

SCHOOL BOARD MEETING
NOVEMBER 18, 2014
SCHOOL ADMINISTRATION OFFICE

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

OTHERS PRESENT: Tim McMurtrey, James Gilbert, Cliff Ogborn, Sharon Whitman, Albert Longhurst, Will Goodman, Greg Alexander, Adrian Carcas, Jeff Johnson, Tilli Abbott, Mark Cotton, Sam Gunderson, Jessie Ward, Lyle Bayley, John Clark, Karen Gordon, Anita Straw, Nikki Crusier, Rosemary Ash, Marsha Baker, Mike Jewell, Denise Weis, C. Trouten, Colonel Kubat, Phil McCluskey, (Name on File)

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

Prior to the first agenda item, Chairman Alexander stated there was an addendum to the agenda to an agenda item to New Business that required a resolution in accordance with Idaho Code, Sections 67-2343(4)(c). Trustee House called for a motioned to approve the addendum, 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 Aye
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 OCTOBER 21, 2014.**
Chairman Alexander called for a motion to approve the minutes of the regular board meeting of October 21, 2014. There being no comment, Trustee Donahue moved to approve the minutes of the regular board meeting of October 21, 2014, with a second from Trustee Reynolds. Motion approved.
- II. **FINANCIAL REPORTS** – Cliff Ogborn. Mr. Ogborn reported on the financial statements for October 31, 2014. The statements for October reflected a balance of \$373,204. Investment in the State Pool is \$3,364,864. The Income Statement reflected revenue through October as \$10,593,650. Expenses show salaries are at \$4,183,051 of original budget, and benefits are \$1,372,282. We have a net margin of revenue in excess of expenses of \$3,934,746. Trustee Checketts moved to approve the financial report as presented by Mr. Ogborn. Motion seconded by Trustee House. Motion passed.
- III. **CONSIDERATION OF BILLS** – Cliff Ogborn. Mr. Ogborn presented the District bills for approval. Trustee House moved to authorize payment of the District’s bills as presented, with a second from Trustee Checketts. Motion carried. (A full and complete listing of the District’s bills may be reviewed at the District Office, Accounts Payable.)
- IV. **DELEGATION** – None
- V. **PUBLIC INPUT** – None

VI. REPORTS –

- A. MOUNTAIN HOME AFB UPDATE – MHAFB Liaison.** Colonel Kuback reported that the initial school data project has been approved for release to the Board of Trustees for their review, but not to the public as of yet. He said that they want to ensure all facts are true and accurate before releasing the report to their inbound families.

Colonel Kubat also reported on the base's inclement weather procedures. He said that the base changed how they analyze the weather situation and how the base changed how it determines when to have delayed arrivals, early departures, or closures, and coordinating with the school district. He said the recent snowstorm tested the new procedures successfully and he appreciated the interaction from the school district; it helped the base make an informed decision.

Colonel Kubat informed the Board that base is continuing to stress the value of interaction with the school district during their public forums. He continued to say that they are also continuing their interaction with the school district to review items such as Impact Aid to try to formulate a way forward to help the students.

The Board thanked him for his input and asked that they be kept involved.

- B. BUILDING HIGHLIGHTS – North Elementary School – Anita Straw.** Mrs. Straw explained to the Board that with it being so early in the school year, she didn't have much data to report and went on to discuss North Elementary's reading and data citizenship growths.

Mrs. Straw reported that the percentage of students scoring at grade level or high in reading would increase from 51.4% to 64% by the end of the 2014-15 school year. She also said the students have a 60-minute reading block. Mrs. Straw explained that there is a 30 minute intervention period for those students needing it, a 30-minute workshop, Title I paraprofessional are helping during intervention, and ELL support for the English Language learners.

Mrs. Straw reported on the reading benchmarks. She explained that the 83% of the 1st graders have made growth since the first benchmark, 2nd grade has made 84% growth in benchmarks, 3rd grade has made 46% growth, and 4th grade has made 86% growth. She said that the Kindergarteners are just now meeting the second benchmark.

Mrs. Straw reviewed the IRI percentages. She said that 55% of the Kindergarteners are at benchmark, 61% of the 1st graders are at benchmark, 42% of the 2nd graders are at benchmark, and 58% of 3rd graders are at benchmark. Mrs. Straw continued to say that there are some reluctant learners and one of the teachers discovered that the some of the reluctant learners wanted to be police officers, so the teacher had the DARE Officer come in to talk to the students about what it takes to become a police officer to help them become less reluctant.

Mrs. Straw reported on the Digital Citizenship. She said that the percentage of the students receiving internet citizen instruction would increase from 0% to 40% by the end of the 2015-15 school year as measured by lessons completed in the computer lab. She explained that through the website www.common sense media.org, instruction was created for the 3rd and 4th grade classes in which one of the lessons was about student responsibility; what the student's responsibility was to the student themselves, the student's family, as well as the community.

Mrs. Straw said that the number of technology items such as computers, Kindles, iPads, etc., for teacher and student use increased from 2 to 3 in a classroom to 3 to 4 in a classroom. She added that 6 iPads were purchased by the school, 6 iPads were purchased by North Elementary Parent Group, 2 iPads received were through the Soup Labels for education. Mrs. Straw explained that due to the cost of replacing overhead projectors and light bulbs, iPads are now replacing overhead projectors. She informed the Board of some of the iPad Apps and internet sites that are used by the teachers for

instruction and to make learning fun for the students; the different Apps and sites encourages the students to engage in the instruction and learning process.

Mrs. Straw informed the Board that the North Parent Group is always there and willing to help with whatever is needed. She said her parents are really good at getting things for the teachers and classrooms, so the plan is to approach them and asked if they would be willing to purchase iTunes cards for the teachers to purchase the Apps.

