropriate T-shirts, & sweatshirts* (on casual days only)

Examples of inappropriate dress for all employees include:

- ◆ Torn, tattered, or ripped clothing
- ◆ Tank tops with spaghetti straps, halters, or tube tops
- ◆ T-shirts or sweatshirts with *inappropriate* slogans or *inappropriate* pictures
- ◆ Baggy Sweatshirts
- ◆ Revealing attire - baring cleavage, chest, back, midriff, or undergarments
- ◆ Lycra or spandex materials - such as lounging clothing, exercise clothing (*with the exception of P.E. teachers*), etc.
- ◆ Flip flops (beach or shower type) and Bedroom Slippers
- ◆ Short skirts/dresses (length of skirts/dresses must go to individual's fingertips or longer)
- ◆ Shorts

EXCEPTIONS:

Employees working in Maintenance, Custodial, Technology, Warehouse, *Physical Education*, or Health/Nutritional Services are to wear uniforms if provided. However, when approved by the appropriate administrator, employees of

these departments may wear:

- ◆ Jeans
- ◆ Casual *or utility* work pants
- ◆ T-shirts or sweatshirts without ~~slogans or~~ inappropriate pictures *or slogans*, and not tattered or torn
- ◆ *P.E. teachers may wear professional shorts*

For safety and cleanliness, hair should be worn so as not to obstruct vision - tied back securely and kept in a hat or hair net.

Please contact your supervisor or Director of Human Resources.

2. **Energy Conservation Policy** – Mr. Gilbert presented the 2nd reading of the proposed adoption of the Mountain Home School District No. 193 Energy Conservation Policy. He stated that the policy was drafted to address the district’s energy usage issues in co-operation with our Energy Education, Inc., contract. There has been no staff or patron input. Trustee Murray motioned to approve the second reading of the adoption of the Energy Conservation Policy, as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion approved.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
ENERGY CONSERVATION

The Board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

We recognize the importance of adopting an energy conservation policy to govern this program. We also affirm the implementation of this policy will be the joint responsibility of the board, administration, faculty, staff, students, support personnel, and Energy Education, Inc. Success is based on cooperation amid all groups.

To ensure the overall success of our behavior-based energy conservation program, the following areas will be emphasized:

1. A designated school district Manager will be accountable for energy conservation on school district property with Energy Education Specialist teams conducting energy audits and providing timely feedback
2. All personnel at all school district buildings are expected to make a positive contribution to maximize energy conservation and produce real energy savings.
3. Energy Education, Inc., will implement its energy conservation program primarily through an energy management team led by the Energy Education Specialist(s) in accordance with “Energy Guidelines” that will be adopted by the School Board of Trustees and administration and will define the “rules of engagement” for our energy program.
4. Accurate records of energy consumption and cost will be maintained by the Energy Education Specialist for each school district building to provide verifiable performance results on the goals and progress of the energy conservation program.

Further, to promote a safe, healthy learning environment and to complement the energy conservation program, each school building shall review and adhere to the preventive maintenance and monitoring plan administered by the school district physical plant for its facilities and systems, including HVAC, building envelope, and moisture management.

- A signed and dated copy of this policy and attached procedure(s) should be disseminated throughout the district and copies are to be placed in public areas to include, but not limited to, all bulletin boards, faculty lounges, campus newsletters, etc.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO

RESOLUTION 13-03

WHEREAS The Board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management;

WHEREAS The Board recognizes the importance of adopting an energy conservation policy to govern this program. We also direct the implementation of an Energy Conservation Policy that will be the joint responsibility of the Board, administration, faculty, staff, students, support personnel, and Energy Education, Inc. Success is based on cooperation amid all groups;

WHEREAS The Board is responsible for governing and overseeing the operations and fiscal accountability of Mountain Home School District No. 193 (MHSD);

WHEREAS The Board embraces energy conservation and the desire for MHSD to become a nationwide institutional leader in energy conservation as part of our social responsibility to respect our natural resources;

WHEREAS The Board has engaged Energy Education, Inc., to use its expertise to develop and implement a comprehensive, behavior-based energy conservation program across the MHSD, and

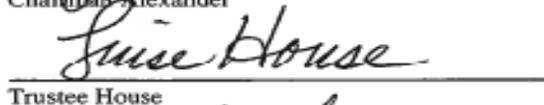
THEREFORE, The Board directs the superintendent and/or his/her designees to develop and implement short and long-range strategies to maximize energy conservation.

