

SCHOOL BOARD MEETING
NOVEMBER 20, 2012
SCHOOL ADMINISTRATION OFFICE

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

OTHERS PRESENT: Tim McMurtrey, James Gilbert, Cliff Ogborn, Tara Handy, Erin Acarregui, Jeff Johnson, Albert Longhurst, Nikki Crusier, Anita Straw, Polly Sanders, Sherri Ybarra, LTC Estes, Mike Jewell Robin Milligan, Joan Schramm, Tina Barker, Kristy Cumbie, Bobbie Lockett, Katherine Hudson, Elyse Pearlman

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

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

Roll Call Vote as follows:

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

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

- I. **APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 16, 2012, AND THE SPECIAL BOARD MEETING OF OCTOBER 23, 2012, AND THE SPECIAL BOARD MEETING OF OCTOBER 29, 2012.** Chairman Alexander called for a motion to approve the minutes of the regular board meeting of October 16, 2012, and the special board meeting of October 23, 2012, and the special board meeting of October 29, 2012. There being no comment, Trustee Checketts moved to approve the minutes of the regular board meeting of October 16, 2012, and the special board meeting of October 23, 2012, and the special board meeting of October 29, 2012, with a second from Trustee House. Motion approved.

- II. **FINANCIAL REPORTS** – Cliff Ogborn. Mr. Ogborn reported on the financial statements for October 2012. The statements for October reflected a balance of \$1,745,854. Unobligated cash and investments are \$6,343,968 net of interfund payables. The Income Statement reflected revenue through October is \$10,835,989. We received the November 15 Foundation payment and two Impact Aid payments (Final payment for FY2008 and the initial payment for FY2013). Expenses show salaries are at \$4,155,870 of original budget, and benefits are \$1,310,006. As of October 31, we have a net margin of revenues in excess of expenses of \$4,402,861. Chairman Alexander asked about the Impact Aid payments and Mr. Ogborn responded that we received the final 2008 payment and the initial 2013 payment. He said the 2013 payment is only 45% of LOT, which is one-half of what the initial payments have been historically. Trustee Murray moved to approve the financial report as presented by Mr. Ogborn. Motion seconded by Trustee Reynolds. 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 – MHAFB Liaison. LTC Estes reported that the base exercises have finished, but expect a Readiness Exercise sometime between January and March 2013. LTC Estes informed the Board that he would be deploying for about one-year.

B. SHOWCASE - North Elementary - Polly Sanders. Mrs. Sanders gave a presentation of what makes North Elementary different from the other schools in the district. She described North Elementary's general building and playground appearance. Mrs. Sanders showed student IRI demographics. She informed the Board that Friday is their art or health day and she also presented slides on their music productions. Mrs. Sanders concluded by explaining how they have the largest parent group at North Elementary and the valuable assistance they provide to the school.

VIII. **UNFINISHED BUSINESS –****A. POLICY ADOPTION – 3rd and Final Reading – James Gilbert**

1. **Employee Dress Code Policy –** Mr. Gilbert presented the 3rd and Final reading of the proposed adoption of Mountain Home School District No. 193 Employee Dress Code Policy. Mr. Gilbert informed the Board that there has been no staff or patron input since the last board meeting. Trustee House motioned to approve the third and final reading of the adoption of the Employee Dress Code Policy, 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
EMPLOYEE DRESS CODE**

1. All employees are expected to maintain appropriate standards of grooming, personal hygiene, and dress during working hours.
2. Professional attire is required except on days that are deemed as casual or dress down days.
 - Even though the standard of dress may be relaxed on these days, employees must keep to a quality standard of dress.
3. No clothing, personal grooming, or hygiene practices should distract others or create a safety hazard to you or your co-workers.
4. We expect all employees to use good judgment in deciding what is appropriate dress for work.
 - Various positions require different standards of dress.
 - If you have any questions on the dress required for your position, please see your supervisor.

