

SCHOOL BOARD MEETING
 DECEMBER 16, 2014
 SCHOOL ADMINISTRATION OFFICE

TRUSTEES PRESENT: Chairman Alexander, Trustee House (arrived 7:33 p.m.), Trustee Checketts, Trustee Donahue

OTHERS PRESENT: James Gilbert, Cliff Ogborn, Sharon Whitman, Albert Longhurst, Sherri Ybarra, Will Goodman, Bill Magnusson, Colonel Kubat, Tilli Abbott, Stehvn Tesar, John Clark, Karen Gordon, Anita Straw, Nikki Crusier, Mike Jewell, Adrian Carcas, Denise Weiss, Marsha Baker, C. Darkes, Sharon Ackley, Alicia Severs, Mollie Marsh, Ron Nicolosi, Kenda Schroeder, Velma Goodman, Elyse Pearlman, Lea Rogers, V. Cochran, Steve Galloway, Lisa Russell, Rich Urquidi, Phil McCluskey

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 to add three names to the resignation part of the Personnel Matters under New Business in accordance with Idaho Code, Sections 67-2343(4)(c). Trustee Donahue called for a motioned to approve the addendum to personnel, with a second from Trustee Checketts. Chairman Alexander called for a roll call vote:

Roll Call Vote as follows:

Chairman Alexander Aye
 Trustee House Aye
 Trustee Reynolds Absent
 Trustee Checketts..... Aye
 Trustee Donahue 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 NOVEMBER 18, 2014.**
 Chairman Alexander called for a motion to approve the minutes of the regular board meeting of November 18, 2014. There being no comment, Trustee Donahue moved to approve the minutes of the regular board meeting of November 18, 2014, with a second from Trustee Checketts. Motion approved.
- II. **FINANCIAL REPORTS** – Cliff Ogborn. Mr. Ogborn reported on the financial statements for November 30, 2014. The statements for November reflected a balance of \$708,680. Investments in the State Pool are \$4,435,186. The Income Statement reflected revenue through November as \$13,862,424, due to a State Foundation payment of \$3,169,256. Expenses show salaries are at \$5,273,480 of original budget, and benefits are \$1,729,628. We have a net margin of revenue in excess of expenses of \$5,320,326. Trustee Checketts moved to approve the financial report as presented by Mr. Ogborn. Motion seconded by Trustee Donahue Motion passed.
- III. **CONSIDERATION OF BILLS** – Cliff Ogborn. Mr. Ogborn presented the district bills for approval. Trustee Donahue moved to authorize payment of the district’s bills as presented, with a second from Trustee House. Motion carried. (A full and complete listing of the District’s bills may be reviewed at the District Office, Accounts Payable.)
- IV. **DELEGATION** – None
- V. **PUBLIC INPUT** – None

VI. REPORTS –

- A. MOUNTAIN HOME AFB UPDATE –** MHAFB Liaison. Colonel Kubat reported on the meeting with the Board regarding the MHAFB School Data Project. He stated that they [MHAFB] received a lot of good input from the Board and they would evaluate the input and might incorporate much of it into the report. Colonel Kubat stated that they plan to do some additional research pertaining to Impact Aid concerning the timeliness in which the Impact Aid funds are received. He reported that the airbase is researching grants and other money that is available to school districts. Chairman Alexander requested that another meeting be held over spring break to further discuss the School Data Project report.
- B. BUILDING HIGHLIGHTS –** East Elementary – Karen Gordon. Mrs. Gordon thanked the Board for the opportunity to present the highlights of East Elementary. She stated that East is a fun place for students, thus encouraging them to learn. She added that the students learn to be respectful of each other, be confident, and be kind. Mrs. Gordon also added that the students learn to be studious, which not only helps them now, but also will help them later in their secondary years.

Mrs. Gordon informed the Board on the goals of East Elementary. She stated that their reading goal is to increase from 38.35% to 44.35% by the end of the 2014-15 school year as measured by the STAR Reading test. She added that their language arts goal is to increase from 43% to 75% by the end of the 2014-15 school year as measured by the vocabulary, grammar, and spelling sections of the Imagine It! Benchmark testing in the spring. Mrs. Gordon continued to inform the Board that their math goal is to increase from 44/38% to 50.38% also by the end of the 2014-15 school year as measured by the STAR Math testing.

Mrs. Gordon reviewed the highlights of each grade with the Board. She said that the kindergarten teachers have seen vast improvements in academics and life-skills. She added that the kindergarten teachers use the STAR Early Literacy, IRI, and Saxon Benchmarks.

Mrs. Gordon then reviewed the first grade highlights. She said that reading was in the 85% percentile, fluency was in the 50% percentile, and the math is in the 85% percentile. She continued to say that the first grade students have made gains in their benchmark total points, and anticipate seeing an average of a 25% increase each quarter.

While reviewing the second grade highlights, Mrs. Gordon stated that reading was in the 94% percentile, fluency was in the 85% percentile, and math was in the 91% percentile. She added that the second grade team is working on teaching the 4-Square writing model with an emphasis on grammar, usage, and mechanics. Mrs. Gordon informed the Board that the August Benchmark 1 showed 94% of the students reached the reading cutoff, and that 94% of the students again reached Benchmark 3. She stated that the August Benchmark 1 showed that 77% of the students reached the cutoff for fluency and that 85% of students reached the cutoff for Benchmark 3; 91% of students reached the current math cutoff of 80% or higher.

Mrs. Gordon discussed the third grade percentiles. She said the reading was in the 94% percentile, fluency was in the 88% percentile, and math was in the 88% percentile. She went on to say that the students were about 100% for the reading cutoff in the August Benchmark, but that as more vocabulary was introduced, the students are currently only at 94%; the fluency for benchmark 1 was 94%, but as Correct Words Per Minute increases, the student are currently only at 88%; 88% of the students are at 80% or higher in math.

Mrs. Gordon then informed the Board about the fourth grade percentiles. She said that the students are separated into four different groups, above level, on level, strategic, and intensive, with the strategic and intensive groups being kept small so that the teachers are able to work with those students. She also said the students are making the most of their Walk-to-Intervention and they strive to move into the next color group. Mrs. Gordon added that students who struggle under the Imagine It! intervention program

are now working with interventions such as “Anita Archer” Phonics, CAFÉ (comprehension, accuracy fluency, and expanded vocabulary), Mountain Language, Myon, reading, vocabulary words in depth, and phonic spelling. She explained that the on-level group work with a para professional supervised by the teacher and this group works on Imagine It! reading worksheets and graphic organizers. She continued to explain that STAR Math and accumulative assessments are used to determine the math level of the student, and at the beginning of the 3rd quarter, teachers will group the students according to their level and one teacher will work with the high-level group of students thus allowing them to move at a faster pace. She added that beginning the fourth quarter, 5th Grade curriculum will be introduced and one teacher will take the lower level students and another teacher will work with the students who are on grade level.

Mrs. Gordon went on to inform the Board on the other structured learning programs at East such as the reading and writing program. She concluded by reviewing the some of the interventions programs, other activities, extra-curricular programs, and by showing a video montage of East Elementary, the students, the programs, etc.

The Board thanked her for her impressive presentation.

VII. UNFINISHED BUSINESS –

- A. POLICY REVISION** – 2nd Reading – James Gilbert. Mr. Gilbert presented the 2nd reading of the Board Authority, Duties, & Responsibility Policy, the Board Meeting Regulations Policy, and the Nondiscrimination Policy. He said that there had been no additional input since the last reading. Trustee House motioned to approve the 2nd reading of the proposed revision of Board Authority, Duties, and Responsibilities Policy, the Board Meeting Regulations Policy, and the Nondiscrimination Policy as presented by Mr. Gilbert. Trustee Donahue seconded the motion. Motion approved.

1. Board Authority, Duties, & Responsibility Policy -

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
BOARD AUTHORITY, DUTIES, AND RESPONSIBILITIES

The Mountain Home School District No. 193’s Board of Trustees has the powers and duties attributed to it by the Constitution and laws of the State of Idaho. (Idaho Code 33-506)

1. **Individual members of the Board have no power separate from the Board as a whole. Members of the Board have authority only when acting as a board legally in session.**
2. **The Board is not bound by any action or statement on the part of an individual board member except when such statement or action is in pursuance to specific instruction for the Board.**
3. **Each member of the board shall attend all meetings, both regular and special. A vacancy on the Board of Trustees may be declared if a trustee fails to attend four (4) consecutive regular meetings without acceptable excuse (Idaho Code 33-504).**
4. **The Board will govern the district in compliance with state laws and rules of the State Board of Education.**

The school district will be governed by a **board of trustees. The board of trustees shall consist of a five (5) members board. Commencing in 2011, Except as otherwise provided by law, a school district trustee shall be elected for a term of four (4) three (3) years beginning at twelve noon on July 1 next succeeding his/her election or until the annual meeting of his/her district held during the year in which his/her term expires, in accordance with Idaho Code 33-501 (Effective until January 1, 2011). Commencing in 2011, a school district trustee shall be elected for a term of four (4) years beginning at twelve o’clock noon on July 1 next succeeding his/her election, in accordance with Idaho Code 33-501 (Effective January 1, 2011).** Each member must be a qualified voter in the school district and a resident of the zone (s)he represents. (Idaho Code 33-501)

1. NOTE: Idaho Code 33-503A Transition of school trustee terms from three years to four years (Effective January 1, 2011). In order to achieve an orderly transition to terms of four (4) years, and to hold trustee elections in the odd-numbered years, the following schedule shall be followed:
 - (1) For school district with five (5) trustees:
 - (a) If two (2) trustees were elected to a regular trustee term in 2007, and one (1) trustee was elected to a regular term in 2008, then these three (3) trustees shall each serve a term that expires on July 1, 2011, and the trustees elected to a regular trustee term in 2009 shall each serve a term that expires on July 1, 2013.

