

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, July 11, 2016, beginning at 5:00 PM in the Administrative Offices, 15506 N. WASHINGTON ST., RATHDRUM, ID 83858.

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

- A. **Call to Order 5:00 p.m.**
- B. **Executive Session as authorized by Idaho Code 74-206 (b) 5:00 p.m.**
 - 1. Student 2016-J
 - 2. Personnel
- C. **Welcome Visitors/Pledge of Allegiance 6:00 p.m.**
- D. **Annual Meeting-Board Elections**
 - 1. Oath of Office
 - 2. Election of Board Chairman
 - 3. Election of Board Vice-Chairman
- E. **Approve Agenda-**
- F. **Annual Meeting-Reorganization**
 - 1. Appoint Clerk and Treasurer
 - 2. Approve/deny Resolution 07.11.2016-A that provides for appointment of Assistant Treasurers and Designated Signatory for each respective school 3
 - 3. Set Date, Time and Location of Regular Meetings 4
- G. **Consent Agenda**
 - 1. Minutes of Previous Meeting(s) - Regular Meeting June 13, 2016 5
 - 2. Regular and Special Bills 14
- H. **Report and Presentation Agenda**
 - 1. LEA
 - 2. Visitor Presentations
 - a. Hayden Canyon Charter School 33
 - 3. Staff Reports
 - a. Dr. Becky Meyer, Superintendent
 - b. Lisa Sexton, Assistant Superintendent
 - 1) Staffing and Interviews
 - 2) Alternate Authorization
 - c. Dave McDowell, Director of Business and Operations
 - 1) Financials 63
 - 2) Bank Loan Update
- I. **Action Agenda**

1. Approve/deny to Refer the petition for the proposed Hayden Canyon Charter School onto the Idaho Public Charter School Commission	
2. Approve/deny to award the bid for Lakeland High School, Lakeland Junior High, and Timberlake Senior High roofing projects as recommended by Administration	
3. Approve/deny Notifications of Staff Resignations/Retirements/Leaves as presented	
4. Approve/deny Administration's recommendations for new hires	
5. Approve/deny the classified personnel list for 2016-17 as presented	65
6. Approve/deny Classified Salary Schedule for 2016-17 as presented	72
7. Approve/deny the Administrators' Salaries	75
8. Approve/deny Administration's recommendation for insurance carriers (Health, Dental, Life and Vision)	77
9. Approve deny establishing district mileage rate of <u>.50</u> cents per mile for 2016-17	
10. Approve/deny to adopt the 2016-17 Special Education Manual with revisions as presented	78
11. Approve/deny to Expel Student 2016-J	
12. Approve/deny Alternate Authorization for TJHS/THS music teacher	
J. <u>Discussion Agenda</u>	
1. Correspondence	
a. Other	
2. 1st read of Retention of Records Policy	80
3. Board Recognition Awards- ISBA Convention November 9-11, 2016, Boise, ID	



LAKELAND JOINT SCHOOL DISTRICT #272

15506 N. Washington Street P.O. Box 39

Rathdrum, Idaho 83858

Phone: 208.687.0431 Fax: 208.687.1884 Web: sd272.k12.id.us

RESOLUTION 2016-07-11-A

WHEREAS, the 1990 Idaho Legislature enacted a law (Section 33-705 Idaho Code), relating to the accounting of school activity funds and requiring the Board of Trustees to appoint those persons responsible for signing school account checks.

NOW, THEREFORE, be it resolved that the Board of Trustees of Lakeland Joint School District 272 appoints the following persons as the responsible parties for the accounting of student activity funds and as authorized agents to sign school account checks for the 2016-17 school year (FY16-17 fiscal year).

<u>School</u>	<u>Assistant Treasurers</u>	<u>Designated Signatory</u>
Athol	Marlys Blagden	Kathy Thomas
Spirit Lake	Tahnee Meehan	Kristie Mitchell
John Brown	Olivia Hanner	John Asher
Betty Kiefer	Debbie Hull	Lynn Paslay
Garwood	Tesha Wrotenberry	B. J. DeAustin
Twin Lakes	Pamela Davaz	Patricia Morrison
Lakeland Junior	Sharon Schell	Todd Spear
Timberlake Junior	Dawn Castleton	Chris McDougall
Lakeland High	Chelsea Pursley	Trent Derrick
Timberlake High	Marie Woodward	Kurt Hoffman
Mountain View	Lara Carr	Paul Uzzi

ADOPTED, by the Board of Trustees of Lakeland Joint School District 272 on July 11, 2016.

Chairman

Brook A. Cunningham, District Clerk



LAKELAND JOINT SCHOOL DISTRICT #272
CALENDAR OF BOARD OF TRUSTEE'S REGULAR MEETINGS
School Year 2016-17

REGULAR SCHEDULED BOARD MEETINGS TYPICALLY BEGIN AT 6:00 PM.
REGULAR MEETINGS ARE TYPICALLY SCHEDULED FOR THE SECOND MONDAY OF EACH MONTH

DATE	LOCATION
July 11, 2016	District Office
August 8, 2016	District Office
September 12, 2016	District Office
October 10, 2016	Spirit Lake Elementary
November 14, 2016	District Office
December 12, 2016	District Office
January 9, 2017	District Office
February 13, 2017	Twin Lakes Elementary
March 13, 2017	District Office
April 10, 2017	Athol Elementary
April 24, 2017 (If Needed)	District Office
May 8, 2016	District Office
May 22, 2017 (If Needed)	District Office
June 12, 2017	District Office
June 26, 2017 (If Needed)	District Office
July 10, 2017	District Office

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
EXECUTIVE SESSION REGULAR BOARD MEETING, JUNE 13, 2016**

LAKELAND JOINT SCHOOL DISTRICT NO. 272

Meeting Location

LAKELAND SCHOOL DISTRICT ADMINISTRATIVE OFFICES
15506 N WASHINGTON STREET
RATHDRUM, ID 83858



***Executive Session 5:00 p.m.
Regular Session 6:00 p.m.***

BOARD MEMBERS PRESENT

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

ADMINISTRATION PRESENT

Superintendent Brad Murray
Assistant Superintendent Lisa Sexton
Director of Business Dave McDowell
Director of Information Systems Georgeanne Griffith (Absent)
Clerk Brook Cunningham

A. **Call to Order 5:00 p.m.**

Chairman Brown called the meeting to order at 5:00 p.m.

B. **Swearing in Rena Olmstead for Trustee Zone 1**

Clerk Brook Cunningham administered the Oath of Office to Rena Olmstead for Trustee Zone 1.

C. **Executive Session as authorized by Idaho 74-206 (1)(b) 5:00 p.m.**

At 5:05 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 **74-206 (1)(b)**. After a full and complete discussion, upon motion duly made by TRUSTEE SHAFFER and seconded by TRUSTEE SKUBITZ 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 **74-206 (1)(b)**, Idaho Code, in order to conduct a student hearing and discuss a personnel matter.

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
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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:

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

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

Administration also in attendance of this Executive Session included Superintendent Brad Murray, Incoming Superintendent Dr. Becky Meyer, Assistant Superintendent Lisa Sexton, and Clerk Brook Cunningham.

- 1) Student 2016-H -5:00 p.m.

Lakeland Junior High Principal Todd Spear entered Executive Session at 5:05 p.m. along with Student 2016-H and mother.

At 5:25 p.m. Student 2016-H along with mother exited Executive Session.

At 5:29 p.m. Todd Spear exited Executive Session

- 2) Student 2016-K -5:30 p.m.

Spirit Lake Elementary Principal Kristie Mitchell entered Executive Session at 5:30 p.m. along with Student 2016-K, mom, and step-dad.

At 5:47 p.m. the student along with both parents exited Executive Session.

At 5:48 p.m. Ms. Mitchell exited Executive Session.

At 5:49 p.m. Superintendent Murray requested that Chairman Brown move the Executive Session that was at the bottom of the agenda to here. Chairman Brown agreed to move the Executive Session portion discussing personnel to this time in the agenda.

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
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At 6:04 p.m. the Board adjourned from Executive Session.

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

Chairman Brown called the regular meeting to order at 6:11 p.m.

G. **Approve Agenda- Amendment to the Agenda adding Action Item#22 entitled "Approve/deny Amended Resolution for Revenue Anticipation Note 2016A with Wells Fargo Bank as presented"**

M/S SKUBITZ/SHAFFER to approve the agenda with the requested amendment. Hearing all ayes, motion carried.

H. **Budget Hearing FY 2016-2017-6:00 p.m.**

1. Administration Presents

Dave McDowell presented. Handouts were provided which have been made a part of these minutes herewith.

2. Public Comment

No comments were made from the public.

3. Close Budget Hearing

Chairman Brown closed the hearing at 6:43 p.m.

I. **Consent Agenda**

1. Minutes of Previous Meeting(s)- Regular Meeting of May 9, 2016 and Special Meeting of May 17, 2016

2. Regular and Special Bills

M/S SKUBITZ/SHAFFER to approve the Consent Agenda as presented. Hearing all ayes, motion carried.

J. **Report and Presentation Agenda**

1. LEA

LEA President Jason Bradbury could not be in attendance of the meeting and requested Clerk Brook Cunningham to read out loud a letter authored by Bradbury to the Board. The letter has been made a part of these minutes herewith.

***THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
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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).

Trustee John Shaffer at this time commented that Pastor Terry in Spirit Lake is getting ready to move in his own building so the church will no longer be using Spirit Lake Elementary on Sundays.

4. Staff Reports

a. Dave McDowell-Financial

Dave McDowell reported that Maintenance completed 103 work orders this last month. Guy Krieder has been assigned to chasing down prices for summer work. The air conditioning at JBE for the BASE program is in. Jim Small former owner of Small's Construction has been hired onto the summer maintenance crew. McDowell further reported that he has not heard back from the Avista Energy Audits. The textbook budget will end the year well over \$140,000 over budget. The water budget continues to spill over the budgeted amount. Eric Chamber is still working on the ERATE appeals and will hopefully be completed tomorrow. McDowell commented that Ada School District had also filed an appeal and was successful. Our district is looking at \$415,000 in damages for the WAN and \$248,000 for the VOIP. Our insurance company declined the claim under errors and omissions and recommended that we pursue the claim involving our district legal counsel. McDowell also stated the new WAN project is up and rolling. He reported that Food Service reflected a healthy profit at the moment.

b. Lisa Sexton

Lisa Sexton spoke on the Certified Staff List. She noted there were still several positions to fill. She also commented that further in the agenda the Board would need to take action on two alternate authorizations for Special Ed. Ms. Sexton also reported that Summer School starts the 16th and will be operating at both sites this year. She also commented that today was Curriculum Day.

K. **Action Items**

1. Approve/deny the 2016-17 Budget as presented

M/S WALLACE/SHAFFER to approve the 2016-17 Budget as presented. A handout was provided which has been made a part of these minutes herewith. Hearing all ayes, motion carried.

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2. Approve/deny notices of resignations or retirements

M/S SHAFFER/SKUBITZ to approve the notices of resignations and retirements as presented. Hearing all ayes, motion carried.

3. Approve/deny the recommended individuals as presented for new hire

M/S WALLACE/SHAFFER to approve the recommended individuals as presented for new hire. Hearing all ayes, motion carried.

4. Approve/deny the ratification of the 2016-17 Negotiated Agreement as presented

M/S SKUBITZ/SHAFFER to approve the ratification of the 2016-17 Negotiated Agreement as presented.

Trustee Brian Wallace expressed his concerns that the agreement is not sustainable and the district is putting themselves out there. He pointed out that at the bottom of the agenda is an action item for a loan in order to make payroll. After significant discussion Chairman Brown called for a vote. Hearing all ayes, motion carried.

5. Approve/deny the Certified Staffing List for the 2016-17 School Year

M/S SKUBITZ/WALLACE to approve the Certified Staffing List for the 2016-17 School Year.

Lisa Sexton at that time looked for feedback on how to provide the report for future. The Board would like to see the list by building and FTE in the future. Hearing all ayes, motion carried.

6. Approve/deny the Classified Staffing List as presented for 2016-17

M/S WALLACE/SHAFFER to table this item to the next meeting. Hearing all ayes, motion carried.

7. Approve/deny the Classified Salary Schedule for 2016-17

M/S WALLACE/SHAFFER to table this item to the next meeting. Hearing all ayes, motion carried.

8. Approve/deny Re-hiring the Assistant Principals and 1 year Administrators recommended as presented

M/S SHAFFER/SKUBITZ to approve the Re-hiring the Assistant Principals and 1 year Administrators recommended as presented. Hearing all ayes, motion carried.

***THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
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9. Approve/deny Re-hiring Administrator on 2 year contract

M/S WALLACE/SKUBITZ to approve Re-hiring the Administrator as recommended on 2 year contract. Hearing all ayes, motion carried.

10. Approve/deny Summer School Stipends

M/S SKUBITZ/SHAFFER to approve Summer School Stipends as presented. Hearing all ayes, motion carried.

11. Approve/deny the recommended funds transfer

M/S SKUBITZ /WALLACE to approve the recommended funds transfer as presented. Hearing all ayes, motion carried.

12. Approve/deny transferring \$10,000 donated by the Coeur d'Alene Tribe to the Lakeland Education Foundation

M/S WALLACE/SKUBITZ to approve the transfer as presented. Hearing all ayes, motion carried.

13. Approve/deny Renewal Agreement Number Two with Compass Group USA, Inc. as presented

M/S SKUBITZ/SHAFFER to approve the agreement as presented. Hearing all ayes, motion carried.

14. Approve/deny 5 Year Service Agreement with Ednetics as presented

Dave McDowell explained this was the replacement agreement for VOIP services and will qualify for discount under the ERATE program.

Trustee Wallace expressed his concern regarding the expense and the term of the agreement. Significant discussion and review of the contract ensued.

Following discussion, Chairman Brown called for a motion.

M/S SKUBITZ/SHAFFER to approve the agreement as presented. Chairman Brown called for a vote on the aforementioned with vote as follows:

Rena Olmstead abstained, being a new trustee she felt she did not have enough knowledge to vote on this matter.

Brian Wallace- Nay
Chairman Brown- Aye

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Trustee Shaffer-Aye
Trustee Skubitz-Aye

15. Approve/deny Attendance Policy #3050

M/S SKUBITZ /WALLACE to approve the policy as presented. Brad Murray gave a brief overview of the changes. Hearing all aye, motion carried.

16. Approve/deny to expel Student 2016-H

No action was taken on this item.

17. Approve/deny to expel Student 2016-K

M/S WALLACE/SKUBITZ to immediately re-admit with an academic and behavior contract provided by administration. Hearing all ayes, motion carried.

M/S WALLACE/SKUBITZ to amend the motion adding that this incident would be expunged from the student's record at the end of the 6th grade year if there are no further incidents. Hearing all ayes, motion carried.

18. Approve/deny Alternate Authorization for Special Education

Lisa Sexton requested the Board approve an Alternate Authorization for Nara Decker and for Alisa Rhead. At that time Trustee Olmstead asked for clarification on what Alternate Authorization was. Lisa Sexton explained.

M/S SHAFFER/SKUBITZ to approve the Alternate Authorization as requested. Hearing all ayes, motion carried.

19. Approve/deny Timberlake and Lakeland High School students as presented to graduate using the Lakeland School District Alternative Route to Graduation

M/S SHAFFER/WALLACE to approve the Timberlake, Lakeland, and added late Mountain View students as presented to graduate using the Lakeland School District Alternative Route to Graduation. Hearing all ayes, motion carried.

20. Approve/deny the Fall Athletic Schedules for Lakeland and Timberlake High School

M/S SKUBITZ/SHAFFER to approve the Athletic Schedules as presented. Brad Murray noted that there are a couple of trips listed that do exceed the approved 120 mile radius and that the vote would include those trips. Hearing all ayes, motion carried.

***THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
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21. Approve/deny Administration's recommendation for Leadership money as presented

Lisa Sexton presented on behalf of Georgeanne Griffith who was absent. Handouts have been provided to the Board which have been made a part of these minutes herewith.

M/S SKUBITZ /WALLACE to approve Administration's recommendation for Leadership money as presented. Hearing all ayes, motion carried.

22. Approve/deny Amended Resolution for Revenue Anticipation Note 2016A with Wells Fargo Bank as presented

Dave McDowell corrected the agenda and stated there were two notes. 2016-A and 2016-B

M/S SKUBITZ /WALLACE to approve the Amended Resolution for Revenue Anticipation Note 2016A with Wells Fargo Bank as presented. Upon a unanimous vote the resolution was adopted.

L. **Discussion Items**

1. Discipline Reports

The reports have been included within the Board's packet.

2. Re-Naming Food Service to Nutrition Services

Brad Murray explained that Food Service Director Kevin Doyle felt the name to be a better fit. No action needed.

Additional item: Incoming Superintendent Dr. Becky Meyer asked the Board if they would be interested in the Summer Leadership Institute. She requested that all Board members as well as Brook Cunningham attend with her. Brian Wallace and John Shaffer said they would need to get back to her. The other trustees said that they would attend.

M. **Executive Session as authorized by Idaho Code 67-2345 (c) and Idaho Code 74-206 (b)**

1. Negotiations

2. Personnel

These items were previously discussed.

***THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
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Meeting adjourned at 8:16 p.m.