BE IT FURTHER RESOLVED That the Board of Trustees directs that a signed and dated copy of the Energy Conservation Policy and Procedure(s) should be disseminated throughout the district and copies are to be placed in public areas to include, but not limited to, all bulletin boards, faculty lounges, school building newsletters, etc.

Authorized this 18th day of September 2012


Chairman Alexander

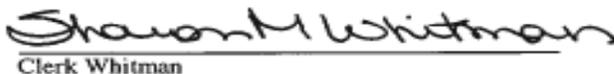

Vice Chairman Murray


Trustee House


Trustee Reynolds


Trustee Checketts

Attest:


Clerk Whitman

(This statement constitutes written approval from Energy Education, Inc., concerning the distribution of MHSD's official energy policy.)

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

Mr. Gilbert also asked for approval of the second reading of the following five policy revisions to the Exchange/Free Lunches Policy, Attendance Policy, Contagious/Communicable/Parasitical Diseases and Infections Policy, Student Handbooks Policy, and Video Surveillance Policy. There has been no additional input from the last board meeting. Trustee House motioned to approve the second reading of the revisions to the Exchange/Free Lunches Policy, Attendance Policy, Contagious/Communicable/Parasitical Diseases and Infections Policy, Student Handbooks Policy, and Video Surveillance Policy as presented by Mr. Gilbert. Trustee Murray seconded the motion. Motion approved.

1. **Exchange/Free Lunches Policy** - Mr. Gilbert explained that custodians no longer perform Food Services custodial service; therefore, the verbiage was stricken from the policy. He said there has been no staff or patron input.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
POLICY
EXCHANGE/FREE LUNCHESES

~~Custodians performing a service that directly affects the Food Service operation may receive an exchange/free lunch. Food Service employees may receive an exchange/free lunch. Adults or students, assigned by the Food Service manager, to perform a service directly related to the food operation, may receive an exchange/free lunch.~~

2. **Attendance Policy** - Mr. Gilbert stated that the language was revised to adjust for the modified high school schedule and to include language regarding the legal age a student may start school. He said that there has been no staff or patron input.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
POLICY
ATTENDANCE

Mountain Home School District No. 193 firmly believes that it is necessary for students to develop the essential skills to enable them to succeed in the world of work. To help meet this goal, it is important that students realize the necessity and importance of consistent employment attendance. From an early age, students need to realize that work attendance will directly affect their employment prospects and degree of success realized in the world of work. Therefore, the Mountain Home School District's Attendance Policy requires students to be in attendance for at least 90% of each school semester. Mountain Home High School students, grades 9-12, ~~(Block Scheduling) exceeding six (6) days of absences in each class period of the semester may result in retention or a denial of credit.~~ **and** Mountain Home Junior High School students, grades 7-8 ~~(Standard Scheduling) exceeding nine (9) days of absences in each class period of the semester may result in retention or a denial of credit.~~

SCHOOL AGE: (I.C. 33-201)

All students enrolling kindergarten must be five (5) years old on or before September 1 of the school year in which the student enrolls. All students enrolling in first grade must be six (6) years old on or before September 1 of the school year in which the student enrolls. Any student five (5) years old who completed a private or public out-of-state kindergarten for the required four hundred fifty (450) hours, but has not reached the "school age" requirement will be allowed to enter the first grade.

PROOF OF IDENTIFICATION AND AGE REQUIRED: (I.C. 18-4511)

Upon enrolling a student for the first time in this district's elementary or secondary schools, the school will notify, in writing, the person enrolling the student that within thirty (30) days a certified copy of the student's birth certificate or other reliable proof of a student's identity and birth date must be provided to the school.