The Board shall have the power and duty to make by-laws, rules, and regulations for its government, and that of the district, consistent with the laws of the State of Idaho and the rules of the State Board of Education. (Idaho Code 33-506)

1. **The Board shall have the power to call special meetings or elections for such purpose as may be necessary for the proper conduct and management of the schools within the district. (Idaho Code 33-506)**
2. **The Board shall employ attorneys when deemed in the best interest of the district, or for defending the district against any suit or for bringing action deemed necessary to be commenced by the Board. The Board may authorize the superintendent to contact an attorney of choice for legal advice and representation. (Idaho Code 33-506)**
3. **The Board shall maintain at least one (1) elementary school and one (1) secondary school; employ necessary help and labor to maintain and operate the schools of the district; ~~the Board will employ professional school administrators to manage the school system and employ necessary personnel; the Board may discontinue any school within the district whenever such discontinuance is found to be in the best interest of the district and of the students. (Idaho Code 33-511)~~**
4. The Board as a whole has the power to adopt policies. The Board will establish the educational policies for the district and will determine the personnel policies of the school system. Policies established by the Board will be carried out by the superintendent of schools or others as may be determined by the Board. (Idaho Code 33-506 & 33-512)
5. ~~The Board will establish the educational policies for the district and will determine the personnel policies of the school system. The board will employ professional school administrators to manage the school system and employ necessary personnel. (Idaho Code 33-511)~~
6. The Board will have the responsibility of dispersing and accounting for funds to support the schools system, including the physical plant and necessary equipment. The Board will be responsible for having the books audited annually. (Idaho Code 33-701 & 33-801)
7. **The Board shall adopt and carry on, and provide for the fiscal management of, a total educational program for the district; provide, or require students to be provided with, suitable textbooks and supplies; supervise and regulate those extracurricular activities that are outside the regular academic courses or curriculum of the public schools; equip and maintain a suitable library in the schools and to exclude from the libraries all books, tracts, papers, and catechisms of sectarian nature. (Idaho Code 33-511 & 33-512)**
8. **The Board shall set the days of the year and the hours of day when schools shall be in session, and set school holidays. The amount of hours will conform to state law and regulation. (Idaho Code 33-511)**
9. **The Board shall protect the morals and health of the students; exclude from school children not of school age; prescribe rules for the disciplining of unruly and insubordinate students; exclude from school students with contagious or infectious diseases, or who are diagnosed or are suspected of having a contagious or infectious disease, or those who are not immune and have been exposed to a contagious disease; and close school on order of the State Board of Health or local health authorities. (Idaho Code 33-511)**
10. **The Board shall prohibit entrance to schools, properties, and grounds of the district; prohibit loitering in schoolhouses or on school grounds; provide the removal from such schoolhouses or school grounds of any individuals who disrupt the educational processes or whose presence is detrimental to the morals, health, safety, academic learning, or discipline of the students. (Idaho Code 33-511)**
11. **The Board shall erect and maintain at each school a suitable flagstaff or flagpole and display a flag of the United States of America on all days when school is in session, except during inclement weather; on each Veteran's Day that school is in session, conduct and observe an appropriate program of at least one class period remembering and honoring American veterans.**
12. The Board is granted the authority to suspend, grant leave of absence, place on probation, or discharge certificated professional personnel for material violation of any lawful rules or regulations of the Board of Trustees or of the

SBE or for any conduct which could constitute grounds for revocation of a teaching certificate. Any certificated professional employee, except the superintendent, may be discharged during a contract term. (Idaho Code 33-513, ~~para-5~~)

MHSD Board of Trustees recognizes that the Superintendent is the executive officer of the Board of Trustees with such powers and duties that the Board may prescribe. The Board grants authority to the Superintendent or designee, the authority in school board policy to act on behalf of the School Board and the School District in all administrative matters, including personnel matters. The Superintendent shall act as the authorized representative of the District whenever such is required, unless some other person shall be named by the Board of Trustees to act as its authorized representative. Therefore, the Board of Trustees hereby delegates all powers of the Board, which have not been specifically reserved by statute or Board policy, to the Board of Trustees. (Idaho Code 33-513, ~~para-2~~)

1. The Board recognizes that there are situations, which arise concerning certificated employees, which may require immediate suspension or leave of absence. The Board has determined that if the Superintendent or his/her designee determines there exists reasonable articulable suspicion to believe that a certificated employee has engaged in a material violation of any lawful rule or regulation of the Board of Trustees or of the State Board of Education, has engaged in conduct which could constitute grounds for revocation of a teaching certificate, or is the subject matter of an investigation where the presence of the certificated employee may unduly influence or undermine a personnel investigation, whose conduct (1) violates the Idaho Code of Ethics, (2) creates an imminent threat to students or staff, (3) has violated school board policy, or (4) where suspension is necessary in order to complete an investigation involving that employee where staff and students may be interviewed, the Superintendent or his/her designee shall have the authority to suspend with pay the certificated employee pending the next regularly scheduled Board meeting or not less than six (6) days or more than twenty-one (21) business days. The Board reserves the right to review and change the decision of the superintendent if the Board disagrees with the resolution of any employment issue. (Idaho Code 33-513)
2. The Superintendent or his/her designee shall be the person responsible for hiring, firing, disciplining, suspending, and any other action related to the employment of said classified employee whose conduct creates an imminent threat to students or staff, has violated school board policy, or where suspension is necessary in order to complete an investigation involving that employee where staff and students may be interviewed, subject to right to of grievance set forth in Idaho Code 33-517. The Board reserves the right to review and change the decision of the superintendent if the Board disagrees with the resolution of any employment issue. (Idaho Code 33-513)

~~The MHSD Board of Trustees will carry out their duties in accordance with Idaho Code Title 33, Chapter 5; Sections 33-506 thru 33-512, and 33-514 as described in procedure.~~

2. Board Meeting Regulations Policy -

MOUNTAIN HOME SCHOOL DISTRICT NO. 193 MOUNTAIN HOME, IDAHO 83647 P O L I C Y BOARD MEETING REGULATIONS

~~The Board of Trustees of Mountain Home School District No. 193 is authorized by law to adopt policies for its governance. In matters involving policy, the Board will look to the superintendent and his or her administration for advice and guidance regarding how the policies being discussed would affect the schools in the district. being a governing body subject to public scrutiny and the provisions of the Idaho Open Public Meetings Act, and being desirous of establishing policies regarding the conduct of meetings of this Board, which policies will protect and ensure the public interest, and the rights of the public to observe the deliberation and decision making process of this Board, while maintaining order consistent with the efficient handling of the business of this Board,~~

The Board Chairperson has the authority and responsibility to oversee the orderly process of a Board meeting and ~~being further desirous~~ of fulfilling its obligation to create and maintain an accurate and official record of the proceedings of this Board, the Board of Trustees of Mountain Home School District No. 193 hereby promulgate: The chairperson of this Board shall preside over all meetings in accordance with the rules of procedure adopted by the Board and all final rulings on points of order and procedure shall be made by the chairperson. Except where otherwise

specified, the proceedings of the Board shall be governed by **Robert's Rules of Order**. Three board members will be considered as constituting a quorum for the transaction of business.

All meetings of the Board are open to the public and all persons are permitted to attend any regular, special, or emergency meeting of the Board. The right to attend a meeting of the Board does not grant any individual the right to provide public input to the Board during its meeting. The Board may exclude the public from any meetings it may hold in executive session.

All regular board meetings are held the third Tuesday of every month, starting at 7:30 p.m., in the district office boardroom unless notice is posted/published stating otherwise.

All special board meetings may be called by the Board Chair or at the request of a majority of the board members.

The Board will hold the following basic types of meetings:

1. **Annual Meeting** – Consistent with Idaho Code 33-510, an annual meeting of the Board will be held on the third Tuesday of the regular July meeting in each year. The Board will determine during the regular meetings of the Board of Trustees for a uniform day of a uniform week.
2. **Regular Meeting** – The Board of Trustees shall meet in regular session every third Tuesday of every month, starting at 7:30 p.m., in the MHSD Boardroom.
3. **Emergency Meetings** – In the event of an emergency involving possible personal injury or property damage, immediate financial loss, or the likelihood of injury, damage or loss, the Board may meet immediately and take official action without prior notification when the notice requirements would make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting.
4. **Special Meetings** – Called by the Board Chairman or by any two members of the Board due to circumstances requiring immediate action for the operation of the District, or by the Board of Trustees in an open meeting by official action. Such a meeting will be strictly limited to agenda items requiring action, which necessitated the calling of the meeting. Official action will be taken on agenda items only. Special and Adjourned meetings may be called by the Chairman or by any two members of the Board and held at any time.
5. **Budget Meetings** – No later than twenty-eight (28) days prior to its annual meeting, the Board shall have prepared a budget, in the form prescribed by the state superintendent of public instruction, and shall hold a public hearing. At such public hearing or at a special meeting held no later than fourteen (14) days after the public hearing, the Board shall adopt a budget for the ensuing year.

~~Public Attendance Policy~~ **PUBLIC'S RIGHT TO ADDRESS THE BOARD** – The Board of Trustees being interested in receiving input from the public, consistent with the efficient processing of business of the Board will allow and/or restrict public comment at Board meetings as follows:

- A. **Open/Special Meetings** – All meetings of the Board are open to the public and all persons are permitted to attend any “open” sessions of the regular, or special, or emergency meeting of the Board, ~~Members of the public may attend all “open” sessions of this Board,~~ which sessions shall be defined as all meetings other than those meetings, or parts thereof, which may be or which are required to be held in “executive” sessions by the laws of the state of Idaho, Idaho Code 67-2341, 67-2342, and 67-2345.
 - 1) Attendance at said open meetings by members of the public is subject to observance and compliance with the rules of order, “**Robert's Rules of Order,**” and conduct set forth herein.
 - 2) **The public, whether attending a board meeting or giving public input will follow the hearing/public input procedures as set forth herein.**
 - 3) Items of business may not be suggested from the floor for discussion and/or action at that same meeting except at the discretion of the chairperson or a majority of the Board members present.
 - 4) Comments at special meetings must be related to the business of the meeting.
 - 5) The Board will not hear complaints against personnel or any students in a public board meeting.
 - **Any complaints against district personnel, including, but not limited to, administration, directors, teachers, paraprofessionals, coaches, and students will not be heard in open session, but rather in executive session and upon the approval of the Board.**

