

SCHOOL BOARD MEETING  
 JULY 17, 2012  
 SCHOOL ADMINISTRATION OFFICE

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

OTHERS PRESENT: Tim McMurtrey, James Gilbert, Cliff Ogborn, Sharon Whitman, Tara Handy, Nikki Crusier, Anita Straw, Nikki Crusier, Bobbie Lockett, Mike Jewell, LTC Estes, COL Griswold, Mike Jewell

At 7:32 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 a nonrenewal to the personnel item. He asked for a motion to approve the addendum in accordance with Idaho Code 67-2343 (4)(b)(c) and 33-513(5). Trustee House moved to add the addendum to personnel, with a second from Trustee Reynolds. Addendum granted.

- I. **APPROVE THE MINUTES OF THE SPECIAL BOARD HEARING OF JUNE 19, 2012, AND THE REGULAR BOARD MEETING OF JUNE 19, 2012, AND THE SPECIAL BOARD HEARING OF JUNE 27, 2012, AND THE SPECIAL BOARD MEETING OF JULY 16, 2012.** Chairman Alexander called for a motion to approve the minutes of the special board hearing of June 19, 2012, and the regular board meeting of June 19, 2012, and the special board hearing of June 27, 2012, and the special board meeting of July 16, 2012. There being no comment, Trustee Checketts moved to approve the minutes of the special board hearing of June 19, 2012, and the regular board meeting of June 19, 2012, and the special board hearing of June 27, 2012, and the special board meeting of July 16, 2012, with a second from Trustee Reynolds. Motion approved.
- II. **FINANCIAL REPORTS** – Cliff Ogborn. Mr. Ogborn reported on the financial statements for June 2012. He informed the Board that these figures are preliminary and will change as the year-end adjustments are made. The statements for June reflected a balance of \$1,411,186. Investments in the State Investment Pool are at \$3,378,795. Unobligated cash and investments are \$1,874,652 net of interfund payables. The Income Statement reflected revenue through June is \$20,335,841. Expenses show year-to-date salaries are at \$12,699,062 of original budget, and benefits are \$3,852,803. As of June 30, we have a net margin of expenses in excess of revenues of \$5,221. 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 moved to authorize payment of the district's bills as presented, with a second from Trustee Reynolds. Motion carried. (A full and complete listing of the District's bills may be reviewed at the District Office, Accounts Payable.)
- IV. **STAFF/STUDENT RECOGNITION** – None
- V. **DELEGATION** – None
- VI. **PUBLIC INPUT** – None
- VII. **REPORTS** –
  - A. **MOUNTAIN HOME AFB UPDATE** – MHAFFB Liaison. LTC Estes introduces Colonel Steve Griswold, the new 366<sup>th</sup> Mission Support Group Commander. He then addressed some concerns that arose from the June Board meeting regarding enrollment, privatization, and the beddown. LTC Estes informed the Board that there is no easy way to figure out what enrollment numbers would be, but he did remark that this summer should be a “big turnover” summer.

LTC Estes explained that the privatization of base housing is temporarily on hold, not just for MHAFB, but other bases as well. He continued to say that a project this large means the company awarded the project needs to wait until all of the financing requirements have been approved before implementing privatization; this is projected to be around January 2013. LTC Estes felt that even when privatization is implemented there wouldn't be a mass exodus of base personnel from the base.

LTC Estes concluded by informing the board that there is no official word regarding the beddown. He also informed the Board about the current activities, VIP visits, rotations/deployments, etc., happening at the base.

The Board thanked LTC Estes and welcomed Colonel Griswold.

**B. MOUNTAIN HOME HISTORICAL MUSEUM REQUEST** – Tim McMurtrey. Mr. McMurtrey reported that the Mountain Home Historical Museum requested that fieldtrips be allowed to visit the museum as there is very little cost, if at all, to visit.

