

SCHOOL BOARD MEETING
 JANUARY 21, 2014
 SCHOOL ADMINISTRATION OFFICE

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

OTHERS PRESENT: Tim McMurtrey, James Gilbert, Cliff Ogborn, Sharon Whitman, Tara Handy, Sherri Ybarra, Will Goodman, Jeff Johnson, Stehvn Tesar, Albert Longhurst, Jessie Woods, Lyle Bayley, Phil McCluskey, Anita Straw, Polly Sanders, Nikki Cruser, LTC Estes, Mike Jewell, Brian Hershey, Robynn Schipani, Tessa Rosecke, Susan Martin, Marilyn Kellerman, Rich & Rhonda Urquidi, Sharon Goldsby, Marsha Baker, Denise Weis, Tom & Cherry Rosecke, Ralph Binion

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 an appointment to Personnel Matters, as well as change the resignation date of an employee in accordance with Idaho Code, Sections 67-2343(4)(c). Trustee House called for a motioned to approve the addendum to personnel, with a second from Trustee Donahue. 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 DECEMBER 17, 2013.**
 Chairman Alexander called for a motion to approve the minutes of the regular board meeting of December 17, 2013. There being no comment, Trustee Checketts moved to approve the minutes of the regular board meeting of December 17, 2013, with a second from Trustee Donahue. Motion approved.
- II. **FINANCIAL REPORTS** – Cliff Ogborn. Mr. Ogborn reported on the financial statements for December 31, 2013. The statements for December reflected a balance of \$741,600. Unobligated cash and investments are \$5,367,653 net of interfund payables. The Income Statement reflected revenue through December as \$14,983,469, due to an Impact Aid payment. Expenses show salaries are at \$6,615,193 of original budget, and benefits are \$1,997,973. As of December 31, we have a net margin of revenue in excess of expenses of \$4,553,836. Chairman Alexander asked the balance of Impact Aid and Mr. Ogborn replied that we are \$1.1 million under budget. 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 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 –

1. Cherry Rosecke – Daycare provider. Mrs. Rosecke approached the Board regarding BMHS daycare. She began by reading her letter aloud and started by asking what statistics had the district looked at regarding the amount of students [MHSD] with children? She said, "... there are fifty-nine (59) students at BMHS and over one-thousand (1,000) students at MHHS, which comes to 1.23% of students that have children that the district is looking at building a daycare." Mrs. Rosecke asked, "...if other than Canyon Springs, did the district look anywhere else; did the district get statistics from anywhere else; none that I could find." She said, "There are eight established daycares in Mountain Home and not one of these girls came into her's [daycare] looking for daycare, not one." Mrs. Rosecke claimed that all daycare facilities and some in-home facilities take ICCP, yet, the district is looking at building a daycare for 1.23% of the students. She also claimed that the district would earn \$69,300, in 9 ½ months, and then stated, "...is that to maybe cover your salaries?" She asked, "Who is paying for expenses; who is paying for CPR/First Aid; who is paying for finger prints [background check]; who is paying for parents to be qualified to be in there [daycare]?" Mrs. Rosecke then quoted, "...IAW ICCP regulations, it states that any individual, 13-years or older, who has unsupervised, direct, contact with children, or are regularly on the premises, must successfully complete and receive clearance with the Department of Criminal History Background Check, under the provisions of Idaho Code." She then stated that it costs \$65 per parent that must be paid [in order] for them to get fingerprinted. She said, "...they [student-parents] are going to have regular time in this daycare; they will not always be supervised; you cannot tell me that there is not going to be a time that one of these workers is not going to have to walk out of the room, leave them alone, so they [student-parents] will have to be fingerprinted." Mrs. Rosecke stated, that if they [student-parents] can't pay for gas to go to daycare, so how will they then pay the \$65 to be fingerprinted; "I hope it's not my tax dollars." She then quoted some news articles in which she said she read that the daycare center will be its own independent entity that can pay its own way with state funding; she then asked who is paying the rent? She asked if the district was going to charge them rent; "it's a separate entity." Mrs. Rosecke inquired about utilities, janitorial services, and accounting practices. She informed the Board that she read that the district said the daycare is established for the care of infants. Mrs. Rosecke stated that infants means only children under 24-months are allowed, so they [children] can't go to the daycare once they have reached 24-months; "where do the children go now because they cannot go the BMHS daycare because it's only for infant." She alleged that there are four or five seniors that might graduate, so out of fourteen children, at least five won't be back leaving nine children in the daycare. She declared that this will reduce the state funding and wanted to know how the district was going to pay the daycare employees and other fees; she said, "...are we going to supplement that as taxpayers?" She continued with her list of questions. Mrs. Rosecke also included that she was a daycare owner and said that there is plenty of room in this town for these children. She claimed, "...that the state would help no matter what daycare they [student-parents] go to"; it's a matter of filling out the forms and all the daycares in town can do this [complete forms]. Mrs. Rosecke said that the BMHS counselor alleged that no daycare facility in this town is capable of providing quality care to teens. She went on to say that Mr. Tesar mentioned that the daycare would offer the school [BMHS] an opportunity to provide a parenting program for students and they [students] can earn credits. She wanted to know when "Parenting 101" became part of our curriculum and whether it was offered to the other students at the high school and do they get credit too. Chairman Alexander said that the district has provided those types of courses for many years and that students do earn credit for taking the course(es). Mrs. Rosecke went on with her letter.