- All statements shall be directed to the chairperson; no member of the public may address or question board members individually.
- 6) **Public and/or employee business matters brought before the Board should be submitted in writing to the Clerk of the Board or the Superintendent no later than the Tuesday before the regular board meeting.**
- 7) **Any complaint about the District, including instruction, discipline, District personnel, District policy, procedures, curriculum, should be referred through proper administrative channels before it is presented to the Board for consideration and possible action.**
- 8) **All final actions and final decisions by the Board will be made at a regular or special meeting. No final decisions will be made in executive session, with one exception. The decision to place a certificated employee, who is employed on an annual contract, on probationary status may be made in executive session. In such cases, the employee will not be named in the minutes of the meeting. No decision at a regular or special meeting of the Board will be made by secret ballot.**
- B. **Executive/Closed Sessions** – Members of the public shall not be allowed to attend “executive” sessions of this Board unless invited by the Board, Idaho Code 67-2341, 67-2342, and 67-2345.
- C. **Participation via Telecommunications Devices:**
 - 1) Participation via telecommunications devices. Any board meeting may be conducted using telecommunications devices, which enable all participating board members to communicate with each other; provided, however, that at least one (1) board member, or the superintendent, must be physically present at the location designated in the meeting notice, to ensure that the public may attend such meeting in person. Such telecommunication devices may include, but are not limited to, telephone or video conferencing devices and similar communications equipment. All communications must be audible to the public attending the meeting in person and all participating Board members. Any Board member participating via telecommunications device shall be deemed present in person at the meeting. **(Idaho Code, Section 67-2343)**
- D. ~~Public’s Right to Address the Board—The Board of Trustees being interested in receiving input from the public, consistent with the efficient processing of business of the Board will allow and/or restrict public comment at Board meetings as follows:~~

ROBERT’S RULES OF ORDER – For maintenance of order necessary to the efficient conduct of the business of this Board, members of the public, trustees, and officials of the district shall be subject to the following rules of order:

- A. **Ruling Authority** – The chairperson of this Board shall preside over all meetings in accordance with the rules of procedure adopted by the Board and all final rulings on points of order and procedure shall be made by the chairperson. Except where otherwise specified, the proceedings of the Board shall be governed by Robert’s Rules of Order.
- B. **Conduct in General** – All persons in attendance at a meeting of the Board will speak only **as indicated on the order of business as set forth in the board agenda, or as determined appropriate by the Chairperson** and upon recognition ~~and granting of leave~~ by the chairperson. ~~and~~ All persons will refrain from making or causing to be made any loud, raucous, abusive, or profane language or gestures.
 - 1) No person attending said meetings shall have in their possession or subject to their control any devices of distraction, which would make noise, create bright or flashing light, and/or any banners, place cards, or signs.
 - 2) No person in attendance of said meetings of the Board shall have any substance or article within their possession or subject to their control, which would constitute a menace or which would endanger the safety or well-being of those in attendance.
 - 3) No person in attendance at said meetings of the Board shall smoke or deemed to be under the influence of drugs and/or alcohol.
- C. **Public use of recording devices** –
 - 1) **The use of tape recorders or electronic recording devices by members of the public or any other persons attending meetings of the Board is prohibited except in situations where an electronic tape recording or transcript is required by law, in which case the Clerk of the Board or other Board designated persons shall use electronic recording equipment of high quality approved by the district to create an electronically recorded transcript which shall be maintained as the official transcript of such proceeding. The Board, in its discretion, may choose to record any or all regular sessions of the Board, which shall become the official transcript of the proceedings.**

- With the exception of the School Board of Trustees, Board Clerk, or other Board designated persons, no recording devices are authorized unless approved by the Board Chair.
- 2) Recording devices and/or video streaming/devices are prohibited during a board meeting by members of the public or any other persons attending board meetings due to the ability to alter the recording and/or video, limited space for equipment, disrupting the meeting process, and/or disruptive to those in attendance.
 - If the public is allowed to tape record meetings, there must be an official tape recording prepared by a school official to secure the sanctity of the record. High quality tape recording equipment necessary to record meetings is expensive.
 - Many tape recording devices either are of an inferior quality or not designed to properly and accurately record proceedings of public meetings (i.e. dictating machines). Tape recording devices fail at times to make an audible record of remarks or to reproduce with sufficient quality to allow the listener to determine what is being said.
 - Tapes are easily tampered with and replay of a tampered tape may cause improper embarrassment to school trustees, officers, patrons, students, etc.
 - Devices include, but are not limited to, cameras, voice recorders, cellphones, video equipment, digital recorders, etc.
 - 3) Exceptions: the Board recognizes that there may be times or certain events where the use of cameras or video equipment would be desirable and the Board may approve from time to time limited use of such devices for events such as presenting awards, the swearing in of new board members, etc., under such conditions and restrictions as in the judgment of the Board are appropriate.

HEARING THE PUBLIC/PUBLIC INPUT – Members of the public will not be recognized while the Board is conducting its official business. Public participation will be permitted only as indicated on the order of business as set forth in the board’s agenda, or as determined appropriate by the Chairperson.

- A. When public input is to be received, members of public wishing to address the Board must be recognized by the chairperson.
- B. Members of the public wishing to give input must be legal residents of the Mountain Home School District, or be a firm eligible to bid on materials or services solicited by the Board.
- C. Members of the public may give input during the Public Input portion of the board meeting provided they put their name on the Public Input Sign-in Sheet prior to the start of the board meeting and only upon recognition of the Chairperson.
 - 1) Members of the public must print their name and phone number on the Public Input sign-in sheet located near the front door of the boardroom prior to the start of the board meeting in order to be heard.
 - 2) Members must be recognized by the Board before giving their input.
 - 3) All statements shall be directed to the Chairperson.
 - No member of the public may address or question the Board members individually.
 - 4) A single spokesperson must be selected by groups or organizations desiring to address the Board during Public Input.
 - 5) Members of the public or the spokesperson of a group must preface their comments by announcing their name and the organization for whom they represent.
 - 6) All statements and public input are limited to three (3) minutes, or as determined appropriate by the Chairperson.

~~No person attending said meetings shall have in their possession or subject to their control any devices of distraction, which would make noise, create bright or flashing light, and/or any banners, place cards, or signs.~~

~~No person in attendance of said meetings of the Board shall have any substance or article within their possession or subject to their control, which would constitute a menace or which would endanger the safety or well-being of those in attendance.~~

~~No person in attendance at said meetings of the Board shall smoke.~~

~~When public input is to be received, members of public wishing to address the Board must be recognized by the chairperson. Said person should state his/her name. Length of comments shall be controlled by the chairperson.~~

- D. All comments must be directly related to the District. When deemed appropriate by the Chairperson, comments, and questions at a regular board meeting may deal with any topic related to the Board's conduct of schools.
- 1) Comments at special meetings must be related to the call of the meeting.
- E. All complaints should be resolved through the proper channels in the following order:
- 1) The first and most effective step is to take the concern to the staff members (teacher, coach, etc.) who are closest to that problem. Most problems are resolved at this level.
- 2) If there is still a concern, it should be brought to the building principals, unresolved concerns are usually resolved satisfactory by the building administrator.
- 3) If the concern persists, then it should be taken to the Assistant Superintendent, and then to the Superintendent of Schools.
- 4) If the matter has not been satisfactorily resolved, the patron may appeal to the Board of Trustees by calling or writing the Clerk of the Board or Superintendent no later than the Tuesday before the next regular board meeting and asking to have the item placed on the board agenda.
- F. Complaints of school district personnel will not be heard during Public Input.
- 1) Complaints of school district personnel must be heard in executive session.
- 2) The complainant must have submitted a letter to the Board Clerk or Superintendent no later than the Tuesday before the board meeting
- G. Complaints of school district students will not be heard during Public Input.
- 1) Members of the public wishing to make complaints of misconduct against students of the school district must refrain from using the student's name to protect the student.
- H. Complaints of misconduct against students or employees of the school district, which involve alleged criminal activity or are grounds for disciplinary action, are heard in executive session pursuant to Idaho Code Section 67-2345(1)(b).
- I. The Board may or may not address the items brought up during Public Input.
- J. Delegations:
- 1) Members of the public wishing to make formal presentations to the Board must submit a written request to the Clerk of the Board or Superintendent no later than the Tuesday before the regular board meeting.
- Members of the public will be notified regarding whether their request to address the Board has been granted and will be given all pertinent information regarding the date and time of the board meeting.
- 2) All comments must be limited to items directly related to the District.
- 3) A single spokesperson must be selected by groups or organizations desiring to address the Board in order to avoid repetitious information.
- 4) The delegate or group spokesperson must be recognized by the Chairperson and must preface his or her comments by announcing his or her name and the organization for whom they represent.
- K. The Chairperson may:
- 1) Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, irrelevant, or redundant.
- 2) Request any individual to leave the meeting when that person does not observe reasonable decorum.
- 3) Request the assistance of law enforcement officers in the removal of a disorderly person when the person's conduct interferes with the orderly process of the meeting.
- 4) Call a recess or an adjournment when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

BOARD AGENDA:

- A. An agenda shall be required for each meeting.

- 1) **Board agendas/notices of a regular meeting, will be delivered to each board member and agenda/notice will posted on the bulletin board outside of the district office and the district website. If regular meetings are to be held at places other than the MHSD Boardroom, or are adjourned to times other than a regular meeting time, notice of the meeting will made in the same manner as provided for special meetings. All regular meetings of the board will be held within the district boundaries.**
 - 2) **A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted, will be delivered to each board member and notices will posted on the bulletin board outside of the district office, the district website, county courthouse, and city hall, unless the law states otherwise.**
 - 3) **All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.**
 - 4) **The written notice to a regular or special board meeting may be given by telegram, fax, or electronic mail.**
- B. Items of business may be suggested by Board members, Clerk, administration, or patrons of the District for inclusion on the agenda.
- 1) Business items suggested by patrons or the District should be submitted in writing and received in the office of the superintendent of schools or Clerk of the Board of Trustees the Tuesday before the regular board meeting or at least six (6) business/working days before the meeting in order to ensure inclusion on the written agenda and must be directly related to the district. ~~Comments at special meetings must be related to the business of the meeting.~~
- C. The Clerk of the Board will prepare and post an agenda notice forty-eight (48) hours in advance of each regular meeting. The Board may amend the agenda, provided that a good faith effort is made to include in the original agenda notice all items known to be probable items of discussion. The agenda may be amended in the following manner (**Idaho Code 67-2343**):
- 1) If the agenda is amended after it has been posted, but ~~there exists~~ forty-eight (48) hours or more prior to the start of the **regular meeting, or twenty-four (24) hours or more prior to the start of a special meeting, then the agenda may be amended upon the posting of the amended agenda.** ~~the agenda may be amended by posting a new agenda.~~
 - **No special meeting shall be held without at least a twenty-four (24) hour meeting and agenda notice, unless an emergency exists.**
 - **An emergency is a situation involving injury or damage to persons or property, or immediate financial loss, or the likelihood of such injury, damage or loss, when the notice requirements of this section would make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting.**
 - 2) If an amendment to the agenda is proposed **after an agenda has been posted and less than forty-eight (48) hours prior to a regular meeting or less than twenty-four (24) hours prior to a special meeting,** but prior to the start of the meeting, the Clerk will post the proposed amended agenda, but it will not become effective until a motion is made at the meeting and the Board votes to amend the agenda.
 - 3) The Board may amend the agenda after the start of the meeting upon a motion that states the reason for the amendment and **states** the good faith reason the agenda item was not included in the **original** posted agenda.
- ~~D. Items of business may not be suggested from the floor for discussion and/or action at that same meeting except at the discretion of the chairperson or a majority of the Board members present.~~
- ~~1) The Board will not hear complaints against personnel or any students in a public board meeting.~~
 - ~~2) All statements shall be directed to the chairperson; no member of the public may address or question board members individually.~~
- E. Copies of the agenda should be given to the Board members three (3) working days before the regular meetings and made available at the District Office, posted at the entrance of the district office, and posted on the school district website as determined by the Board before the regular meeting.
- F. Because of the need to efficiently conduct its business with the available time to deal with situations where unexpected issues arise and/or where the Board needs to address issues not on the agenda, the agenda may be modified before or at the meeting (**Idaho Code 67-2343**).

