



PRESTON SCHOOL DISTRICT #201
Board of Education

Regular Meeting - March 19, 2025, 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 Board Meetings**
 - **Regular Board Meeting - February 19, 2025**
 - **Special Board Meeting - February 24, 2025**
 - **Special Board Meeting- March 5, 2025**
 - **Special Board Meeting- March 10, 2025**
 - **Special Board Meeting- March 11, 2025 A**
 - **Special Board Meeting- March 11, 2025 B**
 - B. **Financial Summary - Feb 2025**
 - C. **Monthly Expenditures - Feb 2025**
 - D. **Personnel Report - Feb 2025**
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>
6. **Information Items**
 - A. **Superintendent Report - "Student Achievement & Student Advancement"**
 - **Recognize State BPA Team**
 - **Recognize State Boys Basketball Team**
 - B. **Idaho Department of Education Update**
 - C. **Facilities Update**
 - **School Modernization Fund State Distribution to Preston - \$9.84 Million**
 - **Old Section of High School - Major Remodel or Build New on Site**
7. **Action Items**
 - A. **Declaration of Surplus Property**
 - **School Bus - 2008 Blue Bird Diesel 84 Passenger**
 - B. **Negotiation Process, Rules, and Expectations - Board Representation for Negotiations**
 - C. **Approve/Deny Oakwood Reading Curriculum - Open Court**
 - D. **Student Progress Monitoring Tool (Star/AimswEBPlus)**

The secondary schools would like to continue to use Start to assess all 6-12 grade students. The elementary schools are requesting to use AimswEBPlus as the assessment tool for K-5 because it will give information that they feel will be more useful in helping students grow

and achieve academically.

Cost:

Star

Benchmark and Progress Monitoring for Math and ELA

Elementary K-5 = \$21,500

Secondary 6-12 = \$17,500

AimswebPlus

K-12 package = \$5,000

Benchmarking and Progress Monitoring Assessments for Math and ELA

Dyslexia Screener

BASC-3 Behavior/Emotional/Mental Health Teacher and Student Forms

Spelling Grades 4-12

8. **Policy - Action Item**

A. **Policy 1st Reading**

- 877 - Time and Effort Reporting
- 877P1 - Time and Effort Reporting Procedures
- 890 - Title I-A Supplement Not Supplant
- 892 - Equivalency in Instruction and Materials

B. **Policy 2nd Reading**

- 576 - Field Trips

9. **Executive Session** - Pursuant to Idaho Code 74-206(1)(a)(b) to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need; 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 Discussion**
- **Administrator Discussion**

10. **Resume Open Session**

11. **New Superintendent Contract Terms - Action Item**

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

13. **Adjourn**



**Preston Joint School District #201
Board of Education**

Regular Meeting

Wednesday, February 19, 2025
7:00 PM

District Office
105 East 2nd South
Preston, ID 83263

1. Call to Order (7:00 PM)
(All agenda times listed below are approximate, and the board may consider an item at an earlier or later start time than indicated herein.)
Dax Keller Called the meeting to order.
2. Pledge of Allegiance
3. Approve Agenda - Action Item
A motion to approve the agenda was made.
Motion to approve the agenda. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Susan Yardley (Zone 5 Trustee), Carried.
Chris Jones (Zone 4 Trustee): Yea, Dax Keller (Zone 3 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Susan Yardley (Zone 5 Trustee): Yea
Yea: 5, Nay: 0
4. Consent Agenda - Action Item
Move to approve the consent agenda as presented. This motion, made by Geniel Lyons (Zone 2 Trustee) and seconded by Susan Yardley (Zone 5 Trustee), Carried.
Chris Jones (Zone 4 Trustee): Yea, Dax Keller (Zone 3 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Susan Yardley (Zone 5 Trustee): Yea
Yea: 5, Nay: 0
 - 4.A. Minutes of Regular Board Meeting - January 15, 2025
 - 4.B. Minutes of Special Board Meeting - January 22, 2025
 - 4.C. Financial Summary - Jan 2025
 - 4.D. Monthly Expenditures - Jan 2025
 - 4.E. Personnel Report - Jan 2025 (no changes to report)
5. Public Requests to Address the Board (7:02 PM) - 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>
No public request to address the board was made.
6. Information / ACTION Items (7:05 PM)
 - 6.A. Public Hearing - Proposed Registration Fee Increase: Elementary/Junior High (7:05 PM)
NOTICE & HEARING OF FEE INCREASE

Preston Joint School District No. 201, Franklin and Bannock Counties, has proposed to increase its school fees by an amount of 5% or greater than the fees charged last during the 2024-25 school year.

The following table is an estimate of how the proposed changes may affect students.

Preston Junior High School

Activity Fee	2024-25	2025-26
Amount:	\$0.00	\$5.00

Pioneer and Oakwood Elementary

School Fee	2024-25	2025-26
Amount:	\$15.00	\$20.00

The rationale for the proposed fee increase: Considering the rising costs associated with running school programs and the impact of inflation, a fee increase of \$5 is proposed. This adjustment is essential to ensure that the school can continue to provide high-quality services and maintain operations. The additional funds will help cover the growing expenses and allow the school to invest in improvements that benefit all participants.

All citizens are invited to attend a public hearing on the increased fee request. The hearing will be held on February 19th at 7 pm at the Preston Joint School District Administrative Offices, 105 E 2nd S, Preston, Idaho.

Noticed published in the paper: February 12 & 19, 2025

Approve the elementary and junior high school fee increase of \$5. This motion, made by Chris Jones (Zone 4 Trustee) and seconded by Launa Moser (Zone 1 Trustee), Carried. Chris Jones (Zone 4 Trustee): Yea, Dax Keller (Zone 3 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Susan Yardley (Zone 5 Trustee): Yea Yea: 5, Nay: 0

6.B. Superintendent Report - "Student Achievement & Student Advancement"

- Academic State Champions - 5A Girls Basketball (7:10 PM)
- District Math Vision - Mr. Brandon Lyon (7:15 PM)

Student Achievement and Recognition

Dr. Harrison and Coach Huser introduced the state champion basketball team, highlighting their academic achievements. The board recognized the team's success and the importance of student achievement.

Math Curriculum Changes

Mr. Lyon discussed changes to the math curriculum, focusing on eliminating placement tests and allowing students to choose their math track. The aim is to reduce segregation based on ability and encourage student accountability.

Math Curriculum Changes

The meeting discussed changes to the math curriculum, including options for students to take dual credit classes and the elimination of advanced Algebra II. The aim is to avoid segregating students by ability and align educational goals across schools.

Class Sizes and Course Offerings

The discussion covered the impact of curriculum changes on class sizes, with expectations of an additional Algebra 1 class. The need for more classes that cater to students not interested in college was also highlighted.

Student Goal Setting

The importance of students setting individual goals was emphasized, with a focus on allowing students to choose their educational paths rather than having paths dictated by the school.

Technical Math and Bridgeland Test

Concerns were raised about students failing the Bridgeland welding program due to math test requirements. The curriculum changes aim to better prepare students for such tests.

Progress Monitoring and Testing

The meeting discussed the effectiveness of STAR testing and other assessment tools, with concerns about their suitability for elementary levels.

6.C. IT Work Order Ticketing System - Mr. Aaron Keele (7:30 PM)

- **New Ticketing System**

A new ticketing system was introduced to improve issue tracking and resolution. The system is expected to provide better data for decision-making.

- **Projector Installation**

The installation of projectors was discussed, with most units operational but lacking some functionality. Follow-up is needed to resolve outstanding issues.

- **Ticket Status and Prioritization**

The meeting discussed the different states of ticket status, such as open, pending, and pending vendor, and how they are prioritized based on impact severity. The prioritization is determined by the number of people affected and the impact on teachers' ability to perform their jobs.

6.D. Financial Update - Mrs. Shelby McKenna (7:35 PM)

- **Financial Overview and Funding**

The financial status was reviewed, including the opening of a Cash Valley Bank account with a 4.58% interest rate and the expected state funding by the end of March. The focus was on available funding for an administrative position and the impact of student attendance on budget calculations.

- **Staffing and Budget Challenges**

The district is over budget on administrative and pupil service positions, with funding coming from the general fund. The discussion included the need to address the shortfall and potential solutions like adjusting FTEs, cutting non-essential programs, or using reserves.

- **Legislative Funding Changes**

The potential impact of new legislative funding models on the district's budget was discussed, including the loss of transportation block grants and the possibility of gaining additional funds. The uncertainty of these changes was highlighted.

6.E. Student Enrollment Numbers & Attendance (7:50 PM)

- **Student Enrollment and Online Schools**

Concerns were raised about declining student enrollment and the impact of online schools. The district is looking into its own online school to retain students, amidst legislative discussions that may affect funding for online education.

- **Enrollment and Attendance Concerns**

The meeting discussed concerns about declining enrollment and attendance, which impacts funding. Strategies to improve attendance include marketing campaigns and incentives for students.

6.F. Facility Committee Update and Recommendations - Mr. Craig Kunz (7:55 PM)

- **High School Modernization**

The committee discussed the need for modernization of the high school, considering options like remodeling or building new facilities. Financial constraints and community opinions were considered.

6.G. Sale of District items Previously Declared by the Board as Surplus (8:00 PM)

Date of Sale: Saturday, March 15 10:00AM-12:00PM

6.H. FCHS Emergency Closure - (8:03 PM)

On Wednesday, December 4, 2024, the alarms went off at Franklin County High School indicating elevated carbon monoxide. Students and staff evacuated the building and, due to the cold weather, were put on a bus while vital signs were checked by the nurse. The local fire department, district maintenance, and HVAC specialist determined that a rooftop furnace failed, emitting carbon monoxide into the building. Students were sent home that day just after 12:30 PM for lunch on their own. Due to the facility failure, classes at FCHS were canceled for the remaining two (2) hours of Wednesday, December 4, 2024, from 1:05-3:05 PM, and ALL DAY on the following day, Thursday, December 5, 2024.

Idaho Code 33-512(1)(c). "When approved by a local school board, annual instructional hour requirements stated in paragraph (a) of this subsection [that of 900 hours for alternative schools] may be reduced as follows: (ii) Up to a total of eleven (11) hours of emergency school closures due to adverse weather conditions and facility failures."

A regular day of school at FCHS is 6.3 instructional hours, with the total planned hours for the year at 909.8. Administration is requesting the board approve a total of 8.3 emergency closure hours for time missed on 12/4 and 12/5.

Approve emergency closure at FCHS for 2 hours on 12/4/24 and all day on 12/5/24 due to furnace failure. This motion, made by Chris Jones (Zone 4 Trustee) and seconded by Launa Moser (Zone 1 Trustee), Carried.

*Chris Jones (Zone 4 Trustee): Yea, Dax Keller (Zone 3 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Susan Yardley (Zone 5 Trustee): Yea
Yea: 5, Nay: 0*

6.I. All Day Every Day Kindergarten Parent Feedback - Mrs. Cindy Murray (8:05 PM)

- **Kindergarten Policy**

The discussion focused on the policy of implementing all-day, every-day kindergarten. The benefits of this approach were highlighted, including improved educational outcomes and reduced pressure on teachers.

Concerns about accommodating parents who prefer half-day options were addressed, with the consensus leaning towards a standard policy without promoting half-day options.

- **Parent Concerns and Accommodations**

The meeting addressed concerns from parents about the length of the kindergarten day. It was noted that some parents have already changed their minds about the full-day program after seeing its benefits. The importance of communicating with parents and addressing individual concerns was emphasized.

- **Funding and Staffing**

The discussion included concerns about funding and staffing for the all-day kindergarten program. It was noted that funding is available for literacy programs, which can support hiring additional teachers if needed. The potential need for more teachers due to increased enrollment was also discussed.

- **State Law and Attendance**

The meeting touched on state laws regarding kindergarten attendance in Idaho, noting that attendance is not mandatory. The implications of this for policy and communication with parents were considered.

Conclusion

- The consensus was to implement an all-day, every-day kindergarten.

The recommendation is to move to kindergarten all day, every day. (4 day). This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Geniel Lyons (Zone 2 Trustee), Carried.

*Chris Jones (Zone 4 Trustee): Yea, Dax Keller (Zone 3 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Susan Yardley (Zone 5 Trustee): Yea
Yea: 5, Nay: 0*

6.J. Cooperative Program Application - West Side combined with Preston Baseball (8:20 PM)

- **Cooperative Sports Program**

Discussion on combining sports programs with Westside, including concerns about funding a JV team and ensuring enough players from both schools.

Approve the cooperative agreement between Preston and West Side for the baseball program. This motion, made by Susan Yardley (Zone 5 Trustee) and seconded by Launa Moser (Zone 1 Trustee), Carried.

*Chris Jones (Zone 4 Trustee): Yea, Dax Keller (Zone 3 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Susan Yardley (Zone 5 Trustee): Yea
Yea: 5, Nay: 0*

6.K. Superintendent Search Update and Plans (8:25 PM)

This is a suggested outline from the board chair for a superintendent search. This is meant for Trustees to discuss and revise based on the needs of the district and the commitments of the Trustees.

Two committees will be formed.

Committee #1- Application review, searching, summarizing and recommendations

This committee will be comprised of
2 teachers (Chosen by the Teacher Association)
2 parents (Chosen by the school board)
1 Staff member (Chosen by the school board)

This committee will be responsible for meeting together on March 3rd. The applications for candidates will have been collected by the Idaho School Board Association. Tamra Harris will receive those applications on March 3rd from the ISBA. She will deliver them to this committee. The committee will review the applications. They will be responsible to call two references and three additional reference not listed. They will compile a report that will give a summary of responses from references, concerns and advantages of each candidate. They will not offer any rating or which candidate is better than another. They will report their findings to the Board of Trustees on March 7th at 5 pm in an executive session. The board will deliberate in executive session. Then in an open public session, the board will entertain a motion to interview candidates with a preference of three. The names of the three finalists and where they are from will be made public. Those candidates will be contacted for a final interview scheduled on March 11th at 2 pm, 3 pm and 4 pm. Each candidate will be asked the same identical questions. These interviews will be held in executive session. Current school leadership will help develop the questions.

Committee #2 will be 1 teacher (appointed by the teachers association), 1 parent, and 1 administrator (both appointed by the Trustees) This committee will organize and carry out a community outreach event. All candidates will be asked to be present together in a separate room. Each candidate will be invited into the School Board room to answer identical questions for a period that will last no longer than thirty minutes beginning at 6:00 pm, 6:30 pm, and 7:00 pm. Community members and district staff are welcome to attend in person or via zoom. The committee will present the questions. The committee will determine the best way to advertise the event. The committee will determine the best way to gather responses from the community for input to the Trustees with possibly using comment cards the ISBA uses.

The Board of Trustees will reconvene on March 11th at 8 pm to make a final hiring decision with the possibility to make the final decision on March 12th if needed.

Tamra Harris will facilitate these committees by providing space, reading the expectations of the committee and assisting them with items they may need to do the job they are asked to do.

It is asked of the Board to bring suggestions of parents, staff or administrators that they feel would be stellar to serve on these committees.

7. Policy - Action Item (8:35 PM)

7.A. Policy 1st Reading

Holinka Law updated Policy 576 to include pertinent definitions, a section on extended field trips, student participation, and student responsibilities.

A half dozen different Field Trip Forms are also included in the attachments for board awareness, but not for adoption as policy. For informational purposes, the superintendent is working with the executive leadership team to develop consistent field trip forms that can be used district-wide for things related to approval, itinerary, parent consent, volunteer disclosure, volunteer guidelines, and driver consent.

Move Policy 576 to a second reading. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Susan Yardley (Zone 5 Trustee), Carried.

Chris Jones (Zone 4 Trustee): Yea, Dax Keller (Zone 3 Trustee): Yea, Geniel Lyons (Zone 2

Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Susan Yardley (Zone 5 Trustee): Yea
Yea: 5, Nay: 0

7.B. Policy 2nd Reading

In **Policy 470 Non-Certified Employees**, Holinka Law combined three previous policies on classified staff into one new policy. Once Policy 470 is adopted, DELETE the following policies, which were once included as part of 470.

471 - Non-Certificated Employees: At-Will Employment

472 - Salary Schedules for Non-Certificated Employees

473 - Group Health Insurance for Non-Certificated Employee

Regarding **Policy 846 Travel Allowance**, a trustee recommendation to limit lodging expenses in the policy was shared at last month's board meeting. Edits made in the draft policy since the first reading include the following changes:

- A sentence was highlighted in the opening paragraph, "**Travel and the payment of expenses must be preapproved.**"
- Restated that travel must be approved for reimbursement by adding the phrase at the end of the sentence-"The following rates will apply **for approved travel**:"
- Added emphasis that the traveler should secure a tax-exempt booking while representing the school district. The employee should request the government room rate while making reservations and **work with administrative assistants to ensure the method of payment results in the room being tax-exempt.**
- [Keep in mind that the policy already states that there is a maximum amount of lodging set by the Idaho Board of Examiners. That amount listed is under \$150 for most Idaho cities.]

Move Policy 470 and 846 to Board Policy. Remove board policies 471, 472, and 473. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Susan Yardley (Zone 5 Trustee), Carried.

*Chris Jones (Zone 4 Trustee): Yea, Dax Keller (Zone 3 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Susan Yardley (Zone 5 Trustee): Yea
Yea: 5, Nay: 0*

7.C. Policy 3rd Reading

This week in the 2025 legislative session, a bill was introduced in a House Education Committee meeting that, if eventually passed as law effective July 1, may require this student use of communication device policy to be updated again before next school year. But this current policy contains the required components that will allow the district to receive \$5000 this year to purchase such items as cell phone storage holders or filtering programs to help implement the policy limiting cell phone use at school.

Move Policy 518 to Board Policy. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Geniel Lyons (Zone 2 Trustee), Carried.

*Chris Jones (Zone 4 Trustee): Yea, Dax Keller (Zone 3 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Susan Yardley (Zone 5 Trustee): Yea
Yea: 5, Nay: 0*

8. Executive Session (8:45 PM) - 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
Move to executive session. This motion, made by Susan Yardley (Zone 5 Trustee) and seconded by Launa Moser (Zone 1 Trustee), Carried.

*Chris Jones (Zone 4 Trustee): Yea, Dax Keller (Zone 3 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Susan Yardley (Zone 5 Trustee): Yea
Yea: 5, Nay: 0*

9. Resume Open Session (8:55 PM)

Move out of executive session. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Geniel Lyons (Zone 2 Trustee), Carried.

Chris Jones (Zone 4 Trustee): Yea, Dax Keller (Zone 3 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Susan Yardley (Zone 5 Trustee): Yea

Yea: 5, Nay: 0

10. Board Meeting Summary and Assignment Review

- Ticketing system
 - Report on projectors. They want to see what tickets are still open and that we are not just closing them.
- Attendance money
 - How do we get money report
 - Ideas to increase attendance
 - Ideas for more electives at high school
- All policy in 1st reading combined.
- Follow up on the Star/Aimsweb plan
- How to prioritize things and find where to cut.
- Look into the legality of SPED on field trips.
- Define volunteer vs. sponsored. What is school-sponsored?
- Find out how first-hour fire drills are handled at the Jr. High. (district wide to)
- Last-minute things need to be texted.
- Parents and guardians know 48 hours before an activity.

11. Adjourn (9:00 PM)

The meeting was adjourned.



**Preston Joint School District #201
Board of Education**

Special Meeting

Monday, February 24, 2025
5:00 PM

District Office
105 East 2nd South
Preston, ID 83263

1. Call to Order
2. Approve Agenda - Action Item
Motion to approve the agenda. This motion, made by Chris Jones (Zone 4 Trustee) and seconded by Launa Moser (Zone 1 Trustee), Carried.
Chris Jones (Zone 4 Trustee): Yea, Dax Keller (Zone 3 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Susan Yardley (Zone 5 Trustee): Yea
Yea: 5, Nay: 0

3. Information Items

- 3.A. Qualities Desired in Next Superintendent

- **Qualities for New Superintendent**

Discussion on the qualities desired in a new superintendent, focusing on student achievement, preparedness, and the ability to manage a best-in-class team.

- 3.B. Superintendent Search Process

This is an updated outline for the superintendent search that was discussed at the 2/19/25 board meeting. This is meant for Trustees to discuss and revise based on the needs of the district.

Two committees will be formed.

Committee #1- Application review, searching, summarizing, and recommendations

This committee will be comprised of the following:

2 Teachers (Chosen by the Teacher Association)

2 Parents (Chosen by the School Board)

1 Staff Member (Chosen by the School Board)

This committee will be responsible for meeting together on March 3rd. The applications for candidates will have been collected by the Idaho School Board Association. Tamra Harris will receive those applications on March 3rd from the ISBA. She will deliver them to this committee. The committee will review the applications. They will be responsible to call two (2) listed references and three (3) additional reference not listed per candidate. They will compile a report that will give a summary of responses from references, concerns and advantages of each candidate. They will not offer any rating or which candidate is better than another. They will report their findings to the Board of Trustees on Friday, March 7th at 5:00 PM in an executive session. The board will deliberate in executive session. Then, in an open public session, the board will entertain a motion to interview candidates

with a preference of three with subject to additional as the board determines.

Those candidates will be contacted for interviews scheduled on Tuesday, March 11th, currently at 2:00 PM, 3:00 PM, and 4:00 PM, with times subject to change as needed. Each candidate will be asked the same identical questions. These interviews will be held in an executive session, and all internal applicants will be interviewed. Current school leadership will help develop the questions. The names of the finalists will be selected after the interviews in the open session, and where they are from will be made public.

Committee #2- Town Hall Oversight

This committee will be comprised of the following:

1 teacher (appointed by the Teacher Association),

1 parent (decided upon by Trustees)

1 administrator (both appointed by the Trustees)

This committee will organize and carry out a Community Outreach Event. All candidates will be present together in a separate room. Each candidate will be invited into the Boardroom one at a time to answer identical questions for a period that will last no longer than thirty minutes per candidate, beginning at 6:00 PM, 6:30 PM, and 7:00 PM, depending on the number of finalists selected by the board. Community members and district staff are welcome to attend in person or via Zoom. The committee will present the questions. The committee will determine the best way to advertise the event. The committee will determine the best way to gather responses from the community for input to be shared with the Trustees. Comment cards from the ISBA might possibly be used.

The Board of Trustees will reconvene on Tuesday, March 11th at 8:00 PM to deliberate and make a final hiring decision, with the possibility of additional executive session interviews as the board sees fit for the finalist and the decision being made the next day, Wednesday, March 12th if needed.

Tamra Harris will facilitate these committees by providing space, reading the expectations of the committee, and assisting them with items they may need to do the job they are asked to do.

It is asked of the Board to bring suggestions of parents, staff or administrators that they feel would be stellar to serve on these committees.

4. Action Items

4.A. Superintendent Selection and Hiring Process

Approve the process as outlined. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Geniel Lyons (Zone 2 Trustee), Carried.

*Chris Jones (Zone 4 Trustee): Yea, Dax Keller (Zone 3 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Susan Yardley (Zone 5 Trustee): Yea
Yea: 5, Nay: 0*

4.B. Superintendent Search Committees and Members

• Superintendent Search Committees

The meeting addressed the approval of the superintendent search committees and their members, including those from the Teachers Association. Alternates were also named in the event someone is unavailable.

Approve committee members as outlined. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Susan Yardley (Zone 5 Trustee), Carried.

*Chris Jones (Zone 4 Trustee): Yea, Dax Keller (Zone 3 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Susan Yardley (Zone 5 Trustee): Yea
Yea: 5, Nay: 0*

5. Information Items

5.A. Administrative Salary Discussion

- **Administrative Salary Discussion**

The discussion focused on the next year's administrative salary and budget concerns. There is a need for a clear understanding of the budget and potential adjustments to meet salary requirements.

5.B. School Board Responsibilities

IDAHO SCHOOL BOARD ASSOCIATION

~ISBA **Roles and Responsibilities** (handout attached)

~ISBA School Board Standards of **Priorities, Protocols, and Processes** underscore the essential components for improving **Governance** of school districts. By giving special attention to these foundational elements, a school board can effectively lead and govern in a way that promotes continuous improvement in student outcomes.

~ISBA **Professional Development** to accommodate members' needs. Some top requested workshops:

- Board Basics - covers general governance, including an overview of roles and responsibilities, board norms and protocols, and board meeting basics.
- Roles & Responsibilities - goes deeper into the different responsibilities of the board and superintendent in eight areas
- Board Norms & Protocols - facilitation of identifying areas that would benefit from the development and/ or revision of norms and/or protocols so the board can run efficiently with a focus on the mission and vision of the board.
- Superintendent Evaluation - provides ISBA's superintendent evaluation tool that includes indicators and rubrics. Covers the five-step process for evaluation of superintendent that not only meets the requirements of Idaho code, but also provides an accurate, fair and substantive evaluation which is the most significant lever a school board has to drive improvement.
- Strategic Planning - assists your board, superintendent, and leadership team in developing a long-term, typically five-year, strategic plan. The benefits of a strategic plan are creating a focus for the superintendent and a way to measure progress of the identified goals.
- Continuous Improvement Plan - Idaho code requires all boards to approve and monitor an annual continuous improvement plan. This professional development assists your board in creating, revising, aligning, implementing, and monitoring the continuous improvement plan.

CODE OF ETHICS FOR BOARD MEMBERS

<https://idahosba.wpenginepowered.com/wp-content/uploads/2022/01/Code-of-Ethics-for-School-Board-Members-Revised-Jan-2022.pdf> (copy also attached)

IDAHO CODE TITLE 33 CHAPTER 5

<https://legislature.idaho.gov/statutesrules/idstat/title33/t33ch5/>

~Sampling of responsibilities listed below includes the following duties:

33-506

3) It shall be the duty of each member of the board of trustees to attend all meetings, both regular and special; and the board shall have the following powers and duties:

(a) To make bylaws, rules and regulations for its government and that of the district, consistent with the laws of the state of Idaho and the rules and regulations of the state board of education;

(b) To call special meetings or elections for such purpose as may be necessary for the proper conduct and management of the school or schools of the district;

33-510

(5) Each board of trustees shall provide the opportunity for members of the public

residing in the school district to comment on school and education matters at regular meetings of the board of trustees. Each board of trustees shall hear public comment, if offered by a member of the public, prior to taking action on an agenda item. Public comment shall be limited to items listed on the meeting agenda. Nothing in this subsection restricts a board of trustees from establishing reasonable standards for the public comment period of the meeting, including time limits and conduct standards.

33-512

(1) To fix the days of the year and the hours of the day when schools shall be in session.

(2) To adopt and carry on and to provide for the financing of a total educational program for the district.

33-513

1. To employ professional personnel, on written contract in form approved by the state superintendent of public instruction, conditioned upon a valid certificate being held by such professional personnel at the time of entering upon the duties thereunder.

2. In the case of school districts, to employ a superintendent of schools for a term not to exceed three (3) years, who shall be the executive officer of the board of trustees with such powers and duties as the board may prescribe. The superintendent shall also act as the authorized representative of the district whenever such is required, unless some other person shall be named by the board of trustees to act as its authorized representative. The board of trustees shall conduct an annual, written formal evaluation of the work of the superintendent of the district to be completed no later than June 1. The evaluation shall indicate the strengths and weaknesses of the superintendent's job performance in the year immediately preceding the evaluation and areas where improvement in the superintendent's job performance, in the view of the board of trustees, is called for.

5. To suspend, grant leave of absence, place on probation or discharge certificated professional personnel for a material violation of any lawful rules or regulations of the board of trustees or of the state board of education, or for any conduct which could constitute grounds for revocation of a teaching certificate. Any certificated professional employee, except the superintendent, may be discharged during a contract term under the following procedures:

(a) The superintendent or any other duly authorized administrative officer of the school district may recommend the discharge of any certificated employee by filing with the board of trustees written notice specifying the alleged reasons for discharge.

(i) At the hearing, the superintendent or other duly authorized administrative officer shall present evidence to substantiate the allegations contained in such notice.

(j) The employee may produce evidence to refute the allegations. Any witness presented by the superintendent or by the employee shall be subject to cross-examination. The board may also examine witnesses and be represented by counsel.

7. To delegate to the superintendent or other designee the ongoing authority to place any employee on a period of involuntary leave of absence should the superintendent or designee believe that such action is in the best interest of the district. Upon the superintendent or designee's action to place a certificated employee on a period of involuntary leave of absence, the board shall ratify or nullify the action of the superintendent or designee 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 twenty-one (21) days from the date of the action.

IDAHO CODE TITLE 74 CHAPTER 2

Transparent and Ethical Government Open Meeting Law

74-203

1) Except as provided below, all meetings of a governing body of a public agency shall be open to the public and all persons shall be permitted to attend any meeting except as otherwise provided by this act. No decision at a meeting of a governing body of a public agency shall be made by secret ballot.

74-206

An executive session may only be held for ten reasons:

(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need;

(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;

(c) To acquire an interest in real property not owned by a public agency;

(d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code;

(e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations;

(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement;

(g) By the commission of pardons and parole, as provided by law;

(h) By the custody review board of the Idaho department of juvenile corrections, as provided by law;

(i) To engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the public agency's risk manager or insurance provider at an executive session does not satisfy this requirement; or

(j) To consider labor contract matters authorized under section 74-206A (1)(a) and (b), Idaho Code.

(2) The exceptions to the general policy in favor of open meetings stated in this section shall be narrowly construed. It shall be a violation of this chapter to change the subject within the executive session to one not identified within the motion to enter the executive session or to any topic for which an executive session is not provided.

(3) No executive session may be held for the purpose of taking any final action or making any final decision.

6. Adjourn

Adjourn the meeting. This motion, made by Launa Moser (Zone 1 Trustee) and seconded by Chris Jones (Zone 4 Trustee), Carried.

*Chris Jones (Zone 4 Trustee): Yea, Dax Keller (Zone 3 Trustee): Yea, Geniel Lyons (Zone 2 Trustee): Yea, Launa Moser (Zone 1 Trustee): Yea, Susan Yardley (Zone 5 Trustee): Yea
Yea: 5, Nay: 0*

Roles & Responsibilities of School Boards and Superintendents



"What is the role of the Board and what is the role of the superintendent in the operation of the school district?" This is a question often asked and misunderstood by Board members and superintendents.

The age-old statement that the Board sets policy and the superintendent administers that policy would seem to indicate a clear dividing line between the respective roles. That distinction, however, is not always so clear nor is it one upon which everyone involved agrees.

Board members are usually "doers"; they operate businesses, they run homes, they buy supplies. "Doers" often find it hard to look at the big picture and make decisions that cause other people to "do" the job. Many times they are tempted to get in and "do" the job themselves. Conflicts arise when the Board and the superintendent have not defined their specific roles within the district.

Because the needs of a district vary and leadership and management styles vary, the real need in each district is for the board and superintendent to decide what each is to do and establish proper policies and procedures that will lead to the performance of those duties.

As they make decisions and find themselves involved in the business of the district, board members should ask themselves: "Am I providing leadership to the superintendent and staff, and establishing policy for the district or have I stepped into the role of administrator?"

Superintendents should ask themselves: "Am I providing leadership to the board, in pointing out areas where policy is needed, or am I usurping the Board's responsibility by establishing policy? Worse yet, am I forcing the board to make administrative decisions because I don't want to take the responsibility?"

Keeping roles clear and communication open is the key to good Board and superintendent relationships.

Roles & Responsibilities of School Boards and Superintendents



<u>Roles/Responsibilities</u>	<u>School Board</u>	<u>Superintendent</u>
1. General	Governs the District	Advises the Board – Manages the District
2. Policy	Adopts	Suggests and Implements
3. Board Meetings	In charge of	Serves as resource
4. Budget/Finance/Audits	Adopts and monitors	Prepares, administers, monitors, details
5. Instruction/Curriculum	Establishes criteria, approves, and monitors	Recommends, oversees staffs' efforts
6. Personnel	Establishes criteria, approves, or rejects	Interviews, recommends, hires, evaluates, promotes, trains
7. Community Relations	Creates a positive image for district	Creates a positive image for district, directs communications
8. Labor Relations	Provides guidelines, ratifies contracts	Monitors process within guidelines
9. Student Services	Adopts policies for care and control	Recommends, implements, directs
10. Facilities/Food Service /Transportation	Develops policy on use of	Implements policy, writes procedures, makes recommendations

Roles & Responsibilities of School Boards and Superintendents



1 - GENERAL AREAS

SCHOOL BOARD

1. Establishes rules and policies for the governance of the school district.
2. Approves a planning process to include stakeholders in developing a comprehensive plan for student achievement.
3. Invests the superintendent with those powers and duties in accordance with board policy and state and federal laws.
4. Requires professional leadership from the superintendent.
5. Participates in educational conferences, workshops, training, and professional organizations.

SUPERINTENDENT

1. As the chief executive officer of the Board the superintendent is responsible for implementing board policies and directives.
2. Recommends a comprehensive planning process for student achievement.
3. Coordinates the operation of the schools, supervision of the instructional programs, and management of district personnel.
4. Provides educational leadership to the Board, staff, students, and community.
5. Identifies needs of the district and reports them to the Board.
6. Keeps the Board aware of statewide and national educational developments and changes.
7. Continually upgrades his/her professional knowledge and qualifications through membership and participation in professional associations, conferences, and workshops.

Individual districts may want to make changes to the above roles and responsibilities according to the differences and needs of the district.

Roles & Responsibilities of School Boards and Superintendents



2 - POLICY

SCHOOL BOARD

1. Clarifies for the superintendent the intent of the Board and actions necessary for implementation of Board policy.
2. Reviews and evaluates Board policies on an ongoing basis.

SUPERINTENDENT

1. Acts as advisor to the Board on areas needing policy development or revision.
2. Drafts written policy and provides the Board with necessary data and information for policy adoption.
3. Maintains a current, up-to-date manual of adopted policies.
4. Develops rules and procedures necessary to implement the Board's policies.
5. Identifies policy areas that the Board should revise, rewrite, or repeal as needs of the district or laws and rules change.

Individual districts may want to make changes in the above roles and responsibilities according to the differences and needs of the district.

Roles & Responsibilities of School Boards and Superintendents



3 - MEETINGS

SCHOOL BOARD

1. All duties imposed upon the Board are performed at a public board meeting.
2. The Board refrains from misuse of the executive session provisions as defined in the Public Meeting Law.
3. The Board establishes, through policy, the operational guidelines or practices for meetings.
4. The Board chair, in consultation with the superintendent, develops the meeting agenda.
5. The Board identifies, for the superintendent, the information needed for decision making.
6. Board members receive their agenda materials in adequate time for study before scheduled Board meetings.

SUPERINTENDENT

1. Serves as an advisor to the Board during regularly scheduled meetings.
2. Assures compliance with all legal requirements relative to the posting of notices and maintenance of meeting records.
3. Identifies areas of business which the Board should address at meetings.
4. Prior to meetings, provides Board members with sufficient information for decision making.
5. Implements Board decisions and instructions developed at meetings.
6. Assures that Board meetings, including executive sessions, meet the requirements of the law.

Individual districts may want to make changes in the above roles and responsibilities according to the differences and needs of the district.

Roles & Responsibilities of School Boards and Superintendents



4 - BUDGET/FINANCE

SCHOOL BOARD

1. Establishes priorities for the financial management of the district.
2. Approves the decision to ask the voters to pass a supplemental levy.
3. Provides the superintendent with the Board's priorities in the development of the budget.
4. Explores with the district auditor the internal controls of the district.
5. Reviews the budget on a monthly basis and makes adjustments as needed.
6. Reviews and approves the monthly bills.

SUPERINTENDENT

1. Prepares a detailed budget based on the Board's priorities and parameters.
2. Presents a budget to the board and/or budget committee for consideration and approval.
3. Makes a Recommendation to the Board about the need for and the amount of a supplemental levy.
4. Administers the budget assuring that the expenditures of district funds are within the legal requirements of the budget.
5. Acts as a resource to the board within the framework of the district audits.

Individual districts may want to make changes in the above roles and responsibilities according to the differences and needs of the district.

Roles & Responsibilities of School Boards and Superintendents



5 - INSTRUCTION

SCHOOL BOARD

1. Establishes educational philosophy, goals, and objectives for the instructional program of the district.
2. Adopts and/or changes standards and instructional programs as necessary or as recommended by the superintendent.
3. Regularly reviews student achievement data.
4. Reports to the community the status of education in the district.
5. Identifies and adopts graduation requirements.
6. Periodically requests reports from professional staff relative to assessments and instructional programs.

SUPERINTENDENT

1. Provides leadership to the Board and staff in the continuous development, implementation, and evaluation of the instructional program.
2. Recommends appropriate graduation standards and methods to measure their attainment.
3. Assigns staff to instructional areas and informs the Board.
4. Regularly schedules presentations and reports by staff on various segments of assessments and instructional programs as requested by the Board.
5. Recommends and implements policy on selection of instructional materials and equipment.

Individual districts may want to make changes in the above roles and responsibilities according to the differences and needs of the district.

Roles & Responsibilities of School Boards and Superintendents



6 - PERSONNEL

SCHOOL BOARD

1. Employs certificated and classified staff members based on the recommendation of the superintendent.
2. Promotes good working relations with staff through the district's chain of command.
3. Adopts policy on evaluation of personnel.
4. Receives and acts on personnel recommendations from the superintendent.
5. Conducts an annual evaluation of the superintendent.

SUPERINTENDENT

1. Recommends to the Board the employment or dismissal of all certificated and classified staff.
2. Responsible for the supervision of all employees of the district.
3. Establishes job descriptions for all positions.
4. Serves as the Board's liaison with staff.
5. Fosters good working relationships with staff members.
6. Develops a systematic plan for evaluating the performance of all district personnel.
7. Delegates authority to staff members, as appropriate.
8. Conducts evaluations of administrators under his/her supervision.

Individual districts may want to make changes in the above roles and responsibilities according to the differences and needs of the district.

Roles & Responsibilities of School Boards and Superintendents



7 - COMMUNITY RELATIONS

SCHOOL BOARD

1. Represents public education serving as a liaison between the school district and the community.
2. Maintains an awareness of community values, concerns, and interests.
3. Actively participates in programs that build good community relations.
4. Appoints advisory committees when necessary and outlines their responsibilities.
5. Appoints the district's spokesperson(s) to deal with the news media.
6. Channels complaints or grievances through the established channels.

SUPERINTENDENT

1. Informs and interprets school programs and activities to the community.
2. Serves as the Board's liaison with appointed advisory committees.
3. Establishes a working relationship with the news media.
4. Makes recommendations to the Board for resolution of complaints that cannot be resolved at the administrative level.

Individual districts may want to make changes in the above roles and responsibilities according to the differences and needs of the district.

Roles & Responsibilities of School Boards and Superintendents



8 - LABOR RELATIONS

SCHOOL BOARD

1. Establishes guidelines and criteria for the salary and benefit discussions process for certified personnel.
2. Reviews offers submitted by the Union and makes counter offers.
3. Ratifies the final Master Agreement

SUPERINTENDENT

1. Provides factual data to the Board about the implications of salary and benefit increases and staffing considerations.
2. Assists with negotiations by sitting at the negotiating table.
3. Provide the Board with all offers being presented by the Union.
4. Administers contracts the Master Agreements as appropriate.

Individual districts may want to make changes in the above roles and responsibilities according to the differences and needs of the district.

Roles & Responsibilities of School Boards and Superintendents



9 - STUDENT SERVICES

SCHOOL BOARD

1. Adopts policies for provision of student services including admission, attendance, activities, rights and responsibilities, discipline, and welfare.
2. Adopts policies necessary to assure the safety and health needs of students.

SUPERINTENDENT

1. Recommends and implements policies and rules to maintain adequate services and control of students.
2. Develops and implements procedures to deal with health and safety emergencies.
3. Provides for the direction and supervision of student activities.

Individual districts may want to make changes in the above roles and responsibilities according to the differences and needs of the district.

Roles & Responsibilities of School Boards and Superintendents



10 - FACILITIES, TRANSPORTATION, and FOOD SERVICES

SCHOOL BOARD

1. Adopts policies governing use of public buildings, grounds, and equipment.
2. Prioritizes construction and/or building renovation needs of the district.
3. Approves the decision to ask the voters for a Bond and/or Levy for facility needs.
4. Adopts policies to provide for student transportation needs.
5. Adopts policies to provide for food services.

SUPERINTENDENT

1. Provides for the upkeep of facilities and maintenance of equipment.
2. Prioritizes long-range plans for preventive maintenance of buildings, grounds, and equipment.
3. Makes a recommendation to the Board about the need for, and the amount of a Bond and/or Levy for facility needs.
4. Recommends and supervises the public use of buildings, facilities, and equipment.
5. Supervises the transportation of the district, assigning staff as appropriate.
6. Supervises the food services program, assigning staff as appropriate.

Individual districts may want to make changes in the above roles and responsibilities according to the differences and needs of the district.



Code of Ethics for School Board Members

As a member of my local board of trustees, I will strive to improve student achievement in public education, and to that end I will:

1. Attend all regularly scheduled board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meetings;
2. Recognize that the board must comply with the Open Meeting Law and only has authority to make decisions at official board meetings;
3. Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Understand that the board makes decisions as a team. Individual board members may not commit the board to any action unless so authorized by official board action;
5. Recognize that decisions are made by a majority vote and the outcome should be supported by all board members;
6. Acknowledge that policy decisions are a primary function of the board and should be made after full discussion at publicly held board meetings, recognizing that authority to administer policy rests with the superintendent or administrator of the charter school;
7. Be open, fair and honest – no hidden agendas, and respect the right of other board members to have opinions and ideas which differ from mine;
8. Recognize that the superintendent or the administrator is the board's advisor and should be present at all meetings, except where the superintendent/administrator is the subject matter, or where the superintendent/administrator's presence is a conflict of interest. Further, the Superintendent/Administrator shall not be present during any Board deliberation regarding a student expulsion hearing and/or when the board deliberates regarding a teacher non-renewal or termination advanced by the administration.;
9. Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a concern ever rise to the attention of the board as a hearings panel;
10. Keep abreast of important developments in educational trends, research and practices by individual study and through participation in programs providing such information;
11. Respect the right of the public to be informed about district decisions and school operations;
12. Understand that I will receive information that is confidential and cannot be shared;
13. Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as district staff, while insisting on regular and impartial evaluation of all staff;
14. Present personal criticism of district operations to the superintendent or administrator, not to district staff or to a board meeting;
15. Refuse to use my board position for personal or family gain or prestige. I will announce any conflicts of interest before board action is taken; and
16. Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Trustee Signature: _____

Date: _____

Detail Check Register

Checking Account: 1

GENERAL CHECKING

Check Number: 407	Check Type: Automatic Payment	Check Date: 02/06/2025	Vendor: AMAZONCAPI	AMAZON CAPITAL SERVICES	Check Total: 2,327.19
<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>
14F1-X3X9-JQNF	01/13/2025		Office Supplies	100 681 425 0000	27.07
1633-D3TW-J1HW	01/31/2025		Thermostat Register Covers	100 664 410 0497	42.90
17KC-KM4X-96XH	01/29/2025		Steel Rim	243 515 410 0096 010	98.99
17PP-HK9M-9LC1	01/08/2025		Credit on Inv#13MF-GJ7P-3KQ7	100 664 410 0000	(54.99)
19J9-TFCR-XH17	01/22/2025		Fenwal Control Module	100 664 410 0096	192.66
1CMK-YKCL-7NWT	01/29/2025		Floor Mat	100 651 410 0000	89.99
1GQ6-NTVK-CHV6	01/13/2025		PHS Kitchen Oven	100 664 410 0096	117.99
1HQ4-C3V9-4NHY	01/28/2025		Oven Part Faulty	100 664 410 0096	(117.99)
1KYK-3D3D-7DNG	12/28/2024		Can Opener Replacement Parts	100 664 410 0096	159.98
1MXY-K4T3-MNQK	01/21/2025		Office Supplies	100 632 410 0000	30.94
1N7P-TL3Y-7T13	01/08/2025		Credit on Inv#13MF-GJ7P-3KQ7	100 664 410 0000	(54.99)
1NPN-4KW7-KLTL	01/21/2025		PJH Electric Heater	100 664 410 0291	25.40
1NRL-9C3R-HJQ3	01/28/2025		Scoreboard Lightbulbs	100 664 410 0291	52.50
1P11-NDW6-XNRT	01/15/2025		Garage Door Openers	100 681 425 0000	17.99
1PXJ-4W7T-G46R	01/24/2025		Tie Down Straps	100 681 426 0000	19.82
1Q61-ND46-PVLV	01/06/2025		PHS Kitchen Oven	100 664 410 0096	117.99
1XMK-9T3R-4M7C	01/28/2025		Oven Part Faulty	100 664 410 0096	(117.99)
1Y9N-H733-KT3Y	01/13/2025	10985	Misc. Pioneer Supplies	283 621 400 0000	1,617.19
1YJL-6FDG-1YMW	01/15/2025		Diesel Exhaust Filter	100 681 426 0000	61.74

Check Number: 408	Check Type: Automatic Payment	Check Date: 02/06/2025	Vendor: ROCKYMOUN1	ROCKY MOUNTAIN POWER	Check Total: 20,985.66
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013025	01/30/2025		January 2025 Electricity	100 661 331 0000	398.20
013025	01/30/2025		January 2025 Electricity	100 661 331 0096	9,561.87
013025	01/30/2025		January 2025 Electricity	100 661 331 0291	2,885.20
013025	01/30/2025		January 2025 Electricity	100 661 331 0497	3,550.71
013025	01/30/2025		January 2025 Electricity	100 661 331 0499	4,048.19
013025	01/30/2025		January 2025 Electricity	100 661 331 3201	127.36
013025	01/30/2025		January 2025 Electricity	100 661 331 8844	236.31
013025	01/30/2025		January 2025 Electricity	100 681 331 0000	177.82

Check Number: 409	Check Type: Automatic Payment	Check Date: 02/06/2025	Vendor: WEXBANK	WEX BANK	Check Total: 1,353.95
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102557538	01/31/2025		Activity Fuel	100 532 380 0000	566.74
102557538	01/31/2025		Maintenance Fuel	100 664 410 0000	232.73
102557538	01/31/2025		To/From Fuel	100 681 422 0000	284.96
102557538	01/31/2025		Admin Travel Fuel	100 681 422 0000	80.73
102557538	01/31/2025		Transportation Truck Fuel	100 683 420 0000	119.21
102557538	01/31/2025		Drivers Ed Fuel	241 515 380 0000	69.58

Check Number: 410	Check Type: Automatic Payment	Check Date: 02/20/2025	Vendor: AMAZONCAPI	AMAZON CAPITAL SERVICES	Check Total: 1,501.44
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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>
16GG-7LHC-DHJW	02/12/2025		License Plate light	100 681 426 0000	19.48
1HN4-FDXV-W7MG	02/10/2025		Voice Recorder, Pointer, Keyboard/Mouse	100 632 410 0000	222.98
1JD4-MYYP-1HYQ	02/10/2025	Tech 31-25	Jacks, Probe, Connectors	245 623 410 0000	1,258.98
Check Number: 411	Check Type: Automatic Payment	Check Date: 02/20/2025	Vendor: IDAHOSTAT5	IDAHO STATE TAX COMMISSION	Check Total: 2,694.87
<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>
20250220	02/20/2025		Taxes Due Calendar Year 2024	100 218102	2,694.87
Check Number: 412	Check Type: Automatic Payment	Check Date: 02/20/2025	Vendor: VISA	VISA	Check Total: 1,412.23
<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>
20250202-Lance	02/02/2005		Scholastic	100 512 410 0499 312	290.40
20250202-Lance	02/02/2005		Amazon	100 632 410 0000	168.54
20250202-Lance	02/02/2005		ASCD ISTE	100 632 410 0000	79.00
20250202-Lori	02/02/2025		USU Career Fair	100 632 410 0000	300.00
20250202-Shelby	02/02/2025		Tax Bandits	100 632 410 0000	5.95
20250202-Shelby	02/02/2025		CCI JSIgn	100 632 410 0000	19.99
20250202-Shelby	02/02/2025		IASA - IASBO Membership	100 632 410 0000	150.00
20250202-Shelby	02/02/2025		TaxBandits	100 632 410 0000	40.10
20250202-Shelby	02/02/2025		TaxBandits	100 632 410 0000	8.25
20250202-Shelby	02/02/2025		IASBO Training	100 632 410 0000	350.00
Check Number: 4534	Check Type: Check	Check Date: 02/06/2025	Vendor: ALSCO	ALSCO	Check Total: 191.28
<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>
LBLA2551620	01/08/2025		Nurse Laundry	100 632 310 0000	8.40
LBLA2551620	01/08/2025		Bus Shop Laundry	100 681 330 0000	37.22
LBLA2553403	01/15/2025		Nurse Laundry	100 632 310 0000	8.40
LBLA2553403	01/15/2025		Bus Shop Laundry	100 681 330 0000	34.80
LBLA2555240	01/22/2025		Nurse Laundry	100 632 310 0000	9.08
LBLA2555240	01/22/2025		Bus Shop Laundry	100 681 330 0000	44.27
LBLA2557073	01/29/2025		Nurse Laundry	100 632 310 0000	9.08
LBLA2557073	01/29/2025		Bus Shop Laundry	100 681 330 0000	40.03
Check Number: 4535	Check Type: Check	Check Date: 02/06/2025	Vendor: BRYSONSALE	BRYSON SALES & SERVICE INC	Check Total: 104.70
<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>
14380	01/27/2025		Warranty Credit #204662	100 681 426 0000	(1,750.03)
205421	01/17/2025		DVR, HD6	100 681 426 0000	1,854.73
Check Number: 4536	Check Type: Check	Check Date: 02/06/2025	Vendor: CAXTONPRIN	CAXTON PRINTERS LTD.	Check Total: 624.00
<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>
1056678	01/08/2025	T10978	Math Textbooks	250 621 410 0000 000 001	474.00
1056807	01/16/2025	T10978	Math Textbooks	100 515 410 0096	150.00
Check Number: 4537	Check Type: Check	Check Date: 02/06/2025	Vendor: CONSOLIDA1	CONSOLIDATED IRRIGATION CO	Check Total: 61.47

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>	
4205-1068212	12/27/2024		Auditorium Lightbulbs	100 664 410 0096	61.47	
V*4205-1068212	02/11/2025		Auditorium Lightbulbs	100 664 410 0096	(61.47)	
Check Number: 4538	Check Type: Check	Check Date: 02/06/2025	Vendor: DBPLUMBING	DB PLUMBING LLC	Check Total:	3,220.00
<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>	
2660	02/01/2025		PJH Water heater	100 664 410 0291	3,220.00	
Check Number: 4539	Check Type: Check	Check Date: 02/06/2025	Vendor: DESIGWEST	Design West Architects	Check Total:	13,200.00
<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>	
2024-9284	06/25/2024		Feasibility Study/Master Plan	420 810 314 0000	13,200.00	
Check Number: 4540	Check Type: Check	Check Date: 02/06/2025	Vendor: DEXIMAGIN	Dex Imaging	Check Total:	1,112.40
<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>	
AR12693325	01/29/2025		Copier Overages	100 632 314 0000	926.80	
AR12726019	02/03/2025		Oakwood Staples	100 632 314 0000	85.60	
AR12735834	02/04/2025		Oakwood Staples	100 632 314 0000	100.00	
Check Number: 4541	Check Type: Check	Check Date: 02/06/2025	Vendor: ELITEMECHA	ELITE MECHANICAL	Check Total:	2,515.00
<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>	
3806	01/28/2025		Labor to Replace Motor	100 664 314 0499	175.00	
3806	01/28/2025		Parts to Replace Motor	100 664 410 0499	668.00	
3816	01/30/2025		Labor to Repair	100 664 314 0497	225.00	
3816	01/30/2025		RTU Parts	100 664 410 0497	810.00	
3817	01/31/2025		Labor to Repair	100 664 314 0096	175.00	
3817	01/31/2025		RTU - Girls Locker Room	100 664 410 0096	462.00	
Check Number: 4542	Check Type: Check	Check Date: 02/06/2025	Vendor: GRANITETEL	GRANITE TELECOMMUNICATIONS	Check Total:	977.79
<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>	
682521514	02/01/2025		January 2025 Landline Services	100 661 350 0000	977.79	
Check Number: 4543	Check Type: Check	Check Date: 02/06/2025	Vendor: GREATAMERI	GREAT AMERICA FINANCIAL	Check Total:	4,340.80
<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>	
38470710	02/03/2025		February 2025 Copier Lease	100 641 322 0000	4,340.80	
Check Number: 4544	Check Type: Check	Check Date: 02/06/2025	Vendor: HANSONJANI	HANSON JANITORIAL SUPPLY	Check Total:	3,406.57
<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>	
772081	01/17/2025		Mop Head, Handdle	100 661 410 0096	75.45	
772436	01/17/2025		Misc. Custodial Supplies	100 661 410 0096	450.08	
772527	01/17/2025		Misc. Custodial Supplies	100 661 410 0499	451.37	
772538	01/31/2025		Tennant Drain Hose	100 661 410 0499	55.90	
772542	01/17/2025		Stix Phosphoric, disinfectant	100 661 410 0096	267.48	
772556	01/17/2025		TP, Paper Towel	100 661 410 0497	272.24	
772558	01/17/2025		Cleaners, Paper Towels	100 661 410 8844	136.04	

Checking Account: 1		GENERAL CHECKING				
772629	01/23/2025		Front/Rear Squeegees	100 661 410 0096	623.67	
773110	01/31/2025		Laundry Detergent	100 661 410 0096	96.20	
773229	01/31/2025		Skin Cleanser, Disinfectant	100 661 410 0499	330.19	
773246	01/31/2025		Misc. Custodial Supplies	100 661 410 0291	564.23	
773259	01/31/2025		Misc. Custodial Supplies	100 661 410 0497	567.52	
773595	02/05/2025		Credit on Inv#772629	100 661 410 0096	(483.80)	
Check Number: 4545	Check Type: Check	Check Date: 02/06/2025	Vendor: IDAHODIGIT	IDAHO DIGITAL LEARNING ACADEMY	Check Total:	2,130.00
<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>	
201308-1	01/29/2025		PJH Online Courses	100 515 312 0291 315	2,130.00	
Check Number: 4546	Check Type: Check	Check Date: 02/06/2025	Vendor: IDAHOSTAT5	IDAHO STATE TAX COMMISSION	Check Total:	96.98
<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>	
013125	02/06/2025		PJH Sales Tax	100 223100	85.09	
013125	02/06/2025		FCHS Sales Tax	100 223100	11.89	
Check Number: 4547	Check Type: Check	Check Date: 02/06/2025	Vendor: IDHW	IDHW	Check Total:	16,858.11
<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>	
013125	01/31/2025		January 2025 Medicaid Match Program	260 616 395 0000	16,858.11	
Check Number: 4548	Check Type: Check	Check Date: 02/06/2025	Vendor: INDUSTRIAL	INDUSTRIAL TOOL & SUPPLY	Check Total:	250.94
<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>	
2501-153176	01/24/2025	6023	Saw Blades & Router bit	263 515 410 0096 153	250.94	
Check Number: 4549	Check Type: Check	Check Date: 02/06/2025	Vendor: INTRSTBILL	Interstate Billing Service, Inc	Check Total:	1,320.30
<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>	
44653PC	01/21/2025		Alum Wheel	100 681 426 0000	1,320.30	
Check Number: 4550	Check Type: Check	Check Date: 02/06/2025	Vendor: JWPEPPERSON	J.W. PEPPER & SON INC.	Check Total:	390.99
<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>	
367169891	01/17/2025	6022	Music Supplies	720 515 410 0096 121	320.99	
367171533	01/18/2025	6022	Sheet Music	720 515 410 0096 121	70.00	
Check Number: 4551	Check Type: Check	Check Date: 02/06/2025	Vendor: LAWSONPROD	LAWSON PRODUCTS INC	Check Total:	323.85
<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>	
9312175981	01/27/2025		Misc. Shop Supplies	100 681 426 0000	60.36	
9312175982	01/27/2025		Right Angle Grinder	100 681 428 0000	121.00	
9312175983	01/27/2025		Misc. Shop Supplies	100 664 410 0000	142.49	
Check Number: 4552	Check Type: Check	Check Date: 02/06/2025	Vendor: NAPAAUTOPA	NAPA AUTO PARTS OF PRESTON	Check Total:	399.03
<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>	
973361	01/02/2025		Z400 Rfill 200 Ct	100 681 425 0000	65.08	
973863	01/08/2025		Shop Hose	100 681 425 0000	7.74	
974888	01/21/2025		Side Beam Wiper	100 681 426 0000	31.42	
974925	01/21/2025		Battery	241 515 314 0000	147.14	

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
975500	01/28/2025		Air Filter	100 681 426 0000	136.00	
975868	01/31/2025		Filter	241 515 314 0000	11.65	
Check Number: 4553	Check Type: Check	Check Date: 02/06/2025	Vendor: OAKWOODELE	OAKWOOD ELEMENTARY SCHOOL	Check Total: 365.11	
<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>	
020525	02/05/2025	O-24164	Misc. Supplies	261 621 410 0000	349.12	
11XN-CRFR-CRLJ	01/08/2025	O-24165	Door Stopeer	100 664 410 0497	15.99	
Check Number: 4554	Check Type: Check	Check Date: 02/06/2025	Vendor: PIONEERDRA	PIONEER DRAMA SERVICE	Check Total: 648.25	
<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>	
655173	01/17/2025	6021	Choral Supplies	720 515 410 0096 122	648.25	
Check Number: 4555	Check Type: Check	Check Date: 02/06/2025	Vendor: PRESTONAUT	PRESTON AUTO PARTS	Check Total: 41.57	
<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>	
6546-290459	01/06/2025		Snow Plow Parts	100 664 410 0000	24.68	
6546-290461	01/06/2025		Snow Plow Parts	100 664 410 0000	6.30	
6546-291262	01/23/2025		Return on Boiler part	100 664 410 0000	(10.59)	
6546-291263	01/23/2025		Parts to repair boiler	100 664 410 0000	21.18	
Check Number: 4556	Check Type: Check	Check Date: 02/06/2025	Vendor: PRESTONJRH	PRESTON JUNIOR HIGH SCHOOL	Check Total: 325.11	
<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>	
1TPH-JHP9-14XL	02/05/2025	10913	PBIS Supplies	261 621 410 0000	105.78	
1VP7-1PH9-FVLD	01/15/2025	10989	PJH PBIS Supplies	261 621 410 0000	219.33	
Check Number: 4557	Check Type: Check	Check Date: 02/06/2025	Vendor: PRESTONSC6	PRESTON SCHOOL LUNCH DEPT.	Check Total: 1,742.40	
<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>	
013125	01/31/2025		PHS Teacher Lunches	100 710 410 0096	975.15	
013125	01/31/2025		PJH Teacher Lunches	100 710 410 0291	198.00	
013125	01/31/2025		Oakwood Teacher Lunches	100 710 410 0497	34.65	
013125	01/31/2025		Pioneer Teacher Lunches	100 710 410 0499	232.65	
013125	01/31/2025		FCHS Teacher Lunches	100 710 410 8844	301.95	
Check Number: 4558	Check Type: Check	Check Date: 02/06/2025	Vendor: PRESTONVAL	PRESTON VALLEY COUNTRY STORE	Check Total: 1,574.01	
<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>	
A63831	01/15/2025		Propane Delivery	100 681 423 0000	759.60	
A64202	01/29/2025		Batting Cage Propane	100 665 410 0000	152.58	
A64203	01/29/2025		Propane Delivery	100 681 423 0000	661.83	
Check Number: 4559	Check Type: Check	Check Date: 02/06/2025	Vendor: PRIESTLEYM	PRIESTLEY MENTAL HEALTH INC	Check Total: 520.00	
<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>	
103024	01/30/2025		PSYTX PT&/Family 9-1 to 10-30-24	260 521 300 0000	520.00	
Check Number: 4560	Check Type: Check	Check Date: 02/06/2025	Vendor: RONKELLERT	RON KELLER TIRE	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>	
PRET-50458-01	02/03/2025		Mount Bus Tire	100 681 320 0000	40.00	

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>
4561	Check	02/06/2025	RYTEL	RYTEL	2,332.85
12388	01/31/2025		February 2025 VOIP	100 661 350 0000	2,332.85
4562	Check	02/06/2025	STANDARDPL	STANDARD PLUMBING SUPPLY CO	227.71
XXJF17	01/02/2025		Plastic Open Front Seat	100 661 410 0096	23.05
XZF150	01/21/2025		Boiler Parts	100 664 410 0000	104.79
XZG419	01/22/2025		Extension Cord	100 661 410 0096	53.18
XZJV46	01/23/2025		Boiler Parfts	100 664 410 0096	45.06
XZJY85	02/06/2025		Boiler Parfts	100 664 410 0096	1.63
4563	Check	02/06/2025	STATEDEPTO	STATE DEPT. OF EDUCATION	75.00
020625	02/06/2025		Recertification - Radack, A	100 632 410 0000	75.00
4564	Check	02/06/2025	STOKESMARK	STOKES MARKET PLACE	211.80
01-274911	01/23/2025		Water and Donuts	100 681 365 0000	31.96
01-279888	01/28/2025		Batteries	100 632 410 0000	17.99
02-255413	01/07/2025		Fabulso, Alcohol	100 661 410 0291	52.20
03-270747	01/31/2025		Incentives	100 512 410 0499	40.83
66-222379	01/07/2025		Key, Single Cut	100 661 410 0291	7.96
66-235063	01/22/2025		Door Stops, Veg Oil	100 664 410 0000	27.97
66-241999	01/30/2025		Key Single Cut	100 664 410 0000	5.97
66-242919	01/31/2025		Standard Outlets	100 664 410 0000	6.93
66-245202	02/03/2025		10W Day A19 Bulb	100 664 410 0096	19.99
4565	Check	02/06/2025	TKELEVATOR	TK ELEVATOR	6,273.30
3008328621	02/01/2025		2025 Elevator Contract	100 664 314 0096	6,273.30
4566	Check	02/06/2025	TRANSPORTD	TRANSPORT DIESEL SERVICE INC	142.59
01P159111	12/27/2024		Credit on Inv#01P158791	100 681 426 0000	(13.40)
03P114861	01/22/2025		Sensor, DFN Pressure	100 681 426 0000	155.99
4567	Check	02/06/2025	UTAHSTATEU	UTAH STATE UNIVERSITY	225.00
202440-3	01/22/2025		Hist 1700 - Jones, M	100 515 312 0096 315	225.00
4568	Check	02/06/2025	VERIZONWIR	VERIZON WIRELESS	1,028.30
6104855839	01/28/2025		Transportation Charges	100 681 354 0000	52.52

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
6104855839	01/28/2025		Mobile Phone Charges	100 691 350 0000	975.78	
Check Number: 4569	Check Type: Check	Check Date: 02/12/2025	Vendor: BRYSONSALE	BRYSON SALES & SERVICE INC	Check Total:	317,238.00
<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>	
F554220	02/11/2025		2026 Blue Bird	424 681 500 0000	158,619.00	
F554898	02/11/2025		2026 Blue Bird	424 681 500 0000	158,619.00	
Check Number: 4570	Check Type: Check	Check Date: 02/12/2025	Vendor: STATEDEPTO	STATE DEPT. 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>	
021225	02/12/2025		Recertification - VanVleet, Natalie	100 632 314 0000	75.00	
Check Number: 4571	Check Type: Check	Check Date: 02/20/2025	Vendor: ANDERITSE	Anderson's It's Elementary	Check Total:	600.38
<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>	
2521244	02/03/2025	10988	Literacy Supplies	100 512 410 0499 312	600.38	
Check Number: 4572	Check Type: Check	Check Date: 02/20/2025	Vendor: BECKSTEADD	BECKSTEAD DAVID B. M.D.	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>	
020925	02/09/2025		Physical - Knapp, B	241 515 410 0000	100.00	
Check Number: 4573	Check Type: Check	Check Date: 02/20/2025	Vendor: BOMGAARS	BOMGAARS	Check Total:	95.82
<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>	
77906894	01/23/2025		Gloves	100 664 410 0000	10.99	
77908189	01/28/2025		Pull chain, White	100 664 410 0499	4.59	
77908658	01/30/2025		Stripping Chemical Pad	100 664 410 0000	3.99	
77908753	01/30/2025		Duracell Batteries	100 664 410 8844	10.99	
77910625	02/06/2025		Plumbing Supplies	100 664 410 0497	29.31	
77911032	02/08/2025		Boiler Supplies	100 664 410 0096	25.96	
77911979	02/12/2025		Drinking Fountain Hose	100 664 410 0497	9.99	
Check Number: 4574	Check Type: Check	Check Date: 02/20/2025	Vendor: CNHINDUST	CNH Industrial Accounts	Check Total:	151.25
<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>	
P6192901	02/10/2025		Bulk Def Fluid	100 681 422 0000	151.25	
Check Number: 4575	Check Type: Check	Check Date: 02/20/2025	Vendor: CONSOLIDAT	CONSOLIDATED ELECTRICAL DIST.	Check Total:	61.47
<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>	
4205-1068212	12/27/2024		PHS Auditorium bulbs	100 664 410 0096	61.47	
Check Number: 4576	Check Type: Check	Check Date: 02/20/2025	Vendor: DEXIMAGIN	Dex Imaging	Check Total:	200.00
<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>	
AR12753090	02/06/2025		Oakwood Staples	100 632 314 0000	100.00	
AR12772826	02/10/2025		Oakwood Staples	100 632 314 0000	100.00	
Check Number: 4577	Check Type: Check	Check Date: 02/20/2025	Vendor: ELITEMECHA	ELITE MECHANICAL	Check Total:	125.00
<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>	
3831	02/12/2025		Service Call on Furnace	100 664 314 0497	125.00	

Checking Account: 1

GENERAL CHECKING

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
4578	Check	02/20/2025	DOMINIONEN	Enbridge Gas	52,002.17
<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>
012125	01/21/2025		Shop/Admin Natural Gas	100 661 334 0000	1,077.15
012125	01/21/2025		PHS Natural Gas	100 661 334 0096	16,862.47
012125	01/21/2025		PJH Natural Gas	100 661 334 0291	4,771.99
012125	01/21/2025		Oakwood Natural Gas	100 661 334 0497	2,739.67
012125	01/21/2025		Pioneer Natural Gas	100 661 334 0499	1,979.44
012125	01/21/2025		FCHS Natural Gas	100 661 334 8844	335.63
012125	01/21/2025		Bus Garage Natural Gas	100 681 334 0000	926.38
021925	02/19/2025		Shop/Admiin Natural Gas	100 661 334 0000	940.56
021925	02/19/2025		PHS Natural Gas	100 661 334 0096	13,886.74
021925	02/19/2025		PJH Natural Gas	100 661 334 0291	3,913.67
021925	02/19/2025		Oakwood Natural Gas	100 661 334 0497	1,984.37
021925	02/19/2025		Pioneer Natural Gas	100 661 334 0499	1,568.77
021925	02/19/2025		FCHS Natural Gas	100 661 334 8844	273.47
021925	02/19/2025		Bus Garage Natural Gas	100 681 334 0000	741.86
4579	Check	02/20/2025	FRANKLINC5	FRANKLIN COUNTY LANDFILL	564.85
<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>
6629	02/03/2025		December 2025 Extra Pickup Fee	100 661 336 0096	154.05
6629	02/03/2025		December 2025 Extra Pickup Fee	100 661 336 0291	154.05
6629	02/03/2025		December 2025 Extra Pickup Fee	100 661 336 0497	154.05
6629	02/03/2025		December 2025 Extra Pickup Fee	100 661 336 0499	102.70
4580	Check	02/20/2025	FRANKLINC2	FRANKLIN COUNTY MEDICAL CENTER	48,344.61
<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>
7487	12/31/2024		Behavioral Intervention	260 521 300 0000	18,108.87
7619	01/31/2025		Behavior Intervention	260 521 300 0000	22,319.29
7721	02/11/2025		BLS eCards	100 515 312 0096 315	103.60
7725	02/11/2025		OP/PT Services	260 521 300 0000	3,618.50
7726	02/11/2025		OP/PT Services	260 521 300 0000	4,194.35
4581	Check	02/20/2025	HANSEGLAS	HANSEN GLASS & PAINT	48.00
<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>
5348	01/06/2024		Paint for Cafeteria	100 664 410 0497	48.00
4582	Check	02/20/2025	HELLSCANY	Hells Canyon Grand Hotel, Ascend Hotel Collection	804.00
<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>
75914411	02/06/2025		All State Music	100 532 410 0000	804.00
4583	Check	02/20/2025	HEMMEJUST	Justin Hemmert	150.00
<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>
608283	01/30/2025		CDL Skills Testing	100 681 365 0000	150.00

Checking Account: 1

GENERAL CHECKING

Check Number	Check Type	Check Date	Vendor	Description	Check Total
4584	Check	02/20/2025	HOLIDAYIN4	Holiday Inn Express & Suites - Meridian - Boise West	917.00
<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>
2208	01/28/2025		All State Music	100 532 380 0000	172.00
2209	01/28/2025		All State Music	100 532 380 0000	172.00
2211	01/28/2025		All State Music	100 532 380 0000	172.00
2224	02/01/2025		All State Music	100 532 410 0000	127.00
2225	02/01/2025		All State Music	100 532 410 0000	147.00
2226	02/01/2025		All State Music	100 532 410 0000	127.00
4585	Check	02/20/2025	HOLINKALAW	HOLINKA LAW P.C.	650.00
<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>
1168	02/14/2025		1st Quarter 2025 Policy Updates	100 632 315 0000	650.00
4586	Check	02/20/2025	HORIZONAU	Horizon Automotive	1,347.00
<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>
73145	02/03/2025		Labor to Repair	100 681 320 0000	464.50
73145	02/03/2025		Parts	100 681 341 0000	882.50
4587	Check	02/20/2025	HRGARDENS	HR Gardens	120.00
<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>
5671	01/29/2025		Planter for Woodward, K	100 632 410 0000	40.00
5671	01/29/2025		Planter for Olson, L	100 632 410 0000	40.00
5671	01/29/2025		Planter for Woodward, K	100 632 410 0000	40.00
4588	Check	02/20/2025	IDAHODIGIT	IDAHO DIGITAL LEARNING ACADEMY	150.00
<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>
201310-1	02/10/2025		Geometry B - Cooper, E	100 515 312 0096 315	75.00
201310-1	02/10/2025		Pitkin, Briana	100 515 312 0096 315	75.00
4589	Check	02/20/2025	MAISETECH	Maise Technology	13,833.00
<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>
DTLV26203	02/15/2025		Microsoft 365 Support	245 623 314 0000	8,433.00
DTLV26204	02/15/2025		Network Support	245 623 314 0000	5,400.00
4590	Check	02/20/2025	PRESTONCI3	PRESTON CITY WATER DEPT.	1,672.50
<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>
013125	01/31/2025		January 2025 Water/Sewer	100 661 332 0096	283.25
013125	01/31/2025		January 2025 Water/Sewer	100 661 332 0291	243.50
013125	01/31/2025		January 2025 Water/Sewer	100 661 332 0497	172.50
013125	01/31/2025		January 2025 Water/Sewer	100 661 332 0499	596.50
013125	01/31/2025		January 2025 Water/Sewer	100 661 332 8844	127.50
013125	01/31/2025		January 2025 Water/Sewer	100 661 335 0000	121.75
013125	01/31/2025		January 2025 Water/Sewer	100 681 353 0000	127.50

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>
4591	Check	02/20/2025	PRESTONHIG	PRESTON HIGH SCHOOL	9,313.74
013024		01/30/2025		Wrestling Hotel for Driver	146.18
021825		02/18/2025		World Ag Expo	399.56
13MF-GJ7P-TXQ9		12/11/2024	6012	Cabinetmaking Supplies	144.60
1KPP-LXNK-6TD1		11/16/2024	6010	Meta Quest Headset 128 GB	594.54
1KPP-LXNK-6TD1		11/16/2024	6010	Meta Quest Headset 128 GB	5,400.00
1RXV-T9FD-4GWH		11/11/2024	6027	Art Bright Funds	2,601.87
1W11-GK3X-QYWP		01/22/2025	6020	Saxiphone Harness	26.99
4592	Check	02/20/2025	RSDISTRIBU	R & S DISTRIBUTING	764.19
121245		02/05/2025		Soap Aff Pink Lotion	341.20
121246		02/05/2025		Urinal Screens	127.60
121262		02/06/2025		Preserve Roll Towel	295.39
4593	Check	02/20/2025	REALITYWOR	REALITYWORKS	6,663.10
64766		02/10/2025	6011	Injury Assessment Trainer	6,663.10
4594	Check	02/20/2025	RELADYNE	RelaDyne West, LLC	3,621.44
1193087-IN		02/13/2025		Diesel Fuel Delivery	3,621.44
4595	Check	02/20/2025	ROSETTAST	Rosetta Stone, LLC	600.00
RS528728		01/30/2025	6024	World Languages	600.00
4596	Check	02/20/2025	STATEDEPTO	STATE DEPT. OF EDUCATION	282.50
020525		02/05/2025		Employment - Gilbert, K	28.25
020525		02/05/2025		Employment - Hemmert, J	28.25
020525		02/05/2025		Employment - Madsen, B	28.25
020525		02/05/2025		Employment - Olsen, E	28.25
020525		02/05/2025		Employment - Palmer, R	28.25
020525		02/05/2025		Employment - Priestley, R	28.25
020525		02/05/2025		Employment - Anderson, T	28.25
020525		02/05/2025		Employment - Butikofer, D	28.25
020525		02/05/2025		Employment - Cole, E	28.25
020525		02/05/2025		Employment - Eversole, A	28.25
4597	Check	02/20/2025	STATEINSUR	STATE INSURANCE FUND	10,577.00

Checking Account: 1		GENERAL CHECKING				
29598453	02/11/2025		February 2025 Installment Premium	100 632 270 0000	10,577.00	
Check Number: 4598	Check Type: Check	Check Date: 02/20/2025	Vendor: WILFOSHEL	Shelly Wilfong	Check Total:	1,685.00
<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>	
01062025	01/05/2025	10986	Magnetic Letters	283 621 400 0000	1,230.00	
01172025	01/17/2025	10987	Magnetic Letter Sets	100 512 410 0499 312	455.00	
Check Number: 10344	Check Type: Direct Deposit	Check Date: 02/06/2025	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>	
013025	01/30/2025		Driver Physical - Larson, T	100 681 260 0000	84.00	
Check Number: 10345	Check Type: Direct Deposit	Check Date: 02/20/2025	Vendor: HANSEVERL	Verl Hansen	Check Total:	116.00
<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>	
021525	02/15/2025		January 2025 Driver Meals	100 532 410 0000	116.00	
Check Number: 10346	Check Type: Direct Deposit	Check Date: 02/20/2025	Vendor: BIRDLAUR	Laurel Bird	Check Total:	76.00
<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>	
021525	02/15/2025		January 2025 Driver Meals	100 532 410 0000	76.00	
Check Number: 10347	Check Type: Direct Deposit	Check Date: 02/20/2025	Vendor: BROWNLAUR	Laura Brown	Check Total:	52.00
<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>	
021525	02/15/2025		January 2025 Driver Meals	100 532 410 0000	52.00	
Check Number: 10348	Check Type: Direct Deposit	Check Date: 02/20/2025	Vendor: CHECKBRIA	Brian Checketts	Check Total:	108.00
<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>	
021525	02/15/2025		January 2025 Driver Meals	100 532 410 0000	108.00	
Check Number: 10349	Check Type: Direct Deposit	Check Date: 02/20/2025	Vendor: CHECKNILE	Nile Checketts	Check Total:	80.00
<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>	
021525	02/15/2025		January 2025 Driver Meals	100 532 410 0000	80.00	
Check Number: 10350	Check Type: Direct Deposit	Check Date: 02/20/2025	Vendor: CROSSLARI	Larin Crossley	Check Total:	172.00
<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>	
021825	02/18/2025		World Ag Expo Reimbursement	243 515 380 0096 010	172.00	
Check Number: 10351	Check Type: Direct Deposit	Check Date: 02/20/2025	Vendor: FELLOKRIS	Kristin Fellows	Check Total:	32.00
<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>	
021525	02/15/2025		January 2025 Driver Meals	100 532 410 0000	32.00	
Check Number: 10352	Check Type: Direct Deposit	Check Date: 02/20/2025	Vendor: FORNOJAMI	Jamie Fornoff	Check Total:	96.00
<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>	
021525	02/15/2025		January 2025 Driver Meals	100 532 410 0000	96.00	
Check Number: 10353	Check Type: Direct Deposit	Check Date: 02/20/2025	Vendor: GUNDELANA	Lana Gundersen	Check Total:	106.00
<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>	
021525	02/15/2025		January 2025 Driver Meals	100 532 410 0000	106.00	

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>
10354	Direct Deposit	02/20/2025	LARSOTERR	Terry Larson	12.00
021525	02/15/2025		January 2025 Driver Meals	100 532 410 0000	12.00
10355	Direct Deposit	02/20/2025	PAYNERACH	Rachel Payne	56.00
021525	02/15/2025		January 2025 Driver Meals	100 532 410 0000	56.00
10356	Direct Deposit	02/20/2025	SCHVAGLAD	Glade Schvaneveldt	44.00
021525	02/15/2025		January 2025 Driver Meals	100 532 410 0000	44.00
10357	Direct Deposit	02/20/2025	SMARTLORI	Lori Smart	12.00
021525	02/15/2025		January 2025 Driver Meals	100 532 410 0000	12.00
10358	Direct Deposit	02/20/2025	WAKLEKYON	Matthew Wakley	80.00
021525	02/15/2025		January 2025 Driver Meals	100 532 410 0000	80.00

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 571,394.10

Detail Check Register

Checking Account: 2		CHILD NUTRITION CHECKING					
Check Number: 24	Check Type: Automatic Payment	Check Date: 02/20/2025	Vendor: AMAZONCAPI	AMAZON CAPITAL SERVICES	Check Total:	203.35	
<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>		
11TJ-F4VD-HFNQ	02/18/2025		Misc. Supplies	290 710 410 0000	107.46		
1MTY-7D66-RYXJ	01/14/2025		Floor Mat	290 710 410 0096	95.89		
Check Number: 1321	Check Type: Check	Check Date: 02/06/2025	Vendor: BELEWTONY	Tonya Belew	Check Total:	33.60	
<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>		
012825	01/30/2025		January 2025 Food Transport	290 710 380 8844	33.60		
Check Number: 1322	Check Type: Check	Check Date: 02/06/2025	Vendor: DFADAIRYBR	DFA DAIRY BRANDS - MEADOW GOLD DAIRY	Check Total:	5,905.77	
<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>		
31659090	01/02/2025		Milk Purchases	290 710 450 0096 710	200.12		
31659091	01/02/2025		Milk Purchases	290 710 450 0291 710	359.42		
31659328	01/06/2025		Milk Purchases	290 710 450 0499 710	487.32		
31659331	01/06/2025		Milk Purchases	290 710 450 0497 710	711.40		
31659477	01/09/2025		Milk Purchases	290 710 450 0096 710	201.02		
31659714	01/13/2025		Milk Purchases	290 710 450 0497 710	512.50		
31659715	01/13/2025		Milk Purchases	290 710 450 0499 710	459.89		
31659717	01/13/2025		Milk Purchases	290 710 450 0291 710	382.62		
31659857	01/16/2025		Milk Purchases	290 710 450 0096 710	178.30		
31659858	01/16/2025		Milk Purchases	290 710 450 0291 710	200.60		
31660095	01/20/2025		Milk Purchases	290 710 450 0499 710	292.69		
31660097	01/20/2025		Milk Purchases	290 710 450 0497 710	381.59		
31660240	01/23/2025		Milk Purchases	290 710 450 0096 710	178.30		
31660477	01/27/2025		Milk Purchases	290 710 450 0497 710	579.40		
31660478	01/27/2025		Milk Purchases	290 710 450 0499 710	457.00		
31660481	01/27/2025		Milk Purchases	290 710 450 0291 710	278.70		
31660622	01/30/2025		Milk Purchases	290 710 450 0096 710	222.90		
981040629	01/27/2025		Credit on milk purchases	290 710 450 0497 710	(44.50)		
981040630	01/27/2025		Credit on milk purchases	290 710 450 0291 710	(44.50)		
981040631	01/27/2025		Credit on milk purchases	290 710 450 0096 710	(44.50)		
981403138	01/27/2025		Credit on milk purchases	290 710 450 0499 710	(44.50)		
Check Number: 1323	Check Type: Check	Check Date: 02/06/2025	Vendor: GEMSTATEPA	GEM STATE PAPER & SUPPLY	Check Total:	2,060.62	
<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>		
4116851	01/16/2025		Rinse Aid	290 710 410 0291	155.62		
4116852	01/16/2025		Food Tray, Detergent, P Towel	290 710 410 0291	495.41		
4116853	01/16/2025		G bags, containers, bowls	290 710 410 0499	335.76		
4117880	01/30/2025		Food Tray, Detergent, Foil	290 710 410 0291	356.91		
4117882	01/30/2025		G bags, containers, bowls	290 710 410 0291	306.08		
4117883	01/30/2025		Misc. Supplies	290 710 410 0497	410.84		

Checking Account: 2

CHILD NUTRITION CHECKING

Check Number:	Check Type:	Check Date:	Vendor:	Gold Star Foods	Check Total:
1324	Check	02/06/2025	GOLDSTARF		16,220.58
<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>
3333503	01/07/2025		Food Purchases	290 710 450 0497	340.38
3338276	01/07/2025		Food Purchases	290 710 450 0497	404.55
3338277	01/07/2025		Food Purchases	290 710 450 0497	5,819.74
3342066	02/04/2025		Food Purchases	290 710 450 0096	455.89
3342068	01/07/2025		Food Purchases	290 710 450 0291	679.78
3342069	01/07/2025		Food Purchases	290 710 450 0291	235.20
3342071	01/07/2025		Food Purchases	290 710 450 0497	987.20
3342072	01/07/2025		Food Purchases	290 710 450 0497	141.12
3342073	01/07/2025		Food Purchases	290 710 450 0499	709.18
3342074	01/07/2025		Food Purchases	290 710 450 0499	47.04
3342328	01/14/2025		Food Purchases	290 710 450 0096	191.36
3342329	01/14/2025		Food Purchases	290 710 450 0291	717.11
3342330	01/14/2025		Food Purchases	290 710 450 0497	790.23
3342331	01/14/2025		Food Purchases	290 710 450 0499	516.80
3345394	01/21/2025		Food Purchases	290 710 450 0096	383.00
3345395	01/21/2025		Supply Purchases	290 710 410 0291	86.04
3345395	01/21/2025		Food Purchases	290 710 450 0291	373.70
3345397	01/21/2025		Supply Purchases	290 710 410 0499	43.02
3345397	01/21/2025		Food Purchases	290 710 450 0499	821.44
3345400	01/21/2025		Food Purchases	290 710 450 0499	40.73
3347252	01/21/2025		Food Purchases	290 710 450 0497	134.85
3348204	01/28/2025		Napkin Tall Fold White	290 710 410 0096	43.02
3348204	01/28/2025		Food Purchases	290 710 450 0096	422.46
3348205	01/28/2025		Food Purchases	290 710 450 0291	243.08
3348206	01/28/2025		Food Purchases	290 710 450 0497	973.11
3348207	01/28/2025		Food Purchases	290 710 450 0499	533.07
3348245	01/28/2025		Food Purchases	290 710 450 0291	50.88
3348250	01/28/2025		Food Purchases	290 710 450 0499	36.60
Check Number: 1325	Check Type: Check	Check Date: 02/06/2025	Vendor: IDAHOSTAT5	IDAHO STATE TAX COMMISSION	Check Total: 58.59
<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>
013125	02/06/2025		Child Nutrition Sales Tax	290 416100	58.59
Check Number: 1326	Check Type: Check	Check Date: 02/06/2025	Vendor: MIRANMONI	Monica Miranda	Check Total: 70.00
<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>
011425	01/14/2025		Return Lunch Funds -Restrepo, K&E	290 416100	70.00
Check Number: 1327	Check Type: Check	Check Date: 02/06/2025	Vendor: NICHOLASCO	NICHOLAS & COMPANY	Check Total: 11,888.85
<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>
9032555	01/07/2025		Food Purchases	290 710 450 0291	948.55
9032556	01/07/2025		Food Purchases	290 710 450 0497	509.24

Checking Account: 2

CHILD NUTRITION CHECKING

9032557	01/08/2025	Food Purchases	290 710 450 0499	681.94
9032558	01/07/2025	Supply Purchases	290 710 410 0096	37.94
9032558	01/07/2025	Food Purchases	290 710 450 0096	1,121.83
9040982	01/14/2025	Trays, Pan Coating	290 710 410 0291	79.67
9040982	01/14/2025	Food Purchases	290 710 450 0291	1,297.21
9040983	01/14/2025	Food Purchases	290 710 450 0497	847.55
9040984	01/14/2025	Pan Liners	290 710 410 0499	166.02
9040984	01/14/2025	Food Purchases	290 710 450 0499	378.14
9040985	01/14/2025	Food Purchases	290 710 450 0096	436.56
9049134	01/21/2025	Food Purchases	290 710 450 0291	534.62
9049135	01/21/2025	Food Purchases	290 710 450 0497	910.97
9049136	01/21/2025	Food Purchases	290 710 450 0499	1,519.45
9057533	01/28/2025	Food Purchases	290 710 450 0291	530.25
9057534	01/28/2025	Supply Purchases	290 710 410 0497	24.07
9057534	01/28/2025	Food Purchases	290 710 450 0497	468.60
9057535	01/28/2025	Supply Purchase	290 710 410 0499	93.24
9057535	01/28/2025	Food Purchases	290 710 450 0499	174.75
9057536	01/28/2025	Food Purchases	290 710 450 0096	410.61
9079137	01/21/2025	Food Purchases	290 710 450 0096	717.64

Check Number: 1328

Check Type: Check

Check Date: 02/06/2025

Vendor: STOKESMARK

STOKES MARKET PLACE

Check Total:

525.64

<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>
01-257549	01/06/2025		Produce, Vegetable Oil	290 710 450 0291	35.03
01-257565	01/06/2025		Produce	290 710 450 0497	28.37
01-264531	01/13/2025		Produce and Stuffing	290 710 450 0096	35.33
01-272991	01/21/2025		Tide Pods	290 710 410 0291	15.49
01-272991	01/21/2025		Produce	290 710 450 0291	9.09
01-282121	01/30/2025		Produce	290 710 450 0096	14.32
01-286247	02/03/2025		Produce	290 710 450 0291	13.64
02-254233	01/06/2025		Spray Bottles	290 710 410 0499	5.58
02-254233	01/06/2025		Produce	290 710 450 0499	16.72
02-254239	01/06/2025		Batteries	290 710 410 0096	7.29
02-254239	01/06/2025		Produce	290 710 450 0096	136.14
02-255341	01/07/2025		Sour Cream	290 710 450 0291	18.67
02-268900	01/21/2025		Mr. Clean	290 710 410 0499	4.99
02-268900	01/21/2025		Produce, Cream Cheese	290 710 450 0499	16.30
02-268952	01/21/2025		Produce	290 710 450 0096	25.38
02-274560	01/27/2025		Watch Batteries	290 710 410 0096	3.39
02-274560	01/27/2025		Produce	290 710 450 0096	32.40
02-281528	02/03/2025		Tape, Lotion	290 710 410 0499	16.28
02-281528	02/03/2025		Produce	290 710 450 0499	6.96
02-281589	02/03/2025		Produce, Milk	290 710 450 0096	50.28

Detail Check Register

Checking Account: 2		CHILD NUTRITION CHECKING				
03-254896	01/15/2025		Eggs	290 710 450 0499	13.98	
03-254965	01/15/2025		Produce	290 710 450 0497	20.01	
Check Number: 1329	Check Type: Check	Check Date: 02/06/2025	Vendor: WAXIESANIT	WAXIE SANITARY SUPPLY	Check Total:	866.42
<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>	
82948651	01/02/2025		Gloves Nitrile Blue	290 710 410 0499	257.16	
82956967	01/07/2025		Laundry Detergent, Gloves	290 710 410 0497	235.30	
82972458	01/14/2025		Misc. Supplies	290 710 410 0291	185.00	
82972462	01/14/2025		Misc. Supplies	290 710 410 0499	188.96	
Check Number: 1330	Check Type: Check	Check Date: 02/06/2025	Vendor: WCPSOLUTI	WCP Solutions	Check Total:	314.20
<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>	
13932927	01/23/2025		Forks, Teaspoons	290 710 410 0291	125.68	
13932928	01/23/2025		Forks, Teaspoons	290 710 410 0497	188.52	
Check Number: 1331	Check Type: Check	Check Date: 02/06/2025	Vendor: WHOLESALLES	WHOLESALE SUPPLY	Check Total:	761.42
<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>	
4873	12/11/2024		Live Liquid Bacteria	290 710 410 0096	149.50	
4873	12/11/2024		Betteries	290 710 410 0096	23.92	
4874	12/11/2024		Liquid Live Bacteria/Freight	290 710 410 0499	289.00	
4875	12/11/2024		Liquid Live Bacteria/Freight	290 710 410 0291	149.50	
4886	12/11/2024		Liquid Live Bacteria/Freight	290 710 410 0499	149.50	

*Denotes Expensed Invoice Item

Checking Account ID: 2

Total without Voids: 38,909.04

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>
Anderson, Kelsey	Paraprofessional	Title I	Oakwood	0.74

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>
Carter, Taralee	Paraprofessional	SPED	PHS	Resign	0.74
Tomlinson, Chelsey	Paraprofessional	Rotation	Pioneer	Resign	0.74
Chatterley, Lacey	Paraprofessional	Title I	Oakwood	Resign	0.74

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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March 6, 2025

Dear Team,

I send this email to share existing education legislation that is in the works or on the table at this point in the session. At a recent Idaho Superintendent Network meeting, I committed to being thorough and detailed about passed legislation, that involves us, when we go on the road for the post legislative tour. I think it's in order to share where we are now, what we have brought forward or what is circulating by others. We will stay engaged at the legislature to the very end! I am hopeful that you will join me in those efforts.

With the volume of legislation moving through committees, it can be challenging to keep up, especially when this is not your day job, like it is mine! We have a great team supporting positive educational outcomes and I thank Andy Grover, Heather Williams, Quinn Perry, and Chris Parri along with our friends at IDLA (Jeff Simmons), IASBO (April Burton), and SBOE (Josh Whitworth and Matthew Reiber). With all these eyes on this session, there is still nothing more meaningful than your legislators hearing from you and your patrons about what these laws would look like in your districts and charters.

This email is not intended to put you to work monitoring every legislative live stream! It's a check in on what's being discussed for public education. When I ask a legislator about their vote or support for something and they respond with, "let me check with my district or charter", I think that's a wonderful answer! Some educational ideas are high profile and it's easy to reach out on because they are known and very public. Some are less discussed and yet carry the weight of law, making them equally important.

Our attention to changes, updates, and improvements (and our wishes for taking things off) focus on **the benefit to students, the support of operations, the acknowledgement of local control and an effort to collaborate with us on the front end**. We have seen and will continue to see a variety of things that don't touch on those priorities. With all the national and state attention to reducing bureaucracy and inefficiencies, I am vigilant about what is 'out there' for education. I send the attached list to put those items in front of you too.

I am actively participating in the session, representing you as a statewide elected official. Our days are long and bleed into the weekends. I have reached out to so many of you asking for your thoughts, help and feedback. I thank you for being available to take my calls! And, I invite you to reach out to me at any point- I'm being serious too. We can work through the remainder

Debbie Critchfield, Superintendent of Public Instruction
(208) 332-6800 | 650 W. State St., Boise, ID 83702 | sde.idaho.gov

of this session together and frankly that's the only way we'll get through it! At the start of the letter I talked about staying engaged and there are many ways to do that. If it serves us to have a statewide zoom/call or some form of rallying together, I'm all in. I'd love to hear back from you.

dc

Debbie Critchfield

From: Superintendent <Superintendent@sde.idaho.gov>
Sent: Wednesday, March 12, 2025 11:07 AM
Subject: U.S. Dept. of Ed. Changes

Dear Superintendents and Charter Administrators,

As many of you know, the U.S. Department of Education took steps yesterday to reduce its workforce. The reduction in force will result in the department retaining about half the employees who were on staff two months ago.

The department announced the cuts in a news release, which you can read [here](#). Secretary of Education Linda McMahon also discussed the action in further depth during an [interview](#) last night.

Please note: I have not received additional communication from the department on this step but am hopeful to learn more in the coming days and weeks. I will share information with all of you as I receive it.

Finally, I anticipate receiving media questions and will issue this statement in response:

As Idahoans, we have not looked to Washington D.C. to guide our decisions regarding our public schools, so we are well positioned for this type of change. I'm a firm believer that the more control states have over their schools, the better off our students will be. Regarding federal funds, those dollars make up about 10 percent of the money spent on K-12 public education in Idaho. If we as a state can have more say in how they're allocated to our local schools, I welcome that change.

Thank you for your attention to this matter and, again, all the work you do for your students and communities.

-dc



Debbie Critchfield
Superintendent of Public
Instruction



UNITED STATES DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20202

March 14, 2025

Dear Education Stakeholders,

Earlier this week, the Department of Education enacted a reduction in force in line with President Trump's commitment to return education to you, the states. These reductions are strategic cuts to offices and programs that will not directly impact students and families but rather empower states and localities.

I want to assure you that critical functions for elementary and secondary education will not be impacted by these cuts. The Office of Elementary and Secondary Education (OESE) employees who oversee the allocation, monitoring, and management of the Elementary and Secondary Education Act's (ESEA) title formula funding and discretionary grant programs were not impacted by the reduction in force. These funds will continue to flow normally, and program functions will not be disrupted. Supporting states in implementing and strengthening these programs continues to be a top priority for this Department.

OESE employees who oversee temporary COVID pandemic relief funds were impacted by the reduction in force. Most of these employees were term appointments or had accepted voluntary resignation opportunities. Many states are still liquidating these funds, and those reimbursements will proceed, under the Department's new February 2025 guidance.¹ I understand the importance of states receiving requested reimbursements in a timely manner and staff are working to provide an update to states on what to expect for reimbursements moving forward. Information on this transition and where states can direct questions is forthcoming.

The Office of English Language Acquisition and management of ESEA's Title III will return to OESE, where it previously resided until December 2023. The Department is committed to fulfilling its statutory obligation to prepare English learners attain English proficiency and develop high levels of academic achievement in English.

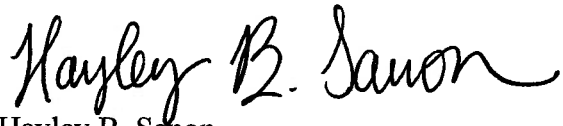
Like OESE, the reduction in force will also not affect the Department's critical work supporting individuals with disabilities and their families. No employees in the Office of Special Education Programs or the Rehabilitation Services Administration were part of the reductions in force. The Department is committed to ensuring uninterrupted services to meet the needs and develop the potential of children and youth with disabilities, while also supporting states and other agencies in providing vocational rehabilitation and other services. The Office of Special Education and Rehabilitative Services (OSERS) employees impacted by the reduction were those involved in policy, operations, and administrative functions that were either duplicative or can be reassigned to create a more efficient and accountable organizational structure.

Across the Department, management and operation roles are being streamlined to reduce duplicative functions. For instance, human resources functions such as travel coordinators and timekeepers that can be more efficiently affected by one central office are being consolidated.

These reforms are the first step in removing bureaucratic excesses from the Department. Eliminating the red tape and bureaucratic barriers imposed by the Department will provide more flexibility for state and local education agencies to best serve their students. An effective and deliberate transfer of educational oversight to the states will mean more autonomy for local communities. Teachers, too, will benefit from less micromanagement in the classroom—enabling them to get back to basics and focus their attention on students.

You all will play a critical role in achieving this vision. I look forward to working with you to find ways to get the federal bureaucracy out of your way so you can give parents more choices, improve academic achievement, and ensure students reach their God-given potential.

Sincerely,

A handwritten signature in black ink that reads "Hayley B. Sanon". The signature is written in a cursive style with a large, prominent "H" and "S".

Hayley B. Sanon
Principal Deputy Assistant Secretary and
Acting Assistant Secretary
Office of Elementary and Secondary Education
U.S. Department of Education

Negotiation Process, Rules, and Expectations

Idaho Code:

33-1271. School Districts — Professional Employees — Negotiation agreements.

The board of trustees of each school district, including specially chartered districts, or the designated representative(s) of such district, is hereby empowered to and shall, upon its own initiative or upon the request of a local education organization representing a majority of the professional employees, enter into a negotiation agreement with the local education organization or the designated representative(s) of such organization.

(1) The parties to such negotiations shall negotiate in good faith on those matters specified in any such negotiation agreement between the local board of trustees and the local education organization.

(2) A request for negotiations may be initiated by either party to such negotiation agreement.

(3) Upon either party making a request for negotiations, the local education organization, upon board request, shall provide to the district written evidence establishing that the local education organization represents fifty percent (50%) plus one (1) of the professional employees for negotiations. If requested by the board, the local education organization shall establish this representative status on an annual basis, prior to the commencement of negotiations. In order to establish a local education organization's representative status, a local education organization must show that within the last two (2) years, fifty percent (50%) plus one (1) of the professional employees, as defined in section 33-1272, Idaho Code, indicated agreement to be represented by the local education organization for negotiation purposes. Evidence of fifty percent (50%) plus one (1) inconsistent with this provision shall not be counted in the establishment of representative status.

(4) Accurate records or minutes of the proceedings shall be kept and shall be available for public inspection at the office of the affected school district during normal business hours.

(5) Joint ratification of all final offers of settlement shall be made in open meetings. Each party must provide written evidence confirming to the other that majority ratification has occurred.

33-1272. Definitions. As used in this act:

(1) "Professional employee" means any certificated employee of a school district, including charter districts; provided however, that administrative personnel including

superintendents, supervisors or principals are excluded from the professional employee group for the purposes of negotiations.

(2) "Local education organization" means any local district organization duly chosen and selected by fifty percent (50%) plus one (1) of the professional employees, excluding administrative personnel as addressed in this section, as their representative organization for negotiations under this act.

(3) "Negotiations" means publicly meeting and conferring in good faith by a local board of trustees and the authorized local education organization, or the respective designated representatives of both parties for the purpose of reaching an agreement, upon matters and conditions subject to negotiations as specified in a negotiation agreement between said parties.

For the purposes of this section, "good faith" means honesty, fairness and lawfulness of purpose with the absence of any intent to defraud, act maliciously or take unfair advantage or the observance of reasonable standards of fair dealing.

33-1273. School Districts — Professional Employees — Negotiations.

The local education organization shall be the exclusive representative for all professional employees in that district for purposes of negotiations pursuant to the provisions of this chapter. The individual or individuals selected to negotiate for the professional employees shall be a member of the organization designated to represent the professional employees and shall be a professional employee of the local school district. However, in the event a local board of trustees chooses to designate any individual(s) other than the superintendent or elected trustee(s) of the school district as its representative(s) for negotiations, the local educational organization is authorized to designate any individual(s) of its choosing to act as its representative(s) for negotiations. Negotiations pursuant to this chapter shall only occur between the respective designated representatives.

33-1274. Appointment of Mediators — Compensation.

In the event the parties in negotiations are not able to come to an agreement upon items submitted for negotiations under a negotiations agreement between the parties, one or more mediators may be appointed. The issue or issues in dispute shall be

submitted to mediation at the request of either party in an effort to induce the representatives of the board and the local education organization to resolve the conflict. The procedures for appointment of and compensation for the mediators shall be determined by both parties.

33-1275. Terms of Agreements.

(1) All agreements, by any name or title, entered into pursuant to the provisions of this act, shall have a one (1) year duration of July 1 through June 30 of the ensuing fiscal year. The parties shall not have the authority to enter into any agreement negotiated under the provisions of this act that has any term that allows for such agreement or any provision of such agreement to be in any force or effect for multiple years or indefinitely, or otherwise does not expire on its own terms on or before June 30 of the ensuing fiscal year.

(2) Notwithstanding the provisions of subsection (1) of this section, upon mutual ratification, any item other than compensation and benefits as defined in subsection (3) of this section of any agreement entered into pursuant to this act may have a nonrolling two (2) year duration with a designated start date and end date. A second year term for any item not defined in subsection (3) of this section cannot be added, automatically or by mutual consent, back into the agreement after the expiration of the first year but rather may be addressed by the parties at the expiration of the end date of the two (2) year term.

(3) For purposes of this section, "compensation" means salary and benefits for professional employees. "Benefits" means employee insurance, leave time and sick leave benefits.

33-1276. Intent of Act.

Nothing contained herein is intended to or shall conflict with, or abrogate the powers or duties and responsibilities vested in the legislature, state board of education, and the board of trustees of school districts by the laws of the state of Idaho. Each school district board of trustees is entitled, without negotiation or reference to any negotiated agreement, to take action that may be necessary to carry out its responsibility due to situations of emergency or acts of God.

PURPOSE

In accordance with federal law and State Department of Education guidance, the district is responsible for ensuring fiscal accountability at each phase in the use of Individuals with Disabilities Education Act (IDEA) Part B funds. This policy and its accompanying procedure establish school district requirements and guidelines for time and effort reporting and maintenance of effort commitments for all federally funded programs/projects.

USE OF IDEA PART B FUNDS

The district will use IDEA funds only to pay excess costs of providing special education and related services to children with disabilities. A cost is determined to be an excess cost of providing special education only if it meets each of the following criteria:

1. The cost would not exist in the absence of special education needs;
2. The cost is not also generated by students without disabilities; and
3. If the cost is specific to a particular child, it is documented that the child is on an Individual Education Program (IEP).

The board of trustees directs the superintendent or designee to establish procedures and internal controls to ensure that IDEA Part B funds are used only for allowable, excess costs of providing special education and that these costs are accounted for in the proper function/program codes described in 34 CFR §§300.202-205. These procedures and controls shall also ensure the accuracy of the district's excess cost calculation, as required by 34 CFR §300.16 and Appendix A to 34 CFR Part 300. The special education director and the business manager [or title for other fiscal manager] shall approve all IDEA Part B expenditures (e.g. purchase orders, invoices) following the process described in the written procedures for determining allowability of cost (cost principles).

TIME AND EFFORT REPORTING

Federal requirements provide that salaries and benefits charged to a federal award(s) must be based on appropriate documentation that accurately reflect the work performed. All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. Covered employees include staff working at the District level, such as program directors, central-level administrators, and business officials, as well as staff working at the school level, such as classroom teachers. This also includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. Effort reporting is a required process by the federal government to verify that direct charges for salaries and benefits to federally sponsored programs are reasonable and reflect actual work performed. This requirement applies to all federal awards and sub-awards, including those received directly from the federal government, unless specifically exempted by the Office of

Management and Budget (OMB). Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable and properly allocated;
- Be incorporated into official records;
- Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- Encompass both federally assisted and all other activities compensated by the district on an integrated basis;
- Comply with the established accounting policies and practices of the district; and
- Support the distribution of the employee's salary or wages among specific activities or costs objectives if the employee works on: (i) more than one federal award; (ii) a federal award and non-federal award; (iii) an indirect cost activity and a direct cost activity; (iv) two or more indirect activities allocated using different allocation bases; or (v) an unallowable activity and a direct or indirect cost activity.

TIME AND EFFORT REPORTING REQUIREMENTS

Where employees are expected to work solely on a single federal award or cost objective, charges for their salaries and wages must be supported by semi-annual certifications that the employees worked solely on that program for the period covered by the certification. These semi-annual certifications must be signed by the employee or supervisory official having first-hand knowledge of the work performed by the employee.

Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages must be supported by personnel activity reports or equivalent documentation unless a statistical sampling system or other substitute system has been approved by the federal agency granting the funds.

Failure to verify time and effort within the certification period or improper allocation of employee's time according to contractual agreement can lead to breach of contractual agreement, loss of future awards, and adverse public image. Criminal charges may be brought against an individual who certifies a falsified report (Federal False Claims Act).

The board of trustees directs the superintendent or designee to establish a system for time and effort reporting that complies with the requirements of OMB Circular A-87 and OMB Circular A-133 and with the district's time and effort reporting procedure (Policy 877P1). *Documentation shall be provided on forms 877F1, 877F2 and 877F3 or in substantially similar forms.*

MAINTENANCE OF EFFORT [Only required for districts that use only local funds for the calculation of maintenance of effort]

To ensure that the requirement of Maintenance of Effort is met, the board of trustees directs the superintendent or designee to establish a means of tracking and reporting local expenditures separate from the expenditure of State funds. The purpose of this requirement is to verify that local funds are used for special education expenditures.

PARENTALLY PLACED PRIVATE SCHOOL STUDENTS

Federal law requires the district to ensure that it is providing the appropriate portion of IDEA Part B funds to children receiving special education at private schools within the boundaries of the district. To verify the district is in compliance with this obligation, the board of trustees directs the superintendent or designee to establish procedures to accurately track and report expenditures for services provided to parentally placed private school children. The special education director and business manager [or other district fiscal manager] are directed to keep accurate records of all expenditures charged to the parentally placed private school children budget. The documentation should be traceable to the financial report and available for inspection if requested.

PROPERTY PROCUREMENT AND TRACKING

The board of trustees directs the superintendent or designee to establish written procedures to ensure that the district's mechanism for procurements using federal funds conforms to federal requirements and with district policy and procedures relating to procurement. In addition, the board directs the superintendent or designee to establish written procedures to ensure that the district's mechanism for procurements using IDEA Part B funds conforms to the standards outlined in 34 CFR §80.36 and with district policy and procedures relating to procurement. The board further directs the superintendent or designee to establish a system to maintain adequate inventory management of property purchased with IDEA Part B funds or other federal funds. Such inventory management shall include, at a minimum, the following:

1. Property description;
2. Identification number;
3. Source of funding;
4. Acquisition date and cost;
5. The location, use, and condition of the property; and
6. Any ultimate disposition data including the date of disposal and sale price of the property.

In addition to the above information, the inventory management system should ensure that all source documents in support of the above information are maintained throughout the life and disposition of the property. These records should be updated frequently so that every piece of equipment purchased with federal funds can be accounted for at any given time.



LEGAL REFERENCE:

Idaho Code Sections

33-2001 *et seq.* – Education of Exceptional Children

2 CFR §200.430 – Time and Effort

34 CFR §80.36 – Procurement

34 CFR §80.42 – Retention and Access Requirements for Records

34 CFR §§300.132 – 133 – Provision of Services for Parentally Placed Private School Children
with Disabilities

34 CFR §300.16 – Excess Costs

34 CFR §§300.202 – 205 – Use of Amounts

34 CFR §300, Appendix A – Excess Costs Calculation

CROSS-REFERENCE:

850 – Purchasing

850P1 – Supplemental Purchasing Procedures

850.30 – Purchasing Services or Personal Property

ADOPTED: June 1, 2007

AMENDED:

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

All employees whose compensation includes federal funds are required to track time and effort, regardless of whether their salary is primarily supported by state or local funds. This requirement encompasses situations where an employee's salary, funded by state or local sources, is utilized to fulfill a required "match" in a federal program. Staff involved in the district's special education maintenance of effort calculation are also included in the mandate to track time and effort, as are full and part-time employees, stipends for employees administering federal programs, and substitute teachers.

The district is required under federal regulations to maintain time and effort records in order to charge the costs of personnel compensation to federal grants. Such records will accurately reflect work performed and must:

1. Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. Be incorporated into official records;
3. Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
4. Encompass both federally-assisted and all other activities compensated by the district on an integrated basis;
5. Comply with established accounting policies and practices of the district; and
6. Support the distribution of the employee's salary or wages among specific activities or cost objectives.

Semi-Annual Certification

Where employees are expected to work solely on a single federal award or cost objective, charges for their salaries and wages must be supported by semi-annual certifications that the employees worked solely on that program for the period covered by the certification. These semi-annual certifications must be signed by the employee or supervisory official having first-hand knowledge of the work performed by the employee *and should reference the employee's signed and dated job description maintained in their personnel file*. Charges to the grant must be supported by these semi-annual certifications. The semi-annual certifications are maintained by the [insert name of office, e.g. business office] of the district.

Employees working on a single cost objective are required to maintain on file a signed and dated job description which clearly shows that the employee is assigned 100% to the program or single cost objective. The job description must be updated annually and when a function or activity is added to or deleted from an existing job description, must clearly identify the function and activities performed by the employee for the applicable fund source(s) or cost objective, and must be maintained in the employee's personnel file.

The semi-annual certification must:

- Be executed after the work has been completed; not before;
- State that the employee worked solely (i.e. 100% of the time) on activities related to one particular grant program or single cost objective;
- Identify the grant program or cost objective;
- Specify the 6-month reporting period; and
- Be signed by the employee and/or a supervisor with first-hand knowledge of the work performed.

Personnel Activity Reports (PAR)

Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages must be supported by personnel activity reports or equivalent documentation unless a statistical sampling system or other substitute system has been approved by the federal agency granting the funds. Such documentary support is required where employees work on:

- More than one federal award,
- A federal award and a non-federal award,
- An indirect cost activity and a direct cost activity
- Two or more indirect activities which are allocated using different allocation bases, or
- An unallowable activity and a direct or indirect cost activity.

PARs or equivalent documentation must meet the following standards:

- Reflect an after-the-fact distribution of the actual activity of each employee,
- Account for the total activity for which each employee is compensated,
- Be prepared at least monthly and must coincide with one or more pay periods, and
- Be signed by the employee.

Substitute System

Only eligible employees participate in a substitute system. To qualify for this substitute system in lieu of traditional PARs, the employee must work on multiple activities or cost objectives (i.e. more than one federal grant award) based on a predetermined, set schedule. Most likely it is applicable to classroom teachers or instructional aides. The certification is signed by the employee or by the supervisor having first-hand knowledge. Documented employee work schedules will include sufficient controls to ensure that the schedules are accurate.

To be eligible to document time and effort under the substitute system, employees must:

1. Currently work on a schedule that includes multiple activities;
2. Work on specific activities or cost objectives based on a predetermined schedule; and
3. Not work on multiple activities or cost objectives at the exact same time on their schedule.

Employee schedules must:

- Indicate the specific activity or cost objective;
- Account for the total hours; and
- Be certified at least semi-annually and signed by the employee or a supervisor.

Additionally, any significant revisions to an employee's established schedule must be documented and the effective date of any changes must be clearly indicated on the documentation provided.

Before the district implements a substitute system, it will submit a management certification form to the State Department of Education (SDE).

Reconciliation and Closeout Procedures

It is critical for payroll charges to match the actual distribution of time recorded on the monthly certification documents. The district may initially charge payroll costs based on budget estimates. Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to federal awards but may be used for interim accounting purposes, provided that the following is met:

- The system utilized for establishing the estimate produces reasonable approximations of the activity actually performed;
- At least quarterly, comparisons of actual costs to budgeted distributions based on the monthly activity reports are made. Costs charged to federal awards to reflect adjustments made as a result of the activity actually performed may be recorded annually if the quarterly comparisons show the differences between budgeted and actual costs are less than ten percent (10%); and
- The budget estimates or other distribution percentages are revised at least quarterly, if necessary, to reflect changed circumstances.

In all cases, the district's accounting records will be adjusted such that the final amount charged to the federal award is accurate, allowable, and properly allocated. The [identify responsible employee or office, e.g. business manager or business office] is responsible for conducting the reconciliations described above.

Time and effort documentation must be maintained for stipends, supplemental contracts, and/or extra duty hours. Such documentation may include:

- Sign-in/attendance logs for extra hour pay related to a single cost objective.
- A signed supplemental contract that stipulates a specific single cost objective duty/assignment.
- A stipend for performing a specific single cost objective responsibility, so long as the employee signs either the stipend or an after-the-fact certification of performance.
- Multiple cost objective supplemental contracts/stipends must be supported by time and effort reports documenting actual time spent on each objective.

Time and effort documentation is incorporated into the records of the district and retained in accordance with federal regulations set forth in the Education Department General Administrative Regulations (EDGAR), 2 CFR Part 200 *et seq.* and/or the district’s records retention schedule.

For an employee that is separating his/her services with the district, the employee will complete the required paperwork and submit his/her final certification or PAR to the [identify office, e.g. business office]. The [identify office] will verify the final paperwork as complete prior to issuance of the final paycheck.

DEFINITIONS

Documentation

Timesheets and any other documentation that supports the transaction.

Effort

Actual amount of time spent by an employee on a sponsored project. Effort is expressed as a percentage of the total amount of time spent on work-related activities for which the employee is compensated. It is not defined as percentage of a 40-hour workweek or any other standard workweek since the number of hours each week may vary. All effort must equal 100%.

Effort Reporting

The method of certifying to the granting agencies that the effort required as a condition of the award has actually been completed and that salaries and wages charged to each sponsored agreement are reasonable in relation to the actual work performed.

Personnel Activity Reports (PAR) or Equivalent Documentation

Documentation that meets specific federal standards set forth in the Education Department General Administrative Guidance (EDGAR), 2 CFR Part 200 *et seq.*

Sponsored Program/Project

An externally-funded activity that is separately budgeted and accounted for and governed by specific terms and conditions of the sponsoring organization. A sponsored program may be in the form of grants, contracts, or cooperative agreements for research, instruction, and public service activities.

Single Cost Objective

A “cost objective” means a program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc. A cost objective may be a major function of the District, a particular service or product, a federal award, or an

indirect cost activity. Single cost objectives include a single federal grant award or a combination of federal special education and state special education program funds.



LEGAL REFERENCE:

2 CFR Part 200 *et seq.* – Education Department General Administrative Guidance

ADOPTED:

AMENDED:

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

In accordance with federal law, the district may use Title I-A funds only to supplement the funds that would, in the absence of those Title I-A funds, be made available from state and local sources for the education of students participating in Title I-A programs, and not to supplant such funds. Under the Every Students Succeeds Act (ESSA), the district must demonstrate that the methodology used to allocate state and local funds to each school receiving Title I-A funds ensures that each school receives all of the state and local funds it would otherwise receive if it were not receiving Title I-A funds. The district is not required to identify individual costs or services as supplemental or provide services through a particular instructional method or in a particular instructional setting to demonstrate compliance.

Regardless of the type of Title I-A program (Schoolwide or Targeted Assistance), Title I-A funds must be used to serve the original purpose of Title I-A, which is to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close achievement gaps. Generally, charges to Title I-A programs must be necessary, reasonable, and allocable. However, if a Schoolwide school fully consolidates federal, state and local funds, there are no federal constraints on Title I-A funds included in the consolidated funding pool.

METHODOLOGY

The district uses the following methodology to ensure that federal funds are supplemental: *[choose one option, or describe another methodology used by the district]*

Methodology Based on Enrollment and Grades:

The basic allocation is based on total enrollment counts for each school, as if the state and local funds are the only monies that each school is receiving. Each school is given additional allocations for other needs (e.g. technology, supplies, etc.). Schools are grouped by grade span. Each span may have a different amount, but schools in each group are treated equally.

Methodology Based on Enrollment and Subgroups of Students:

All schools in the district follow the same model, but extra considerations are provided for subgroups of students (e.g. students from low-income families, English learners, students with disabilities or preschool students).

EXCLUSION OF “TITLE I-A LIKE” SUPPLEMENTAL STATE AND LOCAL FUNDS FROM THE METHODOLOGY

The district may exclude supplemental state and local funds used for any program that meets the intent and purpose of Title I-A. Thus, although the district may not reduce its allocation of general, state and local funds to a Title I-A school because the school receives Title I-A money, ESSA allows for a degree of flexibility when it comes to supplemental state and local funds. For purposes of supplement not supplant methodology, state and local funds are considered “supplemental” if

they are used to pay for a “Title I-A like” activity or program. A program or activity is considered to be “Title I-A like” if it:

Either:

- Is implemented in a school with at least 40% poverty;
- Is designed to promote schoolwide reform and upgrade the entire educational operation of the school;
- Is designed to meet the educational needs of all students in the school, particularly those who are not meeting state standards; and
- Uses the state’s assessment system to review the effectiveness of the program.

Or:

- Serves only students who are failing, or most at risk of failing, to meet state standards;
- Provides supplementary services to participating students designed to improve their achievement; and
- Uses the state’s assessment system to review the effectiveness of the program.

METHODOLOGY EXCEPTIONS

The district is not required to demonstrate methodology if it has only one school building or if all schools are Title I-A served.



LEGAL REFERENCE:

20 U.S.C. §6321 – Fiscal Requirements, as amended by Every Student Succeeds Act of 2015
Title I-A Guidance Manual: Supplement Not Supplant – Idaho State Department of Education (01/15/19)

ADOPTED:

AMENDED:

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

In accordance with applicable state and federal law, to the greatest extent possible, all schools within the district shall be equivalent in teaching, administrative, and other staff, as well as in the provision of curricular materials and instructional supplies so that programs and services throughout the schools of the district are substantially comparable. Individual teacher salary differentials are not included in the determination of staff equivalency. Similarly, changes in student enrollment and personnel assignments that occur after the beginning of the school year are not included in an analysis of equivalency and comparability of services. The superintendent is responsible for ensuring that the district complies with the following standards:

MAINTENANCE OF EFFORT

To the maximum extent possible, the district shall maintain its programs and expenditures in a consistent manner from year to year, unless changes to district funding or attendance make such allocations unfeasible.

FEDERAL FUNDS TO SUPPLEMENT, NOT SUPPLANT, NON-FEDERAL FUNDS

The district may use federal funds only to supplement the funds that would, in the absence of such federal funds, be made available from state and local sources for the education of students participating in Title I-A programs, and not to supplant such funds. The district shall maintain adequate accounting records to demonstrate compliance with this requirement. The district must demonstrate that the methodology used to allocate state and local funds to each school receiving Title I-A funds ensures each school receives all of the state and local funds it would otherwise receive if it were not receiving Title I-A funds.

COMPARABILITY OF SERVICES

Except as otherwise provided in this policy, the district shall ensure that state and local funds will be used in schools receiving federal funds to provide services that, taken as a whole, are at least comparable to services in schools that are not receiving federal funds. If the district is serving all of its schools with federal funds, it must ensure that state and local funds are used to provide services that, taken as a whole, are substantially comparable in each school.

WRITTEN ASSURANCE

The district will provide written assurances to the State Department of Education that the district has implemented:

1. A district-wide salary schedule;
2. A policy to ensure equivalence among schools in teachers, administrators, and other staff; and
3. A policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.

PROCEDURES AND RECORDS

The superintendent is authorized to develop procedures for compliance with this policy, including procedures for maintenance of records that are updated biennially documenting compliance with this policy.

COMPLIANCE

For the purposes of determining compliance with the requirement to supplement and not supplant state funds with federal funds, the district is permitted to exclude state and local funds expended for (i) language instruction educational programs; and (ii) the excess costs of providing services to children with disabilities as determined by the superintendent.

EXCLUSION OF FUNDS

For the purpose of complying with comparable services requirements, the district may exclude receipt of supplemental state or local funds expended in any school for programs that meet the intent and purpose of 20 U.S.C. §6321.



LEGAL REFERENCE:

20 U.S.C. §6321 – Fiscal Requirements, as amended by the Every Student Succeeds Act of 2015

ADOPTED:

AMENDED:

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

Note: This policy does not apply to a school district that does not have more than one building for each grade span.
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FIELD TRIPS

Requests for approval of field trips must be submitted to the principal at least ten (10) days in advance of the field trip if transportation is required. Field trips not requiring transportation must be submitted to the principal in a timely manner. The proposal must be in writing, identifying the purpose of the field trip and its educational value to students. The principal may impose restrictions regarding the date, length of time, and the chaperone/student ratio as a condition of approval. A field trip outside the district's boundaries must be approved by the superintendent.

All students must return permission slips for the field trip, signed by a parent/guardian, before they will be allowed to participate in the field trip. The teacher will retain the permission slips until the end of the school year. Alternate lesson plans must be available for those students not participating in the field trip.

EXTENDED FIELD TRIPS

Requests for extended trips must initially be made to the building principal and must have the principal's support before being presented to the superintendent. The building principal will confer with the superintendent prior to presenting the extended field trip request to the board. The board will render the final decision on extended field trips.

Whenever possible, extended trips will be scheduled after regular school hours, on weekends, or during school breaks. Regularly scheduled contests and events directly related to the Idaho High School Activities Association (IHSAA) will be scheduled by the administration.

EXTENDED FIELD TRIP PROPOSAL

The organizer of the field trip must initially submit a field trip proposal to the building principal for approval. The proposal must be submitted at least six (6) weeks prior to the proposed trip. The field trip proposal must include the following:

1. The school; the staff member(s) in charge of organizing the extended field trip; and the class, club, department, or organization involved in the extended field trip.
2. A description of the educational purpose/benefit of the field trip.
3. The total number of school days missed. Advanced makeup of school work will be required when the trip exceeds one (1) school day.
4. A preliminary field trip itinerary.
5. Detailed information on the activities in which the students will be participating on the field trip including:
 - a. Estimated number and ages of students;
 - b. Estimated number of chaperones;

- c. Means of transportation (school bus preferred);
 - d. Means of providing food;
 - e. Means of housing (if applicable); and
 - f. Any special elements or risk related activities (e.g., swimming, motorized activities, or air travel).
6. A breakdown of the estimated costs including the cost to the class, club, department, or organization; the school district; and the individual student. Fundraising drives to defray costs must be pre-approved by the principal.
 7. Names and contact information for participating students.
 8. Names and contact information for chaperones, including both male and female chaperones, if the proposal is for a mixed group of students.
 9. Any special student needs such as medication or accommodation requirements.

Following an extended trip, a summary and evaluation will be prepared and presented to the board.

EXTENDED FIELD TRIP ORGANIZERS

District employees who have received permission for an extended field trip must, in addition to developing the proposal for the extended trip, perform the following duties:

1. Hold a pre-trip meeting with students and parents/guardians.
2. Provide detailed written information about the activities of the trip.
3. Provide information on the responsibility and rules for the students.
4. Discuss district policy regarding student conduct while on a school-sponsored activity.
5. Establish a reasonable curfew and enforce strict compliance to this curfew.
6. Organize recreational and educational activities for students during leisure time to maximize the learning and social benefits of the extended field trip.

VOLUNTEER CHAPERONES AND DRIVERS

Chaperones will ensure students have supervision at all times while on a school-sponsored field trip. All district employee and volunteer chaperones will perform the following duties while on the field trip (see Volunteer Field Trip Chaperone Guidelines):

1. Enforce strict compliance with all school and extended field trip rules.
2. Enforce strict compliance with the established curfew. Periodic checks must be conducted to ascertain that the students are following the curfew requirements.
3. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended field trip.

All non-employee chaperones/drivers will be cross-checked against the statewide sex offender registry. Additionally, all non-employee chaperones/drivers who will have unsupervised contact with students must obtain a criminal history check by completing a ten (10) finger fingerprint card or scan at the individual's expense. At the discretion of the superintendent, any other non-

employee chaperones/drivers may be required to undergo a criminal history check at the individual's expense.

TRANSPORTATION

District Vehicles

The district school bus is the preferred means for transportation. For smaller groups, such as small clubs and teams, a school van may be the most cost-effective method of providing school transportation. A van with a rated capacity of ten (10) or less (one driver and nine passengers) must be used. (If the van has a capacity greater than ten (10), it is considered a "school bus" and must be designed and equipped as such.) The staff organizer or another school district employee will drive the van. If school buses are not available, a recognized charter bus service may be used.

Non-District Vehicles

The use of non-district vehicles is discouraged. If a field trip requires the use of a non-district vehicle, the following items are required:

1. Volunteer drivers must:
 - a. Be at least twenty-one (21) years old;
 - b. Have a valid driver's license;
 - c. Complete a criminal history check (if driver will have unsupervised contact with students);
 - d. Complete the district Volunteer Driver Checklist form;
 - e. Be aware of chaperone/driver responsibilities (see Volunteer Driver Checklist and Volunteer Field Trip Chaperone Guidelines); and
 - f. Be provided with all relevant field trip information.
2. Vehicle Insurance. Private vehicle drivers must provide proof of vehicle insurance with state required minimum liability limits of \$25,000 per person/\$50,000 per accident and \$15,000 property damage. This information is available on the vehicle's insurance policy and is part of completing the district Volunteer Driver Checklist form.
3. Vehicle Inspection. The volunteer driver must complete the Volunteer Driver Checklist form. The school administrator will ensure that a completed form is on file with the school office on the day of the trip. Children must be properly restrained at all times while riding in the vehicle. Children under 13 years old must be transported in rear seats where it is practical to do so.
4. Specific Parental Permission. When students will be transported by adult volunteer drivers in private vehicles, written parental permission to ride with a designated volunteer driver must be obtained from all students who will ride with a volunteer driver.
5. Students Driving Themselves and Other Students. A student's parent/guardian must give specific written permission if a student drives him or herself. Students will not be allowed to drive other students.

6. Parent Provided Transportation. Parents/guardians may elect to transport their student to and/or from an extended field trip. If the student is transported via means other than the transportation arranged by the school, the parent/guardian must release the district from any and all liability that may arise as a result of this alternate means of transportation. For certain non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity.

FOOD

Meals, snacks, and/or drinks may be provided by the school, brought from home by the students, cooked at the field trip location, or by stopping at places such as restaurants and grocery stores. Parents/guardians will be notified in advance of how food will be provided on the extended field trip. Special student requirements or allergies must be noted on the Field Trip Consent Form.

HOUSING

Prior to an overnight trip, the field trip organizer will arrange sleeping accommodations for the students and chaperones. Chaperone and room assignments will comply with Idaho law. If a chaperone does not sleep in the same room as the students, a room check will occur every thirty (30) minutes until the students are asleep. Housing information will be provided to parents/guardians, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to the student and parent/guardian.

PARENTAL INFORMATION AND CONSENT

Parents/guardians will be provided with a written extended field trip itinerary and informed about planned field trip activities, including any potential safety risks. Detailed information regarding the proposed trip will be discussed with students and parents/guardians at a pre-trip meeting. Necessary documents requiring signed parent/guardian consent to participate will be distributed and must be returned with appropriate signatures to the school and reviewed by the school administration before the trip. Information sent to the parents/guardians will include:

1. A letter from the school about the field trip.
2. Field trip details and itinerary, including means of transportation, food, and housing arrangements (if applicable).
3. Items a student should and should not bring on the trip, including type of clothing needed.
4. Field trip consent form, including health information, emergency contacts, and permission for emergency treatment.

A single permission form can be used for the same activity occurring several times on a regular basis (such as a choir performing at various locations) if the field trip itinerary lists the details of the different events (locations, dates, times, means of transportation, etc.).

STUDENT RESPONSIBILITIES

Students and their parent/guardian must read and sign the student code of conduct portion of the Parent/Guardian Field Trip Consent Form prior to being allowed to participate on any extended field trip. Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian’s expense.

TRIP CANCELLATION

Field trips and extended field trips may be cancelled due to weather, safety, world events, or local school need. Trips will be cancelled only when the superintendent or designee believes it is prudent to do so in order to ensure the safety of students, staff and chaperones or to ensure the effective operation of the school. In such circumstances, every effort will be made to provide as much notice as possible. The district is not responsible for financial losses to students and parents/guardians due to cancellation of field trips or extended field trips.



LEGAL REFERENCE:

Idaho Code Sections
33-512 – Governance of Schools

ADOPTED:

AMENDED:

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

The board of trustees recognizes that students benefit from educational experiences outside the classroom. Field trips designed to provide such an experience for the student may be approved on a case-by-case basis. Factors such as the age of the students, quality and uniqueness of the experience, and availability of chaperones and transportation, among others, will be considered in determining whether a field trip will be approved.

DEFINITIONS

For purposes of this policy and accompanying procedures, the following definitions apply:

“District vehicle” means any vehicle owned or contracted by the school district.

“Extended field trip” means an overnight, out of the district (over 50 miles), or out-of-country school-sponsored trip where students leave school grounds for an educational purpose. Extended field trips do not include district or state tournaments sponsored by the Idaho High School Activities Association.

“Field trip” means an educational experience that occurs outside of the classroom and school property during the school day.

“Privately-sponsored” means an extended field trip for students that is not sponsored by the school or school district, no school funds are used, and the field trip does not occur during school hours.

“Non-district vehicle” means any vehicle not owned, borrowed, or contracted by the school district including, but not limited to, rental cars and privately-owned vehicles.

“School-sponsored” means a field trip or extended field trip for students where school funds pay for the trip, it is part of the educational process, it is supervised or staffed by school employees, and it is approved by the appropriate administrator.

STUDENT PARTICIPATION

No student will be excluded from participating in a field trip due to inability to pay or a documented disability. Schools that offer field trip opportunities will provide an equal opportunity for participation by all students. Accommodations for students on an Individualized Education Plan (IEP) or Section 504 plan will be provided as set forth in the student’s IEP or Section 504 plan.

A student may be excluded from a field trip upon request of the parent/guardian or the student may be excluded for a nondiscriminatory reason(s) that is communicated to the student and parent/guardian in advance of the field trip.

EXTENDED FIELD TRIPS

Principals should encourage extended field trips when such opportunities are well-planned and support the curriculum.

The superintendent or designee may establish procedures for approval of extended field trips to include planning and proposal requirements, chaperone responsibilities, transportation guidelines, appropriate safety measures, and student responsibilities. When planned and carried out according to approved procedures, extended field trips will be under the direction and responsibility of the assigned district staff member during the entire excursion. Extended field trips must be approved by the principal and the superintendent.

STUDENT RESPONSIBILITIES

Students are expected to be knowledgeable about the rules governing student conduct. Field trips are considered an extension of the classroom and all rules pertaining to a school-sponsored activity must be followed during participation of field trips and extended field trips. Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian’s expense.



LEGAL REFERENCE:

Idaho Code Sections:
33-512 – Governance of Schools

CROSS-REFERENCE:

Field Trip Procedures #576P

ADOPTED:

AMENDED:

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

**SCHOOL-SPONSORED EXTENDED FIELD TRIP
PRELIMINARY APPROVAL FORM**

This form is to be completed by the extended field trip organizer and must provide enough information so the principal can give preliminary approval for the field trip.

School: _____

Trip organizer(s): _____

Class, club, department, or organization: _____

Trip destination(s): _____

Date(s) of trip(s): _____

Departure time: _____ am/pm Return time: _____ am/pm

of school days missed: _____

Educational benefit of the trip:

Activities planned during the trip:

Related brochures/information attached: Yes _____ No _____

Preliminary trip itinerary attached: Yes _____ No _____

Does field trip involve any risk related activities: Yes _____ No _____

- Remote locations/hiking
- Air travel
- Motorized activities
- Animals
- Swimming, boats, or in/around water
- Other: _____

Estimated # of students: _____ Age level of students: _____

Student/chaperone ratio: _____ # of chaperones needed: _____

Any special chaperone qualifications required: Yes _____ No _____

If yes, list special chaperone qualifications (e.g., CPR certified): _____

Means of travel (school bus preferred): _____

How food will be provided: _____

Housing required: Yes _____ No _____

If yes, list type and location: _____

Details of proposed budget and how trip will be financed:

Fundraising required: Yes _____ No _____ (If yes, attach a fundraising plan.)

**ADMINISTRATIVE APPROVAL
(FOR OFFICE USE ONLY)**

Date Submitted: _____ Organizer’s Signature: _____

Reviewed field trip plan with principal on: _____

The following is needed: _____

Preliminary administrative approval received:

Date Approved: _____ Principal’s Signature: _____

Submit to Superintendent or School Board for approval? Yes _____ No _____

Superintendent or School Board approval received on: _____

**EXTENDED FIELD TRIP
DESCRIPTION AND ITINERARY FORM**

Departure Date: _____

Return Date: _____

Departure Time: _____

Return Time: _____

Students: _____

Chaperones: _____

Description of activities:

Transportation provided by: _____

Food/drinks/snacks provided by: _____

Where they will eat: _____

Housing:

What student should bring:

What student should NOT bring:

Appropriate dress:

Emergency Contact Information

At school:

Name & Title: _____

Phone number: _____

24-hour contact:

Name & Title: _____

Phone number: _____

Itinerary

Time	Activity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**FIELD TRIP
PARENT/GUARDIAN CONSENT FORM**

This form must be completely filled out, signed by both the parent/guardian and student, and returned to the school before any student will be allowed to participate on any school-sponsored *extended* field trip.

I hereby give my permission for my child (Name) _____, who attends (School Name) _____, to participate in an *extended* field trip to (Destination) _____ on (Date(s)) _____ for the purpose of _____

Class/Club/Team: _____

Staff Contact: _____ Phone: _____

Transportation for this activity will be provided by:

District bus/vehicle

Other (specify): _____

Food will be provided by/at: _____

I received a detailed itinerary of the trip. Yes No

I received a list of things the student should/should not bring. Yes No

Medical Information

Home Phone: _____ Date of Birth: _____

Address: _____

Parent's Work Phone: _____ Parent's Cell Phone: _____

Family Physician: _____ Phone: _____

Does the student have any medical or physical condition or allergies that could interfere with the student's safety? Yes No

If yes, please describe:

Does the student currently take any medication(s)? ____ Yes ____ No

If yes, please list the required medication(s):

Medication schedule:

I authorize a staff member to carry and administer medication(s) to my student. Initial ____

I authorize my student to carry and self-administer medication(s). Initial ____

All medication, including over-the-counter medication, must be in original containers with only enough medicine for the duration of the trip plus two (2) days in case of delays.

Alternate Emergency Contact

In the event of an emergency if I cannot be contacted I wish for the following person to be notified:

Name: _____ Relationship: _____

Phone: _____ Alternate Phone: _____

Informed Consent

This agreement to travel and participate in activities or events sponsored by the _____ School District No. _____ is entirely voluntary on our part. It is also agreed that we will abide by all the rules set down by the school district and the school.

_____ School District No. _____, its school principals, and its teachers desire that students and parents/guardians have a thorough understanding of the implications involved in a student's participation in a voluntary activity. For this reason, it is required that each student and his/her parent(s)/guardian(s) read, understand, and sign this agreement prior to the student being allowed to participate in any *extended* field trips.

1. I, the undersigned, as parent/guardian, give my consent for the student identified herein to participate in activities as a representative of his/her school.

2. I will assume the liability during the entire course of the student's participation in the off-campus activity and will indemnify and hold _____ School District No. _____ harmless for any injury or accident or property loss involving the student.
3. I understand that school officials will complete required accident insurance forms, after which all insurance claims for injuries received while participating in school events, shall be processed by the student's parent(s)/guardian(s) through the company agent handling the student's insurance policy and not through the school officials.
4. I hereby accept financial responsibility for equipment or instruments lost, stolen, or damaged by my child while participating in the extended field trip.
5. I authorize the school to transport and to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such activities or such travel. I also agree that the expenses for such transportation and treatment shall not be borne by the school district or its employees.
6. I accept full responsibility and hereby grant permission for my/our son/daughter to travel on any school related trip by bus or privately owned motor vehicle driven by a licensed driver employed or not employed by the district. This statement remains in effect until the end of this school year unless cancelled by me/us in writing to the school.
7. Some *extended* field trips may include or have the potential for participation in risk related activities. Risks and dangers may arise from foreseeable and unforeseeable causes. I give permission for my child to participate in these activities when supervised by a chaperone and I will indemnify and hold the district harmless for any accident or injury; and hereby assume all risks and dangers and all responsibility for any injury, loss, and/or damage that may occur while my child is engaged in risk related activity(ies).

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Student Code of Conduct

I pledge that my conduct will, at all times, reflect credit upon myself, my parents, and my school. I understand that the school rules of conduct apply while on the trip and that if I violate any school policy during an extended trip I may be disciplined, including, but not limited to, being sent home at my parent/guardian's expense.

Signature of Student

Date

Signature of Parent/Guardian

Date

FIELD TRIP VOLUNTEER DRIVER CHECKLIST

Date: _____ School: _____

Date of Trip: _____

Trip Destination: _____

Purpose of Trip: _____

Driver/Vehicle Information

Name of Driver: _____

Vehicle Year: _____ Make: _____ Model: _____ License #: _____

Max. # of students to be transported in volunteer’s vehicle: _____

Please respond to each item with a “YES” or “NO”.

YES/NO	
	I am at least 21 years of age.
	I have a valid Idaho driver’s license. License #: _____ Expiration Date: _____
	I have had no vehicle moving violations or at-fault accidents within the last three years. If you have had any, please list:
	I carry minimum auto liability limits of \$25,000/\$50,000 Bodily Injury and \$15,000 Property Damage. Company: _____ Policy #: _____ Exp. Date: _____
	I am aware that, in the event of an accident while on a school-related activity, any claims will be tendered to my personal automobile insurance company, and my insurance is primary.
	There is a working seat belt for the driver and each passenger, and I enforce the wearing of seat belts by all.
	My vehicle’s brakes, including the emergency brake, are in good working order.

	My vehicle’s tires have a tread depth of at least 3/32”.
	My vehicle’s brake lights, turn indicators, and headlights are in good working order.
	My vehicle’s windows are clear and provide an unobstructed view for the driver.
	My vehicle has functioning rear view mirrors (center and left side).
	My vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
	My vehicle has a rated capacity of ten passengers or less.
	If my vehicle has dual airbags, I will not seat children under 12 years old or small persons in the front passenger seat.

The above information is true and accurate to the best of my knowledge.

Signature of Volunteer Driver

Date

**ADMINISTRATIVE REVIEW
(FOR OFFICE USE ONLY)**

YES/NO	
	The district has cross-checked the volunteer against the statewide sex offender registry.
	If the volunteer will have unsupervised student contact, the district has obtained a current criminal history check.
	All students have parental permission to ride with a volunteer driver.
	All “NO” responses have been addressed satisfactorily.

I have reviewed the above information and this driver and vehicle are approved for this trip.

Signature of Administrator/Designee

Date



FIELD TRIP VOLUNTEER CHAPERONE GUIDELINES

Thank You for Your Support!

The district believes that field trips provide a valuable educational experience for students. In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

Because student safety is paramount concern, Idaho law requires the district to conduct a criminal record background check of school volunteers with unsupervised access to children. In addition, the district also requires that all volunteer chaperones be at least 21 years old and complete the Volunteer Disclosure Form.

Guidelines for Volunteer Chaperones

Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building principal.

1. Chaperones are expected to comply with district policies, follow the directions given by the district's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with district policy, during district-sponsored events, chaperones:
 - may not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - may not use tobacco
 - may not possess any weapon
 - may not administer any medications, prescription or nonprescription, to students
3. Students must be supervised at all times while at school-sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you at all times. Review use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site-specific rules with

students. Ensure that students do not get involved in extra activities not pre-approved by administrators and parents.

5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
6. Family members or friends of a chaperone may not participate in a district-sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children can distract you from your duties as a chaperone.
7. Chaperones that transport students in their personal vehicle must complete the Volunteer Driver Checklist form. You are expected to comply with all district and state student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
8. Be sure to know what to do in an emergency (e.g., medical emergency, natural emergency, lost child, or serious breach of rule). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

I acknowledge that I have received the copy of the “Field Trip Volunteer Chaperone Guidelines,” have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Signature

Date

Printed Name

Emergency Contact

In the event that I have a personal emergency, please contact:

Printed Name

Relationship

Daytime Phone

Alternate Phone

**EXTENDED FIELD TRIP
VOLUNTEER DISCLOSURE FORM**

To help ensure the safety of Idaho’s school children, all volunteers in this school district must complete the following disclosure statement. This information will be used only in determining whether to accept you as a volunteer, and will not be used or disseminated for any other purpose. Further, all volunteers who will or may have unsupervised access to children with this school district must complete a criminal history check through the Idaho State Police.

Note: “Convicted,” as used in this document, means found guilty of any misdemeanor or felony crime in a court of law, including instances in which a plea of guilty or an Alford plea is the basis for the conviction, or any proceedings in which the charge has been deferred from prosecution or the sentence has been deferred or suspended.

1. Have you ever been convicted of any crime against children or other persons?
YES () NO ()

2. Have you ever been convicted of crimes or found by a court in a protection proceeding to have abused or financially exploited a vulnerable adult?
YES () NO ()

3. Have you ever been convicted of crimes related to drugs?
YES () NO ()

4. Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor?
YES () NO ()

5. Have you ever been found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor?
YES () NO ()

6. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person?
YES () NO ()

If your answer is YES to any of the above, please describe and provide the case number(s), date(s) of the conviction(s) or finding(s), jurisdiction(s), and the sentence(s) and/or penalty(ies) imposed. If a conviction has been the subject of an expungement, pardon, annulment, or certificate of rehabilitation, please specify. (Use the back of this sheet and attach additional sheets if necessary). INFORMATION PROVIDED: YES () NO () N/A ()

Under penalty of perjury, I certify that the above information is true, correct and complete. I understand that my service to the school district may be terminated for any misrepresentations or omissions in the above statements.

Signature

Date

Printed Name

Address



LEGAL REFERENCE:

ADOPTED:

AMENDED:

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