Mr. McMurtrey reminded the Board that fieldtrips and fundraisers were curtailed last year due to the economy, and due to the inability to equalize the amount of funds raised between the different schools. He also stated that other groups have inquired about fieldtrips and fundraisers as well.

Chairman Alexander said he thought it was a great idea to participate in the museum trip; it's a great opportunity for students to learn about their past, but the bigger issue isn't the fieldtrips; it's whether to only authorize one fundraiser or more. He thought that this is the time to philosophize how many fundraisers to allow, how to raise funds, and how to equally distribute the funds among all the schools. Chairman Alexander mentioned that some schools by virtue of where they are located can raise more funds than other schools and we need to somehow equalize the funds. He thought that maybe fundraisers could be pooled in one fund and then distributed equally between the schools.

Trustee House agreed and she feels the administrators need to get together and discuss the mechanics of fundraisers and distributions. Mr. McMurtrey said the real issue isn't the fieldtrip to the museum but rather the fieldtrips to the Capital Building and Wagons Ho. Discussion ensued regarding funding, affordability, fairness, etc.

Trustee Checketts said he has no objection for a fieldtrip to the museum and one or two others. Discussion continued.

Mr. Gilbert suggested having the administrative team discuss pooling money and dividing it among the schools equally for fieldtrips, but for things such as playground equipment, the funding should come directly from the building involved through that building's fundraisers.

Chairman Alexander said that we know the direction we want to go but let's discuss this more and come up with a plan and then bring it back to the Board. He would like the administrators to meet and come up with a plan. Trustee House stated that she was ready to make a motion to address a fieldtrip to the museum separately from the other fieldtrip issues. Trustee House motioned to approve the Historical Society's request to allow a fieldtrip to the museum. Trustee Reynolds seconded the motion. Motion approved.

**VIII. UNFINISHED BUSINESS – None**

**IX. NEW BUSINESS –**

**A. ELECTION OF SCHOOL DISTRICT OFFICERS –**

1. **Appoint acting Chairperson.** Chairman Alexander appointed Clerk Whitman as the acting Chair, so that the business of nominating a Chairperson for the 2012-13 school year could be conducted.

2. **Nomination and election of Chairperson, Board of Trustees, 2012-13 school year.** Clerk Whitman, acting Chair, opened nominations for Chairperson. Trustee House nominated Trustee Alexander as Chairperson. Trustee Reynolds seconded the motion. Trustee House moved to close nominations. Clerk Whitman announced that nominations for the position of Chairperson were closed, and declared Trustee Alexander elected Chairperson for the 2012-13 school year.
  3. **Chairperson-elect assumes duties of Chairperson**
  4. **Nomination and election of Vice-Chairperson, Board of Trustees, 2012-13 school year.** Chairman Alexander opened nominations for Vice-Chairperson. Trustee Checketts nominated Trustee Murray as the Vice-Chairperson. Trustee Reynolds seconded the motion. Trustee House called for nominations to cease. Chairman Alexander announced that nominations for the position of Vice-Chairperson were closed, and declared Trustee Murray elected Vice-Chairperson for the 2012-13 school year.
  5. **Election of Clerk, School District 193, for 2012-13 school year.** Chairman Alexander opened nominations for clerk. Trustee House nominated Sharon Whitman as Clerk. Trustee Checketts seconded the motion. Chairman Alexander stated there being no additional nomination for Clerk, and declared Sharon Whitman elected Clerk for the 2012-13 term.
  6. **Election of Deputy Clerks, School District 193, for 2012-13 school year.** Chairman Alexander opened nominations for Deputy Clerks. Trustee House nominated James Gilbert and Cliff Ogborn as Deputy Clerks. Trustee Checketts seconded the motion. There being no additional nominations, Chairman Alexander declared James Gilbert and Cliff Ogborn elected Deputy Clerks for the 2012-13 school year.
  7. **Election of Treasurer, School District 193, for 2012-13 school year.** Chairman Alexander opened nominations for Treasurer. Trustee Checketts nominated Cliff Ogborn as Treasurer. Trustee Reynolds seconded the motion. There being no additional nominations for Treasurer, Chairman Alexander declared Cliff Ogborn elected Treasurer for the 2012-13 school year.
- B. **ESTABLISH SCHEDULE FOR REGULAR MEETINGS** – Sharon Whitman. Clerk Whitman requested approval to establish a uniform day of a uniform week at a uniform time for the regular board meetings. She asked that the Board keep the same schedule as used in the past. Trustee Checketts moved to establish the third Tuesday of each month, 7:30 a.m., at the School Administration Office, 470 North 3<sup>rd</sup> East, as the regular meeting time, date, and location for the forth coming year as presented by Clerk Whitman. Trustee Reynolds seconded the motion. Trustee Checketts requested to amend his motion and change the time to 7:30 p.m. Motion passed.
- C. **DESIGNATION OF PUBLIC POSTING LOCATIONS** – Sharon Whitman. Clerk Whitman requested approval of the designated public posting locations. Trustee House moved to establish the following locations as the designated public posting locations for the forth-coming year as presented by Clerk Whitman. Motion seconded by Trustee Reynolds. Motion carried.
1. School Administration Office, 470 North 3<sup>rd</sup> East
  2. Elmore County Courthouse, 150 South 4<sup>th</sup> East
  3. Mountain Home City Hall, 160 South 3<sup>rd</sup> East
  4. [www.mtnhomesd.org](http://www.mtnhomesd.org)
- D. **DEPOSITORIES OF DISTRICT FUNDS** – Cliff Ogborn. Mr. Ogborn recommended that the Board approve the following list of public depositories for use by the school district for the fiscal year ending June 30, 2013:
1. Wells Fargo Bank  
210 East Jackson  
Mountain Home, Idaho