- G. **Executive sessions. If an executive session only will be held, a twenty-four (24) hour meeting and agenda notice shall be given according to the notice provisions stated in subsection (2) of this section and shall state the reason and the specific provision of law authorizing the executive session.**
- H. The agenda format shall be:
- I. Call to Order
 - II. Approve minutes of previous meeting(s)
 - III. Financial Reports
 - IV. Consideration of Bills
 - V. Delegation
 - VI. Public Input
 - VII. Reports
 - VIII. Unfinished Business
 - IX. New Business
 - X. Executive Session
 - XI. Adjournment
- I. Upon consent of a majority of members present, the regular order of business at any meeting may be suspended.

3. **Nondiscrimination Policy -**

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

The Board is committed to a policy of nondiscrimination in relation to race, color, **creed**, national origin, **sex**, **gender**, **sexual orientation**, religion, age, **ancestry**, marital status, **military status**, **citizenship status**, **pregnancy**, financial status, ~~or~~ membership in any professional organization, **use of lawful products while not at work**, ~~handicap~~, **physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories. The District will make reasonable accommodation for an individual with a disability know to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose an undue hardship upon the District.** This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the Board does business.

Discrimination is any behavior that prevents individuals from achieving their full human potential. Discrimination involves treating persons as members of groups, rather than on the basis of individual capacities or merits.

In keeping with the Board's commitment and the requirements of law, the Board and staff will strive to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational services and opportunities offered students; in location and use of facilities; and in educational materials.

The staff will establish and maintain an atmosphere, in which students can develop attitudes for effective, cooperative living, including:

- Respect for the individual
- Respect for socio-cultural differences
- Respect for the economic and political rights of others
- Understanding of basic human bonds

The Board and staff will, as appropriate, work with other institutions and agencies to improve human relations within the schools and in the community.

4. **Informal Review Policy -** Mr. Gilbert presented the 2nd reading of the proposed revision of Mountain Home School District No. 193 Informal Review Policy. He stated that he has received input from teachers and MHEA on this policy revision. He added that changes were made to better clarify the intent of this policy as it pertains more toward coaching and supplemental contracts and

not for teaching contracts. He also added that in Idaho, an informal review doesn't guarantee representation, but the Board could agree to it if they choose. Trustee Donahue motioned to approve the 2nd reading of the proposed revision of Informal Review Policy with the changes, as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion passed.

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
INFORMAL REVIEW**

The District will use the following procedure when a certificated employee, or group of certificated employees, are entitled to an informal review procedure regarding supplemental contracts.

~~The certified teacher, or group of certified teachers, must request in writing an Informal Review may within ten (10) days of receipt of said notice of assignment, reassignment, transfer, extra duty, and extra duty assignments in writing, request an Informal Review before the Board. The Informal Review will be conducted before the Board, in executive session, at the next regularly scheduled board meeting and explain the disagreement with the Board's decision pursuant to the provisions of Idaho Code Sections 33-514(2)(c), 33-517(7)(9), 33-515A, and 33-522 33-513(5).~~

The employee or group of employees must request, in writing, an informal review within 10 days of the date notice is mailed or hand delivered to the employee. The employees or group of employees will be given an opportunity to meet with the Board in executive session at the next regularly scheduled board meeting and explain the disagreement with the Board's decision.

The certified teacher or group of certified teachers do not have the right to be represented by an attorney, or a representative of the local or state teachers association, or present evidence, and/or cross-examine witnesses unless specifically agreed to by the Board. The Board will notify the certified teacher, in writing, of its final decision in the matter within fifteen (15) days of the date of the Informal Review.

VIII. NEW BUSINESS –

A. TRAVEL REQUEST –

1. Marching Band – MHHS – Disney Performing Arts at Disneyland, Anaheim, California, March 23-28, 2015 – Jerry Tippetts. Clerk Whitman, on behalf of Mr. Tippetts, requested permission to take the MHHS Band to the Disney Performing Arts at Disneyland, Anaheim, California, on March 23-28, 2015. The Band students would perform at Disneyland and they would participate in workshops. Trustee Checketts motioned for approval of the travel request for the MHHS Band to travel to Disneyland in Anaheim, California, from March 23-28, 2015, as presented by Clerk Whitman. Trustee Donahue seconded the motion. Motion granted.

B. IN LIEU OF TRANSPORTATION REQUEST – James Gilbert. Mr. Gilbert presented a transportation reimbursement request for approval.

1. Ashley Seibert for Patrick Uhl, 8th Grade, and Nevaeha Uhl, Kindergarten, Pine Elementary/Jr. High School

A motion by Trustee House to approve the In Lieu of Transportation request as presented by Mr. Gilbert, received a second by Trustee Donahue. Motion carried.

C. APPROVAL OF SOFTBALL FIELD IMPROVEMENT – Mark Cotton. Mr. Nicolosi, on behalf of Mark Cotton, requested approval to upgrade the facilities in and around the girls' softball field. He stated that our softball program is the most successful high school program in Mountain Home, 2 state championships, 4 state runner-up, 4 conference titles, and the girls deserve an upgraded field. He

continued to say that the program vision is to provide facilities that will inspire and instill pride in our student athletes, provide opportunities for hosting conference district championships in a facility that shows the support of the district, community, and program.

Mr. Nicolosi said that currently the softball field is an open field that allows access by all individuals including bicyclists and it is damaging the ground. He added that all the vandalism that has occurred at the softball facilities has cost the district a lot of money and man-hours to repair. He added that the current dugouts are very narrow and make it difficult to coach; the current backstop angles into the playing field, there is no press box or concession stand, etc.

Mr. Nicolosi stated that the first priority would be to enclose the field with chain-link fence and gates to deter people off the field. He went on to explain that foul poles needed to be installed to meet the National Federation of High Schools requirements, and to expand the width of the dugouts to accommodate players and coaches; to install bullpens for home and visiting teams, install a press box, and install a sound system similar to what the boys have, as well as install a current style backstop for high school play.

Mr. Nicolosi informed the Board that they have raised \$11,500, and that fundraising would be a primary means of funding this project. Discussion began regarding the types of fundraising and they expected total cost of the project, etc. Trustee House and Trustee Donahue stated that they support the improvements, but that 100% of the cost of the project would have to come from donations and solicitations because the district would not be able to fund the improvement project. Trustee House motioned to approve the softball field improvement as presented by Mr. Nicolosi. Trustee Checketts seconded the motion. Motion approved.

D. POLICY ADOPTION – 1st Reading – James Gilbert

- 1. Adolescent Relationship Abuse and Sexual Assault Policy** - Mr. Gilbert presented the 1st reading of the proposed adoption of the Mountain Home School District No. 193 Adolescent Relationship Abuse and Sexual Assault Policy. He stated that the SDE and IDAPA require all school districts adopt this policy as drafted by the Idaho Coalition Against Sexual and Domestic Violence, the Center For Healthy Teen Relationships, and EMT. There has been no patron or staff input. Trustee Donahue motioned to approve the 1st reading of the proposed adoption of Adolescent Relationship Abuse and Sexual Assault Policy, as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion passed.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
ADOLESCENT RELATIONSHIP ABUSE AND SEXUAL ASSAULT

MHSD 193 promotes the comprehensive prevention of and effective and consistent response to incidents of relationship abuse and sexual assault. The District will assist schools in implementing these guidelines as part of existing policies and other related efforts to address social and emotional health, including well-being, bullying, cyber-bullying, harassment, sexual harassment, or other forms of violence among students.

This policy is designed to ensure that every school:

1. Implements comprehensive prevention strategies regarding adolescent relationship abuse and sexual assault;
2. Responds effectively and consistently to incidents of unhealthy or abusive behaviors; and
3. Reports all instances of adolescent relationship abuse and sexual assault to school authorities.

Students will be encouraged to contact the principal or designee or other school personnel if they have been abused or sexually assaulted. Students will also be encouraged to report to school authorities if they are aware that another student has been abused or sexually assaulted, or has committed relationship abuse or sexual assault.

DEFINITIONS

"Abusive behavior" means the intentional use of physical, sexual, verbal, or emotional abuse against a peer or dating partner, including bullying, harassment, sexual harassment, adolescent relationship abuse, sexual assault, or using technology to cause abuse.

"Adolescent relationship abuse" means the use of physical, sexual, verbal, emotional, or technological abuse by a person to harm, threaten, intimidate, or control another person in a relationship of a romantic or intimate nature, regardless of whether that relationship is continuing or has concluded or the number of interactions between the individuals involved.

"Dating partner" means any person, regardless of sexual orientation or gender identity, involved in a relationship with another person, where the relationship is primarily characterized by social contact of a sexual or romantic nature, whether casual, serious, short-term, long-term, or as defined by both persons.

"School climate" refers to the quality and character of school life. School climate is based on patterns of students', parents', and school personnel's experience of school life and reflects norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures.

"Sexual harassment" refers to sexual overtures or conduct, including those that relate to the student's sexual orientation, that is unwelcome, personally offensive, and affecting morale, thereby interfering with a student's ability to study or participate in school activities. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in the educational process;
2. Submission to or rejection of such conduct by an individual is used as a factor for educational decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

"Sexual assault" means any sexual act, attempt to obtain a sexual act, unwanted sexual comments or advances, or acts otherwise directed against a person's sexuality using coercion, by any person regardless of their relationship to the victim.

"Technological abuse" means the behavior used to harm, threaten, intimidate, control, harass, monitor, coerce, stalk, or victimize, except as otherwise permitted by law, that is perpetrated through the internet, social networking sites, spyware, global positioning system (GPS) tracking technology, cellular phones, or instant or text messages. Technological abuse includes, but is not limited to: monitoring; unwanted, repeated calls or text messages; non-consensual access to email, social networking accounts, text or cell phone call logs; and pressuring for or disseminating private or embarrassing pictures, videos, or other personal information.

ROLES AND RESPONSIBILITIES

The district will:

1. Designate a specific individual at the district level who is responsible for implementation of the policy, the provision of technical assistance, and training for school personnel on the development and implementation of a comprehensive prevention strategy and effective and consistent intervention and response to incidents of adolescent relationship abuse and sexual assault.
2. Assure students of their rights to be free from relationship abuse and sexual assault, including cyber-harassment.
3. Ensure students know that adolescent relationship abuse and sexual assault violate district policy, that abusive behavior should be reported, and that violators will be subject to disciplinary action should the abuse occur on school grounds during school hours.

The school will:

1. Designate a specific individual at the school level who is responsible for implementation of the policy, the provision of technical assistance, and training for school personnel on prevention of adolescent relationship abuse and sexual, effective, and consistent intervention and response to incidents of adolescent relationship abuse and sexual assault.
2. Review policy and procedures on adolescent relationship abuse and sexual assault annually with all staff and provide recommendations and/or revisions to the policy.
3. Ensure all staff, students, and parents/caregivers receive the name and contact information of the individual who is responsible for implementation of this policy at the school and district level, a summary of prohibited behaviors, and a copy of this policy at the beginning of the school year, as part of the student handbook or information packet, as part of the new student orientation, and as part of the school's notification to parents.

INTERVENTION AND RESPONSE

Schools will develop and implement an effective and consistent response to adolescent relationship abuse or sexual assault that takes place on school grounds; while traveling to and from school or a school-sponsored activity; during the lunch period, whether on or off campus; as well as abusive behavior expressed through technology using district or school-provided computers, email addresses, or servers.

Schools should also develop and implement an effective response to an incident of adolescent relationship abuse or sexual assault that occurs off campus when the incident negatively effects students at schools and interferes with students' access to education and/or extracurricular activities.

All district personnel are expected to intervene directly or to contact school police when they witness or become aware of an incident of adolescent relationship abuse or peer-on-peer sexual assault. There is a duty to report to the principal or designee when any staff member knows or reasonably should have known of an incident of adolescent relationship abuse or sexual assault on the campus; while traveling to and from school or a school-sponsored activity; during the lunch period, whether on or off campus; or perpetrated using school-owned property such as email addresses and servers. Any staff member who permits or fails to report an incident of adolescent relationship abuse or sexual assault may be subject to disciplinary action.

INVESTIGATION OF INCIDENTS

The principal or designee will investigate all reported incidents of adolescent relationship abuse and peer-to-peer sexual assault. Investigations of peer-to-peer sexual assault will take place in accordance with the district's policy on sexual harassment and will conform to the U.S. Department of Education, Office on Civil Rights' guidance on implementation of Title IX.

Each incident reported will be promptly investigated in a manner that protects the student experiencing abuse and/or sexual assault's safety, and if requested, the target's confidentiality. Investigation may involve separate interviews with the accused student, targets, and witnesses and should include notification of parents/guardians.

If it is determined that it is more likely than not that adolescent relationship abuse or peer-to-peer sexual assault has occurred, the principal or designee will act appropriately within district discipline codes and take steps to increase the safety and well-being of the student experiencing the abuse and/or sexual assault on campus or at school events.

The school will make all efforts to keep a report of adolescent relationship abuse or sexual assault and the results of any investigation confidential to the extent permitted by law, except that the target and the accused will be notified of the outcome of an investigation consistent with federal and state laws.

If an incident that occurs off campus negatively effects students at school, such as peer groups who actively align on the school campus with either the student who was impacted by the violence or who engaged in the abusive behavior

or sexual assault and engage in unallowable behaviors, the principal or designee should take steps to minimize negative behavior and increase the safety and well-being of the student experiencing the abuse and/or sexual assault.

SUPPORT SERVICES

The principal or designee will take steps to increase safety and well-being of the student experiencing abuse and/or sexual assault. This may include offering individual or support group counseling or by referring the student to a local victim service provider who serves minors.

Efforts should also be made to assess the safety and well-being of the student who engaged in the abusive behavior and/or sexual assault. The school may refer the student to individual or support group counseling and/or community-based organizations as appropriate.

School personnel will follow-up separately with students involved to ensure that no further incidents have occurred and that students are not experiencing any further problems related to the incident.

PROTECTION AGAINST RETALIATION

No retaliation will be taken by the district or by any of its employees or students against any complainant or any participant in the complaint process, including witnesses and will take steps to ensure there is no retaliation against any involved party and will respond appropriately to any incident of retaliation. Any person found to have retaliated against another individual for reporting an incident of abuse, harassment, or assault will be subjected to the same disciplinary action created in accordance with this policy. Those persons who assist or participate in an investigation of abusive behavior are also protected from retaliation under this policy.

CONFIDENTIALITY

Any investigation that takes place pursuant to this policy will, to the maximum extent possible, be conducted in a manner that protects the privacy of the student experiencing abuse and/or sexual assault, complainant, and accused. However, if it is suspected that child abuse has occurred or any law has been violated, such abuse will be reported to the proper authorities under Idaho Code 18- 1501. When possible students will be notified and reminded of limits of confidentiality and be made aware of possible reports to outside officials. Additionally, informing the targeted and accused students of the outcome of an investigation will not be in violation of this policy. Notification of the outcome of the investigation will be made in accordance with relevant state and federal law.

PRECLUSION

This policy should not be interpreted as preventing a student experiencing abuse and/or sexual assault or someone participating in adolescent dating abuse or sexual assault from seeking redress under any other available law, either civil or criminal.

RECORD OF ALLEGATIONS

The district will keep and maintain a confidential written record, including but not limited to, witness statements, investigative reports, and correspondence, from the date any allegation of abusive behavior or sexual assault is reported to district personnel. The information in the written record will include the action taken by the district in response to each allegation.

POLICY MONITORING

The district will conduct an annual review of this policy. To monitor and assess incidents and responses as set out in this policy, the district will use PowerSchool as the tracking system that may provide relevant information to for the school community.

LIABILITY

The district and its employees will not be liable for any claim which arises out of injury to a person by a person under supervision, custody, or care of the district when acting within the course and scope of their employment and without malice or criminal intent and without reckless, willful and wanton conduct as defined in section 6-904C, Idaho Code.

NOTICE

Students and their parents/guardians will be informed of the district's policy regarding adolescent relationship abuse and sexual assault and receive a copy of the policy *at the time of enrollment in the student handbook. This policy will also be published on the district website.*

2. **Student Referral to Mountain Home High School Policy** - Mr. Gilbert presented the 1st reading of the proposed adoption of the Mountain Home School District No. 193 Student Referral to Mountain Home High School Policy. He informed the Board that this policy was drafted to address the issue of BMHS students trying to transfer to MHHS at semester without meeting the requirements of BMHS or MHHS. He also asked that this policy be adopted with one reading as second semester begins in a few weeks. There has been no patron or staff input. Trustee House motioned to suspend the three readings rule and approve this policy in one reading. Trustee Checketts seconded the motion to suspend the rules. Motion approved. Trustee House motioned to approve the 1st and only reading of the proposed adoption of the Student Referral to Mountain Home High School Policy, as presented by Mr. Gilbert. Trustee Donahue seconded the motion. Motion granted.

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

P O L I C Y

STUDENT REFERRAL TO MOUNTAIN HOME HIGH SCHOOL

All student transfers from Bennett Mountain High School (BMHS) to Mountain Home High School (MHHS) must be by recommendation of an administrator at BMHS and approved by an administrator at MHHS. All transfers must be given final approval by the Mountain Home School Board of Trustees or by a Mountain Home School District Administrator after review of the student file.

If students are approved to attend Mountain Home High School, they will do so on a probationary period of one semester during which students will be required to maintain passing grades in all classes, adhere to the 90% attendance policy, and have no discipline referrals. Failure to comply with this requirement will result in a recommendation by MHHS Administration for a referral to BMHS. Students who are approved to attend MHHS will be required to sign an academic contract to outline the requirements of the transfer from BMHS to MHHS.

All requests for transfer to MHHS must be submitted in the months of May and November. Students may only request to transfer at the beginning of each semester. Transfers to MHHS will not be accepted once a new semester has begun. This includes students who have been removed from BMHS for failing to comply with the school's code of conduct and policies.

E. POLICY REVISION – 1st Reading – James Gilbert

1. **Searches, Seizures, and Interviews Policy** - Mr. Gilbert presented the 1st reading of the proposed revision of Mountain Home School District No. 193 Searches, Seizures, and Interviews Policy. He stated that this policy was revised to add a lot of legal language in accordance with Idaho Code and as suggested by EMT. There has been no patron or staff input. Trustee Donahue motioned to approve the 1st reading of the proposed revision of the Searches, Seizures, and Interviews Policy, as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion carried.

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

POLICY

SEARCHES, SEIZURES, AND INTERVIEWS

Students have a right to be protected from *unreasonable* searches by school officials. However, it is the intent of the Board of Trustees to provide a safe and orderly ~~Safety and order in the school~~ environment for all students that is conducive to the pursuit of educational goals. ~~education and is essential in order for the academic process to be successful.~~ As a result, it may be necessary for school officials to search a student, his/her personal belongings, locker, desk, or vehicle, when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school.

Only district personnel authorized by the superintendent may conduct a search pursuant to this policy. This policy applies to only those ~~searches~~ ~~searchers~~ conducted by school officials; it does not apply to search by law enforcement officers.

DEFINITIONS:

“Contraband” means all substances or materials ~~that~~ ~~which~~ students are prohibited ~~from~~ ~~form~~ possessing by district policy. Examples include, but are not limited to, cell phones, beepers, and articles containing gang symbols.

“Reasonable suspicion” means that the school official initiating the search has a well-founded suspicion based on objective facts that can be articulated of either criminal activity or a violation of district policy by a particular student(s). Reasonable suspicion is more than a mere hunch or supposition.

