



PRESTON SCHOOL DISTRICT #201
Board of Education

Regular Meeting - May 20, 2026, 7:00 PM
105 East 2nd South
Preston, ID 83263

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approve Agenda - Action Item**
4. **Consent Agenda - Action Item**
 - A. **Minutes of Regular Board Meeting - April 15, 2026**
 - B. **Financial Summary - April 2026**
 - C. **Monthly Expenditures - April 2026**
 - D. **Personnel Report - April 2026**
5. **Public Requests to Address the Board** - Stakeholders may request to address the Board in open meeting by filling out the online request form at <https://psd201.org/en-us/meeting-minutes-agenda-691ac9e8> or signing a public comment form available at the meeting location and giving it to the clerk before the meeting begins.
6. **Informational Items**
 - A. **PHS PBIS Report**
 - B. **Superintendent Report**
 - Supplemental Levy Results
 - Disposal of Property
 - Technology
 - Financial Inquiries
 - Track
 - Drivers Education
 - New Club - Club America
 - Negotiations
 - C. **Standards Based Grading**
Standards Based Grading
7. **Action Items**
 - A. **2026-2027 Bus Routes**
 - B. **School Lunch Prices**
Lunch price increase due to state regulations and food prices.
8. **Policy - Action Item**
 - A. **Policy 1st Reading**
 - Policy 5000 - Personnel Policy Guiding Principles
 - Policy 5100 - Hiring Process and Criteria
 - Policy 5110 - Criminal History/Background Checks
 - Policy 5400 - Leaves of Absence
 - Policy 5410 - Family Medical Leave
 - Policy 5450 - Vacation Leave
 - B. **Policy 2nd Reading**

- Policy 770 - Food and Nutrition Services
- Policy 850 - Purchasing
- Policy 850.20 - Purchases Using Federal Funds
- Policy 850.30 - Purchasing Services or Personal Property
- Policy 850.90 - Procuring Public Works Construction
- Policy 853 - School Building Plan Reviews and Inspection
- Policy 854 - Contractual Certifications and Restrictions
- Policy 859 - Cancellation of Checks

9. **Executive Session** - Pursuant to Idaho Code 74-206(1)(b) to consider the evaluation, dismissal, or disciplining of or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student

- Superintendent Evaluation
- Employee C

10. **Resume Open Session - Action Item**

11. **Board Meeting Summary and Assignment Review**

12. **Adjourn**

Revenue/Expenditure Summary Report with Profit and Loss

05/14/2026 11:01 AM

User ID: MCKENSHEL

Account Type ID		Revised Budget	Month to Date	Year to Date	Budget Balance
Fund Number 100	GENERAL FUND (M&O) FUND				
8	Revenue	20,154,074.00	116,268.01	16,762,809.12	3,391,264.88
9	Expenditure	20,654,074.00	1,648,318.23	16,792,296.76	3,861,777.24
100	GENERAL FUND (M&O) FUND	<u>(500,000.00)</u>	<u>(1,532,050.22)</u>	<u>(29,487.64)</u>	
Fund Number 220	FOREST RESERVE FUND				
8	Revenue	9,388.37	0.00	0.00	9,388.37
9	Expenditure	9,338.37	0.00	0.00	9,338.37
220	FOREST RESERVE FUND	<u>50.00</u>	<u>0.00</u>	<u>0.00</u>	
Fund Number 231	DEDICATED AFTER SCHOOL FUND				
8	Revenue	0.00	0.00	(5,444.92)	5,444.92
231	DEDICATED AFTER SCHOOL FUND	<u>0.00</u>	<u>0.00</u>	<u>(5,444.92)</u>	
Fund Number 238	STUDENT ACTIVITY FUND				
8	Revenue	400,000.00	0.00	0.00	400,000.00
9	Expenditure	400,000.00	0.00	0.00	400,000.00
238	STUDENT ACTIVITY FUND	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Fund Number 241	DRIVERS ED FUND				
8	Revenue	59,250.00	900.00	45,425.00	13,825.00
9	Expenditure	69,132.00	7,744.32	62,132.45	6,999.55
241	DRIVERS ED FUND	<u>(9,882.00)</u>	<u>(6,844.32)</u>	<u>(16,707.45)</u>	
Fund Number 243	PROFESSIONAL TECHNICAL FUND				
8	Revenue	85,000.00	0.00	135,981.37	(50,981.37)
9	Expenditure	85,000.00	39,333.54	109,638.70	(24,638.70)
243	PROFESSIONAL TECHNICAL FUND	<u>0.00</u>	<u>(39,333.54)</u>	<u>26,342.67</u>	
Fund Number 245	TECHNOLOGY FUND				
8	Revenue	349,963.00	209,094.00	506,243.86	(156,280.86)
9	Expenditure	349,963.00	18,030.10	325,282.47	24,680.53
245	TECHNOLOGY FUND	<u>0.00</u>	<u>191,063.90</u>	<u>180,961.39</u>	
Fund Number 246	SAFE AND DRUG FREE FUND				
8	Revenue	31,406.00	0.00	40,665.50	(9,259.50)
9	Expenditure	31,406.00	0.00	0.00	31,406.00
246	SAFE AND DRUG FREE FUND	<u>0.00</u>	<u>0.00</u>	<u>40,665.50</u>	
Fund Number 251	TITLE I-A FUND				
8	Revenue	263,587.00	174,831.06	514,021.06	(250,434.06)
9	Expenditure	263,587.00	11,457.88	96,500.05	167,086.95
251	TITLE I-A FUND	<u>0.00</u>	<u>163,373.18</u>	<u>417,521.01</u>	
Fund Number 257	IDEA PART B FUND				
8	Revenue	453,897.00	0.00	0.00	453,897.00
9	Expenditure	453,897.00	84,354.69	530,099.58	(76,202.58)
257	IDEA PART B FUND	<u>0.00</u>	<u>(84,354.69)</u>	<u>(530,099.58)</u>	
Fund Number 258	IDEA PART B-PRESCHOOL FUND				
8	Revenue	15,006.00	0.00	0.00	15,006.00
9	Expenditure	15,006.00	1,534.30	15,103.32	(97.32)
258	IDEA PART B-PRESCHOOL FUND	<u>0.00</u>	<u>(1,534.30)</u>	<u>(15,103.32)</u>	
Fund Number 260	SCHOOL BASED MEDICAID FUND				
8	Revenue	410,000.00	37,717.40	349,720.21	60,279.79
9	Expenditure	410,000.00	32,716.06	158,186.46	251,813.54

**Revenue/Expenditure Summary Report with
Profit and Loss**

05/14/2026 11:01 AM

User ID: MCKENSHEL

Account Type ID		Revised Budget	Month to Date	Year to Date	Budget Balance
260	SCHOOL BASED MEDICAID FUND	0.00	5,001.34	191,533.75	
Fund Number 261	TITLE IV-A FUND				
8	Revenue	26,845.00	0.00	64,873.14	(38,028.14)
9	Expenditure	26,845.00	0.00	4,552.18	22,292.82
261	TITLE IV-A FUND	0.00	0.00	60,320.96	
Fund Number 263	PERKINS III - PROF/TECH ACT FUND				
8	Revenue	30,000.00	0.00	4,399.16	25,600.84
9	Expenditure	30,000.00	10,376.71	26,378.37	3,621.63
263	PERKINS III - PROF/TECH ACT FUND	0.00	(10,376.71)	(21,979.21)	
Fund Number 270	Title III - ELL				
8	Revenue	18,209.00	0.00	0.00	18,209.00
9	Expenditure	18,209.00	0.00	0.00	18,209.00
270	Title III - ELL	0.00	0.00	0.00	
Fund Number 271	TITLE II-A FUND				
8	Revenue	55,358.00	0.00	10,000.00	45,358.00
9	Expenditure	55,358.00	0.00	1,760.99	53,597.01
271	TITLE II-A FUND	0.00	0.00	8,239.01	
Fund Number 283	CULTIVATING READERS FUND				
8	Revenue	0.00	0.00	11,468.87	(11,468.87)
9	Expenditure	0.00	0.00	1,207.86	(1,207.86)
283	CULTIVATING READERS FUND	0.00	0.00	10,261.01	
Fund Number 290	NUTRITION FUND				
8	Revenue	815,000.00	79,113.88	697,473.14	117,526.86
9	Expenditure	1,065,000.00	87,294.47	768,409.08	296,590.92
290	NUTRITION FUND	(250,000.00)	(8,180.59)	(70,935.94)	
Fund Number 420	PLANT FACILITY FUND				
8	Revenue	0.00	957.39	197,687.15	(197,687.15)
9	Expenditure	460,000.00	0.00	0.00	460,000.00
420	PLANT FACILITY FUND	(460,000.00)	957.39	197,687.15	
Fund Number 424	BUS DEPRECIATION FUND				
9	Expenditure	0.00	0.00	164,213.21	(164,213.21)
424	BUS DEPRECIATION FUND	0.00	0.00	(164,213.21)	
Fund Number 435	School District Facilities Fund				
8	Revenue	1,000,000.00	0.00	1,111,410.00	(111,410.00)
9	Expenditure	1,304,100.00	0.00	0.00	1,304,100.00
435	School District Facilities Fund	(304,100.00)	0.00	1,111,410.00	
Fund Number 436	School Modernization Facilities Fund				
8	Revenue	384,000.00	0.00	0.00	384,000.00
9	Expenditure	11,264,711.00	0.00	33,682.65	11,231,028.35
436	School Modernization Facilities Fund	(10,880,711.00)	0.00	(33,682.65)	
Fund Number 720	BRIGHT FUND				
8	Revenue	29,615.00	31,134.00	32,134.00	(2,519.00)
9	Expenditure	29,615.00	431.92	25,763.95	3,851.05
720	BRIGHT FUND	0.00	30,702.08	6,370.05	
Grand Total:		(12,404,643.00)	(1,291,576.48)	1,363,658.58	

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 100 GENERAL FUND (M&O) FUND				
<u>Current Assets</u>				
100 111000	PETTY CASH-GENERAL FUND	205.59	0.00	205.59
100 111100	Cash in Bank	938,822.17	(1,532,050.23)	(593,228.06)
100 111400	ZIONS BANK ACCOUNT - #4410	1,195,476.37	0.00	1,195,476.37
100 112100	STATE TREAS - GENERAL FUND	9,949,050.43	0.00	9,949,050.43
	Current Assets Subtotal:	12,083,554.56	(1,532,050.23)	10,551,504.33
<u>Other Assets</u>				
100 113000	TAXES RECEIVABLE - GENERAL FUND	18,490.69	0.00	18,490.69
100 114100	STATE SUPPORT RECEIVABLE	260,748.24	0.00	260,748.24
	Other Assets Subtotal:	279,238.93	0.00	279,238.93
Total Assets and Deferred Outflows of Resources:		12,362,793.49	(1,532,050.23)	10,830,743.26
<u>Current Liabilities</u>				
100 217100	SALARIES PAYABLE - GENERAL FUND	1,362,334.62	0.00	1,362,334.62
100 217200	BENEFITS PAYABLE - GENERAL FUND	280,653.46	0.00	280,653.46
100 218101	FIT PAYABLE	0.00	0.00	0.00
100 218102	STATE PAYABLE	0.00	0.00	0.00
100 218103	FICA PAYABLE	0.00	0.00	0.00
100 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
100 218105	INSURANCE PAYABLE	1,012.84	0.00	1,012.84
100 218106	TSA PAYABLE	0.00	0.00	0.00
100 218108	MISC PAYABLE	2,054.24	0.00	2,054.24
100 221000	DEFERRED REVENUE - GENERAL FUND	4,786.03	0.00	4,786.03
	Current Liabilities Subtotal:	1,650,841.19	0.00	1,650,841.19
<u>Other Liabilities</u>				
100 223100	SALES TAX PAYABLE	(23.78)	(0.01)	(23.79)
	Other Liabilities Subtotal:	(23.78)	(0.01)	(23.79)
<u>Fund Balance</u>				
100 320100	FUND BALANCE	10,711,976.08	(1,532,050.22)	9,179,925.86
	Fund Balance Subtotal:	10,711,976.08	(1,532,050.22)	9,179,925.86
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		12,362,793.49	(1,532,050.23)	10,830,743.26

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 220 FOREST RESERVE FUND				
<u>Current Assets</u>				
220 111100	Cash in Bank	204,238.03	0.00	204,238.03
	Current Assets Subtotal:	<u>204,238.03</u>	<u>0.00</u>	<u>204,238.03</u>
	Total Assets and Deferred Outflows of Resources:	<u>204,238.03</u>	<u>0.00</u>	<u>204,238.03</u>
<u>Fund Balance</u>				
220 320200	Undesignated/Unreserved Fund Balance	204,238.03	0.00	204,238.03
	Fund Balance Subtotal:	<u>204,238.03</u>	<u>0.00</u>	<u>204,238.03</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u>204,238.03</u>	<u>0.00</u>	<u>204,238.03</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 231 DEDICATED AFTER SCHOOL FUND				
<u>Current Assets</u>				
231 111100	Cash in Bank	0.00	0.00	0.00
	Current Assets Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Total Assets and Deferred Outflows of Resources:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>				
231 320100	Designated Fund Balance	0.00	0.00	0.00
	Fund Balance Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 238 STUDENT ACTIVITY FUND				
<u>Current Assets</u>				
238 111100 106	CASH IN BANK - OAKWOOD ELEMENTARY	9,813.75	0.00	9,813.75
238 111100 116	CASH IN BANK - PIONEER ELEMENTARY	73,533.13	0.00	73,533.13
238 111100 201	CASH IN BANK - PRESTON JUNIOR HIGH	122,331.06	0.00	122,331.06
238 111100 401	CASH IN BANK - PRESTON HIGH SCHOOL	711,857.97	0.00	711,857.97
238 111100 700	CASH IN BANK - FRANKLIN COUNTY HIGH SCHOOL	7,759.12	0.00	7,759.12
	Current Assets Subtotal:	925,295.03	0.00	925,295.03
	Total Assets and Deferred Outflows of Resources:	925,295.03	0.00	925,295.03
<u>Fund Balance</u>				
238 320100	FUND BALANCE - STUDENT ACTIVITY	925,295.03	0.00	925,295.03
	Fund Balance Subtotal:	925,295.03	0.00	925,295.03
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	925,295.03	0.00	925,295.03

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 241 DRIVERS ED FUND				
<u>Current Assets</u>				
241 111100	Cash in Bank	(8,292.17)	(6,844.32)	(15,136.49)
	Current Assets Subtotal:	<u>(8,292.17)</u>	<u>(6,844.32)</u>	<u>(15,136.49)</u>
	Total Assets and Deferred Outflows of Resources:	<u>(8,292.17)</u>	<u>(6,844.32)</u>	<u>(15,136.49)</u>
<u>Current Liabilities</u>				
241 218101	FIT PAYABLE	0.00	0.00	0.00
241 218102	STATE PAYABLE	0.00	0.00	0.00
241 218103	FICA PAYABLE	0.00	0.00	0.00
241 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
241 218105	INSURANCE PAYABLE	0.00	0.00	0.00
241 218106	TSA PAYABLE	0.00	0.00	0.00
241 218108	MISC PAYABLE	2.80	0.00	2.80
	Current Liabilities Subtotal:	<u>2.80</u>	<u>0.00</u>	<u>2.80</u>
<u>Fund Balance</u>				
241 320100	Designated Fund Balance	(8,294.97)	(6,844.32)	(15,139.29)
	Fund Balance Subtotal:	<u>(8,294.97)</u>	<u>(6,844.32)</u>	<u>(15,139.29)</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u>(8,292.17)</u>	<u>(6,844.32)</u>	<u>(15,136.49)</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 242 SCHOOL BUILDING MAINTENANCE				
<u>Current Assets</u>				
242 111100	CASH IN BANK	0.00	0.00	0.00
	Current Assets Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Total Assets and Deferred Outflows of Resources:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>				
242 320100	DESIGNATED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 243 PROFESSIONAL TECHNICAL FUND				
<u>Current Assets</u>				
243 111100	Cash in Bank	79,834.34	(39,333.54)	40,500.80
	Current Assets Subtotal:	<u>79,834.34</u>	<u>(39,333.54)</u>	<u>40,500.80</u>
	Total Assets and Deferred Outflows of Resources:	<u><u>79,834.34</u></u>	<u><u>(39,333.54)</u></u>	<u><u>40,500.80</u></u>
<u>Current Liabilities</u>				
243 218101	FIT PAYABLE	0.00	0.00	0.00
243 218102	STATE PAYABLE	0.00	0.00	0.00
243 218103	FICA PAYABLE	0.00	0.00	0.00
243 218104	RETIREMENT PAYABLE	97.39	0.00	97.39
243 218105	INSURANCE PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>97.39</u>	<u>0.00</u>	<u>97.39</u>
<u>Fund Balance</u>				
243 320100	Designated Fund Balance	79,736.95	(39,333.54)	40,403.41
	Fund Balance Subtotal:	<u>79,736.95</u>	<u>(39,333.54)</u>	<u>40,403.41</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u><u>79,834.34</u></u>	<u><u>(39,333.54)</u></u>	<u><u>40,500.80</u></u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 245 TECHNOLOGY FUND				
<u>Current Assets</u>				
245 111100	Cash in Bank	(10,102.51)	191,063.90	180,961.39
	Current Assets Subtotal:	<u>(10,102.51)</u>	<u>191,063.90</u>	<u>180,961.39</u>
	Total Assets and Deferred Outflows of Resources:	<u>(10,102.51)</u>	<u>191,063.90</u>	<u>180,961.39</u>
<u>Fund Balance</u>				
245 320100	Designated Fund Balance	(10,102.51)	191,063.90	180,961.39
	Fund Balance Subtotal:	<u>(10,102.51)</u>	<u>191,063.90</u>	<u>180,961.39</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u>(10,102.51)</u>	<u>191,063.90</u>	<u>180,961.39</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 246 SAFE AND DRUG FREE FUND				
<u>Current Assets</u>				
246 111100	Cash in Bank	40,665.50	0.00	40,665.50
	Current Assets Subtotal:	<u>40,665.50</u>	<u>0.00</u>	<u>40,665.50</u>
	Total Assets and Deferred Outflows of Resources:	<u>40,665.50</u>	<u>0.00</u>	<u>40,665.50</u>
<u>Fund Balance</u>				
246 320100	Designated Fund Balance	40,665.50	0.00	40,665.50
	Fund Balance Subtotal:	<u>40,665.50</u>	<u>0.00</u>	<u>40,665.50</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u>40,665.50</u>	<u>0.00</u>	<u>40,665.50</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 251 TITLE I-A FUND				
<u>Current Assets</u>				
251 111100	Cash in Bank	(92,651.62)	163,373.18	70,721.56
	Current Assets Subtotal:	(92,651.62)	163,373.18	70,721.56
<u>Other Assets</u>				
251 114000	ACCOUNTS RECEIVABLE - TITLE I	545,558.00	0.00	545,558.00
	Other Assets Subtotal:	545,558.00	0.00	545,558.00
Total Assets and Deferred Outflows of Resources:		452,906.38	163,373.18	616,279.56
<u>Current Liabilities</u>				
251 218101	FIT PAYABLE	0.00	0.00	0.00
251 218102	STATE PAYABLE	0.00	0.00	0.00
251 218103	FICA PAYABLE	0.00	0.00	0.00
251 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
251 218105	INSURANCE PAYABLE	0.00	0.00	0.00
251 221000	DEFERRED REVENUE	198,758.55	0.00	198,758.55
	Current Liabilities Subtotal:	198,758.55	0.00	198,758.55
<u>Fund Balance</u>				
251 320100	Designated Fund Balance	254,147.83	163,373.18	417,521.01
	Fund Balance Subtotal:	254,147.83	163,373.18	417,521.01
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		452,906.38	163,373.18	616,279.56

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 257 IDEA PART B FUND				
<u>Current Assets</u>				
257 111100	Cash in Bank	(911,767.89)	(84,354.69)	(996,122.58)
	Current Assets Subtotal:	<u>(911,767.89)</u>	<u>(84,354.69)</u>	<u>(996,122.58)</u>
<u>Other Assets</u>				
257 114000	ACCOUNTS RECEIVABLE - TITLE VI-B	466,025.00	0.00	466,025.00
	Other Assets Subtotal:	<u>466,025.00</u>	<u>0.00</u>	<u>466,025.00</u>
	Total Assets and Deferred Outflows of Resources:	<u><u>(445,742.89)</u></u>	<u><u>(84,354.69)</u></u>	<u><u>(530,097.58)</u></u>
<u>Current Liabilities</u>				
257 218101	FIT PAYABLE	0.00	0.00	0.00
257 218102	STATE PAYABLE	0.00	0.00	0.00
257 218103	FICA PAYABLE	0.00	0.00	0.00
257 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
257 218105	INSURANCE PAYABLE	0.00	0.00	0.00
257 218106	TSA PAYABLE	0.00	0.00	0.00
257 218108	MISC PAYABLE	2.00	0.00	2.00
	Current Liabilities Subtotal:	<u>2.00</u>	<u>0.00</u>	<u>2.00</u>
<u>Fund Balance</u>				
257 320100	Designated Fund Balance	(445,744.89)	(84,354.69)	(530,099.58)
	Fund Balance Subtotal:	<u>(445,744.89)</u>	<u>(84,354.69)</u>	<u>(530,099.58)</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u><u>(445,742.89)</u></u>	<u><u>(84,354.69)</u></u>	<u><u>(530,097.58)</u></u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 258 IDEA PART B-PRESCHOOL FUND				
<u>Current Assets</u>				
258 111100	Cash in Bank	(28,614.02)	(1,534.30)	(30,148.32)
	Current Assets Subtotal:	(28,614.02)	(1,534.30)	(30,148.32)
<u>Other Assets</u>				
258 114000	ACCOUNTS RECEIVABLE - PRESCHOOL	15,045.00	0.00	15,045.00
	Other Assets Subtotal:	15,045.00	0.00	15,045.00
Total Assets and Deferred Outflows of Resources:		(13,569.02)	(1,534.30)	(15,103.32)
<u>Current Liabilities</u>				
258 218103	FICA PAYABLE	0.00	0.00	0.00
258 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
258 218105	INSURANCE PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	0.00	0.00	0.00
<u>Fund Balance</u>				
258 320100	Designated Fund Balance	(13,569.02)	(1,534.30)	(15,103.32)
	Fund Balance Subtotal:	(13,569.02)	(1,534.30)	(15,103.32)
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		(13,569.02)	(1,534.30)	(15,103.32)

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 260 SCHOOL BASED MEDICAID FUND				
<u>Current Assets</u>				
260 111100	Cash in Bank	186,532.41	5,001.34	191,533.75
	Current Assets Subtotal:	<u>186,532.41</u>	<u>5,001.34</u>	<u>191,533.75</u>
	Total Assets and Deferred Outflows of Resources:	<u>186,532.41</u>	<u>5,001.34</u>	<u>191,533.75</u>
<u>Fund Balance</u>				
260 320100	Designated Fund Balance	186,532.41	5,001.34	191,533.75
	Fund Balance Subtotal:	<u>186,532.41</u>	<u>5,001.34</u>	<u>191,533.75</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u>186,532.41</u>	<u>5,001.34</u>	<u>191,533.75</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 261 TITLE IV-A FUND				
<u>Current Assets</u>				
261 111100	Cash in Bank	(751.04)	0.00	(751.04)
	Current Assets Subtotal:	<u>(751.04)</u>	<u>0.00</u>	<u>(751.04)</u>
<u>Other Assets</u>				
261 114000	ACCOUNTS RECEIVABLE - TITLE IV	61,072.00	0.00	61,072.00
	Other Assets Subtotal:	<u>61,072.00</u>	<u>0.00</u>	<u>61,072.00</u>
	Total Assets and Deferred Outflows of Resources:	<u><u>60,320.96</u></u>	<u><u>0.00</u></u>	<u><u>60,320.96</u></u>
<u>Fund Balance</u>				
261 320100	Designated Fund Balance	60,320.96	0.00	60,320.96
	Fund Balance Subtotal:	<u>60,320.96</u>	<u>0.00</u>	<u>60,320.96</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u><u>60,320.96</u></u>	<u><u>0.00</u></u>	<u><u>60,320.96</u></u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 263 PERKINS III - PROF/TECH ACT FUND				
<u>Current Assets</u>				
263 111100	Cash in Bank	(29,599.74)	(10,376.71)	(39,976.45)
	Current Assets Subtotal:	(29,599.74)	(10,376.71)	(39,976.45)
<u>Other Assets</u>				
263 114000	ACCOUNTS RECEIVABLE - CARL PERKINS	27,731.00	0.00	27,731.00
	Other Assets Subtotal:	27,731.00	0.00	27,731.00
Total Assets and Deferred Outflows of Resources:		(1,868.74)	(10,376.71)	(12,245.45)
<u>Current Liabilities</u>				
263 218101	FIT PAYABLE	0.00	0.00	0.00
263 218102	STATE PAYABLE	0.00	0.00	0.00
263 218103	FICA PAYABLE	0.00	0.00	0.00
263 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
263 221000	DEFERRED REVENUES	9,733.76	0.00	9,733.76
	Current Liabilities Subtotal:	9,733.76	0.00	9,733.76
<u>Fund Balance</u>				
263 320100	Designated Fund Balance	(11,602.50)	(10,376.71)	(21,979.21)
	Fund Balance Subtotal:	(11,602.50)	(10,376.71)	(21,979.21)
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		(1,868.74)	(10,376.71)	(12,245.45)

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 271 TITLE II-A FUND				
<u>Current Assets</u>				
271 111100	Cash in Bank	2,697.81	0.00	2,697.81
	Current Assets Subtotal:	<u>2,697.81</u>	<u>0.00</u>	<u>2,697.81</u>
<u>Other Assets</u>				
271 114000	ACCOUNTS RECEIVABLE-TEACHER QUAL	116,691.00	0.00	116,691.00
	Other Assets Subtotal:	<u>116,691.00</u>	<u>0.00</u>	<u>116,691.00</u>
	Total Assets and Deferred Outflows of Resources:	<u><u>119,388.81</u></u>	<u><u>0.00</u></u>	<u><u>119,388.81</u></u>
<u>Current Liabilities</u>				
271 221000	DEFERRED REVENUE- Title II	111,149.80	0.00	111,149.80
	Current Liabilities Subtotal:	<u>111,149.80</u>	<u>0.00</u>	<u>111,149.80</u>
<u>Fund Balance</u>				
271 320100	Designated Fund Balance	8,239.01	0.00	8,239.01
	Fund Balance Subtotal:	<u>8,239.01</u>	<u>0.00</u>	<u>8,239.01</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u><u>119,388.81</u></u>	<u><u>0.00</u></u>	<u><u>119,388.81</u></u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 283 CULTIVATING READERS FUND				
<u>Current Assets</u>				
283 111100	Cash in Bank	3,238.20	0.00	3,238.20
	Current Assets Subtotal:	<u>3,238.20</u>	<u>0.00</u>	<u>3,238.20</u>
<u>Other Assets</u>				
283 114000	ACCOUNTS RECEIVABLE - CULTIVATING READERS	17,140.67	0.00	17,140.67
	Other Assets Subtotal:	<u>17,140.67</u>	<u>0.00</u>	<u>17,140.67</u>
	Total Assets and Deferred Outflows of Resources:	<u><u>20,378.87</u></u>	<u><u>0.00</u></u>	<u><u>20,378.87</u></u>
<u>Current Liabilities</u>				
283 221000	DEFERRED REVENUE - CULTIVATING READERS	10,117.86	0.00	10,117.86
	Current Liabilities Subtotal:	<u>10,117.86</u>	<u>0.00</u>	<u>10,117.86</u>
<u>Fund Balance</u>				
283 320100	Designated Fund Balance	10,261.01	0.00	10,261.01
	Fund Balance Subtotal:	<u>10,261.01</u>	<u>0.00</u>	<u>10,261.01</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u><u>20,378.87</u></u>	<u><u>0.00</u></u>	<u><u>20,378.87</u></u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 290 NUTRITION FUND				
<u>Current Assets</u>				
290 111100	Cash in Bank	(443,405.16)	0.00	(443,405.16)
290 111100 001	PAYROLL CASH	61,631.19	(38,570.37)	23,060.82
290 111101	CASH IN BANK	785,605.77	30,389.78	815,995.55
	Current Assets Subtotal:	<u>403,831.80</u>	<u>(8,180.59)</u>	<u>395,651.21</u>
Total Assets and Deferred Outflows of Resources:		<u>403,831.80</u>	<u>(8,180.59)</u>	<u>395,651.21</u>
<u>Current Liabilities</u>				
290 217100	SALARIES PAYABLE--FOOD SERVICE	40,546.44	0.00	40,546.44
290 217200	BENEFITS PAYABLE - FOOD SERVICE	20,197.79	0.00	20,197.79
290 218101	FIT PAYABLE	0.00	0.00	0.00
290 218102	STATE PAYABLE	0.00	0.00	0.00
290 218103	FICA PAYABLE	0.00	0.00	0.00
290 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
290 218105	INSURANCE PAYABLE	0.00	0.00	0.00
290 218106	TSA PAYABLE	0.00	0.00	0.00
290 218108	MISC PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>60,744.23</u>	<u>0.00</u>	<u>60,744.23</u>
<u>Fund Balance</u>				
290 320100	FUND BALANCE - FOOD SERVICE	343,087.57	(8,180.59)	334,906.98
	Fund Balance Subtotal:	<u>343,087.57</u>	<u>(8,180.59)</u>	<u>334,906.98</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		<u>403,831.80</u>	<u>(8,180.59)</u>	<u>395,651.21</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 420 PLANT FACILITY FUND				
<u>Current Assets</u>				
420 111100	Cash in Bank	1,056,386.55	957.39	1,057,343.94
	Current Assets Subtotal:	<u>1,056,386.55</u>	<u>957.39</u>	<u>1,057,343.94</u>
<u>Other Assets</u>				
420 113000	TAXES RECEIVABLE - PLANT FACILITY	195,578.45	0.00	195,578.45
	Other Assets Subtotal:	<u>195,578.45</u>	<u>0.00</u>	<u>195,578.45</u>
	Total Assets and Deferred Outflows of Resources:	<u><u>1,251,965.00</u></u>	<u><u>957.39</u></u>	<u><u>1,252,922.39</u></u>
<u>Current Liabilities</u>				
420 221000	DEFERRED REVENUE - PLANT FACILITY	26,956.16	0.00	26,956.16
	Current Liabilities Subtotal:	<u>26,956.16</u>	<u>0.00</u>	<u>26,956.16</u>
<u>Fund Balance</u>				
420 320100	Designated Fund Balance	1,225,008.84	957.39	1,225,966.23
	Fund Balance Subtotal:	<u>1,225,008.84</u>	<u>957.39</u>	<u>1,225,966.23</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u><u>1,251,965.00</u></u>	<u><u>957.39</u></u>	<u><u>1,252,922.39</u></u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 424 BUS DEPRECIATION FUND				
<u>Current Assets</u>				
424 111100	Cash in Bank	(164,213.21)	0.00	(164,213.21)
	Current Assets Subtotal:	<u>(164,213.21)</u>	<u>0.00</u>	<u>(164,213.21)</u>
	Total Assets and Deferred Outflows of Resources:	<u>(164,213.21)</u>	<u>0.00</u>	<u>(164,213.21)</u>
<u>Fund Balance</u>				
424 320100	Designated Fund Balance	(164,213.21)	0.00	(164,213.21)
	Fund Balance Subtotal:	<u>(164,213.21)</u>	<u>0.00</u>	<u>(164,213.21)</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u>(164,213.21)</u>	<u>0.00</u>	<u>(164,213.21)</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 435 School District Facilities Fund				
<u>Current Assets</u>				
435 111100	CASH IN BANK	1,111,410.00	0.00	1,111,410.00
	Current Assets Subtotal:	<u>1,111,410.00</u>	<u>0.00</u>	<u>1,111,410.00</u>
	Total Assets and Deferred Outflows of Resources:	<u><u>1,111,410.00</u></u>	<u><u>0.00</u></u>	<u><u>1,111,410.00</u></u>
<u>Fund Balance</u>				
435 320100	DESIGNATED FUND BALANCE	1,111,410.00	0.00	1,111,410.00
	Fund Balance Subtotal:	<u>1,111,410.00</u>	<u>0.00</u>	<u>1,111,410.00</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u><u>1,111,410.00</u></u>	<u><u>0.00</u></u>	<u><u>1,111,410.00</u></u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 436 School Modernization Facilities Fund				
<u>Current Assets</u>				
436 111100	MODERNIZATION EXPENSE HOLDING	0.00	0.00	0.00
436 111101	CASH IN BANK	10,987,655.24	0.00	10,987,655.24
	Current Assets Subtotal:	<u>10,987,655.24</u>	<u>0.00</u>	<u>10,987,655.24</u>
Total Assets and Deferred Outflows of Resources:		<u>10,987,655.24</u>	<u>0.00</u>	<u>10,987,655.24</u>
<u>Fund Balance</u>				
436 320100	DESIGNATED FUND BALANCE	10,987,655.24	0.00	10,987,655.24
	Fund Balance Subtotal:	<u>10,987,655.24</u>	<u>0.00</u>	<u>10,987,655.24</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		<u>10,987,655.24</u>	<u>0.00</u>	<u>10,987,655.24</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 720 BRIGHT FUND				
<u>Current Assets</u>				
720 111100	Cash in Bank	122,912.39	30,702.08	153,614.47
	Current Assets Subtotal:	<u>122,912.39</u>	<u>30,702.08</u>	<u>153,614.47</u>
Total Assets and Deferred Outflows of Resources:		<u>122,912.39</u>	<u>30,702.08</u>	<u>153,614.47</u>
<u>Current Liabilities</u>				
720 218101	FIT PAYABLE	0.00	0.00	0.00
720 218102	STATE PAYABLE	0.00	0.00	0.00
720 218103	FICA PAYABLE	0.00	0.00	0.00
720 218104	RETIREMENT PAYABLE	0.00	0.00	0.00
720 218105	INSURANCE PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>				
720 320100	Designated Fund Balance	122,912.39	30,702.08	153,614.47
	Fund Balance Subtotal:	<u>122,912.39</u>	<u>30,702.08</u>	<u>153,614.47</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		<u>122,912.39</u>	<u>30,702.08</u>	<u>153,614.47</u>

Detail Check Register

Checking Account: 1

GENERAL CHECKING

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
Check Number: 642 Check Type: Automatic Payment Check Date: 04/13/2026 Vendor: AMAZONCAPI AMAZON CAPITAL SERVICES Check Total: 647.14					
19594444	03/18/2026		Dewalt Cordless Shop Vac	100 664 410 0000	112.79
19594444	03/18/2026		Rear View Mirror	100 664 410 0000	18.99
19594444	03/18/2026		Rollerball Refill	100 664 410 0000	4.85
7MLY	03/30/2026		Deflector Cone & Blade Washer	100 665 410 0000	17.84
HN6V*	03/10/2026		Allen Wrench Door Key	100 661 410 0096	7.99
KDVG*	03/11/2026		Glove works Nitrile Disposable Heavy Dut	100 661 410 0096	198.85
P1YT	03/23/2026		Interior Door Handle	100 681 426 0000	18.99
Q1N4*	03/05/2026		7 Steps to a Language Rich Interactive	100 632 410 0000	32.95
Q1N4*	03/05/2026		Academic Planner	100 632 410 0000	11.39
Q1N4*	03/05/2026		Day Planner	100 632 410 0000	8.53
QFPT	04/02/2026		Machine Screw	100 664 410 0499	7.07
TMPV*	02/11/2026		Gas Detector	100 664 410 0000	37.02
XXD4	03/16/2026		Pens	100 651 410 0000	16.34
XXD4	03/16/2026		Tape	100 651 410 0000	3.90
XXD4	03/16/2026		Hole Punch	100 651 410 0000	4.89
XXD4	03/16/2026		Hand Soap	100 651 410 0000	25.99
XXD4	03/16/2026		Highlighter	100 651 410 0000	9.00
XXD4	03/16/2026		Hanging File Folder	100 651 410 0000	27.54
XXD4	03/16/2026		Felt Tip Pen	100 651 410 0000	9.34
YVQL*	03/11/2026		Wall Pack Light	100 661 410 0096	72.88
Check Number: 643 Check Type: Automatic Payment Check Date: 04/13/2026 Vendor: GREATAMERI GREAT AMERICA FINANCIAL Check Total: 7,407.00					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
41668728	04/05/2026		Dynabook Laptops	245 623 410 0000	7,407.00
Check Number: 644 Check Type: Automatic Payment Check Date: 04/13/2026 Vendor: IDAHOSTAT5 IDAHO STATE TAX COMMISSION Check Total: 1,029.03					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
033126	04/01/2026		Oakwood Sales Tax	100 223100	3.98
033126	04/01/2026		PJH Sales Tax	100 223100	36.96
033126	04/01/2026		FCHS Sales Tax	100 223100	13.98
033126	04/01/2026		PHS Sales Tax	100 223100	974.11
Check Number: 645 Check Type: Automatic Payment Check Date: 04/13/2026 Vendor: ROCKYMOUN1 ROCKY MOUNTAIN POWER Check Total: 18,813.98					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
040326	04/03/2026		March 2026 Electricity - District	100 661 331 0000	329.77
040326	04/03/2026		March 2026 Electricity - PHS	100 661 331 0096	9,645.00
040326	04/03/2026		March 2026 Electricity - PJH	100 661 331 0291	2,719.95
040326	04/03/2026		March 2026 Electricity - Oakwood	100 661 331 0497	2,792.94
040326	04/03/2026		March 2026 Electricity - Pioneer	100 661 331 0499	2,965.59
040326	04/03/2026		March 2026 Electricity - FCHS	100 661 331 8844	211.41
040326	04/03/2026		March 2026 Electricity - Transportation	100 681 331 0000	149.32

