

Agenda of Regular School Board Meeting

The Board of Trustees Lakeland Joint School District No. 272

A Regular School Board Meeting of the Board of Trustees of Lakeland Joint School District No. 272 will be held Monday, September 8, 2014, beginning at 6:00 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 per Idaho Code 67-2345 (1) (b)**
 - 1. Personnel
- C. **Welcome Visitors/Pledge of Allegiance 6:00 p.m.**
- D. **Approve Agenda**
- E. **Consent Agenda**
 - 1. Minutes of Previous Meeting(s) -Regular Board meeting 08/11/2014 3
 - 2. Regular and Special Bills 10
- F. **Report and Presentation Agenda**
 - 1. LEA
 - 2. Visitor Presentations
 - a. Sarah Halsted-iSTEM from Excellence
 - 3. Staff Reports
 - a. Tom Taggart
 - 1) Financial
 - b. Lisa Sexton-
 - 1) Town Hall Meeting Dates
 - 2) Opening of School and Curriculum Summit
 - 3) October 3rd Agenda
 - c. Georgeanne Griffith
 - 1) Schoolnet
- G. **Action Agenda**
 - 1. Approve/deny Notifications of Staff Resignations/Retirements/Leaves as presented
 - 2. Approve/deny the hiring of new personnel as presented
 - 3. Approve/deny supplemental contracts
 - 4. Approve/deny transportation route changes/additions
 - 5. Approve/deny Fall Athletic Schedules for the Junior Highs as presented 23
 - 6. Approve/deny The Timberlake Cross Country Team to attend the Bob Firman Invitational at Eagle Island State Park in Boise on September 27, 2014
 - 7. Approve/deny cooperative agreement with North Idaho College for field experiences 27

8. Approve/deny to allow Timberlake High School and Lakeland High School to apply for a Combined Cooperative Program in dance	30
9. Approve/deny the Principal Certification/Superintendent Certification Internship Agreement with Washington State University as presented	34
10. Approve/deny the Data Security Policy as presented (must be adopted by 09/14/2014 and posted to the District's website per Idaho Code 33-133)	40
11. Approve/deny Transferring \$5,000 donated by the Kootenai Tribe of Idaho to the Lakeland Education Foundation	45
12. Approve/deny the Amendment to Articles of Agreement re: The Creation of a Cooperative Service Agency (Kootenai Technical Education Campus)	46
13. Approve\Deny job description and pay rate for combined Special Education Administrative Assistant\ Medicaid Billing Clerk position.	48
H. <u>Discussion Agenda</u>	

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
REGULAR BOARD MEETING, AUGUST 11, 2014**

LAKELAND JOINT SCHOOL DISTRICT NO. 272

Meeting Location
Lakeland Joint School District Administrative Offices
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) (VIA TELEPHONE)
Trustee John Shaffer (Zone 2)
Trustee Tim Skubitz (Zone 3)
Trustee Brian Wallace (Zone 4)

ADMINISTRATION PRESENT

Superintendent Brad Murray
Assistant Superintendent Lisa Sexton
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. All trustees were present. Trustee Olmstead was in attendance via telephone.

B. Executive Session as authorized by Idaho Code 67-2345 (b) 5:00 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 SKUBITZ and seconded by TRUSTEE SHAFFER 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 matter.

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.

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
REGULAR BOARD MEETING, AUGUST 11, 2014**

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.

Administration also in attendance of this Executive Session included Superintendent Brad Murray, Assistant Superintendent Lisa Sexton, Director of Information Systems Georgeanne Griffith, and Clerk Brook Cunningham.

Lakeland High School Assistant Principal Curt Carr along with Kelly Jo Hilliard from Kootenai County Juvenile Diversion was also in attendance.

At 5:32 p.m. Student 2014-B along with both parents and sibling entered Executive Session.

At 5:41 p.m. Student 2014-B along with family exited Executive Session.

At 5:42 p.m. Curt Carr and Kelly Jo Hilliard also exited Executive Session.

At 5:45 p.m. Tom Taggart entered Executive Session.

Executive Session concluded at 5:50 p.m.

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

At 6:00 p.m. Chairman Brown called the meeting to order.

D. Approve Agenda

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

Clerk Cunningham at that time reported a clerical error in which there needed to be an action item placed on the agenda for the student hearing.

Motion was made by TRUSTEE WALLACE and seconded by TRUSTEE SHAFFER to add Action Item #8 entitled *Approve/deny to re-admit Student 2014-B*. Motion carried unanimously.

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
REGULAR BOARD MEETING, AUGUST 11, 2014**

E. Consent Agenda

1. Minutes of Previous Meeting(s) - Regular Meeting of 07/14/2014
2. Regular and Special Bills

Motion was made by TRUSTEE WALLACE and seconded by TRUSTEE SKUBITZ to approve the Consent Agenda as presented. Hearing all ayes, motion carried unanimously.

F. Report and Presentation Agenda

1. LEA

No one from the LEA was present.

2. Visitor Presentations

There were no pre-planned Visitor Presentations.

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).

Sarah Halstead was in attendance and requested to talk about the after-school program iSTEM from Excellence. The program is grant funded. Classes of about 15-20 students in grades 4-6 meet one day a week after school from 3:00 p.m.-5:00 p.m.

4. Staff Reports

- a. Tammy Cass- BASE Program

Tom Taggart reported that the BASE program had growing pains in its first year including some financial issues. Tom further commented there are new plans and staffing changes going into the new year.

Tammy Cass reported that Garwood and Betty Kiefer were the most successful. She further reported that Athol and Twin were slowly getting there but didn't quite break even. John Brown Elementary struggled and the Spirit Lake program was shut down. The highest point of enrollment in the BASE Program was 157 students. The highest enrollment for summer was 80 kids. Tammy anticipates John Brown will have full enrollment this school year because of the great turnout during the summer program.

***THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
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Tammy also proudly informed that the BASE Program was awarded a \$4000 community foundation grant.

b. Kevin Doyle- Food Service

Kevin Doyle the Director of Food Service reported that all four food service programs just went through a Federal review. The programs consist of the Supper Program, the Breakfast Program, the Lunch Program, and the Summer Program. Kevin informed that all programs received a perfect score except for the Summer Program in which a translation procedure needs to be created for menus and other documents. All programs will be up for review again in 3 years with the exception of the Summer Program which will be reviewed again in one year. Kevin also proudly reported that almost every school received the Food Safety Award from Panhandle Health. Panhandle Health conducts two inspections every year.

c. Superintendent's State of the District Report 2014

Superintendent Brad Murray provided a handout for the Board which has been made a part of these minutes herewith. The report reflected the 2013-2014 goals along with evidence on how those goals were met. Mr. Murray stated the #1 goal for 2014-2015 is the safety of kids and student learning.

d. Tom Taggart

1) Financial

Tom informed that the auditor will show up in a couple of more weeks. Federal Mediation will begin with the LEA next week. Maintenance is getting a new Work Order Program called School Dude. The program will improve communication and efficiency on work orders with the buildings. The program also has a module for preventative maintenance.

e. Lisa Sexton

1) Committee to review Elementary Attendance Zones

Lisa Sexton said she would like to put a committee together to review elementary school boundaries. The committee would include parents and administrators.

2) Town Hall Meetings

Lisa Sexton announced in an effort to reach out to patrons who are not connected to the schools she would like to schedule 5 town hall meetings this year within each zone. She would also like to connect with the leaders of the churches in order to improve communication between the community and the schools.

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
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G. Action Agenda

1. Approve/deny Notifications of Staff Resignations/Retirements/Leaves as presented

Motion was made by TRUSTEE SKUBITZ and seconded by TRUSTEE OLMSTEAD to approve the Notifications of Staff Resignations/Retirements/Leaves as presented. Hearing all ayes motion carried.

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

Motion was made by TRUSTEE SHAFFER and seconded by TRUSTEE SKUBITZ to approve hiring the list of personnel as presented. Hearing all ayes motion carried.

3. Approve/deny establishing bus routes, non-transportation zones, and safety busing zones for 2014-2015 as recommended by the administration

Motion was made by TRUSTEE WALLACE and seconded by TRUSTEE OLMSTEAD to approve establishing bus routes, non-transportation zones, and safety busing zones for 2014-2015 as recommended by the administration. Hearing all ayes motion carried.

4. Approve/deny Alternate Authorization- Teacher to New Certificate/Endorsement & Provisional Authorization

Motion was made by TRUSTEE SHAFFER and seconded by TRUSTEE SKUBITZ to approve the Alternate Authorizations for Amy Sheppard, Michele Harding, and for Catey Walton.

5. Approve/deny to extend Banking Services Bid Opening Date to August 22, 2014 at 10:00 a.m.

Motion was made by TRUSTEE SKUBITZ and seconded by TRUSTEE OLMSTEAD to approve extending the Banking Services Bid Opening Date to August 22, 2014 at 10:00 a.m.

6. Approve/deny transfer of funds from closing out of Fund 799 (KTEC Construction) to 100 (General fund) per Idaho Code

Tom explained that these were unused funds from the KTEC Construction in which that account had been closed out.

Motion was made by TRUSTEE SKUBITZ and seconded by TRUSTEE SHAFFER to approve transferring \$204,413 into the General Fund.

7. Approve/deny revised 2014-2015 Meeting Schedule

Motion was made by TRUSTEE WALLACE and seconded by TRUSTEE SHAFFER to approve the revised 2014-2015 Meeting Schedule as presented.

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8. Approve/deny to re-admit Student 2014-B

Motion was made by TRUSTEE WALLACE and seconded by TRUSTEE SKUBITZ to approve to re-admit Student 2014-B per the conditions set forth in the re-admission contract. Hearing all ayes, motion carried.

H. Discussion Agenda

1. ISBA Annual Convention- November 12-14, 2014-Boise

Trustee Skubitz, Chairman Brown, and Brian Wallace all said they would be attending. Kyle Olmstead said most likely he could not.

Chairman Brown informed that ISBA would like to conduct their Region I Meeting at the Lakeland High School IEN Room once again on October 1st at 6:00 p.m. He asked if Kevin Doyle could cater dinner as well.

2. Annexation

Tom informed that he had been contacted regarding a development near Balsar Estates that wanted to annex out of the Lakeland School District and into the Coeur d'Alene School District. More information would be coming to the Board soon.

3. Internal Billing

Tom wanted to give the Board "heads up" that the District which had contracted out Medicaid billing for years and paid commission to them, would be transitioning into doing the billing inside. Tom is currently working with Suzy Morrison on making that transition.

4. Correspondence

- a. Discipline Reports

No reports this month.

