

Minutes
Board of Directors
Butte-Silver Bow Public Archives
July 8, 2019
Noon
Archives Building

Call to Order: 12:05

Roll Call: Abby Peltomaa, Bill McKenzie, Brian Holland, Sara Sparks, Lee Whitney, Laurel Egan.
Also, in attendance: Ellen Crain Archives Director.

Excused: Marissa Newman.

A quorum was present, with Brian Holland in the chair.

Minutes of the Last meeting

A Motion was made to accept the minutes of the June meeting. The motion was seconded and passed unanimously.

Directors Report

The Director presented the report for June of 2019 (attached).

Old Business

Confidential Records Policy was discussed. See Attached Policy.

The Board Chair and Ellen reported on the final changes and edits to the document.

A motion was made to accept the policy as presented and attached. The motion was seconded and passed unanimously.

New Business

The Board discussed the Friends of the Archives and their future.

The Board Chair signed the Request for Disposal of Superintendent of Schools records per the motion to dispose approved at the June meeting he was unable to attend.

Adjournment

June 2019 Report

Submitted on July 8, 2019

To Archives Board of Directors

Patrons served	232
Research	55
<u>Auditorium Attendees</u>	<u>552</u>
Total in house activity	839
Social media	30,989
<u>WEB</u>	<u>550</u>
Total Social media	31,539
Volunteers	352. Hours
Auditorium events	20
Collections	27

Brown Bag Events in June were Suzanne Stefanac, 100 years ago in Butte, and Brian Leach on the City that Ate Itself. All very well attended.

Public Outreach

The Archives Director judged the commercial Pasties at the NCAT Sosten fest and we provided some exhibit items for this event. Aubrey worked with the Irish Studies Program on Meagher fest.

Nikole and Chere Jiusto provided a presentation to the Greater Montana Foundation about the grant to work with KBOW to air a series of radio programs created from the oral histories we are collecting through the All Nations Project. The Archives has been awarded a five thousand dollar grant to do this component.

We hosted the Emerson summer program kids.

Grant Reports

The Common Heritage grant is underway. We held a session with the Jewish leaders in June to follow up on the discussion we had in May.

The Finns are up next at the end of July and the invitations have gone out at this time.

The road grant documents are signed, and the intern positions have been advertised this grant will start by the end of July.

I am attending all the budget meetings and we have had a lot of questions about the Chateau salaries, hours and some about the contracts. We have been at the Finance and budget meetings to answer the questions and Chateau staff has been present as well.

Friends of the Archives

The Friends of the Archives is finalizing the work on the Carrie Johnson Fellowship. Their financials are in great shape.

The Friends is hoping to grow their Board to ensure a quorum.

Chateau

The Chateau has opened for the summer. The fundraiser was successful, and we are waiting for the final report on the funds. The Root & the Bloom worked with the Ameri-corps students to have the Jacobs House painted. Christine had an Art camp that was well attended.



BUTTE-SILVER BOW PUBLIC ARCHIVES

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Confidential Student Records Policy

Over time and by virtue of separate donations, the Butte-Silver Bow Public Archives may have records relating to an individual's attendance at an Educational Institution. **Educational Institution** means any early childhood (preschool), k-12 school, or post-secondary institution whose primary purpose is education. It includes public and private educational institutions and institutions that no longer exist.

The Butte-Silver Bow Public Archives is not the official repository for student records. All requests for official student records can be made by contacting the educational institution directly. If the Educational Institution no longer exists, request should be made to the successor institution or underlying institution, e.g., the State of Montana or the Diocese.

Access to Student Records of the Butte-Silver Bow Public Archives

Confidential Student Information (as defined below) will remain confidential and closed to members of the public and may only be accessed pursuant to a court order or as otherwise required by applicable law. Butte-Silver Bow Public Archives will only release records containing Directory Student Information (as defined below) to members of the public pursuant to specific requests as provided below.

"Directory Student Information" is information contained in a record about a student that does not invade the privacy of that student or others or would otherwise not be considered harmful.

Directory Student Information includes:

- Student's name
- Name of parents
- Address
- Telephone listing
- Email address
- Photographs/images
- Courses taken and teachers
- Dates of enrollment

- Enrollment status
- Schools attended
- Participation in activities and athletics
- Degrees, honors, and awards received
- Student publications (newspapers, yearbooks, newsletters)
- Published projects or work that has been publicly shown

Records Requests for Directory Student Information

Requests for Directory Student Information shall follow the same procedures for all other requests for public records. Original records will not be provided. Standard fees and costs apply.

If a copy of a record contains a combination of Directory Student Information and Confidential Student Information, Confidential Student Information will be concealed through redaction or other method of obscuring the confidential content.

“Confidential Student Information” is defined as information contained in a record about a student that invades the privacy of that student or others or would otherwise be considered harmful. Confidential Student Information includes:

- Daily attendance (absences, tardies, etc.)
- Grades and academic progress
- Standardized and informal assessment results
- Specialized services provided (counseling, disability-related services, etc.)
- Teacher notes
- Disciplinary information
- Referrals to law enforcement, outside services
- Medical/health information (e.g., immunizations)
- Student/family financial information
- Social security numbers/unique student identifiers