- **If other reliable proof is provided, rather than a birth certificate, that proof will be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.**
- **Other reliable proof of a student's identity and birth date may include, but is not limited to, a passport, visa, or other governmental documentation.**

Should a parent/guardian/student fail to produce proof of identification and age, the school will immediately notify the local law enforcement agency of such, and will notify the parent/guardian/student, in writing, that he/she has thirty (30) days to comply.

SCHOOL ATTENDANCE:

All state laws pertaining to school age and compulsory attendance must be followed as well as this "Attendance Policy." Except in extraordinary cases, students are expected to be present at school and in their assigned grade or subject.

Any student who is not in school up to 90% of the days/classes that school is in session may be denied promotion/credit subject to the District's Promotion Policy.

When a student has been absent 5% of a school semester, or 5% of a single class period, the principal or designee will send the parent/guardian written notice of the fact that the student is in jeopardy of retention or loss of credit due to excessive absence.

In determining whether to deny a student's promotion to the next grade or deny credit, the reasons for the student's absences, the student's academic achievement, the fact that the student submitted make-up work and other relevant factors will be considered.

The following definitions will govern the district-wide Attendance Policy:

1. **ABSENCE:**

Absences from class for any reason, including family convenience, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Absence due to school-approved activities will not be counted.

2. **TARDY:**

A tardy is assessed to a student in grades K-12 when the student is not in the assigned classroom when the tardy bell rings.

3. **TRUANT:**

A truancy occurs when a student is absent from class without consent of the parent/guardian or school officials.

If a student is truant, action pursuant to the District's disciplinary policy will apply.

3. **Contagious/Communicable/Parasitical Diseases and Infections Policy** - Mr. Gilbert informed the Board that the language was revised to add the section from Idaho Code authorizing school boards or their designees to exclude students who are contagious or infectious from school.

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

POLICY

CONTAGIOUS/COMMUNICABLE/PARASITICAL DISEASES AND INFECTIONS

Mountain Home School District No. 193 acknowledges the potentially adverse effects of contagious and communicable diseases. The District encourages safe and healthy practices, not only school district practices but individual personal practices as well, to reduce the chance of bacteria, viruses, or parasites spreading among the students and staff members of Mountain Home School District No. 193. It is the purpose of this policy to increase the awareness about reducing the spread of such diseases through practical and hygienic practices.

Pursuant to authority in Idaho Code Section 33-512(7), the Board of Trustees has the power to exclude from school students with contagious, or infectious diseases, or who are under quarantine. The Board will also close school on order of the State Board of Health or local health authorities.

This district's Board of Trustees delegates to the superintendent or designee its authority to exclude from school students with contagious, or infectious diseases, or who are under quarantine. The superintendent or designee will also close school on order of the State Board of Health or local health authorities.

4. **Student Handbooks Policy** - Mr. Gilbert notified the Board that the only revision to this policy was to notify the public that the student handbooks could be found on the school website and no longer at the district office.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
STUDENT HANDBOOKS

All student handbooks are approved policy of the Board in accordance with Idaho Code 33-512(6), and MHSD Board Authority, Duties, and Responsibilities; Curriculum Materials Adoption policies, and in conjunction with MHSD School Safety and Discipline policy; ~~and the Dress Code procedure, and any other relevant and related district policies and procedures.~~ The complete student handbook for each school **can be found on the school district website - www.mtnhomesd.org** ~~is on file at the district administration office and at the respective schools.~~

Students who violate the provisions of the applicable student handbook will be disciplined in accordance with the district policies.

5. **Video Surveillance Policy** - Mr. Gilbert explained that the revisions to this policy were to modify the verbiage to reflect the language used by Eberharter-Maki, & Tappen. There has been no staff or patron input.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
VIDEO SURVEILLANCE POLICY

Mountain Home School District No. 193 Board of Trustees ~~believes that~~ **authorizes** the use of **closed circuit** videotaping equipment (**Video Surveillance**) ~~on school district property to ensure can make positive contributions to the health, safety, and welfare of all students, staff, and visitors to the District, as well as safeguard District facilities, equipment, and property.~~ Having carefully weighed and balanced the rights of privacy of students, **employees, staff** and visitors against the District's goal of ensuring the safety of every student, employee, and visitor while they are on school district property, and ~~to also accomplish the goal of safeguard District facilities and equipment,~~ the Board hereby authorizes the use of **Video Surveillance video cameras in common areas as determined to be appropriate by the superintendent.** **"Common areas" means those locations to which students, employees, and/or visitors have access, and there is not an expectation of privacy, such as, but not limited to, parking lots, hallways, gymnasiums, auditoriums, and buses.** ~~on District property as follows:~~

~~Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students and visitors on District property, and to safeguard District facilities and equipment.~~

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property. Additionally, notices shall be posted on or about School District property alerting that the district is utilizing Video Surveillance.

