

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, December 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 6:00 p.m.**
- B. **Welcome Visitors/Pledge of Allegiance 6:00 p.m.**
- C. **Approve Agenda**
 - 1. **AMENDMENT TO THE AGENDA- *BUS STOP ISSUE TO VISITOR PRESENTATION***
- D. **Consent Agenda**
 - 1. Minutes of Previous Meeting(s) - Regular Meeting of 11/10/2014 3
 - 2. Regular and Special Bills 8
- E. **Report and Presentation Agenda**
 - 1. LEA
 - 2. Visitor Presentations
 - a. Bus Stop Issue 22
 - 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. Paul Uzzi-Mountain View Alternative School
 - b. Tom Taggart- Financial 24
 - c. Brad Murray on behalf of Lisa Sexton
 - 1) Math Adoption
 - 2) Teachscape
- F. **Action Agenda**
 - 1. Approve/deny the hiring of new personnel as presented
 - 2. Approve/deny Facilitator Job Description 25
 - 3. Approve/deny the Retired and Senior Volunteer Program Station Agreement as presented 26
- G. **Discussion Agenda**
 - 1. ISBA Conference 35
 - 2. Teacher and Administrator Evaluation Policies-First Read 36
 - 3. Superintendent Evaluation
 - 4. Brett Boyer's America's Best Communities Grant

5. KTEC	
6. Town Hall Meetings	
7. Annexation update	48
8. Correspondence	
a. Discipline Reports	50
b. Other	

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
REGULAR BOARD MEETING, NOVEMBER 10, 2014**

LAKELAND JOINT SCHOOL DISTRICT NO. 272

Meeting Location
Lakeland Joint School District Administrative 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) (ABSENT)
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.

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

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 WALLACE 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.

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

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
REGULAR BOARD MEETING, NOVEMBER 10, 2014**

	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. Personnel

Administration also in attendance of this Executive Session included Superintendent Brad Murray, Assistant Superintendent Lisa Sexton, Director of Business and Operations Tom Taggart, and Clerk Brook Cunningham. Lakeland Junior High Principal Todd Spear was also present as a part of his Superintendent Internship.

Personnel ended at 5:37 p.m.

2. Student 2014-P

At 5:38 p.m. in addition to the Trustees and Administration above, Director of Special Services Susan Morrison, Timberlake Junior High Principal Chris McDougall, and Director of Information Systems Georgeanne Griffith were also present.

Student 2014-P along his grandmother and sibling also entered Executive Session at 5:38 p.m. Trustee Kyle Olmstead entered shortly thereafter.

At 5:56 p.m. Chairman Brown gaveled the Board out of Executive Session.

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

At 6:02 p.m. Chairman Brown called the meeting to order. At that time he welcomed the public.

D. Approve Agenda

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

E. Consent Agenda

1. Minutes of Previous Meeting(s) – Regular Meeting of 10/13/2014
2. Regular and Special Bills

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
REGULAR BOARD MEETING, NOVEMBER 10, 2014**

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

F. Report and Presentation Agenda

1. LEA

Amy Galloway was present. She reported that the LEA on the 31st of the month did some training on the Danielson Model. The LEA would like to continue to encourage the Board to work on unfreezing salary steps. She also reported that LEAD team is going well and the LEA is very happy with the progress there.

2. Visitor Presentations

There were no 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).

4. Staff Reports

a. Todd Spear- Lakeland Junior High

Lakeland Junior High Principal Todd Spear was the Administrator scheduled to present to the Board at this month's meeting. He began by speaking on the school's philosophy and continued on to the accomplishments. He informed that Lakeland Junior High has been in the top quartile for academic excellence and academic growth. The school is the only middle school in North Idaho given a 5 star rating. Lakeland Junior High was also ranked number 18 in the top 50 middle schools last year. The school continues to grow as Professional Learning Community and has made significant strides in technology.

b. Tom Taggart- Financial

Tom reported that the first attendance reporting period was coming up. He also reported that the District's property tax rate was going down although property values were up.

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
REGULAR BOARD MEETING, NOVEMBER 10, 2014**

c. Lisa Sexton

1) Town Hall Meetings

Lisa Sexton reported that the District hosted the 1st Town Hall Meeting at Timberlake Junior High. She mentioned although there was not a large turnout there was some great questions and discussions. The next Town Hall Meeting is next Monday at Athol Elementary.

There were a lot of questions about the CORE.

2) Math Adoption

Lisa reported that the first committee meeting was coming up this Wednesday. She is hoping to have a recommendation for the Board to approve at the April Board meeting.

3) Calendar- School Year 2015-16

Lisa commented that Brad has been communicating with Coeur d' Alene and Post Falls coordinating calendars. The Districts are pretty much on the same page except with Spring Break.

G. **Action Agenda**

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

(M/S) **OLMSTEAD/WALLACE** to approve the hiring of new personnel as presented. Hearing all ayes motion carried.

2. Approve/deny Auditors Report FY 2013/2014- Hayden & Ross, P.A.

(M/S) **WALLACE/OLMSTEAD** to approve the Auditors Report for FY 2013/2014 as presented. Hearing all ayes, motion carried.

3. Approve/deny Winter Athletic Schedules

(M/S) **SHAFFER/OLMSTEAD** to approve the Winter Athletic Schedules as presented. Hearing all ayes, motion carried.

4. Approve/deny the Member Agreement with IDLA as presented

(M/S) **OLMSTEAD/SHAFFER** to approve the Member Agreement with IDLA as presented. Hearing all ayes, motion carried.

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
REGULAR BOARD MEETING, NOVEMBER 10, 2014**

5. Approve/deny to expel Student 2014-P

(M/S) **WALLACE/ SHAFFER** to expel Student 2014-P for one calendar year, but to modify the expulsion in order to immediately re-admit the student on a one year probationary status and student contract. Hearing all ayes, motion carried.

6. Approve/deny agreement between the University of Idaho and Timberlake Junior High for Pre-Service Teachers

(M/S) **SHAFFER/OLMSTEAD** to approve the agreement between the University of Idaho and Timberlake Junior High as presented. Hearing all ayes, motion carried.

H. **Discussion Agenda**

1. ISBA Conference

The conference is this week.

2. Correspondence

- a. Discipline Reports

The reports have been made a part of the Board's packet. There were no questions or concerns.

- b. Other

Brad spoke on a document regarding the Tony Duclos donation at Timberlake High School.

A student survey regarding the after school study program at Timberlake High School was also a part of the packet.

The Post Fall Chamber of Commerce donated to the Lakeland Food Service for the Hot Dogs, Hard Hats, and Hammers event.

The Board adjourned at 7:03 p.m.

Attest:

Larry Brown, Chairman

Respectfully Submitted:

Brook Cunningham, Clerk

Avista 2014-15

Bill Date	6/25/2014		7/25/2014		8/26/2014		9/25/2014		10/24/2014		11/18/2014	
	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC	GAS	ELECTRIC
GE (105)	166.41		138.87		125.34		127.21		134.21		292.42	
MVAS (491)	157.24	376.51	118.57	249.90	117.16	189.66	113.87	391.83	259.30	487.44	780.28	547.20
MAINT (003)	8.94	212.20	8.01	192.88	4.29	186.35	4.29	195.41	11.73	213.96	91.60	309.61
TRAN (002)	25.67	305.15	12.66	203.06	4.29	220.89	14.52	256.01	37.76	254.05	231.28	673.25
JBE (101)	143.56	1,944.65	125.64	1,141.59	106.80	1,014.85	113.87	1,672.32	135.55	1,959.77	805.83	4,426.06
LJHS (201)	138.84	2,796.01	104.91	1,989.49	102.08	1,910.03	107.74	2,488.38	139.32	2,778.05	960.05	4,177.87
DO (001)	9.87	404.09	5.22	449.64	4.29	472.92	10.80	443.81	21.96	448.23	121.92	483.13
LJHS FBF (201)		10.10		10.10		10.10		19.66		51.98		34.80
LHS (301)	238.90	5,609.50	111.98	3,833.98	101.13	3,711.37	328.36	5,737.62	1,145.05	6,338.80	3,157.17	6,606.17
LHS FBF (301)		84.26		92.07		158.43		197.47		366.87		160.57
SLE (102)		1,973.48		1,140.41		910.15		1,472.36		1,979.15		2,654.20
AE (103)	28.18		9.77		4.25		5.17		18.98		191.03	
GARG HTR (002)		75.87		11.67		23.56		63.48		70.18		354.34
THS (401)	513.57	6,827.04	561.45	5,589.39	376.24	3,354.84	453.93	6,310.54	576.36	8,015.74	1,008.71	7,540.95
SOCCER FLD (005)		10.10		10.10		10.10		10.10		10.10		10.10
TLE (106)	342.98	2,680.51	104.33	1,638.35	103.40	1,357.51	243.52	2,213.64	404.37	2,598.78	1,513.85	3,364.80
TLE LITE (106)		19.57		20.82		21.21		23.14		26.27		27.62
COMM GARDEN (101)						8.23		12.05		12.20		12.95
FOOD SERV	274.20	1,230.51	157.70	939.53	164.31	974.10	266.36	1,205.57	348.76	1,329.70	581.34	1,442.76
THS GNRT (401)	323.17		74.95		76.81		85.17		135.37		300.33	
LJHS SIGN (201)		33.42		34.11		35.47		33.13		31.60		32.77
TJHS (202)	278.92	2,866.46	136.02	1,049.22	126.59	943.05	152.05	2,741.37	296.97	3,349.94	1,229.73	3,631.93
BKE (104)	176.09	1,422.71	139.79	878.54	127.53	768.46	161.48	1,474.37	205.14	1,695.31	697.46	1,807.04
SUB TOTAL	\$2,826.54	\$28,882.14	\$1,809.87	\$19,474.85	\$1,544.51	\$16,281.28	\$2,188.34	\$26,962.26	\$3,870.83	\$32,018.12	\$11,963.00	\$38,298.12
TOTAL	\$31,708.68		\$21,284.72		\$17,825.79		\$29,150.60		\$35,888.95		\$50,261.12	
CHECK DATE		7/15/2014		8/15/2014		9/12/2014		10/15/2014		11/14/2014		12/12/2014
Bill Date	6/25/2014		7/25/2014		8/26/2014		9/25/2014		10/24/2014		11/18/2014	
	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						8						
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	58839100	949.46	2832000	62.06	1011.52	10/15/2014	SEPT 14 WATER
Nov 2014			2832000	27.43	27.43	11/14/2014	OCT 14 WATER
Dec 2014			2832000	27.43	27.43	12/12/2014	NOV 14 WATER
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			CHECK	INVOICE
DATE	READING		READING		TOTAL	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	2511	35.00	2088	35.00	70.00	10/15/2014	OCT 14
NOV 2014	2511	35.00	2088	35.00	70.00	11/14/2014	NOV 14
DEC 2014	2511	0.00	2088	0.00	0.00	N/A *	DEC 14
JAN 2015							
FEB 2015							
MAR 2015							
APR 2015							
MAY 2015							
JUNE 2015							