Attest:

Respectfully Submitted:

Larry Brown, Chairman

Brook Cunningham, Clerk

Lakeland Joint School District No. 272

Office of the Superintendent

P.O. Box 39

Rathdrum, ID 83858

Board of Trustees
Regular School Board Meeting
July 11, 2016

Gross Salaries	1,695,469.81
Gross Benefits	475,300.32

2015-2016

A to Z Rental	THS Graduation (was 2804.40 Awards Banquet on 6/13/16 Add'l Bill List)	486.00	90378
T-Shirt Boy	Summer BASE Supplies	646.00	90448
Turn Bar & Grill, The	Awards Banquet Catering & Venue	3,276.00	90449
Turn Bar & Grill, The	Reimburse A to Z Rental Payment (on 6/13/16 Add'l Bill List 2804.40)	already included	90450
Petty Cash	Petty Cash Replenishment - Courier	114.45	90451
Bear Paw Quilting & Bernina	Services (MVAS)	71.96	90452
Cd'A Metals	Instructional Materials	148.86	90453
Idaho Dept of Health & Welfare	June 2016 Medicaid Match	6,000.00	90454
Jimbo's Seamless Raingutters	Maint Supplies	47.65	90455
Lake Coeur d'Alene Cruises	Services (TLE)	999.00	90456
Miles, Cathy	Lunch Credit Reimbursement	17.15	90457
Rhodes, Kellie	Lunch Credit Reimbursement	34.00	90458
Ricoh USA	Group Base Charges 6/5 - 7/4/2016	4,720.00	90459
Rodriguez, Brandi	Lunch Credit Reimbursement	7.00	90460
Simon, Michelle	Lunch Credit Reimbursement	31.85	90461
Tolman, Judson	Services (Hearing Officer)	393.75	90462
USA Vacuum	Maint Supplies	249.10	90463
Watson Grocery Group	Instructional Materials	77.57	90464
Idaho Department of Education	Alternate Authorization - Nara Decker	100.00	90465
Lakeland Ed Foundation	Cd'A Tribe Donation	10,000.00	90466
Idaho Department of Education	Alternate Authorization - Alisa Rheid	100.00	90467
Steeler Inc	Maint Supplies	135.48	90540
American Express	Instr, Ofc, BASE, Tech Supplies/Flight	4,854.72	ACH 151600036
City of Rathdrum	Permit for LHS Remodel	276.00	90560
	Total	32,786.54	
A-L Compressed Gases	Instructional Materials	970.00	90468
AlSCO	Coverall Service	93.64	90469
AlSCO	Coverall Service	46.82	90541
AlSCO	Coverall Service	46.82	
Anderson, Julian & Hull	Legal Services 5/2-5/27 2016	4,637.50	
Boe, Kelly or Edward	AWS Cert Reimbursement	160.00	
Career & Technical Education	Workplace Readiness Assessment (LHS)	60.00	90470
Carey, Sarah	Field Trip Meals 5/16 - 6/15/2016	20.00	90471
Carhart, Michele	AWS Cert Reimbursement	80.00	
Cass, Tammy	BASE June 2016 Mileage	157.55	
Genex Cooperative Supply	Unleaded Gas, #2 Dyed Diesel	6,644.19	90472
Chatterton, Heather	May - June 2016 Mileage	55.50	90473
Coeur d'Alene Garbage	Dumpster Dumping 6/1-30/2016	67.00	
Coeur d'Alene Press	Legal Ad - General Construction Bids	191.79	90542

Coons, Deborah	May - June 2016 Mileage	29.85	90474
Costco	Instructional Supplies	1,516.47	
Cummings, LuAnn	June 2016 Mileage	34.80	90475
De Lage Landen	Copier Lease 6/15 - 7/14/2016	821.70	90543
Ednetics	June 2016 Phones, Internet Service Charges	15,659.98	90476
Evco	Clock Replacements (4)	481.60	
Flores, Ysidro	Field Trip Meals 5/16 - 6/15/2016	10.00	90477
Follett School Solutions	Library Books	262.27	90478
Friesen, Roger	Field Trip Meals 5/16 - 6/15/2016	10.00	90479
Gerstenberger, Judy	June 2016 Mileage	71.25	90480
Gibbs Lumber	Maint Supplies	548.43	90481
Gibbs Lumber	Maint Supplies	7,809.82	90544
Ginter, Brian	Field Trip Meals 5/16 - 6/15/2016	10.00	90482
Grove Hotel	Lodging (Mileposts Conf/ Griffith, Schnepf, Reisenauer, Needs)	1,112.00	90545
Grove Hotel	Lodging (Bus Safety Competition)	250.00	
Harding, Michele	May - June 2016 Mileage	155.15	90483
Haukenes, Iva	June 2016 Mileage	29.10	90484
Helbing Benefits Consulting COBRA	COBRA Specific Rights Notice Letter	20.00	
Heritage Health	Services (SPED/ School PSR) 3/1 - 5/25/2016	6,104.41	90485
Holmes, Victor	Field Trip Meals 5/16 - 6/15/2016	5.00	90486
Horizon	Maint Supplies	732.08	90546
Idaho Department of Education	June 23, 2016 Fingerprinting	69.50	90487
Idaho State Tax Commission	Rotary, Vehicle Sale Sales Tax	19.61	90488
Idaho State Tax Commission	Rotary, Adult Summer Meals, Base T-Shirts Sold	406.11	
Johnson, Brandi	Expense Claim Reimbursement	152.00	90489
Johnson, Robert	Field Trip Meals 5/16 - 6/15/2016	10.00	90490
Jones, Joy	June 2016 Mileage	19.60	90491
Kimmel Athletic Supply	Atheletic Supplies	380.95	90547
Kootenai County Solid Waste	May 2016 Refuse Disposal, Garbage Fee	2,060.77	90492
Kootenai Electric Cooperative	AE/GE Electricity 5/15 - 6/15/2016	3,277.10	90548
Larsen, Nancy	Field Trip Meals 5/16 - 6/15/2016	5.00	90493
Lightning Bolt Supply	Maint Supplies	460.13	90549
Lowes	Maint Painting Supplies	1,209.73	
Marcella, Cynthia	Field Trip Meals 5/16 - 6/15/2016	5.00	90494
Midway	Maint Supplies	1,656.89	
Murray, Brad	June 2016 Mileage	118.00	90495
Napa Auto Parts	Tran Supplies	608.17	90496
Napa Auto Parts	Tran Supplies	286.55	90550
Napa Auto Parts	Maint/Tran Supplies	404.79	
North Idaho Trophy	Office Supplies	44.85	90551
North Kootenai Water District	TLE Fire/Water 5/15 - 6/15/2016	1,106.52	90497
North Star Child Development Center	Services (SPED)	2,590.00	90498
Northern Safety & Industrial	Maint Supplies	79.88	90552
Northern States Wholesale	Maint (Window for LJHS Tech)	646.25	

O'Meara, William	Field Trip Meals 5/16 - 6/15/2016	15.00	90499
O'Reilly Auto Parts	Tran Supplies	62.60	90500
O'Reilly Auto Parts	Tran Supplies	169.47	
Oxarc	Maint Supplies	24.61	90501
Oxarc	Maint Supplies	8.65	
Perma-Bound	Library Book	17.19	90502
Peterson, Katherine	June 2016 Mileage	72.20	90503
Petty Cash	Petty Cash Replenishment - Courier	117.91	90504
Plumb Master	Maint Supplies	366.87	90505
Prather, Barbara	Field Trip Meals 5/16 - 6/15/2016	10.00	90506
Randall, Ryan	AWS Cert Reimbursement	80.00	
Rathdrum, City of	Water/Sewage June 2016	5,080.53	
Rathdrum Trading Post	Maint Supplies	39.43	
Reaves, Sandra	Field Trip Meals 5/16 - 6/15/2016	5.00	90507
Rees, James	Field Trip Meals 5/16 - 6/15/2016	15.00	90508
Rice, Dee Ann	Field Trip Meals 5/16 - 6/15/2016	10.00	90509
Rodda Paint	Maint Supplies	537.15	90510
Rodda Paint	Maint Supplies	857.04	90553
Rodda Paint	Maint Supplies	249.84	
Rucker, Paula	Field Trip Meals 5/16 - 6/15/2016	5.00	90511
RWC Group	Tran Supplies	380.57	90512
RWC Group	Tran Supplies	717.16	90554
RWC Group	Tran Supplies	45.72	
Saputski, Elizabeth	Field Trip Meals 5/16 - 6/15/2016	15.00	90513
Seright's Ace Hardware	Maint Supplies	177.77	
SL Start & Associates	Services (SPED/Behavior Intervention)	6,725.00	90514
SL Start & Associates	Services (SPED/Behavior Intervention)	17,010.00	90555
Smith & Greene Company	Food Svc Equipment	13,104.88	
Somershoe, Anita	Field Trip Meals 5/16 - 6/15/2016	5.00	90515
Sullivan, Becky	Field Trip Meals 5/16 - 6/15/2016	10.00	90516
Super 1 Foods	Maint Supplies	32.06	90517
Supplyworks	Maint Supplies	249.48	90556
Tanner, Diana	Field Trip Meals 5/16 - 6/15/2016	5.00	90518
Tanner, Tamara	AWS Cert Reimbursement	80.00	
Thompson, Charity	Field Trip Meals 5/16 - 6/15/2016	5.00	90519
Torgy Novus Windshield Repair	Windshield Repair for Busses	234.00	
Turn Bar And Grill, The	Leadership Advance Lunch	257.66	
Vazquez-Schnepf, Ana	Mileposts Meals 6/19 -21 /2016	31.00	
Walmart	BASE/ Instructional Supplies, Incentives (reimbursed)	1,422.54	90520
Walter E Nelson Co.	Maint Supplies	189.00	90557
Watson Grocery Group	Office Supplies	31.99	90558
Whitney, George	Expense Claim Reimbursement	56.00	90559
Wilson, Tamara	AWS Cert Reimbursement	80.00	
Woodcock,Christopher	Base Tuition Refund	260.00	
Woolley, Trina	Field Trip Meals 5/16 - 6/15/2016	20.00	90521

113,410.44

6/24/2016 (47,416.44)

6/30/2016 (34,354.34)

6/30/2016 31,639.66

2016-2017

American Express	Tech,PTE Supplies	11,561.69	ACH 161700002
Caxton Printers	Textbook Consumables (shipping fees)	2,397.07	90522
IASA	Conference Registration, Membership Dues (Meyer)	1,120.00	90523
Idaho School Boards Association	Member Dues, Registration (Summer Leadership Institute)	8,947.48	90524
Insight Investments	Tech Equipment	2,044.00	90525
ISB	iTrack IEPSoftware Annual Fee (SPED)	5,460.00	90526
J & R Electronics	Tran/Maint July 2016 Digital Radio Service	1,600.00	90527
Moreton & Company	Insurance Premium 7/1/2016 - 7/1/2017	136,641.00	90528
MSDSonline	Renewal Fee 7/1/2016 - 6/30/2017	2,699.00	90529
Nat'l Assoc of School Psychologists	Membership (Gabiou)	199.00	90530
R B Wilbur & Co	Maint Equipment	7,938.70	90531
School Advocacy Council	Registration (Nat'l School Safety Conf/Sexton, Duke)	1,000.00	90532
Silverback Learning Solutions	Mileposts Subscription 7/1/2016 - 6/30/2017	42,160.00	90533
Skyward Accounting Dept	Annual License Fees 7/1/2016 - 6/30/2017	16,764.00	90534
Supplyworks	Maint Supplies	6,365.82	90535
TLI Sewer	July 2016 Sewer (TLE)	676.00	90536
Trebron Company	Smoothwall 2nd of 3 Annual Payments	12,136.67	90537
Walter E Nelson Co	Maint Supplies	17,419.82	90538
WCP Solutions	Maint Supplies	5,505.51	90539
		7/1/2016	271,074.07

Lakeland Joint School District No. 272

Office of the Superintendent

P.O. Box 39

Rathdrum, ID 83858

Board of Trustees
Regular School Board Meeting
July 11, 2016

Additional Bills

2015-2016

Grove Hotel. The	Lodging (Summer Trans Conferences)	911.00
Hansen, Debbie	June 2016 Mileage	217.30
Hetzler, Robert	June 2016 Mileage	4.05
Isbell, Lee	June 2016 Mileage	169.70
Sexton, Lisa	June 2016 Mileage	106.80
Spirit Lake, City of	SRO Officer 5/15-7/9/2016	1,323.25
	6/30/2016	2,732.10

2016-2017

Omni Orlando Resort	Lodging (National School Safety Conference Sexton/Duke)	1,818.30	90561
Time Warner Cable	District Internet Access 7/8 - 8/7/16	17,740.00	90562
Verizon Wireless	Cell Usage 5/23 - 6/22/16	1,704.06	90563
	Total	21,262.36	

ADH-Idaho,LLC	Maint Supplies	1,928.30
Advanced	Accreditation/eProve Maint. Fees(LHS,THS,MVAS)	2,475.00
AlSCO	Coverall Service	46.82
Athol, City of	AE Water 5/23 - 6/23/2016	155.80
Avista	June 2016 Electricity/Natural Gas	35,388.98
Bar Circle "S" Water	GEJune 2016 Water	593.92
CDW Government	Tech Equipment	5,999.95
Cenex Cooperative Supply	15w40 Oil	648.45
CIS	CIS Power (LJH, TJH, LHS, THS,MVAS)	1,175.00
Culligan Water	Tech Water 7/1 - 7/31/2016	24.45
Graybar	Maint Supplies	1,571.35
IASA	Divisional/Membership Dues	10,885.00
Idaho School Boards Assoc.	PU-POL Update	495.00
Idaho School District Council	District Menbership Dues	50.00
Insight Investments	Tech Equipment	5,118.00

Longwell & Trapp Architects	Architectural Fees (Reroofing/Art Storage Floor)	6,431.80
Napa	Tran Supplies	388.00
Needs, Norma	Expense Claim Reim (Silverback Summit 2016)	51.00
OETC	Licenses (Tech)	13,816.08
Post Falls Glass & Screen	Maint Supplies	45.00
Raptor Technologies	Annual Access Renewal 2016-2017	4,320.00
Rathdrum, City of	Crossing Guard Salary 1/6 - 6/30/16	6,400.70
Ricoh	Copier Supplies	1,000.00
RWC International	Trans Supplies	112.64
School Tech Supply	Tech Supplies	75,603.80
Spirit Lake, City of	June 2016 Water/Sewer	2,026.07
Spokane Public Schools	Registration Inland NW Adv.Placement (Teel, Neff)	1,550.00
State Dept of Education	Annual Student Transport Assessment Fee	5,454.00
Supplyworks	Maint Supplies	348.90
Walter E Nelson Co.	Maint Supplies	324.00
WCP Solutions	Maint Supplies	181.44
Ziegler Lumber	Maint Supplies	32.24
	7/15/2016	184,641.69
	Totals	
	Checks paid off-cycle (32,786.54 + 21,262.36)	54,048.90
	6/24/2016	47,416.44
	6/30/2016	34,354.34
	6/30/2016	31,639.66
	6/30/2016	2,732.10
	7/1/2016	271,074.07
	7/15/2016	184,641.69
	Grand Total	625,907.20

CITY OF RATHDRUM (Water 100 661000 331 ??? 000) (Sewer 100 661000 335 080 000) 687-0261													
2015-16		WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER
DO (001)	7.1640.1	27.75	121.50	24.50	56.70	24.50	56.70	24.50	48.80	24.50	51.50	24.50	51.50
TRAN (002)	7.1660.1	28.50	64.80	28.50	81.00	28.50	56.70	28.50	64.80	28.50	51.50	28.50	51.50
Food Serv	7.1610.1	65.35	315.90	51.70	145.80	60.80	259.20	57.55	218.70	46.50	51.50	46.50	51.50
JBE (101)	7.1620.1	112.80	907.20	102.40	777.60	114.75	931.50	106.95	834.30	46.50	51.50	46.50	51.50
JBE Annex(101)	7.1630.1	46.50	72.90	46.50	48.80	46.50	48.80	46.50	72.90	46.50	51.50	46.50	51.50
BKE (104)	7.1580.1	64.50	48.80	64.50	48.80	68.40	129.60	73.60	194.40	64.50	51.50	64.50	51.50
BKE Irrig (104)	4.1585.1	1,082.35		1,619.25		1,663.45		65.75					
LJHS (201)	7.1670.1	243.90	2,316.60	256.25	2,470.50	303.70	3,061.80	97.00	486.00	64.50	51.50	64.50	51.50
LJHS Field (013)	4.1650.1	303.00		728.75		804.80		367.35					
LHS (301)	7.1570.1	78.15	251.10	72.30	178.20	97.00	486.00	94.40	453.60	64.50	51.50	64.50	51.50
LHS Irrig (007)	4.0616.1	1,022.80		1,128.10		610.05		79.00					
LHS Field (008)	4.1600.1	644.25		703.40		759.30		43.00					
LHS FBF RR	7.0002.1		48.80		48.80		48.80		48.80		51.50		51.50
MVAS (491)	7.1590.1	223.95	64.80	243.45	56.70	257.10	72.90	46.50	56.70	46.50	51.50	46.50	51.50
Soccer Fld (005)	4.0000.1	119.05		122.95		114.50		84.60					
		4,062.85	4,212.40	\$5,192.55	\$3,912.90	\$4,953.35	\$5,152.00	\$1,215.20	\$2,479.00	\$432.50	\$515.00	432.50	\$515.00
			8,275.25		\$9,105.45		\$10,105.35		\$3,694.20		\$947.50		\$947.50
invoice #		JULY 15 WATER/SEWER		AUG 15 WATER/SEWER		SEPT 15 WATER/SEWER		OCT 15 WATER/SEWER		NOV 15 WATER/SEWER		DEC 15 WATER/SEWER	
		WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER
DO (001)	7.1640.1	24.50	51.50	24.50	51.50	24.50	51.50	24.50	51.50	24.50	51.50	24.50	77.22
TRAN (002)	7.1660.1	28.50	51.50	28.50	51.50	28.50	51.50	28.50	51.50	28.50	85.80	28.50	60.06
Food Serv	7.1610.1	46.50	51.50	46.50	51.50	46.50	51.50	103.70	1,012.44	56.90	223.08	58.85	248.82
JBE (101)	7.1620.1	46.50	51.50	46.50	51.50	46.50	51.50	224.60	2,608.32	75.10	463.32	69.25	386.10
JBE Annex(101)	7.1630.1	46.50	51.50	46.50	51.50	46.50	51.50	46.50	205.92	49.10	120.12	46.50	68.64
BKE (104)	7.1580.1	64.50	51.50	64.50	51.50	64.50	51.50	103.50	772.20	318.65	3,440.58	64.50	51.50
BKE Irrig (104)	4.1585.1							115.80		509.70		640.35	
LJHS (201)	7.1670.1	64.50	51.50	64.50	51.50	64.50	51.50	221.80	2,333.76	130.80	960.96	145.75	1,158.30
LJHS Field (013)	4.1650.1							207.45		45.60		235.40	
LHS (301)	7.1570.1	64.50	51.50	64.50	51.50	64.50	51.50	232.20	2,471.04	98.30	531.96	107.40	652.08
LHS Irrig (007)	4.0616.1							79.00		79.00		204.45	
LHS Field (008)	4.1600.1							43.00		77.45		245.15	
LHS FBF RR	7.0002.1		51.50		51.50		51.50		51.50		51.50		51.50
MVAS (491)	7.1590.1	46.50	51.50	46.50	51.50	46.50	51.50	62.75	454.74	79.65	223.08	115.40	231.66
Soccer Fld (005)	4.0000.1							43.00		74.20		108.65	
		432.50	515.00	432.50	515.00	432.50	515.00	1,536.30	10,012.92	1,647.45	6,151.90	2,094.65	2,985.88
			947.50		947.50		947.50		11,549.22		7,799.35		5,080.53
invoice #		JAN 16 WATER/SEWER		FEB 16 WATER/SEWER		MAR 16 WATER/SEWER		APR 16 WATER/SEWER		MAY 16 WATER/SEWER		JUNE 16 WATER/SEWER	
Food Serv Water Account #290 710000 331 000 000		Sewer Account #290 710000 335 000 000						inv # is June ?? water/sewer					

