

MOUNTAIN HOME PUBLIC SCHOOLS

**Board of Education
Board Review Documents
For the
Regular Meeting**

November 19, 2015

MOUNTAIN HOME PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING

November 19, 2015

Central Office Board Room
6:00 P.M.

AGENDA

- I. Call to Order with announcement by the President of a quorum; meeting duly called; appropriate notice of meeting given.
 - A. Pledge of Allegiance – Nelson Wilks Herron
 - B. Approval of Agenda
 - C. Approval of Minutes of the October 22, 2015 meeting.

- II. Reports
 - A. Financial Reports– Ann Harned
 - B. Enrollment as printed
 - C. Academic Report- Dr. Gigliotti

- III. Presentations
 - A. JH EAST students- Ron Czanstkowski
 - B. 7th Grade football team- Mitch Huskey

- IV. Board Action Items
 - A. Recommendation to approve roof repairs at Sports Complex- Mike Walker
 - B. Recommendation to approve Facilities Master Plan- Mike Walker
 - C. Recommendation to approve parking lot boring for digital signs- Mike Walker
 - D. Recommendation to approve paid training hours for bus drivers- Brent Bogy
 - E. Recommendation to approve network fiber links between buildings- Keith Alman
 - F. Recommendation to approve revisions to Personnel Policy 3.1- Dr. Gigliotti

- V. Superintendent's Update and Board Discussion
 - A. Strategic Planning Update

- VI. Executive Session

Adjournment

**OFFICIAL MINUTES OF THE REGULAR MEETING
OF THE MOUNTAIN HOME BOARD OF EDUCATION**

October 22, 2015

The following members of the Board were present for the meeting: Jason Schmeski, Lisa House, Barbara Horton, Arnold Knox and Ben Strider. Neal Pendergrass and Bill Wehmeyer were absent. Administrators, media and other guests were also present. Mr. Schmeski called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG

Mr. Schmeski recognized Ms. Sondra Monger, Principal Hackler Intermediate School, she introduced Samantha Bentley. Ms. Bentley's students introduced themselves and lead the pledge of allegiance. Ms. Bentley then taught the school board a song and the students played drums while the board members and audience sang along.

APPROVAL OF AGENDA

Mr. Strider made a motion, seconded by Mr. Knox, to approve the agenda.

The motion was unanimously approved.

APPROVAL OF MINUTES

Mr. Strider made a motion, seconded by Mr. Knox, to approve the minutes.

The motion was unanimously approved.

RECOGNITIONS

Mr. Schmeski introduced Tom Chentnik, HS Band Director, who then spoke of the recent contests the band has participated in this marching season. He told the board that the marching band received superior rating at the regional assessment in Rogers, AR, 7th place at the Ozark contest and 3rd place at the Springfield contest. He introduced Jackie Meissner, color guard director, and several flag line students introduced themselves. Mr. Chentnik notes that the color guard was awarded 1st place two years in a row at Springfield, MO.

Financial Reports– Dr. Long

Dr. Long went over the page on Statement of Revenues, Expenditures and Changes in Fund Balance for the month ended September 30, 2015 with total fund balances of \$8,785,306.36 and total current expenditures and outgoing transfers of \$4,059,130.40.

Dr. Long went over the Statement of Changes in Activity Funds.

ENROLLMENT- As printed (3919)

ANNUAL REPORT TO THE PUBLIC – Dr. Leigh Anne Gigliotti

Mr. Strider referred to Dr. Gigliotti for the Report to the Public. The Board heard reports from the following buildings and departments:

1. Accreditation Status- Dr. Leigh Anne Gigliotti
2. Building Reports and Annual Measurable Objectives
 - Kindergarten- Ms. Vanessa Thomas Jones
 - Nelson-Wilks-Herron – Ms. Rita Person
 - Hackler Intermediate School – Ms. Sondra Monger
 - Pinkston Middle School – Ms. Allyson Dewey
 - Mountain Home Junior High School – Mr. Ron Czanstkowski
 - Mountain Home High School – Ms. Dana Brown
3. Gifted and Talented Program- Dr. Leigh Anne Gigliotti
4. Special Education Department – Ms. Debbie Atkinson
5. Guy Berry College and Career Academy – Mr. Jeff Kincade
6. Federal Programs - Ms. Leah Cotter
7. Addressing Academic Deficiencies- Ms. Darla Deatherage
8. Technology – Mr. Keith Alman
9. Discussion and Questions

BOARD ACTION ITEMS

Motion to approve ACSIP assurances- Leah Cotter

Ms. Cotter went over ACSIP (Arkansas Comprehensive School Improvement Plan) assurances for the district; copies of the plan were given to the board prior to the meeting. She let the board know the teachers who serve as their buildings ACSIP representative and how much she appreciates their work. She asked the board to sign the assurances.

Motion to Approve ACSIP assurances

Mr. Strider made the motion, seconded by Ms. House to approve the ACSIP (Arkansas Comprehensive School Improvement Plan) assurances for the Mountain Home Public School District.

The motion was unanimously approved.

Recommendation to accept the bid of \$35,801.16 for bulk paper products- Mike Walker

Mr. Walker explained the background and rationale of the recommendation. He is recommending the bid of \$35,801.16 for bulk paper products.

Motion to accept the bid of \$35,801.16 for bulk paper products

Mr. Schmeski made the motion, seconded by Mr. Pendergrass, to accept the bid of \$35,801.16 for bulk paper products.

The motion was unanimously approved.

Recommendation to purchase two (2)-71 passenger buses and one (1)-30 passenger bus - Brent Bogy

Mr. Bogy explained the need for new buses. He answered questions from the board. His recommendation is that the board approves the purchase of two (2) 71- passenger buses from bidder #2 for \$92,663.00 and one (1) 30- passenger buses from bidder #2 for \$53,319.00.

Motion to approve the purchase of two (2) 71- passenger buses from bidder #2 for \$92,663.00 and one (1) 30- passenger bus from bidder #2 for \$53,319.00.

Mr. Wehmeyer made a motion, seconded by Ms. Horton, to approve the purchase of two (2) 71- passenger buses from bidder #2 for \$92,663.00 and one (1) 30- passenger buses from bidder #2 for \$53,319.00.

The motion was unanimously approved.

Superintendent's and Board Update-

- Strategic Planning Update
Dr. Long updated the board on the work and input given by teachers and administrators on the strategic plan for the district.

Break at 7:34 p.m.

Executive Session Results – 8:26 p.m.

Recommendation on Certified Staff – Dr. Jake Long

Dr. Long recommended that the Board approve employment of the certified staff as listed on the certified staff sheet.

Motion on Certified Staff

Mr. Strider made a motion, seconded by Ms. Horton to accept the Superintendent's recommendation of certified staff as listed on the certified staff sheet.

The motion was unanimously approved.

Recommendation on Classified Staff – Dr. Jake Long

Dr. Long recommended that the Board approve employment of the classified staff as listed on the classified staff sheet.

Motion on Classified Staff

Ms. House made a motion, seconded by Mr. Strider, to accept the Superintendent's recommendation of classified staff as listed on the classified staff sheet.

The motion was unanimously approved.

Recommendation on Stipends – Dr. Jake Long

Dr. Long recommended that the Board approve employment of the stipends as listed on the stipend sheet.

Motion on Stipends

Mr. Knox made a motion, seconded by Ms. House, to accept the Superintendent's recommendation of stipends as listed on the stipend sheet.

The motion was unanimously approved.

ADJOURNMENT

Mr. Strider made the motion to adjourn the meeting. The meeting was adjourned 8:28 p.m.

The motion passed unanimously.

