



McCall-Donnelly Joint School District #421
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Date: October 6, 2026
To: McCall Donnelly School District Board of Trustees
From: Sarah Porter, Board Clerk and Executive Administrative Assistant
RE: Human Resources Specialist Position

As the Board considers the job description and reporting structure of the newly created Human Resources Specialist position, it is important to consider the Board's governance responsibilities and its role in matters that may ultimately come before the board for review or appeal.

In certain employee and student matters, the Board may serve in an appellate or final decision making capacity after the matter has proceeded through established administrative processes. Maintaining appropriate separation between the Board's governance role and the District's day to day administrative functions helps preserve the Board's ability to consider such matters fairly and impartially if they are later presented to the Board.

Direct involvement by the board or an individual trustee in an employee matter could raise concerns regarding impartiality or participation if the matter subsequently comes before the Board for a hearing, grievance, appeal, or other decision. Depending on the circumstances, involvement by one or more trustees could also affect the Board's ability to assemble the members necessary to appropriately consider and take action in a timely manner.

For these reasons, the Board may wish to carefully consider a reporting structure that maintains a clear distinction between Board governance and oversight responsibilities and administrative responsibility for the District's human resources functions, while still ensuring the Board receives the information necessary to carry out its responsibilities.

Included with this agenda item are human resources related job descriptions and organizational charts from multiple school districts for the Board's review. These materials are provided as comparative examples to assist the Board as it considers the appropriate duties, authority, and reporting structure for the District's new Human Resources Specialist position.

Barbara R Morgan Elementary School Donnelly Elementary School Payette Lakes Middle School

Heartland High School McCall-Donnelly High School