Surveillance videotape may be used to determine if staff, students, or visitors have violated board policies, administrative directives, building rules, or laws. Staff, students, or visitors may be subject to disciplinary action and/or referred to law enforcement regarding conduct observed viewing surveillance videotape.

Surveillance equipment will not be used as part of a teacher's evaluation, without consent of the teacher.

Review of any video recordings is restricted to those who have a security, safety, or a legitimate educational interest.

Video recordings may become a part of a student's educational record or a staff member's personnel record. **Disclosure of student educational records is pursuant to the Family Educational Rights and Privacy Act (FERPA). Employee records are held confidential pursuant to Idaho Code Section 33-518. All videotapes that are not made a part of the educational record or a part of the personnel record shall remain the property of the district, are public records under Idaho Code Section 9-337, and are subject to public disclosure.** The District shall comply with all applicable state and federal laws related to record maintenance and retention

Video **Surveillance** tapes that are records of student and/or staff behavior shall be secured in a locked file until the tapes are either reused or erased. ~~The video tape shall be considered a student and/or staff record and shall be subject to current law for the releases of student record information and/or personnel record.~~

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the School District to investigate violations of School District policy.

Student or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

~~Video cameras may be installed in public locations as deemed appropriate by the Superintendent, and shall not be installed in areas with a reasonable expectation of privacy.~~

Audio shall not be part of the video recordings made, reviewed, or stored by the District.

IX. NEW BUSINESS –

- A. **ANNUAL AUDIT** – FY 2012 Eide Bailly – Cliff Ogborn. Mr. Ogborn informed the Board that the audit went well and he thanked administrators and their staff, as well as his two employees in the business office for all of their hard work and accuracy. He then introduced Kevin Smith of Eide Bailly.

Mr. Smith reviewed the audit results ending fiscal year June 30, 2012. He said that Eide Bailly issued a clean opinion (good). He said there were no adjustments or comments that needed to be made. He stated that no new accounting policies were adopted and the application of existing policies was not changed during 2012. He also noted transactions entered into by the District during the year are all of an authoritative guidance of consensus.

Mr. Smith notified the Board that in Eide Bailly's opinion, the financial statements and the aggregated remaining fund information of the district, and the respective change in financial position for the year ended in conformity with accounting principles generally accepted in the USA.

Mr. Smith informed the Board that with respect to the supplementary information accompanying the financial statements, they made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the USA.

Mr. Smith continued to review the audit and stated that the financial statements show that revenue from taxes were less than prior years; state funding went down; stimulus money went away; revenue from property taxes was less than anticipated; Impact Aid, the revenue that supplements educational expenses for children affiliated with the military was less than budgeted, and enrollment was down. He said that the district has no control over the revenue side, but the expenditure side is different in that it is controllable.

Mr. Smith said that the financial statements show that on the expenditure side, the district made all the cuts it could. He commended the district for their fiscal responsibility. Mr. Smith continued to say that a concern he has is that the district has very little debt and that could hurt us (district) in the future. He recommended that the district start or continue with the different building projects to keep maintaining the buildings so that all the projects don't come at the same time.

Mr. Smith concluded that the audit went well and he appreciated the support that Mr. Ogborn and his staff provided for the audit and making themselves available.

Chairman Alexander said he agreed with Mr. Smith regarding trying to provide maintenance and upkeep to all of the buildings, but we don't have any money for the upkeep, so to do that requires funding and to fund the maintenance and upkeep of the buildings would require us to go out for a

Plant Facility Levy or other bonds. He said we used to go to our patrons and ask for Plant Facility money to keep up with building projects, but now we have to ask those same people for money just for day-to-day operations and this community cannot afford to pay anymore than they already do.