Examples of appropriate attire would be:

- ◆ Suits/pantsuits
- ◆ Dresses/Skirts
- ◆ Professional Slacks - No Jeans
- ◆ Professional Capri pants

- ◆ Blazers/Sweaters
- ◆ Blouses or *collared Polo-style* shirts
- ◆ Jeans, *appropriate T-shirts, & sweatshirts* (on casual days only)

Examples of inappropriate dress for all employees include:

- ◆ Torn, tattered, or ripped clothing
- ◆ Tank tops with spaghetti straps, halters, or tube tops
- ◆ T-shirts or sweatshirts with *inappropriate* slogans or *inappropriate* pictures
- ◆ Baggy Sweatshirts
- ◆ Revealing attire - baring cleavage, chest, back, midriff, or undergarments
- ◆ Lycra or spandex materials - such as lounging clothing, exercise clothing (*with the exception of P.E. teachers*), etc.
- ◆ Flip flops (beach or shower type) and Bedroom Slippers
- ◆ Short skirts/dresses (length of skirts/dresses must go to individual's fingertips or longer)
- ◆ Shorts

EXCEPTIONS:

Employees working in Maintenance, Custodial, Technology, Warehouse, *Physical Education*, or Health/Nutritional Services are to wear uniforms if provided. However, when approved by the appropriate administrator, employees of these departments may wear:

- ◆ Jeans
- ◆ Casual *or utility* work pants
- ◆ T-shirts or sweatshirts without ~~slogans or~~ inappropriate pictures *or slogans*, and not tattered or torn
- ◆ *P.E. teachers may wear professional shorts*

For safety and cleanliness, hair should be worn so as not to obstruct vision - tied back securely and kept in a hat or hair net.

Please contact your supervisor or Director of Human Resources.

2. **Energy Conservation Policy** – Mr. Gilbert presented the 3rd and Final reading of the proposed adoption of Mountain Home School District No. 193 Energy Conservation Policy. There has been no staff or patron input. Trustee Murray motioned to approve the third and final reading of the proposed adoption of Energy Conservation Policy, as presented by Mr. Gilbert. Trustee Reynolds seconded the motion. Motion approved.

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
POLICY
ENERGY CONSERVATION**

The Board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

We recognize the importance of adopting an energy conservation policy to govern this program. We also affirm the implementation of this policy will be the joint responsibility of the board, administration, faculty, staff, students, support personnel, and Energy Education, Inc. Success is based on cooperation amid all groups.

To ensure the overall success of our behavior-based energy conservation program, the following areas will be emphasized:

1. A designated school district Manager will be accountable for energy conservation on school district property with Energy Education Specialist teams conducting energy audits and providing timely feedback

2. All personnel at all school district buildings are expected to make a positive contribution to maximize energy conservation and produce real energy savings.
3. Energy Education, Inc., will implement its energy conservation program primarily through an energy management team led by the Energy Education Specialist(s) in accordance with "Energy Guidelines" that will be adopted by the School Board of Trustees and administration and will define the "rules of engagement" for our energy program.
4. Accurate records of energy consumption and cost will be maintained by the Energy Education Specialist for each school district building to provide verifiable performance results on the goals and progress of the energy conservation program.

Further, to promote a safe, healthy learning environment and to complement the energy conservation program, each school building shall review and adhere to the preventive maintenance and monitoring plan administered by the school district physical plant for its facilities and systems, including HVAC, building envelope, and moisture management.

- A signed and dated copy of this policy and attached procedure(s) should be disseminated throughout the district and copies are to be placed in public areas to include, but not limited to, all bulletin boards, faculty lounges, campus newsletters, etc.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO
RESOLUTION 13-03

WHEREAS The Board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management;

WHEREAS The Board recognizes the importance of adopting an energy conservation policy to govern this program. We also direct the implementation of an Energy Conservation Policy that will be the joint responsibility of the Board, administration, faculty, staff, students, support personnel, and Energy Education, Inc. Success is based on cooperation amid all groups;

WHEREAS The Board is responsible for governing and overseeing the operations and fiscal accountability of Mountain Home School District No. 193 (MHSD);

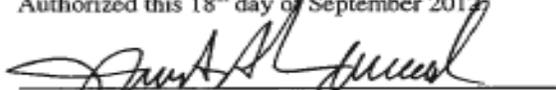
WHEREAS The Board embraces energy conservation and the desire for MHSD to become a nationwide institutional leader in energy conservation as part of our social responsibility to respect our natural resources;

