

**SECTION C**  
**GENERAL ADMINISTRATION**

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Descriptor term:

Descriptor code:

Issue date:

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SUPERINTENDENT APPOINTMENT C.1

8/17/81

The election of a superintendent is a function of the Board. The superintendent's election or re-election shall be secured through an explicit contractual agreement which shall state the term of the contract, compensation, and, as appropriate, other conditions of employment. The contract issued to the superintendent shall protect the rights of both the Board and the superintendent.

LEGAL REF.: Idaho Code, 33-513.2

Descriptor term:

Descriptor code:

Issue date:

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SUPERINTENDENT JOB  
DESCRIPTION

C.1.1

4/19/88

Qualifications:

As established by state certification requirements; such other qualifications of academic, professional, and personal excellence as the Board of Trustees may specify.

Primary Responsibility to:

Board of Trustees

General Duties:

The Superintendent is delegated by the Board to act as the chief administrator for the District. While functioning in this capacity, he shall be held responsible for administering the schools in conformity with all approved policies of the Board, for interpreting the intent of those policies, and for following the rules and regulations of the State Department of Education, Idaho Education Code, and all other statutes which apply to the District.

The Superintendent is delegated by the Board to decide matters of purely administrative detail in areas where no specific policy provision has been made. In the absence of specific policies and advice from the Board, the Superintendent shall assume the authority to perform any duty which unforeseen emergency situations demand.

The Superintendent is charged with the administration and supervision of the school system, but may delegate administrative details to other qualified employees of the District for the sake of expediency.

The Superintendent shall be considered by the Board, faculty, other employees, students, and residents of the District as a professional leader. Acting in that capacity, he shall maintain high standards of ethics, honesty, and integrity in all personal and professional matters. As a professional leader, he shall further his professional development through reading, course work, conferences, serving on professional committees, visiting other districts, and meeting with other professional leaders.

Specific Duties:

The Superintendent, in the performance of his specific duties, shall:

1. Develop written administrative regulations, for review by the Board, governing operation of the district's schools.
2. Direct the preparation and submission of annual inventories and proposed annual budgets to the Board.
3. Prepare agendas, at the direction of the Board, and attend all meetings of the Board, including executive sessions and committee meetings, unless otherwise directed. He shall advise, make recommendations, and participate in discussions, but shall not be permitted to vote.

## SUPERINTENDENT JOB DESCRIPTION CONT. pg 2

4. Supervise the taking, transcription, distribution, safekeeping in the Superintendent's office, and constant availability of the minutes of Board meetings.
5. Present to the Board information required for the formulation of policies, and propose new policies for Board consideration.
6. Report at all Board meetings on school conditions, issues, and needs.
7. Notify the Chairman of the Board when conditions exist which may require an emergency or special session of the Board.
8. Furnish information requested by Board members regarding school conditions or operation.
9. Determine the qualifications for each class of District personnel, and formulate the duties, as regulated by the Idaho Education Code, of all District employees. These qualifications and duties shall be presented for Board approval and adoption. The superintendent shall insist on competent and efficient performance of these duties by all employees.
10. Recommend for appointment by the Board all District employees, and make recommendations for promotion, leaves of absence, suspension, demotion, or discharge of all employees. The Superintendent has the authority to assign and transfer any employee within the District, with the exception of employees appointed by the Board for special services, the Superintendent being so informed.
11. Assist the Board president in the orientation of new members.
12. Be available for conferences regarding school business. During any period of prolonged unavailability, he shall designate another qualified person or persons employed by the District to act on matters requiring immediate attention.
13. At the direction of the Board, formulate salary schedules and subsequent revisions for all District employees (except the Superintendent), and discuss their adoption to the Board.
14. Advise the Board regarding objectives for the operation of the business office and all business-related areas of the school system, and make recommendations to achieve these objectives.
15. Advise the Board regarding objectives for proper plant operation, safety, and maintenance in the District, and make recommendations to achieve these objectives.
16. Direct the preparation of building programs for the District, and make recommendations to the Board regarding such programs.
17. Keep, or cause to be kept, proper and necessary records for all operations of the District. He shall make, or cause to be made, all reports required by the District. He shall advise the Board regarding objectives for keeping such records and making such reports, and make recommendations to the Board to achieve these objectives.

## SUPERINTENDENT JOB DESCRIPTION CONT. pg 3

18. Direct the formulation of curriculum, and make recommendations for any curriculum additions, deletions, or changes. He shall direct the formulation of curriculum guides and keep typewritten copies in a central location for referral.
19. Make recommendations for textbooks, in conjunction with the appointed textbook committee.
20. Direct the formulation of extracurricular activities, and make recommendations for any additions, deletions, or changes in extracurricular activities in the District.
21. Advise the Board regarding objectives for transportation of students in the District, and make recommendations to achieve these objectives.
22. Advise the Board regarding objectives for special student problems, such as discipline, drug prevention, and other related areas. He shall direct the formulation of policies which affect these areas, and recommend them to the Board for approval.
23. Advise the Board regarding objectives for inservice training and enrichment programs for employees and make recommendations to achieve these objectives.
24. Advise the Board regarding safety conditions in the District. He shall be responsible for presenting plans dealing with natural disaster, cancellation of school events due to inclement weather, evacuation of the schools for any reason, and other types of emergencies, and shall make recommendations to the Board in these areas.
25. Advise the Board regarding objectives for the health program for students and employees of the District, and make recommendations to achieve these objectives.
26. Recommend to the Board a plan for carrying out the public relations policies of the District, and direct public relations for the District.
27. Assist the Board with the details of all Trustees elections, levy elections, and bond elections called by the Board.
28. Keep, or cause to be kept current, the official copy of the Policy Manual of the District. The official copy of the Manual shall be kept in the office of the Superintendent at all times for referral. The Superintendent shall be responsible for keeping all other copies of the Manual current.
29. Perform other duties which the Board may require.

Term of Employment:

The contract period shall be twelve (12) months, twenty-four (24) months, or thirty-six (36) months with (20) days vacation per year at a salary to be arranged with the Board of Trustees.

Descriptor term:

Descriptor code:

Issue date:

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SUPERINTENDENT'S EVALUATION

C.1.2

8/17/81

In January of each year, the Board will devote a personal session to an evaluation of the superintendent's performance (with the superintendent present) and to a discussion of the superintendent's evaluations of the performance of the assistant superintendent.

Decisions on contract extension (including length of contract for one or more years) or revisions will be made at a regular meeting of the Board in January of each year.

If a contract is offered to the superintendent, the Board shall expect to have it signed and returned within 30 days or the Board may consider the contract void and of no effect.

CROSS REF.: CGB-E - Evaluation of Superintendent Instrument

SUPERINTENDENT EVALUATION

C.1.2A

2/21/89

Directions:

After individual Board members have discussed the superintendent's performance in each of the following areas, complete an assessment reflecting the composite judgment of the Board. Place the appropriate symbol in the blank. If some aspect of the superintendent's performance merits particular praise, or if improvement is needed in some area, please indicate it in the Comment Section.

## Key

3=Performance exceeds job description and goals

2=Performance meets job description and goals

1=Performance is below description and goals

0=Performance is far below job description and goals

- \_\_\_\_\_ 1. Develop written administrative regulations, for review by the Board, governing operation of the district's schools.
- \_\_\_\_\_ 2. Direct the preparation and submission of annual inventories and proposed annual budgets to the Board.
- \_\_\_\_\_ 3. Prepare agendas, at the direction of the Board, and attend all meetings of the Board, including executive sessions and committee meetings, unless otherwise directed. He shall advise, make recommendations, and participate in discussions, but shall not be permitted to vote.
- \_\_\_\_\_ 4. Supervise the taking, transcription, distribution, safekeeping in the Superintendent's office, and constant availability of the minutes of Board meetings.
- \_\_\_\_\_ 5. Present to the Board information required for the formulation of policies, and propose new policies for Board consideration.
- \_\_\_\_\_ 6. Report at all Board meetings on school conditions, issues, and needs.
- \_\_\_\_\_ 7. Notify the Chairman of the Board when conditions exist which may require an emergency or special session of the Board.
- \_\_\_\_\_ 8. Furnish information requested by Board members regarding school conditions or operation.
- \_\_\_\_\_ 9. Determine the qualifications for each class of District personnel, and formulate the duties, as regulated by the Idaho Education Code, of all District employees. These qualifications and duties shall be presented for Board approval and adoption. The superintendent shall insist on competent and efficient performance of these duties by all employees.
- \_\_\_\_\_ 10. Recommend for appointment by the Board all District employees, and make recommendations for promotion, leaves of absence, suspension, demotion, or discharge of all employees. The Superintendent has the authority to assign and transfer any employee within the District, with the exception of employees appointed by the Board for special services, the Superintendent being so informed.
- \_\_\_\_\_ 11. Assist the Board president in the orientation of new members.

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SUPERINTENDENT EVALUATION CONT. pg 2

- \_\_\_\_\_ 12. Be available for conferences regarding school business. During any period of prolonged unavailability, he shall designate another qualified person or persons employed by the District to act on matters requiring immediate attention.
- \_\_\_\_\_ 13. At the direction of the Board, formulate salary schedules and subsequent revisions for all District employees (except the Superintendent), and discuss their adoption to the Board.
- \_\_\_\_\_ 14. Advise the Board regarding objectives for the operation of the business office and all business-related areas of the school system, and make recommendations to achieve these objectives.
- \_\_\_\_\_ 15. Advise the Board regarding objectives for proper plant operation, safety, and maintenance in the District, and make recommendations to achieve these objectives.
- \_\_\_\_\_ 16. Direct the preparation of building programs for the District, and make recommendations to the Board regarding such programs.
- \_\_\_\_\_ 17. Keep, or cause to be kept, proper and necessary records for all operations of the District. He shall make, or cause to be made, all reports required by the District. He shall advise the Board regarding objectives for keeping such records and making such reports, and make recommendations to the Board to achieve these objectives.
- \_\_\_\_\_ 18. Direct the formulation of curriculum, and make recommendations for any curriculum additions, deletions, or changes. He shall direct the formulation of curriculum guides and keep typewritten copies in a central location for referral.
- \_\_\_\_\_ 19. Make recommendations for textbooks, in conjunction with the appointed textbook committee.
- \_\_\_\_\_ 20. Direct the formulation of extracurricular activities, and make recommendations for any additions, deletions, or changes in extracurricular activities in the District.
- \_\_\_\_\_ 21. Advise the Board regarding objectives for transportation of students in the District, and make recommendations to achieve these objectives.
- \_\_\_\_\_ 22. Advise the Board regarding objectives for special student problems, such as discipline, drug prevention, and other related areas. He shall direct the formulation of policies which affect these areas, and recommend them to the Board for approval.
- \_\_\_\_\_ 23. Advise the Board regarding objectives for inservice training and enrichment programs for employees and make recommendations to achieve these objectives.
- \_\_\_\_\_ 24. Advise the Board regarding safety conditions in the District. He shall be responsible for presenting plans dealing with natural disaster, cancellation of school events due to inclement weather, evacuation of the schools for any reason, and other types of emergencies, and shall make recommendations to the Board in these areas.



## SUPERINTENDENT EVALUATION CONT. pg 3

- \_\_\_\_\_ 25. Advise the Board regarding objectives for the health program for students and employees of the District, and make recommendations to achieve these objectives.
- \_\_\_\_\_ 26. Recommend to the Board a plan for carrying out the public relations policies of the District, and direct public relations for the District.
- \_\_\_\_\_ 27. Assist the Board with the details of all Trustees elections, levy elections, and bond elections called by the Board.
- \_\_\_\_\_ 28. Keep, or cause to be kept current, the official copy of the Policy Manual of the District. The official copy of the Manual shall be kept in the office of the Superintendent at all times for referral. The Superintendent shall be responsible for keeping all other copies of the Manual current.
- \_\_\_\_\_ 29. Perform other duties which the Board may require.

Descriptor term:

Descriptor code:

Issue date:

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SUPERINTENDENT EVALUATION CONT. pg 4

COMMENTS SECTION:

I. AREAS OF PROFESSIONAL STRENGTH:

II. AREAS FOR CONTINUING PROFESSIONAL EMPHASIS:

III. AREAS THAT MUST BE CORRECTED IMMEDIATELY:

We recommend that this superintendent:

- be continued in good standing.
- be placed on probation.
- not have his/her contract renewed.

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Board Chairman Signature

Date

I have received a copy of this report and have received an explanation of the basis of this report. Should I disagree, I may write a letter of rebuttal to be attached to this report.

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Superintendent's Signature

Date

Descriptor term:

Descriptor code:

Issue date:

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ADMINISTRATIVE PERSONNEL  
COMPENSATION GUIDES AND  
CONTRACTS

C.2

8/17/81

Principals employed by the Board may be issued one year or two contracts which will run from July 1 to June 30.

LEGAL REF.: Idaho Code, 33-513(3)

ADOPTED: 7/21/80

HIGH SCHOOL PRINCIPAL

C.2.1

8/17/81

Qualifications:

As established by state certification requirements; such other requirements as established by the local board of trustees.

Primary Responsibility to:

Superintendent of Schools

Job Goal:

The principal shall carry out the following tasks so as to provide leadership, supervision and promote the educational development of each student.

1. Be aware of, and uphold, all policies dealing with principals as outlined in District Rules and Regulations.
2. Develop and maintain an effective learning climate in the schools.
3. Establish a program of classes within the framework of student needs, instructional goals, and facilities available using all human resource in an equitable manner.
4. Establish guides for proper student conduct, within the policy established by the Board of Trustees, and maintain student discipline following procedural due process.
5. Submit all curriculum proposals for approval by the Board of Trustees.
6. Supervise the school's teaching process and insure that the approved curriculum of the district is followed.
7. Report to the Superintendent regarding the needs of the school with respect to personnel, equipment, supplies, and curriculum.
8. Plan, organize, and direct implementation of all school activities.
9. Establish and maintain favorable relationships with the school and community; interpret board policies and administrative directives.
10. Use all appropriate resources in attempting to resolve individual student problems.
11. Orient new staff members and assist in their professional growth.
12. Be responsible for support services such as maintenance and custodial program and food services.
13. Cooperate in the implementation of the district's special program.
14. Evaluate and confer periodically with all staff members regarding their individual and group performances. Follow district policy when it becomes necessary to dismiss staff for unsatisfactory performance, by following due process.
15. Prepare all reports and supervise all reports consistent with the school's administration.
16. Assume leadership in the direction of the school's athletic and extra-curricular activities.
17. Participate in all meetings or programs as are required or appropriate.
18. Maintain and control all funds generated by student activities.
20. Cooperate with institutions of higher education regarding teacher training programs.
21. Work with personnel of the district on matters that are of district concern.
22. Assist in screening and recommending of applicants for teaching positions in the district.

Descriptor term:

Descriptor code:

Issue date:

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23. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.

Terms of Contract:

Established by Board of Trustees

Evaluation:

Performance of this position will be evaluated according with provisions of the board's policy on evaluation of certified professional employees.

Descriptor term:

Descriptor code:

Issue date:

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MIDDLE SCHOOL PRINCIPAL

C.2.2

8/17/91

Qualifications:

As established by state certification requirements; such other qualifications of academic, professional, and personal excellence as the School Board may specify.

Primary Responsibility to:

Superintendent of Schools

Job Goal:

In order to exercise leadership, supervisory, and administrative skills so as to promote the educational development of each student, the principal shall carry out the following performance tasks:

1. Be knowledgeable of, and uphold, all policies pertaining to principals as specified in District Rules and Regulations.
2. Establish and maintain an effective learning climate in the school.
3. Program classes within the framework of the district's instructional program to meet student needs.
4. Establish guides for proper student conduct and maintain student discipline following procedural due process.
5. Submit all curriculum proposals for approval by the School Board.
6. Supervise the school's teaching process and insure that the approved curriculum of the district is followed.
7. Plan, organize, and direct implementation of all school activities.
8. Establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; interpret Board policies and administrative directives.
9. Use all appropriate resources in attempting to resolve individual student problems.
10. Orient newly assigned staff members and assist in their professional growth.
11. Be responsible for support services such as the maintenance and custodial program and food services.
12. Cooperate in the implementation of the district's special services program.
13. Evaluate and confer periodically with all staff members regarding their individual and group performance. Take necessary steps to dismiss members whose performance is considered unsatisfactory by following procedural due process.
14. Prepare and supervise the preparation of reports, records lists and all other paperwork required or appropriate to the school's administration.
15. Participate in principal's meetings, negotiations meetings, and such other meetings, workshops, conferences, seminars, or programs as are required or appropriate.
16. Prepare and submit to appropriate persons school equipment and material requests.
17. Attend school sponsored activities, functions, and events as appropriate.
18. Maintain and control funds generated by student activities.
19. Cooperate with college and university officials regarding teacher training programs.
20. Work with various members of the administration on district-wide problems such as curriculum, transportation, special services, and the like.

## MIDDLE SCHOOL PRINCIPAL CONT. pg 2

21. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
22. Perform such other duties as may be assigned.
23. Act ethically in all situations.

Terms of Employment:

The contract period shall be from two (2) weeks prior to the first day of school and two (2) weeks after the close of school. The salary shall be commensurate with the employee's appropriate place on the approved administrative salary schedule.

Evaluation:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of certificated professional employees.

Descriptor term:

Descriptor code:

Issue date:

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ELEMENTARY PRINCIPAL

C.2.3

3/25/88

Qualifications:

As established by state certification requirements; such other qualifications of academic, professional, and personal excellence as the School Board may specify.

Primary Responsibility to:

Superintendent of Schools

Job Goal:

In order to exercise leadership, supervisory, and administrative skills so as to promote the educational development of each student, the elementary principal shall carry out the following performance tasks:

1. Be knowledgeable of, and uphold, all policies pertaining to principals as specified in District policy.
2. Establish and maintain an effective learning climate in the school.
3. Program classes within the framework of the district's institutional program to meet student needs.
4. Establish guides for proper student conduct and maintain student discipline following procedural due process.
5. Submit all curriculum proposals for approval by the School Board.
6. Supervise the school's teaching process and insure that the approved curriculum of the district is followed.
7. Plan, organize, and direct implementation of all school activities.
8. Establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; interpret Board policies and administrative directives.
9. Use all appropriate resources in attempting to resolve individual student problems.
10. Be responsible for support services such as the maintenance and custodial program and food services.
11. Direct the administration and implementation of the district's special education programs and any related federal programs as directed.
12. Cooperate in the administration and implementation of all of the district's special and/or remedial programs.
13. Evaluate and confer periodically with all staff members regarding their individual and group performance. Take necessary steps to dismiss members whose performance is considered unsatisfactory by following procedural due process.
14. Participate in principals' meetings, negotiations meetings, and such other meetings, workshops, conferences, seminars, or programs as are required or appropriate.
15. Prepare and submit to appropriate persons school equipment and material requests.
16. Attend school sponsored activities, functions, and events as appropriate.
17. Maintain and control funds generated by student activities.
18. Work with various members of the administration on district-wide problems such as curriculum, transportation, special services, and the like.
19. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.



Descriptor term:

Descriptor code:

Issue date:

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ADMINISTRATIVE PERSONNEL  
EVALUATION

C.2.4

9/18/89

The purpose of principal evaluation shall be to assist principals in the development and strengthening of their abilities through an assessment of their skills and performance. Formal evaluation shall be made by the superintendent using evaluation procedures developed by the superintendent and approved by the Board. Evaluation shall take place at least annually prior to the regular February Board meeting. Evaluations will be made in writing and given to the principal.



## PRINCIPAL EVALUATION CONT. pg 2

1. ACHIEVEMENT/ACADEMIC EXPECTATIONS:

Effective principals:

- Emphasize student achievement as the primary outcome of schooling.
- Emphasize student achievement in basic skills as the primary program outcome.
- Have a clear vision of their long-term goals.
- Communicate goals clearly to school staff; convey to teachers their commitment to achievement.
- Set the tone for the school and assume responsibility for instruction and for the allocation of resources to reach school goals.
- Give high priority to activities, instruction, and materials that foster academic success.

2. DISCIPLINE/ORDER EXPECTATIONS:

Effective principals:

- Help to set general discipline standards for the whole school.
- Promote an atmosphere that is orderly without being rigid, quiet without being oppressive.
- Are more assertive, more effective disciplinarians.
- Do what is necessary to ensure that the school's climate is conducive to learning-quiet, pleasant and well-maintained.
- Reduce the number of non-instructional interruptions.
- Simplify the administrative tasks of teachers.

3. EVALUATION EXPECTATIONS:

Effective principals:

- Evaluate student progress in relation to instructional objectives and goals for student achievement.
- Visit classrooms, giving feedback to teachers and pupils.
- Monitor student achievement on a regular basis.
- Set expectations for the entire school and check to see if they are being met.
- Know how well their students perform, compared to students in other schools; review test results when progress is slow.
- Provide feedback to aid progress toward achieving goals.

## PRINCIPAL EVALUATION CONT. pg 3

4. EXPECTATIONS FOR PERFORMANCE:

Effective principals:

- Establish high standards of performance for students and teachers.
- Hold high expectations for student behavior and achievement.
- Hold (and convey) high expectations for teachers' performance in the classroom.
- Use their positions to pressure teachers to perform in the expected fashion.
- Do not let teachers "write off" students as nonlearners, particularly because of race or social class.
- Exhibit a commitment to ensuring that students achieve at high levels and assume responsibility for reaching those levels.
- Model the behaviors they expect of staff.

5. INSTRUCTION EXPECTATIONS:

- Effective principals:
- Do more curriculum development.
- Emphasize acquisition of basic skills as the central instructional goal of the school.
- Initiate new programs, change existing procedures in imaginative ways, and bring in new resources.
- Meet teachers' instructional needs by providing the resources.
- Become directly involved in setting instructional policy.
- Stress teaching strategies and behaviors that enhance academic achievement.
- Assume responsibility for instruction and allocation of resources.
- Provide a good balance between management and instructional skills.
- Take part in instructional decision making.
- Interrelate course content, sequence of objectives, and materials in all grades.

6. PROFESSIONAL DEVELOPMENT EXPECTATIONS:

Effective principals:

- Arrange carefully structured, effective professional development activities.
- Help staff gain access to consultants and resources.
- Provide teachers opportunities to interact for the purpose of professional development.
- Provide orientation for new teachers.
- Encourage teachers to evaluate their own professional competence and set goals for growth.
- Encourage and support teachers' attendance and participation in seminars, workshops, and inservice programs.
- Provide inservice that promotes improved teaching.

## PRINCIPAL EVALUATION CONT. pg 4

7. PERSONAL CHARACTERISTICS EXPECTATIONS:

- Effective principals:
- Possess reasonable intelligence.
- Have high energy levels.
- Have strong desire to succeed.
- Are able to keep their heads, watch for opportunities, and exploit the frustrations aimlessness of others.
- Have very strong personalities--are forceful and dynamic.
- Have a sense of commitment and direction for attaining goals.
- Are quick to assume initiative--take charge.
- Welcome new ideas.
- Have high tolerance for ambiguity, are analytical, and adopt a practical stance toward life.

SECTION B: PROGRESS TOWARD GOALS DEFINED ON GROWTH PLANSECTION C: SUMMARY REPORT

## I. AREAS OF PROFESSIONAL STRENGTH:

## II. AREAS FOR CONTINUING PROFESSIONAL EMPHASIS:

## III. AREAS THAT MUST BE CORRECTED IMMEDIATELY:

Descriptor term:

Descriptor code:

Issue date:

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PRINCIPAL EVALUATION CONT. pg 5

B. SUGGESTIONS FOR IMPROVEMENT ON III (above):

IV. I recommend that this principal:

be continued in good standing.

be placed on probation.

not have his/her contract renewed.

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Superintendent's signature

Date

I have received a copy of this report and have received an explanation of the basis of this report. Should I disagree, I may write a letter of rebuttal to be attached to this report.

---

Principal's signature

Date

Descriptor term:

Descriptor code:

Issue date:

ADMINISTRATOR'S CONTRACT

C.2.5

**ADMINISTRATOR'S CONTRACT**

THIS CONTRACT, made this \_\_\_\_ day of \_\_\_\_\_ 20\_01\_, by and between Filer School District No. 413, Filer, Idaho in Twin Falls County, State of Idaho ("the District"), and \_\_\_\_\_ ("the Administrator").

WITNESSETH:

That the District hereby employs said Administrator to perform the duties of \_\_\_\_\_ so designated by the District and to perform such other duties as specified by the District at any time during the term hereof, provided that the Administrator is properly certified and endorsed to perform said duties for a period of one year (210 days per year), beginning in \_\_\_\_\_, 20\_01\_ and extending to \_\_\_\_\_, 20\_02\_ at a salary of \_\_\_\_\_ (\$ \_\_\_\_\_) per year, plus any additional annual increments, and such other monetary benefits accorded by the district to employees under contract for this position which may be described in a separate addendum. Said salary shall be paid in equal monthly installments in the amount of \$ \_\_\_\_\_ not later than the 25th day of each month beginning in \_\_\_\_\_ 20\_01\_ to \_\_\_\_\_, 2002, inclusive.

In consideration of the promises and agreement of the District hereinbefore recited, the Administrator agrees to assume the duties recited at \_\_\_\_\_, Idaho on \_\_\_\_\_ 20\_01\_, and to faithfully perform and discharge the same to the best of his/her ability and as directed by the District and to comply with the applicable laws of the State of Idaho, the duly adopted rules of the State Board of Education, and such regulations, directives and policies as the Board of Trustees may legally prescribe which are, by reference, incorporated in and made a part of this agreement the same as if set forth herein.

The District shall review this Contract during the \_\_\_\_\_ year of performance hereunder to consider employing the Administrator beyond the last year designated in this contract. If the District elects to employ the Administrator beyond the last year designated in this Contract, it shall offer the Administrator a new Contract that reflects the new terms of employment, which shall be at a salary not less than the salary designated in this Contract, unless one of the parties notifies the other party prior to May 15, of the last year of this contract of the intent to discontinue employment.

It is hereby mutually stipulated and agreed by and between the parties hereto that nothing herein contained shall operate or be construed as a waiver of any of the rights, powers, privileges, or duties of either party hereto, by and under the laws of the State of Idaho, otherwise than is herein expressly stated.

IN WITNESS WHEREOF the District has caused this Contract to be executed in its name by its proper officials and the Administrator has executed the same all on the date first above written.

PARTY OF THE FIRST PART

By \_\_\_\_\_  
Chairman, Board of Trustees

Attest:

\_\_\_\_\_  
CLERK, BOARD OF TRUSTEES

\_\_\_\_\_  
ADMINISTRATOR

This contract form was prepared pursuant to Sections 33-513, Idaho Code, and approved by the State Superintendent of Public Instruction, as a contract which may be used by school districts. Any other form must be approved by the State Superintendent, and reviewed for reapproval every three years.

Descriptor term:

Descriptor code:

Issue date:

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ADMINISTRATIVE RULES

C.4

4/19/88

Student and Teacher Handbooks shall be reviewed by the Board. Board approval of the handbooks shall constitute the handbook rules as Board policy.



ADMINISTRATIVE RECORDS

C.5

6/21/88

In compliance with Idaho Code, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of District records. This schedule likewise identifies the anticipated physical location of where such records may be kept or maintained by the District, in addition to the possible document retention of all categories of records on the school's servers and computer systems.

The Superintendent, Board Clerk, or designee, is responsible for the maintenance, safeguarding and destruction of the District's records. Performance of such duties shall be in cooperation with the District's Business Office, Directors of Maintenance, Technology Coordinator, the Principals at the school's buildings and other administrative personnel employed by the District. However, each school employee is likewise responsible for having knowledge of this policy and the requirement to safeguard the District's records, electronic or otherwise, consistent with the chart below.

The Superintendent, Board Clerk, or designee, shall work in conjunction with the District's Technology department to assure that the school's staff is aware of the routine destruction of electronic District records, including emails, such that they are able to assure that the District's public records are retained consistent with this schedule, regardless of whether they are maintained in a hard copy or an electronic copy. In such a process, the District's employees need to retain District records included on the schedule below, particularly student educational records, personnel records, and investigative records, in a format that is not part of the District's routine electronic records destruction and/or notify the technology personnel of the District that a particular document is not to be destroyed as part of the routine destruction of electronic records.

Unless otherwise prohibited by applicable law, all District records may be maintained electronically and/or in hard physical copy.

#### 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 disposal.

#### Destruction of Electronic Mail/e-mail

The District will store electronic mail/e-mails for a maximum period of five (5) years. All email will be automatically deleted from the District's system at the end of this retention period. It is the responsibility of every district employee to assure that District documents that need to be retained for a longer period of time due to federal law, state law or the provisions of this policy are retained accordingly and in a different format than electronic mail. An employee's failure to retain District documents accordingly could serve as a basis for discipline, up to and including possible termination.

ADMINISTRATIVE RECORDS

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Suspending of Destroying Official Records

The District will immediately cease the destruction of all relevant records, including electronic 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.

The Public Records Coordinator, Superintendent, and Board Clerk are responsible for carrying out this policy.

If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.) the District's Administrative personnel shall notify its information technology staff to cease the destruction of records relating to the subject matter of the suit/potential suit or investigation. 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**

<b>Retention Codes</b>		
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded	<b>DO</b> – District Office <b>SB</b> – School Buildings <b>DM</b> – District Maintenance <b>DT</b> – District Transportation
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>	
<b>ADMINISTRATION</b> —ATTENDANCE--ANNUAL ATTENDANCE SUMMARIES BY BUILDING	<b>PM</b>	<b>DO, SB</b>
<b>ADMINISTRATION</b> —ATTENDANCE—Enrollment attendance data	<b>3 yr</b>	<b>DO, SB</b>
<b>ADMINISTRATION</b> —BALLOTS AND OATHS OF ELECTION—until canvassed and recorded in the minutes	<b>Not less than 8 months following election</b>	<b>DO</b>
<b>ADMINISTRATION</b> —BALLOTS FOR BOND ELECTIONS	<b>a. Not less than 60 days after bonds have been delivered to purchaser</b> <b>b. Not less than 8 months following bond election</b>	<b>DO</b>
<b>ADMINISTRATION</b> —CONTRACTS AND LEASES	<b>AC +6 yr</b>	<b>DO</b>
<b>ADMINISTRATION</b> —GENERAL CORRESPONDENCE	<b>3 yr</b>	<b>DO, SB</b>

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## DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
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RECORDS DESCRIPTION	RETENTION PERIOD	
<b>ADMINISTRATION</b> —DONATION/GIFT RECORDS	<b>PM</b>	<b>DO, SB</b>
<b>ADMINISTRATION</b> —BOARD MEETINGS—AGENDA AND MINUTES: Official minutes and agenda of open meetings	<b>PM</b>	<b>DO</b>
<b>ADMINISTRATION</b> —BOARD MEETINGS—CLOSED: Certified agendas or tape recordings of closed meetings	<b>PM—Restricted Access</b>	<b>DO</b>
<b>ADMINISTRATION</b> —ORGANIZATION CHARTS: Any documentation that shows program accountability	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>ADMINISTRATION</b> —EDUCATION PROGRAM REVIEW RECORDS	<b>AC+3 yr</b>	<b>DO, SB</b>
<b>ADMINISTRATION</b> —OFFICIAL STATE DEPARTMENT REPORTS	<b>PM</b>	<b>DO</b>
<b>ADMINISTRATION</b> —SCHOOL CERTIFICATION REPORTS	<b>PM</b>	<b>DO</b>
<b>ANNUAL REPORTS</b>	<b>PM</b>	<b>DO</b>
<b>APPEAL AND REVIEW RECORDS</b> —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; and related correspondence and documentation.	<b>PM</b>	<b>DO</b>
<b>BOARD MEMBER RECORDS</b> —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.	<b>AC+3 yr</b> NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.	<b>DO</b>
<b>BOARD RECORDS</b> —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; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.	<b>PM</b>	<b>DO</b>
<b>COMPUTER SYSTEMS-BACKUPS</b> —Backups on tape, disk, cd, dvd, etc.	<b>US or 1 year</b>	<b>DO</b>

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## DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
AC—After closed, terminated, completed, expired, settled, or last date of contact FE—Fiscal Year End (June 30 <sup>th</sup> )	LA—Life of Asset PM—Permanent US—Until Superseded	DO – District Office SB – School Buildings DM – District Maintenance DT – District Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
CAUTION: Records stored in this format can be subpoenaed during litigation.		
<b>EQUIPMENT-HISTORY FILE</b> —Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.	LA+3 yr	DO, DM, DT
<b>EQUIPMENT MANUALS</b> —Instruction and operating manuals	LA	DO, SB, DM, DT
<b>EQUIPMENT WARRANTIES</b>	AC+1 yr	DO, SB, DM, DT
<b>FACILITIES OPERATIONS-APPRAISALS</b> —Building or property	3 yr	DO
<b>FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS</b> —Includes architectural and engineering drawings, etc.	PM For leased structures retain AC+2	DO, DM
<b>FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES</b> —Building construction contracts, surety bonds and inspection records, Planning, design, construction records & all bids, etc.	LA	DO, SB, DM
<b>FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS</b>	FE+3 yr	DO, SB, DM, DT
<b>FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS</b> —Documenting disposal of inventoried property	PM	DO
<b>FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS</b> —Property logs	US+3 yr	DO, SB, DM
<b>FACILITY OPERATIONS-SECURITY ACCESS RECORDS</b> —Documents the issuance of keys, identification cards, passes, passwords, etc.	AC+2 yr AC=Until superseded, date of expiration or date of termination, whichever is sooner	DO, SB, DM
<b>FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS</b>	PM	DO, DM
<b>FACILITY OPERATIONS-UTILITY USAGE REPORTS</b>	1 yr	DO, DM
<b>FACILITY OPERATIONS-VEHICLE OPERATION LOGS</b>	1 yr	DO, DT
<b>FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS</b>	FE+3 yr	DO, SB
<b>FISCAL-ANNUAL FINANCIAL REPORTS</b>	PM	DO, SB, DM, DT
<b>FISCAL-ANNUAL OPERATING BUDGETS</b>	FE+3 yr	DO, SB, DM, DT

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## DISTRICT RECORDS RETENTION SCHEDULE

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RECORDS DESCRIPTION	RETENTION PERIOD	
<b>FISCAL-APPROPRIATION REQUESTS</b> —Includes any supporting documentation in the appropriation request	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-FINAL AUDIT REPORTS</b>	<b>PM</b>	<b>DO, SB</b>
<b>FISCAL-BANK STATEMENTS</b>	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-CANCELLED CHECKS</b> — Stubs/Warrants/Drafts	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-CAPITAL ASSET RECORDS</b>	<b>LA+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-CASH RECORDS</b> —Cash deposit slips; cash receipts log	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-DEEDS AND EASEMENTS</b> —Proof of ownership and right-of-way on property	<b>PM</b>	<b>DO</b>
<b>FISCAL-detail chart of accounts</b> —One for all accounts in use for a fiscal year	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-EXPENDITURE JOURNAL OR REGISTER</b>	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-EXPENDITURE VOUCHERS</b> —Travel, payroll, etc.	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-EXTERNAL REPORTS</b> —Special purpose, i.e. federal financial reports, salary reports, etc.	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-FEDERAL TAX RECORDS</b> —Includes FICA records	<b>AC+4 yr</b> AC=Tax due date, date the claim is filed, or date tax is paid whichever is later	<b>DO</b>
<b>FISCAL-FEDERAL FUNDING RECORDS</b> —Title I; Chapter 2; Title VI-B	<b>FE+5 yr</b> Or until all pending audits or reviews are completed	<b>DO</b>
<b>FISCAL—FEDERAL—USDA</b>	<b>AC+3 yr</b> AC=submission of final expenditure	<b>DO</b>
<b>FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS</b>	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-GRANTS</b> —State and Federal	<b>AC+3 yr</b> AC=End of grant or satisfaction of all uniform administrative requirements for the grant CAUTION: Retention requirements may vary depending on the specific federal funding agency	<b>DO, SB</b>

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## DISTRICT RECORDS RETENTION SCHEDULE

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<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>	
<b>FISCAL-INSURANCE CLAIM FILES</b>	<b>AC+3 yr</b> AC=Resolution of claim	<b>DO</b>
<b>FISCAL-INSURANCE POLICIES</b> —all types	<b>AC+5 yr</b> AC=expiration or termination of policy according to its terms	<b>DO</b>
<b>FISCAL-LONG-TERM LIABILITY RECORDS</b> — Bonds, etc	<b>AC+4 yr</b> AC=retirement of debt	<b>DO</b>
<b>FISCAL-RECEIPTS JOURNAL OR REGISTER</b>	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-RECONCILIATIONS</b>	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-REIMBURSABLE ACTIVITIES</b> —Requests & approval for reimbursed expenses for travel, training, etc.	<b>FE+3 yr</b>	<b>DO, SB</b>
<b>FISCAL-RETURNED CHECKS</b> —Uncollectable warrants or drafts	<b>AC+3 yr</b> AC=After deemed uncollectible	<b>DO, SB</b>
<b>FISCAL-SIGNATURE AUTHORIZATIONS</b> — Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	<b>US+FE+3 yr</b>	<b>DO</b>
<b>LEGAL-LITIGATION FILES--</b>	<b>PM</b> CAUTION: May contain attorney-client privileged information	<b>DO, SB, DM, DT</b>
<b>LEGAL-OPEN RECORDS REQUESTS</b> — documentation relating to approved or denied requests for records under Idaho Public Records Law	<b>PM</b>	<b>DO</b>
<b>LEGAL-OPINIONS AND ADVICE</b> —Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	<b>PM</b> CAUTION: May contain attorney-client privileged information	<b>DO, SB</b>
<b>NEWS OR PRESS RELEASES</b>	<b>PM</b>	<b>DO, SB</b>
<b>PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST</b> —Used to create and adjust employee leave balances	<b>FE+5 yr</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED</b> —Applications, etc required by employment advertisement	<b>AC+5 yr</b> AC=Termination of employment	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED</b> —Applications, resumes, etc. required by employment advertisement	<b>AC+2 yr</b> AC=Date position is filled	<b>DO, SB, DM,DT</b>
<b>PERSONNEL-BENEFIT PLANS</b>	<b>US+5 yr</b>	<b>DO</b>

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## DISTRICT RECORDS RETENTION SCHEDULE

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<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>	
<b>PERSONNEL-COMPLAINT RECORDS</b> —Complaints received and records documenting their resolution	<b>FE+3 yr</b> CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-CORRECTIVE ACTION</b> —those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance	<b>PM</b> CAUTION: 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.	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION</b> —those actions that affect pay or status. They include demotion, dismissal, etc.	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-EMPLOYEE STATEMENTS</b> (Affidavits)—for insurance, personnel or other uses for which Administration has sought such statements	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-EMPLOYEE BENEFITS</b> —documents relating to selection of benefits other than insurance	<b>US+ 5 yr</b>	<b>DO,</b>
<b>PERSONNEL-EMPLOYEE COUNSELING RECORDS</b> —Notes, etc. relating to job-specific counseling	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS</b> —documents relating to all deductions of Pay	<b>AC+5 yr</b> AC=After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.	<b>DO</b>
<b>PERSONNEL-EMPLOYEE EARNINGS RECORDS</b>	<b>PM</b>	<b>DO</b>
<b>PERSONNEL-EMPLOYEE INSURANCE RECORDS</b> —District copy of selection records by employees of insurance offered by the District	<b>US+ 5 yr</b>	<b>DO</b>
<b>PERSONNEL-EMPLOYEE RECOGNITION RECORDS</b> —Awards, incentives, etc.	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-EMPLOYMENT ANNOUNCEMENT</b>	<b>2 yr</b>	<b>DO</b>
<b>PERSONNEL-EMPLOYMENT CONTRACTS</b>	<b>Original dates of hire +50 yr</b>	<b>DO</b>
<b>PERSONNEL-EMPLOYMENT ELIGIBILITY</b> —Documentation or verification of Federal report form INS I-9	<b>PM</b>	<b>DO</b>

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RECORDS DESCRIPTION	RETENTION PERIOD	
<b>PERSONNEL-EMPLOYMENT SELECTION RECORDS</b> —all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.	2 yr CAUTION: Does not include criminal history checks	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS</b> —minimum information includes name, social security number, exact dates of employment and last known address	<b>PM</b>	<b>DO</b>
<b>PERSONNEL-GRIEVANCE RECORDS</b> —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS</b> —criminal history record information on job applications	<b>PM</b>	<b>DO</b>
<b>PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION</b> —any document detailing duties of positions on position-by-position basis	<b>US+8 yr</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-LEAVE STATUS REPORT</b> —cumulative report for each pay cycle showing leave status	<b>FE+3 yr</b>	<b>DO</b>
<b>PERSONNEL-LIABILITY RELEASE FORM</b> —statements of employees, patrons, etc. who have released the district from liability	<b>PM</b>	<b>DO</b>
<b>PERSONNEL-LICENSE AND DRIVING RECORD CHECK</b>	<b>PM</b>	<b>DO, DT</b>
<b>PERSONNEL-OVERTIME AUTHORIZATION &amp; SCHEDULE</b>	<b>5 yr</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION</b>	<b>US+3 yr</b>	<b>DO</b>
<b>PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION</b> ---used to adjust gross pay, FICA, retirement or compute taxes	<b>US+3 yr</b>	<b>DO</b>
<b>PERSONNEL-PERFORMANCE EVALUATION</b>	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-PERSI ENROLLMENT FILE</b>	<b>PM</b>	<b>DO</b>
<b>PERSONNEL-PERSI RECORD OF HOURS WORKED</b> —Irregular help, half-time or greater	<b>Date of hire +50 yr</b>	<b>DO</b>
<b>PERSONNEL-PERSI TERMINATION RECORD</b>	<b>PM</b>	<b>DO</b>
<b>PERSONNEL-PERSONNEL INFORMATION</b> —documents that officially change pay, titles, benefits, etc.	<b>PM</b>	<b>DO</b>
<b>PERSONNEL-POLICY AND PROCEDURES MANUAL</b> —any manual, etc. that establishes standard employment procedures	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-RESUME-UNSOLICITED</b>	<b>1 yr</b>	<b>DO, SB, DM, DT</b>



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RECORDS DESCRIPTION	RETENTION PERIOD	
PERSONNEL-SICK LEAVE POOL DOCUMENTATION—requests submitted, approvals, number of hours transferred in an out, etc.	LA+3 yr	DO
PERSONNEL-TIME CARD AND TIME SHEET	PM	DO, SB, DM, DT
PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST	FE+3 yr	DO, SB, DM, DT
PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL—records documenting training, testing or continued education	PM	DO, SB, DM, DT
PERSONNEL-UNEMPLOYMENT CLAIM RECORD	5 yr	DO
PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS	AC+5 yr	DO
PERSONNEL-W-2 & W-4 FORMS	5 yr from date of termination	DO
PERSONNEL—WORKER’S COMPENSATION POLICIES	AC+10 yr AC=expiration of policy	DO
PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District	PM	DO
PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc.	FE+3 yr	DO, SB, DM, DT
PROCUREMENT-BID DOCUMENTATION—includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations	FE+3 yr 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.	DO, DM, DT
RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	PM	DO, SB, DM, DT
SAFETY-ACCIDENT REPORTS	8 yrs* For Minors, 8 yrs after minor reaches age of 18	DO, SB, DM, DT
SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS	PM	DO, SB, DM, DT
SAFETY-EVACUATION PLANS	PM	DO, SB
SAFETY-FIRE ORDERS—issued by fire marshal to correct deficiencies in compliance with the fire code	AC+3 yr AC=deficiency corrected	DO, SB, DM

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RECORDS DESCRIPTION	RETENTION PERIOD	
<b>SAFETY-HAZARDOUS MATERIALS DISPOSAL RECORDS</b> —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).	<b>PM</b>	<b>DO, DM</b>
<b>SAFETY-INCIDENT REPORTS</b> —Reports concerning incidents which, upon investigation, were of a non-criminal nature	<b>3 yr (or 30 yr*)</b> *Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1)	<b>DO, SB, DM, DT</b>
<b>SAFETY-INSPECTION RECORDS</b> —Fire, safety, and other inspection records of facilities and equipment	<b>AC+3 yr</b> AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.	<b>DO, SB, DM</b>
<b>SAFETY-MATERIAL DATA SAFETY SHEETS</b>	<b>30 yrs after the end of use of the substance</b>	<b>DO, DM</b>
<b>SAFETY-WORKPLACE CHEMICAL LISTS</b>	<b>30 yr</b>	<b>DO, SB, DM</b>
<b>STUDENTS-EDUCATION RECORDS</b> —Student’s name, birth date, last address, dates of attendance, graduation date and grades earned	<b>PM</b>	<b>DO, SB</b>
<b>STUDENTS-SPECIAL EDUCATION RECORDS</b> —educational records, including eligibility documentation and IEPs	<b>FE+6 yr</b>	<b>DO, SB</b>
<b>STUDENTS-MEDICAID RECORDS</b> -claims, reimbursements, and supporting documentation	<b>FE +5 yr</b>	<b>DO, SB</b>
<b>VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS</b>	<b>LA+1 yr</b>	<b>DO, DT</b>
<b>VEHICLE-TITLE AND REGISTRATION</b>	<b>1 yr</b>	<b>DO, DT</b>
<b>VOLUNTEER RECORDS</b> —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	<b>AC+3 yr</b> AC=End of term of volunteer or intern	<b>DO, SB</b>
<b>WEBSITE/WEB PAGES</b> —INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages	<b>PM</b>	<b>DO, SB</b>

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.

Revised: 12/13/16

Descriptor term:

Descriptor code:

Issue date:

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Descriptor term:

Descriptor code:

Issue date:

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ADMINISTRATORS RECORD/  
REPORT

C.6

1/20/83

All payroll deductions, records, and official transcripts shall be turned into the business office no later than the first of the month after the date of hire, unless prior approval has been given by the superintendent.

ADOPTED: 11/15/82

Descriptor term:

Descriptor code:

Issue date:

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EMPLOYMENT & SUPERVISION  
OF IMMEDIATE FAMILY

C.7

3/8/95

Effective the date of this policy no incumbent of an administrative position may supervise directly a member of his/her immediate family. For the purpose of identifying the scope of this policy, immediate family is defined as spouse, son, daughter, sister, brother, mother or father. Alternative supervision will be arranged by the Superintendent with Board consultation.

Descriptor term:

Descriptor code:

Issue date:

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PERSONNEL ILLNESS

C.8

7/14/87

At the beginning of each school year, each employee shall be credited with one sick day for each working month to be used for absences caused by illness, injury, poor health, quarantine, or physical disability. The unused portion of such allowance shall accumulate from year to year.

Upon retirement, the employee may use their unused sick leave to pay their health insurance. The rate of sick leave is to be equal to  $\frac{1}{2}$  times the accumulated sick leave at the time of retirement times the daily rate.

Edited: 7/1/99