

**Snake River School Board of Trustees  
Held at the Snake River District Office  
103 South 900 West, Blackfoot, Idaho 83221  
Wednesday, March 23, 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, Kim Kunz and Annis Williams. Also attending was Superintendent Mark Gabrylczyk and Board Clerk Terisa Coombs.

**II. APPROVAL OF AGENDA**

**Kent Miller moved and Wally Aldous seconded to amend the agenda by switching agenda item 3, School District Policies, with agenda item 4, Internet Service and Fiber/Wide Area Network (WAN). All the board members present voted aye. Motion passed 5-0.**

**III. INTERNET SERVICE AND FIBER/WIDE AREA NETWORK (WAN)**

Steve Schellenberg discussed the proposals for internet services grades K-8, internet services grades 9-12, and Fiber/Wide Area Network (WAN). The district received proposals from Ednetics, Education Networks of America, Tek-Hut, and Qwknet. Proposals were made for 36 months each. The Board would like clarification from each company for one-year contracts for each service. Patrons commented and asked questions. The Board will continue discussion in detail on April 6, 2015 at 7 p.m. (Due to conflicting schedules, the board meeting was changed from April 6, 2015 to April 7, 2015 at 7 p.m.)

**Kent Miller moved and Wally Aldous seconded to table the decision on the contract for Fiber/WAN and internet service contracts pending clarification. A special board meeting for April 6, 2015 at 7:00 p.m. at the District Office will be held. All the board members present voted aye. Motion passed 5-0.**

**IV. SCHOOL DISTRICT POLICIES**

Chairman Martin led the discussion on the following policies. Patrons and Staff in attendance were invited to comment.

**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. A heated discussion took place over the superintendent's role when putting an employee on involuntary leave, on the different criteria for being put on leave, and the time it takes for the board to meet after an involuntary leave action has been made.

**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. Discussion held.

**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. Discussion held.

**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. Discussion held.

**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. Discussion held.

**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 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. Discussion held.

**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. Discussion held.

**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. Discussion held.

**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. Discussion held.

**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. Discussion held.


**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. Discussion held.

V. ADJOURN

A motion to adjourn was made by Wally Aldous. All the board members present voted aye. Motion passed 5-0.

The meeting was adjourned at 9:08 p.m.

ATTEST:

  
Clerk

  
Chairman

4-15-15  
Date