- 2. Idaho State Treasurer  
P.O. Box 83720  
Boise, Idaho
- 3. Columbus Bank & Trust  
P.O. Box 120  
Columbus, Georgia

Trustee House moved to approve the public depositories as listed above, received a second by Trustee Reynolds. Motion approved.

- E. **DISPOSAL OF CAPITAL ASSETS** – Cliff Ogborn. Mr. Ogborn presented the Board with a list of assets that are no longer of any use to the district. He asked to omit the Band Uniforms from the list, but dispose of the rest of the assets in the most efficient methods possible. He informed the Board that the list will be placed on the school district website for a short period of time should someone from the community want an item, if no one responds, then these items will be disposed of. Trustee Checketts moved to authorize the disposal of the capital assets, with the exception of the Band Uniforms, as presented by Mr. Ogborn. Trustee Reynolds seconded it. Motion authorized. (A full and complete listing of the items to be disposed of may be reviewed on the MHSD website, [www.mtnhomesd.org](http://www.mtnhomesd.org), or reviewed at the District Office, Director of Fiscal Operations.)
  
- F. **BENNETT MOUNTAIN HIGH SCHOOL CALENDAR (ALTERNATIVE HIGH SCHOOL) – 2012-2013** – Tim McMurtrey. Mr. McMurtrey submitted the proposed Bennett Mountain High School calendar for the 2012-2013 school year in anticipation of it being approved, along with the recommended PLC Early Release Days. He said the alternative high school calendar is very similar to the district’s calendar, with semester ending at Christmas break. Mr. McMurtrey mentioned that BMHS’s first and last day of school would be after the first and last day of school as well as the block breaks of the other district schools. Trustee House asked when we should hear from the state on the approval of the school. Mr. McMurtrey responded probably not until the beginning of August, but we don’t anticipate any problems. Trustee Checketts motioned for approval of the 2012-13 Bennett Mountain School Calendar as presented by Mr. McMurtrey, with a second from Trustee House. Motion passed.
  
