

SCHOOL BOARD MEETING
 JULY 21, 2015
 SCHOOL ADMINISTRATION OFFICE

TRUSTEES PRESENT: Acting Chairperson House, Trustee Donahue, Trustee Ralph Binion, Trustee Abrego, Trustee Walborn

OTHERS PRESENT: James Gilbert, Cliff Ogborn, Albert Longhurst, Will Goodman, Bill Magnusson, Sharon Whitman, Adrian Carcas, Jessie Ward, Krissy Lamont, Karen Echiverria, Anita Straw, Anne & Lee Bolden, Judy Blanchard, Nyla Norris, John M?, Vernon Norris, Tim Bondy, Christine Negri, Ron Nicolosi, Marsha Baker

At 7:30 p.m., Acting Chairperson House convened the regular meeting of the Board of Trustees and called for the first item of business. Chairperson House informed the audience that this is the annual business meeting and explained that as the senior trustee, she would be the acting chair to start business. She began by welcoming the new trustees.

I. ELECTION OF SCHOOL DISTRICT OFFICERS –

1. **Appoint acting Chairperson.** Acting Chairperson House appointed Clerk Whitman as the acting Chair, so that the business of nominating a Chairperson for the 2015-16 school year could be conducted.
2. **Nomination and election of Chairperson, Board of Trustees, 2015-16 school year.** Clerk Whitman, acting Chair, opened nominations for Chairperson. Trustee Abrego nominated Trustee Walborn as Chairperson. Trustee Binion nominated himself as Chairperson. Trustee House motioned that nominations cease, with a second from Trustee Donahue. Clerk Whitman asked for a show of hands to elect a chairperson. Trustees House and Binion voted for Ralph Binion as Chair (2 votes); Trustees Donahue and Abrego voted for Jack Walborn as Chair (2 votes); Trustee Walborn voted for himself (3 votes). Clerk Whitman declared Trustee Walborn as Chairperson for the 2015-16 school year.
3. **Chairperson-elect assumes duties of Chairperson**
4. **Nomination and election of Vice-Chairperson, Board of Trustees, 2015-16 school year.** Chairman Walborn opened nominations for Vice-Chairperson. Trustee Donahue nominated Trustee Abrego as the Vice-Chairperson. There being no other nominations, Chairman Walborn asked all in favor of Eric as Vice-Chairperson say Aye, all Trustees voted Aye. Chairperson Walborn declared Trustee Abrego elected Vice-Chairperson for the 2015-16 school year.
5. **Election of Clerk, School District 193, for 2015-16 school year.** Chairman Walborn opened nominations for Clerk. Trustee House nominated Sharon Whitman as Clerk. Trustee Abrego seconded the motion. Chairman Walborn asked all in favor say Aye, all Trustees voted Aye. Chairman Walborn declared Sharon Whitman elected Clerk for the 2015-16 term.
6. **Election of Deputy Clerk, School District 193, for 2015-16 school year.** Chairman Walborn opened nominations for Deputy Clerk. Trustee House nominated Cliff Ogborn as Deputy Clerk, with a second from Trustee Donahue. Chairman Walborn asked all in favor say Aye, all Trustees voted Aye. Chairman Walborn declared Cliff Ogborn as Deputy Clerk for the 2015-16 school year.
7. **Election of Treasurer, School District 193, for 2015-16 school year.** Chairman Walborn opened nominations for Treasurer. Trustee Donahue nominated Cliff Ogborn as Treasurer, with a second from Trustee Binion. Chairman Walborn asked all in favor say Aye, all Trustees voted Aye. Chairman Walborn declared Cliff Ogborn elected Treasurer for the 2015-16 school year.

- II. **APPROVE THE MINUTES OF THE SPECIAL BOARD MEETING – BUDGET HEARING OF JUNE 16, 2015, AND THE REGULAR BOARD MEETING OF JUNE 16, 2015.** Chairman Walborn called for a motion to approve the minutes of the special board meeting – budget hearing of June 16, 2015, and the regular board meeting of June 16, 2015. Trustee Binion stated that a correction needed to be made to the budget minutes regarding him stating, "...-\$636,000 deficit, if that amount included the proposed \$2.7 million Plant Facility..." should say "Supplemental Levy" instead. There being no comment, Trustee Donahue moved to approve the minutes of the special board meeting – budget hearing of June 16, 2015, with the correction, and the regular board meeting of June 16, 2015, with a second from Trustee Binion. Motion carried.
- III. **FINANCIAL REPORTS** – Cliff Ogborn. Mr. Ogborn reported on the revised financial statements for June 2015. He explained that the revision is reflected in the Total Revenue and in the Revenue over expenses. Mr. Ogborn explained how the audit process worked and when to expect the Audit Report. He reported that the current figures are unaudited and may change as the audit progresses. The statements for June reflected a balance of \$128,094. Investments in the State Pool are \$1,422,974. The Income Statement reflected revenue through June as \$22,553,253. Expenses show salaries are at \$12,913,772 of original budget, and benefits are \$4,227,221. We have a net margin of revenue in excess of expenses of \$638,890. Chairman Walborn inquired as to why the state revenue – other was over budget. Mr. Ogborn explained that the state allocates funds such as leadership money and the amount is unknown until later; funds such as leadership money comes in as a revenue, but goes out as a salary expense, so it's all a wash in the end; the same for some of the other state revenue. He added that it doesn't affect the budget because it is zero-based. Trustee House moved to approve the financial report as revised and presented by Mr. Ogborn. Motion seconded by Trustee Donahue. Motion carried.
- IV. **CONSIDERATION OF BILLS** – Cliff Ogborn. Mr. Ogborn presented the district bills for approval. Trustee Donahue moved to authorize payment of the district's bills as presented, with a second from Trustee Abrego. Motion carried. *(A full and complete listing of the District's bills may be reviewed at the District Office, Accounts Payable.)*
- V. **DELEGATION – None**
- VI. **PUBLIC INPUT** –
- A. Lee Bowlden – lives behind North Elementary. Mr. Bowlden accused the district of causing thousands of dollars of damage to his property because when the wind blows, the water from the sprinklers at North Elementary get on his shed, windows, and other areas. He said the water ruined all of his lumber, and carpet that was being stored in the shed and that water got into his house. The Board thanked him for his input.
- VII. **REPORTS** –
- A. **MOUNTAIN HOME AFB UPDATE** – MHAFB Liaison. Colonel Kubat informed the Board that MHAFB expresses their welcome to the three new trustees and for being part of the team, and reminded them that the base was part of the team too. He reported on the activities going on at the base. Colonel Kubat reminded everyone that the airbase runway would be closed until the end of August, and to date the runway project is \$35 million over budget.