Trustee Checketts made a motion to accept the annual audit for FY 2012 as presented by the firm of Eide Bailly, with a second from Trustee Reynolds. Motion passed. (A full and complete copy of the District's audit may be reviewed at the District Office.)

B. TRAVEL REQUEST –

1. Spanish Class/Club – MHHS – Trip to Costa Rica; Travel to several locations and visiting historical and cultural sites throughout Costa Rica, March 24-29, 2013 – Lucas Rekow. Mr. Rekow requested permission to take some of the Spanish Class/Club to Costa Rica over spring break. Trustee Murray motioned for approval of the travel request for the Spanish Class/Club to travel to Costa Rica, March 24-29, 2012, as presented by Mr. Rekow. Trustee Checketts seconded the motion. Motion passed.

C. POLICY REVISIONS – 1st Reading – James Gilbert

1. **Student Funds Control Policy** - Mr. Gilbert presented the 1st reading of the proposed revision to the Mountain Home School District No. 193 Student Funds Control Policy. He stated that the policy was revised to reflect current procedure and Idaho Code. There has been no staff or patron input. Trustee House motioned to approve the first reading of the revision to the Student Funds Control Policy, as presented by Mr. Gilbert. Trustee Murray seconded the motion. Motion granted.

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
POLICY
STUDENT FUNDS CONTROL**

The proper accounting for student body funds and activity funds is required by Idaho Code 33-705.

In order to ensure proper accounting of funds for student body and activities, the following steps are to be followed:

CONTROLLING RECEIPTS:

All money received by any activity shall be put in the building account. Money is to be given to the designated person in the office and all money shall be receipted. The **pre-numbered** written receipt must be **completed accomplished** only by persons authorized to receive money for the building. The receipt must specify the purpose for which the money should be credited. All receipts must be prepared with sufficient copies to make the distribution necessary for internal control and to provide the payee with a copy.

CONTROLLING EXPENDITURES:

The activity or student organization should have minutes that reflect that the activity or organization has incurred the obligation by a proper process (i.e., activity or organization having their regular meeting or announced special meeting where a quorum is present). A form reflecting this action would be given to the school office showing this along with a required invoice. **“Authorization to Pay,” written on the invoice by the Club Advisor/Coach/Department Head and signed may be substituted for the form.** Payment should be made as soon as possible. Two signatures are required for all checks.

SCHOOL PROCEDURES:

The superintendent, school administrator, or designee will develop procedures to implement this policy. The written

procedures will be on file at the School Administration Office and contain, at a minimum, the following:

1. Statement as to who may receive money and write receipts.
2. Statement as to who may sign checks.
3. Any forms used to implement this policy.

INFORMATIONAL REPORTS TO BOARD OF TRUSTEES:

The Board of Trustees will receive the **year-end balance audited report** of all accounts at the time of the yearly audit. **Reports of the Year-to Date Custodial Activity will be provided monthly to the Board of Trustees** ~~may require a report from a school when it deems necessary.~~

2. **Open Enrollment Policy** - Mr. Gilbert presented the 1st reading of the proposed revision to the Mountain Home School District No. 193 Open Enrollment Policy. He stated that the policy was revised to adjust the Teacher/Student Ratio and to include “out-of-attendance zone” as part of the open enrollment policy; it also added language to bring the policy into compliance. There has been no staff or patron input. Trustee Murray motioned to approve the first reading of the revision to the Open Enrollment Policy, as presented by Mr. Gilbert. Trustee Reynolds seconded the motion. Motion granted.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
OPEN ENROLLMENT POLICY

The Board of Trustees of Mountain Home School District No. 193 believes that to promote quality education for all students, students who reside out of the District, **or outside of their attendance zone**, may apply to attend school in Mountain Home School District. The Board of Trustees of the Mountain Home School District No. 193, in conformance with Idaho Code, Sections 33-1402 and 33-1404, hereby adopt the following written guidelines governing the admission of nonresident students by the District.

