

SCHOOL BOARD MEETING
MAY 19, 2015
SCHOOL ADMINISTRATION OFFICE

TRUSTEES PRESENT: Chairman Alexander, Trustee House, Trustee Reynolds, Trustee Checketts, Trustee Donahue

OTHERS PRESENT: Tim McMurtrey, James Gilbert, Cliff Ogborn, Albert Longhurst, Sharon Whitman, Adrian Carcas, Jeff Johnson, Mark Cotton, Tilli Abbott, Stehvn Tesar, Sam Gunderson, Jessie Ward, John Clark, Karen Gordon, Anita Straw, Nikki Cruser, Phil McCluskey, Mike Jewell, Colonel Kubat, Geoff & Kenda Schroeder, Dave & Kathy Holland, John Maulpin, Denise Weiss, Terri & Decker Sanders, Rosemary Ash, Christine Negri, Marilyn Kellerman, Marsha Baker, Bobbie Lockett, Robbie Belk, Katherine Hudson

At 7:30 p.m., Chairman Alexander convened the regular meeting of the Board of Trustees and called for the first item of business.

Prior to the first agenda item, Chairman Alexander asked Superintendent McMurtrey about the mercury incident at North Elementary. Mr. McMurtrey explained that a teacher was cleaning one of the temporary buildings and thought she was picking up ball bearings; instead, she might have been picking up mercury. He said that the teacher and her husband entered the main building to wash their hands. Superintendent McMurtrey informed the Board that all emergency crews had been called and that North should be able to open tomorrow. ***Note: North Elementary opened as scheduled.

- I. **APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 21, 2015, AND THE SPECIAL BOARD MEETING - BUDGET WORKSHOP OF APRIL 28, 2015.** Chairman Alexander called for a motion to approve the minutes of the regular board meeting of April 21, 2015, and the special board meeting – budget workshop of April 28, 2015. Chairman Alexander stated for the very few who attended the budget workshop, it was one of the best budget workshops the district had ever had. There being no comment, Trustee Reynolds moved to approve the minutes of the regular board meeting of April 21, 2015, and the special board meeting – budget workshop of April 28, 2015, with a second from Trustee Donahue. Motion approved.
- II. **FINANCIAL REPORTS** – Cliff Ogborn. Mr. Ogborn reported on the financial statements for April 30, 2015. The statements for April reflected a balance of \$252,608. Investment in the State Pool is \$2,128,069. The Income Statement reflected revenue through April as \$20,371,531. Expenses show salaries are at \$10,544,232 of original budget, and benefits are \$3,483,080. We have a net margin of revenue in excess of expenses of \$2,442,594. Trustee Checketts moved to approve the financial report as presented by Mr. Ogborn. Motion seconded by Trustee House. Motion passed.
- III. **CONSIDERATION OF BILLS** – Cliff Ogborn. Mr. Ogborn presented the district bills for approval. Trustee House moved to authorize payment of the district's bills as presented, with a second from Trustee Donahue. Motion carried. (A full and complete listing of the District's bills may be reviewed at the District Office, Accounts Payable.)
- IV. **DELEGATION – None**
- V. **PUBLIC INPUT – None**
 - A. Geoff Schroeder – Military Science Instructor – Mr. Schroeder informed the Board that thirteen years ago, there was a strong need and desire for a junior ROTC program, but the district didn't have the funds for such a program. He then informed everyone that he and the building principal at that time developed the Military Science curriculum/class. Mr. Schroeder said that two years ago Principal Johnson and

Assistant Superintendent Gilbert took a similar leap and supported his development of the Intro to Philosophy class. He wanted to take the opportunity to thank district administration and the Board of Trustees for embarking on something that was beyond a worthwhile experience and that is unique in the state of Idaho. Mr. Schroeder explained that for two years he taught the class, which is equivalent to a three-credit Intro to Logic class and a three-credit Intro to Philosophy class taken at BSU. He continued to inform the Board that he had a Professor of Philosophy from BSU examine his class and he had the Dean of Arts and Sciences sit in on his class; the class is solid in terms of pedagogy and content in philosophy; something unique in Idaho high schools. Mr. Schroeder wanted the Board to be aware that he is still working with the SDE and BSU to develop the certification standards for secondary education. He added the Board's investment in time is beyond worthwhile and the class is now in the forefront of education. Chairman Alexander explained that the annual cost of junior ROTC was about \$75,000. He also explained that when he goes to the high school, he's amazed at the number of students who are involved. He added that both MHHS and BMHS students are involved. Mr. Schroeder ended by saying the class is considered the model class throughout the state.

VI. REPORTS –

- A. MOUNTAIN HOME AFB UPDATE – MHAFFB Liaison.** Colonel Kubat. Mr. Kubat stated that there is increased protection and activities on base, so expect some delays. He added that the planned runway closure would be about 45-days, 10 July through August. Mr. Kubat stated that some personnel are at training exercise, so there will be many stressed out families.

