

SCHOOL BOARD MEETING
 SEPTEMBER 17, 2013
 SCHOOL ADMINISTRATION OFFICE

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

OTHERS PRESENT: Tim McMurtrey, James Gilbert, Cliff Ogborn, Sharon Whitman, Tara Handy, William Goodman, Jeff Johnson, Stehvn Tesar, Albert Longhurst, Phil McCluskey, Lyle Bayley, Anita Straw, Polly Sanders, Nikki Crusier, Colonel Griswold, Mike Jewell, Harvey & Cara McLean, Marilyn Kellerman, 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.

- I. **APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 20, 2013.** Chairman Alexander called for a motion to approve the minutes of the regular board meeting of August 20, 2013. There being no comment, Trustee Reynolds moved to approve the minutes of the regular board meeting of August 20, 2013, with a second from Trustee Connie. Motion approved.
- II. **FINANCIAL REPORTS** – Cliff Ogborn. Mr. Ogborn reported on the financial statements for August 31, 2013. The statements for August reflected a balance of \$1,500,000. Unobligated cash and investments are \$3,723,318 net of interfund payables. The Income Statement reflected revenue through August as \$5,845,095. Expenses show salaries are at \$1,992,223 of original budget, and benefits are \$659,513. As of August 31, we have a net margin of revenue in excess of expenses of \$2,907,852. Trustee Reynolds moved to approve the financial report as presented by Mr. Ogborn. Motion seconded by Trustee Donahue. Motion passed.
- III. **CONSIDERATION OF BILLS** – Cliff Ogborn. Mr. Ogborn presented the district bills for approval. Trustee Checketts asked about the \$450 paid to the Sheriff's Department. Mr. Ogborn replied that it was because of the false fire alarm. 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. **DELEGATION** – None
- V. **PUBLIC INPUT** – None
- VI. **REPORTS** –
 - A. **MOUNTAIN HOME AFB UPDATE** – MHAFB Liaison. Colonel Griswold reported that they are still waiting for the funding to demolish the two empty buildings on base. He said if the money comes in by 29 September, the buildings would be demolished.
- VII. **UNFINISHED BUSINESS** – None
- VIII. **NEW BUSINESS** –
 - A. **IN LIEU OF TRANSPORTATION REQUEST** – James Gilbert. Mr. Gilbert presented a transportation reimbursement request for approval.
 1. Lorie Winmill for Elizabeth Morris, Kindergarten, Pine Elementary School

A motion by Trustee Donahue to approve the In Lieu of Transportation request as presented by Mr.

Gilbert, with a second by Trustee Reynolds. Motion approved.

- B. **RESOLUTION 14-03 – CALLING FOR AN EMERGENCY CLOSURE OF PINE ELEMENTARY SCHOOL** – Elk Creek Fire – Tim McMurtrey. Mr. McMurtrey presented Resolution 14-03 that called for the district to close the Pine Elementary due to the Elk Creek Fire from August 14, 2013, until August 19, 2013. Trustee Reynolds motioned for the adoption of Resolution 14-03 – Calling for an Emergency Closure – Elk Creek Fire. Trustee Donahue seconded the motion. Roll call followed.

RESOLUTION 14-03
EMERGENCY CLOSURE OF PINE ELEMETARY SCHOOL IN MOUNTAIN HOME SCHOOL
DISTRICT NO. 193

BE IT SO RESOLVED that the Board of Trustees of Mountain Home School District No. 193 by order of the Elmore County Sheriff’s Department declared and emergency closure of Pine Elementary School from August 14, 2013, through August 19, 2013, due to the Elk Creek Fire and Pony Creek Fire.

Authorized this 17th day of September 2013.