WHEREAS The Board has engaged Energy Education, Inc., to use its expertise to develop and implement a comprehensive, behavior-based energy conservation program across the MHSD, and

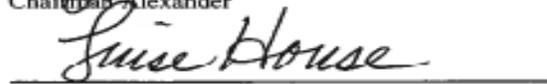
THEREFORE, The Board directs the superintendent and/or his/her designees to develop and implement short and long-range strategies to maximize energy conservation.

BE IT FURTHER RESOLVED That the Board of Trustees directs that a signed and dated copy of the Energy Conservation Policy and Procedure(s) should be disseminated throughout the district and copies are to be placed in public areas to include, but not limited to, all bulletin boards, faculty lounges, school building newsletters, etc.

Authorized this 18th day of September 2012


Chairman Alexander

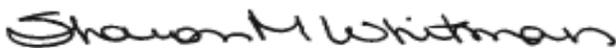

Vice Chairman Murray


Trustee House


Trustee Reynolds


Trustee Checketts

Attest:


Clerk Whitman

(This statement constitutes written approval from Energy Education, Inc., concerning the distribution of MHSD's official energy policy.)

3.

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

Mr. Gilbert also asked for approval of the 3rd and Final reading of the following five policy revisions to the Exchange/Free Lunches Policy, Attendance Policy, Contagious/Communicable/Parasitical Diseases and Infections Policy, Student Handbooks Policy, and Video Surveillance Policy. There has been no additional input from the last board meeting. Trustee House motioned to approve the third and final reading of the revisions to the Exchange/Free Lunches Policy, Attendance Policy, Contagious/Communicable/Parasitical Diseases and Infections Policy, Student Handbooks Policy, and Video Surveillance Policy as presented by Mr. Gilbert. Trustee Murray seconded the motion. Motion approved.

- 1. **Exchange/Free Lunches Policy** - Mr. Gilbert explained that custodians no longer receive free lunches; therefore, that language was stricken from the policy.

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

EXCHANGE/FREE LUNCHES

~~Custodians performing a service that directly affects the Food Service operation may receive an exchange/free lunch. Food Service employees may receive an exchange/free lunch. Adults or students, assigned by the Food Service manager, to perform a service directly related to the food operation, may receive an exchange/free lunch.~~

- 2. **Attendance Policy** - Mr. Gilbert stated that the language was revised to adjust for the modified schedule and to include the legal age a student may start school.

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

Mountain Home School District No. 193 firmly believes that it is necessary for students to develop the essential skills to enable them to succeed in the world of work. To help meet this goal, it is important that students realize the necessity and importance of consistent employment attendance. From an early age, students need to realize that work attendance will directly affect their employment prospects and degree of success realized in the world of work.

Therefore, the Mountain Home School District's Attendance Policy requires students to be in attendance for at least 90% of each school semester. Mountain Home High School students, grades 9-12, (~~Block Scheduling~~) exceeding six (6) days of absences in each class period of the semester may result in retention or a denial of credit. **and** Mountain Home Junior High School students, grades 7-8 (~~Standard Scheduling~~) exceeding nine (9) days of absences in each class period of the semester may result in retention or a denial of credit.

SCHOOL AGE: (I.C. 33-201)

All students enrolling kindergarten must be five (5) years old on or before September 1 of the school year in which the student enrolls. All students enrolling in first grade must be six (6) years old on or before September 1 of the school year in which the student enrolls. Any student five (5) years old who completed a private or public out-of-state kindergarten for the required four hundred fifty (450) hours, but has not reached the "school age" requirement will be allowed to enter the first grade.

PROOF OF IDENTIFICATION AND AGE REQUIRED: (I.C. 18-4511)

Upon enrolling a student for the first time in this district's elementary or secondary schools, the school will notify, in writing, the person enrolling the student that within thirty (30) days a certified copy of the student's birth certificate or other reliable proof of a student's identity and birth date must be provided to the school.