Chairman Alexander asked Mrs. Rosecke if she had ever called or contacted anyone in the district, if she called or contacted the superintendent, if she called or contacted Mr. Tesar, or even called or contacted one of the board members, to ask them these questions. Mrs. Rosecke's response was no, she had not. Chairman Alexander invited and encouraged her to call [board clerk] to set up an appointment, as he would like to sit down and meet with her to address her questions and to explain the process and what went into the decision. Mrs. Rosecke said she would like that and planned to call to set up a meeting.

2. Tom Rosecke – Mr. Rosecke declined giving public input as he felt his wife said what needed to be said.

3. Denise Weis – MHEA President. Ms. Weis approached the Board to invite them to come into the schools and read a story to the students in recognition of “Read Across America.” She went on to explain how “Read Across America” began and why it is celebrated on Dr. Seuss’ birthday. Ms. Weis also invited business owners and the audience to participate as well.
4. Ralph Binion – Patron. Mr. Binion approached the Board and inquired into the upcoming supplemental levy. He wanted to know if the district planned to publish a list of everything that would be cut should the levy fail. He stated that the district is asking for another \$2.7 million supplemental levy for a third time in a row and wanted to know how are we expanding, what programs are expanding such as the daycare. Mr. Binion said that he understands that initially the daycare was funded through grants and such. Chairman Alexander corrected Mr. Binion and said that the state funds BMHS not grants, but regardless, if there is no money, then it [daycare] closes. Trustee House said that it’s not a protected program and neither are other programs such as sports. Mr. Binion alleged that the district says that every time they want to run a levy. Trustee House informed him that we usually have to ask for a levy before we know what the state plans to fund us. Chairman Alexander reported that that 97% of Idaho school districts have to run a supplemental levy. He then said that a list would be published in the next few weeks. Chairman Alexander informed everyone that publishing a list of potential cuts might be presumed as a threat and not just a list of possible cuts. Mr. Binion then asked why the district doesn’t budget with the assumption there will be a \$2.7 million shortfall. He proceeded to explain to the Board how he budgets and how he thinks they should budget including a budget without the supplemental money. Discussion began regarding funding, budgeting, and legislative decisions. Chairman Alexander said that in Idaho, school districts don’t know how much money they will have until the legislators start “throwing numbers out” and they don’t do that right away. Chairman Alexander informed everyone that that recently, the legislators said that they planned to fund the school districts at the SY2007 levels, which is a lot more than we’re currently receiving, but since then the legislators have reneged on that; we had to wait on that recent decision before we could even decide if we needed to run a levy, and if so, for how much. He said that the district’s hope is that each time we have to go out for this process [supplemental levy], that we ask for less each time, but he hoped that Mr. Binion understood that the legislators don’t fund for more regarding education, they continually fund for less. Chairman Alexander stated that every time we try innovative ways or we cut a programs or employees, all the legislators do is cut our funding even more. He said when the state cut O & M funds in 2008, there went the stabilization in education funding, so now school districts have to ask for supplemental levies. He then said it’s much more complicated than it needs to be. Mr. Binion reiterated that a list of cuts would be published within the next few weeks. Chairman Alexander replied yes, but the district is waiting for the legislators to give us firm numbers. Mr. Binion said the list should include why the district needs the money and how the money will be used, as well as a detailed list of what cuts would be made if the levy fails. The Board thanked him for his input.

VI. REPORTS –

- A. **MOUNTAIN HOME AFB UPDATE** – MHAFB Liaison. LTC Estes. The Board welcomed LTC Estes back. LTC Estes replied that he was glad to be back. He said the base is busy as always, and earlier this month the base deployed over 170 personnel. LTC Estes informed the Board that Colonel Short has been promoted to Brigadier General and Colonel Iverson will take his place next month. He also reminded the Board that base exercises continue.
- B. **SHOWCASE** – West Elementary School – Nikki Cruser. Mrs. Cruser presented student information on West Elementary School. Mrs. Cruser reported on the demographics of West Elementary; they have 442 students of which she initially reported that 67% are on the Free & Reduced program. She informed the Board that she has since learned that if only the 1st through 4th grade Free & Reduced data is used it then puts West Elementary closer to 91% of students on the Free & Reduced Program. Mrs. Cruser continued to report that 16% of the students are in Special Education, but the good news is that 2% (seven students) of the students are G/T students, which is up by six students from last year.

Mrs. Cruser explained some to the programs at West Elementary. She said included in the Special Education program is Pre-Kindergarten, General Resource, and Extended Resource in which Extended Resource and Pre-Kindergarten are districtwide programs that encompasses the entire district, so no matter where the student is enrolled/lives, if they qualify they go to West for those two programs. She went on to include Speech/Language, English Language Learners (ELL), Leap Frog (Extended Kindergarten), Gifted/Talented (G/T), and Response to Intervention (RTI), which is a program to determine if a student qualifies as a special education student or just needs additional academic help. Mrs. Cruser also informed the Board that they now have a school psychologist who has formed social groups for those students who need it.