Jason Schmeski, President

Bill Wehmeyer, Secretary

MOUNTAIN HOME PUBLIC SCHOOLS
STATEMENT OF CHANGES IN FUND BALANCE
October 31, 2015

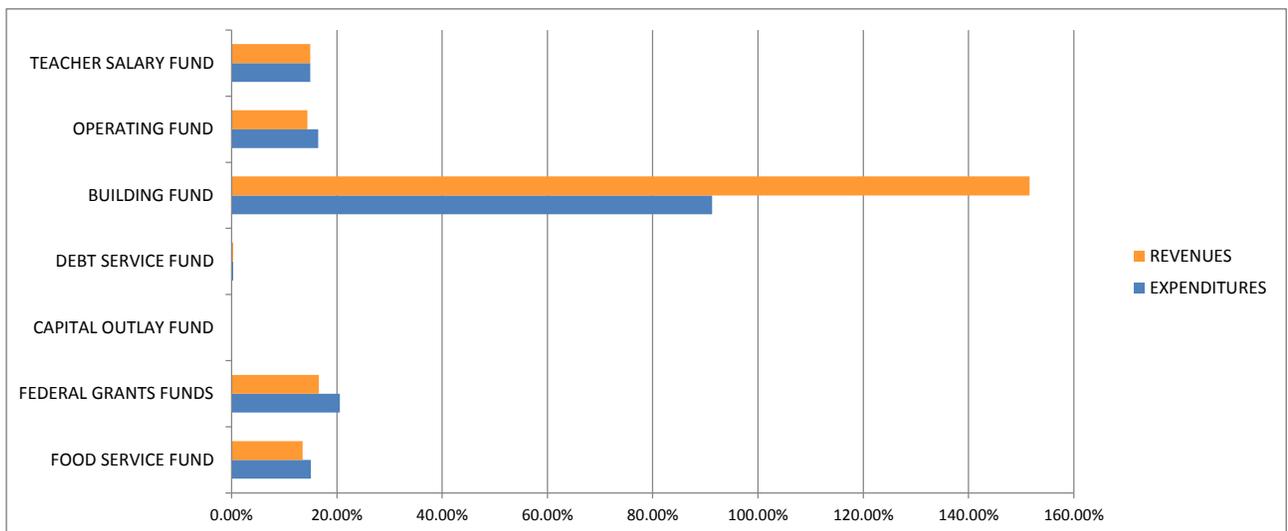
FUND CODE	FUND TITLE	BEGINNING BALANCE	REVENUE	TRANSFERS IN	TRANSFERS OUT	EXPENDITURES	ENDING BALANCE
1000	TEACHER SALARY FUND	-		1,138,654.88		1,138,654.88	-
1275	TSF-ALTERNATIVE LNG	-		48,756.40		48,756.40	-
1276	TSF-ELL	-		2,920.94		2,920.94	-
1281	TSF-NSLA	-		21,122.67		21,122.67	-
2000	OPERATING FUND	21,126,169.25			1,138,654.88	1,198,145.85	18,789,368.52
2001	OTHER OPERATING FUND	(15,516,753.47)	3,328,855.22		1,250.00	66.95	(12,189,215.20)
	TOTAL UNRSTD OPER FUNDS	5,609,415.78	3,328,855.22	-	1,139,904.88	1,198,212.80	6,600,153.32
2032	DUNBAR FUND	3,152.67				631.71	2,520.96
2060	GAME & FISH FINES	3,935.99				478.67	3,457.32
2061	BAND DEPOSITS	851.10	745.00				1,596.10
2065	G&F-JH SCHLYRD HABITAT	153.95					153.95
2067	MAGNESS OIL GRANT	2,095.10					2,095.10
2070	WELL FARGO GRANTS	7,550.75				2,195.94	5,354.81
2090	FUTURE BUILDING NEEDS	446,577.64	137.69				446,715.33
2201	ADULT EDUC FUND	-				820.00	(820.00)
2218	DECLINING ENROLLMENT	-					-
2219	SCIENCE & TECH GRANT	143.31					143.31
2223	PROF DEVELOPMENT	96,818.89				10,640.97	86,177.92
2232	SCHOOL RECOG PROG	26,269.04					26,269.04
2240	SPEC ED EXT YEAR	(8,225.28)	1,850.00				(6,375.28)
2246	PATHWISE MENTORING	1,205.92					1,205.92
2255	RESIDENTIAL TREATMENT	8,308.73					8,308.73
2265	SPEC ED CATASTROPHIC	43,260.97				4,466.76	38,794.21
2271	AP INCENTIVE SCHOOL	2,426.18					2,426.18
2275	ALTERNATIVE LEARNING	(151,222.83)	501,921.00		48,756.40	42,826.08	259,115.69
2276	ENGLISH LANG LEARNER	(3,053.22)			2,920.94	820.06	(6,794.22)
2281	NSLA	195,778.91	101,648.00		21,122.67	19,034.70	257,269.54
2941	COMP SCIENCE GRANT	20,000.00					20,000.00
2995	PEPSI	50,386.49	458.25			474.77	50,369.97
3000	BUILDING FUND	2,016,020.90	621.61			502,576.53	1,514,065.98
3130	QSCB	303,738.21					303,738.21
4000	DEBT SERVICE FUND	-		1,250.00		1,250.00	-
6501	TITLE I	(25,991.99)	56,953.65			70,256.91	(39,295.25)
6570	CARL D. PERKINS	(17,240.03)				648.24	(17,888.27)
6702	VI-B	(31,596.50)	61,030.72			59,054.51	(29,620.29)
6750	MEDICAID	18,837.54	27,840.20			38,786.19	7,891.55
6752	ARMAC	34,431.52	28,608.92			3,096.34	59,944.10
6756	TITLE II, PART A	(6,262.45)	18,014.85			28,260.98	(16,508.58)
6784	TITLE VI	(134.73)	374.73			862.89	(622.89)
8000	FOOD SERVICE FUND	137,673.80	182,041.03			178,246.46	141,468.37
	TOTAL	8,785,306.36	4,311,100.87	1,212,704.89	1,212,704.89	3,375,096.40	9,721,310.83

<u>DISTRIBUTION OF FUNDS</u>	
INTEGRITY 1ST CKG	4,001,445.02
INTEGRITY 1ST MMA	5,418,421.57
INTERGOV'T REC	-
QSCB SINKING FUND	303,738.21
ACCOUNTS PAYABLE	(2,293.97)
BALANCE OF FUNDS	<u>9,721,310.83</u>

**Mountain Home Public Schools
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Month Ended
October 31, 2015**

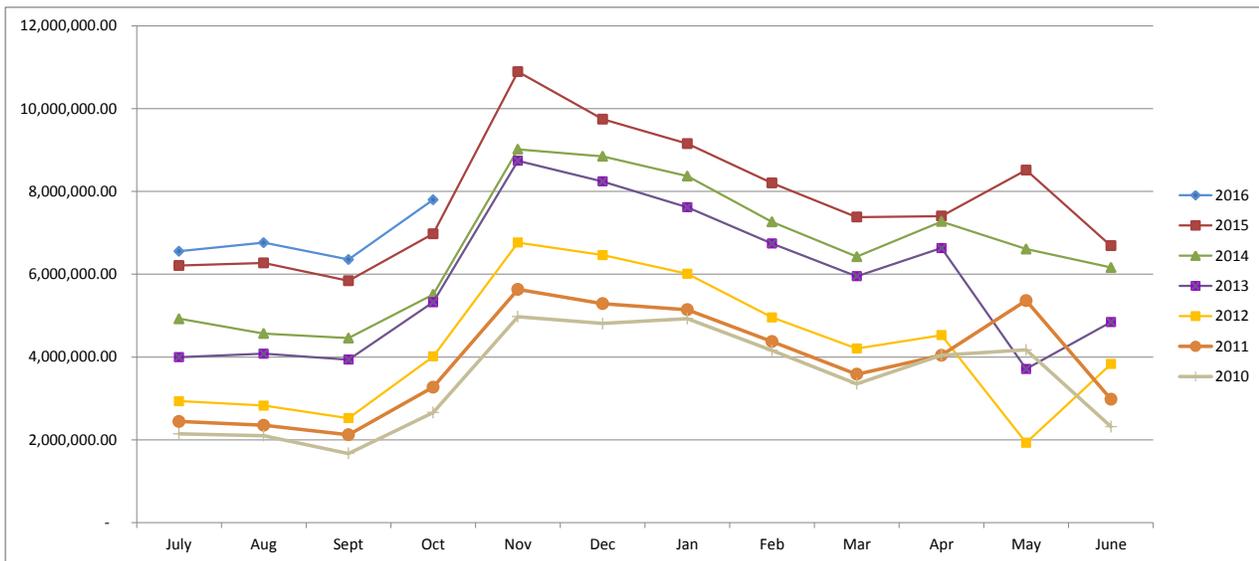
TOTAL REVENUES AND INCOMING TRANSFERS					
CLASSIFICATION	CURRENT	YEAR-TO-DATE	BUDGET AMOUNT	REMAINING BUDGET BAL	PCT REV TO DATE
TEACHER SALARY FUND	-	-	-	-	0.00%
OPERATING FUND	3,935,615.16	8,681,558.33	32,960,966.15	24,279,407.82	26.34%
BUILDING FUND	621.61	105,615.40	8,000.00	(97,615.40)	1320.19%
DEBT SERVICE FUND		7,822.26	47,335.00	39,512.74	16.53%
CAPITAL OUTLAY FUND	-	-	-	-	0.00%
FEDERAL GRANTS FUNDS	192,823.07	649,595.60	2,760,603.15	2,111,007.55	23.53%
FOOD SERVICE FUND	182,041.03	422,480.26	1,784,000.00	1,361,519.74	23.68%
TOTAL	4,311,100.87	9,867,071.85	37,560,904.30	27,693,832.45	26.27%

TOTAL EXPENDITURES AND OUTGOING TRANSFERS						
CLASSIFICATION	CURRENT	YEAR-TO-DATE	OUTSTANDING ENCUMBRANCES	BUDGET AMOUNT	REMAINING BUDGET BAL	PCT EXP TO DATE
TEACHER SALARY FUND	1,211,454.89	3,406,949.21	-	14,709,698.39	11,302,749.18	23.16%
OPERATING FUND	1,280,602.46	4,145,370.86	592,882.14	15,404,916.34	10,666,663.34	30.76%
BUILDING FUND	502,576.53	965,638.79	500.00	760,000.00	(206,138.79)	127.12%
DEBT SERVICE FUND	1,250.00	9,888.25	-	2,706,390.75	2,696,502.50	0.37%
CAPITAL OUTLAY FUND	-	-	-	-	-	0.00%
FEDERAL GRANTS FUNDS	200,966.06	760,898.56	12,805.62	2,835,806.48	2,062,102.30	27.28%
FOOD SERVICE FUND	178,246.46	350,156.61	86,588.72	1,780,835.04	1,344,089.71	24.52%
TOTAL	3,375,096.40	9,638,902.28	692,776.48	38,197,647.00	27,865,968.24	27.05%



MONTHLY OPERATING FUND BALANCE TRACKING

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
July	6,554,876.05	6,209,712.52	4,923,164.33	3,996,243.91	2,932,589.77	2,443,953.29	2,141,297.99
Aug	6,761,181.04	6,272,774.15	4,566,704.14	4,080,137.00	2,825,305.80	2,349,302.86	2,101,778.52
Sept	6,355,830.09	5,839,251.99	4,455,319.41	3,937,793.49	2,523,400.48	2,121,704.63	1,670,811.96
Oct	7,798,137.90	6,975,714.85	5,510,109.54	5,323,644.85	4,014,216.66	3,270,173.40	2,659,958.63
Nov		10,890,930.14	9,017,597.03	8,741,548.51	6,766,640.13	5,631,053.20	4,975,293.53
Dec		9,745,654.85	8,847,300.37	8,241,197.33	6,463,148.97	5,287,034.19	4,807,267.23
Jan		9,154,231.28	8,369,430.68	7,619,209.16	6,010,998.38	5,145,295.84	4,927,493.99
Feb		8,202,083.48	7,265,090.76	6,740,912.76	4,953,670.38	4,372,903.23	4,159,754.44
Mar		7,379,349.85	6,423,911.17	5,952,257.14	4,204,546.05	3,584,526.89	3,353,195.17
Apr		7,403,605.98	7,274,156.70	6,632,568.63	4,526,821.27	4,041,912.39	4,044,212.11
May		8,513,603.64	6,607,398.70	3,709,436.41	1,927,765.37	5,363,919.99	4,171,420.58
June		6,688,484.97	6,160,908.58	4,843,015.73	3,830,129.34	2,981,424.19	2,317,477.63



**Mountain Home Public Schools
Statement of Changes in Activity Funds
October 31, 2015**

Account	Beginning Balance	Increases to Balance	Available Balance	Decreases to Balance	Ending Balance
High School	81,223.48	21,473.09	102,696.57	12,770.38	89,926.19
Junior High	22,015.55	9,999.71	32,015.26	7,742.44	24,272.82
Pinkston Middle School	35,422.43	18,807.02	54,229.45	16,674.15	37,555.30
Hackler	42,475.88	10,142.42	52,618.30	13,707.52	38,910.78
Nelson Wilks Herron	31,549.38	5,740.97	37,290.35	1,319.91	35,970.44
Kindergarten	12,522.12	1,185.25	13,707.37	1,524.87	12,182.50
Special Education	3,688.44		3,688.44	90.00	3,598.44
Athletics	31,274.94	19,172.01	50,446.95	15,029.14	35,417.81
Odyssey of the Mind	5,427.65		5,427.65		5,427.65
Guy Berry	6,996.94	885.00	7,881.94	1,619.60	6,262.34
Totals	272,596.81	87,405.47	360,002.28	70,478.01	289,524.27

ENROLLMENT LAST 5 YEARS FIRST OF NOVEMBER

BUILDING	TUITION ST	SELF/GRD	SELF-CONT	ACT HM SC	GRADE	TOTAL													
KDG			EE,SM,SS		K	1	2	3	4	5	6	7	8	9	10	11	12		
2011-2012						302												302	
2012-2013						293												293	
2013-2014						327												327	
2014-2015						264												264	
2015-2016	2					272												274	
NWH																			
2011-2012						330	309											639	
2012-2013						327	326											653	
2013-2014						314	310											624	
2014-2015						332	295											627	
2015-2016		10	5	1		280	319											615	
HACKLER																			
2011-2012								301	322	286								909	
2012-2013								307	305	318								930	
2013-2014								318	290	308		28						916	
2014-2015								306	330	282								918	
2015-2016	2	14						284	298	319								917	
PMS																			
2011-2012										325	295							629	
2012-2013										306	319							625	
2013-2014										313	306							619	
2014-2015										318	306							624	
2015-2016		7	2							284	308							601	
JH																			
2011-2012													337	318				628	
2012-2013													282	338				619	
2013-2014													312	315				627	
2014-2015													299	347				646	
2015-2016	1	4	1	4									309	301				620	
HS																			
2011-2012															318	299	284	891	
2012-2013															313	291	269	873	
2013-2014															327	268	264	860	
2014-2015															295	325	259	879	
2015-2016		11	1	4											326	273	274	889	
TOTAL 2012						302	330	309	301	322	286	325	295	337	318	318	299	284	4018
TOTAL 2013						293	327	326	307	305	318	306	319	282	338	313	291	269	3993
TOTAL 2014						327	314	310	318	290	308	313	306	312	315	327	268	264	3973
TOTAL 2015						264	332	295	306	330	282	318	306	299	347	295	325	259	3958
TOTAL 2016	5	46	9	9		272	280	319	284	298	319	284	308	309	301	326	273	274	3916

GRADE LEVEL STU COUN' # TEACHER RATIO

GRADE	STU COUN'	# TEACHER	RATIO
KDG	272	17	16
1	280	14	20
2	319	14	23
3	284	14	20
4	298	12	25
5	319	13	25

PK STUDENT
29

GRADE	TUIT STU
KDG	2
3	1
5	1
8	1

Mountain Home Public Schools

1309 South College
Mountain Home, AR 72653
870-425-1255
Fax 870-425-1303

Dr. Jake Long
Superintendent

Mike Walker
Director, Auxiliary Services

To: Mountain Home School Board

From: Dr. Jake Long; Mike Walker

Subject: Roof on Sports Complex

Date: November 11, 2015

Background: At the Baseball/Softball Complex the roof is showing much needed repair as it has been neglected for many years. The roof flashings are deteriorated and the metal is showing rust.

Recommendation:

1. Install a new edge for termination detail.
2. Install flute filler over the entire roof.
3. Installing a deck over the flute filler and ribs of the metal.
4. Install 50 mil durolast membrane over the entire roof surface along with flashing and detail.

The price will be \$63,274.50. This will include a 15 year full system warranty.

Contact Person(s): Mike Walker/Dr. Jake Long

MOUNTAIN HOME PUBLIC SCHOOLS

Dr. Jake Long
Superintendent

2465 Rodeo Drive
Mountain Home, AR 72653
870-425-1201
Fax 870-425-1316

Dr. Leigh Anne Gigliotti
Assistant Superintendent

To: Mountain Home School Board

From: Dr. Jake Long, Mike Walker

Subject: Resolution for Local Support of 2016 6-year Master Plan & 2017-2019 Partnership Program

Date: November 19, 2015

Background: The State of Arkansas mandates the creation of a Facilities Master Plan for school districts. The district is required to hold a public meeting to give the community the opportunity to make comments on district long range planning. This meeting was held on November 19, 2015.

Rationale: The signed resolution by the Board is required by Arkansas School Districts for compliance with the law.

Recommendation: It is recommended that that Board sign the resolution in support of the district master plan to be submitted.

Contact: Mike Walker

FACILITY THE MOUNTAIN HOME SCHOOL DISTRICT NARRATIVE SUMMARY 2015 NEEDS

Demographic Information

Mountain Home is the county seat of Baxter County, Arkansas, a community nestled in the Ozark Mountains and surrounded by two large lakes. As the area becomes more well-known through national media exposure and employment opportunities, Baxter County has become one of Arkansas' fastest growing counties. Mountain Home has a population of 12,278 with 14.9% of residents living below the national poverty line; a median income of \$32,793 and 85% of adult residents (18 and older) with a high school or higher education degree¹.

In addition to tourism, which is a vital part of the Baxter County economy, some of the key sectors of the economic growth include manufacturing, retail sales, business and financial services, health care and higher education.

Baxter County is the address of several retail sales and manufacturing plants including Baxter Lab, Bass Cat Boat Company, American Stitchco Inc., Southern Tag and Label, Wal-Mart, Computer Automation and others which have all contributed to the economic sector and the economic growth of Baxter County and the City of Mountain Home itself. We have seen Home Depot, Lowes and Staples come to Mountain Home as well as several new restaurant chains.

Enrollment Growth

The enrollment for the Mountain Home School District has fluctuated for the last five school years with projections indicating a reduction of over 150 students by 2024.

On October 1, 2012 the total student enrollment grades K-12 was 3,993.

On October 1, 2013 the total student enrollment grades K-12 was 3,988.

On October 1, 2014 the total student enrollment grades K-12 was 3,960.

On October 1, 2015 the total student enrollment grades K-12 was 3,924

OVERVIEW OF DISTRICT PLAN FOR FACILITIES

Seven Separate Campuses:

We currently house a separate **Kindergarten Center (orig. construction date – 1979)** where we house 275 students and must maintain a teacher-pupil ratio of 20-1. The construction of six (6) new classrooms was completed during the 2009-10 fiscal school year. Also, the Kindergarten construction included expansion of the gym and cafeteria.

Nelson-Wilks Herron Elementary which presently houses grades 1-2 is actually two elementary school buildings that were merged together in 1997. The first building was known as **Nelson Wilks Elementary (orig. construction date – 1960)** and the adjoining

¹ 2015 US Census

FACILITY THE MOUNTAIN HOME SCHOOL DISTRICT NARRATIVE SUMMARY 2015 NEEDS

Nelson-Wilks Herron Elementary which presently houses grades 1-2 is actually two elementary school buildings that were merged together in 1997. The first building was known as **Nelson Wilks Elementary (orig. construction date – 1960)** and the adjoining building was known as **Della Ruth Herron Elementary (orig. construction date – 1971)**. Our present enrollment is 619 students. NWH completed a major renovation in 2012 that included a new cafeteria, new main office (principal, assistant principal, nurse), old south cafeteria remodeled into a new media center, old north cafeteria remodeled into a new multi-use room, and several new classrooms. The entire building also received a new roof during the renovation completed in 2012.

Guy Berry College and Career Academy (orig. construction – 1938) serves our alternative population in grades 5-12. The older part of Guy Berry houses the offices for Special Education Department, School Based Mental Health offices. In 1978 a gym, cafeteria, library, and 13 classes were added onto the older portion of Guy Berry. This newer portion of Guy Berry is where GBCCA is housed. The older portion of the building has been well maintained and is a favorite of many students who have attended school in the building.

Hackler Intermediate School (orig. construction 2010) houses grades 3-5. The total enrollment is 919 students.

Pinkston Middle School (orig. construction – 1949) houses grades 6 and 7 and currently enrolls 596 students. Pinkston Middle School has gone through many changes through the years. It has served as the district High School, Junior High, and for the last 25 years Middle School. It has had two major additions to the building (one in the 60's and one in the 90's) as well as several smaller renovations and additions. The older portion of the building has remained in excellent condition due to the renovations and excellent care the building receives. Currently there are only 4 classrooms in the older portion of the building used for students with the remainder used for offices and storage. Located behind Pinkston is an older building that was originally built and used as a football locker room until the 1990's when a new football locker room was built and the old locker room began being used as a Rifle Range (BB guns) for the NJROTC students. It is no longer used for that purpose and the sole use for the building at this point is storage.

The Mountain Home Junior High School (orig. construction – 1987) houses grades 8 and 9 and has a present enrollment of 622 students. In 2010 the school added a special education classroom with bathrooms and other self-contained features. Science laboratory space was added to the current facility. Also, two (2) additional classrooms were added for core academic areas. The cafeteria was expanded, and space is now available for physical education. A new choir room was built which also provides a new classroom. The agriculture building received a total renovation in 2012 which added additional shop and classroom space.

The Mountain Home High School (orig. construction – 1966) presently houses a combined student population of 879 for grades 10, 11 and 12. Construction additions

FACILITY THE MOUNTAIN HOME SCHOOL DISTRICT NARRATIVE SUMMARY 2015 NEEDS

were completed to MHHS on Jan. 25, 2011. The additions included: Agricultural classrooms, expansion of shop, remodeling the counselors' office, new library media center, a complete remodel of the agri barn, and new science classrooms and labs.

Dunbar Auditorium Performing Arts Center was renovated during the 2012 summer. The facility received new seats, stage curtain, new lighting system, new air conditioning system and the foyer was remodeled.

Until 2005 the Mountain Home Public Schools Central Office administration was housed in an older building now titled the **Special Services** building. At that time a new Central Office building was built and the Special Services building was used for our Special Education Department. During 2011 our Special Education moved to the Guy Berry building and now the Special Services building is used for storage.

An on campus **Baseball/Softball Complex** is needed for the district. The community committee are developing plans for this project.

During 2012 the district purchased property next to Pinkston Middle School and the Maintenance and Transportation Departments. The property containing 4 buildings has been named the Auxiliary Services Complex. Three of the buildings are currently only usable for storage. We have recently finished remodeling one building on the property that is used as our Food Services Department and to house our Robotics Team. We hope by the end of 2015 to have renovated the other buildings so our Maintenance Department can move to this property.

Buildings with Zero or Less Building Value

The district has six buildings with a Zero or greater Negative Building Value:

Herron Elementary School, North Wing, 1960 -12BV: this building is vigilantly maintained and has undergone several renovations as noted above.

Pinkston MS, Old Middle School, 1949 -34BV: Multiple renovations and additions as noted above

Storage at Pinkston, 1952 -28BV: Used as storage

Career Academics, SHS, 1966 0%BV: Multiple renovations as noted above

Special Services, Old Central Office, 1946 -40BV: currently maintained for maintenance.

Guy Berry, Main Building, 1938 -56BV: Multiple renovations and additions to the building as noted above and will continue to be fully maintained and preserved for future use.

Around the district, capital projects include district-wide renovation of HVAC, tile replacement, surveillance camera installation and security fencing, roofing, and exterior door replacement, additional parking to the Kindergarten and Guy Berry Campus, as well as the replacement of the roof at the indoor complex.

FACILITY THE MOUNTAIN HOME SCHOOL DISTRICT NARRATIVE SUMMARY 2015 NEEDS

The district will not be applying for Partnership funding but will proceed with all projects at the local level.

The district prides itself on a maintenance and custodial staff who diligently work to insure that all facilities are maintained to the highest level of adequacy for students and staff. The district currently employees 21 custodians and 11 maintenance staff as well as contracting additional custodial services through SG 360.



Preventive Maintenance Plan

A. Maintenance Training

1. All maintenance employees will be trained and informed of school policies, safety procedures, use of specialized equipment, compliance with federal, state, county and municipal laws and regulations impacting public school facilities, equipment and other specified areas of training.
2. The school district shall provide a minimum of eight hour of training for new maintenance employees including, but not limited to, AHERA, department policies, safety procedures, and training on specialized equipment.

B. In-Service Training for Maintenance Personnel

1. The school district will provide the opportunity for selected maintenance employees to attend continuing in-service training to be provided and held regionally by the authority of the Arkansas Department of Education.
2. The school district will train in compliance with federal, state, county and municipal laws and regulations including, but not limited to, the following items:
 - a. Fire department inspections of facilities.
 - b. Fire extinguisher and kitchen hood suppression system inspections.
 - c. Gas piping pressuring test and equipment inspections.
 - d. Boiler inspections – boilers, water heaters, expansion tanks, storage tanks, safety relief valves, and kitchen equipment.
 - e. HVAC equipment, ventilation and exhaust systems, and indoor air quality.
 - f. Electrical circuits and equipment, lockout/tagout program.
 - g. Plumbing, back flow prevention devices.
 - h. Arkansas Department of Health inspections. Arkansas Department of Environment Quality.
 - i. ADA compliance.
 - j. Asbestos – AHERA – six-month surveillance, three-year re-inspection training for employees, annual notification, and contractor awareness.
 - k. If applicable, elevator equipment inspections – three-year pressure test.
 - l. Department of Labor.
 - m. Chemical right-to-know notification to local fire departments and emergency response agencies, training, MSDS sheets.



- n. Forklift training and operator licenses.
- o. Blood born pathogen training.
- p. Employee equipment general safety training.

C. Inspections

***Major Systems are Inspected Annually during Summer Break.**

Each facility is to be inspected monthly and a written inspection report is then turned in to the principal/building manager. Aspects of the inspections include:

1. Cleaning
2. Supplies and equipment
3. OSHA compliance
4. Safety
5. Code compliance that pertains to custodial operations

D. Work Order Procedures System

Scheduling and assigning specific preventive maintenance tasks are the heart of the Preventive Maintenance Program and are prioritized and completed on a work order system. All school facilities/faculty members/custodians shall submit a work order to the maintenance department manager so that orders may be completed. Please find attached a copy of the Maintenance Request at the end of this manual.

V. Maintenance, Repair and Renovation Activities

A. Process and Procedures for Inspection, Cleaning, Servicing and Repair of Heating, Ventilation and Air-Conditioning Systems

- Heating, ventilation, and air-conditioning systems shall be inspected, cleaned, and serviced by properly trained personnel. Filters shall be replaced or cleaned per IAW manufacturer's recommendations. The type of filter product being used and the condition and location of the area being heated or cooled shall determine scheduled filter replacement. Filter placement shall assure filtration of all system air.
- a) Split and packaged units shall be inspected annually. Servicing should include, but not be limited to, clean evaporator and condensing coils to remove dirt and possible mildew growth, clean catch pans and condensate drains. Inspect and lubricate fan and blower motors where applicable. Inspect contactors,



capacitors, and wiring. Inspect and clean gas burners and exhaust flues. Route condensate drains on rooftop units to roof drains or gutters in an effort to reduce water from ponding around units. Inspect interior of air handlers for mold and mildew.

- b) Cooling tower systems shall be serviced biannually (spring and fall). Inspect equipment visually and repair as needed. Clean tank systems to remove scale, dirt, and biological growth. Clean air intake screens and sump strainers. Inspect motors and bearings and lubricate where applicable. Inspect and adjust all drive belts and pulleys. Inspect and clean all spray nozzles. Inspect fan blades for debris and damage. Inspect and adjust operation of make-up water system. Water treatments shall be performed by trained personnel only. Chemicals shall be stored away from all student occupied areas.
- c) Chilled water systems shall have water, oil, and refrigeration levels checked daily (or as recommended by manufacturer). Inspect wiring, piping, valves, pumps, chiller, and piping insulation bi-annually. Inspect chiller case for rust and condenser tubes for scale annually. Inspect belts and coupling. Testing and calibrating chiller controls should be done annually by qualified personnel.
- d) Heating boiler systems are regulated by State and local laws and shall only be operated and maintained by licensed and trained personnel.
- e) Ventilation and exhaust systems shall be inspected annually. Lubricate motors and bearings where applicable. Inspect and adjust all drive belts and pulleys. Inspect fan blades for damage. Check unit during operation for vibration and noise.

B. Process and Procedures for Inspection and Repair of Electrical Systems

- Electrical systems shall be inspected and repaired by trained personnel only. Main transformers, switchgear, and breaker panels shall be accessible and kept clear of materials and supplies at all times. Covers shall be in place. Panel rooms may be required to be locked to prevent unauthorized persons from having access to equipment. Surge and lightning protection devices should be used for all electronic equipment. Flammable materials must be stored away from all equipment.

C. Process and Procedures for Inspection and Repair of Hot Water Boilers and Heaters

- Hot water boilers and heaters shall be inspected annually by trained personnel. Equipment fired by natural gas shall have burners and flues cleaned. Inspect storage tanks and piping for leakage. Inspect and lubricate circulating pumps and motors. Inspect couplings for wear. Special attention must be given to safety devices and controls. Flammable materials must be stored away from equipment.



These schedules are area specific and apply to the following buildings at Mountain Home:

I. INTRODUCTION TO CUSTODIAL MANUAL

The District will provide a safe, clean, orderly, cost-effective school environment that supports and contributes to the school district's mission of educating our children to meet the life-long intellectual, physical, and emotional demands of the 21st century. The district will also provide highly maintained school facilities to support the needs of the community.

Few people are more important to a school than the custodial personnel. It is our intention that the material presented here will assist you in the task of performing your duties properly, more easily and as scheduled.

This manual has been aimed at methods of operation which will enable each custodian to recognize the importance of his or her position within the school organization and to stimulate pride in doing his or her job well.

Pride in your work is important because it gains you the respect of administrators, teachers and students. A job well done will give you pride and respect, but a job well done is only accomplished by doing it properly and on schedule.

II. CUSTODIAN JOB DESCRIPTION

General duties of the custodian are to maintain safety and cleanliness of classrooms, restrooms, hallways, administrative offices, gyms, auditoriums and any other areas inside and outside each school. Routine work includes, but is not limited to, the following:

- **Dust, sweep and/or mop floors as necessary.**
- **Wash windows as needed and clean window sills.**
- **Care for and clean the grounds.**
- **Scrub, or strip, and wax floors as scheduled.**
- **Clean and sanitize restroom fixtures, hardware, tile, mirrors, partitions, floors, etc.**
- **Replace restroom supplies as needed. This includes locker rooms.**
- **Set up tables, chairs, etc., for school meetings, games, dances and any other events.**
- **Report any damage to school property and report maintenance needs.**
- **Follow schedule and do things as they appear on it.**
- **Load and unload supplies and equipment.**
- **Sweep exterior walkways.**
- **Relieve, assist, or fill in temporarily on other jobs as assigned by the supervisor.**
- **Know location and proper care and use of all fire fighting equipment.**
- **Responsible for the security of the classrooms and buildings. Check that all students are out of the buildings, lights are off, windows and doors are locked, and rooms and buildings are checked for fire hazards.**
- **Report any trouble or problems relating to the heating or cooling system immediately.**
- **Clean all tools, supplies and equipment after each use and store in their proper place.**
- **Other duties as assigned**

III. CUSTODIAL DUTIES AND FREQUENCY – See Attachment H for Checklist



Entrances, Lobbies and Corridors

These areas are generally the first areas seen by students, staff and visitors. Their condition and cleanliness leaves a lasting impression on all that enter the building. It is of the utmost importance that these areas are maintained to a standard of excellence.

Considerable dirt is carried in and deposited in entryways and corridors. The custodian's schedule should include adequate time to sweep these areas of travel more often than once a day. Regular sweeping or snow removal from the sidewalks outside of entryway doors will prevent some dirt and sand from entering the building. Snow and ice should be removed from the entryway as soon as possible using sand or ice melt to avoid slips and falls. Use only those ice melt products that are approved by the school district. Some entryways have floor mats to serve as a dirt and sand trap. These must be cleaned periodically, or daily during the 'mud' season.

Daily:

1. Empty waste receptacles, remove debris, police entrance, leaves, and litter, and remove.
2. If floor is resilient tile, dust mop floors with a wide, treated dust mop, keeping the dust mop head on the floor at all times. Pick up soil from floor with dustpan. With a lightly dampened mop, spot-mop floors as necessary to remove soil.
3. Vacuum carpet areas and mats; remove gum and soil spots.
4. Disinfect drinking fountains. (*see following procedures*)
5. Clean entrance door glass.

Weekly:

1. Dust the tops of lockers, fire closets, extinguishers and window casings. (Low dusting, below 5')
2. Clean glass partitions, display cases, and interior door glass.
3. Spot-clean finger marks and smudges on walls, door facings, and doors. Use detergent solution in spray bottle and a cloth.
4. Dust Furniture.
5. Restore floor finish on non-carpeted floors.

Monthly:

- o High dust vents, lights, pipes, window blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces. (High dusting, above 5')

Note: When cleaning stairways, on a routine schedule clean out the corners and the edges of each step. Remove gum, etc. with a putty knife. Damp mop or spot clean as necessary.

Classrooms and Laboratories

There is more time spent in classroom cleaning than any other phase of custodial duties. Valuable time and many steps can be saved by careful planning. Due to the many different types of furniture and



equipment used in the classroom, a careful analysis should be made to determine how to clean each room in the shortest time with the fewest steps and still maintain the required standard of cleanliness. To keep a classroom clean will entail much more than just sweeping the floor and dusting the furniture. It will require a technician with a willingness to work, a custodian who takes pride in his/her work and one who is interested in the welfare of the youngsters. Some classrooms will have desks that may be shifted from side to side each day as you clean the floor, while others have tables that can only be moved a few inches. Some furniture in the rooms can be rolled away from the wall to make sweeping easier; other furniture is stationary and must be cleaned around and underneath. Tables and desks must be wiped off with disinfectant. The custodian's cart will hold the necessary equipment and materials to clean classrooms.

Classrooms should have adequate lighting. Check for burned out tubes or bulbs and replace them with bulbs of the same wattage. Properly dispose of used fluorescent tubes.

Daily:

1. Empty waste receptacles and replace liners.
2. Clean marker boards, chalk boards and chalk trays.
3. Vacuum traffic patterns on carpets floors; remove gum and soil spots.
4. Dust mop and wet mop tiled floors as needed.
5. Clean glass in doors and partitions.

Weekly:

1. Dust furniture surfaces and damp clean desk and table tops. (low dusting, below 5 feet)
2. Empty pencil sharpeners.
3. Vacuum carpeted areas thoroughly.
4. Clean door surfaces.
5. Wet mop weekly.

Twice Monthly:

1. Restore floor finish on non-carpeted floors.

Monthly:

1. High dust vents, lights, pipes, window blinds, and connecting vertical and horizontal wall floors. (high dusting, above 5 feet)
2. Vacuum upholstered furniture.

Office, Lounge and Conference Rooms

Most of the same cleaning procedures, as outlined for 'Classroom Cleaning' in the previous section, can be followed for cleaning office areas, faculty lounges, conference rooms, libraries, media center areas, etc.

Daily:



1. Empty waste receptacles and damp clean.
2. Clean chalkboards and chalk trays and dry erase marker boards.
3. Vacuum traffic patterns on carpeted floors and remove gum and soil spots.
4. Dust mop and wet mop tiled floors.
5. Clean glass in doors and partitions.

Weekly:

1. Dust furniture surfaces and damp clean tabletops. (low dust below 5 feet)
2. Empty pencil sharpeners.
3. Vacuum carpeted areas thoroughly.
4. Clean door surfaces.

Monthly:

1. Restore floor finish on non-carpeted floors.
2. High dust vents, lights, pipes, window blinds, and connecting vertical and horizontal wall surfaces. (High dust above 5 feet)

Restrooms, Locker Rooms and Showers

Daily:

1. Empty waste receptacles and change liners.
2. Thoroughly clean and disinfect toilets and urinals.
3. Thoroughly clean and disinfect shower rooms and dressing rooms.
4. Restock dispensers: soap, paper towel, toilet tissue and sanitary napkins.
5. Clean mirrors; clean and disinfect urinals and stools; clean basins; polish stainless steel and chrome surfaces.
6. Spot wash walls, lockers, and partitions.
7. Dust mop and wet mop floors with disinfectant solution.

Weekly:

1. Damp clean and polish partitions thoroughly.
2. Pour at least one gallon of water down floor drains.
3. Dust wall and ceiling vents.
4. Clean doors and wall tile.

Twice Monthly:

1. De-scale fixtures.
2. Scrub floor with floor scrubber.

Cafeterias and Lunch Areas

Daily:

1. Clean table tops with disinfectant.



2. Empty waste receptacles and replace liners.
3. Dust mop and wet mop tiled areas.
4. Vacuum carpeted areas and mats, remove gum and soil spots.
5. Disinfect drinking fountains.

Weekly:

1. Clean glass partitions, display cases, and interior door glass.
2. Spot clean walls.
3. Dust furniture, fire closets and extinguishers. (low dusting, below 5 feet)
4. Restore floor finish on non-carpet floors.

Twice Monthly:

- o High dust vents, lights, pipes, window blinds, and connecting vertical and horizontal wall surfaces. (high dusting, above 5 feet)

Monthly:

- o Thoroughly clean furniture.

Shop Areas

Daily:

- o Empty waste receptacles and replace liners, dust mop or sweep floors; and spot - mop floors.

Twice Monthly:

- o Dust sills and ledges; spot - clean walls

Monthly:

- o Mop floors with detergent solution and buff floors coated with floor finish or wax.

Gyms and Multipurpose Rooms

Daily:

1. Empty waste receptacles and replace liners.
2. Dust mop court floors and spot clean using recommended treatment for dust mop.
3. Clean glass in doors and partitions.
4. Clean and disinfect drinking fountains.
5. Vacuum traffic patterns on carpeted floors; remove gum and soil spots.
6. Dust furniture.
7. Dust mop and wet mop tiled floors.
8. Spot clean walls; remove graffiti.

Weekly:

1. Vacuum carpeted areas thoroughly.



2. Clean door surfaces.
3. Vacuum upholstered furniture. Clean all wooden and vinyl furniture. (low dusting, below 5 feet)
4. Clean and polish brass or chrome.
5. Spray buff tiled floors; remove scuffmarks.

Monthly:

- High dust (above 5') or vacuum vents, lights, pipes, window blinds, drapes, connecting horizontal and vertical wall surfaces.

Annually:

- Reseal floor using manufacturer's recommended procedures and finishes.



IV. CUSTODIAL METHODS AND PROCEDURES

Assembling Equipment and Supplies

At the beginning of each shift, the custodian should assemble all tools and materials needed to clean thoroughly. This will minimize frequent return trips to the custodial closet to get something else.

1. Custodian cart with caddy
2. Spray bottles with appropriate solutions to clean glass, counters, sinks, disinfect surfaces, and spot cleaning
3. Dust cloths
4. Paper towels
5. Putty knife/razor blade scrapper
6. Dust mop (treated if needed)
7. Wet mop (if needed)
8. Mop bucket and press (if needed)
9. Vacuum cleaner complete
10. Plastic liners (small and large)
11. Counter brush
12. Dust pan
13. Gum remover
14. Protective glasses and gloves

Drinking Fountains

If drinking fountains are not cleaned regularly and correctly, they can become a health hazard. The public expects clean drinking water; therefore it is the responsibility of the custodian to keep the drinking fountains clean and sanitary. Drinking fountains should be cleaned daily using the following methods:

1. Use spray bottle or bucket with water and detergent/disinfectant solution to spray or wipe solution over all surfaces.
2. Agitate with clean cloth, small brush, or paper towel.
3. Rinse.
4. Use clean cloth or paper towel to wipe dry and polish chrome and other surfaces.

Chalkboards and Marker Boards

Be sure to check for information to remain on the board before cleaning.

1. Most chalkboards can be cleaned by simply erasing with a clean felt eraser and wiping with a clean cloth.
2. Water is not recommended for most chalkboards as the water plus chalk equals glue and will fill the chalkboard pores, giving a poor writing surface.
3. Some of the newer boards require washing as they are not designed for chalk. If you are not sure, check with your supervisor.
4. An eraser and treated dusting cloth can be used to remove the fine chalk dust if necessary.



5. On occasion, as assigned, fine cleanser can be used carefully on some chalkboards to restore “bite”.
6. The chalk tray can be damp wiped at this time or vacuumed out later while vacuuming carpet. Vacuum erasers, if needed.
7. Use only solutions recommended by the manufacturer when cleaning “Dry Erase Marker Boards”.

Dusting

From the standpoint of health as well as appearance, dusting is one of the most important jobs of the custodian. Dust can be a carrier of disease germs. Visible dust presents a dirty appearance that needs to be taken care of as soon as possible.

A vacuum cleaner is the best tool for removing dust.

Treated “dust cloths” can be used for most dusting. These are usually rolls of factory treated flannel cloth.

Some surfaces lend themselves well to ‘damp dusting’ using a clean cloth and plastic sprayer with appropriate solution. Where students eat at their desks, the desk tops are to be cleaned daily with a district-approved disinfectant.

Dust all horizontal surfaces such as window ledges, sills, files, counter tops, and desks. Inspect student desk tops and spot clean them to remove heavy soil, heavy marking or graffiti.

As a general rule all horizontal surfaces less than 5’ will receive a thorough dusting weekly. Horizontal surfaces greater than 5’ will receive a thorough dusting monthly. Some surfaces may require spot dusting on a daily basis.

Note: Lock all windows when you clean the sills.

Cleaning Classroom Sinks and Counters

1. Clean sinks and replenish paper towels and hand soap daily. Clean sinks by using plastic sprayer with disinfectant/detergent solution. Spray and wipe dry with a paper towel, or use fine cleanser, rinse and wipe dry with clean cloth or paper towel.
2. Spray solution on counter and wipe clean with clean cloth or paper towel.

Dust Mopping Resilient Floors

If the floor is resilient type either totally or partially, the following is recommended:

1. Pick up large pieces of paper or other debris before starting to clean.
2. Use treated dust mop and carefully dust mop all resilient floor areas. Clean under all desks, equipment, etc. that are off the floor.
3. Dust mop debris to one area for pick up with counter brush and dust pan.
4. Dust mop may be lightly shaken or vacuumed to remove dust. Do in appropriate area.
5. Retreat dust mop as necessary by lightly spraying with dust oil and allow setting before using, or hanging up.
6. If area is carpeted, with a strip of resilient flooring, it is permissible to sweep dust onto carpet for pick up when vacuuming.



Trash

Empty all trash receptacles. Do not reach into the receptacles, but carefully dump the contents of the receptacle into the waste collection bag. Damp wipe soiled receptacles. Replace plastic liners only when soiled or otherwise needed.

Note: Remove lunch trash immediately following lunch. Use ramp or steps provided when throwing trash into dumpsters. Do not throw over your head. This will minimize injury.

Carpet Vacuuming

The vacuum cleaner is the most effective tool to remove soil from many surfaces, especially carpeting.

1. Move furniture in room only as necessary to vacuum all areas of the carpeting.
2. Pick up large pieces of paper and other debris before vacuuming (perhaps teachers and students may be asked to assist).
3. Vacuum all carpeted areas, getting under desks, furniture and equipment that is off the floor.
4. Vacuum chalk trays (if not already done) and erasers (as needed).
5. Replace all furniture.
6. Look for and clean up spots or soiled areas on carpeting using plastic sprayer, appropriate cleaner, and clean cloths or paper towels. Remove gum by using gum remover-follow manufacturer's instructions.

Spot Cleaning

1. Spot clean walls, doors, and ledges as previously recommended. Spot clean daily in carpeted areas where students are eating. Use clean cloth or paper towels and detergent solution in plastic spray bottle.
2. Spot clean glass in doors and partitions and on the inside of windows to remove smudges as previously recommended. Use soft, lint free, clean cloth or paper towels and glass cleaner in plastic sprayer.
3. Dust or clean vents in ceilings of classrooms, offices, etc. as previously recommended.
4. Before leaving the room, visually check to make sure all the following duties are completed:
5. Windows are locked.
6. All items are in appropriate place.
7. Room looks clean and - is clean!
8. Lights are turned off.
9. Door is locked.

Restroom Cleaning

The job of cleaning and disinfecting your rest rooms is not a difficult one, if the work is done efficiently and daily as it should be. Modern fixture design usually makes cleaning them fast and effective if proper procedures are followed. Remember that deodorant blocks are not permitted. Deodorants do not clean or sanitize, but merely cover up one odor with another. Clean rest rooms are important for a number of reasons:

1. Bacteria control to help eliminate cross infections to safeguard health.



2. Many times the custodial staff is judged on the appearance and cleanliness of the rest rooms.
3. Clean rest rooms encourage the public to help keep them that way.
4. Clean rest room fixtures greatly reduce the possibility of offensive odors (and complaints).
5. The most frequent lingering cause of odors in rest rooms is due to uric acid salts. Remove these salts through proper cleaning procedures and the odors are gone! Rest rooms also require adequate ventilation.

Refilling Dispensers

1. Check all dispensers daily to insure adequate supply.
2. Refill all dispensers as required (including toilet paper dispensers).
3. Interfold the bottom sheet with the remaining top sheet in the dispenser when adding paper towels.
4. Check the working condition of the units.
5. Close and lock dispenser.
6. Spray the surfaces with germicidal/disinfectant solution and wipe dry with paper towel. At the same time check the soap valve to assure proper operating condition.
7. Clean the surface of the dispenser as above.
8. Fill all soap dispensers.
9. Stock the sanitary napkin/tampon dispenser.
10. In the women's restrooms, it is essential that the sanitary napkin/tampon machine be stocked at all times. If the machine becomes inoperable, it must be repaired or reported promptly.
11. Unlock the machine.
12. Refill machine correctly to ensure that it will dispense napkins properly.
13. Close and lock the machine.

Cleaning Sinks and Wash Basins

Several methods can be used to clean sinks with equal final results, however, the following is recommended:

1. Use spray bottle with germicidal/disinfectant solution and spray sink (inside and outside), faucets and adjacent wall areas.
2. Let sit a minute, and then scrub with paper towel, clean cloth, or brush. (Paper towel preferred.)
3. Use a small amount of fine cleanser if necessary.
4. Rinse as necessary and polish with clean cloth or paper towel.
5. Wipe walls adjacent to sinks to remove grime, spots, etc. as above.
6. Clean pipes underneath sinks daily as part of the procedure.
7. Do not use lime de-scaler on counter tops.

Mirrors

Mirrors in rest rooms are easy to keep clean by spraying lightly with glass cleaner or germicidal/detergent solution and wiping dry and/or polishing with a clean, lint free cloth or paper towel. Never use an abrasive



cleaner or acid or dirty cloth on minor. These may mar or scratch surface. Avoid using excessive water as it may get into the frame backing and damage the silvering.

Urinals and Toilet Bowls

Wear rubber gloves at all times. This is for your personal protection.

To clean inside bowl:

1. Flush toilet and/or urinal.
2. Use hospital disinfectant from dispensing system-follow manufacturer's instructions.
3. Use cotton swab (poodle tail) and/or toilet brush and swab inside of bowl using solution.
4. Scrub as necessary-be sure to swab solution up and under the flush rim. Scrub thoroughly.
5. Flush toilet or urinal and rinse swab or brush in clean water before proceeding to next fixture.

To clean seat and outside of fixtures using sprayer:

1. Spray germicidal/disinfectant solution on toilet seat (both sides), and all of the outside surfaces of the fixtures (toilets and urinals).
2. Let stand a minute or so.
3. Wipe dry with paper towels starting with the top of the seat, then underside and finally the balance of the fixture down to the floor.

Note: This procedure is the most effective way to sanitize a fixture, because you are always using clean solution with no chance of cross-contamination. Also, plastic spray bottles or one (1) gallon pressure sprayers can be used.

Note: Be sure to spray plunger with disinfectant after use. Keep in a bucket when not in use.

Bathroom Walls and Partitions:

1. Spray or damp dust with a germicidal/detergent solution on surfaces such as ledges, partitions, dispensers, wainscoting, shelves, areas around urinals and toilets, and lower walls as necessary.
2. Use either sprayers or bucket with germicidal/detergent solution, paper towels, clean cloths or a brush.
3. Wipe dry, if necessary, with paper towels or clean cloth to prevent streaks and spotting.

Additional Notes

To discourage graffiti, always remove it right away. Test chemical or cleaner in an obscure area prior to use. In older buildings it may be necessary to paint the stalls frequently to maintain desired levels of appearance.

Bathroom and Shower Floors: (Does not include wood floors)

The floors are made of a variety of materials. Some judgment is necessary as to the use of strong chemicals and excessive amounts of water. If the floor can be damaged by over-wetting, substitute with light damp mopping.



1. Mix mopping solution per manufacturer's instructions.
2. Use clean, wet mop and wet down the floor thoroughly with the solution (damp mop if floor would be damaged as above).
3. Let stand a few moments for the chemicals to work.
4. Agitate the solution with your mop as needed.
5. Pick up soiled solution with mop, floor squeegee, and pick-up pan or floor drain, or use wet-vac for pick up. Clean all corners and edges. (Scrape if necessary.)
6. Return all receptacles to proper position.

Note: Do not rinse floor as we want to take full advantage of the residual benefits of the germicide. Before leaving the rest room, take a quick visual check of the area and see if it smells clean and looks clean! Be proud of doing the job well.

Shower Rooms, Locker Rooms and Dressing Rooms

Trash

1. Empty all trash containers (including small pieces of soap and other debris) into cart.
2. Reline containers with plastic liner.
3. Spray or wipe containers with germicide/disinfectant solution. Wipe dry with clean cloth or paper towel.

Benches Furniture and Lockers

1. Spray or wipe (with cloth) with germicide/disinfectant solution and scrub or wipe dry with clean cloth.
2. Spot clean walls and lights as needed (as above). Replace burned out lights.
3. Replenish paper towels, soap, etc. Clean dispensers and lock.

Showers

1. Wipe down walls with germicide/disinfectant solution and cloth, wedge mop, sponge mop, or brush. Let solution stay on walls a few minutes to allow chemicals to work.
2. Scrub or agitate solution to loosen soil and scum. Rinse with clean water.
3. Polish handles, shower heads, and other hardware and wipe dry.
4. Clean hair, etc. from shower drain.

Floor Surfaces

The flooring surfaces vary considerably in the different buildings, however, the following is recommended:

1. Sweep or dust mop (treated) floor to remove large pieces of paper and other debris.
2. Pick up towels, socks, shoes, etc. and store appropriately (PE teachers and students should assist).
3. Lightly flood floors with germicide/detergent solution and warm water.
4. Let stand 3 minutes or more for chemical action.
5. Agitate or scrub with wet mop, brush (long handled), or power buffer, if necessary.
6. Pick up soiled solution with mop, squeegee to drain, or wet vacuum up.



Note: Rinsing not necessary as the residual benefits of the germicide are desirable. Clean all equipment and store properly.

Vomit Cleanup

Clean up vomit as soon as possible and always use gloves. Follow the instructions below:

1. If on carpeting only, use absorbent granules, sweep, then extract with disinfectant and dump waste directly into basin.
2. Clean off furniture.
3. Clean all equipment and store properly.

Blood Cleanup

1. Block off the area of the spill from patrons until clean-up and disinfection is complete.
2. Put on disposable gloves to prevent contamination of hands.
3. Wipe up the spill using paper towels or absorbent material and place in a plastic garbage bag.
4. Gently pour disinfectant solution onto all contaminated areas of the surface. Wipe up the remaining disinfectant solution.
5. All non-disposable cleaning materials used such as mops and scrub brushes should be disinfected by saturating with disinfectant solution and air dried.
6. Remove gloves and place in plastic garbage bag with all soiled cleaning materials.
7. Double-bag using a bio hazard bag and send to maintenance for proper disposal.
8. Thoroughly wash hands with soap and water.

Gym and Multi-Purpose Room Floors

These areas present two (2) different types of flooring material (wood and resilient flooring), therefore each type of flooring will be addressed here.

Resilient Floors

These include such flooring surfaces as asphalt tile, hard vinyl tile, sheet goods, and resilient 'poured' floors. Most of the custodian's work in these areas will consist of floor care procedures, with a limited amount of time spent dusting or cleaning benches, bleachers, or chairs.

1. Use treated dust mop using factory recommended treatment to clean floor. Do not 'sweep' with dust mop as this will scatter dust into the air. Keep dust mop on the floor and clean in long 'runs'. Clean out dust mop by carefully shaking where appropriate or clean with vacuum cleaner.
2. Re-treat lightly with 'mop dressing' as needed.
3. Pick up dust and debris with dust pan and counter brush or with vacuum and dispose of trash.
4. Wet mop total floor or damp mop as needed to remove spots. Use detergent and water solution. Agitate with wet mop or lightly scrub with buffer if necessary.
5. Pick up soiled solution.
6. Reseal as necessary (floors are sealed when new).
7. High speed buff as needed. Very effective way to clean and repair floor.



8. Spray buff as needed. Very effective, spray as you go.

Wood Floors-Follow manufacturer's instructions.

Daily:

1. Pick up and dispose of debris.
2. Remove chewing gum.
3. Dust mop floor with a clean and properly treated mop.
4. Wipe floor with bare hand to test if dust remains on the floor. If dust is detected, repeat step No. 3.
5. For normal soil removal, use a waterless cleaner suitable for wood surfaces and as recommended by the manufacturer.

Monthly:

1. Remove rubber burns and floor marks with a solvent-dampened cloth as recommended by the manufacturer.
2. Tack or damp-mop floor with solvent cleaner.

Annually:

1. For lightly worn floors, a light "screening" may be required and one coat of floor finish. Consult manufacturer for approved finishes.
2. For badly worn or damaged floors, consult your installer to determine if heavy screening or sanding is needed.
3. Don't use an automatic scrubber on wood floor.
4. Don't allow water or liquids to stand on floor.
5. Most manufacturers recommend maintaining relative humidity between 35-50% year round.

MOUNTAIN HOME MAINTENANCE/CUSTODIAL LEVELS

District Custodial Staffing: 21¹

District Maintenance Staffing: 11

Standards:

The recommended staffing level for school facilities custodians in the State of Arkansas is 18,000 to 20,000 square feet or 2,250 to 2,500 square feet per custodial man hour. These levels are based on an eight hour shift.

The recommended staffing level for school facilities maintenance personnel for the State of Arkansas is 80,000 to 90,000 square feet per full-time employee based on an eight hour shift.

Total District Square Footage: **699,547**

Recommended to meet Standards:

Custodial: 39

Maintenance: 9

¹ District also outsources custodial services with SG360

**RESOLUTION FOR LOCAL SUPPORT OF 2016 6-YEAR
MASTER PLAN & 2017-2019 FUNDING CYCLE
PARTNERSHIP PROGRAM APPLICATION**

Ref: A.C.A. 6-21-806

WHEREAS the Mountain Home School Board has reviewed and fully supports the School District's Facilities Master Plan; and

WHEREAS the Mountain Home School Board understands that the Arkansas Division of Public School Academic Facilities & Transportation must approve said plans; and

WHEREAS the Mountain Home School Board understands that when plans are approved the Academic Facilities Division through the legislative appropriations may participate in the construction of academic facilities at the state computed wealth index as funded,

BE IT RESOLVED that the Mountain Home School Board supports and will dedicate local resources to meet the school district's share of financial participation in approved new construction projects listed on the 6-Year Master Plan as applied for under the **17-19 Partnership Funding Program**.

How does the board intend to fund the district share of the proposed project(s):

- Seek elector approval, (if so - provide approximate date _____) *It is required to list the date of a previous millage election if that election was held to fund the applied for projects.*
- Application of local resources (if so - provide approximate date) May 2017

Superintendent

School Board President***

School Board Secretary

Date: _____

***School board president certifies that the majority of board members voted to support the applications.

Mountain Home Public Schools

1309 South College
Mountain Home, AR 72653
870-425-1255
Fax 870-425-1303

Dr. Jake Long
Superintendent

Mike Walker
Director, Auxiliary Services

To: Mountain Home School Board

From: Dr. Jake Long; Mike Walker

Subject: Parking Lot Boring

Date: November 11, 2015

Background: We need power for the new LED signs. This requires 3, 120 volt separate circuits.

Recommendation: We are recommending the installation of electrical conduits which will require boring under the existing parking lots.

The cost could be up as low as \$9,250.00 but with rock clause up to \$12,950.00.

Contact Person(s): Mike Walker/Dr. Jake Long

MOUNTAIN HOME PUBLIC SCHOOLS

Dr. Jacob Long
Superintendent

2465 Rodeo Drive
Mountain Home, AR 72653
870-425-1201
Fax 870-425-1316

Dr. Leigh Anne Gigliotti
Assistant Superintendent

TO: Mountain Home School Board
FROM: Dr. Long and Brent Bogy
SUBJECT: Proposed Resolution Regarding
Bus Driver Training Pay
DATE: November, 2015

BACKGROUND: In addition to the required licensing, bus drivers must complete 24 hours of training before they are allowed to drive a school bus. In the past, this has been considered unpaid time.

RATIONALE: Licensing alone costs approximately \$200. It is asking a lot of an individual to pay \$200 for licensing, then to commit 24 hours of unpaid labor which will benefit the district as well as the person. If we could pay minimum sub hourly rates for those 24 hours, it could help to reimburse a part of the licensing costs. Current minimum hourly pay is \$8.35, which would yield a gross pay of \$200.40 for the required training period. Estimated annual cost for this training, with benefits, is approximately \$2,500.

RECOMMENDATION: We recommend adoption of a resolution to provide bus driver training pay at the current district minimum hourly rates.

CONTACT PERSONS: Dr. Jacob Long and Brent Bogy

MOUNTAIN HOME PUBLIC SCHOOLS

Dr. Jake Long
Superintendent

2465 Rodeo Drive
Mountain Home, AR 72653
870-425-1201
Fax 870-425-1316

Dr. Leigh Anne Gigliotti
Assistant Superintendent

TO: Mountain Home School Board

FROM: Dr. Long and Keith Alman

SUBJECT: Network fiber links between buildings

DATE: November 19, 2015

BACKGROUND:

As a preliminary to the enhancements coming as part of the new Arkansas Public School Computer Network (APSCN) the district must replace existing leased fiber (leased by the Arkansas Department of Education) that runs across town from the High School to Nelson-Wilks-Herron, Pinkston and the Kindergarten. As part of the new APSCN, ADE will no longer be providing the local connection between campuses, so the district has to provide those lines. This has to be done prior to the installation of our new main connection in February. The bids were collected by the Department of Information Systems (DIS) and they will be the party responsible for the leases. This agreement will allow DIS to contract for the new fiber links.

RATIONALE:

By using the DIS leases we will not have to file E-Rate for the fiber or be responsible for maintenance. Because the state will be filing the E-Rate we will only be paying the cost after our district E-Rate discount, approximately 80% (see attachment 2), although as per E-Rate regulations the district must budget enough to cover the full amount in the case of loss of funding. These funds are in the 2015-2016 budget.

RECOMMENDATION:

The recommendation is to accept the bids from the state's contract with the vendors to begin construction and implementation.

CONTACT PERSON: Keith Alman

Vendor	Location Name	Street Address	City	User Count	Speed Mbps	Transport Type	Installation Cost before E-rate	Construction over 36 months before E-rate	Monthly before E-rate
SL	NELSON WILKS HERRON ELEMENTARY	618 N COLLEGE ST	MOUNTAIN HOME	692	100	Ethernet Point to Point	\$1,000	\$ -	\$ 580
SL	NELSON WILKS HERRON ELEMENTARY	618 N COLLEGE ST	MOUNTAIN HOME	692	150	Ethernet Point to Point	\$1,000	\$ -	\$ 644
SL	NELSON WILKS HERRON ELEMENTARY	618 N COLLEGE ST	MOUNTAIN HOME	692	250	Ethernet Point to Point	\$1,000	\$ -	\$ 773
SL	NELSON WILKS HERRON ELEMENTARY	618 N COLLEGE ST	MOUNTAIN HOME	692	500	Ethernet Point to Point	\$1,000	\$ -	\$ 966
SL	NELSON WILKS HERRON ELEMENTARY	618 N COLLEGE ST	MOUNTAIN HOME	692	1,000	Ethernet Point to Point	\$1,000	\$ -	\$ 1,159

RIT	PINKSTON MIDDLE SCHOOL	1301 S COLLEGE ST	MOUNTAIN HOME	682	100	Ethernet Point to Point	\$0	\$ 139	\$ 644
RIT	PINKSTON MIDDLE SCHOOL	1301 S COLLEGE ST	MOUNTAIN HOME	682	150	Ethernet Point to Point	\$0	\$ 139	\$ 773
RIT	PINKSTON MIDDLE SCHOOL	1301 S COLLEGE ST	MOUNTAIN HOME	682	250	Ethernet Point to Point	\$0	\$ 139	\$ 902
RIT	PINKSTON MIDDLE SCHOOL	1301 S COLLEGE ST	MOUNTAIN HOME	682	500	Ethernet Point to Point	\$0	\$ 139	\$ 966
RIT	PINKSTON MIDDLE SCHOOL	1301 S COLLEGE ST	MOUNTAIN HOME	682	1,000	Ethernet Point to Point	\$0	\$ 139	\$ 1,159

RIT	MOUNTAIN HOME KINDERGARTEN	1310 POST OAK RD	MOUNTAIN HOME	306	50	Ethernet Point to Point	\$0	\$ 278	\$ 515
RIT	MOUNTAIN HOME KINDERGARTEN	1310 POST OAK RD	MOUNTAIN HOME	306	100	Ethernet Point to Point	\$0	\$ 278	\$ 644
RIT	MOUNTAIN HOME KINDERGARTEN	1310 POST OAK RD	MOUNTAIN HOME	306	150	Ethernet Point to Point	\$0	\$ 278	\$ 773
RIT	MOUNTAIN HOME KINDERGARTEN	1310 POST OAK RD	MOUNTAIN HOME	306	250	Ethernet Point to Point	\$0	\$ 278	\$ 902
RIT	MOUNTAIN HOME KINDERGARTEN	1310 POST OAK RD	MOUNTAIN HOME	306	500	Ethernet Point to Point	\$0	\$ 278	\$ 966

Vendor	Location Name	User Count	Speed Mbps	Transport Type	Installation Cost before E-rate	Construction over 36 months before E-rate	Monthly before E-rate	Monthly after erate @80%
SL	NELSON WILKS HERRON ELEMENTARY	692	1,000	Ethernet Point to Point	\$1,000	\$ -	\$ 1,159	\$231.80
RIT	PINKSTON MIDDLE SCHOOL	682	1,000	Ethernet Point to Point	\$0	\$ 139	\$ 1,159	\$231.80
RIT	MOUNTAIN HOME KINDERGARTEN	306	500	Ethernet Point to Point	\$0	\$ 278	\$ 966	\$193.20

\$656.80 monthly
\$7,881.60 annually

MOUNTAIN HOME PUBLIC SCHOOLS

Dr. Jake Long
Superintendent

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Dr. Leigh Anne Gigliotti
Assistant Superintendent

November 19, 2015

TO: Mountain Home School Board

FROM: Mrs. Becca Camp, PPC Chair

SUBJECT: Policy 3.1 MH Recommendation

DATE: November 19, 2015

BACKGROUND: A need exists to clarify some of the language in Policy 3.1 MH Licensed Personnel Salary Schedule.

RATIONALE: The policy currently reads, "E. For the purposes of this policy, an employee must work two-thirds ($2/3$) of the number of their regularly assigned annual work days to qualify for a step increase." The language can be interpreted in two different ways. The intent of PPC is to award teachers credit for years of service for half and full years of service.

RECOMMENDATION: The recommendation is to modify the language to read, "For the purpose of this policy, an employee must work two-thirds ($2/3$) of his/her contract days to qualify for a step-increase of .5 or 1." For example: For a 191 day contract, an educator must work a minimum of 126 days to qualify for 1.0 step increase. For a 0.5 step increase an educator must work a minimum of 62 days.

CONTACT PERSON(S): Becca Camp, PPC Chair