- If other reliable proof is provided, rather than a birth certificate, that proof will be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.
- Other reliable proof of a student's identity and birth date may include, but is not limited to, a passport, visa, or other governmental documentation.

Should a parent/guardian/student fail to produce proof of identification and age, the school will immediately notify the local law enforcement agency of such, and will notify the parent/guardian/student, in writing, that he/she has thirty (30) days to comply.

SCHOOL ATTENDANCE:

All state laws pertaining to school age and compulsory attendance must be followed as well as this "Attendance Policy." Except in extraordinary cases, students are expected to be present at school and in their assigned grade or subject.

Any student who is not in school up to 90% of the days/classes that school is in session may be denied promotion/credit subject to the District's Promotion Policy.

When a student has been absent 5% of a school semester, or 5% of a single class period, the principal or designee will send the parent/guardian written notice of the fact that the student is in jeopardy of retention or loss of credit due to excessive absence.

In determining whether to deny a student's promotion to the next grade or deny credit, the reasons for the student's absences, the student's academic achievement, the fact that the student submitted make-up work and other relevant factors will be considered.

The following definitions will govern the district-wide Attendance Policy:

1. **ABSENCE:**

Absences from class for any reason, including family convenience, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Absence due to school-approved activities will not be counted.

2. **TARDY:**

A tardy is assessed to a student in grades K-12 when the student is not in the assigned classroom when the tardy bell rings.

3. **TRUANT:**

A truancy occurs when a student is absent from class without consent of the parent/guardian or school officials.

If a student is truant, action pursuant to the District's disciplinary policy will apply.

3. **Contagious/Communicable/Parasitical Diseases and Infections Policy** - Mr. Gilbert informed the Board that the language was revised to add the section from Idaho Code authorizing school boards or their designees to exclude students who are contagious or infectious from school.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
CONTAGIOUS/COMMUNICABLE/PARASITICAL DISEASES AND INFECTIONS

Mountain Home School District No. 193 acknowledges the potentially adverse effects of contagious and communicable diseases. The District encourages safe and healthy practices, not only school district practices but individual personal practices as well, to reduce the chance of bacteria, viruses, or parasites spreading among the students and staff members of Mountain Home School District No. 193. It is the purpose of this policy to increase the awareness about reducing the spread of such diseases through practical and hygienic practices.

Pursuant to authority in Idaho Code Section 33-512(7), the Board of Trustees has the power to exclude from school students with contagious, or infectious diseases, or who are under quarantine. The Board will also close school on order of the State Board of Health or local health authorities.

This district's Board of Trustees delegates to the superintendent or designee its authority to exclude from school students with contagious, or infectious diseases, or who are under quarantine. The superintendent or designee will also close school on order of the State Board of Health or local health authorities.

4. **Student Handbooks Policy** - Mr. Gilbert notified the Board that the only revision to this policy was to inform the public that the student handbooks could found on the school website.

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

All student handbooks are approved policy of the Board in accordance with Idaho Code 33-512(6), and MHSD Board Authority, Duties, and Responsibilities; Curriculum Materials Adoption policies, and in conjunction with MHSD School Safety and Discipline policy; ~~and the Dress Code procedure~~, and any other relevant and related district policies and procedures. The complete student handbook for each school **can be found on the school district website - www.mtnhomesd.org** ~~is on file at the district administration office and at the respective schools.~~

Students who violate the provisions of the applicable student handbook will be disciplined in accordance with the district policies.

5. **Video Surveillance Policy** - Mr. Gilbert explained that the revisions to this policy were to modify the verbiage to reflect the language used by Eberharter-Maki, & Tappen.

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

Mountain Home School District No. 193 Board of Trustees ~~authorizes~~ ~~believes that~~ the use of **closed circuit** videotaping equipment (**Video Surveillance**) **on school district property to ensure** ~~can make positive~~ ~~contributions to~~ the health, safety, and welfare of all students, staff, and visitors to the District, as well as safeguard

District facilities, equipment, and **property**. Having carefully weighed and balanced the rights of privacy of students, **employees, staff** and visitors against the District's goal of ensuring the safety of every student, employee, and visitor while they are on school district property, and ~~to also accomplish the goal of safeguard District facilities and equipment~~, the Board hereby authorizes the use of **Video Surveillance video cameras in common areas as determined to be appropriate by the superintendent**. **"Common areas" means those locations to which students, employees, and/or visitors have access, and there is not an expectation of privacy, such as, but not limited to, parking lots, hallways, gymnasiums, auditoriums, and buses.** ~~on District property as follows:~~

~~Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students and visitors on District property, and to safeguard District facilities and equipment.~~

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property. Additionally, notices shall be posted on or about School District property alerting that the district is utilizing Video Surveillance.

Surveillance videotape may be used to determine if staff, students, or visitors have violated board policies, administrative directives, building rules, or laws. Staff, students, or visitors may be subject to disciplinary action and/or referred to law enforcement regarding conduct observed viewing surveillance videotape.

Surveillance equipment will not be used as part of a teacher's evaluation, without consent of the teacher.

Review of any video recordings is restricted to those who have a security, safety, or a legitimate educational interest.

Video recordings may become a part of a student's educational record or a staff member's personnel record. **Disclosure of student educational records is pursuant to the Family Educational Rights and Privacy Act (FERPA). Employee records are held confidential pursuant to Idaho Code Section 33-518. All videotapes that are not made a part of the educational record or a part of the personnel record shall remain the property of the district, are public records under Idaho Code Section 9-337, and are subject to public disclosure.** The District shall comply with all applicable state and federal laws related to record maintenance and retention

Video **Surveillance** tapes that are records of student and/or staff behavior shall be secured in a locked file until the tapes are either reused or erased. ~~The video tape shall be considered a student and/or staff record and shall be subject to current law for the releases of student record information and/or personnel record.~~

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the School District to investigate violations of School District policy.

Student or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

~~Video cameras may be installed in public locations as deemed appropriate by the Superintendent, and shall not be installed in areas with a reasonable expectation of privacy.~~

Audio shall not be part of the video recordings made, reviewed, or stored by the District.

C. POLICY REVISION - 2nd Reading - James Gilbert

- 1. Student Funds Control Policy** - Mr. Gilbert presented the 2nd reading of the proposed revision to the Mountain Home School District No. 193 Student Funds Control Policy. He stated that the policy was revised to reflect current procedure and Idaho Code. There has been no staff or patron input. Trustee Murray motioned to approve the second reading of the revision to the Student Funds Control Policy, as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion granted.

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
POLICY
STUDENT FUNDS CONTROL**

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

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

CONTROLLING RECEIPTS:

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

CONTROLLING EXPENDITURES:

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

SCHOOL PROCEDURES:

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

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

INFORMATIONAL REPORTS TO BOARD OF TRUSTEES:

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

2. **Open Enrollment Policy** - Mr. Gilbert presented the 2nd reading of the proposed revision to the Mountain Home School District No. 193 Open Enrollment Policy. He stated that the policy was revised to adjust the Teacher/Student Ratio and to include “out-of-attendance zone” as part of the open enrollment policy; it also added language to bring the policy into compliance. There has been no staff or patron input. Trustee Checketts motioned to approve the second reading of the revision to the Open Enrollment Policy, as presented by Mr. Gilbert. Trustee House seconded the motion. Motion granted.

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

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

A student may transfer to MHSD without payment of tuition as long as the district in which the student resides provides a full program for students of grades K-12 and special programs the student would enroll in, allowing for the following

SDE suggested student/teacher ratio goals. The district is encouraged to lower all class sizes as funds become available.