RANDOM SEARCHES RATIONALE FOR SEARCHES:

In the interest of maintaining safe and drug-free schools, school officials may conduct random or “blanket” searches of student lockers, desks, and the school parking lot. School officials will conduct such searches in a random and systematic manner that is minimally intrusive, and it is not required that reasonable suspicion exist.

The superintendent or designee will develop and implement a “lottery” system by which lockers, desks, student belongings, and vehicles will be randomly selected to be searched. ~~Random searches~~ ~~searchers~~ may be conducted for any reason at any time without notice, without student consent, and ~~without~~ ~~with~~ a search warrant. Random searches may involve the use of drug dogs, metal detectors, or surveillance cameras.

~~Because of the school district's need to provide for the safety, health, security, and welfare of students on owned or contracted school property, a school administrator or designee, may conduct searches of students, students' property, school property, including lockers and desks, both in school and during school sponsored events on or off campus. These searches are based on the following propositions:~~

- ~~1. Education is an important state and local function and requires an atmosphere, which is free from danger and undue disorder.~~
- ~~2. The need to search is based on the right and responsibility that school officials have to maintain order and to ensure the proper functioning of the educational process.~~
- ~~3. Students should have a reduced expectation of privacy at school and during school sponsored activities.~~

~~On school property, the right of search extends beyond the student's locker and desk to the student's physical person, his/her clothing, books, pocketbooks, carrying containers, and automobiles when school administrators consider that a search is necessary due to reasonable suspicion.~~

~~In cases of reasonable suspicion or emergency, school administrators reserve the right to conduct searches with or without the student's presence or permission. Searches may involve the use of drug dogs, metal detectors, or~~

surveillance cameras.

REASONABLE SUSPICION SEARCHES:

To initiate a reasonable suspicion search, the school official must have a reasonable suspicion as to all of the following:

1. A crime or violation of school policy has been or is being committed;
2. A particular student has committed a crime or violated district policy;
3. Physical evidence of the suspected crime or violation of district policy is likely to exist; and
4. Such physical evidence would likely be found in a particular place associated with the student suspected of committing the crime or district policy violation.

The search based on reasonable suspicion must be reasonable in its scope. The areas or items to be searched and the methods utilized must be reasonable related to finding physical evidence of the crime or violation of district policy. The search must not be excessively intrusive, given the age and gender of the student and the circumstance of the search.

School officials will make a reasonable effort to obtain the consent of a student before initiating a reasonable suspicion search, unless the circumstances constitute an emergency.

STUDENT'S PERSON OR POSSESSIONS:

At any time when the student is on school property or at a school-sponsored event, school officials may search the student's person or possessions (backpack, purse, etc.) if the school official has reasonable suspicion to believe that the student is in possession of illegal or contraband materials or are otherwise secreting evidence of a crime or violation of district policy.

Such searches shall be conducted in an appropriate manner, in private and witnessed by another adult. Students may be required to remove outer clothing (jacket, shoes, etc.) and empty pockets as part of the search. If the search is of the student's person ("pat-down" search), the school official conducting the search and the witness must be of the same sex as the student. Under no circumstance is a school official authorized to conduct a "strip search" of a student.

LOCKERS:

Lockers assigned to students are the property of the school district and remain under the control of the district at all times. The student will be responsible for the proper care and use of the locker assigned for his or her use. Students are prohibited from using a locker for the storage of illegal, contraband, or potentially harmful items, including, but not limited to, weapons, drugs, and alcohol.

School officials may randomly open and inspect lockers for any reason at any time. If the random search produces evidence of criminal activity or violation of district policy, it may serve as a basis for a reasonable suspicion search of the locker's contents, including the student's property.

School officials may open and inspect lockers when there is reason at any time. If the random search produces evidence of criminal activity or violation of district policy, it may serve as a basis for a reasonable suspicion search of the locker's contents, including the student's property.

School officials may open and inspect lockers when there is reasonable suspicion that the lockers may contain illegal or contraband materials, other evidence of a crime or violation of district policy, or items that may be a threat to safety or security. Searches of lockers, whether random or reasonable suspicion, may be conducted

without notice, without consent, and without a search warrant.

AUTOMOBILES:

Students are permitted to park on school premises as a matter of privilege, not of right. School officials are authorized to conduct routine patrols of school parking lots, inspecting the exteriors of vehicles parked on school property. The interiors of vehicles on school property may be searched whenever an authorized school official has reasonable suspicion to believe that illegal or contraband materials, other evidence of a crime or violation of district policy, or items that which may be a threat to safety or security, are contained inside. Such patrols and searches may be conducted without notice, without consent, and without a search warrant.

USE OF DRUG DOGS:

The district may elect to use specially trained drug dogs to alert the dog's handler to the presence of controlled substances, at the discretion of the superintendent or designee. The use of a drug dog shall comply with district policy and applicable law.

The drug dogs will be present for the purpose of detecting controlled substances in lockers, personal items, or vehicles on district property only when there are no students or employees present. Only the trained dog's handler will determine what constitutes an alert by the dog.

A drug dog's alert constitutes reasonable suspicion for the district officials to search the lockers, personal items, or vehicles. Such a search by district officials may be conducted without notice or consent, and without a search warrant.

SEIZURE OF ~~ITEMS~~ CONTRABAND OR ILLEGAL MATERIALS:

School officials may seize and retain, or turn over to law enforcement officials, any contraband or illegal items, or evidence of a crime or violation of district policy, found as a result of any search conducted pursuant to this policy.

~~Searches may result in the seizure by school authorities of contraband items, and/or items whose presence at school violates state laws and/or school rules. Seizures include, but are not limited to, objects lawfully exposed to plain view either in school and/or in student's automobile parked on school property, objects not within the exclusive possession of the student, and items found or activities observed in school areas normally under the control and supervision of school personnel.~~

~~Weapons, look-a-like weapons, illegal substances or objects, or other possessions reasonably determined by school authorities to be a threat to safety, or security to the possessor, or to others may be seized by school authorities. Items belonging to the school or other individuals may also be seized.~~

STUDENT INTERVIEWS ON SCHOOL PREMISES BY OTHER THAN SCHOOL OFFICIALS: (Idaho Attorney General Opinion No. 93-2)

The Board of Trustees of this district recognizes that cooperation with law enforcement agencies is essential for the protection of students, maintenance of a safe environment in this district's schools, and the safeguard of all district property.

The district will also cooperate with other state and local public agencies insofar as those agencies' responsibilities and duties relate to public school students.

This district will allow law enforcement and health and welfare agents to interview students relative to child protection or criminal investigations at school facilities during school hours upon notice of the need for such interview. Upon notice of the need for such interview and identification of the interviewer as a law enforcement agent, the superintendent or designee will provide a private location/office/room in which the interview(s) may

be conducted. No school official or staff member will be present during the interview unless requested to do so by the law enforcement agent.

School officials will take no actions to delay or otherwise interfere with law enforcement's interview, removal into protective custody, or arrest of the student.

~~When outside officials perceive the need to interview or question a student in school, the school administrator, or designee, will take reasonable steps to safeguard the student. The nature of the interview will be discussed with the school administrator or designee. Parents/guardians will be notified by the school administrator, or designee, unless parental contact will place the student at perceived risk.~~

Law enforcement is not required to notify the parent that his/her student is being interviewed relative to a child protection investigation. School officials will not notify the parent regarding the fact that the student is being interviewed by law enforcement, unless specifically requested to do so by the law enforcement agent. In the event that a parent queries regarding the interview, the school officials will refer the parent to law enforcement.

RELEASE OF A STUDENT TO LAW ENFORCEMENT OFFICIALS: (I.C. 20-516)

In the absence of parental or guardian consent, the school administrator or designee, may release a student to law enforcement officials if a warrant is issued, if the officer is arresting the student without a warrant, **and**/or the student is released by school officials ~~in writing,~~ to law enforcement officials.

Prior to the release of the student to the law enforcement official, the school administrator or designee will have the officer and administrator or designee sign and date the Juvenile Release to Law Enforcement Form. It is the responsibility of the investigating office to notify the parent/guardian of the student.

1. A peace officer may take a juvenile into custody, or a private citizen may detain a juvenile until the juvenile can be delivered forthwith into the custody of a peace officer, without order of the court:
 - a. When he or she has reasonable cause to believe that the juvenile has committed an act which would be a misdemeanor or felony if committed by an adult; or
 - b. When in the presence of a peace officer or private citizen the juvenile has violated any local, state or federal law or municipal ordinance; or
 - c. When there are reasonable grounds to believe the juvenile has committed a status offense.
 - Status offenses are truancy, running away from or being beyond the control of parents, guardian, or legal custodian, and curfew violations.
2. A peace officer may take a juvenile into custody upon a written order or warrant signed by a judge.
 - a. Such taking into custody shall not be deemed an arrest
 - b. When an officer takes a juvenile into custody, he shall notify the parent, guardian, or custodian of the juvenile as soon as possible. Unless it appears to the officer taking the juvenile into custody that it is contrary to the welfare of society or the juvenile
3. A juvenile taken into custody may be fingerprinted and photographed. If the court finds good cause, it may order any fingerprints and photographs expunged.

NOTICE:

Students and parents/guardians shall be informed of this policy at the beginning of each school year through publication of the policy or an age-appropriate summary in the student handbook. This policy is published on

the school district website, under Policies.

2. **Immunization Requirements and Forms Policy** - Mr. Gilbert presented the 1st reading of the proposed revision of Mountain Home School District No. 193 Immunization Requirements and Forms Policy. He stated that this policy was revised to update the required immunization schedule for school-age children in Idaho. There has been no patron or staff input. Trustee House motioned to approve the 1st reading of the proposed revision of the Immunization Requirements and Forms Policy, as presented by Mr. Gilbert. Trustee Donahue seconded the motion. Motion approved.

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
IMMUNIZATION REQUIREMENTS AND FORMS**

Idaho Code 39-4801 through 39-4805 is the basis for the procedures for requiring and retaining immunization records.

Idaho Health and Welfare School Immunization Link:

<http://healthandwelfare.idaho.gov/Health/Immunizations/SchoolImmunizations/tabid/885/Default.aspx>

To enter or transfer into public schools, all children in preschool and grades K-12 must meet immunization requirements at registration and before attendance. No child shall attend school without proof of immunization status.