Mrs. Cruser stated that West Elementary has four goals that they plan to meet. She started with Goal 1, which is to increase student achievement through increasing student attendance in which there are motivational quarterly ice cream sundae parties for those students who met the requirement. Mrs. Cruser then explained Goal 2, which is to increase student achievement through strengthening parent and community communication to include monthly newsletters in English and Spanish, school webpage, encourage parents to sign up for email updates, teacher telephone contact, and publications in the Mountain Home Newspaper. She continued to Goal 3, which is to increase student achievement through focused professional development in which weekly teacher collaboration meetings are schedule to discuss and/or review such matters as RTI information and data, Idaho Core Subjects, Smarter Balanced Summative Assessments, etcetera. Mrs. Cruser went on to Goal 4, which is to increase student achievement through their Language, Reading, and Math SMART goals scores in which Language went up from 46% to 61% as measured by the Imagine It assessment, Reading increased from 28.3% to 50% as measured by the STAR Reading test, and Math went up from 33/4% to 53.4% as measured by the STAR Math test.

Mrs. Cruser informed the Board that West Elementary School was the only elementary school that had online registration; all returning parents registered online no matter if the parent was at home, on vacation, or came to the school computer lab. She also stated that 85% of their parents', grades 1-4, have a single server login for ParentPortal. Mrs. Cruser continued to report that West Elementary had wireless installed in all of the classrooms, and through their Walk-a-Thon fundraiser money they were able to purchase thirteen more projectors for the classrooms. She concluded by informing the Board that West Elementary School launched a quarterly Honor Roll list for 3rd and 4th grade students in which they receive certificates, food-item gift cards, and more importantly to the student, their name published in the Mountain Home Newspaper. The Board thanked her for her presentation.

VII. UNFINISHED BUSINESS –

Mr. Gilbert presented the 3rd and final reading of the proposed revision to Mountain Home School District No. 193 Leave of Absence - Public Office Policy. He said the revisions were to replace the word “teacher salary” with the word “pay” to cover all employees and to delete references to the old master agreement. There has been no staff or public input. Trustee House motioned to approve the 3rd and final reading of the proposed revision of the Leave of Absence - Public Office Policy and the Leave of Absence Without Pay Policy, as presented by Mr. Gilbert. Trustee Donahue seconded the motion. Motion granted.

A. POLICY REVISION – 3rd and Final Reading – James Gilbert

1. Leave of Absence - Public Office Policy –

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
LEAVE OF ABSENCE – PUBLIC OFFICE

The Board of Trustees recognizes it is an employee’s right to seek and serve public office and encourages employees

to do so with the following understanding:

- Candidates and elected or appointed officials will receive their regular ~~pay teacher salary~~, minus the daily cost for substitutes. This is contingent upon the employee continuing to perform and being responsible for specified duties of their teaching position.
- Candidates and elected or appointed officials shall make arrangements with the building principal and superintendent so that plans can be made to fill assignments during absence.
- Candidates and elected or appointed officials shall not let campaign activities and/or official public duties interfere with the employee's effectiveness in their position or instructional program of the school.
- Candidates and elected or appointed officials are expected not to bring their campaign and/or official duties into the classroom and/or school nor make use of students in campaign or political activities during the time school is in session.

2. **Leave of Absence Without Pay Policy –**

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
LEAVE OF ABSENCE WITHOUT PAY

It is the intent of this policy to provide full time employees an opportunity to apply for a leave of absence without pay, define the reasons for which a leave of absence without pay may be granted, and state the limitations upon which the employee may be granted or denied a leave of absence without pay.

A leave of absence without pay may be requested. The request shall state the reason for making application. A leave of absence may be granted by the Board of Trustees for extended illness, as determined by a physician's statement; professional improvement, as determined by transcripts and professional papers, etc.; child rearing, and other reasons of an appropriate **and/or** personal nature. The length of the leave of absence shall not exceed one (1) year, although extensions may be granted under special circumstances and approval by the Board. The granting of the leave of absence is dependent upon the availability of a qualified substitute and Board approval.

Application for leave of absence without pay must be received by the District Office by April 1, except in the case of extended illness.

~~Certified employees will follow section 4.8 of the Collective Bargaining Agreement.~~

- B. CORRECTIONS TO RESOLUTION 14-04 CALLING FOR A SUPPLEMENTAL LEVY ELECTION** – Tim McMurtrey. Mr. McMurtrey informed the Board that the reason we have to correct our Resolution 14-04 is because we were told by Barbara Steele that the tax commission wouldn't approve our levy ballot language and that the Idaho Secretary of State requires all school district to use their form, so we reworded and reformatted the ballot and notice to meet the approval of the Idaho Secretary of State. Trustee House asked if the wording was more than 250 words, because if it is, the school district has to pay the cost of the ballots and notice. Clerk Whitman replied that yes, the required wording is more than 250 words and therefore, the district would have to pay the costs associated. A motion by Trustee Donahue to approve the correction of Resolution 14-04 – Calling for a Supplemental Levy Election was seconded by Trustee House. Motion approved.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO
RESOLUTION 14-04 CALLING FOR SUPPLEMENTAL LEVY ELECTION

WHEREAS, the state of Idaho has eliminated operations and maintenance funding in lieu of the 6% state

sales tax, thus also eliminating operations and maintenance funding at the local level from school districts'; and

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

WHEREAS, the Board of Trustees of Mountain Home School District No. 193 has studied the district's budget for the current school year and for proposed figures for budgetary and funding considerations for the 2014-2015 school year, and 2015-2016 school year; and

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

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

Section 1. That a School Supplemental Levy Election is hereby called to be held in Mountain Home School District No. 193 (MHSD), Elmore County, Idaho, on March 11, 2014, for the purpose of submitting to the qualified electors of the District, the question set out in the form of the ballot appearing in Section 7 herein, of passing a supplemental levy increasing the amount of property taxes given to the Mountain Home School District No. 193.