- G. **RESOLUTION 13-01 AUTHORIZATION FOR SUPERINTENDENT TO APPLY FOR TITLE 8, PUBLIC LAW 103-382 FUNDS** – Tim McMurtrey. Resolution 13-01 designates the superintendent as the authorized representative of the Board, which allows him to apply for Impact Aid funding. Trustee House made a motion to approve Resolution 13-01, Title 8, Public Law 103-382 Funds, received a second by Trustee Reynolds.

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193  
MOUNTAIN HOME, IDAHO  
RESOLUTION 12-01  
AUTHORIZATION TO APPLY FOR  
TITLE 8, PUBLIC LAW 103-382 FUNDS**

BE IT SO RESOLVED that Timothy W. McMurtrey, superintendent, is hereby designated as the authorized representative of the Board of Trustees of Mountain Home School District No. 193, Elmore County, Idaho, in connection with filing said district’s application under Title 8, Public Law 103-382 for the 2012-13 school year.

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Chairman Alexander

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Vice Chairman Murray

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Trustee House

\_\_\_\_\_  
Trustee Reynolds

\_\_\_\_\_  
Trustee Checketts

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
Vice-Chairman Murray.....	Absent
Trustee House.....	Aye
Trustee Reynolds.....	Aye
Trustee Checketts.....	Aye

and no less than two-thirds (2/3) of the membership in favor thereof, Chairman Alexander declared said resolution adopted.

- H. **RESOLUTION 13-02 – DELEGATING AUTHORITY TO SUSPEND STUDENTS** – Tim McMurtrey. Mr. McMurtrey requested the adoption of this resolution allowing administrators or their designee to suspend students as according to Idaho Code 33-205 and 22-206. This formality is juvenile court driven. Trustee House motioned for the adoption of Resolution 13-02 Delegating Power to Suspend Students. Trustee Checketts seconded the motion.

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193**  
**MOUNTAIN HOME, IDAHO**  
**RESOLUTION 13-02**  
**RESOLUTION FOR DELEGATING AUTHORITY TO SUSPEND STUDENTS**

WHEREAS, The Board of Trustees is granted the power to deny attendance to any pupil who is an habitual truant, or who is incorrigible, or whose conduct is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils, by Idaho Code 33-205 and as defined by Idaho Code Section 33-206; and

WHEREAS, The Board is of the opinion that there may be times that it is in the best interest of the school district to allow administrative staff to take immediate action against a pupil who is habitually truant, or who is incorrigible, or whose conduct is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils, without the necessity of first appearing before the Board of Trustees; and

WHEREAS, The Board desires to grant authority to certain school district administrators to suspend students and to bring notice of such action to the Board at the regularly scheduled meetings.

NOW THEREFORE, BE IT RESOLVED That the Board of Trustees of Mountain Home School District No. 193 hereby grant authority to the below named administrators, or their designees, to suspend students who are habitual truants:

- Timothy W. McMurtrey, Superintendent
- James G. Gilbert, Assistant Superintendent
- Tara A. Handy, Director of Student Services & Principal, Base Primary
- Jeff M. Johnson, Principal, Mountain Home High School
- Tilli Abbott, Vice-principal, Mountain Home High School
- Lyle J. Bayley, Vice-principal, Mountain Home High School
- Albert J. Longhurst, Mountain Home Junior High School
- Phillip D. McCluskey, Vice-principal, Mountain Home Junior High School
- Nichole C. Cruser, Principal, Hacker Middle School
- John F. Clark, Dean of Students of Hacker Middle School
- Anita S. Straw, Principal, East Elementary
- Polly S. Sanders, Principal, North Elementary
- Sherri A. Ybarra, Principal, West Elementary

BE IT FURTHER RESOLVED That the Board of Trustees is to be notified at their next regularly scheduled meeting of all student suspensions.

Authorized this 17<sup>th</sup> day of July 2012.

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Chairman Alexander  
\_\_\_\_\_  
Trustee House  
\_\_\_\_\_  
Trustee Checketts

\_\_\_\_\_  
Vice Chairman Murray  
\_\_\_\_\_  
Trustee Reynolds

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

and no less than two-thirds (2/3) of the membership in favor thereof, Chairman Alexander declared said resolution adopted.