**KOOTENAI ELECTRIC
FY 2014-15**

	6/15- 7/15/2014	7/15- 8/15/2014	8/15- 9/15/2014	9/15- 10/15/2014	10/15- 11/15/2014	11/15- 12/15/2014	12/15- 1/15/2015	1/15- 2/15/2015	2/15- 3/15/2015	3/15- 4/15/2015	4/15- 5/15/2015	5/15- 6/15/2015
103 AE	984.93	932.42	1,497.39	1,785.49	2,726.69	3,185.98	3,215.24	2,948.24	2,793.37	2,392.50	2,057.91	1,444.22
Mtr 5968959	63.82	69.17	79.46	86.26	97.39	96.29	116.43	111.93	91.70	90.34	74.36	69.26
Mtr 83699138	907.58	849.72	1,404.40	1,685.70	2,615.77	3,076.16	3,085.28	2,822.78	2,688.14	2,288.63	1,970.02	1,361.43
Sec Light	13.53	13.53	13.53	13.53	13.53	13.53	13.53	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	2,155.94	2,633.30	2,309.06	2,112.02	1,944.50	1,559.30	1,194.02
PAID	1,771.25	1,677.46	2,673.41	3,265.11	4,630.63	5,341.92	5,848.54	5,257.30	4,905.39	4,337.00	3,617.21	2,638.24
ck date	7/31/2014	8/29/2014	9/29/2014	10/31/2014	12/3/2014	12/31/2014	1/30/2015	2/27/2015	3/31/2015	4/30/2015	5/29/2015	6/30/2015

FY 2015-16

	6/15- 7/15/2015	7/15- 8/15/2015	8/15- 9/14/2015	9/14- 10/15/2015	10/15- 11/15/2015	11/15- 12/15/2015	12/15/2015- 1/15/2016	1/15- 2/15/2016	2/15- 3/15/2016	3/15- 4/15/2016	4/15- 5/15/2016	5/15- 6/15/2016
103 AE	885.07	928.08	1,247.27	1,810.38	2,462.65	3,049.75	3,418.25	3,180.63	2,640.88	2,475.36	1,997.00	1,740.84
Mtr 95801833	64.58	71.47	75.80	89.57	100.45	93.40	91.70	95.10	80.05	65.43	52.60	49.88
Mtr 83699138	806.96	843.08	1,157.94	1,701.06	2,342.45	2,936.60	3,306.80	3,065.78	2,541.08	2,390.18	1,924.65	1,671.21
Sec Light	13.53	13.53	13.53	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75
105 GE	776.00	776.00	942.98	1,322.18	1,743.38	2,315.06	2,509.46	2,516.90	2,013.38	1,800.98	1,437.38	1,536.26
PAID	1,661.07	1,704.08	2,190.25	3,132.56	4,206.03	5,364.81	5,927.71	5,697.53	4,654.26	4,276.34	3,434.38	3,277.10
ck date	7/31/2015	8/31/2015	9/30/2015	10/30/2015	11/30/2015	12/31/2015	1/29/2016	2/29/2016	3/31/2016	4/29/2016	5/31/2016	6/30/2016

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 #5367855			Account #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	
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	236719	236864	14500	46.94	40.00	86.94	12/31/2014
Jan 2015	236864	237018	15400	48.29	40.00	88.29	1/30/2015
Feb 2015	237018	237174	15600	48.59	40.00	88.59	2/27/2015
Mar 2015	237174	237435	26100	64.34	40.00	104.34	3/31/2015
Apr 2015	237435	237759	32400	74.99	40.00	114.99	4/30/2015
May 2015	237759	237968	20900	56.54	40.00	96.54	5/29/2015
June 2015	237968	242103	413500	943.24	40.00	983.24	6/30/2015
						8,559.04	
July 2015	242103	254544	1244100	2,853.62	40.00	2,893.62	7/31/2015
Aug 2015	254544	270270	1572600	3,609.17	40.00	3,649.17	8/31/2015
Sept 2015	270270	286069	1579900	3,625.96	40.00	3,665.96	9/30/2015
Oct 2015	286069	288729	266000	603.99	40.00	643.99	10/30/2015

Nov 2015	288729	288955	22600	59.09	40.00	99.09	11/30/2015
Dec 2015	288955	289109	15400	48.29	40.00	88.29	12/31/2015
Jan 2016	289109	289222	11300	42.14	40.00	82.14	1/29/2016
Feb 2016	289222	289412	19000	53.69	40.00	93.69	2/29/2016
Mar 2016	289412	289588	17600	51.59	40.00	91.59	3/31/2016
Apr 2016	289588	290181	59300	128.79	40.00	168.79	4/29/2016
May 2016	290181	294356	417500	952.44	40.00	992.44	5/31/2016
June 2016	294356	299027	467100	1,066.52	40.00	1,106.52	6/30/2016
						13575.29	

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	648.05	12/31/2014	TLE JAN 15 SEWER
FEB 15	648.05	1/30/2015	TLE FEB 15 SEWER
MAR 15	648.05	2/27/2015	TLE MAR 15 SEWER
APR 15	648.05	3/31/2015	TLE APR 15 SEWER
MAY 15	648.05	4/30/2015	TLE MAY 15 SEWER
JUNE 15	648.05	5/29/2015	TLE JUN 15 SEWER
	7,593.30		

	AMOUNT	CK DATE	INV #
JULY 15	648.05	7/1/2015	TLE JULY 15 SEWER
AUG 15	648.05	7/31/2015	TLE AUG 15 SEWER
SEP 15	648.05	8/31/2015	TLE SEPT 15 SEWER
OCT 15	648.05	9/30/2015	TLE OCT 15 SEWER
NOV 15	648.05	10/30/2015	TLE NOV 15 SEWER
DEC 15	648.05	11/30/2015	TLE DEC 15 SEWER
JAN 16	676.00	12/31/2015	TLE JAN 16 SEWER
FEB 16	676.00	1/29/2016	TLE FEB 16 SEWER
MAR 16	676.00	2/29/2016	TLE MAR 16 SEWER
APR 16	676.00	3/31/2016	TLE APR 16 SEWER
MAY 16	676.00	4/29/2016	TLE MAY 16 SEWER
JUNE 16	676.00	5/31/2016	TLE JUN 16 SEWER
	7,944.30		

	AMOUNT	CK DATE	INV #
JULY 16	676.00	7/1/16	TLE JUL 16 SEWER
AUG 16			
SEP 16			
OCT 16			
NOV 16			
DEC 16			
JAN 17			
FEB 17			
MAR 17			
APR 17			
MAY 17			
JUNE 17			
	676.00		

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

Date	Irrigation		Reading	Reading	TOTAL	CHECK	INVOICE
	Reading					DATE	NUMBER
July 2015	59622900	848.54	3045300	33.87	882.41	7/15/2015	JUNE 15 WATER
Aug 2015	60748900	1,973.62	3057600	35.78	2,009.40	8/14/2015	JULY 15 WATER
Sept 2015	62259900	2,643.52	3061300	27.43	2,670.95	9/15/2015	AUG 15 WATER
Oct 2015	62964800	1,213.48	3085900	57.18	1,270.66	10/15/2015	SEPT 15 WATER
Nov 2012	62964800	54.86	3122100	77.37	132.23	11/13/2015	OCT 15 WATER
Dec 2012	62964800	27.43	3122100	27.43	54.86	12/11/2015	NOV 15 WATER
Jan 2013	62964800	27.43	3122100	27.43	54.86	1/15/2016	DEC 15 WATER
Feb 2013	62964800	27.43	3122100	27.43	54.86	2/12/2016	JAN 16 WATER
Mar 2013	62964800	27.43	3216600	139.66	167.09	3/15/2016	FEB 16 WATER
April 2013	62964800	27.43	3245800	65.19	92.62	4/8/2016	MAR 16 WATER
May 2013	62970300	27.43	3275400	65.88	93.31	5/13/2016	APR 16 WATER
June 2013	63109700	256.94	3304300	64.67	321.61	6/15/2016	MAY 16 WATER
	includes adjustment for double credit on 10/1 bill				7,804.86		
July 2013	63420100	554.48	3318700	39.44	593.92	7/15/2016	JUNE 16 WATER
Aug 2013							
Sept 2013							
Oct 2013							
Nov 2013							
Dec 2013							
Jan 2014							
Feb 2014							
Mar 2014							
April 2014							
May 2014							
June 2014							
					0.00		
July 2014							
Aug 2014							
Sept 2014							
Oct 2014							
Nov 2014							
Dec 2014							
Jan 2015							
Feb 2015							
Mar 2015							
April 2015							
May 2015							
June 2015							
					0.00		

CITY OF ATHOL 100 661000 331 103 000 683-2101

C-0010		C-0011				CHECK	INVOICE
DATE	READING		READING		TOTAL	DATE	NUMBER
JULY 2015	2618	35.00	21411	279.20	314.20	7/15/2015	JULY 15
AUG 2015	2674	47.10	21811	425.50	472.60	7/31/2015	AUG 15
SEPT 2015	2735	52.60	22353	581.70	634.30	8/31/2015	SEPT 15
OCT 2015	2754	35.00	22752	424.40	459.40	9/9/2015	OCT 15
NOV 2015	2754	35.00	22752	35.00	70.00	10/30/2015	NOV 15
DEC 2015	2754	35.00	22752	35.00	70.00	12/11/2015	DEC 15
JAN 2016	2754	35.00	22752	35.00	70.00	12/31/2015	JAN 16
FEB 2016	2754	35.00	22752	35.00	70.00	2/12/2016	FEB 16
MAR 2016	2754	35.00	22752	35.00	70.00	3/15/2016	MAR 16
APR 2016	2754	35.00	22752	35.00	70.00	3/31/2016	APR 16
MAY 2016	2825	35.00	22810	35.00	70.00	5/13/2016	MAY 16
JUNE 2016	2836	35.00	22873	54.80	89.80	6/15/2016	JUN 16
		449.70		2,010.60	2,460.30		
JULY 2016	2845	35.00	22996	120.80	155.80	7/15/2016	JULY 16
AUG 2016							
SEPT 2016							
OCT 2016							
NOV 2016							
DEC 2016							
JAN 2017							
FEB 2017							
MAR 2017							
APR 2017							
MAY 2017							
JUNE 2017							
		35.00		120.80	155.80		
JULY 2017							
AUG 2017							
SEPT 2017							
OCT 2017							
NOV 2017							
DEC 2017							
JAN 2018							
FEB 2018							
MAR 2018							
APR 2018							
MAY 2018							
JUNE 2018							



Proposed Hayden Canyon Charter Petition review for Authorization

Sarah Halsted <sehalsted3@gmail.com>
To: bcunningham@lakeland272.org

Tue, Jul 5, 2016 at 2:00 PM

July 5, 2016

Lakeland Joint School District 272 School Board
15506 North Washington Street
Rathdrum, ID 83858
Via email: bcunningham@lakeland272.org

Re: Proposed Hayden Canyon Charter Authorization

To the honorable members of the Lakeland School Board:

The Founding Board of the proposed Hayden Canyon Charter, an Expeditionary School of Arts and Sciences, is seeking your review of HCC's State Petition in consideration of acting as Authorizer for the school. The HCC Founding Board respectfully requests that the LSD School Board reject the opportunity to be the charter's authorizing agent, and instead defer that responsibility to the state, as was done in 2014. The current petition has been reviewed for sufficiency by the State Department of Education, and is in compliance in all areas. We are awaiting the Certificate of Sufficiency from Michelle Clement-Taylor's office, and are hopeful it will be sent by the morning of the 11th. In keeping with the state timelines, the Founding Board is moving forward as if the certificate will be released by the 11th, in time for a relevant appearance before the School Board that evening to answer any questions related to Authorization.

The current petition is located at: https://www.dropbox.com/s/ffe0k246mpicroa/160701%20%20HCC%20Petition%20with%20SR_Revisions.pdf?dl=0

Please feel free to connect with our Chairman of the Board, Vern Newby, or board member Jason Ball you have questions or difficulty accessing the document.

Sincerely,

The Founding Board Members
Proposed Hayden Canyon Charter

Board Chair: Vern Newby

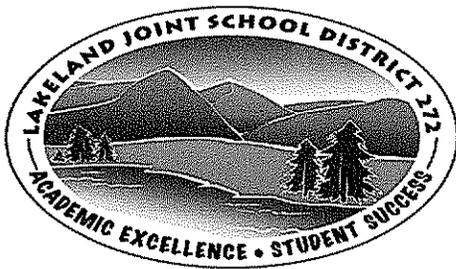
Cell: (208) 929-1140

Email: vernonnewbyhcc@gmail.com

Vice President: Jason Ball

Cell: (208) 819-9220

Email: jasonballcda@gmail.com



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

July 11, 2016

Alison Redman Henken, MPP
Charter Schools Program Manager
Idaho Public Charter School Commission
650 W. State St. PO Box 83720
Boise, Idaho 83720-0037
via email: alison.henken@osbe.idaho.gov

RE: Proposed Hayden Canyon Charter, An Expeditionary School of Arts & Sciences (HCC)

Dear Ms. Henken,

A petition for the establishment of the above referenced charter school has been re-submitted and reviewed by the Lakeland School District (LSD). As indicated previously in our letter dated July 9, 2014, it is our understanding according to Idaho Code Section 335205 1.C there are three possible options for the Board in considering authorization. They are: 1) approve the petition; 2) deny the petition; 3) refer it to the Idaho State Public Charter School Commission. At the LSD Board Meeting held on July 11, 2016 the Board unanimously voted to confirm its previous decision to not be HCC's authorizer and referred the petition onto the Idaho Public Charter School Commission for consideration.

Lakeland School District based on its due diligence has declined being HCC's authorizer for various reasons including concerns regarding financial, administrative responsibility and liability considerations. LSD early on in this process also came to the conclusion that the possibility of establishing its own elementary school at this site would not be feasible because of its somewhat removed location at the outer perimeter of our district boundary.

Please feel free to contact us with any questions or comments or if you need additional information.

Sincerely,

Mr. Larry Brown, Chairman
Lakeland Joint School District No. 272

Cc: Mr. Vernon Newby, President
Hayden Canyon Charter Board of Directors
vernonnewbyhcc@gmail.com



LAKELAND JOINT SCHOOL DISTRICT #272

15506 N. Washington Street P.O. Box 39

Rathdrum, Idaho 83858

Phone: 208.687.0431 Fax: 208.687.1884 Web: lakeland272.org

July 9, 2014

Alison Redman Henken, MPP
Charter Schools Program Manager
Idaho Public Charter School Commission
650 W. State St. PO Box 83720
Boise, Idaho 83720-0037
via email: alison.henken@osbe.idaho.gov

Re: Proposed Hayden Canyon Charter School of Expeditionary Learning (HCCSEL)

Dear Ms. Henken,

A petition for the establishment of the above referenced charter school has been submitted and reviewed by the Lakeland School District (LSD). At the LSD board meeting held on May 12, 2014, the board unanimously voted to not be the school's authorizer and referred the petition onto the Idaho Public Charter School Commission for consideration. It is our understanding this is consistent with the third of three options available to us according to Idaho Code Section 335205 1.C in considering authorization of a proposed charter school petition: 1) approve the petition; 2) deny the petition; 3) refer the petition onto the Idaho State Public Charter School Commission.

Please do not hesitate to contact me with any questions or comments or if you need additional information.