Chairman Alexander

Vice Chairman Donahue

Trustee House

Trustee Reynolds

Trustee Checketts

Clerk Whitman

Vote being had on the above and foregoing resolution, and the same having been counted and found to be as follows:

NAME OF TRUSTEES

Chairman Alexander..... Aye
 Vice-Chair Donahue..... Aye
 Trustee House..... Absent
 Trustee Reynolds..... 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

- C. **DIFFERENTIAL PAY PLAN** – James Gilbert. Mr. Gilbert requested approval of the district’s Differential Pay Plan. He gave a copy of Idaho Code 33-1004J – Differential Pay. He said that this is effective for this year only. Mr. Gilbert informed the Board that this is the remainder of the “Students Come First” funding that is allocated for this year only. He stated that it is based on differential pay or pay for performance for certified staff. Mr. Gilbert continued to say that the state requires that the local school board approve a local plan that is developed around student achievement; it didn’t say anything about making AYP. He explained how the formula would work statewide. A committee of certified staff came up with the MHSD Differential Plan. Discussion began about what the plan entails and the state requirements each school district. Trustee Checketts moved to approve the Differential Pay Plan as presented by Mr. Gilbert. Trustee Reynolds seconded the motion. Motion passed.

- D. **POLICY ADOPTION** - 1st Reading – James Gilbert

1. Graduation Requirements Policy - BMHS - Mr. Gilbert presented the 1st reading of the

proposed adoption of Mountain Home School District No. 193 Graduation Requirements Policy – BMHS. He stated that this policy was drafted to address the graduation requirements for the district’s alternative school. Mr. Gilbert informed the Board that there was no staff or patron input. Trustee Reynolds motioned to approve the 1st reading, of the proposed adoption of Graduation Requirements Policy – BMHS, as presented by Mr. Gilbert. Trustee Donahue seconded the motion. Motion carried.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
GRADUATION REQUIREMENTS - BMHS
 Bennett Mountain High School

The Board of Trustees of Mountain Home School District is committed to maintaining a rigorous curriculum and performance standards designed to promote student achievement. Toward that end, all students graduating from Mountain Home School District will meet the State of Idaho, Mountain Home School District’s, and Bennett Mountain High School’s (BMHS) graduation requirements or alternative graduation requirements.

Students who wish to enroll in BMHS must meet certain criteria.

1. Students must meet any **THREE** of the following five criteria:
 - a. Has repeated at least one grade
 - b. Has absenteeism that is greater than 10% (missed more than nine days) during preceding semester
 - c. Has an overall grade point average less than 1.5 prior to enrollment in an alternative school
 - d. Has failed one or more academic subjects (English, Math, Science, Reading)
 - e. Is two or more semester credits behind the rate required to graduate on time

OR
1. Students must meet any **ONE** of the following six criteria:
 - a. Has been through a substance abuse behavior program
 - b. Is pregnant or a parent
 - c. Is an emancipated teen (not living with parent(s) for 30 days)
 - d. Is a previous dropout, voluntary or involuntary
 - e. Has serious personal, emotional, or medical problems
 - f. Is a court or agency referral
 - g. Has been suspended two or more times for behavior problems

Students must be enrolled for a minimum of one (1) credit during one of the four blocks of study of their senior year to participate in the graduation ceremony and to receive a Mountain Home School District diploma.

Definition: Credit – Successful completion of one block = 1 credit.

1. GRADUATING STUDENTS ARE REQUIRED TO HAVE SUCCESSFULLY COMPLETED THE FOLLOWING CREDITS:

<u>English</u>	8 credits
<u>Speech</u>	1 credit
<u>Mathematics</u>	6 credits
<u>Science</u>	6 credits
<u>Economics</u>	1 credit
<u>Humanities</u>	2 credits
<u>Social Studies</u>	4 credits
<u>Health</u>	1 credit
<u>Electives</u>	17 credits
TOTAL	46 credits

(See *Procedures for Graduation Requirements - BMHS* for detailed explanation of credits)

Note: No credit will be received when repeating a class if previous credit was earned. The higher grade earned will be used to calculate the GPA.

and

Proficiency Assessment - Idaho State Assessment Test (ISAT): Score proficient or higher on the Grade 10 ISAT in the 10th, 11th, or 12th grade in math, science, reading, and language arts unless the student is exempt (see Graduation Requirements Procedure or Alternative Graduation Procedure),

and

College Entrance Examination: All students must take a college entrance examination (ACT, SAT, or COMPASS),

and

Senior Project: (see Graduation Requirements Procedures).