- I. **PROPOSED APPOINTMENTS FOR THE 2012-13 SCHOOL YEAR** – Tim McMurtrey. Tim McMurtrey. A motion received by Trustee Checketts to approve the following list of appointments for the 2012-13 school year, received a second from Trustee Reynolds. Motion approved.

AHERA DIRECTOR..... PHILLIP RANEY  
DRIVERS EDUCATION ..... SUSAN WALKER  
EASTSIDE PARK – SCHOOL SESSION ..... JEFF JOHNSON  
EASTSIDE PARK – SUMMER SESSION..... PHILLIP RANEY  
IMPROVING TEACHER QUALITY FUND ..... ERIN ACARREGUI  
NATIONAL SCHOOL LUNCH HEARING OFFICER ..... CLIFF OGBORN  
SUBSTANCE ABUSE/SAFE SCHOOLS ..... ERIN ACARREGUI  
TITLE 1 – MIGRANT ..... ERIN ACARREGUI  
TITLE 1 – READING/MATH..... ERIN ACARREGUI  
TITLE VI – INNOVATIVE PRACTICES ..... ERIN ACARREGUI  
TITLE VI-B AND 504 – HANDICAPPED..... TARA HANDY  
TITLE 8, PUBLIC LAW 103-382 ..... TIMOTHY MCMURTREY  
TITLE IX AND AFFIRMATIVE ACTION ..... JAMES GILBERT  
TRANSPORTATION DIRECTOR ..... JAMES GILBERT  
VOCATIONAL EDUCATION ..... JEFF JOHNSON

- J. **POLICY ADOPTION** – 1<sup>st</sup> Reading – James Gilbert

- 1. **Relieving MHSD, Staff, and Coaches of Liability by Participants in Extracurricular Activities** - Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed adoption of Mountain Home School District No. 193 Reliving MHSD, Staff, and Coaches of Liability by Participants in Extracurricular Activities Policy. He stated that this policy was drafted in response to the legislation regarding concussions. Mr. Gilbert feels this clarifies the liability to parents. There has been no staff or patron input. Trustee House requested that a change be made regarding the timeline to report an injury or suspected injury to 48-hours. Trustee Checketts motioned to approve the 1<sup>st</sup> reading, as amended, of the proposed adoption of Relieving MHSD, Staff, and Coaches of Liability by Participants in Extracurricular Activities, as presented by Mr. Gilbert. Trustee Reynolds seconded the motion. Motion carried.

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

**P O L I C Y**

**RELIEVING MHSD, STAFF, COACHES, AND/OR ACTIVITY ADVISOR/LEADER/MENTOR OF  
LIABILITY BY PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES**

All parents and/or guardians of students for whom they have given permission for their student to participate in extracurricular activities and who have been made aware of the dangers and possible injuries that may occur while participating in the extracurricular activities must submit proof of medical/health insurance to the Athletic Director, head coach, or Activity Advisor/Leader/Mentor prior to their student participating in any extracurricular activity.

Should the parent/guardian not carry any medical/health insurance, the parent/guardian will be required to contact the Activities Director to make other arrangements or agreements.

All parents and/or guardians of students for whom they have given permission for their student to participate in extracurricular activities and who have been made aware of the dangers and possible injuries that may occur while participating in the extracurricular activities must sign and submit a letter relieving the School District, School, Athletic Director, Coaches, and Advisors/Leaders/Mentors of any responsibility and negligence should the student be injured while participating in the extracurricular activity, and as long as the School District, Athletic Director, Coaches, and Advisor/Leaders/Mentors acted in accordance with the protocol developed pursuant to subsection (4) and (6) of Idaho Code 33-1625, and there being no substantiated proof of negligence.

Should a parent/guardian suspect that their student's injury was due to the negligence of the School District, School, Activities Director, Coaches, and Advisors/Leaders/Mentors, the parent/guardian and/or student should contact School District Administration **within 48-hours of suspected injury as soon as possible**.

