

**Snake River School Board of Trustees
Held at the Snake River District Office
103 South 900 West, Blackfoot, Idaho 83221
Wednesday, March 18, 2015**

I. WELCOME AND ROLL CALL

Chairman Bill Martin called the meeting to order at 7:00 p.m. Board members present were Chairman Bill Martin, Wally Aldous, Kent Miller, and Kim Kunz. Annis Williams was absent. Also attending was Superintendent Mark Gabrylczyk.

II. PLEDGE OF ALLEGIANCE

Kent Miller opened the meeting with the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Wally Aldous moved and Kent Miller seconded to approve the agenda. All the board members present voted aye. Motion passed 4-0.

IV. PATRON FORUM

Arynne Hoge (Patron): Ms. Hoge asked if the community could let some of their expectations be known now that the supplemental levy has passed. At this time, Superintendent Gabrylczyk noted that curriculum was not on the agenda. Chairman Martin allowed Ms. Hoge to continue but asked her to keep it close to the items on the agenda. She continued by asking about the high school English program and discussed her concerns. She was also concerned about how the levy money will be invested. She asked if committees were going to be formed now that the levy has passed. Ms. Hoge stated that there are patrons who are concerned that teachers will be moved from where they are comfortable.

Karli Thompson (Patron): Spoke of her concerns regarding protecting the teachers and was concerned about the movement of teachers in the district.

V. CHILD NUTRITION ADMINISTRATIVE REVIEW

The Idaho Department of Education, Child Nutrition Division, did an Administrative Review Audit on the Snake River Child Nutrition Program. This happens every three years. They look at every facet of the program. They also observed breakfast and lunch and visited each of the schools. They received a perfect score and had no infractions, which is a first for the State of Idaho!!! The board congratulated Lucinda Lewis and her staff.

VI. FUTURE AGENDA ITEMS

- a. March 20, 2015 at 5 p.m. is the last day to turn in trustee election forms.
- b. Next Regular Board Meeting—April 15, 2015.
- c. The Annual Budget Hearing date will be June 17, 2015.

VII. CONSENT AGENDA

Minutes: Regular Meeting of February 18, 2015.

Resignations: Shelli Van Orden, Varsity Volleyball Coach.

Budget Report & Claims Payable for February, 2015.

A motion to approve the Consent Agenda as presented was made by Kim Kunz and seconded by Kent Miller. All the board members present voted aye. Motion passed 4-0.

VIII. SUPPLEMENTAL LEVY CANVASS

On March 17, 2015, the county election office presented the official canvas of the district's Supplemental Levy Election held March 10, 2015, to the Bingham County Commissioners (who act as a Board of Canvassers of Election). The commissioners approved the canvas as presented. The board thanked the community for their support of the levy.

A motion to accept the official Bingham County Commissioners' canvass of March 17, 2015 regarding the district's Supplemental Levy Election held March 10, 2015 was made by Kent Miller and seconded by Wally Aldous. All the board members present voted aye. Motion passed 4-0.

IX. DISTRICT CALENDAR

The calendar has been amended to add the Junior SAT day as a vacation day for grades 9, 10, and 12 on April 20, 2016 so that grade 11 will have the building to hold their SAT test. Also, instead of having a Freshman Transition Day, it has been changed to be 2.25 hours on the morning of the first day of school, August 19, 2015, making it a late start at 10:15 a.m. for grades 10, 11, and 12. By doing this, seniors will have one day now built in for an emergency closure.

A motion to amend the 2015-2016 school calendar to declare April 20, 2016 as a vacation day for grades 9, 10 and 12 so that grade 11 will have the building to hold their SAT test; also to add the Freshman Transition Morning to be held August 19, 2015 from 8 to 10 a.m. with a late start for grades 10, 11, and 12 beginning at 10:15 a.m was made by Kim Kunz and seconded by Wally Aldous. All the board members present voted aye. Motion passed 4-0.

X. RFP'S FOR INTERNET SERVICE AND FIBER/WIDE AREA NETWORK (WAN)

Steve Schellenberg discussed the E-rate filing timeline. The bid opening will take place, the committee will review the qualifying bids, and then it will come before the board for a decision. The last day to receive bids will be the March 19th, 2015. The contract for E-rate filing needs to be done by March 24, 2015. Because of this, a special board meeting will need to be scheduled, preferably on March 23rd, 2015 at 7 p.m. Chairman Martin asked when a decision would be made. Mr. Schellenberg said that the bid opening for the Fiber/WAN was last night at 4 p.m. and the internet will be tomorrow, March 19, 2015 at 4 p.m. He also asked how many companies applied for these bids. There were three, Ednetics, ENA, and Tek-Hut. Chairman Martin asked how the district will be basing the decision. Mr. Schellenberg discussed the five-point rubric with a grading scale that they will use to make the decision. Mr. Miller would like a summary document of the pros and cons for each company.