Checking Account: 1

GENERAL CHECKING

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
646	Automatic Payment	04/13/2026	VERIZONWIR	VERIZON WIRELESS	97.48
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6139764517	03/28/2026		Tablet - Thomas, G	100 691 350 0000	20.02
6139764517	03/28/2026		Nurse Mobile Phone Charges	100 691 350 0000	38.73
6139764517	03/28/2026		L Harrison Phone Charges	100 691 350 0000	38.73
647	Automatic Payment	04/13/2026	VISA	VISA	2,972.84
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
031226- Gary	03/12/2026		Holiday Inn Nampa -- Thomas, G	100 632 380 0000	270.40
040126	03/23/2026		CCI JSign	100 632 410 0000	19.99
040126	03/23/2026		Books	100 632 410 0000	568.39
040126	03/23/2026		Zoom.com	100 632 410 0000	202.98
040126	03/23/2026		Family Dollar	100 651 410 0000	14.52
040126	03/23/2026		R&R Wheel and Tire	100 681 426 0000	1,104.60
040126	03/23/2026		Longhorn Towing LLC	100 681 426 0000	791.96
648	Automatic Payment	04/13/2026	WEXBANK	WEX BANK	2,666.76
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
111581890	03/31/2026		March 2026 Activities Fuel	100 532 380 0000	1,225.88
111581890	03/31/2026		March 2026 District Maintenance Fuel	100 664 410 0000	93.66
111581890	03/31/2026		March 2026 Transportation Fuel	100 681 422 0000	1,114.17
111581890	03/31/2026		March 2026 District Admin Fuel	100 681 422 0000	122.15
111581890	03/31/2026		March 2026 Drivers Ed Fuel	241 515 380 0000	110.90
659	Automatic Payment	04/28/2026	AMAZONCAPI	AMAZON CAPITAL SERVICES	1,371.84
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2344245	04/16/2026	PHS14884	Fidget Toys/Listerine Strips/Gum/Stress	100 611 410 0000	170.46
3QHH	04/07/2026		Ink Cartridges	100 611 410 0000	189.89
CGCX	04/16/2026		Metal Storage Shelf	100 661 410 0096	89.99
CGCX	04/16/2026		Wall Pack Light	100 661 410 0096	72.88
CGCX	04/16/2026		Gloves	100 661 410 0096	158.30
GC6H	04/08/2026		Countertop Microwave Child Nutrition	100 664 410 0096	133.87
GCPN	04/08/2026		Sewer Camera Transmitter	100 664 410 0000	379.99
GCPN	04/08/2026		Noise Cancelling Earbuds	100 664 410 0000	62.99
GDCN	04/13/2026		Lithium Batteries for Urinals	100 664 410 0499	20.49
GDCN	04/13/2026		Memory Card for drain camera	100 664 410 0499	7.87
GDCN	04/13/2026		Card Reader for drain camera	100 664 410 0499	11.98
HRWJ	04/15/2026		Temperature Sensor for Freezer -PJH	100 664 410 0291	38.32
XFYR	04/15/2026		Desk File Sorter	100 641 410 0000	12.66
XFYR	04/15/2026		Desk Drawer Organizer	100 641 410 0000	17.09
XFYR	04/15/2026		Academic Planner	100 641 410 0000	5.06

Detail Check Register

Checking Account: 1		GENERAL CHECKING					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
Check Number: 660	Check Type: Automatic Payment	Check Date: 04/28/2026	Vendor: CACHEVALLB	Cache Valley Bank	Check Total:	40.00	
04282026	04/28/2026		Stop Payment Checks 5768 and 5670 ISBA	100 632 410 0000	40.00		
Check Number: 661	Check Type: Automatic Payment	Check Date: 04/28/2026	Vendor: GREATAMERI	GREAT AMERICA FINANCIAL	Check Total:	9,905.02	
41668727	04/04/2026		March 2026 Copier Lease	100 641 322 0000	4,467.85		
41668727	04/04/2026		April 2026 Copier Lease	100 641 322 0000	4,467.85		
41668727	04/04/2026		Late Charges	100 641 322 0000	969.32		
Check Number: 5741	Check Type: Check	Check Date: 04/13/2026	Vendor: ALSCO	ALSCO	Check Total:	124.95	
LBLA2662335	03/18/2026		Bus Shop Laundry	100 681 330 0000	41.65		
LBLA2664066	03/25/2026		Bus Shop Laundry	100 681 330 0000	41.65		
LBLA2665794	04/01/2026		Bus Shop Laundry	100 681 330 0000	41.65		
Check Number: 5742	Check Type: Check	Check Date: 04/13/2026	Vendor: ANDERSONJU	ANDERSON JULIAN & HULL LLP	Check Total:	672.00	
104528	03/25/2026		January/February 2026 Legal Services	100 632 315 0000	672.00		
Check Number: 5743	Check Type: Check	Check Date: 04/13/2026	Vendor: BAKERDISTR	BAKER DISTRIBUTING COMPANY	Check Total:	949.60	
GN71983	03/23/2026		Filter Replacement	100 664 410 0000	949.60		
Check Number: 5744	Check Type: Check	Check Date: 04/13/2026	Vendor: BECKSTEADD	BECKSTEAD DAVID B. M.D.	Check Total:	110.00	
031326	03/16/2026		Physical - Coburn, T	241 515 410 0000	110.00		
Check Number: 5745	Check Type: Check	Check Date: 04/13/2026	Vendor: BOMGAARS	BOMGAARS	Check Total:	7.69	
77047255	03/18/2026		Replacement Nozzle	100 681 426 0000	7.69		
Check Number: 5746	Check Type: Check	Check Date: 04/13/2026	Vendor: BRYSONSALE	BRYSON SALES & SERVICE INC	Check Total:	2,557.50	
213345	03/23/2026		Kit, DEF, Head, Retrofit	100 681 425 0000	2,530.71		
213345	03/23/2026		Freight	100 681 425 0000	26.79		
Check Number: 5747	Check Type: Check	Check Date: 04/13/2026	Vendor: BUSINESSPR	BUSINESS PROFESSIONALS OF AMERICA	Check Total:	333.00	
37927	04/01/2026		BPA Leadership Conference- Guest	100 532 380 0000	140.00		
37927	04/01/2026		BPA Leadership Conference - Student	100 532 380 0000	150.00		
37927	04/01/2026		Anniversary Pin	100 532 380 0000	7.00		
37927	04/01/2026		T-shirts	100 532 380 0000	36.00		

Detail Check Register

Checking Account: 1		GENERAL CHECKING					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
Check Number: 5748	Check Type: Check	Check Date: 04/13/2026	Vendor: BUSRIGHT	BusRight, Inc	Check Total:	19,760.00	
11689	04/07/2026		Software 04/07/2026-04/06/2027	100 681 460 0000	19,760.00		
Check Number: 5749	Check Type: Check	Check Date: 04/13/2026	Vendor: CHEMSEARCH	CHEMSEARCH	Check Total:	914.59	
9484903	02/26/2026		Contract Water Treatment Program	100 664 410 0096	914.59		
Check Number: 5750	Check Type: Check	Check Date: 04/13/2026	Vendor: VALLEYIMPL	Valley Implement	Check Total:	134.75	
P8356401	03/30/2026		Bulk Def Fluid Oil	100 681 422 0000	134.75		
Check Number: 5751	Check Type: Check	Check Date: 04/13/2026	Vendor: DAVIDTIDWE	David R. Tidwell Wood Floor Services	Check Total:	7,448.00	
10123	03/25/2026		Screen & Recoat gym hardwood -PHS	100 664 410 0096	4,599.00		
10123	03/25/2026		Screen & Recoat gym hardwood -Oakwood	100 664 410 0497	1,184.00		
10123	03/25/2026		Screen & Recoat gym hardwood -Pioneer	100 664 410 0499	1,665.00		
Check Number: 5752	Check Type: Check	Check Date: 04/13/2026	Vendor: DIRECTCOMM	DIRECT COMMUNICATIONS	Check Total:	917.00	
19358285	04/01/2026		April Internet Services	100 632 310 0000	917.00		
Check Number: 5753	Check Type: Check	Check Date: 04/13/2026	Vendor: ELUMA	eLuma Online Therapy	Check Total:	1,750.00	
16876	04/01/2026		March SLP Evaluation Services	257 521 300 0000	1,750.00		
Check Number: 5754	Check Type: Check	Check Date: 04/13/2026	Vendor: ENBRIDGE	Enbridge Gas	Check Total:	15,466.29	
032326	03/23/2026		District/Maintenance Shop Natural Gas	100 661 334 0000	571.23		
032326	03/23/2026		PHS Natural Gas	100 661 334 0096	9,930.34		
032326	03/23/2026		PJH Natural Gas	100 661 334 0291	2,323.43		
032326	03/23/2026		Oakwood Natural Gas	100 661 334 0497	1,062.72		
032326	03/23/2026		Pioneer Natural Gas	100 661 334 0499	937.90		
032326	03/23/2026		FCHS Natural Gas	100 661 334 8844	169.06		
032326	03/23/2026		Bus Shop Natural Gas	100 681 334 0000	471.61		
Check Number: 5755	Check Type: Check	Check Date: 04/13/2026	Vendor: FRANKLINC5	FRANKLIN COUNTY LANDFILL	Check Total:	529.30	
7673	04/01/2026		Extra Pickup Fee - PHS	100 661 336 0096	142.20		
7673	04/01/2026		Extra Pickup Fee - PJH	100 661 336 0291	142.20		
7673	04/01/2026		Extra Pickup Fee - Oakwood	100 661 336 0497	142.20		
7673	04/01/2026		Extra Pickup Fee - Pioneer	100 661 336 0499	102.70		
Check Number: 5756	Check Type: Check	Check Date: 04/13/2026	Vendor: FRANKLINC2	FRANKLIN COUNTY MEDICAL CENTER	Check Total:	9,252.35	

Checking Account: 1		GENERAL CHECKING			
9084	03/26/2026		BLS Ecards	100 515 312 0096 315	133.20
9085	03/26/2026		December OT/PT Therapy Services	257 521 300 0000	1,473.75
9086	03/26/2026		January OT/PT Services	257 521 300 0000	4,043.35
9087	03/26/2026		February OT/PT Therapy Services	257 521 300 0000	3,602.05
Check Number: 5757	Check Type: Check	Check Date: 04/13/2026	Vendor: GAYLORD	Gaylord Opryland Resort & Convention Center	Check Total: 1,344.68
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
37812	03/31/2026	7083	Lodging - Bostwick	243 515 410 0096 030	1,344.68
Check Number: 5758	Check Type: Check	Check Date: 04/13/2026	Vendor: GRANITETEL	GRANITE TELECOMMUNICATIONS	Check Total: 1,119.64
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
741390680	03/31/2026		April Landline Services	100 661 350 0000	1,119.64
Check Number: 5759	Check Type: Check	Check Date: 04/13/2026	Vendor: GRIZZINDU	Grizzly Industrial, Inc.	Check Total: 2,794.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
12316258-01	03/02/2026	7052	19" Extreme Series Bandsaw	243 515 410 0096 153	2,495.00
12316258-01	03/02/2026	7052	Freight	243 515 410 0096 153	299.00
Check Number: 5760	Check Type: Check	Check Date: 04/13/2026	Vendor: HANSONJANI	HANSON JANITORIAL SUPPLY	Check Total: 86.87
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
791968	03/27/2026		Pro Link 33 gal Liner	100 661 410 0096	56.76
791968	03/27/2026		Angle Broom	100 661 410 0096	14.37
791968	03/27/2026		Toilet Bowl Brush	100 661 410 0096	15.74
Check Number: 5761	Check Type: Check	Check Date: 04/13/2026	Vendor: HORIZONAU	Horizon Automotive	Check Total: 137.90
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
75888	03/24/2026		Oil Change- 2019 Kia Forte	100 681 426 0000	42.57
75888	03/24/2026		Oil Change Labor	100 681 426 0000	25.99
75911	03/25/2026		Oil Change - 2019 Kia Optima	100 681 426 0000	43.35
75911	03/25/2026		Oil Change Labor- 2019 Kia Optima	100 681 426 0000	25.99
Check Number: 5762	Check Type: Check	Check Date: 04/13/2026	Vendor: IDAHOMUSIC	Idaho Music Educators Association	Check Total: 180.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
166492	04/08/2026		Cello Solo - Scott, R	100 532 380 0000	60.00
166492	04/08/2026		Double Bass - Abrams, C	100 532 380 0000	60.00
166492	04/08/2026		Snare Drum Solo - Fong, C	100 532 380 0000	60.00
Check Number: 5763	Check Type: Check	Check Date: 04/13/2026	Vendor: IDAHOSALVA	IDAHO SALVAGE & METALS	Check Total: 6.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
49156	03/16/2026		Used Metal	100 664 410 0000	6.00
Check Number: 5764	Check Type: Check	Check Date: 04/13/2026	Vendor: IDHW	IDHW	Check Total: 12,467.02
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
032326	03/16/2026		March Medicaid Match Program	260 616 395 0000	12,467.02

Detail Check Register

Checking Account: 1

GENERAL CHECKING

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5765	Check	04/13/2026	INDUSTRIAL	INDUSTRIAL TOOL & SUPPLY	1,043.97
2602-180868 2603-184	02/03/2026		116 3/4 x 4 HEF	243 515 410 0096 153	66.06
2602-180868 2603-184	02/03/2026		1-1/2 HP 3 Gal Quiet Air Comp	243 515 410 0096 153	359.30
2602-180868 2603-184	02/03/2026		BO5030K 5 Random Orbit Sander	243 515 410 0096 153	261.63
2602-180868 2603-184	02/03/2026		18V 18G Brad Nailer	243 515 410 0096 153	356.98
5766	Check	04/13/2026	INTERMOUN1	INTERMOUNTAIN FARMERS ASSOC	399.96
1023879569	03/31/2026		Stripe Paint White	100 665 410 0000	399.96
5767	Check	04/13/2026	INTERBILL	Interstate Billing Service, Inc.	27.24
50811PCX1	03/31/2026		Transportation	100 681 425 0000	27.24
5768	Check	04/13/2026	ISBA	ISBA	150.00
22013	01/07/2026		Day on the Hill - Thomas, G	100 632 380 0000	150.00
V*22013	04/28/2026		Day on the Hill - Thomas, G	100 632 380 0000	(150.00)
5769	Check	04/13/2026	KREGTOOLC	Kreg Tool Company	598.96
1647323	03/23/2026	7066	UBench 48x32 Dog Holes	243 515 410 0096 153	598.96
5770	Check	04/13/2026	MESSICKCO	Messick Company LLC	3,119.75
1-56368	03/26/2026	7031	Flowers	263 515 410 0096 157	2,279.55
1-56368	03/26/2026	7031	Box Charge	263 515 410 0096 157	56.00
1-56368	03/26/2026	7031	Tariff Surcharge	263 515 410 0096 157	15.12
1-56368	03/26/2026	7031	Freight	263 515 410 0096 157	769.08
5771	Check	04/13/2026	NAPAAUTOPA	NAPA AUTO PARTS OF PRESTON	290.58
012584	03/24/2026		Filters	100 681 425 0000	81.98
012672	03/25/2026		Hub Cap	100 681 425 0000	58.30
012689	03/25/2026		Bearing Cone	100 681 425 0000	41.39
012689	03/25/2026		Countershaft Front Bearing	100 681 425 0000	24.25
012689	03/25/2026		Wheel Hub Seals	100 681 425 0000	84.66
5772	Check	04/13/2026	PRESTONAUT	PRESTON AUTO PARTS	238.06
6546-308095	02/11/2026		Electric Fuel Pump	100 665 410 0000	(51.07)
6546-309672	03/25/2026		Bearing	100 681 425 0000	57.89
6546-309672	03/25/2026		Bearing	100 681 425 0000	24.66

Detail Check Register

Checking Account: 1

GENERAL CHECKING

6546-309971	04/01/2026	Belt	100 664 410 0291	16.69
6546-309971	04/01/2026	Belt	100 664 410 0291	19.25
6546-309971	04/01/2026	Belt RBR 6817 (6)	100 664 410 0291	157.14
6546-309971	04/01/2026	Freight	100 664 410 0291	13.50

Check Number: 5773 Check Type: Check Check Date: 04/13/2026 Vendor: PRESTONCI3 PRESTON CITY WATER DEPT. Check Total: 2,490.25

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
033126	03/31/2026		March 2026 Water/Sewer PHS	100 661 332 0096	741.00
033126	03/31/2026		March 2026 Water/Sewer PJH	100 661 332 0291	247.00
033126	03/31/2026		March 2026 Water/Sewer Oakwood	100 661 332 0497	540.50
033126	03/31/2026		March 2026 Water/Sewer Pioneer	100 661 332 0499	247.00
033126	03/31/2026		March 2026 Water/Sewer FCHS	100 661 332 8844	202.00
033126	03/31/2026		March 2026 Water/Sewer District	100 661 335 0000	310.75
033126	03/31/2026		March 2026 Water/Sewer Transportation	100 681 353 0000	202.00

Check Number: 5774 Check Type: Check Check Date: 04/13/2026 Vendor: PRESTONHIG PRESTON HIGH SCHOOL Check Total: 21,204.97

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
004078054	03/03/2026	7054	BLS Provider Course Videos	243 515 410 0096 070	103.40
022826	02/28/2026		M Dyer Meal Reimbursement Donation	100 532 380 0000	116.00
030726	03/07/2026		Lodging- Cheer/Dance Admin, Bus Drivers	100 532 380 0000	719.94
040226	04/02/2026	7081	ACT - Agee, C	100 515 312 0096 315	68.00
040426	04/04/2026		Registration	243 515 380 0096 010	45.00
042026	04/08/2026		Wrestling Donation	100 532 115 0096	2,400.00
1G3L & XYJW	03/15/2026	7065	Nylon Coil Zippers	243 515 410 0096 090	14.10
1G3L & XYJW	03/15/2026	7065	Nylon Coil Zippers	243 515 410 0096 090	56.40
1G3L & XYJW	03/15/2026	7065	Kitchenaid Oven Mitt	243 515 410 0096 090	15.34
1G3L & XYJW	03/15/2026	7065	Kitchenaid Oven Mitt	243 515 410 0096 090	15.80
1G3L & XYJW	03/15/2026	7065	Kitchenaid Oven Mitt	243 515 410 0096 090	16.43
1G3L & XYJW	03/15/2026	7065	Kitchenaid Oven Mitt	243 515 410 0096 090	16.99
1G3L & XYJW	03/15/2026	7065	Kitchenaid Oven Mitt	243 515 410 0096 090	17.00
1G3L & XYJW	03/15/2026	7065	Kitchenaid Oven Mitt	243 515 410 0096 090	18.99
1G3L & XYJW	03/15/2026	7065	Sewing Machine Presser	243 515 410 0096 090	529.50
1G3L & XYJW	03/15/2026	7065	Silicone Spoons	243 515 410 0096 090	24.97
1G3L & XYJW	03/15/2026	7065	Silicone Spoons	243 515 410 0096 090	24.97
1G3L & XYJW	03/15/2026	7065	Silicone Spoons	243 515 410 0096 090	24.97
1G3L & XYJW	03/15/2026	7065	Silicone Spoons	243 515 410 0096 090	24.97
1G3L & XYJW	03/15/2026	7065	Silicone Spoons	243 515 410 0096 090	24.97
1G3L & XYJW	03/15/2026	7065	Silicone Spoons	243 515 410 0096 090	24.97
1G3L & XYJW	03/15/2026	7065	Nordic Ware Half Sheet	243 515 410 0096 090	162.42
1G3L & XYJW	03/15/2026	7065	Cutting Grid Table	243 515 410 0096 090	292.49
1G3L & XYJW	03/15/2026	7065	Power Strip	243 515 410 0096 090	131.96
1G3L & XYJW	03/15/2026	7065	Spatula Set	243 515 410 0096 090	35.25

Checking Account:	1	GENERAL CHECKING				
1G3L & XYJW	03/15/2026	7065	Spatula Set	243 515 410 0096 090		35.25
1G3L & XYJW	03/15/2026	7065	Spatula Set	243 515 410 0096 090		35.97
1G3L & XYJW	03/15/2026	7065	Silicone Turner	243 515 410 0096 090		35.97
1G3L & XYJW	03/15/2026	7065	Silicone Turner	243 515 410 0096 090		35.97
1G3L & XYJW	03/15/2026	7065	Spatula Set	243 515 410 0096 090		35.97
1G3L & XYJW	03/15/2026	7065	Nugget Ice Maker	243 515 410 0096 090		449.00
1G3L & XYJW	03/15/2026	7065	Sewing Machine Needles	243 515 410 0096 090		5.98
1G3L & XYJW	03/15/2026	7065	Jean Buttons	243 515 410 0096 090		11.98
1G3L & XYJW	03/15/2026	7065	Pearl Buttons	243 515 410 0096 090		17.46
1G3L & XYJW	03/15/2026	7065	Resin Buttons	243 515 410 0096 090		17.78
1G3L & XYJW	03/15/2026	7065	Kitchen Aprons	243 515 410 0096 090		29.97
1G3L & XYJW	03/15/2026	7065	Pearl Buttons	243 515 410 0096 090		33.98
1G3L & XYJW	03/15/2026	7065	Sewing Table	243 515 410 0096 090		1,519.92
1G3L & XYJW	03/15/2026	7065	Discount/Promotions	243 515 410 0096 090		(14.59)
31KR	03/20/2026	7063	Premium Cotton Fabric	243 515 410 0096 090		1,735.55
37360868	03/03/2026	7064	Fabric from Hobby Lobby	243 515 410 0096 090		1,908.31
FQWR	03/20/2026	7067	CPR Training Valve Club Pack	243 515 410 0096 155		42.13
FQWR	03/20/2026	7067	CPR Rescue Mask	243 515 410 0096 155		79.15
FQWR	03/20/2026	7067	Disinfecting Wipes	243 515 410 0096 155		8.97
GW6R	02/16/2026	7050	Bandsaw Guides	243 515 410 0096 153		125.00
GW6R	02/16/2026	7050	Carbide Burrs	243 515 410 0096 153		34.99
GW6R	02/16/2026	7050	Router Jig	243 515 410 0096 153		79.99
GW6R	02/16/2026	7050	Rail for Router Table	243 515 410 0096 153		99.99
GW6R	02/16/2026	7050	Shipping	243 515 410 0096 153		15.00
MQDH & P4KM	03/12/2026	7056	Fiskars Rotary Cutter	243 515 410 0096 090		197.40
MQDH & P4KM	03/12/2026	7056	Sewing Machine Cover	243 515 410 0096 090		28.72
MQDH & P4KM	03/12/2026	7056	Sewing Machine Cover	243 515 410 0096 090		114.88
MQDH & P4KM	03/12/2026	7056	Rotary Cutter Blades	243 515 410 0096 090		82.90
MQDH & P4KM	03/12/2026	7056	Sketching and Tracing Paper	243 515 410 0096 090		180.30
MQDH & P4KM	03/12/2026	7056	Ink Cartridges	243 515 410 0096 090		360.80
MQDH & P4KM	03/12/2026	7056	The Game of Pay Day	243 515 410 0096 090		204.20
MQDH & P4KM	03/12/2026	7056	Sewing Thread	243 515 410 0096 090		42.46
MQDH & P4KM	03/12/2026	7056	Quilting Thread	243 515 410 0096 090		42.70
MQDH & P4KM	03/12/2026	7056	Quilting Thread	243 515 410 0096 090		43.58
MQDH & P4KM	03/12/2026	7056	Two Pocket Folders	243 515 410 0096 090		138.30
MQDH & P4KM	03/12/2026	7056	Organizer Bins	243 515 410 0096 090		119.97
MQDH & P4KM	03/12/2026	7056	Organizer Bins	243 515 410 0096 090		119.97
MQDH & P4KM	03/12/2026	7056	KitchenAid	243 515 410 0096 090		2,634.54
MQDH & P4KM	03/12/2026	7056	Colored Paper	243 515 410 0096 090		74.90
MQDH & P4KM	03/12/2026	7056	Scotch Tape	243 515 410 0096 090		50.82
MQDH & P4KM	03/12/2026	7056	Drawer Organizer	243 515 410 0096 090		59.94

Checking Account:	1	GENERAL CHECKING			
MQDH & P4KM	03/12/2026	7056	Discount	243 515 410 0096 090	(19.20)
MQDH & P4KM	03/12/2026	7056	Invoice P4KM	243 515 410 0096 090	2,235.70
NNCY	03/14/2026	7063	Linen Fabric	243 515 410 0096 090	96.00
NNCY	03/14/2026	7063	Linen Fabric	243 515 410 0096 090	100.00
NNCY	03/14/2026	7063	Linen Fabric	243 515 410 0096 090	103.96
NNCY	03/14/2026	7063	LaSilk Double Gauze	243 515 410 0096 090	134.95
NNCY	03/14/2026	7063	Sedona Gingham Checkered	243 515 410 0096 090	78.35
NNCY	03/14/2026	7063	Sedona Gingham Checkered	243 515 410 0096 090	78.35
NNCY	03/14/2026	7063	Sedona Gingham Checkered	243 515 410 0096 090	78.35
NNCY	03/14/2026	7063	Sedona Gingham Checkered	243 515 410 0096 090	78.35
NNCY	03/14/2026	7063	Sedona Gingham Checkered	243 515 410 0096 090	78.35
NNCY	03/14/2026	7063	Sedona Gingham Checkered	243 515 410 0096 090	78.35
NNCY	03/14/2026	7063	Sedona Gingham Checkered	243 515 410 0096 090	78.35
NNCY	03/14/2026	7063	Sedona Gingham Checkered	243 515 410 0096 090	78.35
NNCY	03/14/2026	7063	Sedona Gingham Checkered	243 515 410 0096 090	78.35
NNCY	03/14/2026	7063	Sedona Gingham Checkered	243 515 410 0096 090	78.35
NNCY	03/14/2026	7063	Sedona Gingham Checkered	243 515 410 0096 090	78.35
NNCY	03/14/2026	7063	Rebate	243 515 410 0096 090	(18.00)
T1VQ	03/18/2026	7057	Fuel Injection Hose Kit	243 515 410 0096 151	101.20
T1VQ	03/18/2026	7057	Valve Springs	243 515 410 0096 151	103.99
T1VQ	03/18/2026	7057	How to Work With and Modify the Turbo	243 515 410 0096 151	114.99
T1VQ	03/18/2026	7057	Timing Chain Set	243 515 410 0096 151	133.27
T1VQ	03/18/2026	7057	Headlamp	243 515 410 0096 151	22.41
T1VQ	03/18/2026	7057	Headlamp	243 515 410 0096 151	22.65
T1VQ	03/18/2026	7057	Mounting Brackets	243 515 410 0096 151	23.99
T1VQ	03/18/2026	7057	Advanced Tuning	243 515 410 0096 151	27.61
T1VQ	03/18/2026	7057	Piston Ring Compressor	243 515 410 0096 151	27.99
T1VQ	03/18/2026	7057	How to rebuild & Modify	243 515 410 0096 151	29.99
T1VQ	03/18/2026	7057	How to Build High Performance	243 515 410 0096 151	33.62
T1VQ	03/18/2026	7057	Tuning Control Module	243 515 410 0096 151	33.99
T1VQ	03/18/2026	7057	Transmission Manual	243 515 410 0096 151	45.95
T1VQ	03/18/2026	7057	Tools Kit	243 515 410 0096 151	47.49
T1VQ	03/18/2026	7057	Gasket Head Stud Bolt Kit	243 515 410 0096 151	48.99
T1VQ	03/18/2026	7057	Piston Ring Set	243 515 410 0096 151	50.48
T1VQ	03/18/2026	7057	Fuel Pump	243 515 410 0096 151	59.88
T1VQ	03/18/2026	7057	Oil Pressure Sensor	243 515 410 0096 151	8.81
T1VQ	03/18/2026	7057	Wire Harness	243 515 410 0096 151	87.21
VCP4 & NJLW	03/08/2026	7055	Klein Tools Voltage Tester	243 515 410 0096 152	19.97
VCP4 & NJLW	03/08/2026	7055	Bambu Lamp Filament	243 515 410 0096 152	476.05
Y741	02/21/2026	7050	Wood Carving Tools	243 515 410 0096 153	129.99

Checking Account: 1		GENERAL CHECKING				
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
Y741	02/21/2026	7050	Heavy Duty Workbench Mat	243 515 410 0096 153	179.94	
Check Number: 5775 Check Type: Check Check Date: 04/13/2026 Vendor: PRESTONSC6 PRESTON SCHOOL LUNCH DEPT. Check Total: 851.70						
040126	03/31/2026		PHS Teacher Lunch	100 710 410 0096	464.10	
040126	03/31/2026		PJH Teacher Lunch	100 710 410 0291	5.10	
040126	03/31/2026		Oakwood Teacher Lunch	100 710 410 0497	5.10	
040126	03/31/2026		Pioneer Teacher Lunch	100 710 410 0499	10.20	
040126	03/31/2026		FCHS Teacher Lunch	100 710 410 8844	367.20	
Check Number: 5776 Check Type: Check Check Date: 04/13/2026 Vendor: PRESTONVAL PRESTON VALLEY COUNTRY STORE Check Total: 615.10						
97642	03/24/2026		Cornerstone 5 Plus 2.5 gal	100 665 410 0000	64.99	
A72884	03/26/2026		Bus Shop Propane Delivery	100 681 423 0000	450.11	
A72890	03/26/2026		Auto Gas Nozzle	100 681 423 0000	100.00	
Check Number: 5777 Check Type: Check Check Date: 04/13/2026 Vendor: PRIESTLEYM PRIESTLEY MENTAL HEALTH INC Check Total: 20,249.04						
020126	02/01/2026		CBRS Services	260 521 300 0000	10,677.54	
040126	04/01/2026		CBRS Services	260 521 300 0000	9,571.50	
Check Number: 5778 Check Type: Check Check Date: 04/13/2026 Vendor: RSDISTRIBU R & S DISTRIBUTING Check Total: 5,138.56						
123389	09/03/2025		Soap Aff Pink Lotion	100 661 410 0291	545.92	
123396	09/03/2025		Preserve Roll Towel	100 661 410 0499	320.75	
123396	09/03/2025		Arsenal Suprox D	100 661 410 0499	91.28	
123766	10/07/2025		Vacuum Bags	100 661 410 0291	34.84	
123768	10/07/2025		Preserve Roll Towel	100 661 410 0499	320.75	
123768	10/07/2025		Arsenal 1 Restroom Cleaner	100 661 410 0499	93.32	
123940	10/22/2025		Preserve Roll Towel	100 661 410 0499	256.60	
124218	11/19/2025		Preserve Roll Towel	100 661 410 0499	320.75	
124347	12/04/2025		Preserve Roll Towel	100 661 410 0499	128.30	
124590	01/05/2026		Preserve Roll Towel	100 661 410 0499	320.75	
124601	01/06/2026		Soap Aff Pink Lotion	100 661 410 0291	682.40	
124618	01/07/2026		Vacuum Bags	100 661 410 0291	34.84	
124753	01/22/2026		Preserve Roll Towel	100 661 410 0499	128.30	
124761	01/23/2026		Arsenal 1 Non-Acid	100 661 410 0499	58.76	
124846	01/30/2026		Arsenal 1 Cleaner	100 661 410 0499	93.32	
124923	02/09/2026		Preserve Roll Towel	100 661 410 0499	192.45	
125212	03/05/2026		Preserve Roll Towel	100 661 410 0499	275.85	
125348	03/18/2026		Preserve Roll Towel	100 661 410 0499	110.34	
125475	03/31/2026		Preserve Roll Towel	100 661 410 0096	441.36	
125475	03/31/2026		Hillyard Opti Core	100 661 410 0096	687.68	

Detail Check Register

Checking Account: 1

GENERAL CHECKING

Check Number	Check Type	Check Date	Vendor		Check Total
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5779	Check	04/13/2026	RIVERSIDEH	RIVERSIDE HOTEL	1,104.00
457827		03/09/2026		State BBB Lodging - Garner B	552.00
457827		03/09/2026		Conference Lodging - Garner B	552.00
5780	Check	04/13/2026	RONKELLERT	RON KELLER TIRE	377.40
PRET-59176-01		03/25/2026		Tires - Ford Fusion	377.40
5781	Check	04/13/2026	RYTEL	RYTEL	2,344.20
17503		04/01/2026		April VOIP Services	2,344.20
5782	Check	04/13/2026	SEAMOAARO	AARON SEAMONS	75.00
20-1		03/23/2026		Diagonistic Test	75.00
5783	Check	04/13/2026	SOUTHFORKH	SOUTH FORK HARDWARE	19.87
538833		03/25/2026		Finish Washer	2.39
538833		03/25/2026		Nuts, Bolts	4.50
538841		03/25/2026		10-32 TAP	5.49
539139		03/30/2026		Powergrab Tub Adhesive	7.49
5784	Check	04/13/2026	STANDARDPL	STANDARD PLUMBING SUPPLY CO	343.97
AGY788		04/07/2026		Coup 3G CTS34	15.52
AGY788		04/07/2026		FI TEE 3G CTS 34x34	29.05
AGY788		04/07/2026		FI Elbow 3G CTS 34x34	20.17
AGY788		04/07/2026		3 Y34 Yard Hyd-Woodford	160.17
AGY788		04/07/2026		3/4 CTSX300 Cencore Poly-Blue	104.28
AGY788		04/07/2026		3/4 CTS Stainless Insert	13.25
AGY788		04/07/2026		3/4 x 2 Galv Nipple	1.53
5785	Check	04/13/2026	STANTONS	Stanton's Sheet Music	65.00
2032614		03/23/2026	7089	Sheet Music - Hal Leonard	65.00
5786	Check	04/13/2026	STATEDEPTO	STATE DEPT. OF EDUCATION	64.00
041026		04/10/2026		Employment - Dildine, R	32.00
041026		04/10/2026		Employment - Holton, K	32.00
5787	Check	04/13/2026	TOWNSUITE	TownePlace Suites Nampa	5,421.00

Checking Account: 1		GENERAL CHECKING				
030626	03/06/2026		State BBB Lodging	100 532 380 0000	5,421.00	
Check Number: 5788	Check Type: Check	Check Date: 04/13/2026	Vendor: TRANSPORTD	TRANSPORT DIESEL SERVICE INC	Check Total:	1,180.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
01P171782	03/18/2026		Alternator	100 681 425 0000	1,180.00	
Check Number: 5789	Check Type: Check	Check Date: 04/13/2026	Vendor: WAWAREHO	WA Warehouse	Check Total:	3,194.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
13719	03/23/2026	7060	Spot Vital Signs Device	243 515 410 0096 155	2,756.00	
13719	03/23/2026	7060	Mobile Stand	243 515 410 0096 155	438.00	
Check Number: 5798	Check Type: Check	Check Date: 04/28/2026	Vendor: 801TECHNO	801 Technology LL	Check Total:	550.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2333	04/13/2026		CAT6 Cable to Vape Location	100 664 410 0291	400.00	
2333	04/13/2026		Vape Sensor Installation	100 664 410 0291	150.00	
Check Number: 5799	Check Type: Check	Check Date: 04/28/2026	Vendor: ALSCO	ALSCO	Check Total:	83.30
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
LBLA2667562	04/08/2026		Bus Shop Laundry	100 681 330 0000	41.65	
LBLA2669343	04/15/2026		Bus Shop Laundry	100 681 330 0000	41.65	
Check Number: 5800	Check Type: Check	Check Date: 04/28/2026	Vendor: ATKINBRITT	Britten Atkinson	Check Total:	158.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
030726	03/04/2026		Meal Reimbursement - Atkinson, B	100 532 380 0000	158.00	
Check Number: 5801	Check Type: Check	Check Date: 04/28/2026	Vendor: BECKSTEADD	BECKSTEAD DAVID B. M.D.	Check Total:	220.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
033026	03/30/2026		Physical - Hatch, B	100 681 260 0000	110.00	
040726	04/07/2026		Physical - Hymas, E	100 681 260 0000	110.00	
Check Number: 5802	Check Type: Check	Check Date: 04/28/2026	Vendor: BOMGAARS	BOMGAARS	Check Total:	394.05
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
77047495	03/19/2026		Strap	100 665 410 0000	21.99	
77049298	03/23/2026		Brush Cup Adaptor	100 665 410 0000	20.98	
77049620	03/24/2026		Flexible Coupling	100 665 410 0000	6.99	
77049897	03/25/2026		Fasteners	100 664 410 0497	1.58	
77049897	03/25/2026		Wire Gauge	100 664 410 0497	3.99	
77054170	04/06/2026		Tarp	100 665 410 0000	14.99	
77055071	04/08/2026		Water Softener Pellets	100 664 410 0096	104.85	
77055621	04/09/2026		PVC 14in	100 664 410 0000	15.98	
77055850	04/10/2026		Spraypaint	100 665 410 0000	17.98	
77055941	04/10/2026		Tool Box	100 664 410 0000	22.99	
77055941	04/10/2026		Screwdriver 9 N 1	100 664 410 0000	9.88	
77055941	04/10/2026		Screwdriver 9 N 1	100 664 410 0000	9.88	

