

Board of Directors

- Drew Hosford Board Chair • Shay Higley Vice-Chair • David Meyer Treasurer • Dan Thurman • Dan Schwieder • Jeanne Johnson, Interim Charter Administrator • Kaulani Stanfield, Secretary/Clerk

**NOTICE OF A SPECIAL MEETING
BOARD OF TRUSTEES OF LEA NO. 474
AMMON, BONNEVILLE COUNTY, IDAHO**

NOTICE IS HEREBY GIVEN to the patrons of LEA No. 474 that a special meeting of the Board of Directors has called a special meeting to be held on July 22, 2021 at 6:00 p.m., at Monticello Montessori Charter School, located at 4707 S. Sweetwater Way, Ammon, ID 83406, during which the following business will be conducted:

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Recite School Mission and Vision Statement**
- IV. **Approval of Agenda** (*Action item*)
- V. **Action/Discussion Items:**
 1. IPCSC's Performance Framework
 2. Review and Update COVID Plan
- VI. **Discussion Items:**
 1. Employee Agreements and Job Descriptions
 - a. Model Job Descriptions
 - b. Employee Agreement
 - c. Employee Calendar
 2. Policy
 - a. #3210 Students Uniform Grievance Procedure
 - b. #4120 Community Relations Uniform Grievance Procedure
 - c. #4120F Community Relations Uniform Grievance Procedure Form
 - d. #5210 Personnel Work Day
 - e. #5250 Personnel Certificated Staff Grievances
 - f. #5400 Personnel Leaves of Absence
 - g. #5400C Personnel Use of Leave During Health Emergency
 - h. #5405 Personnel Proof of Illness for Sick
 - i. #5410 Personnel Family and Medical
 - j. #5412 Personnel Jury Duty Leave
 - k. #5413 Personnel Witness for Court Appearance Leave
 - l. #5420 Personnel Long-Term Illness, Temporary Disabilities
 - m. #5440 Personnel School Holidays

- n. #5450 Personnel Vacation Leave
 - o. #5470 Personnel Leave of Absence – Military Leave
 - p. #5800 Personnel Classified Employment
 - q. #5810 Personnel Compensatory Time and Overtime
 - r. #7320 Financial Management Allowable Uses for Grants
 - s. #7400 Financial Management Misc Procurement Standards
 - t. #7409 Financial Management Acquisition of Real and Personal Property
 - u. #7410 Financial Management Petty Cash Funds
 - v. #7420 Financial Management Personal Reimbursements
3. Procedure
- a. #5410P Personnel Family and Medical Procedure
 - b. #5420P Personnel Family and Medical Procedure
 - c. #5800P Personnel Classified Employment Procedure
 - d. #7400P1 Financial Management Procurement Under a Federal Award
 - e. #7400P4 Financial Management General Procurement Standards for Federal Awards
 - f. #7405P Financial Management Procuring Public Works, Services, and Personal Property
4. Chain of Command
5. Purchase Order Process
6. Organization Chart
- a. By Role/Position

VII. Reports

- Enrollment Update
- Back to School Night
- Finance Management Update
- Moving Forward to First Day of School

VIII. Executive Session:

74-206(1)(b)

74-206(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.

IX. Adjournment

This special meeting of the Board of Trustees/Directors is called pursuant to Title 33 and Chapter 2, Title 74 Idaho Code.

Dated this 20th day of July, 2021.

L. Kawaihani Stanfield

Board Secretary/Board Clerk
LEA No. 474
Bonneville County, Idaho