2. TRANSFER CREDITS FROM TRADITIONAL SCHOOLS

The Board recognizes that mobility can affect a student's educational program. To meet the Mountain Home School District's graduation requirements, transfer credits from other secondary schools will be accepted provided:

- a. The sending school is an accredited high school with membership in the Northwest Association of Schools and Colleges or its approved counterparts in other states; or
- b. The sending school is an accredited high school with membership in the National Association of Private Schools; or
- c. The sending school is a high school approved by the Idaho State Department of Education and passes a standards review as determined by the high school principal and/or the superintendent, or designee. The administration shall accept transfer credits from any home study, home instructional program, or private school that meets the above standards is approved by the Idaho State Department of Education.

3. TRANSFER CREDITS FROM CORRESPONDENCE / VIRTUAL SCHOOLS

The Mountain Home School District will accept credits toward high school graduation from any accredited correspondence or virtual high school course, provided the credits were earned in grades 9 through 12.

E. **POLICY REVISION** - 1st Reading – James Gilbert

1. **Attendance, Absence, & Truancy Policy** - Mr. Gilbert presented the 1st reading of the proposed revision of Mountain Home School District No. 193 Attendance, Absence, & Truancy Policy. He stated that this policy was revised to incorporate absence and truancy definitions, add language, and clarify the procedures should a student not meet the attendance requirements and exceed the amount of absences, as well as identify some of the repercussions of being truant. Mr. Gilbert informed the Board of recent input. Trustee Donahue motioned to approve the 1st reading, to include the input corrections, of the proposed revision of Attendance, Absence, & Truancy Policy, as presented by Mr. Gilbert. Trustee Reynolds seconded the motion. Motion granted.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
POLICY
ATTENDANCE, ABSENCE, & TRUANCY

Mountain Home School District No. 193 ~~recognizes that because~~ **time on task is very important to the education of students. The Board of Trustees** firmly believes that it is necessary for students to develop the essential skills to enable them to succeed in the world of work. **In order to** ~~To~~ help meet this goal, it is important that students realize the necessity and importance of consistent **school** 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, and Mountain Home Junior High School students, grades 7-8 exceeding nine (9) days of absences in each class period of the semester may result in retention or a denial of credit. **In enforcing the attendance requirements, the Board may deny a promotion to the next grade or deny credit to any student who is not in school for this required time. If a student is determined to be a habitual truant, the Board may expel or disenroll the student (I.C. 33-205).**

- **BMHS Students may only miss *five (5)* ~~four (4)~~ days of school per block. Those students in excess of *five (5)* ~~four (4)~~ days will be disenrolled from BMHS. A Board hearing is not necessary to disenroll a BMHS student for absence violations.**

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(ies).

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.

- **When a BMHS student has been absent 5% of a school block, 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, **Absence, & Truancy** 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. **(Absences due to school sponsored activities will be marked as such and considered excused.)**

In order for an absence to be excused, oral or written communication from the student's parent/guardian must be received within 48-hours of the last day of the absence, except for school approved activity absences.

SCHOOL SPONSORED ACTIVITIES:

A school sponsored activity is defined as those events that are sponsored and supervised by the school. School activities shall be approved in advance by the principal, and designees.

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. **Tardy procedures and consequences specific to each building will be explained in the school's student handbook.**

- *BMHS: Collectively any four (4) tardy arrivals to one or more classes are considered as one (1) absence for calculating block attendance.*
- ~~BMHS students are only allowed four (4) tardies per block; anything in excess of four (4) tardies will count as an absent.~~

3. **TRUANT:**

A truancy occurs when a student is absent from class without consent of the parent/guardian or school officials; **that absence is marked unexcused.** If a student is truant, action pursuant to the **school's student handbook** District's disciplinary policy will apply.

HABITUAL TRUANT: (I.C. 33-202, 33-206)

A habitual truant means any student who, in the judgment of the Board, or the Board's designee, repeatedly has violated this attendance policy, or any child whose parent/guardian has failed or refused to cause the pupil to be instructed as provided by Idaho Code Section 33-202 and 33-206.

Pursuant to Idaho Code Section 33-205, the Board may expel, or deny enrollment, a student because (s)he is a habitual truant, as defined by law and this policy. The student will be allowed to continue to attend classes pending the Board's determination in this matter.

Pursuant to Idaho Code Section 33-207, proceedings shall be brought against parents/guardians who failed or refuse to cause the pupil to be instructed as provided by Idaho Code Section 33-202 and 33-206. Under the provisions of the Juvenile Corrections Act or as otherwise provided, an authorized representative of the Board shall notify in writing the Elmore County prosecuting attorney of student's name and address and the same of the parent/guardian.

4. **NOTICE TO PROSECUTING ATTORNEY:**

A habitually truant student who was between the ages of seven (7) and sixteen (16) years of age at the time of the violation(s) comes under the purview of the Juvenile Corrections Act.

If the Board determines that a student is a habitual truant, whether or not the student is expelled or disenrolled, the Board or its designee, will notify in writing the Elmore County prosecuting attorney pursuant to Idaho Code Section 33-207.

5. **PETITION FOR CREDIT(S):**

All students who miss more than nine (9) days of attendance in one semester may have to petition for credit(s) as outlined in the Attendance, Absence, & Truancy Procedure.

2. **Guaranteed Policy Input: Teachers/Staff/Patrons** - Mr. Gilbert presented the 1st reading of the proposed revision of Mountain Home School District No. 193 Guaranteed Policy Input: Teachers/Staff/Patrons. He stated that this policy was revised to update the language and add additional ways for our patrons and staff to give input on district policies. There has been no staff or patron input. Trustee Donahue motioned to approve the 1st reading of the proposed revision of Guaranteed Policy Input: Teachers/Staff/Patrons, 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
GUARANTEED POLICY INPUT: TEACHERS / STAFF / PATRONS**

The Board shall comply with the following procedures in reviewing, revising, adopting, deleting, and/or substituting any official Board policy:

All policies that are in cycle for review, revision, adoption, deletion, and/or substitution will be published annually **on the school district website, under Policy Review** ~~in the Mountain Home News~~. Teachers and staff **should visit the website on a regular basis to keep informed of the policies in cycle for review, revision, adoption, or deletion** ~~will be notified via electronic mail~~. Patrons may get a copy from the school's web site or a copy shall be made available upon request from the District Office.

1. **Most policy revisions and adoptions require three board readings; one reading a month for three months. The School Board of Trustees will vote to approve the proposal on the third reading.**
2. A vote on the proposal to review, revise, adopt, delete, and/or substitute any Board policy shall not be taken until the proposal has been **published distributed** ~~distributed~~ as stated above and until the proposal has been presented for discussion at not less than three (3) regular Board meetings. **Exceptions to this would be to comply with state or federal requirements and guidelines, address safety and/or health issues, or detrimental to the day-to-day business of the school; policy reviews and deletions only require one reading.**
 - **Patrons and employees may give input regarding policies in cycle by giving Public Input during one of the school board meetings while the policy is in one of its three readings, or by contacting the Clerk of the School Board through the school district website, via mail, or by contacting one of the Policy Committee members via mail or electronically.**
 - **All input must be received by 4:30 p.m., the 15th of each month, or prior to the third reading and approval of the Board of Trustees.**
3. **A copy of all policies and procedures can be found on the school district website, under District Policies. A copy of all policies, procedures, and non-policy procedures can be accessed by school district employees through the G-drive. An updated copy of the School District No. 193 Policy Manual shall be provided to the Association and shall be maintained via computer database, on a drive accessible by the Association.** ~~Policies will be published on the school web site, www.mtnhomesd.org.~~
4. Board policies are framed and are meant to be interpreted in terms of state laws, State Board of Education Rules and Regulations, and the requirements of all other regulatory agencies within our local, county, state, and federal levels of government. Whenever inconsistencies of interpretation arise, the law will prevail. The policies are also framed and are meant to be interpreted, in terms of those educational objectives, procedures, and practices that are broadly accepted by leaders and authorities in the public education field.

3. **Sick and Other Leave Policy** - Mr. Gilbert presented the 1st reading of the proposed revision of Mountain Home School District No. 193 Sick and Other Leave Policy. He stated that this policy was revised to address accumulated sick leave and to notify the staff and patrons that sick leave will not be used at the end of employment as a payout. Mr. Gilbert gave an example of some employees who have other insurance and who don't use the district's insurance might accumulate their sick leave. Trustee Donahue asked for clarification and Mr. Gilbert gave another example of if an employee has 100-days of sick leave in November and decides to end his/her employment with the district in November, they cannot use the 100-days as paid leave. There has been no staff or patron input. Trustee Reynolds motioned to approve the 1st reading of the proposed revision to the Sick and Other Leave Policy, as presented by Mr. Gilbert. Trustee Donahue seconded the motion. Motion approved.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
SICK AND OTHER LEAVE

Each certificated employee of MHSD 193 who works halftime or more per week, and each non-certificated employee of MHSD 193 who regularly work twenty (20) hours or more per week shall be entitled to sick leave with full pay of one (1) day for each month of service, as projected for the employment year for each month of service in which they work a majority portion of that month, subject to the limitations provided by Idaho Code 33-1216.

“Employment year” is defined by the language in the certificated employee’s contract, and the job code indicator of non-certified employees.

“Month of service” is the individual employee’s monthly work schedule for which they are hired to work.

“Substitute and Temporary employee” is defined as an employee who works on an as-needed basis and who is not given a regular work schedule.

Sick leave for non-certificated employees shall be calculated proportionate to the average hours worked per day. Sick leave for certificated employees shall be calculated by the day, or percentage thereof, as defined in their individual employment contracts. Sick leave benefits will not be credited for those months in which the employee is not projected to work a majority portion of his/her month of service.

The Board of Trustees ~~will shall~~ not provide compensation for unused sick leave.

The Board of Trustees may require proof of illness adequate to protect the district against malingering and false claims of illness.

The Board of Trustees may establish a policy governing leave for certificated and non-certificated employees in the case of illness or death of members of the families of such employees, for professional conferences and workshops, and for such other purposes as the Board may determine.

Each employee is entitled to the maximum allowance of sick leave as per Idaho Code 33-1216, commencing on his or her first day of employment.

Once the employee has used all of his/her leave, a day’s salary will be deducted for each day of sick leave taken. Should an employee cease to work for the school district prior to the completion of the employment year, and the maximum allotted sick leave has been used, the employee shall forfeit a day’s salary for each sick day in excess of the entitlement as per Idaho Code 33-1216.

Unused sick leave will be accumulated from year-to-year, as long as an employee remains continually in the service of this district.

Sick leave may not be used at the end of employment unless a legitimate medical excuse is provided.

F. **PERSONNEL** – James Gilbert.

1. **DECLARATION OF HIRING EMERGENCY – REQUEST PERMISSION FOR ALTERNATE AUTHORIZATION** – Mr. Gilbert requested approval for an alternate authorization in K-6 education to hire a teacher. Trustee Checketts motioned to approve the alternate authorization as presented by Mr. Gilbert. Trustee Donahue seconded the motion. Motion granted.
2. **APPOINTMENTS** – Mr. Gilbert requested approval of the regular appointments, with correction, abandonment, and resignations. Trustee Reynolds asked if the teacher didn't show to class or walked out. Mr. Gilbert responded that the teacher walked out. Chairman Alexander requested that the teacher be reported to the Professional Standards group. Trustee Donahue motioned to approve the regular appointments, with corrections, abandonment, and resignations, as presented by Mr. Gilbert, with a second from Trustee Reynolds. Motion passed.

Aberman, Anthony, Special Educator Paraeducator, MHJH
 Benningfield, Kaori, Cook II, East Elementary School
 Davila Zapata, Claudia, Title I Paraeducator, HMS
 Knowling, Diana, 2nd 3rd Grade Teacher, West Elementary School
 Mann, Vilma Cook II, MHHS
 Martinez, Yolanda, Behavioral Supports Paraeducator, HMS
 Milillo, Melissa, Title I Paraeducator, Base Primary School
 Schaufele, Sara, Part Time Title I Paraeducator, Base Primary School
 Thorusen, Leisa, 2nd Grade Teacher, East Elementary School
 Wills-Burger, Kimra, Part Time Kindergarten Teacher, East Elementary School
 Wolfley, Heather, Special Education Paraeducator, West Elementary School

JOB ABANDONMENT

Knowling, Diana, 2nd 3rd Grade Teacher, West Elementary School

RESIGNATIONS

Correa, Melissa, Disciplinary Assistant, MHJH
 Dills, Mary, Cook I, MHJH
 Spencer, Vickie, Cook Manager, MHJH

IX. **EXECUTIVE SESSION – None**

- 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 7:53 p.m.

Chairman Alexander

Clerk Whitman