A student may transfer to MHSD without payment of tuition as long as the district in which the student resides provides a full program for students of grades K-12 and special programs the student would enroll in, allowing for the following SDE suggested student/teacher ratio goals. The district is encouraged to lower all class sizes as funds become available.

1. The District is concerned about its class size and the effect enlargement of the student-teacher ratios will have upon its educational program. The District has determined that admission of students in excess of the following ratios would work a hardship on the District, its teachers, staff, students, and educational programs.

<u>Grades</u>	<u>Ratio Goals</u>
Kindergarten – 3	25 20 to 1
4	28 26 to 1
5 – 6	28 26 to 1
Middle School /Junior High	160 teacher load
High School	160 teacher load
Special Education – Resource Model	25 to 1
Special Education – Special Design	15 40 to 1
Special Education – Self Contained	12 5 to 1

2. For tuition to be waived, the student's resident district must offer the program, grade level, or similar

educational opportunity in which the student wishes to enroll in Mountain Home School District. If the program, grade level, or similar educational opportunity is not offered in the resident district, the student may enroll **and may be charged** ~~with payment of tuition.~~

3. The parent or guardian fills out the request for transfer by February 1 of the year preceding the school year of enrollment. The student's parent or guardian must apply annually on a form provided by the State Department of Education. The application must contain the student's accumulative school record. The parent must notify the resident school district.
4. The parent or guardian is responsible for transportation to and from the school or an appropriate bus stop.
5. A pupil under suspension, or expulsion, or **who may be lawfully denied enrollment**, is ineligible to transfer.
6. **If a student applies and is accepted in this district from out of district, but fails to attend, that student will be ineligible to again apply for an enrollment option in this district.**
7. **Homeless children and youth, as defined in the Steward B. McKinney Homeless Assistant Act (PL 100-77), may attend any district or school within a district without payment of tuition when it is determined to be in the best interest of that child.**
8. In order to attract and keep quality employees, any employee of Mountain Home School District may enroll their children at any time and without payment of tuition.

Applicant shall receive an answer as to acceptance ~~or not~~ within 60-days of receipt of the application; **if enrollment is denied, the denial will include a brief written explanation. The denial of an application for open enrollment is not appealable to the Board.**

3. **Medications Dispensing Policy** - Mr. Gilbert presented the 1st reading of the proposed revision to the Mountain Home School District No. 193 Medications Dispensing Policy. He stated that Eberharter-Maki, & Tappan language was added to inform parents of their responsibilities regarding any medications their child needs to take, and some paragraphs were moved around to better understand the policy; language was also revised to meet the requirements of state code. There has been no staff or patron input. Trustee House motioned to approve the first reading of the revision of the Personnel Files Policy, as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion granted.

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO
POLICY
DISPENSING OF MEDICATIONS**

The Board of Trustees of the Mountain Home School District **recognizes that students attending the schools in this district may be required to take medication while at school, either on a short-term or daily basis. The Board of Trustees** will permit the dispensing of medication that is necessary for the health and well-being of students in schools in its jurisdiction. This policy is intended to provide for medication of a student to permit the student's attendance at school and is not intended to provide a treatment service.

If a student must take medication during the school day, the district will implement the following guidelines:

1. **SELF-ADMINISTRATION OF PRESCRIBED INHALER OR EPINEPHRINE AUTO-INJECTOR**
 - A. Any student for whom a physician or other authorized medical professional has prescribed a metered-dose inhaler or dry powder inhaler for treatment of asthma or other potentially life-threatening respiratory illness, or an epinephrine auto-injector for severe allergic reaction (anaphylaxis), will be permitted to carry and self-administer such medication during the school day. The form will be submitted to the office of the school being asked to administer the medication. (IC 33-520)

- B. The student's parent/guardian must request, at the beginning of each school year, in writing, using the district's Physician's Medication Orders for dispensing of Medication in the School form that the student be allowed to self-administer the medication.**
- The parent/guardian is responsible for notifying the district of any changes to the student's medical condition what would impact the self-administration of medication.
 - The parent/guardian is responsible for insuring his/her student brings the medication to school and to refill the medication as needed.
- C. The container label must clearly state the student's name, medication prescription number, medication name, doctor's name, dosage, and directions for dispensing.