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

Section 2. That on Tuesday, March 11, 2014, the polls shall be opened between the hours of 8:00 a.m. until 8:00 p.m. (I.C. 34-1409)

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

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

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

School Supplemental Levy Election

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

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

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

Section 7. That voting at said election shall be by secret and separate ballot, **and that the ballot come from the State Attorney’s office as required**, and **that prescribed** ballot shall be prepared by the Clerk of the Board of Trustees, and shall be submitted to the Elmore County Clerk, **at the school district’s expense**.

OFFICIAL BALLOT
MOUNTAIN HOME SCHOOL DISTRICT NO. 193 No. _____
ELMORE, IDAHO (PRECINCT)
MARCH 11, 2014

OFFICIAL BALLOT
MOUNTAIN HOME SCHOOL DISTRICT NO. 193
ELMORE, IDAHO
MARCH 11, 2014

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

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

Shall the Board of Trustees be authorized to levy a supplemental levy in the amount of \$2.7 million per year for a period of two years commencing with the fiscal year beginning 2015, for the purpose of paying all lawful expenses of operating the schools of the district as provided in the resolution of the Board of Trustees adopted on December 17, 2013.

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

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

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

NOTICE OF SUPPLEMENTAL LEVY ELECTION

NOTICE IS HEREBY GIVEN that pursuant to a resolution of the Board of Trustees, of the Mountain Home School District No. 193 adopted on December 17, 2013, a supplemental levy election will be held on March 11, 2014, between the hours of 8:00 a.m. and 8:00 p.m., for the purpose of voting upon the question and proposition of authorizing a levy in the amount of up to \$2.7 million per year for the period of two years for the purpose of paying all lawful expenses of operating the schools of the district.

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

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

OFFICIAL BALLOT No. ____
MOUNTAIN HOME SCHOOL DISTRICT NO. 193 (PRECINCT)
ELMORE, IDAHO
MARCH 11, 2014

OFFICIAL BALLOT
MOUNTAIN HOME SCHOOL DISTRICT NO. 193
ELMORE, IDAHO
MARCH 11, 2014

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

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

Shall the Board of Trustees be authorized to levy a supplemental levy in the amount of \$2.7 million per year for a period of two years commencing with the fiscal year beginning 2015, for the purpose of paying all lawful expenses of operating the schools of the district as provided in the resolution of the Board of Trustees adopted on December 17, 2013.

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

Signed _____
Election Official

Section 10 The County Clerk shall give Notice of Election by publishing such notice in the Mountain Home Newspaper, the official newspaper of the county. The notice shall state the date of the election, the polling places, and the hours during which the polls shall be open for the purpose of voting. The first publication shall be made not less than twelve (12) days prior to the election and the last

publication of notice shall be made not less than five (5) days prior to the election. The County Clerk shall cause to be published a facsimile, except as to size, of the sample ballot be published in one (1) newspaper published within the county or one (1) newspaper that has general circulation within the county. Such publication shall be in conjunction with the second notice of election required by Idaho Code 34-1406.

Passed and approved 17th day of December 2013.
Approved corrections this 21st day of January 2014.

Chairman Alexander

Vice-Chairman Donahue

Trustee House

Trustee Reynolds

Trustee Checketts

Clerk Whitman

VIII. NEW BUSINESS –

A. TRAVEL REQUEST –

1. Journalism - MHHS - National Journalism Conference - San Diego, CA - April 10-13, 2014 – Sue Martin/Travis Devore. Mrs. Martin requested permission to bring 15 journalism students to Nationals in San Diego. She said that they will be competing in journalism, photography, and yearbook. Chairman Alexander explained to the audience that Mrs. Martin and the Journalism class have won Nationals for the last few years, probably seven or more years, consecutively. Mrs. Martin added that the students have had several fundraisers to pay for the trip. Trustee Donahue motioned for approval of the travel request for the Journalism class to travel to San Diego, California, for the National Journalism Conference, April 10-13, 2014, as presented by Mrs. Martin. Trustee Checketts seconded the motion. Motion passed.

B. OUT-OF-DISTRICT OPEN ENROLLMENT APPLICATIONS – James Gilbert. Mr. Gilbert requested approval of the open enrollment application for the 2014-2015 school year.

1. Jeff & Megan Blanksma for Adrie, 8th grade, MHJH, and Tucker, 6th grade, HMS
2. Dan & Mindy Patterson for Shian Ferrier Wanner, 7th grade, MHJH (2013-14 & 2014-15)
3. John & Alisa Urquidi for Anna Marie, 12th grade, MHHS

The parents will provide transportation to and from school.

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

C. APPROVAL OF SCHOOL BUS ROUTE ALTERATION – James Gilbert. Mr. Gilbert asked permission to adjust Bus Route 4 that serves families by reservoir. He said that Mystic Saddle is a public road, but becomes private at Hawks Road and we have two students who live down Hawks Road. Mr. Gilbert stated that the concern is that Hawks Road is not being maintained and is a safety hazard. He said he contacted the families informed them that if they maintained the road, the bus would pick up their students, but if not, they are responsible to drive their students to the nearest bus stop, with In Lieu of Transportation. Mr. Gilbert requested that Bus Route 4 be adjusted because the SDE prefers that busses only travel on public roads. Trustee Checketts motioned to adjust Bus Route 4, as presented by Mr. Gilbert. Trustee House seconded the motion. Motion granted.