The goal of the School Immunization Law is to improve the overall health of Idaho's children by ensuring each child is adequately protected against the vaccine preventable diseases of Polio, Measles, Mumps, Rubella, Diphtheria, Pertussis, Tetanus, Hepatitis A and B, and Varicella.

Immunizations Required:

1. Any school-aged child may attend grades preschool and kindergarten through twelve grades, if otherwise eligible, provided that upon admission and prior to attendance, the parent/guardian provides proof of immunization against the vaccine preventable childhood diseases.
2. If a child has started, but not completed, the required number of immunizations, then prior to admission, an Idaho Conditional Admission to School Form must be submitted as proof of the start of the immunization process. If a parent does not follow through with the Schedule of Intended Immunizations and provide verification of each immunization as it is given, then the child must be denied attendance until verification is provided.
3. Immunization information will be in the form of a record signed by a physician or a physician's representative, or another licensed health care professional; shall verify that such child has received, or is in the process of receiving immunizations as specified by the state board of health and welfare; or can effectively demonstrate, through verification in a form approved by the department of health and welfare, immunity gained through prior contraction of the disease.
4. This statement must provide the vaccine type, number, and date of each immunization the child has received or that the child is immune through prior illness (physician diagnosed measles or mumps disease or laboratory proof of immunity).
5. Immunizations required: (Please refer to the Department of Health and Welfare for a detailed account of the required immunizations.)
 - A. Children born on or before September 1, 1999, must have a minimum of:
 - Four (4) Diphtheria, Tetanus, Pertussis (DTaP), One (1) Measles, Mumps, Rubella (MMR), Three (3) Polio, and Three (3) Hepatitis B
 - B. Children born after September 1, 1999, through September 1, 2005, must have a minimum of:
 - Five (5) Diphtheria, Tetanus, Pertussis (DTaP), Two (2) Measles, Mumps, Rubella (MMR), Three (3) Polio, and Three (3) Hepatitis B
 - C. Children Born after September 1, 2005, must have a minimum of:

- Five (5) Diphtheria, Tetanus, Pertussis (DTaP), Two (2) Measles, Mumps, Rubella (MMR), Four (4) Polio, and Three (3) Hepatitis B, Two (2) Varicella, and Two (2) Hepatitis A
- D. 7th Grade Immunization Requirements – Effective 2014-15 school year, all 7th – 10th grade during or after the 2011-12 school year must meet the following minimum immunization requirements in addition to school entry requirements:
- Five (5) Diphtheria, Tetanus, Pertussis (DTaP), Two (2) Measles, Mumps, Rubella (MMR), **Four (4) Polio** ~~Three (3) Polio~~, One (1) Meningococcal, **Two (2) Hepatitis A**, Three (3) Hepatitis B, **and Two (2) Varicella**

NOTE: 7th Grade Requirement will be extended to the 7th – 11th grade students in 2015 and 7th – 12th grade students in 2016.

Exceptions/Exemptions:

1. Idaho law allows parent/guardians to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. All exemptions must be documented on the official State of Idaho Form provided by the Idaho Department of Health and Welfare, Immunization Program. A medical exemption requires the signature of a licensed physician and certification that the child has a medical condition, which prevents him or her from receiving required vaccinations. The law does not allow parents/guardians to claim an exemption because the shot record is lost or incomplete, or because it is too much trouble to contact the physician or clinic and obtain a copy. Schools should maintain an up-to-date list of pupils with exemptions so they can be excluded quickly if an outbreak occurs.
2. A copy of the parent's statement or the physician's statement shall be retained in the student's permanent record file.

Exclusion from School:

A student not in compliance with this policy upon first admission in preschool or in kindergarten through grade twelve (K-12) will be denied attendance by this district. Any student denied attendance will not be allowed to attend any schools within this district until he or she is in compliance with this policy.

This district will exclude from school students who are diagnosed or suspected of having a contagious or infectious disease and students who have been exposed to contagious or infectious disease for which they have not been immunized. This district will also close school on order of the state board of health or the local health authorities.

Records:

Full and complete immunization records for each student must be retained in the student's permanent record file.

3. **Principal Evaluation Policy** - Mr. Gilbert presented the 1st reading of the proposed revision of Mountain Home School District No. 193 Principal Evaluation Policy. He stated that the Board approved the 3rd reading during the November board meeting, but the SDE required us to revise and add some language including the grading matrix. There has been no patron or staff input. Trustee Donahue motioned to approve the 1st reading of the proposed revision of the Principal Evaluation Policy, as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion granted.

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

A Principal's primary responsibility is to supervise the operation and management of their assigned school(s) and shall be under the direct supervision of the Superintendent. Principals are responsible for management of their staff, maintenance of the facility and equipment, administration of the educational program, control of the students attend the school, management of the school's budget, and communication between the school and the community. Effective

administrators are responsible for the collective success of their schools, including the learning, growth, and achievement of both students and staff, and establishing clear lines of communication regarding the school rules, accomplishments, practices, and policies with parents, students, and teachers. Mountain Home School District No. 193 adopts this policy for principal performance evaluations. Multiple measures are utilized in which the evaluation criteria and procedures are research based and aligned to the minimum applicable state adopted standards.

DEFINITIONS

“Principal” is an employee assigned to administrative duties as a principal or vice principal, has met all of the school principal endorsement requirements for Pre-K-12, and has been issued an administrator certificate with a principal endorsement.

PURPOSE OF EVALUATIONS

The purpose for conducting administrative evaluations is to assist in identifying employee strengths and weaknesses while providing direction and support for continued learning and professional development. Evaluations may also be used to document areas of improvement and to make decisions regarding personnel actions.

EVALUATION MODEL

This district’s principal evaluation model is based on the Interstate School Leaders Licensure Consortium (ISLLC) standards.

EVALUATOR

The superintendent or designee will be responsible for evaluating certificated instructional staff and pupil personnel performance. All individuals responsible for appraising, observing, or evaluating certificated personnel performance will receive training in conducting observations and evaluating effective teacher performance. Such individuals will be required to demonstrate proficiency in conducting evaluations by passing an assessment approved by the Idaho State Department of Education (SDE) prior to September 1, 2018.

EVALUATION CRITERIA

Principal evaluations will be based upon the following domains and components:

1. Domain 1: School Climate
 - An educational leader promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development. An educational leader articulates and promotes high expectations for teaching and learning while responding to diverse community interest and needs.
 - a. School Culture: Principal establishes a safe, collaborative, and supportive culture ensuring all students are successfully prepared to meet the requirements for tomorrow’s careers and life endeavors.
 - b. Communication: Principal is proactive in communicating the vision and goals of the school or district, the plans for the future, and the successes and challenges to all stakeholders.
 - c. Advocacy: Principal advocates for education, the district and school, teachers, parents, and students that engenders school support and involvement.
2. Domain 2: Collaborative Leadership
 - An educational leader promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment. In collaboration with others, uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs. He or she uses research and/or best practices in improving the education program
 - a. Shared Leadership: Principal fosters shared leadership that takes advantage of individual expertise, strengths, and talents, and cultivates professional growth.
 - b. Priority Management: Principal organizes time and delegates responsibilities to balance administrative/managerial, educational, and community leadership priorities.

- c. Transparency: Principal seeks input from stakeholders and takes all perspectives into consideration when making decisions.
 - d. Leadership Renewal: Principal strives to continuously improve leadership skills through, professional development, self-reflection, and utilization of input from others.
 - e. Accountability: Principal establishes high standards for professional, legal, ethical, and fiscal accountability self and others.
3. Domain 3: Instructional Leadership
- An educational leader promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. He or she provides leadership for major initiatives and change efforts and uses research and/or best practices in improving the education program.
 - a. Innovation: Principal seeks and implements innovative and effective solutions that comply with general and special education law.
 - b. Instructional Vision: Principal insures that instruction is guided by a shared, research-based instructional vision that articulates what students do to effectively learn the subject.
 - c. High Expectations: Principal sets high expectation for all students academically, behaviorally, and in all aspects of student well-being.
 - d. Continuous Improvement of Instruction: Principal has proof of proficiency in assessing teacher performance based upon the Danielson Framework for Teaching. Aligns resources, policies, and procedures toward continuous improvement of instructional practice guided by the instructional vision.
 - e. Evaluation: Principal uses teacher evaluation and other formative feedback mechanisms to continuously improve teacher effectiveness.
 - f. Recruitment and Retention: Principal recruits and maintains a high quality staff
4. IDAPA 121.02 Professional Practice
- **All principals must receive an evaluation in which sixty-seven (67%) of the evaluation results is based on Professional Practice. All measures included within the Professional Practice portion of the evaluation must be aligned to the Domains and Components listed in Subsection 121.01.a through 121.01.c. District evaluation models shall also include at least one (1) of the following as a measure to inform the Professional Practice portion of all principal evaluations: Parent/guardian input, teacher input, student input, and/or portfolios.**
 - a. Parent/guardian Input
 - b. Teacher Input
 - c. Student Input
 - d. Portfolios
5. IDAPA 121.03 Student Achievement
- **All principals must receive an evaluation in which at least thirty-three percent (33%) of the evaluation results is based on multiple objective measures of growth in student achievement as determined by the board of trustees and based upon research. Growth in student achievement as measured by Idaho's statewide assessment for Federal accountability purposes must be included. This portion of the evaluation maybe calculated using current and/or past year's data and may use one (1) or multiple years of data.**
 - a. Idaho Statewide Assessment
 - b. Principal Annual (SMART) Goal

FUNDING:

Dependent on the State of Idaho providing funding for principal professional development, ongoing professional development will be provided to MHSD principals.

STAKEHOLDERS INPUT:

The public may provide principal evaluation input using the MHSD Public Input Form for Principal Evaluations. All input forms must be signed; all unsigned forms will be disposed of. A copy of the input form will be given to the principal. All input forms must be submitted to the District Office no later than March 1.

SOURCES OF DATA

Each principal will be required to demonstrate proficiency in conducting observations and evaluating effective teacher performance as part of his or her evaluation in addition to the following components:

67% of Evaluation Results

At least sixty-seven percent (67%) of the evaluation results will be based on Professional Practice Standards and will be aligned to the Charlotte Danielson Framework for Teaching Second Edition. A minimum of two (2) documented observations will occur annually, with at least one observation being completed by January 1 of each year. At least one of the following will be included as a measure to inform the Professional Practice portion of all principal evaluations:

1. Parent/guardian input; and/or
2. Teacher input; and/or
3. Student input; and/or
4. Portfolios

33% of Evaluation Results

At least thirty-three percent (33%) of the evaluation results in the evaluation for all administrators will consist of evaluation results based on multiple objective measures of growth in student achievement, as determined by the Board of Trustees and based upon research. Growth in student achievement as measured by Idaho's statewide student achievement test will be included.

EVALUATION PROCEDURES

To ensure that all principals are evaluated on a fair and consistent basis, each principal will be evaluated at least once annually no later than May 1 of each year. The evaluation will include a minimum of two (2) documented observations, one (1) of which will be completed prior to January 1 of each year.

At the beginning of each school year, and no later than September 15, principals will identify and create three (3) SMART Goals for themselves and submit them to the Superintendent or designee assigned to evaluations. These SMART Goals will be evaluated as part of the Principal Evaluations. Along with the SMART Goals, and prior to January 21 of each school year, principals will also complete the Self-Assessment Form given to them by the Superintendent or designee. Principal self-assessments should be centered around their SMART Goals, previous student growth measures and expected student growth measures for the upcoming year, previous student achievement data, and including but not limited to parent/guardian input. The evaluator will notify the principal of factors that will be utilized in measuring effectiveness.

Prior to January 1, the evaluator will conduct a documented observation and provide feedback on the principal's performance for the year thus far. The evaluator will also review and discuss progress toward the principal's SMART Goals, expected student growth measures for the upcoming year, current student achievement data, and including, but not limited to parent/guardian input, and work with the principal to make adjustments accordingly.

At the end of the year, the evaluator and principal will review and discuss the principal's SMART Goals and the achievement of set goals, student achievement data, and parent/guardian input. The evaluator will provide feedback on the principal's performance for the year and assign a final effectiveness rating.

COMMUNICATION OF RESULTS

A copy of each written evaluation will be submitted to the principal within five (5) school days following the formal evaluation. The principal will have the opportunity to attach a response to his or her evaluation within twenty-one (21) calendar days.

Administrator personnel evaluations will be considered permanent records and will be maintained in each administrator's personnel file. All evaluation records will be kept confidential as required by state and federal law. The rankings of individual certificated personnel evaluations will be reported annually to the SDE as required for state

and federal reporting purposes.

PERSONNEL ACTIONS

The following actions may result from the evaluation process:

1. Renewal of employment contract;
2. Improvement Plan;
3. Renewal of the employment contract under a continued probationary status;
4. A period of probation;
5. Reassignment;
6. Immediate discharge;
7. Non-renewal of employment contract; and/or
8. A letter of reprimand

A letter of reprimand may be issued at any time, with or without a formal evaluation, if an employee is found to be in violation of applicable legal, ethical, or professional standards. Any recommendation to place an employee on a period of probation, discharge the employee immediately, discharge the employee upon termination of the current contract, or reemploy the employee at the end of the contract term under a continued probationary status contract must be approved by the Board of Trustees.

Nothing in this policy shall be read to affect the district's right to immediately, without an evaluation or period of probation, discipline an employee up to and including immediate discharge for reasons other than unsatisfactory service.

When any principal's work is found to be unsatisfactory, a defined period of probation may be imposed for not less than eight (8) weeks as determined by the Board.

The Board will establish a reasonable period of probation before determining that it will not renew a contract due to a report of unsatisfactory performance. The period of probation will not affect the principal's renewable contract status.

Notwithstanding the open meeting law, the Board will make decisions regarding placing a principal on probation in executive session. The individual on probation will not be named in the minutes of the meeting, but a record of the Board's decision will be placed in the employee's personnel file.

Prior to the commencement of the probationary period, the Board will provide written notice to the principal, stating the reasons for the probation, including areas of deficiency, and the conditions of probation, including provisions for adequate supervision and evaluation of the principal's performance during the probationary period.

After the probationary period, action will be taken by the Board as to whether the principal is to be retained, immediately discharged, discharged upon termination of the current contract, or reemployed at the end of the contract term under a continued probationary status.

REMEDATION

Principals placed on probation will receive remediation designed to provide direction and support for improved employee performance. Additionally, principals who are placed on probation may request and/or be assigned a peer mentor.

The evaluator will work with the principal to identify and address the areas of concern, the remediation objectives, the criterion that will be used to measure the progress sought, support resources, provisions for adequate supervision and evaluation of performance during the probationary period, and timelines. Removal from probation will depend on the successful achievement of the articulated goals.

During the probationary period, the evaluator will conduct additional observations as needed to ensure the effectiveness of the remediation measures on the employee's performance.

APPEAL

When disagreement exists regarding the results of the evaluation, the affected principal is entitled to attach a rebuttal to his or her evaluation within twenty-one (21) calendar days. A principal who is placed on probation, immediately discharged, or not reemployed is entitled to full due process rights as outlined in Idaho Code Sections 33-513 through 33-515.

MONITORING AND EVALUATION

The superintendent or designee is responsible for ensuring that the evaluation process is in compliance with state requirements and implemented consistently. The superintendent or designee will continually review and develop the district's personnel evaluation system taking into account input from trustees, administrators, teachers, and parents where appropriate. Any changes to the district's evaluation model will be approved by the Board of Trustees and submitted to the SDE for approval.

PROFESSIONAL DEVELOPMENT AND TRAINING

The district will provide ongoing training for evaluators/administrators regarding the evaluation standards, tools, and processes. All individuals responsible for evaluating certificated instructional staff and pupil personnel performance will receive training in conducting observations and evaluating effective teacher performance.

Additional staff training and professional development opportunities will be provided throughout the year on an as needed basis to provide principals with the tools necessary to be effective administrators.

COLLECTING AND USING DATA

Aggregate data will be considered part of this district and its individual schools' needs assessment in determining professional development offerings. The district will report the rankings of individual certificated personnel evaluations to the SDE annually for state and federal reporting purposes.

INDIVIDUALIZED PRINCIPAL EVALUATION RATING SYSTEM

Evaluations will be used to identify employee proficiency and record professional growth over time. The individualized teacher rating system will have a minimum of **four (4)** ~~three (3)~~ rankings used to differentiate performance of teachers and pupil personnel certificate holders including:

1. Unsatisfactory = U (3.50-4.00)
2. Basic = B (2.50-3.49)
3. Proficient = P (2.00-2.49)
4. Distinguished = D (1.00-1.99)

RATING MATRIX

Professional Practice – 67%					
		Unsatisfactory = U (1.00)	Basic = B (1.67)	Proficient = P (2.34)	Distinguished = D (3.01)
Student Achievement – 33%	Unsatisfactory = U (1.00)	Unsatisfactory = 1.00	Unsatisfactory = 1.67	Basic = 2.34	Proficient = 3.01
	Basic = B (1.67)	Unsatisfactory = 1.33	Basic = 2.00	Proficient = 2.67	Proficient = 3.34
	Proficient = P (2.34)	Unsatisfactory = 1.66	Basic = 2.33	Proficient = 3.00	Distinguished = 3.67
	Distinguished = D (3.01)	Unsatisfactory = 1.99	Proficient = 2.66	Proficient = 3.33	Distinguished = 4.00

Overall Summative Rating
3.50-4.00 = Distinguished
2.50-3.49 = Proficient
2.00-2.49 = Basic
1.00-1.99 = Unsatisfactory

PERSONNEL RECORDS

MHSD shall report the rankings of individual certificated personnel evaluations to the State Department of Education annually for the State and Federal reporting purposes. The State Department of Education shall ensure that the privacy of all certificated personnel is protected by not releasing statistical data of evaluation rankings in local school districts with fewer than five (5) teachers and by only reporting that information in the aggregate by local school district. (I.C. 33-518)

- F. **PERSONNEL** – James Gilbert. Mr. Gilbert requested approval of the personnel items and addendum. Prior to making a motion, Chairman Alexander recognized Will Goodman, IT Director, for his outstanding work and that he would be much missed. Chairman Alexander also recognized Sherri Ybarra, the next State Superintendent of Instruction, and stated that it was honor to have a Mountain Home Educator as the next State Superintendent and wished her well and good luck. Trustee House motioned to approve the personnel items including appointments, resignations, termination, and addendum, as presented by Mr. Gilbert, with a second from Trustee Donahue. Motion carried.

APPOINTMENTS

Jennings, Rachel, Pre-School Paraeducator, West Elementary School
Wells, Melani; Special Education Paraeducator, HMS

RESIGNATIONS

Barclay, Dena, Custodian, SES/West Elementary; effective: December 15, 2014

Bayley, Lyle; Principal, HMS; effective: June 9, 2014

Goodman, William, Technology Director, MHSD; effective: January 4, 2015

Ybarra, Sherri, Federal Programs/Curriculum Director, MHSD; effective: January 4, 2015

TERMINATIONS

Raezer, George, Energy Conservation Specialist, MHSD; effective: November 24, 2014

- IX. **EXECUTIVE SESSION** – Student Matters, Negotiations, and Personnel Matters. Chairman Alexander called for a motion for the purpose of allowing the Board to retire into executive session in order to discuss a student matter and personnel staffing matter as authorized by Title 33, Sections 33-510 through 33-515, and Title 67, Sections 67-2341 through 67-2345(1)(a)(b). After a full and complete discussion and upon motion duly made by Trustee House and seconded by Trustee Donahue, 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 session(s) pursuant to Section 67-2345, Idaho Code, in order to discuss a student matter and personnel staffing matter as authorized by Title 33, Sections 33-510 through 33-515, and Title 67, Sections 67-2341 through 67-2345(1)(a)(b), Idaho Code.

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

NAME OF TRUSTEES

Chairman Alexander Aye
 Trustee House Aye
 Trustee Reynolds Absent
 Trustee Checketts..... Aye
 Trustee Donahue 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 8:28 p.m. to discuss a student matter and personnel staffing matter. Others present: The attending board members, Superintendent McMurtrey, Assistant Superintendent Gilbert, Clerk Whitman, Cliff Ogborn, and Albert Longhurst. Clerk Whitman had to leave at 9:50 and Deputy Clerk Ogborn assumed clerk duties. Following a full and complete discussion of the personnel matters, the Board reconvened into open session at 9:05 p.m. No motioned needed.

- X. **ADJOURNMENT** – All business of the Board having been completed, Chairman Alexander called for a motion to adjourn. A motion from Trustee House to adjourn was seconded by Trustee Donahue. Motion carried. Meeting adjourned at 9:06 p.m.

Chairman Alexander

Clerk Whitman

Deputy Clerk Ogborn