Mrs. Straw reviewed some internet sites such as AR360, MyOn, Saxon Math, etc. She explained that AR360 is the same as AR, but it has nonfiction sites. Chairman Alexander inquired about MyOn and Mrs. Straw's response was that MyOn is not true AR, but once a student reads a book on MyOn, the student can go onto AR to test. Mrs. Straw went on to explain www.gonoodle.com, which is a fun, interactive, learning site, and now the 1st graders are knowledgeable of action verbs due to the interaction and engagement with the internet site.

Mrs. Straw concluded by reporting on North Elementary Professional Development Mornings. She said that with the exception of a few Wednesday mornings, Wednesday mornings are filled with either RTI, CCSS training, Grade Level sharing, Milepost, Technology, etc. She continued to say that North Elementary teachers are very knowledgeable, very capable, and very willing to share what they know with other teachers.

The Board thanked her for the presentation and said that they were very impressed

VII. UNFINISHED BUSINESS –

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

1. **Student Alternative Placement Policy – BMHS** - Mr. Gilbert presented the 3rd and final reading of the Mountain Home School District No. 193 Student Alternative Placement Policy and explained that the District drafted this policy to address BMHS student placement. There has been no patron or staff input. Trustee Donahue motioned to approve the 3rd and final reading of the adoption of the MHSD Student Alternative Placement Policy including changes, as presented by Mr. Gilbert, received a second from Trustee Reynolds. Motion approved.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
STUDENT ALTERNATIVE PLACEMENT - BMHS

MHSD193 has elected to provide alternative instructional courses and services to eligible at-risk youth to enable them to earn a high school diploma via an alternative secondary program through Bennett Mountain High School (BMHS). The District's alternative program will utilize course offerings, teacher/student ratios, and teaching strategies that are specially designed to serve the educational needs of at-risk youth.

PURPOSE

Bennett Mountain High School offers credits that lead to a high school diploma. Bennett Mountain High School is not a GED program, remedial program, or special education program. We are committed to helping students earn a high school diploma.

ENROLLMENT

Students desiring to enroll in Bennett Mountain High School must do so within the first three days of each new block, or must wait until the next block begins. Every student must go through the school's induction process prior to enrollment at Bennett Mountain High School. The induction process is a meeting between the school's Academic

Council and the interested student and their parents/guardians. Enrollment will be determined by the Academic Council.

ACADEMIC COUNCIL/RTI

The Council is comprised of staff members of which the principal and counselor will be included. The Bennett Mountain High School Academic Council is responsible for overseeing the student induction/enrollment process and also meets as needed to review and evaluate interventions/actions that need to be taken in regard to student discipline, conduct, attendance, and credit completion.

QUALIFICATIONS FOR PARTICIPATION IN THE ALTERNATIVE PROGRAM

For the purpose of this policy, a student may be considered “at-risk” and qualify for participation in the alternative program if (s)he meets the following criteria:

1. The student is a resident of the district and eligible to attend grades nine (9) through twelve (12).
2. The student meets three (3) of the following criteria:
 - a. Has repeated at least one (1) grade.
 - b. Was absent more than 10% during the preceding semester.
 - c. Has an overall grade point average (GPA) that is less than 1.5 on a 4.0 scale.
 - d. Has failed one (1) or more academic subjects.
 - e. Is two (2) or more semester credits per year behind the rate required to graduate.

Or

3. The student meets one (1) of the following criteria:
 - a. Has substance abuse behavior.
 - b. Is pregnant or a parent;
 - c. Is an emancipated youth.
 - d. Is a previous dropout.
 - e. Has a serious personal, emotional, or medical problem.
 - f. Is referred to the alternative program by a court or the MHSD School Board of Trustees.
 - g. Meets the criteria for a disruptive student.
 - A disruptive student is a student whose behavior poses a threat to the physical or emotional safety of the student, other students, or school personnel; is a consistently disruptive or inappropriate in the regular school environment; has a history of multiple suspensions or a history of expulsion.

Students will be placed in the BMHS alternative school/program by the MHSD Board of Trustees as a result of the findings of the District Review Committee and/or a Response to Intervention (RTI) team if there is availability at BMHS.

Disruptive students may be placed in BMHS alternative school/program upon determination that such placement is in the best interest of the student. The evaluation and determination to place a student in an alternative school or placement will be made to the MHSD Board of Trustees by the District Review Committee’s proceeding and finding. The principal will initiate the District Review process within 30-days after the principal determines the student may meet the definition of a disruptive student.

In addition to the student’s behavior, the District Review Committee will consider the student’s academic progress, his/her student learning plan, personal and social development, treatment plans, and other appropriate issues. If the District Review Committee finding determines that placement at BMHS or program is appropriate, such placement will be submitted to the MHSD Board of Trustees. The Board of Trustees will hear the student matter, in executive session, during a regular or special board meeting, and will make a determination in the open session of that board meeting.

All students will follow all the requirements, policies, and procedures of the MHSD, including, but not limited to the BMHS Student Code of Conduct, Attendance requirements, Dress Code, Policies and Guidelines, and the BMHS Student Handbook. All students will cooperate with law enforcement, Health & Welfare officials, and District administrators.

SCHEDULE

There will be four blocks of four periods daily for eight-week blocks. The four blocks of study provide the possibility of earning four credits per block. Credits are earned each block and each class offered is worth one credit. BMHS follows the same academic calendar as the Mountain Home School District with the exceptions that BMHS begins the school year roughly one week after the other schools in the district and BMHS students will have multiple days off between blocks one-two and three-four.

The elective options at BMHS are limited; however, if a student can provide their own transportation to and from Mountain Home High School (MHHS), they may dual enroll. Teacher and administrative approval is required to dual enroll at Mountain Home High School.

ACADEMICS

BMHS is an alternative school of choice and for students serious about their academic wellbeing, willingness to learn, and the expectation of receiving a high school diploma. Students are encouraged to earn C's and higher in all classes.

Students must show continued academic achievement by earning at least three (3) credits for each block they attend at BMHS. Students not on track to earn a minimum of three credits in a block will be placed on academic probation and be required to attend all assigned academic interventions. Students failing to comply with the assigned academic interventions and/or fail to earn the three necessary credits by the end of the block will be withdrawn from BMHS.