Best regards,

Mr. Larry Brown, Chairman
Lakeland Joint School District No. 272

Cc: Glen Lanker
HCCSEL Founding Board Chair
glanker@artios.biz



May 8, 2014

Mr. Tom Taggart
Director of Business and Operations
Lakeland School District No. 272
15506 N. Washington St.
Rathdrum, Idaho 83858
via email

Re: Proposed Hayden Canyon Charter School

Dear Tom,

Thank you for the opportunity to be on the agenda for the Lakeland School District Board Meeting on May 8, 2014 regarding the proposed Hayden Canyon Charter School. The State Department of Education has reviewed our draft charter petition and completed the Sufficiency Review process. Their letter and completed Sufficiency Review form is included in the appendices. The next step is to submit the petition to the local school district to consider authorization, which is the Lakeland School District because the proposed location for the school is within its boundaries.

Hayden Canyon Charter School is proposed for grades K – 8 and is intended to be affiliated with Expeditionary Learning, which is the curriculum at three other Idaho charter schools: Anser Charter School near Boise, Palouse Prairie School in Moscow and Pocatello Community Charter School. Expeditionary Learning is taught in over 160 schools in 33 states, and emphasizes a collaborative, hands-on, project based approach.

The proposed school is not intended as competition, but rather as complimentary to existing public schools. The proposed school will help accommodate future growth in the area, instead of being a burden to surrounding schools. The land for the proposed school would be donated by Hayden Canyon, a master planned community located in the northeast portion of the city of Hayden, which lies on the border between the Lakeland and Coeur d Alene School Districts. Students will be able to attend the new school within their neighborhood, rather than having to attend existing schools in two separate districts outside the area. Since public charter schools are responsible for generating the cost of their facilities themselves, taxpayers would not be burdened to pass a bond initiative to fund its construction.

We are seeking independent Local Education Agency (LEA) status. It is our understanding, according to Idaho Code Section 335205 1.C, there are three possible options for the Board in considering authorization. They are: 1) approve the petition; 2) deny the petition; 3) refer it to the Idaho State Public Charter School Commission. If the Board is not interested in authorization, then we would respectfully request referral to the Public Charter School Commission.

We appreciate the Lakeland School District taking time to consider our petition; please do not hesitate to contact me with any questions or comments. We look forward to seeing you on May 12th.

Best regards,

A handwritten signature in black ink, appearing to read 'G. Lanker', with a long horizontal flourish extending to the right.

Glen Lanker, Chairman
Hayden Canyon Charter School Board



HCC Sufficiency Review Cover Letter

Sarah Halsted <sehalsted3@gmail.com>
To: bcunningham@lakeland272.org

Mon, Jul 11, 2016 at 2:22 PM

Dear Brooke—

Michelle Clement-Taylor has sent us our certificate of sufficiency and the rubric which should be considered as part of the appendices in our original document. In light of the state timeline and in consideration for giving the trustees and Superintendant sufficient time to review our petition, we submitted the edited version with strike thoughts and underlines. We will remove these and make a clean copy available to the board via the same Dropbox link, for any future reference.

In her cover letter, and email to us, she specifically emphasized documentation from both HCC and the district that shows the process of "serious consideration" on the part of the district prior to any action. This indicates we may need more formal meetings to satisfy the state's requirements for fully exploring the pros and cons of the District as Authorizing agent before the district declines.

Thank you for passing this on to all involved. I will attach the State rubric in a second email.

Sincerely,
Sarah Halsted

 **Cover Letter - Final.pdf**
110K



July 11, 2016

SHERRI YBARRA
SUPERINTENDENT OF
PUBLIC INSTRUCTION

650 W. STATE STREET
P.O. BOX 83720
BOISE, IDAHO 83720-0027

OFFICE: 208-332-6800
FAX: 208-334-2228
SPEECH/HEARING
IMPAIRED: 1-800-377-3529

Vernon L. Newby, Authorized Representative
Hayden Canyon Charter
12022 N. Forest Road
Hayden, ID 83835

Dear Mr. Newby,

In Idaho, the State Superintendent of Public Instruction has the responsibility for carrying out policies, procedures and duties authorized by law or established by the State Board of Education for all secondary and elementary school matters (Idaho Code, Section 33-125). On behalf of Superintendent Sherri Ybarra, the Sufficiency Review Committee at the Idaho Department of Education has reviewed the petition for a charter school submitted by Hayden Canyon Charter. This review was to ensure that the petition contains the required information and meet the legal requirements of Section 33-5205, Idaho Code. Additionally, the review is designed to help with the creation of high quality charter schools

The findings of the State Department of Education are outlined in the enclosed document. Based on the review, the proposed petition meets the established standards and legal requirements. The petition should be revised to remove the strikethrough text. Additionally, the underlining should be removed on the added text. Finally, the Sufficiency Review should be added to the petition as an appendix.

Now that the Sufficiency Review is complete, the petition must be submitted to the Lakeland board of trustees, since that is where the proposed charter school will be located. Legislation enacted in 2008 requires school districts to make serious consideration of proposed charter schools before approving, denying or forwarding the petition to the Charter Commission.

If you have any questions regarding these findings or comments, please contact me at (208) 332-6963.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Clement Taylor".

Michelle Clement Taylor, School Choice Coordinator

Enclosure: Idaho State Department of Education Sufficiency Review

Sufficiency Review Cover Sheet Elements Required of a Petition to Establish a Charter School

Pursuant to the public charter school rules adopted by the Idaho State Board of Education on March 10, 2005, charter school petitioners are required to submit a draft charter school petition to the Idaho State Department of Education (SDE) for the purpose of determining whether the petition complies with statutory requirements (I.C. 33-5202). This review must occur prior to the petition being submitted to an authorized chartering entity (IDAPA 08.02.04. 200.03).

Each section presents criteria for a response that meets the standard, and these criteria should guide the overall rating for the section. The Comments area provides space to identify data and other evidence that supports the rating. If the standard is not met, comments for revisions or improvement are required. The rationale for each rating is important, especially if some of the data or evidence does not fit neatly into the criteria provided.

The following definitions should guide the ratings:

Meets the Standard: The charter and amendments reflect a thorough understanding of key issues. It addresses the topic with specific and accurate information that shows thorough preparation and presents a clear, realistic picture of how the school expects to operate.

Does Not Meet the Standard: The charter and amendments do not meet statutory requirements, lacks information or raises substantial concerns about the applicant's understanding of the topic and/or ability to meet the requirement in practice.

After a sufficiency review has been conducted by the State Department of Education within thirty (30) days of receipt, the results of the review will be returned to the authorized representative submitting the amendments. If any of the amendment items do not meet the standard, those items need to be addressed and resubmitted to the Department for further review.

Once all of the amendments meet the defined standards, the next step is to submit the amendments and sufficiency review findings to an authorized chartering entity for review and consideration for approval.

Completion of the sufficiency review process does not ensure approval of the charter amendments, nor does it establish that the school cannot be challenged for failure to comply with state or federal statutes, rules or regulations at some future date. The SDE does not waive its duty to enforce such laws by performing the sufficiency review.

Hayden Canyon Charter Sufficiency Review Team:

Michelle Clement Taylor - School Choice Coordinator
Julie Oberle – School Finance Coordinator
Matt McCarter – Student Engagement & Postsecondary Readiness Director
Tina Polishchuck – Advanced Opportunities Coordinator
Cina Lakey – Teacher Certification Coordinator
Shannon Haas – Ethics/Background Program Coordinator
Jeff Brandt – Special Populations Coordinator
Alissa Metzler – LEP/Title III Coordinator
Lynda Westfall – Child Nutrition Director
Alexandra McCann – Transportation Specialist
Jill Mathews – Family and Community Engagement Coordinator
Tyson Carter – School Improvement/Educator Effectiveness Coordinator

Cover Page

Proposed Charter School Name: Hayden Canyon Charter, An Expeditionary School of Arts & Sciences	
District Location: Lakeland School District No. 272	
Proposed Physical Location: 13782 N. Government Way, Hayden, ID 83835	
Authorized Representative: Vernon L. Newby	
Address: 12022 N. Forest Road, Hayden, ID 83835	
Telephone: 208.929.1140	E-mail: vernonnewbyhcc@gmail.com
Alternative Contact: Sarah E. Washington-Halstead	
Address: 22689 N. Ranch View Dr., Rathdrum, ID 83858	
Telephone: 208.380.9025	E-mail: sehalsted3@gmail.com
Proposed Opening Date: Fall 2017	
Proposed Grade Levels: Kindergarten through 8th grade	
Initial Enrollment Goal: 209 – K-6	
Focus of School: expeditionary learning	
Date Submitted for Review: May 20, 2016, June 29, 2016, July 1, 2016	
Date of Review Completion: June 20, 2016; June 30, 2016, July 11, 2016	
Comment: 3rd Review: All items meet the standard. The formatting on the petition should be updated before submitting it to the school district. 2nd Review: With the exception of one area, the items not meeting the standard now do. The transportation section needs to be revised. Review the comments from the initial review as well as this review. 1st Review: A majority of the standards are met. There are a few items that need revision and clarification. Please review the reviewer comments and notes. For items not meeting the standard, incorporate those comments into the revisions. For items meeting the standard, consider addressing the comments provided. Use legislative format for the revisions. That includes <u>underlining</u> inserted text and strikethroughs for removed text.	

Required Elements	Idaho Code
Cover Page and Table of Contents	
Cover page must include the following information: <ul style="list-style-type: none"> • Name of proposed charter school; • School year petitioning to open; • Name of school district affected; • Where the building will be physically located; • Contact information for authorized representative – including name, address, telephone, and email address. If the school is a virtual school that must be indicated, as well as the location of the main office.	08.03.01.401.01
Meets Standard	
Table of Contents – page 2 of the petition. Include accurate page numbers for tabs, subjects, and appendices.	08.03.01.401.02
Meets Standard	
Comments: It will be important to align the table of contents once revisions are made and the final draft is ready to submit to the potential authorizer.	
Tab 1 – Vision, Mission	
Executive Summary – succinct description of school concept; how success will be defined; community need and interest; motivation and collective qualification of petitioning group.	
Meets Standard	
Vision and Mission Statements	08.02.04.202 08.03.01.401.03
Meets Standard	
Legislative Intent – include a description of which of the intent items the school will accomplish.	33-5202
Meets Standard Comments: The petition contains a very thorough and complete response. It is not necessary to address all of the intents for charter schools – just those that specifically apply or are a focus for the school.	

Required Elements	Idaho Code
Tab 2 – Proposed Operations, Legal Status	
Describe the proposed operation and potential effects of the school, including, but not limited to: <ol style="list-style-type: none"> facilities to be utilized by the school; the manner in which administrative services of the school are to be provided; the potential civil liability effects upon the school and its chartering entity; and anticipated enrollment. 	33-5205(5)
<p style="text-align: center;">Meets Standard</p> <p>Comments: On page 12 the reference to the “K-8 STEM Charter School” should be updated to North Idaho STEM. It is no longer a K-8 school. Also, including Anser Charter in Boise is odd because the school is so far away from Hayden Canyon. If a reference were included to the EL model Anser is using it might make more sense include them.</p>	
Explanation of legal status of the school, including LEA status. References to Articles of Incorporation and Bylaws – inclusion in Appendices.	33-5203(7) 33-5204(1)
<p style="text-align: center;">Meets Standard</p>	
Describe the proposed location of the school. Also provide the specific attendance area of the school. If the attendance area uses boundaries other than school district or county boundaries include a detailed description of the attendance area and a map showing the boundary.	33-5205(3)(j)
<p style="text-align: center;">Meets Standard – 2nd Review</p> <p>Comments: 2nd Review: The location description includes the street names that serve as the attendance area and addresses the concerns raised in the first review. 1st Review: A detailed description of the attendance area with the names of specific streets serving as the boundaries needs to be included in the description of the attendance area. It is not clear from the map what the edges of the boundary are.</p>	
Commitment to secure property and liability insurance. Errors and Omissions insurance is not required by statute but is recommended.	33-5204(4)
<p style="text-align: center;">Meets Standard</p>	
Tab 3 – Educational Program and School Goals	
Describe what it means to be an “educated person” in the 21st century.	33-5205(3)(a) 33-1612

Required Elements	Idaho Code
Meets Standard	
Explain how learning best occurs.	33-5205(3)(a)
Meets Standard	
Describe the school's educational program and goals. Include how the program and goals relate and support the vision and mission.	33-5205(3)(a)
Meets Standard	
Describe how the educational program goals will be measured and the related data that will be collected.	33-5205(3)(a)
Meets Standard	
Describe how each of the education thoroughness standards as defined in Idaho Code Section 33-1612 shall be fulfilled.	33-5205(3)(a) 33-1612
Meets Standard	
If the school will have grades 9-12, describe how the graduation requirements will align with the state requirements.	33-5205(3)(a)
Not Applicable	
Describe the manner by which special education services will be provided to students who are eligible for such services pursuant to the federal Individuals with Disabilities Education Act, to include a disciplinary procedure for such students.	33-5205(3)(r)
Meets Standard – 2nd Review	

Required Elements	Idaho Code
<p>Comments: 2nd Review: All items on the checklist have been addressed.</p> <p>1st Review: Please review the Special Education Checklist at the end of the review. For items labeled “No” revisions are necessary.</p> <p>Additionally, please review the following notes and consider addressing the comments: NOTE 1: On Page 39 third paragraph down, “If a student is found to be eligible for special education services at the charter school, services will be provided for the student in one or more of the following ways.” You then go on to explain the process that happen BEFORE the student is found to be eligible not after? NOTE 2: On page 41 middle of the page you have Special Education, it appears to be the heading for LEP.</p>	
Describe the manner in which Limited English Proficiency services will be provided.	33-1617 08.02.03.112(5)
Meets Standard – 2nd Review	
<p>Comments: 2nd Review: Items on the “must Have” list have been addressed, included the incorrect heading and terminology concerns.</p> <p>1st Review: Please review the Title III – Limited English Proficiency Program “Must Haves” list at the end of this document. It contains items that need to be included or revised in the document.</p>	
Describe the school’s plan for working with parents who have students who are dually enrolled. Include the manner by which eligible students from the public charter school shall be allowed to participate in dual enrollment in non-charter schools within the same district as the public charter school, as provided for in Idaho Code Section 33-203.	33-5205(3)(s) 33-203
Meets Standard – 2nd Review	
<p>Comments: Dual enrollment was not included and needs to be regardless of the grades offered. The petition should address if students will be allowed to dual enroll for opportunities not offered and HCC. Additionally, information for 7th & 8th grades students interested in earning high school credit should be included.</p>	
Tab 4 – Measurable Standards, Accreditation, and Accountability	
Identify measurable student educational standards (MSES) that describe the extent to which all students of the charter school will demonstrate they have attained the skills and knowledge specified as goals in the school’s educational program.	33-5205(3)(b)
Meets Standard	

Required Elements	Idaho Code
Identify the method by which student progress is to be measured in meeting the school's student educational standards.	33-5205(3)(c)
Meets Standard	
Describe how the school's students will be tested with the same standardized tests as other Idaho public school students.	33-5205(3)(d)
Meets Standard	
Comments: Note: The IEELA has been changed to the WIDA-Access assessment.	
Describe how the school will ensure that it shall be accredited as provided by rule of the Idaho State Board of Education.	33-5205(3)(e) 08.02.02.140
Meets Standard	
Describe the school's plan if it is ever identified as in need of school improvement through the state accountability system.	08.02.03.112 08.02.03.114
Meets Standard	
Comments: With the changes through ESSA "either as a priority or focus school" is no longer applicable. That part of the first sentence in this section can be removed.	
Tab 5 – Governance Structure, Parental Involvement, Audits	
Describe the governance structure of the school, including, but not limited to, the person or entity that shall be legally accountable for the operation of the school.	33-5205(3)(f)
Meets Standard	
Describe the ethical standards to which the governing board of the public school will adhere. Note: Include specific ethical standards in the appendix – reviewed by authorizer.	33-5204A(2)
Meets Standard	
Comments: A copy of the Code of Ethics is included as an appendix.	
Describe the process to be followed by the school to ensure parental involvement.	33-5205(3)(f)
Meets Standard	
Describe the manner in which an annual audit of financials will be conducted and submitted to the authorizer.	33-5205(3)(l) 33-5206(7)
Meets Standard	

Required Elements	Idaho Code
<p>Comments: 33-5205(3)(l): The manner in which annual audits of the financial operations of the public charter school are to be conducted. Page 16 states: An independent audit will be performed each year by an outside auditor (not affiliated with HCC). Page 52 states: Every year, HCC will hire an independent certified public accountant to conduct an independent audit that complies with generally accepted auditing standards. Upon completion of the audit, the Board will review, approve, and accept the audit report and findings. A copy of the audit report will be submitted to the authorizing entity and the State Department of Education.</p> <p>33-5206(7): Each public charter school shall annually submit the audit of the fiscal operations and a copy of the accreditation report to the authorizing entity. As noted above, Pages 16 and 52 include statements that copies of the audit will be submitted to the authorizing entity and the SDE. Page 48 states: The accreditation report and/or self- evaluation will be submitted to the authorizer annually, as required by 33-5206(7).</p>	
Describe the manner in which the school will comply with the financial reporting requirements of section 33-701 (5-10); including the web-based expenditures reporting.	33-5210(3) 33-357
Meets Standard	

Required Elements	Idaho Code
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Comments:

- 33-5210(3) – states the charter school will comply with IC 33-701, subsections 5-10:
- 33-701(5) – Publication of annual statement of financial condition
- 33-701(6) – Full and complete audit of the financial statements
- 33-701(7) – To file annually with the SDE such financial and statistical reports as the SOPI may require
- 33-701(8) – Destroying of claims or vouchers paid five years from the date the same was canceled and paid
- 33-701(9) – Review the school budget periodically and make appropriate budget adjustments; amended budgets shall be submitted to the SDE
- 33-701(10) – Invest any money coming into the hands of the school in investments permitted by section 67-1210, Idaho Code

Pages 52-53 state:

HCC will comply with the financial reporting requirements of Idaho Code Section 33-701 (5-10). Within one hundred twenty (120) days from the last day of each fiscal year, the Board will prepare and publish an annual statement of financial condition and report of the school as of the end of such fiscal year in a form prescribed by the State Superintendent of Public Instruction pursuant to Idaho Code Section 33-701(5)(6). . (This section should just refer to 33-701(5) and the annual statement of financial condition. IC 33-701(6) is the audit, which is a very different report.) Such annual statements shall include, but not be limited to, the amounts of money budgeted and received and from what sources, and the amounts budgeted and expended for salaries and other expenses by category. The annual statement will be submitted to the State Department of Education as required by law.

