

SCHOOL BOARD MEETING
 SEPTEMBER 18, 2012
 SCHOOL ADMINISTRATION OFFICE

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

OTHERS PRESENT: Tim McMurtrey, James Gilbert, Cliff Ogborn, Sharon Whitman, Tara Handy, Erin Acarregui, Jeff Johnson, Nikki Crusier, Polly Sanders, Sherri Ybarra, Col. Griswold, Mike Jewell, Young Marines Representatives, Mark Cotton, Judy Blanchard, Nyla Norris, Anne Bowlden, Marilyn Kellerman, Bobbie Lockett

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 21, 2012.**
 Chairman Alexander called for a motion to approve the minutes of the regular board minute of August 21, 2012. There being no comment, Trustee Murray moved to approve the minutes of the regular board meeting of August 21, 2012, with a second from Trustee Checketts. Motion approved.
- II. **FINANCIAL REPORTS** – Cliff Ogborn. Mr. Ogborn reported on the financial statements for August 2012. The statements for August reflected a balance of \$1,034,367. Unobligated cash and investments are \$4,635,156 net of interfund payables. The Income Statement reflected revenue through August is \$5,686,713, primarily from the SDE foundation payment. Expenses show salaries are at \$2,001,874 of original budget, and benefits are \$623,907. As of August 31, we have a net margin of revenues in excess of expenses of \$2,746,096. Chairman Alexander asked if the district was caught up on the Impact Aid payments and Mr. Ogborn responded that we did finally receive the last payment from FY2007. Trustee House moved to approve the financial report as presented by Mr. Ogborn. Motion seconded by Trustee Murray. 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 House. 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** –
 1. **Young Marines** – Cindy Jones, Snake River Young Marines Paymaster/DDR Training Officer, located in the WECD, requested permission to go into the schools to allow the Young Marines to present a Drug Demand Reduction (DDR) program to the students during Red Ribbon Week. She also requested permission to have something published in the schools' newspapers/newsletters regarding recruiting membership into the Young Marines. Chairman Alexander stated that the Board doesn't object, but that the Young Marines needed to get the building administrators permission to present to students and to print anything in the schools' newspapers/newsletters.
 2. **Bobbie Lockett** – MHEA president, went before the Board to address many issues staff have with the drafted Employee Dress Code Policy. She stated that some staff members needed to be on the floor with the students, especially at the elementary level, they need to perform outside duty no matter the weather, and they deal with special needs and behavioral students, etc., and feel that they should be able to wear jeans. Mrs. Lockett also stated that financially, most employees cannot afford to purchase a new wardrobe to meet the "professional" requirement. She concluded by saying that she hopes the Board is considering some flexibility regarding the dress code, and she added that staff have

approached her about what was the due process should employees fail to abide by policy. The Board thanked her for her input.

VII. **REPORTS –**

- A. **MOUNTAIN HOME AFB UPDATE** – MHAFB Liaison. Colonel Griswold reported that one squadron is returning from deployment later in the month and he wanted to notify the Board that some students might be absent to spend time with their returning family member.

VIII. **UNFINISHED BUSINESS –**

- A. **POLICY ADOPTION** – 3rd and Final Reading – James Gilbert. Mr. Gilbert presented the 3rd and final reading of the proposed adoption of Mountain Home School District No. 193 Liability Release Regarding Extracurricular Activities Policy and Access to Applicant's Employment History Policy. He informed the Board that there has been no additional input since the last board meeting. Trustee Checketts motioned to approve the 3rd and final reading of the proposed adoption of Liability Release Regarding Extracurricular Activities and Access to Applicant's Employment History, as presented by Mr. Gilbert. Trustee Murray seconded the motion. Motion approved.

1. **Liability Release Regarding Extracurricular Activities -**

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

POLICY

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

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

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

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

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

Definition:

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

2. Access to Applicant's Employment History -

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

Pre-hiring Reference Process

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

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

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

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

Conditional Hire

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

Permitted Use of Information

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

Requests for Information Regarding Current or Previous Employees

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

Immunity

The district or an employee acting on behalf of the district, who in good faith discloses information pursuant to a request, is immune from civil liability for the disclosure. The district employee will be presumed to be acting in good faith at the time of this disclosure unless the evidence disclosed was false or misleading; that the district disclosed the information with reckless disregard for the truth; or, that the disclosure was specifically prohibited by a state or federal statute.

IX. **NEW BUSINESS –**A. **TRAVEL REQUEST –**

1. Speech and Debate Tournament – MHHS – Whitman Speech and Debate Tournament, Whitman College in Walla Walla, Washington, November 1-3, 2012 – John Petti. Mr. Petti requested permission for the Speech and Debate team to attend the annual tournament at Whitman College, in Walla Walla, Washington. He stated that this is at no cost to the district. Trustee House motioned for approval of the travel request for the Speech and Debate Team to attend the Whitman Speech and Debate Tournament, Whitman College, Walla Walla, Washington, November 1-3, 2012, as presented by Mr. Petti. Trustee Murray seconded the motion. Motion passed.

- B. **REQUEST TO BUILD AN INDOOR HITTING FACILITY –** Mark Cotton. Mr. Cotton requested permission to build an indoor baseball hitting facility. He informed the Board that he has raised \$52,000 through private donations, grants, and through the scrap metal fundraiser. Mr. Cotton explained that many organizations, to include Little League, Jack and Soapy Walborn, the Hennessey Family, American Legion, and WECRD, as well as a few more all donated towards building the facility; John Cristobal is the master contractor. He notified the Board that the cost for the 52x75x13 steel insulated building is \$48,000, but it doesn't include the estimated \$5,000 needed so that Idaho Power can run electricity to the facility. Mr. Cotton also informed the Board that it will cost about \$1,000 for Intermountain Gas to run a gas line from 18th Street to the facility and he requested permission to ask Mr. Raney, Maintenance Director, to assist with digging the two-foot trench for the gas line. He concluded by saying that building this facility comes at no cost to the district.

Chairman Alexander said that he didn't think there would be a problem as it's going on an existing slab and the city is on board with the project.

Trustee Murray wanted to know how much it would cost to maintain the building and Mr. Cotton responded that air-conditioning the facility would be by opening both doors at the opposite ends of the facility, and he wasn't sure about the heating costs.

Trustee House mentioned that it is really great that many of the community organizations stepped up to help with the cost of the project, but she wanted to know how he was going to handle the scheduling of the facility between the donating organizations. Mr. Cotton responded that all the donating organizations have access; they will meet once a year and set up a facility use and maintenance schedule.

Chairman Alexander said that it's nice that the organizations using the building are going to take care of it. Discussion continued. A motion by Trustee Murray to approve the indoor hitting facility as presented by Mr. Cotton received a second from Trustee House. Motion granted.

- C. **RESOLUTION 13-03 - Energy Conservation –** Tim McMurtrey. Mr. McMurtrey requested the Board adopt Resolution 13-03 – Energy Conservation, as part of the contract the district has with Energy Education, Inc. (EEI).

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

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, campus newsletters, etc.

Authorized this 18th day of September 2012.

Chairman Alexander

Vice Chairman Murray

Trustee House

Trustee Reynolds

Trustee Checketts
Attest:

Clerk Whitman

Trustee House motioned for the adoption of Resolution 13-03 Energy Conservation, with a second from Trustee Murray.

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

And no less than two-thirds (2/3) of the membership in favor thereof, the chairman had declared said resolution adopted.

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

1. **Employee Dress Code Policy** – Mr. Gilbert presented the 1st reading of the proposed adoption of Mountain Home School District No. 193 Employee Dress Code Policy. He stated that the Board of Trustees wanted an employee dress code policy adopted to govern the proper attire of school district employees. He also said that Mountain Home is one of the few school districts that doesn't have an employee dress code. Mr. Gilbert informed the Board that there has been staff input, the majority of it addressing not being able to wear jeans and shorts. He mentioned that there are other durable alternatives to jeans. Mr. Gilbert said the short's issue came from the P.E. teachers, but wording could be added that P.E. teachers could wear professional shorts, not gym shorts, and possibly a collared shirt. Mr. Gilbert stated that

we as staff members are a reflection of each other and how we dress is how we appear to the community.

Chairman Alexander explained he doesn't understand the issue because if one expects to be treated like a professional, then one needs to dress the part. He went on to explain the number of comments he has received from parents and other professionals in the community regarding the appearance of some school district employees. Chairman Alexander said that this policy is part of the evaluation process, a tool.

Chairman Alexander continued to explain that this speaks to a larger problem of the lack of meaningful evaluations that the Board receives. He said that according to the evaluations everyone is great or exceptional, and that can't be true. Chairman Alexander added not everyone is excellent or exceptional and for an evaluation to be meaningful, it has to speak to the individual to inform them of the areas in which he or she needs to improve, but the evaluations don't reflect that, they reflect that everyone is excellent or exceptional. Chairman Alexander also reminded employees that maintaining a professional appearance is a portion of the evaluation.

Trustee House said that she appreciates everyone's comments, but jeans are not professional dress; there are slacks that are good and are just as durable. She also addressed the limited budget concerns from employees by stating that the Board is not asking employees to go out and buy expensive clothes, and she said that even now looking out into the audience, it seems that most everyone is dressed professionally not to mention that jeans are more expensive than most slacks - jeans are not professional.

Trustee Murray stated that he agrees with what has already been said and added that this policy is as a result of the actions of a handful of employees. He continued to say that while the majority of employees dress professionally, at the same time they did nothing to stop those who would not dress professionally. Trustee Murray mentioned that he too has had many parents contact him regarding this issue.

Trustee Checketts said that the building principals control their buildings and can keep track of the dress codes.

Trustee Murray said that the students have a dress code and that it only makes sense that those who enforce the student dress code should also have a dress code.

Chairman Alexander added that it all comes down to enforcement. He said that the community has a mental image of how a business or school district should look, and the best thing we can hope for is that we do our part to enhance that image.

Trustee Murray motioned to approve the 1st reading of the proposed adoption of Employee Dress Code Policy, as presented by Mr. Gilbert. Trustee House seconded the motion, Trustee Checketts did not vote. 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 Polo-style shirts
- ◆ Jeans (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 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, 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, 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 work pants
- ◆ T-shirts or sweatshirts without slogans or inappropriate pictures and not tattered or torn

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 1st reading of the proposed adoption of Mountain Home School District No. 193 Energy Conservation Policy. He stated that the policy was drafted to address the district's energy usage issues in co-operation with our Energy Education, Inc., contract. There has been no staff or patron input. Trustee Checketts asked who hires the EEI Specialist and the reply was that the district hires in coordination with EEI. Trustee Murray motioned to approve the 1st reading of the proposed adoption of Energy Conservation 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
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

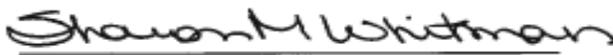

Vice Chairman Murray


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.)

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

1. **Exchange/Free Lunches Policy** - Mr. Gilbert explained that custodians no longer perform Food Services custodial service; therefore, the verbiage was stricken from the policy. He said there has been no staff or patron input. Trustee House motioned to approve the 1st reading of the proposed revision to the Exchange/Free Lunches Policy as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion passed.

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. He said that there has been no staff or patron input. Trustee Checketts motioned to approve the 1st reading of the proposed revision to the Attendance Policy as presented by Mr. Gilbert. Trustee Murray seconded the motion. Motion carried.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
A T T E N D A N C E

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. Trustee Checketts motioned to approve the 1st reading of the proposed revision to the Contagious/Communicable/Parasitical Diseases and Infections Policy as presented by Mr. Gilbert. Trustee Murray seconded the motion. Motion granted.

**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 and no longer at the district office. Trustee House motioned to approve the 1st reading of the proposed revision to the Student Handbooks Policy as presented by Mr. Gilbert. Trustee Murray seconded the motion. Motion approved.

**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. There has been no staff or patron input. Trustee Murray motioned to approve the 1st reading of the proposed revision to the Video Surveillance Policy as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion passed.

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.

- F. **POLICY DELETION** – James Gilbert. Mr. Gilbert informed the Board that this policy is no longer applicable and the Policy Committee recommends it be deleted. Trustee House motioned to approve the policy deletion of Credit for Non-traditional Education as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion carried.
1. Credit For Non-traditional Education
- G. **POLICY REVIEW** – No Changes – James Gilbert. Mr. Gilbert reported that the Policy Committee reviewed and determined no changes needed to be made to MHSD’s Sexual Harassment Policy, Military Leave Policy, Professional Staff Development Plan Policy, and Sick Leave Bank Policy. The Board determined that no motion was necessary.
1. Sexual Harassment Policy
 2. Military Leave Policy
 3. Professional Staff Development Plan Policy
 4. Sick Leave Bank Policy
- H. **DISPOSAL OF CAPITAL ASSETS** – Cliff Ogborn. Mr. Ogborn presented the Board with a list of assets from MHHS that are no longer needed or of any use to the district. He informed the Board that he would like to remove the band bus from this list as the band director would research the cost of purchasing a used bus versus fixing the broken bus. Trustee Murray moved to authorize the disposal of the capital assets with the removal of the band bus from the list, as presented by Mr. Ogborn. Trustee House 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.)
- I. **PERSONNEL** – James Gilbert. Mr. Gilbert requested approval of the personnel items. Trustee Murray motioned to approve the personnel items and addendum, as presented by Mr. Gilbert, with a second from Trustee House. Motion granted.

APPOINTMENTS

Bidwell, Peter A., Cook II, Base Primary School
 Jackson, Mona K., Marching Band Assistant, MHHS
 Schweiger, Brian T., Behavioral Supports Paraeducator, MHHS

RESIGNATIONS

Vasquez, Aimee, Special Education Paraeducator, MHHS

TERMINATIONS

Barnett-Lema, Nicole C., Cook II, MHHS

- 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 regarding waiving the two senior class math credits predicated the student received all required math credits prior to their senior year. After a full and complete discussion and upon motion duly made by Trustee House and seconded by Trustee Murray, 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 waiving the two senior class math credits predicated the student received all required math credits prior to their senior year, as authorized by Idaho State board of Education letter dated July 5, 2012, Idaho Code Title 33, Section 33-506, 33-1623, and Title 67 Section 67-2345(1)(b).

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	Absent
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 8:30 p.m., to determine whether to waive two senior class math credits for students who met the math requirement prior to their senior year. Others present: The attending board members, Superintendent McMurtrey, Assistant Superintendent Gilbert, Clerk Whitman, Cliff Ogborn, and Principal Johnson. Following a full and complete discussion of the student matters, the Board reconvened into open session at 8:38 p.m. A motion by Trustee Checketts to waive the two senior class math credits for (Name on File) and (Name on File) received a second by Trustee Murray. 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 House. Motion approved. Meeting adjourned at 8:40 p.m.

Chairman Alexander

Clerk Whitman