**Definition:**

Extracurricular Activities - includes any and all athletic types of activities and events, any and all student spirit week/homecoming activities and events, any and all classroom activities and events, any and all student body activities and events, and any and all academic activities and events.

Legal Reference: Idaho Code 33-1625

2. **Procedures Regarding Concussions** - Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed adoption of Mountain Home School District No. 193 Procedures Regarding Concussions Policy. He stated that this policy is required by Idaho Code and was drafted by the law firm of Eberharter-Maki, & Tappen. Mr. Gilbert informed the Board that all coaches would be notified about the existence of this policy. There has been no staff or patron input. Trustee Checketts asked who would train the coaches and the response was the Activities Director. Trustee Checketts also asked who is qualified to determine a concussion. Mr. Gilbert responded that the legislators left that vague; many law firms are very concerned and questioning the vagueness of the regulation and how it leaves schools wide-open for lawsuits. Trustee House proposed that this have the 1<sup>st</sup> and only reading, as it is law and only a formality. Trustee Checketts motioned to approve the 1<sup>st</sup> and only reading of the proposed adoption of Procedures Regarding Concussions, as presented by Mr. Gilbert. Trustee Reynolds seconded the motion. Motion granted.

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

**P O L I C Y**

**PROCEDURES REGARDING CONCUSSIONS**

This district is concerned about the health, safety, and well-being of students, including those who participate in extracurricular activities, contact sports, for both girls and boys such as, but not limited to, football, wrestling, soccer, basketball, and baseball/softball. In an effort to maintain the health and safety of students, the following guidelines from the Idaho High School Activities Association (IHSAA) will be strictly followed:

### **Action Plan**

Coaches, trainers, and other adults associated with a school athletic team will receive appropriate training regarding injuries to student athletes, including concussions.

If a player is suspected of having a concussion, the following steps should be taken:

1. Remove athlete from play.
2. Ensure athlete is evaluated by an appropriate health care professional.
3. Inform athlete's parents or guardians about the known or possible concussion and give them the fact sheet on concussion. (Fact sheet available from CDC at [www.cdc.gov/concussion](http://www.cdc.gov/concussion))
4. Allow the athlete to return to play only with the permission from an appropriate health care professional and the consent of a parent and/or guardian.

### **Signs and Symptoms**

Signs Observed by Coaching Staff

- Appears dazed or stunned
- Is confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit

Symptoms Reported by Athlete

- Headache
- Nausea
- Balance problems or dizziness
- Double vision or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

Additionally, students with a concussion should NOT return to sports or recreation activities on the same day the injury occurred. They should delay returning to their activities until a health care professional experienced in evaluating for concussion says they are symptom-free and it is OK to return to play. This means, until permitted, not returning to

- Physical education class
- Sports practices or games, or
- Physical activity at recess

Legal Reference: Idaho Code Section 33-1625  
 IHSAA Guidelines  
[www.cdc.gov/concussions](http://www.cdc.gov/concussions)  
 Eberharter-Maki & Tappen, PA

3. **Access to Applicant's Employment History** - Mr. Gilbert presented the 1<sup>st</sup> reading of the proposed adoption of Mountain Home School District No. 193 Access to Applicant's Employment History Policy. He stated that this policy is also required by Idaho Code and was also drafted by the law firm of Eberharter-Maki, & Tappen. There has been no staff or patron input. Trustee House motioned to approve the 1<sup>st</sup> reading of the proposed adoption of Access to Applicant's Employment History received a second from Trustee Reynolds. Motion approved.