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

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

2. For tuition to be waived, the student's resident district must offer the program, grade level, or similar educational opportunity in which the student wishes to enroll in Mountain Home School District. If the program, grade level, or similar educational opportunity is not offered in the resident district, the student may enroll **and may be charged with payment of tuition.**
3. The parent or guardian fills out the request for transfer by February 1 of the year preceding the school year of enrollment. The student's parent or guardian must apply annually on a form provided by the State Department of Education. The application must contain the student's accumulative school record. The parent must notify the resident school district.
4. The parent or guardian is responsible for transportation to and from the school or an appropriate bus stop.
5. A pupil under suspension, or expulsion, or **who may be lawfully denied enrollment**, is ineligible to transfer.
6. **If a student applies and is accepted in this district from out of district, but fails to attend, that student will be ineligible to again apply for an enrollment option in this district.**
7. **Homeless children and youth, as defined in the Steward B. McKinney Homeless Assistant Act (PL 100-77), may attend any district or school within a district without payment of tuition when it is determined to be in the best interest of that child.**
8. In order to attract and keep quality employees, any employee of Mountain Home School District may enroll their children at any time and without payment of tuition.

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

3. **Medications Dispensing Policy** - Mr. Gilbert presented the 2nd reading of the proposed revision to the Mountain Home School District No. 193 Medications Dispensing Policy. He stated that Eberharter-Maki, & Tappan language was added to inform parents of their responsibilities regarding any medications their child needs to take, and some paragraphs were moved around to better understand the policy; language was also revised to meet the requirements of state code. There has been no staff or patron input. Trustee Murray motioned

to approve the second reading of the revision of the Personnel Files Policy, as presented by Mr. Gilbert. Trustee Reynolds seconded the motion. Motion granted.

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

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

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

1. SELF-ADMINISTRATION OF PRESCRIBED INHALER OR EPINEPHRINE AUTO-INJECTOR

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

2. PRESCRIPTION MEDICATIONS

- A. The parent/guardian of a student must **request, at the beginning of each school year, in writing, using the district's ~~submit yearly the~~ Physician's Medication Orders for Dispensing of Medication in the School form** for each student needing medication dispensed at school. The Physician's request must be on this form or attached to this form for each medication to be administered. The form will be submitted to the office of the school being asked to administer the medication.**
- B. The medication must be in its original container.**
- C. The container label must clearly state the student's name, medication prescription number, medication name, doctor's name, dosage, and directions for dispensing.**
- D. A record of dispensed medication will be kept in the *Medication Book* and signed by the personnel who dispensed the medication.**
- E. **The parent/guardian is responsible for insuring his/her student brings the medication to school and to refill the medication as needed.****
- F. ~~Self-administration of medication administered by way of a metered dosed inhaler by a pupil for asthma or other potentially life threatening respiratory illness or by way of an epinephrine auto-injector for severe allergic reaction (anaphylaxis) is authorized and may be carried by the student who is permitted to self-administer these medications. (IC 33-520)~~**

3. NON-PRESCRIPTION (OVER THE COUNTER) MEDICATIONS

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

4. ADDITIONAL GUIDELINES

- a. **Generally, medications should be dispensed to students before and/or after school hours under the supervision of the parent/guardian. Medications should be dispensed at school only when necessary.**
- b. It is recommended that medications kept in the school will be in a secured area in the school office.
- c. It is the student's responsibility to come to the office at the appropriate time to take his or her medication unless a disability requires other procedures. For students in the lower elementary grade levels, an effort will be made to remind them when deemed necessary.
- d. School district employees will dispense no medications to a student, prescription or non-prescription, without written permission from the student's parent or guardian.
- ***Physician's Medication Orders for Dispensing of Medication in the School form***
 - ***Authorization for Non-Prescription Medication Dispensing form***
- e. All medications must be supplied by the student's parent/guardian. Non-prescription medications will not be supplied.
- f. Non-prescription medications will not be dispensed to lower a fever. Pain relieving medications should be given for headaches, pain related to dental work, etc., and not illnesses that would require a student to be kept home.
- g. **Elementary students are not allowed to possess prescription or non-prescription medications on district property or at district-sponsored events unless specifically authorized to do so by the building administrator.**
- h. **Secondary students may keep and administer their own medication, but are prohibited from bringing more than one (1) day's supply of the medication to school. A note from the parent/guardian must be on file in the office or in the student's possession identifying the medication and the dosage.**
- i. **The parent/guardian is expected to provide an adequate supply of the medication to be dispensed, and to retrieve any unused medication at the end of the school year or at the withdrawal of the student.**
- An effort will be made to remind parents/guardians to pick up excess medication at the end of the school year.
 - The office personnel will dispose of all medications left in the office one week after students are dismissed from school.
- j. Mountain Home School District No. 193 and its employees will accept no responsibility for any ill effects that may result from medication dispensed to students while following this policy.

IX. NEW BUSINESS –

A. TRAVEL REQUEST –

1. Wrestling Team - MHHS/MHJH - Wrestling Tournament, Nyssa, Oregon, December 7-8, 2012 - Lynn Knudson/Jeff Johnson. Mr. Johnson requested permission for the wrestling team

to travel to Nyssa for a wrestling tournament on December 7-8, 2012. Trustee Checketts motioned for approval of the travel request for the wrestling team to attend the wrestling tournament in Nyssa, Oregon, December 7-8, 2012, as presented by Mr. Johnson. Trustee Reynolds seconded the motion. Motion passed.

- B. **DISPOSAL OF CAPITAL ASSETS** - Cliff Ogborn. Mr. Ogborn presented the Board with a list of assets from Stephensen Middle School and Base Primary that are no longer needed or of any use to the district. He informed the Board that staff members have reviewed the list several times and those items that weren't needed are what are left on the list of assets. Mr. Ogborn will try to sell what he can and dispose of the rest in accordance with Idaho Code. Trustee House moved to authorize the disposal of the capital assets 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, or reviewed at the District Office, Director of Fiscal Operations.)
- C. **PERSONNEL** – James Gilbert. Mr. Gilbert requested approval of the personnel items and addendum. Trustee Murray motioned to approve the personnel items and addendum, as presented by Mr. Gilbert, with a second from Trustee Reynolds. Motion carried.

APPOINTMENTS

Floyd, Sara M., Head Sophomore/Asst. Varsity Girls' Basketball Coach, MHJH
 Janis-Gibson, Keesha, 8th Grade "B" Girls' Basketball Coach, MHJH
 Kuntz, Nanette M., Special Education Paraeducator, Base Primary School
 Meyers, Norma J., Cook I, HMS/MHHS

RETIREMENTS

Cherry, Samuel E., Custodian, MHHS, effective: January 23, 2013
 Curtis, Michael A., Mathematics Teacher; MHHS, effective: December 31, 2012

RESIGNATIONS

DeSantis, Thomas, Assistant Varsity/Head Junior Varsity Boys' Soccer Coach, MHHS
 Hiler, Tomas W., Varsity Assistant Football Coach, MHHS
 Hiler, Stephanie M., Head Sophomore/Asst. Varsity Girls' Basketball Coach, MHHS
 Liebegott, Ali J., Assistant Varsity/Head Junior Varsity Softball Coach, MHHS

TERMINATIONS

Olson, Jamie L., Cook I, MHHS
 Spencer, Christina L., Cook I, West Elementary School

- X. **EXECUTIVE SESSION** – Student Matters. Chairman Alexander called for a motion for the purpose of allowing the Board to retire into executive session for student matters to hear a request for early graduation. 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 sessions pursuant to Section 67-2345, Idaho Code, in order to discuss student matters regarding an early graduation request as authorized by Title 33, Section 33-510, 33-1623, and Title 67, Section 67-2345(1)(b), Idaho Code.

BE IT FURTHER RESOLVED That following the executive session, the Board of Trustees will convene into public session for further business or adjournment of the meeting.

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 Murray.....	Aye
Trustee Checketts.....	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 8:10 p.m. to discuss and early graduation request. Others present: The attending board members, Superintendent McMurtrey, Assistant Superintendent Gilbert, Cliff Ogborn, and Principal Johnson. Following a full and complete discussion of the early graduation request, the Board reconvened into open session at 8:24 p.m. A motion by Trustee Reynolds to grant the early graduation request to (Name on File), received a second form Trustee House. Motion granted.

XI. **ADJOURNMENT** – All business of the Board having been completed, Chairman Alexander called for a motion to adjourn. A motion from Trustee Murray to adjourn was seconded by Trustee Reynolds. Motion carried. Meeting adjourned at 8:25 p.m.

Chairman Alexander

Deputy Clerk Ogborn