2. PRESCRIPTION MEDICATIONS

- A. The parent/guardian of a student must **request, at the beginning of each school year, in writing, using the district's ~~submit yearly the~~ Physician's Medication Orders for Dispensing of Medication in the School form** for each student needing medication dispensed at school. The Physician's request must be on this form or attached to this form for each medication to be administered. The form will be submitted to the office of the school being asked to administer the medication.
- B. The medication must be in its original container.
- C. The container label must clearly state the student's name, medication prescription number, medication name, doctor's name, dosage, and directions for dispensing.
- D. A record of dispensed medication will be kept in the *Medication Book* and signed by the personnel who dispensed the medication.
- E. **The parent/guardian is responsible for insuring his/her student brings the medication to school and to refill the medication as needed.**
- F. ~~Self administration of medication administered by way of a metered dosed inhaler by a pupil for asthma or other potentially life threatening respiratory illness or by way of an epinephrine auto-injector for severe allergic reaction (anaphylaxis) is authorized and may be carried by the student who is permitted to self administer these medications. (IC 33-520)~~

3. NON-PRESCRIPTION (OVER THE COUNTER) MEDICATIONS

- A. The parent/guardian of a student must **request, at the beginning of each school year, in writing, using the district's ~~submit yearly the~~ Authorization for Non-Prescription Medication Dispensing form** for each student needing medication dispensed at school. The Physician's request must be on this form or attached to this form for each medication to be administered. The form will be submitted to the office of the school being asked to administer the medication.
- Specific directions for dispensing the medication and the parent/guardian's signature must be received before any medication will be dispensed to the student.
- B. The medication must be in the original container and the student's name and directions for dispensing the medication must be written on the container.
- C. Students in grades eight and above may keep and administer their own non-prescription medications. The *Authorization* form must be on file in the office stating the name of the medication, the reason for taking it, and the dosage.
- D. For students in grades K-7, a record of dispensed medication will be kept in the *Medication Book* and signed by the personnel who dispensed the medication.

4. ADDITIONAL GUIDELINES

- a. **Generally, medications should be dispensed to students before and/or after school hours under the supervision of the parent/guardian. Medications should be dispensed at school only when necessary.**
- b. It is recommended that medications kept in the school will be in a secured area in the school office.

- c. It is the student's responsibility to come to the office at the appropriate time to take his or her medication unless a disability requires other procedures. For students in the lower elementary grade levels, an effort will be made to remind them when deemed necessary.
- d. School district employees will dispense no medications to a student, prescription or non-prescription, without written permission from the student's parent or guardian.
- **Physician's Medication Orders for Dispensing of Medication in the School form**
 - **Authorization for Non-Prescription Medication Dispensing form**
- e. All medications must be supplied by the student's parent/guardian. Non-prescription medications will not be supplied.
- f. Non-prescription medications will not be dispensed to lower a fever. Pain relieving medications should be given for headaches, pain related to dental work, etc., and not illnesses that would require a student to be kept home.
- g. **Elementary students are not allowed to possess prescription or non-prescription medications on district property or at district-sponsored events unless specifically authorized to do so by the building administrator.**
- h. **Secondary students may keep and administer their own medication, but are prohibited from bringing more than one (1) day's supply of the medication to school. A note from the parent/guardian must be on file in the office or in the student's possession identifying the medication and the dosage.**
- i. **The parent/guardian is expected to provide an adequate supply of the medication to be dispensed, and to retrieve any unused medication at the end of the school year or at the withdrawal of the student.**
- An effort will be made to remind parents/guardians to pick up excess medication at the end of the school year.
 - The office personnel will dispose of all medications left in the office one week after students are dismissed from school.
- j. Mountain Home School District No. 193 and its employees will accept no responsibility for any ill effects that may result from medication dispensed to students while following this policy.
- D. POLICY REVIEW – No Changes – James Gilbert.** Mr. Gilbert reported the Policy Committee reviewed and determined no revisions were needed to the MHSD's Pupil Transportation Policy. Trustee Murray motioned to approve the policy review of the Pupil Transportation Policy with no changes as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion carried.
1. Pupil Transportation Policy
- E. DISTRICT CALENDAR - 2013-2014 - Tim McMurtrey.** Mr. McMurtrey submitted the proposed district calendar for the 2013-2014 school year, along with the recommended PLC Early Release Days. He said the calendar is almost exactly like this and year's calendar, with semester ending at Christmas break. Trustee House motioned for approval of the 2013-14 District Calendar as presented by Mr. McMurtrey, with a second from Trustee Checketts. Motion approved.
- F. PERSONNEL – James Gilbert.** Mr. Gilbert requested approval of the personnel items and addendum. Trustee Murray motioned to approve the personnel items and addendum, as presented by Mr. Gilbert, with a second from Trustee Reynolds. Motion carried.

APPOINTMENTS

Ajjawi, Shannon A., Part-Time Receptionist, Maintenance Department
 Bailey, James, 8th Grade Assistant Football Coach, MHJH
Chandler, Timothy B, Social Studies Teacher, MHHS
 Chase, Gavril R., Part-Time Title I Paraeducator, West Elementary
 Cameron, ReNae L., 7th Grade "A" Girls' Basketball Coach, MHJH
 Floyd, Sara M., 8th Grade "A" Girls' Basketball Coach, MHJH
 Guadarrama, Marcos, Part-Time ELL Paraeducator, East Elementary/North Elementary
 Huey, Lisa M., 8th Grade "B" Girls' Basketball Coach, MHJH
 Kenison, Stefani J., Part-Time Title I Paraeducator, North Elementary
 Lasuen, Teri A., Part-Time Title I Paraeducator, East Elementary

Raezer, George L., Energy Education Specialist, MHSD193
Rupp, Dallan K., 7th Grade “A” Boys’ Basketball Coach, MHJH
Schweiger, Brian T., Behavioral Supports Paraeducator, MHHS

RESIGNATIONS

Garvey, Jennifer L., 7th Grade “B” Girls’ Basketball Coach, MHJH
Miller, Kathleen L., Duplicating Machine Operator/Free and Reduced Meal Coordinator, DO

At this time, Trustee Checketts asked to add to New Business and wanted the Board to state their position on the Luna Laws (Propositions 1, 2, & 3). Chairman Alexander stated that Trustee Checketts couldn’t add to new business, as it wasn’t included on the addendum that must be presented at the start of a board meeting. Trustee Checketts asked that this be an agenda item on the next special or regular board meeting.

- X. **EXECUTIVE SESSION** – Student Matters. Chairman Alexander called for a motion for the purpose of allowing the Board to retire into executive session for student matters to hear an early graduation request. After a full and complete discussion and upon motion duly made by Trustee House and seconded by Trustee Reynolds, the following resolution was presented:

RESOLUTION TO ADJOURN INTO EXECUTIVE SESSION

BE IT SO RESOLVED That the Board of Trustees of School District No. 193 recess from an open meeting into the following executive sessions pursuant to Section 67-2345, Idaho Code, in order to discuss student matters regarding an early graduation request, as authorized by Title 33, Section 33-510 and 33-1623, and Title 67, Section 67-2345(1)(b), Idaho Code.

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

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

NAME OF TRUSTEES

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

And no less than two-thirds (2/3) of the membership in favor thereof, the chairman had declared said resolution adopted, and the Board recessed into executive session at 8:27 p.m. to discuss an early graduation request. Others present: The attending Board members, Superintendent McMurtrey, Assistant Superintendent Gilbert, Clerk Whitman, Cliff Ogborn, and Jeff Johnson. Following a full and complete discussion of the student expulsion hearing, the Board reconvened into open session at 8:43 p.m. A motion by Trustee Reynolds to grant an early graduation request to (Name on File) only upon completion of all graduation requirements, received a second from Trustee Murray. Motion granted.

- XI. **ADJOURNMENT** – All business of the Board having been completed, Chairman Alexander called for a motion to adjourn. A motion from Trustee Murray to adjourn was seconded by Trustee Reynolds. Motion carried. Meeting adjourned at 8:44 p.m.

Chairman Alexander

Clerk Whitman