Detail Check Register

Checking Account: 1		GENERAL CHECKING					
77055941	04/10/2026		Wrench	100 664 410 0000		11.99	
77055941	04/10/2026		Wrench	100 664 410 0000		9.99	
7707472	03/19/2026		Sprayer	100 665 410 0000		119.99	
Check Number: 5803	Check Type: Check	Check Date: 04/28/2026	Vendor: CAXTONPRIN	CAXTON PRINTERS LTD.	Check Total:	83.25	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
1063419	04/15/2026	OE25133	HMH Math EXP ACT	100 512 410 0497	83.25		
Check Number: 5804	Check Type: Check	Check Date: 04/28/2026	Vendor: COGNIAINC	COGNIA INC.	Check Total:	2,800.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
00196970	04/15/2026		Accreditation = PHS	100 515 410 0096	1,400.00		
00196970	04/15/2026		Accreditation - FCHS	100 517 410 8844	1,400.00		
Check Number: 5805	Check Type: Check	Check Date: 04/28/2026	Vendor: CONSOLIDAT	CONSOLIDATED ELECTRICAL DIST.	Check Total:	374.97	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
4205-1093784	04/08/2026		15W LED T8	100 664 410 0000	353.50		
4205-1093819	04/08/2026		Wire Stripcutter	100 664 410 0000	21.47		
Check Number: 5806	Check Type: Check	Check Date: 04/28/2026	Vendor: CRAFTSUPPL	CRAFT SUPPLIES USA	Check Total:	182.04	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
S108693	03/19/2026	7072	3M Tuffmaster Face Shield	243 515 410 0096 153	43.76		
S108693	03/19/2026	7072	Black Nitrile Gloves	243 515 410 0096 153	26.96		
S108693	03/19/2026	7072	Mini Sketch Pencil Kit Bushing Set	243 515 410 0096 153	4.79		
S108693	03/19/2026	7072	PSI Duraclick EDC Pen Kit	243 515 410 0096 153	13.99		
S108693	03/19/2026	7072	Apprentice Pen Mandrel - No 2	243 515 410 0096 153	12.83		
S108693	03/19/2026	7072	Apprentice Pen Mandrel - No 1	243 515 410 0096 153	12.83		
S108693	03/19/2026	7072	Celtic and Skeleton Key Bushing Set	243 515 410 0096 153	3.81		
S108693	03/19/2026	7072	PSI Celtic Twist Pen Kit	243 515 410 0096 153	15.64		
S108693	03/19/2026	7072	Bolt Action Pen Kit Bushing Set	243 515 410 0096 153	4.97		
S108693	03/19/2026	7072	PSI bolt Action Pen Kit - 24k Gold	243 515 410 0096 153	15.60		
S108693	03/19/2026	7072	PSI Bolt Action Pen Kit - Gun Metal	243 515 410 0096 153	13.91		
S108693	03/19/2026	7072	Shipping	243 515 410 0096 153	12.95		
Check Number: 5807	Check Type: Check	Check Date: 04/28/2026	Vendor: NIELSDESI	Desirae Nielson	Check Total:	254.04	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
031426	03/14/2026		Tech Crew Distinguished YW	100 532 380 0000	254.04		
Check Number: 5808	Check Type: Check	Check Date: 04/28/2026	Vendor: DEXIMAGIN	Dex Imaging	Check Total:	100.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
AR15123616	04/08/2026		Waste Toner Bottle & Cartridge	100 515 410 0096	100.00		
Check Number: 5809	Check Type: Check	Check Date: 04/28/2026	Vendor: DYNABOOK	Dynabook Americas, Inc	Check Total:	10,623.10	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
15121383	03/13/2026	Tech PO 39-26	AB Cover LCD ASSY	245 623 410 0000	8,392.30		

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
15121383	03/13/2026	Tech PO 39-26	KB Cover ASSY	245 623 410 0000	2,230.80	
Check Number: 5810	Check Type: Check	Check Date: 04/28/2026	Vendor: RASMUEMMA	Emma Rasmussen	Check Total:	144.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
031426	03/14/2026		Tech Crew -Distinguished YW	100 532 380 0000	144.00	
Check Number: 5811	Check Type: Check	Check Date: 04/28/2026	Vendor: ENBRIDGE	Enbridge Gas	Check Total:	8,390.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
042226	04/22/2026		District//Maitenance Shop Natural Gas	100 661 334 0000	304.19	
042226	04/22/2026		PHS Natural Gas	100 661 334 0096	5,217.36	
042226	04/22/2026		PJH Natural Gas	100 661 334 0291	1,287.56	
042226	04/22/2026		Oakwood Natural Gas	100 661 334 0497	672.41	
042226	04/22/2026		Pioneer Natural Gas	100 661 334 0499	570.11	
042226	04/22/2026		FCHS Natural Gas	100 661 334 8844	97.47	
042226	04/22/2026		Bus Shop Natural Gas	100 681 334 0000	240.90	
Check Number: 5812	Check Type: Check	Check Date: 04/28/2026	Vendor: FRANKLINC2	FRANKLIN COUNTY MEDICAL CENTER	Check Total:	43,785.34
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
8709	11/30/2025		November 2025 Behavioral Intervention	257 521 300 0000	11,761.84	
8828	12/31/2025		December 2025 Behavioral Intervention	257 521 300 0000	8,838.64	
8994	02/28/2026		February 2026 Behavioral Intervention	257 521 300 0000	7,744.88	
9182	03/31/2026		March 2026 Behavioral Intervention	257 521 300 0000	12,256.28	
9183	04/14/2026		March 2026 OT/PT Therapy	257 521 300 0000	3,183.70	
Check Number: 5813	Check Type: Check	Check Date: 04/28/2026	Vendor: HANSEGLAS	HANSEN GLASS & PAINT	Check Total:	19.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
0358	03/24/2026		Paint -Track	100 665 410 0000	19.00	
Check Number: 5814	Check Type: Check	Check Date: 04/28/2026	Vendor: HANSONJANI	HANSON JANITORIAL SUPPLY	Check Total:	5,780.86
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
791968-1	04/24/2026		Bona Application	100 661 410 0096	90.33	
792453	04/10/2026		Cleanmax Pro Brush Roller	100 661 410 0291	104.02	
792453	04/10/2026		Pro Vac Belt	100 661 410 0291	7.18	
792453	04/10/2026		Filter	100 661 410 0291	8.40	
792482	04/10/2026		Clarior Pink Foam Skin Cleanser	100 661 410 0096	159.69	
792483	04/10/2026		Roll Towel	100 661 410 0096	210.28	
792900	04/10/2026		Clarior Pink Foam Skin Cleanser	100 661 410 0499	55.51	
792900	04/10/2026		Opticore 2 Ply Toilet Tissue	100 661 410 0499	57.06	
792900	04/10/2026		Pro Link 60 Gal Liner	100 661 410 0499	46.55	
792900	04/10/2026		STIX 20% Phosphoric Thick	100 661 410 0499	66.24	
792900	04/10/2026		Bleach Gallons	100 661 410 0499	34.44	
792939	04/10/2026		Vac Bags	100 661 410 0291	36.20	
792939	04/10/2026		Battery Vac Bags Tennant	100 661 410 0291	109.44	

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GENERAL CHECKING

792939	04/10/2026	Pro Link 60 Gal Liner	100 661 410 0291	299.75
792939	04/10/2026	Pro Link 20-30 Gal Liner	100 661 410 0291	146.56
792939	04/10/2026	Premium Plus Wet Mop	100 661 410 0291	78.15
792940	04/10/2026	Hard As nails	100 661 410 0291	250.42
792940	04/10/2026	Hybrid 25 Floor Finish	100 661 410 0291	275.12
792940	04/10/2026	Finish Applicator	100 661 410 0291	60.60
792940	04/10/2026	Tykote Basic Coating	100 661 410 0291	469.28
792940	04/10/2026	Intense Floor Care	100 661 410 0291	37.80
792940	04/10/2026	Cadence Carpet Defoamer	100 661 410 0291	28.32
792940	04/10/2026	Tahoe Blue Multi Surface Cleaner	100 661 410 0291	28.76
792941	04/10/2026	Opticore Toilet Tissue	100 661 410 0497	114.12
792941	04/10/2026	Trigger Sprayer	100 661 410 0497	5.40
792941	04/10/2026	Stix 20% Phosphoric	100 661 410 0497	132.36
793029	04/24/2026	100 661 410 0497	100 661 410 0497	123.24
793255	04/24/2026	Pro Link Liner 20-30 gal	100 661 410 0096	188.95
793255	04/24/2026	Pro Link Liner 33 gal	100 661 410 0096	141.90
793255	04/24/2026	Pro Link Liner 60 gal	100 661 410 0096	318.06
793255	04/24/2026	Toilet Bowl Mop	100 661 410 0096	7.35
793599	04/24/2026	Opticore 2 Ply Toilet Tissue	100 661 410 0499	114.12
793599	04/24/2026	Clario Pink Foam Skin Cleanser	100 661 410 0499	111.02
793602	04/24/2026	Roll Towel	100 661 410 0497	308.10
793602	04/24/2026	Speedex Gallon	100 661 410 0497	53.64
793602	04/24/2026	Opticore 2 Ply Toilet Tissue	100 661 410 0497	114.12
793625	04/24/2026	Stainless Steel Cleaner	100 661 410 0096	115.56
793625	04/24/2026	Clario Pink Foam Skin Cleanser	100 661 410 0096	106.46
793625	04/24/2026	Roll Towel Natural	100 661 410 0096	369.72
793634	04/24/2026	Roll Towel	100 661 410 0291	369.72
793634	04/24/2026	Opticore 2 Ply Toilet Tissue	100 661 410 0291	171.18
793634	04/24/2026	LT Restroom Clean	100 661 410 0291	255.74

Check Number: 5815

Check Type: Check

Check Date: 04/28/2026 Vendor: HKAUTOLLC

HK AUTO LLC

Check Total:

4,833.35

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
13907	03/16/2026		DE Service 2001 Chev Impala Labor	241 515 314 0000	58.25
13907	03/16/2026		DE Service 2001 Chev Impala Parts	241 515 314 0000	28.05
13907	03/16/2026		DE Service 2001 Chev Impala Shop Supplie	241 515 314 0000	4.32
13907	03/16/2026		Hazmat Fee	241 515 314 0000	5.00
13951	03/19/2026		DE Service 2008 Chev Malibu Labor	241 515 314 0000	58.25
13951	03/19/2026		DE Service 2008 Chev Malibu Parts	241 515 314 0000	29.75
13951	03/19/2026		DE Service 2008 Chev Malibu Shop Supplie	241 515 314 0000	4.40
13951	03/19/2026		Hazmat	241 515 314 0000	5.00
13983	03/31/2026		DE Service 2015 Kia Optima Labor	241 515 314 0000	58.25
13983	03/31/2026		DE Service 2015 Kia Optima Parts	241 515 314 0000	43.58

Detail Check Register

Checking Account: 1		GENERAL CHECKING			
13983	03/31/2026		DE Service 2015 Kia Optima Shop Supplies	241 515 314 0000	5.09
13983	03/31/2026		Hazmat Fee	241 515 314 0000	5.00
14072	04/08/2026		DE Repair 2012 Dodge Journey Labor	241 515 314 0000	937.25
14072	04/08/2026		DE Repair 2012 Dodge Journey Parts	241 515 314 0000	936.47
14072	04/08/2026		DE Repair 2012 Dodge Journey Tires	241 515 314 0000	290.66
14072	04/08/2026		DE Repair 2012 Dodge Journey Shop Suppli	241 515 314 0000	39.99
14072	04/08/2026		Hazmat Fee	241 515 314 0000	5.00
14148	04/17/2026		DE Repair 2014 Toyota Camry Labor	241 515 314 0000	1,007.75
14148	04/17/2026		DE Repair 2014 Toyota Camry Parts	241 515 314 0000	1,266.30
14148	04/17/2026		DE Repair 2014 Toyota Camry Shop Supplie	241 515 314 0000	39.99
14148	04/17/2026		Hazmat Fee	241 515 314 0000	5.00
Check Number: 5816 Check Type: Check Check Date: 04/28/2026 Vendor: IDAHODIGIT IDAHO DIGITAL LEARNING ACADEMY Check Total: 615.00					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
201347-1	04/13/2026		Keyboarding PJH Students	100 515 312 0291 315	615.00
Check Number: 5817 Check Type: Check Check Date: 04/28/2026 Vendor: IMAGEMATTE IMAGE MATTERS Check Total: 7,059.33					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
30195	04/08/2026		District Employee Backpacks	100 632 410 0000	7,059.33
Check Number: 5818 Check Type: Check Check Date: 04/28/2026 Vendor: IMLSECURIT IML Security Supply Check Total: 26.10					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5006259	04/14/2026		Modular Screws	100 664 410 0000	1.60
5006259	04/14/2026		L Cam Modular Cyl	100 664 410 0000	24.50
Check Number: 5819 Check Type: Check Check Date: 04/28/2026 Vendor: ISBA ISBA Check Total: 2,750.00					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
22013-1	01/07/2026		Day on the Hill - Thomas, G	100 632 380 0000	150.00
22520-1	02/27/2026		School Board Training - Lloyd, J	100 631 311 0000	2,500.00
22532-1	03/02/2026		Literacy Training - Randall, R	100 631 311 0000	100.00
Check Number: 5820 Check Type: Check Check Date: 04/28/2026 Vendor: RITERKINS Kinsley Riter Check Total: 254.04					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
031426	03/14/2026		Tech Crew Distinguished YW	100 532 380 0000	254.04
Check Number: 5821 Check Type: Check Check Date: 04/28/2026 Vendor: LAWSONPROD LAWSON PRODUCTS INC Check Total: 736.42					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
9313351246	04/01/2026		Silicone Clear Sealant	100 681 425 0000	11.47
9313351246	04/01/2026		Silicone Red Sealant	100 681 425 0000	12.64
9313351246	04/01/2026		Silicone Sealant Black	100 681 425 0000	12.63
9313351246	04/01/2026		Box Blue Towels	100 681 426 0000	44.84
9313389425	04/15/2026		Mega-Patch H2O 6MM	100 665 410 0000	495.00
9313389425	04/15/2026		VOC Cleaner Air Intake	100 665 410 0000	159.84

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GENERAL CHECKING

Check Number	Check Type	Check Date	Vendor	Master Library	Check Total
5822	Check	04/28/2026	MASTERLIBR	Master Library	2,832.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
25-16595	04/01/2026		Subscription Fee for Athletic Integratio	100 632 410 0000	515.00
25-16595	04/01/2026		ML Schedules Software 2500 Students	100 632 410 0000	2,317.50
5823	Check	04/28/2026	BURBAMELA	Melanie Burbank	192.96
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
031426	03/14/2026		Tech Crew- Distinguished YW	100 532 380 0000	192.96
5824	Check	04/28/2026	NCSPEARSON	NCS PEARSON	268.39
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
31424899	03/24/2026	31026	BOT-3 Complete Record Form	257 521 410 0000	253.20
31424899	03/24/2026	31026	Shipping	257 521 410 0000	15.19
5825	Check	04/28/2026	NORCO	NORCO	1,433.07
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
0046250101	03/19/2026	7062	Stick Welder	263 515 410 0096 010	150.00
0046250101	03/19/2026	7062	Oxygen	263 515 410 0096 010	92.40
0046250101	03/19/2026	7062	Carbon Dioxide	263 515 410 0096 010	257.04
0046250101	03/19/2026	7062	T-Argon	263 515 410 0096 010	128.52
0046250101	03/19/2026	7062	50# Carbon Dioxide	263 515 410 0096 010	36.00
0046250101	03/19/2026	7062	WS-Acetylene	263 515 410 0096 010	61.14
0046250101	03/19/2026	7062	Steel Blade	263 515 410 0096 010	221.64
0046250101	03/19/2026	7062	Weldcraft Tungsten	263 515 410 0096 010	102.68
0046250101	03/19/2026	7062	Cone & Chisel	263 515 410 0096 010	26.52
0046250101	03/19/2026	7062	Shoe Handle Scratch Brush	263 515 410 0096 010	4.87
0046250101	03/19/2026	7062	Welder Gloves	263 515 410 0096 010	190.56
0046250101	03/19/2026	7062	Safety Glasses	263 515 410 0096 010	34.05
0046250101	03/19/2026	7062	Welding Cable	263 515 410 0096 010	48.92
0046250101	03/19/2026	7062	Ground Clamp	263 515 410 0096 010	41.80
0046250101	03/19/2026	7062	Handling/Delivery Fee	263 515 410 0096 010	36.93
5826	Check	04/28/2026	OAKWOODELE	OAKWOOD ELEMENTARY SCHOOL	101.75
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
031826	03/18/2026	OE25211	Washable Markers	720 512 310 0000	39.89
031826	03/18/2026	OE25211	Washable Markers spring Colors	720 512 310 0000	48.49
031826	03/18/2026	OE25211	Foil Confetti	720 512 310 0000	5.88
031826	03/18/2026	OE25211	Rainbow Confetti	720 512 310 0000	7.49
5827	Check	04/28/2026	PRESTONAUT	PRESTON AUTO PARTS	155.13
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
3546-310483	04/13/2026		Hose	100 665 410 0000	51.60
3546-310483	04/13/2026		HHC G25170-0406	100 665 410 0000	19.29

Detail Check Register

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GENERAL CHECKING

3546-310483	04/13/2026	HHC G25170-0404	100 665 410 0000	17.36
6546-310330	04/09/2026	Relay	100 665 410 0000	16.74
6546-310876	04/22/2026	Lube for Skidloader	100 664 410 0000	50.14

Check Number: 5828 Check Type: Check Check Date: 04/28/2026 Vendor: PRESTONHIG PRESTON HIGH SCHOOL Check Total: 12,937.21

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
040126	04/04/2026		Registration FFA - Sharp, K	263 515 380 0096	45.00
040226 -1	04/22/2026	7082	PBIS Reimbursement	100 515 410 0096	1,000.00
3HJ1	03/23/2026	7057	Rocker Arms	243 515 410 0096 151	189.99
3HJ1	03/23/2026	7057	Delphii Lifter Set with Guide Arms	243 515 410 0096 151	199.49
3HJ1	03/23/2026	7057	Re-ring Rebuild Set	243 515 410 0096 151	267.00
3HJ1	03/23/2026	7057	Transmission Repair Manual	243 515 410 0096 151	45.95
3HJ1	03/23/2026	7057	LS Rocker Arm Trunion Install Tool	243 515 410 0096 151	49.99
3HJ1	03/23/2026	7057	Holdia Standalone Harness	243 515 410 0096 151	93.00
INV839682	04/01/2026	7076	Core Hand Wrapper	263 515 410 0096 157	365.76
INV839682	04/01/2026	7076	Rod Drying System	263 515 410 0096 157	222.42
INV839682	04/01/2026	7076	EXR Reamer Set	263 515 410 0096 157	132.00
INV839682	04/01/2026	7076	Colorfast Thread Kit	263 515 410 0096 157	59.35
INV839682	04/01/2026	7076	Spin Rod Kit	263 515 410 0096 157	299.50
INV839682	04/01/2026	7076	Spin Rod Kit	263 515 410 0096 157	239.60
INV839682	04/01/2026	7076	Inline Spinner Kit	263 515 410 0096 157	18.22
INV839682	04/01/2026	7076	Shipping	263 515 410 0096 157	81.57
INV839682	04/01/2026	7076	Rod Building Education Supply Kit	263 515 410 0096 157	109.95
N1G7 &KVL4	04/06/2026	7073	Canon EOS R50 Camera (7)	243 515 410 0096 030	7,349.65
N1G7 &KVL4	04/06/2026	7073	Lens	243 515 410 0096 030	434.00
N1G7 &KVL4	04/06/2026	7073	HDMI Cable	243 515 410 0096 030	17.95
N1G7 &KVL4	04/06/2026	7073	Lens	243 515 410 0096 030	187.00
N1G7 &KVL4	04/06/2026	7073	lens	243 515 410 0096 030	657.00
N1G7 &KVL4	04/06/2026	7073	HDMI Cable	243 515 410 0096 030	31.29
N1G7 &KVL4	04/06/2026	7073	Memory Card	243 515 410 0096 030	103.98
N1G7 &KVL4	04/06/2026	7073	HD Mini Studio -Recorder	243 515 410 0096 030	539.55
N1G7 &KVL4	04/06/2026	7073	Mobile Gimbal Stabilizer	243 515 410 0096 030	198.00

Check Number: 5829 Check Type: Check Check Date: 04/28/2026 Vendor: PRESTONVAL PRESTON VALLEY COUNTRY STORE Check Total: 951.67

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
A73047	04/08/2026		Bus Shop Propane Delivery	100 681 423 0000	248.26
A73315	04/22/2026		Bus Shop Propane Delivery	100 681 423 0000	703.41

Check Number: 5830 Check Type: Check Check Date: 04/28/2026 Vendor: RSDISTRIBU R & S DISTRIBUTING Check Total: 220.68

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
125562	04/08/2026		Preserve Roll Towel	100 661 410 0499	220.68

Check Number: 5831 Check Type: Check Check Date: 04/28/2026 Vendor: RELADYNE RelaDyne West, LLC Check Total: 4,696.07

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GENERAL CHECKING

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1357052-IN	04/08/2026		#2 Diesel Fuel Delivery	100 681 422 0000	4,676.12
1357052-IN	04/08/2026		Handling Fee	100 681 422 0000	19.95
Check Number: 5832	Check Type: Check	Check Date: 04/28/2026	Vendor: SHIFFLER	Shiffler Equipment Sales, Inc	Check Total: 108.95
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
10039896-00	04/15/2026		Swivel Glide	100 661 410 0497	89.00
10039896-00	04/15/2026		Freight	100 661 410 0497	19.95
Check Number: 5833	Check Type: Check	Check Date: 04/28/2026	Vendor: SOUTHFORKH	SOUTH FORK HARDWARE	Check Total: 54.57
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
340023	04/17/2026		724-T Snake	100 664 410 0096	19.99
540012	04/17/2026		Microzyme 11 Marc Septic	100 664 410 0096	34.58
Check Number: 5834	Check Type: Check	Check Date: 04/28/2026	Vendor: STANDARDPL	STANDARD PLUMBING SUPPLY CO	Check Total: 251.48
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
AHC430	04/08/2026		Oriseal 3/4 Stop & Waste	100 665 410 0000	149.20
AHC430	04/08/2026		3/4 x 2 Galv Nipple	100 665 410 0000	3.06
AHC430	04/08/2026		FI ADPT 3G CTS 34x34	100 665 410 0000	35.06
AHC430	04/08/2026		3/4 CTS Stainless Insert	100 665 410 0000	5.30
AHNF17	04/13/2026		Battery Photo 6V	100 664 410 0499	15.05
AHY500	04/16/2026		Caulk	100 664 410 0291	9.98
AJB51	04/17/2026		1 1/2 PVC DWV Long SWP EL	100 664 410 0096	2.80
AJB51	04/17/2026		1 1/2 x 1 1/4 Bushing	100 664 410 0096	2.02
AJB51	04/17/2026		Trap Adapter	100 664 410 0096	2.24
AJB51	04/17/2026		Brass Shutoff Hose 3/4	100 664 410 0096	12.99
AJB51	04/17/2026		2PK Washer	100 664 410 0096	2.79
AJW584	04/24/2028		All Lever Handle	100 664 410 0499	10.99
Check Number: 5835	Check Type: Check	Check Date: 04/28/2026	Vendor: STANTONS	Stanton's Sheet Music	Check Total: 265.17
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2033368	04/01/2026	7070	Da Coconut Nut SATB	720 515 410 0096 122	81.00
2033368	04/01/2026	7070	Hey Brother SATB	720 515 410 0096 122	64.50
2033368	04/01/2026	7070	Sakura - 3 part	720 515 410 0096 122	55.00
2033368	04/01/2026	7070	Hii Ho the Rattlin Bog 3 part	720 515 410 0096 122	80.00
2033368	04/01/2026	7070	Shipping & Handling	720 515 410 0096 122	12.72
2033368	04/01/2026	7070	Discount	720 515 410 0096 122	(28.05)
Check Number: 5836	Check Type: Check	Check Date: 04/28/2026	Vendor: STATEDEPAR	STATE DEPARTMENT OF EDUCATION	Check Total: 75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
040726	04/07/2026		Recertification - Malcolm, C	100 632 314 0000	75.00
Check Number: 5837	Check Type: Check	Check Date: 04/28/2026	Vendor: STATEDEPTO	STATE DEPT. OF EDUCATION	Check Total: 64.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
222188	04/07/2026		NWU Book Study	100 512 322 0497	100.00	
Check Number: 16179	Check Type: Direct Deposit	Check Date: 04/13/2026	Vendor: LARSOTERR	Terry Larson	Check Total:	84.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
978245	03/31/2026		CDL Drug Testing Reimbursement	100 681 260 0000	84.00	
Check Number: 16180	Check Type: Direct Deposit	Check Date: 04/13/2026	Vendor: SEAMOCOOP	Cooper Seamons	Check Total:	84.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
159521	03/16/2026		Drug Testing Reimbursement	100 681 260 0000	84.00	
Check Number: 16554	Check Type: Direct Deposit	Check Date: 04/27/2026	Vendor: HAMBLINKAY	HAMBLIN KAYLYNN	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0003	04/22/2026		Phone Reimbursement	100 691 350 0000	75.00	
Check Number: 16555	Check Type: Direct Deposit	Check Date: 04/27/2026	Vendor: ATKINDAKO	Dakota Atkinson	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0003	04/22/2026		Phone Reimbursement	100 691 350 0291	75.00	
Check Number: 16556	Check Type: Direct Deposit	Check Date: 04/27/2026	Vendor: GARNEBRAD	Brady Garner	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0003	04/22/2026		Phone Reimbursement	100 691 350 0000	75.00	
Check Number: 16557	Check Type: Direct Deposit	Check Date: 04/27/2026	Vendor: HARRITAMA	Tamara Harris	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0003	04/22/2026		Phone Reimbursement	100 651 310 0000	75.00	
Check Number: 16558	Check Type: Direct Deposit	Check Date: 04/27/2026	Vendor: HEWARJACL	Jaclyn Heward	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0003	04/27/2026		Phone Reimbursement	100 691 350 0000	75.00	
Check Number: 16559	Check Type: Direct Deposit	Check Date: 04/27/2026	Vendor: KUNZCRAI	Craig Kunz	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0003	04/22/2026		Phone Reimbursement	100 691 350 0000	75.00	
Check Number: 16560	Check Type: Direct Deposit	Check Date: 04/27/2026	Vendor: MCKENSHEL	Shelby McKenna	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0003	04/22/2026		Phone Reimbursement	100 651 310 0000	75.00	
Check Number: 16561	Check Type: Direct Deposit	Check Date: 04/27/2026	Vendor: NATEJEFF	Jeffrey Nate	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0003	04/22/2026		Phone Reimbursement	100 681 354 0000	75.00	
Check Number: 16562	Check Type: Direct Deposit	Check Date: 04/27/2026	Vendor: PEERYCLIN	Clint Peery	Check Total:	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY26-0003	04/22/2026		Phone Reimbursement	100 691 350 0000	75.00	

Detail Check Register

Checking Account: 1

GENERAL CHECKING

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
16563	Direct Deposit	04/27/2026	SCHMITHOM	Thomas Schmidt	75.00
FY26-0003	04/22/2026		Phone Reimbursement	100 691 350 0291	75.00
16564	Direct Deposit	04/27/2026	SMITHCYNT	Cynthia Smith-Murray	75.00
FY26-0003	04/22/2026		Phone Reimbursement	100 691 350 0000	75.00
16565	Direct Deposit	04/27/2026	THOMAGARY	Gary Thomas	75.00
FY26-0003	04/22/2026		Phone Reimbursement	100 691 350 0000	75.00
16566	Direct Deposit	04/28/2026	BIRDLAUR	Laurel Bird	20.00
040726	04/07/2026		Drivers Meal Reimbursement	100 532 380 0000	20.00
16567	Direct Deposit	04/28/2026	CHECKNILE	Nile Checketts	140.00
040426	04/04/2026		Drivers Meal Reimbursement	100 532 380 0000	140.00
16568	Direct Deposit	04/28/2026	FALSLMIRA	Miranda Falslev	100.00
042126	04/21/2026		Elementary Writing Topics	100 512 410 0497	100.00
16569	Direct Deposit	04/28/2026	GARNEBRAD	Brady Garner	396.00
032826	03/28/2026		Meal Reimbursement Pocatello GBB	100 532 380 0000	20.00
032826	03/28/2026		Meal Reimbursement Pocatello GBB	100 532 380 0000	20.00
032826	03/28/2026		Meal Reimbursement State Wrestling	100 532 380 0000	116.00
032826	03/28/2026		Meal Reimbursement SPED Conference	100 532 380 0000	60.00
032826	03/28/2026		Meal Reimbursement State BBB	100 532 380 0000	168.00
032826	03/28/2026		Meal Reimbursement Baseball	100 532 380 0000	12.00
16570	Direct Deposit	04/28/2026	GRIFFKATI	Katie Griffin	823.59
040226	04/02/2026	7080	Squishy Dumpling	243 515 410 0096 030	476.50
2480	03/31/2026	7079	Black Filament	243 515 410 0096 030	45.98
2480	03/31/2026	7079	Shipping	243 515 410 0096 030	6.99
4388	04/13/2026	7078	Solar Power Bank Portable Charger	243 515 410 0096 030	294.12
16571	Direct Deposit	04/28/2026	GUNDELANA	Lana Gundersen	24.00
041326	04/13/2026		Drivers Meal Reimbursement	100 532 380 0000	24.00
16572	Direct Deposit	04/28/2026	HEMMEJUST	Justin Hemmert	84.00

Detail Check Register

Checking Account: 1

GENERAL CHECKING

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
032126	03/21/2026		Drivers Meal Reimbursement	100 532 380 0000	84.00
Check Number: 16573	Check Type: Direct Deposit	Check Date: 04/28/2026	Vendor: JOHNSTY	Ty Johnson	Check Total: 100.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
042726	04/27/2026		Idaho Comprehensive	100 515 370 0000	100.00
Check Number: 16574	Check Type: Direct Deposit	Check Date: 04/28/2026	Vendor: KNAPPBREN	Brent Knapp	Check Total: 146.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
041526	04/15/2026		Meal Reimbursement Pocatello	100 532 380 0000	20.00
041526	04/15/2026		AD Conference Meal Reimbursement	100 532 380 0000	126.00
Check Number: 16575	Check Type: Direct Deposit	Check Date: 04/28/2026	Vendor: KNAPPBRID	Bridgett Knapp	Check Total: 85.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
042226	04/22/2026		Idaho Dyslexia Training	100 515 370 0000	85.00
Check Number: 16576	Check Type: Direct Deposit	Check Date: 04/28/2026	Vendor: LARSECIND	Cindy Larsen	Check Total: 20.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
041526	04/15/2026		Drivers Meal Reimbursement	100 532 380 0000	20.00
Check Number: 16577	Check Type: Direct Deposit	Check Date: 04/28/2026	Vendor: SCHVAGLAD	Glade Schvaneveldt	Check Total: 40.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
041126	04/11/2026		Drivers meal Reimbursement	100 532 380 0000	40.00
Check Number: 16578	Check Type: Direct Deposit	Check Date: 04/28/2026	Vendor: SHARPKRIS	Kristina Sharp	Check Total: 78.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
040426	04/04/2026		Meal Reimbursement - Sharp, K	263 515 380 0096	78.00
Check Number: 16579	Check Type: Direct Deposit	Check Date: 04/28/2026	Vendor: WATSOSPEN	Spencer Watson	Check Total: 20.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
040726	04/07/2026		Drivers Meal Reimbursement	100 532 380 0000	20.00
Check Number: 16580	Check Type: Direct Deposit	Check Date: 04/28/2026	Vendor: WILLISAVA	Savanna Williamson	Check Total: 100.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
012326	01/23/2026		Dyslexia Training	100 512 410 0499	100.00

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 323,756.15

Checking Account: 2		CHILD NUTRITION CHECKING					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
Check Number: 46 Check Type: Automatic Payment Check Date: 04/13/2026 Vendor: IDAHOSTAT5 IDAHO STATE TAX COMMISSION Check Total: 15.37							
033126	04/01/2026		Child Nutrition Sales Tax	290 416100	15.37		
Check Number: 1516 Check Type: Check Check Date: 04/13/2026 Vendor: BEARLAKES Bear Lake School District Check Total: 15.99							
INV337875530	01/15/2026		Zoom for Co-op Meetings	290 710 300 0000	15.99		
Check Number: 1517 Check Type: Check Check Date: 04/13/2026 Vendor: BELEWTONY Tonya Belew Check Total: 69.60							
022626	02/26/2026		February Food Transport FCHS	290 710 380 8844	36.00		
033126	03/31/2026		March Food Transport FCHS	290 710 380 8844	33.60		
Check Number: 1518 Check Type: Check Check Date: 04/13/2026 Vendor: BRADYINDUS BRADY INDUSTRIES Check Total: 442.82							
11456278	03/20/2026		Bun Rack Cover	290 710 410 0499	60.03		
11456278	03/20/2026		Spork Medium Weight	290 710 410 0499	105.74		
11473185	03/24/2026		Vented Compartment	290 710 410 0499	40.14		
11477976	03/25/2026		Foam Bowl	290 710 410 0499	236.91		
Check Number: 1519 Check Type: Check Check Date: 04/13/2026 Vendor: DFADAIRYBR DFA DAIRY BRANDS - MEADOW GOLD DAIRY Check Total: 3,313.03							
31683353	03/12/2026		Milk Purchases PHS	290 710 450 0096 710	175.22		
31683593	03/16/2026		Milk Purchases Oakwood	290 710 450 0497 710	453.98		
31683594	03/16/2026		Milk Purchases Pioneer	290 710 450 0499 710	303.31		
31683596	03/16/2026		Milk Purchases PJH	290 710 450 0291 710	256.84		
31683743	03/19/2026		Milk Purchases PJH	290 710 450 0291 710	46.76		
31683744	03/19/2026		Milk Purchases Pioneer	290 710 450 0499 710	199.32		
31683745	03/19/2026		Milk Purchases Oakwood	290 710 450 0497 710	164.84		
31683746	03/19/2026		Milk Purchases PHS	290 710 450 0096 710	47.40		
31684371	03/30/2026		Milk Purchases Oakwood	290 710 450 0497 710	627.93		
31684372	03/30/2026		Milk Purchases Pioneer	290 710 450 0499 710	448.46		
31684373	03/30/2026		Milk Purchases PHS	290 710 450 0096 710	188.32		
31684374	03/30/2026		Milk Purchases PJH	290 710 450 0291 710	400.65		
Check Number: 1520 Check Type: Check Check Date: 04/13/2026 Vendor: GEMSTATEPA GEM STATE PAPER & SUPPLY Check Total: 310.63							
4137198	03/12/2026		Emmotion Towel Dispenser	290 710 410 0096	69.44		
4137201	03/12/2026		Low Density 60 gal	290 710 410 0499	125.40		
4137201	03/12/2026		Plastic Souffle Cup	290 710 410 0499	39.95		
4137201	03/12/2026		Plastic Souffle Lid	290 710 410 0499	29.90		
4137201	03/12/2026		Damp Mop Floor Cleanser	290 710 410 0499	45.94		

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CHILD NUTRITION CHECKING

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
1521	Check	04/13/2026	GOLDSTARF	Gold Star Foods	4,297.68
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1387396	02/18/2026		Credit Memo	290 710 450 0497	(98.98)
3463904	03/17/2026		Food Purchases PHS	290 710 450 0096	583.28
3463906	03/17/2026		Food Purchases PJH	290 710 450 0291	1,216.04
3463908	03/17/2026		Food Purchases Oakwood	290 710 450 0497	1,516.43
3463909	03/17/2026		Food Purchases Pioneer	290 710 450 0499	1,080.91
1522	Check	04/13/2026	HULLCIND	Cindy Hull	26.10
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
021226	02/12/2026		Refund Braxton Hull lunch money	290 416100	26.10
1523	Check	04/13/2026	HULLSEAS	Season Hull	274.55
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
040926	04/08/2026		Lunch Money Refund Roxtynn Hull	290 416100	274.55
1524	Check	04/13/2026	NICHOLASCO	NICHOLAS & COMPANY	4,506.97
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
9286543C	08/12/2025		Credit Memo	290 710 410 0000	(70.15)
9295111C	09/10/2025		Credit Memo	290 710 410 0000	(68.58)
9303861C	08/26/2025		Credit Memo	290 710 410 0000	(49.99)
9303863C	08/26/2025		Credit Memo	290 710 410 0000	(114.62)
9346704C	09/30/2025		Credit Memo	290 710 410 0000	(41.02)
9355515C	10/07/2025		Credit Memo	290 710 410 0000	(21.24)
9355516C	10/07/2025		Credit Memo	290 710 410 0000	(49.99)
9355518	10/07/2025		Credit Memo	290 710 410 0000	(49.99)
9371885C	10/21/2025		Credit Memo	290 710 410 0000	(49.99)
9395916C	11/11/2025		Credit Memo	290 710 410 0000	(7.41)
9418701C	12/02/2025		Credit Memo	290 710 410 0000	(50.17)
9436065C	01/17/2026		Credit Memo	290 710 410 0000	(82.38)
9459297C	01/06/2026		Credit Memo	290 710 410 0000	(39.24)
9459298C	01/06/2026		Credit Memo	290 710 410 0000	(19.60)
9476619C	01/20/2026		Credit Memo	290 710 410 0000	(5.62)
9494178C	02/03/2026		Credit Memo	290 710 410 0000	(23.15)
9538646C	03/10/2026		Credit Memo	290 710 410 0000	(106.89)
9547556	03/17/2026		Food Purchases PJH	290 710 450 0291	792.20
9547557	03/17/2026		Food Purchases Oakwood	290 710 450 0497	851.36
9547558	03/17/2026		Food Purchases Pioneer	290 710 450 0499	590.54
9547559	03/17/2026		Food Purchases PHS	290 710 450 0096	305.47
9565030	03/31/2026		Food Purchases PJH	290 710 450 0291	1,189.82
9565031	03/31/2026		Food Purchases Oakwood	290 710 450 0497	601.94
9565032	03/31/2026		Food Purchases Pioneer	290 710 450 0499	608.31
9565033	03/31/2026		Food Purchases PHS	290 710 450 0096	417.36

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Check Number: 1525	Check Type: Check	Check Date: 04/13/2026	Vendor: STOKESMARK	STOKES MARKET PLACE	Check Total: 268.56
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
01-60374	03/30/2026		Food Purchases Oakwood	290 710 450 0497	60.31
01-68577	04/06/2026		Food Purchases PHS	290 710 450 0096	47.62
02-54550	03/30/2026		Food Purchases PJH	290 710 450 0291	45.16
02-54553	03/30/2026		Food Purchases PHS	290 710 450 0096	80.87
03-145448	03/30/2026		Masking Tape	290 710 410 0499	2.29
03-145448	03/30/2026		Food Purchases Pioneer	290 710 450 0499	32.31
Check Number: 1526	Check Type: Check	Check Date: 04/13/2026	Vendor: WHEELDARC	Darci Wheeler	Check Total: 36.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
040226	04/02/2026		Refund Charlie Wheeler Lunches	290 416100	36.50
Check Number: 1527	Check Type: Check	Check Date: 04/28/2026	Vendor: BRADYINDUS	BRADY INDUSTRIES	Check Total: 223.67
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
11583732	04/16/2026		Kleenex Cube Facial Tissue	290 710 410 0497	143.27
11583732	04/16/2026		Vinyl Glove Large	290 710 410 0497	40.20
11583732	04/16/2026		Vinyl Glove Medium	290 710 410 0497	40.20
Check Number: 1528	Check Type: Check	Check Date: 04/28/2026	Vendor: DFADAIRYBR	DFA DAIRY BRANDS - MEADOW GOLD DAIRY	Check Total: 5,325.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
31684525	04/02/2026		Milk Purchases PHS	290 710 450 0096 710	181.66
31684765	04/06/2026		Milk Purchases Oakwood	290 710 450 0497 710	676.17
31684766	04/06/2026		Milk Purchases Pioneer	290 710 450 0499 710	506.35
31684768	04/06/2026		Milk Purchases PJH	290 710 450 0291 710	352.66
31684913	04/09/2026		Milk Purchases PHS	290 710 450 0096 710	197.09
31685153	04/13/2026		Milk Purchases Oakwood	290 710 450 0497 710	650.09
31685154	04/13/2026		Milk Purchases Pioneer	290 710 450 0499 710	582.55
31685156	04/13/2026		Milk Purchases PJH	290 710 450 0291 710	371.43
31685301	04/16/2026		Milk Purchases PHS	290 710 450 0096 710	205.84
31685540	04/20/2026		Milk Purchases Oakwood	290 710 450 0497 710	650.53
31685541	04/20/2026		Milk Purchases Pioneer	290 710 450 0499 710	540.02
31685542	04/20/2026		Milk Purchases PJH	290 710 450 0291 710	411.21
Check Number: 1529	Check Type: Check	Check Date: 04/28/2026	Vendor: DOXEYTENN	Tennille Doxey	Check Total: 30.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
041326	04/13/2026		Lunch Money Refund Hannah Doxey	290 416100	30.00
Check Number: 1530	Check Type: Check	Check Date: 04/28/2026	Vendor: GEMSTATEPA	GEM STATE PAPER & SUPPLY	Check Total: 1,646.01
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
4138666	04/09/2026		Sparclean High Temp Rinse Aid	290 710 410 0096	156.37
4138666	04/09/2026		Foam Tray 5 Compartment	290 710 410 0096	174.42

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CHILD NUTRITION CHECKING

4138668	04/09/2026	Sparclean High Temp Rinse Aid	290 710 410 0291	156.37
4138668	04/09/2026	Consume Liq Wastewater Treatment	290 710 410 0291	153.15
4138670	04/09/2026	Plastic Souffle Lid	290 710 410 0497	23.20
4138670	04/09/2026	Sparclean All Temp High & Low Detergent	290 710 410 0497	298.12
4138670	04/09/2026	Sparclean High Temp Rinse Aid	290 710 410 0497	156.37
4138670	04/09/2026	Damp Mop Floor Cleaner	290 710 410 0497	59.83
4138670	04/09/2026	Consume Liq Wastewater Treatment	290 710 410 0497	153.15
4138672	04/09/2026	Red Plaid Food Tray	290 710 410 0499	153.82
4138672	04/09/2026	Optima Universal Roll Towel	290 710 410 0499	161.21

Check Number: 1531 Check Type: Check Check Date: 04/28/2026 Vendor: GOLDSTARF Gold Star Foods Check Total: 18,682.02

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
3468398	04/07/2026		Food Purchases PHS	290 710 450 0096	400.30
3468399	04/07/2026		Food Purchases PJH	290 710 450 0291	754.41
3468401	04/07/2026		Food Purchases Pioneer	290 710 450 0499	1,270.89
3468403	04/07/2026		Food Purchases Oakwood	290 710 450 0497	7,804.10
3468404	04/07/2026		Food Purchases Oakwood	290 710 450 0497	969.96
3468406	04/07/2026		Food Purchases PHS	290 710 450 0096	33.44
3468985	04/07/2025		Food Purchases Oakwood	290 710 450 0497	1,125.75
3471349	04/14/2026		Food Purchases Oakwood	290 710 450 0497	50.13
3471350	04/14/2026		Child Nutrition PJH	290 710 450 0291	602.56
3471351	04/14/2026		Food Purchases Oakwood	290 710 450 0497	396.10
3471353	04/14/2026		Food Purchases Pioneer	290 710 450 0499	476.73
3473644	04/21/2026		Food Purchases Oakwood	290 710 450 0497	283.75
3473645	04/21/2026		Food Purchases PJH	290 710 450 0291	654.03
3473646	04/21/2026		Food Purchases Oakwood	290 710 450 0497	3,238.56
3473647	04/21/2026		Food Purchases Pioneer	290 710 450 0499	621.31

Check Number: 1532 Check Type: Check Check Date: 04/28/2026 Vendor: NICHOLASCO NICHOLAS & COMPANY Check Total: 9,472.00

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
9572890	04/07/2026		Food Purchases PJH	290 710 450 0291	591.58
9572891	04/07/2026		Food Purchases Oakwood	290 710 450 0497	233.36
9572892	04/07/2026		Food Purchases Pioneer	290 710 450 0499	710.57
9572893	04/07/2026		Food Purchases PHS	290 710 450 0096	409.06
9580722	04/14/2026		Food Purchases PJH	290 710 450 0291	864.88
9580723	04/14/2026		Food Purchases Oakwood	290 710 450 0291	1,351.89
9580724	04/14/2026		Food Purchases Pioneer	290 710 450 0499	1,058.87
9580725	04/14/2026		Food Purchases PHS	290 710 450 0096	847.47
9588656	04/21/2026		Food Purchases PJH	290 710 450 0291	593.04
9588657	04/21/2026		Food Purchases Oakwood	290 710 450 0497	926.43
9588658	04/21/2026		Food Purchases Pioneer	290 710 450 0499	1,234.90
9588659	04/21/2026		Food Purchases PHS	290 710 450 0096	649.95

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Checking Account: 2

CHILD NUTRITION CHECKING

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
01-76500	04/13/2026		Food Purchases PHS	290 710 450 0096	33.57
03-160568	04/13/2026		Mr. Clean Original	290 710 410 0499	5.49
03-160568	04/13/2026		Towels	290 710 410 0499	13.99
03-160568	04/13/2026		Food Purchases	290 710 450 0499	18.53
03-174763	04/27/2026		Alcohol Isopropyl	290 710 410 0499	3.97
03-174763	04/27/2026		Food Purchases Pioneer	290 710 450 0499	18.62
03-174866	04/27/2026		Food Purchases PHS	290 710 450 0096	55.35

*Denotes Expensed Invoice Item

Checking Account ID: 2

Total without Voids: 49,106.62

Preston Joint School District No. 201

Personnel Report

Recommended Hires

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Location</u>	<u>FTE</u>
Despain, Becky	Principal	Administration	Pioneer	1

Recommended Acceptance of Resignation/Termination/Retirement

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Location</u>	<u>Resign/Retire</u>	<u>FTE</u>
Allred, Sandy	Paraprofessional	SPED	PHS	Retire	1
Boehme, Janel	Teacher	Science	PJH	Retire	1
Comstock, Rod	Paraprofessional	SPED	PHS	Retire	1
Cunningham, Craig	Teacher	English/PE	PHS	Retire	1
Gifford, Ken	Teacher	Health/PE	PHS	Retire	1
Green, Nadine	Paraprofessional	SPED	PHS	Retire	1
Hodgkiss, Darrin	Teacher	SPED	PJH	Resign	1
Murray-Smith, Cindy	Principal	Administration	Pioneer	Retire	1
Sessions, Jeff	Teacher	Library	PHS	Retire	1
Trexler, Janeth	Teacher	FACS	PHS	Resign	1
Womack, Cierra	Teacher	SPED	Oakwood	Resign	1
White, Tamara	Teacher	Elementary	Pioneer	Retire	1

Recommended Acceptance of Change of Assignment

<u>Name</u>	<u>Current Position</u>	<u>Current Location</u>	<u>New Position</u>	<u>New Location</u>	<u>FTE</u>
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Purpose & Vision

Preston High School (PHS) implements a **3-tiered, data-driven Positive Behavioral Intervention System (PBIS) framework** to strengthen school safety, improve learning, and support positive behavior. Backed by the **Idaho Department of Education**, PBIS has already led to measurable improvements in school climate and student outcomes.

Why PBIS?

- Creates predictable, supportive learning environments
- Builds consistent expectations schoolwide
- Improves academic and behavioral outcomes
- Helps staff respond proactively rather than reactively

Tier 1: Schoolwide Foundations

Goal: Establish a culture of positive behavior and learning for all students.

Values: Prepared • Respectful • Integrity • Determined • Engaged

- **PRIDE Points** via 5-Star App (redeemable at Student Store)
- **PRIDE Gold Cards** (monthly recognition for students & staff)
- **Positive Communication Initiative** (notes, emails, Instagram highlights)
- **Behavior Flowchart & Consequence Menu** for consistent responses

Tier 2: Targeted Supports

Goal: Provide additional help for students who need more structure or skill-building.

Interventions

- **Check-In/Check-Out** (daily support & feedback)
- **Self-Monitoring/Check & Connect** (self-regulation skill building and weekly mentoring)
- **Behavior Contracts** (goal-oriented agreements)
- **Social/Coping Skills Groups** (explicit instruction & practice)

These interventions help students build habits, receive feedback, and stay connected to caring adults.

Tier 3: Intensive Supports (Coming Soon)

Individualized, wrap-around interventions for students with the highest needs.

Effective Discipline: A Proactive Approach

Key Practices

- Prevent through clear expectations & predictable routines
- Teach expected behaviors explicitly
- Respond with consistency, reteaching, and relationship-building

Vision & Goals:

- Strengthen Tier 1 & Tier 2 systems
- Implement Tier 3 supports
- Establish Intervention Specialist Position
- Continue improving school climate and student success

Thank you for supporting PBIS at PHS!

Respectfully Submitted by:

Tier 1 Coordinator - Becky Crossley

Tier 2 Coordinator - Emily Titus

Check-in/Check-out Coordinator - Marianne Young

May 12, 2026

Successes & Vision at PHS: Positive Behavior Intervention Systems (PBIS)

Presented by:

Becky Crossley, Marianne Young, and Emily Titus



A 3-tiered, data-driven framework approach to improving school safety & learning.



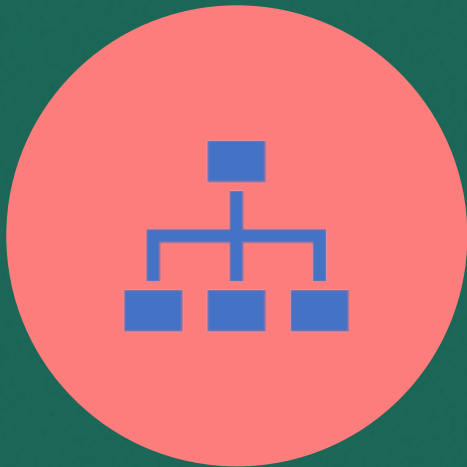
Supported by the Idaho Dept of Education and utilized nation-wide.



According to the National Institutes of Health and The Center on PBIS, implementing PBIS practices with fidelity leads to drastic behavior and academic improvements. We've seen this at PHS.

Long-Term Commitment & Progress

This has been a District-Wide initiative for 7 years. At PHS, we're strengthening Tiers 1 & 2 and looking toward implementing Tier 3.



TIER 1: UNIVERSAL



TIER 2: TARGETED



TIER 3: INTENSIVE

A Proactive Approach – Effective Discipline

We cannot control the student, but we can change the environment and our response as adults.



PREVENT



TEACH

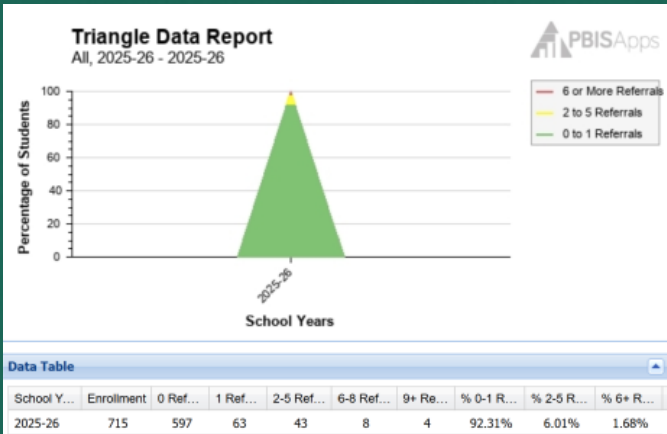


RESPOND

Tier 1

Establish a culture of good behavior & learning

(7 years in the making)



22,000 pts awarded by 30 teachers & 271 SWIS referrals this school year

Behavior Flowchart & Consequence Menu

Teacher Managed Behaviors			
Level 1: Lesser – Redirection Minor behaviors affect student with min. class interference Documentation not needed, use Big 5 & 2x4 with fidelity		Level 2: Minor – Correction Behavior interferes with the learning of others Document in SWIS as minor incident , use Big 5 & 2x4 w/ fidelity	
Behavior Examples <ul style="list-style-type: none"> Food/drink in class Unprepared Missing/incomplete/late work Interrupting Yelling Lesser dress code issues 	<ul style="list-style-type: none"> Sleeping in class Lying Cell phone use Off task Arguing Distracting others Talking out of turn 	Behavior Examples <ul style="list-style-type: none"> Chronic Level 1 Behaviors Defiance/Non-compliance Disrespect (profanity, inappropriate comments) Discrimination Property Damage Cheating-minor 	<ul style="list-style-type: none"> Inappropriate display of affection Harassment Disruptive (behavior that interrupts class) Inappropriate physical contact (tripping, shoving, pushing, making out) Dress Code (does not require clothing change)
Consequence Menu <ul style="list-style-type: none"> Proximity Eye contact Signal/non-verbal cue Praise on-task behavior 	<ul style="list-style-type: none"> Re-Teach Expectation Redirect Seat change 	Consequence Menu <ul style="list-style-type: none"> Seat change Loss of privileges Detention Involvement of PBIS team lead 	<ul style="list-style-type: none"> Refocus Parent contact Meeting with teacher(s)
Administrator Managed Behaviors			
Level 3: Major – Office Referral Behavior significantly affects learning environment Document in SWIS as major incident , use Big 5 & 2x4		Level 4: Illegal/Harmful – Resource Officer Harmful/Illegal Document in SWIS as major incident , use Big 5 & 2x4	
Behavior Examples <ul style="list-style-type: none"> Chronic Level 2 Behaviors Serious Misbehavior (Major PDA, defiance, fighting, abusive/inappropriate language, bullying, harassment, discrimination, racial slurs, major dress code violation requiring clothing change) 	<ul style="list-style-type: none"> Academic Misconduct (computer, test, plagiarism, cheating) 	Behavior Examples <ul style="list-style-type: none"> Harmful Behavior (harassment, bullying, de-pants, sexting, threatening, fighting, weapons, hurting others) Drugs (including alcohol) possession, use, distribution, sale 	<ul style="list-style-type: none"> Tobacco possession, use, distribution, sale Illegal Behaviors (vandalism, weapon possession/use, theft, arson, battery, burglary, disorderly, threatening, see full list on SWIS)
Consequence Menu <ul style="list-style-type: none"> Detention PRIDE room OSS ISS 	<ul style="list-style-type: none"> Team, parent, admin meeting Behavior conference SRO 	Consequence Menu <ul style="list-style-type: none"> PRIDE room OSS ISS 	<ul style="list-style-type: none"> Arrest Expulsion See Board and

Author: Nate Anderson, Lucie Marcolin PBIS Team 2023

Values

- Prepared
- Respectful
- Integrity
- Determined
- Engaged

PBIS Rewards Menu

PRIDE Points on 5-Star App

Given generously by staff for PRIDE behaviors - Points may be redeemed for merchandise at the Student Store located near the old gym on Thursdays at lunch. Highest point earners will be selected to use the PRIDE parking spot every 2 weeks.

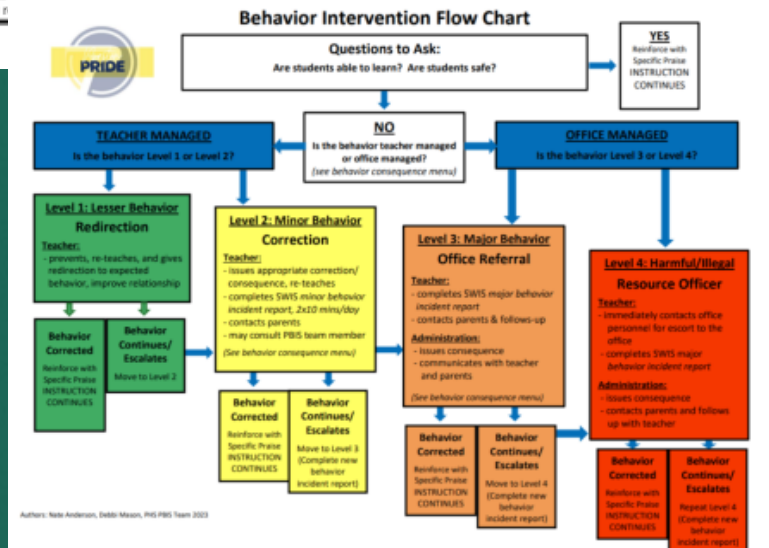
PRIDE Gold Cards

3 given to teachers/staff each month to be awarded to students exhibiting PRIDE behaviors and improvements. When awarded, students should deposit them in the container in the attendance office. One ticket will be drawn each month and the teacher and student selected will be awarded with a Polar Bear treat card.

PRIDE Communications

Staff encouraged to write a positive note to at least one student exemplifying a PRIDE value at each faculty or PD meeting and a positive email to at least one student & their parents/guardians at each PLC meeting. Instagram posts will be made identifying students/staff exemplifying PRIDE values.

Vision/Goals: Creating student-led videos for education, increasing positive reinforcement & infraction reporting, & adding teacher initiatives/incentives.



Tier 2

A resource for teachers & students when a student needs extra support.

A work in progress! (2nd year)

The Process:

- Identify
- Match
- Assign & Implement
- Monitor Progress
- Make Data-based decisions

Intervention Summary

Intervention Information	Check-In, Check-Out (Daily)	Self-Monitoring (Daily)	Check & Connect (Weekly)	Behavior Contracts	Social Skills/ Coping Skills Groups
Coordinator	Marianne Young	Koltn Burbank	Koltn Burbank	Jaclyn Heward	Sheena Jones
Description	<ul style="list-style-type: none"> • Additional instruction, modeling, and practice with identified skills/ expectations and support with preparedness at the beginning of each day • Check-in and check-out daily 	<ul style="list-style-type: none"> • Self-regulation and self-management instruction in how to think about, be aware of, and record the students' own behavior • Regular feedback and reinforcement 	<ul style="list-style-type: none"> • Students matched with a mentor • Mentor monitors risk factors daily/weekly • Regular feedback, reinforcement, and problem-solving with a mentor • Intensive 	<ul style="list-style-type: none"> • Includes a negotiated agreement between the student and teacher/ counselor • Describes a specific behavior to increase • Includes a goal statement 	<ul style="list-style-type: none"> • Identify critical skills needed • Develop social skills lessons specific to skill areas identified and align with schoolwide values • Utilize a Behavior Skills Training (BST) model for

Approx. # of students helped this school year

14

16

20

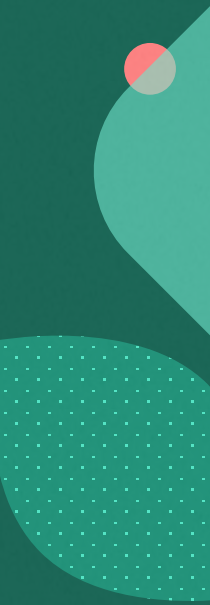
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Vision/Goals: Improve implementation, tracking, & fidelity to better support students & staff. Establish an intervention specialist position.

"I wish we had started this earlier" - student



Thank you for your support!



Route Changes 2026 Fall

Stall 1: Mink Creek route remains the same, going from the bottom of Hwy 36 to mile post 13.

Stall 2: This route includes Treasureton Rd. and a portion of Hwy 34 with a few stops on 800 East on 100 South and East Oneida in Preston. This route also picks up and drops off a stop on 300 East 100 South.

Stall 3: Riverdale route will begin at the end of East Riverdale Road turning around at the intersection of East Riverdale Rd. and Station Cr Rd. The route will then proceed down Riverdale Road to include all the students on the West side of the highway near the resort. The route will then go up behind Glendale reservoir near the landfill to pick up those students. After which it will proceed to the schools to drop off.

Stall 4: This route will turn around on Glendale Rd near Worm Cr. Rd. It will then proceed down and across Whitney and loop around 2600 East and 1800 East picking students up on 1600 East then to the highway at Whitney. Pick up students at 1200 East. Will then drop at the high school then go back to the walkway.

Stall 5: This route starts with turnaround spots in Banida at Reyes Dairy, 6998 North 1200 West, Winder and Hot Springs Rd. This route now picks up the Sunrise and Sunset town stop. It will then deliver students to high school. This route ends at the walkway.

Stall 6: This route will continue as last year with one turn around at the end of 1400 W. This route picks up a loop on 800 West to 1400 North and back around towards Burger King on State Street. It will also have a town stop at 244 West 1st North. We will continue to monitor the townhouse situation as needed.

Stall 7: Picks up South State and makes a loop around 5600 South to 4800 South. Dropping off high school students then to a town stop located at 200 West 50 South. Then, go to the walkway.

Stall 8: This route starts at 3200 South and Parkinson Road. Proceeds to 3600 South then to 4000 South looping around 1600 West back to 3200 South. to 800 W to 2000 S. then 600 West to 800 South turning at 200 West to 200 South. Dropping off high school students and then going to the walkway.

Stall 9: This route starts at 3200 South proceeds to 800 West to 4800 South then to 1400 West to 4000 South around the loop on 1600 West. Back up to 3200 South to 800 West then North towards 2000 South then North on 600 West towards Preston. Dropping off high school kids and then going to the walkway.

Stall 10: This route starts at The Sugar factory then to 800 East, continuing to 2400 South then to Parkinson Road to Franklin then to HWY 91 turning back West on 4800 South to 800 East, then South to the border turning around and then back north on 800 East to Preston. Drop off high school students with town stops on 400 West. Then proceed to the walkway.

Stall 11: This route will be picked up as last year with the addition of students in Franklin living on 1st South and 2nd South. Route will turn at 2nd East and drive to 2nd South and then loop around and pick up kids all the way to First East. Has one turn around on Cove Rd at the border. Route will pick up the remainder of the kids in Franklin on 3rd East going North out of town. Will go up 2400 East and down

1600 South to pick up two additional stops. Dropping off high school students and then proceeding to unload at the walkway.

Stall 12: Maple Creek route will pick up students all the way up Maple Creek Road. After going around the egg farm, it will pick up students at 2800 East before proceeding to town. Will drop off at high school and unload at walkway

Stall 13: Cub River route will turn around at Deer Cliff then pick up all students on Cub River Road towards town. There are no off shoots on this route; all stops are on Cub River Road. Dropping off students at the high school and then proceeding to the walkway.

Stall 14: This route begins picking up the golf course and the North side of Preston on 800 N and to 800 West. Dropping off students at the high school then proceeding to the town stops. This route has two town stops at 100 North near the hospital. Dropping students off at the walkway.

Stall 15: This route starts Then to 1200 East above the water treatment plant then to 2400 East continues to Ford's Bend then down 2200 East to Oneida to 800 East. Continuing North to 400 North to 200 East then to the high school. Finishing at the walkway.

Stall 16: This bus picks up one stop on 2400 East and Cub River Road then one stop at 20 South State in Franklin then the Legacy subdivision. Dropping off high school students on the West side of school. School. Pick up a town stop at the library. Proceeds to the walkway.

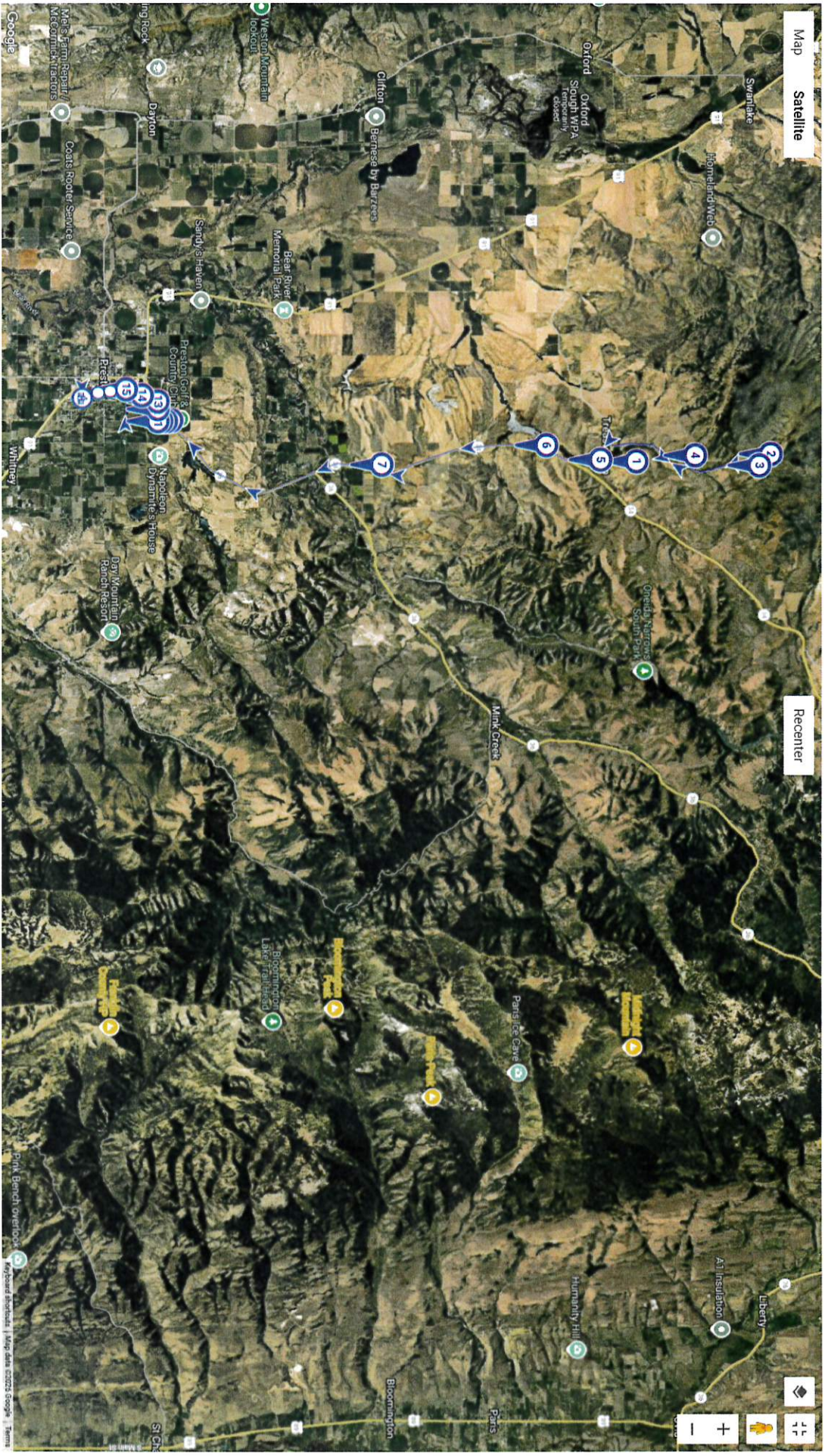
Stall 17: Starts at 3rd East and 2nd North then stops at 1st East and 2nd North then loops around to the Cedarwood Apartments at 270 North and 2nd East. Will then proceeds to the walkway.

Stall 18: Starts at Valley View Drive and then to 1st East. Heading West on 5th South and then to South State Street. Going to 800 South and then over 400 West. Heading North on 4th West up to 400 South. After picking up students at two stops on 400 South. Going to the walkway to drop off.

Stall 19: Starts at 100 South 320 East then goes east on Oneida South on 800 East picks up one stop in the golf course parking lot, one stop on the Hwy 34/36 by state sheds. One stop at 600 N State and finally one large stop at the fairgrounds. Drops students off at the walkway.