Withdrawn students may put their name on the school's waitlist and reapply for entry into BMHS the following block; however, they will be required to continue with the academic intervention process until they achieve the minimum completion of three credits per block.

ATTENDANCE

Regular attendance is a vital requirement for all students in order to make certain that educational opportunities and experiences are maximized. The State of Idaho and the Mountain Home School District require a minimum of 90% attendance to receive academic credit and make progress in grade level; 90% attendance is defined as being in class 90% of the time each class. Therefore, every effort should be made by students, parents, and administration to ensure that students are in attendance and punctual every day. Absence from class for any reason, all excused absences, including family convenience, will be counted.

Except in extraordinary cases, students are expected to be present at school and in their assigned class. Extraordinary circumstances may include, but are not limited to, verified illness or medical treatment, death in the family, or death of close friends, and medical, dental, or professional appointments. Documentation of attendance at appointments may be required.

2. **Evaluation of Principals Policy** - Mr. Gilbert presented the 3rd and final reading of the Mountain Home School District No. 193 Evaluation of Principals Policy and stated that this policy was drafted using the suggested language of EMT and Idaho Code. There has been no patron or staff input since the last reading. Trustee House motioned to approve the 3rd and final reading of the adoption of the MHSD Evaluation of Principals Policy, as presented by Mr. Gilbert, received a second from Trustee Donahue. Motion approved.

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

A Principal's primary responsibility is to supervise the operation and management of their assigned school(s) and shall be under the direct supervision of the Superintendent. Principals are responsible for management of their staff,

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

DEFINITIONS

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

PURPOSE OF EVALUATIONS

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

EVALUATION MODEL

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

EVALUATOR

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

EVALUATION CRITERIA

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

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

- b. Priority Management: Principal organizes time and delegates responsibilities to balance administrative/managerial, educational, and community leadership priorities.
 - c. Transparency: Principal seeks input from stakeholders and takes all perspectives into consideration when making decisions.
 - d. Leadership Renewal: Principal strives to continuously improve leadership skills through, professional development, self-reflection, and utilization of input from others.
 - e. Accountability: Principal establishes high standards for professional, legal, ethical, and fiscal accountability self and others.
3. Domain 3: Instructional Leadership
- An educational leader promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. He or she provides leadership for major initiatives and change efforts and uses research and/or best practices in improving the education program.
 - a. Innovation: Principal seeks and implements innovative and effective solutions that comply with general and special education law.
 - b. Instructional Vision: Principal insures that instruction is guided by a shared, research-based instructional vision that articulates what students do to effectively learn the subject.
 - c. High Expectations: Principal sets high expectation for all students academically, behaviorally, and in all aspects of student well-being.
 - d. Continuous Improvement of Instruction: Principal has proof of proficiency in assessing teacher performance based upon the Danielson Framework for Teaching. Aligns resources, policies, and procedures toward continuous improvement of instructional practice guided by the instructional vision.
 - e. Evaluation: Principal uses teacher evaluation and other formative feedback mechanisms to continuously improve teacher effectiveness.
 - f. Recruitment and Retention: Principal recruits and maintains a high quality staff.

SOURCES OF DATA

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

67% of Evaluation Results

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

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

33% of Evaluation Results

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

EVALUATION PROCEDURES

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

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

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

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

COMMUNICATION OF RESULTS

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

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

PERSONNEL ACTIONS

The following actions may result from the evaluation process:

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

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

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

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

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

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

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

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

REMEDIATION

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

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

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

APPEAL

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

MONITORING AND EVALUATION

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

PROFESSIONAL DEVELOPMENT AND TRAINING

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

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

COLLECTING AND USING DATA

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

INDIVIDUALIZED PRINCIPAL EVALUATION RATING SYSTEM

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

1. Unsatisfactory = U
2. Basic = B
3. Proficient = P
4. Distinguished = D

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

1. **Evaluation of Certified Employees Policy** - Mr. Gilbert presented the 3rd and final reading of the proposed revision of Mountain Home School District No. 193 Evaluation of Certified Employees Policy. He stated that this policy was revised to add language in accordance with Idaho Code that addresses certified evaluations using the Danielson model, and incorporated the procedure into the policy. There has been no patron or staff input since the last reading. Trustee Checketts motioned to approve the 3rd and final reading of the proposed revision of Evaluation of Certified Employees Policy, as presented by Mr. Gilbert. Trustee House seconded the motion. Motion approved.

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

Effective evaluation systems recognize, promote, and help develop effective and successful educators. Therefore, Mountain Home School District No. 193 adopts this policy for certificated staff performance evaluations to ensure that all certificated personnel are evaluated on a fair and consistent basis. Multiple measures are utilized in which the evaluation criteria and procedures for the evaluation of certificated personnel are research based and aligned to Charlotte Danielson Framework for Teaching Second Edition domains and components of instruction.

The evaluation of professional staff is to improve learning for students through effective management, teaching techniques, and strategies that facilitate intellectual growth and to meet the requirements of the Idaho Code Sections 33-513 and 33-515.

The superintendent, building principals, district coordinators, directors, and supervisors shall evaluate the services of the professional staff.

EVALUATION OF TEACHERS

Evaluation is a process, which involves steps and operations. An effective program is continuous and involves observations, conferences, written reports, and recommendations. Evidence on teaching performance is considered in the light of value standards and in terms of the particular situation in which the person being evaluated operates.

The evaluation does not consist merely in collecting evidence or data. Doing so is only one-step in the process. The evidence must itself be evaluated to increase the teacher's competence.

In arriving at a judgment of the value of a teacher's performance, the evaluator considers the objectives of the school system and the teacher's immediate goals aimed at helping to attain those objectives.

Evaluations will include parent/guardian/student input. Teachers will be required to show measurable student achievement data. Examples may include, but are not limited to portfolio presentations, test data, student grades, or other suitable measures.