The school shall place copies of all teacher contracts and vendor contracts on the school website. In addition, the school will list develop and maintain an expenditures website as required by Idaho Code Section 33-357.

Annually, HCC will file with the State Department of Education such financial and statistical reports as the SOPI may require pursuant to Idaho Code Section 33-701(7). HCC will destroy all claims or vouchers paid five years from the date the claim or voucher was canceled and paid pursuant to Idaho Code Section 33-701(8).

HCC will review the school budget periodically and make appropriate budget adjustments. Amended budgets shall be submitted to the State Department of Education pursuant to Idaho Code Section 33-701(9).

HCC will invest any idle monies as permitted by Section 67-1210 of the Idaho Code.

33-357 – Creation of internet based expenditures website

Page 52 states: The school shall place copies of all teacher contracts and vendor contracts on the school website. In addition, the school will list develop and maintain an expenditures website as required by Idaho Code Section 33-357. (I believe the inclusion of "list" is a typo.)

Tab 6 – Employee Requirements	
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Describe the qualifications to be met by individuals employed by the school. Instructional staff must be certified teachers pursuant to rule of the state board of education. Administrators/principals/heads of school must be certified as administrators.	33-5205(3)(g) 33-5204A(1)
--	------------------------------

Meets Standard – 2nd Review

Required Elements	Idaho Code						
<p>Comments: The authorization of ESSA has changed the requirements related to highly qualified status. This section should be revised to say:</p> <p>HCC's full time and part time staff will meet or exceed qualifications required by state law. All instructional staff shall be appropriately certified teachers as required by Idaho Code Section 33-5205(3)(g) and 33-5210(4)(a). Administrators will be appropriately certified as administrators.</p>							
<p>Include a provision that ensures all employees of the school undergo a criminal history check.</p>	<p>33-5210(4)(d) 33-130</p>						
<p align="center">Meets Standard</p>							
<p>Describe the manner in which every person who serves in the charter school will comply with the professional codes and standards approved by the state board of education.</p>	<p>33-5204A(1)</p>						
<p align="center">Meets Standard</p>							
<p>Describe the transfer rights of any employee choosing to work in a charter school that is <u>approved by the board of trustees of a school district</u>, and the rights of this employee to return to any non-charter school in the same district.</p>	<p>33-5205(3)(p) 33-1217</p>						
<p align="center">Meets Standard</p>							
<p>Include a provision that <u>ensures</u> all staff members will be <u>enrolled in</u> and <u>covered by</u> all of the following:</p> <table border="0" data-bbox="82 1100 1182 1205"> <tr> <td>Public Employee Retirement System (PERSI)</td> <td>Unemployment Insurance</td> </tr> <tr> <td>Federal Social Security</td> <td>Health Insurance</td> </tr> <tr> <td>Worker's Compensation Insurance</td> <td></td> </tr> </table>	Public Employee Retirement System (PERSI)	Unemployment Insurance	Federal Social Security	Health Insurance	Worker's Compensation Insurance		<p>33-5205(3)(n)</p>
Public Employee Retirement System (PERSI)	Unemployment Insurance						
Federal Social Security	Health Insurance						
Worker's Compensation Insurance							
<p align="center">Meets Standard</p> <p>Comments:</p> <p>It is unclear why there is a "V" included in the Employee Benefits heading.</p>							
<p>Include a provision that ensures that the staff of the public charter school shall be considered a separate unit for purposes of collective bargaining.</p>	<p>33-5205(3)(q)</p>						
<p align="center">Meets Standard</p>							
<p>Include a provision that ensures all teachers and administrators will be on a written contract as approved by the state superintendent, conditioned up a valid certificate being held by such professional personnel at the time of entering upon the duties.</p>	<p>33-5206(4)</p>						
<p align="center">Meets Standard</p> <p>Comments: Legislation taking effect on July 1, 2016 allows charter schools to use forms other than those approved by the state Superintendent. That portion of the sentence may be removed.</p>							

Required Elements	Idaho Code
Describe the procedures the school will follow to ensure the health and safety of students and staff.	33-5205(3)(h)
<p align="center">Meets Standard – 2nd Review</p> <p>Comments: 2nd Review: A description of how the policies will be developed is included. 1st Review: Please provide details regarding how policies will be developed in accordance with the school's vision and mission. Simply stating policy will be developed in the required areas is insufficient. Provide more information on the defining features of the policies reflect the school's culture.</p>	
Describe the school's disciplinary procedures, including the procedure by which students may be suspended, expelled and reenrolled.	33-5205(3)(l) 33-205
<p align="center">Meets Standard</p>	
Describe the school's policy for contacting law enforcement and student's parents, legal guardians or custodian regarding a student reasonably suspected of using or being under the influence of alcohol or a controlled substance. Include the plan for making the policy available to each student, parent, guardian or custodian.	33-210(3)
<p align="center">Meets Standard</p>	
<p align="center">Tab 7 – Admissions, Discipline, Student Policies</p>	
Discuss the total enrollment of the charter school. Include the initial enrollment for the school; enrollment by grade – including the number of classes per grade; enrollment capacity; and the growth plan for the school.	33-5205(3)(k)
<p align="center">Meets Standard</p>	
Describe admission procedures, include a provision for over-enrollment, and equitable selection processes for the initial year, as well as subsequent years of operation.	33-5205(3)(k)
<p align="center">Meets Standard – 2nd Review</p> <p>Comments: 2nd Review: Addressed 1st Review: The enrollment preferences are not included for the initial year and need to be.</p>	
Describe how waiting lists will be developed, maintained, and renewed annually.	33-5205(3)(k)
<p align="center">Meets Standard</p> <p>Comments:</p>	
Describe the public school attendance alternative for students residing within the school district who choose not to attend the public charter school. (Only applicable if the school is a conversion of an existing traditional public school.)	33-5205(3)(o)

Required Elements	Idaho Code
Not Applicable	
Describe the process by which citizens residing in the compact and contiguous attendance area of the charter school will be made aware of enrollment opportunities.	33-5205(3)(t) 08.02.04.203.02
Meets Standard	
Describe the school's plan for denial of attendance to any student who is or has been: <ul style="list-style-type: none"> ▪ An habitual truant, ▪ Incurable, ▪ Deemed by the board of trustees to be disruptive of school discipline or instructional effectiveness, ▪ Detrimental to the health and safety of the other students, or ▪ Expelled from any other school district or state. 	33-5205(3)(i) 33-205 33-206
Meets Standard	
Include a draft student handbook that describes the school rules. Also include the procedure for ensuring a student's parent or guardian has access to the handbook. Note: The handbook should be included in the Appendices.	33-5205(3)(m)
Meets Standard	
<p>Comments: This section meets the standard. It is recommended that the handbook be posted on the school website for continuous access.</p>	
Tab 8 – Business Plan, Transportation, School Lunch	
A detailed business plan including: <ul style="list-style-type: none"> • Business description • Marketing plan • Management plan • Financial oversight plan • Pre-opening plan and timeline (Note: Required by authorizers – not thoroughly reviewed by department; however items noted in the review need to be addressed before submitting to the authorizer.)	08.02.04.202 08.03.01.401.10
Meets Standard	
Describe the school's proposal for transportation services including first year costs. Note: The budget should reflect estimated costs.	33-5205(3)(u) 33-5208(4)
Meets Standard – 3rd Review	

Required Elements	Idaho Code
<p>Comments: 3rd Review: This section was revised and clearly states the expectations for transportation. 2nd Review: Transportation will not be offered during the first year, but it is unclear when it will be. Options will include reimbursement for students in outlying areas and the offering of an arterial route. When will this occur. Information about the cost and reimbursement rate should be moved to the budget assumptions section. 1st Review: The wording in this section raises a number of questions that need to be addressed or cleaned up.</p> <ul style="list-style-type: none"> • The statement “HCC will not offer busing services for students until buss services are deemed financial feasible...” is vague and does not meet the requirement of providing transportation where practicable. • It is unclear how the amount for the cost and reimbursement was determined. • Does the bare-backbone route from major population areas mean that some areas would not be served? • Does “contracting with other bus fleet owners” mean other schools districts, charters or someone else? • HCC will explore various options for student transportation... is acceptable for the first year, but beyond that transportation is expected. • HCC will provide student transport according to ID Code 33-1510 – should reference 33-5205 & 33-5208. It would be better to say “all appropriate laws, rules, regulations, and policies.” 	
Describe the school’s proposal for a school lunch program, including how the eligibility determinations for free and reduced price meals will be made.	08.02.04.202 08.03.01.401.10c
<p align="center">Meets Standard – 2nd Review</p> <p>Comments: 2nd Review: All items have been revised. 1st Review: The application states the school will collect free and reduced applications during the enrollment process. If this is prior to July 1 of any year, they cannot collect applications so far in advance of the school year. Using restaurants is concerning, since the one I have dealt with has difficult following program regulations.</p> <p>They also say they will participate in the Fresh Fruit and Vegetable program, however without knowing how many free and reduced they will enroll – they may not be able to apply.</p> <p>Says will adopt state wellness policy</p> <p>Also need a Code of Ethics and Procurement Policies following 2 CFR 200, Allowable and Unallowable Cost Guidance in Federal Programs.</p>	
<p align="center">Tab 9 – Virtual Schools and Online Programs – Not Applicable</p>	
<p align="center">Tab 10 – Business Arrangements, Community Involvement, School Closure</p>	
Describe any potential or current business arrangements or partnerships with other schools, educational programs, businesses, or nonprofit organizations. This includes curriculum, special education, transportation, food service, legal, and accounting. (Note: Required by authorizers – not thoroughly reviewed by department; however items noted in the review must be addressed if the standard is not met.)	08.03.01.401.10
<p align="center">Meets Standard</p>	

Required Elements	Idaho Code
Describe the school's plan for termination of the charter by the board of directors, to include: <ul style="list-style-type: none"> • Identification of who is responsible for dissolution of the charter school; • A description of how payment to creditors will be handled; • Plan for final independent fiscal audit • A procedure for transferring all records of students with notice to parents of how to request a transfer of student records to a specific school; and • A procedure for transferring personnel records to the employees. • A plan for the disposal of the public charter school's assets, including those purchased with Federal funds. 	33-5205 (3) (v) 33-5206 (9) 33-5212
Meets Standard	
Tab 11 – Professional-Technical Regional Public Charter Schools – Not Applicable	
Appendices	
Include a copy of the Articles of Incorporation, file-stamped by Idaho Secretary of State's Office.	33-5204(1)
Meets Standard	
Include a copy of the signed bylaws adopted by the board of directors of the non-profit corporation.	33-5204(1)
Meets Standard	
Include copies of the Elector petition forms to establish a charters school with no fewer than 30 signatures of qualified electors of the attendance area designated in the petition and proof of elector qualifications.	33-5205(1)(a) 33-5205(3)
Meets Standard – 2nd review	
<p>Comments: 2nd Review: Specific boundaries were included and allowed for the review of the signatures. 1st Review: Without specific street boundaries for the charter school it is difficult to determine if all of the signatures on the petition. The individuals who sign the petition must live within the attendance area of the school, not just within the two districts. If the attendance area is both of the districts then all of the names approved by Kootenai County can be used.</p>	
Include proof of attendance, within the last two years, at the Charter Start! 101 Workshop presented by the Idaho State Department of Education.	33-5211(3)
Meets Standard	
Resumes of the directors of the nonprofit Corporation, including references (Note: Required by authorizers – not thoroughly reviewed by department.)	08.03.01.401.13

Required Elements	Idaho Code
Meets Standard	
Copies of any contracts or lease agreements. (Note: Required by authorizers – not reviewed by department.)	08.03.01.401.13
Meets Standard	
Start-up budget with assumptions form and supporting documentation. (Note: Required by authorizers – not thoroughly reviewed by department; however items noted in the review must be addressed if the standard is not met.)	08.03.01.401.13
Meets Standard	
Completed three year operating budget form – submitted in IFARMS format and format as required by authorizer. (Note: Required by authorizers – not thoroughly reviewed by department; however items noted in the review must be addressed if the standard is not met.)	08.03.01.401.13
Meets Standard	
Comments: The total revenue amounts for the breakeven budget do not match between the first page of the budget and the “financial summary” section of the budget. This should be updated before submitting it to the authorizer.	
First year month-by-month cash flow form. (Note: Required by authorizers – not thoroughly reviewed by department.)	08.03.01.401.13
Meets Standard	
Pre-opening Timeline (Note: Required by authorizers – not reviewed by department.)	08.03.01.401.13
Meets Standard	
Note: The New Charter School Bootcamp for 2017 is scheduled for April 27 & 28, 2017. This could be added to the timeline.	
Draft Student Handbook	33-5205(3)(m)
Meets Standard	

Special Education Sufficiency Review Checklist

This is a checklist of Special Education services or items to include when describing the special education program in the new public charter school. It is provided as a tool to assist charter petitioners

as they consider the continuum of services public schools provide, required by the Individual with Disabilities Education Act. Items included below should be discussed in the body of the petition.

Addressed in petition	<i>Special Education Item</i>	
Addressed in petition	<i>Special Education Item</i>	
Yes	<i>Idaho State Special Education Manual</i> Plan to adopt Idaho Special Education Manual from State Department of Education 1st Review: Adequately Addressed. You mention this both on page 38 in the opening paragraph and again in the second paragraph. The second paragraph speaks of adoptions and future changes so you should consider keeping this one.	
Yes - 2 nd Review No – 1 st Review	<i>Physical facilities;</i> Ensure that facilities are appropriately accessible to permit access by students, parents, staff, and patrons with disabilities. 2nd Review: Addressed. 1st Review: Please address how you will handle accessibility issues for parents, visitors etc.	
Yes - 2 nd Review No – 1 st Review	<i>Special Education Staff/Teacher;</i> Plan to hire Special Ed Teacher/Coordinator 2nd Review: Addressed. 1st Review: On the top of page 39 you hiring “at least a 1.0 FTE..” but do not indicate whether this is a SPED teacher.	
Yes - 2 nd Review No – 1 st Review	<i>Child Find; SPED Manual Chapter 3</i>	
	A child with a suspected disability	
	How to locate students	Referral to consider SPED evaluation
	Public awareness Screening Problem solving team	Evaluation Team Referral to consider SPED
	2nd Review: Addressed. 1st Review: NO. (Please see Note 1 below.) You’ve addressed most of child find, please include your screening process for all students, how you will inform the local community that your provide services etc.	
Yes - 2 nd Review No – 1 st Review	<i>Determine eligibility; SPED Manual Chapter 4</i> Evaluation team, it purpose and make up Three prongs to be eligible for services Written notice and consent for assessment Determining student eligibility under IDEA; an evaluation team (which includes educators and the parent and/or adult student) reviews information from multiple sources including, but not limited to, general education interventions, formal and informal assessments, and progress in the general curriculum. 2nd Review: Addressed. 1st Review: Page 40 bullet 1 – First sentence “HCC will form a multidisciplinary team to consider each student’s eligibility for Special Education.” Do you mean each student that attends the charter? Please address the role of the “educators” on the team. Example, administrator, school psych etc. Is the multidisciplinary team the same as the eligibility team?	
Yes	<i>IEP Process; SPED Manual Chapter 5</i> <i>Individualized Education Program</i> A written document (developed collaboratively by an IEP Team made up of parents and school personal) which outlines the special education program for a student with a disability. This document is developed, reviewed and revised at an IEP meeting at least annually	

	<i>IEP Team</i> ; SPED Manual Chapter 5		Responsibilities:
	General Education Teacher	Student (when appropriate)	Developing the IEP
	Special Education Teacher	District Representation	Determining Placement
	Parents	Other Knowledgeable Persons	Reviewing and Revising IEP and placement.
	1st Review: Adequately Addressed (Please Note: IEP stands for Individualized Education Program. I could not any information on the ELS model for SPED students, could you share more detail or a link to additional information?)		
Yes	<i>Related Services</i> ; SPED Manual Chapter 5 (E) Plan to contract/hire related services to meet IEP requirements i.e.; SLP, OT, PT, School Psych. Etc. <i>Contractual arrangements:</i> IEP team determines that the student’s academic needs cannot be met on site, contract with another agency to provide those services. The charter is responsible to continue to monitor student progress. 1st Review: Adequately Addressed.		
Yes - 2 nd Review No – 1 st Review	<i>Supplementary Aids, Services</i> ; SPED Manual Chapter 5 (F) General education curriculum adaptations and/or adaptations, transportation for those students who’s IEP requires it; even if others are not transported, extended school year, assistive technology, extended school year, and special consideration. 2nd Review: Addressed. 1st Review: : Not Adequately Addressed		
Yes - 2 nd Review No – 1 st Review	<i>Least Restrictive Environment (LRE)</i> ; SPED Manual Chapter 6 IDEA requires students with disabilities be educated with students who are nondisabled to the maximum extent appropriate, continuum of services, variety of education environments such as general education classroom, resource room for direct instruction or replacement curriculum, behavioral supports, etc. <i>Provide Continuum of Services</i> ; the continuum of setting includes for example (this is not a complete list) general education classes, special classes, resource room for direct instruction or replacement curriculum, behavioral supports, making provision for supplemental services, etc. In determining appropriate settings and services for a student with a disability, the IEP team shall consider the student’s needs and the continuum of alternate placements and related services available to meet those needs. 2nd Review: Addressed. 1st Review: Please address how you will provide LRE, I suggest you consider including your continuum of services.		
Yes - 2 nd Review No – 1 st Review	<i>Discipline of student under IDEA</i> ; SPED Manual Chapter 12		
	Continuum of services		Providing FAPE (SPED Manual Chapter 2)
	Suspensions		Manifestation determination
	Change of placement		Behavior intervention plan
	2nd Review: Addressed. 1st Review: This section needs to be expanded upon to address the items above. You mention procedural safeguards will be given to parents, this would only be necessary if disciplinary actions require a change of placement.		
Yes	<i>Confidentiality</i> ; Explain plans to protect student and parent rights; Explain plans to protect the confidentiality of personally identifiable information		

	Yes: Adequately addressed
Yes	<i>Research Based Curriculum</i> ; Use of supplemental and replacement for students with disabilities, requires curriculum that is scientifically research based curriculum due to the increased accountability. 1st Review: Adequately Addressed.

TITLE III-LIMITED ENGLISH PROFICIENCY PROGRAMS CHARTER SCHOOL “MUST-HAVES”

2nd Review - Items of concern have been revised and addressed.

Meeting the Office of Civil Rights (OCR) Requirements

In determining whether a recipient's program for LEP students complies with Title VI of the Civil Rights Act of 1964, OCR has used the standard set forth in *Castaneda v. Pickard*, 648 F. 2d 989 (5th Cir. 1981). Under this standard, a program for LEP students is acceptable if:

- (1) The school system is pursuing a program informed by an educational theory recognized as sound by some experts in the field or, at least, deemed a legitimate experimental strategy [A Sound Approach];
- (2) The programs and practices actually used by [the] school system are reasonably calculated to implement effectively the educational theory adopted by the school [Reasonable Implementation];
- (3) The school's program succeeds, after a legitimate trial, in producing results indicating that the language barriers confronting students are actually being overcome [Evaluate for Outcomes]. *Id.* at 1009-10.
 - o There is no evidence that HCC has a Language instructional education program (LIEP) that is informed by sound educational theory to serve their EL population.

LEP Student Identification Process

- What process will be in place to appropriately identify students for LEP program services? (i.e., Home Language Survey (HLS), Idaho ELL Placement Test)
 - o HCC indicates they will administer a home language survey and does indicate that this is practice for ALL students upon enrollment. There is no assigned responsibility for the administration of this task and/or who will evaluate the HLSs to determine which students may need to be screened for English Language Proficiency (ELP).

Program Model & Instructional Approaches

- What program model will the charter use to provide services to English Learners (ELs)? (i.e., dual immersion bilingual, pull-out, co-teaching)
 - o HCC does not indicate an instructional model for use with ELs
- What instructional approaches will be used to teach English and academic content to ELs? (i.e., sheltered instruction, Project GLAD strategies)
 - o HCC does not indicate an instructional approach for use to teach English and academic content to ELs.

Curriculum & Resources

- What curriculum will the charter use to teach English language development?

- No specific English language development (ELD) curriculum is mentioned.
- What resources will the charter use to support English language development?
 - No specific English language development (ELD) resources are mentioned.
- How will the charter ensure ELs are able to access the academic content areas?
 - HCC indicates that “Target growth objectives, intermediate and annual goals will drive the instruction based on student need” but does not offer any details on how those instructional services are delivered or how they will enable ELs to access the academic content areas.
- How will the charter incorporate the English Language Development (ELD) Standards into content area instruction?
 - There is no mention of the WIDA ELD standards in relation to instruction in the current proposal.

Teacher Quality

- Who will be provided English language development services to ELs? Be sure to describe the qualifications of the person(s) who will be delivering the services to ELs.
 - HCC indicates that ELs “will be continuously monitored by staff” but does not indicate as to what staff personnel hold this responsibility or how that individual(s) is qualified and/or trained to meet the unique instructional needs of English learners in both content and EL instruction.

Professional Development Plan

- What is the charter’s plan to provide professional development specific to meeting the needs of ELs to ALL staff?
 - HCC does not address professional development specific to English learners for any staff.
- What specific professional development will be provided? (i.e., SIOP, Project GLAD, MTI)
 - No EL specific PD is mentioned

Linguistic & Academic Assessment

- What assessments will be used to determine the linguistic and academic progress of ELs? (i.e., WIDA Assessments, ISAT, IELA, LAS-Links, IPT, local tests, teacher feedback). Assessments should be both formative and summative.
 - HCC indicates that students will be administered the IELA test. Idaho no longer administers the IELA assessment since school year 14-15. In school year 15-16 Idaho joined the WIDA consortium and fully adopted the WIDA suite of assessments including the annual summative assessment for English Language Proficiency, ACCESS 2.0. WIDA-ACCESS Placement Test (W-APT) is the newly adopted state English language proficiency assessment screener, used in the initial identification of English learners.
 - There is no mention of who the responsibility for becoming a trained WIDA assessment administrator/proctor falls upon in the event that an incoming student needs to be screened for ELP (all WIDA assessments require that the administrator/proctor has received, gone through, and passed certification requirements in order to administer the assessment(s)).
- Who will be responsible for ensuring ELs are given appropriate accommodations and have an Educational Learning Plan (ELP) on file?

- There is not mention of ELP plans for EL students needing accommodations on content assessments or content instruction.

Exiting & Monitoring LEP Students

- How will the charter determine when an EL is ready to exit the LEP program?
 - Exit criteria is not detailed in this proposal. Idaho's exit criteria can be found on the EL Program Department Page, under Resources. Students cannot be exited from the LIEP until they have met the Idaho exit criteria on the annual summative assessment ACCESS 2.0.
- Explain how the charter will monitor exited students for the required two years. (i.e., how often, what data will be looked at, who will monitor)
 - HCC indicates "Students identified in an LEP program will be continuously monitored by staff for the required minimum of 2 years, when the students will either be exited or re-classified into an updated program. Data will be collected from the Placement Test, State Standardized Assessment data, grades, teacher referrals, previous LEP services and LEP Instructor recommendations." Once students meet the Idaho exit criteria and have been exited into a monitoring status (LEP Status in ISEE as X1) students remain in monitoring status (Exit year 1, X1; Exit year 2, X2) for two years for accountability purposes. Monitoring status does not begin until students have met the Idaho exit criteria and have been exited from the district LIEP.
 - What will be the process for "Re-classifying" students into the LEP program?
 - Reclassification of exited students back into an LIEP is not detailed in this proposal.

Parent Involvement

- How will the charter involve parents/family of ELs in meaningful ways? This should include how parents will be involved in the development, implementation and evaluation of the LEP program.
 - Parent involvement is briefly mentioned to indicate that parents "will be heavily involved in the process for determining the best educational course of action for their students". There is no mention of how parents will be involved in the creation, implementation, or evaluation of the district LIEP.
- What is the charter's plan for providing translation and interpreting services to parents when necessary?
 - HCC does indicate that "If parents do not speak English proficiently, an interpreter will be provided."

Program Evaluation, Review & Improvement

- Describe the process for annually evaluating the LIEP program's effectiveness.
 - There is no mention of an LIEP program effectiveness evaluation.
- Who will be responsible for evaluation of the LIEP program?
 - There is no mention of an LIEP program effectiveness evaluation or who is responsible for it.
- What data will be reviewed to inform changes to the program?
 - There is no mention of an LIEP program effectiveness evaluation or the data that will be collected to evaluate effectiveness.
- What plan does the charter have in place to ensure necessary changes to the program happen quickly and effectively?
 - There is no mention of an LIEP program effectiveness evaluation.

Additional Comments:

1. Concerns that Limited English Proficiency is mentioned as "Special Education" - EL program and services are not Special Education.

Corrected

2. Consider updating all limited English proficiency (LEP) references to English learner (EL) to update with current legislation references.

Corrected

LAKELAND JOINT SCHOOL DISTRICT #272

FY 2015

FY16 - GENERAL FUND BUDGET SUMMARY INFORMATION

GF BUDGET SUMMARY INFORMATION

June, 2015 - June, 2016

REVENUE

REVENUE

REVENUE	BUDGET	RECEIPTS TO DATE	% Received	Remaining Budget	% Remaining	BUDGET	YTD ACTIVITY	% Received	Remaining Budget	% Remaining
M&O Levy	-	0.06		(0.06)			5.03		5.03	
Supplemental Levy	4,795,000.00	3,125,563.48	65.2%	(1,669,436.52)	-34.8%	4,795,000.00	4,882,707.02	101.8%	87,707.02	1.83%
Emergency Levy	20,000.00	121,152.85		101,152.85		250.00	302,201.73		301,951.73	
Tort Levy	50,000.00	31,688.37	63.4%	(18,311.63)	-36.6%	118,500.00	52,039.99	43.9%	(66,460.01)	-56.08%
Other Local Tax	-	-		-		-	85,947.00		85,947.00	
Penalty/Int Delinquent Taxes	67,300.00	54,379.94	80.8%	(12,920.06)	-19.2%	67,500.00	63,676.75	94.3%	(3,823.25)	
Investments	35,000.00	4,345.76	12.4%	(30,654.24)	-87.6%	32,500.00	54,046.92	166.3%	21,546.92	66.30%
Community Ed.	500.00	448.00		(52.00)		500.00	384.00	76.8%	(116.00)	
Other Local Revenue	180,500.00	106,295.06	58.9%	(74,204.94)	-41.1%	175,500.00	197,246.30	112.4%	21,746.30	12.39%
Base State Support	16,606,552.00	16,237,873.55	97.8%	(368,678.45)	-2.2%	15,791,020.00	15,695,100.82	99.4%	(95,919.18)	-0.61%
Transportation	1,150,000.00	1,044,638.60	90.8%	(105,361.40)	-9.2%	1,175,000.00	1,113,189.00	94.7%	(61,811.00)	-5.26%
Tuition Equiv	52,500.00	-	0.0%	(52,500.00)	-100.0%	47,500.00	37,677.89	79.3%	(9,822.11)	-20.68%
State Paid Benefits	2,575,000.00	2,166,467.02	84.1%	(408,532.98)	-15.9%	2,181,233.00	2,111,265.96	96.8%	(69,967.04)	-3.21%
Other State Support	679,390.00	641,935.80	94.5%	(37,454.20)	-5.5%	-	668,620.25	#DIV/0!	(668,620.25)	
Other State Support - PFP	-	-		-					-	
Lottery/Additional St Maint	247,000.00	247,629.00		629.00		161,500.00	179,327.00	111.0%	17,827.00	11.04%
Property Tax Replace.	85,000.00	32,847.85	38.6%	(52,152.15)	-61.4%	85,000.00	63,977.20	75.3%	(21,022.80)	-24.73%
Other State Revenue	-	57,311.45		57,311.45		330,500.00		0.0%	(330,500.00)	-100.00%
Other Fed Rev-E-Rate	-	46,585.34		46,585.34		-	202,017.46		(202,017.46)	
Unrestricted Grants	135,000.00	159,501.54	118.1%	24,501.54	18.1%	75,000.00	108,873.46	145.2%	33,873.46	45.16%
Other Indirect Restricted	-	-		-		-			-	
Sale/Com for Loss Fixed Asset		4,664.57	#DIV/0!	4,664.57	#DIV/0!					
Transfers	-	9.68		9.68		-	31,186.28		(31,186.28)	
TOTALS	26,678,742.00	24,083,337.92	90.3%	(2,595,404.20)	-9.7%	25,036,503.00	25,849,490.06	103.2%	812,987.06	3.25%
Beginning Balance						206,670.00				
Budgeted Amount	26,678,742.00					25,243,173.00				

LAKELAND JOINT SCHOOL DISTRICT #272						FY15 GENERAL FUND BUDGET SUMMARY INFORMATION				
FY16 GENERAL FUND BUDGET SUMMARY INFORMATION						EXPENSES				
June, 2015 - June, 2016										
EXPENDITURES	BUDGET	FYTD ACTIVITY	% Expended	BALANCE	% Remaining	BUDGET	YTD ACTIVITY	%	BALANCE	%
Elementary	6,462,535.00	5,588,156.86	86.5%	874,378.14	13.5%	6,265,773.00	6,412,516.40	102.3%	(146,743.40)	-2.3%
Secondary	6,894,637.00	5,731,142.52	83.1%	1,163,494.48	16.9%	6,482,372.00	6,692,446.19	103.2%	(210,074.19)	-3.2%
Alternative	535,233.00	446,371.46	83.4%	88,861.54	16.6%	506,536.00	499,918.37	98.7%	6,617.63	1.3%
Except. Child	1,300,698.00	1,223,427.30	94.1%	77,270.70	5.9%	1,186,317.00	1,220,404.17	102.9%	(34,087.17)	-2.9%
Gifted/Talented	94,138.00	74,069.33	78.7%	20,068.67	21.3%	74,395.00	84,095.76	113.0%	(9,700.76)	-13.0%
Ex Curr	698,872.00	551,701.00	78.9%	147,171.00	21.1%	525,820.00	682,566.75	129.8%	(156,746.75)	-29.8%
Summer School	66,685.00	56,664.19	85.0%	10,020.81	15.0%	63,635.00	62,274.36	97.9%	1,360.64	2.1%
Adult Ed	538.00	515.45	95.8%	22.55	4.2%	-	384.32	#DIV/0!	384.32	
Guidance/Health	982,092.00	801,770.65	81.6%	180,321.35	18.4%	939,698.00	966,730.96	102.9%	(27,032.96)	-2.9%
Ancillary	650,421.00	604,391.33	92.9%	46,029.67	7.1%	536,351.00	664,395.86	123.9%	(128,044.86)	-23.9%
Personnel Support	362,878.00	333,956.63	92.0%	28,921.37	8.0%	100,200.00	552,163.80	551.1%	(451,963.80)	-451.1%
Ed Media	531,733.00	485,432.11	91.3%	46,300.89	8.7%	498,243.00	513,552.60	103.1%	(15,309.60)	-3.1%
Instruct. Related Technology	449,849.00	460,234.55	102.3%	(10,385.55)	-2.3%	267,225.00	383,720.80	143.6%	(116,495.80)	-43.6%
Board	75,807.00	77,312.18	102.0%	(1,505.18)	-2.0%	85,750.00	77,122.18	89.9%	8,627.82	10.1%
District Admin	535,317.00	518,729.67	96.9%	16,587.33	3.1%	470,886.00	486,487.30	103.3%	(15,601.30)	-3.3%
School Admin	2,147,071.00	1,995,167.06	92.9%	151,903.94	7.1%	2,110,601.00	2,079,942.03	98.5%	30,658.97	1.5%
Business Operations	283,036.00	282,167.95	99.7%	868.05	0.3%	277,686.00	285,644.80	102.9%	(7,958.80)	-2.9%
Admin Tech Services	60,325.00	76,829.50	127.4%	(16,504.50)	-27.4%	179,292.00	165,629.98	92.4%	13,662.02	7.6%
Bldg Custodial	1,762,368.00	1,934,765.47	109.8%	(172,397.47)	-9.8%	1,664,495.00	1,954,540.65	117.4%	(290,045.65)	-17.4%
General Maint Non-Student Occ	67,500.00	53,780.98	79.7%	13,719.02	20.3%	98,353.00	85,497.16	86.9%	12,855.84	13.1%
General Maint Student Occ	813,762.00	873,022.20	107.3%	(59,260.20)	-7.3%	748,625.00	833,612.32	111.4%	(84,987.32)	-11.4%
Pupil Trans.	1,579,600.00	1,473,044.64	93.3%	106,555.36	6.7%	1,742,812.00	1,559,801.21	89.5%	183,010.79	10.5%
Dist. Trans.	40,066.00	22,575.91	56.3%	17,490.09	43.7%	43,350.00	69,686.22	160.8%	(26,336.22)	-60.8%
Capital Assets				-		-			-	
Transfers	283,581.00	288,524.00	101.7%	(4,943.00)	-1.7%	296,722.00	285,411.11	96.2%	11,310.89	3.8%
Reserve				-		78,036.00		0.0%	78,036.00	100.0%
TOTAL	26,678,742.00	23,953,752.94	89.8%	2,724,989.06	10.2%	25,243,173.00	26,618,545.30	105.4%	(1,375,372.30)	-5.4%
Balances Equal Revenue less Expenses	-	129,584.98				-	(769,055.24)			

**CLASSIFIED STAFF LISTING
2016-2017**

JOHN BROWN ELEMENTARY

Alice Starr
Amanda Marshall
Carolyn Umland
Coy Worthen
Danielle Merrifield
Doreen Edwards
Helen McCormick
Jammie Shaw
Joy Jones
Joyce Rardin
Joyce Wilhite
Julie Fertig
Kirstin Coleman
Leigh Aragon
Lindsey Sindt
Lisa Staudinger
Lynda Raebel
Mary Stein
Michael Clifford
Olivia Feusier
Olivia Hanner
Pam Katus
Sara Bennett
Shay Crandall
Shona Colee
Theresa Collins-Anderson
Tina Mertens
Ursula Barnett
Vera Brownsberger

SPIRIT LAKE ELEMENTARY

Amanda Anderson
Angella Zweering
Devin Lewis
Donita Miller
Doris Chandler
Heather Jezek
Jacque Hughes
Keely Clary
Kris Woodruff
Marjean Bell
Tahnee Meehan
Vicki Buchert

ATHOL ELEMENTARY

Cathy Nereaux
Clarice Vanderkolk
Connie Berger
Crystal Westphal
Darlene Peterson
Ellen Oster
Janice Bitner
Jessica Miller
Jim Tenney
Judy Andrews
Lacie Bole
Lana Carney
Linda Herring
Loreen Howard
Lori York
Marlys Blagden
Rachelle Barber
Tasha Swensen

BETTY KIEFER ELEMENTARY

Amy Vandenberg
Andrea Mobeck
Betty Wilkerson-Reiswig
Candace Vanderhoef
Chaleigh McCann
Debbie Hull
Gerald Sarbacher
Joan Daniels
Kerri Nagle
Leann Bendle
Lisa Ludwick
M. Schumacher
Michelle Cooper
Michelle Pruitt
Phyllis Meyer
Shawn Johnson
Shelly Black
Shelly Engle
Stephanie Feusier
Susan Adams
Vickie Blenkle

GARWOOD ELEMENTARY SCHOOL

Amy Peterson
Bridgette Axtell
Connie Allphin
Felicia Womble

Genny Ahrnsbrak
Jenel Vasquez
Jennifer Giroux
Kelly Brown
Kristin Coleman
Leah McCullough
Loretta Krause
Margaret Ausburn
Randy Troyer
Rochelle Nunley
Stacy Hammond
Stephanie Simon
Tammy Cass
Teresa Rubin
Tessa Wrotenbery
Tom Ausburn
Traci Edwards
Wendy Zeisner

TWIN LAKES ELEMENTARY

Amber Carvajal
April Mueller
Becca Coleman
Beth Haines
Bridget Leonard
Bruce Burton
Danielle Leonard
Deborah Coons
Geri Quillen
Heather Ogden
Jace Coleman
Jesse Marks
Linda Masterson
Maria Mulligan
Pamela Davaz
Shannon Tincup
Tracy Dickinson

LAKELAND JUNIOR HIGH SCHOOL

Bobbi Clark
Connie Wood
Dennice Haase
Heidi Cowperthwaite
Jonni Adams
Katie Rau
LoraLee Austin
Mark Penton
Monique Wachtel

Sandra Wirtz
Sandy Wright
Sherry Huff
Tammy Trask
Wanda Hendrickson
Wendy Calvert

TIMBERLAKE JUNIOR HIGH

Dawn Castleton
Lynn McGrath
Melanie Wirth
Edmond Donahue
Teresa Rettstatt

LAKELAND HIGH SCHOOL

Becky Ehmsen
Chelsea Pursley
Chris Bilski
Jeanne Gonzalez
Josh Kaplan
Kenna Speer
Linda Remmick
Marti Fuhriman
Melinda Sizemore
Melissa Brumbaugh
Noah Fagan
Robert Fawcett
Shannon Kline
Tomia Browning
Walter Glass

TIMBERLAKE HIGH SCHOOL

Al Lewis
Becky Livingston
Cheryl Kirby
Deborah Sawley
Jan Judd
Jennifer Hammond
Jo Boren
Keziah Pitman
Lynn Vickers
Marie Woodward
Mary Norberg
Ruth Plunkett
Tyler Shaffer
Vance Rice
Vivian Emerson

MOUNTAIN VIEW

John "Kirk" Hartman
Lara Carr

MAINTENANCE DEPARTMENT

Charles "Mike" Davis
Christine Anderson
Guy Kreider
Ken Harvest
Michael Ferriola
Patrick Allen
Paul Gorton
Ryan Heglie
Sandy Thomas
Shane St. Mark
Shanna Howell

TRANSPORTATION DEPARTMENT

Anita Somershoe
Barbara Prather
Becky Sullivan
Bill O'Meara
Bob Johnson
Brett Mix
Brian Ginter
Carrie MacBride
Catherine Gardner
Charity Thompson
Charles Wolfe
Cynthia Marcella
Dan McHatton
Darrel Rickard
David Draper
DeeAnn Rice
Diana Tanner
Ed Reed
Elizabeth Saputski
George Whitney
Hilary Fox
James Rees
Janet Petramala
Jennifer Maines
Juliet Skreenock
Kim Sawyer
Lisa Fritzsche
Lisa Wenig
Mark Cartier
Mark Wolfgang

Matthew Lemieux
Mollie Sommers
Nancy Larsen
Noah Fagan
Norm Heitstuman
Pam Feld
Patricia Reed
Paula Rucker
Ray JeanBlanc
Richard Baker
Richard Ransier
Richard Wendte
Robert Gamble
Robert Harmon
Robert Swan
Robert Thoreson
Rodney Heitstuman
Ruth Clark
Sam Gamble
Sandra Reaves
Sara Carey
Scott Reed
Sherry Blish
Susan Durtschi
Susan Moore
Teresa Snijder
Tim Herzog
Tom Robinson
Travis Johnson
Trina Woolley
Vic Holmes
Virginia Bateman
Wayne Lindenfelser
Wendy Russum
Ysidro Flores

DISTRICT OFFICE

Annette Beaton
Brook Cunningham
Caleb Richardson
Chad Parson
Cindy Happeny
Debbie Hansen
Gail McClelland
Heidi Herndon
Joan McMullin
Justin Graupman
Kat Gilmore

Lee Isbell
Levi Gallegos
Megan Kelley
Sarah Peck
Shea McDaniel
Tabresha "Leanne" Bendel
Troy Johnson
Tuck Hetzler

LAKELAND JOINT SCHOOL DISTRICT 272

Non-certificated Salary Schedule

2016-2017

(Individuals working 30 hours or more in a regular position will receive an additional \$1.25 per hour. Positions marked w/* have \$1.25 already included.)

I. Clerical/Aides/Specialists

16-17 (w/\$1.25)

Administrative Assistant	Year 1	\$ 12.87	*
D.O. Clerical	Year 2	\$ 14.29	*
SPED Secretary	Year 3-4	\$ 15.29	*
	Year 5-9	\$ 15.92	*
	Year 10-14	\$ 16.81	*
	Year 15&Up	\$ 17.28	*
School Secretary	Year 1	\$ 11.03	
	Year 2	\$ 12.24	
	Year 3-4	\$ 12.92	
	Year 5-9	\$ 13.45	
	Year 10-14	\$ 14.24	
	Year 15&Up	\$ 14.92	
Transportation Secretary	NA	\$ 14.31	*
Maintenance Secretary	NA	\$ 14.31	*
Teacher/ Library Aide/ Bus Aide	Year 1	\$ 10.51	
	Year 2	\$ 11.19	
	Year 3-4	\$ 11.92	
	Year 5-9	\$ 12.24	
	Year 10-14	\$ 13.13	
	Year 15&Up	\$ 13.92	
Technology Assistant / BI	Year 1	\$ 13.65	*
	Year 2	\$ 14.23	*
	Year 3-4	\$ 14.75	*
	Year 5-9	\$ 15.38	*
	Year 10-14	\$ 16.12	*
	Year 15&Up	\$ 16.80	*
Temp. Teacher Aide/ Noon Duty Aide/ Substitute Teacher Aide or Secretary	Year 1	\$ 9.04	
	Year 2+	\$ 9.61	

II. Maintenance & Custodial

Maintenance Worker	Year 1	\$ 15.55	*
	Year 2	\$ 16.38	*
	Year 3-4	\$ 16.94	*
	Year 5-9	\$ 17.82	*
	Year 10-14	\$ 18.64	*
	Year 15&Up	\$ 19.11	*
Head Custodian	Year 1	\$ 12.83	*
	Year 2	\$ 13.36	*
	Year 3-4	\$ 14.15	*
	Year 5-9	\$ 14.67	*
	Year 10-14	\$ 15.47	*

	Year 15&Up	\$ 16.05	*
Day/Night Custodians	Year 1	\$ 10.40	
	Year 2	\$ 10.92	
	Year 3-4	\$ 11.48	
	Year 5-9	\$ 11.95	
	Year 10-14	\$ 12.21	
	Year 15&Up	\$ 12.97	
Custodial Trainer	NA	\$ 15.08	
Part-time Adult Maintenance	NA	\$ 10.15	
Part-time Adult Maintenance - Lead	NA	\$ 11.02	
Part-time/Seasonal Student Maintenance	NA	\$ 8.91	
Mail & Supply Delivery	NA	\$ 9.79	
All Custodial or Maintenance Substitutes	NA	\$ 9.37	

III. Transportation

Lead Mechanic	NA	\$ 23.10	*
Mechanic	NA	\$ 22.31	*
Bus Driver	Year 1	\$ 14.33	
	Year 2	\$ 15.55	
	Year 3-4	\$ 16.27	
	Year 5-9	\$ 17.36	
	Year 10-14	\$ 17.92	
	Year 15&Up	\$ 18.39	
All Transportation Substitutes	Year 1	\$ 13.39	
	Year 2	\$ 13.85	
	Year 3+	\$ 15.24	

IV. Other

Social Behavior Specialist	NA	\$ 20.60	
Tutor, Homebound Student (Certified)	NA	\$ 20.60	
Tutor, Homebound Student (Non-Certified)	NA	\$ 14.94	
Sign Language Interpreter	NA	\$ 16.32	
Near Peer Aide	NA	\$ 13.39	
Substitute Teacher	NA	\$ 72.00	
Substitute Teacher , Long Term	NA	\$ 80.00	

V. BASE Program

BASE Aide	Year 1	\$ 9.79	
	Year 2	\$ 10.30	
	Year 3-4	\$ 10.82	
	Year 5-9	\$ 11.33	
	Year 10-14	\$ 11.85	
	Year 15&Up	\$ 12.36	
BASE Site Coordinator	Year 1	\$ 12.04	*
	Year 2	\$ 12.83	*
	Year 3-4	\$ 13.46	*
	Year 5-9	\$ 13.99	*

	Year 10-14	\$ 14.73	*
	Year 15&Up	\$ 15.52	*

BASE District Coordinator	NA	\$ 37,900	*
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VI. Specialized Personnel

Maintenance Supervisor	NA	\$ 53,945	*
Transportation Supervisor	NA	\$ 57,952	*
Asst Transportation Supervisor	NA	\$ 38,115	*
Network Administrator	NA	\$ 55,272	*
Technical Support Specialist	NA	\$ 55,272	*
Human Resources Specialist	NA	\$ 26.49	*
Treasurer	NA	\$ 25.45	*
Payroll Specialist	NA	\$ 17.92	*
Accounts Payable	NA	\$ 15.38	*
Clerk	NA	\$ 16.25	*
Sub Coordinator	NA	\$ 10.92	*

Any individual on a work improvement plan will not receive an increase until performance has improved to a satisfactory level.

Individuals working in temporary positions who qualify for coverage under the Affordable Care Act, do not qualify for the additional \$1.25 wage.

With District Office approval from the Superintendent, Asst. Superintendent or Director of Business & Operations new hires with relevant job experience may be hired and placed on the scale up to and including the third step of the relevant position.

Position	Name	Contract Term	Contract Days
Superintendent	Name	Three Year	230
Director of Information	GG	Two year	220
Assistant Superintendent	LS	Two year	230
Dir. Business and Operations	DM	One Year	230
Elementary Principal	BJD	Two year	213
Elementary Principal	JA	Two year	213
Elementary Principal	KT	Two year	213
Elementary Principal	PM	Two year	213
Elementary Principal	LP	One Year	213
Elementary Principal	KM	One Year	213
SPED Director	SM	One Year	213
Junior High Principal	TS	Two year	218
Junior High Principal	CM	Two year	218
High School Principal	TD	Two year	218
High School Principal	KH	Two year	218
Alternative High School Principal	PU	One Year	210
Asst. High School Principal	JH	One Year	208
Asst High School Principal	BJ	One Year	208
Asst. High School Principal \ AD	TC	One Year	208

15-16

Amount	Years	Enrollment	Staff
\$ 117,383	2	4194	500
\$ 96,073	4	4194	500
\$ 95,300	2	4194	500
\$ 87,600	1	4194	500

16-17

Amount
\$ 125,218 *
\$ 98,955
\$ 98,159
\$ 90,228

\$ 88,054	10+	362	41
\$ 87,690	10+	356	47
\$ 84,063	10+	322	38
\$ 81,373	5	309	42
\$ 77,600	1	395	44
\$ 77,600	1	330	37
\$ 77,275	3	400+	

\$ 90,695
\$ 90,321
\$ 86,585
\$ 83,814
\$ 79,928
\$ 79,928
\$ 79,593

\$ 88,125	8.5	438	45
\$ 84,598	4	291	25

\$ 90,768
\$ 87,136

\$ 95,786	10+	768	66
\$ 94,695	10+	519	52
\$ 79,850	2	104	7

\$ 88,500
\$ 97,536
\$ 82,246

\$ 82,202	10+	768	66
\$ 76,760	3	519	52
\$ 76,428	6	768	66

\$ 76,000
\$ 79,063
\$ 76,000

\$ 1,648,454

* - supplemental 10 day contract

Rate Lock - new contract

\$ 5,217



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

MEMORANDUM

TO: Board of Trustees
FROM: Heidi Herndon, HR Specialist
DATE: July 7, 2016
SUBJECT: Insurance Providers 2016-17

.....
The following vendors have been selected to provide medical, dental, life and vision insurance coverage for employees:

Medical Insurance:	State Wide Schools/Blue Cross of Idaho
Dental Insurance:	Blue Cross of Idaho Dental Blue Connect Delta Dental of Idaho
Life Insurance:	United Heritage Life
Vision:	Ameritas Vision

REVISIONS in the Idaho Special Education Manual (2016)

The *Idaho Special Education Manual (2016)* was presented by the Idaho State Department of Education (SDE) and adopted by the State Board of Education (SBOE) June 16, 2016. Revisions from the *2015 Manual* to the *2016 Manual* include:

- Removing reference to No Child Left Behind (NCLB) due to the passage of the Every Student Succeeds Act (ESSA);
- Removing outdated references to psychosocial rehabilitation (PSR), as identified during public comment;
- Changing references to highly qualified teacher (HQT) to align with passage of ESSA (See *2015 Manual*, “Highly Qualified Special Education Teacher” section in Ch. 10 -- previously 3B, pgs. 160-162);
- Clarifying language regarding Idaho’s 10-day rule for parental objection to a district’s proposal for an Individual Educational Program and addressed in rule change: IDAPA 08.02.03.109a (See Ch. 5, Section J., pg. 99-100);
- Clarified language regarding school of attendance (See Ch. 6, Section 1B, 3, pg. 114)
- Adding additional resources to the Procedural Safeguards Notice and making the introduction more parent friendly (see Ch. 11, pg. 191) **NOTE:** The change is only a format change, and includes a revision of the parent introduction and resources. The 2014 of the Procedural Safeguards is still valid to use;
- Changing the manual to reflect federal guidance about mediation confidentiality agreements as addressed in rule change: IDAPA 08.02.03.109b (See Ch. 13, Section 3A, pg. 214), and replacing the *Mediation Confidentiality Agreement* with a *Notification of Mediation Confidentiality* (see Ch. 13, pg. 240);
- Clarifying that audio recordings will be made of Due Process Hearings, with transcripts for hearings available at district expense by parent request (See Ch. 13, Section 5.F.2.h., p. 227);
- Removed references to Appendices no longer attached to the manual; and
- Fixing typos throughout document.

Important Notice for LEA Adoption Requirements of Current Manual

Each district is required to adopt the current manual and submit assurance their board adopted the new manual as part of the IDEA Part B application. As part of the IDEA Part B application, districts should be able to provide evidence of their board’s decision in the form of minutes of the meeting in which the manual was adopted.

Public Comment:

Revisions within Idaho Education Rules, IDAPA 08.02.03.109, regarding Special Education were needed to adhere to federal regulations, as well as to clarify language and update the rules to reflect IDEA and current practice. Changes clarify the scope of the 10-day rule for objection to a

change in an individualized education program or placement (IDAPA 08.02.03.109.a) and align mediation procedures with federal regulations regarding not requiring a signed confidentiality agreement prior to mediation (IDAPA 08.02.03.109.b).

Negotiated rulemaking (**Docket No. 08-0203-1604**) was conducted on the revisions to rule regarding Special Education. In compliance with Section 67-5220, Idaho Code, notice was published in the Administrative Bulletin. In addition, notice was distributed through a press release and on the State Department of Education's (SDE) website. A draft of the rules, public comment forms, and links to an online survey were available through the SDE website. In addition, stakeholder groups, including the Special Education Advisory Panel (SEAP) and the Directors Advisory Council (DAC), were notified of the intent by the SDE to promulgate rule. In April, six public meetings across the state were conducted expressly to receive comment. Two comments were received, both of which were considered and resulted in the modification of the manual.

1. A school district employee at the Idaho Falls public meeting asked how the recent change of the Highly Qualified Teacher status was going to be resolved. The Special Education Manual was modified in response to incorporate the policy change put forth from the Superintendent of Public Instruction SDE.
2. Through the online survey, one parent indicated the department's use of psychosocial rehabilitation was outdated. In response, the outdated term was removed from the manual.

Based on these results of the negotiated rulemaking process, the SDE forwarded the proposed *Idaho Special Education Manual* changes to the State Board of Education. A copy of the proposed changes to the *Idaho Special Education Manual* was posted online on June 6, 2016, for additional public comment 10 days by the State Board of Education. The changes were approved on June 16, 2016. The *2016 Idaho Special Education Manual* was posted on the SDE website on June 21, 2016, and replaces the earlier version.

NONINSTRUCTIONAL OPERATIONS

8605

Retention of District Records

In compliance with Idaho Code, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of District records. This schedule likewise identifies the anticipated physical location of where such records may be kept or maintained by the District, in addition to the possible document retention of all categories of records on the school's servers and computer systems.

The District's Public Records Coordinator, in conjunction with the Superintendent, Board Clerk, or designee, is responsible for the maintenance, safeguarding and destruction of the District's records. Performance of such duties shall be in cooperation with the District's Business Office, Directors of Maintenance and Transportation, Technology Coordinator, the Principals at the school's buildings and other administrative personnel employed by the District. However, each school employee is likewise responsible for having knowledge of this policy and the requirement to safeguard the District's records, electronic or otherwise, consistent with the chart below.

The District's Public Records Coordinator shall work in conjunction with the District's Technology department to assure that the school's staff is aware of the routine destruction of electronic District records, including emails, such that they are able to assure that the District's public records are retained consistent with this schedule, regardless of whether they are maintained in a hard copy or an electronic copy. In such a process, the District's employees need to retain District records included on the schedule below, particularly student educational records, personnel records, and investigative records, in a format that is not part of the District's routine electronic records destruction and/or notify the technology personnel of the District that a particular document is not to be destroyed as part of the routine destruction of electronic records.

Unless otherwise prohibited by applicable law, all District records may be maintained electronically and/or in hard physical copy.

Method of Destroying Official Records

The District's official records, and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded before disposal.

Destruction of Electronic Mail/e-mail

The District will store electronic mail/e-mails for a maximum period of _____. All email will be automatically deleted from the District's system at the end of this retention period. It is the responsibility of every district employee to assure that District documents that need to be retained for a longer period of time due to federal law, state law or the provisions of this policy are retained accordingly and in a different format than electronic mail. An employee's failure to

retain District documents accordingly could serve as a basis for discipline, up to and including possible termination.

Suspending of Destroying Official Records

The District will immediately cease the destruction of all relevant records, including electronic records, even if destruction is authorized by an approved Retention Schedule, for the following reasons:

1. If the District receives a Freedom of Information Act (FOIA) request;
2. If the District believes that an investigation or litigation is imminent; or
3. If the District is notified that an investigation or litigation has commenced.

The Public Records Coordinator, Superintendent, and Board Clerk are responsible for carrying out this policy.

If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.) the District’s Administrative personnel shall notify its information technology staff to cease the destruction of records relating to the subject matter of the suit/potential suit or investigation. Failure to cease the destruction of relevant records could result in penalties against the District.

District records shall be retained and/or disposed of as follows:

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded	DO – District Office SB – School Buildings DM – District Maintenance DT – District Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
ADMINISTRATION—ATTENDANCE--ANNUAL ATTENDANCE SUMMARIES BY BUILDING	PM	DO, SB
ADMINISTRATION—ATTENDANCE—Enrollment attendance data	3 yr	DO, SB
ADMINISTRATION—BALLOTS AND OATHS OF ELECTION—until canvassed and recorded in the minutes	Not less than 8 months following election	DO
ADMINISTRATION—BALLOTS FOR BOND ELECTIONS	a. Not less than 60 days after bonds have been delivered to purchaser b. Not less than 8 months following bond election	DO
ADMINISTRATION—CONTRACTS AND LEASES	AC +6 yr	DO
ADMINISTRATION—GENERAL	3 yr	DO, SB

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded	DO – District Office SB – School Buildings DM – District Maintenance DT – District Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
CORRESPONDENCE		
ADMINISTRATION—DONATION/GIFT RECORDS	PM	DO, SB
ADMINISTRATION—BOARD MEETINGS—AGENDA AND MINUTES: Official minutes and agenda of open meetings	PM	DO
ADMINISTRATION—BOARD MEETINGS—CLOSED: Certified agendas or tape recordings of closed meetings	PM—Restricted Access	DO
ADMINISTRATION—ORGANIZATION CHARTS: Any documentation that shows program accountability	PM	DO, SB, DM, DT
ADMINISTRATION—EDUCATION PROGRAM REVIEW RECORDS	AC+3 yr	DO, SB
ADMINISTRATION—OFFICIAL STATE DEPARTMENT REPORTS	PM	DO
ADMINISTRATION—SCHOOL CERTIFICATION REPORTS	PM	DO
ANNUAL REPORTS	PM	DO
APPEAL AND REVIEW RECORDS —Records may include but are not limited to narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation.	PM	DO
BOARD MEMBER RECORDS —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member.	AC+3 yr NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.	DO
BOARD RECORDS —Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.	PM	DO
COMPUTER SYSTEMS-BACKUPS —Backups on tape, disk, cd, dvd, etc. CAUTION: Records stored in this format can be subpoenaed during litigation.	US or 1 year	DO

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded	DO – District Office SB – School Buildings DM – District Maintenance DT – District Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
EQUIPMENT-HISTORY FILE —Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.	LA+3 yr	DO, DM, DT
EQUIPMENT MANUALS —Instruction and operating manuals	LA	DO, SB, DM, DT
EQUIPMENT WARRANTIES	AC+1 yr	DO, SB, DM, DT
FACILITIES OPERATIONS-APPRAISALS —Building or property	3 yr	DO
FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS —Includes architectural and engineering drawings, etc.	PM For leased structures retain AC+2	DO, DM
FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES —Building construction contracts, surety bonds and inspection records, Planning, design, construction records & all bids, etc.	LA	DO, SB, DM
FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS	FE+3 yr	DO, SB, DM, DT
FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS —Documenting disposal of inventoried property	PM	DO
FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS —Property logs	US+3 yr	DO, SB, DM
FACILITY OPERATIONS-SECURITY ACCESS RECORDS —Documents the issuance of keys, identification cards, passes, passwords, etc.	AC+2 yr AC=Until superseded, date of expiration or date of termination, whichever is sooner	DO, SB, DM
FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS	PM	DO, DM
FACILITY OPERATIONS-UTILITY USAGE REPORTS	1 yr	DO, DM
FACILITY OPERATIONS-VEHICLE OPERATION LOGS	1 yr	DO, DT
FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS	FE+3 yr	DO, SB
FISCAL-ANNUAL FINANCIAL REPORTS	PM	DO, SB, DM, DT
FISCAL-ANNUAL OPERATING BUDGETS	FE+3 yr	DO, SB, DM, DT
FISCAL-APPROPRIATION REQUESTS —Includes any supporting documentation in the appropriation request	FE+3 yr	DO, SB, DM, DT

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RECORDS DESCRIPTION	RETENTION PERIOD	
FISCAL-FINAL AUDIT REPORTS	PM	DO, SB
FISCAL-BANK STATEMENTS	FE+3 yr	DO, SB
FISCAL-CANCELLED CHECKS — Stubs/Warrants/Drafts	FE+3 yr	DO, SB
FISCAL-CAPITAL ASSET RECORDS	LA+3 yr	DO, SB, DM, DT
FISCAL-CASH RECORDS —Cash deposit slips; cash receipts log	FE+3 yr	DO, SB
FISCAL-DEEDS AND EASEMENTS —Proof of ownership and right-of-way on property	PM	DO
FISCAL-detail chart of accounts —One for all accounts in use for a fiscal year	FE+3 yr	DO, SB
FISCAL-EXPENDITURE JOURNAL OR REGISTER	FE+3 yr	DO, SB
FISCAL-EXPENDITURE VOUCHERS —Travel, payroll, etc.	FE+3 yr	DO, SB, DM, DT
FISCAL-EXTERNAL REPORTS —Special purpose, i.e. federal financial reports, salary reports, etc.	FE+3 yr	DO, SB, DM, DT
FISCAL-FEDERAL TAX RECORDS —Includes FICA records	AC+4 yr AC=Tax due date, date the claim is filed, or date tax is paid whichever is later	DO
FISCAL-FEDERAL FUNDING RECORDS —Title I; Chapter 2; Title VI-B	FE+5 yr Or until all pending audits or reviews are completed	DO
FISCAL—FEDERAL—USDA	AC+3 yr AC=submission of final expenditure	DO
FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS	FE+3 yr	DO, SB
FISCAL-GRANTS —State and Federal	AC+3 yr AC=End of grant or satisfaction of all uniform administrative requirements for the grant CAUTION: Retention requirements may vary depending on the specific federal funding agency	DO, SB
FISCAL-INSURANCE CLAIM FILES	AC+3 yr AC=Resolution of claim	DO

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RECORDS DESCRIPTION	RETENTION PERIOD	
FISCAL-INSURANCE POLICIES —all types	AC+5 yr AC=expiration or termination of policy according to its terms	DO
FISCAL-LONG-TERM LIABILITY RECORDS —Bonds, etc	AC+4 yr AC=retirement of debt	DO
FISCAL-RECEIPTS JOURNAL OR REGISTER	FE+3 yr	DO, SB, DM, DT
FISCAL-RECONCILIATIONS	FE+3 yr	DO, SB
FISCAL-REIMBURSABLE ACTIVITIES —Requests & approval for reimbursed expenses for travel, training, etc.	FE+3 yr	DO, SB
FISCAL-RETURNED CHECKS —Uncollectable warrants or drafts	AC+3 yr AC=After deemed uncollectible	DO, SB
FISCAL-SIGNATURE AUTHORIZATIONS —Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	US+FE+3 yr	DO
LEGAL-LITIGATION FILES --	PM CAUTION: May contain attorney-client privileged information	DO, SB, DM, DT
LEGAL-OPEN RECORDS REQUESTS —documentation relating to approved or denied requests for records under Idaho Public Records Law	PM	DO
LEGAL-OPINIONS AND ADVICE —Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	PM CAUTION: May contain attorney-client privileged information	DO, SB
NEWS OR PRESS RELEASES	PM	DO, SB
PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST —Used to create and adjust employee leave balances	FE+3 yr	DO, SB, DM, DT
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED —Applications, etc required by employment advertisement	AC+5 yr AC=Termination of employment	DO, SB, DM, DT
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED —Applications, resumes, etc. required by employment advertisement	AC+2 yr AC=Date position is filled	DO, SB, DM,DT
PERSONNEL-BENEFIT PLANS	US+1 yr	DO
PERSONNEL-COMPLAINT RECORDS —Complaints received and records documenting their resolution	FE+3 yr CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period	DO, SB, DM, DT

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RECORDS DESCRIPTION	RETENTION PERIOD	
PERSONNEL-CORRECTIVE ACTION —those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance	AC+3 yr AC=Termination of corrective action. CAUTION: If during the retention period these records are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.	DO, SB, DM, DT
PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION —those actions that affect pay or status. They include demotion, dismissal, etc.	AC+3 yr AC=termination of employment	DO, SB, DM, DT
PERSONNEL-EMPLOYEE STATEMENTS (Affidavits)—for insurance, personnel or other uses for which Administration has sought such statements	AC+3 yr AC=Termination of employment	DO, SB, DM, DT
PERSONNEL-EMPLOYEE BENEFITS —documents relating to selection of benefits other than insurance	US	DO,
PERSONNEL-EMPLOYEE COUNSELING RECORDS —Notes, etc. relating to job-specific counseling	AC+3 yr AC=Termination of counseling	DO, SB, DM, DT
PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS —documents relating to all deductions of Pay	AC+3 yr AC=After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.	DO
PERSONNEL-EMPLOYEE EARNINGS RECORDS	4 yr	DO
PERSONNEL-EMPLOYEE INSURANCE RECORDS —District copy of selection records by employees of insurance offered by the District	US	DO
PERSONNEL-EMPLOYEE RECOGNITION RECORDS —Awards, incentives, etc.	AC+3 yr AC=Termination of employment	DO, SB, DM, DT
PERSONNEL-EMPLOYMENT ANNOUNCEMENT	2 yr	DO
PERSONNEL-EMPLOYMENT CONTRACTS	Original dates of hire +50 yr	DO
PERSONNEL-EMPLOYMENT ELIGIBILITY —Documentation or verification of Federal report form INS I-9	AC+4 yr AC=Termination of employment, with a minimum of 4 years	DO
PERSONNEL-EMPLOYMENT SELECTION RECORDS —all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.	2 yr CAUTION: Does not include criminal history checks	DO, SB, DM, DT

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RECORDS DESCRIPTION	RETENTION PERIOD	
PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS —minimum information includes name, social security number, exact dates of employment and last known address	Original date of hire +50 yr	DO
PERSONNEL-GRIEVANCE RECORDS —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	AC+6 yr AC=final decision on the grievance	DO, SB, DM, DT
PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS —criminal history record information on job applications	AC+1 yr AC=After hiring decision made	DO
PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION —any document detailing duties of positions on position-by-position basis	US+3 yr	DO, SB, DM, DT
PERSONNEL-LEAVE STATUS REPORT —cumulative report for each pay cycle showing leave status	FE+3 yr	DO
PERSONNEL-LIABILITY RELEASE FORM —statements of employees, patrons, etc. who have released the district from liability	PM	DO
PERSONNEL-LICENSE AND DRIVING RECORD CHECK	US	DO, DT
PERSONNEL-OVERTIME AUTHORIZATION & SCHEDULE	2 yr	DO, SB, DM, DT
PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION	US	DO
PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION ---used to adjust gross pay, FICA, retirement or compute taxes	3 yr	DO
PERSONNEL-PERFORMANCE APPRAISAL	2 yr	DO, SB, DM, DT
PERSONNEL-PERSI ENROLLMENT FILE	6 yr from filing date	DO
PERSONNEL-PERSI RECORD OF HOURS WORKED —Irregular help, half-time or greater	Date of hire +50 yr	DO
PERSONNEL-PERSI TERMINATION RECORD	6 yr	DO
PERSONNEL-PERSONNEL INFORMATION —documents that officially change pay, titles, benefits, etc.	2 yr	DO
PERSONNEL-POLICY AND PROCEDURES MANUAL —any manual, etc. that establishes standard employment procedures	PM	DO, SB, DM, DT
PERSONNEL-RESUME-UNSOLICITED	1 yr	DO, SB, DM, DT
PERSONNEL-SICK LEAVE POOL DOCUMENTATION —requests submitted, approvals, number of hours transferred in an out, etc.	FE+3 yr	DO

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RECORDS DESCRIPTION	RETENTION PERIOD	
PERSONNEL-TIME CARD AND TIME SHEET	3 yr	DO, SB, DM, DT
PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST	FE+3 yr	DO, SB, DM, DT
PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL —records documenting training, testing or continued education	AC+3 yr AC=Termination of employment	DO, SB, DM, DT
PERSONNEL-UNEMPLOYMENT CLAIM RECORD	3 yr	DO
PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS	AC+3 yr	DO
PERSONNEL-W-2 & W-4 FORMS	5 yr from date of termination	DO
PERSONNEL—WORKER’S COMPENSATION POLICIES	AC+10 yr AC=expiration of policy	DO
PROCUREMENT-PERFORMANCE BOND —bonds posted by individuals or entities under contract with District	PM	DO
PROCUREMENT-PURCHASING LOG —Log, etc. providing a record of purchase orders issued, orders received, etc.	FE+3 yr	DO, SB, DM, DT
PROCUREMENT-BID DOCUMENTATION —includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations	FE+3 yr CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.	DO, DM, DT
RECORDS MANAGEMENT —RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	PM	DO, SB, DM, DT
SAFETY-ACCIDENT REPORTS	8 yrs* For Minors, 8 yrs after minor reaches age of 18	DO, SB, DM, DT
SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS	PM	DO, SB, DM, DT
SAFETY-EVACUATION PLANS	PM	DO, SB
SAFETY-FIRE ORDERS —issued by fire marshal to correct deficiencies in compliance with the fire code	AC+3 yr AC=deficiency corrected	DO, SB, DM

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RECORDS DESCRIPTION	RETENTION PERIOD	
SAFETY-HAZARDOUS MATERIALS DISPOSAL RECORDS —Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR § 1910.1200(g).	PM	DO, DM
SAFETY-INCIDENT REPORTS —Reports concerning incidents which, upon investigation, were of a non-criminal nature	3 yr (or 30 yr*) *Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1)	DO, SB, DM, DT
SAFETY-INSPECTION RECORDS —Fire, safety, and other inspection records of facilities and equipment	AC+3 yr AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.	DO, SB, DM
SAFETY-MATERIAL DATA SAFETY SHEETS	30 yrs after the end of use of the substance	DO, DM
SAFETY-WORKPLACE CHEMICAL LISTS	30 yr	DO, SB, DM
STUDENTS-EDUCATION RECORDS —Student’s name, birth date, last address, dates of attendance, graduation date and grades earned	PM	DO, SB
STUDENTS-SPECIAL EDUCATION RECORDS —educational records, including eligibility documentation and IEPs	FE+6 yr	DO, SB
STUDENTS-MEDICAID RECORDS -claims, reimbursements, and supporting documentation	FE +5 yr	DO, SB
VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS	LA+1 yr	DO, DT
VEHICLE-TITLE AND REGISTRATION	1 yr	DO, DT
VOLUNTEER RECORDS —records may include recruitment and selection records, volunteer personnel and intern personnel information forms, intern agreements, volunteer and intern time records, emergency notification forms, insurance documentation and correspondence	AC+3 yr AC=End of term of volunteer or intern	DO, SB
WEBSITE/WEB PAGES —INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages	PM	DO, SB

In the event that District records do not correspond to any of the above listed categories, the Superintendent will determine the period of retention for a particular record.

Legal References: I.C. § 33-701(8) Fiscal Year—Payment and Accounting of Funds
I.C. § 33-407 Return of Canvass of Elections
I.C. § 33-508 Duties of Clerk
I.C. § 56-209h Administrative Remedies
I.C. § 74-119 Agency Guidelines
SDE Idaho Special Education Manual Revised 2009, Chapter 11, Section E
SDE Administrator’s Handbook 1.43
Federal Regulation
Idaho Records Management Guide, August, 2010³

Policy History:

Adopted on:

Revised on: