

NON-INSTRUCTIONAL OPERATIONS

Policy 8810

McCall-Donnelly School District Employee Housing

Purpose

The Board of Trustees of the McCall-Donnelly School District ("MDSD or "District") recognizes that housing is a resource for all employees and that employees who are new to the District may face challenges in securing adequate housing. This policy outlines the terms by which the District will provide housing, through MDSD-owned properties, for rent to qualified employees based on availability and the needs of MDSD. This policy sets forth criteria for prioritizing access to District housing based on a comprehensive assessment of positions' impact on staff and students and will prioritize employees placed in hard-to-fill positions.

Scope

Currently, MDSD has an 8-plex available (6, 1-bedroom units, 2, 2-bedroom units).

Definitions

Adjusted Gross Income: Adjusted Gross Income (AGI) is defined by the IRS as gross household income minus certain adjustments to income. Gross incomes include household wages, dividends, capital gains, business income, retirement distributions as well as other income for all occupants of any MDSD Designated Housing.

Adjustments to Gross Income will include:

1. Qualifying educator expenses
2. Student loan interest
3. Alimony
4. Employee contributions to retirement account(s)
5. Health insurance costs beyond those provided by MDSD

MDSD Designated Housing: Housing under MDSD's control will be offered to employees and occupants consistent with the terms of this policy and any applicable lease that may be income restricted.

Third-Party Administrator ("TPA"): A business with which the district contracts which will determine an employee's financial qualification for housing assistance under this policy and which will act as the landlord under leases entered into according to this policy.

Lease: A written agreement that outlines the obligations of the employee and other approved occupants, as tenants in MDSD Designated Housing, and the landlord.

Qualifying Event: An event that changes life circumstances allows a tenant or the district to request an adjustment to Rent formalized by an amendment to the lease.

Qualifying Events are:

1. Official marriage or divorce, death of a spouse or dependent
2. Birth, adoption, or placement for adoption
3. Termination or involuntary reduction of employment affecting household AGI
significant increase to household AGI
4. Long-term illness or disability, defined as illness persisting longer than 12 weeks

Occupant: Any approved person who resides in MDSD Designated Housing, in addition to the tenant.

Rent: The amount a tenant is responsible for paying each month for the lease of a specific MDSD Designated Housing unit according to a lease, which may be adjusted periodically in accordance with the lease and this policy. Rent will not exceed the fair market value as determined by the school district and TPA and will consist of the lesser of fair market value or 30% of the household AGI plus utilities listed in the TPA lease.

Tenant: An MDSD employee entitled under this policy and lease to occupy MDSD Designated Housing at the exclusion of others.

Process

MDSD Employees and individuals who have been offered employment will be notified by email when a unit is available and provided an opportunity to apply for consideration. Initial applications must be submitted to the Schools Business Manager at the School District Office. Applicants will be prioritized, based on a scoring rubric as set forth below. Priority applicants will be notified by email of their priority selection status and provided with further instructions for the submittal of financial information to the TPA for determination of rental assistance and signing of lease agreement. Priority applicants who fail to submit financial and other information requested by the TPA within 15 days of the date of notification of priority status shall lose their status as a priority applicant.

Related documents Prioritization tool scores; Application for Housing; Scoring Rubric

- I. Application
 - A. MDSD employees or individuals who are employed or have been offered employment and are interested in applying for MDSD Designated Housing must first fill out an Employee Housing Application and submit it to the District Office business manager.
 - B. The following list of criteria will help to establish priority and eligibility amongst employees/individuals who are existing employees.
 1. Prioritization Tool Score
 2. Total members in household
 - C. The following list of criteria will help to establish initial priority and eligibility amongst employees/individuals with job offers:
 1. Length of time position was posted
 2. Prioritization Tool Score
 3. Start Date
 4. Total members in household

The employee(s) having the highest score on the scoring rubric using the above criteria will have priority for MDSD Designated Housing.

- D. MDSD employees/individuals selected for employee housing to utilize MDSD Designated Housing must apply to the TPA for available Designated Housing units using forms supplied by the TPA. Such application information will include but may not be limited to household AGI and household size, with supporting documentation. Individuals are responsible for submitting a complete and accurate application that complies with the requirements of the TPA within fifteen (15 days) of notification of priority status, or such other time as may be set forth by the TPA.
- E. Applicants who meet the definition of “under-housed” as set forth below will be eligible to occupy MDSD Designated Housing and will be required to enter into a lease agreement with the TPA or other designated property manager.

II. Eligibility and Occupancy

- A. Qualified individuals are those full-time or part-time employees who reside within Valley/Adams County or are transferring or relocating to Valley/Adams County where the MDSD Designated Housing is located, or individuals who have been offered employment, and who meet the eligibility and priority criteria set forth herein.
- B. Applicants currently residing within Valley County must be “under- housed” per HUD guidelines. Underhoused is defined as a household with few bedrooms relative to the size of the household. Occupancy standard is one bedroom for the head of the household and spouse, and one bedroom for every additional two people in the family. For example, a family with a single parent and two children or a family with two parents and two children is eligible for a two-bedroom subsidy or unit.
- C. Occupancy limits are based on the number of bedrooms in a MDSD designated housing unit. A bedroom is defined as a space within a premise that is primarily used for sleeping. Individual requests may be considered for additional occupants per bedroom based on the varying sizes of bedrooms and ages of the children upon request.

Bedrooms	Minimum Occupancy Requirements	Maximum Occupancy Requirements
One Bedroom	1	3
Two Bedroom	2	5

- D. Occupants residing in MDSD Designated Housing, in addition to the MDSD employee, must be approved by the TPA before occupancy.
- E. Only occupants approved by the TPA are allowed to occupy and reside in MDSD Designated Housing with the MDSD employee.
- F. Any employee that is found to be subleasing, charging money, or receiving

any material benefit from allowing other occupants to reside in the MDSD Designated Housing without authorization will face immediate termination of the lease.

III. Lease Terms

- A. Tenants are required to comply with all terms and conditions of the TPA lease for specific MDSD Designated Housing units, and this policy.
- B. Tenant is required to provide to the TPA all documentation necessary, including household occupancy and tax returns, for the verification of household AGI and calculation of Rent, as both are defined in this policy before lease of an MDSD Designated Housing unit will be presented to Tenant.
- C. Tenants in MDSD Designated Housing will notify the TPA if their household income, personal finances, or other financial or housing circumstances change in a material way during the year.
- D. Any employee that occupies MDSD Designated Housing unit because of providing misleading or fraudulent information will be subject to disciplinary action according to MDSD policies, up to and including termination of employment, termination of the lease, and/or repayment up to the fair market value for each month a unit was occupied under fraudulent circumstances.
- E. MDSD Designated Housing is considered bridge housing to assist MDSD employees by providing affordable housing for a limited time. ~~not to exceed three 1-year lease terms. The initial lease and renewals terminate on June 30 of each year.~~ The tenant may exercise an option to renew the initial lease for two one year options. ~~a second then third year. The third one year lease option will be at least 75% of the market rate.~~ Tenants may choose a month-to-month option. However, rent for any renewal term will change based on the tenant's household AGI. Tenants are required to resubmit financial information to the TPA. ~~There is no penalty for leaving the lease agreement early.~~

IV. Rent

- A. Rent will not exceed the fair market value, as determined by the school district and TPA ~~on February 1 of each year~~ and will consist of the lesser of fair market value or 30% of the household AGI plus utilities listed in the TPA lease.
- B. Monthly rent is calculated by household gross income (from the current year or immediately preceding tax year) and then deducting the following allowable deductions, if not already deducted from household AGI, multiplying by 30%, and dividing by twelve (12).

V. Termination

MDSD Designated Housing assistance will terminate upon anyone (1) of the following:

- A. Employees whose employment is terminated from MDSD, either voluntarily

or involuntarily. Employees will be given notice to vacate and shall vacate the MDSD Designated Housing no later than thirty (30) days following the last day of employment at MDSD unless the lease is amended to extend occupancy.

- B. Failure to comply with the terms of the lease. Tenants will be given three (3) days' written notice of failure to comply with the lease terms and requiring compliance. If the tenant fails to comply within such a 3-day period, tenants will be given written notice to vacate the MDSD Designated Housing within (30) days. MDSD reserves all its rights under Idaho law to remove tenants who fail to vacate MDSD Designated Housing after notice to do so.
- C. The TPA has reasonable grounds to believe that any occupant of the MDSD Designated Housing is, or has been engaged in the unlawful delivery, production, or use of a controlled substance, as those terms are defined in Idaho Cod 37-2701, on the leased premises during the term of any lease. MDSD reserves all its rights under Idaho law to remove tenants for the unlawful delivery, production, or use of controlled substances.

VI. Miscellaneous Terms and Conditions

- A. MDSD Designated Housing is not considered an extension of the workplace. Accordingly, injuries, accidents, or occurrences in any MDSD Designated Housing unit are likely not compensable by MDSD works compensation insurance.
- B. Tenants are required to maintain insurance coverage as required by the applicable lease and provide proof of such rental insurance to TPA.
- C. Tenants are required to abide by the TPA lease.

VII. Availability

MDSD does not routinely offer employee housing. Qualified applicants will be prioritized based on staffing needs.

MDSD Housing Prioritization Tool

25 Level 1

Director, Principal, Superintendent

50 Level 2

Nurse, Occupational, Therapist Physical, Therapist, School Psychologist

Speech Language Pathologist

75 Level 3

Administrative Assistant, Attendance Secretary, Custodian

IT Support, Technician, Maintenance, Paraprofessional, Food Service

100 Level 4

Teacher, Counselor

McCall Donnelly School District Employee Housing Scoring Rubric Name of Applicant:

Length Vacant	100 Possible	Score
>180 days	100	
90-179	75	
60-89	50	
0-59	25	

Prioritization Tool	100 Possible	Score
Level 4	100	
Level 3	75	
Level 2	50	
Level 1	25	

Start	50 Possible	Score
New to District	50	

Household Members	50 Possible	Score
Meets Minimum Occupancy Requirements	50	
Does not Meet	0	

Total Score: _____

Policy History:

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