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193**  
**MOUNTAIN HOME, IDAHO 83647**  
**P O L I C Y**  
**ACCESS TO APPLICANT'S EMPLOYMENT HISTORY**

**Pre-hiring Reference Process**

Prior to final selection and/or hiring of any applicant who is currently or was previously employed by a district in or out of the state of Idaho, for a certificated or non-certificated position with this district, the district shall request that the applicant sign a statement authorizing the applicant's current and past employers to release to the district all information relating to the job performance and/or job related conduct, if any, of the applicant and make available to the district copies of all documents in the previous employer's personnel, investigative, or other files relating to the job performance of the applicant. The district shall not hire any applicant who does not sign the statement described above.

The district shall request the information described above in writing, or electronically. The district shall additionally request from the State Superintendent of Public Instruction verification of the certification status, and past or pending violations of the professional code of ethics, and information relating to job standards performance, verbal or physical abuse or sexual misconduct pursuant to the rules adopted by the state board of education, and shall include whether the then employing district concluded that the abuse or misconduct resulted in the employee's leaving his or her position with that district.

This district may request additional information regarding any applicant as it determines appropriate.

Applicants who have signed the required statement shall not be prevented from being employed by the district if the relevant out of state employers are prevented from making the requested materials available due to policy or law of the other state, or if the out of state district fails or refuses to cooperate with the request.

**Conditional Hire**

The district may hire an applicant on a conditional basis pending the completion of review of the information obtained pursuant to the requests.

**Permitted Use of Information**

All information received by the district pursuant to the above request may be used only for the purpose of evaluating an applicant's qualifications for employment for the position for which the applicant has applied. Such information may be disclosed only consistent with law. Any person who discloses such information other than as necessary in the evaluation and hiring process may be civilly liable for damages for such violation.

**Requests for Information Regarding Current or Previous Employees**

Not later than 20 business days after receipt of a written or electronic request from another Idaho district pursuant to the above signed statement, the district shall provide the information requested and shall provide copies of all documents in the applicant's personnel record relating to job performance.

**Immunity**

The district or an employee acting on behalf of the district, who in good faith discloses information pursuant to a request, is immune from civil liability for the disclosure. The district employee will be presumed to be acting in

good faith at the time of this disclosure unless the evidence disclosed was false or misleading; that the district disclosed the information with reckless disregard for the truth; or, that the disclosure was specifically prohibited by a state or federal statute.

Legal Reference: Idaho Code Section 33-1210  
Eberharter-Maki & Tappen, PA

**K. POLICY DELETION – James Gilbert.**

1. Graduation Requirements - Through the Class of 2012. Mr. Gilbert informed the Board that this policy was now expired and needed to officially be deleted. Trustee Checketts motioned to delete the expired Graduation Requirements - Through the Class of 2012, received a second from Trustee Reynolds. Motion granted.

**L. PERSONNEL – James Gilbert**

**NONRENEWAL** - Mr. Gilbert requested approval of the addendum of the nonrenewal first. Trustee House motioned to approve the nonrenewal of Ethan Lane's continuing contract as determined by a special board meeting held July 16, 2012. Trustee Reynolds seconded the motion. Motion authorized.

**Lane, Ethan R., Music Teacher, Base Primary**

**REASSIGNMENTS** - Mr. Gilbert requested approval of the reassignments and informed the Board that these were not adding any positions, but the reassignments of two administrators. Trustee House motioned to approve the reassignments as presented by Mr. Gilbert. Trustee Reynolds seconded the motion. Motion approved.

Clark, John F., Dean of Students, HMS/District Activities Director  
McCluskey, Phillip D., Assistant Principal, MHJH

**APPOINTMENTS** - Mr. Gilbert requested approval of the appointments. Trustee Checketts motioned to approve the reassignments as presented by Mr. Gilbert. Trustee Reynolds seconded the motion. Motion passed.

McCray, Sayoko B., Part-Time Cook II East Elementary School  
Nestor, Danielle A., Speech-Language Pathologist, MHSD  
Vick, Jamie L., 2<sup>nd</sup> Grade Teacher, East Elementary School

**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 Checketts to adjourn was seconded by Trustee Reynolds. Motion carried. Meeting adjourned at 8:16 p.m.**

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Chairman Alexander

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Clerk Whitman