- b. Other

The Board adjourned at 8:03 p.m.

Attest:

Respectfully Submitted:

Larry Brown, Chairman

Brook Cunningham, Clerk

***THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
REGULAR BOARD MEETING, AUGUST 11, 2014***

Lakeland Joint School District No. 272

Office of the Superintendent

P.O. Box 39

Rathdrum, ID 83858

Board of Trustees
Regular School Board Meeting
September 8, 2014

Gross Salaries		1,400,052.83	
Gross Benefits		410,385.46	
Athol Elementary	Petty Cash 8/12/14	25.00	82883
Betty Kiefer Elementary	Petty Cash 8/12/14	25.00	82884
Garwood Elementary	Petty Cash 8/12/14	25.00	82885
John Brown Elementary	Petty Cash 8/12/14	25.00	82886
Lakeland Junior High School	Petty Cash 8/12/14	50.00	82887
Lakeland Senior High School	Petty Cash 8/12/14	50.00	82888
Mountain View Alt High School	Petty Cash 8/12/14	25.00	82889
Spirit Lake Elementary	Petty Cash 8/12/14	25.00	82890
Timberlake High School	Petty Cash 8/12/14	50.00	82891
Timberlake Junior High School	Petty Cash 8/12/14	50.00	82892
Twin Lakes Elementary	Petty Cash 8/12/14	25.00	82893
Athol, City of	AE Water 5/30 - 7/25/2015	140.00	82894
Bogie & Sons	Deposit for Services (AE/ Roof Repair)	10,000.00	82895
Brown, Matthew	Expense Claim Reimbursement	307.00	82896
Grove Hotel, The	Lodging/ Luncheon (IASA Conference)	4,510.80	82897
Idaho Department of Education	August 13, 2014 Fingerprinting	280.00	82898
Lambco Refrigeration	Services (FS)	721.98	82899
Lawler, Shawn	Expense Claim Reimbursement	300.19	82900
Rachel's Challenge	Instructional Materials	109.63	82901
Thomas, Sandra	Petty Cash Replenishment	110.05	82902
Postmaster - Rathdrum	Replenish Postage	658.00	82903
Happeney, Cindy	Petty Cash for Courier	85.07	82904
Boise Hotel	Lodging (State Superintendent's Meeting)	77.00	82905
Cartier, Mark	Expense Claim Reimbursement	113.00	82906
Caxton Printers	Textbooks, Maint Supplies	52,151.39	82907
Coeur d'Alene Press	Newletter Insert	2,641.20	82908
Dollar Tree	BASE Supplies	200.00	82909
Follett School Solutions	Library Books	657.79	82910
Houghton Mifflin Harcourt	Title I Materials	642.43	82911
Johnson, Robert	Expense Claim Reimbursement	94.00	82912
MacBride, Carrie	Expense Claim Reimbursement	65.00	82913
National Geographic Explorer	Subscription	148.50	82914
Saputski, Elizabeth	Expense Claim Reimbursement	38.00	82915
Sun Rental Post Falls	Services (Maint)	39.60	82916
Swan, Robert	Expense Claim Reimbursement	65.00	82917
A Drug Free Alliance	Drug/Alcohol Testing (Tran)	435.00	82918
Happeney, Cindy	Petty Cash for Courier	83.48	82919
Genex Cooperative Supply	Unleaded Gas	5,925.15	82920
Follett School Solutions	Destiny Renewal	8,596.00	82921
Hoffman, Kurt	Expense Claim Reimbursement	330.00	82922
Idaho Department of Education	August 22, 2014 Fingerprinting	280.00	82923
Napa Auto Parts	Tran Supplies	582.92	82924
Tint Works	Services (SLE)	60.00	82925
Walmart	Instructional Materials 10	48.15	82926

Gatekeeper Systems	Tran Supplies	6,176.15	82927
Junior Library Guild	Library Books	747.00	82928
Royal Business Systems	Office Supplies	90.00	82929
US Games	Instructional Materials	417.76	82930
Virco	Furniture	502.80	82931
VoWac	Instructional Materials	347.20	82932
Badger Building Center	Maint Supplies	54.77	82933
Howell, Shanna	Petty Cash Replenishment	116.63	82934
Howell, Shanna	Petty Cash Replenishment	69.07	82935
Idaho Department of Education	August 28, 2014 Fingerprinting (2)	80.00	82999
Howell, Shanna	Petty Cash Replenishment	94.96	82300
Americas Best Value Sandman Inn	Lodging (THS/ State Track)	1,524.60	82301
Shell, Ashley	Reimbursement of N/R Student Tuition for FY15	120.00	83002
AlSCO	Coverall Service	78.56	82936
AmSan	Maint Supplies	299.44	82937
Asher, John	Expense Claim Reimbursement	101.00	82938
Bio Corporation	Instructional Materials	737.24	82939
Builders' Hardware & Supply	Maint Supplies	231.90	82940
Caxton Printers	Textbooks	7,133.30	82941
CDW Government	Tech Equipment	1,465.00	82942
Derrick, Trent	Expense Claim Reimbursement	316.00	82943
Eagle Peak Containers	Maint Supplies	180.00	82944
Earth First Fluid Recovery	Tran Supplies	251.55	82945
Fairway Floor & Design Center	Maint Supplies	352.08	82946
Ferguson Enterprises	Maint Supplies	173.83	82947
Gabrick, Patti	Expense Claim Reimbursement	100.00	82948
Glen Products	Maint Supplies	139.14	82949
Goldenwest Mobility	Services (Tran)	369.58	82950
GTS	Maint Supplies	203.29	82951
Hill, Holly	Lunch Credit Reimbursement	6.00	82952
Hoffman,, James	Expense Claim Reimbursement	411.00	82953
Horizon	Maint Supplies	1,106.88	82954
Husky Trucks	Tran Supplies	558.50	82955
IASA	State PLATO Contract for 2014-2015	11,000.00	82956
Idaho Department of Education	August 28, 2014 Fingerprinting	160.00	82957
Idaho Digital Learning Academy	Student Fees (LJHS, LHS, THE/ Summer 2014)	4,300.00	82958
Insect Lore	Instructional Materials	55.94	82959
iParadigms	Turnitin	14,336.81	82960
ISB	Medicaid Administration Fee	244.03	82961
J&R Electronics	Tran/Maint Digital Radio Service September 2014	1,600.00	82962
Johnson, Brandi	Expense Claim Reimbursement	83.00	82963
Kimmel Athletic Supply	Instructional Materials, Soccer Goals	2,220.39	82964
Kootenai County Solid Waste	July 2014 Garbage Fee/ Refuse Disposal	1765.14	82965
Kootenai Electric Cooperative	AE/GE Electricity 7/15 - 8/15/2014	1677.46	82966
KTEC	1st Half Operations Budget FY 2015	83,361.00	82967

Les Schwab Tire Center	Services, Supplies (Maint)	248.32	82968
Logan's Landscape Supply	Maint Supplies	528.00	82969
McDougall, Christian	Expense Claim Reimbursement	113.10	82970
Midway Parts	Maint Supplies	563.42	82971
Morrison, Patty	Expense Claim Reimbursement	151.00	82972
Murray, Brad	Expense Claim Reimbursement	174.00	82973
Napa Auto Parts	Maint Supplies	2,245.60	82974
North Idaho Trophy	Office Supplies	63.80	82975
North Kootenai Water District	TLE Fire/Water 7/15 - 8/15/2014	1,641.26	82976
Office Max	Office/Instructional Supplies	622.25	82977
Perma-Bound	Library Books	708.68	82978
PJ's Rubber Stamps	Office Supplies	21.90	82979
Platt	Maint Supplies	1,643.55	82980
PlumbMaster	Maint Supplies	428.89	82981
Progressive Printing	Office Supplies	885.00	82982
Quality Maintenance	Services (Maint)	4,475.00	82983
Reed, Patricia	Field Trip Meals 7/16 - 8/15/2014	20.00	82984
Rodda Paint	Maint Supplies	1,374.10	82985
Scholastic	Instructional Materials	266.37	82986
Scholastic	Instructional Materials	3,194.69	82987
School Datebooks	Student Planners (LHS)	1,783.04	82988
Sears Fire Extinguisher	Services (Maint)	1,158.50	82989
Subscription Services of America	Magazine Subscriptions	376.45	82990
Teachers Pay Teachers	Instructional Materials	56.25	82991
Thomas, Kathryn	Expense Claim Reimbursement	114.90	82992
TLI Sewer	TLE Sewer September 2014	617.50	82993
Trans Pro	Services (Tran)	507.89	82994
WCP Solutions	Maint Supplies	86.04	82995
Western Mountain Bus Sales	Tran Supplies	501.88	82996
Wirth, Melanie	IDLA Class Fee Refund	75.00	82997
Ziegler Lumber	Maint Supplies	418.30	82998

KOOTENAI ELECTRIC

FY 2014-15

	6/15/14- 7/15/2014	7/15/14- 8/15/2014											
103 AE	984.93	932.42											
Mtr 5968959	63.82	69.17											
Mtr 83699138	907.58	849.72											
Sec Light	13.53	13.53											
105 GE	786.32	745.04											
PAID	1,771.25	1,677.46	0.00										
ck date	7/31/2014	8/29/2014											

FY 2015-16

103 AE													
Mtr 5968959													
Mtr 83699138													
Sec Light													
105 GE													
PAID	0.00												
ck date													

FY 2016-17

103 AE													
Mtr 5968959													
Mtr 83699138													
Sec Light													
105 GE													
PAID	0.00												
ck date													

100 661000 332 ??? 000

North Kootenai Water District (Twin Lakes Elementary School)

100 661000 331 106 000

	Meter #				Account #		
	5367855				1036541-01		
	Start Read	End Read	Consumption	Charges	Charges	Check Amt	Check Date
July 2013	173968	183052	908400	2,087.32	40.00	2,127.32	7/31/2013
Aug 2013	183052	191038	798600	1,834.78	40.00	1,874.78	8/30/2013
Sept 2013	191038	199925	888700	2,042.01	40.00	2,082.01	9/30/2013
Oct 2013	199925	203431	350600	804.38	40.00	844.38	10/31/2013
Nov 2013	203431	203609	17800	50.50	40.00	90.50	11/26/2013
Dec 2013	203609	203773	16400	48.40	40.00	88.40	12/31/2013
Jan 2014	203773	203857	8400	36.40	40.00	76.40	1/31/2014
Feb 2014	203857	204045	18800	52.00	40.00	92.00	2/28/2014
Mar 2014	204045	204158	11300	40.75	40.00	80.75	3/31/2014
April 2014	204158	204292	13400	43.90	40.00	83.90	4/30/2014
May 2014	204292	204498	20600	54.70	40.00	94.70	5/30/2014
June 2014	204498	207051	255300	577.99	40.00	617.99	6/30/2014
						8,153.13	
	Meter #				Account #		
	5367855				1036541-01		
	Start Read	End Read	Consumption	Charges	Charges	Check Amt	Check Date
July 2014	207051	213920	686900	1,570.67	40.00	1,610.67	7/31/2014
Aug 2014	213920	220922	700200	1,601.26	40.00	1,641.26	8/29/2014
Sept 2014							
Oct 2014							
Nov 2014							
Dec 2014							
Jan 2015							
Feb 2015							
Mar 2015							
Apr 2015							
May 2015							
June 2015							