*because of internal problems at the City of Athol, they have elected to skip February's billing - there were multiple checks that hadn't been entered into their system - they went back as far as they felt was time effective - since we had paid on time, we end up with a "free" month

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	24.50	45.40	24.50	48.80	24.50	48.80		
TRAN (002)	7.1660.1	36.95	175.72	40.85	221.71	36.95	175.72	35.00	162.00	28.50	48.80		
Food Serv	7.1610.1	47.15	83.73	53.00	152.72	51.05	129.72	62.75	283.50	46.50	48.80		
JBE (101)	7.1620.1	77.70	444.03	69.25	344.37	67.95	329.04	92.65	656.10	46.50	48.80		
JBE Annex(101)	7.1630.1	46.50	45.40	46.50	45.40	46.50	45.40	47.15	89.10	46.50	48.80		
BKE (104)	7.1580.1	64.50	45.40	64.50	45.40	67.10	106.72	76.85	234.90	64.50	48.80		
BKE Irrig (104)	4.1585.1	1,181.15		973.15		650.75		626.05					
LJHS (201)	7.1670.1	220.50	1,915.90	210.10	1,793.24	171.10	1,333.28	132.10	923.40	64.50	48.80		
LJHS Field (013)	4.1650.1	287.40		352.40		291.95		311.45					
LHS (301)	7.1570.1	69.05	129.72	72.95	175.72	85.95	329.04	105.45	591.30	64.50	48.80		
LHS Irrig (007)	4.0616.1	664.00		1,067.65		567.80		79.00					
LHS Field (008)	4.1600.1	316.65		407.65		468.75		497.35					
LHS FBF RR	7.0002.1		45.40		45.40		45.40		48.80		48.80		
MVAS (491)	7.1590.1	95.25	122.06	214.85	45.40	119.30	45.40	98.50	113.40	46.50	48.80		
Soccer Fld (005)	4.0000.1	88.50		106.70		83.95		89.15					
		3,219.80	\$3,052.76	\$3,704.05	\$2,914.76	\$2,733.60	\$2,585.12	\$2,277.95	\$3,151.30	\$432.50	\$488.00		
			\$6,272.56		\$6,618.81		\$5,318.72		\$5,429.25		\$920.50		0.00
invoice #		JULY 14 WATER/SEWER		AUG 14 WATER/SEWER		SEPT 14 WATER/SEWER		OCT 14 WATER/SEWER		NOV 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		496.00		97.25		16.00	
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	31.00	39.00	31.00	26.00	31.00	26.00	29.75	99.66	56.00	138.66	38.50	78.00
THS Irrigation (009)	606.01	16.00		16.00		16.00		16.00		16.00		16.00	
THS Irrigation (009)	615.01	18.50		26.00		16.00		32.25		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	16.00	39.00	16.00	26.00	16.00	26.00	24.75	82.33	36.00	121.33	19.75	65.00
TJHS Irrigation (010)	715.01	344.75		501.00		16.00		988.50		94.75		16.00	
		669.25	130.00	891.75	104.00	498.00	104.00	1,619.25	233.99	348.00	311.99	154.25	195.00
		799.25		995.75		602.00		1,853.24		659.99		349.25	
Invoice Number		JUN 14 WATER/SEWER		JULY 14 WATER/SEWER		AUG 14 WATER/SEWER		SEPT 14 WATER/SEWER		OCT 14 WATER/SEWER		NOV 14 WATER/SEWER	
Ck Date		7/15/2014		8/15/2014		9/12/2014		10/15/2014		11/14/2014		12/12/2014	
		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													

KOOTENAI ELECTRIC

FY 2014-15

	6/15/14-	7/15/14-	8/15-	9/15-	10/15-								
	7/15/2014	8/15/2014	9/15/2014	10/15/2014	11/15/2014								
103 AE	984.93	932.42	1,497.39	1,785.49	2,726.69								
Mtr 5968959	63.82	69.17	79.46	86.26	97.39								
Mtr 83699138	907.58	849.72	1,404.40	1,685.70	2,615.77								
Sec Light	13.53	13.53	13.53	13.53	13.53								
105 GE	786.32	745.04	1,176.02	1,479.62	1,903.94								
PAID	1,771.25	1,677.46	2,673.41	3,265.11	4,630.63	0.00							
ck date	7/31/2014	8/29/2014	9/29/2014	10/31/2014	12/3/2014								

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	220922	230202	928000	2,125.20	40.00	2,165.20	9/29/2014
Oct 2014	230202	236520	631800	1,443.94	40.00	1,483.94	10/31/2014
Nov 2014	236520	236719	19900	55.04	40.00	95.04	11/22/2014
Dec 2014							
Jan 2015							
Feb 2015							
Mar 2015							
Apr 2015							
May 2015							
June 2015							
						6996.11	

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	617.50	9/29/2014	TLE OCT 14 SEWER
NOV 14	617.50	10/31/2014	TLE NOV 14 SEWER
DEC 14	617.50	11/21/2014	TLE DEC 14 SEWER
JAN 15			
FEB 15			
MAR 15			
APR 15			
MAY 15			
JUNE 15			

3,705.00

	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
December 8, 2014

Gross Salaries		1,665,442.88	
Gross Benefits		468,896.40	
Howell, Shana	Petty Cash Replenishment	111.73	83616
Husky Trucks	Tran Supplies	39.98	83617
Idaho Department of Education	November 13, 2014 Fingerprinting	80.00	83618
Idaho Digital Learning Academy	iDig Learning Blended Consortium Membership Fee	4,750.00	83619
Kimmel Athletic	Maint Supplies (LHS/ Replacement Backboard)	1,150.00	83620
MakeMusic!	SmartMusic Subscription (AE, SLE)	228.00	83621
Panhandle Health District 1	FS License Renewal, Federal Mandated 2nd Inspection	2,475.00	83622
Platt Electric Supply	Maint Supplies	303.00	83623
Pottery Making Illustrated	Subscription (LHS)	24.95	83624
Royal Business Systems	Office Supplies	180.00	83625
ATS Inland NW	Services (Maint)	1,357.50	83694
Follett School Solutions	Library Books	410.04	83695
IBF	Office Supplies	137.74	83696
Interstate Concrete & Asphalt	Maint Supplies	316.09	83697
J & R Electronics	Tran/Maint Digital Radio Service December 2014	1,600.00	83698
Johnson, Brandi	Expense Claim Reimbursement	214.41	83699
Les Schwab Tire Center	Services (Maint)	1,159.47	83700
MacArthur Co	Maint Supplies	1,664.64	83701
Riverside Hotel, The	Lodging (ISBA Conference)	1,364.00	83702
Stein Bros	Instructional Materials	17.29	83703
James Brown	Services (THS/ Track Drainage) Final Payment	10,000.00	83704
AlSCO	Coverall Service	41.13	83705
Bus Parts Warehouse	Tran Supplies	55.08	83706
CIS - Department of Labor	Subscription 9/1/2014 - 8/31/2015	1,375.00	83707
Coeur d'Alene Garbage Svc	Dumpster Dumping 11/1-30/2014	52.00	83708
De Lage Landen	Copier Lease 11/15 - 12/14/2014	821.70	83709
Harlow's Bus Sales	Tran Supplies	1,301.29	83710
Kootenai Electric Coop	AE/GE Electricity 10/15 - 11/15/2014	4,630.63	83711
Kootenai Health Cash Team	Services (SPED)	3,493.18	83712
Mathalicious	Subscription (TJHS)	185.00	83713
Miller's Food City	Instructional Materials	396.14	83714
Napa Auto Parts	Tran/Maint Supplies	851.75	83715
Perma-Bound	Library Books	124.00	83716
PlumbMaster	Maint Supplies	252.62	83717
Rathdrum, City of	Maint Supplies	908.80	83718
Rathdrum Trading Post Hardware	Tran/Maint Supplies	371.86	83719
Region I ID School Boards Assn	2014-15 Annual Dues	50.00	83720
Stein Bros	Maint Supplies/ Instructional Materials	40.74	83721
USA Vacuum	Maint Supplies	800.40	83722
Walmart	BASE Supplies/ Instructional Materials	531.84	83723
Wayfair	Equipment (GE)	1,400.00	83724
Howell, Shana	Petty Cash Replenishment	96.78	83725
	17		
Allen Goodall P.T.	Services (SPED)	232.12	83626