Colonel Kubat reported that the base would be installing barriers in the SES parking lot creating a second traffic lane. He said one lane would be for drop-off and the other lane as a through-lane. He added that since the district leases the land, there is some legality as to how much money the base could spend on the project. Colonel Kubat reported the activities of the MHAFB school advisory committee and reported that they surveyed the military families to identify the wants, concerns, and needs of the air force families. He then stated that the committee would like to meet with some of the school district leaders and asked the Board to go meet with their advisory committee. He added that they are starting an

outstanding educator award program. Colonel Kubat informed the Board that the base is looking at Impact Aid and plans to educate the military families about the importance of submitting the Impact Aid cards. He informed the Board that the base would be hosting a course on professionalism at the end of September. He then explained the course curriculum.

Trustee Donahue asked for clarification regarding the district's lease of the property on the base containing the school. Colonel Kubat said that the issue is that the property is too large an area for the school district and since the district no longer has schools on the property and since the property is no longer being maintained, the air force is looking at reducing the amount of property identified in the lease to only SES; that should happen within the next couple of months. Trustee House asked that Colonel Kubat coordinate with Superintendent Gilbert. Trustee Donahue also asked for clarification on the training course at the base.

Trustee Abrego asked the cost of the project at SES. Colonel Kubat answered upwards of \$17,000.

Trustee Binion asked whether the base was going to educate all the base employees about Impact Aid. Colonel Kubat replied that the focus would be on any military MHAFB impacted children. He added that there are other people who are impacted such as Native Americans, but MHAFB only plans to assist the MHAFB community. Trustee Binion asked whether the base planned to educate the civilians who worked on the base because all of the civilians on the base are definitely federally impacted. Colonel Kubat replied yes; anyone affiliated with MHAFB. Trustee House thanked him for the information and again asked that he coordinate with Mr. Gilbert.

Chairman Walborn thanked Colonel Kubat for his assistance with regards to Impact Aid and then asked for some clarification on the MHAFB school advisory committee. Colonel Kubat explained the reason for establishing the committee and how the committee functioned. Chairman Walborn asked what district representation was on their committee; Colonel Kubat responded none.

Trustee House explained to Colonel Kubat that if he any questions he should contact the school district Administration office. She added that the school district has had and currently has an open door policy. Trustee House asked that MHAFB encourage its parents to call the administration office.

- B. HMS ROOF UPDATE** – James Gilbert/Bill Magnusson. Mr. Gilbert informed the Board of the status of fixing the roof at HMS and informed the Board on the Plant Facility Levy process. He explained the options for fixing the roof and notified the Board that would be an open house for HMS on July 28, from 10:00 a.m. until noon, so that the public could view the damage. Mr. Gilbert added that it is understood that fixing the HMS roof would began as school starts and that there would be some disruption, but when the roof was fixed at West Elementary, it didn't seem to be disruptive to the children and he expects that it wouldn't be disruptive to the HMS students either.

Discussion pursued regarding the timeline for completion, no other evidentiary damage, and problems to date, type of roof, etc.

- C. CHARTWELLS FOOD SERVICE PROGRAM REPORT** – Adrian Carcas. Mr. Carcas reported on the food service program, the status of the closing year, and the goals and objective for the upcoming year. He gave a very informative presentation informing everyone about Chartwells, himself, the transition this year, the federal audit, what all transpired this past year, his visions for this school year and upcoming years. Mr. Carcas said that they served 390,000 nutritious meals this past school year. He informed the Board of some ideas he has to encourage students to eat more nutritious meals, especially the high school students. He would like to change the school cafeteria atmosphere and perception to a school café as a brighter more appealing place for students to eat, yet keep it within the school district budget and the federal nutrition guidelines. Mr. Carcas notified everyone that Chartwells serves the district and the community through a grant to the school district, bullying prevention, nutritional wellness programs for the community, donations of excess food through St. Vincent's de' Paul, etc. He continued to explain the Chartwells Food Service program, the nutritional guideline that have to be followed, café

concepts, and the regulations on what can and cannot be served, etc. Trustee Binion asked how he planned to keep the high school students in the building to eat instead of leaving campus. Mr. Carcas replied through a more appealing and a more “high school” socially acceptable food items, such as the Go-cart, the Bento Box, etc., and from the data collected through the student surveys. Discussion continued. Chairman Walborn thanked him for a great presentation.

- D. PAPERLESS BOARD MEETING DISCUSSION** – James Gilbert & Board of Trustees. The Board discussed going to a paperless board meeting versus creating a board packet every month. The Board asked that this be an agenda item at the next meeting including options and costs.

The Board called for a two-minute break from 8:35 p.m. - 8:37 p.m., to allow Superintendent Gilbert to set up his presentation.