Mr. Kubat explained that the base school advisory board sent a survey to military families to receive their input on how the needs of the military family and their wants on how they would like the district to educate their children. He said that there were many comments and once the survey was compiled, the committee would make their wants known to the school district.

Mr. Kubat stated that the base held a leadership and management/training course for their flight and squadron leaders. The Board thanked him.

- B. REVENUE ANTICIPATION NOTE – Cliff Ogborn.** Mr. Ogborn reported with the deficit fund balance, as of June 30, 2014, the District would need to borrow funds against next year's revenue in anticipation of a cash flow shortage in July 2015. He reminded the Board this is the month when cash is the tightest, and that he wanted to ensure there was sufficient cash available to cover the July payroll. Mr. Ogborn added that if there were a sufficient cash flow, obviously he would not have to draw on the funds. He continued to say that he would bring a resolution for ratification allowing him to pursue the option during the June board meeting.

- C. BUILDING HIGHLIGHTS – Mountain Home High School – Jeff Johnson.** Mr. Johnson quickly touched on the highlights of the high school. His picture presentation included the State Basketball Run, the Orange Outs, and the Athletic Hall of Fame. He stated that the Athletic Hall of Fame included three MHHS alums who were Stanford graduates. Mr. Johnson gave kudos to Mr. Mark Cotton who started the Orange Out games and other means of increasing school spirit.

Mr. Johnson informed the Board that the MHHS had its six-year accreditation site visit. They had one seven years ago and the process is very different. The accreditation visit is evidence based; it requires huge portfolios with evidence of all of the standards. Mr. Johnson thanked Mr. Cotton and Mrs. Smith for their hard work and many hours of putting the portfolios together. He added that the accreditation visit included hundreds of documents of proof of evidence, proof of standards, etc.

Mr. Johnson explained the accreditation process. He said that there were seven administrators from across the state that came into MHHS for two days and reviewed the evidence and they went into the community, met, and interviewed patrons, parents, students, and staff to find out their experiences. He continued to say that overall, the accreditation team was very complimentary of our staff and students, and especially the overall culture of the school, so much so that two of the team members wanted to

interview for the MHJH principal position, but had to decline the interview because they would be taking a significant cut in pay by taking an administrative position in our district.

Mr. Johnson briefed the Board on the exit interview. He said that on the exit interview, there were two write-ups, one being the outdated facility and lacking infrastructure and other issues, and the second was the lack of data due to the last two years of not having ISAT. He said the team recommended the high school explore going to outside agencies to be able to gauge growth.

Mr. Johnson informed the Board that the state created the Fast Forwarded Program, \$200 for juniors and \$400 for seniors to take dual credit courses. He said MHHS took advantage of the Fast Forward Program to a tune of \$27,000 for the first semester, and that a SDE person called because she thought there was an error because of our lower enrollment numbers. Mr. Johnson said that is a credit to our students and a credit to our staff because our staff has to be accredited/approved by NNU or BSU; teachers must have an advanced degree, and they go through a rigorous process, and they are evaluated by both Professors and by Mr. Johnson.

Mr. Johnson wanted to point out that one of our dual credit teachers, Mr. Matt Bundy, was featured in a national education publication this year due to his students creating a mockup of the Berlin Wall and as a result he was invited to Iowa to talk to other teachers.

Mr. Johnson notified everyone that MHHS had its 20th Annual Academics Award night. He said that thousands of dollars in scholarships are awarded to deserving seniors. He added that \$107,000 in scholarships comes from the generosity of our local community. Mr. Johnson wanted to acknowledge Jamie Hopkins for her work, as well as Tili Abbott, Sue Martin, Christy Lee, and Elizabeth Clark.

Mr. Johnson brought two seniors to speak. First, he introduced Ms. Whitney Sandberg to discuss Naviance. Mr. Johnson said the district purchased Naviance for the high school, and he and the students are very grateful to the district for the program. He explained that Naviance is so exceptional that MHHS requires all seniors use the program, as well as introduce students to Naviance during their freshman year. He also explained that the program is a college information system, a scholarship search system, it provides numerous programs to students, and all senior projects are completed through Naviance, as are scholarship searches. Mr. Johnson stated that Ms. Sandberg used Naviance more than any other student did and due to her diligence, she received the most amount of scholarship money.

Ms. Sandberg explained how the Naviance program worked, the different management tools, the different tabs including SAT/ACT test scores, the different links available on Naviance. She explained that Naviance helps students with college searches, college and scholarship application due dates, and other searches, the program provides a list of scholarships and links to apply. Ms. Sandberg also explained that Naviance helps students manage their college applications by tracking which colleges a student has already applied to and scholarship information by providing a list of which scholarships a student qualifies to apply. She showed how the program provided a checklist so students knew what they completed and what they still needed to complete. Ms. Sandberg informed the Board that she would be attending the University of Idaho in the fall. The Board thanked her for her presentation and wished her luck.

Mr. Johnson introduced Bianca Ridley to present her senior project. He noted that the girls were not told how to dress because part of the senior project process is that the students are taught how to dress for success; it's amazing how the students took it upon themselves early on in the project to dress.

Ms. Ridley presented her senior project. She explained her high school career to the Board. Ms. Ridley stated that the two most influential teachers she had in high school were Mrs. Maura Brantley and Mr. Michael Brantley. She stated that Mrs. Brantley was the most amazing English teacher she has ever had and that Mrs. Brantley took the time to help her prioritize the many activities in her life. She explained that because of Mrs. Brantley, she was able to maintain a 4.0 GPA throughout high school and that Mrs. Brantley nominated her for the Young Leadership Conference. Ms. Ridley then spoke of Mr. Brantley.

She said that if it wasn't for Mr. Brantley, she didn't think she would have decided to go on to college. Ms. Ridley said that she didn't really know what she wanted to do with her life, but Mr. Brantley saw her potential as a Chemistry student and convinced her to go to college. Ms. Ridley will be attending Idaho State University in the fall. Ms. Ridley continued to inform the Board of the many activities she did all through high school including soccer and debate, in which she qualified for State Nationals and made it to semi-finals.

Mr. Johnson concluded by asking the Board if they had questions. Chairman Alexander, on behalf of the Board of Trustees, said that it has been very exciting for them to see everything our high school students do daily and all of their accomplishments; our students are very prepared for life after high school. Trustee Donahue made mention that every year, she is thrilled to attend the awards ceremony; they are so uplifting and it's refreshing because there are so many times that all that posted and published is negative, negative, negative. She mentioned that it is outstanding what all our students have accomplished. Mr. Johnson agreed. The Board thanked him for a wonderful presentation.

VII. UNFINISHED BUSINESS –

- A. **POLICY REVISION** – 2nd Reading – James Gilbert. Mr. Gilbert presented the 2nd reading of the proposed revision of Mountain Home School District No. 193 Asbestos Management Plan (AHERA) Policy to bring the district up-to-date with federal and state regulations; the Grievance Policy for Classified Employees Policy to add language clarifying what can be grieved; the Gifted & Talented Education Policy to change some grammar, and the Curriculum Materials Development & Adoption Policy to add a section clarify the expectations of parents who challenge reading material. There has been no input from staff or patrons. Trustee House motioned to approve the 2nd reading of the proposed revision of the Asbestos Management Plan (AHERA) Policy, the Grievance Policy for Classified Employees Policy, the Gifted & Talented Education Policy, and the Curriculum Materials Development & Adoption Policy, as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion granted.

1. Asbestos Management Plan (AHERA) Policy –

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
ASBESTOS MANAGEMENT PLAN (AHERA)
 (Asbestos Hazard Emergency Response Act)

To protect students and employees from exposure to asbestos, Mountain Home School District No. 193 adopts the following asbestos management plan for the maintenance, inspection, and removal of asbestos-containing materials in the district's school buildings.

BUILDING INSPECTION

A periodic surveillance of asbestos-containing building materials will be performed in all district buildings every six (6) months. A complete re-inspection of all buildings containing asbestos will be completed every three (3) years.

REMOVAL

If removal of asbestos during renovation is warranted or a school building will be demolished, the districts will comply with the Asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP).

RECORDKEEPING

The district and each school administrative office will maintain a complete, updated copy of its management

plan. The plan will document recommended asbestos response actions, the location of any asbestos within the school, and any action taken to repair and remove the material.

Asbestos management plan records will include:

- The name and address of each school building and whether the building has asbestos-containing building material, and the type of asbestos-containing material;
- The date of the original school inspection;
- The plan for re-inspections;
- Blueprints that clearly identify the location of asbestos-containing building materials that remain in the school;
- A description of any response action or preventive measures taken to reduce asbestos exposure;
- A copy of the analysis of any building, and the name and address of any laboratory that sampled the material;
- The name, address, and telephone number of the district's designated person; and
- Documentation regarding inspections, re-inspections, response actions, and periodic surveillance are included in the AHERA Binder, which is located in each building and the district office;
- AHERA reference notices are included in the student handbooks and are available during registration;
- A copy of the AHERA Notification letter is sent to the MHEA President, Parent Group President, and a copy of those notification letters are placed in the AHERA binder, which can be found in each building and at the district office.

These records will be kept by the district for the duration of building ownership and will be transferred to any successive owners.

TRAINING

All district maintenance and custodial staff will be provided with asbestos awareness training. All individuals working on asbestos related activities will be trained and accredited in accordance with Environmental Protection Agency (EPA) standards.

All administrators, contractors, maintenance, and custodial staff are required to review the *Asbestos Management Plan* located in each facility and complete the *Notification of Asbestos Operation and Maintenance* form before initiating work in any building.

REVIEW

The Mountain Home School District is required by the Asbestos Hazard Emergency Response Act (AHERA) to **maintain and update its asbestos management plan to keep it current with ongoing operations and maintenance, maintain periodic surveillance, inspection, re-inspection, and response action activities, and perform small repairs, and manage abatement activities for materials containing Presumed Asbestos Containing Materials (PACM) or Asbestos Containing Materials (ACM), in addition to informing employees and contractors that District facilities may contain PACM or ACM.**

ANNUAL NOTICE

The district will provide written annual notification to parents/guardians, teachers, and employee organizations on the availability of the school's asbestos management plan and any asbestos-related actions taken or planned in the school.

Additionally, the district will provide each student and parent/guardian with a copy of this policy at the time of enrollment through publication in the student handbook, and by posting on the district website.

PLAN INSPECTION

The public has the right to inspect the asbestos management plan. The plan will be available for inspection during regular business hours at the district office or school administrative office(s). The district and its schools may charge a reasonable cost to make copies of the management plan.

DISTRICT CONTACT

The Maintenance Director/Foreman is responsible for ensuring that each school is in compliance with this policy. The Maintenance Director can be contacted by phone: 587-2598.

2. **Grievance Policy for Classified Employees Policy** - Mr. Gilbert presented the 2nd reading of the proposed revision of Mountain Home School District No. 193 Grievance Policy for Classified Employees Policy. He said that this policy was revised to add language so that the district is compliant with Idaho Code. There has been no input from staff or patrons. Trustee House motioned to approve the 2nd reading of the proposed revision of the Grievance Policy for Classified Employees Policy, as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion approved.

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
GRIEVANCE POLICY FOR CLASSIFIED EMPLOYEES**

The Board of Trustees is committed to a reasonable and equitable method by which classified employees, who have reason to believe they have been unfairly treated or the District is in violation of any District policy, may bring their grievance to the attention of the proper authority.

The grievance procedure for classified employees shall meet the standard set forth in Chapter 5, Title 33, Section 33-517, of the Idaho Code.

As a matter of definition, the term "classified employee" shall be used rather than "non-certificated employee" when referring to the employee.

As a matter of definition, the term "working day" or "workday" is a weekday (Monday through Friday), except those weekdays identified in the approved school calendar as a non-workday for classified personnel or vacation or holidays.

A grievance shall be defined as a written allegation of **one (1) or more of the following:**

1. ~~A an unfair treatment or a violation of~~ **current written board approved** school district policy.
2. **A violation of current written school procedures.**
3. **A violation of the current written board approved employee handbook.**
4. **A condition or conditions that jeopardize the health or safety of the employee or another.**
5. **Tasks assigned outside of the employee's essential job functions and for which the employee has no specialized training.**
6. **A violation of Idaho Code.**

PROCEDURE

A classified employee of the district may file a grievance about any matter related to their employment, **only if it directly relates to any of the grounds for a grievance as defined above.**

A classified employee of the district may **not** file a grievance about the **following:** ~~provided that the following shall not be proper subjects for consideration under the grievance procedure provided in this section:~~

- a. Rate of salary

- b. Wage of the employee
 - c. The decision to terminate an employee for cause during the initial one hundred eighty (180) days of employment
1. If a classified employee files a grievance, the employee shall submit the grievance in writing on the Classified Grievance Form to the **district's human resources administrator** ~~employee's immediate supervisor~~ within six (6) working days of the incident **that gave giving** rise to the grievance. The grievance shall state the nature of the grievance and the remedy sought.
 2. Within six (6) working days of receipt of the grievance, the **district's human resources administrator** ~~immediate supervisor~~ **will schedule an informal grievance meeting with the grievant, the employee against whom the grievance is filed, respective advocates, as well as a district administrator who will not be involved in the statutory grievance process. The purpose of the meeting will be to attempt to find a resolution to the employee grievance.** ~~shall provide a written response to the employee.~~
 3. **If a resolution is not reached during the informal grievance meeting, the individual against whom a grievance is filed will file a written response to the employee grievance with the district's human resources administrator within six (6) working days after the conclusion of the informal grievance meeting. Thereafter, the employee may appeal the grievance to the superintendent or designee within six (6) working days of the date the written response was, or should have been, received.**
 4. ~~If the classified employee is not satisfied with the response of the immediate supervisor, or if there is no response within the timeline, the employee may appeal the grievance to the superintendent of the district or the superintendent's designee within five (5) working days of the receipt of the response as set out in subsection (2)(b) of Idaho Code 33-517, or within five (5) working days from the date the supervisor last had to respond if the classified employee received no written response. Within six (6) working days of an appeal, The superintendent, or his designee, will provide written response to shall communicate with the classified employee within six (6) working days in an effort to resolve the appeal. Within five (5) working days of the communication, the superintendent, or his designee, shall provide a written response to the classified employee.~~
 5. If the classified employee is not satisfied with the response of the superintendent, or his designee, or if there is no response by the superintendent, or his designee, within the timeframe ~~provided in subsection (2)(c) of Idaho Code 33-517,~~ the classified employee may request a review of the grievance by a hearing panel within **six (6)** ~~five (5)~~ working days **of the date the response was, or should have been, received.** from receipt of the response provided in section (2)(c) of Idaho Code 33-517, if the employee received a written response, or five (5) working days from the date the superintendent last had to respond if the classified employee received no written response.
 6. ~~Within ten (10) working days of receipt of an appeal, the Board of Trustees shall convene~~ A panel consisting of three (3) persons **will be convene for the purpose of reviewing the appeal within ten (10) working days of receipt of an appeal. The panel will consist of one (1) individual** designated by the **superintendent, Board of Trustees,** one (1) **individual** designated by the employee, and one (1) **individual** agreed upon by the two (2) appointed **panel** members. ~~for the purpose of reviewing the appeal. Within five (5) working days following completion of the review, the panel shall submit its decision in writing to the classified employee, the superintendent, and the Board of Trustees.~~
 7. **The employee and the superintendent or designee, or their representative, may be given an opportunity to present information and arguments, oral or written, relevant to the grievance filed in the matter. The panel may establish time limits for the submission or presentation of information and argument(s). The panel may exclude evidence that is not relevant to the matter(s) raised in the grievance. The rules of civil procedure and evidence do not apply.**
 8. **The panel will review all relevant information presented by the parties and will make a determination as to whether the information supports a finding of:**
 - a. **A violation of current written board approved school district policy;**
 - b. **A violation of current written school procedures;**

- c. **A violation of the current written board approved employee handbook;**
- d. **A condition or conditions that jeopardize the health or safety of the employee or another; or**
- e. **Tasks assigned outside of the employee's essential job functions and for which the employee has no specialized training.**

If the panel determines that the information supports a finding of one (1) or more of the above, the panel will make a determination as to the appropriate resolution of the grievance.

9. **Within ten (10) working days following completion of the review, the panel will submit a written decision setting forth factual findings and conclusions to the employee, the superintendent or designee, and the board.**
10. The panel's decision shall be the final and conclusive resolution of the grievance unless the Board of Trustees overturns the panel's decision by resolution at the Board of Trustees' next regularly scheduled public meeting, or **either party appeals to the district court** unless within forty-two (42) calendar days of the filing of the Board's decision, ~~either party appeals to the district court in the county where the school district is located.~~
11. Upon appeal of a decision of the Board of Trustees, the district court may affirm or set aside and remand the matter to the Board of Trustees upon the following grounds ~~and shall not set the same aside on any other grounds:~~
 - a. The findings of fact are not based on any substantial, competent evidence;
 - b. The Board of Trustees has acted without jurisdiction or in excess of its powers; **or**
 - c. The findings by the Board of Trustees as a matter of law do not support the decision.
12. A classified employee filing a grievance, **the person against whom the grievance is filed, and the superintendent or designee** ~~pursuant to this section shall be entitled to a representative of the employee's choice at each step of the grievance procedure provided in this section. None of these individuals will be qualified to sit on the advisory grievance panel. The supervisor, superintendent, or the superintendent's designee, shall be entitled to a representative at each step of the grievance procedure.~~
13. The grievance procedure timelines established in this **policy section** ~~may be waived or modified by mutual agreement.~~
14. Utilization of the grievance procedure established pursuant to this **policy section** ~~shall will~~ not constitute a waiver of any right of appeal available pursuant to law or regulation.
15. Neither the Board nor any member of the administration ~~shall will~~ take reprisals affecting the **employment status of any party in interest. The employee filing a grievance will not take any reprisals regarding the course of the outcome of the grievance nor take any reprisals against any party or witness participating in the grievance.**

A classified employee of the school district ~~shall will~~ be **provided a personnel file consistent with the provisions of Section 33-518, Idaho Code.** ~~required to review and sign any entries made to his personnel file. At reasonable times and places, in the presence of an appropriate District official, a classified employee may inspect documents contained in his official personnel file.~~

3. **Gifted & Talented Education Policy** - Mr. Gilbert presented the 2nd reading of the proposed revision of Mountain Home School District No. 193 Grievance Policy for Gifted & Talented Policy. He said that this policy was approved during the February board meeting, but some wording was revised for clarity purposes. He also requested that this policy have only one reading. Trustee House motioned to approve the 1st and only reading of the proposed revision of the Gifted & Talented Policy, as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion carried.

MOUNTAIN HOME, IDAHO 83647
POLICY
GIFTED & TALENTED EDUCATION

Gifted & Talented children are those students who are identified as possessing, **demonstrating, and for having demonstrated or potential** abilities that give evidence of high performing capabilities in intellectual, creative, specific academic, or leadership areas, or ability in the performing or visual arts, and who require services or activities not ordinarily provided by the school in order to fully develop such capabilities.

DISTRICT PLAN

The district's plan will be reviewed, revised, and submitted by the Director of Educational Services every three (3) years for SDE approval. The district's plan may include the following:

- Philosophy Statement
- Definition of Giftedness
- Program Goals
- Program Options
- Identification Procedures
- Program Evaluation

IDENTIFICATION OF GIFTED & TALENTED STUDENTS

On an **ongoing annual** basis, the district will screen all potentially gifted and talented students to ensure they have an opportunity to be considered for the program. The screening criteria will be age/grade appropriate, will be nondiscriminatory, and will comply with the procedures set forth in the district's Gifted & Talented Plan.

The district will assess those students meeting the screening criteria and gather additional information concerning their specific aptitudes and educational needs. Identification of gifted and talented students will be based on multiple indicators of giftedness with information obtained through the following methods and sources:

1. Formal assessment methods, such as group and individual tests of achievement, general **and cognitive** abilities, ~~specific aptitudes~~, and creativity.
2. Informal assessment methods, such as checklists, rating scales, pupil product evaluations, observations, nominating, biographical data, questionnaires, interviews, and grades.
3. Information regarding students will be obtained from multiple sources, such as teachers, counselors, peers, parents, community members, subject area experts, and the students themselves.

Based on the assessment, the needs of the gifted/talented student will be matched with appropriate program options.

The district shall designate a certificated employee to develop, supervise, and implement the gifted/talented program.

4. **Curriculum Materials Development & Adoption Policy** - Mr. Gilbert presented the 2nd reading of the proposed revision of Mountain Home School District No. 193 Curriculum Materials Development & Adoption Policy. He said that this policy had its 3rd and final reading during the March Board meeting, but some language needed to be added to clarify the expectations of parents who might have an issue with their student's reading assignment. He also requested that this policy revision have only one reading. Trustee House motioned to approve the 2nd reading of the proposed revision of the Curriculum Materials Development & Adoption Policy, as presented by Mr. Gilbert. Trustee Checketts seconded the motion. Motion granted.

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
CURRICULUM MATERIALS DEVELOPMENT & ADOPTION

The Mountain Home School District 193 Board of Trustees recognizes the need to ensure balance among schools in the provision of curriculum and instructional materials, and to continually evaluate, develop, and modify the curriculum to meet the changing needs of students. This process includes the adoption of instructional materials. Instructional materials include textbooks, work texts, workbooks, all supplementary and enrichment, audio/visual materials, and technology.

The MHSD Board of Trustees may adopt curricular materials consistent with District policy, Section 33-512A, Idaho Code, and the contents standards as established by the Idaho State Board of Education (SBOE) in subject areas offered by the District for which materials are not covered by the State Curriculum Material Committee.

The Board of Trustees is responsible for approving all courses of study in the Mountain Home School District No. 193. Proposed changes, modifications, additions, and deletions are considered by the Board upon recommendation of the Superintendent or designee. Impetus for change may come from the staff, students, members of the Board of Trustees, or other citizens of the school district.

The procedures for curriculum additions or deletions approval are to be established by the Superintendent or designee.

The Superintendent, or designee, is responsible for coordinating, developing, and implementing curriculum throughout the school district.

The district will have available to the public the title, authors, and publishers of all textbooks being used in the district. The public has the right to inspect the instructional materials, except students' tests, used in this district's schools.

Curricular materials are exempt from bidding requirements.

DEFINITION:

“Curricular materials” is defined as textbook and instructional media including software, audio/visual media, and internet resources.

STATE APPROVED MATERIALS:

The SBOE has prescribed the minimum courses to be taught in all public elementary and secondary schools. The Board is required to have prepared and issued such syllabi, study guides, and other instructional aids, as the Board will from time to time deem necessary. The Board will also determine how and under what regulations curricular materials will be adopted for the public schools.

The SBOE will require all publishers of textbooks approved for use to furnish the department of education with electronic format for literary and nonliterary subjects when electronic formats become available for nonliterary subjects, in a standard format approved by the Board, from which reproductions can be made for use for the blind.

The SBOE adopts curricular materials (textbooks) in the following subject matters: reading, English, spelling, speech, journalism, languages other than English, art, drama, social studies, music, mathematics, business education, career education and counseling, vocational/technical education, science, health, handwriting, literature, driver education, and limited English proficiency.

CURRICULAR MATERIALS ADOPTION COMMITTEE:

The Board of Trustees may appoint a Curricular Materials Adoption Committee to advise it on the selection of curricular materials. Curricular materials for courses offered by the District for which materials are not covered by the

State Curricular Material Committee may be selected by a District Curricular Materials Committee appointed by the Board of Trustees.

In the event the Board of Trustees elects to appoint a District Curricular Materials Committee, one-fourth (1/4) of the committee members will be persons who are not public education or school trustees. All meetings of the committee will be open to the public, and any member of the public may attend such a meeting and file written objections to, or make oral objections to, any curricular materials under consideration.

Instructional materials used in Mountain Home School District No. 193 shall not discriminate against any individual in any way, specifically on the basis of age, race, color, creed, national origin, ancestry, sex, sexual orientation, religious affiliation, handicapping condition, or physical or mental handicap or disability.

The adoption of textbooks in Mountain Home School District No. 193 shall be in accordance with Idaho Code 33-512(3) and 33-512A. When feasible, textbooks considered and adopted shall be on the state adoption list as approved and adopted by the State Board of Education.

When possible, all technological, supplemental or enrichment materials used in the classrooms of Mountain Home School District No. 193 shall be on the state adoption list as approved and adopted by the State Board of Education. The superintendent, or designee, of the school district has the responsibility to establish procedures for the approval of the use of supplemental or enrichment materials that are not on the list of State Board of Education approved and adopted materials.

CONTROVERSIAL MATERIALS:

The teacher, prior to presenting curriculum materials of a possibly controversial nature, will review the matter with the building principal. If it is determined that the material is potentially controversial, but is an effective method of addressing some aspect of the curriculum, the teacher and principal will determine what notification should be provided to the parent/guardian.

An alternative lesson may be made available for students whose parents/guardians notify the school that they do not want their student exposed to the material. The alternative lesson will substitute for the planned lesson.

SUPPLEMENTAL READING POLICY

Parents who wish to have their child read an alternative book, whether it be for a small group selection or a class reading, the teacher will provide the criteria for the reading selection, and it will then be the parents' responsibility to research and select an alternative reading choice. The teacher will approve the alternative reading choice and provide alternative assignments.

Procedure:

- 1. The parent contacts the teacher directly about their issue with their child reading the assigned book.**
- 2. Within 24-hours after parent contact, the teacher will provide the criteria for the alternative reading.**
- 3. Within 48-hours after the teacher provides the criteria for the alternative reading, the parent provides the alternative title of the reading book for approval.**
 - **An example would be if the reading selection that the teacher assigned addressed an American Writer of the 20th century who wrote a memoir, the parent must in turn select a 20th century American writer who wrote an memoir.**
 - ~ **The reading selection must be approved by the teacher.**
 - **Another example would be if the reading selection that the teacher assigned addressed female authors of the 19th century who wrote a novel, the parent would in turn have to select a 19th century female author who wrote a novel.**
 - ~ **The reading selection must be approved by the teacher.**

4. **Within 24-hours after the parent provides the alternative title of the reading book, the teacher approves or denies the alternative reading book. Books that meet provided criteria will be approved.**
5. **The student needs to have the book in their possession by the following class period.**
6. **The teacher provides the alternative assignments upon approval of alternative selection.**

It is the parents' responsibility to become familiar with the district's Curriculum Development & Materials Adoption Policy and Procedure should the parent wish to challenge the curriculum.

VIII. **NEW BUSINESS –**

A. TRAVEL REQUEST –

1. Girls Basketball Teams – MHHS/MHJH – All American Team Camp, Colfax, Washington, June 14-18, 2015 – Brent Keener. Mr. Keener requested permission to take the MHHS/MHJH girls basketball teams to the All American Team Camp in Colfax, Washington, June 14-18, 2015. Trustee Donahue motioned for approval of the travel request for the MHHS/MHJH girls basketball teams to the All American Team Camp in Colfax, Washington, June 14-18, 2015, as presented by Mr. Keener. Trustee Checketts seconded the motion. Motion authorized.

B. AUTHORIZATION TO PARTICIPATE IN THE SCHOOL LUNCH AND BREAKFAST PROGRAM – Cliff Ogborn. Mr. Ogborn requested the Board approve the annual request for the district to participate in the federally mandated National School Lunch and Breakfast Program. Trustee House moved to approve the renewal agreement of the FY 2015-16 National School Lunch and Breakfast programs as federally mandated Motion seconded by Trustee Checketts. Motion passed.

C. INTENT TO OPERATE RENEWAL AGREEMENT – Chartwells Food Service – Cliff Ogborn. Mr. Ogborn requested authorization to continue the renewal with Chartwells Food Service contract for the 2015-2016 school year. Trustee Donahue moved to approve the continued renewal contract agreement for school year 2015-16 with Chartwells Food Service, as presented by Mr. Ogborn, with a second from Trustee Reynolds. Motion granted.

D. POLICY ADOPTION – 1st Reading – James Gilbert

1. **Record Retention Schedule Policy -** Mr. Gilbert presented the 1st 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 House motioned to approve the 1st reading of the proposed adoption of the Record Retention Schedule Policy, as presented by Mr. Gilbert. Trustee Donahue 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
ADMINISTRATION - EDUCATION PROGRAM REVIEW	AC + 3 yrs

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RECORDS DESCRIPTION	RETENTION PERIOD
RECORDS	
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
FACILITIES OPERATIONS - BUILDINGS, CONSTRUCTION	A. LA

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RECORDS DESCRIPTION	RETENTION PERIOD
CONTRACT, INSPECTION RECORDS, AND PROJECT FILES - Building Construction Contracts, Surety bonds, Inspection records, Planning, design, and construction records, and all bids, etc.	
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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RECORDS DESCRIPTION	RETENTION PERIOD
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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RECORDS DESCRIPTION	RETENTION PERIOD
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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RECORDS DESCRIPTION	RETENTION PERIOD
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 <i>CAUTION:</i> 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

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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.

E. POLICY REVISION – 1st Reading – James Gilbert

- 1. Legal Name Requirement Policy** - Mr. Gilbert presented the 1st 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 Reynolds motioned to approve the 1st reading of the proposed revision of the Legal Name Requirement Policy, as presented by Mr. Gilbert. Trustee Donahue seconded the motion. Motion approved

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.

- F. POLICY REVIEW** – No Changes – James Gilbert. Mr. Gilbert informed the Board that the Student Grievance Policy was reviewed by the Policy Committee and they determined that no revisions were necessary. No action needed.

1. Student Grievance Policy

- G. PERSONNEL** – James Gilbert. Mr. Gilbert requested approval of the personnel items. Trustee Donahue motioned to approve the personnel items and addendum, as presented by Mr. Gilbert, with a second from Trustee Reynolds. Motion granted.

ADMINISTRATIVE APPOINTMENTS – 2015-2016 SCHOOL YEAR

Cochran, Daniel L., Principal, MHJH
 Smith, Lonni M., Vice Principal, HMS

APPOINTMENTS

Baul, Lesley, Cook Manager, North Elementary School
 Day, Connie, Cook I, North Elementary School

Durham, Daniel, Head Varsity Boys Soccer Coach, MHHS
 Johnson, Gina, Receptionist, MHHS
 Pritchard, Ami, 3rd Grade Teacher, Stephensen Elementary School
 Ryan, Kyrie, 3rd Grade Teacher, West Elementary School
 Warden, Sean, Junior Varsity Girls Soccer Coach, MHHS
 Zamora, Tyler, 5th Grade Teacher, HMS

RESIGNATIONS

Floyd, Sara, Receptionist, Stephensen Elementary School
 Huey, Lisa, Special Education Paraeducator, HMS
 Mann, Vilma, Cook II, MHHS
 Milillo, Melissa, Library Manager, Stephensen Elementary School
 Riedel, Vickie, Varsity Cheerleading Coach, MHHS
 Ytuarte, Lisa, Title I Paraeducator, North Elementary School

RETIREMENTS

Hicks, Cheryl, Receptionist, North Elementary School; effective: May 28, 2015
 Labar, Cynthia, Cook Manager, North Elementary School, effective: May 22, 2015

- IX. **EXECUTIVE SESSION** – Student Matters, Legal Matters, and Personnel Matters. Chairman Alexander called for a motion for the purpose of allowing the Board to retire into executive session in order to hold hearings for two possible student expulsions, discuss legal matters regarding the pending litigation, and to discuss personnel matters regarding staffing as authorized by Title 33, Sections 33-205, 33-506, 33-510 through 33-512, 33-513, and Title 67, Sections 67-2341 through 67-2345. After a full and complete discussion and upon motion duly made by Trustee House and seconded by Trustee Reynolds, 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 67-2345, Idaho Code, in order to hold hearings for two possible student expulsions, discuss legal matters regarding the pending litigation, and to discuss personnel matters regarding staffing as authorized by Title 33, Sections 33-205, 33-506, 33-510 through 33-512, 33-513, and Title 67, Sections 67-2341 through 67-2345, 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 Alexander..... Aye
 Trustee House Aye
 Trustee Reynolds Aye
 Trustee Checketts..... Aye
 Trustee Donahue..... 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 8:35 p.m. to hold two student hearings for possible expulsion. Others present: The attending board members, Superintendent McMurtrey, Assistant Superintendent Gilbert, Clerk Whitman, Cliff Ogborn, Assistant Principal Cotton, Assistant Principal Abbott, (Names on File). Following a full and complete discussion of the possible expulsion hearing, the Board reconvened into open session at 9:00 p.m. No motioned taken.

The Board went back into executive session at 9:01 p.m., to hold the second possible expulsion hearing. Others present: The attending board members, Superintendent McMurtrey, Assistant Superintendent Gilbert, Clerk Whitman, Cliff Ogborn, Assistant Principal Cotton, Assistant Principal Abbott, (Names on File). Following a full and complete discussion of the personnel matters, the Board reconvened into open session at 9:15 p.m. A motion by Trustee House to deny attendance to (Name on File) to Mountain Home School District on the basis that her presence in school is continuously disruptive of school discipline and of the instructional effectiveness of the school received a second by Trustee Donahue. Motion passed.

The Board entered back into executive session at 9:20 p.m., to discuss legal matter regarding a lawsuit against the district by the MHEA. Others present: The attending board members, Superintendent McMurtrey, Assistant Superintendent Gilbert, Clerk Whitman, and Cliff Ogborn. Following a full and complete discussion of the legal matters, the Board reconvened into open session at 9:35 p.m. No motion taken.

- X. **ADJOURNMENT** – All business of the Board having been completed, Chairman Alexander called for a motion to adjourn. A motion from Trustee Reynolds to adjourn was seconded by Trustee Donahue. Motion carried. Meeting adjourned at 9:36 p.m.

Chairman Alexander

Clerk Whitman