D. SCHEDULE A MEALS FEE INCREASE HEARING – 2014-2015 School Year – Cliff Ogborn. Mr. Ogborn requested permission to hold a Student Meals Fee Increase Hearing to receive input on the proposed school lunch fee increase. He stated that the federal government requires that we raise our meal fees every year until we meet the federal reimbursable rate, and that according to the

Healthy and Hunger-Free Act of 2010, students are required to match the Federal contribution for school lunch. He asked the Board to hold the hearing on February 18, 2014, at 7:15 p.m., just before the regular board meeting. Trustee Donahue motioned to hold a Student Fees Increase Hearing on February 18, 2014, at 7:15 p.m., as presented by Mr. Ogborn. Trustee House seconded the motion. Motion approved.

- E. **SCHEDULE A PUBLIC HEARING TO CHANGE THE NAME OF BASE PRIMARY SCHOOL TO STEPHENSEN ELEMENTARY SCHOOL** – Tim McMurtrey. Mr. McMurtrey requested permission to schedule public hearing in March to receive input on renaming Base Primary School to Stephensen Elementary School after Colonel Stephensen. Chairman Alexander explained that Colonel Stephensen was a pilot stationed at MHAFB who was shot down over Vietnam about 1968; his remains were recovered around 1978, and in honor of him, the middle school on the base was renamed Stephensen Middle School. He added that since SMS building was demolished, the district thought it would be appropriate to rename Base Primary to Stephensen Elementary School. Trustee House motioned to hold a hearing in March before the regular board meeting to receive public input on renaming Base Primary School to Stephensen Elementary School, as presented by Mr. McMurtrey. Trustee Donahue seconded the motion. Motion passed. Chairman Alexander asked that the hearing be held at the base. Clerk Whitman suggested that the hearing be held in town because civilians might find it difficult to get on the base. Chairman Alexander said that there would be two hearings, one at the base, and one in town before the regular board meeting.
- F. **EDUCATION PROGRAM – 2013-2014** – Tim McMurtrey. Mr. McMurtrey submitted the Education Plan for the 2013-2014 school year, which includes all offered courses, course length, pre-requisites, and courses required versus electives, to the Board for approval. The SDE asks for the Educational Plans this time every year. Trustee Donahue motioned to approve the Education Program – 2013-14, as presented by Mr. McMurtrey, received a second from Trustee Checketts. Motion carried.
- G. **POLICY DELETION** – James Gilbert. Mr. Gilbert requested that the following two policy deletions be tabled until the 3rd and final reading of next agenda item. The Board agreed.
1. Network Services Security Policy
 2. Network Services Use Policy
- H. **POLICY ADOPTION** – 1st Reading – James Gilbert. Mr. Gilbert explained to the Board that Mr. Goodman, Technology Director, spent considerable amount of time trying to streamline the numerous Network Services Use Policies, Procedures, and Forms. He explained that Mr. Goodman opted to draft a new policy whilst incorporating some of the old language into the new draft adoption. There has been no staff or public input. Mr. Gilbert then requested approval of the 1st reading of the Computer and network Services Acceptable Use Policy. Trustee Checketts motioned to approve the 1st reading of the adoption of the MHSD Computer and Network Services Acceptable Use Policy, as presented by Mr. Gilbert, received a second from Trustee House. Motion approved.
1. Computer and Network Services Acceptable Use Policy

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

POLICY
COMPUTER AND NETWORK SERVICES ACCEPTABLE USE POLICY

GENERAL INFORMATION

Definition: “Network Services” includes voice and data information, e-mail, equipment, software, and the Internet.

Computer and network services are provided by Mountain Home School District for students and staff. Use of this District's computer and network services must be directly related to an educational goal and consistent with the instructional objectives of this District. The District reserves the right to monitor all activity on the computer and network services and use content filtering to assure compliance with educational goals of the District, and to remove access when necessary.

The Network Services provided by this District may not always meet student or staff requirements or be uninterrupted or error-free. It is provided on an "as-is/as available" basis. No warranties are implied or given with respect to any service, information, or software contained therein.

The system administrators of the Network Services are district employees who are responsible for monitoring use of the Network Services.

The superintendent or designee shall be responsible for establishing procedures as needed to implement this policy.

PRIVILEGES

The use of Mountain Home School District Network Services is a privilege, not a right. System administrators reserve the right, at their sole discretion to suspend or terminate members' access to and use of computer and network services upon any breach of the Computer and Network Services Acceptable Use policy.

All staff and students will be provided with access to computers and the internet. Students and staff using computer and network services agree to follow the Computer and Network Services Acceptable Use Policy. Use of the Districts computers and/or network services constitutes an agreement to follow all district rules and policies.

District Technology Support staff and their designees may violate the Computer and Network Services Acceptable Use policy as need to provided technology support and maintain the districts systems.

ONLINE DATA AND ACCOUNTS OPT-OUT FORM

Parents that do not want their students name, picture, or work displayed online must sign the Online Data and Accounts Opt-out Form.

The district retains the right to create online accounts for website and web-services for students unless parents sign the Online Data and Accounts Opt-out Form.

WEBSITE AND WEB-SERVICES ACCOUNTS

The district retains the right to create online accounts for website and web-services for students unless parents sign the Online Data and Accounts Opt-out Form.

CONSEQUENCES

Any violation by staff of the Computer and Network Services policy shall be subject to discipline, up to and including discharge.