Wally Aldous moved and Kent Miller seconded to schedule a special board meeting for March 23, 2015 at 7:00 p.m. at the District Office. All the board members present voted aye. Motion passed 4-0.

**XI. POLICY READINGS
SECOND READINGS:**

At this time, Mr. Aldous asked for a table of all of the policies. He wanted to be able to discuss policies but wanted to wait until they had more time to review. Each of the policies were reviewed.

Policy 409.50 (EMT), "Administrative Leave for Certificated Employees." This policy replaces 7604. The title and policy have been updated to clarify that administrative leave applies to certificated employees only (per SB1342). It also was updated to include a section regarding the ability of the superintendent to place a certificated employee on an involuntary leave of absence without pay due to a court order.

Policy 421 (EMT), "HIPAA Privacy Rule." 421F1, "HIPAA Privacy Rule: Letter to Employee," 421F2, "HIPAA Privacy Rule: Notice of Privacy Practices," and 421F3, "HIPAA Privacy Rule: Authorization Form for Release of Protected Health Information" This policy was previously titled, "HIPAA Privacy Rule Compliance." This policy is newly updated. It has minor technical changes (Policy No. 864, HIPAA Privacy Rule: Business Associate Agreement is still located in "Section 800: Business Procedures" of the model policy manual). The original accompanying forms were formatted as separate attachments to the policy with minor technical changes: **421F1 – HIPAA Privacy Rule: Letter to Employee, 421F2 – HIPAA Privacy Rule: Notice of Privacy Practices, and 421F3 – HIPAA Privacy Rule: Authorization Form for Release of Protected Health Information.** Superintendent Mark Gabrylczyk was added as the HIPAA Privacy Officer. Mr. Aldous asked that instead of having the name of the Superintendent, it be changed to the position of The Superintendent.

Policy 864F1 (EMT), "HIPAA Privacy Rule: Business Associate Agreement" This form was previously part of the policy titled, "HIPAA Privacy Rule Compliance." The policy was separated and included in employee section as Policy No. 421, HIPAA Privacy Rule. No changes were made to this document. It is a contract between a school district and any business associate that may obtain access to protected health information (PHI) and limits the ability of a covered business entity to share such information.

Policy 444 (EMT), "Employment Contracts with Certificated Employees." This policy replaces 7120. Outdated language was removed from this policy and Category 1 contract language was modified to include the ability of the board to offer a limited one-year contract to the spouse of a board member who meets the criteria set forth in section 33-507(3), Idaho Code. Additional language was also added with regard to notice requirements should the board change the length of terms or reduce the salary of a renewable contract status employee.

Policy 448(EMT), "Reduction in Force Regarding Certificated Employees." This policy replaces 7150. The board has the sole discretion in terms of who to let go, but the decision cannot be based solely on seniority or contract status. This policy has been updated to reflect the requirement of Idaho Code Section 33-515 that renewable contract employees subject to a reduction in force be provided with a formal review as set forth in Section 33-513, Idaho Code. This policy previously provided for an informal review. However, nothing in the statutory language precludes the board from holding a single formal review for all affected renewable contract status employees.

Policy 449 (EMT), "Release from Contract of Certificated Employees." This policy replaces 7129. This policy previously stated, "A certificated employee wishing to be released from his or her contract after the contract has been signed by the board chairman must notify the superintendent in writing, specifying the reasons for the request." Based on principals of contract formation, an employee becomes obligated to fulfill all terms and conditions of the employment contract once the district receives the contract with the employee signature, regardless of whether the board chairman has signed the contract.

Policy 454 (EMT), "Discharge of Certificated Employees." This policy replaces 7130. This policy has been updated based on SB1342, which provides a process for augmentation of the record upon appeal to the district court of the board's decision to discharge an employee.

SECOND READINGS CONTINUED:

Policy 476P1 (EMT), "Grievance Procedure for Non-Certificated Employees," This policy replaces 7220. HB 501 updated Idaho Code Section 33-517 to include definitions and direction on the appropriate subject matter for grievance; an informal resolution process to more quickly resolve disputes; lengthening of deadlines; and changes the language with regard to personnel files consistent with the requirements of Idaho Code Section 33-518.