TLI SEWER, LLC

TLE SEWER CHARGES 100 661000 335 095 000

	AMOUNT	CK DATE	INV #
JULY 14	617.50	7/1/2014	TLE JULY 14 SEWER
AUG 14	617.50	7/31/2014	TLE AUG 14 SEWER
SEP 14	617.50	8/29/2014	TLE SEPT 14 SEWER
OCT 14			
NOV 14			
DEC 14			
JAN 15			
FEB 15			
MAR 15			
APR 15			
MAY 15			
JUNE 15			

1,852.50



	AMOUNT	CK DATE	INV #
JULY 15			
AUG 15			
SEP 15			
OCT 15			
NOV 15			
DEC 15			
JAN 16			
FEB 16			
MAR 16			
APR 16			
MAY 16			
JUNE 16			

0.00



	AMOUNT	CK DATE	INV #
JULY 16			
AUG 16			
SEP 16			
OCT 16			
NOV 16			
DEC 16			
JAN 17			
FEB 17			
MAR 17			
APR 17			
MAY 17			
JUNE 17			

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
September 8, 2014

Additional Bills

Howell, Shanna	Petty Cash Replenishment	76.82	83004
Howell, Shanna	Petty Cash Replenishment	119.41	83005
Coeur d'Alene Garbage	Dumpster Dumping 8/1-31/2014	1,133.85	83006
Coeur d'Alene, The	Services (LJHS)	348.00	83007
Costco	Equipment/Instructional Materials	537.56	83008
De Lage Landen	Copier Use 8/15-9/14/14/ KTEC Copier Use 7/1-8/31/14	1,160.39	83009
Idaho Department of Education	September 4, 2014 Fingerprinting	320.00	83010
Idaho Magazine	Subscription	29.95	83011
Insect Lore	Instructional Materials	55.94	83012
Lafrenz, Holli	Lunch Credit Reimbursement	6.00	83013
Les Schwab Tires	Services (Maint)	38.16	83014
Lowe's	Maint Supplies/ Instructional Materials	929.33	83015
MakeMusic	Instructional Materials	228.00	83016
Napa Auto Parts	Maint Supplies	851.41	83017
NW Information Advantage	Services (SPED)	15,000.00	83018
Perma-Bound	Library Book	12.12	83019
Rathdrum Trading Post Hardware	Maint/Office Supplies	282.37	83020
Riverside Hotel, The	Lodging (Food Program Summit/ Cass)	255.00	83021
Titan Truck	Services (FS)	661.98	83022
TruGreen	Services (Maint)	655.00	83023
Verizon Wireless	Cell Phone Usage 7/23 - 8/22/2014	1,673.58	83024
VoWac	Instructional Materials	1,041.60	83025
WCP Solutions	Maint Supplies	749.42	83026
American Express	Instr/Ofc/Tech/Maint/Title/BASE/FS Supplies,Equipment	19,227.56	ACH 141500007
American Express	Instr/Ofc/Tech/Title Supplies,Equipment	19,845.22	ACH 141500008
American Express	Instr/Ofc/ Tech/Title/BASE Supplies	9,187.83	ACH 141500009
AlSCO	Coverall Service	78.56	
Amende, Lori	Lunch Credit Reimbursement	10.10	
American Time	Maint Supplies	2,573.69	
Arthur, Don	Services (Tran)	120.00	
Arthur, Karen	Services (Tran)	120.00	
Athol, City of	AE Water 7/25 - 8/26/2014	70.00	
Avista	August 2014 Electricity/Natural Gas	17,825.79	
Bar Circle "S" Water	August 2014 Water (GE)	1,397.44	
Burt's Music and Sound	Services (TJHS,THS/Instrument Repair)	1,873.00	
Cambium Learning	Instructional Materials	438.90	
Carhart, Charlene	Lunch Credit Reimbursement	9.60	
Caxton Printers	Textbooks	7,712.64	
Cengage Learning	Instructional Materials	270.05	
Coeur d'Alene Power Tool	Maint Supplies	318.84	
Coeur d'Alene Press	Newletter Second Printing	741.00	
Dashco	Maint Supplies	19.81	

Ferguson Enterprises	Maint Supplies	255.78
Gibson's Nursery & Landscaping Supply	Maint Supplies	4,062.50
Harlow's Bus Sales	Tran Supplies	1,032.81
Helbling Employee Benefits	COBRA Specific Rights Notice Letters	60.00
Hellem, Allix	Lunch Credit Reimbursement	22.65
Hobart Service	Services (FS)	477.50
Husky Trucks	Tran Supplies	198.52
IASA	Membership (Carr)	680.00
Idaho Digital Learning Academy	Student Fees	150.00
Idaho State Tax Commission	Rotary Sales Tax	3.06
Insight Distributing	Maint Supplies	1,493.07
Interstate Concrete & Asphalt	Services (District)	139,074.60
Johnson, Dakota	Lunch Credit Reimbursement	5.80
MacArthur	Maint Supplies	671.69
Napa Auto Parts	Tran Supplies	1,303.39
Norco	Instructional Materials	238.75
O'Reilly Auto Parts	Tran Supplies	350.64
Oxarc	Maint Supplies/Services	126.04
Pacific Steel	Maint Supplies	125.07
Phelps, Tamie	Lunch Credit Reimbursement	6.10
PJ's Rubber Stamps	Office Supplies	21.94
Platt	Maint Supplies	51.87
PlumbMaster	Maint Supplies	645.09
Post Falls Glass	Services (Maint)	32.00
Rammier, Susan	Lunch Credit Reimbursement	8.00
Rathdrum, City of	August 2014 Water/Sewer	6,618.81
Royal Business Systems	Copier Use 7/30 - 8/29/2014, Equipment	9,037.32
School Tech Supply	Tech Equipment	91,250.00
Scott, Keegan	Lunch Credit Reimbursement	61.20
Sincerbeaux, Carmen	IDLA Class Fee Refund	75.00
Spirit Lake, City of	August 2014 Water/Sewer	602.00
Sports Imports	Instructional Materials	43.00
Stafford, Emily	Lunch Credit Reimbursement	57.40
Stein Bros	Office/ Instructional/ Title I Supplies	104.05
Super 1	Title I Supplies	40.63
T&A Supply	Maint Supplies	73.16
TASB	BoardBook Subscription/Maintenance	2,000.00
University of Oregon	SWIS, CICO-SWIS Annual Licenses (AE, BKE, JBE)	800.00
Virco	Furniture	2,477.49
Walter E Nelson Co.	Maint Supplies	641.72
Washington-Halsted, Sarah	Services (iSTEM from Excellence)	2,000.00

Avista 2014-15

Bill Date	6/25/2014		7/25/2014		8/26/2014							
	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC
GE (105)	166.41		138.87		125.34							
MVAS (491)	157.24	376.51	118.57	249.90	117.16	189.66						
MAINT (003)	8.94	212.20	8.01	192.88	4.29	186.35						
TRAN (002)	25.67	305.15	12.66	203.06	4.29	220.89						
JBE (101)	143.56	1,944.65	125.64	1,141.59	106.80	1,014.85						
LJHS (201)	138.84	2,796.01	104.91	1,989.49	102.08	1,910.03						
DO (001)	9.87	404.09	5.22	449.64	4.29	472.92						
LJHS FBF (201)		10.10		10.10		10.10						
LHS (301)	238.90	5,609.50	111.98	3,833.98	101.13	3,711.37						
LHS FBF (301)		84.26		92.07		158.43						
SLE (102)		1,973.48		1,140.41		910.15						
AE (103)	28.18		9.77		4.25							
GARG HTR (002)		75.87		11.67		23.56						
THS (401)	513.57	6,827.04	561.45	5,589.39	376.24	3,354.84						
SOCCER FLD (005)		10.10		10.10		10.10						
TLE (106)	342.98	2,680.51	104.33	1,638.35	103.40	1,357.51						
TLE LITE (106)		19.57		20.82		21.21						
COMM GARDEN						8.23						
FOOD SERV	274.20	1,230.51	157.70	939.53	164.31	974.10						
THS GNRT (401)	323.17		74.95		76.81							
LJHS SIGN (201)		33.42		34.11		35.47						
TJHS (202)	278.92	2,866.46	136.02	1,049.22	126.59	943.05						
BKE (104)	176.09	1,422.71	139.79	878.54	127.53	768.46						
SUB TOTAL	\$2,826.54	\$28,882.14	\$1,809.87	\$19,474.85	\$1,544.51	\$16,281.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$31,708.68		\$21,284.72		\$17,825.79		\$0.00		\$0.00		\$0.00	
CHECK DATE	7/15/2014		8/15/2014		9/12/2014							

Bill Date												
	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC
GE (105)												
MVAS (491)												
MAINT (003)												
TRAN (002)												
JBE (101)												
LJHS (201)												
DO (001)												
LJHS FBF (201)												
LHS (301)												
LHS FBF (301)												
SLE (102)												
AE (103)												
GARG HTR (002)												
THS (401)												
SOCCER FLD (005)												
TLE (106)												
TLE LITE (106)												
FOOD SERV												
THS GNRT (401)												
LJHS SIGN (201)												
TJHS (202)												
BKE (104)												
SUB TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
CHECK DATE												
GAS 100 661000 333 ??? 000	FOOD SERV 290 710000 333 000 000		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			---	27.43	\$27.43	3/15/2013	FEB 13 WATER
April 2013			2445800	171.50	\$171.50	4/12/2013	MAR 13 WATER
May 2013	54139800	27.43	2466700	50.75	\$78.18	5/15/2013	APR 13 WATER
June 2013	54344600	370.73	2494800	63.27	\$434.00	6/14/2013	MAY 13 WATER
					\$5,743.36		
July 2013		319.05		37.52	Bills not received		
Aug 2013	55180700	1,164.52	2538300	66.93	1588.02	8/15/2013	JUN/JUL 13 WATER
Sept 2013	55836800	1,155.99	2555800	44.83	1200.82	9/13/2013	AUG 13 WATER
Oct 2013	56467200	1,111.28	2583200	62.06	1173.34	10/15/2013	SEPT 13 WATER
Nov 2013	N/A	27.43	N/A	27.43	54.86	11/15/2013	OCT 13 WATER
Dec 2013			N/A	27.43	27.43	12/13/2013	NOV 13 WATER
Jan 2014			N/A	27.43	27.43	1/15/2014	DEC 13 WATER
Feb 2014			N/A	27.43	27.43	2/14/2014	JAN 14 WATER
Mar 2014			N/A	27.43	27.43	3/14/2014	FEB 14 WATER
April 2014	56478300	27.43	2726100	197.78	225.21	4/15/2014	MAR 14 WATER
May 2014	56483300	27.43	2750900	57.53	84.96	5/15/2014	APR 14 WATER
June 2014	56568700	162.98	2776400	58.75	221.73	6/13/2014	MAY 14 WATER
					\$4,658.66		
July 2014	56953800	684.45	2787000	32.82	717.27	7/15/2014	JUNE 14 WATER
Aug 2014	57527900	1,013.31	2791800	27.43	1040.74	8/15/2014	JULY 14 WATER
Sept 2014	58301700	1,360.79	2804600	36.65	1397.44	9/12/2014	AUG 14 WATER
Oct 2014							
Nov 2014							
Dec 2014							
Jan 2015							
Feb 2015							
Mar 2015							
April 2015							
May 2015							
June 2015							
do not pay shaded areas			*bill shows wrong reading - they'll check with their programmer to correct				

CITY OF ATHOL 100 661000 331 103 000 683-2101

C-0010		C-0011		TOTAL	CHECK	INVOICE
DATE	READING		READING		DATE	NUMBER
JULY 2012	2069	35.00	1723	35.00	70.00	8/9/2012 JULY 12
AUG 2012	2089	35.00	1751	35.00	70.00	8/9/2012 AUG 12
SEPT 2012	2089	35.00	1751	35.00	70.00	9/14/2012 SEPT 12
OCT 2012	2131	35.00	1807	47.10	82.10	10/12/2012 OCT 12
NOV 2012	2131E	35.00	1807E	35.00	70.00	11/15/2012 NOV 12
DEC 2012	2131E	35.00	1807E	35.00	70.00	12/14/2012 DEC 12
JAN 2013	2131E	35.00	1807E	35.00	70.00	1/15/2013 JAN 13
FEB 2013	2131	35.00	1807	35.00	70.00	1/31/2013 FEB 13
MAR 2013	2131E	35.00	1807E	35.00	70.00	3/15/2013 MAR 13
APR 2013	2131	35.00	1807	35.00	70.00	4/12/2013 APR 13
MAY 2013	2195	35.00	1825	35.00	70.00	5/15/2013 MAY13
JUNE 2013	2208	35.00	1827	35.00	70.00	6/14/2013 JUN 13
		420.00		432.10	852.10	
JULY 2013	2223	35.00	1844	35.00	70.00	7/12/2013 JUL 13
AUG 2013	2251	35.00	1876	35.00	70.00	8/15/2013 AUG 13
SEPT 2013	2287	35.00	1914	35.00	70.00	9/13/2013 SEPT 13
OCT 2013	2300	35.00	1941	35.00	70.00	10/15/2013 OCT 13
NOV 2013	2310E	35.00	1963E	35.00	70.00	11/15/2013 NOV 13
DEC 2013	2310E	35.00	1963E	35.00	70.00	12/13/2013 DEC 13
JAN 2014	2300	35.00	1941	35.00	70.00	1/15/2014 JAN 14
FEB 2014	2300E	35.00	1941E	35.00	70.00	2/14/2014 FEB 14
MAR 2014	2300	35.00	1941	35.00	70.00	3/14/2014 MAR 14
APR 2014	2300	35.00	1941	35.00	70.00	4/15/2014 APR 14
MAY 2014	2300	35.00	1941	35.00	70.00	5/15/2014 MAY 14
JUNE 2014	2420	35.00	1957	35.00	70.00	6/13/2014 JUN 14
		420.00		420.00	840.00	
JULY 2014	2436		1979			No bill sent
AUG 2014	2463	70.00	2016	70.00	140.00	8/15/2014 JUL-AUG 14
SEPT 2014	2493	35.00	2060	35.00	70.00	9/12/2014 SEPT 14
OCT 2014						
NOV 2014						
DEC 2014						
JAN 2015						
FEB 2015						
MAR 2015						
APR 2015						
MAY 2015						
JUNE 2015						

City of Rathdrum Accounts (Water 100 661000 331 ??? 000) (Sewer 100 661000 335 080 000) 687-0261													
2014-15		WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER
DO (001)	7.1640.1	24.50	45.40	24.50	45.40								
TRAN (002)	7.1660.1	36.95	175.72	40.85	221.71								
Food Serv	7.1610.1	47.15	83.73	53.00	152.72								
JBE (101)	7.1620.1	77.70	444.03	69.25	344.37								
JBE Annex(101)	7.1630.1	46.50	45.40	46.50	45.40								
BKE (104)	7.1580.1	64.50	45.40	64.50	45.40								
BKE Irrig (104)	4.1585.1	1,181.15		973.15									
LJHS (201)	7.1670.1	220.50	1,915.90	210.10	1,793.24								
LJHS Field (013)	4.1650.1	287.40		352.40									
LHS (301)	7.1570.1	69.05	129.72	72.95	175.72								
LHS Irrig (007)	4.0616.1	664.00		1,067.65									
LHS Field (008)	4.1600.1	316.65		407.65									
LHS FBF RR	7.0002.1		45.40		45.40								
MVAS (491)	7.1590.1	95.25	122.06	214.85	45.40								
Soccer Fld (005)	4.0000.1	88.50		106.70									
		3,219.80	\$3,052.76	\$3,704.05	\$2,914.76								
			\$6,272.56		\$6,618.81		\$0.00		\$0.00		\$0.00		0.00
invoice #		JULY 14 WATER/SEWER		AUG 14 WATER/SEWER									
		WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER
DO (001)	7.1640.1												
TRAN (002)	7.1660.1												
Food Serv	7.1610.1												
JBE (101)	7.1620.1												
JBE Annex(101)	7.1630.1												
BKE (104)	7.1580.1												
BKE Irrig (104)	4.1585.1												
LJHS (201)	7.1670.1												
LJHS Field (013)	4.1650.1												
LHS (301)	7.1570.1												
LHS Irrig (007)	4.0616.1												
LHS Field (008)	4.1600.1												
LHS FBF RR	7.0002.1												
MVAS (491)	7.1590.1												
Soccer Fld (005)	4.0000.1												
			\$0.00		\$0.00		\$0.00		\$0.00		0.00		0.00
invoice #													
Food Serv Water Account #290 710000 331 000 000				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													
2014-15		WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER
SLE (102)	9.01	211.00		269.75		371.00							
SLE (102)	10.01	16.00	26.00	16.00	26.00	16.00	26.00						
THS Main (401)	581.01	31.00	39.00	31.00	26.00	31.00	26.00						
THS Irrigation (009)	606.01	16.00		16.00		16.00							
THS Irrigation (009)	615.01	18.50		26.00		16.00							
THS Conc (401)	616.01	16.00	26.00	16.00	26.00	16.00	26.00						
TJHS (202)	685.01	16.00	39.00	16.00	26.00	16.00	26.00						
TJHS Irrigation (010)	715.01	344.75		501.00		16.00							
		669.25	130.00	891.75	104.00	498.00	104.00						
		799.25		995.75		602.00			0.00		0.00		0.00
Invoice Number		JUN 14 WATER/SEWER		JULY 14 WATER/SEWER		AUG 14 WATER/SEWER							
Ck Date			7/15/2014		8/15/2014		9/12/2014						
		WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER
SLE (102)	9.01												
SLE (102)	10.01												
THS Main (401)	581.01												
THS Irrigation (009)	606.01												
THS Irrigation (009)	615.01												
THS Conc (401)	616.01												
TJHS (202)	685.01												
TJHS Irrigation (010)	715.01												
			0.00		0.00		0.00		0.00		0.00		0.00
Invoice Number													
Ck Date													

Lakeland Junior High

15601 N Highway 41 Rathdrum, ID 83858

School Phone: 208-687-0661 Home Phone: Fax: 208-687-1510 tspear@lakeland272.org

Superintendent
Dr. Mary Ann Ranells

Principal
Todd Spear

Athletic/Activities Director
Taylor Skidmore

Athletic Director
Todd Spear

7th Volleyball (Girls) 2014-2015

<u>Day</u>	<u>Date</u>	<u>Opponent</u>	<u>Place</u>	<u>Dismiss</u>	<u>Depart</u>	<u>Time</u>
Thursday	Sep. 18	Bonnors Ferry (<i>Lakeland vs Bonnors Ferry Middle School</i>)	Lakeland Junior High Gym			4:00PM
Friday	Sep. 19	Coeur d'Alene Charter Academy (<i>Lakeland vs CDA Charter</i>)	Lakeland Junior High Gym	TBA		4:00PM
Tuesday	Sep. 23	@ Post Falls Middle School (<i>Lakeland vs Post Falls</i>)	Post Falls Middle School	2:35PM	2:45PM	3:30PM
Wednesday	Sep. 24	OPEN DATE (<i>LJHS Picture Day</i>)	Lakeland Junior High Gym	TBA		3:15PM
Thursday	Sep. 25	@ Kellogg Middle School (<i>Lakeland vs Kellogg</i>)	Kellogg Middle School	2:05PM	2:15PM	4:00PM
Tuesday	Sep. 30	Timberlake Junior High School (<i>Lakeland vs Timberlake Junior High School</i>)	Lakeland Junior High Gym			4:00PM
Thursday	Oct. 02	@ Woodland Middle School (<i>Lakeland vs Woodland Middle School</i>)	Woodland Middle School	2:25PM	2:35PM	3:30PM
Tuesday	Oct. 07	@ River City Middle School (<i>Lakeland vs River City Middle School</i>)	River City Middle School	2:25PM	2:30PM	3:30PM
Thursday	Oct. 09	@ Sandpoint Middle School (<i>Lakeland vs Sandpoint Middle School</i>)	Sandpoint Middle School	2:05PM	2:15PM	3:30PM
Friday	Oct. 10	@ Coeur d'Alene Charter Academy (<i>Lakeland vs CDA Charter</i>)	CDA Charter Academy	2:45PM	3:00PM	4:00PM
Tuesday	Oct. 14	Lakes Middle School (<i>Lakeland vs Lakes Magnet School</i>)	Lakeland Junior High Gym	TBA		4:00PM
Thursday	Oct. 16	Canfield Middle School (<i>Lakeland vs Canfield Middle School</i>)	Lakeland Junior High Gym	TBA		4:00PM
Saturday	Oct. 18	@ Timberlake Junior High School (<i>Timberlake Invite</i>)	Timberlake Middle School		6:45AM	8:00AM

Lakeland Junior High

15601 N Highway 41 Rathdrum, ID 83858

School Phone: 208-687-0661 Home Phone: Fax: 208-687-1510 tspear@lakeland272.org

Superintendent
Dr. Mary Ann Ranells

Principal
Todd Spear

Athletic/Activities Director
Taylor Skidmore

Athletic Director
Todd Spear

8th Volleyball (Girls) 2014-2015

<u>Day</u>	<u>Date</u>	<u>Opponent</u>	<u>Place</u>	<u>Dismiss</u>	<u>Depart</u>	<u>Time</u>
Thursday	Sep. 18	@ Bonners Ferry (<i>Lakeland vs Bonners Ferry Middle School</i>)	Bonners Ferry Middle School	2:05PM	2:15PM	4:30PM
Friday	Sep. 19	Coeur d'Alene Charter Academy (<i>Lakeland vs CDA Charter</i>)	Lakeland Junior High Gym			4:00PM
Tuesday	Sep. 23	Post Falls Middle School (<i>Lakeland vs Post Falls Middle school</i>)	Lakeland Junior High Gym			4:00PM
Wednesday	Sep. 24	OPEN DATE (<i>LJHS Picture Day</i>)	Lakeland Junior High Gym			3:15PM
Thursday	Sep. 25	Kellogg Middle School (<i>Lakeland vs Kellogg</i>)	Lakeland Junior High Gym			4:00PM
Tuesday	Sep. 30	@ Timberlake Junior High School (<i>Lakeland vs Timberlake Junior High School</i>)	Timberlake Middle School	2:35PM	2:45PM	3:30PM
Thursday	Oct. 02	Woodland Middle School (<i>Lakeland vs Woodland Middle School</i>)	Lakeland Junior High Gym			4:00PM
Tuesday	Oct. 07	River City Middle School (<i>Lakeland vs River City Middle School</i>)	Lakeland Junior High Gym			4:00PM
Thursday	Oct. 09	Sandpoint Middle School (<i>Lakeland vs Sanpoint Middle School</i>)	Lakeland Junior High Gym			4:00PM
Friday	Oct. 10	@ Coeur d'Alene Charter Academy (<i>Lakeland vs CDA Charter</i>)	CDA Charter Academy	2:45PM	3:00PM	5:30PM
Tuesday	Oct. 14	@ Lakes Middle School (<i>Lakeland vs Lakes Magnet School</i>)	Lakes Middle School	2:25PM	2:35PM	3:30PM
Thursday	Oct. 16	@ Canfield Middle School (<i>Lakeland vs Canfield Middle School</i>)	Canfield Middle School	2:25PM	2:30PM	3:30PM
Saturday	Oct. 18	@ Timberlake Junior High School (<i>Timberlake Invite</i>)	Timberlake High School		6:45AM	8:00AM

Timberlake Junior High Cross Country Schedule 2014

Day	Date	H/A	School Hosting	Location	Start	Depart TLJH	Depart LLJH
Sat	13-Sep	Away	Canfield	Hayden Canyon	9:00 AM	7:00 AM	7:15 AM
Thur	18-Sep	Away	Bonnors Ferry	Naples	4:30 PM	2:15 PM	
Wed	24-Sep	Home	TLJH/LLJH	Timberlake Junior High	4:00PM		
Tues	30-Sep	Away	Post Falls	Kiwanis Park	4:00 PM	2:30 PM	2:45 PM
Sat	11-Oct	Away	Sandpoint	Riley Creek	9:00 AM	7:15 AM	7:00 AM
Thur	16-Oct	Away	Canfield/Charter	Hayden Canyon	4:00PM	2:30 PM	2:45 PM

Coach: Stacie Lawler 215-9844 sklawler@lakeland272.org

Timberlake 7th & 8th Grade Volleyball 2014

Day	Date:	Game Time:	Opponent:	Place:	Depart:
Tues	16-Sep	3:30PM	Sandpoint (7th)	Home	
Wed	17-Sep	3:30PM	Priest River	Home	
Thurs	25-Sep	4:30 PM	Bonnors	Bonnors	2:30
Tues	30-Sep	3:30 PM	Lakeland	8th @ Home	
		4:00 PM	Lakeland	7th @ Lakeland	2:50
Wed	1-Oct	4:00 PM	Kellogg	Kellogg	2:20
Tues	7-Oct	3:30 PM	Bonnors	Home	
Thurs	9-Oct	3:30 PM	River City	Home	
Tues	14-Oct	3:30 PM	Priest River	Priest River	2:10
Thurs	16-Oct	3:30 PM	St. Maries	St. Maries	1:10
Sat	18-Oct	All Day	District Tourney	7th & 8th @ Home	

Coaches - 8th Casi Reisenauer

7th Barb Adams

**AGREEMENT BETWEEN
North Idaho College
And
Lakeland School District**

THIS AGREEMENT is entered into on this 28 day of August, 2014, by North Idaho College ("NIC") and Lakeland School District (the "District"), 15506 N. Washington Street, Rathdrum, ID 83858.

RECITALS

WHEREAS, it is in the best interests of NIC and the District to provide cooperative arrangements for field experiences for students enrolled at NIC; and WHEREAS, the District has the facilities and staff to provide said educational services; NOW, THEREFORE, it is agreed as follows:

**ARTICLE I
ASSIGNMENTS**

1. Students from NIC may be assigned to certificated employees employed by the District for the purpose of field experiences. The District will accept for placement, only those NIC students who have successfully completed the standard procedures for volunteers within the school district. Field experience students are required to comply with all rules and regulations of the school district while serving in the district. Costs related to compliance are the responsibility of the student teacher.
2. Placement of the student teachers and field experience participants with District teachers ("cooperating teachers") will be made jointly by the District designee, the appropriate school Principal, and by the NIC Supervising Teacher.

District Designee's Name and Title: Lisa Sexton

NIC Supervising Teacher: Gail J. Ballard

NIC will assign a college faculty member or other approved supervisor to serve as supervisor of student teachers in the District; such person will be responsible for coordinating services of NIC, including the orienting and advising of cooperating teachers regarding the clinical experience program, and the supervision of student teachers on a regularly scheduled basis.

3. Field experience participants will comply with all applicable laws and regulations and with District and building policies and procedures. Any reasonable accommodation needed by a student teacher or experience participant with a disability will be provided and/or paid for by NIC.
4. The District will make available to student teachers the activities in which any teacher might be expected to participate as a teacher in a school and community, namely; classroom teaching, extra-class activities, pupil guidance and counseling, administrative relationships, intra-school faculty activities, community relationships, and professional self-growth activities.

**ARTICLE II
SCHOOL PERSONNEL EXPERIENCE AND TRAINING**

1. The District agrees that:

School personnel working with candidates for the required . . . field experiences must have had three years experience in the role supervised (i.e., as a teacher, administrator, or ESA), have been oriented to their responsibilities, and have been given training by the college or university and/or school district in their role and responsibilities.

2. Orientation and training for cooperating teachers will be provided by NIC.

**ARTICLE III
PROFESSIONAL SERVICES AND COMPENSATION**

1. The District agrees to allow members of its staff to provide administrative and professional supervision of field experience participants insofar as their presence affects provision of educational services and/or care of District students.
2. On-going evaluation of the field experience student by the cooperating teacher will include a formative mid-term evaluation (written or oral) and an official, written summative final evaluation.
3. Evaluation of the field experience student may be done collaboratively with the Principal and NIC Supervising Teacher.
4. Field experience students will not be concurrently employed or serve as substitute teachers of the District.

**ARTICLE IV
INDEMNIFICATION AND INSURANCE**

Each party to this agreement shall be responsible for damages to persons and/or property resulting from negligence on the part of itself, its employees, or its agents.

District agrees that they do not discriminate on the basis of race, color, religion, sex, age, national origin, or handicap.

NIC is responsible to provide for necessary insurance for student teachers placed with the District.

**ARTICLE V
TERMINATION**

Either party may terminate this Agreement by written notice to the other party at least thirty (30) days in advance of the beginning of any University term. The District reserves the right to terminate the placement of any student teacher or field experience participant when it is in the best interests of the District to do so, but will consult with the NIC Supervising Teacher before doing so.

**ARTICLE VI
TERM OF AGREEMENT**

The term of this Agreement shall be for one (1) year from the date of this Agreement. This Agreement may be renewed for additional periods of one (1) year if approved by both parties in writing.

Lakeland School District:

By: Jisa Dutton
Its: _____

Date: 9/3/14

North Idaho College:

By: _____

Its: _____

Date: _____

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



June 2, 2014

IHSAA Office
Julie Hammons – Assistant Director
8011 Ustick Rd.
Boise, ID 83704

Dear Julie,

Lakeland High School is seeking permission from the IHSAA Board of Directors to allow Timberlake High School and Lakeland High School to form a Combined Cooperative agreement in dance without combining the enrollments in order to allow freshmen, Makkaylah Brunko, to participate on the Lakeland High School's performance dance team for the 2014-2015 school year. Lakeland has a performance dance team and a competitive dance team. We understand we would need to form a Combined Cooperative Program with Timberlake to allow her to participate on either dance team according to NFHS policy.

Lakeland HS is not interested in combining enrollments based on the stipulations of the Combined Cooperative Program due to the fact that the above student is participating on the performance dance team only and not the competitive dance team. Combining the enrollments of our two schools would put us in the 5A classification for competitive dance. Our competitive dance team has only been in existence for a year and competing at the 5A level would diminish its capacity to sustain itself.

Timberlake HS does not have either a performance or competitive dance team and this would give their students an opportunity to participate on a performance level. We are not seeking to create an unfair advantage over any other school by allowing this Timberlake student to join our competitive dance team; we simply are trying to provide an opportunity for her to participate in dance on the performance level.

If you have any questions or need further clarification, please let us know. Thank you for your consideration.

Sincerely,

Conrad Underdahl
Principal; Lakeland High School

LAKELAND SCHOOLSLakeland Schools
Lakeland272.org

Trent Derrick <tderrick@lakeland272.org>

Letter of Appeal for Dance

Julie Hammons <hammonsj@idhsaa.org>
To: Trent Derrick <tderrick@lakeland272.org>

Wed, Jun 4, 2014 at 10:39 AM

Trent,

I talked to John about this and we are going to go ahead and approve a collective co-op in dance. Timberlake and Lakeland would both need to submit co-op applications to the Dist I Board of Control and mark *collective co-op. I'll let Larry Schwenke know we are allowing this. The applications would then go to our Board for approval.

Let me know if you have any other questions,

Julie Hammons
Asst. Director
IHSAA

From: Trent Derrick <tderrick@lakeland272.org>
Date: Monday, June 2, 2014 2:47 PM
To: Julie Hammons <hammonsj@idhsaa.org>
Cc: Conrad Underdahl <cunderdahl@lakeland272.org>, Janelle Moffett <jmoffett@lakeland272.org>
Subject: Letter of Appeal for Dance

[Quoted text hidden]

APPLICATION FOR A COOPERATIVE PROGRAM

This application must be completed by each school involved in the cooperative program and approved by the District Board of Control before the IHSAA Board of Directors will consider the application. A separate application must be submitted for each activity. Cooperative programs are approved for a maximum of two years. Send your application to your District Board of Control Secretary for approval and they will forward to the IHSAA Office.

-
1. Type of Cooperative Program you are requesting: COLLECTIVE **COMBINED**
 2. Name of applying school: Lakeland H.S. Is this school the Primary Sponsoring School: **YES** NO
 3. Other school(s) involved in this application: Timberlake High School
 4. Activity covered by this application: Dance - Performance Dance Only
 5. This application is for school years: 20 14 - 20 15 ; 20 15 - 20 16

THOSE SCHOOLS APPLYING FOR A COMBINED COOPERATIVE PROGRAM: STATE DEPARTMENT OF EDUCATION ENROLLMENT NUMBERS THAT ARE USED TO DETERMINE A SCHOOL'S CLASSIFICATION WILL BE ADDED TOGETHER TO DETERMINE THE CLASSIFICATION IN WHICH THE COMBINED SCHOOLS WILL PARTICIPATE.

[Signature] (PRINCIPAL) [Signature] (SUPERINTENDENT) 6/16/14 (DATE)

These signatures verify that the School District Board of Trustees approves this cooperative.

(DIST. BOARD OF CONTROL SEC. OR PRES.) _____ (DATE) APPROVE DENY

COMMENTS: Since this is for performance dance only, we are requesting
enrollments not be combined per NFHS policy. Students from TLHS will
not be allowed on the competitive dance team.

OFFICIAL ACTION OF IHSAA BOARD OF DIRECTORS

APPROVED DENIED

AS A COMBINED COOPERATIVE YOU WILL PARTICIPATE IN THE FOLLOWING CLASSIFICATION:

5A 4A 3A 2A 1A DIV. I 1A DIV. II

(EXECUTIVE OR ASSISTANT DIRECTOR) _____ (DATE)

COMMENTS: _____

APPLICATION FOR A COOPERATIVE PROGRAM

This application must be completed by each school involved in the cooperative program and approved by the District Board of Control before the IHSAA Board of Directors will consider the application. A separate application must be submitted for each activity. Cooperative programs are approved for a maximum of two years. Send your application to your District Board of Control Secretary for approval and they will forward to the IHSAA Office.

- 1. Type of Cooperative Program you are requesting: COLLECTIVE COMBINED
2. Name of applying school: Timberlake H.S. Is this school the Primary Sponsoring School: YES NO
3. Other school(s) involved in this application: Lakeland High School
4. Activity covered by this application: Dance - Performance Dance Only
5. This application is for school years: 2014 - 2015; 2015 - 2016

THOSE SCHOOLS APPLYING FOR A COMBINED COOPERATIVE PROGRAM: STATE DEPARTMENT OF EDUCATION ENROLLMENT NUMBERS THAT ARE USED TO DETERMINE A SCHOOL'S CLASSIFICATION WILL BE ADDED TOGETHER TO DETERMINE THE CLASSIFICATION IN WHICH THE COMBINED SCHOOLS WILL PARTICIPATE.

Signatures of Principal, Superintendent, and Date (6-17-14)

These signatures verify that the School District Board of Trustees approves this cooperative.

(DIST. BOARD OF CONTROL SEC. OR PRES.) (DATE) APPROVE DENY

COMMENTS: - see comments on Lakeland's application.

OFFICIAL ACTION OF IHSAA BOARD OF DIRECTORS

APPROVED DENIED

AS A COMBINED COOPERATIVE YOU WILL PARTICIPATE IN THE FOLLOWING CLASSIFICATION:

5A 4A 3A 2A 1A DIV. I 1A DIV. II

(EXECUTIVE OR ASSISTANT DIRECTOR) (DATE)

COMMENTS:

August 1, 2014

RECEIVED AUG 04 2014

Dear Superintendent:

As you well know, the State Board of Education requires many regulations in the State of Washington. Washington State University is no exception. The Professional Educators Standards Board has stringent requirements on all university certification programs to ensure that all programs meet set standards.

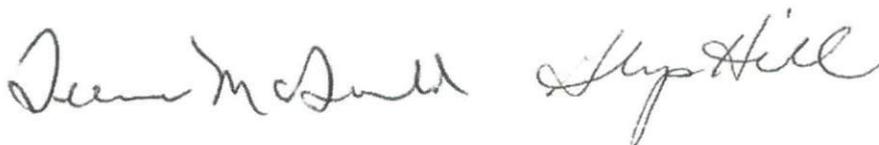
One of the regulations is that all universities need to have approved formalized agreements for placement of principal and superintendent certification interns in K-12 districts. Through our WSU contracts office, we have drawn up an agreement that meets the requirements of the State and hopefully meets the needs of both the District and the University as we continue to partnership together with administrative interns.

Attached is the formalized agreement, which only has to be signed off every five years, to be approved by you and your District. This field placement agreement meets WAC 181-78A-125 and should be approved by your school board as a formal agreement. If you have a current intern, a less formal agreement with the current intern, his or her field supervisor, and the District will also need to be signed, but doesn't involve this formal process.

We will keep track of the formalized agreements and in five years, the agreement allows both parties to agree for its continuation by way of two-way communication. We know you as a superintendent are constantly bombarded with more paperwork, and we are doing our best to make this a streamlined process that should not take much time to complete.

Again, WSU thanks you for continuing to help mentor and train our future leaders and we appreciate your prompt attention to having this formal agreement signed and sent back to WSU. As soon as you have it completed, please scan the original and send to naomi.konis@wsu.edu.

Sincerely,



WSU Principal Certification Program Directors –Dr. Teena McDonald
WSU Superintendent Program Director – Dr. Glenys Hill

**Washington State University-School District
Principal Certification /Superintendent Certification Internship Agreement**

This Agreement is made and entered into by and between LAKELAND JT S.D. ("District") and Washington State University, through its College of Education, Department of Educational Leadership, Sports Studies, and Educational/Counseling Psychology ("WSU").

RECITALS:

WSU's curriculum for preparing students enrolled in its Superintendent and Principal Certification Programs in the College of Education includes a requirement for the students to acquire practical experience in the duties and responsibilities of the administrator in a school setting prior to earning the certification.

The District has suitable experiences, supervisors, and facilities available for the educational experience of such students. It is mutually beneficial to WSU and District to have WSU's students participate as interns at District's facilities.

THE PURPOSE OF THIS AGREEMENT is to provide the cooperative arrangements for the educational experiences for students enrolled in the College of Education at Washington State University. This Agreement sets forth the duties and responsibilities of the District and WSU with respect to these experiences. As consideration for the mutual covenants and agreements contained in this document, WSU and District agree as follows:

I. GENERAL PROVISIONS

- a. Following execution of this Agreement, and within the scope of its provisions, WSU and District may develop individual letter agreements to formalize operational details of the student intern program at District. These details may include, but are not limited to, the following:
 - i. The specific site(s), which are part of the District, to which student will be assigned ("Training Site").
 - ii. Specific learning objectives and performance expectations for students.
 - iii. Specific allocation of responsibilities for the District's Mentor and the WSU representative to whom the student will be assigned.
 - iv. Format and standards for student progress reports and evaluation forms.Any such letter agreements will be considered as attachments to this Agreement, will be binding on the parties when signed by authorized representatives of each party, and may be modified by subsequent letter agreements signed by authorized representatives of each party.
- b. WSU and District will jointly plan the internship experience for each student, and shall jointly evaluate the students. Exchange of information will be maintained by on-site visits to the Training Site when practical and by letter or telephone in other instances.
- c. WSU and District will instruct their respective faculty and staff, and the students participating in the Superintendent or Principal Certification Program, to maintain confidentiality of information as required by law and by policies and procedures of WSU and District.
- d. WSU and District will each comply with all rules and regulations of the other party and all state and federal laws applicable to this Agreement.
- e. Student interns, while engaged in the educational program provided pursuant to this Agreement, shall retain the status of students working towards the fulfillment of their certification requirements. Students are not employees or agents of WSU. Students shall not displace regular

employees of District. Students are not entitled to any monetary or other remuneration for services performed at the Training Site, except for those Students who are also employees of the District where they are placed as interns and who may also receive monetary remuneration pursuant to their official School District responsibilities.

- f. District personnel participating in the educational program provided pursuant to this Agreement are, and shall remain employees of the District for all purposes, except for those District personnel who are also employed by WSU when they are acting within the scope of their official WSU responsibilities.
- g. The District may remove an intern from placement for violating District rules and regulations or for such actions the District views as detrimental to its operations. District and WSU will consult before final action is taken.

II. LIABILITY COVERAGE PROVISIONS

- a. Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.
- b. WSU and its officers, employees, and agents, while acting in good faith within the scope of their official WSU duties, are covered by the State of Washington Self-Insurance Program and the Tort Claims Act (RCW 4.92.060 et seq.), and successful claims against WSU and its employees, officers, and agents in the performance of their official WSU duties in good faith under this Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130.
- c. District maintains liability coverage for its employees, officers, and agents in the performance of this Agreement, including all employees, officers, and agents who will be at the Training Site, and further provides the means for defense and payment of claims that may arise against the District, Training Site, or such individuals.
- d. District will accept placement of only those students who are insured against liability for actions or inactions occurring in the internship setting. Students participating in an internship program will be covered by an experiential student policy offered through Washington State University, acquired by the student through another source, or by the School District if the participating Student is also a District employee and the District provides such coverage. The limits on the liability policy shall be, at minimum, \$1,000,000 per occurrence. Certificates of such coverage purchased by the student will be provided to Training Site upon request. Should proof of insurance not meet with District's approval and satisfaction, District can refuse to accept any student for placement.

III. The District agrees to:

- a. Orient the intern to the administrative policies, rules, standards, schedules and practices of the site.
- b. Assign an internship mentor to: (a) supervise the student intern while at the Training Site; (b) guide and assist the intern in planning and implementing internship activities; (c) provide feedback and counsel to the intern on a regular basis; and (d) periodically review with the intern self-assessments and certify the intern has demonstrated evidence of meeting standards and skills identified and agreed upon by the District and WSU.
- c. Provide opportunities for the intern to engage in a variety of district meetings and activities and to pursue his/her learning objectives.
- d. Provide the intern with adequate workspace and resources (e.g., office supplies, access to computer) needed to conduct internship activities.

- e. Meet as needed with WSU personnel to plan, evaluate, and modify the student intern program, and to assist/cooperate in the collection of data/research that will assist WSU to evaluate its programs and potential success of its students.
- f. Treat interns as professionals, provide clear expectations that they follow all rules and regulations established by the District, and train them to be aware of and follow such rules and regulations.

IV. WSU agrees:

- a. In accordance with RCW 43.43.830 and RCW 43.43.838, an intern will not be placed at a Training Site with the District with unsupervised access to children until a background check by the Washington State Patrol and the Federal Bureau of Investigation, including fingerprint clearance, is complete and, if applicable, the Office of Professional Practices at the State Superintendent of Public Instruction has notified WSU that the candidate is cleared for such placement. Fingerprint and character clearance under RCW 28A.410.010 must be current at all times during the placement.
- b. To assign a University Supervisor to: (a) provide oversight for the internship through communications and/or site visits with the intern and the mentor; (b) meet regularly with the intern to provide guidance and counseling as to the completion of the requirements of the internship; and (c) be responsible, in cooperation with the District staff to which the intern is assigned, for the final evaluation of the intern's completion of his/her internship and recommend the intern for the appropriate certificate upon successful completion of the internship and other University and/or state of Washington requirements.
- c. To provide participating District with WSU's evaluation materials.
- d. To meet as needed with District personnel to plan, evaluate, and modify the student intern program and field experiences.
- e. To notify the student intern that he/she must adhere to the administrative policies, rules, standards, schedules and practices of the site

V. It is mutually agreed that:

- a. The central administration of the District will be responsible for assigning student interns, and working out the student's program of experience.
- b. In assigning student interns, it is recognized that, in some instances, it may be desirable for the intern to work with more than one District supervisor.
- c. The term of this Agreement shall be for five (5) years. This Agreement may be renewed for additional periods if approved by both parties in writing. Notwithstanding the term stated, this Agreement may be renewed, amended, or terminated at the end of each school semester, provided it may not be amended or terminated as to student interns who have not completed their internship under this Agreement, except as otherwise provided herein.

VI. Other Terms:

- a. This Agreement and any letter agreement to be attached hereto constitute the entire agreement between the parties and supersede any and all prior oral or written agreements, commitments, or understandings concerning the matters provided for in this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties hereto.
- b. The parties may modify this Agreement only by a subsequent written Agreement executed by the parties. Any modification shall be effective only if written, signed and dated by the authorized representatives of each party and attached to this Agreement.

- c. Any conflict or inconsistency in this Agreement and its attachments will be resolved by giving the documents precedence in the following order:
 - i. This Agreement; and
 - ii. Attachments to this Agreement in reverse chronological order.
- d. This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington. The parties' rights or obligations under this Agreement shall be construed in accordance with those laws. The provisions of this Agreement shall be construed to conform to those laws.
- e. All notices, requests, or other communications required to be given or sent by WSU or District, will be in writing and will be mailed by first-class mail, postage prepaid, or transmitted by hand delivery or facsimile, addressed as follows:

For WSU:

Washington State University

Contact:

Title:

Principal Certification Program

College of Education

P.O. Box 642114

Pullman, WA 99164-2114

For District:

Contact:

Title:

Office of the Superintendent

Each party may designate a change of address by notice in writing. All notices, requests or communications that are not hand delivered will be deemed received three (3) days after deposit in the U.S. mail, postage prepaid; or upon confirmation of successful facsimile transmission.

- f. If any provision of this Agreement or any provision of any document incorporated by reference, or any other agreement document or writing pursuant to or in connection with this Agreement, shall be held wholly or partially invalid or unenforceable under applicable law, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.
- g. A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to this Agreement.
- h. District will permit, on reasonable notice and request, the inspection of District facilities by agencies charged with responsibility for accreditation of WSU.

VI. Authorized Signatures

The parties executing this Agreement below hereby certify they have the authority to sign this Agreement on behalf of their respective parties and that the parties agree to the terms and conditions of this Agreement as shown by the signatures below.

FOR DISTRICT

FOR WASHINGTON STATE UNIVERSITY

Recommended by:

Recommended by:

[Title]

[Title]

Printed Name:

Printed Name:

Date: _____

Date: _____

Approved by:

Approved by:

Superintendent

[Title]

Printed Name:

Printed Name:

Date: _____

Date: _____

Student Data Privacy and Security

The efficient collection, analysis, and storage of student information is essential to improve the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. The privacy of students and the use of confidential student information is protected by federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency, and Accountability Act of 2014 (Idaho Data Accountability Act).

Student information is compiled and used to evaluate and improve Idaho’s educational system and improve transitions from high school to postsecondary education or the workforce. The Data Management Council (DMC) was established by the Idaho State Board of Education to make recommendations on the proper collection, protection, storage and use of confidential student information stored within the Statewide Longitudinal Data System (SLDS). The DMC includes representatives from K-12, higher education institutions and the Department of Labor.

This model policy is required by the Idaho Data Accountability Act. In order to ensure the proper protection of confidential student information, the District shall adopt, implement and electronically post this policy to its’ website. It is intended to provide guidance regarding the collection, access, security, and use of education data to protect student privacy. This policy is consistent with the DMC’s policies regarding the access, security, and use of data maintained within the SLDS. Violation of the Idaho Data Accountability Act may result in civil penalties.

Definitions

Administrative Security consists of policies, procedures, and personnel controls including security policies, training, and audits, technical training, supervision, separation of duties, rotation of duties, recruiting and termination procedures, user access control, background checks, performance evaluations, and disaster recovery, contingency, and emergency plans. These measures ensure that authorized users know and understand how to properly use the system in order to maintain security of data.

Aggregate Data is collected or reported at a group, cohort or institutional level and does not contain PII.

Data Breach is the unauthorized acquisition of PII.

Logical Security consists of software safeguards for an organization’s systems, including user identification and password access, authenticating, access rights and authority levels. These

measures ensure that only authorized users are able to perform actions or access information in a network or a workstation.

Personally Identifiable Information (PII) includes: a student's name; the name of a student's family; the student's address; the students' social security number; a student education unique identification number or biometric record; or other indirect identifiers such as a student's date of birth, place of birth or mother's maiden name; and other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances, to identify the student.

Physical Security describes security measures designed to deny unauthorized access to facilities or equipment.

Student Data means data collected at the student level and included in a student's educational records.

Unauthorized Data Disclosure is the intentional or unintentional release of PII to an unauthorized person or untrusted environment.

Collection

The District shall follow applicable state and federal laws related to student privacy in the collection of student data.

Access

Unless prohibited by law or court order, the District shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records.

The Superintendent or designee, is responsible for granting, removing, and reviewing user access to student data. An annual review of existing access shall be performed.

Access to PII maintained by the District shall be restricted to:

- (1) the authorized staff of the District who require access to perform their assigned duties; and
- (2) authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties; and
- (3) vendors who require access to perform their assigned duties.

Security

The District shall have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure. The District shall immediately notify the Executive Director of the Idaho State Board of Education and the State Superintendent of Public Instruction in the case of a confirmed Data Breach or confirmed

Unauthorized Data Disclosure. The District shall also notify in a timely manner affected individuals, students, and families if there is a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

Use

Publicly released reports shall not include PII and shall use Aggregate Data in such a manner that re-identification of individual students is not possible.

District contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, shall include the following provisions which are intended to safeguard student privacy and the security of the data:

1. Requirement that the vendor agree to comply with all applicable state and federal law;
2. Requirement that the vendor have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure;
3. Requirement that the vendor restrict access to PII to the authorized staff of the vendor who require such access to perform their assigned duties;
4. Prohibition against the vendor's secondary use of PII including sales, marketing or advertising;
5. Requirement for data destruction and an associated timeframe; and
6. Penalties for non-compliance with the above provisions.

The District shall clearly define what data is determined to be directory information.

If the District chooses to publish directory information which includes PII, parents must be notified annually in writing and given an opportunity to opt out of the directory. If a parent does not opt out, the release of the information as part of the directory is not a Data Breach or Unauthorized Data Disclosure.

Cross Reference: 3570 – 3570P Student Records

Legal Reference: 20 U.S.C. § 1232g Family Education Rights and Privacy Act
34 C.F.R. 99 Family Education Rights and Privacy Act
I.C. § 33-133 Idaho Student Data Accessibility, Transparency, and
Accountability Act

Policy History:

Adopted on:

Revised on:

Lakeland Jt. School District 272

Technology Use Notification

The purpose of this Technology Use Notification is to describe the responsibilities and privileges of users of Lakeland Jt. School District 272's technology resources. Lakeland Jt. School District 272 provides technology resources for the educational and professional benefit of its students and staff. Commercial use, such as promoting or advertising any business, is strictly prohibited. Lakeland's network may not be used to promote or solicit for any political or charitable cause or organization unless it is a Lakeland Jt. School District 272 or school-approved cause.

The District's Board Policies on Technology govern the acceptable use of technology, regardless of whether those policies are explicitly spelled out in this document. District policies can be viewed on the District web site at <http://web.lakeland272.org/>.

Students and staff are required to comply with Lakeland technology policies in order to use the District's technology resources. Lakeland administration, faculty, and/or staff reserve the right to deny or suspend User access if User breaks the terms of technology policies. Severe infractions may result in termination of employment or school expulsion. User will be informed of the suspected violation and given an opportunity to present an explanation. User may request a review hearing of a building administrator within seven (7) days of such suspension or termination.

INTERNET SAFETY: To promote the safety and security of users of the Lakeland Network, and to ensure compliance with the Children's Internet Protection Act (CIPA), blocking and filtering protection measures and security controls are used to the extent practical. Educators may request approval for Technology Services staff to unblock access to sites containing material which is appropriate for valid educational purposes. Parents/guardians may sign a form which requests that the student not participate in the use of the Internet. The form "Student Internet Access Restriction Form" is available on the District web site.

Lakeland Jt. School District 272 does not condone or permit the use of materials which are defamatory, abusive, obscene, profane, sexually-oriented, threatening, racially offensive or illegal, and User may not knowingly bring such materials into the school environment. System administrators and Lakeland Jt. School District 272 do not have control of information residing on other systems.

Students' and employees' home and personal Internet use can have an impact on the school and on other students and employees. If personal Internet expression – such as a threatening message to another person, or a violent web site – creates a likelihood of material disruption to the school's or District's operations, the User may face disciplinary action and criminal penalties.

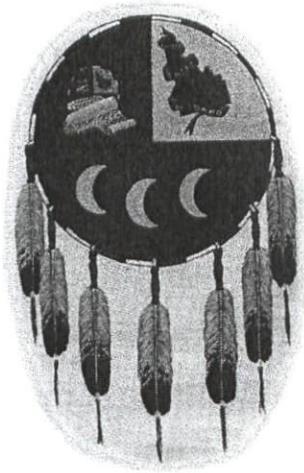
PRIVACY: Personal information about any student or staff member should be assumed to be confidential, and User should never disclose or transmit such information via the Lakeland Network except in strict compliance with the law and District policy. However, Users should not expect that files and information will always be private. System operators have access to stored data including e-mail, and sophisticated or privileged users on the network may gain access to such data. System administrators will not intentionally inspect the contents of personal files or e-mail, or disclose such contents to other than the author or an intended recipient, without the consent of the author or intended recipient, unless required to do so by law or policies of Lakeland Jt. School District 272, or to investigate complaints regarding data which is alleged to contain impermissible material. System administrators reserve the right to monitor all activity on the Lakeland network and to cooperate fully with Lakeland Jt. School District 272, local, state, or federal officials in investigations concerning any data stored on or transmitted via the Lakeland Network.

INFORMATION CONTENT & USES OF the LAKELAND NETWORK: Opinions, advice, services and all other information expressed by users, information providers, service providers, or other third-party personnel on Lakeland Network are those of the user or provider and not necessarily of District 272. System administrators or their designees reserve the right to refuse storage or posting of files or information and to remove files or information in order to comply with District guidelines and policies and to maintain the integrity and availability of the Lakeland Network.. System administrators reserve the right to set quotas for storage on the network. User may be required to use removable media for storage of data rather than network resources.



Users of the Lakeland Network shall:

- Use the technology equipment for educational purposes, not for personal or commercial business on district time, nor for any illegal purpose, nor for any other activity prohibited by District policies or guidelines.
- No student use of direct communication such as instant messaging or online chat during class time or on the Lakeland network unless under the direction supervision of teaching or administrative staff for educational purposes.
- Be responsible at all time for proper use of accounts:
 - Use only assigned accounts and keep passwords confidential; **NO STUDENT USE OF STAFF ACCOUNTS**
 - Not permit others to use accounts for which I am responsible.
 - Prevent unauthorized use by logging off of or locking any computer that I am not directly monitoring.
- Protect the privacy of others and myself:
 - Not view, use, transmit, or copy information of files for which I am not authorized.
 - Not disclose personal or private information about others or myself.
- Respect and protect the intellectual property of others:
 - Be responsible for determining whether or not any material, including software, text, music files, movies, etc., is in the public domain for using, copying, distributing or installing it.
 - Not use copyrighted or licensed material without permission, recognizing that it is illegal.
 - Not plagiarize (use another person's work without permission and attribution).
- Treat Lakeland Network with respect, to protect its security, integrity and availability:
 - Not disable or interfere with any antivirus or anti-malware protection and to immediately notify school personnel if a virus or malicious software is found.
 - Report any security risks or violation to a teacher or school personnel.
 - Not destroy, damage or alter equipment, information or resources that do not belong to me.
 - Use only approved technology equipment and software within the District.
 - Not use personally owned technology without the approval of the District.
 - Not permit others (such as family or friends) to use District technology assigned for my use.
 - Not send spam, chain letters, or other mass unsolicited mailings.
- Repect and practice community principles and ethics:
 - Use polite communication; no harassment or bullying, or abrasive, vulgar or inappropriate language.
 - Not intentionally access, transmit, copy or create any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material; and to immediate report accidental access to a teacher or administrator.
 - Avoid material on the Internet that does not relate to educational pursuits.
 - Not transmit materials, information or software in violation of any local, state or federal law.
- Conform to all Lakeland Board Policies regarding technology while using Lakeland resources.



Kootenai Tribe of Idaho

P.O. Box 1269
Bonners Ferry, ID 83805
Ph# (208) 267-3519
Fax (208) 267-2960

RECEIVED AUG 27 2014

August 26, 2014

Lakeland School District
P.O. Box 39
Rathdrum, Idaho 83858

Dear Lakeland School District:

In the spirit of Proposition 1, the Kootenai Tribe of Idaho is proud to present the enclosed check in the amount of \$5,000 to the Lakeland School District, its staff and students. The Kootenai Tribe of Idaho is proud and honored to be a part of the education of our young people. As always, we would love to hear any feedback or stories on the great things you are able to do with the funding.

Sincerely,

Gary Aitken Jr., Chairman
Kootenai Tribe of Idaho

AMENDMENT TO ARTICLES OF AGREEMENT
RE: THE CREATION OF A COOPERATIVE SERVICE AGENCY

THIS Amendment to that certain Agreement entered into by and between Coeur d'Alene School District No. 271, Lakeland Joint School District No. 272, and Post Falls School District No. 273 as said Articles were executed, (the last date of execution of the same being August 26, 2009), which districts herein and therein are referred to as School Districts or Districts, generally operating in Kootenai County, Idaho, and acting pursuant to the authority of the Boards of each of the districts, as authorized by Title 33, Idaho Code and Title 67, Idaho Code (Title 67 referring to the Cooperative Service Statute and the Joint Powers Act of the State of Idaho respectively) due hereby amend those certain Articles of Agreement re: the Creation of a Cooperative Service Agency between Coeur d'Alene School District No. 271, Lakeland Joint School District No. 272, and Post Falls School District No. 273 for the purposes of creating Kootenai Technical Education Campus (KTEC) and as follows:

Article 2, Section a., be and hereby is stricken and substituted therefore is the following:

a. Without specific limitation, to do all things a body corporate and politic may do in the State of Idaho as authorized by law, except as may be otherwise restricted by the laws of the State of Idaho. The governing board of "KTEC" shall be comprised for ~~five (5)~~ six (6) board members. Each of the three member districts shall appoint one (1) member who shall be either a Trustee or Superintendent of the respective district. The Chair and Vice Chair of the Business Advisory Committee to KTEC and one member from the governing body or officer of North Idaho College shall complete the membership of the governing board. The governing board shall also provide for an ex-officio member (non voting) consisting of a student attending "KTEC". The representative student who attends KTEC shall serve as an ex-officio member of the board and shall have no vote.

Except as amended hereby, the Districts reaffirm the Article of Agreement in RE: the Creation of a Cooperative Service Agency executed by Hazel Bauman then Superintendent of Schools for Coeur d'Alene School District No. 271, Dr. Mary Ann Ranells then Superintendent of Schools for Lakeland Joint School District No. 272, and Jerry Keane then and current Superintendent of Post Falls School District No. 273.

1-AMENDMENT TO ARTICLES OF AGREEMENT RE: THE CREATION OF A COOPERATIVE SERVICE AGENCY

DATED this _____ day of _____, 2014.

COEUR D'ALENE SCHOOL DISTRICT NO. 271
BY:

MATT HANDLEMAN, SUPERINTENDENT
OF SCHOOLS

LAKELAND JOINT SCHOOL DISTRICT NO 272
BY:

BRAD MURRAY, SUPERINTENDENT
OF SCHOOLS

POST FALLS SCHOOL DISTRICT NO. 273
BY:

JERRY KEANE, SUPERINTENDENT
OF SCHOOLS

JOB DESCRIPTION

TITLE: Administrative Assistant, Special Education
Medicaid Billing Clerk

QUALIFICATIONS:

1. High school diploma required, AA degree preferred;
2. Proficiency in typing, keyboarding, and data input;
3. Working knowledge of office procedures and the operation of common office equipment, machines, and software;
4. Medical insurance billing\coding experience;
5. Experience as a secretary or school secretary;
5. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable

JOB GOAL: Admin Asst: To assist and relieve administrative personnel of paper work and clerical detail so that they may devote maximum attention to the central problems of education and educational administration.

Medicaid Billing Clerk: To accurately collect and input data needed for the District to receive Medicaid reimbursements under State and Federal laws.

REPORTS TO: Director of Special Services

PERFORMANCE RESPONSIBILITIES: (Typical tasks shall include but not be limited to :)

- Utilize a variety of computer programs as required for the successful completion of duties including, but not limited to, word processing and spreadsheets.
- Prepare documents and copies as needed.
- Perform any bookkeeping task associated with the position.
- Open and distribute all incoming mail and correspondence between the Special Education Office, district schools, departments, and the public;
- Set up and maintain Medicaid database, and required files;
- Accurately enter data for Medicaid billable services;
- Submit monthly billing for payment using the district's software;
- Run various reports requested by director;
- Communicate with staff about required Medicaid components;
- Submit Physician Referrals to Physician and cross check with student's IEP;
- Review IEP's for Medicaid billable services and receipt of required documentation;
- Assist in training building staff for Medicaid compliance.
- Obtain, organize, and input a large variety of data accurately and download on a timely basis to Medicaid for eligible reimbursements.
- Interpret staff case notes to determine services eligible for Medicaid reimbursement.

- Keep reports and information current with legal requirements for the needs of the office and Medicaid reimbursement.
- Send out and monitor receipt of Consents for Assessment, and communicate status to school psychologists.
- Answer phones, file documents, and process records requests
- Maintain student, employee and district confidentiality.
- Perform other duties that may be assigned by the supervisor.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certificated personnel.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED TO BY: _____ DATE: _____
(Employee)



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: www.lakeland272.org

MEMO

TO: Board of Trustees
FROM: Tom Taggart, Director of Business and Operations
DATE: September 8, 2014
SUBJECT: New Position Pay Rate

We have redesigned the office support position in Special Education to include Medicaid billing responsibilities. Included on tonight's agenda is both approving the new job description and setting a pay rate.

Based on current positions within the school district, as well as similar positions in the surrounding area, it is my recommendation the pay rate for the Administrative Assistant\ Medicaid Billing Clerk be set at \$13.00 per hour.