

# Agenda of Regular School Board Meeting

## The Board of Trustees Lakeland Joint School District No. 272

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A Regular School Board Meeting of the Board of Trustees of Lakeland Joint School District No. 272 will be held Tuesday, February 19, 2013, beginning at 5:30 PM in the Administrative Offices, 15506 N. WASHINGTON ST., RATHDRUM, ID 83858.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

- A. **Call to Order 5:30 p.m.**
- B. **Executive Session as authorized by Idaho Code 67-2345 (b) 5:30 p.m.**
  - 1. Student 2012-E
  - 2. Personnel 2012-8-13
- C. **Welcome Visitors/Pledge of Allegiance 6:00 p.m.**
- D. **Approve Agenda**
- E. **Consent Agenda**
  - 1. Minutes of Previous Meeting(s) - Regular Meeting of 01/14/2013 3
  - 2. Regular and Special Bills 10
- F. **Report and Presentation Agenda**
  - 1. LEA
  - 2. Visitor Presentations
    - a. Lakeland High School Senior Project Presentation (2 students)
  - 3. Public Comment (Each speaker will be asked to limit their remarks to no more than three minutes. Please see the Public Comment sign-in sheet and Policy #1520 for proper procedure in addressing the Board during Public Comment).
  - 4. Staff Reports
    - a. Mr. BJ DeAustin & Tammy Cass- BASE Program update 25
    - b. Tom Taggart 44
      - 1) Financial
      - 2) School Safety
      - 3) Plant Facility Dollars
    - c. Brad Murray- 46
      - 1) Calendar
- G. **Action Agenda**
  - 1. Approve/deny the hiring of new personnel as presented 47
  - 2. Approve/deny notice of staff resignation as presented 50
  - 3. Approve/deny naming the Lakeland High School baseball field "*Terry Gorton Memorial Field*"
  - 4. Approve/deny to re-admit Student 2012-E

5. Approve/deny travel for Teira Youngdell and selected students from the LHS Resort Academy to Orlando, Florida for the American Hotel & Lodging Association National Competition, April 9-13, 2013	
6. Approve/deny opening bid date for carpet bids on April 10, 2013, 2:00 p.m. at the Lakeland Joint School District Administrative Offices	
7. Approve/deny allocating \$10,000 donated by the Coeur d'Alene Tribe on February 8, 2013 to the Lakeland Education Foundation	54
<b>H. <u>Discussion Agenda</u></b>	
1. Draft Policies	
a. Policy # Guest Internet Policy	57
b. Policy #5740 Reduction in Force Procedures	58
2. Governor's Task Force on Education Reform	
3. Day on the Hill- February 11-12, 2013- Update	
4. Correspondence	
a. Discipline Reports	62
b. Other	73

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,  
EXECUTIVE SESSION AND REGULAR BOARD MEETING, JANUARY 14, 2013**

**LAKELAND JOINT SCHOOL DISTRICT NO. 272**

Meeting Location  
Lakeland Joint School District Administration Office  
15506 N Washington Street  
Rathdrum, ID 83858



**5:30 p.m. Executive Session**

**6:00 p.m. Regular Meeting**

**BOARD MEMBERS PRESENT**

Chairman Larry Brown (Zone 5)  
Trustee Kyle Olmstead (Zone 1)  
Trustee John Shaffer (Zone 2)  
Trustee Tim Skubitz (Zone 3)  
Trustee Brian Wallace (Zone 4)

**ADMINISTRATION PRESENT**

Superintendent Dr. Mary Ann Ranells  
Assistant Superintendent Brad Murray  
Director of Business Tom Taggart  
Clerk Brook Cunningham

**A. Call to Order 5:30 p.m.**

Chairman Brown called the meeting to order at 5:30 p.m.

**B. Executive Session as authorized by Idaho Code 67-2345 (b) 5:30 p.m.**

At 5:31 p.m. Chairman Brown announced the next order of business would be consideration of the Board recessing into executive session as authorized by Idaho Code 67-2345 (b). After a full and complete discussion, upon motion duly made by TRUSTEE SHAFFER and seconded by TRUSTEE OLMSTEAD the following resolution was presented:

BE IT RESOLVED, that the Board of Trustees of Lakeland Joint School District No. 272 recess from public meeting into Executive Session pursuant to Section 67-2345 (b), Idaho Code, in order to conduct a student hearing and to discuss a personnel issue.

BE IT FURTHER RESOLVED, that following the executive session, the Board will reconvene into public session for the purpose of conducting further business or for adjournment of the meeting.

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Vote being had on the above and foregoing resolution, and the same having been counted and found to be as follows:

	YES	NO	NOT PRESENT
Chairman Larry Brown	X		
Trustee Kyle Olmstead	X		
Trustee Shaffer	X		
Trustee Tim Skubitz	X		
Trustee Brian Wallace	X		

and no less than two-thirds (2/3) of the membership in favor thereof, Chairman Brown declared said resolution adopted.

1. Student 2013-A

Administration in attendance included Superintendent Mary Ann Ranells, Assistant Superintendent Brad Murray, and Clerk Brook Cunningham. Also present was Timberlake Junior High Principal Chris McDougall.

Student 2013-A along with mother entered Executive Session at 5:37 p.m.

Student 2013-A along with mother exited Executive Session at 6:06 p.m.

Chris McDougall exited Executive Session at 6:09 p.m.

2. Personnel 2012-8-13

Administration in attendance included Superintendent Mary Ann Ranells, Assistant Superintendent Brad Murray, and Clerk Brook Cunningham.

Executive Session ended at 6:20 p.m.

**C. Welcome Visitors/Pledge of Allegiance 6:00 p.m.**

At 6:25 p.m. Chairman Brown gave welcome to those who were present and led in the pledge.

**D. Approve Agenda**

1. Approve/deny to amend the agenda to add item 9 to the Action Agenda entitled *Approve/deny Stipends for SLP's*

*Motion* was made by TRUSTEE SKUBITZ and seconded by TRUSTEE WALLACE to add item 9 to the Action Agenda entitled *Approve/deny Stipends for SLP's* and to move the Mountain View presentation to the Staff Reports. Hearing all ayes motion carried.

***THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,  
EXECUTIVE SESSION AND REGULAR BOARD MEETING, JANUARY 14, 2013***

**E. Consent Agenda**

1. Minutes of Previous Meeting(s) - Regular Meeting of 12/10/2012
2. Regular and Special Bills

*Motion* was made by TRUSTEE WALLACE and seconded by TRUSTEE SHAFFER to approve the Consent Agenda as presented. Motion carried unanimously.

**F. Report and Presentation Agenda**

1. LEA

There was no one in attendance who presented on behalf of the LEA.

2. Visitor Presentations

- a. Mike Baker, CEO Dirne Community Health Center

Mike Baker was present to announce that Dirne would be awarded the grant for the mobile clinic which will serve the Lakeland School District area. A Project Abstract has been made a part of these minutes herewith.

3. Public Comment

(Each speaker will be asked to limit their remarks to no more than three minutes. Please see the Public Comment sign-in sheet and Policy #1520 for proper procedure in addressing the Board during Public Comment).

There were no public comment requests.

4. Staff Reports

- a. Trent Derrick-Renaming Baseball Field

Trent Derrick presented a proposal for naming the Lakeland High School Baseball Field "*Gorton Field*". Derrick also submitted letters of support from Mr. Chuck Kinsey, Will Havercroft, Ken Busch, and Jason Bradbury. A copy of the proposal as well as the letters have been made a part of these minutes herewith. Trustee John Schaffer recommended the name, "*Terry Gorton Memorial Field*", since the intent was to memorialize Mr. Gorton. Chairman Brown informed Mr. Derrick that this item would be placed on the action agenda at the February Board Meeting for consideration.

***THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,  
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b. Mountain View

John Klingaman and Paul Uzzi were in attendance to update the Board on the Mountain View Conservation Project; however John Klingaman also took a moment to express his support in renaming the baseball field after Mr. Terry Gorton.

John Klingaman informed that enough money had been raised to proceed with the Outdoor Classroom. Ground breaking will take place in the spring. The Classes of 1956, 1958, and 1960 all donated to the conservation project.

c. Georgeanne Griffith

1) Power Announcement

Director of Information Systems Georgeanne Griffith gave a brief overview of the new emergency notification system, Power Announcement. The notification system also has the ability to send out newsletters and report cards. However, the District plans on utilizing it for emergency notifications and school closures for the time being.

2) Schoolnet

Georgeanne Griffith provided a PowerPoint presentation with key points of Schoolnet.

b. Tom Taggart

1) Financial

Tom Taggart informed that there is \$30 million dollars in limbo right now at the state level for the current year because of the repeals.

Tom has been working with the schools on their priorities for the plant facility money. He commented that the District needed to really take a good look at school safety first.

2) School Safety

Tom informed that retired Spirit Lake Elementary Principal Steve Rasor has volunteered to help us evaluate school safety procedures in our district. All the schools have been working with law enforcement as well.

c. Brad Murray-

1) Calendar

Mr. Murray informed that he had sent a survey out to certified staff members regarding the school calendar. Those survey results have been included in the board packet. Mr. Murray briefed the Board on those survey results.

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2) STEM Charter-Athletics

Brad Murray informed the Board Members that he and Mr. Spear came up with a solution to slow down the start time of practices. Extra warm up exercises will take place until the 2 charter school students arrive.

**E. Action Agenda**

1. Approve/deny the hiring of new personnel as presented

Motion was made by TRUSTEE WALLACE and seconded by TRUSTEE SKUBITZ to approve the hiring of new personnel as presented. Motion carried unanimously.

2. Approve/deny notice of staff resignation as presented

Motion was made by TRUSTEE SKUBITZ and seconded by TRUSTEE WALLACE to approve the notice of resignation as presented. The notice has been made a part of these minutes. Hearing all ayes motion carried.

3. Approve/deny to declare Student 2013-A a habitual truant

Motion was made by TRUSTEE OLMSTEAD and seconded by TRUSTEE SKUBITZ to declare Student 2013-A a habitual truant. Motion carried unanimously.

4. Approve/deny Timberlake High School Wrestling Team travel to Weiser, Idaho February 1st and 2nd to participate in the Weiser Wrestling Invitational

Motion was made by TRUSTEE SHAFFER and seconded by TRUSTEE OLMSTEAD to approve the Wrestling Team travel as presented. Motion carried unanimously.

5. Approve/deny acceptance of bus bids

Tom Taggart provided a handout listing vendors and with bids for 2 regular buses and 1 special needs bus. Tom recommended the lowest bid of \$257,097 provided by Harlow's.

Motion was made by TRUSTEE SHAFFER and seconded by TRUSTEE SKUBITZ to accept the bids as presented and recommended by Administration. Motion carried unanimously.

6. Approve/deny specifications for VoIP phone system and revise the bid opening date to February 6, 2013, 2:30 p.m. at the Lakeland Joint School District Administrative Offices

Motion was made by TRUSTEE WALLACE and seconded by TRUSTEE OLMSTEAD to approve the specifications and to revise the bid opening date as presented. Motion carried unanimously.

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7. Approve/deny Emergency School Closure December 21, 2012

*Motion* was made by TRUSTEE SHAFFER and seconded by TRUSTEE SKUBITZ to approve the Emergency School Closure December 21, 2012. Motion carried unanimously.

8. Approve/deny to move the February 11, 2013 Board meeting to February 19, 2013 and to move the March 11, 2013 Board meeting to March 18, 2013

*Motion* was made by TRUSTEE SHAFFER and seconded by TRUSTEE OLMSTEAD to approve the regular meeting date changes as presented. Motion carried unanimously.

9. Approve/deny stipends for SLP's

*Motion* was made by TRUSTEE SKUBITZ and seconded by TRUSTEE OLMSTEAD to approve the stipends as presented. Motion carried unanimously.

**F. Discussion Agenda**

1. Policy Review

Dr. Ranells proposed that we take a new and improved policy manual from ISBA after the legislature meets and go through each policy one at a time.

2. Governor's Task Force on Education Reform

Dr. Ranells informed that she is on the 33 member task force. The next meeting is January 25<sup>th</sup>, there are 3 meetings total. She reported that everyone was civil and that no labor negotiations or funding will be discussed. The group agreed on 4 goals

- Fiscal stability
- Professional Development for implementing the CCSS
- Teacher Effectiveness
- Technology

3. Day on the Hill- February 11-12, 2013

Chairman Brown will be attending.

4. Correspondence

- a. Discipline Reports

The discipline reports have been made a part of the Board's packet.

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b. Other

Meeting adjourned at 8:17 p.m.

Attest:

Respectfully Submitted:

\_\_\_\_\_  
Larry Brown, Chairman

\_\_\_\_\_  
Brook Cunningham, Clerk

**Avista 2012-13**

Bill Date	6/25/2012		7/25/2012		8/24/2012		9/25/2012		10/24/2012		11/26/2012	
	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC
GE (105)	130.65		111.86		107.73		115.52		125.23		229.12	
MVAS (491)	258.79	456.96	133.80	289.55	107.89	231.33	136.12	389.81	290.35	437.00	781.52	509.67
MAINT (003)	18.17	243.95	5.16	225.70	4.29	174.38	4.29	205.62	7.64	241.49	66.90	297.51
TRAN (002)	65.01	356.03	18.17	220.46	4.29	192.52	13.84	328.36	46.94	316.96	197.00	861.28
JBE (101)	168.05	2,278.29	101.87	1,152.37	87.05	811.88	97.70	1,732.58	163.79	2,067.77	626.15	3,297.84
LJHS (201)	194.28	2,638.54	106.49	1,828.68	88.45	1,434.14	92.14	2,488.41	153.67	2,893.50	744.05	3,510.76
DO (001)	28.58	409.41	5.16	401.72	4.29	412.86	6.03	469.65	31.90	401.09	96.17	424.90
LJHS FBF (201)		17.27		17.27		17.27		17.27		45.48		42.99
LHS (301)	1,076.11	5,145.62	156.48	3,246.51	100.94	2,533.01	368.54	5,145.14	1,341.45	5,453.00	3,029.36	5,780.56
LHS FBF (301)		68.32		64.44		153.70		211.93		339.63		200.18
SLE (102)		2,021.87		988.17		877.36		1,492.49		1,805.27		2,539.84
AE (103)	33.45		6.83		4.25		5.97		53.17		237.72	
GARG HTR (002)		11.85		11.55		11.85		21.64		11.44		437.31
THS (401)	878.61	7,617.04	292.91	4,483.74	112.05	3,935.39	150.01	6,997.47	631.62	7,618.36	1,326.15	7,782.51
TLE (106)	313.50	2,099.22	93.07	1,370.25	86.19	953.45	143.94	1,860.06	305.21	2,059.43	778.11	2,781.81
TLE LITE (106)		21.72		20.76		22.30		23.83		25.56		27.60
FOOD SERV	329.24	1,202.98	125.47	856.85	121.31	811.88	211.34	1,241.23	345.68	1,261.43	584.78	1,354.94
THS GNRT (401)	78.02		9.49		5.16		6.90		65.27		209.20	
TJHS (202)	763.78	3,129.19	256.57	1,785.96	118.99	1,889.93	178.71	2,563.11	601.85	2,869.09	1,713.38	3,598.68
BKE (104)	175.00	1,368.12	125.47	740.40	120.38	625.50	125.94	1,101.63	154.11	1,288.90	457.18	1,763.85
<b>SUB TOTAL</b>	<b>\$4,511.24</b>	<b>\$29,086.38</b>	<b>\$1,548.80</b>	<b>\$17,704.38</b>	<b>\$1,073.26</b>	<b>\$15,088.75</b>	<b>\$1,656.99</b>	<b>\$26,290.23</b>	<b>\$4,317.88</b>	<b>\$29,135.40</b>	<b>\$11,076.79</b>	<b>\$35,212.23</b>
<b>TOTAL</b>	<b>\$33,597.62</b>		<b>\$19,253.18</b>		<b>\$16,162.01</b>		<b>\$27,947.22</b>		<b>\$33,453.28</b>		<b>\$46,289.02</b>	
CHECK DATE	7/13/2012		8/15/2012		9/14/2012		10/12/2012		11/15/2012		12/14/2012	
Bill Date	12/26/2012		1/25/2013									
	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC
GE (105)	314.51		701.86				0.00		0.00			
MVAS (491)	1,090.06	589.18	1,065.70	506.82								
MAINT (003)	86.42	317.46	122.19	362.82								
TRAN (002)	364.50	1,227.28	540.13	867.92								
JBE (101)	1,006.99	4,169.45	1,318.66	4,382.60								
LJHS (201)	1,293.04	4,370.28	1,654.67	4,469.56								
DO (001)	157.16	478.49	242.53	487.01								
LJHS FBF (201)		17.27		17.27								
LHS (301)	4,349.09	6,796.38	4,414.04	6,481.40			0.00		0.00		0.00	
LHS FBF (301)		44.32		44.32								
SLE (102)		3,697.00		4,659.65								
AE (103)	339.96		436.57				0.00		0.00		0.00	
GARG HTR (002)		572.29		364.46								
THS (401)	2,856.35	10,089.34	3,989.33	10,959.57								
TLE (106)	1,615.41	3,586.91	2,244.93	4,082.55								
TLE LITE (106)		32.30		32.77								
FOOD SERV	711.69	1,467.81	842.11	1,215.07								
THS GNRT (401)	498.67		522.24									
TJHS (202)	2,850.11	4,729.95	3,060.59	4,766.99								
BKE (104)	852.72	2,072.60	1,019.48	1,925.37								
<b>SUB TOTAL</b>	<b>\$18,386.68</b>	<b>\$44,258.31</b>	<b>\$22,175.03</b>	<b>\$45,626.15</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$62,644.99</b>		<b>\$67,801.18</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>	
CHECK DATE	1/15/2013		1/31/2013									
GAS	100 661000 333 ??? 000		FOOD SERV 290 710000 333		ELECTRIC 100 661000 332 ??? 000		FOOD SERV 290 710000 332 000 000					

Bar Circle "S" Water 100 661000 331 105 000 Garwood

	Irrigation					CHECK	INVOICE
Date	Reading		Reading		TOTAL	DATE	NUMBER
July 2012	51646900	\$324.45	2264300	\$27.43	\$351.88	7/13/2012	JUNE 12 WATER
Aug 2012	52530400	\$1,551.67	2268700	\$27.43	\$1,579.10	8/15/2012	JULY 12 WATER
Sept 2012	53325900	\$1,398.55	2272000	\$27.43	\$1,425.98	9/14/2012	AUG 12 WATER
Oct 2012	53951000	\$1,102.05	2297700	\$59.10	\$1,161.15	10/12/2012	SEPT 12 WATER
Nov 2012	54139100	\$341.67	2325500	\$62.75	\$404.42	11/15/2012	OCT 12 WATER
Dec 2012	53951000*	27.43	2297700*	27.43	\$54.86	12/14/2012	NOV 12 WATER
Jan 2013			2325500	27.43	\$27.43	1/15/2013	DEC 12 WATER
Feb 2013			2325500E	27.43	\$27.43	2/15/2013	JAN 13 WATER
Mar 2013					\$0.00		
April 2013					\$0.00		
May 2013					\$0.00		
June 2013					\$0.00		
					<b>\$5,032.25</b>		
July 2013							
Aug 2013							
Sept 2013							
Oct 2013							
Nov 2013							
Dec 2013							
Jan 2014							
Feb 2014							
Mar 2014							
April 2014							
May 2014							
June 2014							
July 2014							
Aug 2014							
Sept 2014							
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Nov 2014							
Dec 2014							
Jan 2015							
Feb 2015							
Mar 2015							
April 2015							
May 2015							
June 2015							



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City of Rathdrum Accounts (Water 100 661000 331 ??? 000) (Sewer 100 661000 335 080 000) 687-0261																
2012-13		WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER			
DO (001)	7.1640.1	24.50	40.65	24.50	40.65	24.50	40.65	24.50	40.65	24.50	40.65	24.50	42.40			
TRAN (002)	7.1660.1	28.50	54.20	31.10	94.85	28.50	67.75	31.10	94.85	28.50	40.65	28.50	42.40			
Food Serv	7.1610.1	46.50	40.65	46.50	40.65	50.40	108.40	56.90	176.15	46.50	40.65	46.50	42.40			
JBE (101)	7.1620.1	62.75	237.13	71.20	325.20	77.70	392.95	75.10	365.85	46.50	40.65	46.50	42.40			
JBE Annex(101)	7.1630.1	46.50	40.65	46.50	40.65	61.45	223.58	70.55	318.43	46.50	40.65	46.50	42.40			
BKE (104)	7.1580.1	64.50	40.65	64.50	40.65	69.05	115.18	69.05	115.18	64.50	40.65	64.50	42.40			
BKE Irrig (104)	4.1585.1	306.90		1,018.00		767.10		408.30								
LJHS (201)	7.1670.1	87.25	304.88	112.60	569.10	111.30	555.55	107.40	514.90	64.50	40.65	64.50	42.40			
LJHS Field (013)	4.1650.1	96.30		253.60		821.70		(496.50)								
LHS (301)	7.1570.1	87.25	304.88	87.90	311.65	95.05	386.18	96.35	399.73	64.50	40.65	64.50	42.40			
LHS Irrig (007)	4.0616.1	79.00		79.00		79.00		79.00								
LHS Field (008)	4.1600.1	235.40		438.20		348.50		267.25								
FBF RR	7.0002.1		40.65		40.65		40.65		40.65		40.65		42.40			
MVAS (491)	7.1590.1	no bill (\$22 cr from misread)		114.13	1,842.80	129.05	1,680.20	145.95	1,598.90	46.50	40.65	46.50	42.40			
Soccer Fld (005)	4.0000.1	68.35		103.45		87.85		70.95								
		\$1,233.70	\$1,104.34	\$2,491.18	\$3,346.85	\$2,751.15	\$3,611.09	\$1,005.90	\$3,665.29	\$432.50	\$406.50	432.50	424.00			
			<b>\$2,338.04</b>		<b>\$5,838.03</b>		<b>\$6,362.24</b>		<b>\$4,671.19</b>		<b>\$839.00</b>		<b>856.50</b>			
invoice #		JULY 12 WATER/SEWER			AUG 12 WATER/SEWER			SEPT 12 WATER/SEWER			OCT 12 WATER/SEWER		NOV 12 WATER/SEWER		DEC 12 WATER/SEWER	
check date			8/15/2012		9/14/2012	11	10/12/2012		11/15/2012		12/14/2012		1/15/2012			

		WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER
DO (001)	7.1640.1	24.50	42.40										
TRAN (002)	7.1660.1	28.50	42.40										
Food Serv	7.1610.1	46.50	42.40										
JBE (101)	7.1620.1	46.50	42.40										
JBE Annex(101)	7.1630.1	46.50	42.40										
BKE (104)	7.1580.1	64.50	42.40										
BKE Irrig (104)	4.1585.1												
LJHS (201)	7.1670.1	64.50	42.40										
LJHS Field (013)	4.1650.1												
LHS (301)	7.1570.1	64.50	42.40										
LHS Irrig (007)	4.0616.1												
LHS Field (008)	4.1600.1												
LHS FBF RR	7.0002.1		42.40										
MVAS (491)	7.1590.1	46.50	42.40										
Soccer Fld (005)	4.0000.1												
		432.50	\$424.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
			\$856.50		\$0.00		\$0.00		\$0.00		\$0.00		
invoice #													
check date													
Food Serv Water Account #290 710000 331 000		Sewer Account #290 710000 335 000 000								inv # is June ?? water/sewer			

City of Spirit Lake (Water 100 661000 331 ??? 000) (Sewer 100 661000 335 090 000) 623-2131 Barbara														
2012-13		WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	
SLE (102)	9.01	182.25		268.50		421.00		459.75		16.00		149.75		
SLE (102)	10.01	16.00	26.00	16.00	26.00	16.00	26.00	16.00	26.00	16.00	26.00	16.00	26.00	
THS Main (401)	581.01	69.75	238.33	39.75	91.00	59.75	160.33	84.75	290.33	31.00	26.00	117.25	507.00	
THS Irrigation (009)	606.01	16.00		16.00		16.00		16.00		16.00		16.00		
THS Irrigation (009)	615.01	16.00		16.00		22.25		16.00		16.00		16.00		
THS Conc (401)	616.01	16.00	26.00	16.00	26.00	16.00	26.00	16.00	26.00	16.00	26.00	16.00	26.00	
TJHS (202)	685.01	21.00	69.33	16.00	30.33	16.00	30.33	24.75	82.33	16.00	26.00	44.75	203.66	
TJHS Irrigation (010)	715.01	314.75		584.75		1,402.25		832.25		16.00		16.00		
		651.75	359.66	973.00	173.33	1,969.25	242.66	1,465.50	424.66	143.00	104.00	391.75	762.66	
			<b>1,011.41</b>		<b>1,146.33</b>		<b>2,211.91</b>		<b>1,890.16</b>		<b>247.00</b>		<b>1,154.41</b>	
Invoice Number		JUNE 12 WATER/SEWER		JULY 12 WATER/SEWER		AUG 12 WATER/SEWER		SEPT 12 WATER/SEWER		OCT 12 WATER/SEWER		NOV 12 WATER/SEWER		
Check Date		7/13/2012		8/15/2012		9/14/2012		10/12/2012		11/15/2012		12/14/2012		
		WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	
SLE (102)	9.01	16.00		16.00										
SLE (102)	10.01	16.00	26.00	16.00	26.00									
THS Main (401)	581.01	53.50	182.00	43.50	147.33									
THS Irrigation (009)	606.01	16.00		16.00										
THS Irrigation (009)	615.01	16.00		16.00										
THS Conc (401)	616.01	16.00	26.00	16.00	26.00									
TJHS (202)	685.01	19.75	65.00	16.00	47.66									
TJHS Irrigation (010)	715.01	339.75		16.00										
		493.00	299.00	155.50	246.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
			<b>792.00</b>		<b>402.49</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
Invoice Number		DEC 12 WATER/SEWER		JAN 13 WATER/SEWER										
Check Date		1/15/2013		2/15/2013										
inv # is Month Year water/sewer														

**KOOTENAI ELECTRIC COOPERATIVE**

**FY 2011-12**

	6/8/11 -	7/8/11-	8/8/11-	9/10/11-	10/11/11-	11/12/11-	12/13/11-	1/14/12-	2/15/12-	3/15/12-	4/15/12-	5/15/12-
	7/8/2011	8/8/2011	9/10/2011	10/11/2011	11/12/2011	12/13/2011	1/14/2012	2/15/2012	3/15/2012	4/15/2012	5/15/2012	6/15/2012
103 AE	785.63	637.89	959.82	1,616.21	2,704.07	3,406.30	3,246.38	3,566.24	3,086.08	2,625.80	2,085.55	1,591.43
Meter 5968959	33.83	40.89	39.72	49.13	51.66	81.94	85.05	81.46	75.58	71.17	60.96	57.29
Meter 4113124	739.44	584.64	907.74	1,554.72	2,640.05	3,312.00	3,148.97	3,472.42	2,998.14	2,542.27	2,012.23	1,521.78
Sec Light	12.36	12.36	12.36	12.36	12.36	12.36	12.36	12.36	12.36	12.36	12.36	12.36
105 GE	785.58	509.16	885.42	1,359.08	2,007.23	2,601.54	2,682.92	2,959.65	2,576.88	2,299.62	1,559.27	1,288.86
<b>PAID</b>	<b>1,571.21</b>	<b>1,147.05</b>	<b>1,845.24</b>	<b>2,975.29</b>	<b>4,711.30</b>	<b>6,007.84</b>	<b>5,929.30</b>	<b>6,525.89</b>	<b>5,662.96</b>	<b>4,925.42</b>	<b>3,644.82</b>	<b>2,880.29</b>
ck date	7/29/2011	8/31/2011	9/30/2011	10/31/2011	11/30/2011	12/31/2011	1/31/2012	2/29/2012	3/30/2012	4/30/2012	5/31/2012	6/29/2012

**FY 2012-13**

	6/15/12-	7/15/12-	8/15/12-	9/15/12-	10/15/12-	11/15/12-	12/15/12-					
	7/15/2012	8/15/2012	9/15/2012	10/15/2012	11/15/2012	12/15/2012	1/15/2013					
103 AE	812.22	796.61	1,159.43	1,727.01	2,625.19	2,814.20	3,162.16					
Mtr 5968959	50.03	46.35	45.45	44.72	59.33	62.85	66.68					
Mtr 4113124	749.83	737.90	1,101.62	1,669.93	2,553.50	2,738.99	3083.12					
Sec Light	12.36	12.36	12.36	12.36	12.36	12.36	12.36					
105 GE	600.93	558.98	973.62	1,156.01	1,588.64	2,038.21	2,276.77					
<b>PAID</b>	<b>1,413.15</b>	<b>1,355.59</b>	<b>2,133.05</b>	<b>2,883.02</b>	<b>4,213.83</b>	<b>4,852.41</b>	<b>5,438.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
ck date	7/31/2012	8/31/2012	9/28/2012	10/31/2012	11/30/2012	12/31/2012	1/31/2013					

**FY 2013-14**

103 AE												
Mtr 5968959												
Mtr 4113124												
Sec Light												
105 GE												
<b>PAID</b>	<b>0.00</b>											
ck date												

100 661000 332 ??? 000

**North Kootenai Water District (Twin Lakes Elementary School)**

100 661000 331 106 000

	<b>Meter #</b>				<b>Account #</b>		
	<b>5367855</b>				<b>1036541-01</b>		
	<b>Start Read</b>	<b>End Read</b>	<b>Consumption</b>	<b>Charges</b>	<b>Charges</b>	<b>Check Amt</b>	<b>Check Date</b>
July 2011	8005	9171	116600	263.57	40.00	303.57	7/29/2011
Aug 2011	119171	122999	382800	875.83	40.00	915.83	8/31/2011
Sept 2011	122999	135722	1272300	2,921.68	40.00	2,961.68	9/30/2011
Oct 2011	135722	142131	640900	1,469.46	40.00	1,509.46	10/31/2011
Nov 2011	142131	142297	16600	44.16	40.00	84.16	11/30/2011
Dec 2011	142297	142462	16500	44.00	40.00	84.00	12/30/2011
Jan 2012	142462	142680	21800	52.01	40.00	92.01	1/31/2012
Feb 2012	142680	142843	16300	43.70	40.00	83.70	2/29/2012
Mar 2012	142843	142966	12300	38.15	40.00	78.15	3/30/2012
April 2012	142966	143085	11900	37.62	40.00	77.62	4/30/2012
May 2012	143085	143843	75800	169.73	40.00	209.73	5/31/2012
June 2012	143843	147690	384700	880.20	40.00	920.20	6/29/2012
						7,320.11	
	<b>Meter #</b>				<b>Account #</b>		
	<b>5367855</b>				<b>1036541-01</b>		
	<b>Start Read</b>	<b>End Read</b>	<b>Consumption</b>	<b>Charges</b>	<b>Charges</b>	<b>Check Amt</b>	<b>Check Date</b>
July 2012	147690	150593	290300	664.83	40.00	704.83	7/31/2012
Aug 2012	150593	158202	760900	1,747.21	40.00	1,787.21	8/31/2012
Sept 2012	158202	164979	677700	1,555.85	40.00	1,595.85	9/28/2012
Oct 2012	164979	169112	413300	947.73	40.00	987.73	10/31/2012
Nov 2012	169112	170372	126000	286.94	40.00	326.94	12/14/2012
Dec 2012	170372	170585	21300	53.00	40.00	93.00	12/31/2012
Jan 2013	170585	170694	10900	38.04	40.00	78.04	1/31/2013
Feb 2013							
Mar 2013							
Apr 2013							
May 2013							
June 2013							

TLI SEWER, LLC				
TLE SEWER CHARGES 100 661000 335 095 000				
	AMOUNT	CK DATE	INV #	
JULY 11	549.25	7/1/2011	TLE JULY 11 SEWER	
AUG 11	549.25	7/29/2011	TLE AUG 11 SEWER	
SEP 11	549.25	9/7/2011	TLE SEPT 11 SEWER	
OCT 11	549.25	9/30/2011	TLE OCT 11 SEWER	
NOV 11	549.25	10/31/2011	TLE NOV 11 SEWER	
DEC 11	549.25	11/30/2011	TLE DEC 11 SEWER	
JAN 12	585.00	12/30/2011	TLE JAN 12 SEWER	
FEB 12	585.00	2/7/2012	TLE FEB 12 SEWER	
MAR 12	585.00	2/29/2012	TLE MAR 12 SEWER	
APR 12	585.00	3/30/2012	TLE APR 12 SEWER	
MAY 12	585.00	4/30/2012	TLE MAY 12 SEWER	
JUNE 12	585.00	5/31/2012	TLE JUNE 12 SEWER	
	6,805.50			
	AMOUNT	CK DATE	INV #	
JULY 12	585.00	6/29/2012	TLE JULY 12 SEWER	
AUG 12	585.00	7/31/2012	TLE AUG 12 SEWER	
SEP 12	585.00	8/31/2012	TLE SEPT 12 SEWER	
OCT 12	585.00	9/28/2012	TLE OCT 12 SEWER	
NOV 12	585.00	10/31/2012	TLE NOV 12 SEWER	
DEC 12	585.00	11/30/2012	TLE DEC 12 SEWER	
JAN 13	598.00	12/31/2012	TLE JAN 13 SEWER	
FEB 13	598.00	1/31/2013	TLE FEB 13 SEWER	
MAR 13				
APR 13				
MAY 13				
JUNE 13				
	4,706.00			
	AMOUNT	CK DATE	INV #	
JULY 13				
AUG 13				
SEP 13				
OCT 13				
NOV 13				
DEC 13				
JAN 14				
FEB 14				
MAR 14				
APR 14				
MAY 14				
JUNE 14				
	0.00			

## Lakeland Joint School District No. 272

Office of the Superintendent

P.O. Box 39

Rathdrum, ID 83858

Board of Trustees			
Regular School Board Meeting			
February 19, 2013			
Gross Salaries		1,433,768.49	
Gross Benefits		393,565.91	
Riddle, Susan	Petty Cash Replenishment	107.37	79304
Winter Edufest	Registration 2013 Edufest (Lloyd, Thomas)	150.00	79305
Awards, Etc	Awards for Math Cup Winners	99.00	79306
Bus Parts Warehouse	Tran Supplies	679.73	79307
Garage 41	Services (Maint)	166.34	79308
Lambco Refrigeration	Services (FS)	225.50	79309
Lightning Bolt & Supply	Maint Supplies	162.57	79310
Market Equipment Company	Services (THS)	612.59	79311
Piano Tuner, The	Services (TJHS, THS)	166.00	79312
Pomerinke, Rena	Reimbursement for IDLA Class Fee	50.00	79313
Scala, Mandy	Reimbursement for IDLA Class Fee	100.00	79314
Tacony Corporation	Maint Supplies	221.96	79315
Idaho Department of Education	January 18, 2013 Fingerprinting	160.00	79316
Eco Cellulose Insulation	2003 Ford F350 Service Truck	15,000.00	79317
Winter Edufest	Registration 2013 Edufest (Campbell)	395.00	79318
De Lage Landen	Copier Lease (KTEC)	145.64	79319
Kootenai Health Cash Team	December 2012 OT/PT Hours and Mileage	3,074.26	79320
Oxarc	Maint Supplies	11.55	79321
Rickard, Darrell	Expense Claim Reimbursement	180.00	79322
School Specialty	Student Agendas (LJHS)	1,994.00	79323
Sears	Maint Supplies	52.35	79324
Tesh	Services (SPED)	1,040.00	79325
BYA Business Solutions	Reimbursement for Non-Resident Tuition	160.00	79326
Postmaster - Rathdrum	Postage Stamps	414.00	79327
Riddle, Susan	Petty Cash Replenishment	113.11	79328
Eagle Manufacturing	Maint Equipment	3,723.50	79393
Sines, Margaret	Advance for Trip to Weiser 2/1/13 - Wrestling Tournament	500.00	79394
Idaho Department of Education	January 31, 2013 Fingerprinting	80.00	79395
Lakeland Junior High School	LEA Music Donation in Memory of Dennis Kimberling	50.00	79396
Lowe's	Maint Supplies/Instructional Materials	1,302.00	79397
Miller's Food City	Instructional Materials	188.29	79398
Spirit Lake Elementary	LEA Music Donation in Memory of Dennis Kimberling	50.00	79399
Postmaster - Rathdrum	Postage Stamps	480.00	79400
Riddle, Susan	Petty Cash Replenishment	118.10	79401
Timberlake Junior High School	Petty Cash Replenishment	37.17	79402
Alsco	Coverall Service	67.81	79403
American Express	Instr, Office, Tech Supplies/Flights/Shipping/BASE Program	16,769.51	79404
Coeur d'Alene Garbage Service	Dumpster Dumping 1/1-31/2013	52.00	79405
Costco	Tech Equipment	2,029.98	79406
Interstate Concrete & Asphalt	Maint Supplies	1,017.58	79407
Midway Parts	Maint Supplies	1,322.11	79408
Oxford Suites Hotel	Lodging (Herndon/Skyward Conference)	178.00	79409
Pure Filtration Products	Maint Supplies	298.68	79410

Rathdrum Physical Therapy	Stipend for Staff Development Training	400.00	79411
Springhill Suites by Marriott	Lodging (Herndon/Skyward Conference)	462.00	79412
Sun Rental Center	Services (Maint)	209.30	79413
Time Warner	District Internet Access 2/8-3/7/2013	4,257.60	79414
Verizon Wireless	Cell Phone Usage 12/23/2012-1/22/2013	1,768.04	79415
Visa	Instructional Materials	768.30	79416
Cenex Cooperative Supply	#2 Dyed Diesel Winter Blend, Unleaded Gas	19,571.53	79417
Idaho Department of Education	February 8, 2013 Fingerprinting	40.00	79418
Star Autism Support	Services (SPED)	3,093.93	79419
Riddle, Susan	Petty Cash Replenishment	119.58	79420
AT&T	January 2013 Long Distance Charges	242.00	79421
Idaho Athletic Admin Assoc	Registration 2013 Conference (Cronnelly)	215.00	79422
Washington State Dept of Licensing	Additional Fees for School Bus Driver's Records	9.00	79423
A Drug Free Alliance	DOT/Alcohol Testing	555.00	79329
A Drug Free Alliance	Tran Testing	280.00	
A-L Compressed Gases	Instructional Materials	163.20	79330
A-L Compressed Gases	Maint Equipment/Instructional Materials	1,587.80	
Alsco	Coverall Service	135.62	79331
Alsco	Coverall Service	67.81	
AmSan	Maint Supplies	7,880.62	79332
Associated Business Systems	Tech Supplies	1,779.20	
Athol, City of	Water 12/28/12 - 1/25/13 (AE)	70.00	79333
Avista	January 2013 Electricity/Natural Gas	67,801.18	79334
Badger Building Center	Maint Supplies	254.34	
Bar Circle "S" Water	January 2013 Water (GE)	27.43	
Bartlett, Diana	Reimbursement for Non-Resident Tuition	47.70	79335
Bear Paw Quilting & Bernina	Services (MVAS)	30.00	
Boggs, Leslie	January 2013 Mileage	93.90	
Bornitz, Debra	Field Trip Meals 12/16/12 - 1/15/13	10.00	79336
Bozley, Linda	Expense Claim Reimbursement	65.00	79337
Brisbois, Rick	Reimbursement for IDLA Class Fee	100.00	
Brown, Larry	Expense Claim Reimbursement	85.55	
Bullock, Deborah	Lunch Credit Reimbursement	30.00	
Burt's Music & Sound	Services (THS)	120.00	79338
Bus Parts Warehouse	Tran Supplies	396.08	79339
Bus Parts Warehouse	Tran Supplies	63.66	
Cambium Learning	Title I Materials	967.90	79340
Carr, Curtis	Expense Claim Reimbursement	6.50	79341
Carr, Curtis	Expense Claim Reimbursement	19.50	
Caxton Printers	Textbooks	415.84	79342
Caxton Printers	Instructional Materials	219.80	
Chartwells	January 2013 Food Service	133,453.94	
Chatterton, Heather	January 2013 Mileage	18.35	
Coeur d'Alene Power Tool	Maint Supplies	129.20	
Coeur d'Alene Power Tool	Legal Ad - Bids for VoIP System	57.03	
Craig-Johnson, Becky	Field Trip Meals 12/16/12 - 1/15/13	30.00	79343
Cronnelly, Timothy	Expense Claim Reimbursement	69.88	
Dahlberg, Chenoa	Lunch Credit Reimbursement	27.10	
De Lage Landen	Copier Leases 1/15 - 2/14/2013	821.70	79344
DeAustin, BJ	January 2013 Mileage	37.10	
Diamond Lake Lumber	Maint Supplies	945.59	
Dodson, Charles M., Attorney	Legal Expenses 1/3-31/2013	1,150.32	

Earth First Fluid Recovery	Tran Supplies	975.40	79345
Everson's Jewelry	Invention Convention Trophies	25.00	
Follett Library Resources	Library Books (LJHS)	143.85	79346
Follett Library Resources	Library Books (AE, TJHS)	890.60	
Foster, Trudy	January 2013 Mileage	102.30	
Freeman, Rachel	Lunch Credit Reimbursement	4.20	
Friesen, Roger	Field Trip Meals 12/16/12 - 1/15/13	25.00	79347
Frisch, Machalla	January 2013 Mileage	35.00	
Fritzsche, Lisa	Expense Claim Reimbursement	65.00	79348
Frontier	Basic Service/Trunk Charges 12/26/12 - 1/25/13	2,576.91	79349
Gerstenberger, Judy	Expense Claim Reimbursement, January 2013 Mileage	55.30	
Ginter, Brian	Field Trip Meals 12/16/12 - 1/15/13	5.00	79350
Grainger	Maint Supplies	528.01	
Graupman, Justin	Expense Claim Reimbursement	119.53	
Graybar	Maint Supplies	152.92	
Hansen, Debbie	January 2013 Mileage	135.00	
Hardwood Store, The	Maint Supplies	35.98	79351
Harlow's Bus Sales	Tran Supplies	167,376.06	
Harmon, Robert	Field Trip Meals 12/16/12 - 1/15/13	30.00	79352
Harvest, Zachary	January 2013 Mileage	163.50	
Hayes, Aaron	January 2013 Mileage	55.80	
Helbling Employee Benefits	COBRA Specific Rights Notice Letters	50.00	
Herndon, Heidi	Expense Claim Reimbursement	67.97	
Husky International Trucks	Tran Supplies	350.78	79353
Husky International Trucks	Tran Supplies	1,259.40	
IASA	IETA Annual Membership for period starting 7/1/2012	75.00	79354
IBF	Office Supplies	103.19	
Idaho Athletic Admin Assoc	Class Fee (Cronnelly)	75.00	
Idaho Dept of Health & Welfare	Medicaid Match - January 2013 #2	5,000.00	79355
Idaho Digital Learning	Student Class Fees (LHS/Personal Finance A)	1,500.00	
Idaho State Tax Commission	Rotary, Ala Carte/Adult Meals Sales Tax	993.49	
Idaho State Tax Commission	Payment required because of lien on vendor	510.50	
Insight Distributing	Maint Supplies	391.02	
Insight Investments	Tech Equipment	2,511.00	
Interstate Concrete & Asphalt	Maint Supplies	1,047.97	79356
Interstate Concrete & Asphalt	Maint Supplies	785.43	
ISB	Medicaid Administration Fees	1,154.39	79357
Isbell, Lee	January 2013 Mileage	166.40	
J&R Electronics	Tran/Maint Digital Radio Service February 2013	1,580.00	79358
Kannegaard, Judith	January 2013 Mileage	40.05	
Kenworth Sales Spokane	Tran Supplies	695.37	
Kootenai County EMS System	Supplies (Health/AED)	35.00	79359
Kootenai County Solid Waste	December 2012 Garbage Fee, Dumpster Rental	1,264.88	79360
Kootenai Electric Cooperative	AE/GE Electricity 12/15/12 - 1/15/13	5,438.93	79361
KTEC	Kootenai/Bonner Property Taxes Collected December 2012	9,307.44	79362
KTEC	Services Provided by M Cotner & J Green for NIPTEC	8,000.00	
KTEC	Kootenai Property Taxes Collected January 2013	3,108.24	

Lakeland High School	Reimbursement for Carpet for Student Seating Area/District Portion of 400W Lights in Gym	3,964.41	79363
Lakeland High School	Reimbursement for BPA Advisor Registration Fees	73.00	
Larson, Nancy	Field Trip Meals 12/16/12 - 1/15/13	5.00	79364
Lawler, Stacie	January 2013 Mileage	9.00	
Lemieux, Matthew	Expense Claim Reimbursement	10.00	79365
Les Schwab	Services (Maint)	1,669.09	
Longwell + Trapp Architects	Architectural Services for LSD Soccer Field	673.25	
MacArthur Co	Maint Supplies	180.50	
Maple, Amanda	December 2012 Mileage	121.10	
Mil-Comm Products	Maint Supplies	143.88	
Mitchell, Kristine	January 2013 Mileage	113.50	
Montana School Equipment	Services (LHS)	2,200.00	79366
Morales, Pam	January 2013 In-Lieu of Transportation	18.50	
Motor Electric	Services (Maint)	1,256.31	
Napa Auto Parts	Tran/Maint Supplies	1,585.53	79367
Napa Auto Parts	Tran/Maint Supplies	1,003.98	
NCS Pearson	Instructional Technology	414.00	79368
Norco	Instructional Materials	60.00	79369
North Idaho Trophy	District Spelling Bee Awards	66.00	79370
North Kootenai Water	TLE Water/Fire 12/15/12 - 1/15/13	78.04	79371
Northern States Wholesale	Maint Supplies	698.49	
Nunnes, Jessie	Reimbursement for IDLA Class Fees	150.00	79372
Office Depot	Library Supplies (LJHS)	113.72	79373
Oxarc	Services, Supplies (Maint)	423.52	
Pacific Steel	Instructional Materials/Maint Supplies	410.80	
Page, Debbie	Field Trip Meals 12/16/12 - 1/15/13	5.00	79374
PCI Education	SPED Materials	402.10	79375
Pepper, JW & Son	Instructional Materials	118.49	79376
Peterson, Carrie	January 2013 In-Lieu of Transportation	61.00	
PJ's Rubber Stamps	Office Supplies	60.90	
Platt	Maint Supplies	375.17	79377
Platt	Maint Supplies	1,247.99	
PlumbMaster	Maint Supplies	86.77	79378
PlumbMaster	Maint Supplies	58.25	
Postmaster - Rathdrum	Annual PO Box Fee (BKE)	106.00	
Presentation Solutions	Equipment (AE)	2,057.00	
Pure Filtration Products	Maint Supplies	228.60	
Ranells, Mary Ann	November 2012 - January 2013 Mileage	90.66	
Rathdrum, City of	District Portion of Crossing Guard Salary 9/1 - 12/31/2012	4,719.64	79379
Rathdrum, City of	January 2013 Water/Sewer	856.50	
Reed, Scott	Field Trip Meals 12/16/12 - 1/15/13	5.00	79380
Rice, Dee Ann	Field Trip Meals 12/16/12 - 1/15/13	5.00	79381
Royal Business Systems	Office Supplies, Copier Use 1/1 - 2/1/2013	3,900.72	
School Specialty	Equipment (BKE)	296.50	79382
School Specialty	Equipment (BKE)	3,075.30	
Secure Content Solutions	Sophos Endpoint Security (2nd payment)	13,125.00	
Silva, Pamela	Expense Claim Reimbursement	30.00	79383
Sines, Margaret	Field Trip Meals 12/16/12 - 1/15/13	25.00	79384
SL Start	Services (SPED)	6,555.25	

Spirit Lake, City of	January 2013 Water/Sewer	402.49	
Spragg, Denise	December 2012 - January 2013 Mileage	119.50	
Stein Bros	Instructional Materials	87.37	79385
Stein Bros	Instructional Materials	130.26	
Sun Rental	Services (Maint)	234.50	
Tacony Corporation	Maint Supplies	13.98	79386
Tesh	Services (SPED)	880.00	
Thoreson, Robert	Expense Claim Reimbursement	65.00	
Thorsness, Robi	Field Trip Meals 12/16/12 - 1/15/13	15.00	79387
TLI Sewer	TLE Sewer February 2013	598.00	79388
Toothaker, John	January 2013 Mileage	154.00	
Trans Pro	Services (Maint)	1,965.82	
US Games	Instructional Materials	222.28	79389
Walker, Steven	January 2013 In-Lieu of Transportation	37.20	
Washington State Dept of Licensing	School Bus Driver Records	30.00	79390
Weirick, Rick and Jenee	January 2013 In-Lieu of Transportation	57.60	
Western Mountain Bus Sales	Tran Supplies	281.23	79391
Western Mountain Bus Sales	Tran Supplies	266.28	
Woolley, Trina	Field Trip Meals 12/16/12 - 1/15/13	5.00	79392
Ziegler Lumber	Maint Supplies	13.20	

# **Proposal for Lakeland Before & After School Enrichment Program (BASE) Expansion**

Lakeland Joint School District #272

Leadership Team

January 16, 2013

Effective before and after school programs bring a wide range of benefits to youth, families and communities. After school programs can boost academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents. The Lakeland BASE Pilot Program at Garwood Elementary proposes expanding the BASE program to other elementary schools in the Lakeland Joint School District starting Fall 2013. This program would be a bridge for families between home and school.

## **STATEMENT OF NEED**

It is important for children to have a safe way to spend time before and after school, and to have the opportunity to bolster the education they receive during class time with extra learning activities. Children whose families aren't home when they return from school face many risks. Younger children may feel fear and worry, fail to eat well or do their homework, and watch too much television. They may even have an accident or be victimized by violence.

Pre-adolescents, who may spend their afternoons outside, with friends who also have nothing worthwhile to do, may participate in unhealthy activities. Even siblings who take care of each other may feel stress, and they miss the chance to have enriching group experiences in high quality programs.

Working families and businesses also derive benefits from after school programs that ensure that youth have a safe place to go while parents are at work. Parents concerned about their children's after school care miss an average of eight days of work per year, and this decreased worker productivity costs businesses up to \$300 billion annually.

Attending after school programs can improve students' academic performance. A national evaluation found that over 40 percent of students attending 21st Century Community Learning Center programs improved their reading and math grades, and that those who attended more regularly were more likely to make gains.

After school programs can play an important role in encouraging physical activity and good dietary habits. Participation in after school programs has been associated with positive health outcomes, including reduced obesity.

# **CURRENT BASE PILOT PROGRAM**

The Lakeland BASE program is halfway through the pilot year at Garwood Elementary, which began 9/4/12. The BASE Program provides before and after school programming designed to provide quality, affordable child care in a safe and familiar school setting. Opportunities are provided for each student to have various experiences conducive to their academic, social, and physical development.

BASE is open on regular school days; early-release days; teacher in-service and conference days; most holidays and school vacation days. This schedule offers parents comfort and piece of mind knowing their children are cared for in a supervised location.

All Garwood students in grades Kindergarten–6<sup>th</sup> grade are eligible to attend with no discrimination to sex, race, or disability. Kindergartners are enrolled in a Kindergarten BASE program, which begins upon the completion of morning Kindergarten. Each child must be able to function in a group setting without additional individual supervision.

The program includes homework time/tutoring, snack, outdoor/gym play, crafts, games, centers and library time. We also have enrichment programs at no charge. We currently have Rathdrum Library conducting two Story time/Craft/Activity times per month. We also have high school students from Lakeland High School visiting with our BASE students monthly. We are still coordinating with Rathdrum Parks & Recreation Department and the KROC Center to schedule visits.

The BASE Program has established a cooperative environment where children learn social skills, develop their character and self-esteem, learn to appreciate diversity, become leaders, and have FUN!!

Parent and community involvement in Lakeland BASE is just as important as in other aspects of children's lives. The BASE program has solicited feedback from parents on the subjects of schedules, activities and structure. We have also partnered with the surrounding community to utilize all resources available.

Lakeland BASE offers Childcare Assistance for low-income families. The Idaho Child Care Program (ICCP) through the Department of Health and Welfare provides financial tuition assistance for families who qualify. The Lakeland BASE program also participates in the USDA Child and Adult Care Food Program (CAAFP) in which healthy, after school snacks are paid for. Kevin Doyle in Food Services facilitates the After school Snack program.

## **CURRENT BASE ENROLLMENT as of 1/10/13**

<b><u>DAY</u></b>	<b><u>AM</u></b>	<b><u>KINDER</u></b>	<b><u>PM</u></b>
Monday	12	10	20
Tuesday	13	10	20
Wednesday	12	10	16
Thursday	13	10	20 (28)
Friday	10	10	15
<b>AVERAGE</b>	<b>12</b>	<b>10</b>	<b>18.2</b>

**TOTAL OF 28 Students enrolled = Monthly Tuition Income \$4,788**

Please see attached spreadsheet for further details.

# GOALS of Pilot Program and current status

- The BASE Program will provide quality childcare in a safe and familiar school setting. – **GOAL MET**
- The BASE Program will foster the self-worth of each child, and develop the children's self-care skills. **GOAL MET – BASE Staff values each student in addition to encouraging and promoting personal skills, manners, and acceptable behaviors.**
- The BASE Program will develop the personal and interpersonal social skills of students, and promote respect for cultural diversity. **GOAL MET - Each child is recognized and celebrated. Ms. Delacruz, School Counselor, involved weekly with BASE needs as they arise.**
- The BASE Program will provide help with homework, tutoring, and other learning activities. **GOAL PARTIALLY MET – BASE staff assists with homework help daily. Still working on outside tutoring.**
- The BASE Program will provide time and space for quiet study. **GOAL MET – Homework time 4 to 4:30 p.m. daily. .**
- The BASE Program will provide new, developmentally-appropriate enrichment activities to add to students' learning at school, help them develop thinking and problem-solving skills, and spark their curiosity and love of learning. **GOAL MET – see attached example of January BASE Calendar**
- The BASE Program will provide recreational and physical activities to develop physical skills and constructively channel children's energy pent up after a day sitting in a classroom. **GOAL MET – GYM/OUTSIDE TIME twice per day.**
- The BASE Program services will be convenient, affordable, and responsive to community needs. **GOAL PARTIALLY MET – many requests from families outside Garwood zone that would like to attend the program.**
- The BASE Program will collaborate with community organizations to facilitate the school/community partnership and enhance the learning opportunity provided. **GOAL PARTIALLY MET – Still coordinating with Rathdrum Parks & Rec, KROC Center and other organizations.**
- The BASE Program will be committed to hire and continually train quality staff, who work directly with children, building strong and positive relationships in a safe and caring environment. **GOAL MET – 4 highly qualified, strong staff members.**
- The BASE Program will support the goals of Lakeland School District. **GOAL MET**
- The BASE Program will be financially self-supporting. **GOAL MET**
- THE BASE Program will comply with all city, state and federal Child Care Licensing requirements. **GOAL MET**

## **PROPOSAL – BASE EXPANSION**

The Lakeland BASE program would like to offer the program at other elementary schools in the Lakeland Joint School District starting Fall 2013. The number of schools offered would be subject to Board approval.

Each BASE school program would operate under the same policies and procedures. Each school will have a Site Coordinator, working between 20 to 40 hours per week. There would be additional part-time staff hired for less than 20 hours per week. The Site Coordinators at each school would report to a BASE Program Coordinator at the District level. The BASE Program Coordinator would report to designated District Administrative personnel.

## **BASE SUMMER PROGRAM**

We would also like to offer a proposal for the current BASE program to continue through the summer. We have had interest from many of our current BASE families as well as families outside of Garwood Elementary. A Summer BASE program would assist working families in the continuity of childcare through the summer months. A centralized BASE Summer program for the entire Lakeland School District could be offered at the current location of Garwood Elementary. Hours of operation would be 6:30 a.m. to 6:00 p.m., Monday through Friday. Day/time options as well as a Tuition Schedule would need to be established based on current tuition fees. Existing BASE staff could be utilized for the Summer BASE program. The program would also provide an active program for interested parents to see our program in action when considering childcare for the school year. Summer BASE would also be a great training ground for new BASE employees hired to staff other schools.

## **PLAN OF ACTION –BASE COORDINATOR**

- Meet with School Principal for tour, meet key staff members and determine a designated room for BASE.
- Licensing process with State of Idaho for Child Care License
- Inspections from Northern Lakes Fire Protection District and Panhandle Health District
- Meet with school PTO asking for donation of \$500 to help with start-up costs.
- Meet with school PTO and ask for assistance contacting families for donations of used furnishings and supplies for BASE room.
- Send flyers home to all students announcing new BASE program starting in Fall 2013.
- Announce Open Enrollment to families and start accepting paperwork for new students.
- Advertising with CDA Press and Nickels Worth
- Flyers distributed to local day cares, Rathdrum Parks and Rec, Library, local businesses etc.
- Maintain current positive relationship with local day cares as member of the Lakeland Professional Childcare Association.

- Research and consider grants to apply for
- Furnish Room starting July 1<sup>st</sup>.
- Hire and train all new BASE staff including background checks, fingerprinting, and CPR/1<sup>st</sup> Aid certifications. Work with School Principal on recommendations for staff.
- Coordinate with Food Services/Kevin Doyle to enroll in After School Snack program
- Add school to the EZCare Online Childcare Software
- BASE Open House to be held during Registration in August
- Flyers sent home to all students first week of school.

## **REQUIREMENTS FROM EACH SCHOOL**

- Provide a classroom 100% dedicated to BASE program.
- Support of Principal, Teaching staff, office and custodial staff.
- Special Consideration for Kindergarteners wanting to enroll in KinderBASE. Ideally all placed in either AM or PM Kindergarten class.
- Scheduled use of Cafeteria and Gym after school, possibly up to 5:00 p.m. which may limit use of outside groups for meetings/practices.

## **COSTS PER SCHOOL TO OPEN**

### **INITIAL COSTS**

- \$ 325 State Licensing
- 25 Northern Lakes Fire Protection District Inspection
- 500 Refrigerator – needed for Food Program. (can be purchased after 1<sup>st</sup> month of operation)
- 2-700 Additional start-up supplies (depending on PTO donation)

### **MONTHLY COSTS**

- \$ 40(?) Phone for BASE room
- 29-49 EZ Care Online Childcare Software (depending on # of students enrolled)
- 100+ Craft/snack service/office/cleaning supplies

### **STAFFING COST PER SCHOOL PROGRAM**

- 1 Site Coordinator – works 20 to 40 hours per week (CDA starts at \$9.72/hr + ben)
- 2-3 BASE Assistants – works under 20 hours per week. (CDA starts at \$8.61/hr)

### **ADMINISTRATIVE COSTS TO OPEN ADDITIONAL BASE PROGRAMS**

- Salary BASE Program Coordinator
- \$ 400 Laptop for BASE Coordinator.

# **MINIMUM STUDENT ENROLLMENT per school**

**Requires minimum 9 FTE AM/PM Students**

**Requires minimum 4 FTE Kinder Students**

## **QUESTIONS**

Input from Tom Taggart on financial standing of BASE program.

## **RESOURCES**

Coeur d'Alene School District # 271, Meeting with School PLUS Coordinator Patty Breuchaud  
Post Falls School District # 273, Meeting with GAP Coordinator Patty Martin

[www.afterschoolalliance.org](http://www.afterschoolalliance.org)

[www.afterschool.org](http://www.afterschool.org)

[www.afterschoolallstars.org](http://www.afterschoolallstars.org)

[www.kidsource.com](http://www.kidsource.com)

[www.findyouthinfo.gov](http://www.findyouthinfo.gov)

[www.healthiergeneration.org](http://www.healthiergeneration.org)

[www.sciencekit.com](http://www.sciencekit.com)

[www.afterschoolclubideas.com](http://www.afterschoolclubideas.com)

[www.wingsforkids.org](http://www.wingsforkids.org)

[www.sedl.org/pubs/fam95/](http://www.sedl.org/pubs/fam95/)

[www.grants.gov](http://www.grants.gov)

[www.ed.gov](http://www.ed.gov)

## **ATTACHMENTS:**

BASE Enrollment spreadsheet

January BASE calendar

January BASE snack schedule

Scheduled BASE enrichment activities for January – June 2012

BASE Tuition Rates

BASE Calendar

# Lakeland BASE 2012-2013 Calendar

## September

4 1<sup>st</sup> day of school, 1<sup>st</sup> day of BASE

## October

5 Curriculum Day BASE PLUS

## November

2 Curriculum Day, BASE PLUS  
8 Parent-Teacher Conferences, BASE PLUS  
9 Parent-Teacher Conferences, BASE PLUS  
21 Early Release, 1:30 p.m.  
22 Thanksgiving Holiday, BASE CLOSED  
23 Thanksgiving Holiday, BASE CLOSED

## December

24 Christmas Eve Holiday, BASE PLUS CLOSED  
25 Christmas Day Holiday, BASE PLUS CLOSED  
26 Christmas Break, BASE PLUS  
27 Christmas Break, BASE PLUS  
28 Christmas Break, BASE PLUS  
31 New Years Eve Holiday, BASE PLUS CLOSED

## January

1 New Years Day Holiday, BASE PLUS CLOSED  
2 Christmas Break, BASE PLUS  
3 Christmas Break, BASE PLUS  
4 Christmas Break, BASE PLUS  
21 Martin Luther King, Jr. Birthday Holiday, BASE PLUS  
25 Teacher Workday, BASE PLUS

## February

1 Parent-Teacher Conferences, BASE PLUS  
18 Presidents Day Holiday, BASE PLUS

## March

29 Collaboration Day, BASE PLUS

## April

1 Spring Break, BASE PLUS  
2 Spring Break, BASE PLUS  
3 Spring Break, BASE PLUS  
4 Spring Break, BASE PLUS  
5 Spring Break, BASE PLUS

## May

23 Early Release, LAW, 1:30 p.m.  
27 Memorial Day Holiday, BASE PLUS CLOSED

## June

6 Last day of school, Last day of BASE, Early Release at 1:30 pm

**18.55 Avg BASE Days/mo**  
**7 Days BASE PLUS closed**

**20 BASE PLUS DAYS open**  
**3 Early Release Days**

# Parent Handbook

Lakeland School District #272

Garwood Elementary

17506 N. Ramsey Rd.

Rathdrum, ID 83858

Principal, B.J. DeAustin

(208) 659-2970 (Tammy Cass, BASE Coordinator)

(208) 687-1265 (Garwood office)

[tcass@lakeland272.org](mailto:tcass@lakeland272.org)

# **WELCOME**

Welcome to Lakeland BASE! We are happy to have the opportunity to provide quality childcare for your family. It is our hope that you will have peace of mind knowing that your child is well taken care of while you are at work.

## **BASE PHILOSOPHY**

The Lakeland BASE program is based upon the philosophy of respect for the individual child, his/her ability to grow, to think, and to play creatively.

Lakeland BASE does not discriminate on the basis of race, color, religion, national or ethnic origin in administration of its admissions policies.

# **ABOUT LAKELAND BASE**

Lakeland BASE is a site based licensed before and after school childcare program in a safe and familiar school setting. We do not provide educational services, however, we provide children with a rich, stimulating environment. There will be opportunities for each student to have various experiences conducive to their academic, social and physical development.

Children enjoy an active agenda of developmentally appropriate activities, which include arts and crafts, sports, games, snack, homework time, library time, special events, quiet low-key and high-energy activities. These activities are presented to the children through the use of learning centers. We encourage interests and skills children will carry into adulthood.

Enrollment is open to any Garwood Elementary student in Lakeland School District #272 in grades Kindergarten through 6th grade. Enrollment is also open to Kindergarten students in the AM class at John Brown, Betty Kiefer and Twin Lakes Elementary Schools. We offer childcare on "no school" days and most holidays.

We are a school district program governed by the Board of Trustees. Our goal is to be self-supporting through parent fees.

Lakeland BASE staff members are committed to guiding the growth and learning of children during out-of-school hours. These professionals come to us from varied backgrounds. They have experience as teachers in childcare centers, classroom aides and leaders from youth organizations.

Staff development is provided through training sessions that cover specialized topics such as child development, organizational skills, safety issues, activity planning, first aid, and legal issues. Before hiring, all staff members receive a criminal background check. Lead childcare providers are CPR/First Aid certified.

Our childcare sessions for 1st through 6th grades are 7:00 AM to 8:15 AM, and from 3:00 to 6:00 PM Monday through Friday. Kindergarten childcare is available from 7:00 AM- to 8:15 AM and 11:15 AM to 6:00 PM, Monday through Friday. Childcare is also available on "No School" days and most holidays and breaks from 7:00 AM to 6:00 PM through the BASE Plus option. Our program begins September 4, 2012 and ends June 6, 2013.

# **GENERAL POLICIES AND PROCEDURES**

## **ABSENCE**

If your child will not be able to attend on his or her regularly scheduled day (regardless of reason) please call the BASE phone or Garwood Elementary as soon as you are aware of the absence. There is no credit on monthly fees for absences

## **ADMISSION**

Any school age child who resides within Lakeland School District #272 (Garwood Elementary zone) is eligible to attend BASE, provided the program can adequately serve the child. Kindergarteners from John Brown Elementary, Betty Kiefer Elementary and Twin Lakes Elementary Schools are eligible to attend after their AM Kindergarten class. Attendance can begin after your child is registered, registration fee, and first month's fee is paid.

## **ADULT CONDUCT**

As adults, it is our responsibility to model behaviors such as maturity and respect for others. We expect parents to treat the children and other adults in a respectful manner when in the classroom and participating in field trips and other events.

## **ARRIVALS**

Children enrolled in BASE before school begins must be escorted to the BASE room by a parent or guardian in the morning. Your child must be signed in when you drop him or her off for childcare. We are not responsible for children who are enrolled before school until they enter our room and are signed in by parent or guardian.

## **BIRTHDAYS**

We love birthdays at Lakeland BASE! We will be celebrating your child's birthday in class and would love for you to contribute. Please feel free to bring a treat for the group. All snacks provided to the class must be store-purchased and may not be homemade. We will monitor all student allergies. Students will also receive a visit to our Birthday Box!

## **CHILD ABUSE**

Childcare professionals are required by law to report all suspected cases of child abuse. The BASE staff must report any suspicious issues to appropriate community agencies. At that point, it is up to the agency to decide the necessary course of action.

## **CHILDCARE FOR KINDERGARTNERS**

Lakeland BASE will offer a Kinder BASE option for Kindergartners from Garwood, John Brown, Betty Kiefer and Twin Lakes Elementary. Students are eligible to attend after their AM class.

Unfortunately, we do not have any option for care for PM Kindergarten students. Transportation is provided from JB, BK and TL one way, via Lakeland School District #272 bus. Kindergartners enrolled in the Kinder BASE option must pack a lunch each day.

## **CLOSURES**

We are closed on several of the legal holidays. Please refer to the BASE calendar.

## **CONFIDENTIALITY**

Each child and family at Lakeland BASE is entitled to full confidentiality in all matters related to the child. The BASE staff will not divulge any information about you or your child without prior written consent by you.

**DEPARTURES:** Your child must be signed out when you pick him or her up unless special arrangements have been made with the Coordinator. No child will leave early without written parental permission. Children will only be released to parents or guardians except in prearranged situations.

### **DISCIPLINE**

Giving positive verbal feedback encourages acceptable behaviors. We try to create an environment that prevents friction between children, encourages problem solving techniques and cooperative play. Occasionally, however, children react in a negative manner. In the case this occurs, the child is pulled to the side and correct behavior is discussed in a quiet, non-emotional reasoning manner. If the child is very upset or out of control, we will sit them apart from the other children until they are calm. As much as possible, we will guide the children in solving disputes themselves. We will offer suggestions of what the child might say to another and monitor the problem.

### **DISMISSAL POLICY**

Children who consistently disrupt the program will be taken through a formal discipline procedure, which may result in dismissal from BASE. Parents who do not comply with the policies or expectations of BASE will be asked to make other arrangements for childcare.

### **EARLY RELEASE THURSDAYS**

For elementary students, the instructional day on Thursdays will be from 8:30 a.m. to 2:00 p.m. Children who are currently enrolled in Lakeland BASE will pay NO additional fee.

### **EXTRA CURRICULAR ACTIVITIES**

If your child needs to leave BASE before or after school for a school based extra curricular activity, you must submit a written notice releasing your child to the extra curricular activity.

### **EXTRA USAGE**

In unexpected situations, your child may stay in our program extra time (at additional cost), provided there is adequate staffing, and you have notified the Coordinator in advance.

### **FIRE DRILLS/MAJOR CATASTROPHE**

We will conduct fire drills throughout the year. In the case of a structure fire/major catastrophe/building emergency, we will take the children to the relocation site determined by Lakeland School District. At that point, parents will be contacted for directions on picking up their child. BASE staff will remain with your child until you or someone authorized picks him/her up.

### **GUNS/WEAPONS**

In the spirit of maintaining the school atmosphere as one of safety and respect for others, we ask you not to allow your child to bring any toy weapons (knives, swords, etc) or guns to school. We will redirect violent play.

### **HOURS OF OPERATION**

Our childcare sessions for 1st through 6th grades are 7:00 AM to 8:15 AM, and from 3:00 to 6:00 PM Monday through Friday. Kindergarten childcare is available from 7:00 AM- to 8:15 AM and 11:15 AM to 6:00 PM, Monday through Friday. Childcare is also available on "No School" days and most holidays and breaks from 7:00 AM to 6:00 PM through the BASE Plus option.

## **ILLNESS, INJURY, OR EMERGENCIES**

If your child becomes ill and needs to go home, you will be contacted first and arrangements will then be made. In an emergency, care will be provided and you will be contacted immediately. Our BASE staff is certified in advanced first aid and pediatric CPR. In the event of a life-threatening medical condition, if a 911 call results in ambulance service, parents will be responsible for the cost.

## **IMMUNIZATION RECORDS**

State laws specify all children must have proof of immunizations before beginning childcare. Please make sure you bring your child's immunization record prior to the first day of BASE. We must have this information before your child will be permitted to attend BASE. We must have our own separate copy from the school office.

## **MEDICATION**

Before we can dispense prescribed medication to your child an Authorization For Medication Administration form must be completed and signed by the parent or guardian. If an MD has prescribed the medication, it must be brought to BASE in an original, properly labeled bottle. If a pill must be broken or in any way altered, please discuss this with the Coordinator. If the medication is over the counter (including sunscreen), it cannot be accepted unless it is in the original container, individual dose packets preferred. If the medication changes (i.e. different dose), a new authorization form must be completed.

## **MINIMUM ATTENDANCE**

Children may enroll to attend either before school, after school, Kinder Base or any combination. Minimum attendance is 2 days per week.

## **NO SCHOOL DAYS**

BASE Plus offers full day childcare for those enrolled in the program. There is an additional fee. Advance reservations are required, even if the "No School" day falls on a regularly scheduled day. If you have made reservations for your child to attend but he/she will not be able to attend, we ask that you call the BASE phone number as soon as possible. The Garwood Elementary office will not be open on those days. You will be charged for that day if we are not notified at least 24 hours in advance (48 hours or more is desirable). Please refer to Fee Schedule for "BASE Plus" rates.

## **PICK UP BY 6:00 PM**

Children will only be released to individuals who have presented a valid picture ID and are on the child's Emergency Contact List. Children must be picked up by 6:00 PM. An additional fee of \$5.00 for each five minutes or portion thereof will be charged per child for child(ren) picked up after 6:00 pm. After the third occurrence of late pick up, your child may be dropped from the program. If your child is not picked up by a reasonable time, the police department may be called.

## **RESPONSIBILITY**

BASE staff are responsible for children from the time they are signed in by parents/guardians with the BASE staff until school starts, and are signed out to parents at the end of the day. Children are not to be dropped off at the Garwood office or their regular classroom.

## **SCHEDULE CHANGES**

Monthly fees will not be adjusted for schedule changes that reduce your child's current attendance during that month. Your new fee will be posted on the statement for the following month. If you wish to make a change in your child's schedule, please complete a "Schedule Change" form at your child's BASE room at least 48 hours in advance of any changes in schedule. A fee may be charged if a change in schedule occurs multiple times during the current school year.

## **SCHOOL BREAKS**

Childcare is provided during most Spring and Christmas break days with the BASE Plus option. Advance reservations are required. Fees for December and either March or April will not be prorated. No school day charges apply if child attends during the breaks.

## **SNACKS**

Your child will receive a nutritious snack after school every day. If your child has a food allergy, please notify BASE staff.

## **SNOW DAYS**

BASE will be NOT be open on any SNOW DAYS that Lakeland School District #272 declares. Please listen to your local radio station or watch your local television news program. Parents may also check the Lakeland School District website at [www.lakeland272.org](http://www.lakeland272.org). As with the holiday schedule, we will follow the Lakeland School District guide to school closures due to weather. If the public schools are closed due to bad weather, BASE will also close. You will be notified as soon as possible. Please feel free to call the Coordinator early in the morning if you are unsure if it will be a school closure day.

## **STATEMENTS**

The BASE room has a location for parents to pick up statements, newsletters, and other valuable information. Statements will be placed in each child's mailbox. Statements will be available at the beginning of each month. It is the parent's responsibility to pick up their statements each month. If you do not receive a statement, please ask the Coordinator.

## **TRANSPORTATION**

Transportation to the BASE room at Garwood for children enrolled in our Kindergarten program will be provided by a Lakeland School District bus at no additional cost to parents. There are no additional transportation options available.

## **WITHDRAWAL**

Written notification (letter or email) of withdrawal is required to the BASE Coordinator 2 weeks in advance of last day of attendance. The bill will continue to accrue charges until written notification is received in the BASE office. Final payment on accounts is due 10 days after the final statement date.

## **PLEASE HAVE YOUR CHILD BRING...**

1. A backpack daily to aid in keeping all of his/her "stuff" together. Please do not allow your child to bring ANY toys or items to school. It is very distracting for all children.
2. Kindergarten and 1<sup>st</sup> graders must bring a seasonally appropriate change of clothes (including socks and underwear), sealed in a Ziploc bag and clearly marked with the student's name. This will remain all year at the school in case of drink spills or paint messes.
3. Sufficient warm clothing for the season, as we may go out in many types of weather conditions. This includes hats and gloves.

# **SICK POLICY**

Please notify the Coordinator or Garwood office as soon as possible if your child is ill and will not be attending BASE. We need to know EACH AND EVERY DAY that your child will not be at BASE. Every effort is made to reduce the communication of germs in our rooms. High use areas such as tables and faucets are cleaned daily. While it is inevitable that children will experience some illness, we appreciate your assistance in keeping the spread of illness to a minimum.

Please do not send your child to BASE sick – even if it is a special occasion that they do not want to miss. Children probably will not enjoy themselves, and they will infect other children. Please assure your child that there will be plenty of other special occasions for them to experience another day when they are better.

Please notify the Coordinator immediately of any diagnosed contagious condition. Failure to report a diagnosed condition can pose a serious risk to the students and staff.

## **CONDITIONS FOR WHICH YOU WOULD KEEP A CHILD AT HOME**

<u>Condition</u>	<u>Guidelines for Time Away from BASE</u>
Pink Eye/ Conjunctivitis	Out of school for 24 hours after treatment begins
Diarrhea	Out of care as long as child has a watery stool so that child cannot get to the toilet, or if stool contains blood or mucus, or if the child has a fever.
Head Lice	Out of care for 24 hours after treatment begins. No evidence of nits, check head daily for next week.
Impetigo	Out of care for 24 hours after treatment begins
Mouth sores	Out of care only if child can't control saliva
Strep Throat	Out of care for 24 hours after treatment begins and child has not had a fever for 24 hours
Vomiting	Out of care if child has vomited in last 12 hours

## **HOW TO CONTACT THE BASE COORDINATOR**

The Coordinator will be available Monday and Friday from 6:00 am to 6:00 pm. On Tuesday, Wednesday and Thursday, the Coordinator will be available from 6:00 am to 8:15 am and from 3:00 pm to 6:00 pm. Please contact Tammy Cass, BASE Coordinator, at 659-2970. If you have an emergency, please contact the Garwood office at 687-1265.

# **BILLING AND PAYMENT POLICY**

## **REGISTRATION FEE**

A \$30.00 per child or \$50.00 per family non-refundable yearly (September through June) registration fee is payable at the time of registration along with payment in full for the first month's fee.

## **TUITION FEES**

Monthly fees are based on an average number of school days in a billing period rather than the actual number of school days in a particular billing period. While some billing periods have fewer childcare days than others, such as months with holidays, others have more childcare days. Our fees are calculated from an approximate 8.5 days average per month. There is a minimum requirement of two days per week and 4 consecutive weeks of enrollment. Fees will not be prorated for Christmas or Spring breaks. The month of June will be prorated. We will remain open during these times and childcare is available with the BASE Plus option.

## **PAYMENTS**

We will make every effort to have monthly statements at the beginning of every month. September statements will not be sent out. Instead they will be produced per request only. September fees are paid when registering for BASE. To avoid a \$20.00 late fee, payments must be received at the BASE classroom no later than the 10th working day of the month. Payments can be made in person to the BASE staff only (no payments can be accepted by Garwood office or staff) during business hours. We have a drop box in the BASE room. We accept checks, money orders, or exact cash.

## **EXTRA CHARGES**

If you use BASE for an extra session that has not been scheduled, or for a BASE Plus Day, you will be charged for that time and it will be reflected on your next month's statement.

## **IDAHO CHILD CARE PROGRAM (ICCP)**

ICCP helps low-income families pay for childcare. Assistance is available to families with parents who are employed, looking for work, in job training or enrolled in school. For more information contact the Self-Reliance Program at the Region I Health and Welfare office, 1120 Ironwood, Coeur d'Alene, ID, 83814, phone 769-1456. New families receiving child care assistance must provide an agency award letter at time of registration. **Each month** parents are requested to submit a Monthly Dependent Care Charge Form (billing form) to HW before the 20th of the month (we have extra forms). Failure to do this may result in dismissal from the program. Please call the BASE Coordinator first for an appointment. Balances must be paid each month. Parents who receive ICCP assistance are responsible to make sure ICCP is being billed correctly and that their childcare fees are paid in full each month, whether ICCP pays or not.

## **COLLECTION ACCOUNTS**

Accounts with past due balances will be referred to a collection agency.

## **BANKRUPTCY**

Past due accounts that have filed bankruptcy will not be allowed to re-enroll in Lakeland BASE.

# AGREEMENT TO HANDBOOK TERMS AND CONDITIONS

**Parent Consent. Please read carefully and circle the appropriate responses:**

- Yes No I understand that I must give a copy of my child's immunization records to BASE staff before my child can attend.
- Yes No Permission is given to Lakeland BASE to use photographs (individual or group, still or video) of my child in their program promotion, including newspapers, news bulletins, magazines, movies, TV, displays, and in training materials.
- Yes No I have read, understand, and agree to abide by the written policies set forth in the Policies and Procedures, and Billing and Payment Policy. I understand that these policies may be changed and every attempt will be made to give notice of these changes prior to implementation.
- Yes No I give consent for my child to occasionally view television programs and videos that are developmentally appropriate and possess educational value. I understand that all programs must be previewed and approved by authorized staff members prior to use at the site.
- Yes No I understand that my child must attend at least 2 days per week to participate in the program.

I have read and understand the Lakeland BASE Parent Handbook and agree to abide by its terms, conditions and policies

Parent Signature \_\_\_\_\_

Students Name \_\_\_\_\_

Date \_\_\_\_\_

BASE Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Registration fee received: \_\_\_\_\_ Amount \_\_\_\_\_ Check # \_\_\_\_\_

First month fee received: \_\_\_\_\_ Amount \_\_\_\_\_ Check # \_\_\_\_\_

ICCP \_\_\_\_\_ Cash \_\_\_\_\_

DATE: \_\_\_\_\_

8/15/12

# BASE RATES 2012-13

## Registration Fee

\$30.00 per child or \$50 per family

### Both AM and PM sessions

	One Child	Each Add'l
5 days	\$ 200.00	\$ 190.00
4 days	\$ 170.00	\$ 160.00
3 days	\$ 140.00	\$ 130.00
2 days	\$ 100.00	\$ 90.00

### AM Session

	One Child	Each Add'l
5 days	\$ 100.00	\$ 90.00
4 days	\$ 80.00	\$ 70.00
3 days	\$ 65.00	\$ 55.00
2 days	\$ 50.00	\$ 40.00

### PM Session

	One Child	Each Add'l
5 days	\$ 140.00	\$ 130.00
4 days	\$ 115.00	\$ 105.00
3 days	\$ 90.00	\$ 80.00
2 days	\$ 70.00	\$ 60.00

### BASE Plus

(Non-school days 7am-6pm)

BASE Students	\$ 25.00
BASE Plus Only	\$ 30.00

### K & Extended Afternoon Session

	One Child	Each Add'l
5 days	\$ 160.00	\$ 150.00
4 days	\$ 135.00	\$ 125.00
3 days	\$ 105.00	\$ 95.00
2 days	\$ 85.00	\$ 75.00

### K & Extended Afternoon Session and AM Session

	One Child	Each Add'l
5 days	\$ 250.00	\$ 235.00
4 days	\$ 205.00	\$ 190.00
3 days	\$ 165.00	\$ 150.00
2 days	\$ 130.00	\$ 115.00

### K & Extended Afternoon Session and PM Session

	One Child	Each Add'l
5 days	\$ 290.00	\$ 270.00
4 days	\$ 240.00	\$ 220.00
3 days	\$ 190.00	\$ 170.00
2 days	\$ 150.00	\$ 130.00

### K & Extended Afternoon Session with AM & PM Session

	One Child	Each Add'l
5 days	\$ 390.00	\$ 370.00
4 days	\$ 320.00	\$ 300.00
3 days	\$ 255.00	\$ 235.00
2 days	\$ 200.00	\$ 180.00

LAKELAND JOINT SCHOOL DISTRICT #272

FY 12

FY13 - GENERAL FUND BUDGET SUMMARY INFORMATION

GF BUDGET SUMMARY INFORMATION

July, 2012 - January, 2013

REVENUE

REVENUE

REVENUE	BUDGET	RECEIPTS TO DATE	% Received	BALANCE	% Remaining	BUDGET	YTD ACTIVITY	% Received	BALANCE	% Remaining
M&O Levy	-	-		-			(24.57)		24.57	
Supplemental Levy	4,950,000.00	2,703,140.51	54.6%	2,246,859.49	45.4%	3,250,000.00	1,702,554.14	52.4%	1,547,445.86	47.61%
Emergency Levy	-	918.59		(918.59)			1,137.27		(1,137.27)	
Tort Levy	115,000.00	61,819.06	53.8%	53,180.94	46.2%	118,614.00	59,495.13	50.2%	59,118.87	49.84%
Investments	50,000.00	17,905.38	35.8%	32,094.62	64.2%	76,904.00	25,863.11	33.6%	51,040.89	66.37%
Community Ed.	500.00	256.00		244.00			336.00		(336.00)	
Other Revenue	95,000.00	63,309.64	66.6%	31,690.36	33.4%	87,500.00	26,977.51	30.8%	60,522.49	69.17%
Base State Support	14,941,774.00	14,460,602.00	96.8%	481,172.00	3.2%	15,611,135.00	14,522,015.00	93.0%	1,089,120.00	6.98%
Transportation	1,075,000.00	-	0.0%	1,075,000.00	100.0%	1,025,000.00	-	0.0%	1,025,000.00	100.00%
Tuition Equiv	50,000.00	-	0.0%	50,000.00	100.0%	52,500.00	-	0.0%	52,500.00	100.00%
State Paid Benefits	1,953,725.00	-	0.0%	1,953,725.00	100.0%	2,043,138.00	-	0.0%	2,043,138.00	100.00%
Other State Support: PFP	-	884,042.26		(884,042.26)					-	
Property Tax Replace.	5,000.00	1,718.50	34.4%	3,281.50	65.6%	9,621.00	1,718.50	17.9%	7,902.50	82.14%
Other State Revenue	156,300.00	-	0.0%	156,300.00	100.0%	248,814.00	-	0.0%	248,814.00	100.00%
Other Fed Rev-E-Rate	95,000.00	-	0.0%	95,000.00	100.0%	157,500.00	3.00	0.0%	157,497.00	100.00%
Unrestricted Grants	145,000.00	6,525.03	4.5%	138,474.97	95.5%	170,000.00	(37,005.48)	-21.8%	207,005.48	121.77%
Other Indirect Restricted	80,000.00	44,293.91	55.4%	35,706.09	44.6%	320,000.00	145,172.09	45.4%	174,827.91	54.63%
Transfers	45,000.00	-	0.0%	45,000.00	100.0%	88,106.00	-	0.0%	88,106.00	100.00%
<b>TOTALS</b>	<b>23,757,299.00</b>	<b>18,244,530.88</b>	<b>76.8%</b>	<b>5,512,768.12</b>	<b>23.2%</b>	<b>23,258,832.00</b>	<b>16,448,241.70</b>	<b>70.7%</b>	<b>6,810,590.30</b>	<b>29.28%</b>
<b>FUND BALANCE</b>	<b>-</b>	<b>-</b>		<b>-</b>		<b>100,000.00</b>	<b>-</b>		<b>100,000.00</b>	
<b>TOTAL</b>	<b>23,757,299.00</b>	<b>18,244,530.88</b>		<b>5,512,768.12</b>		<b>23,358,832.00</b>	<b>16,448,241.70</b>		<b>6,910,590.30</b>	
		18,244,530.88					<b>16,448,241.70</b>			

## LAKELAND JOINT SCHOOL DISTRICT #272

## FY12 GENERAL FUND BUDGET SUMMARY INFORMATION

## FY13 GENERAL FUND BUDGET SUMMARY INFORMATION

## EXPENSES

July, 2012 - January, 2013

EXPENDITURES	July, 2012 - January, 2013					EXPENSES				
	BUDGET	FYTD ACTIVITY	% Expended	BALANCE	% Remaining	BUDGET	YTD ACTIVITY	%	BALANCE	%
Elementary	5,743,052.00	2,941,894.26	51.2%	2,801,157.74	48.8%	6,019,782.00	2,495,614.74	41.5%	3,524,167.26	58.5%
Secondary	6,019,005.00	3,014,522.54	50.1%	3,004,482.46	49.9%	5,926,027.00	2,522,698.59	42.6%	3,403,328.41	57.4%
Alternative	492,539.00	226,018.40	45.9%	266,520.60	54.1%	454,828.00	201,730.10	44.4%	253,097.90	55.6%
Except. Child	1,276,707.00	518,943.27	40.6%	757,763.73	59.4%	1,067,253.00	599,792.85	56.2%	467,460.15	43.8%
Gifted/Talented	97,798.00	34,435.82	35.2%	63,362.18	64.8%	119,090.00	51,466.64	43.2%	67,623.36	56.8%
Ex Curr	538,477.00	261,502.56	48.6%	276,974.44	51.4%	512,117.00	225,868.89	44.1%	286,248.11	55.9%
Summer School	77,521.00	58,620.03	75.6%	18,900.97	24.4%	69,432.00	68,865.29	99.2%	566.71	0.8%
Adult Ed	500.00	273.77	54.8%	226.23	45.2%	500.00	288.50	57.7%	211.50	42.3%
Guidance/Health	919,093.00	389,946.18	42.4%	529,146.82	57.6%	892,394.00	384,712.68	43.1%	507,681.32	56.9%
Ancillary	332,963.00	238,584.94	71.7%	94,378.06	28.3%	503,581.00	177,571.47	35.3%	326,009.53	64.7%
Personnel Support	-	-	#DIV/0!	-	#DIV/0!	-	850.03	#DIV/0!	(850.03)	#DIV/0!
Ed Media	479,775.00	220,216.23	45.9%	259,558.77	54.1%	424,774.00	203,310.48	47.9%	221,463.52	52.1%
Instruct. Related Technology	274,213.00	162,346.26	59.2%	111,866.74	40.8%	245,687.00	85,165.17	34.7%	160,521.83	65.3%
Board	86,000.00	82,483.87	95.9%	3,516.13	4.1%	97,416.00	63,515.00	65.2%	33,901.00	34.8%
District Admin	420,472.00	326,525.99	77.7%	93,946.01	22.3%	420,950.00	245,425.75	58.3%	175,524.25	41.7%
School Admin	1,989,666.00	1,075,316.00	54.0%	914,350.00	46.0%	1,965,004.00	998,525.42	50.8%	966,478.58	49.2%
Business Operations	279,337.00	149,788.21	53.6%	129,548.79	46.4%	248,960.00	143,993.41	57.8%	104,966.59	42.2%
Admin Tech Services	221,556.00	94,630.17	42.7%	126,925.83	57.3%	186,987.00	86,437.86	46.2%	100,549.14	53.8%
Bldg Custodial	1,662,072.00	917,693.04	55.2%	744,378.96	44.8%	1,753,650.00	835,318.89	47.6%	918,331.11	52.4%
General Maint Non-Student Occ	83,162.00	59,715.15	71.8%	23,446.85	28.2%	73,802.00	51,811.14	70.2%	21,990.86	29.8%
General Maint Student Occ	707,798.00	418,335.75	59.1%	289,462.25	40.9%	662,549.00	454,647.43	68.6%	207,901.57	31.4%
Pupil Trans.	1,634,918.00	861,746.42	52.7%	773,171.58	47.3%	1,585,617.00	812,147.04	51.2%	773,469.96	48.8%
Dist. Trans.	34,175.00	21,481.34	62.9%	12,693.66	37.1%	42,078.00	19,097.24	45.4%	22,980.76	54.6%
Capital Assets	-		#DIV/0!	-	#DIV/0!	-		#DIV/0!	-	#DIV/0!
Transfers	245,000.00	140,000.00	57.1%	105,000.00	42.9%	-		#DIV/0!	-	#DIV/0!
Reserve	141,500.00		0.0%	141,500.00	100.0%	86,354.00		0.0%	86,354.00	100.0%
<b>TOTAL</b>	<b>23,757,299.00</b>	<b>12,215,020.20</b>	<b>51.4%</b>	<b>11,542,278.80</b>	<b>48.6%</b>	<b>23,358,832.00</b>	<b>10,728,854.61</b>	<b>45.9%</b>	<b>12,629,977.39</b>	<b>54.1%</b>

**2 0 1 3**

**AUGUST**

**2 0 1 4**

S	M	T	W	T	F	S
<b>JULY 2013</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5	Secondary Principals & 1 admin. Assistant report
12	Elementary Principals & 1 secretary report
13	Principal & Secretary meeting & breakfast
14 & 15	Elementary (K-6) School Registration noon-7
19	Remaining admin. Assistant(s) & secretaries report
21	Secondary (7-12) School Registration 9-3
22	Secondary (7-12) School Registration noon-7
23	Secondary (7-12) School Registration 9-3
26	All Teachers report / New Teachers report for district orientation Uninterrupted classroom workday
27	General Meeting, Curriculum Day & Benefits Fair
28	Curriculum Day
29	Building meetings
30	Beginning of four day Labor Day weekend

S	M	T	W	T	F	S
<b>JANUARY 2014</b>						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	T	F	S
<b>AUGUST 2013</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

<b>SEPTEMBER</b>	
2	Labor Day (Holiday, No School)
3	First Day of School for Students

S	M	T	W	T	F	S
<b>FEBRUARY 2014</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

S	M	T	W	T	F	S
<b>SEPTEMBER 2013</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

<b>OCTOBER</b>	
4	Curriculum Day (No school for students)
31	End of 1st Qtr - 46 Contact Days w/3 curric. Days

S	M	T	W	T	F	S
<b>MARCH 2014</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	T	F	S
<b>OCTOBER 2013</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

<b>NOVEMBER</b>	
1	End of 1st Quarter - No school for students
25	District Wide Conference Day 8:00 a.m. - 8:00 p.m.
26-29	Thanksgiving Break (No School)
28	Thanksgiving Day (Holiday, No School)

S	M	T	W	T	F	S
<b>APRIL 2014</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

S	M	T	W	T	F	S
<b>NOVEMBER 2013</b>						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

<b>DECEMBER</b>	
25	Christmas Day (Holiday, No School)

<b>JANUARY</b>	
1	New Years Day Holiday
6	School Resumes
20	Martin Luther King Jr. Day (No School)
23	End of 2nd Qtr - 43 contact days K-12
24	End of 2nd Quarter - No School
30	K-8 Evening conferences until 7 p.m.
31	K-8 conferences 8:00 - noon (No school for K-8 students)

S	M	T	W	T	F	S
<b>MAY 2014</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	T	F	S
<b>DECEMBER 2013</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

<b>FEBRUARY</b>	
17	Presidents' Day (Holiday, No School)

<b>MARCH</b>	
28	End of 3rd Qtr - 43 days HS/42 days K-8
28	End of 3rd Quarter - No School
29	Spring vacation begins

S	M	T	W	T	F	S
<b>JUNE 2014</b>						
1	2	3	4	5	6	1
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Holiday
- First & Last Day of School
- Registration
- Curriculum Day
- Professional Workday
- Conferences

<b>APRIL</b>	
6	Last day of spring vacation

<b>MAY</b>	
15	Early release Grades K-12 @ 12:30 p.m. - LAW scoring
16	Flex Day
26	Memorial Day (Holiday)

<b>JUNE</b>	
3	Seniors Last Day
5	Lakeland High School Graduation - 7:00 p.m.
6	Timberlake High School Graduation - 6:00 p.m.
6	End of 4th Qtr - 44 days w/1 curric. Day
9	Curriculum Summit Planning Day - No School
10	Last Day for Teachers



*LAKELAND JOINT SCHOOL DISTRICT #272*  
*15506 N. Washington Street P.O. Box 39*  
*Rathdrum, Idaho 83858*  
*Phone: 208.687.0431 Web: lakeland272.org*

02/19/2013

To: The Lakeland Board of Trustees  
From: Brad Murray  
Subject: Recommendation for New Hires

**Substitute Teachers**

Robin Lenz  
Monique Wachtel  
Kara Kiefer  
Cheryl Barker  
Rebekah Garvin



*LAKELAND JOINT SCHOOL DISTRICT #272*

*15506 N Washington Street P.O. Box 39*

*Rathdrum, Idaho 83858*

*Phone: 208.687.0431 Fax: 208.687.1884 Web: lakeland272.org*

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Heidi Herndon  
Human Resource Specialist  
**DATE:** February 14, 2013  
**RE:** Non-Certificated New Hires

\*\*\*\*\*

The following individuals are recommended for hire:

Regular Employees

Gardner, Sharon, Bus Aide, Transportation  
Garrett, Brittnee, Paraprofessional, SLE  
LaFrenz, Juliet, Bus Driver, Transportation  
Peterson, Laurie, Paraprofessional, AE  
Ward, Kyle, Maintenance Worker, Maintenance

Relief Employees

James, Michelle, Bus Driver, Transportation



# LAKELAND HIGH SCHOOL

7006 W Highway 53 • P.O. Box 69 • Rathdrum, Idaho 83858-0069  
Tel: (208) 687-0181 • (208) 687-1317  
Fax: (208) 687-1313

RECEIVED  
JAN 17 2012



January 15, 2013

To Whom It May Concern:

It is with regret that I submit my letter of resignation as a teacher in the Lakeland School District. This resignation will take effect at the end of the contract year, June 7, 2013. This decision has not been made lightly, but after careful consideration of several personal and many professional matters.

I began my career here ten years ago, and I have learned so much. I'm thankful for the opportunities Lakeland has provided, and will honor my time here. However, I am excited for the new opportunities on the horizon.

If you have any questions, please contact me at [bpalmer@lakeland272.org](mailto:bpalmer@lakeland272.org) or (208) 290-1147.

Sincerely,

Rebecca Palmer  
Theatre/Speech Teacher  
Lakeland High School

February 11, 2013

Dear Dr. Rannells and Lakeland School Board,

This letter is to inform you of my impending retirement at the end of my current contract for school year 2012-13. My retirement comes after thirty-five years with the Lakeland School District. I wish to express my heartfelt gratitude for your support throughout my tenure. It has been an enriching and rewarding experience to work in this organization for such a long time.

I also appreciate the support provided to me by all of the colleagues throughout my employment. Though it is time for me to retire, it is an opportune time for another counselor to provide new and innovative programs for students and staff.

Thanks again for the opportunity to be a part of the Lakeland School District for so many years.

Sincerely,

A handwritten signature in cursive script, appearing to read "Darryl Stiegemeier", with a long horizontal flourish extending to the right.

Darryl Stiegemeier  
Elementary Counselor  
Twin Lakes Elementary

# LAKELAND HIGH SCHOOL

684 HIGHWAY 53 • RATHDRUM, IDAHO 83858-0069  
208-687-0181 • 208-687-1317



February 11, 2013

Jana Hawn  
1209 E. Montana Ave  
Coeur d'Alene, ID  
83814

Lakeland High School  
P.O. Box 69  
Rathdrum, ID 83858

Dear Mr. Underdahl,

Please accept this letter as a formal notice of my retirement, effective at the end of the current school year. For the last 31 years, I have been employed by Lakeland High School as a Resource Room Teacher. I have appreciated all the professional opportunities for development that were provided to me throughout the years.

I will miss working for Lakeland and am thankful for all the memories. I am grateful to all the administration and co-teachers, who have made my time here so enjoyable. Together, we have made a difference and had a positive influence on so many students.

Sincerely,

*Jana Hawn*  
Jana Hawn

February 14, 2013

RECEIVED FEB 19 2013

To: Principal Underdahl, Lakeland High School

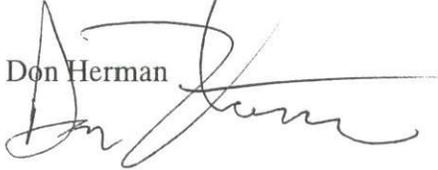
From: Don Herman

Subj: Letter of resignation

Mr. Underdahl, and all other concerned administration,

It is my intent to resign my teaching position at Lakeland School District 272 in  
September, at the end of this 2013 school year.

Don Herman

A handwritten signature in cursive script, appearing to read "Don Herman", written over the printed name.



## COEUR D'ALENE TRIBE

CHIEF J. ALLAN CHAIRMAN

P.O. BOX 408

PLUMMER, IDAHO 83851

(208) 686-5803 • Fax (208) 686-8813

email: [chairman@cdatribe-nsn.gov](mailto:chairman@cdatribe-nsn.gov)

February 8, 2013

Mary Ann Ranells  
Lakeland School District  
PO Box 39  
Rathdrum, ID 83849

Dear Mary Ann,

The Coeur d'Alene Tribe has always believed in the power of education; it is part of our culture and one of our top priorities. In fact, as part of our 1992 gaming compact with the State of Idaho, our leadership insisted on using 5% of our net gaming revenues to support education. Over the past 20 years we have remained committed to that pledge and we are proud that our donations to education will soon surpass \$20 million.

On behalf of the Coeur d'Alene Tribal Council, we are proud to provide you with a donation to the Lakeland School District in the amount of \$11,040. We know you will use it in good faith to further your efforts to help educate our students. Tribal Council would like to provide the following donations, which are included in your check:

- Lakeland Joint School District: \$10,000
- Lakeland Jr. High School Life Skills Program field trips: \$1,040

Please note that we've recently made a few changes to our donation process. As you know, we ask schools and school districts to complete an application form. We also require all grant recipients to submit a report to us detailing what you've been able to accomplish with the funding. Your reporting form is included in this letter and we look forward to hearing about your successes by August 30, 2013. Please note if you do not return a report to us your organization will not be eligible for future funding from the Tribe. We look forward to hearing about your program's successes soon.



Applications for 2014 funding will be due by September 30, 2013. If you have any questions about your award, the reporting process, or the application process for 2014 funding, please contact our Public Relations Director, Heather Keen at 208-686-2023 or [hkeen@cdatribe-nsn.gov](mailto:hkeen@cdatribe-nsn.gov).

Thank you for your interest in the Coeur d'Alene Tribe and thank you for your continued dedication to our students.

Best wishes,

A handwritten signature in cursive script that reads "Chief J. Allan".

Chief J. Allan  
Chairman, Coeur d'Alene Tribe

## PART II: DONATION OUTCOME

*This form must be filled out by all organizations and must be returned by August 30 of the same year in which funding is provided. Future donation requests shall not be considered if Part II of a previous donation application is not received. The Tribe reserves the right to publish this information at its discretion. Please attach any supporting documentation to this form.*



Donation Amount: \_\_\_\_\_ Approximate Date Donation was Received: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

How was the Coeur d'Alene Tribal Education donation used? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain the direct benefit for children, families, and community members of this donation. How many community members were positively impacted?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was the Tribe's donation recognized by your organization in the community? If so, how? If not, why?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

The above is correct to the best of my knowledge.

**Completed forms for 2013 donations must be submitted by August 30, 2013.**

Send forms to: Coeur d'Alene Tribe, Office of the Chairman  
Attention: Vernie Johnson, Executive Assistant  
850 A Street, PO Box 408  
Plummer, ID 83851  
Fax: (208) 686-8813

Thank you for taking the time to finalize this document.

## Brook Cunningham

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**From:** Tom Taggart  
**Sent:** Tuesday, February 19, 2013 1:14 PM  
**To:** Brook Cunningham  
**Subject:** Policy

### Wireless Guest Network

The district wireless network is an extension of the district network and may be accessed by using the Guest user ID and password, which is generated daily by the District Service Center Information Systems. This password will be emailed to each building administrator, or designee, and it is the building administration that will control giving out the password.

By using the district wireless network the user agrees to the following:

- This wireless network will only have access to the Internet and not allow connection to any district or school server(s), printer, or other peripheral device.
- All Internet usage will be filtered and logged according to Network Filtering.
- No technical support will be provided to make a device work on the guest network.
- Personal devices connected to the wireless network may be monitored and reviewed at anytime by designated technology staff.
- Personal web accounts visited while connected to the wireless network maybe monitored and reviewed at any time by designated technology staff

Reduction in Force Procedures

A Reduction in Force may become necessary due to lack of funds, program reduction or deletion, and/or general reorganization of the district. The following definition and procedures shall be used for conducting a Reduction in Force.

Definition

As used in this policy, “teacher” shall apply to any employee of the District who holds a certificate issued by the State Board of Education who is employed in a teaching or administrative position, below the position of Superintendent.

Procedures

1. Prior to commencing action to terminate teacher contracts under these procedures, the Board will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:
  - a. Voluntary retirements
  - b. Voluntary resignations
  - c. Transfer of existing staff members
  - d. Voluntary leaves of absence

~~2. In the event a Reduction in Force is required, teachers who are retained pursuant to these procedures may be reassigned if suitable position openings are available in instructional areas for which they are Highly Qualified and for which the principal has approved transfer pursuant to Idaho Code.~~

2.

3. In the Board’s determination as to the individuals to be released or programs to be eliminated, consideration will be given to the criteria set out below. Each criterion shall be considered in terms of the total context when selecting those employees who are to be considered for release pursuant to the provisions of these procedures:

- The individual and cumulative effect of each criterion on the welfare of students
- The individual and cumulative effect of each criterion on the best long-term and short-term interest of the District
- Area(s) of certification for which the teacher is Highly Qualified which are classified by the District as Hard to Fill positions
- Number of areas of certification for which the teacher is Highly Qualified
- Educational/Degree Status
- Position as a Lead or Master Teacher within the District

- Whether or not the teacher is Highly Qualified in a course necessary for High School Graduation requirements
- Whether or not the teacher is Highly Qualified in a course necessary for middle school advancement
- Contribution and/or involvement in extra-curricular or co-curricular positions with students
- Compliance with Professional Standards and Conduct over the course of employment with the District
- Teacher evaluation, including components required by Idaho Code to be encompassed in teacher evaluation

It is further the intent of the Board that primary consideration be the quality of instruction in order for the District to be compliant with federal and state education requirements. Thus, each criterion shall be considered in terms of this total context.

The factors for consideration shall be reviewed on an annual basis by the District's Administration to determine whether factors should be added, eliminated, or weighted differently. Such recommendations for modification will then be brought before the Board for consideration.

4. The Human Resources Department shall advance notice of the possible Reduction in Force to all teachers who may be released, based upon the number of teachers who may be released, in full or in part, and the school programs, teacher positions, or categories of positions that may be affected.
5. It is recommended that the teachers periodically review their personnel file materials with the District's Administrative Office to assure that the school has appropriate information relating to the various criteria referenced above.
  - a. After receiving notice of the possible Reduction in Force, if a teacher believes that there is an error, the teacher shall notify the District's Administrative Office of the concern of an error, in writing by close of the school day on the third (3<sup>rd</sup>) school day after notice has been received.
  - b. This written notice shall specifically identify what element or elements of the teacher's personnel file and criteria are believed to be erroneous and explain specifically why the element(s) is believed to be in error.
  - c. If the District receives notice of possible error, each such written notice, timely received, shall be individually reviewed for possible reconsideration or evaluation of the information used in consideration of the Reduction in Force.
  - d. Should a teacher fail to inspect his/her personnel file and has inaccurate information in his/her personnel file and/or has failed to provide the District with updated information, the information contained in the file will be utilized for the Reduction in Force determination and the teacher will not have the opportunity to subsequently correct such information after the Reduction in Force has been implemented.

6. If the Board determines that a Reduction in Force in fact will be implemented, the Superintendent shall submit a list of the teachers recommended for release, through use of the above process, and shall make recommendation to the Board as to what due process, if any, the Board needs to implement for each individual personnel situation.
7. All releases shall be done in conformance with the applicable provisions of Idaho Code and all affected teachers will be promptly notified, in writing, of the Board's decision or actions that need to be taken by the Board relating to applicable due process activities, if any.

[View Highly Qualified Determination Spreadsheet](#)

Legal Reference:       § I.C. 33-514 Issuance of Annual Contracts  
                              § I.C. 33-515 Issuance of Renewable Contracts  
                              § I.C. 33-522 Reductions in Force  
                              § I.C. 33-523 Principals to Determine New Staffing

Policy History:

Adopted on: March 8, 2010 (Interim Policy)

Revised on: May 13, 2011

**Classroom Performance**

<b>Teacher evaluation:</b>				<b>4</b>
	4	Overall proficient rating		
	2	development plan within last 3 years		
	0	probation within last 3 years		

<b>Professional Standards</b>				<b>4</b>
	4	no issues with professional standards/letter of reprimand		
	2	current letter of reprimand within last 5 years		
	0	letter of reprimand- more than one		

<b>Educational Certification and Credentials</b>		<b>Areas Taught Within the District</b>		<b>4</b>
	4	multiple credentials with highly qualified status		
	3	Two areas of endorsements with HQT		
	2	Single area of endorsement with HQT		
	0	Lacking HQT status		

**Professional Contributions**

<b>Student/School Activities</b>		<b>Co-and extra-curricular activities / volunteers</b>		<b>4</b>
	4	coaches/supervises/participates/volunteers multiple activities		
	2	coaches/supervises/participates/volunteers one activity		

<b>District Contributions</b>		<b>School/district committee participation</b>		<b>4</b>
	4	participates in several district/school committees		
	2	participates in one district/school committee		

<b>Contributions to Overall School Culture</b>				
<b>During the Current School Year</b>				<b>4</b>
	4	consistently provides general supervision throughout the school/performs assigned supervisory duties/attends all professionally related meetings and activities/maintains a high level of attendance/communicates with families		
	2	has 2 or more documented issues meeting these expectations		
	0	has 5 or more documented issues meeting these expectations		

<b>Advanced Degrees</b>	1	61		<b>1</b>
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# LAKELAND JOINT SCHOOL DISTRICT #272 Discipline Report

School Athol Elementary  
Month/Year ### Jan 2013

Grade	TOBACCO			ALCOHOL			DRUGS			BEH	FTG	INS	HAR	CONDUCT				ACTION TAKEN					
	D	P	U	D	P	U	D	P	U					BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP		
K																							
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							
11																							
12																							
TOTAL																							62

ADMINISTRATOR'S SIGNATURE Kathy Thomas

- KEY:
- D=Distribution
  - P=Possession
  - U=Under the Influence/Use
  - BEH= Inappropriate Behavior
  - FTG= Fighting
  - INS= Insubordination
  - HAR= Harrassment
  - BULL=Bullying
  - VAN= Vandalism
  - WPN=Weapon
  - PRO= Profanity
  - TRU= Truancy
  - ISS= In School Suspension
  - OSS=Out of School Suspension
  - EXP=Expulsion

Report incidents that involve a suspension of .5 day or more. The number of incidents should be based on the number of students involved (e.g. a fight between two students would be two incidents if both students are suspended .5 day or more). When completing the column under "Action Taken", report the number of days of suspension, not incidents (e.g. one fight might result in as many as ten days of suspension).

LAKELAND JOINT SCHOOL DISTRICT #272

Discipline Report

School\_\_ Betty Kiefer Elementary

Month/Year \_\_ Jan 13

RECEIVED FEB 1 2013

Grade	TOBACCO			ALCOHOL			DRUGS			BEH	FTG	INS	HAR	CONDUCT				ACTION TAKEN				
	D	P	U	D	P	U	D	P	U					BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP	
K										1										1		
1																						
2																						
3																						
4																						
5																						
6													1									3
7																						
8																						
9																						
10																						
11																						
12																						63
<b>TOTAL</b>																						

ADMINISTRATOR'S SIGNATURE

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**LAKELAND JOINT SCHOOL DISTRICT #272**  
**Discipline Report**

RECEIVED FEB 1 1 2013

School GE  
 Month/Year JANUARY 2013

Grade	TOBACCO			ALCOHOL			DRUGS			CONDUCT						ACTION TAKEN				
	D	P	U	D	P	U	D	P	U	FTG	INS	HAR	BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP
K																				
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ADMINISTRATOR'S SIGNATURE *R. Schuster*

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 WPN=Weapon  
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 TRU= Truancy
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 OSS=Out of School Suspension  
 EXP=Expulsion

Report suspension of .5 day or more. Report the total number of days suspended, not the incidents.

**LAKELAND JOINT SCHOOL DISTRICT #272**  
**Discipline Report**

RECEIVED FEB 1 2013

School: John Brown  
 Month/Year : January 2013

Grade	TOBACCO			ALCOHOL			DRUGS			CONDUCT				ACTION TAKEN								
	D	P	U	D	P	U	D	P	U	BEH	FTG	INS	HAR	BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP	
K																						
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
12																						65
TOTAL										0	0	0	0	0	0	0	0	0	0	0		

ADMINISTRATOR'S SIGNATURE 

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Report incidents that involve a suspension of .5 day or more. The number of incidents should be based on the number of students involved (e.g. a fight between two students would be two incidents if both students are suspended .5 day or more). When completing the column under "Action Taken", report the number of days of suspension, not incidents (e.g. one fight might result in as many as ten days of suspension).

RECEIVED FEB 1 2013

LAKELAND JOINT SCHOOL DISTRICT #272  
 Discipline Report

School TWIN LAKES  
 Month/Year JANUARY 2013

Grade	TOBACCO			ALCOHOL			DRUGS			CONDUCT							ACTION TAKEN			
	D	P	U	D	P	U	D	P	U	FTG	INS	HAR	BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP
K																				
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
TOTAL																				

0

ADMINISTRATOR'S SIGNATURE Mary Hawcroft

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 HAR= Harrassment  
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 WPN=Weapon  
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 TRU= Truancy

ISS= In School Suspension  
 OSS=Out of School Suspension  
 EXP=Expulsion

Report suspension of .5 day or more. Report the total number of days suspended, not the incidents.



LAKELAND JOINT SCHOOL DISTRICT #272

Discipline Report

School LHS SDFS School Board  
 Month/Year Jan 2013

Grade	TOBACCO			ALCOHOL			DRUGS			CONDUCT									ACTION TAKEN					
	D	P	U	D	P	U	D	P	U	BEH	FTG	INS	HAR	BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP	Sat. School	Justice System	involved
K																								
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9	0	0	0	0	0	0	0	0	0	5	0	2	0	0	0	0	0	0	0	2	0	4	0	
10	0	1	0	0	2	0	0	0	0	4	0	1	0	0	0	0	0	0	1	8	0	11	2	
11	0	0	0	0	1	0	0	0	0	4	0	4	0	0	0	0	0	0	0	7	0	9	1	
12	0	0	0	0	0	0	0	0	0	4	0	2	0	0	0	0	0	0	0	1	0	3	0	
TOTAL	0	1	0	0	3	0	0	0	0	17	0	9	0	0	0	0	0	0	1	18	0	27	3	

ADMINISTRATOR'S SIGNATURE \_\_\_\_\_

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  - TRU= Truancy
  - ISS= In School Suspension
  - OSS=Out of School Suspension
  - EXP=Expulsion
  - THF=Theft

Report incidents that involve a suspension of .5 day or more. The number of incidents should be based on the number of students involved (e.g. a fight between two students would be two incidents if both students are suspended .5 day or more). When completing the column under "Action Taken", report the number of days of suspension, not incidents (e.g. one fight might result in as many as ten days of suspension).

LAKELAND JOINT SCHOOL DISTRICT #272  
Discipline Report

School \_\_\_\_\_ TJHS

Date: January, 2013

RECEIVED FEB 8 2013

Grade	TOBACCO			ALCOHOL			DRUGS			CONDUCT							ACTION TAKEN					
	D	P	U	D	P	U	D	P	U	BEH	FTG	INS	HAR	BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP	
K																						
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																					1	
9																						
10																						
11																						69
12																						
TOTAL	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0

ADMINISTRATOR'S SIGNATURE \_\_\_\_\_

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LAKELAND JOINT SCHOOL DISTRICT #272  
 Discipline Report

School \_\_\_\_\_ THS  
 Date: January 2013

RECEIVED FEB 5 2013

Grade	TOBACCO			ALCOHOL			DRUGS			BEH	FTG	INS	HAR	CONDUCT			PRO	TRU	ACTION TAKEN		
	D	P	U	D	P	U	D	P	U					BULL	VAN	WPN			ISS	OSS	EXP
K																					
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9		1	1								1									2	
10																					
11		1	1								1									2	
12		1																		1	
TOTAL	0	3	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	5	0

ADMINISTRATOR'S SIGNATURE *Brandi [Signature]*

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  - TRU= Truancy
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  - EXP=Expulsion

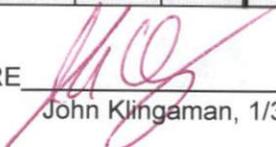
Report incidents that involve a suspension of .5 day or more. The number of incidents should be based on the number of students involved (e.g. a fight between two students would be two incidents if both students are suspended .5 day or more). When completing the column under "Action Taken", report the number of days of suspension, not incidents (e.g. one fight might result in as many as ten days of suspension).

**LAKELAND JOINT SCHOOL DISTRICT #272**  
**Discipline Report**

School: MOUNTAIN VIEW ALT HIGH SCHOOL  
 Month/Year: JANUARY 2013

RECEIVED FEB 4 2013

Grade	TOBACCO			ALCOHOL			DRUGS			BEH	FTG	INS	HAR	CONDUCT			TRU	ACTION TAKEN		
	D	P	U	D	P	U	D	P	U					BULL	VAN	WPN		PRO	ISS	OSS
K																				
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				71
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ADMINISTRATOR'S SIGNATURE   
 John Klingaman, 1/31/2013

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  - HAR= Harrassment
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  - WPN=Weapon
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  - ISS= In School Suspension
  - OSS=Out of School Suspension
  - EXP=Expulsion

Report incidents that involve a suspension of .5 day or more. The number of incidents should be based on the number of students involved (e.g. a fight between two students would be two incidents if both students are suspended .5 day or more). When completing the column under "Action Taken", report the number of days of suspension, not incidents (e.g. one fight might result in as many as ten days of suspension).

RECEIVED FEB 15 2013

# LAKELAND JOINT SCHOOL DISTRICT #272

## Discipline Report

School  Spirit Lake Elementary  
 Month/Year  January 2013

Grade	TOBACCO			ALCOHOL			DRUGS			CONDUCT							ACTION TAKEN			
	D	P	U	D	P	U	D	P	U	FTG	INS	HAR	BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP
K																				
1																				
2											x							1		
3																				
4																				
5																				
6																		0.5	1.5	
7																				
8																				
9																				
10																				
11																				
12																				
TOTAL	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1.5	1.5	0

72

ADMINISTRATOR'S SIGNATURE *Patty Morrison*

- KEY:**
- D=Distribution
  - P=Possession
  - U=Under the Influence/Use
  - FTG= Fighting
  - INS= Insubordination
  - HAR= Harrassment
  - BULL=Bullying
  - VAN= Vandalism
  - WPN=Weapon
  - PRO= Profanity
  - TRU= Truancy
  - ISS= In School Suspension
  - OSS=Out of School Suspension
  - EXP=Expulsion

Report suspension of .5 day or more. Report the total number of days suspended, not the incidents.

RECEIVED FEB 12 2013

I would like to take this time to express my appreciation to the Athol Elementary school staff for the efforts being made to implement certain safety & readiness procedures. I can imagine the events as of lately that have grown over the years cause much concern & that is unfortunate given the schools should be a carefree atmosphere of learning for the children & the least of workplaces likely to worry about personal safety & the protection of the innocent you are in charge of.

That being said I would like you to know that I see a great deal of strength in the school the community. It is a comfort to see so many parents visiting w/ one another as they drop off & pick up their children each day in effect getting to know each other & creating a strong parental presence. As a parent of a child who has gone to a different school each year since preschool @ age three (that's sex! & no, not intentionally planned ;)) I like what I see here. A connectedness.

I pray for a forcefield shield of protection for each & every student & staff member & for ways to make it known that our schools will no longer be seen as easy targets. Parental presence is so important. We hope to make this our permanent home to raise our children up & make a lifetime of memories. You've made an impression on us not seen in many communities.

Thank you for all you do, Mom Kueffer ;)

Debbie,

We just wanted to say Thank you for taking such good care of the kids during yesterday's accident. Elizabeth & Richard told us everything that happened. They both were impressed by how quick you were out of your seat to check and make sure they were all alright. I am glad to know that the kids are with someone who cares about their safety when I can't be there. They both had nothing but praise for you on how you handled the whole situation. From one mother to another,  
Thank you so much!!

...With  
Sincere  
Appreciation

∴

The  
Myers  
Family

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scatter joy

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