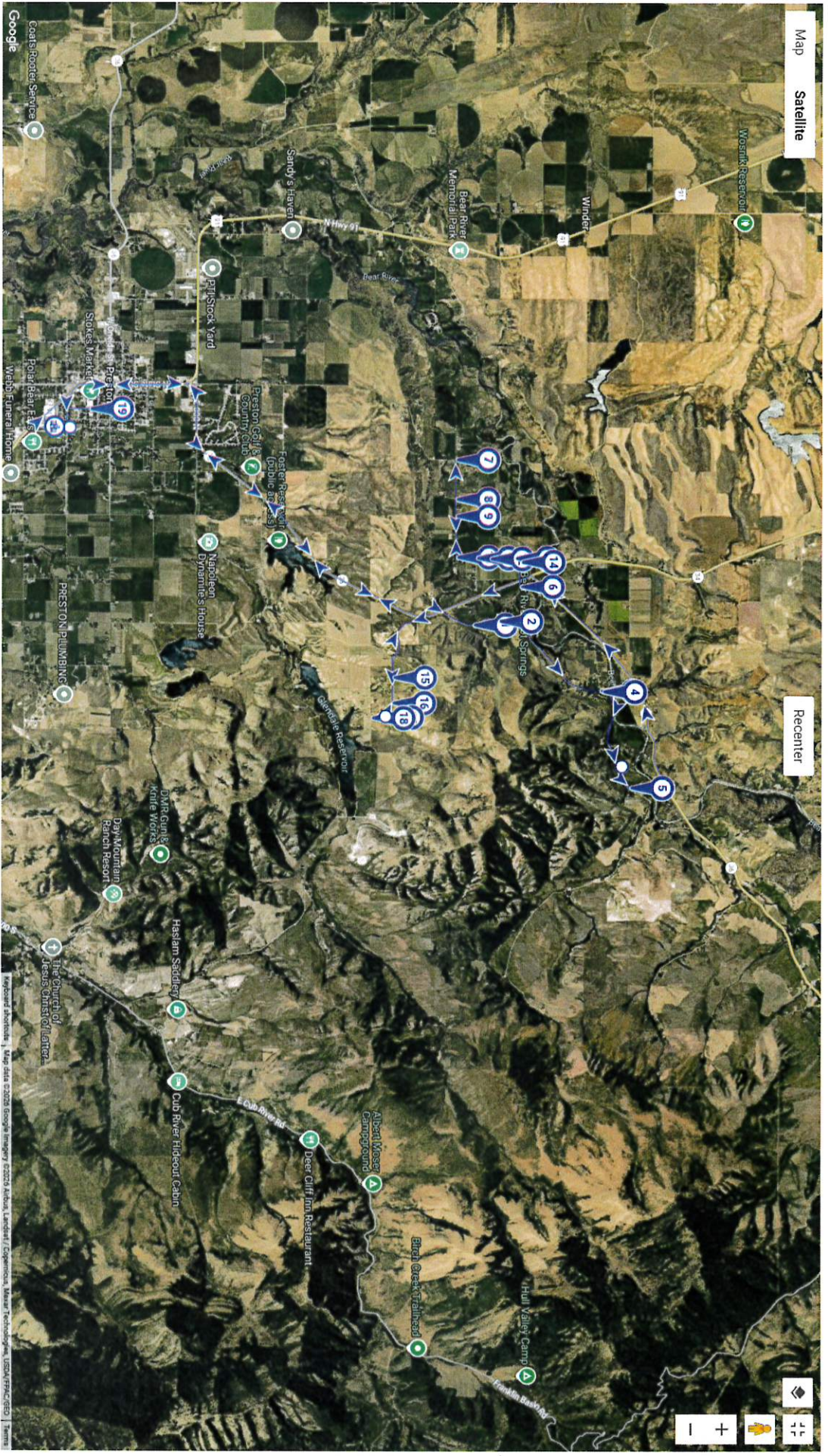
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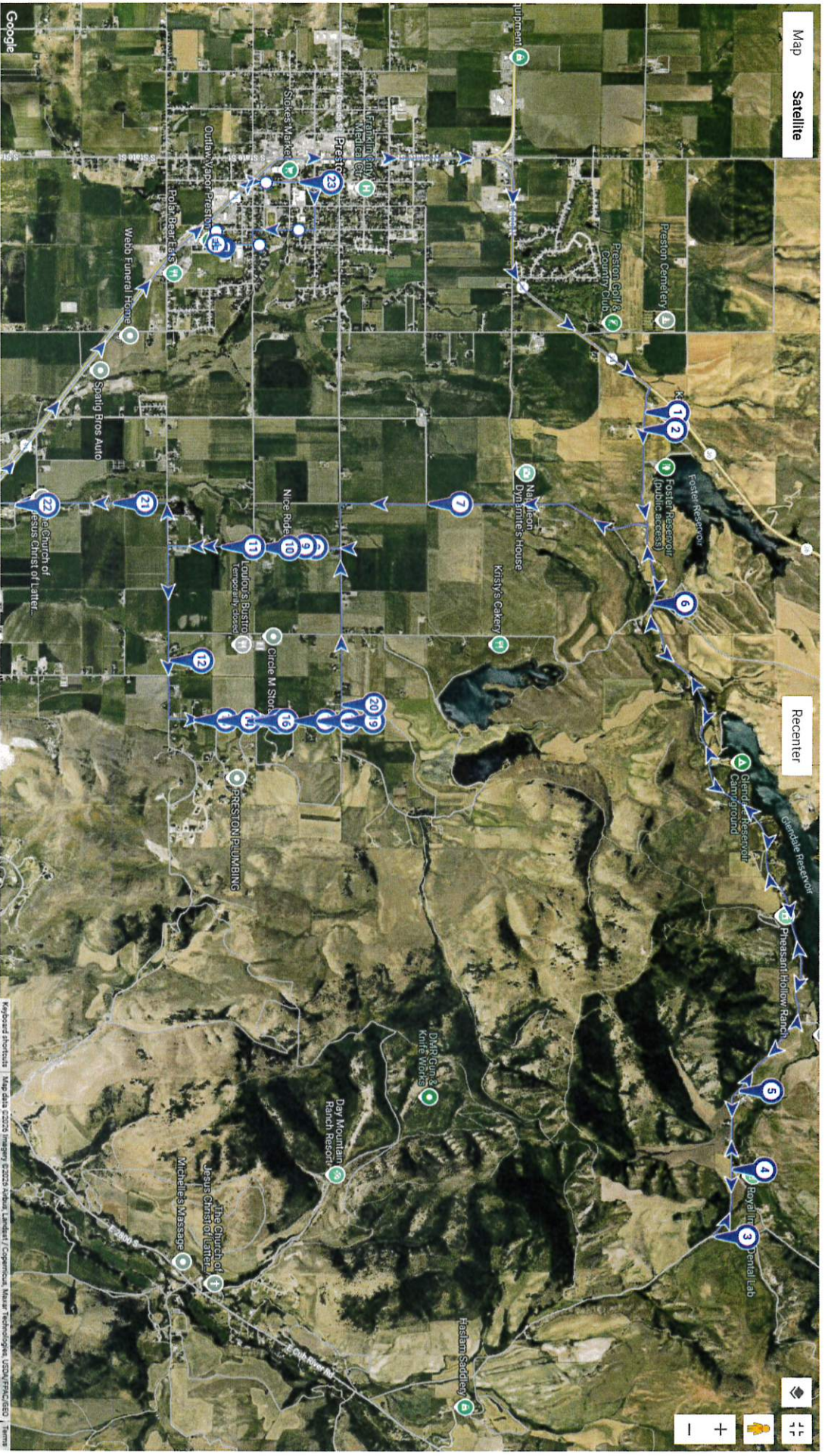
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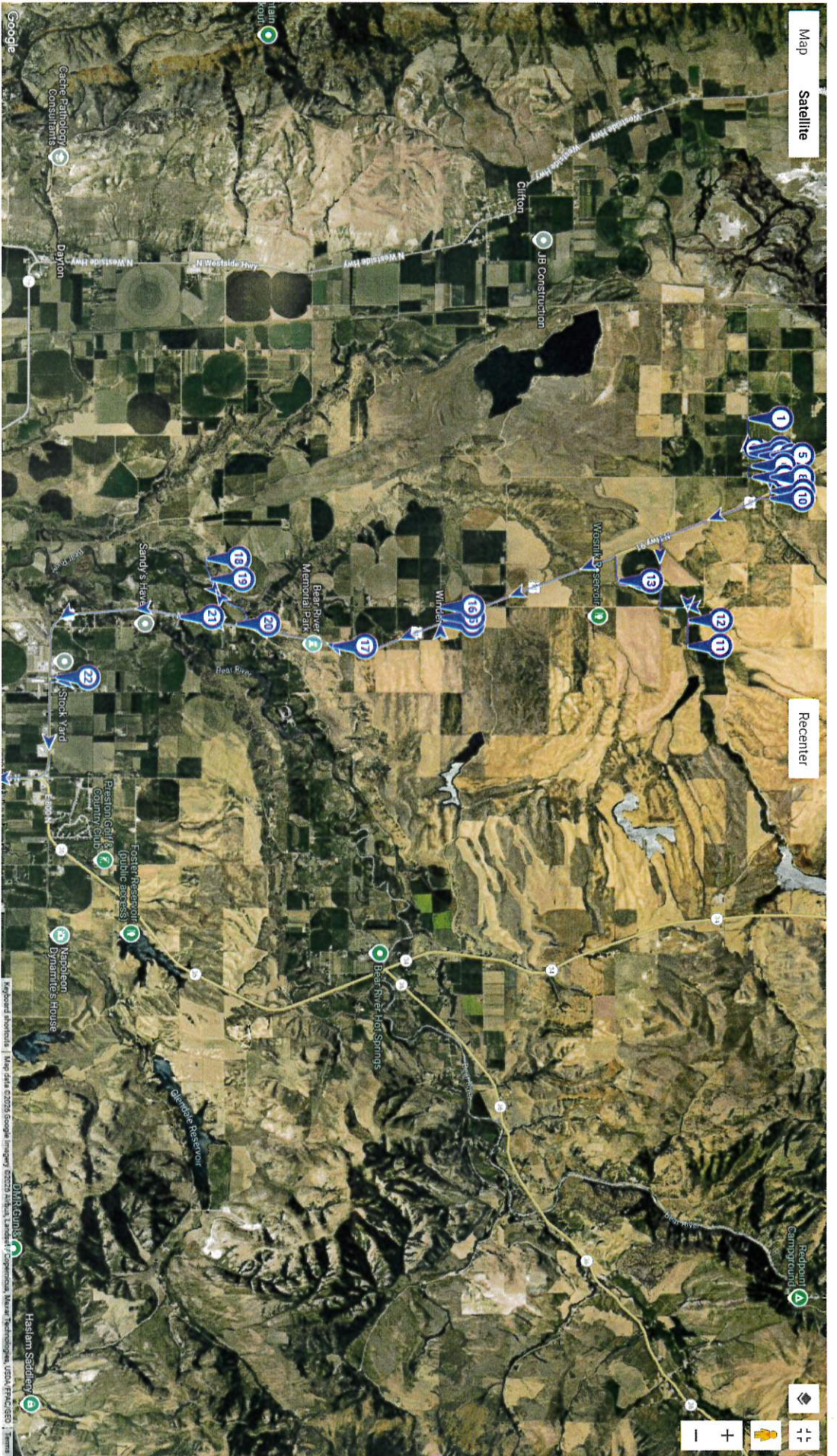
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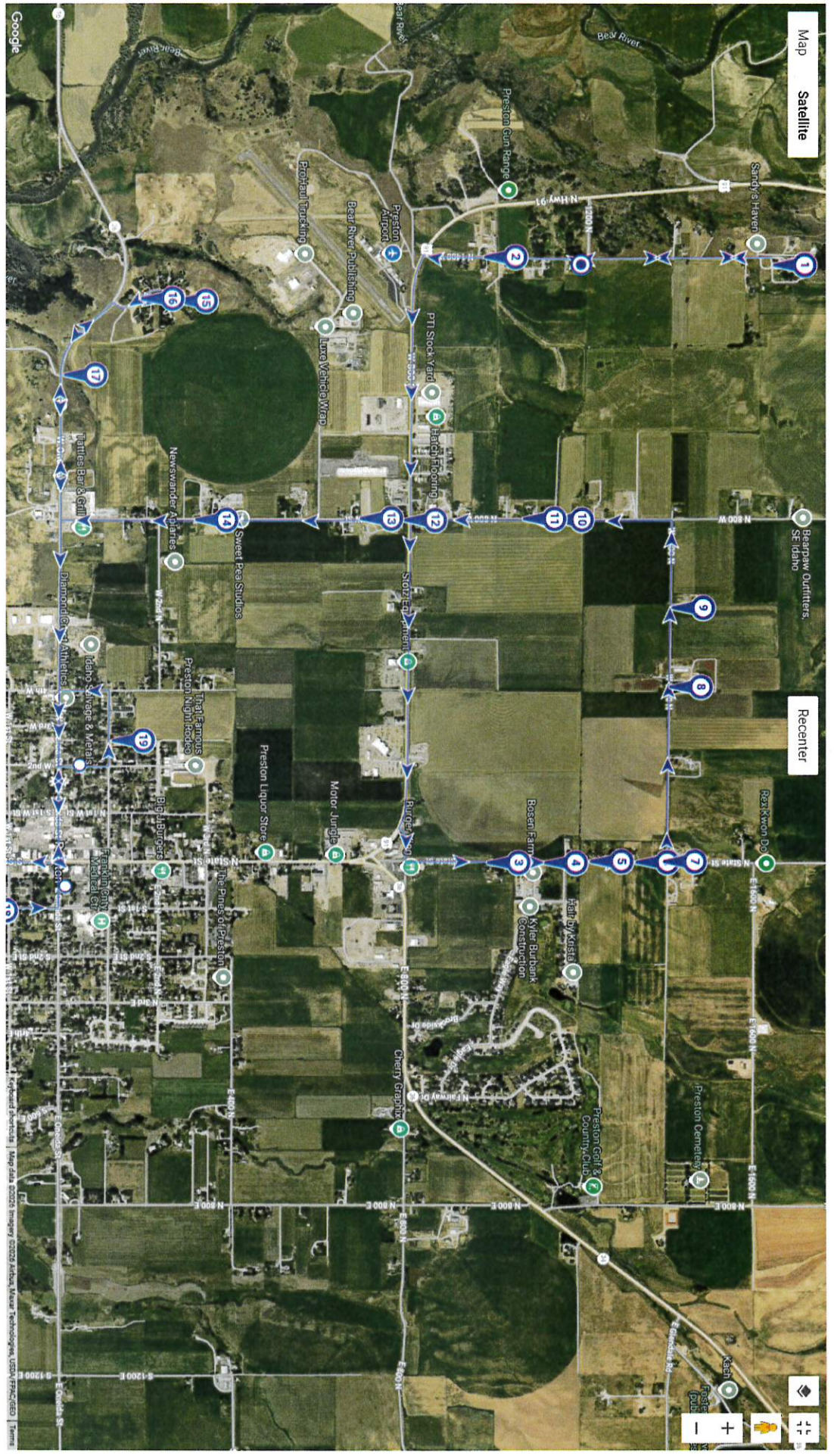
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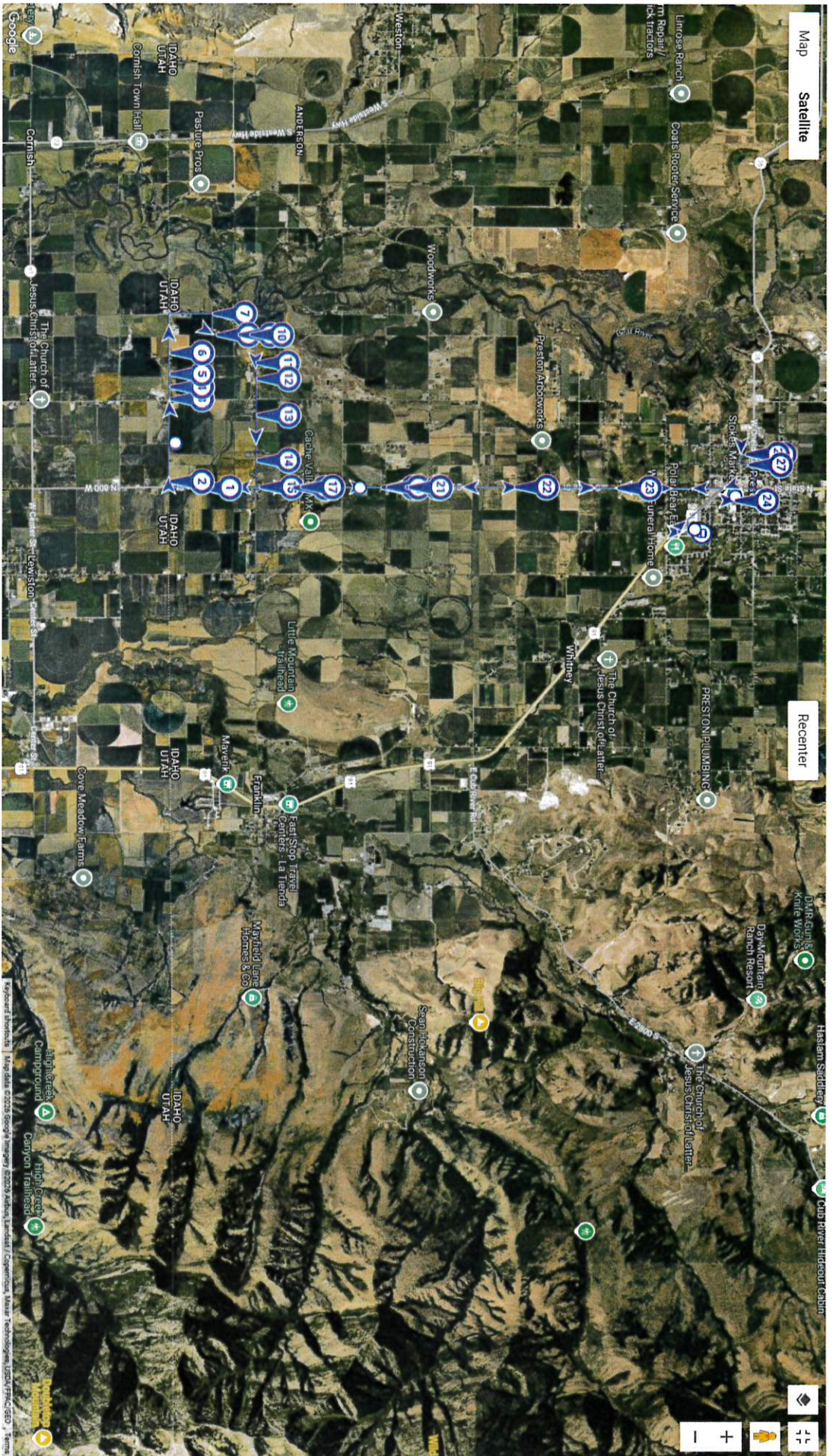
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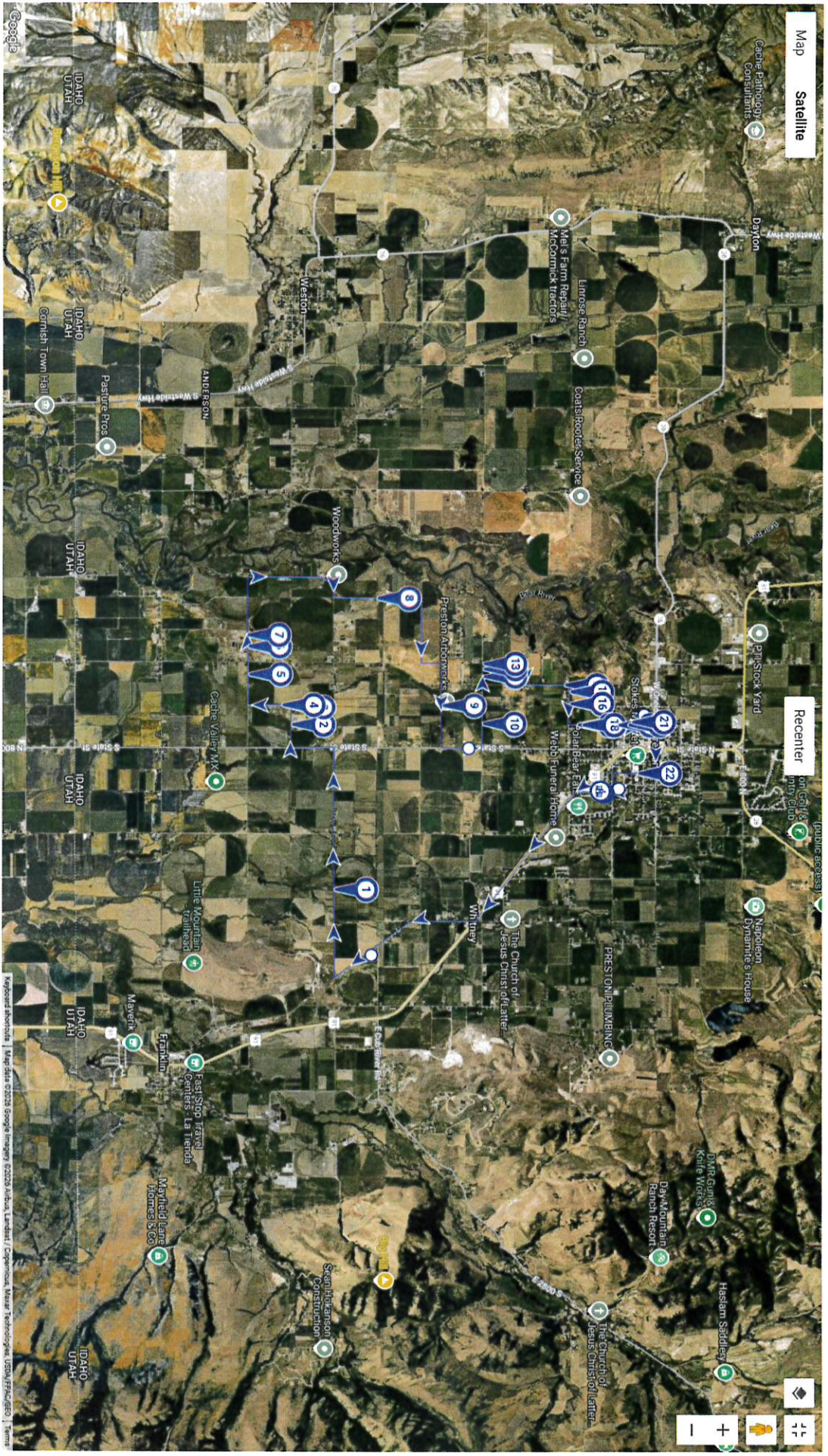


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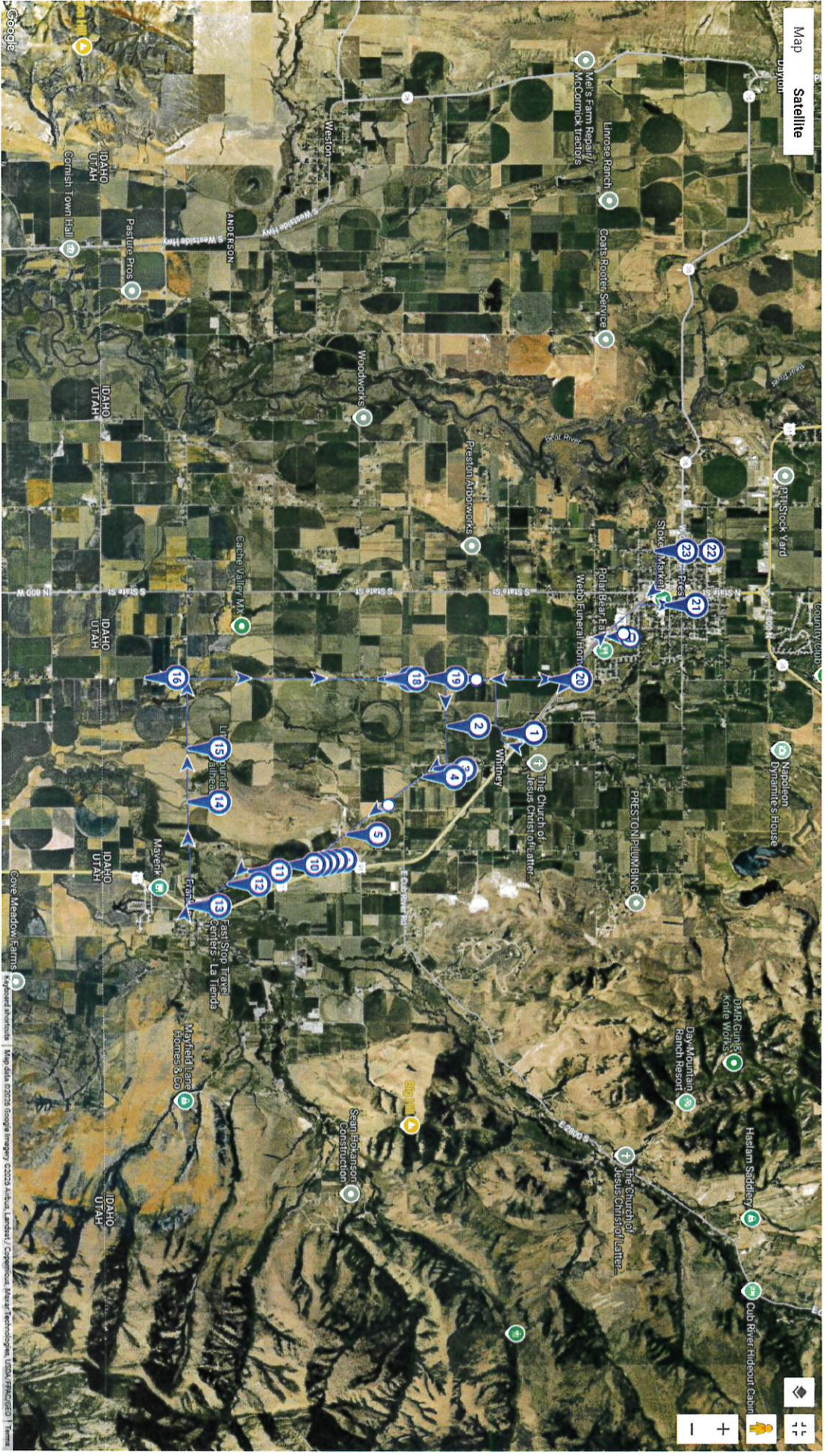
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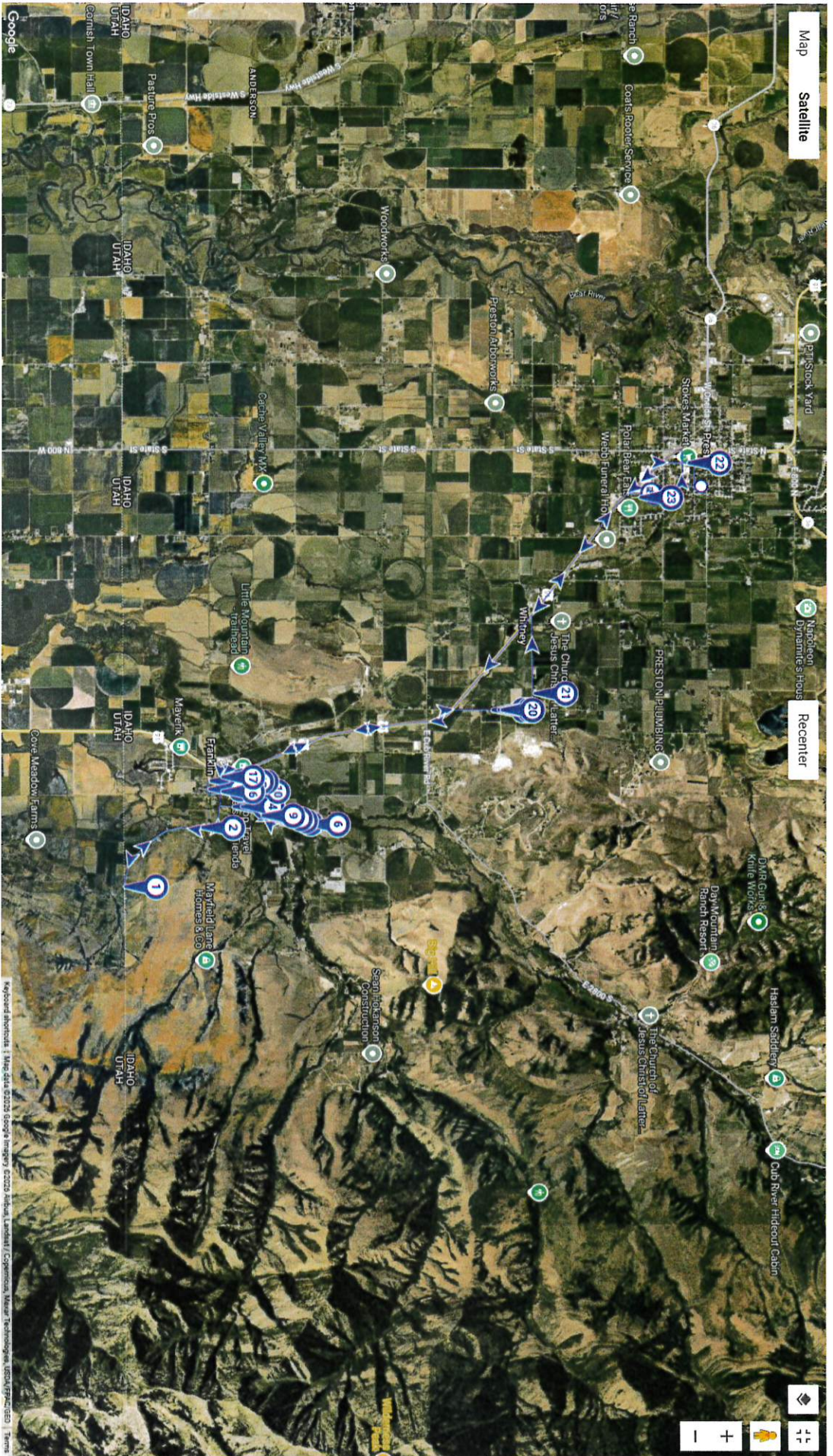
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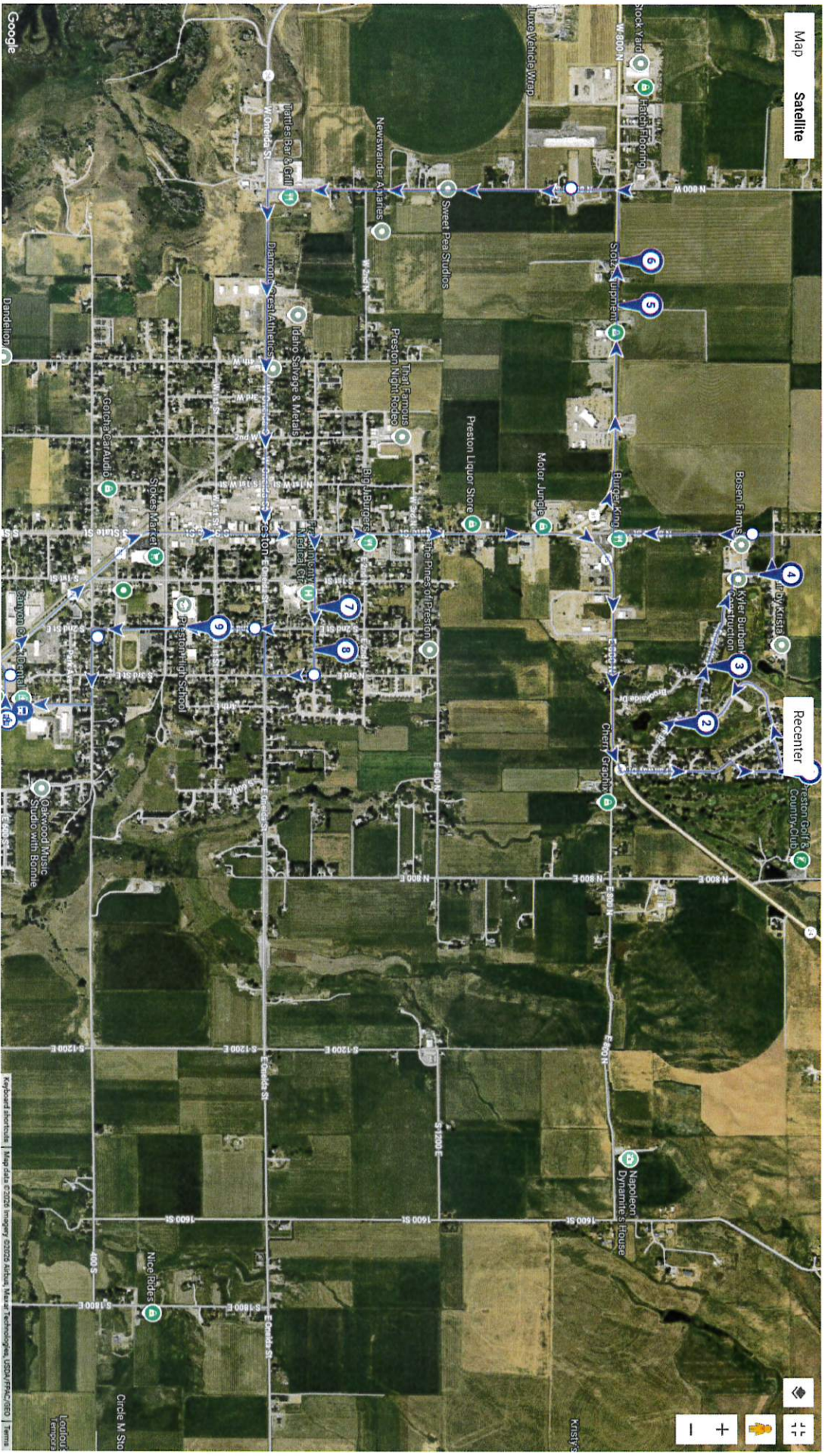


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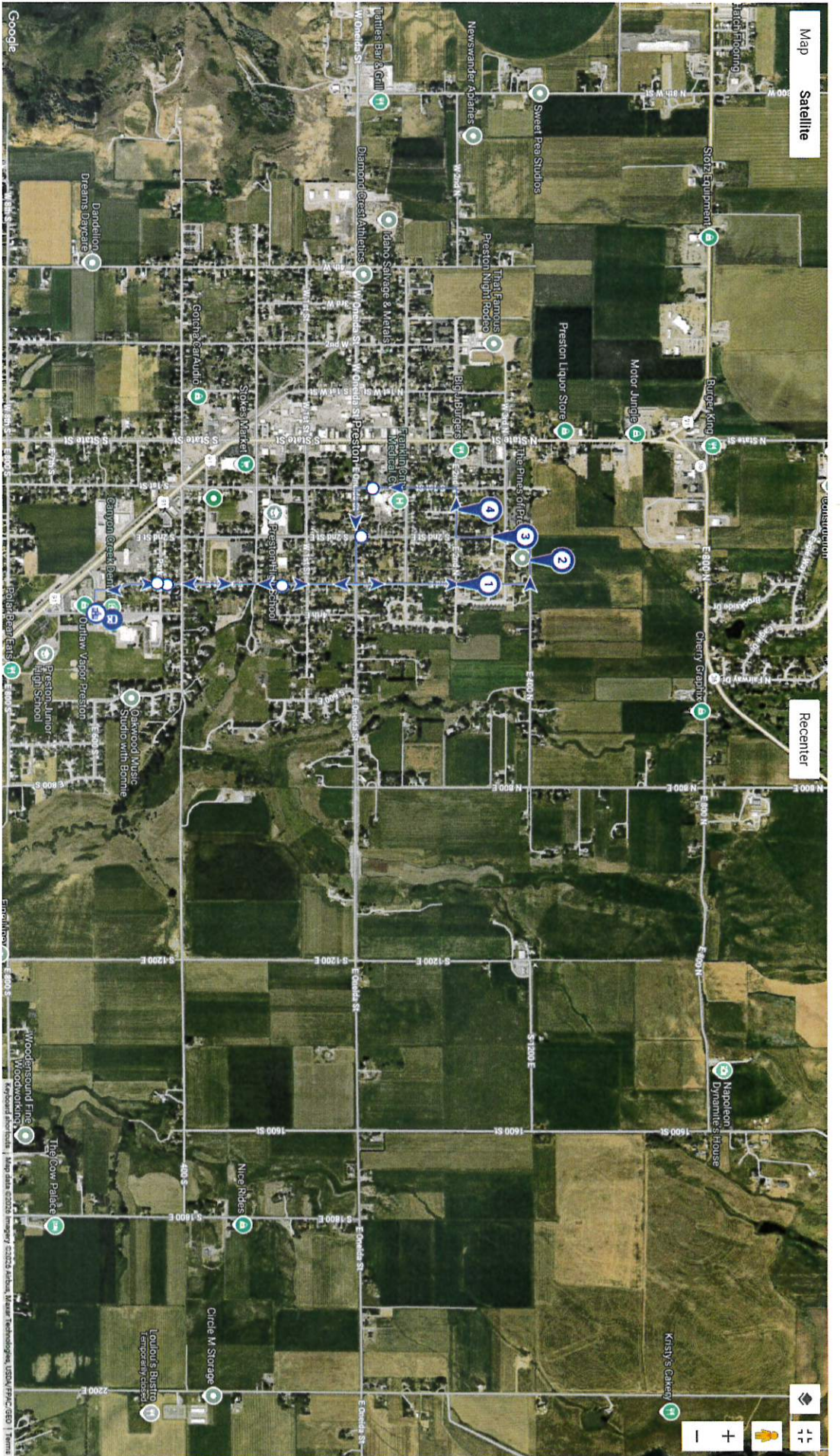


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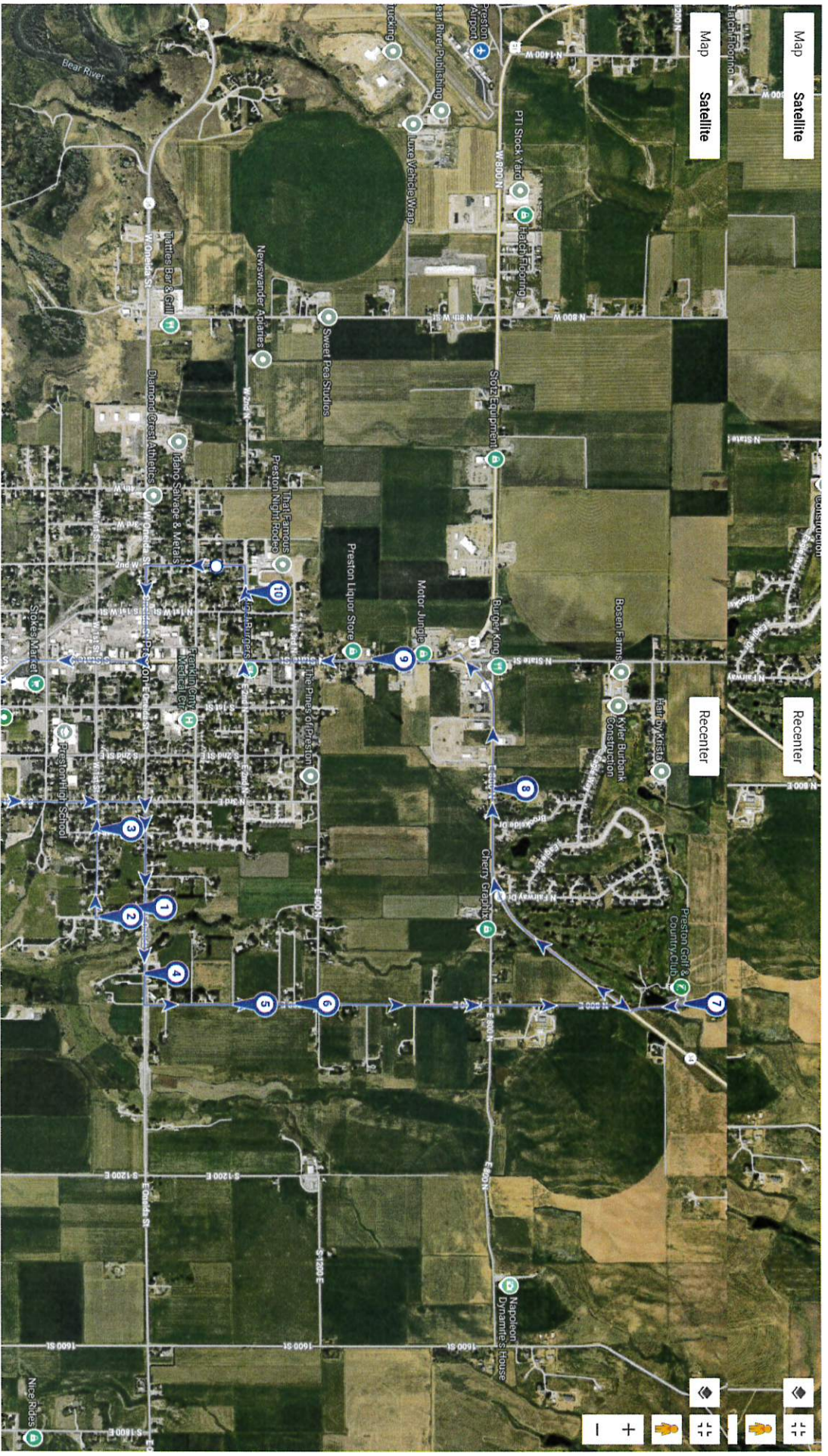
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Preston School District #201

Child Nutrition

Category	2025–26 Price	2026–27 Price Increase
Student Breakfast	\$2.95	\$3.00
Student Lunch – Elementary	\$3.60	\$3.70
Student Lunch – Secondary	\$3.60	\$3.85
Adult Breakfast	\$3.95	\$4.00
Adult Lunch	\$5.10	\$5.30



Policy 5000 – Personnel Policy Guiding Principles

Note: This policy provides an opportunity for the Board to describe what is important to it and what the Trustees will strive to keep in mind when adopting, reviewing, and editing the other policies in Section 5000. Considering and customizing this policy is intended to act as a focal point for discussion by the Board. Because their policy is not based closely on any section of state or federal law or administrative rules, the Board has a great deal of freedom to edit it to reflect what is important to it, including the District's strategic plan.]

The Board adopts policies on District personnel. In doing so, the Board prioritizes the following principals, aims, and values:

[SELECT, REVISE, ADD TO, AND DELETE THE FOLLOWING AS APPROPRIATE FOR THE BOARD:]

- 1. Schools function most efficiently and successfully when highly qualified individuals are employed as staff in the District;**
- 2. Opportunities for targeted, job-specific staff development should be provided with deference to administrative recommendations;**
- 3. Supervision is a necessary, ongoing function of the District's leadership;**
- 4. Staff evaluation plays a vital role in achieving the District's goal;**
- 5. The Board seeks to promote an efficient and positive school climate so that students can work toward their greatest potential and the community will be proud of its investment;**
- 6. The District will strive to recruit and train excellent staff;**
- 7. Professional ethics are of the utmost importance to the District; and**
- 8. The District benefits from having a staff with varied skills, backgrounds, and experiences and from the support of one another.**
- 9. The District will seek to recruit employees who believe in the importance of education and strive to improve the District's schools.**
- 10. District employees will help to cultivate an environment where students feel safe, valued, and ready to learn and excel.**
- 11. The District seeks to cultivate a culture among its employees of mutual respect, cooperation, and excellence.]**

The Board of Trustees of Preston School District recognizes that the effectiveness of the District depends upon the conduct and performance of its employees. Employees are expected to support the educational mission of the District and to contribute to a safe, orderly, and productive learning environment.

The District is committed to providing an environment in which all students have the opportunity to learn and succeed. The Board expects that all employees will promote respect, responsibility, and integrity in their interactions with students, parents, colleagues, and the community.

All employees shall serve as positive role models for students and shall maintain high standards of honesty, integrity, and professionalism. Employees are expected to treat all individuals with dignity and respect and to conduct themselves in a manner that supports a safe and supportive educational environment.

Employees shall comply with all District policies and procedures, as well as applicable local, state, and federal laws. Each employee shall perform assigned duties in a manner consistent with the goals and objectives of the District and shall support continuous improvement in District programs and operations.

Legal Reference:

I.C. § 33-506 Organization and Government of Board of Trustees

Adopted:

Revised:

Reviewed:



Policy 5100 – Hiring Process and Criteria

The Board of Trustees has the legal responsibility of hiring all employees. The Board assigns to the Superintendent the process of recruiting personnel ~~[OPTIONAL: and hiring all classified personnel]~~. The Superintendent may involve various administrative and teaching staff as may be needed in recruiting potential personnel. All ~~[OPTIONAL: certificated]~~ personnel selected for employment must be recommended by the Superintendent or designee and approved by the Board. All personnel selected for employment must also go through the applicable screening process outlined in Idaho Code 33-1210.

To aid in obtaining quality staff members, the following non-exclusive list of factors will be considered, along with any other factors relevant to the position: qualifications, training, experience, personality, character, and ability to relate well with students. Every effort will be made to maintain wide diversity in staff experience and educational preparation. However, the welfare of the children of the District will be a paramount consideration in the selection of teachers and administrators.

All applicants applying for a certificated position who are pursuing an alternate route to certification shall be considered on a case-by-case basis. They must hold or demonstrate ability to hold any state certification required for the position and demonstrate they meet the alternate route requirements.

Except where otherwise specified, this policy applies to the hiring of all certificated and classified staff members in the District except for the Superintendent. This policy shall be made available to any District employee or person seeking employment with the District.

Guidelines

1. There will be no discrimination in the hiring process. See Policy 5120.
2. If the vacant position is that of the Superintendent, the hiring process and the review of all applicants is the responsibility of the Board of Trustees.
3. Applicants for teaching and administrative positions shall provide evidence of meeting State requirements for certification as described below and sign a statement authorizing current and past school district employers, including those



**Preston School District #201
Section 5000 - Personnel**

outside the state of Idaho, to release to the District all information relating to job performance or job related conduct, and making available to the District copies of all documents in the applicant's previous personnel files, investigative, or other files. Such statement will also release the applicant's current and past employers from any liability for providing such information and documentation. Applicants who do not sign the statement/release shall not be considered for employment. The District will consider information received from current and past school district employers only for the purpose of evaluating applicants' qualifications for employment in the position for which they have applied. No District employees shall disclose this information to anyone, other than the applicant, who is not directly involved in the process of evaluating the applicants' qualifications for employment. Applicants may be employed on a non contracted provisional basis as allowed by law. Applicants shall not be prevented from gaining employment if current or past out-of-state employers are prevented from or refuse to cooperate with the District's request. See Forms 5100F1 and 5100F2.

4. Applicants must meet the applicable State standards for the position they are applying for. Applicants for high school and middle school teaching positions should have a major or its equivalent in the field they will be teaching. Applicants for elementary school teaching positions should have a major or its equivalent in elementary education or in their area of assignment.
5. **[OPTIONAL: Applicants for all teaching positions, pupil service staff, and administrator positions should have a grade point average (GPA) of _____ overall and a GPA of _____ in the area in which they will teach, if applicable.]**
6. When considering coaching assignments in secondary schools, **preference consideration** for hiring will be given to qualified certificated professional employees in the school where the coaching vacancy exists. ~~The building principal will be responsible for assuring that all qualified and interested applicants within the building have been given consideration. Giving such individuals consideration does not mean that such an individual will necessarily be retained for a coaching position. Another individual who is not a certificated employee of the building in question may receive the position.~~
7. As required in Idaho Code 65-505, the District will observe preference for veterans and disabled veterans when considering hiring employees to fill vacancies, selecting new employees, or implementing a reduction in force.