AlSCO	Coverall Service	82.26	83627
AlSCO	Coverall Service	41.13	
AM Hardware	Maint Supplies	1,624.24	83628
American Time	Maint Supplies	911.90	83629
AmSan	Maint Supplies	1,978.49	83630
Avista	November 2014 Electricity/ Natural Gas	50,261.12	
Baker, Diana	Expense Claim Reimbursement	28.00	83631
Bar Circle "S" Water	November 2014 Water (GE)	27.43	
Barcenez, Poley E	Maint Supplies	130.00	83632
Cameron, Cherie	Field Trip Meals 10/16-11/15/2014	5.00	83633
Carey, Sarah	Field Trip Meals 10/16-11/15/2014	5.00	83634
Cd'A Metals	Instructional Materials	1,418.31	83635
CDW Government	Tech Equipment	9,027.76	83636
Cenex Cooperative Supply	#2 Dyed Diesel	8,563.37	83637
Craig-Johnson, Becky	Field Trip Meals 10/16-11/15/2014	30.00	83638
Dominos Pizza	FS/ Pizza for Ala Carte Sales 11/3-14/2014	695.50	83639
Eagle Peak Containers	Maint Supplies	378.00	83640
Follett School Solutions	Library Books	86.03	83641
Graybar	Maint Supplies	277.68	83642
GTS Interior Supply	Maint Supplies	230.71	
Harmon, Robert	Field Trip Meals 10/16-11/15/2014	5.00	83643
Hayden Ross	Services (Annual Audit for Year Ended 6/30/2014)	13,500.00	83644
Holmes, Victor	Field Trip Meals 10/16-11/15/2014	10.00	83645
Horizon	Maint Supplies	137.18	83646
Howell, Shanna	Petty Cash Replenishment	98.34	83647
Husky Trucks	Tran Supplies	514.52	83648
Husky Trucks	Tran Supplies	933.55	
Idaho Department of Education	November 21, 2014 Fingerprinting	80.00	83649
Idaho Dept of Health & Welfare	November 2014 Medicaid Match	2,000.00	83650
Interstate Concrete & Asphalt	Maint Supplies	76.30	83651
Kimberling, Debra	Expense Claim Reimbursement	33.00	83652
Kootenai County Solid Waste	October 2014 Garbage/Refuse Disposal	3,408.22	83653
Lakeland High School	Reimburse Football Safety Equipment	3,940.94	83654
Larson, Nancy	Field Trip Meals 10/16-11/15/2014	25.00	83655
Les Schwab Tire Center	Services (Maint/Tran)	1,235.73	83656
Lindenfelser, Wayne	Field Trip Meals 10/16-11/15/2014	15.00	83657
Malcolite Plastics	Maint Supplies	592.77	
Marcella, Cynthia	Field Trip Meals 10/16-11/15/2014	5.00	83658
McBride, Kathryne	Expense Claim Reimbursement	35.00	83659
McHatton, Daniel	Field Trip Meals 10/16-11/15/2014	10.00	83660
Midway Parts	Maint Supplies	254.13	83661
Midway Parts	Maint Supplies	434.00	
Morrison, Patty	Expense Claim Reimbursement	122.50	83662
Munyer, Jacob	Expense Claim Reimbursement	30.00	83663
Murray, Brad	Expense Claim Reimbursement	80.50	83664

Napa Auto Parts	Tran Supplies	1,744.54	83665
Neuberger, Keith	Expense Claim Reimbursement	36.00	83666
North Kootenai Water District	TLE Fire/ Water 10/15 - 11/15/2014	95.04	83667
Northern States Wholesale	Maint Supplies	774.59	
Pacific Steel	Maint Supplies	454.58	83668
Peck, Cynthia	Field Trip Meals 10/16-11/15/2014	5.00	83669
Pennington, Vicki	Lunch Credit Reimbursement	18.35	83670
Perma-Bound	Library Books	262.16	83671
Platt	Maint Supplies	991.94	83672
Platt	Maint Supplies	480.75	
PlumbMaster	Maint Supplies	138.89	83673
Rathdrum, City of	November 2014 Water/ Sewer	920.50	
Resilite Sports Products	Equipment (LHS/ Wrestling Mat)	6,033.50	83674
Rice, Dee Ann	Field Trip Meals 10/16-11/15/2014	15.00	83675
Rucker, Paula	Field Trip Meals 10/16-11/15/2014	15.00	83676
Russum, Wendy	Field Trip Meals 10/16-11/15/2014	5.00	83677
Ryan, William	Expense Claim Reimbursement	32.50	83678
Scholastic	Instructional Materials	334.00	83679
Skubitz, Timothy	Expense Claim Reimbursement	61.50	83680
Snijder, Teresa	Field Trip Meals 10/16-11/15/2014	10.00	83681
Somershoe, Anita	Field Trip Meals 10/16-11/15/2014	15.00	83682
Sommers, Mollie	Field Trip Meals 10/16-11/15/2014	5.00	83683
Spirit Lake, City of	November 2014 Water/ Sewer	349.25	
Spokane Police Academy	Services (District)	900.00	83684
Spragg, Denise	Expense Claim Reimbursement	295.00	83685
Spray Center Electronics	Maint Supplies	296.63	83686
Staples	Instructional Materials	148.99	83687
Stein Bros	Instructional Materials/ Tran, Title I Supplies	410.83	83688
Super 1	Tran Supplies	31.23	83689
TLI Sewer	TLE December 2014 Sewer	617.50	83690
Unity School Bus Parts	Tran Supplies	394.83	
Wallace, Brian	Expense Claim Reimbursement	52.50	83691
Woolley, Trina	Field Trip Meals 10/16-11/15/2014	10.00	83692
Ziegler Lumber	Maint Supplies	33.70	83693

Lakeland Joint School District No. 272

Office of the Superintendent

P.O. Box 39

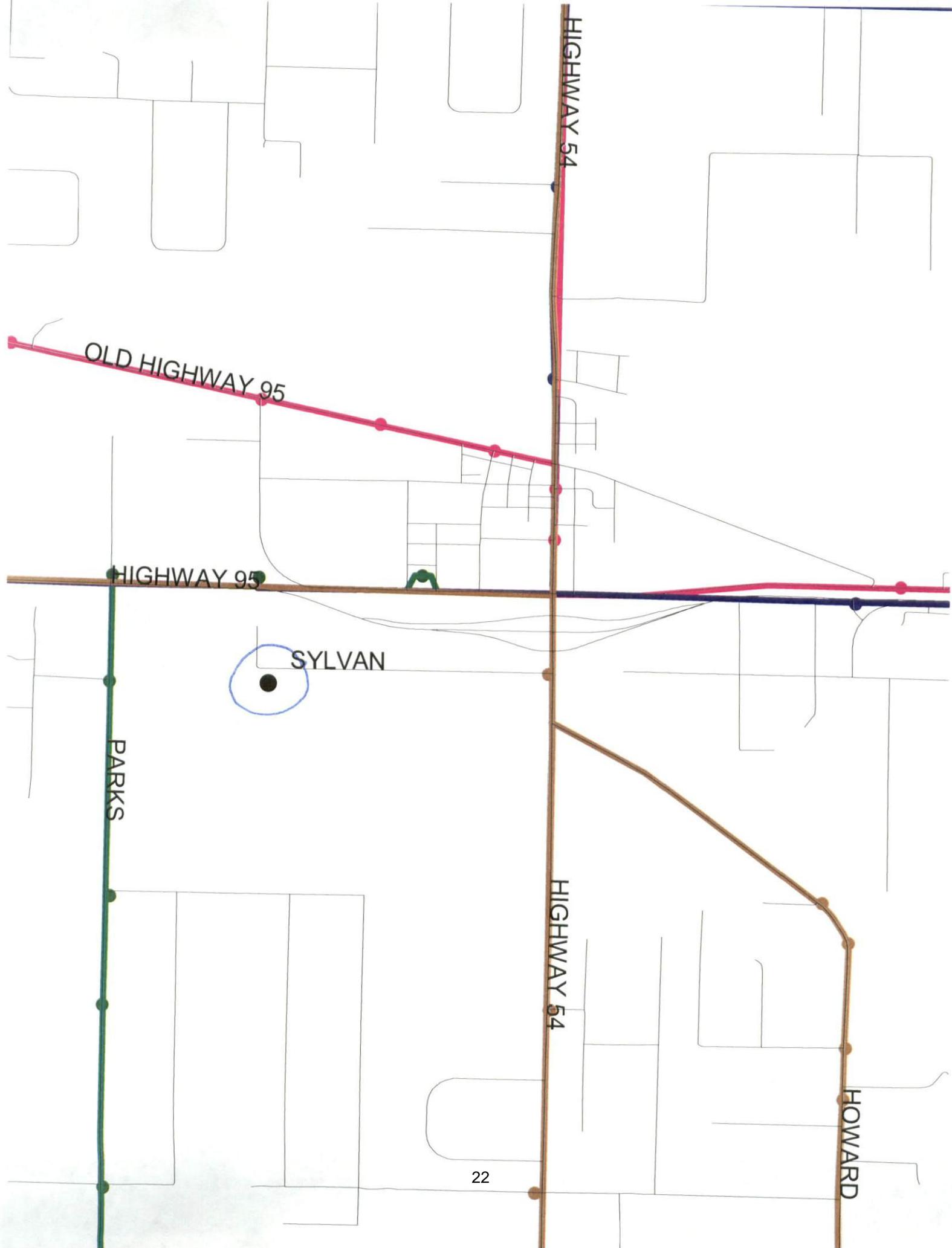
Rathdrum, ID 83858

Board of Trustees
Regular School Board Meeting
December 8, 2014

Additional Bills

American Express	Shipping/Instr/Tech,STRIVE,Library Supplies/Equip	13,769.28	ACH 141500017
American Express	Tech,Ofc, Instr,Maint,Tran,Library,SPED,STRIVE Supplies/Equip/Flights	5,243.74	ACH 141500018
A Drug Free Alliance	Services (Tran)	130.00	
A-L Compressed Gases	Instructional Materials	320.84	
All-American Wrestling Supply	LHS/ Athletic Equipment	8,720.00	
Allen Goodall P.T.	Services (SPED)	360.91	
AmSan	Maint Supplies	708.94	
Brown, Matthew	November 2014 Mileage	52.20	
Chartwells	November 2014 Food Service	112149.31	
DeAustin, BJ	November 2014 Mileage	38.60	
Ednetics	Access Control Project Materials	28,835.70	
Follett School Solutions	Library Books	439.30	
Foster, Trudy	November 2014 Mileage	68.85	
Gabiou, Amy	November 2014 Mileage	75.00	
Gerstenberger, Judy	November 2014 Mileage	107.05	
Hansen, Debbie	November 2014 Mileage	144.00	
Harding, Michele	10/30 - 11/21/2014 Mileage	90.75	
Harvest, Zachary	November 2014 Mileage	187.30	
Haukenes, Iva	November 2014 Mileage	14.00	
Helbling Employee Benefits	COBRA Specific Rights Notice Letter	20.00	
Hetzler, Robert	November 2014 Mileage	26.40	
Hudson, Diane	November 2014 Mileage	86.70	
Husky Trucks	Tran Supplies	374.40	
IASA	Lodging (Project Leadership/P Morrison, B Johnson)	557.76	
Idaho Digital Learning Academy	LHS, THS/ Student Fees	325.00	
Idaho State Tax Commission	November 2014 Ala Carte/ Adult Meals Sales Tax	815.18	
Idaho Transportation Department	Tran Supplies	69.00	
Isbell, Lee	November 2014 Mileage	161.50	
Jensen, Jenny	Lunch Credit Reimbursement	58.10	
Keating, John	Expense Claim Reimbursement	5.50	
McDaniel, Shea	November 2014 Mileage	19.90	
Morrison, Susan	November 2014 Mileage	50.70	
MSDSonline	Subscriptions 12/9/2014 - 12/8/2015	2,079.50	

Murray, Brad	November 2014 Mileage	97.80
Neff, Matthew	August - October 2014 Mileage	254.50
Norco	Instructional Materials	96.48
Novak, Denise	Expense Claim Reimbursement	34.00
O'Reilly Auto Parts	Tran Supplies	247.86
Oxarc	Service (Maint)	8.60
Pacific Steel	Instructional Materials	340.16
Pote, Sheila	November 2014 Mileage	63.25
Reigel, Lorraine	November 2014 Mileage	40.10
Royal Business Systems	Copier Use 10/30 - 11/29/2014	7,022.16
Sizemore, Melinda	Lunch Credit Reimbursment	20.05
Spragg, Denise	November 2014 Mileage	20.50
Stein Bros	Instructional Materials	355.78
Stranger, Kathleen	Service (SPED)	1,516.68
SuperCut Bandsaw	Instructional Materials	79.08
Timberlake High School	Reimbursement for Football Equip Reconditioning	1,968.43
Tinsley, Honey Jean	November 2014 Mileage	51.00
Titan Truck	Services (FS)	3,915.00
Toothaker, Johnathan	November 2014 Mileage	33.60
Underdahl, Conrad	November 2014 Mileage	52.00
Visa	SPED/ STRIVE/ Instructional Materials	1,313.11
Walker, Steven	November 2014 In-Lieu of Transportation	34.00
Weirick, Rick and Jenee	November 2014 In-Lieu of Transportation	52.00
Yager, Sheri	November 2014 In-Lieu of Transportation	36.00



HIGHWAY 54

OLD HIGHWAY 95

HIGHWAY 95

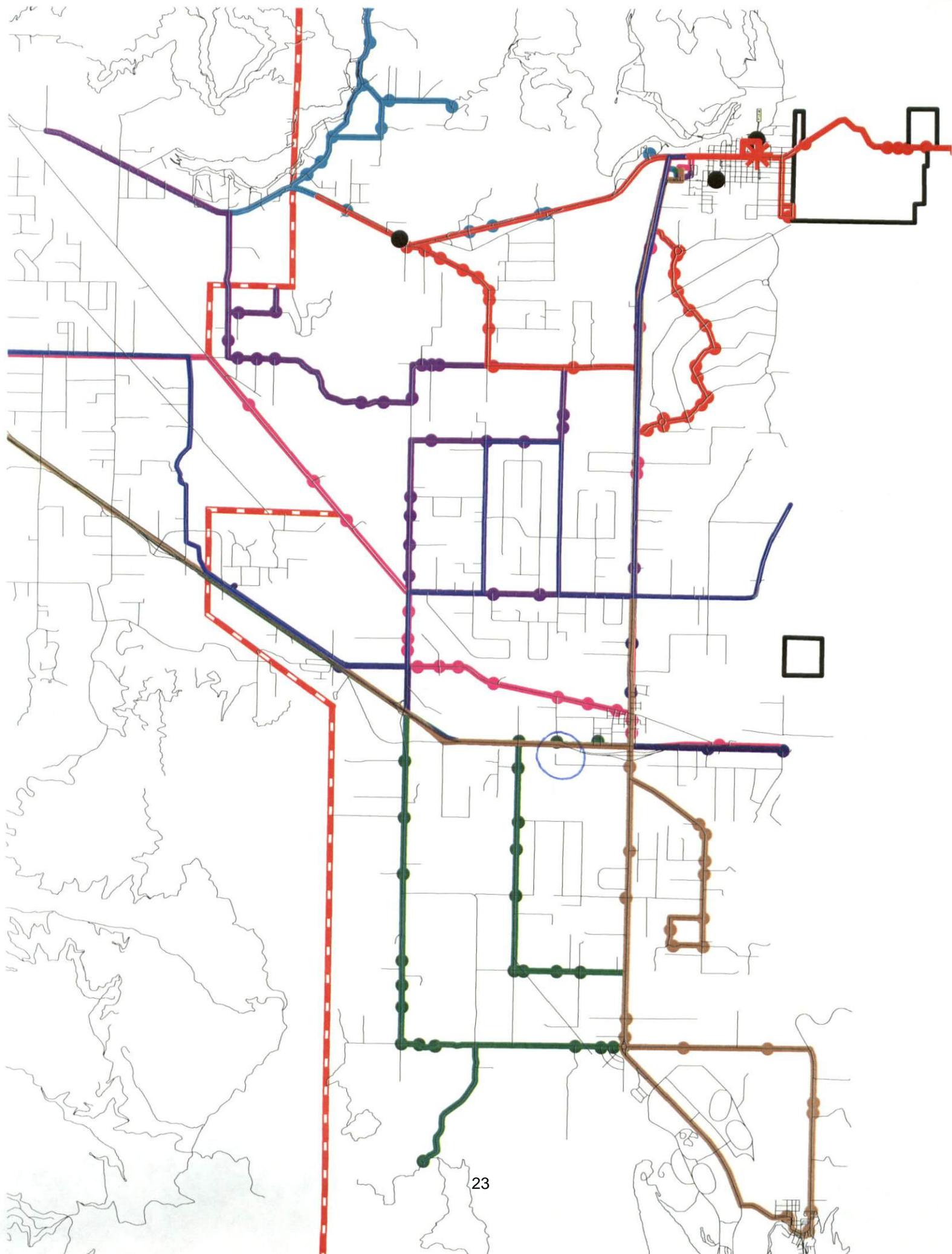
SYLVAN

PARKS

HIGHWAY 54

HOWARD

22



TOM TAGGART
Director of Business and Operations
Lakeland Joint School District

FINANCIAL REPORT

November 2014

We are five months into the fiscal year and there have been no major unexpected expenditures. On the revenue side the situation remains positive. We have been able to access our ISEE reports for the first reporting period and they show our attendance was good and the units we had hoped for came through.

We have 204.52 units, compared to 202.03 last year. The 204.52 amount results in 224.97 instructional FTE funded by the state. We have 224.52 FTE on the ISEE report. This means the extra staffing we authorized to deal with growth will be mostly funded by the state. Seeing these first period numbers we now know what about 80% of our state funding will be. This combined with the emergency levy should allow us to end the year without using any fund balance.

We have had difficulty filling classified positions this year. This has especially been so for custodians. The turnover has been higher than usual and the applications lower. We have struggled to find and to keep substitutes for classroom aides and custodians. I believe this is an indication of a better local job market.

We have begun meeting with Wells Fargo regarding our upcoming transition. They have been helpful and we are confident it was the right decision to make this change. Wells Fargo does things very differently from Panhandle did and we will need to be well trained before making the change over. Once the initial change is made I believe we will be pleased with the change.

As we begin to look ahead to next year's summer projects the following are clearly on the list:

- Gym roof at Timberlake High;
- Roofing at Garwood and John Brown;
- Buses;
- Additional Security Cameras;
- Other security projects;
- Technology equipment – District wide;
- Paving projects at a number of locations;
- Many other smaller school specific projects.

Our facility monies quickly, leaving little for during the year surprises. This year has been especially tight. We will struggle through until Julyfirst, when we can begin with the New Year's funding.

JOB DESCRIPTION

TITLE: Department/Grade Level Facilitator
QUALIFICATIONS: A valid teaching certificate issued by the state of Idaho, covering the area of assignment.
REPORTS: Reports to the Building Principal and grade level/subject area Principal lead.
GOAL: A department/grade level facilitator shares his/her knowledge, experience, and practices with teaching colleagues to advance the goals of a Professional Learning Community

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

1. Assists school and classroom educators in implementing challenging and rigorous curriculum based on state and district content standards.
2. Provides leadership within the building/grade level team to promote effective Professional Learning Communities.
3. Assists in the planning and implementation of effective building and district collaboration activities.
4. Exemplifies collegial behavior and a commitment to teamwork
5. Facilitates collegial conversation leading to the improvement of teaching and learning.
6. Provides content knowledge and resources about learning and teaching, including teaching strategies, assessment techniques, interpretation of assessment results, and effective classroom techniques and strategies.
7. Assists teachers to analyze and use assessment results to improved instruction.
8. Facilitates professional development.
9. Collaborates with teachers, principals, and district staff in analyzing data
10. Performs such other duties as may be assigned

TERMS OF EMPLOYMENT: This is a supplemental contract which will be issued on a yearly basis.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation of professional personnel.

APPROVED

BY: _____ **DATE** _____

REVIEWED AND AGREED TO

BY: _____ **DATE** _____
(Employee)

Brook Cunningham

From: Brad Murray
Sent: Monday, November 10, 2014 8:29 AM
To: Brook Cunningham
Subject: FW: keeping you in the loop
Attachments: 192107.PDF

For December's board meeting...

Brad Murray
Superintendent of Schools
Lakeland Jt. School District #272
15506 N. Washington Street
Rathdrum, Idaho 83858

[208 687-0431](tel:2086870431)
[208 687-1884](tel:2086871884) (fax)

From: Dena Scott [mailto:dena.scott@lakeland272.org]
Sent: Sunday, November 09, 2014 7:44 PM
To: Brad Murray; Lisa Sexton
Subject: keeping you in the loop

Fabulous Duo,

We completed a trial period with North Idaho College and the Retired & Senior Volunteer Program (RSVP) to become an authorized RSVP volunteer station. We have several seniors who join 2nd and 4th grade to tutor our struggling students in reading and math for a couple hours each week. The seniors are supervised by the teachers and perform the tutoring in the classroom or right outside the classroom door. The students and seniors are very positive about the benefits, and we love involving the community in our school. North Idaho College covers their volunteers with accident, liability, automobile, and accidental death insurance. The service they provide to our students is priceless, but costs us nothing.

To continue this program, I need to enter into a contract to become an official RSVP site. I have attached that completed agreement for your information. Please let me know if you can foresee any additional provisions I should add. It has been amazing thus far to be a part of this program. The volunteers are dependable, caring, and eager to serve. I love that our students get to see the value of people who are aging. They serve as incredible role models and allow us to have small groups or individual instruction for our kids who really benefit. I hope we can continue to increase our involvement. Let me know what you think.

Yours Truly,
Dena



Area Agency on Aging of North Idaho

2120 Lakewood Drive, Suite B • Coeur d'Alene, ID 83814
208-667-3179 • 800-786-5536 • Fax 208-667-5938 • www.aaani.org

RETIRED & SENIOR VOLUNTEER PROGRAM (RSVP) STATION AGREEMENT

This application is for the purpose of your Agency requesting to become, or remain, an authorized RSVP volunteer station. All applications will be subject to the approval of the RSVP Advisory Council and RSVP Coordinator. The Retired and Senior Volunteer Program is located at the Area Agency on Aging, 2120 Lakewood Drive, Suite B, Coeur d'Alene, Idaho, 83814. RSVP programs were established by Congress in 1972 for the purpose of strengthening communities, by enlisting persons over the age of 55 to serve as volunteers for non-profits, schools, public agencies, and faith-based organizations. Retired & Senior Volunteer Programs are mandated under the Older Americans Act and Senior Corps; and the northern Idaho Program is sponsored by the Area Agency on Aging of North Idaho and North Idaho College; and serves Benewah, Bonner, Boundary, Kootenai, and Shoshone Counties.

Station Name: **BETTY KIEFER ELEMENTARY**

Address: **13898 N. SCHOONER STREET; RATHDRUM, ID 83858**

Phone: **(208) 687-5206**

Fax: **(208) 687-3692**

E-Mail: *dena.scott@lakeland272.org*

The parties hereby agree to abide by the attached basic provisions, which become part of this agreement. The representative of this volunteer station who will be directly responsible for orientation and supervision of volunteers is:

Work Station Mission Statement: **ELEMENTARY PUBLIC SCHOOL**

Volunteer Station Supervisor: **SHANA HOSTLETTER**

The RSVP specialist/liaison with the above named volunteer station is:

RSVP Director: Bob Small (e-mail address: bsmall@aaani.org Phone: (208) 667-3179 Ext. 235

"Dedicated to protection, independence and dignity of individuals through advocacy and service."



ADDENDUM TO AGREEMENT TO UTILIZE RETIRED SENIOR CITIZENS AS VOLUNTEERS

This memorandum contains understandings related to the following pre-identified subjects, plus other categories of concern added by the Retired & Senior Volunteer Program (RSVP) or the volunteer station and agreed to by both parties:

1. Volunteer Assignments:
 - a) The volunteer station shall submit brief job description(s) to RSVP describing duties of the volunteer position(s) requested. This will be used during the volunteer recruitment process.
 - b) The volunteer station shall interview each senior volunteer referred, describing the basic duties of their assignment.
 - c) If deemed acceptable for volunteering at their work station, the RSVP volunteer shall receive basic orientation; including the mission statement of the organization, policies & procedures, scheduling, and explanation of how their volunteerism will benefit the organization.
2. Supervision:

The volunteer station will provide on-the-job supervision and instruction to senior volunteers.
3. Insurance Coverage:

Excess medical, personal liability and auto liability coverage; and an accidental death benefit shall be provided by RSVP, at no cost to either the work station, or volunteer. The volunteer station shall ensure that required health and safety standards/practices are followed for the protection of the volunteers.
4. Accident Reports:

The volunteer station will contact the RSVP Coordinator within 24 hours, then make such investigations and prepare such reports as requested by the RSVP Coordinator regarding mishaps involving senior volunteers.
5. Separation From Volunteer Service:

The volunteer station may request the removal of a senior volunteer at any time. RSVP may also recall a senior volunteer at any time. Discussion of individual separations shall occur between RSVP staff and the volunteer station. Whenever possible, the RSVP Specialist shall meet with the senior volunteer, to clarify the reasons for his/her removal.
6. Consultation and Evaluation:

The staff of both parties shall confer as necessary to assess the progress and needs of the program. RSVP staff are encouraged to periodically visit the volunteer station to meet with volunteer(s) and/or the site manager.
7. Religious Activities:

The volunteer station shall not request, assign nor permit senior volunteers to conduct or engage in religious instruction, or to participate in any construction or partial construction to be used primarily for religious purposes.
8. Displacement of Workers:

The volunteer work station shall not assign volunteers to any work assignment which would displace, or is intended to replace permanent paid staff.

9. Prohibition of Discrimination:
The volunteer station shall actively comply with the provisions of Title VI of the Civil Rights Act of 1964.
10. Regulations and Policies:
Volunteers shall abide by the regulations and policies of the work station to which they are assigned, RSVP, the Area Agency on Aging, and North Idaho College...
11. Timesheets:
Volunteer timesheets shall be submitted to RSVP/Area Agency on Aging/NIC by the 7th working day of the following month. They may be submitted in person, by fax, by mail, or by e-mail. *For added convenience; we also now offer "on-line" time sheets which you can complete on line, save to your computer, and e-mail to our agency. Simply go to www.aaani.org; click on volunteer, then click on timesheet (Excel Version).*
12. Annual Volunteer Recognition Event:
Volunteers who perform not less than ten (10) hours of volunteer service during the previous twelve (12) months; shall be eligible to attend the Annual RSVP Volunteer Appreciation Banquet.
13. Additional understandings or clarifications, if any, as stated below:
Volunteers perform their volunteer work within the classroom or within visual view of the classroom teacher and under his/her supervision.

Job Title(s) (please list below *and attach a brief job description for each job title if applicable*. Brief Job Descriptions should include basic duties/responsibilities; desired qualifications/skills, training provided, and the name of the supervisor or position title whom the volunteer shall report to.

TUTORS (Elementary School) NO JOB DESCRIPTION REQUIRED FOR THESE POSITIONS

RSVP CERTIFICATION:

In signing this agreement, RSVP agrees to the following:

1. Recruit, interview, refer and enroll volunteers for the volunteer station.
2. Furnish excess medical, excess personal liability, excess automobile liability; and accidental death benefit insurance coverage to all volunteers.
3. Assist with the resolution of any and all problems arising between volunteer, the station and/or RSVP.

By signatures set forth below, the parties hereto mutually agree to this Station Agreement and Addendum.

This Station Agreement shall become effective on the date signed by both parties and is subject to review, amendment, or termination upon written request by either party. This Station Agreement, including any amendments, shall remain in effect until terminated in writing by either party and will be reviewed annually.

RSVP Specialist

M. P. Santa Principal
Agency/Work Station Representative, Title
BETTY KIEFER Elementary

Date

11/08/14

Date

FOR OFFICE USE ONLY

Annual Review: 1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

HANDICAPPED ACCESSIBILITY SELF-EVALUATION CERTIFICATION

Organization Name: Betty Kiefer Elementary
Address: 13898 N. Schooner Ave, Rathdrum, ID 83858
Telephone: 208-687-5206 Fax: 208-687-3692

I certify that a handicap accessibility self-evaluation has been:

Completed on 11/07/14 (date).
 Partially completed and will be done on _____ (date).

The result(s) of the self-evaluation(s) is/are as follows:

- The recipient's program, when viewed in its entirety, is accessible and no corrective actions are required.
- The recipient's program, when viewed in its entirety, is accessible, but some corrective actions will be made.
- The recipient's program, when viewed in its entirety, is not accessible.

FOR SPONSOR ONLY:

Corrective action will be made by: _____

I understand that, if the organization has 15 or more employees, information on how the self-evaluation was conducted is to be made available for public inspection for 3 years after its completion. I also understand that this information will be available to the Corporation for National and Community Service officials upon request.

11/08/14 Date *Dena Scott* Signature

DENA Scott principal Betty Kiefer Elementary
Name/Title of Responsible Official

Each OAVP station and VISTA site must submit this certification form to its OAVP sponsor or VISTA project. Each OAVP sponsor and VISTA project must submit this one form to its Corporation for National and Community Service state office.

BENEFITS OF VOLUNTEERING THROUGH RSVP
 Retired & Senior Volunteer Program

- NO COST**
- FREE Membership in nation's largest senior volunteer network**
- CREDIBILITY - RSVP is sponsored by Area Agency on Aging of North Idaho & North Idaho College**
- FREE Volunteer Insurance Coverage including...**
 - Excess accident medical coverage
 - Excess volunteer liability insurance
 - Excess automobile liability coverage
 - Volunteer accidental death benefit
- FREE Quarterly Newsletter (covering all 5 northern counties)**
- FREE Annual Volunteer Appreciation Banquet**
 - Catered by OUTBACK Steakhouse
 - Live Entertainment
 - Last year's attendance: 212 volunteers from all 5 counties
- FREE Access to hundreds of volunteers (experiences & ideas)**
- Choices** **Flexibility** **Access to senior related services**

PERSONAL BENEFITS OF VOLUNTEERING

- Stronger community**
- Improved physical & mental health**
- Lower mortality rate**
- Reduced chronic pain**
- Increased independence**
- Reduced depression & anxiety**
- Increased self-esteem/ confidence**
- Improved quality of life**





Senior Corps

Retired and Senior Volunteer Program

What is the Retired and Senior Volunteer Program (RSVP)?

The Retired and Senior Volunteer Program (RSVP) helps people age 55 and older find service opportunities in their home communities. RSVP participants serve from a few to over forty hours a week in organizations that range from hospitals and youth recreation centers to local police stations and education facilities. RSVP involves seniors in service that matches their personal interests and makes use of their skills and lifelong experiences.

How does RSVP benefit communities?

RSVP volunteers provide hundreds of community services, ranging from tutoring at-risk youth to planning community gardens to setting up computerized information systems for community health organizations. Through such efforts, RSVP is meeting needs that strained local budgets cannot afford.

How does RSVP operate locally?

Local public and private nonprofit agencies receive grants to sponsor and operate RSVP projects in their community.

What organizations are eligible for RSVP assistance?

A wide range of community organizations may apply to be RSVP volunteer stations. Organizations interested in RSVP assistance can contact our local area RSVP project office at 800-786-5536.

Who can participate in RSVP?

RSVP participants must be at least 55 years of age. Interested applicants should call our local area RSVP project office at 800-786-5536. The project director will meet with applicants to discuss interests and service opportunities.

What is the National Senior Service Corps?

The National Senior Service Corps (Senior Corps) is a network of federally-sponsored programs that helps Americans age 55 and older find opportunities to address community needs through service

What is the Corporation for National Service?

The federally-funded Corporation for National Service offers opportunities for Americans of all ages and backgrounds to make their communities safer, healthier and stronger through service. In addition to the National Senior Service Corps, the Corporation oversees AmeriCorps (the new domestic Peace Corps) and Learn and Serve America programs for students.

Retired and Senior Volunteers Provide Services Worth Millions

- Participants of the Retired and Senior Volunteer Program (RSVP) provide over 80 million hours of service annually to communities across the country. The value of this service is about \$1 billion and represents a 29-fold return on the federal dollars invested in RSVP. The federal cost of a RSVP participant is less than 45 cents per hour of service.
- Nearly 450,000 RSVP volunteers serve through more than 60,000 public and private nonprofit community organizations.

Area Agency on Aging of North Idaho

2120 Lakewood Drive, Suite B • Coeur d'Alene, ID 83814 208-667-3179 or 800-786-5536 • Fax 208-667-5938 • www.aaani.org



**We proudly
stand up for
Idaho public
schools.**

**STAND UP
4 IDAHO
PUBLIC SCHOOLS**

Evaluation of Administrative Staff

The District has a firm commitment to performance evaluation of District personnel, whatever their category and level, through the medium of a formalized system. The primary purpose of such evaluation is to assist personnel in professional development and in achieving District goals.

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation shall be based on the job description, accomplishment of annual goals and performance objectives, and established evaluative criteria. For building based school administrators such evaluation, except for that of the Superintendent, will include a section for input received from parents or guardians, students, teachers, and/or portfolio. The Board shall determine the manner and weight of this input on the evaluation.

Sixty-seven percent (67%) of the principal evaluation will be based on Professional Practice as outlined in the Idaho Standards for Effective Practice.

- Domain 1 – School Climate: An educational leader promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development. An educational leader articulates and promotes high expectations for teaching and learning while responding to diverse community interest and needs.
 - 1a – School Culture: Principal establishes a safe, collaborative, and supportive culture ensuring all students are successfully prepared to meet the requirements for tomorrow’s careers and life endeavors.
 - 1b – Communication: Principal is proactive in communicating the vision and goals of the school or district, the plans for the future, and the successes and challenges to all stakeholders.
 - 1c – Advocacy: Principal advocates for education, the district and school, teachers, parents, and students that engenders school support and involvement.
- Domain 2 – Collaborative Leadership: An educational leader promotes the success of all students by ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment. In collaboration with others, uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs. He or she uses research and/or best practices in improving the education program.
 - 2a – Shared Leadership: Principal fosters shared leadership that takes advantage of individual expertise, strengths, and talents, and cultivates professional growth.
 - 2b – Priority Management: Principal organizes time and delegates responsibilities to balance administrative/managerial, educational, and community leadership priorities.
 - 2c – Transparency: Principal seeks input from stakeholders and takes all perspectives into consideration when making decisions.

- 2d – Leadership Renewal: Principal strives to continuously improve leadership skills through, professional development, self-reflection, and utilization of input from others.
- 2e – Accountability: Principal establishes high standards for professional, legal, ethical, and fiscal accountability for self and others.
- Domain 3 – Instructional Leadership: An educational leader promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. He or she provides leadership for major initiatives and change efforts and uses research and/or best practices in improving the education program.
 - 3a – Innovation: Principal seeks and implements innovative and effective solutions that comply with general and special education law.
 - 3b – Instructional Vision: Principal insures that instruction is guided by a shared, research-based instructional vision that articulates what students do to effectively learn the subject.
 - 3c – High Expectations: Principal sets high expectation for all students academically, behaviorally, and in all aspects of student well-being.
 - 3d – Continuous Improvement of Instruction: Principal has proof of proficiency in assessing teacher performance based upon the Danielson Framework for Teaching. Aligns resources, policies, and procedures toward continuous improvement of instructional practice guided by the instructional vision.
 - 3e – Evaluation: Principal uses teacher evaluation and other formative feedback mechanisms to continuously improve teacher effectiveness.
 - 3f – Recruitment and Retention: Principal recruits and maintains a high quality staff.

The administrator evaluation will include at least one (1) of the following: parent/guardian input, student input, teacher input, and/or portfolio as a means to inform Professional Practice.

At least thirty-three percent (33%) of the evaluation will be based on objective measures of growth in student achievement as determined by the Board. In addition to the Idaho Standards Achievement Test, the Board has selected the following as options for the District’s measure(s) of growth in student achievement for evaluating administrative staff:

- Pre & Post Common Assessments
- End of Course assessments
- Idaho Reading Indicator
- Lakeland Assessment of Writing
- Other measures as recommended by the Superintendent

Responsibility

The Superintendent shall establish procedures for the conduct of these evaluations. The Superintendent will evaluate all district office administrators and building principals. Building principals will evaluate their assistant administrators.

Near the beginning of the school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such

criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens and programs; and staff evaluation. The Superintendent and building principal will also discuss the individual building goals established annually at each building. At this time, the Superintendent and Principal will agree upon the measures of growth in student achievement which will be used. Additionally, the Superintendent and principal will determine which sources of input (parent, student, teacher or portfolio) will be used to inform the Professional Practice portion of the evaluation.

Frequency of Evaluation

Throughout the year, the superintendent or his/her designee will make periodic visits to schools. As needed, additional requests for conferences, presentation of data, progress reports on personal and school goals may be made.

A written formal evaluation of each administrator must be completed no later than May 1 of each year.

A final summative evaluation must be completed on or before June 20 of each year of which, thirty-three percent (33%) of the evaluation summary must be based on objective measures of growth in student achievement including the Idaho Standards Achievement Test and measures of student growth as identified and agreed upon. The evaluation summary will also include an overall principal proficiency rating.

Summative Evaluation Conference: A conference will occur in conjunction with the summative evaluation. During the scheduled conference with the employee, the Superintendent or his/her designee will:

1. Review schools goals plan
2. Discuss the evaluation with the administrator, emphasizing strong and weak points in job performance.
3. Commend the administrator for a job well done if applicable and discuss specific corrective action if warranted
4. Set mutual goals to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions
5. Have administrator sign the evaluation form indicating that he/she has been given a copy
6. Allow the employee to make any written comments he or she desires. Inform the employee that he or she may turn in a written rebuttal of any portion of the evaluation within seven (7) days and outline the process for rebuttal. Have the administrator sign the evaluation form indicating that he or she has been given a copy and initial after supervisor's comments.

Rebuttals

Within seven (7) days from the date of the evaluation meeting with their supervisor the administrator may file a written rebuttal of any portion of the Evaluation Form. The written rebuttal shall state the specific content of the Evaluation Form with which the administrator disagrees, a statement of the reason(s) for disagreement, and the amendment to the Evaluation Form requested.

If a written rebuttal is received by the supervisor within seven (7) days, the supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal. Subsequent to these activities, and within a period of ten (10) working days, the supervisor may provide the administrator with a written response either amending the Evaluation Form as requested by the administrator or stating the reason(s) why the supervisor will not be amending the Evaluation Form as requested.

If the supervisor chooses to amend the Evaluation Form as requested by the administrator then the amended copy of the Evaluation Form will be provided to, and signed by, the administrator. The original amended Evaluation Form will then be forwarded to the Superintendent, or the designee, for review in a sealed envelope, marked Personnel-Evaluation Form. The supervisor will also retain a copy of the completed form.

If the supervisor chooses not to amend the Evaluation Form as requested by the administrator then the Evaluation Form along with the written rebuttal, and the supervisor's response, if any, will be forwarded to the Superintendent, or the designee, for review in a sealed envelope, marked Personnel-Evaluation Form. The supervisor will also retain a copy of the completed form including any rebuttals and responses.

Action

Should any action be taken as a result of an evaluation to not renew an individual's contract the District will comply with the requirements and procedures established by State law.

Records

Permanent records of each certificated personnel's evaluation and any properly submitted rebuttal documentation will be maintained in the employee's personnel file. All evaluation records, including rebuttal documentation, will be kept confidential within the parameters identified in state and federal law regarding the right to privacy.

Reporting

By July 1, 2014, the District shall submit an evaluation plan to the State Department of Education for approval. Any subsequent changes to the District's evaluation plan shall be resubmitted to the State Department of Education for approval.

The District shall report the rankings of individual certificated personnel evaluations annually to the State Department of Education.

Cross Reference: 6300

Duties and Qualifications of Administrative Staff Other
Than Superintendent

Legal Reference: I.C. § 33-513
I.C. § 33-518

Professional Employees
Employee Personnel Files

Policy History:

Adopted on:

Revised on:

DRAFT

Evaluation of Certificated Personnel

The District has a firm commitment to performance evaluation of District personnel, whatever their category and level, through the medium of a formalized system. The primary purpose of such evaluation is to assist personnel in professional development and in achieving District goals. This policy applies to certificated personnel. The Superintendent is hereby directed to create procedures that differentiate between certificated non-instructional and certificated pupil instructional personnel in a way that aligns with the Charlotte Danielson Framework for Teaching Second Edition to the extent possible. Lakeland Jt. School District evaluation criteria also utilizes concepts from Teacher Expectations and Student Achievement (TESA), the work of Robert Marzano and other research-based teaching and learning methodologies.

Each certificated staff member shall receive at least one (1) written evaluation to be completed by no later than May 1st for each annual contract year of employment and shall use multiple measures that are research based and aligned to the Charlotte Danielson Framework for Teaching Second Edition. The evaluation of instructional personnel shall annually include a minimum of two (2) documented observations, one (1) of which shall be completed prior to January 1st.

Objectives

The formal performance evaluation system is designed to:

1. Maintain or improve each employee's job satisfaction and morale by letting him or her know that the supervisor is interested in his or her job progress and personal development;
2. Serve as a systematic guide for supervisors in planning each employee's further training;
3. Assure considered opinion of an employee's performance and focus maximum attention on achievement of assigned duties;
4. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized;
5. Assist in planning personnel moves and placements that will best utilize each employee's capabilities;
6. Provide an opportunity for each employee to discuss job problems and interests with his or her supervisor; and
7. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.

Responsibility

The Superintendent, or the Superintendent's designee, shall have the overall responsibility for the administration and monitoring of the Performance Evaluation Program and will ensure the fairness and efficiency of its execution, including:

1. Distributing proper forms in a timely manner;
2. Ensuring completed forms are returned for filing by a specified date;
3. Reviewing forms for completeness;
4. Identifying discrepancies;
5. Ensuring proper safeguards and filing of completed forms;
6. Creating and implementing a plan for ongoing training for evaluators and certificated personnel on the District's evaluation standards, forms, and process and a plan for collecting and using data gathered from evaluation forms. The plan will include identification of the actions, if any, available to the District as a result of the evaluation as well as the procedure(s) for implementing each action;
7. Creating a plan for ongoing review of the District's Performance Evaluation Program that includes stakeholder input from teachers, Board members, administrators, parents and guardians, and other interested parties;
8. Creating a procedure for remediation for employees that receive evaluations indicating that remediation would be an appropriate course of action; and
9. Creating an individualized evaluation rating system plan for how evaluations will be used to identify proficiency and record growth over time with a minimum of three (3) rankings used to differentiate performance of teachers and pupil personnel certificate holders including: unsatisfactory being equal to a rating of 1; basic being equal to a rating of 2; and proficient being equal to a rating of 3.

The Immediate Supervisor (Evaluator) is the employee's "evaluator" and is responsible for:

1. Continuously observing and evaluating an employee's job performance including a minimum of two (2) documented observations annually for instructional personnel, one (1) of which shall be completed prior to January 1st of each year;
2. Holding periodic counseling sessions with each employee to discuss job performance;
3. Completing Performance Evaluation Forms as required; and
4. Completing training on the District's Performance Evaluation Program.

Procedures

Professional Growth Plan – No later than October 15th, all certificated staff members will review the evaluation model and procedures and submit a written annual professional growth plan to their supervisor. During this conference, the principal and teacher will determine which measures of student achievement will be considered in addition to the Idaho Standards Achievement Test and which measures (student input, parent input or portfolio) will be used to inform the Professional Practice portion of the evaluation.

Observations: Periodic classroom observations will be included in the evaluation process with a minimum of two (2) documented observations annually for instructional personnel, one (1) of which shall be completed prior to January 1st. A formal observation of at least 45 minutes duration is required once in each of the first two quarters of the school year for teachers in their first, second or third year in the district.

A teacher-principal conference is to be held following each formal observation, and the observation instrument is to be dated and signed by the teacher and the principal. Additional observations may be conducted as needed.

Frequent informal classroom observations are encouraged. A conference between the teacher and the principal may be held after an informal observation when deemed necessary or appropriate.

Mid-Year Evaluation: All teachers in their first, second, or third year in the district will have a mid-year evaluation completed by the end of the first semester. A conference between the teacher and the principal will be held to discuss the evaluation. The intent of this evaluation is to provide feedback and focus for the employee regarding the major performance objectives. This form will be dated and signed by the evaluator and the employee and a copy placed in the employee's personnel file.

Summative Evaluation: An Evaluation Form will be completed for each certificated employee. A copy will be given to the employee. The original will be retained by the Immediate Supervisor. This Form should be reviewed annually and revised as necessary to indicate any significant changes in duties or responsibilities. The Form is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the Immediate Supervisor (Evaluator) and the employee as to the job description and major performance objectives.

Evaluation Measures

Sixty-seven percent (67%) of the evaluation of instructional personnel will be based upon the Professional Practice portion of the Charlotte Danielson Framework for Teaching Second Edition. The evaluation form will be aligned with minimum State standards and based upon the Charlotte Danielson Framework for Teaching Second Edition and will include, at a minimum, the following general criteria upon which the performance evaluation system will be based:

1. Planning and Preparation

- A. Demonstrating Knowledge of Content and Pedagogy;
- B. Demonstrating Knowledge of Students;
- C. Setting Instructional Outcomes;
- D. Demonstrating Knowledge of Resources;
- E. Designing Coherent Instruction; and
- F. Designing Student Assessments.

2. Classroom Learning Environment

- A. Creating an Environment of Respect and Rapport;
- B. Establishing a Culture for Learning;
- C. Managing Classroom Procedures;
- D. Managing Student Behavior; and
- E. Organizing Physical Space.

3. Instruction and Use of Assessment

- A. Communicating with Students;
- B. Using Questioning and Discussion Techniques;
- C. Engaging Students in Learning;
- D. Using Assessment in Instruction; and
- E. Demonstrating Flexibility and Responsiveness.

4. Professional Responsibilities

- A. Reflecting on Teaching;
- B. Maintaining Accurate Records;
- C. Communicating with Families;
- D. Participating in a Professional Community;
- E. Growing and Developing Professionally; and
- F. Showing Professionalism.

Thirty-three percent (33%) of the evaluation of instructional personnel will be based on growth in student achievement as measured by the Idaho Standards Achievement Test and other appropriate measures of growth as identified during the professional growth conference. The Evaluation Form will identify the sources of data used in conducting the evaluation. Aggregate data shall be considered as part of the District and individual school Needs Assessment in determining professional development offerings.

The Evaluation Form will include a section for input received from parents/guardians or students and will be considered as a factor in the teacher performance evaluation. Parental/guardian and student input forms will be made available for teacher use.

A written formal evaluation by the principal is required during the first semester for teachers who have less than three years of service in the Lakeland Jt. School District and shall be submitted to the Superintendent by the end of the first semester each year. A written formal evaluation for all contract teachers is to be prepared by the principal and submitted to the Superintendent of Schools on or before May 1 of each year. All evaluation forms are to be dated and signed by the principal and the teacher during the conference held to review the evaluation.

A final teacher performance evaluation summary must be submitted to the Superintendent of School on or before June 20 of each year of which, thirty-three percent (33%) of the evaluation summary must be based on objective measures of growth in student achievement including the Idaho Standards Achievement Test and measures of student growth as identified on the professional growth plan. The evaluation summary will also include an overall teacher proficiency rating.

When any matter of a nature that could cause dismissal or non-renewal of a contract for a teacher is brought to the attention of the teacher, the principal shall assist the teacher toward correcting the situation.

Each coach contracted for an interscholastic sport shall be evaluated following the end of the entire season. A written formal evaluation on a separate form provided by the district is to be prepared by the principal or athletic director and shall be forwarded to the Superintendent after a conference is held with the coach to review the evaluation.

Conferences/Counseling: Informal conferences between immediate supervisors and employees may be scheduled periodically. During these sessions, an open dialogue should occur which allows for the exchange of ideas focused on performance. The employee should be informed of his or her levels of performance based on the district evaluation form. In the case of basic or below basic ratings, the employee should be informed of the steps necessary to improve performance to the desired level. Conference sessions should include, but not be limited to, the following: Planning and Preparation, Classroom Environment, Instruction and Professional Responsibilities.

Summative Evaluation Conference: A conference will occur in conjunction with the summative evaluation. During the scheduled conference with the employee, the Immediate Supervisor will:

1. Review professional growth plan
2. Discuss the evaluation with the employee, emphasizing strong and weak points in job performance.
3. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted
4. Set mutual goals to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions
5. Have employee sign the evaluation form indicating that he/she has been given a copy

6. Following the meeting, the supervisor will forward the original copy of the evaluation form to the Superintendent for review.
7. Allow the employee to make any written comments he or she desires. Inform the employee that he or she may turn in a written rebuttal of any portion of the evaluation within seven (7) days and outline the process for rebuttal. Have the employee sign the evaluation form indicating that he or she has been given a copy and initial after supervisor's comments.

No earlier than seven (7) days following the meeting, if the supervisor has not received any written rebuttal, the supervisor will forward the original evaluation form in a sealed envelope, marked Personnel-Evaluation Form to the Superintendent, or the designee, for review. The supervisor will also retain a copy of the completed form.

Rebuttals

Within seven (7) days from the date of the evaluation meeting with their supervisor the employee may file a written rebuttal of any portion of the Evaluation Form. The written rebuttal shall state the specific content of the Evaluation Form with which the employee disagrees, a statement of the reason(s) for disagreement, and the amendment to the Evaluation Form requested.

If a written rebuttal is received by the supervisor within seven (7) days, the supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal. Subsequent to these activities, and within a period of ten (10) working days, the supervisor may provide the employee with a written response either amending the Evaluation Form as requested by the employee or stating the reason(s) why the supervisor will not be amending the Evaluation Form as requested.

If the supervisor chooses to amend the Evaluation Form as requested by the employee then the amended copy of the Evaluation Form will be provided to, and signed by, the employee. The original amended Evaluation Form will then be forwarded to the Superintendent, or the designee, for review in a sealed envelope, marked Personnel-Evaluation Form. The supervisor will also retain a copy of the completed form.

If the supervisor chooses not to amend the Evaluation Form as requested by the employee then the Evaluation Form along with the written rebuttal, and the supervisor's response, if any, will be forwarded to the Superintendent, or the designee, for review in a sealed envelope, marked Personnel-Evaluation Form. The supervisor will also retain a copy of the completed form including any rebuttals and responses.

Action

Should any action be taken as a result of an evaluation to not renew an individual's contract the District will comply with the requirements and procedures established by State law.

Teacher Evaluation Committee:

District evaluation committee will reconvene annually to review the teacher evaluation plan, the professional development plan and assess ongoing training needs. The Superintendent will review committee and staff input and conference twice annually with building administration to monitor and evaluate the teacher evaluation model.

Records

Permanent records of each certificated personnel’s evaluation and any properly submitted rebuttal documentation will be maintained in the employee’s personnel file. All evaluation records, including rebuttal documentation, will be kept confidential within the parameters identified in state and federal law regarding the right to privacy.

Reporting

By July 1, 2014, the District shall submit an evaluation plan to the State Department of Education for approval. Any subsequent changes to the District’s evaluation plan shall be resubmitted to the State Department of Education for approval.

The District shall report the rankings of individual certificated personnel evaluations annually to the State Department of Education.

Legal Reference:	I.C. § 33-514	Issuance of Annual Contracts – Support Programs – Categories of Contracts – Optional Placement – Written Evaluation
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-518	Employee Personnel Files
	IDAPA 08.02.02.120	Local District Evaluation Policy

Policy History:

Adopted on:

Revised on:

November 21, 2014

RECEIVED NOV 24 2014

Matthew Handelman, Superintendents
Coeur d' Alene Public School #271
1400 North Northwood Center Court
Coeur d' Alene, Idaho 83814

Brad Murray, Superintendent
Lakeland Joint School District # 272
P.O. Box 39
15506 N. Washington Street
Rathdrum, Idaho 83858

Nate Grossglauser
3501 West Robinson Ave
Hayden, Idaho 83835

RE: Request for School District Excision and Annexation

I have been appointed by the Superintendent of Public Education to conduct a hearing on behalf of the State Board of Education pursuant to Idaho Code § 33-308 regarding the excision and annexation of territory within the Lakeland School District to the Coeur d' Alene School District as requested by Nate Grossglauser.

As the Hearing Officer for the State Board of Education my duties and responsibilities are to conduct a public hearing for purposes of determining whether the excision and annexation is in the best interest of the children residing in the area described in the Petition and to determine that upon the excision of the territory as proposed from the Lakeland School District to the Coeur d' Alene School District would not leave the Lakeland School District with a bonded debt in excess of the limit prescribed by law.

I have received from the Idaho State Department of Education the cover letters and attachments indicating that both districts Board of Trustees have voted to approve the Petitioner's request for annexation.

To properly create the Record for the State Board's consideration I would propose that a hearing be conducted at 7:00 p.m. at Atlas Elementary School in Coeur d' Alene which should be mutually convenient for both Districts and for the Petitioners. I would propose to schedule the hearing on the evening of December 16, 17 or 18, 2014. I would anticipate that the hearing would take an hour at the very most.

Matthew Handelman, Superintendent
Brad Murray, Superintendent
Nate Grossglauser
November 21, 2014
Page 2

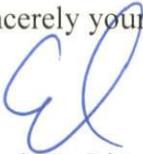
The hearing would be conducted for the Petitioner to present information which would describe why it is the excision and annexation is in the best interest of the children who may be residing in this residential area adjacent to Balsler Estates.

It would be my intention to make both District's Board of Trustee's actions approving the annexation as part of my record. I will then prepare Findings of Fact, Conclusions of Law and forward them to the State Board of Education for their consideration.

Upon the approval of the Findings and Conclusions and recommended decision, the State Board of Education would then direct that a special election be held for purposes of the registered voters in the area to be annexed to vote to approve or disapprove the proposed excision and annexation.

I'll look forward to hearing from you at your earliest convenience to confirm a hearing date.

Sincerely yours,



Edwin L. Litteneker
Attorney at Law

ELL:hjg

LAKELAND JOINT SCHOOL DISTRICT #272

Discipline Report

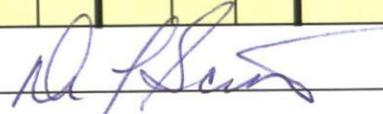
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School Betty Kiefer Elementary

Month/Year Novem 14

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											1									0.5		
3											4									1.5	1.5	
4																						
5										1										0.5	0.5	
6														1							1.5	
7																						
8																						
9																						
10																						
11																						50
12																						
TOTAL																						

ADMINISTRATOR'S SIGNATURE



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

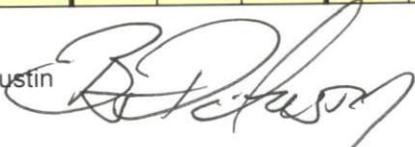
EXP=Expulsion

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 Garwood GE SDFS
 Month/Year #### *November 2014*

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										0.05			
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							
11																							
12																						51	
TOTAL	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0.5	0	0

ADMINISTRATOR'S SIGNATURE BJ DeAustin 

- KEY:**
- D=Distribution
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 - 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

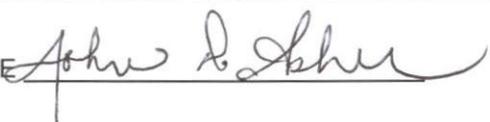
Report incidents that involve a suspension of .5 day or more. The number of incidents should be based on the number of students involved (e.g. a fight between two students would be two incidents if both students are suspended .5 day or more). When completing the column under "Action Taken", report the 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

RECEIVED DEC 0 2 2014

School: John Brown
 Month/Year : November 2014

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															1					0.5		
5											1									1		
6															1						2	
7																						
8																						
9																						
10																						
11																						
12																						52
TOTAL										0	0	1	0	0	2	0	0	0	1.5	2	0	

ADMINISTRATOR'S SIGNATURE 

- 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

RECEIVED DEC 0 1 2014

School Spirit Lake Elementary
 Month/Year November 2014

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 

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 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.

LAKELAND JOINT SCHOOL DISTRICT #272
 Discipline Report

School Twin Lakes
 Month/Year November 2014

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 suspensions
 54
0 incidents

ADMINISTRATOR'S SIGNATURE E. J. Kuyus

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

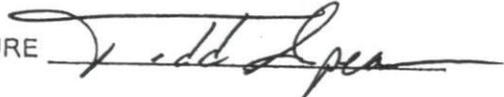
Report suspension of .5 day or more. Report the total number of days suspended, not the incidents.

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LAKELAND JOINT SCHOOL DISTRICT #272
Discipline Report

School_ Lakeland Junior High School
Month/Year November 2014

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	
7																						
7																						
7																						
7																						
7																						
7																						
7																						
8																						
8																						
8																						
8																						55
8																						
TOTAL																						

ADMINISTRATOR'S SIGNATURE 

- KEY:
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 - P=Possession
 - U=Under the Influence/Use
 - BEH= Inappropriate Behavior
 - FTG= Fighting
 - INS= Insubordination
 - HAR= Harrassment
 - BULL=Bullying
 - VAN= Vandallism
 - 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 LHS SDFS School Board

Month/Year Nov 2015

Grade	TOBACCO			ALCOHOL			DRUGS			CONDUCT							ACTION TAKEN							
	D	P	U	D	P	U	D	P	U	BEH	FTG	INS	HAR	BULL	VAN	WPN	PRO	THF	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	4	0	0	0	0	0	0	0	0	1	0	0	0	9	0
10	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	1	0	2	0
12	0	0	0	0	0	0	0	1	1	5	0	1	0	0	0	0	2	0	0	1	4	0	4	2
Total	0	0	0	0	0	0	0	1	1	12	0	2	0	0	0	0	2	0	1	1	5	0	15	2

ADMINISTRATOR'S SIGNATURE _____

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

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).
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LAKELAND JOINT SCHOOL DISTRICT #272
 Discipline Report

RECEIVED DEC 0 2 2014

School _____ THS
 Date: November 2014

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																				57	
12												1								3	
TOTAL	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	3	0

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