Student discipline for violation of any part of this policy shall be based on the student's age and the severity of the infraction. Student discipline may involve actions up to and including suspension and/or expulsion for violations occurring on any District premises or at any District sponsored activity, regardless of location.

The Superintendent or designee shall submit the violation to the appropriate law enforcement agency when the circumstances warrant such action.

THIRD PARTY INFORMATION

Opinions, advice, goods, services, and all other information expressed or delivered by students or staff, information providers, service providers, or other third party personnel on Network Services are those of the providers and not of Mountain Home School District No. 193.

SECURITY

Mountain Home School District recognizes information and network resources as assets. These assets include but are not limited to the following:

1. Student/Staff records and information
2. School district policies
3. Business and financial operations information
4. Curriculum and instructional programs
5. Network services - "Network Services" includes voice and data information, e-mail, equipment, software, and the Internet.

Mountain Home School District will establish security measures and assign responsibilities to protect the network services from loss, theft, and unauthorized use, modification, or disclosure.

Mountain Home School District's security measures apply to all district-owned information, either physical or electronic. All regular and contract employees, student users, and guests must comply with these security measures.

COPYRIGHTED MATERIALS

Copyrighted material must not be placed on Network Services or on any networks connected to Network Services without the author's written permission. Users may distribute copyrighted programs and/or materials only with the express written permission of the owner or authorized person. Permission must be specified in the document, on Network Services, or must be obtained directly from the author. Only copyright owners or their designees may upload copyrighted material to Network Services.

INTELLECTUAL PROPERTY

All works of any kind that an employee of the district creates on the network or district computers shall be the intellectual property of the district, as such property shall be deemed "work for hire" as defined in 17 USC Section 1001(1). Student works prepared pursuant to an assignment for any class, project, school-sponsored activity or club shall be the property of the student, if it represent original work.

All works on the network, computers, or storage devices are subject to the monitoring/scrutiny of district and building administrators, information system personnel, and/or designees of administrators. All files, materials, or documents may be reviewed and may be deleted by designated technology staff.

For the purpose of this policy, "works" shall mean "an original expression, in fixed and tangible form, that may be entitled to common-law or statutory copyright protection. Works may take different forms and include, but are not limited to, art, literature, music, software, and photography."

PRIVACY

Network administrators will not intentionally inspect the contents of e-mail or any other storage device on the District's equipment unless necessary for support purposes. However, network administrators reserve the right to cooperate fully with administration and local, state, or federal officials in any investigation concerning or relating to any aspect of Network Services.

BREACHES OF SECURITY

Students or staff identifying breaches of security or other abuses should notify a teacher, administrator, or Technology Support.

Intentional breaches of security will be considered vandalism.

PASSWORDS

Passwords, accounts, and home directories shall not be shared. Attempts to log into network services using another user's account will be considered a breach of security.

VANDALISM

Vandalism is defined as any malicious attempt to harm or destroy data of users, Network Services equipment, or any agencies of other networks that are connected to the Internet. This includes, but is not limited to the uploading intentional spreading and/or creation of computer viruses. Vandalism will result in disciplinary actions mentioned above.

DISK USE

The system administrator reserves the right to set quotas for disk use on the computer system. Users exceeding their quota will be required to delete files to return to compliance. Users may request that their disk quote be increased. System administrators reserve the right to delete user files that exceed the quota. Users will respect network resource limits. They will use their directories on the network to store documents they have created and will delete them when they are no longer needed. They will not download or copy large files unless they are necessary for a school-related project. Such files must be deleted when they are no longer needed. Through routine maintenance, individual files may be reviewed and deleted by designated technology staff.

Users are responsible to maintain a back-up of their files. The district does not guarantee access to user files.

EMAIL AND ELECTRONIC COMMUNICATION

The District maintains an electronic mail system. E-mail is one of the primary methods of communication with staff and is used to assist in the conducting of business within the District.

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

The electronic mail system hardware and software is District property. Additionally, all messages or communications composed, sent, or received on the electronic mail system are the property of the District. They are not the private property of any employee.

Use of the electronic mail system must be in support of education, research, and consistent with the purpose of Mountain Home School District. It shall conform to State, Federal regulations, and District Policy.

The electronic mail system shall not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

The electronic mail system shall not be used to create any offensive or disruptive messages. Among those considered offensive are any messages that contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, religious or political beliefs, national origin, or disability.

The electronic email system shall not be used to send or receive copyrighted materials, confidential information, proprietary financial information, or similar materials without prior written authorization.

The District reserves and intends to exercise the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the electronic mail system. The contents of electronic mail may be disclosed within the District without the permission of the employee.

The confidentiality of any message should not be assumed. Even when a message is erased by the user, it may still be possible to retrieve and read that message. Further, the use of password for security does not guarantee confidentiality.

Employees should not use an encryption or pass code on email or any stored information, unless authorized to do so.

The amount of e-mail messages stored will be limited to the amount of space allocated to its members.

All files, including e-mail, will be deleted from a canceled network account.

WEB PUBLISHING

The Mountain Home School District's web site offers staff and students the opportunity to publish educational information.

1. Goals Statement

- a. Provide patrons a resource for obtaining information about the District.
- b. Provide teachers a forum for enhanced teaching and for informing patrons about classroom activities and policies.
- c. Provide students a place to demonstrate what they have learned.

2. General Procedures

- a. Advertising
 - You may not be compensated for advertising another site or a product on your web site.
 - You may not run a business from the District's web site.
 - You may not create a link to an external site (commercial and/or personal) unless that site clearly supports the educational content of the school's site.
- b. Designated webmasters at each school will be faculty or staff members.
- c. Building principals, building technical coordinators, and program administrators are responsible for being knowledgeable about the content of their building/program web pages.
- d. Any deliberate tampering with or misuse of District web pages will be considered vandalism and will be handled in accordance with the District's Network Acceptable Use Procedures.

3. Ownership & Control

- a. All web pages hosted by the District are the property of the Mountain Home School District.
- b. Students may create and publish web pages to be hosted on the District's web site for educational purposes directly related to a course that the student is currently enrolled. It is the responsibility of the instructor to ensure that student web sites are in total compliance with District rules and procedures before the material is published.
- c. Only active files that are required for the proper operation of a web site will be stored on the District's site. It is the responsibility of the page's author to maintain and/or delete files.
 - Staff web pages will be deleted when the staff member leaves the District.
- d. Staff web pages will be moved when the staff member changes locations due to an assignment change.
- e. The District's technology administrator or District Webmaster will have the authority to remove any content deemed inappropriate.
- f. The Superintendent will have final authority for issues related to the content of all pages on the District's web site.

4. **Security & Privacy**

- a. Remember that sites are accessible to anyone and that the safety of students, colleagues, and their families is of paramount concern.
- b. Information relating to emergency responses, including but not limited to facility maps, floor plans, or emergency procedures will not be posted in non-secure areas of the website. No maps of school floor plans or emergency routes will be posted on the web site.
- c. According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), "directory information" about students may be released by the district without parental consent, provided annual notification has been given and the school does not have on file written denial to release "directory information."
 - Directory information is defined as information contained in an education record of a student, which would not generally be considered harmful or an invasion of privacy if disclosed. A copy of the FERPA policy is available online at www.mtnhomesd.org/POLICIES/FERPA. It includes, but is not limited to:
 - ~ The student's name
 - ~ Photographs of the student used by the district for recognition of student achievement and community relations, including, but not limited to, publication in the district's or school's newsletters or publications, in the school setting, and on the district's or school's web site
 - ~ Participation in officially recognized activities such as sports
 - Authors will exercise discretion in making judgments concerning publication of student information and take reasonable precautions to insure security and privacy.
 - A staff member's name, assignment, District e-mail address, District phone number, and photo may be published. Staff members have the right to request that their photographs not be published.
 - Inclusion of a student's phone number, address, e-mail address, or information indicating the physical location of a student at a given time, other than attendance at a particular school or participation in a District sponsored activity, is prohibited.
 - If grades or other personal student information is to be published for parental access, complete confidentiality must be built into the process.

5. **Copyright Issues**

- a. Copyright protection extends to the Internet. Treat all online materials (such as web site contents, e-mails, newsgroups postings) as you would other copyrighted material. No unlawful copies of copyrighted materials may be knowingly produced on or transmitted via the District's equipment, including its web servers.
- b. Student work (art, short stories, projects, etc.) may be published unless the parent or student have signed the Online Data and Accounts Opt-out Form.
- c. Students and staff will adhere to all copyright laws.
- d. It is not necessary for a work to have a copyright notice or to be registered to receive copyright protection, however reminding a visitor of your rights as an author by including a copyright notice as a footer on every page is recommended.

INTERNET FILTERING

The Board recognizes the importance of providing students with positive, productive educational experiences through the District's Internet services. To the extent practical, the Board directs the Superintendent or designee to:

1. Prevent user access over the District computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
2. Prevent unauthorized access and other unlawful online activity;
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
4. Comply with federal and state laws.

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or

other forms of electronic communications, access to:

1. Obscene material;
2. Materials that depict sexual exploitation of minors;
3. Material deemed harmful to minors; or
4. Other information that is determined to be in violation of District policies.

The following principles shall be the guide for Internet website access and site filtering. The District shall provide access to:

1. Materials that will enrich and support the curriculum and educational needs of users, taking into consideration the varied interests, abilities, learning styles, maturity levels, socioeconomic, and ethnic backgrounds
2. Materials that will stimulate growth in factual knowledge and ethical standards and that will develop literary, cultural, and aesthetic appreciation
3. Background information which will enable students to make intelligent judgments in their daily lives
4. Materials on opposing sides of controversial issues so that the users may develop, under guidance, the practice of critical analysis
5. Materials which realistically represent our pluralistic society and reflect the contributions made by all groups and individuals to our American and global heritage

The District will hold public meetings for input and comments by parents and other patrons regarding the District's Internet safety plan, as required by law.

DEFINITIONS

Obscene: is defined in section 1460 of title 18, United States Code

Harmful to Minors: any picture, image, graphic image file, or other depiction (text, audio, or video) that:

1. Appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way an actual or simulated sexual act or sexual contact defined in section 2246 of title 18, United States Code, actual or simulated normal or perverted sexual acts; or a lewd exhibition of the genitals;
3. Lacks serious literary, artistic, political, or scientific value as to minors; or
4. Would endorse or promote the following:
 - a. Abusive or threatening material
 - b. Alcohol, tobacco, and drug use or abuse
 - c. Gambling
 - d. Hate/discrimination materials
 - e. Murder/suicide material
 - f. Racially offensive material
 - g. School cheating information
 - h. Violence and weapons

PROHIBITED USES

The technology system should only be used for approved District activities and educational purposes. Prohibited uses of District technology include, but are not limited to:

1. **Causing Harm to Individuals or to Property**
 - a. Use of obscene, profane, vulgar, inflammatory, abusive, threatening, disrespectful language or images.
 - b. Making offensive, damaging, or false statements about others.
 - c. Posting or printing information that could cause danger or disruption.
 - d. Bullying, hazing or harassing another person.

- e. Deleting, copying, modifying, or forging other users' names, e-mails, files, or data.
- f. Disguising one's identity, impersonating other users, or sending an anonymous e-mail.
- g. Posting personal information (e.g. phone number, address) about oneself or any other person, except to responsible agencies

2. **Engaging in Illegal Activities**

- a. Participating in the sale, purchase or promotion of illegal items or substances
- b. Accessing or transmitting:
 - Pornography of any kind;
 - Obscene depictions;
 - Harmful materials;
 - Materials that encourage others to violate the law;
 - Confidential information; or
 - Copyrighted materials without authorization or as provided by fair use regulations.
 - Attempting to disrupt the computer system or destroy data by any means

3. **Breaching System Security**

- a. Sharing one's or another person's password with others
- b. Entering another person's account or accessing another person's files without authorization
- c. Allowing others to gain access to one's individual account.
- d. Interfering with other users' ability to access their accounts
- e. Allowing student access to sensitive data
- f. Attempting to gain unauthorized access to another computer
- g. Using software or hardware tools designed to interfere with or bypass security mechanisms
- h. Utilizing software or hardware applications that are not approved for business use
- i. Attempting to evade the District's computer filtering software

4. **Improper Use or Care of Technology**

- a. Accessing, transmitting or downloading large files, including posting chain letters or engaging in spamming
- b. Attempting to harm or damage District technology, files or data in any way
- c. Alteration of configured equipment, including the addition of unauthorized passwords and user accounts.
- d. Leaving an account open or unattended
- e. Attempting to remedy a security problem and not informing a school official
- f. Failing to report the abuse of District technology
- g. Installing, uploading or downloading unauthorized programs
- h. Copying District software for personal use
- i. Using District technology for:
 - Personal financial gain
 - Personal advertising or promotion
 - For-profit business activities
 - Unapproved fundraising
 - Inappropriate public relations activities such as solicitation for religious purposes
 - Inappropriate political purposes

I. **PERSONNEL** – James Gilbert

1. **DECLARATION OF HIRING EMERGENCY** – Mr. Gilbert requested the Board declare a hiring emergency because we currently have a teacher certified in Political Science, but we need him to teach History. He added that the teacher is currently pursuing his History Certificate and requested approval of the alternate authorizations in secondary high school history. Trustee House motioned to declare a hiring emergency for the secondary history

teacher, as presented by Mr. Gilbert. Trustee Donahue seconded the motion. Motion granted.

a. Secondary History Teacher

- 2. **APPOINTMENTS** – Mr. Gilbert requested approval of the personnel items including the administrative appointments, regular appointments, resignations, corrections, and addendum. Trustee Checketts motioned to approve the personnel items including the administrative appointments, regular appointments, resignations, corrections, and addendum as presented by Mr. Gilbert, with a second from Trustee Donahue. Motion approved.

ADMINISTRATIVE APPOINTMENTS - 2014-2015 SCHOOL YEAR

McMurtrey, Tim W. – Superintendent
Appointment through June 30, 2017, MHSD

Gilbert, James G. – Assistant Superintendent-District Operations
Appointment through June 30, 2016, MHSD

APPOINTMENTS

Devine, Elise, Special Education Paraeducator, West Elementary School
Phillips, Annika, Speech Teacher, MHHS
Salinas, Barbara, Title I Paraeducator, North Elementary School

RESIGNATIONS

Hall, Sarah, Chemistry Teacher, MHHS; effective: February 14, 2014
Roemer, Pamela, Special Education Paraeducator, West Elementary School;
effective: January 17, 2014

- IX. **EXECUTIVE SESSION** – Student Matters. Chairman Alexander called for a motion for the purpose of allowing the Board to retire into executive session regarding a possible student expulsion. After a full and complete discussion and upon motion duly made by Trustee House and seconded by Trustee Checketts, 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 possible student expulsion as authorized by Title 33, Sections 33-205, 33-511, 33-512, and Sections 67-2341 through 67-2345(1)(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 Checketts.....	Aye
Trustee House	Aye
Trustee Reynolds	Absent
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 8:35 p.m. to hold a hearing for a possible student expulsion. Others present: The attending Board members, Superintendent McMurtrey, Assistant Superintendent Gilbert, Clerk Whitman, Cliff Ogborn, Principal Longhurst, Assistant Principal Ward, (Name on File) and daughter, and Mrs. Gayton. Following a full and complete discussion of the student expulsion hearing, the Board reconvened into open session at 9:03 p.m. A motion by Trustee House to deny attendance to (Name on File) to Mountain Home School District for violations of the Zero Tolerance Policy and actions deemed detrimental to the health and safety of students and staff received a second by Trustee Donahue. Motion granted.

- X. **ADJOURNMENT** – All business of the Board having been completed, Chairman Alexander called for a motion to adjourn. A motion from Trustee Checketts to adjourn was seconded by Trustee House. Motion carried. Meeting adjourned at 9:07 p.m.

Chairman Alexander

Clerk Whitman