Policy 602 (EMT), "Accreditation," This policy replaces Policy 6210. It has not been changed, but is being re-released as a reminder that the Idaho State Board of Education (SBOE) rule revisions with regard to the accreditation of alternative schools are in effect for the 2014-15 school year and previous versions of this policy should be updated/removed.

Policy 609.50 (EMT), "Awarding High School Credit for Courses Taken Before Ninth Grade," This policy is new. This policy has been updated with regard to the portion of the rule related to awarding high school credit for courses taken in middle/junior high school.

Policy 631 (EMT), "Open Enrollment" This policy replaces Policy 8150. The open enrollment form was changed to add a principal signature line and also added was a notation that the accepting principal would need to contact the in-district principal from the year prior before approving the request.

Policy 634 (EMT) "Postsecondary Enrollment Options," and Policy 634F1, "Postsecondary Enrollment Options: Acknowledgement of Counseling Prior to Enrollment," This policy is new. SB1229 eliminated the requirement that each school district have a memorandum of understanding (MOU) with the governing board of each institution from which student take courses, which was also removed from the policy. **634F1 - Postsecondary Enrollment Options: Acknowledgment of Counseling Prior to Enrollment** was removed from the end of the policy and formatted as its own revised form. It is optional.

Policy 670 (EMT) and 670p1, "Special Education for Exceptional Children" This policy replaces Policy 6774 and 6774P1. This is a revision of the policy to approve the adoption of the state updates to the Special Education Manual with the procedure that implements the policy.

At this time, Laurie Grayson, SREA President, asked if anyone could comment on these policies as there is concern about the wording. Superintendent Gabrylczyk explained the process of acquiring the policies through a company called Eberharter-Maki & Tappen and that these policies follow legislation and the law. Chairman Martin also commented that these policies mirror state law but they are only a recommendation and that the board creates policy for the district. Chairman Martin also commented that patrons should be able to give input on policy. Karlie Thompson asked what the best way is to get the board their input. Chairman Martin answered that they can email the board members on their school emails. Mr. Miller discussed again with patrons the process of updating policies. He said that the board creates policy but that the policy has to be consistent with legislation and law and that when patrons are giving input that this should be remembered.

Kent Miller moved and Wally Aldous seconded to table the second readings of Policy 409.50 (EMT), "Administrative Leave for Certificated Employees," Policy 421 (EMT), "HIPAA Privacy Rule," 421F1, "HIPAA Privacy Rule: Letter to Employee," 421F2, "HIPAA Privacy Rule: Notice of Privacy Practices," and 421F3, "HIPAA Privacy Rule: Authorization Form for Release of Protected Health Information," Policy 864F1 (EMT), "HIPAA Privacy Rule: Business Associate Agreement," Policy 444 (EMT), "Employment Contracts with Certificated Employees," Policy 448(EMT), "Reduction in Force Regarding Certificated Employees," Policy 449 (EMT), "Release from Contract of Certificated Employees," Policy 454 (EMT), "Discharge of Certificated Employees," Policy 476P1 (EMT), "Grievance Procedure for Non-Certificated Employees," Policy 602 (EMT), "Accreditation," Policy 609.50 (EMT), "Awarding High School Credit for Courses Taken Before Ninth Grade," Policy 631 (EMT), "Open Enrollment" Policy 634 (EMT) "Postsecondary Enrollment Options," and Policy 634F1, "Postsecondary Enrollment Options: Acknowledgement of Counseling Prior to Enrollment," Policy 670 (EMT), "Special Education for Exceptional Children." All the board members present voted aye. Motion passed 4-0.

XIII. EXECUTIVE SESSION

Under Idaho Code 67-2345 (1b) and (1d), Kent Miller motioned and Wally Aldous seconded to go into Executive Session to discuss personnel issues, student issues, and (1d) exempt records. A roll call vote was taken: Bill Martin, aye; Kent Miller, aye; Wally Aldous, aye; and Kim Kunz, aye. Annis Williams was absent. Motion passed 4-0.

The board went into Executive Session at 7:45 p.m. Also attending was Superintendent Mark Gabrylczyk. Personnel issues, student issues and exempt records were discussed.

XIV. RETURN TO REGULAR SESSION

It was moved by Wally Aldous and seconded by Kent Miller to return to Regular Session. All the board members present voted aye. Motion passed 4-0.

The board returned to Regular Session at 9:05 p.m.

XV. ADJOURN

A motion to adjourn was made by Kent Miller. All the board members present voted aye. Motion passed 4-0.

The meeting was adjourned at 9:05 p.m.

ATTEST:



Clerk



Chairman

4-15-15

Date