- E. SUPERINTENDENT PRESENTATION** – James Gilbert. Mr. Gilbert gave the Board a brief presentation on himself, his background, his accomplishments, his goals, his vision for the future, etc. He added that it was important for the Board to know how important it was to provide the tools for our staff, provide the support that they need, be provided the opportunity to be successful, the need to minimize the distractions, the opportunity to improve themselves, and to appreciate and celebrate our staff. Mr. Gilbert told the Board that our staff is a great staff and we have some amazing teachers. Mr. Gilbert expressed the importance of re-writing/revising the District Strategic Plan. He went on to discuss the community needs and how to help the community. A short discussion ensued including the fact that Mr. Gilbert has been in the district for 19-years, 7-years as an elementary teacher at West, then moved to the Activities Director, then moved to MHJH as the Vice-Principal, then went on to MHHS as Vice-Principal, and then moved to the District Office.

Trustee House informed Mr. Gilbert that she had all the confidence in the world of his ability and the ability of the team of administrators and directors that had chosen.

VIII. UNFINISHED BUSINESS –

- A. APPROVAL OF REVENUE ANTICIPATION NOTE** - Cliff Ogborn. Mr. Ogborn reported the he had been monitoring the cash flow situation and that due to the increase in revenue in May and June, the district would have just enough funds to meet expenses. No motion needed.
- B. POLICY ADOPTION** – 3rd and Final Reading – James Gilbert
- 1. Record Retention Schedule Policy** - Mr. Gilbert presented the 3rd and Final reading of the proposed adoption of Mountain Home School District No. 193 Record Retention Schedule Policy. He informed the Board that the district needed a policy regarding record retention, and to have a legal and standard procedure of maintaining all the different materials and documents the schools and district keep. He added that it also addresses when to dispose of the materials. There has been no patron or staff input. Trustee Donahue motioned to approve the 3rd and final reading of the proposed adoption of the Record Retention Schedule Policy, as presented by Mr. Gilbert. Trustee Binion seconded the motion. Motion carried.

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
RECORD RETENTION SCHEDULE**

Retention of District Records

In compliance with Idaho Code § 33-506, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of district records.

Method of Destroying Official Records

The district's official records, and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded before being disposed.

Suspending of Destroying Official Records

The district will immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention Schedule) for the following reasons:

1. If the district receives a Freedom of Information Act (FOIA) request;
2. If the district believes that an investigation or litigation is imminent, or
3. If the district is notified that an investigation or litigation has commenced.

If relevant records exist in electronic formats such as email, digital images, word-processed documents, databases, backup tapes, etc., the district shall notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties against the District.

District records shall be retained and/or disposed of as follows:

DISTRICT RECORDS RETENTION SCHEDULE

RETENTION CODES	
AC - After closed, terminated, completed, expired, settled, or last date of contact AV - As long as administratively valuable CE - Calendar Year End (December 31) FE - Fiscal Year End (June 30)	LA - Life of Asset PM - Permanent UA - University Archives US - Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
ADMINISTRATION - ATTENDANCE - ANNUAL ATTENDANCE SUMMARIES BY BUILDING	PM
ADMINISTRATION - ATTENDANCE - Enrollment Attendance data	3 yrs
ADMINISTRATION - BALLOTS & OATHS OF ELECTION - Until canvassed and recorded in the minutes	Not less than 8-months following election
ADMINISTRATION - BALLOTS FOR BOND ELECTIONS	a. Not less than 60-days after bonds have been delivered to purchaser b. Not less than 8-months following bond election
ADMINISTRATION - CONTRACTS & LEASES	AC + 6 yrs
ADMINISTRATION - GENERAL CORRESPONDENCE	3 yrs – excluding email
ADMINISTRATION - DONATION/GIFT RECORDS	PM
ADMINISTRATION - BOARD MEETINGS - AGENDA AND MINUTES - Official Minutes and Agenda of open meetings	PM
ADMINISTRATION - BOARD MEETINGS - CLOSED - Certified agendas or tape recordings of closed meetings	PM - Restricted Access
ADMINISTRATION - ORGANIZATION CHARTS: any documentation that shows program accountability	US

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RECORDS DESCRIPTION	RETENTION PERIOD
ADMINISTRATION - EDUCATION PROGRAM REVIEW RECORDS	AC + 3 yrs
ADMINISTRATION - OFFICIAL STATE DEPARTMENT REPORTS	PM
ADMINISTRATION - SCHOOL CERTIFICATION REPORTS	PM
ANNUAL REPORTS	PM
APPEAL AND REVIEW RECORDS - Records may include, but are not limited to, narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; related correspondence and documentation.	PM
BOARD MEMBER RECORDS - Series documents board activities and serves as a reference source for board members. Records may include, but are not limited to, correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member.	AC + 3 yrs NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.
BOARD RECORDS - Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for board action; contested case hearings schedules; committee reports; exhibits; related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.	PM
COMPUTER SYSTEMS - BACKUPS - Backups on tape, disk, CD, DVD, etc. <i>CAUTION:</i> records stored in this format can be subpoenaed during litigation.	US
COMPUTER SYSTEMS - email	2 yrs
EQUIPMENT - HISTORY FILE - Equipment service agreements, includes maintenance agreements, installation and repair logs, etc.	LA + 3 yrs
EQUIPMENT MANUALS - Instruction and Operating manuals	LA
EQUIPMENT WARRANTIES	AC + 1 yr
FACILITIES OPERATIONS - APPRAISALS - Building or Property	3 yrs
FACILITIES OPERATIONS - BUILDINGS PLANS AND SPECIFICATIONS - Includes architectural and engineering drawings, etc.	PM For leased structures retain AC + 2 yrs

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FACILITIES OPERATIONS - BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS, AND PROJECT FILES - Building Construction Contracts, Surety bonds, Inspection records, Planning, design, and construction records, and all bids, etc.	A. LA
FACILITY OPERATIONS - DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS	FE + 3 yrs
FACILITY OPERATIONS - PROPERTY DISPOSAL RECORDS - Documenting disposal of inventoried property	PM
FACILITY OPERATIONS - PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS - Property logs	US + 3 yrs
FACILITY OPERATIONS - SECURITY ACCESS RECORDS - Documents the issuance of keys, identification cards, passes, etc.	AC + 2 yrs AC = Until superseded, date of expiration or date of terminations, whichever is sooner
FACILITY OPERATIONS - SURPLUS PROPERTY SALE REPORTS	PM
FACILITY OPERATIONS - UTILITY USAGE REPORTS	1 yr
FACILITY OPERATIONS - VEHICLE OPERATION LOGS	1 yr
FISCAL - ACCOUNTS PAYABLE/RECEIVABLE LEDGERS	FE + 3 yrs
FISCAL - ANNUAL FINANCIAL REPORTS	PM
FISCAL - ANNUAL OPERATING BUDGETS	FE + 3 yrs
FISCAL - APPROPRIATION REQUESTS - Includes any supporting documentation in the appropriation request.	FE + 3 yrs
FISCAL - FINAL AUDIT REPORTS	PM
FISCAL - BANK STATEMENTS	FE + 3 yrs
FISCAL - CANCELLED CHECKS - Stubs/Warrants/ Drafts	FE + 3 yrs
FISCAL - CAPITAL ASSET RECORDS	LA + 3 yrs
FISCAL - CASH RECORDS - Cash deposit slips; cash receipts log	FE + 3 yrs
FISCAL - DEEDS AND EASEMENTS - Proof of ownership and right-of-way on property.	PM
FISCAL - DETAIL CHART OF ACCOUNTS - One for all accounts in use for a fiscal year.	FE - 3 yrs
FISCAL - EXPENDITURE JOURNAL OR REGISTER	FE + 3 yrs

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FISCAL - EXPENDITURE VOUCHERS - Travel, Payroll, etc.	FE + 3 yrs
FISCAL - EXTERNAL REPORTS - Special purpose (i.e., federal financial reports, salary reports, etc.)	FE + 3 yrs
FISCAL - FEDERAL TAX RECORDS - Includes FICA records	AC + 4 yrs AC = Tax due date, date the claim is filed, or date tax is paid, whichever is later
FISCAL - FEDERAL FUNDING RECORDS - Title I; Chapter 2; Title VI-B	FE + 5 yrs Or until all pending audits or reviews are completed
FISCAL - FEDERAL - USDA	AC + 3 yrs AC=Submission of final expenditure
FISCAL - GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS	FE + 3 yrs
FISCAL - GRANTS - State and Federal	AC + 3 yrs AC = End of grant or satisfaction of all uniform administrative requirements for the grant <i>CAUTION:</i> Retention requirements may vary depending on the specific federal funding agency
FISCAL - INSURANCE CLAIM FILES	AC + 3 yrs AC = Resolution of claim
FISCAL - INSURANCE POLICIES - All types	AC + 5 yrs AC = expiration or termination of policy according to its item
FISCAL - LONG-TERM LIABILITY RECORDS - Bonds, etc.	AC + 4 yrs AC = retirement of debt
FISCAL - RECEIPTS JOURNAL OR REGISTER	FE + 3 yrs
FISCAL - RECONCILIATIONS	FE + 3 yrs
FISCAL - REIMBURSABLE ACTIVITIES - Request and approval for reimbursed expenses for travel, training, etc.	FE + 3 yrs
FISCAL - RETURNED CHECKS - Uncollectable warrants or drafts.	AC + 3 yrs AC = after deemed uncollectible
FISCAL - SIGNATURE AUTHORIZATIONS - Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits.	US + FE + 3 yrs
LEGAL - LITIGATION FILES	PM <i>CAUTION:</i> may contain attorney-client privileged information
LEGAL - OPEN RECORDS REQUEST - Documentation relating to approved or denied requests for records under Idaho Public Records Law.	PM

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LEGAL - OPINIONS & ADVICE - does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation.	PM <i>CAUTION:</i> may contain attorney-client privileged information
NEWS OR PRESS RELEASES	PM
PERSONNEL - ACCUMULATED LEAVE ADJUSTMENT REQUEST - Used to create and adjust employee leave balances.	FE + 3 yrs
PERSONNEL - APPLICATIONS FOR EMPLOYMENT - HIRED - Applications, etc., required by employment advertisement.	B. AC + 5 yrs AC = termination of employment
PERSONNEL - APPLICATIONS FOR EMPLOYMENT - NOT HIRED - Applications, resumes, etc., required by employment advertisement	AC + 2 yrs AC = date position is filled
PERSONNEL - BENEFIT PLANS	US + 1 yr
PERSONNEL - COMPLAINT RECORDS - Complaints received and records documenting their resolution.	FE + 3 yrs <i>CAUTION:</i> if a complaint becomes the subject of litigation, it is subject to a longer retention period
PERSONNEL - CORRECTIVE ACTION - Those actions that do not affect pay, status, or tenure, and are imposed to correct or improve job performance.	AC + 3 yrs AC = termination of corrective action. <i>CAUTION:</i> if during the retention period these records are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.
PERSONNEL - DISCIPLINARY ACTION DOCUMENTATION - Actions that affect pay or status. They include demotion, dismissal, etc.	AC + 3 yrs AC = termination of employment
PERSONNEL - EMPLOYEE STATEMENTS (Affidavits) - For insurance, personnel, or other uses for which Administration has sought such statements.	AC + 3 yrs AC = termination of employment
PERSONNEL - EMPLOYEE BENEFITS - Documents relating to selection of benefits other than insurance.	US
PERSONNEL - EMPLOYEE COUNSELING RECORDS - Notes, etc., relating to job-specific counseling.	AC + 3 yrs AC = termination of counseling
PERSONNEL - EMPLOYEE DEDUCTION AUTHORIZATIONS - Documents relating to all deductions of pay.	AC + 3 yrs AC = after termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.
PERSONNEL - EMPLOYEE EARNINGS RECORDS	4 yrs
PERSONNEL - EMPLOYEE INSURANCE RECORDS - District copy of selection records by employees of insurance offered by the District.	US
PERSONNEL - EMPLOYEE RECOGNITION RECORDS - Awards, incentives, etc.	AC + 3 yrs AC = termination of employment

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RECORDS DESCRIPTION	RETENTION PERIOD
PERSONNEL - EMPLOYMENT ANNOUNCEMENT	2 yrs
PERSONNEL - EMPLOYMENT CONTRACTS	Original dated of hire + 50 yrs
PERSONNEL - EMPLOYMENT ELIGIBILITY - Documentation or verification of Federal Report Form INS I-9.	AC + 4 yrs AC = termination of employment, with a minimum of 4 yrs
PERSONNEL - EMPLOYMENT SELECTION RECORDS - all records that document the selection process: i.e., polygraph, physicals, interview notes, etc.	2 yrs <u>CAUTION</u> : does not include criminal history checks
PERSONNEL - FORMER EMPLOYEE VERIFICATION RECORDS - Minimum information includes name, social security number, exact dates of employment, and last known address.	Original date of hire + 50 yrs
PERSONNEL - GRIEVANCE RECORDS - Review of employee grievances against policies and working conditions, etc., includes record of actions taken.	AC + 6 yrs AC = final decision on the grievance
PERSONNEL - HIRING PROCESS - CRIMINAL HISTORY CHECKS - Criminal history record information on job applications.	AC + 1 yr AC = after hiring decision made
PERSONNEL - JOB PROCEDURE RECORD/JOB DESCRIPTION - Any document detailing duties of positions on position-by-position basis.	US + 3 yrs
PERSONNEL - LEAVE STATUS REPORT - Cumulative report for each pay cycle showing leave status.	FE + 3 yrs
PERSONNEL - LIABILITY RELEASE FORM - Statements of employees, patrons, etc., who have released the District from liability.	PM
PERSONNEL - LICENSE AND DRIVING RECORD CHECK	US
PERSONNEL - OVERTIME AUTHORIZATION AND SCHEDULE	2 yrs
PERSONNEL - PAYROLL - DIRECT DEPOSIT APPLICATION/AUTHORIZATION	US
PERSONNEL - PAYROLL - INCOME ADJUSTMENT AUTHORIZATIONS - Used to adjust gross pay, FICA, retirement, or compute taxes.	3 yrs
PERSONNEL - PERFORMANCE APPRAISAL	PM (kept in the employee personnel file)
PERSONNEL - PERSI ENROLLMENT FILE	6 yrs from filing date
PERSONNEL - PERSI RECORD OF HOURS WORKED - Irregular help, half/part- time, or greater.	Date of hire + 50 yrs
PERSONNEL - PERSI TERMINATION RECORD	6 yrs

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PERSONNEL - PERSONNEL INFORMATION - Document that officially change pay, titles, benefits, etc.	2 yrs
PERSONNEL - POLICY & PROCEDURES MANUAL - Any manual, etc., that established standard employment procedures.	PM
PERSONNEL - RESUME - UNSOLICITED	1 yr
PERSONNEL - SICK LEAVE POOL DOCUMENTATION - Requests submitted, approvals, number of hours transferred in and out, etc.	FE + 3 yrs
PERSONNEL - TIME CARD & TIME SHEET	3 yrs
PERSONNEL - TIME OFF AND/OR SICK LEAVE REQUEST	FE + 3 yrs
PERSONNEL - TRAINING & EDUCATIONAL ACHIEVEMENT RECORD - INDIVIDUAL - Records documenting training, testing, or continued education.	AC + 3 yrs AC = termination of employment
PERSONNEL - UNEMPLOYMENT CLAIM RECORD	3 yrs
PERSONNEL - UNEMPLOYMENT COMPENSATION RECORDS	AC + 3 yrs
PERSONNEL - W-2 & W-4 FORMS	5 yrs from date of termination
PERSONNEL - WORKER'S COMPENSATION POLICIES	AC + 10 yrs AC = expiration of policy
PROCUREMENT - PERFORMANCE BOND - Bonds posted by individuals or entities under contract with District.	PM
PROCUREMENT - PURCHASING LOG - Log, etc., providing a record of purchase orders issued, orders received, etc.	FE + 3 yrs
PROCUREMENT - BID DOCUMENTATION - Includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations.	FE + 3 yrs CAUTION: if a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.
RECORDS MANAGEMENT - RECORDS RETENTION SCHEDULE - DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	PM
SAFETY - ACCIDENT REPORTS	8 yrs* *for Minors - 8 yrs after minor reaches age of 18
SAFETY - DISASTER PREPAREDNESS & RECOVERY PLANS - District Emergency Management Plan	PM
SAFETY - EVACUATION PLANS - District Emergency Management	PM

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RECORDS DESCRIPTION	RETENTION PERIOD
Plan	
SAFETY - FIRE ORDERS - Issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC + 3 yrs AC = deficiency corrected
SAFETY - HAZARDOUS MATERIALS DISPOSAL RECORDS - Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR § 1910.1200(g).	PM
SAFETY - INCIDENT REPORTS - Reports concerning incidents, which upon investigation, were of a non-criminal nature.	3 yrs (or 30 yrs*) *exposure records require 30-year retention per 29 CFR § 1910.1020(d)(ii)(B) Footnote(1)
SAFETY - INSPECTION RECORDS - Fire, safety, and other inspection records of facilities and equipment.	AC + 3 yrs AC = date of the correction of the deficiency, if the inspection report reveals a deficiency
SAFETY - MATERIAL DATA SAFETY SHEETS	30 yrs after the end of use of the substance
SAFETY - WORKPLACE CHEMICAL LISTS	30 yrs
STUDENTS - EDUCATION RECORDS - student's name, birth date, last address, dates of attendance, graduation date, and grades earned.	PM
STUDENTS – HARASSMENT, INTIMIDATION, ABUSE, & BULLYING DOCUMENTATION/RECORDS – all witness statements, investigative reports and correspondence, written record, action(s) taken, etc.	PM
STUDENTS - SPECIAL EDUCATION RECORDS - educational records, including eligibility documentation and IEPs.	FE + 6 yrs
STUDENTS - MEDICAL AND/OR MEDICINE TRACKING FORMS - Dispensing of medicine forms, parents request to administer medicine, doctor's requests to administer medicine, etc.	1 yr
STUDENTS - MEDICAID RECORDS - Claims, reimbursements, and supporting documentation.	FE + 5 yrs
STUDENTS - WHITE CARDS - Paper and/or electronic	FE + 2 yrs
VEHICLE - INSPECTION, REPAIR, & MAINTENANCE RECORDS	LA + 1 yr
VEHICLE - TITLE & REGISTRATION	1 yr
VOLUNTEER RECORDS - Records may include recruitment and selection records; volunteer personnel and intern personnel information forms; intern agreements; volunteer and intern time records; emergency notification forms; insurance documentation and correspondence.	AC + 3 yrs AC = end of term of volunteer or intern
WEBSITE/WEB PAGES - INTERNET/INTRANET - System	US

RETENTION CODES	
AC - After closed, terminated, completed, expired, settled, or last date of contact AV – As long as administratively valuable CE – Calendar Year End (December 31) FE - Fiscal Year End (June 30)	LA - Life of Asset PM – Permanent UA – University Archives US - Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
development documentation for initial setup; subsequent changes, and content of pages; teachers' webpages; district webpages; website backup.	

In the event that district records do not correspond to any of the above listed categories, the Superintendent will determine the period of retention for a particular record.

- C. POLICY REVISION** – 3rd and Final Reading – James Gilbert. Mr. Gilbert presented the 3rd and final reading of the proposed revision of Mountain Home School District No. 193 Legal Name Requirement Policy. He stated that this policy was revised to add the words parent and guardian. There has been no patron or staff input. Trustee Binion motioned to approve the 3rd and final reading of the proposed revision of the Legal Name Requirement Policy, as presented by Mr. Gilbert. Trustee Donahue seconded the motion. Motion authorized.

1. Legal Name Requirement Policy –

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
LEGAL NAME REQUIREMENT

Mountain Home School District No. 193 **School** Board of Trustees requires **parents and guardians as well as** district personnel to use the legal name of a student on all official student records and all official student documents. A parent or guardian may request the school use the student's nickname in the classroom to include classroom assignments, attendance rosters, and other situations where the student may be called by his/her nickname.

IX. NEW BUSINESS –

- A. ESTABLISH SCHEDULE FOR REGULAR MEETINGS** – Sharon Whitman. Clerk Whitman requested approval to establish a uniform day of a uniform week at a uniform time for the regular board meetings. She suggested the Board keep the same schedule as used in the past. Trustee Binion moved to establish the third Tuesday of each month, 7:30 a.m., at the School Administration Office, 470 North 3rd East, as the regular meeting time, date, and location for the forth-coming year as presented by Clerk Whitman. Trustee House seconded the motion. Motion passed.
- B. DESIGNATION OF PUBLIC POSTING LOCATIONS** – Sharon Whitman. Clerk Whitman requested approval of the designated public posting locations. Chairman Walborn asked if this was a requirement. Clerk Whitman believed it was, but the representatives from the ISBA said no. Chairman Walborn suggested to keep the community informed, the district should keep the same four posting places. Trustee Donahue moved to keep the following locations as the designated public posting locations for the forth-coming year as presented by Clerk Whitman. Motion seconded by Trustee Binion. Motion granted.
1. School Administration Office, 470 North 3rd East
 2. Elmore County Courthouse, 150 South 4th East

- 3. Mountain Home City Hall, 160 South 3rd East
- 4. www.mtnhomesd.org

C. DEPOSITORIES OF DISTRICT FUNDS – Cliff Ogborn. Mr. Ogborn explained that this year, due to the Revenue Anticipation Note, that he thought the district might need, he went to Wells Fargo Bank, the district’s bank for over 20-years, and they would not do short-term loans for schools anymore. He went on to say that failed to meet our need as a customer. Mr. Ogborn then went to Chase Bank and was given the same reply. He went to the Bank of the Cascades and they were very willing to put something together for the district. He explained everything the Bank of the Cascades would do for MHSD, and that their fees are lower than that of Wells Fargo Bank. Mr. Ogborn recommended that the Board approve moving from Wells Fargo Bank to the Bank of the Cascades and the following list of public depositories for use by the school district for the fiscal year ending June 30, 2016:

- 1. Bank of the Cascades
400 North 3rd East
Mountain Home, Idaho
- 2. Idaho State Treasurer
P.O. Box 83720
Boise, Idaho
- 3. Columbus Bank & Trust
P.O. Box 120
Columbus, Georgia

Trustee House moved to approve the public depositories as listed above, and to move to the Bank of the Cascades as presented by Mr. Ogborn. Trustee Donahue seconded the motion. Motion approved.

D. RESOLUTION 16-01 AUTHORIZATION FOR SUPERINTENDENT TO APPLY FOR TITLE 8, PUBLIC LAW 103-382 FUNDS – James Gilbert. Mr. Gilbert explained that this resolution is an annual federal requirement for our district to receive Impact Aid Funds. Trustee House motioned to approve James Gilbert as the authorized representative for filing the district’s application under Title 8, and Public Law 103-382, for the 2015-16 school year. Trustee Binion seconded the motion, the following resolution was presented:

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO
RESOLUTION 16-01
AUTHORIZATION TO APPLY FOR
TITLE 8, PUBLIC LAW 103-382 FUNDS**

BE IT SO RESOLVED that James G. Gilbert, superintendent, is hereby designated as the authorized representative of the Board of Trustees of Mountain Home School District No. 193, Elmore County, Idaho, in connection with filing said district’s application under Title 8, Public Law 103-382 for the 2015-16 school year.

Chairman Walborn

Trustee House

Trustee Binion

Trustee Donahue

Trustee Abrego

Clerk Whitman

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 Walborn..... Aye
 Trustee House Aye
 Trustee Binion Aye
 Trustee Donahue..... Aye
 Trustee Abrego Aye

and no less than two-thirds (2/3) of the membership in favor thereof, Chairman Walborn declared said resolution adopted.

E. RESOLUTION 16-02 – AUTHORIZATION TO SUSPEND STUDENTS – James Gilbert. Mr. Gilbert explained that this was an annual requirement authorizing the listed administrators to suspend students. Trustee Binion asked if there were a different designee, is there a letter filed somewhere stating that that person is not on this list. Mr. Gilbert explained that in the absence of building administrators, another building’s administrator would cover the building and building administrators can appoint a designee, as they deem necessary. Trustee Abrego motioned to approve Resolution 16-02 giving authorization to suspend students as presented, received a second from Trustee Donahue, the following resolution was presented:

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO
RESOLUTION 16-02
RESOLUTION FOR DELEGATING AUTHORITY TO SUSPEND STUDENTS

WHEREAS, The Board of Trustees is granted the power to deny attendance to any pupil who is an habitual truant, or who is incorrigible, or whose conduct is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils, by Idaho Code 33-205 and as defined by Idaho Code Section 33-206; and

WHEREAS, The Board is of the opinion that there may be times that it is in the best interest of the school district to allow administrative staff to take immediate action against a pupil who is habitually truant, or who is incorrigible, or whose conduct is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils, without the necessity of first appearing before the Board of Trustees; and

WHEREAS, The Board desires to grant authority to certain school district administrators to suspend students and to bring notice of such action to the Board at the regularly scheduled meetings.

NOW THEREFORE, BE IT RESOLVED That the Board of Trustees of Mountain Home School District No. 193 hereby grant authority to the below named administrators, or their designees, to suspend students who are habitual truants, or who is incorrigible, or whose conduct is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils;

- James G. Gilbert, Superintendent
- Albert L. Longhurst, Director of Student Services
- Jeff M. Johnson, Director of Instruction
- Samuel G. Gunderson, Principal, Mountain Home High School
- Tilli Abbott, Assistant Principal, Mountain Home High School
- Mark A. Cotton, Assistant Principal, Mountain Home High School
- Stehvn J. Tesar, Principal, Bennett Mountain High School
- Daniel L. Cochran, Principal, Mountain Home Junior High School
- Jessica A. Ward, Assistant Principal, Mountain Home Junior High School
- John F. Clark, Principal, Hacker Middle School
- Lonnie M. Smith, Assistant Principal, Hacker Middle School
- Karen S. Gordon, Principal, East Elementary

Anita Straw, Principal, North Elementary
 Phillip D. McCluskey, Principal, Stephensen Elementary
 Nichole C. Crusier, Principal, West Elementary

BE IT FURTHER RESOLVED That the Board of Trustees is to be notified at their next regularly scheduled meeting of all student suspensions.

Authorized this 21st day of July 2015.

 Chairman Walborn

 Trustee House

 Trustee Binion

 Trustee Donahue

 Trustee Abrego

 Clerk Whitman

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 Walborn..... Aye
 Trustee House Aye
 Trustee Binion Aye
 Trustee Donahue Aye
 Trustee Abrego Aye

and no less than two-thirds (2/3) of the membership in favor thereof, Chairman Walborn declared said resolution adopted.

- F. PROPOSED APPOINTMENTS FOR THE 2015-16 SCHOOL YEAR** – James Gilbert. Mr. Gilbert requested approval of the proposed appointments for the 2015-16 school year. A motion received by Trustee Donahue to approve the following list of appointments for the 2015-16 school year, received a second from Trustee Binion. Motion granted.

AHERA DIRECTOR WILLIAM MAGNUSSON
 DRIVERS EDUCATION PAUL SCHAUFELE
 EASTSIDE PARK – SCHOOL SESSION SAM GUNDERSON
 EASTSIDE PARK – SUMMER SESSION WILLIAM MAGNUSSON
 IMPROVING TEACHER QUALITY FUND JEFF JOHNSON
 NATIONAL SCHOOL LUNCH HEARING OFFICER CLIFF OGBORN
 SUBSTANCE ABUSE/SAFE SCHOOLS JEFF JOHNSON
 TITLE 1 – MIGRANT JEFF JOHNSON
 TITLE 1 – READING/MATH JEFF JOHNSON
 TITLE VI – INNOVATIVE PRACTICES JEFF JOHNSON
 TITLE VI-B AND 504 – HANDICAPPED ALBERT L. LONGHURST
 TITLE 8, PUBLIC LAW 103-382 JAMES GILBERT
 TITLE IX AND AFFIRMATIVE ACTION JAMES GILBERT
 TRANSPORTATION DIRECTOR JAMES GILBERT
 VOCATIONAL EDUCATION SAM GUNDERSON

- G. OUT-OF-DISTRICT OPEN ENROLLMENT APPLICATIONS** – James Gilbert. Mr. Gilbert requested approval of the open enrollment application for the 2015-2016 school year. The parents will provide transportation to and from school. Trustee Binion motioned to approve the Out-of-District Open Enrollment Application as presented by Mr. Gilbert, with a second from Trustee Abrego. Motion carried.

1. Jessica Estes for her children to attend HMS and West Elementary

H. IN LIEU OF TRANSPORTATION REQUEST – James Gilbert. Mr. Gilbert presented a transportation reimbursement request for approval. A motion by Trustee House to approve the In Lieu of Transportation request as presented by Mr. Gilbert, with a second by Trustee Binion. Motion approved.

1. Lori Winmill for her child going to Pine School

I. APPROVAL OF MHSD ATHLETIC POLICY AND PRESS BOX UPDATE – Mark Cotton. Mr. Cotton requested approval of the revisions to the MHSD Athletic Policy addressing the consequences for major disciplinary violations. He added that the revisions cover the entire school year no matter when the violation occurred and provided a remediation process for athletes. He informed the Board that he sent an email to every parent that is on the MHHS database and to the athletic parents and to all the athletic coaches; he only received one parent reply and many replies from the coaches. Mr. Cotton reviewed the changes, the infractions/violations, and the remediation that would be assigned to the student athlete.

Trustee House asked if this was in the student handbook. Mr. Cotton replied that this is part of the online packet that parents of athletes must sign prior to their child participating in sports; this is only good for the school year and must be signed every school year. Trustee Binion asked about the legality of making students work for us as part of their remediation to get back on the team. Mr. Cotton explained that the students have to sign the Student Code of Ethics to participate and if they want to participate they must follow the rules and disciplinary actions, and if they choose not to be remediated then they won't be allowed to participate. Discussion continued regarding students and social media, perception and misperception, interpretations and misinterpretations, etc. Mr. Gilbert added the district is well within the legal realms and that parents are able to contest the disciplinary action; ultimately all the way up to the Board.

Trustee Donahue clarified that the violations are covered in the district's Zero Tolerance policy. Mr. Cotton said the violation is but the disciplinary actions are not covered in policy. Discussion continued on public input, legalities, what if's, etc. A motion by Trustee Abrego to approve the revisions to the Mountain Home Athletic policy as presented by Mr. Cotton, received a second by Trustee Binion. Motion approved.

Mr. Cotton presented the second part of his approval request, which was to update the Board on the Press Box project. He reported that huge improvements to the softball field have been made. He explained that they raised \$15,000 to build a brand new fence, install foul poles, and erect a 30-foot flagpole. Mr. Cotton said that his next project is to build a Press Box and concession stand at Eastside Park; it would cost approximately \$35,000. He thanked the many businesses and patrons for their donations and informed the Board that they have raised \$35,129, which would cover the cost of building the Press Box, including the concrete, electrical, plumbing, etc. He informed the Board that our facilities have gone from one of the worst to one of the best and we can now host tournaments, which would help the local economy. A motion by Trustee Binion to continue the improvements to the softball field facilities as presented by Mr. Cotton, received a second by Trustee Donahue. Motion approved.

J. ANNUAL APPROVAL OF MHSD STRATEGIC PLAN – James Gilbert. Mr. Gilbert informed the Board that this is an annual requirement from the SDE that is due by October, so he wanted to table the Strategic Plan. He added that the Strategic Plan needs to be revised, and the revisions would take most of this school year, and that he was waiting for Strategic Plan training with the ISBA, which is scheduled later in the school year. Mr. Gilbert continued to say that he wanted the Board to be aware that this would take time to complete and he would like input from the stakeholders as part of the revision process. The Board agreed to table the Strategic Plan.

K. PERSONNEL – James Gilbert. Mr. Gilbert requested approval of the personnel items with one

correction. Trustee Donahue motioned to approve the personnel items and the correction, as presented by Mr. Gilbert, with a second from Trustee Abrego. Motion carried.

APPOINTMENTS

Belt, Douglas; Head JV/Assistant Varsity Boys Basketball Coach, MHHS
Dunn, Kimberly, Special Education Paraeducator, MHHS
Durham, Daniel, Behavioral Supports Paraeducator, East Elementary School
Giardina, Nadine; Head Sophomore/Assistant Varsity Volleyball Coach, MHHS
Hufford, Timothy, Head Custodian, MHJH
Kitchen, Brenda, Special Education Teacher, HMS
Mendoza-Ollar, Jaclyn; Seventh Grade "B" Volleyball Coach, MHJH
Wolfley, Heather, English Teacher, MHJH

RESIGNATIONS

Floyd, Sara; Eighth Grade "A" Volleyball Coach, MHJH
Olsen, Kathlyn; Part-Time Title I Paraeducator, North Elementary School
Rector, Belinda; Kindergarten Teacher, North Elementary School
Rodney, Aaron; Business Teacher, MHHS

ADMINISTRATIVE INTERNSHIP 2015-2016 SY

James, Daniel, Chadron State College; Principal & Director Internship; September 2015-May 2016 - Cooperating Administrator - **Sam Gunderson** ~~Daniel Cochran~~; Cooperating Director-Albert Longhurst

- X. **EXECUTIVE SESSION** – Negotiation Matters. Chairman Walborn called for a motion for the purpose of allowing the Board to retire into executive session in order to discuss negotiation matters regarding the possible ratification of the Collective Bargaining Agreement between MHSD and MHEA. As authorized by Title 74-206(1), Section 74-206(1)(j)-Negotiations, Idaho Code. After a full and complete discussion and upon motion duly made by Trustee House and seconded by Trustee Abrego, 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 session(s) pursuant to Section 74-206, Idaho Code, in order to discuss negotiation matters regarding the possible ratification of the Collective Bargaining Agreement between MHSD and MHEA. As authorized by Title 33, Sections 33-511 through 33-513, 33-517A, 33-1271(5), and Sections 74 202(3), 74 203(50, 74-206(1)(e)(j), and 74-206A(a), Idaho Code.

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 Walborn..... Aye
Trustee House Aye
Trustee Binion Aye
Trustee Donahue..... Aye
Trustee Abrego 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 9:45 p.m. to discuss negotiation matters regarding a possible ratification of the Collective Bargaining Agreement. Others present: the attending Board members, James Gilbert, Clerk Whitman, Albert Longhurst, and Cliff Ogborn. Following a full and complete discussion of the personnel matters, the Board reconvened into open session at 10:14 p.m. A motion by Trustee Binion to ratify the Collective Bargaining Agreement between MHSD and MHEA for the 2015-16 school year, received a second from Trustee Donahue. Motion granted.

- XI. **ADJOURNMENT** – All business of the Board having been completed, Chairman Walborn called for a motion to adjourn. A motion from Chairman Walborn to adjourn was seconded by Trustee Donahue. Motion carried. Meeting adjourned at 10:15 p.m.

Chairman Walborn

Clerk Whitman