Preston School District #201
Section 5000 - Personnel

8. As required in Idaho Code 33-130 and 33-512(16), the District will conduct a criminal history check for applicable positions. See Policy 5110.
9. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

The employment of any certified staff member is not official until the contract is approved by the Board and signed by both the Board Chair and the applicant.

To assist administrators in complying with the above policy for the hiring of staff, the following guidelines shall be utilized when hiring **[OPTIONAL: certificated]** staff:

[Choose one option from the following:]

OPTION 1: Notice of Vacancies

All **[OPTIONAL: certificated]** vacancies will be posted after the Board has approved written resignation from a **[OPTIONAL: contracted professional]** employee of the District (or pending Board approval), a termination or non-renewal has occurred, a release from contract has been granted, a new **[OPTIONAL: certificated]** position is created within the District, or a vacancy has otherwise occurred. When that official resignation has been received or a position is otherwise available, the Superintendent will post notices **[SELECT ALL THAT APPLY: in all school buildings, in the District Office, on the District website, by emailing them to staff, _____]**. If a termination or release from contract requires Board approval to be final, the Superintendent may post the vacancy pending this approval..

1. **Job Vacancy Notices:** Any notice from **{{Full_District_Name}}** will contain the following information:
 - A. **Position available and job description.**
 - B. **Requirements for completed application, as applicable for position. For a certificated position, these shall include but are not limited to: 1) a completed District application form; 2) official transcripts of all university or college credits; 3) a placement center file; 4) a personal resume; and 5) verification or eligibility of Idaho certification. For all positions, a signed statement/release for current and past school district employers is required.**
 - C. **Timeline for receiving application.**
 - D. **Process notification of how applications will be handled.**



Preston School District #201
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The Superintendent's Office will post notice of any vacancy within the District for _____ school days for internal applicants to apply for the position. For purposes of this policy, "internal applicant" refers to a certified ~~[OPTIONAL: or classified]~~ employee currently employed by the District. ~~[OPTIONAL: This shall/shall not include substitute teachers employed by the District.]~~ Internal applicants will be offered the opportunity to apply and be considered for a position before the position is opened to applicants outside the District. However, the position may be opened to non-internal applicants regardless of whether qualified internal applicants apply, and internal candidates are not guaranteed to be selected as finalists for the position or to be hired for the position.

1. ~~[OPTIONAL] Employees seeking to apply for a position shall submit their application via their building principal or program director.~~
-
2. ~~Upon the conclusion of the _____ school day period, the appropriate administrator will meet with the appropriate building or program administrator, and review all requests to apply for the open position. The building/program administrator will have the responsibility to interview all final applicants who meet the qualifications needed for the position, and may or may not make recommendation for such applicants after review. In the event the open position is deemed by the Board to be an administrative or director position, including building principal, the application must advance to the Superintendent's office for appropriate review, including consultation with the Board.~~
-
3. ~~If an applicant is recommended by the building principal, the recommendation will be submitted in writing to the Superintendent immediately following such determination. If such transfer would create a vacancy in another location, notice of that vacancy will be posted as specified above, with the exception that if the same grade level vacancy for the school has already been posted, the above building notice requirement may be waived and the existing applicant pool utilized.~~
-
4. ~~Should the building/program administrator determine that they do not wish to accept the request of any internal applicants, or no internal applicants have requested to apply, the principal will give notice to the appropriate administrator, who will prepare a job notice to be posted externally.~~
-
5. ~~An application or letter of interest will be maintained in the District file for a period of one year from the date of inquiry. It is the responsibility of any applicant who desires to be considered for positions within the District to reactivate their file annually.~~
-



6. ~~The Superintendent may deviate from the processes in the outline above if they determine that such deviation is in the best interest of the District [OPTIONAL: and upon approval of the Board]. If the applicant would be employed as a teacher, administrator, school resource officer, or bus driver under a Return to Work program, the District will ensure full compliance with PERSI rules prior to offering the position as described in Policy 5750.~~

OPTION 2: Notice of Vacancies

Vacancies in certificated positions will be posted only after the Board has approved written resignation from a contracted professional employee of the District, a termination has occurred, or if a new position is created within the District. The Superintendent shall develop procedures for the posting of available positions within the District. ~~Positions created as part of routine staffing allocations due to enrollment changes shall not be considered new positions for purposes of this policy.~~

1. Job Vacancy Notices: Any notice from Preston School District will contain the following information:
 - A. Position available and job description.
 - B. Requirements for completed application, as applicable for position. For a certificated position, these include but are not limited to: 1) a completed District application form; 2) official transcripts of all university or college credits; 3) a placement center file; 4) a personal resume; and 5) verification or eligibility of Idaho certification. For all positions, a signed statement/release for current and past school district employers is required.
 - C. Timeline for receiving application.
 - D. ~~Process notification of how applications will be handled.~~
2. Application Procedures for Certificated Positions: It will be the responsibility of any applicant to provide the information required for a completed application listed above.



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- A. Such information must be received prior to the cutoff date for receiving applications as specified in the vacancy notice.
- B. It will be at the discretion of the Superintendent, the appropriate administrator, and the building administrator to determine whether such deadlines should be extended to accommodate individuals where placement center files, transcripts, or other materials are not yet received by the District for consideration. Such time extension will be restricted to a reasonable time frame.
- C. In addition to the certification information provided by the applicant, the District will also request from the Office of the Superintendent of Public Instruction verification of certification status, any past or pending violations of the professional code of ethics, any detail as to any prior or pending conditions placed upon a certificate holder's certificate, any prior or pending revocation, suspension, or the existence of any prior letters of reprimand and information relating to job performance.
- D. Within three business days of receipt of the statement releasing information from prior school district employers, as required by I.C. 33-1210, such statement shall be sent to the prior employers with a request for release of information and documentation to be provided as required by that section.

Because responses to such requests may take up to 20 days, or possibly more for out-of-state school district employers, information received pursuant to such request may be reviewed prior to or after interviews have been concluded, at the discretion of the District. Where possible, such information should be utilized as part of the screening process. However, due to considerations of time, such early review may not be possible, and such information received pursuant to this process may be reviewed or utilized up to any time prior to offering employment to an applicant or during an applicant's period of provisional employment.

- E. Upon receipt of the completed applications, those applications will be placed in a file for review and consideration at the District Office.

Preliminary Screening

For certificated and classified vacancies, at either the time the job vacancy is published, or prior to the conclusion of the application period, the school administrator will provide notice to the appropriate administrator of the desired number of qualified individuals to



be included in the "screening pool". The screening pool shall be defined as the number of individuals having completed applications that may be submitted to the building or program administrator for final screening. In the event the open position is deemed by the Board to be an administrative or director position, including principal, the size of the screening pool shall be determined by the Superintendent.

Screening

1. **[SELECT ONE: ~~The Board may direct the Superintendent to establish OR The building or program administrator may establish~~]** a committee to assist in the final screening process for certificated **[OPTIONAL: and classified]** positions. This committee will act in an advisory capacity to the Superintendent and to the Board.
2. The committee, upon receiving the written applications from the appropriate administrator, will review those applications for the purpose of:
 - A. Determining those most suited to the position;
 - B. Making personal telephone contact with one or more references submitted by the applicant;
 - C. Contacting individuals who might know the candidate, but were not listed as references, if needed; and
 - D. Inviting the top candidates to be interviewed for the position.
3. The **[Superintendent OR committee administrator]** will establish the procedures at the building or program level for interviewing the successful applicants and will have thoroughly vetted all applicants prior to committee review.
4. For those applicants who have no prior public school work experience or whose out-of-state former employers will not release documentation requested pursuant to IC § 33-1210, the screening committee or administrator may engage in whatever background checks it deems appropriate, but at a minimum shall verify all prior work experience and educational achievement listed by the applicant as the committee or administrator deems appropriate, preferably by contacting the prior employers and/or educational institutions listed by the applicant, and shall communicate with every person listed as a reference by the applicant.
5. Upon determining the most qualified applicant, the building administrator will submit to the Superintendent the written recommendation for the applicant to be offered the position.



Acceptance Procedure

Once the Committee or administrator has selected the final candidate, the name will be provided to the Superintendent who will review the applicant's credentials with the building/program administrator. If the Superintendent does not concur with the committee or administrator's recommendation, they shall ask the committee for their next choice until a selection the Superintendent concurs with is found. **[SELECT ONE: If the Superintendent concurs with the recommendation for a certificated position, the Superintendent will take the following steps.**

OR

If the Superintendent concurs with the recommendation, the Superintendent or designee will take the following steps.]

1. Authorize a statement of intention to employ, pending Board approval, to be made to the candidate.
2. If, at the time the statement of intention to employ is made, the District has not yet received documentation requested pursuant to IC 33-1210(3), the District may provisionally employ such applicant for a certificated position on a non-contracted basis for up to 30 days after receipt of the documentation. Within that 30-day time period, the Board may issue a written statement to the applicant identifying why a standard contract will not be issued and specifying which information justifies such decision. The Board may not identify any reason for non-issuance of a standard contract not based on the documentation received. If, within 30 days from the receipt of the information requested pursuant to IC 33-1210(3) no contract is issued or the written statement of non-employment is not provided to the applicant, the employee will be deemed to be employed pursuant to the appropriate type of contract. During this provisional employment, the applicant shall be provided the same compensation and benefits as if the employee had been employed on a standard certificated contract.

If no documentation is received from out of state employers, the District may employ the applicant for the certificated position on the appropriate type of standard contract without utilizing the provisional, non-contracted employment.

3. Upon receiving a verbal or written statement of intention to accept employment, pending Board approval, by the candidate, the Superintendent will prepare the necessary papers for recommendation to the Board of Trustees at the next



regular or special Board meeting.

4. Submit to the Board of Trustees such recommendation.

Board Action [OPTIONAL: on Hiring of Certificated Employees]

~~When approving the hiring of a(n) [OPTIONAL: certificated] employee, the Board of Trustees of {{Full_District_Name}} will:~~

- ~~1. Have placed before it the name of the final candidate for the position; and~~
- ~~2. Discuss hiring and, in situations wherein the individual qualifications of the applicant are discussed, go into executive session pursuant to law; and~~
- ~~3. Vote relating to approval or disapproval of the candidate. If members of the Board personally have knowledge not available to the building administrator and the screening committee the Board will not take action until all concerns have been reviewed by the building/program administrator.~~

Approval of Candidate for Certificated Position

Upon approval by the Board of Trustees, a contract, in a form approved by the State Superintendent of Public Instruction, will be sent or given to the applicant pursuant to the requirements set out in IC 33-513. The applicant must sign the contract and return it within ten days from the date the contract is delivered to them. If the person willfully refuses to acknowledge receipt of the contract or if the contract is not signed and returned to the Board in the designated period of time, the Board or designee may declare the position vacant. If the candidate is not approved, or if the person willfully refuses to acknowledge receipt of the contract or if the contract is not signed and returned to the Board, the Superintendent will remand the situation to the building administrator and screening committee to provide the next applicant's name for consideration.

Any person on provisional employment pursuant to IC 33-1210(7) shall be subject to the same time limits and provisions for return of a signed contract when and if such contract shall be provided to them for signature.

Certification



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To qualify for employment, each teacher, pupil service staff, or administrator must have, and maintain during the entire school year, a valid Idaho instructional, pupil service staff, administrator certificate, (as applicable,) on file in the District Office at the beginning of the school year. If at any time the certification lapses, is revoked, or suspended, the certificated employee may be subjected to action declaring a contract violation and action will be taken to terminate the employment of the individual with the District.

Legal Reference:

IC § 33-1210	Information on Past Job Performance
IC § 33-130	Criminal History Checks for School District Employees or Applicants for Certificates
IC § 33-512	District Trustees - Governance of Schools
IC § 33-513	Professional Personnel
IC § 74-206	Executive Sessions – When Authorized
IC. § 65-501, et seq.	Rights and Privileges of Veterans
IDAPA 08.02.02.015.02	Standard Pupil Service Staff Certificate
IDAPA 21.01.06	Rules for the Enforcement of the Veteran’s Preference in Public Employment

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/
Cross References	
Code	Description
5110	<u>Criminal History/Background Checks</u>
5120	<u>Equal Employment Opportunity and Non-Discrimination</u>
5500	<u>Personnel Records</u>
5500-P(1)	<u>Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts</u>



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Code	Description
5740	<u>Reduction in Force</u>
5740-P(1)	<u>Reduction in Force - Reduction in Force Procedures (Alternatives)</u>
5740-PF(1)	<u>Reduction in Force - Procedure Alternative 2 Form</u>
5750	<u>Employing Retired Teachers and Administrators</u>
5751	<u>Employing Retired School Resource Officers and Bus Drivers</u>

Adopted:

Revised:

Reviewed:



Policy 5110 – Criminal History/Background Checks

It is the policy of the District not to employ or to continue the employment of classified, **professional-certificated** or administrative personnel who may be deemed unsuited for service by reason of arrest and/or criminal conviction. While an arrest or conviction of a crime, in and of itself, may not be an automatic bar to employment, if an arrest or conviction relates to suitability of the individual to perform duties in a particular position, such person may be denied employment or, in the case of current employees, may face disciplinary action up to and including termination.

It is the policy of this District to perform criminal history checks as required by Idaho law and to perform other types of background checks on employees or volunteers including, but not limited to:

1. Contacting prior employers for references;
2. Contacting personal references; and/or
3. Contacting other persons who, in the discretion of the District, could provide valuable information to the District.

Where a prior conviction is discovered, the District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which application is sought, or the person is employed. Any individual convicted of a felony offense listed in I.C. § 33-1208(2) shall not be hired.

If an applicant or employee makes any misrepresentation or willful omissions of fact about their prior criminal history, this misrepresentation or omission shall be sufficient cause for disqualification of the applicant or termination of employment.

Any certificated employee who was hired prior to July 1, 2020 and has their teaching certificate revoked by the Professional Standards Commission due to the updated crimes listed in I.C. § 33-1208 shall be granted an informal review based on their contract category, as outlined in Policy 5105.

Initial Hires

In order to protect the health, safety, and welfare of the students of the District, Idaho law requires the following employees hired on or after July 1, 2008 to submit to criminal history checks. The list is to include, but is not limited to:

1. Certificated and non-certificated employees;
2. All applicants for certificates;
3. Substitute staff;



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4. Individuals involved in other types of student training such as practicums and internships; and
5. All individuals who have unsupervised contact with students.

A criminal history check shall be based on a complete ten finger fingerprint card or scan and include, at a minimum, the following:

1. Idaho Bureau of Criminal Identification;
2. Federal Bureau of Investigation (FBI) criminal history check; and
3. Statewide sex offender registry.

Employees will be required to undergo a criminal history check no later than five days after starting employment or unsupervised contact with students, whichever is sooner.

~~The fee charged to an employee shall be \$40.00.~~ All criminal history check records will be kept on file at the state department of education. ~~A copy of the records will be given to the employee upon request.~~

Employee Arrest or Conviction

All employees shall have a continuing duty to notify the District of any arrest or criminal conviction that occurs subsequent to being hired by the District. In the event that any employee, whether full-time or part-time, probationary or non-probationary, classified or certified, is arrested, charged, or indicted for a criminal violation of any kind, whether misdemeanor or felony, with the exception of minor traffic infractions, he or she is required to report such arrest promptly to the employee's supervisor or department head within one business day unless mitigating circumstances exist. This reporting requirement applies regardless of whether such arrest has occurred on-duty or off-duty. Failure to comply with this reporting requirement shall be grounds for disciplinary action, up to and including termination.

Additionally, if an employee has a protection order served against him or her, the employee shall follow the same reporting requirements as outlined above.

Supervisors or department heads shall contact the Superintendent or designee upon receiving notification that an employee has been arrested or has a protection order served against him or her. The District reserves the right to determine appropriate disciplinary action in such cases, up to and including termination, depending upon the facts and circumstances surrounding the incident.



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The District, at its discretion, may terminate or take other action against any employee that has either been convicted of one or more of the felony offenses set forth in I.C. § 33-1208 or made a material misrepresentation or omission on their job application.

Substitute Teachers

The State Department of Education shall maintain a statewide list of substitute teachers. To remain on the statewide substitute teacher list, the substitute teacher shall undergo a criminal history check every five years. If a substitute teacher has undergone a criminal history check within five years as a result of employment with another District, the District may in its sole discretion, not require a substitute to undergo a criminal history check. If the District does desire a substitute teacher who has undergone a criminal history check within the last five years to undergo an additional criminal history check, the District will pay the costs of such check.

Other Employees

The District may require that any employee be subjected to criminal history checks. If required, the District will pay the costs of such checks.

Volunteers

Any volunteer in the District who has unsupervised contact with students or who volunteers regularly with the District, as determined by the Superintendent or the Superintendent's designee, shall submit to a fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration for volunteering in the schools of this District.

Any requirement of a volunteer to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If a volunteer has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who shall decide whether the volunteer is suitable to be in the presence of the students in the District. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending.

Contractors



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The District maintains a safe environment for students by developing a system that cross-checks all District contractors or other persons who have irregular contact with students against the statewide sex offender registry.

Confidentiality

Outstanding warrants, criminal charges, and/or protective orders may be confidential. An employee who is provided access to such information relating to another employee shall ensure that the information remains confidential. If an employee discloses such information without authorization, the employee shall be subject to disciplinary action.

Legal Reference:

Legal References	Description
IC § 33-130	Criminal History Checks for School District Employees or Applicants for Certificates
IC § 33-512	District Trustees - Governance of Schools
IC § 74-106	Records Exempt from Disclosure
Pub. L. 105-251	Volunteers for Children Act

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
4605	<u>Student Teachers</u>
5100	<u>Hiring Process and Criteria</u>
5100-P(1)	<u>Hiring Process and Criteria - Procedures for Obtaining Personnel Records for Applicants</u>
5100-P(2)	<u>Hiring Process and Criteria - Veteran's Preference</u>
5100-F(1)	<u>Hiring Process and Criteria - Authorization for Release of Information on Past Employment with School Employers</u>



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Code	Description
5100-F(2)	<u>Hiring Process and Criteria - Request to Employer</u>
5100-F(3)	<u>Hiring Process and Criteria - Request for Verification of Certificate Status</u>
5700	<u>Substitutes</u>
5725	<u>Private Service Providers/Consultants</u>

Adopted:

Revised:

Reviewed:



Policy 5400 – Leave of Absence

The Board believes that the provision of leaves in addition to the contractual leaves provided by the **Master Negotiated** Agreement helps to attract and retain staff members who will continue to grow professionally, maintain their physical health, and have a feeling of security.

The Board has the authority to grant any employee's request for a leave of absence. A leave of absence may be at the request of the employee or may be done involuntarily by action of the Board. The Board may also delegate this authority to a designee.

ALTERNATIVE 1: Delegation of Authority

Through this policy, the Board has delegated this ongoing authority to the Superintendent **or Superintendent designee**, both with regard to acceptance of an employee's request for leave of absence as well as an action of placing a certificated employee on an involuntarily leave of absence.

Upon the Superintendent's action to place a certificated employee on a period of involuntary leave of absence, the Board shall ratify or nullify action of the Superintendent at the next regularly scheduled meeting of the Board or at a special meeting of the Board should the next regularly scheduled meeting of the Board not be within a period of 21 days from the date of the action. Whether such leave is with pay or without pay shall be determined when applying the appropriate principles of Section 33-513(7), Idaho Code.

A Superintendent's acceptance of a certificated employee's request for leave of absence shall be put before the Board for ratification at the next regularly scheduled meeting of the Board or within 21 days, whichever comes first.】

[OPTIONAL ADDITION TO ALTERNATIVE 1: The Superintendent **or Superintendent designee is delegated the authority to address classified personnel leave without notification to the Board and is delegated authority to address classified personnel discipline and termination without Board approval.]**

The Superintendent designee only has authority to act in instances that the Superintendent is not available.



[ALTERNATIVE 2: Retaining Authority]

~~The Board has not delegated authority for the Superintendent to accept an employee's request for administrative leave or to place a certificated employee on a period of involuntary leave of absence.]~~

[OPTIONAL: Considerations for Involuntary Leave]

If the Superintendent or Board is making a decision as to whether or not to place an employee on a period of involuntary leave of absence, some of the considerations in making such a decision may include:

1. Whether or not the conduct at issue involves a possible:
 - A. Criminal act;
 - B. Violation of the Code of Ethics for Idaho Professional Educators;
 - C. A violation of federal or state education laws or regulations; or
 - D. A violation of District Policy and/or Procedure.
2. Whether or not the conduct at issue involves the health, welfare, or safety of the District's students or employees.
3. Whether or not there is an event identified.
4. If the event involves an allegation of abuse of a student or minor, is there an "identified victim" or some other information that provides indicia of credibility.
5. If the event involves an allegation of abuse of a student or minor, is the report in question anonymous or are there any other indicia of credibility.
6. Whether or not there is an identified victim or identified event that the District could investigate.
7. Whether or not there **is** a concern that the presence of the employee on school property could be detrimental to the investigation process and/or a concern that the employee and/or the presence of the employee interfere with the investigation process.
8. Whether or not there is an ongoing/related criminal investigation associated with the same alleged event or allegations.]



Sick Leave

~~Classified~~ Employees who regularly work 20 hours or more per week/~~145+ contract days and certificated employees who work half time or more per week~~ shall be granted 10 sick leave ~~days and other leaves~~ in accordance with State law. Employees who regularly work 30 hours or more per week/~~156+ contract days~~ shall be granted 14 sick leave days in accordance with State law. ~~Each such employee shall be granted sick leave with full pay of one day as projected for the employment year for each month of service in which he or she works a majority portion of that month. Sick leave for classified employees shall be calculated proportionate to the average hours worked per day. Sick leave for certificated employees shall be calculated by the day, or percentage thereof, as defined in his or her individual employment contract..~~ Leave will only be granted in units of half or full days.

The District may, in its discretion, require proof of illness when deemed appropriate, including but not limited to suspicion of abuse of sick leave or false claims of illness. Compensation shall not be provided for unused sick leave.

“Sick leave” means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. “Immediate family” for purposes of sick leave shall mean the employee’s spouse ~~or partner, child or parent, and children residing in the employee’s household~~. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the needs of the District.

~~It is understood that seniority shall accumulate while a teacher or employee is utilizing accumulated sick leave credits. Seniority will not accumulate unless an employee is in a paid status.~~ Abuse of sick leave is cause for discipline up to and including termination.

Accrual of Unused Sick Leave

Employees may accrue unused sick leave. Upon retirement, an employee’s accumulated unused sick leave must be reported by the District to the public employee retirement system.

Personal Leave



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Employees who regularly work 20 hours or more per week/145+ contract days shall be granted 4 personal leave days. Employees who regularly work 170+ contract days shall be granted 5 personal leave days. Leave will only be granted in units of half or full days. Personal Leave is accumulative. Personal leave in excess of the accumulative amount of six (6) days will be compensated at a rate of \$96 per day for any day over six (6) in the June payroll. At the time of retirement, any remaining personal leave (up to six days) will also be paid out at the same rate. However, personal leave will not be paid out at the end of employment for any other reason.

Employees requesting personal leave must submit the request through the district leave software at least 24 hours in advance. If the district is unable to secure an appropriate substitute, the request can be denied.

Bereavement Leave

An employee who has a death in the **immediate** family shall be eligible for bereavement leave. ~~“Immediate family” for purposes of bereavement leave shall mean~~
~~_____.~~ ~~The Superintendent shall have the authority to give bereavement leave for up to five days. Bereavement leave of greater than five days must be approved by the Board. Such leave shall not exceed ten days. Bereavement leave will be granted in the following manner. Up to five (5) days are allowed for the loss of a spouse or child. Up to three (3) days are allowed for the loss of a parent, parent in-law, daughter in-law, or son in-law. One (1) day of leave will be granted for the loss of a sibling, grandparent, grandchild, brother in-law, or sister-in-law. Any bereavement days beyond those specifically outlined above must be approved by the building principal and superintendent based upon circumstances.~~

~~Personal and~~ Emergency Leave or Leave Without Pay

Upon recommendation of the Superintendent, and in accordance with law and District policy, ~~classified staff employees~~ may be granted ~~personal emergency~~ leave pursuant to the following conditions:

1. Leave will be without pay unless otherwise stated. If leaves are to include expenses payable by the District, the leave approval will so state;
2. Leave will only be granted in units of half or full days;



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3. ~~Notice of at least one week is required for any personal leave of less than one week. Notice of one month is required for any personal leave exceeding one week;~~
-
4. The Superintendent, ~~with approval of the Board,~~ shall have the flexibility, in unusual or exceptional circumstances, to grant ~~personal emergency~~ leave to employees not covered by sick or any other District recognized leave. During any ~~personal emergency~~ leave of greater than 15 days, the employee will not receive fringe benefits. During the leave, the employee may pay the District's share of any insurance benefit program in order to maintain those benefits, provided that such is acceptable to the insurance carrier. ~~Staff using personal leave shall not earn any sick leave or annual leave credit or any other benefits during the approved leave of absence.~~

Legal Reference:

Legal References

42 USC §§ 2000(e), et seq.

Description

Title VII of Civil Rights Act of 1964 (Equal Opportunity Employment)

IC § 33-1216, et seq.

Teachers - Sick and Other Leave

IC § 33-1228

Teachers - Severance Allowance at Retirement

IC § 33-513

Professional Personnel

Other References

ISBA Policy Services

Description

<https://www.idsba.org/member-services/policy/>

Adopted:

Revised:

Reviewed:



Policy 5410 – Family Medical Leave

In accordance with the provisions of the Family Medical Leave Act (FMLA) of 1993, a leave of absence of up to twelve 12 weeks during a 12 month period may be granted to an eligible employee for the following reasons:

1. The birth of a child;
2. The placement of a child for adoption or foster care with the employee;
3. A serious health condition that makes the employee unable to perform the functions of the job;
4. To care for the employee's spouse, child, or parent with a serious health condition; or
5. For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active duty status, or has been notified of an impending call to active duty status, in the Armed Forces.

An employee is eligible to take FMLA leave if the employee has been employed for at least 12 months, and has worked at least 1,250 hours during the 12 months immediately prior to the date when the leave is requested. Further, an employee may only be eligible if there are at least 50 District employees within a 75 mile radius.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12 month period to care for the service members.

Employees will **[OPTIONAL] not** be required to use appropriate paid leave while on FMLA Leave. Workers Compensation absences will **[OPTIONAL] not** be designated FMLA Leave.

The Board has determined that the 12 month period during which an employee may take FMLA leave is **[PICK ONE] July 1 to June 30 OR [other specific dates] OR the calendar year OR 12 months forward from the date of a particular employee's first FMLA leave OR 12 months backward from the date of FMLA Leave.**

Medical certification shall be required to determine FMLA initial or continued eligibility as well as fitness for duty.

NOTE: The FMLA applies to all school districts as they are public agencies, and



therefore covered employers under the act. However, depending on the size of the District, District employees may not be eligible employees. This policy applies to school districts with 50 or more employees. Those districts with fewer than 50 employees must comply with notice and record retention but are not obligated to provide the leave as a benefit of any employee's employment.

Legal Reference:

29 CFR Part 825	Implementing the Family Medical Leave Act of 1993
Pub. L. 103-3	Family Medical Leave Act of 1994 (FLMA)
Pub. L. 110-181	National Defense Authorization Act (NDAA) for FY 2008

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/
Cross References	

Code	Description
5420	<u>Long-Term Illness/Temporary Disability</u>
5420-P(1)	<u>Long-Term Illness/Temporary Disability</u>

Adopted:

Revised:

Reviewed:



Policy 5450 – Vacation Leave

Employees working 208+ contract days (year-round) will be given ten (10) vacation days per fiscal year. Unused vacation days for those qualifying classified staff will not carry over from year to year nor will they be paid out at the end of employment for any reason.

~~12 month-classified and administrative employees shall accrue annual vacation leave benefits according to the following schedule:-~~

-

Year of Service with the District	-	Days of Annual Vacation Leave
1-10	-	10 days
10-15	-	15 days
16-19	-	18 days
20+	-	20 days

~~Vacation leave is intended to be used during that year in which it is earned. Accumulation of unused vacation time will be allowed up to a total of 30 days.~~

~~Leave credits may not be advanced nor may leave be taken retroactively.~~

Prior approval by the administration must be given before vacation leave is taken.

~~If a legal holiday should fall within an employee’s vacation period, the employee will be entitled to an additional day for that holiday. An employee is eligible for holiday pay if the employee worked during the payroll week in which the holiday fell or during the preceding payroll week. No additional time will be given if the employee is absent due to illness or if on unpaid leave.~~

~~Upon termination of employment, up to 30 days of unused vacation leave will be paid at the employee’s daily rate of pay.~~

Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs.

~~Employees of less than six months duration will not accrue vacation benefits.~~



**Preston School District #201
Section 5000 - Personnel**

Legal Reference:

Adopted:

Revised:

Reviewed:

The board supports the promotion of healthy, nutritious meals for students attending district schools. Therefore, the district will operate school breakfast, lunch, and special milk programs for the benefit of the regularly enrolled students of the district and authorized adults in accordance with the requirements of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). *Where appropriate, the district may also operate the Summer Food Service Program (SFSP).* All programs will be operated in compliance with United States Department of Agriculture (USDA) regulations concerning the operation of the Child Nutrition Program, including Civil Rights Rules and Regulations, as well as other federal, state and local requirements.

NONDISCRIMINATION AND REASONABLE ACCOMMODATION

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA. Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the district office, school, or agency that administers the program or contact where they applied for benefits. ~~Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339~~ Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information is available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: Program.intake@usda.gov.

Persons with disabilities who need reasonable accommodation in the district food service program are encouraged to contact the district food service director at (208) 852-0283 or 105 E 2nd South, Preston Idaho, 83263.

FUNDING AND CONTRACTS WITH PRIVATE FOOD SERVICE AGENCIES

The programs will be financed through allowable regular or special funds in this district, including the Commodity Support Program. The programs will be operated so that their regular operating costs come from the state and federal programs as well as money collected from the sale of meals to students and adults. The price of the sale of meals to students and adults will be established annually by the board. When necessary, the board may expend capital or operating funds for support of the programs, subject to the regular budgetary procedures of the district.

The district will follow all procedures required under state and federal law for procuring a contract with a private food service agency, including Buy American requirements. Any decision to enter into a contract with a private food service agency shall require the approval of the Board.

QUALIFICATIONS OF FOOD SERVICE STAFF

In accordance with federal regulations, the district will ensure that its food service programs are administered by qualified school nutrition professionals. As part of its responsibility to operate a food service program, the district will ensure that professional development opportunities are provided to select food services professionals. Such professional development should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

RECORDKEEPING

In accordance with applicable federal law and regulations, the district will annually report racial and ethnic data in the Idaho System for Educational Excellence. All racial and ethnic data related to the district's child nutrition programs will be maintained for three (3) years plus the current year. The district will also maintain other records as may be required by federal or state law or regulations.

PUBLIC NOTIFICATION

In accordance with applicable federal law and regulations, the district will take action to notify and inform students, parents/guardians, and members of the school community of the district's child nutrition programs. Such notices will include information on program availability, how to file complaints, and the nondiscrimination statement set forth above.

FREE AND REDUCED-PRICE FOOD SERVICES

The district will provide free and reduced-price breakfasts and lunches to students according to the

Food and Nutrition Services—continued

terms of the NSLP and SBP programs and the laws and rules of the state. The district will inform parents or guardians of the eligibility standards for free and reduced-price meals. A parent or guardian has the right to appeal any decision with respect to any denial of his/her application for free or reduced-price food services to the superintendent or designee.

The district will maintain the confidentiality of all students' free, reduced or paid status in the district's child nutrition programs. Parents/guardians may, however, provide written consent for the disclosure of any or all of the information related to their children's eligibility status or the information the household provided through the free and reduced-price meal eligibility process.



LEGAL REFERENCE:

National School Lunch Program
42 USC 1751 *et seq.*
7 CFR Part 210

CROSS-REFERENCE:

771 – Charging School Meals
772 – Nutrition Standards
774 – Guidelines for Food and Beverage Sales
850 – Purchasing
850P – Supplemental Purchasing Procedures
850.30 – Purchasing Services or Personal Property

ADOPTED: June 1, 2007

AMENDED: June 18, 2025

CROSS-REFERENCE:

294P1 – Civil Rights Complaint Procedure

**Language in text set forth in italics is optional.*

It is the policy of this district to make purchases of goods, services and public works construction by way of a publicly accountable process that respects the shared goals of economy and quality. Further, it is the policy of this district to make purchases in such a manner as to assure the best utilization of district funds. The board, or its designee, reserves the right to determine what is in the best interest of the district. The district will endeavor to purchase goods and services from vendors with a significant Idaho economic presence where required or allowed by federal or state purchasing laws.

The superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. The superintendent shall establish requisition and purchase order procedures as a means of monitoring the expenditures of funds. Personnel are prohibited from obligating the district relative to a purchase without prior authorization. Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations. Open purchase orders may be used (with a maximum total amount specified) if such procedure will simplify repetitive small purchases.

The board may purchase real property, personal property, services or public works construction as necessary for the operation of the district. The board will comply with the requirements of Idaho law relative to competitive bidding for services and personal property (Policy 850.30), and public works construction (Policy 850.90), as well as this district's Policy 850P1 (Supplemental Purchasing Procedures). Where federal funds are used for purchases of goods, services or public works construction, the district will also follow procurement requirements set forth in 2 CFR Part 200 and Policy 850.20 – Purchases Using Federal Funds.

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PURCHASES EXCLUDED FROM THE STATUTORY PROCUREMENT PROCESSES UNDER IDAHO CODE §67-2803

The board will comply with all statutory procurement (bid) requirements unless the expenditure is exempted as provided by law. The following are exempted from the bidding requirements pursuant to Idaho Code §67-2803:

1. The acquisition of personal property when the procurement duplicates the price and substance of a contract for like goods or services that has been competitively bid by the State of Idaho, one of its political subdivisions, or an agency of the federal government.
2. Contracts or purchases where expenditures to procure public works construction are less than ~~forty-one hundred~~ thousand dollars (~~\$5100,000~~), or where expenditures to procure services or personal property are less than ~~seventy-five one hundred~~ thousand dollars (~~\$75100,000~~), provided such contracts and purchases shall be guided by the best interests of the district, as determined by the board. The board may, when practical, call for competitive price quotations for such purchases.
3. Disbursement of wages or compensation to any employee, official, or agent of the district for performance of personal services.
4. Procurement of personal or professional services to be performed by an independent contractor.

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5. Procurement of an interest in real property.
6. Procurement of insurance.
7. Costs of participation in a joint powers agreement with other units of government.
8. Procurement of used personal property.
9. Procurement from federal government general services administration (GSA) schedules or federal multiple award schedules (MAS).
10. Procurement of personal property or services through contracts entered into by the division of purchasing of the department of administration of the state of Idaho.
11. Procurement of goods for direct resale.
12. Procurement of travel and training.
13. Procurement of goods and services from Idaho correctional industries.
14. Procurement of repair for heavy equipment.
15. Procurement of software maintenance, support and licenses of an existing system or platform that was bid in compliance with state law.
16. Procurement of public utilities.
17. Procurement of used equipment at an auction if authorized by the Board of Trustees.
- ~~18. The purchase of curricular materials, regardless of the purchase price. “Curricular materials” is defined as textbook and instructional media, including software, audio/visual media, and Internet resources.~~

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LEGAL REVIEW OF CONTRACTS

Before entering into a contract that entails the expenditure of fifty thousand dollars (\$50,000) or more, the board or its designee will have the contract reviewed by legal counsel to ensure that the district's interests are adequately protected.

BUS TRANSPORTATION SERVICES

In the event the district anticipates expending over fifty thousand dollars (\$50,000) through a contract for bus transportation services, Idaho Code §33-1510 will be followed.

EMERGENCY EXPENDITURES

If there is a great public calamity, such as an extraordinary fire, flood, storm, epidemic, or other disaster, or it is necessary to do emergency work to prepare for national or local defense, or it is necessary to do emergency work to safeguard life, health, or property, the board may pass a resolution declaring that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property. Upon adoption of the resolution, the board may expend any sum required in the emergency without compliance with the bidding requirements pursuant to Idaho Code §§33-601(9) and 67-2808(1).

SOLE SOURCE EXPENDITURES

The board may purchase services, personal property or public works construction through a sole source procedure where the circumstances set forth in Idaho Code §67-2808(2) exist. Where the

board declares its intent to use a sole source procedure, it will follow the procedures set forth in Idaho Code §67-2808(2).

PROHIBITION OF ENVIRONMENTAL, SOCIAL, AND GOVERNANCE STANDARDS IN CERTAIN CONTRACTS

In accordance with Idaho Code §67-2347, the district will not accept or deny any contract based on environmental, social, and governance standards. For purposes of this section, “contract” means an agreement for the provision of goods or performance of services in exchange for remuneration between the district and another party that (a) has a value of one hundred thousand dollars (\$100,000) or more; and (b) is not subject to the purchasing provisions of the state department of administration as set forth in Idaho Code §67-5711C or chapter 92, title 67, Idaho Code. As used in this section, “environmental, social, and governance standards” means standards that would screen or score contractors based on subjective ethical or sustainability criteria unrelated to the specifications of a contract or the qualifications of the contractor.

