

SCHOOL BOARD MEETING  
DECEMBER 18, 2012  
SCHOOL ADMINISTRATION OFFICE

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

OTHERS PRESENT: Tim McMurtrey, James Gilbert, Cliff Ogborn, Sharon Whitman, Tara Handy, Erin Acarregui, Colonel Griswold, Jeff Johnson, Albert Longhurst, Nikki Crusier, Anita Straw, Polly Sanders, Sherri Ybarra, Mike Jewell, Bobbie Lockett, Melissa Knutson, Lisa Stover, Shana Hennessey, Tammy Jewett, Ana Velasco, Katie Crawford, Donna Sulfridge

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

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

Roll Call Vote as follows:

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

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

- I. **APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 20, 2012.**  
Chairman Alexander called for a motion to approve the minutes of the regular board meeting of November 20, 2012. There being no comment, Trustee Murray moved to approve the minutes of the regular board meeting of November 20, 2012, with a second from Trustee Checketts. Motion approved.
- II. **FINANCIAL REPORTS** – Cliff Ogborn. Mr. Ogborn reported on the financial statements for November 2012. The statement for November reflected a balance of \$940,681. Unobligated cash and investments are \$8,189,720 net of interfund payables. The Income Statement reflected revenue through November is \$14,470,463. We received the November 15 Foundation payment and another Impact Aid payment. Expenses show salaries are at \$5,259,921 of original budget, and benefits are \$1,657,610. As of November 30, we have a net margin of revenues in excess of expenses of \$6,212,984. Mr. Ogborn also stated that this was common at this time of the year due to most of the State payments coming in the first half of the school year. Trustee House moved to approve the financial report as presented by Mr. Ogborn. Motion seconded by Trustee Checketts. Motion passed.
- III. **CONSIDERATION OF BILLS** – Cliff Ogborn. Mr. Ogborn presented the district bills for approval. Trustee Checketts asked in what manner were the American Express card used. Mr. Ogborn replied that each building has an American Express card for Wal-Mart purchases for classroom supplies. Trustee Checketts 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. **STAFF/STUDENT RECOGNITION** – None
- V. **DELEGATION** – None

## VI. PUBLIC INPUT –

1. Bobbie Lockett - MHEA (Mountain Home Education Association) President, approached the Board and stated that the union is looking forward to negotiations since Propositions 1, 2, and 3 failed. She went on to say the union could now negotiate for more than salary and benefits, such as working conditions. She also stated that the union wants to enact a “real” education reform as opposed to having what she claimed to be a relationship full of strife. The Board thanked her for her input.

## VII. REPORTS –

- A. **MOUNTAIN HOME AFB UPDATE** – MHAFB Liaison. Colonel Griswold informed the Board that LTC Estes would be deployed for the next year and that he or his representative would attend the school board meetings. He also stated that there was nothing to report. The Board thanked him.
- B. **SHOWCASE** - East Elementary - Anita Straw. Mrs. Straw reported on some information and the status of East Elementary

Mrs. Straw started by reporting on the demographics of East Elementary. She reported that her figures, from the October 2012 report, reflected that 26% of the students were Out-of-Zone/District; 6% were Limited English Proficient; 32% were Minority, 8% had Disabilities, and 46.2% were Economically Disadvantaged. Mrs. Straw went on to report on their student/teacher ratios and other classroom demographics.

Mrs. Straw then reported on the AYP status and information from the 3<sup>rd</sup> and 4<sup>th</sup> grade classes; only 3<sup>rd</sup> and 4<sup>th</sup> grade students take the ISAT test. She reported that this was the first year that East Elementary didn't make AYP; they missed AYP by 0.3%, which is less than one student. Mrs. Straw explained that East missed AYP in Economically Disadvantaged Math. She also explained that they are working very hard to get all of their students' proficient, and then gave the Board examples of what positive changes had been implemented. Trustee House asked if the State would reconsider since 0.3% is less than one student and the reply was no, the State would not reconsider the AYP.

Mrs. Straw said that East Elementary is disappointed with the 1-star rating, new SDE rating system, and have made and continue to make changes to increase the star rating, along with the proficiency levels. She explained that the star rating is based on growth and they did well, but this only counts 4<sup>th</sup> graders because there is no growth in 3<sup>rd</sup> grade due to ISAT testing starts in the 3<sup>rd</sup> grade, so that is the starting baseline. Mrs. Straw continued to explain some of the formula used to determine the star rating.

Mrs. Straw introduced Mrs. Lisa Stover-Russell, Mrs. Shana Hennessey, and Mrs. Melissa Knudson who in turn reported what the different grades were implementing to help students improve their proficiency scores such adopting Saxon Math, creating intervention programs to help students who have been identified as students who need additional help, increase language programs, and coordinate between grades so that there is a smooth and coordinated progression of students from one grade to the next grade. Mrs. Straw concluded that given the information given to the Board she hopes they and the community see that East Elementary is a high achieving school.

Chairman Alexander stated that it seemed a challenge that economically disadvantaged students seemed to be the weak area and asked that given the current economy, had there been an increase in economically disadvantaged students. Mrs. Straw replied that she would have to research past data, but thinks that there are more students this year than in the past.

Trustee House said that even in Mountain Home, the areas that used to be economically advantaged are not so anymore. Mrs. Straw added that they can pinpoint students with language barriers or learning disabilities, but given that the identity of economically disadvantaged students is very confidential and protected, they have no real means of identifying those students, thus making intervention harder.

Chairman Alexander said that he was curious as to how economically disadvantaged students transcend throughout the district and how that affects their learning, thus our test scores. Mrs. Straw's reply was that teachers just work harder to help those students. The Board thanked them for their hard work and dedication.

#### VIII. UNFINISHED BUSINESS –

##### A. POLICY REVISION – 3<sup>rd</sup> and Final Reading – James Gilbert.

Mr. Gilbert also asked for approval of the 3<sup>rd</sup> and Final reading of the following three policy revisions to the Student Funds Control Policy, Open Enrollment Policy, and Medications Policy. There has been no additional input since the last board meeting. Trustee House motioned to approve the third and final reading of the revisions to the Student Funds Control Policy, Open Enrollment Policy, and Medications Policy as presented by Mr. Gilbert. Trustee Murray seconded the motion. Motion approved.

##### 1. Student Funds Control Policy -

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

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

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

##### CONTROLLING RECEIPTS:

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

##### CONTROLLING EXPENDITURES:

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

##### SCHOOL PROCEDURES:

The superintendent, school administrator, or designee will develop procedures to implement this policy. The written procedures will be on file at the School Administration Office and contain, at a minimum, the following:

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

##### INFORMATIONAL REPORTS TO BOARD OF TRUSTEES:

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

require a report from a school when it deems necessary.

2. **Open Enrollment Policy -**

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193  
MOUNTAIN HOME, IDAHO 83647  
POLICY  
OPEN ENROLLMENT POLICY**

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

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

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

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

2. For tuition to be waived, the student's resident district must offer the program, grade level, or similar educational opportunity in which the student wishes to enroll in Mountain Home School District. If the program, grade level, or similar educational opportunity is not offered in the resident district, the student may enroll **and may be charged** ~~with payment of~~ tuition.
3. The parent or guardian fills out the request for transfer by February 1 of the year preceding the school year of enrollment. The student's parent or guardian must apply annually on a form provided by the State Department of Education. The application must contain the student's accumulative school record. The parent must notify the resident school district.
4. The parent or guardian is responsible for transportation to and from the school or an appropriate bus stop.
5. A pupil under suspension, or expulsion, or **who may be lawfully denied enrollment**, is ineligible to transfer.
6. **If a student applies and is accepted in this district from out of district, but fails to attend, that student will be ineligible to again apply for an enrollment option in this district.**

7. **Homeless children and youth, as defined in the Steward B. McKinney Homeless Assistant Act (PL 100-77), may attend any district or school within a district without payment of tuition when it is determined to be in the best interest of that child.**
8. In order to attract and keep quality employees, any employee of Mountain Home School District may enroll their children at any time and without payment of tuition.

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

### 3. Medications Dispensing Policy -

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193  
MOUNTAIN HOME, IDAHO  
P O L I C Y  
DISPENSING OF MEDICATIONS**

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

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

1. **SELF-ADMINISTRATION OF PRESCRIBED INHALER OR EPINEPHRINE AUTO-INJECTOR**
  - A. **Any student for whom a physician or other authorized medical professional has prescribed a metered-dose inhaler or dry powder inhaler for treatment of asthma or other potentially life-threatening respiratory illness, or an epinephrine auto-injector for severe allergic reaction (anaphylaxis), will be permitted to carry and self-administer such medication during the school day. The form will be submitted to the office of the school being asked to administer the medication. (IC 33-520)**
  - B. **The student's parent/guardian must request, at the beginning of each school year, in writing, using the district's Physician's Medication Orders for dispensing of Medication in the School form that the student be allowed to self-administer the medication.**
    - **The parent/guardian is responsible for notifying the district of any changes to the student's medical condition what would impact the self-administration of medication.**
    - **The parent/guardian is responsible for insuring his/her student brings the medication to school and to refill the medication as needed.**
  - C. The container label must clearly state the student's name, medication prescription number, medication name, doctor's name, dosage, and directions for dispensing.
2. **PRESCRIPTION MEDICATIONS**
  - A. The parent/guardian of a student must **request, at the beginning of each school year, in writing, using the district's ~~submit yearly~~ the Physician's Medication Orders for Dispensing of Medication in the School form** for each student needing medication dispensed at school. The Physician's request must be on this form or attached to this form for each medication to be administered. The form will be submitted to the office of the school being asked to administer the medication.
  - B. The medication must be in its original container.
  - C. The container label must clearly state the student's name, medication prescription number, medication name, doctor's name, dosage, and directions for dispensing.

- D. A record of dispensed medication will be kept in the *Medication Book* and signed by the personnel who dispensed the medication.
- E. **The parent/guardian is responsible for insuring his/her student brings the medication to school and to refill the medication as needed.**
- F. Self administration of medication administered by way of a metered dosed inhaler by a pupil for asthma or other potentially life threatening respiratory illness or by way of an epinephrine auto-injector for severe allergic reaction (anaphylaxis) is authorized and may be carried by the student who is permitted to self administer these medications. (IC 33-520)

### 3. NON-PRESCRIPTION (OVER THE COUNTER) MEDICATIONS

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

### 4. ADDITIONAL GUIDELINES

- a. **Generally, medications should be dispensed to students before and/or after school hours under the supervision of the parent/guardian. Medications should be dispensed at school only when necessary.**
- b. It is recommended that medications kept in the school will be in a secured area in the school office.
- c. It is the student's responsibility to come to the office at the appropriate time to take his or her medication unless a disability requires other procedures. For students in the lower elementary grade levels, an effort will be made to remind them when deemed necessary.
- d. School district employees will dispense no medications to a student, prescription or non-prescription, without written permission from the student's parent or guardian.
  - *Physician's Medication Orders for Dispensing of Medication in the School form*
  - *Authorization for Non-Prescription Medication Dispensing form*
- e. All medications must be supplied by the student's parent/guardian. Non-prescription medications will not be supplied.
- f. Non-prescription medications will not be dispensed to lower a fever. Pain relieving medications should be given for headaches, pain related to dental work, etc., and not illnesses that would require a student to be kept home.
- g. **Elementary students are not allowed to possess prescription or non-prescription medications on district property or at district-sponsored events unless specifically authorized to do so by the building administrator.**
- h. **Secondary students may keep and administer their own medication, but are prohibited from bringing more than one (1) day's supply of the medication to school. A note from the parent/guardian must be on file in the office or in the student's possession identifying the medication and the dosage.**
- i. **The parent/guardian is expected to provide an adequate supply of the medication to be dispensed, and to retrieve any unused medication at the end of the school year or at the withdrawal of the student.**
  - An effort will be made to remind parents/guardians to pick up excess medication at the end of the school year.

- The office personnel will dispose of all medications left in the office one week after students are dismissed from school.
- j. Mountain Home School District No. 193 and its employees will accept no responsibility for any ill effects that may result from medication dispensed to students while following this policy.

**IX. NEW BUSINESS –**

- A. **AUTHORIZATION TO UPGRADE FINANCIAL SYSTEM** - Cliff Ogborn. Mr. Ogborn requested permission to look into upgrading our antique financial system, and accounts payable/payroll printers that no longer have any technical support and are out of date. He explained that our current system is 14-years old, is DOS based, and isn't compatible with the State Department of Education reporting system. Mr. Ogborn informed the Board on the different packages by different vendors. Discussion continued regarding what the district is looking for in a vendor, references from other districts, cost, reliability, technical support, training, etc. Chairman Alexander stated that he thought we were the only district in Idaho that is DOS-based and asked Mr. Ogborn to keep the Board informed. Mr. Ogborn replied that Caldwell is on the same system we have but is currently going through an upgrade. Discussion Continued. The Board concurred to pursue finding vendors for our financial system upgrade.
- B. **PERSONNEL** – James Gilbert. Mr. Gilbert requested approval of the personnel items and addendum. Trustee Murray motioned to approve the personnel items and addendum, as presented by Mr. Gilbert, with a second from Trustee Checketts. Motion granted.

**APPOINTMENTS**

Garcia, Saul, Maintenance Technician, MHSD193  
**Goldsby, Sharon L., Administrative Assistant, BMHS**  
 Hansen, Chris, Head Sophomore/Assistant Varsity Boys' Basketball, MHHS  
 Nicolosi, Ron, Head Varsity Softball Coach, MHHS  
**Tesar, Stehvn J., Lead Teacher, BMHS**

**TERMINATIONS**

Ebenhoeh, Michael J., Maintenance Specialist, MHSD193; effective December 7, 2012  
 Vogl, Jeffrey L., Head Cheer Coach, MHHS; effective November 30, 2012

- C. **DECLARE VACANCY OF A TRUSTEE POSITION** - Chairman Alexander. Chairman Alexander declared a trustee vacancy in Trustee Zone 4. He explained that Trustee Murray was unable to complete his term due to an upcoming military transfer. Chairman Alexander stated that during the next regular school board meeting, the remaining MHSD School Board of Trustees will appoint a person who resides in Trustee Zone 4 as Trustee for that zone and who will serve for the remaining balance of the unexpired term.
- X. **EXECUTIVE SESSION – None**
- XI. **ADJOURNMENT** – All business of the Board having been completed, Chairman Alexander called for a motion to adjourn. A motion from Trustee Murray to adjourn was seconded by Trustee House. Motion carried. Meeting adjourned at 8:12 p.m.

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Chairman Alexander

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Clerk Whitman