PURPOSE OF EVALUATION

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

EVALUATION CRITERIA

The professional practice standards used in the evaluation model are based on Charlotte Danielson Framework for Teaching Second Edition and include:

1. **Domain 1: Planning and Preparation**
 - a. Demonstrating knowledge of content and pedagogy.
 - b. Demonstrating knowledge of students.
 - c. Setting instructional outcomes.
 - d. Demonstrating knowledge of resources.
 - e. Designing coherent instruction.
 - f. Designing student assessments.
2. **Domain 2: The Classroom Environment**
 - a. Creating an environment of respect and rapport.
 - b. Establishing a culture for learning.
 - c. Managing classroom procedures.
 - d. Managing student behavior.
 - e. Organizing physical space.
3. **Domain 3: Instruction and Use of Assessment**
 - a. Communicating with students.
 - b. Using questions and discussion techniques.
 - c. Engaging students in learning.
 - d. Using assessment in instruction.
 - e. Demonstrating flexibility and responsiveness.
4. **Domain 4: Professional Responsibilities**
 - a. Reflecting on teaching.
 - b. Maintaining accurate records.
 - c. Communicating with families.
 - d. Participating in a professional community.
 - e. Growing and developing professionally.
 - f. Showing professionalism.

EVALUATOR

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

SOURCES OF DATA

Professional Practice – 67% of the Evaluation Results

1. At least sixty-seven percent (67%) of the evaluation results in the evaluation for all certificated instructional employees will consist of evaluation results based on Professional Practice standards and will be aligned to the Charlotte Danielson Framework for Teaching - Second Edition.
2. The measures included within the Professional Practice portion of the evaluation will include a minimum of two (2) documented observations annually, with at least one (1) observation being completed by January 1 of each year.
3. At least one of the following will also be included as a measure to inform the Professional Practice portion of all certificated instructional employee evaluations:
 - a. Parent/guardian input;
 - b. Student input; and/or
 - c. Portfolios.

Student Achievement – 33% of the Evaluation Results

1. At least thirty-three percent (33%) of the evaluation results in the evaluation for all certificated instructional employees will consist of evaluation results based on multiple objective measures of growth in student achievement, using current and/or past years' data, and based upon research.
2. Growth in student achievement as measured by Idaho's statewide student achievement test will be included.

EVALUATION PROCEDURES

Prior to the start of the school year, the certificated instructional employee will submit a self-assessment and create a professional growth plan. The self-assessment and professional growth plan will be submitted to the evaluator prior to beginning of the year conference. At the beginning of the year conference, the evaluator will review and discuss the employee's self-assessment and professional growth plan, previous student growth measures and expected student growth measures for the upcoming year, previous student achievement data, and parent/guardian/student input. The evaluator will notify the employee of factors that will be utilized in measuring effectiveness.

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

FREQUENCY OF EVALUATION

1. **Category 1, Category 2, and Non-Renewable Contract Employees –**
 - a. There will be a minimum of two (2) documented formal Danielson's Framework performance-based written evaluations during each of the annual contract years of employment completed by the evaluator on or before May 1, one (1) of which will be completed by January 1 of each year. There will also be a minimum of two (2) documented observations, one (1) of which will also be completed by January 1 of each year.
2. **Category 3 and Renewable Contract Employees –**
 - a. There will be a minimum of one (1) documented formal Danielson's Framework performance-based written evaluation conducted annually for each certificated instructional employee on a Category 3/Renewable contract, which will be completed by the evaluator on or before May 1 of each year. At a minimum, the evaluation will include two (2) documented observations, one (1) of which will be completed prior to January 1 of each year.
 - b. The requirement to provide at least one (1) written evaluation does not exclude additional evaluations that may be performed.

3. **Certificated Non-Instructional Employees –**
 - a. **Evaluations will be differentiated for certificated non-instructional employees and pupil personnel certificate holders in a way that aligns with the Charlotte Danielson Framework for Teaching Second Edition to the extent possible.**

EVALUATION RESULTS

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

Certificated personnel evaluations will be considered permanent records and will be maintained in each employee's personnel file. All evaluation records will be kept confidential within the parameters identified in federal and state regulations regarding the right to privacy (Section 33-518, Idaho Code). The rankings of individual certificated personnel evaluations will be reported annually to SDE as required for state and federal reporting purposes.

PERSONNEL ACTIONS

The following actions may result from the evaluation process if determined to be appropriate:

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

A letter of reprimand may be issued at any time, with or without a formal evaluation. Any recommendation to place an employee on a period of probation, discharge the employee immediately, discharge the employee upon termination of the current contract, or reemploy the employee at the end of the contract term under a continued probationary status contract must be approved by the board of trustees.

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

VIII. **NEW BUSINESS –**

A. POLICY REVISION – 1st Reading – James Gilbert

1. **Board Authority, Duties, & Responsibility Policy** - Mr. Gilbert presented the 1st reading of the proposed revision of Mountain Home School District No. 193 Board Authority, Duties, and Responsibilities Policy. He stated that this policy was revised to add language in accordance with Idaho Code and as suggested by EMT, as well as incorporated the procedure into the policy. There has been no patron or staff input. Trustee House asked for a few clarifications and Clerk Whitman responded with an explanation. Trustee Donahue motioned to approve the 1st reading of the proposed revision of Board Authority, Duties, and Responsibilities Policy, as presented by Mr. Gilbert. Trustee House seconded the motion. Motion approved.

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

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

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

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

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

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

1. **The Board shall have the power to call special meetings or elections for such purpose as may be necessary for the proper conduct and management of the schools within the district. (Idaho Code 33-506)**
2. **The Board shall employ attorneys when deemed in the best interest of the district, or for defending the district against any suit or for bringing action deemed necessary to be commenced by the Board. The Board may authorize the superintendent to contact an attorney of choice for legal advice and representation. (Idaho Code 33-506)**
3. **The Board shall maintain at least one (1) elementary school and one (1) secondary school; employ necessary help and labor to maintain and operate the schools of the district; the Board will employ professional school administrators to manage the school system and employ necessary personnel; the Board may discontinue any school within the district whenever such discontinuance is found to be in the best interest of the district and of the students. (Idaho Code 33-511)**
4. The Board as a whole has the power to adopt policies. The Board will establish the educational policies for the district and will determine the personnel policies of the school system. Policies established by the Board will be carried out by the superintendent of schools or others as may be determined by the Board. (Idaho Code 33-506 & 33-512)
5. ~~The Board will establish the educational policies for the district and will determine the personnel policies of the school system. The board will employ professional school administrators to manage the school system and employ necessary personnel. (Idaho Code 33-511)~~
6. The Board will have the responsibility of dispersing and accounting for funds to support the schools system, including the physical plant and necessary equipment. The Board will be responsible for having the books audited annually. (Idaho Code 33-701 & 33-801)

7. **The Board shall adopt and carry on, and provide for the fiscal management of, a total educational program for the district; provide, or require students to be provided with, suitable textbooks and supplies; supervise and regulate those extracurricular activities that are outside the regular academic courses or curriculum of the public schools; equip and maintain a suitable library in the schools and to exclude from the libraries all books, tracts, papers, and catechisms of sectarian nature. (Idaho Code 33-511 & 33-512)**
8. **The Board shall set the days of the year and the hours of day when schools shall be in session, and set school holidays. The amount of hours will conform to state law and regulation. (Idaho Code 33-511)**
9. **The Board shall protect the morals and health of the students; exclude from school children not of school age; prescribe rules for the disciplining of unruly and insubordinate students; exclude from school students with contagious or infectious diseases, or who are diagnosed or are suspected of having a contagious or infectious disease, or those who are not immune and have been exposed to a contagious disease; and close school on order of the State Board of Health or local health authorities. (Idaho Code 33-511)**
10. **The Board shall prohibit entrance to schools, properties, and grounds of the district; prohibit loitering in schoolhouses or on school grounds; provide the removal from such schoolhouses or school grounds of any individuals who disrupt the educational processes or whose presence is detrimental to the morals, health, safety, academic learning, or discipline of the students. (Idaho Code 33-511)**
11. **The Board shall erect and maintain at each school a suitable flagstaff or flagpole and display a flag of the United States of America on all days when school is in session, except during inclement weather; on each Veteran's Day that school is in session, conduct and observe an appropriate program of at least one class period remembering and honoring American veterans.**
12. The Board is granted the authority to suspend, grant leave of absence, place on probation, or discharge certificated professional personnel for material violation of any lawful rules or regulations of the Board of Trustees or of the SBE or for any conduct which could constitute grounds for revocation of a teaching certificate. Any certificated professional employee, except the superintendent, may be discharged during a contract term. (Idaho Code 33-513, ~~para 5~~)

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

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

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

2. **Board Meeting Regulations Policy** - Mr. Gilbert presented the 1st reading of the proposed revision of Mountain Home School District No. 193 Board Meeting Regulations Policy. He stated that this policy was revised to add language from Idaho Code, Roberts Rules of Order, and as suggested by EMT, as well as incorporated the procedure into the policy. There has been no patron or staff input. Trustee House motioned to approve the 1st reading of the proposed revision of Board Meeting Regulations Policy, as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion approved.

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

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

The Board Chairperson has the authority and responsibility to oversee the orderly process of a Board meeting ~~and being further desirous of fulfilling its obligation to create and maintain an accurate and official record of the proceedings of this Board, the Board of Trustees of Mountain Home School District No. 193 hereby promulgate:~~ The chairperson of this Board shall preside over all meetings in accordance with the rules of procedure adopted by the Board and all final rulings on points of order and procedure shall be made by the chairperson. Except where otherwise specified, the proceedings of the Board shall be governed by Robert's Rules of Order. Three board members will be considered as constituting a quorum for the transaction of business.

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

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

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

The Board will hold the following basic types of meetings:

1. **Annual Meeting** – Consistent with Idaho Code 33-510, an annual meeting of the Board will be held on the third Tuesday of the regular July meeting in each year. The Board will determine during the regular meetings of the Board of Trustees for a uniform day of a uniform week.
2. **Regular Meeting** – The Board of Trustees shall meet in regular session every third Tuesday of every month, starting at 7:30 p.m., in the MHSD Boardroom.
3. **Emergency Meetings** – In the event of an emergency involving possible personal injury or property damage, immediate financial loss, or the likelihood of injury, damage or loss, the Board may meet immediately and take official action without prior notification when the notice requirements would make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting.

4. **Special Meetings** – Called by the Board Chairman or by any two members of the Board due to circumstances requiring immediate action for the operation of the District, or by the Board of Trustees in an open meeting by official action. Such a meeting will be strictly limited to agenda items requiring action, which necessitated the calling of the meeting. Official action will be taken on agenda items only. Special and Adjourned meetings may be called by the Chairman or by any two members of the Board and held at any time.
5. **Budget Meetings** – No later than twenty-eight (28) days prior to its annual meeting, the Board shall have prepared a budget, in the form prescribed by the state superintendent of public instruction, and shall hold a public hearing. At such public hearing or at a special meeting held no later than fourteen (14) days after the public hearing, the Board shall adopt a budget for the ensuing year.

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

- A. **Open/Special Meetings** – All meetings of the Board are open to the public and all persons are permitted to attend any “open” sessions of the regular, or special, or emergency meeting of the Board, ~~Members of the public may attend all “open” sessions of this Board,~~ which sessions shall be defined as all meetings other than those meetings, or parts thereof, which may be or which are required to be held in “executive” sessions by the laws of the state of Idaho, Idaho Code 67-2341, 67-2342, and 67-2345.
 - 1) Attendance at said open meetings by members of the public is subject to observance and compliance with the rules of order, **“Robert’s Rules of Order,”** and conduct set forth herein.
 - 2) **The public, whether attending a board meeting or giving public input will follow the hearing/public input procedures as set forth herein.**
 - 3) Items of business may not be suggested from the floor for discussion and/or action at that same meeting except at the discretion of the chairperson or a majority of the Board members present.
 - 4) Comments at special meetings must be related to the business of the meeting.
 - 5) The Board will not hear complaints against personnel or any students in a public board meeting.
 - **Any complaints against district personnel, including, but not limited to, administration, directors, teachers, paraprofessionals, coaches, and students will not be heard in open session, but rather in executive session and upon the approval of the Board.**
 - All statements shall be directed to the chairperson; no member of the public may address or question board members individually.
 - 6) **Public and/or employee business matters brought before the Board should be submitted in writing to the Clerk of the Board or the Superintendent no later than the Tuesday before the regular board meeting.**
 - 7) **Any complaint about the District, including instruction, discipline, District personnel, District policy, procedures, curriculum, should be referred through proper administrative channels before it is presented to the Board for consideration and possible action.**
 - 8) **All final actions and final decisions by the Board will be made at a regular or special meeting. No final decisions will be made in executive session, with one exception. The decision to place a certificated employee, who is employed on an annual contract, on probationary status may be made in executive session. In such cases, the employee will not be named in the minutes of the meeting. No decision at a regular or special meeting of the Board will be made by secret ballot.**
- B. **Executive/Closed Sessions** – Members of the public shall not be allowed to attend “executive” sessions of this Board unless invited by the Board, Idaho Code 67-2341, 67-2342, and 67-2345.
- C. **Participation via Telecommunications Devices:**
 - 1) Participation via telecommunications devices. Any board meeting may be conducted using telecommunications devices, which enable all participating board members to communicate with each other; provided, however, that at least one (1) board member, or the superintendent, must be physically present at the location designated in the meeting notice, to ensure that the public may attend such meeting in person. Such telecommunication devices may include, but are not limited to, telephone or video conferencing devices and similar communications equipment. All communications must be audible to the public attending the meeting in person and all participating Board members. Any Board member participating via telecommunications device shall be deemed present in person at the meeting. **(Idaho Code, Section 67-2343)**

- D. ~~Public's Right to Address the Board—The Board of Trustees being interested in receiving input from the public, consistent with the efficient processing of business of the Board will allow and/or restrict public comment at Board meetings as follows:~~

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

- A. **Ruling Authority** – The chairperson of this Board shall preside over all meetings in accordance with the rules of procedure adopted by the Board and all final rulings on points of order and procedure shall be made by the chairperson. Except where otherwise specified, the proceedings of the Board shall be governed by Robert's Rules of Order.
- B. **Conduct in General** – All persons in attendance at a meeting of the Board will speak only **as indicated on the order of business as set forth in the board agenda, or as determined appropriate by the Chairperson** and upon recognition ~~and granting of leave~~ by the chairperson. ~~and~~ All persons will refrain from making or causing to be made any loud, raucous, abusive, or profane language or gestures.
- 1) No person attending said meetings shall have in their possession or subject to their control any devices of distraction, which would make noise, create bright or flashing light, and/or any banners, place cards, or signs.
 - 2) No person in attendance of said meetings of the Board shall have any substance or article within their possession or subject to their control, which would constitute a menace or which would endanger the safety or well-being of those in attendance.
 - 3) No person in attendance at said meetings of the Board shall smoke or deemed to be under the influence of drugs and/or alcohol.
- C. **Public use of recording devices** –
- 1) **The use of tape recorders or electronic recording devices by members of the public or any other persons attending meetings of the Board is prohibited except in situations where an electronic tape recording or transcript is required by law, in which case the Clerk of the Board or other Board designated persons shall use electronic recording equipment of high quality approved by the district to create an electronically recorded transcript which shall be maintained as the official transcript of such proceeding. The Board, in its discretion, may choose to record any or all regular sessions of the Board, which shall become the official transcript of the proceedings.**
 - With the exception of the School Board of Trustees, Board Clerk, or other Board designated persons, no recording devices are authorized unless approved by the Board Chair.
 - 2) **Recording devices and/or video streaming/devices are prohibited during a board meeting by members of the public or any other persons attending board meetings due to the ability to alter the recording and/or video, limited space for equipment, disrupting the meeting process, and/or disruptive to those in attendance.**
 - If the public is allowed to tape record meetings, there must be an official tape recording prepared by a school official to secure the sanctity of the record. High quality tape recording equipment necessary to record meetings is expensive.
 - Many tape recording devices either are of an inferior quality or not designed to properly and accurately record proceedings of public meetings (i.e. dictating machines). Tape recording devices fail at times to make an audible record of remarks or to reproduce with sufficient quality to allow the listener to determine what is being said.
 - Tapes are easily tampered with and replay of a tampered tape may cause improper embarrassment to school trustees, officers, patrons, students, etc.
 - Devices include, but are not limited to, cameras, voice recorders, cellphones, video equipment, digital recorders, etc.
 - 3) **Exceptions: the Board recognizes that there may be times or certain events where the use of cameras or video equipment would be desirable and the Board may approve from time to time limited use of such devices for events such as presenting awards, the swearing in of new board members, etc., under such conditions and restrictions as in the judgment of the Board are appropriate.**

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

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

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

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

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

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

- D. All comments must be directly related to the District. When deemed appropriate by the Chairperson, comments and questions at a regular board meeting may deal with any topic related to the Board’s conduct of schools.
 - 1) Comments at special meetings must be related to the call of the meeting.
- E. All complaints should be resolved through the proper channels in the following order:
 - 1) The first and most effective step is to take the concern to the staff members (teacher, coach, etc.) who are closest to that problem. Most problems are resolved at this level.
 - 2) If there is still a concern, it should be brought to the building principals, unresolved concerns are usually resolved satisfactory by the building administrator.
 - 3) If the concern persists, then it should be taken to the Assistant Superintendent, and then to the Superintendent of Schools.
 - 4) If the matter has not been satisfactorily resolved, the patron may appeal to the Board of Trustees by calling or writing the Clerk of the Board or Superintendent no later than the Tuesday before the next regular board meeting and asking to have the item placed on the board agenda.
- F. Complaints of school district personnel will not be heard during Public Input.
 - 1) Complaints of school district personnel must be heard in executive session.
 - 2) The complainant must have submitted a letter to the Board Clerk or Superintendent no later than the Tuesday before the board meeting

- G. Complaints of school district students will not be heard during Public Input.**
- 1) **Members of the public wishing to make complaints of misconduct against students of the school district must refrain from using the student's name to protect the student.**
- H. Complaints of misconduct against students or employees of the school district, which involve alleged criminal activity or are grounds for disciplinary action, are heard in executive session pursuant to Idaho Code Section 67-2345(1)(b).**
- I. The Board may or may not address the items brought up during Public Input.**
- J. Delegations:**
- 1) **Members of the public wishing to make formal presentations to the Board must submit a written request to the Clerk of the Board or Superintendent no later than the Tuesday before the regular board meeting.**
 - **Members of the public will be notified regarding whether their request to address the Board has been granted and will be given all pertinent information regarding the date and time of the board meeting.**
 - 2) **All comments must be limited to items directly related to the District.**
 - 3) **A single spokesperson must be selected by groups or organizations desiring to address the Board in order to avoid repetitious information.**
 - 4) **The delegate or group spokesperson must be recognized by the Chairperson and must preface his or her comments by announcing his or her name and the organization for whom they represent.**
- K. The Chairperson may:**
- 1) **Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, irrelevant, or redundant.**
 - 2) **Request any individual to leave the meeting when that person does not observe reasonable decorum.**
 - 3) **Request the assistance of law enforcement officers in the removal of a disorderly person when the person's conduct interferes with the orderly process of the meeting.**
 - 4) **Call a recess or an adjournment when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.**

BOARD AGENDA:

- A. An agenda shall be required for each meeting.**
- 1) **Board agendas/notices of a regular meeting, will be delivered to each board member and agenda/notice will posted on the bulletin board outside of the district office and the district website. If regular meetings are to be held at places other than the MHSD Boardroom, or are adjourned to times other than a regular meeting time, notice of the meeting will made in the same manner as provided for special meetings. All regular meetings of the board will be held within the district boundaries.**
 - 2) **A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted, will be delivered to each board member and notices will posted on the bulletin board outside of the district office, the district website, county courthouse, and city hall, unless the law states otherwise.**
 - 3) **All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.**
 - 4) **The written notice to a regular or special board meeting may be given by telegram, fax, or electronic mail.**
- B. Items of business may be suggested by Board members, Clerk, administration, or patrons of the District for inclusion on the agenda.**
- 1) **Business items suggested by patrons or the District should be submitted in writing and received in the office of the superintendent of schools or Clerk of the Board of Trustees the Tuesday before the regular board meeting or at least six (6) business/working days before the meeting in order to ensure inclusion on the written agenda and must be directly related to the district. Comments at special meetings must be related to the business of the meeting.**
- C. The Clerk of the Board will prepare and post an agenda notice forty-eight (48) hours in advance of each regular meeting. The Board may amend the agenda, provided that a good faith effort is made to include in**

the original agenda notice all items known to be probable items of discussion. The agenda may be amended in the following manner (**Idaho Code 67-2343**):

- 1) If the agenda is amended after it has been posted, but ~~there exists~~ forty-eight (48) hours or more prior to the start of the **regular meeting, or twenty-four (24) hours or more prior to the start of a special meeting, then the agenda may be amended upon the posting of the amended agenda. ~~the agenda may be amended by posting a new agenda.~~
 - **No special meeting shall be held without at least a twenty-four (24) hour meeting and agenda notice, unless an emergency exists.**
 - **An emergency is a situation involving injury or damage to persons or property, or immediate financial loss, or the likelihood of such injury, damage or loss, when the notice requirements of this section would make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting.****
 - 2) If an amendment to the agenda is proposed **after an agenda has been posted and** less than forty-eight (48) hours prior to a regular meeting **or less than twenty-four (24) hours prior to a special meeting,** but prior to the start of the meeting, the Clerk will post the proposed amended agenda, but it will not become effective until a motion is made at the meeting and the Board votes to amend the agenda.
 - 3) The Board may amend the agenda after the start of the meeting upon a motion that states the reason for the amendment and **states** the good faith reason the agenda item was not included in the **original** posted agenda.
- ~~D. Items of business may not be suggested from the floor for discussion and/or action at that same meeting except at the discretion of the chairperson or a majority of the Board members present.~~
- 1) ~~The Board will not hear complaints against personnel or any students in a public board meeting.~~
 - 2) ~~All statements shall be directed to the chairperson; no member of the public may address or question board members individually.~~
- E. Copies of the agenda should be given to the Board members three (3) working days before the regular meetings and made available at the District Office, posted at the entrance of the district office, and posted on the school district website as determined by the Board before the regular meeting.
- F. Because of the need to efficiently conduct its business with the available time to deal with situations where unexpected issues arise and/or where the Board needs to address issues not on the agenda, the agenda may be modified before or at the meeting (**Idaho Code 67-2343**).
- G. **Executive sessions. If an executive session only will be held, a twenty-four (24) hour meeting and agenda notice shall be given according to the notice provisions stated in subsection (2) of this section and shall state the reason and the specific provision of law authorizing the executive session.**
- H. The agenda format shall be:
- I. Call to Order
 - II. Approve minutes of previous meeting(s)
 - III. Financial Reports
 - IV. Consideration of Bills
 - V. Delegation
 - VI. Public Input
 - VII. Reports
 - VIII. Unfinished Business
 - IX. New Business
 - X. Executive Session
 - XI. Adjournment
- I. Upon consent of a majority of members present, the regular order of business at any meeting may be suspended.

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

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

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

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

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

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

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

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

4. **Informal Review Policy** - Mr. Gilbert presented the 1st reading of the proposed revision of Mountain Home School District No. 193 Informal Review Policy. He stated that this policy was revised to clarify the language in accordance with Idaho Code and as suggested by EMT. There has been no patron or staff input. Trustee Donahue motioned to approve the 1st reading of the proposed revision of Informal Review Policy, as presented by Mr. Gilbert. Trustee Reynolds seconded the motion. Motion approved.

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

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

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

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

B. 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 and ask to dispose of them in the most efficient methods possible. He reviewed the items and informed the Board that the assets would be placed on the school district website for a short period of time should someone from the community want to purchase an item, if no one responds, then these items will be disposed of. Trustee House moved to authorize the disposal of the capital assets as presented by Mr. Ogborn. Trustee Checketts 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, or reviewed at the District Office, Director of Fiscal Operations.)

C. RESOLUTION 15-04 - EMERGENCY CLOSURE OF MHJH – FROZEN PIPES – Tim McMurtrey. Mr. McMurtrey presented Resolution 15-04 that called for the District to close the MHJH due to a disaster at the junior high school of frozen pipes on November 18, 2014, therefore closing school on November 19, 2014.

Chairman Alexander stated that the district has had a number of problems with the fire suppression system and it’s been worse since contracting with Cenergistic and suggested the District take a break from Cenergistic. The Board concurred. Chairman Alexander stated that he has heard too many stories of teachers and staff having to wear coats and gloves in the buildings because the energy person keeps the buildings too cold. He added that teachers have had to purchase space heaters for their classrooms.

Mr. McMurtrey referenced an email he had sent to Mr. Raezer, Cenergistic, and the Board earlier in the day. Discussion began about the problems the District has had in the winters since contracting with Cenergistic, the costs to the District to repair the damages caused by assumed low temperatures in all of the buildings, etc. Chairman Alexander informed everyone that the District isn’t saving in the energy area if the District is spending more than what is saved to repair the damages. Discussion continued.

The Board directed Mr. McMurtrey to cease with the energy program for an undetermined amount of time.

Mr. McMurtrey then asked approval of Resolution 15-04. Trustee House motioned for the adoption of Resolution 15-04 – Calling for an Emergency Closure of MHHS due to frozen pipes. She then amended her motion to change the school from MHHS to MHJH. Trustee Checketts seconded the motion. Roll call followed. Chairman Alexander called for a roll call vote:

Roll Call Vote as follows:

- Chairman Alexander Aye
- Trustee House Aye
- Trustee Reynolds Aye
- Trustee Checketts..... Aye
- Trustee Donahue Aye

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

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO
RESOLUTION 15-04
EMERGENCY CLOSURE OF MOUNTAIN HOME JUNIOR HIGH SCHOOL – FROZEN PIPES**

BE IT SO RESOLVED that the Board of Trustees of Mountain Home School District No. 193 takes the

needs of the safety and well-being of the District’s students in the highest regards, did declared an emergency closure of Mountain Home **Junior** High School on November 19, 2014, due to frozen pipes.

Authorized this 18th day of November 2014.

_____	_____
Chairman Alexander	Vice Chairman Reynolds
_____	_____
Trustee House	Trustee Checketts
_____	_____
Trustee Donahue	Clerk Whitman

D. PERSONNEL – James Gilbert. Mr. Gilbert requested approval of the personnel items. Trustee Reynolds motioned to approve the personnel items and addendum, as presented by Mr. Gilbert, with a second from Trustee Donahue. Motion carried.

APPOINTMENTS

Reynolds, Randy, Assistant Wrestling Coach, MHJH
Riedel, Vickie, Cheerleading Coach, MHHS
Senger, Tyler, 8th Grade Boys “B” Basketball Coach, MHJH

RESIGNATIONS

Moreno, Angela, Paraeducator Special Education, HMS; effective: November 5, 2014
Stephens, Julie, Paraeducator Special Education, North Elementary; effective: November 7, 2014

IX. EXECUTIVE SESSION – Student Matters. Chairman Alexander called for a motion for the purpose of allowing the Board to retire into executive session in order to discuss student matters regarding a three early graduation requests, the status of negotiation proceedings, and personnel issues as authorized by Title 33, Sections 33-205, 33-512, and Title 67, Sections 67-2341 through 67-2345(1)(b). After a full and complete discussion and upon motion duly made by Trustee House and seconded by Trustee Reynolds, the following resolution was presented:

RESOLUTION TO ADJOURN INTO EXECUTIVE SESSION

BE IT SO RESOLVED That the Board of Trustees of School District No. 193 recess from an open meeting into the following executive session(s) pursuant to Section 67-2345, Idaho Code, in order to discuss student matters regarding three early graduation requests, the status of negotiation proceedings, and personnel issues as authorized by Title 33, Sections 33-205, 33-512, and Title 67, 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 House	Aye
Trustee Reynolds	Aye
Trustee Checketts.....	Aye
Trustee Donahue.....	Aye

And no less than two-thirds (2/3) of the membership in favor thereof, the chairman had declared said resolution adopted, and the Board recessed into executive session at 8:20 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, Albert Longhurst, and (Names on File), and (Name on File). Following a full and complete discussion of the personnel matters, the Board reconvened into open session at 8:53 p.m. A motion by Trustee House to reassign (Name on File) to Bennett Mountain High School for the remainder of the 2014-15 school received a second by Trustee Reynolds. Motion granted.

- X. **ADJOURNMENT** – All business of the Board having been completed, Chairman Alexander called for a motion to adjourn. A motion from Trustee Donahue to adjourn was seconded by Trustee Reynolds. Motion carried. Meeting adjourned at 9:25 p.m.

Chairman Alexander

Clerk Whitman