CERTIFICATIONS

~~All contracts to acquire or dispose of services, supplies, information technology or construction will include certifications that may be required by Idaho Code §67-2346 (Anti-Boycott Against Israel Act) or Idaho Code §67-2359 (contracts with a company owned or operated by the government of China).~~

COMPLIANCE WITH FEDERAL PURCHASING GUIDELINES

~~Where the district seeks to purchase goods, services or public works construction using federal funds, the district will use the following guidelines:~~

- ~~1. District purchases will conform to applicable federal law (provided, however, that where state purchasing procedures are more restrictive, the District will follow state law requirements).~~
- ~~2. The board or its designee will maintain oversight of contracts to ensure performance in accordance with the terms, conditions and specifications of their contracts or purchase orders.~~
- ~~3. The district will maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts as more fully set forth in Policy 228 (Board Member Conflict of Interest) and Policy 418 (Employee Conflict of Interest), and in the District’s Policies and Procedures Manual for the Administration of Federal Education Programs (“Federal Programs Manual”). Upon discovery of any potential conflict of interest, the district will disclose in writing the potential conflict to the State Department of Education (SDE) and/or federal awarding agency in accordance with applicable SDE or federal awarding agency policy. In addition, the district will disclose, in a timely manner, in writing to the SDE~~

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~~and/or the federal awarding agency, all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. The superintendent or his/her designee will conduct any necessary investigation and submit it in writing to the SDE.~~

- ~~4. The district will avoid acquisition of unnecessary or duplicative items by giving consideration to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, the board or its designee will analyze lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach to purchases.~~
- ~~5. Where practical or appropriate, the district will enter into state and local inter-governmental agreements or inter-entity agreements for procurement or use of common or shared goods and services.~~
- ~~6. Where feasible or appropriate to reduce project costs, the district will use federal excess and surplus property in lieu of purchasing new equipment and property.~~
- ~~7. Where practical or appropriate, the district will use value engineering clauses in contracts for public works construction of sufficient size to offer reasonable opportunities for cost reductions. "Value engineering" is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.~~
- ~~8. The district will only award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.~~
- ~~9. The district will maintain records sufficient to detail the history of each procurement. These records will include, but are not limited to: rationale for the method of procurement; selection of contract type; contractor selection or rejection; and the basis for the contract price.~~
- ~~10. The district will use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.~~

~~a. "Time and material type contract" means a contract whose cost to the district is the sum of:~~

- ~~i. The actual cost of materials; and~~
- ~~ii. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.~~

- ~~b.—If the board selects a time and materials type contract, the board or its designee will ensure a high degree of oversight of the contract to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.~~
- ~~11. The district will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of its procurements. These include, but are not limited to: source evaluation; protests; disputes; and claims.~~
- ~~12. All procurement transactions will be conducted in a manner providing full and open competition consistent with state law and the standards set forth in this Policy 850, *Policy 850.30 (Purchasing Services or Personal Property)*, *Policy 850.90 (Public Works Construction)*, and *Policy 850P1 (Supplemental Purchasing Procedures)*.~~
- ~~13. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals will be excluded from competing for such procurements.~~
- ~~14. Some of the situations considered to be restrictive of competition include but are not limited to:~~
- ~~a.—Placing unreasonable requirements on firms in order for them to qualify to do business;~~
 - ~~b.—Requiring unnecessary experienced and excessive bonding;~~
 - ~~c.—Non-competitive pricing practices between firms or between affiliated companies;~~
 - ~~d.—Organizational conflicts of interest;~~
 - ~~e.—Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and~~
 - ~~f.—Any arbitrary action in the procurement process.~~
- ~~15. The district will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in cases where applicable federal statutes expressly mandate or encourage geographic preference. This requirement does not preempt any applicable state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.~~

~~16. In its procurements, the district will incorporate a clear and accurate description of the technical requirements for the material, product or service to be procured using the following guidelines:~~

- ~~a. In competitive procurements, such descriptions will not contain features which unduly restrict competition.~~
- ~~b. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.~~
- ~~c. Detailed product specifications will be avoided if at all possible.~~
- ~~d. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors will be clearly stated.~~
- ~~e. The district will identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.~~

~~17. The district will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open competition. In addition, the district will not preclude potential bidders from qualifying during the solicitation period.~~

~~18. The district will take all affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. For purposes of this policy, affirmative steps include:~~

- ~~a. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;~~
- ~~b. Assuring that small and minority businesses, and women’s business enterprises, are solicited whenever they are potential sources;~~
- ~~c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small, minority and women’s businesses;~~
- ~~d. Establishing delivery schedules, where the requirement permits, which encourage participation by small, minority and women’s businesses;~~

- ~~e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce; and~~
- ~~f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs a—e of this section.~~
- ~~19. The district will perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold as defined in 2 CFR §200.88. The method and degree of analysis will be dependent on the facts surrounding the particular procurement situation, but as a starting point the district will make independent estimates before receiving bids or proposals.~~
- ~~20. The district will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.~~
- ~~21. The cost plus a percentage of cost and percentage of construction cost methods of contracting will not be used.~~
- ~~22. For public works construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold as defined in 2 CFR §200.88 (the district will adhere to state bonding requirements (set forth in Idaho Code §54-1926) provided a determination has been made by a federal awarding agency or pass through entity that the federal interest is adequately protected. Where such a determination has not been made, the minimum bonding requirements will be as follows:~~
 - ~~a. A bid guarantee from each bidder equal to five percent (5%) of the bid price, which must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.~~
 - ~~b. A performance bond on the part of the contractor for one hundred percent (100%) of the contract price. The performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under the contract.~~
 - ~~c. A payment bond on the part of the contractor for one hundred percent (100%) of the contract price. The payment bond is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and materials in the execution of the work provided for in the contract.~~

~~23. In addition to other provisions required by the district or state law, all contracts made by the district under a federal award must contain provisions covering the requirements set forth in Appendix II to 2 CFR Part 200, a copy of which is attached to this policy.~~

~~METHODS OF PROCUREMENT TO BE FOLLOWED FOR PURCHASES USING FEDERAL FUNDS~~

~~Where the district seeks to purchase goods, services or public works construction using federal funds, the district will use one of the following methods of procurement as defined in state and federal law (see also the District's Federal Programs Manual):~~

- ~~1. **Micro Purchases.** Procurement by micro purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000 under Idaho law. To the extent practicable, the district will distribute micro purchases equitably among qualified suppliers. Micro purchases may be awarded without soliciting competitive quotations if the district considers the price to be reasonable.~~
- ~~2. **Small Purchase Procedures.** Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold as defined by 2 CFR §200.88. Under Idaho law, small purchase procedures may be used where the cost is between \$10,001 and \$49,999. If these procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.~~
- ~~3. **Sealed Bid/Formal Advertising.** Under this method of procurement, bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid conforms with all the material terms and conditions of the invitation for bids and is the lowest in price. This process is required for purchases of \$100,000 and higher as set forth in Idaho law.
 - ~~a. This method of procurement is preferred if the following conditions exist:
 - ~~i. A complete, adequate, and realistic specification or purchase description is available;~~
 - ~~ii. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and~~
 - ~~iii. The procurement lends itself to a firm fixed price contract and the selection of a successful bidder can be made principally on the basis of price.~~~~
 - ~~b. If sealed bids are used, the following requirements apply:
 - ~~i. The invitation for bids will be publicly advertised at least two (2) weeks before bid opening;~~~~~~

- ~~ii. The invitation for bids, which will include any specifications and pertinent attachments, must define items or services in order for the bidder to properly respond;~~
- ~~iii. All bids will be publicly opened at the time and place prescribed in the invitation for bids;~~
- ~~iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in the bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and~~
- ~~v. Any or all bids may be rejected if there is a sound documented reason.~~

~~4. **Competitive Proposals/Semi-Formal Bidding.** This procurement method is normally conducted with more than one source submitting an offer, and either a fixed price or cost reimbursement type contract is awarded. This method will be used when conditions are not appropriate for the use of sealed bids and where the cost of the product/service to be purchased is between \$50,000 and \$99,000. If this method is used, the following requirements apply:~~

- ~~a. Written requests for bids describing the goods or services desired will be made available to at least three (3) vendors at least three (3) days before a written response is due (unless an emergency exists);~~
- ~~b. Bidders will have one (1) day to submit written objections;~~
- ~~c. The district will provide a written method for conducting technical evaluations of the proposals received and for selecting recipients;~~
- ~~d. Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and~~
- ~~e. This district may use competitive proposal procedures for qualifications based procurement of architectural and engineering professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, may only be used in procurement of architectural and engineering professional services. It cannot be used to purchase other types of services though architectural and engineering firms are a potential source to perform the proposed effort.~~

~~5. **Non-Competitive/Sole Source Proposals.** This method seeks solicitation of goods or services from only one source and may be used only when one or more of the following circumstances applies:~~

- ~~a. The item is available only from a single source;~~
- ~~b. The public exigency or emergency for the procurement will not permit a delay resulting from competitive solicitation;~~
- ~~c. The federal agency or pass through entity for use of the federal funds expressly authorizes non-competitive proposals in response to a written request from the district; or~~
- ~~d. After solicitation of a number of sources, competition is determined to be inadequate.~~

BUY AMERICAN AND SCHOOL MEALS

When making purchases for the district's school lunch program, the district will, to the maximum extent practicable, purchase domestic commodities or products.

For the purposes of this policy, "domestic commodity or product" means: (i) an agricultural commodity that is produced in the United States; and (ii) a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

Additionally, the district will require school meal program suppliers to attest that their final food products are either one hundred percent (100%) domestic commodities or a food product containing over fifty-one percent (51%) domestic food components, by weight or volume.

Exceptions to this Buy American requirement may be made when the district determines that:

1. The food or food product is not produced or manufactured in the United States in sufficient or reasonably available quantities of a satisfactory quality; or
2. Competitive bids reveal the cost of a United States food or food product is significantly higher than the non-domestic product.

When such an exception is made, the Superintendent or designee will document such exceptions. Prior to approval of any exception, the Superintendent or designee will consider the use of domestic alternative foods, which consideration will be documented.

SCHOOL BUILDING PLAN REVIEWS AND INSPECTION

~~For purchases involving public works construction, the district will not advertise for bids for any school building construction project until the plans for such building(s) have been approved in accordance with Idaho Code §39-4113. All school construction or remodeling projects requiring~~

~~plan review will be inspected by building inspectors certified in accordance with Idaho Code §39-4108, or by Idaho licensed architects or engineers to determine compliance with title 39, chapter 41 and the Idaho Uniform School Building Safety Act (title 39, chapter 80, Idaho Code).~~

[Choose A or B below:]

Option A:

~~The district elects to utilize the plan review services of [identify name of city or county that is eligible to provide building code enforcement/plan review services] for review of all public school building plans. The district will provide a written certification of its election for plan review services to the [identify local jurisdiction building department] and the Idaho Division of Building Safety (DBS)~~

Option B:

~~The district elects to utilize the plan review services of the Idaho Division of Building Safety (DBS) for review of all public school building plans. The district will provide a written certification of its election for plan review services to the [identify local jurisdiction building department] and the DBS.~~



LEGAL REFERENCE:

Idaho Code Sections

- ~~33-118A—Curricular Materials—Adoption Procedures~~
- 33-601 – Real and Personal Property – Acquisition, Use or Disposal of same
- 33-1510 – Contracts for Transportation Service
- ~~39-4113—Plan Reviews—Maximum Fees and School Inspections~~
- ~~39-8001 et seq.—Uniform Public School Building Safety~~
- ~~44-1001 et seq.—Public Works~~
- ~~54-1900 et seq.—Public Works Contractors~~
- ~~67-2346—Anti-Boycott Against Israel Act~~
- ~~67-2359—Contract With a Company Owned or Operated by the Government of China Prohibited~~
- 67-2347 – Prohibition of Environmental, Social, and Governance Standards in Public Contracts
- 67-2800 et seq. – Purchasing by Political Subdivisions

Federal Regulations

- 2 CFR Part 200, including Appendix II, “Contract Provisions for Non-Federal entity Contracts Under Federal Awards” (EDGAR)
- 7 CFR 210.21(d) – USDA Buy American requirements

CROSS-REFERENCE:

850P1 – Supplemental Purchasing Procedures

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- 850.20 – Purchases Using Federal Funds
- 850.20 – Purchase Procedures for Federal Awards
- 850.30 – Purchasing Services or Personal Property
- 850.90 – Public Works Construction
- 853 – School Building Plan Reviews and Inspection
- 854 – Contractual Certifications and Restrictions

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

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COMPLIANCE WITH FEDERAL PURCHASING GUIDELINES

In addition to its other policies and procedures regarding procurement, where the district seeks to purchase goods, services or public works construction using federal funds, the district will use the following guidelines:

1. District purchases will conform to applicable federal law (provided, however, that where state purchasing procedures are more restrictive, the District will follow state law requirements).
2. The board or its designee will maintain oversight of contracts to ensure performance in accordance with the terms, conditions and specifications of their contracts or purchase orders.
3. The district will maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts as more fully set forth in *Policy 228 (Board Member Conflict of Interest)* and *Policy 418 (Employee Conflict of Interest)*, and in the *District's Policies and Procedures Manual for the Administration of Federal Education Programs ("Federal Programs Manual")*. A conflict of interest includes when the employee, officer, agent, or board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract. An employee, officer, agent, and board member may neither solicit nor accept gratuities, favors, or anything of monetary value exceeding \$50 from contractors or subcontractors. Any employee who solicits any gift, or who accepts an unsolicited gift with a value exceeding \$50, shall be subject to disciplinary action up to and including termination. Upon discovery of any potential conflict of interest, the district will disclose in writing the potential conflict to the State Department of Education (SDE) and/or federal awarding agency in accordance with applicable SDE or federal awarding agency policy. In addition, the district will disclose, in a timely manner, in writing to the SDE and/or the federal awarding agency, all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. *The superintendent or his/her designee will conduct any necessary investigation and submit it in writing to the SDE.*
4. The district will avoid acquisition of unnecessary or duplicative items by giving consideration to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, the board or its designee will analyze lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach to purchases.
5. Where practical or appropriate, the district will enter into state and local inter-governmental agreements or inter-entity agreements for procurement or use of common or shared goods and services.
6. Where feasible or appropriate to reduce project costs, the district will use federal excess and surplus property in lieu of purchasing new equipment and property.

7. Where practical or appropriate, the district will use value engineering clauses in contracts for public works construction of sufficient size to offer reasonable opportunities for cost reductions. “Value engineering” means analyzing each contract item or task to ensure that its essential function is provided at the overall lower cost.
8. The district will only award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, proper classification of employees under the Fair Labor Standards Act, record of past performance, and financial and technical resources.
9. The district will maintain records sufficient to detail the history of each procurement. These records will include, but are not limited to: rationale for the method of procurement; selection of contract type; contractor selection or rejection; and the basis for the contract price.
10. The district will use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.
 - a. “Time and material type contract” means a contract whose cost to the district is the sum of:
 - i. The actual cost of materials; and
 - ii. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
 - b. If the board selects a time and materials type contract, the board or its designee will ensure a high degree of oversight of the contract to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
11. The district will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of its procurements. These include, but are not limited to: source evaluation; protests; disputes; and claims.
12. All procurement transactions will be conducted in a manner providing full and open competition consistent with state law, the standards set forth in the district’s purchasing policies, including Policy 850 (Purchasing), Policy 850.30 (Purchasing Services or Personal Property), Policy 850.90 (Public Works Construction), and Policy 850P1 (Supplemental Purchasing Procedures), and the standards set forth in 2 CFR §§200.319 and 200.320.
13. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals will be excluded from competing for such procurements.
14. Some of the situations considered to be restrictive of competition include but are not limited to:
 - a. Placing unreasonable requirements on firms in order for them to qualify to do business;
 - b. Requiring unnecessary experienced and excessive bonding;
 - c. Non-competitive pricing practices between firms or between affiliated companies;
 - d. Non-competitive contracts to consultants that are on retainer contracts;
 - e. Organizational conflicts of interest;

- f. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
 - g. Any arbitrary action in the procurement process.
15. The district will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in cases where applicable federal statutes expressly mandate or encourage geographic preference. This requirement does not preempt any applicable state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
16. In its procurements, the district will incorporate a clear and accurate description of the technical requirements for the material, product or service to be procured using the following guidelines:
- a. In competitive procurements, such descriptions will not contain features which unduly restrict competition.
 - b. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.
 - c. Detailed product specifications will be avoided if possible.
 - d. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors will be clearly stated.
 - e. The district will identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
17. The district will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open competition. When establishing or amending prequalified lists, the district will consider objective factors that evaluate price and cost to maximize competition. In addition, the district will not preclude potential bidders from qualifying during the solicitation period.
18. The district will take all affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. For purposes of this policy, affirmative steps include:
- a. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
 - b. Assuring that small and minority businesses, and women’s business enterprises, are solicited whenever they are potential sources;
 - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small, minority and women’s businesses;
 - d. Establishing delivery schedules, where the requirement permits, which encourage participation by small, minority and women’s businesses;

- e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce; and
 - f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs a – e of this section.
19. The district will perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold as defined in 2 CFR §200.88. The method and degree of analysis will be dependent on the facts surrounding the particular procurement situation, but as a starting point the district will make independent estimates before receiving bids or proposals.
20. The district will negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
21. The cost plus a percentage of cost and percentage of construction cost methods of contracting will not be used.
22. For public works construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold as defined in 2 CFR §200.88 the district will adhere to state bonding requirements (set forth in Idaho Code §54-1926) provided a determination has been made by a federal awarding agency or pass-through entity that the federal interest is adequately protected. Where such a determination has not been made, the minimum bonding requirements will be as follows:
- a. A bid guarantee from each bidder equal to five percent (5%) of the bid price, which must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
 - b. A performance bond on the part of the contractor for one hundred percent (100%) of the contract price. The performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under the contract.
 - c. A payment bond on the part of the contractor for one hundred percent (100%) of the contract price. The payment bond is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and materials in the execution of the work provided for in the contract.
23. In addition to other provisions required by the district or state law, all contracts made by the district under a federal award must contain provisions covering the requirements set forth in Appendix II to 2 CFR Part 200, a copy of which is attached to this policy.

CONTRACT COST AND PRICE ANALYSIS

The district will perform a cost or price analysis for every procurement transaction, including contract modifications, in excess of the simplified acquisition threshold. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements. The method and

degree of analysis conducted will depend on the facts surrounding the particular procurement transaction. As a starting point, designated district staff will make independent estimates before receiving bids or proposals.

When performing a cost analysis, the superintendent or designee negotiates profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. Documentation of all such cost and price analyses will be kept for three (3) years beyond the current year for review.



LEGAL REFERENCE:

Idaho Code Sections

18-1351 – Bribery and Corrupt Influences

33-316 – Cooperative Contracts to Employ Specialized Personnel and/or Purchase Materials

67-2801 *et seq.* – Purchasing by Political Subdivisions

Federal Regulations

2 CFR §200.317 – Procurement by States

2 CFR §200.318 – General Procurement Standards

2 CFR §200.319 – Competition

CROSS-REFERENCE:

850 – Purchasing

850P1 – Supplemental Purchasing Procedures

850.30 – Purchasing Services or Personal Property

850.90 – Purchasing Public Works Construction

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

Where the district seeks to purchase goods, services or public works construction using federal funds, the district will use one of the following methods of procurement as defined in state and federal law (*see also the District's Federal Programs Manual*):

1. **Micro-Purchases.** Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000 under Idaho law. To the extent practicable, the district will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the district considers the price to be reasonable based on research, experience, purchase history, or other information; and maintains documents to support its conclusion. Purchase cards may be used as a method of payment for micro purchases.
2. **Simplified Acquisition and Small Purchase Procedures.** When purchasing goods or services with federal funds, the district will comply with all applicable requirements and procedures set forth in district policy as well as state and federal law. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold as defined by 2 CFR §200.1. Under Idaho law, small purchase procedures may be used where the cost is between \$10,001 and \$99,999. If these procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources. The district will document all verbal responses received from contractors.
3. **Sealed Bid/Formal Advertising.** Under this method of procurement, bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid conforms with all the material terms and conditions of the invitation for bids and is the lowest in price. This process is required for purchases of \$250,000 and higher as set forth in Idaho law.
 - a. This method of procurement is preferred if the following conditions exist:
 - i. A complete, adequate, and realistic specification or purchase description is available;
 - ii. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and
 - iii. The procurement lends itself to a firm fixed price contract and the selection of a successful bidder can be made principally on the basis of price.
 - b. If sealed bids are used, the following requirements apply:
 - i. The invitation for bids will be publicly advertised at least two (2) weeks before bid opening;
 - ii. The invitation for bids, which will include any specifications and pertinent attachments, must define items or services in order for the bidder to properly respond;
 - iii. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
 - iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in the bidding documents, factors such as

discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

- v. Any or all bids may be rejected if there is a sound documented reason.
4. **Competitive Proposals/Semi-Formal Bidding**. This procurement method is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. This method will be used when conditions are not appropriate for the use of sealed bids and where the cost of the product/service to be purchased is between \$100,000 and \$249,999. If this method is used, the following requirements apply:
- a. Written requests for bids describing the goods or services desired will be made available to at least three (3) vendors at least three (3) days before a written response is due (unless an emergency exists);
 - b. Bidders will have one (1) day to submit written objections;
 - c. The district will provide a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The district may use competitive proposal procedures for qualifications-based procurement of architectural and engineering professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, may only be used in procurement of architectural and engineering professional services. It cannot be used to purchase other types of services though architectural and engineering firms are a potential source to perform the proposed effort.
5. **Non-Competitive/Sole Source Proposals**. This method seeks solicitation of goods or services from only one source and may be used only when one or more of the following circumstances applies:
- a. The item is available only from a single source;
 - b. The public exigency or emergency for the procurement will not permit a delay resulting from competitive solicitation;
 - c. The federal agency or pass-through entity for use of the federal funds expressly authorizes non-competitive proposals in response to a written request from the district;
or
 - d. After solicitation of a number of sources, competition is determined to be inadequate.

A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$50,000.



LEGAL REFERENCE:

Idaho Code Sections

67-2801 *et seq.* – Purchasing by Political Subdivisions

Federal Regulations

2 CFR §200.320 – Procurement Methods

CROSS-REFERENCE:

850 – Purchasing

850P1 – Supplemental Purchasing Procedures

850.20 – Purchases Using Federal Funds

850.30 – Purchasing Services or Personal Property

850.90 – Purchasing Public Works Construction

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

The board may purchase services or personal property as necessary for the operation of the district. All contracts will be bid and entered into in accordance with all applicable state and federal laws relating to public purchasing, as well as the district's policies relating to purchasing (Policy 850) and supplemental bidding procedures (Policy 850P1). Where the purchase of services or personal property is made with federal funds, the district will also follow the guidelines set forth in Policy 850.20 (Purchases Using Federal Funds), Policy 850.20P1 (Purchasing Procedures for Federal Awards), and/or the District's Policies and Procedures Manual for the Administration of Federal Education Programs ("Federal Programs Manual") [or other applicable guidelines adopted by the district].

Before entering into a contract that entails the expenditure of fifty thousand dollars (\$50,000) or more, the board or its designee will have the contract reviewed by legal counsel to ensure that the district's interests are adequately protected.

Except as may be otherwise set forth herein, this policy does not apply to service or personal property contracts that are exempt from competitive bidding requirements as provided in Idaho Code §67-2803 and ~~P~~policy 850.

BUS TRANSPORTATION SERVICES

The district will follow the requirements of Idaho Code §33-1510 for all bus transportation service contracts.

SERVICES AND PERSONAL PROPERTY VALUED BETWEEN \$~~75~~75100,000 AND \$~~125~~125000

When the board contemplates purchasing services or personal property valued in excess of ~~seventy-five~~seventy-fiveone hundred thousand dollars (\$~~75~~75100,000) but not to exceed ~~one-two~~one-two hundred fifty thousand dollars (\$~~2~~250,000), the following procedures apply.

Bid Solicitation

The written solicitation for bids will be sent to no fewer than three (3) vendors by written means, either by electronic or physical delivery. The solicitation will describe the services or personal property to be purchased or leased in sufficient detail to allow a vendor dealing in such goods to understand what the board seeks to procure, the electronic or physical delivery method(s) authorized to submit a bid, and the date and time by which the board clerk (or other authorized official) must receive a bid proposal, and a reasonable time to respond, provided that except in the event of an emergency, such time will not be less than three (3) business days.

Objections

The board clerk (or other authorized official) must receive any written objections to specifications or bid procedures at least one (1) business day before the date and time the bids are due to be received. *The board or designee will respond to any such objection in writing and communicate such response to all prospective bidders, adjusting bidding timeframes if necessary.* Any objection not submitted within the time required by this section will be deemed a waiver of any rights to raise such objection thereafter.

Contract Award

Upon receipt of the written bids, by either physical or electronic delivery, the clerk will compile and submit the written bids to the board or designee which will approve the responsive bid proposing the lowest procurement price or reject all bids and publish notice for bids, as before.

If the board finds that it is impractical or impossible to obtain three (3) bids for the proposed procurement, the board may acquire the property in any manner the board deems best from a qualified vendor quoting the lowest price. When fewer than three (3) bids are considered, the board will document the efforts undertaken to procure at least three (3) bids and such documentation will be maintained for at least six (6) months after any such procurement is made. If two (2) or more bids are the same and both constitute the lowest responsive bids, the board has discretion to accept either bid.

SERVICES OR PERSONAL PROPERTY VALUED IN EXCESS OF \$~~2~~150,000

When the board contemplates an expenditure to purchase services or personal property, other than services or personal property excluded pursuant to Idaho Code §67-2803, valued in excess of ~~one-two~~ hundred fifty thousand dollars (\$~~2~~150,000), an open competitive sealed bid process will be utilized as set forth below. The procurement will be made from the qualified bidder submitting the lowest bid price complying with bidding procedures and meeting the specifications for the goods sought to be procured.

Bid Solicitation

The written request for bids, and notices thereof, will succinctly describe the services or personal property to be procured and set a date, time, and place for the opening of bids. Two (2) notices soliciting bids must be published in the official newspaper of the district. The first notice must be published at least two (2) weeks before the date for opening bids, with the second notice to be published in the succeeding week at least seven (7) days before the date that bids are scheduled to be opened. Copies of specifications, bid forms, bidder's instructions, contract documents, and general and special instructions will be made available upon request by any interested bidder. Bids that do not substantially comply with the bid forms will not be considered.

Objections

The board clerk (or other authorized official) must receive any written objections to specifications or bid procedures at least three (3) business days before the date and time the bids are scheduled to be opened. *The board or designee will respond to any such objection in writing and communicate such response to all prospective bidders, adjusting bidding timeframes if necessary.* Any objection not submitted within the time required by this section will be deemed a waiver of any rights to raise such objection thereafter.

Bid Security

If the board deems it is in the district's best interest, it may require bidders to provide bid security in an amount equal to at least five percent (5%) of the amount bid. If required, a bid will not be considered unless one (1) of the forms of bidder's security is enclosed with it, unless the bid is submitted in a form which substantially complies with the form provided by the district. The board may require that the bid security be in one of the following forms:

1. Cash;
2. A cashier's check payable to the district;
3. A certified check payable to the district; or
4. A bidder's bond executed by a qualified surety company, payable to the district.

Contract Award

Sealed bids will be opened in public at the date, time, and place specified in the notice, thereafter to be compiled and submitted to the board for award or, if a designee is authorized, for approval of the award. Any bid received by the board may not be withdrawn after the time set in the notice for opening of bids.

In its discretion, the board or its designee may reject all bids and re-bid or after finding it to be a fact, the board may pass a resolution declaring that the subject goods can be procured more economically on the open market. If two (2) or more bids are the same and both constitute the lowest responsive bids, the board or its designee may accept the one it chooses.

If the board chooses to award the contract to a bidder other than the apparent low bidder, the board will declare its reason(s) on the record and communicate such reason(s) in writing to all who have submitted a competing bid.

Failure to Execute Contract

If the successful bidder fails to execute the contract, the amount of his bidder's security may be forfeited to the district at the sole discretion of the board and, thereafter, the proceeds may be deposited in a designated fund out of which the reasonable expenses for procuring substitute performance are paid.

The board may, on the refusal or failure of the successful bidder to execute the contract, award the contract to the next lowest qualified bidder. If the board awards the contract to the next lowest qualified bidder, the amount of the lowest qualified bidder's security may be applied by the board to the difference between the lowest responsive bid and the next lowest responsive bid, and the surplus, if any, shall be returned to the lowest bidder if cash or check is used, or to the surety on the bidder's bond if a bond is used, less reasonable administrative costs not to exceed twenty-five percent (25%) of the amount of the bidder's security.

Objection to Contract Award

If any participating bidder objects to the award of a contract, such bidder must submit a written response to the board's notice within seven (7) calendar days of the date of transmittal of the notice, setting forth in such response the express reason(s) that the award decision of the board is in error. Thereafter, staying performance of any procurement until after addressing the contentions raised by the objecting bidder, the board will review its decision and determine whether to affirm or modify the award, or re-bid the contract, setting forth its reason(s) therefore. After completion of the review process, the board may proceed as it deems to be in the public interest. Any objection or appeal not submitted within the time required by this section will be deemed a waiver of any rights to raise such objection or appeal thereafter.

REQUESTS FOR PROPOSALS

The board may utilize a request for proposal (RFP) process as set forth in Idaho Code §67-2806A as an alternative to the competitive bidding process. The RFP process may be used when the following conditions exist:

- Fixed specifications might preclude the discovery of a cost-effective solution;
- A specific problem is amenable to several solutions; or
- Price is not the sole determining factor for selection.

Factors that may be considered in the evaluation of vendors in a RFP process include, but are not limited to, those set forth in Idaho Code §67-2806A.

At a minimum, an RFP will state the instructions of the process, the scope of work for the services or personal property contemplated, the selection criteria, contract terms, and the scoring methodology applying relative weights to factors considered. Notification, solicitation and consideration of contests concerning the award of procurement pursuant to an RFP shall be in accordance with the minimum requirements established in Idaho Code §67-2806, subject to the selection criteria established at the outset of each such procurement. Records compiled in the scoring process will be made available for public inspection when a procurement recommendation is made to the board.

COOPERATIVE AND JOINT PURCHASING

If determined appropriate, the board may make purchases of services or personal property through cooperative, interagency, or joint purchasing agreements as allowed by Idaho Code §§ 33-315 (cooperative contracts to employ specialized personnel and/or purchase materials); 67-2326 through 67-~~2333~~ 2331 (joint exercise of powers); 67-2332 (interagency contracts); and 67-2807 (cooperative purchasing). The board will at all times adhere to the requirements set forth in state law.

CONTRACTS WITH CERTAIN PUBLIC WORKS CONSTRUCTION AND DESIGN PROFESSIONALS

For professional service contracts anticipated to be more than \$50,000, the board may negotiate contracts or agreements for professional engineering, architectural, landscape architectural, construction management, and professional land surveying services on the basis of demonstrated competence and qualifications utilizing the process set forth in Idaho Code §67-2320. For professional services contracts where the anticipated service fee is less than \$50,000, the board may establish its own guidelines for selection of public works construction and design professionals based on demonstrated competence and qualifications to perform the type of services required, followed by negotiation of the fee at a set price determined by the board to be fair and reasonable after considering the estimated value, scope, complexity, schedule and nature of services required. Alternatively, for contracts where the estimated professional service fee is less than \$50,000, the board may elect to use the process set forth in Idaho Code §67-2320.

The board will not enter into a contract with any person or firm for construction management services as a construction manager representative or construction manager/general contractor if such person or firm is required to be licensed as required by Idaho law, unless: (a) such person holds a valid license or such firm holds a valid certificate issued pursuant to Idaho Code §§54-4501 *et seq.*; (b) the selection of the construction manager representative or construction manager/general contractor is made pursuant to Idaho Code §67-2320; and (c) all terms of the contract, including but not limited to terms for management fees, incentive compensation and disposition of any contingency fund, if applicable, are agreed upon in writing.

The board may award a contract for construction management services on either a construction manager representative or construction manager/general contractor basis under the guidelines set forth in Idaho law. No proposal, bid, or qualifications will be accepted or denied and no award of a contract for construction management services will be made based on environmental, social

and governance standards. For purposes of this policy, “environmental, social and governance standards” means procurement standards that screen or score bids, in whole or in part, on subjective ethical or sustainability criteria unrelated to the specifications in a solicitation or the qualifications of a bidder.

~~COMPLIANCE WITH ANTI-BOYCOTT AGAINST ISRAEL ACT~~

~~For all contracts with a total potential value of \$100,000 or more executed on or after July 1, 2021, the board acknowledges that it will not enter into a contract with a company to acquire or dispose of services unless the contract includes a written certification that the company is not currently engaged in, and will not for the duration of the contract engage in, a boycott of goods or services from Israel or territories under its control. This requirement does not apply to companies with fewer than ten (10) employees.~~

~~For purposes of this policy, the terms “boycott Israel” or “boycott of the state of Israel,” and “company” shall have the meanings set forth in Idaho Code §67-2346(3).~~

~~Upon discovering that a contract fails to comply with this policy, the board will have a period of ninety (90) days to obtain the necessary certification. After such time, any contract continuing to violate the provisions of the Anti-Boycott Against Israel Act shall be void as against public policy.~~

~~COMPLIANCE WITH PROHIBITION ON CONTRACTS WITH COMPANIES OWNED OR OPERATED BY THE GOVERNMENT OF CHINA~~

~~For contracts entered into after July 1, 2023, the board acknowledges that it will not enter into a contract to acquire or dispose of services unless the contract includes a written certification that the company is not currently owned or operated by the government of China and will not for the duration of the contract be owned or operated by the government of China.~~

~~For purposes of this policy, “government of China” and “company” shall have the meanings set forth in Idaho Code §67-2347(2).~~

~~Upon discovering that a contract fails to comply with this policy, the board will have a period of ninety (90) days to obtain the necessary certification. After such time, any contract continuing to violate Idaho Code §67-2347 shall be void as against public policy. Any contract executed prior to July 1, 2023 that violates the law will not be renewed.~~



LEGAL REFERENCE:

Idaho Code Sections

33-316- – Cooperative Contract to Employ Specialized Personnel and/or Purchase Materials

33-601 – Real and Personal Property – Acquisition, Use or Disposal of Same

67-2320 – Professional Service Contracts with Design Professionals, Construction Managers, and Professional Land Surveyors

67-2326 through 67-233~~1~~³ – Joint Exercise of Powers

~~67-2332 – Interagency Contracts~~

~~67-2346 – Anti-Boycott Against Israel Act~~

~~67-2347 – Prohibition of Environmental, Social, and Governance Standards in Public Contracts~~

~~67-2359 – Contract with a Company Owned or Operated by the Government of China~~

67-2800 *et seq.* – Purchasing by Political Subdivisions

54-1901 *et seq.* – Public Works Contractors

54-4511 – Award of Contracts – Dual Capacity

Federal Regulations

2 CFR Part 200 (EDGAR)

CROSS-REFERENCE:

850 – Purchasing

850P1 – Supplemental Purchasing Procedures

850.20 – Purchases Using Federal Funds

850.20P1 – Purchasing Procedures for Federal Awards

854 – Contractual Certifications and Restrictions

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

The board will comply with all public works construction requirements of Idaho law relating to the construction, alteration or repair of any and all school buildings and improvements. In addition, the board will follow the guidelines set forth in the District's Policies and Procedures Manual for the Administration of Federal Education Programs ("Federal Programs Manual"). For purposes of this Policy, "public works construction" and "public works contractor" shall have the meanings set forth in Idaho Code §54-1901(2).

PUBLIC WORKS LICENSURE

For any construction, alteration, improvement or repair involving any single project involving any number of trades or crafts with an estimated cost of less than ~~fifty-one hundred~~ thousand dollars (\$~~1050,000~~), a public works contractors' license is not required. For projects equal to or greater than ~~fifty-one hundred~~ thousand dollars (\$~~1050,000~~), the successful bidder must hold a valid public works contractors' license as required by Idaho law. If a portion or ~~all-of~~ the funding for the public works project is federal funding, the district's notice of solicitation of bids will not require that the bidder hold a valid public works license at the time of submission of the bid. However, any successful bidder must hold such license at the time of award and execution of a resulting contract.

Except as otherwise provided herein or by federal law, the successful bidder selected to complete construction, repair, or renovation of district facilities must hold a valid public works license and must agree to comply with the following guidelines as provided in Idaho Code §§44-1001 *et seq.*:

1. The contractor or person in charge of public works construction must employ 95% bona fide Idaho residents as employees except for sole source procurements authorized by Idaho Code §67-2808(2).
2. Alternatively, if the total number of persons employed on the contract is fifty (50) or less, the contractor or person in charge must employ 90% bona fide Idaho residents, provided the contractor gives preference to the employment of bona fide Idaho residents in the performance of such work.
3. For purposes of the guidelines in this section, "bona fide resident of Idaho" means that the person has resided in Idaho for not less than one (1) year immediately prior to employment on the project.
4. In contracts involving the expenditure of federal aid funds the preference for bona fide Idaho residents will not be enforced in such a manner as to conflict with or be contrary to federal law prescribing a labor preference to honorably discharged soldiers, sailors, and marines, prohibiting as unlawful any other preference or discrimination among citizens of the United States.

5. An employee who is not a citizen of the United States, or has not declared an intention to become such, or is not eligible to become a citizen shall not be employed upon any public works construction project of the district.
6. Whenever applicable provisions of Idaho law require a public works contractor’s license to bid upon a public construction project, the requirement will be deemed waived whenever a federal law prohibits requiring licensure as a precondition for submitting a bid.
7. Nothing in this policy prohibits the district from performing construction or repair work on its own facilities using its own employees.

WRITTEN PLANS AND SPECIFICATIONS

The board will make written plans and specifications of work to be performed or materials to be furnished on any public works construction project of the district, which plans and specifications will state, among other things pertinent to the work to be performed or materials furnished, the number, size, kind and quality of materials and service required for such contract. The plans and specifications will not specify or provide for the use of a specific brand or mark, or any patented apparatus or appliances when other materials are available for such purpose and when such requirements would prevent competitive bidding on the part of dealers or contractors in other articles or materials of equivalent value, utility or merit. All plans and specifications will be made available to all interested and prospective bidders, provided that the board may require prospective bidders to make a reasonable deposit for such plans and specifications.

DESIGN-BUILD CONSTRUCTION

~~The board may use the design-build method of construction in contracts for the construction, repair or improvement of district buildings. For purposes of this policy, a design-build contract is a contract between the board and contractor or other party in which the contractor agrees to both design and build a structure or other item specified in the contract.~~

~~The board will use the following criteria in determining when to use the design-build method of construction:~~

- ~~1. Project suitability for design-build method contracting regarding time constraints, costs and quality factors;~~
- ~~2. The availability, capability and experience of potential design-build firms;~~
- ~~3. The board’s ability to manage design-build projects, including employing experienced personnel or outside consultants; and~~

~~4. Other criteria the board deems relevant and states in writing in its determination to use design-build contract procedures.~~

~~Any design-build firm, regardless of its organizational structure, must comply with all requirements of Idaho Code §§54-1201 et seq., relating to licensing of engineers and surveyors, and Idaho Code §§54-1901 et seq., relating to public works contractor licensing. Any Idaho professional engineering licenses required shall be obtained prior to submittal of a design-build firm's proposal. The design-build firm shall also obtain any required Idaho public works licenses prior to submittal of a proposal, unless the project involves federal funds. If the project involves federal funds, then the design-build firm must obtain any required Idaho public works licenses prior to contract award.~~

~~Conflicts of Interest~~

~~A professional engineer licensed in the state of Idaho be responsible for preparing any requests for qualifications (RFQ) and requests for proposals (RFP) associated with the project, and such professional licensed engineer may not be affiliated with any design-build firm submitting proposals on the project. For each design-build project, the board will designate an evaluation committee to review and evaluate submittals in response to any RFQ and RFP for the project. Any RFQ and RFP must address potential organizational conflicts of interest as follows:~~

- ~~1. No person or business entity that assisted the district in preparing the solicitation documents will be allowed to participate as a design-build firm or as a member of the design-build firm's team; provided the board may determine that there is not an organizational conflict of interest where:
 - ~~a. The role of the person or business entity was limited to provision of preliminary design, reports or similar "low level" documents that may be incorporated into the solicitation but did not include assistance in the development of instructions to design-build firms or evaluation criteria; or~~
 - ~~b. All documents and reports delivered to the board by the person or entity are made available to all potential design-build firms.~~~~
- ~~2. The design-build firm shall disclose all relevant facts concerning any past, present or currently planned interests that may present an organizational conflict of interest.~~
- ~~3. If at any time during the selection process or during the contract period a previously undetermined organizational conflict of interest arises, the design-build firm must disclose that information as soon as discovered and mitigate or eliminate the conflict.~~

~~RFQ~~

~~At a minimum, the following shall be included in each RFQ:~~

- ~~1. Relevant construction-related experience and performance;~~

- ~~2. Financial, personnel and equipment resources available for construction;~~
- ~~3. Designer qualifications including: (i) experience and performance of the designer on similar projects; (ii) qualifications and relevant experience of the designer's project manager and key personnel; and (iii) available resources of the designer.~~
- ~~4. Scope of work statement and schedule;~~
- ~~5. Documents defining the project requirements;~~
- ~~6. Maximum time allowed for project design and construction;~~
- ~~7. Estimated cost of project design and construction;~~
- ~~8. Requirements for key personnel;~~
- ~~9. Scoring criteria for evaluating the qualifications submitted; and~~
- ~~10. The number of firms to be short listed. The number of firms short listed will be no less than two (2) or more than five (5).~~

~~The criteria for evaluation of qualifications may include, without limitation:~~

- ~~1. Technical qualifications for construction, such as specialized experience and technical competence, including key personnel;~~
- ~~2. Capability to perform construction, including the availability of key personnel;~~
- ~~3. Designer qualifications;~~
- ~~4. The proposed plan of the design-build firm to manage the design and construction of the project;~~
- ~~5. Understanding of and approach to the project;~~
- ~~6. Organizational conflicts of interest; and~~
- ~~7. Other appropriate qualifications-based selection factors.~~

~~The RFQ shall not include any price-related factors. Designer qualifications shall be included in the selection process as a percentage of the total score based on project complexity, potential for design innovation and alternatives, and the project's impacts to the public during construction and operation. The board will develop a short list of the most qualified design-build firms from the proposals submitted in response to the RFQ. If only a single design-build firm responds to the RFQ or remains on the short list, the board may issue a new RFQ or cancel the solicitation.~~

~~The board will provide to each design-build firm that submitted qualifications the summary of scores of all proposers and the design-build firms' evaluation worksheets within three (3) business days following notification of the short list. The confidentiality of the evaluation committee members and other design-build firms will be maintained.~~

Objection to RFQ

~~Any licensed contractor may appeal the determination that it does not meet the prequalification standards. Such appeal must be submitted to the board within seven (7) days after transmittal of the prequalification results. The board will conduct the appeal by reviewing solely the written objection and accompanying documentation; the board will not meet with the licensed contractor. If the board sustains its prior decision, it will state its reason(s) for the record. The~~

~~board's decision concerning prequalification may be appealed to the public works contractors license board no more than fourteen (14) days following the board's decision on appeal, pursuant to Idaho Code §67-2805(3)(b)(iv). The public works contractors license board then has thirty five (35) days to decide any such appeal. Failure to file a timely appeal of a prequalification determination will be deemed to constitute a waiver of any rights to file an appeal thereafter.~~

~~The board will stay the bidding process during the pendency of the prequalification appeal until the public works contractor's license board completes its review, but in no instance more than forty nine (49) days after the board issued its final decision regarding the prequalification appeal. Any licensed public works contractor affected by a decision on appeal by the public works contractor's license board may, within twenty eight (28) days of the final decision, seek judicial review as provided by Chapter 52, Title 67, Idaho Code.~~

RFP

~~The board will prepare a RFP for each design-build contract which includes, but is not limited to, the following:~~

- ~~1. Performance and technical requirements;~~
- ~~2. Conceptual design;~~
- ~~3. Specifications;~~
- ~~4. Functional and operational elements for the delivery of the completed project;~~
- ~~5. Description of the selection and award criteria, including the weight or relative order, or both, of each criterion;~~
- ~~6. Copies of the contract documents the selected bidder will be expected to sign;~~
- ~~7. Maximum time allowed for project design and construction;~~
- ~~8. Estimated cost of design and construction or fixed price;~~
- ~~9. A requirement that all proposals be submitted to the board in two (2) parts: (i) a technical proposal; and (ii) a price proposal;~~
- ~~10. A requirement that all proposals be submitted in a separately sealed, clearly identified package that includes the date and time of the submittal deadline;~~
- ~~11. A requirement that the technical proposal include a critical path method and bar schedule of the work to be performed, or similar schematic, design plans and specifications, technical reports, calculations, permit requirements, applicable development fees, designer qualifications as they relate to the technical proposal and other data requested in the RFP;~~
- ~~12. A requirement that the price proposal contain all design, construction, engineering, quality control and assurance, and construction costs of the proposed project;~~
- ~~13. The date, time and location of the public opening of the sealed price proposals;~~
- ~~14. The basis for design-build firm selection and contract award; and~~
- ~~15. Other information relevant to the project.~~

~~The RFP selection and award criteria will include price, the design build firm's design and construction qualifications, and may include time of completion, innovation, design and~~

~~construction quality and other technical or quality related criteria. When applicable, the percent weighting of the technical proposal score that is assigned to the designer qualifications will be based on the project's level of design completeness prior to the RFP and the opportunity for design innovation and alternatives. As part of the RFP, and when available, the board will make available any project specific documentation, drawings, files, reports and other pertinent materials that would be of use to the eligible design build firms.~~

~~The RFP will address and identify contract provisions including, but not limited to:~~

- ~~1. Allocation of known risks according to the type and location of the project, and the following risk factors shall be considered:
 - ~~(i) governmental risks;~~
 - ~~(ii) regulatory compliance risks;~~
 - ~~(iii) construction phase risks; and~~
 - ~~(iv) post-construction risks;~~~~
- ~~2. Payment and performance bonds;~~
- ~~3. Proposal guaranty;~~
- ~~4. General and professional liability insurance;~~
- ~~5. The department's standards, rules, guidelines, and special provisions requirements;~~
- ~~6. Environmental regulatory requirements, including whether the department or the design-build firm will acquire any or all of the permits required for construction;~~
- ~~7. Design and construction requirements, including specifications;~~
- ~~8. The final documents to be provided by the design-build firm upon completion of the project, which may include "as-built" plans, engineering reports, shop drawings, test results, documentation, daily reports and item quantities;~~
- ~~9. The date for submittal of the technical and price proposals; and~~
- ~~10. The date for opening the sealed price proposals.~~

~~Prior to proposal submittal, the board will offer design-build firms equal opportunity to participate in one-on-one meetings with the board or its designee regarding their proposals if the board determines such discussions are needed. The board will disclose to all design-build firms any issues impacting the scope of work that are relevant to the RFP. The board will not disclose information to an individual design-build firm's confidential business information.~~

~~Proposals that are not responsive to the RFP may be excluded from consideration. The criteria for determining whether a proposal is not responsive shall be defined in the RFP. The technical proposal and price proposal must be submitted concurrently in separate sealed envelopes marked in strict accordance with the requirements and timeline of the RFP. After proposals are submitted, and prior to opening the price proposals, the evaluation committee will open, review and score or otherwise evaluate the technical proposals and any other required technical information in accordance with the established evaluation criteria in the RFP. After proposals are submitted, and prior to opening sealed price proposals, the board may conduct interviews with design-build firms during the technical proposal evaluations. Sealed price proposals will be kept in a secure location until read publicly. When applicable, the technical scores and best values shall be read publicly at the same time.~~

~~The board is not required to award a contract. If the board does award a contract, a contract will be executed and a notice to proceed will be given to the successful design-build firm.~~

Objection to RFP

~~Any participating bidder may object to the contract award by written response to the board's notice of a contract award. Such response must be submitted to the board clerk within seven (7) calendar days of the date of transmittal of the notice, and set forth the express reason(s) that form the objection to the award decision. The board will stay performance of the public works construction until it has addressed the contentions raised by the objecting bidder. The board will review its decision and determine whether to affirm its prior award, modify the award, or choose to re-bid, setting forth its reason(s) therefor in writing. After completion of the review process, the board may proceed as it deems to be in the public interest. Any objection not submitted within the time set forth in this section will be deemed a waiver of any rights to raise such objection thereafter.~~

SUBCONTRACTORS TO BE LISTED ON BID OF GENERAL CONTRACTOR

In all bids submitted for the construction, alteration or repair of district buildings and improvements which construction requires plumbing, HVAC work or electrical work, the general contractor is required to include in his bid the name(s) and address(es) of the subcontractors who will subcontract the plumbing, HVAC work and electrical work under the general contract.

In the event the general contract intends to self-perform the plumbing, HVAC work or electrical work, the general contractor must be properly licensed by the state of Idaho to perform such work. The general contractor must demonstrate compliance with this requirement by listing the valid contractor's license number for the plumbing, HVAC or electrical work to be self-performed by the general contractor on the bid form.

At the time subcontractors are named in accordance with this section, they must possess the appropriate licenses or certificates of competency issued by the state of Idaho covering the contractor work classification in which each respective subcontractor is named, except in cases where the project is financed in whole or in part by federal aid funds. In such cases, the subcontractor must possess the appropriate license or certificate at or prior to the award and execution of the contract.

The general contractor may not name any subcontractor in his bid unless he has received communication from the subcontractor by telephone, mail, facsimile, electronically or in person. In the event the general contractor who secures the contract cannot finalize the terms of the agreement between him and a named subcontractor for any reason other than cost, the general contractor shall name another subcontractor by written notification within ten (10) days of being awarded the contract. The general contractor shall disclose to the board the cost for the work to be performed by substitute contractor. If the amount of the substitute subcontractor's bid is less than the original subcontractor's bid, the reduction in cost shall be passed through to the benefit of the board.

Failure to name subcontractors or list the valid contractor's license number for plumbing, HVAC or electrical work being self-performed by the general contractor shall render any bid submitted by a general contractor unresponsive and void.

PUBLIC WORKS AGREEMENTS – PAYMENT OF WAGES

Except as provided in this section or as required by federal or state law, the district will not require that a contractor, subcontractor, material supplier or carrier engaged in the construction, alteration, equipping, furnishing, maintenance, repair or improvement of public works to pay its employees a (i) predetermined amount of wages or wage rate; or (ii) a type, amount or rate of employee benefits. The foregoing requirement will not apply when federal law requires the payment of prevailing or minimum wages to persons working on projects funded in whole or in part by federal funds (e.g. Davis-Bacon Act wages). In addition, the district will ensure that neither it nor any construction manager acting on its behalf will:

1. In its bid documents, specifications, project agreements or other controlling documents for a public works construction contract, require or prohibit bidders, offerors, contractors, subcontractors, or material suppliers to enter into or adhere to prehire agreements, project labor agreements, collective bargaining agreement or any other agreement with one (1) or more labor organizations on the same or other related construction projects; or
2. Discriminate against, or treat differently, bidders, offerors, contractors, subcontractors or material suppliers for becoming or refusing to become or remain signatories or otherwise to adhere to agreements with one (1) or more labor organizations on the same or other related construction projects.

Nothing in this section will prohibit bidders, offerors, contractors, subcontractors or material suppliers from voluntarily entering into agreements described in subparagraph 1 above.

The requirements of this section do not prohibit or interfere with the rights of employers or other parties to enter into agreements or engage in any other activity protected by the National Labor Relations Act, 29 U.S.C. §151 *et seq.*

~~**PUBLIC WORKS CONSTRUCTION UNDER \$50,000; LACK OF AVAILABLE LICENSED CONTRACTORS**~~

~~For any single contemplated public works construction project with an estimated total cost of less than fifty thousand dollars (\$50,000), where the board determines that there may be a lack of available licensed contractors, the district may publish a notice of intent to solicit bids in the newspaper of general circulation in the district, concurrently sending such notice to the public works contractors license board, soliciting statements of interest from licensed public works contractors to determine whether one or more licensed contractors is interested in submitting a bid.~~

~~Such notice will describe the project in sufficient detail to allow an experienced public works contractor to understand the construction project, the method(s) authorized for submitting bids (electronic or physical delivery), and the date and time by which a bid proposal must be received by the board clerk. The solicitation must provide a reasonable time to respond to the solicitation,~~

~~provided that, except in the event of an emergency, such time shall not be less than three (3) business days. If no licensed public works contractor submits a statement of interest, the board may purchase public works construction from other than a licensed public works contractor by using the same procurement procedures otherwise specified herein.~~

~~PUBLIC WORKS CONSTRUCTION BETWEEN \$50,000 AND \$200,000~~

~~When the board contemplates public works construction valued in excess of fifty thousand dollars (\$50,000) but not to exceed two hundred thousand dollars (\$200,000), the following procedures will be used:~~

Solicitation for Bids

~~The solicitation for bids for the public works construction to be performed will be supplied to no fewer than three (3) owner-designated licensed public works contractors by written means, either by electronic or physical delivery. The solicitation will describe the construction work to be completed in sufficient detail to allow an experienced public works contractor to understand the construction project the district seeks to build, the method(s) authorized for submitting bids (electronic or physical delivery), and the date and time by which a bid proposal must be received by the board clerk (or other authorized official), and shall provide a reasonable time to respond to the solicitation, provided that, except in the event of an emergency, such time shall not be less than three (3) business days.~~

Objections

~~The board clerk (or other authorized official) must receive written objections to specifications or bid procedures at least one (1) business day before the date and time upon which bids are scheduled to be received. *The board or designee will respond to any such objection in writing and communicate its response to all prospective bidders, adjusting bidding timeframes if necessary.* Any objection not submitted within the time required by this section will be deemed a waiver of any rights to raise such an objection thereafter.~~

Contract Award

~~When written bids have been received, by either physical or electronic delivery, they will be submitted to the board or a designee of the board shall present the lowest responsive bid to the board for approval or, if authorized, approve the bid. The governing board or the board's designee shall approve the responsive bid proposing the lowest procurement price or reject all bids and publish notice for bids, as before.~~

~~If the board finds that it is impractical or impossible to obtain three (3) bids for the proposed public works project, the board may acquire the work in any manner it deems best from a qualified public works contractor quoting the lowest price. When fewer than three (3) bids are considered, the board will document the efforts undertaken to procure at least three (3) bids, and such documentation shall be maintained for at least six (6) months after the decision is made. If~~

~~two (2) or more price quotations offered by different licensed public works contractors are identical and constitute the lowest responsive bids, the board may accept the one it chooses.~~

~~PUBLIC WORKS CONSTRUCTION IN EXCESS OF \$200,000~~

~~When the board contemplates public works construction valued in excess of two hundred thousand dollars (\$200,000), the board will engage in a competitive sealed bid process and contract with the qualified public works contractor submitting the lowest bid price complying with bidding procedures and meeting any prequalifications established by the bid documents. The board may elect to solicit competitive bids for public works construction with or without requiring prequalifications.~~

Soliciting Bids without Prequalification Requirements (Category A)

~~The board will consider bids submitted from any licensed public works contractor desiring to bid upon a public works project. In awarding a contract, the board may only consider the amount bid, bidder compliance with administrative requirements of the bidding process, and whether the bidder holds the requisite license, and shall award the bid to the qualified bidder submitting the lowest responsive bid.~~

Notice

~~The request for bids shall set a date and place for the public opening of bids. Two (2) notices soliciting bids shall be published in the official newspaper of the district. The first notice shall be published at least two (2) weeks before the date for opening bids, with the second notice to be published in the succeeding week at least seven (7) days before the date that bids are scheduled to be opened. The notice will succinctly describe the project to be constructed. Copies of specifications, bid forms, bidder's instructions, contract documents, and general and special instructions will be made available upon request and payment of a reasonable plan copy fee by any interested bidder.~~

Objections

~~The board clerk (or other authorized official) must receive written objections to specifications or bid procedures at least three (3) business days before the date and time the bids are scheduled to be opened. The board clerk, other administrative officer or the board supervising the bidding process will respond to any objection(s) in writing and communicate such response to all prospective bidders, adjusting bidding timeframes if necessary. Any objection not submitted within the time required by this section will be deemed a waiver of any rights to raise such objection thereafter.~~

Submission of Bids

~~All bids must be presented or otherwise delivered under sealed cover to the board clerk or other authorized agent of the district designated by the information provided to bidders by the board~~

~~with a concise statement marked on the outside generally identifying the project to which the bid pertains.~~

Bid Security

~~If the board deems it is in the district's best interest, it may require bidders to provide bid security in an amount equal to at least five percent (5%) of the amount bid. If required, a bid will not be considered unless one (1) of the forms of bidder's security is enclosed with it. The board may require that the bid security be in one of the following forms:~~

- ~~1. Cash;~~
- ~~2. A cashier's check payable to the district;~~
- ~~3. A certified check payable to the district; or~~
- ~~4. A bidder's bond executed by a qualified surety company, payable to the district.~~

Contract Award

~~Sealed bids will be opened in public at the date, time, and place specified in the notice, thereafter to be compiled and submitted to the board for award, or if a designee is authorized, for approval of the award. Any bid received by the board may not be withdrawn after the time set in the notice for opening of bids.~~

~~In its discretion, the board may reject all bids and re-bid, or may, after finding it to be a fact, pass a resolution declaring that the project can be performed more economically by purchasing goods and services on the open market. If two or more bids are the same and both constitute the lowest responsive bids, the board may accept the one it prefers. If no bids are received, the board may procure the construction goods and services without further competitive bidding procedures.~~

~~If the board chooses to award the contract to a bidder other than the apparent low bidder, the board will declare its reason(s) on the record and communicate such reason(s) in writing to all who have submitted a competing bid.~~

Failure to Execute the Contract

~~If the successful bidder fails to execute the contract, the amount of his bidder's security may be forfeited to the district at the sole discretion of the board and, thereafter, the proceeds may be deposited in a designated fund out of which the reasonable expenses for procuring substitute performance are paid.~~

~~The board may, on the refusal or failure of the successful bidder to execute the contract, award the contract to the qualified bidder submitting the next lowest responsive bid. If the board awards the contract to the next lowest qualified bidder, the amount of the lowest qualified bidder's security may be applied by the board to the difference between the lowest responsive bid and the next lowest responsive bid, and the surplus, if any, shall be returned to the lowest bidder if cash or check is used, or to the surety on the bidder's bond if a bond is used, less~~

~~reasonable administrative costs not to exceed twenty five percent (25%) of the amount of the bidder's security.~~

Objection to Contract Award

~~If any participating bidder objects to the award of a contract, such bidder must submit a written response to the board's notice within seven (7) calendar days of the date of transmittal of the notice, setting forth in such response the express reason(s) that the award decision of the board is in error. Thereafter, staying performance of any procurement until after addressing the contentions raised by the objecting bidder, the board will review its decision and determine whether to affirm or modify the award, or re-bid the contract, setting forth its reason(s) therefore. After completion of the review process, the board may proceed as it deems to be in the public interest. Any objection or appeal not submitted within the time required by this section will be deemed a waiver of any rights to raise such objection or appeal thereafter.~~

Soliciting Bids with Prequalification Requirements (Category B)

~~The board may require that contractors "prequalify" prior to entering into competitive bidding for a public works project. Prequalification standards may be established by the board to consider the following issues: demonstrated technical competence, experience constructing similar facilities, prior experience with the district, available nonfinancial resources, equipment and personnel as they relate to the project, and overall performance history based upon a contractor's entire body of work. Any licensed contractors desiring to be prequalified to bid on a project must submit a written response to the board's request for qualifications. The board will then accept bids only from prequalified contractors.~~

~~The board will provide notice of the prequalification stage by publishing two (2) notices soliciting prequalification statements in the newspaper with general circulation in the district. The first notice must be published at least two (2) weeks before the date for opening prequalification statements, with the second notice to be published in the succeeding week at least seven (7) days before the date that bids are scheduled to be opened. The notice will succinctly describe the project to be constructed, the standards for evaluating the qualifications of prospective bidders, and the date and time by which qualification statements must be received.~~

Objection to Prequalification Procedures

~~The clerk of the board (or other authorized official) must receive written objections to prequalification procedures at least three (3) business days before the date and time of which prequalification statements are due. The board or designated administrative officer supervising the bidding process will respond to any such objections in writing and communicate its response to the objector and all other contractors seeking to prequalify, adjusting bidding timeframes if necessary. Any objection to prequalification procedures not submitted within the time required by this section will be deemed a waiver of any rights to raise such objection thereafter.~~

Selection of Prequalified Contractors

~~After a review of qualification submittals, the board may select licensed contractors that meet the prequalification standards. If any licensed contractor submits a statement of qualifications but is not selected as a qualified bidder, the board will supply a written statement of the reason(s) why the contractor failed to meet prequalification standards.~~

Appeal of Prequalification Determination

~~Any licensed contractor may appeal the determination that it does not meet the prequalification standards. Such appeal must be submitted to the board within seven (7) days after transmittal of the prequalification results. *The board will conduct the appeal by reviewing solely the written objection and accompanying documentation; the board will not meet with the licensed contractor.* If the board sustains its prior decision, it will state its reason(s) for the record. The board's decision concerning prequalification may be appealed to the public works contractors license board no more than fourteen (14) days following the board's decision on appeal, pursuant to the procedures set forth in Idaho Code §67-2805(2)(b)(iv). The public works contractors license board then has thirty five (35) days to decide any such appeal. Failure to file a timely appeal of a prequalification determination will be deemed to constitute a waiver of any rights to file an appeal thereafter.~~

~~The board will stay the bidding process during the pendency of the prequalification appeal until the public works contractor's license board completes its review, but in no instance more than forty nine (49) days after the board issued its final decision regarding the prequalification appeal. Any licensed public works contractor affected by a decision on appeal by the public works contractor's license board may, within twenty eight (28) days of the final decision, seek judicial review as provided by Chapter 52, Title 67, Idaho Code.~~

~~Following the conclusion of the prequalification administrative procedures, the bidding stage shall proceed by the setting of a time, date, and place for the public opening of bids. In circumstances involving prequalified prime contractors, a notice soliciting bids shall be transmitted to prequalified bidders at least fourteen (14) days before the date of opening the bids. In circumstances involving prequalified specialty or subordinate contractors, notice shall be published in the official newspaper of the district twice, the first of which will be published at least two (2) weeks before the date for opening bids, and the second of which will be published in the succeeding week at least seven (7) days before the date that bids are scheduled to be opened. The notice shall succinctly describe the project to be constructed. Copies of specifications, bid forms, bidder's instructions, contract documents, and general and special instructions shall be made available upon request and payment of a reasonable plan copy fee by any prequalified bidder.~~

Objections to Bid Specifications/Procedures

~~The clerk of the board (or other authorized official) must receive written objections to specifications or bidding procedures at least three (3) business days before the date and time~~

~~upon which bids are scheduled to be opened. The board or its designee will respond to any such objection in writing and communicate such response to the objector and all other plan holders, adjusting bidding timeframes if necessary. Any objection not submitted within the time required by this section will be deemed a waiver of any rights to raise such objection thereafter.~~

Delivery of Bids

~~All bids must be presented or otherwise delivered under sealed cover to the clerk of the board or other authorized agent of the board designated by the instructions to bidders with a concise statement on the outside identifying the project to which the bid pertains.~~

Bid Security

~~If the board deems it is in the district's best interest, it may require the bidder to provide bid security in an amount equal to at least five percent (5%) of the amount bid. If required, a bid will not be considered unless the bidder's security is enclosed with it. The board may require that the bid security be in one of the following forms:~~

- ~~1. Cash;~~
- ~~2. Cashier's check, payable to the district;~~
- ~~3. Certified check, payable to the district; or~~
- ~~4. Bidder's bond executed by a qualified surety company, payable to the district.~~

Bid Opening

~~When sealed bids have been received, they shall be opened in public at a designated place and time. The board's designee shall thereafter compile and submit the bids to the board for award or, if authorized, approve the award. Any bid received by the board may not be withdrawn after the date and time set in the notice for opening of bids. A bid will not be considered if it is not submitted in a form that substantially complies with the form provided by the board, and/or the bid security, if required, is not enclosed.~~

Failure to Execute Contract

~~If the successful bidder fails to execute the contract, the amount of his bidder's security may be forfeited to the district at the sole discretion of the board and the proceeds deposited in a designated fund to pay the expenses of obtaining substitute performance.~~

~~The board may, on the refusal or failure of the successful bidder to execute the contract, award the contract to the qualified bidder submitting the next lowest responsive bid. If the board awards the contract to the next lowest qualified bidder, the amount of the lowest qualified bidder's security may be applied by the board to the difference between the lowest responsive bid and the next lowest responsive bid, and the surplus, if any, shall be returned to the lowest bidder if cash or check is used, or to the surety on the bidder's bond if a bond is used, less reasonable administrative costs not to exceed twenty five percent (25%) of the amount of the bidder's security to the owner.~~

Awarding the Contract

~~In its discretion, the board may accept a bid, reject all bids presented and re-bid, or, after finding it to be a fact, pass a resolution declaring that the project can be performed more economically by purchasing goods and services on the open market. If identical bids are received, the board may choose the bidder it prefers. If no bids are received, the board may procure the goods or services without further competitive bidding procedures. The board will send written notice of its decision regarding the award of the contract to all contractors who submitted a bid.~~

~~If the board chooses to award a competitively bid contract involving public works construction to a bidder other than the apparent low bidder, the board must declare its reason(s) on the record and communicate such reason(s) in writing to all persons who have submitted a competing bid.~~

Objections to Contract Award

~~Any participating bidder may object to the contract award by written response to the board's notice of a contract award. Such response must be submitted to the board clerk within seven (7) calendar days of the date of transmittal of the notice, and set forth the express reason(s) that form the objection to the award decision. The board will stay performance of the public works construction until it has addressed the contentions raised by the objecting bidder. The board will review its decision and determine whether to affirm its prior award, modify the award, or choose to re-bid, setting forth its reason(s) therefor *in writing*. After completion of the review process, the board may proceed as it deems to be in the public interest. Any objection not submitted within the time set forth in this section will be deemed a waiver of any rights to raise such objection thereafter.~~

PAYMENT AND PERFORMANCE BONDS

Before any contract equal to or greater than fifty thousand (\$50,000) for the construction, alteration or repair of any building or improvement is executed, the person to whom such contract was awarded shall furnish to the district bonds, as described in this section, that shall become binding upon the execution of the contract. The person to whom the contract was awarded shall be designated as “contractor.” Each bond shall be executed by a surety company(ies) authorized to do business in Idaho or, in lieu of providing such surety company performance and payment bonds, the contractor may deposit a government obligation. A “government obligation” is a public debt obligation of the United States government or the state of Idaho and an obligation whose principal and interest is unconditionally guaranteed by the United States government or the state of Idaho. All payment and performance bonds shall be filed with the board clerk or other designated agent of the board. The following guidelines will apply to performance and payment bonds:

1. Performance Bonds. The board has discretion to set the amount of the performance bond, but in no case will it be set at less than eighty-five percent (85%) of the contract amount. The performance bond will be conditioned on the faithful performance of the contract in

accordance with the plans, specifications, and conditions thereof, and is issued solely for the protection of the board.

2. Payment Bonds. The board has discretion to set the amount of the payment bond, but in no case will it be set at less than eighty-five percent (85%) of the contract amount. The payment bond is issued solely for the protection of persons supplying labor or materials, or renting, leasing or otherwise supplying equipment to the contractor or his subcontractors in the prosecution of the work provided for in such contract.

Where the board requires a performance bond or payment bond in excess of fifty percent (50%) of the total contract amount, it will not withhold from the contractor or subcontractor any amount exceeding five percent (5%) of the total amount payable as retainage. The board will release to the contractor any retainage for those portions of the project accepted it and the contractor have accepted as complete within thirty (30) days after such acceptance. Pursuant to Idaho Code §54-1926(3), contractors, contracting with subcontractors pursuant to contract work with the board, shall not be authorized to withhold from the subcontractor(s) any amount exceeding five percent (5%) of the total amount payable to the subcontractor(s) as retainage. The contractor is further required to remit the retainage to the subcontractor(s) within thirty (30) days after completion of the subcontract.

The board reserves the right to require a performance bond or other security in addition to those described hereinabove, or in cases other than the cases specified herein.

~~SCHOOL BUILDING PLAN REVIEW AND INSPECTION~~

~~The district will not advertise for bids for any school building construction project until the plans for such building(s) have been approved in accordance with Idaho Code §39-4113. All school construction or remodeling projects requiring plan review will be inspected by building inspectors certified in accordance with Idaho Code §39-4108, or by Idaho licensed architects or engineers to determine compliance with title 39, chapter 41 and the Idaho Uniform School Building Safety Act (title 39, chapter 80, Idaho Code).~~





LEGAL REFERENCE:

Idaho Code Sections

- 33-601 – Real and Personal Property; Acquisition, Use or Disposal of Same
- 44-1001 et seq. – Public Works
- 54-1201 et seq. – Engineers and Surveyors
- 54-1901 et seq. – Public Works Contractors
- 54-4501 et seq. – Public Works Construction Management Licensing
- 67-2309 – Written Plans and Specifications for Work to be Made by Officials;
Availability
- 67-2310 – Subcontractors to be Listed on Bid of General Contractor; Exceptions
- 67-2804 – Waiver
- 67-2805 – Procurement of Public Works Construction

CROSS-REFERENCE:

- 850 – Purchasing
- 850P1 – Supplemental Purchasing Procedures
- 850.20 – Purchases Using Federal Funds
- 850.20P1 – Purchasing Procedures for Federal Awards
- 850.90P1 – Procedures for Procuring Public Works Construction
- 853 – School Building Plan Reviews and Inspection
- 854 – Contractual Certifications and Restrictions

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

For purchases involving public works construction, the district will not advertise for bids for any school building construction project until the plans for such building(s) have been approved in accordance with Idaho Code §39-4113. All school construction or remodeling projects requiring plan review will be inspected by building inspectors certified in accordance with Idaho Code §39-4108, or by Idaho licensed architects or engineers to determine compliance with title 39, chapter 41 and the Idaho Uniform School Building Safety Act (title 39, chapter 80, Idaho Code).

[Choose A or B below:]

Option A:

The district elects to utilize the plan review services of [identify name of city or county that is eligible to provide building code enforcement/plan review services] for review of all public school building plans. The district will provide a written certification of its election for plan review services to the [identify local jurisdiction building department] and the Idaho Division of Building Safety (DBS)

Option B:

The district elects to utilize the plan review services of the Idaho Division of Building Safety (DBS) for review of all public school building plans. The district will provide a written certification of its election for plan review services to the [identify local jurisdiction building department] and the DBS.



LEGAL REFERENCE:

Idaho Code Sections

39-4108 – Certification (of building inspectors)

39-4113 – Plan Reviews – Maximum Fees and School Inspections

39-8001 *et seq.* – Idaho Uniform School Building Safety

CROSS-REFERENCE:

850 – Purchasing

850P1 – Supplemental Purchasing Procedures

850.90 – Procuring Public Works Construction

850.90P1 – Procedures for Procuring Public Works Construction

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

In accordance with Idaho law, the district will ensure that all contracts it enters into for the purchase of goods, services, supplies, information technology, or construction include appropriate certifications as may be required by law.

COMPANIES BOYCOTTING ISRAEL

For all contracts with (a) a total potential value of \$100,000 or more; and (b) a company that employs ten (10) or more people, executed on or after July 1, 2021, the board will not enter into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in, and will not for the duration of the contract engage in, a boycott of goods or services from Israel or territories under its control. For purposes of this policy, the terms “boycott Israel” or “boycott of the state of Israel,” and “company” shall have the meanings set forth in Idaho Code §67-2346(3).

Upon discovering that a contract fails to comply with this policy, the board will have a period of ninety (90) days to obtain the necessary certification. After such time, any contract continuing to violate the provisions of the Anti-Boycott Against Israel Act shall be void as against public policy.

COMPANIES OWNED OR OPERATED BY THE GOVERNMENT OF CHINA

For contracts entered into after July 1, 2023, the board will not enter into a contract to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently owned or operated by the government of China and will not for the duration of the contract be owned or operated by the government of China. For purposes of this policy, “government of China” and “company” shall have the meanings set forth in Idaho Code §67-2359(2).

Upon discovering that a contract fails to comply with this policy, the board will have a period of ninety (90) days to obtain the necessary certification. After such time, any contract continuing to violate Idaho Code §67-2359 shall be void as against public policy. Any contract executed prior to July 1, 2023 that violates the law will not be renewed.

COMPANIES BOYCOTTING CERTAIN SECTORS

For contracts entered into after July 1, 2024, the board will ensure that contracts for the purchase of goods or services include a written certification from the company that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of any individual or company because the individual or company:

1. Engages in or supports the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or

2. Engages in or supports the manufacture, distribution, sale, or use of firearms, as defined in Idaho Code §18-3302(2)(d).

The certification requirement only applies to a contract that is (a) between the district and a company with ten (10) or more employees; and (b) has a value of one hundred thousand dollars (\$100,000) or more that is to be paid wholly or partly from public funds of the district.

The certification will not apply where the board of trustees determines that the certification requirements are inconsistent with the district’s constitutional or statutory duties related to the issuance, incurrence, or management of debt obligations or the deposit, custody, management, borrowing, or investment of funds. The certification requirement will also not apply where the board of trustees determines that the certification requirement would be, with respect to a specific contract, contrary to the business needs of the district and would prevent the district from fulfilling its legal duties or obligations.

The terms “boycott,” “company,” and “reasonable business purpose” have the meanings set forth in Idaho Code §67-2347A(4).

PROHIBITIONS ON CONTRACTING WITH ABORTION PROVIDERS

The district will comply with state restrictions on the use of public funds to provide, perform, or induce an abortion; assist in the performance of an abortion; promote abortion; counsel in favor of abortion; refer for abortion; or provide facilities for an abortion or for training to provide or perform an abortion, unless otherwise authorized by Idaho Code §18-8701 *et seq.*

The district will not enter into any contract or commercial transaction with any health care provider or facility under the terms of which such health care provider or health care facility agrees to provide, perform, or induce an abortion, except when the life of the mother is endangered as outlined in Idaho Code §18-8704. The requirements of this section do not apply to contracts or commercial transactions:

1. That are subject to federal law related to Medicaid;
2. With hospitals as defined in Idaho Code §39-1301;
3. With medical facilities that provide for care of two or more individuals for 24 or more consecutive hours; or
4. Medical facilities staffed to provide professional nursing care on a 24-hour basis.



LEGAL REFERENCE:

Idaho Code Sections

18-8701 *et seq.* – No Public Funds for Abortion Act

39-1301 – Definitions

67-2346 – Anti-Boycott Against Israel Act

67-2347 – Prohibition of Environmental, Social, and Governance Standards in Public Contracts

67-2347A – Prohibition on Contracts with Companies Boycotting Certain Sectors

67-2359 – Contracts with a Company Owned or Operated by the Government of China Prohibited

CROSS-REFERENCE:

850 – Purchasing

850P1 – Supplemental Purchasing Procedures

850.20 – Purchases Using Federal Funds

850.30 – Purchasing Services or Personal Property

850.90 – Public Works Construction

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

Any check issued by the district will be voided ~~when:~~ under the following circumstances:

1. ~~It has been~~ The check has been outstanding for more than six (6) months; ~~the business manager or designee will contact the payee to determine if a stop payment is needed.;~~~~or~~
2. ~~It~~ The check has been reported as lost or stolen. ~~;~~~~or~~ A stop payment order will be issued with the bank.
3. ~~It~~ The check has been returned by the payee for ~~some-any~~ reason and is in the district's possession. ~~Such checks will be voided and securely destroyed . A stop payment is not required.~~

~~If the voided check is replaced with a new check, a "stop payment" order will be filed with the bank from which the check is drawn.~~



LEGAL REFERENCE:

Idaho Code Section 33-506(1)

ADOPTED: June 1, 2007

AMENDED: