

**Dietrich School District #314**  
"Educate Empower and Prepare"  
**February 21, 2024**  
**7:00 P.M. Board Room**

**Regular School Board Meeting Agenda**

**Mission:** We exist to Educate, Empower, and Prepare students for a productive life.

**Vision:** Maintain a culture where Respect, Integrity, and Perseverance are cultivated. Operate a safe and welcoming school. Where each student is challenged to achieve excellence in Preparation for College, Career and a Productive Life.

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**Regular Meeting Agenda**

1. Call to Order
  - a. Pledge of Allegiance
  - b. Vision and Mission
2. Oath of Office **Action**
3. Consent Agenda **Action**
  - a. Approval of Minutes January 8, 2024
  - b. Approval of Accounts Payable
  - c. Approval of Encumbrance Report
  - d. Approval of Student Body Balance Sheet
4. **Action Item:** Approve/Deny Consent Agenda
5. Team Lead Presentations
  - a. Elementary
  - b. Secondary
6. **Public Input:** The board values patron input. Any patron who would like to speak at a board meeting regarding a complaint about the district should have followed district policy on chain of command. The chain of command is as follows 1. Teacher or staff 2. Principal or Supervisor 3. Director or Administrator 4. Superintendent 5. Board.
7. Superintendent Report
  - a. January In-service
  - b. ISBAColoring Contest
  - c. Safety Evacuations
  - d. CTE Programs/Grants
  - e. Attendance
  - f. Upcoming Dates
  - g. Maintenance Report
8. Dean of Students Report
  - a. Discipline
  - b. Grade Reports
  - c. Testing
  - d. Athletic Report
9. Board Business
  - a. Science Yellowstone Field Trip Action
  - b. Mission and Vision Community Input
  - c. Special Education/Counseling Action
  - d. 24-25 Calendar
    - i. Calendar Bell Schedule
  - e. Title IX Consortium Action
  - f. Transportation **Action**
    - i. Quote Bus Expenses New Bus Financial Information

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- g. Science Student Textbooks Action
  - h. School Closures - January 9, 17 and Feb 15 Action
10. Policy
- a. 1st reading Revision 2550
  - b. 2nd reading 3523 Action
  - c. 2nd reading Revision 2335, 3460, 3520, 4330, 5280, 5500, 5500P, 7260, 7440 Action.
11. Action Item: Executive Session as per code 74-206 (1) subsections  
(d):To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code. Document 1 Document 2 Document 3
12. **Safety Plan Action**
13. Future Agenda Items:
- a. Regular Meeting: March 19 7:00 PM
14. Adjournment

APPROVED

**Dietrich School District #314  
Board of Trustees Regular Board Meeting  
January 8, 2024**

*Rick Bingham*  
*Dalonna Hurd*

The meeting was called to order at 7:00 P.M. by Chairman Rick Bingham. The Board Members present were Starr Olsen, Ben Hoskisson, Valerie Varadi, and Wyatt Weber. Superintendent Stefanie Shaw, Dean of Students Brody Astle, and Business Manager/Board Clerk Dalonna Hurd were also present. Staff members Ryan Dilworth, Aleta Ramberg, Maureen Heimerdinger along with patrons Joshua Braithwaite, Steven Hurtado, Graciela Vargas and David Brinkman were also in attendance.

**Oath of Office**

- Board Clerk Dalonna Hurd swore in Wyatt Weber as the new Trustee for Zone 5.

**Agenda Approval**

- Starr Olsen made a motion to approve the consent agenda. Ben Hoskisson seconded the motion. Vote was unanimous in favor.

**Team Lead Presentations**

- Elementary- Aleta Ramberg spoke on writing highlights and improved I-Station scores.
- Secondary- as read.

**Annual Reorganization**

- All board members reviewed and signed the code of ethics.
- Rick Bingham opened the nominations for Board Chair. Valerie Varadi nominated Starr Olsen. Starr Olsen seconded the nomination. Ben Hoskisson nominated Rick Bingham. Wyatt Weber seconded the nomination. Valerie Varadi made a motion to cease nominations. Ben Hoskisson seconded the motion. Rick Bingham called for votes for Starr Olsen. Valerie Varadi and Starr Olsen voted in favor of Starr. Rick Bingham called for votes for Rick Bingham. Ben Hoskisson, Wyatt Weber and Rick Bingham voted in favor of Rick. By majority vote, Rick Bingham was voted in as Board Chair.
- Chairman Rick Bingham opened nominations for Vice-Chairman. Ben Hoskisson made a motion to nominate Starr Olsen. Rick Bingham nominated Valerie Varadi. Valerie declined the nomination. Valerie Varadi made a motion to cease nominations. Ben Hoskisson seconded the motion. Starr Olsen was elected by acclamation.
- Ben Hoskisson made a motion to appoint Dalonna Hurd as the Treasurer. Starr Olsen seconded the motion. Dalonna Hurd is appointed by acclamation.
- Ben Hoskisson made a motion to set the regular meeting date as the 3rd Tuesday of each month at 7:00 PM in the Boardroom. Wyatt Weber seconded the motion. Vote was unanimous in favor.
- Ben Hoskisson made a motion to set the Times News as the official publication for legal notices. Starr Olsen seconded the motion. Vote was unanimous.
- Ben Hoskisson made a motion to appoint Stefanie Shaw as the Title IX Officer. Valerie Varadi seconded the motion. Vote was unanimous in favor.

**Superintendent Report**

Presented as written with the following points:

- Bus 12
- Fire Suppression System

**Board Business**

- Transportation- Discussion was held on the costs to maintain each of the current busses. The current rotation of busses was reviewed. Ryan Dilworth will check Buy Boards for additional pricing and bring quotes and where to pull the additional funds from next month.
- Day on the Hill- February 19-20, 2024 Stefanie Shaw will send out invites to legislatures. Stefanie Shaw and Starr Olsen are registered to attend.
- Mission and Vision Community Input- Valerie Varadi led the discussion. The plan is to look at hosting an evening with the community/town hall type meeting to gather ideas on what community might like to see in an updated mission/vision statement for the school.
- Staff Honorary Wall- discussion held on using vinyl or digital Marquee type rather than plaques. We plan to move forward with the vinyl and involve the business class in the project.
- Special Education/Counseling- Rick Bingham led the discussion on possibly splitting a SPED director with another school. Funding for a SPED director or Counselor was discussed. Enrollment numbers for other programs will be evaluated at the next meeting.

#### **Policy**

- Policy 3523 - Ben Hoskisson made a motion to accept the first reading of Policy 3523 and Valerie Varadi seconded the motion. Vote was unanimous in favor.
- Starr Olsen made a motion to accept the first revision reading of Policies 2335, 3460, 3520, 4330, 5280, 5500, 5500P, 7260, and 7440. Valerie Varadi seconded the motion. Vote was unanimous in favor.

#### **Executive Session**

Starr Olsen made a motion to go into executive session as per Idaho code 74-206(1) subsection (b) and (d); (B) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public office, employee, staff member or individual agent or public-school student, and (d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code. Ben Hoskisson seconded the motion. The roll call vote went as follows: Ben, yes; Starr, yes; Valerie, yes; Wyatt, yes; and Rick, yes. The board went into executive session at 8:07 p.m.

- Discussion was held on Student Attendance appeals from 8:07 to 8:55 PM.
- Superintendent Evaluation from 9:00 to 9:45 PM.
- Board Training from 9:45 to 10:36 PM.
- The board came out of executive session at 10:36 PM.

#### **Student Attendance Appeals**

- Starr Olsen made a motion to approve the Attendance appeals of Student A and Student B pending the completion of the plan set by Mr. Astle. Ben Hoskisson seconded the motion. Vote was unanimous in favor.

#### **Future Agenda Items**

- Next regular meeting is scheduled for February 20, 2024 at 7:00 PM in the Boardroom. (Note: This meeting was later moved to February 22, 2024 due to Day on the Hill.)

#### **Adjournment**

- Chairman Rick Bingham adjourned the meeting at 10:37 PM.

(VEND RNG: 000000-ZZZZZZ; DATE RNG: 00/00/00-02/29/24; ALL FUNDS; BANK CD: 1)

VEND #	ACCOUNT	DEPT	DATE	PO #	INVOICE	DESCRIPTION	BC	DP	MO-YR	AMOUNT
000002	100-681420-005-000-0	000000	02/12/24	006508	240004	2023-2024 Diesel Fuel	1	N	02-2024	2,184.92
000002	100-681330-004-000-0	000000	02/12/24	006508	240004	Propane - Green House	1	N	02-2024	697.73
000002	100-681330-004-000-0	000000	02/12/24	006508	240004	Propane - Ag Shop	1	N	02-2024	286.96
000002	100-681330-004-000-0	000000	02/12/24	006508	240004	Propane - Gym	1	N	02-2024	8,304.40
000002	100-681330-004-000-0	000000	02/12/24	006508	240004	2023-2024 Propane - Main	1	N	02-2024	414.27
000002	100-681420-004-000-0	000000	02/12/24	006508	240004	DEF	1	N	02-2024	187.62
**SUB-TOTAL: Valley Wide Cooperative										11,945.90
000007	100-681330-002-000-0	000000	02/13/24	006428	9	2023-2024 Gym and Publio	1	N	02-2024	244.45
000007	100-681330-002-000-0	000000	02/13/24	006428	3	2023-2024 Bus Barn	1	N	02-2024	72.73
000007	100-211000-000-000-0	000000	02/13/24	006428	81	2023-2024 North Duplex 463 N Park St	1	N	02-2024	72.73
000007	100-211000-000-000-0	000000	02/13/24	006428	60	2023-2024 South Duplex 447 N Park St	1	N	02-2024	72.73
000007	100-211000-000-000-0	000000	02/13/24	006428	58	2023-2024 School Gray Corner - 431 N Park St	1	N	02-2024	72.73
**SUB-TOTAL: City of Dietrich										636.37
000008	290-710450-000-000-0	000000	02/12/24	006472	30049072	2023-2024 Food Services	1	N	02-2024	479.78
000008	290-710450-000-000-0	000000	02/12/24	006472	30049078	2023-2024 Food Services	1	N	02-2024	80.13
000008	290-710450-000-000-0	000000	02/12/24	006472	30089005	2023-2024 Food Services	1	N	02-2024	843.24
000008	290-710450-000-000-0	000000	02/12/24	006472	30089006	2023-2024 Food Services	1	N	02-2024	343.58
**SUB-TOTAL: Shamrock Foods (FSA)										1,646.71
000013	243-619410-000-010-0	000000	02/14/24	006706	180600006286272	14" ohop saw for shop	1	N	02-2024	219.00
000013	100-665410-000-000-0	000000	02/14/24	006692	1902750	Fencing Materials - Ag Shop - concrete, corner	1	N	02-2024	3,299.62
000013	100-665410-000-000-0	000000	02/14/24	006692	703588	Fencing Materials - Ag Shop - concrete, corner	1	N	02-2024	263.50
000013	100-665410-000-000-0	000000	02/14/24	006692	233800	Fencing Materials - Ag Shop - concrete, corner	1	N	02-2024	44.04
000013	100-665410-000-000-0	000000	02/14/24	006692	9820795	Fencing Materials - Ag Shop - concrete, corner	1	N	02-2024	144.78
000013	100-664410-000-000-0	000000	02/14/24	006658	6014250	sheet rock screws and cabinet screws for Mus	1	N	02-2024	393.23
**SUB-TOTAL: Home Depot										4,284.17
000016	290-710450-000-000-0	000000	01/29/24	006468	120635907	2023-2024 Milk/Dairy Products	1	N	01-2024	178.22
000016	290-710450-000-000-0	000000	01/29/24	006468	120836833	2023-2024 Milk/Dairy Products	1	N	01-2024	99.05
000016	290-710450-000-000-0	000000	02/12/24	006468	120636836	2023-2024 Milk/Dairy Products	1	N	02-2024	237.74
000016	290-710450-000-000-0	000000	02/12/24	006468	120836274	2023-2024 Milk/Dairy Products	1	N	02-2024	237.84
000016	290-710450-000-000-0	000000	02/12/24	006468	120837003	2023-2024 Milk/Dairy Products	1	N	02-2024	199.89
**SUB-TOTAL: Meadow Gold Dairy, Inc										949.64
000018	290-710450-000-000-0	000000	01/29/24	006470	3269013	2023-2024 Food Services	1	N	01-2024	3,460.03
000018	290-710450-000-000-0	000000	01/29/24	006470	3269016	2023-2024 Food Services	1	N	01-2024	1,059.30
000018	290-710450-000-000-0	000000	01/29/24	006470	3269014	2023-2024 Food Services	1	N	01-2024	346.55
000018	290-710450-000-000-0	000000	01/29/24	006470	3269015	2023-2024 Food Services	1	N	01-2024	29.40
**SUB-TOTAL: Northwest Distribution										4,885.28
000020	100-661330-001-000-0	000000	01/31/24	006433	2206070083	210 4th St- GYM	1	N	01-2024	2,319.92
000020	100-661330-001-000-0	000000	01/31/24	006433	2204900450	431 N Park St - SHOP	1	N	01-2024	31.53
000020	100-661330-001-000-0	000000	01/31/24	006433	2206403773	624 N Park St - AG Building	1	N	01-2024	47.91
000020	100-661330-001-000-0	000000	01/31/24	006433	2206058844	802 N Park St - Football Lights	1	N	01-2024	8.12
000020	100-661330-001-000-0	000000	01/31/24	006433	2206633246	22 E 1st St - Busbarn	1	N	01-2024	80.36
**SUB-TOTAL: Idaho Power										2,467.84
000036	290-710450-000-000-0	000000	02/13/24	006702	2.1.24	Sour cream, eggs, milk and butter	1	N	02-2024	38.83
000036	100-665410-000-000-0	000000	02/13/24	006702	2.1.24	Bus Barn LED Light	1	N	02-2024	38.91
000036	100-211000-000-000-0	000000	02/13/24	006702	2.1.24	Sour cream and Jalapeno peppers - concessi	1	N	02-2024	14.14
**SUB-TOTAL: Shaw L & L Merc										89.88
000039	100-831410-000-000-0	000000	01/29/24	006360	32135578	Diploma Covers	1	N	01-2024	201.26
**SUB-TOTAL: Jostens										201.26
000041	310-911620-000-000-0	000000	02/13/24	006703	5263006	Interest payable on Bond	1	N	02-2024	30,643.75
000041	310-911620-000-000-0	000000	02/13/24	006703	5263006	less funds on hand	1	N	02-2024	296.38CR
**SUB-TOTAL: Zions Bank										30,247.37
000045	100-632390-000-000-0	000000	01/29/24	006678	20275	Day on The Hill Registration - Stefanie Shaw	1	N	01-2024	150.00
**SUB-TOTAL: Idaho School Board Association										150.00
000046	100-851390-000-000-0	000000	01/29/24	006675	300000153	IASBO 2024 Membership	1	N	01-2024	160.00
000046	100-851390-000-000-0	000000	01/29/24	006675	200000678	2024 Spring IASBO Registration	1	N	01-2024	175.00
**SUB-TOTAL: IASBO										325.00
000049	100-865410-000-000-0	000000	01/31/24	006688	1138498	Metal for Building gates, fence	1	N	01-2024	1,499.06
000049	243-619410-000-010-0	000000	02/13/24	006693	0623578	Rec tubing, sq tubing, flat steel for welding	1	N	02-2024	1,126.06
**SUB-TOTAL: Pacific Steel & Recycling										2,625.12
000065	100-661330-003-000-0	000000	01/29/24	006433	710710	2023-2024 Trash Services	1	N	01-2024	175.00
**SUB-TOTAL: Timberline Trash LLC										175.00
000070	100-881350-000-000-0	000000	02/12/24	006462	9955361350	2023-2024 East Route Cell Phone	1	N	02-2024	62.42
000070	100-881350-000-000-0	000000	02/12/24	006462	9955361330	2023-2024 West Route Cell Phone	1	N	02-2024	62.42
000070	100-632390-000-000-0	000000	02/12/24	006462	9955361350	2023-2024 Superintendent Cell phone	1	N	02-2024	51.70
**SUB-TOTAL: Verizon Wireless										166.54
000077	250-621240-010-000-0	000000	02/13/24	000000		American Fidelity HSA - 022024	1	N	02-2024	174.78
**SUB-TOTAL: American Fidelity Assurance										174.78
000079	100-681320-000-000-0	000000	01/31/24	006685	78853764	Bus 12 - Turbo actuator and def controller int	1	N	01-2024	4,598.01
**SUB-TOTAL: Premier Truck Group										4,598.01
000083	100-831410-000-000-0	000000	02/14/24	006710	A41701	Activity card for Wyatt Weber	1	N	02-2024	35.00
**SUB-TOTAL: IHSAA										35.00
099038	100-681420-007-000-0	000000	01/29/24	006656	198005	Bus 18 - drive belt plus spare	1	N	01-2024	191.20

(VEND RNG: 000000-ZZZZZZ; DATE RNG: 00/00/00-02/29/24; ALL FUNDS; BANK CD: 1)

VEND #	ACCOUNT	DEPT	DATE	PO #	INVOICE	DESCRIPTION	BC	DP	MO-YR	AMOUNT
**SUB-TOTAL: Bryson Sales & Services, Inc.										191.20
099039	100-681320-000-000-0	000000	01/29/24	006678	9400681B14	Steer tires for Bus 18	1	N	01-2024	1,289.94
**SUB-TOTAL: Les Schwab Tire Center										1,289.94
099045	243-619300-000-000-0	000000	02/13/24	006453	39811584	2023-2024 Cylinder Rental	1	N	02-2024	93.93
**SUB-TOTAL: NORCO										93.93
099065	100-691320-000-000-0	000000	01/29/24	006479	3567004	2023-2024 Copier Lease	1	N	01-2024	429.46
099065	100-691320-000-000-0	000000	02/13/24	006479	35686137	2023-2024 Copier Lease	1	N	02-2024	429.46
**SUB-TOTAL: Great America Financial Serv										858.90
099068	100-691320-000-000-0	000000	01/29/24	006622	AR1250969	2023-2024 Copier Usage	1	N	01-2024	411.81
099068	100-691320-000-000-0	000000	02/12/24	006622	AR1260340	2023-2024 Copier Usage	1	N	02-2024	473.99
**SUB-TOTAL: Valley Office Systems										885.80
099119	100-681320-000-000-0	000000	01/29/24	006656	18480	Bus 12 - Windsheld Repair	1	N	01-2024	80.00
099119	100-681320-000-000-0	000000	02/12/24	006656	18350	Bus 20 - Windsheld Replacement	1	N	02-2024	2,409.00
**SUB-TOTAL: NuVu Glass										2,489.00
099180	271-621380-000-000-0	000000	02/13/24	006699	2.6.24	Dinner per diem for IETA conf.	1	N	02-2024	188.00
**SUB-TOTAL: Shaw, Stefanie										188.00
099184	283-611360-000-000-0	000000	02/13/24	006700	1.25.24	Dinner per diem for IABE Conference	1	N	02-2024	52.00
**SUB-TOTAL: Vasquez, Duffia										52.00
099136	100-666560-000-000-0	000000	01/29/24	006668	394697	Filters for the Volvo loader	1	N	01-2024	126.40
099136	100-666560-000-000-0	000000	01/29/24	006668	395083	7 blade connector light plug for trailer	1	N	01-2024	62.99
**SUB-TOTAL: NAPA										189.39
099152	100-664410-000-000-0	000000	01/29/24	006679	2024-2380	Transport and excavation to dtg up gas line 2/	1	N	01-2024	350.69
**SUB-TOTAL: Extreme Excavation Inc.										350.69
099185	100-661410-000-000-0	000000	02/12/24	006649	1JPY-1KHF-66Y9	W-2 Forms	1	N	02-2024	87.94
099185	100-691410-000-000-0	000000	02/12/24	006649	1JPY-1KHF-66Y9	1 pallet of copy paper	1	N	02-2024	1,799.99
099185	245-623410-000-000-0	000000	02/12/24	006684	1PJ1-3VQL-4HV9	8pack GXP1625 Voip Phones	1	N	02-2024	316.00
099185	245-623410-000-000-0	000000	02/12/24	006684	1PJ1-3VQL-4HV9	GXP 2160 VOIP Phone	1	N	02-2024	195.98
099185	245-623410-000-000-0	000000	02/12/24	006670	1C7Q-QNYR-7H41	20' - 7 outlet surge protector	1	N	02-2024	39.31
099185	245-623410-000-000-0	000000	02/12/24	006670	1C7Q-QNYR-7H41	Logitech mouse	1	N	02-2024	26.20
099185	245-623410-000-000-0	000000	02/12/24	006670	1C7Q-QNYR-7H41	mini dp to HDMI to connect monitor	1	N	02-2024	21.99
099185	243-619410-000-010-0	000000	02/12/24	006663	1PRJ-6LWF-69H6	Welding Jacket - 2XL	1	N	02-2024	46.00
099185	243-619410-000-010-0	000000	02/12/24	006663	1PRJ-6LWF-69H6	Floral design supplies - floral wire, ribbon,	1	N	02-2024	49.82
099185	257-521410-000-000-0	000000	02/12/24	006663	1PRJ-6LWF-69H6	3 pack LCD Writing Tablets	1	N	02-2024	9.98
099185	100-641410-000-000-0	000000	02/12/24	006663	1PRJ-6LWF-69H6	DSD envelopes with Logo 1000 ct	1	N	02-2024	114.79
**SUB-TOTAL: Amazon/SYNCB										2,706.00
099257	100-663580-000-000-0	000000	11/28/23	006617	TWF-23012636	Box 16x20 filters - North Duplex	1	N	11-2023	74.32
099257	100-663580-000-000-0	000000	11/28/23	006617	TWF-23012636	10x20x4 SC pleat - north Duplex	1	N	11-2023	9.46
099257	100-663580-000-000-0	000000	11/28/23	006617	TWF-23001162	Box 16x20 filters - North Duplex	1	N	11-2023	87.99CR
099257	100-663580-000-000-0	000000	11/28/23	006617	TWF-23001162	10x20x4 SC pleat - north Duplex	1	N	11-2023	10.16CR
**SUB-TOTAL: Russell Sifter, Inc										14.40CR
099271	100-623310-000-000-0	000000	02/12/24	006412	138733	2023-2024 VOIP Phone Line	1	N	02-2024	131.00
099271	100-623350-000-000-0	000000	02/12/24	006412	138733	2023-2024 Internet Service	1	N	02-2024	1,850.00
**SUB-TOTAL: White Cloud Communications										1,981.00
099273	100-651410-000-000-0	000000	02/14/24	006707	1024802044	Postage Meter Ink	1	N	02-2024	63.90
**SUB-TOTAL: Pitney Bowes Inc										63.90
099369	253-611380-000-000-0	000000	02/13/24	006695	9448	IABE 2024 Conference- Vasquez, Ramberg	1	N	02-2024	250.00
099369	251-616410-000-000-0	000000	02/13/24	006674	9448	Interactions 7th Edition English 101 books	1	N	02-2024	13.22
099369	271-621410-000-000-0	000000	02/13/24	006614	9448	Lodging for IMEA Conf. Whisenhunt - BW Pep	1	N	02-2024	536.76
**SUB-TOTAL: D.L. Evans Visa Hurd										799.98
099368	271-621380-000-000-0	000000	02/13/24	006697	1.31.24	Lunch Per diem for IMEA Conference	1	N	02-2024	30.00
099368	271-621380-000-000-0	000000	02/13/24	006697	1.31.24	Dinner per diem for IMEA Conference	1	N	02-2024	52.00
**SUB-TOTAL: Whisenhunt, Jessica										82.00
099406	290-710450-000-000-0	000000	01/29/24	006469	10120634	2023-2024 Produce	1	N	01-2024	434.98
099406	290-710450-000-000-0	000000	01/29/24	006469	10117503	2023-2024 Produce	1	N	01-2024	399.05
099406	290-710450-000-000-0	000000	01/29/24	006469	10120634	2023-2024 Produce	1	N	01-2024	24.65CR
099406	290-710450-000-000-0	000000	01/29/24	006469	3259015	2023-2024 Produce	1	N	01-2024	29.40
099406	290-710450-000-000-0	000000	02/12/24	006469	10122264	2023-2024 Produce	1	N	02-2024	456.80
099406	290-710450-000-000-0	000000	02/12/24	006469	10123941	2023-2024 Produce	1	N	02-2024	477.94
099406	290-710450-000-000-0	000000	02/12/24	006469	10125676	2023-2024 Produce	1	N	02-2024	40.26
099406	290-710450-000-000-0	000000	02/12/24	006469	10125692	2023-2024 Produce	1	N	02-2024	339.29
**SUB-TOTAL: Charlie's Produce										2,162.06
099434	290-710450-000-000-0	000000	02/12/24	006471	240463539	2023-2024 Food Services	1	N	02-2024	678.22
099434	290-710450-000-000-0	000000	02/12/24	006471	240463980	2023-2024 Food Services	1	N	02-2024	860.91
**SUB-TOTAL: Sysco Idaho, Inc										1,539.13
099444	257-621380-000-000-0	000000	01/31/24	006694	1.31.24	Occupational Therapy Services 6 hours	1	N	01-2024	360.00
**SUB-TOTAL: Connie Van Kleeck, OTR/L										360.00
099481	100-611410-013-000-0	000000	02/13/24	006696	1525	16 Lunches for ISU Campus Tour	1	N	02-2024	159.93
099481	253-611380-000-000-0	000000	02/13/24	006696	1525	IABE Conference Lodging - Vasquez	1	N	02-2024	164.00
099481	253-611380-000-000-0	000000	02/13/24	006696	1525	IABE Conference Lodging -Ramberg	1	N	02-2024	164.00
**SUB-TOTAL: D.L. Evans Visa -Quitroga										487.93

(VEND RNG: 000000-ZZZZZZ; DATE RNG: 00/00/00-02/29/24; ALL FUNDS; BANK CD: 1)

VEND #	ACCOUNT	DEPT	DATE	PO #	INVOICE	DESCRIPTION	BC	DP	MO-YR	AMOUNT
099496	100-664410-000-000-0	000000	01/29/24	006677	0014014669-001	Flame Sensor for Boiler #2	1	N	01-2024	68.22
099496	100-664410-000-000-0	000000	01/29/24	006677	0014014669-001	Ignitor w/ gasket for Boiler #2	1	N	01-2024	90.00
099496	100-664410-000-000-0	000000	01/29/24	006677	0014014669-001	Freight charge	1	N	01-2024	20.00
	**SUB-TOTAL: Silver Creek Supply									187.22
099510	100-631380-000-000-0	000000	02/13/24	006690	2,8.24	Mileage to Jerome - bank and SR night Suppli	1	N	02-2024	36.66
099510	100-631380-000-000-0	000000	02/14/24	006709	2,13.24	Mileage to TF for Girls State Supplies	1	N	02-2024	45.96
	**SUB-TOTAL: Gulroga, Shanla									84.42
099521	100-663320-001-000-0	000000	01/29/24	006672	626115	Lease payment - Chevy Malibu	1	N	01-2024	6,913.00
	**SUB-TOTAL: The Bancorp Bank, NA									6,913.00
099530	263-611300-000-000-0	000000	02/13/24	006701	1,25.24	Dinner per diem IABE Conference	1	N	02-2024	62.00
	**SUB-TOTAL: Ramberg, Aleta									62.00
099542	267-621300-000-000-0	000000	01/31/24	006686	DSD2023 JAN	School Psychology Services 1.6 hours	1	N	01-2024	79.50
	**SUB-TOTAL: Truth Window LLC									79.50
099544	258-616300-000-000-0	000000	01/29/24	006671	INV66482	SLP Services Preschool Age 2.68 hours	1	N	01-2024	196.64
099544	257-621300-000-000-0	000000	01/29/24	006671	INV66482	Service Coordination	1	N	01-2024	43.80
099544	257-621300-000-000-0	000000	01/29/24	006671	INV66482	SLP Services 21.32 hours	1	N	01-2024	1,568.36
099544	258-616300-000-000-0	000000	02/14/24	006711	INV67727	SLP Service Preschool Age 2.68 hours	1	N	02-2024	196.64
099544	257-621300-000-000-0	000000	02/14/24	006711	INV67727	SLP Service Coordination	1	N	02-2024	65.70
099544	257-621300-000-000-0	000000	02/14/24	006711	INV67727	SLP Services January 33.92 hours	1	N	02-2024	2,432.36
	**SUB-TOTAL: PresenceLearning, INC									4,489.50
099545	100-691320-000-000-0	000000	02/12/24	006590	621138685	2023-2024 Copier Lease October - June	1	N	02-2024	773.41
	**SUB-TOTAL: US Bank Equipment Finance									773.41
099549	235-320000-000-000-0	000000	01/29/24	006638	NP4901	Portable Stage with carpet 48x96x24 (split fun	1	N	01-2024	14,567.49
099549	100-664410-000-000-0	000000	01/29/24	006638	NP4901	Portable stage remaining cost (spoil fund)	1	N	01-2024	1,642.27
099549	100-664410-000-000-0	000000	01/29/24	006638	NP4901	48" W Guard Rails for Stage	1	N	01-2024	656.92
099549	100-664410-000-000-0	000000	01/29/24	006638	NP4901	8' x 24" Long Black stage skrt	1	N	01-2024	1,000.00
099549	100-664410-000-000-0	000000	01/29/24	006638	NP4901	Shipping	1	N	01-2024	3,695.00
	**SUB-TOTAL: The Stage Depot									21,560.68
099552	243-519410-000-010-0	000000	01/29/24	006661	01969601	OIR Animal Science 6 yr EM	1	N	01-2024	600.00
099552	243-519410-000-010-0	000000	01/29/24	006661	01969601	OIR Modern Welding 6 yr EM	1	N	01-2024	600.00
099552	243-519410-000-010-0	000000	01/29/24	006661	01969601	OIR Princip Floral 6 yr email	1	N	01-2024	600.00
	**SUB-TOTAL: Goodheart-Willcox Publisher									1,800.00
	***GRAND TOTAL - VENDOR COUNT: 47									117,968.84





Savings Balance	\$	7,967.25							
Child Nutrition	\$	25,954.52							
Balance in Bond Acct	\$	169,297.14							
Balance in LGP M&O	\$	1,232,328.29							
Total Account Balances	\$	1,501,871.69							

# Dietrich School District

## Balance Sheet

As of February 1, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
D.L. Evans Bank	103,836.62
Undeposited Cash Box Funds	0.00
<b>Total Bank Accounts</b>	<b>\$103,836.62</b>
Accounts Receivable	
Accounts Receivable	7,812.55
<b>Total Accounts Receivable</b>	<b>\$7,812.55</b>
Other Current Assets	
Inventory Asset	972.93
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$972.93</b>
<b>Total Current Assets</b>	<b>\$112,622.10</b>
<b>TOTAL ASSETS</b>	<b>\$112,622.10</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-1,480.05
<b>Total Accounts Payable</b>	<b>\$ -1,480.05</b>
Credit Cards	
Shania's SB CC	369.82
<b>Total Credit Cards</b>	<b>\$369.82</b>
<b>Total Current Liabilities</b>	<b>\$ -1,110.23</b>
<b>Total Liabilities</b>	<b>\$ -1,110.23</b>
Equity	
Opening Balance Equity	0.00
Sales Tax	-3.91
Sawtooth Conference	4,022.69
Scholarships	180.00
Scholarship- Wayne Dill "Be Somebody"	1,500.00
Scholarship-Community	1,169.81
Scholarship-David Sorensen	5,125.00
Scholarship-Luke Beckley	0.00
Scholarship-Staff	5,668.76
Volunteer Scholarship	1,010.00
<b>Total Scholarships</b>	<b>14,653.57</b>

	TOTAL
Student Body Balance	0.00
00-Ramburg	110.41
01-M. Heimerdinger	905.34
02-Chapman	312.90
03-Stowell	275.25
04-Hollibaugh	468.23
05-Astle	477.62
06-Norman	452.48
Athletics	-48,217.58
Activity Cards	23,367.82
Adult/Senior Pass	1,717.49
Family Pass	8,346.25
<b>Total Activity Cards</b>	<b>33,431.56</b>
Gates	32,507.02
Ice Cream	2,125.07
NFHS Kickback	633.31
Officials	-405.28
Official Contract Fee	-38,923.54
<b>Total Officials</b>	<b>-39,328.82</b>
Student Sport Fees	
BBB	7,530.00
Cheer	363.59
FB	11,024.91
GBB	6,895.94
Shooter Shirt- GBB/BBB	-72.56
Track	8,012.71
VB	8,182.00
XC	918.00
<b>Total Student Sport Fees</b>	<b>42,854.59</b>
<b>Total Athletics</b>	<b>24,005.15</b>
Auto Collision	-100.08
Class Projects	-28.39
Nova Project	656.56
<b>Total Auto Collision</b>	<b>528.09</b>
Box Tops/Field trips	870.06
Class of 2017	-23.53
Class of 2018	407.65
Class of 2019	286.97
Class of 2020	2.42
Class of 2021	378.63
Class of 2022	29.49
Class of 2023	191.29
Class of 2024	1,397.28
Class of 2025	1,676.22
Class of 2026	1,351.70
Class of 2027	1,567.69
Class of 2028	799.91
Class of 2029	335.59

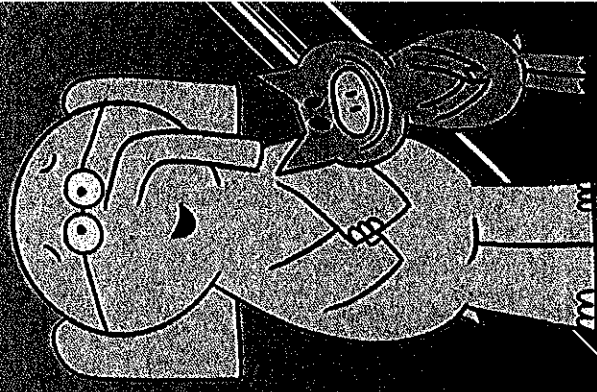
	TOTAL
Club BPA	57.91
Club Dungeons & Dragons	10.76
Club FFA	1,944.38
Club FFA Fundraising	672.89
<b>Total Club FFA</b>	<b>2,617.27</b>
Club Music	4,919.55
Concessions	5,719.29
Elementary Field Trips	36.68
General Student Body	197.20
HS Science	609.88
In/Out	306.37
Jae Foundation	2,475.70
Library	557.31
Other Student Body Income	0.00
Robotics	457.88
Secondary Social Studies	138.65
Ski/Skate/ Wahooz	26.70
SPED	183.87
Student Council	864.45
SunShine Committee	1,624.41
Team Accounts	
Team BBB	9,218.05
Team Cheer	2,942.84
Team FB	3,731.44
Team GBB	2,579.03
Team Track	232.25
Team VB	5,665.94
Team Wrestling	940.10
Team XC and Track	3,781.04
<b>Total Team Accounts</b>	<b>29,090.69</b>
Yearbook	7,856.78
<b>Total Student Body Balance</b>	<b>94,558.19</b>
Tournament/ All Sports	623.53
Tournament/ Dist. Basketball	0.00
Unrestricted Net Assets	-183.58
YEA	88.19
Net Income	-26.35
<b>Total Equity</b>	<b>\$113,732.33</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$112,622.10</b>



ELEMENTARY BOARD REPORT  
FEBRUARY 22, 2024

► Kindergarten is doing great. This quarter we have been focusing on writing narratives and and have been reading like crazy! We recently started our Big Red Giraffe Marathon and the kids are loving it. We also have a preschool and helping Mrs. Pomberg have a great time.

## KINDERGARTEN



▲ We are making dioramas representing the five tribes of Georgia for the diversity fair on



FOURTH GRADE

▲ In celebration of Black History Month, the 5th Grade has just finished an essay on an influential African-American individual. To integrate additional writing and technology skills, they summarized their research into a Google Slide presentation.

▲ We are fortunate to have a great group of students who are so creative and hard working.

## FIFTH GRADE





- ▶ The sixth grade has just finished reading the novels *The Cay* & *Timothy of the Cay*.
- ▶ These teach tolerance. They are about a man who saves the life of a young boy who has been taught to hate.



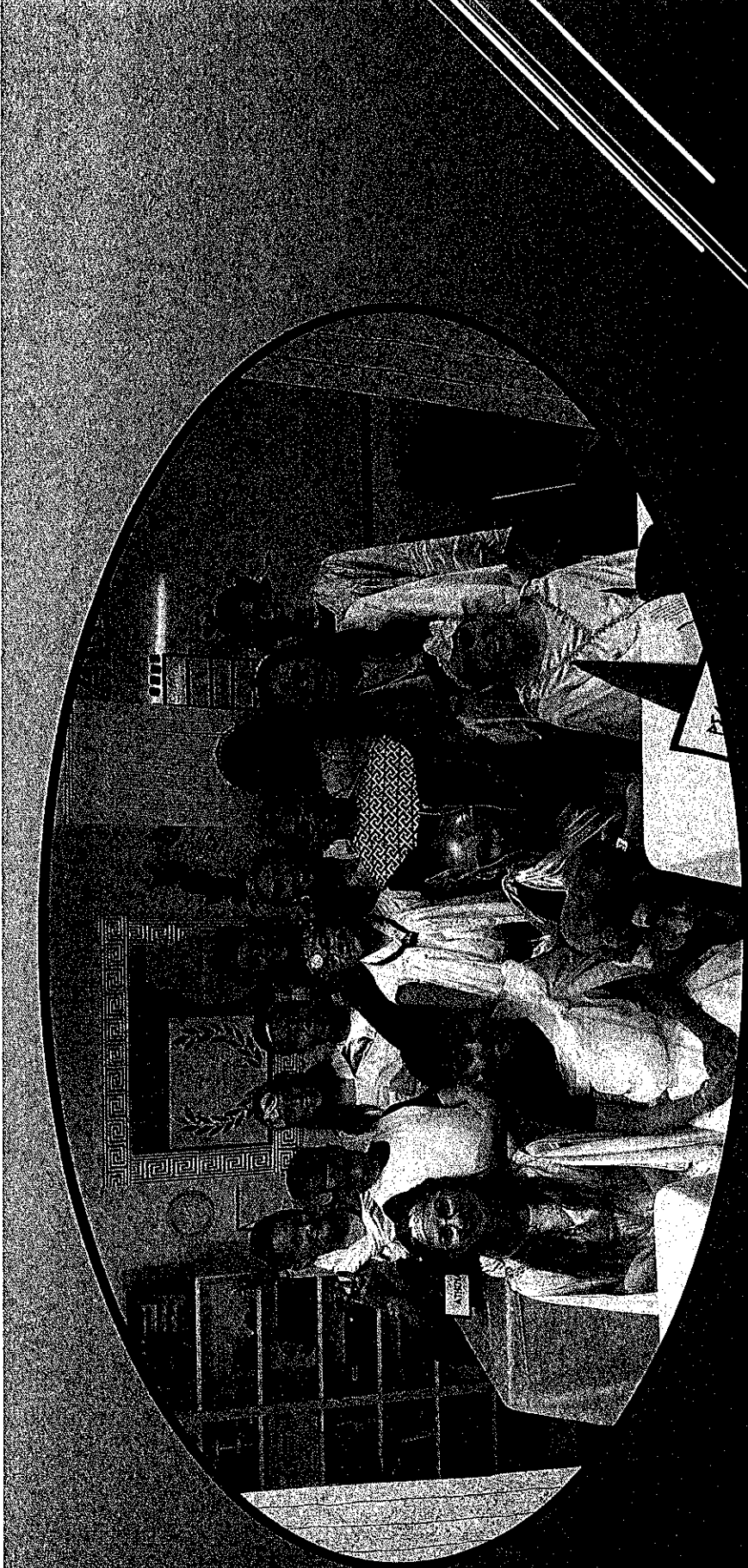
SIXTH GRADE

▶ Dear Timothy.

▶ Thank you for saving me, not just physically but also mentally. You cared for me like I was your own son when all I was was just a little racist brat. You taught me so much about life and you even took your life for me, and I don't know how to repay the debt, so I am sending you this letter. You saved me from being a little racist jerk when you slapped me when I called you an old black man. You showed me I don't get everything I want when you wouldn't let me drink all the water in the keg. You showed me not to be selfish and spoiled. When I thought you were just being rude and selfish you made me make the bed mattis because I was blind, all you did was teach me that nothing is impossible and all I did was make two mattis while you did everything else.

▶ You taught me how to be grateful when you made me a walking stick so I could move around. When you built a rope system for me you showed you cared. Thank you for helping me be a better person. When we were stranded on the island we had water left in the keg, because you wouldn't let me drink all of it, if I would have drank all of the water we both would have died. When you slapped me you taught me that even though our skin color is different our flesh is all the same. You taught me tolerance every single day on that island when you put up with all of my crap.

▶ **How Profound the letters were. The message was conveyed through great literature.**



BLAST FROM THE PAST  
WE ARE PREPARING FOR THE GREEK MUSEUM 2024

# SUPERINTENDENT REPORT

FEBRUARY 22, 2024

## UPCOMING DATES

### FEBRUARY

7-9 IETA CONFERENCE

14- REGION 4 SUPERINTENDENT MEETING

19-20 DAY ON THE HILL

21- SUPERINTENDENTS NETWORK

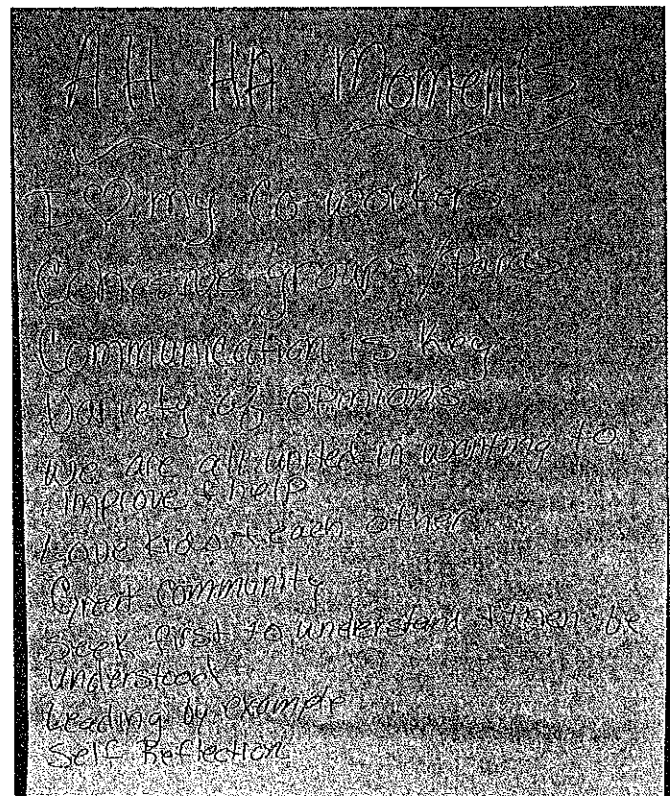
29-30 SUPERINTENDENT LEADERSHIP TRAINING

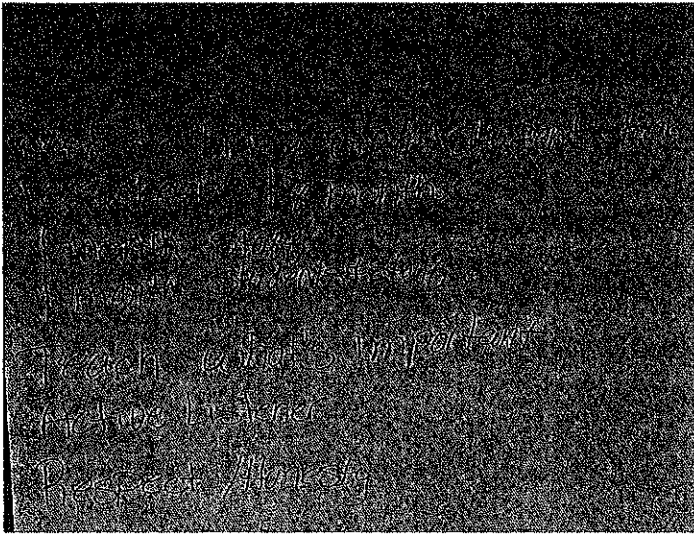
## JANUARY INSERVICE

- JANUARY INSERVICE WAS GREAT WE HAD THE ENTIRE STAFF HERE EXCEPT A COUPLE WHO TOOK A PERSONAL DAY. WE STARTED THE DAY WITH GOING OVER SOME CHANGES WITH MR. ASTLE AND MYSELF FOR THIS SEMESTER. WE THEN SPLIT INTO TWO GROUPS. I TOOK ONE GROUP AND MR. ASTLE TOOK THE OTHER. I WENT OVER THE CODE OF ETHICS. MR ASTLE WENT OVER DOMAIN 4 IN THE EVALUATION WHICH IS PROFESSIONALISM. WE BOTH HAD A LOT OF VERY MEANINGFUL AND SOMETIMES TOUGH CONVERSATIONS WITH THE STAFF.
- WE HAD LUNCH WHICH WAS AWESOME AND THE STAFF WAS VERY APPRECIATIVE TO THE BOARD FOR RECOGNIZING THEIR ACCOMPLISHMENTS WITH READING.
- THEN WE SWAPPED GROUPS SO THAT BOTH GROUPS GOT ALL OF THE INFORMATION.
- WE ENDED THE DAY BRINGING EVERYONE BACK TOGETHER. WE HIGHLIGHTED AHA MOMENTS AND WHERE WE GO FROM HERE. THE DISCUSSION TURNED TO THE STAFF NEEDS MORE TIME TO GET TO KNOW EACH OTHER AND BUILD RELATIONSHIPS. I AM WORKING ON SOME THINGS WE WILL NEED TO BUDGET FOR NEXT YEAR AS WELL AS WORKING WITH TEAM LEADS AND MR ASTLE TO CONTINUE THIS WORK FOR OUR APRIL INSERVICE AS WELL AS PD FOR NEXT SCHOOL YEAR.

## ISBA COLORING CONTEST DIETRICH SCHOOLS

- I HAVE BEEN WORKING WITH MISTY SWANSON AT IDAHO SCHOOL BOARDS ASSOCIATION OVER THE LAST MONTH. THIS IS A WAY TO HONOR STARR OLSEN AS ISBA PRESIDENT AND HIGHLIGHT DIETRICH SCHOOLS. MR. ASTLE WILL BE PRESENTING THIS FRIDAY TO THE STAFF A COLORING CONTEST FOR OUR STUDENTS. THE WINNER OF THE CONTEST WILL BE FEATURED ON A POSTCARD TO EVERY BOARD MEMBER IN THE STATE OF IDAHO IN JUNE FOR BOARD APPRECIATION MONTH.
- THERE WILL ALSO BE WINNERS PICKED AT EACH GRADE LEVEL THAT WILL BE DISPLAYED ON THE ISBA WEBSITE.
- THIS IS A GREAT WAY TO SHARE THE TALENTS OF OUR DIETRICH STUDENTS ACROSS THE STATE.
- THE THEME FOR THE CONTEST IS "MY DREAMS FOR THE FUTURE"





## CTE PROGRAM/ GRANTS

- I HAVE BEEN WORKING WITH MRS STAGG AND MR. SHAW ON APPLYING FOR ANOTHER PROGRAM THROUGH CTE. WE ARE CURRENTLY TEACHING ALL CLASSES WITH THE EXCEPTION OF ONE NEEDED TO ADD AN ANIMAL SCIENCE PROGRAM. WITH MR. SHAW BEING ENDORSED IN ANIMAL SCIENCE THIS ALLOWS US TO ADD ANOTHER FULL CTE PROGRAM AND HOPEFULLY RECEIVE FULL FUNDING FOR THAT PROGRAM. THIS WOULD ONLY IMPACT THE BUDGET BY GIVING US MORE FUNDING FOR THE AG PROGRAM. AS A WHOLE.
- IN ADDITION TO CTE I HAVE WRITTEN TWO OTHER GRANTS ONE FOR TRAINING FOR TEAM LEADS AND MR ASTLE IN HAVING MORE MEANINGFUL PLC MEETINGS THAT IMPACT STUDENT ACHIEVEMENT.
- THE SECOND IS A GRANT TO HELP WITH MENTAL HEALTH OF OUR STUDENTS. I WROTE IN TO THIS GRANT PARTIAL SALARY FOR A COUNSELOR.

**I HAVE A SAFETY MEETING PLANNED FOR FEBRUARY 12TH. WE WILL BE LOOKING AT SOME DRILLS THAT WE CAN DO WITH STUDENTS OVER THE NEXT FEW MONTHS. MAKING SURE OUR STUDENTS AND STAFF ARE PREPARED TO HANDLE AN EMERGENCY SITUATION IS IMPORTANT. IT ALSO HELPS US TO IDENTIFY WEAKNESSES THAT NEED TO BE ADDRESSED.**

## ATTENDANCE

ATTENDANCE HAS BEEN A LITTLE BETTER SINCE JANUARY 2ND THEN THE MONTH OF DECEMBER. I DID NOT GIVE YOU ATTENDANCE LAST MONTH AS WE WERE ONLY IN SCHOOL FOR A COUPLE OF DAYS. ELEMENTARY ATTENDANCE SAW THE BIGGEST GAIN WITH A NINE PERCENT INCREASE FROM THE MONTH OF DECEMBER. I WOULD LIKE TO SEE THE TOTAL ATTENDANCE PERCENTAGE A BIT HIGHER. WE HAVE HAD SOME STUDENTS IN MEXICO WHO HAVE SINCE RETURNED THAT HAD A BIG IMPACT ON OUR ATTENDANCE.

Grade	Enrollment	ADA
K-6	80	98%
7-8	30	92%
9-12	75	93%
Total	185	94%

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DIETRICH SCHOOL DISTRICT

# MAINTENANCE REPORT

FEBRUARY 2024

## TRANSPORTATION

- BUS 12 HAD SUBSTANTIAL REPAIRS. \$4500.00 DUE TO DEF FUEL MODULATING BOARD, WIRE REPAIR, DIAGNOSTICS. BUS IS BACK AND BEING RUN ON THE ROUTE.
- ALL 4 BUSES WILL HAVE 60 DAY INSPECTIONS DONE BY THE END OF THE WEEK.

## MAINTENANCE/CUSTODIAL

WORKING ON MUSIC ROOM CLOSETS. THIS IS PART OF THE GYM AIR HANDLING SYSTEM. STARTING TO WORK ON NEXT YEARS BUDGET AND 10 YEAR PLAN FOR FACILITIES.

FINISHING UP ALL OF THE STARTED PROJECTS AROUND THE BUILDING. WORKING ON FENCE AROUND THE AG SHOP.

WORKING ON SAFETY ISSUES WITHIN THE BUILDING BASED ON THE SAFETY INSPECTION. PREPPING FOR THE NEXT SCHOOL YEAR. FLOOR WAXING, ETC.



Stefanie Shaw

Dietrich School District 314  
 406 N Park St  
 Dietrich, ID 83324-5069  
 United States

Quote Number: 258577-1  
 Quote Creation Date: 02-06-2024  
 Quote Expiration Date: 09-30-2024

Quote Release: 1

Dietrich School District 314\_SCI\_9-12  
 Price Quote Summary

Solution	Base Amount	Total
Elevate Science Middle Grades	\$ 4,000.00	\$ 4,000.00
Miller Levine Biology	\$ 2,160.00	\$ 2,160.00
Pearson Physical Science	\$ 2,420.00	\$ 2,420.00
<b>Solution Subtotal</b>	<b>\$ 8,580.00</b>	<b>\$ 8,580.00</b>
	Shipping & Handling	\$ 772.20
	<b>Total</b>	<b>\$ 9,352.20</b>

Price Quote Detail

ISBN	Description	Price	Charged Qty	Total Charged
<b>Elevate Science Middle Grades</b>				
<b>elevateScience® Middle Grades ©2019 - Earth</b>				
9781323219195	ELEVATE MIDDLE GRADES SCIENCE 2020 CUSTOM EARTH STUDENT EDITION (HARDCOVER) GRADES 6/8	100.00	20	\$2,000.00
<b>elevateScience® Middle Grades ©2019 - Earth Subtotal</b>				<b>\$ 2,000.00</b>
<b>elevateScience® Middle Grades ©2019 - Life</b>				
9781323219188	ELEVATE MIDDLE GRADES SCIENCE 2020 CUSTOM LIFE STUDENT EDITION (HARDCOVER) GRADES 6/8	100.00	20	\$2,000.00
<b>elevateScience® Middle Grades ©2019 - Life Subtotal</b>				<b>\$ 2,000.00</b>
<b>Elevate Science Middle Grades Subtotal</b>				<b>\$ 4,000.00</b>

ISBN	Description	Price	Charged Qty	Total Charged
<b>Miller Levine Biology</b>				
<b>Miller &amp; Levine Biology ©2019</b>				
9780328925124	MILLER LEVINE BIOLOGY 2019 STUDENT EDITION GRADE 9/10	108.00	20	\$2,160.00
<b>Miller &amp; Levine Biology ©2019 Subtotal</b>				<b>\$ 2,160.00</b>
<b>Miller Levine Biology Subtotal</b>				<b>\$ 2,160.00</b>
<b>Pearson Physical Science</b>				
<b>Physical Science: Concepts in Action (2011)</b>				
9780133163940	HIGH SCHOOL PHYSICAL SCIENCE 2011 STUDENT EDITION (HARDCOVER) GRADE 9/10	121.00	20	\$2,420.00
<b>Physical Science: Concepts in Action (2011) Subtotal</b>				<b>\$ 2,420.00</b>
<b>Pearson Physical Science Subtotal</b>				<b>\$ 2,420.00</b>
<b>Solution Subtotal</b>				<b>\$ 8,580.00</b>
<b>Shipping and Handling</b>				<b>\$ 772.20</b>
<b>Total</b>				<b>\$ 9,352.20</b>



## Savvas Learning Company LLC Terms and Conditions

To place your order please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form or by mail. Please submit your PO and price quote via one of the following methods:

**Online:** <https://support.savvas.com/support/s/customerserviceus>

**Mail:** PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS. For questions regarding your order please call Customer Service: 1-800-848-9500.

**Price quote:** This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard payment terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format.

**Shipping & handling** charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will appear on the customer proposal and invoice as a S&H charge.

**Taxes:** All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

**Platforms:** Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

**Damaged & Defective Products:** If a print product, or the print component of a blended (print & digital) product, is received in damaged or defective condition, Savvas will issue a credit or replacement at no charge to the customer if the customer promptly (no later than 120 days) returns the damaged or defective product. Customers must report missing product immediately upon receipt.

**Return Policy:** Returns (other than damaged or defective products) are subject to the following conditions: (a) materials must be returned to Savvas at the customer's expense in new, unused condition, suitable for resale by Savvas (note that any barcoding, stickering, stamping or similar marking on any print materials renders them unsuitable for resale); (b) materials must be returned within six (6) months from the date of purchase; (c) the customer must obtain a Return Materials Authorization ("RMA") from Savvas prior to returning the materials, and must ship the materials back to Savvas within thirty days of receiving the RMA; (d) all materials sold in a set or package must be returned complete as originally sold; and (e) any materials provided by Savvas to the customer on a no-charge basis in consideration of the customer's purchase must be returned in proportion to the purchased materials that are being returned for a credit. A restocking fee of 3% may be applied to credits over \$1,000. Savvas' return policy does not apply to science lab kits or trade publication novels, which are sold on a non-returnable basis.

**Consumable Worktexts:** Subsequent year consumable worktexts will ship each year on the anniversary of the original order date for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to shipment date. (the anniversary of the original order date unless changed). Changes can be made on the Subscription Worktext Site: <https://worktext-subscriptions.savvas.com>

**Annual subscriptions for iLit and Successmaker Only:** Savvas' iLit and Successmaker products (and no others) automatically renew on the anniversary date of the original purchase and will be invoiced accordingly unless otherwise specified.

**Technical support services** are included with purchase of Savvas digital products.  
online help: <https://support.savvas.com/support/s/k12-curriculum-support-form>  
phone: 1-800-848-9500

**Professional Services:** Professional Services: All paid services must be delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. Any cancellation made with less than 72 hours' notice will result in a cancellation fee equal to the full price of the event. MySavvasTraining is included with purchase of products (<https://mysavvastraining.com>).

Program	Required Courses taught	Students enrolled in required courses	Elective Courses Taught	Students enrolled	Total Enrolled students
Music/Whisenhur	Isat Prep 8th Gr	11	Choir A	1	
	7th music	18	Band A	6	
	8th Music	11	Choir B	0	
	Elementary K-6	79	Band B	4	
	Each grade one hour a week				
	Total Students	119		11	130
	No Additional funding for program. Other than grant money Mrs W has received a grant she has written the last two years.				
Business/ Normal	Computer Applications A	15	Marketing	10	
	Computer Applications B	16	Bus Admin A	9	
	Economics	19	Accounting	2	
	Personal Finance	16	Business Law	7	
	Speech	19	Business Admin B	7	
	Keyboarding	16			
	Careers	12			
	Total Students	113		35	148
	This year funding \$12798.00 we received one time extra money a normal year we receive approximately \$6200.00 Plus Perkins funding that varies year to year.				
Ag/ Stagg	Intro To Ag 7th	18	Animal Science	3	
	Intro To Ag 8th	12	Plant Science	7	
			Floriculture	5	
			Welding	11	
			Ag Systems	7	
			Animal Science B	2	
			Welding B	10	
			Plant Science B	8	
			Floriculture	4	
			Ag Systems	10	

	Total Students	30	67	97
	Ag received \$24,800 in CTE funds this year normal allocation is \$15,750 Plus perkins funding that varies year to year			
Science/Ag	Life Science	17	Zoology	15
	Earth Science	12	Adv. Animal Scienc	7
	Physical Science	18	Welding	9
	Ag Biology	17		
	Total Students	64	31	95
	No additional funding. An application was turned in February 1st by Superintendent Shaw to CTE for a new funded program Animal Science. Due to Mr. Shaw having an Occupational Certificate he receives an additional 3000.00 to his salary that is a flow through from CTE.			
	CTE funding can be used for additional contract days for advisors helping with programs in summer, supplies, equipment PD and Travel.			

My recommendation is that we go ahead and open the Special Ed teaching position for next school year as well as the counselor position. I have two ideas funding wise that I will talk to you about at the board meeting. I do have internal applicants to fill at least one position and have talked to someone else who has moved into our community who is interested in the other.

## **Dean of Students Report**

**Discipline:** We have had a few discipline issues since the return from Christmas break. It has mainly involved our high school and junior high boys. We have experienced some disrespect towards teachers and staff. Several students have served after-school detention helping the maintenance staff clean the school. It has been mentioned to a few of them that the next step will be in-school suspension.

**Grade Reports:** Grades have remained somewhat similar throughout the year. We have had a few kids ineligible for extracurriculars but most of those students have used the academic probation policy to get back to participating. I am a bit nervous that grades will dip soon though. We tend to have a lower number of students participating in the spring activities than in the winter and fall, and that is when our grades tend to fall.

**Testing:** At the time of writing (2/9) I have completed almost all of the spring WIDA testing for our English learners that qualify. The juniors and sophomores completed the ASVAB on 2/7. The SAT for the juniors is scheduled for 3/4. We are still a ways out but plan on starting ISAT testing the second week of April, a week after we have returned from spring break.

## **Athletic Report**

Winter sports are nearing their conclusion at the time of writing. Both of our JH basketball teams won their conference championship games. Our JV girls basketball team won their district championship, and our JV boys host their championship on 2/10. When you read this I am hopeful that our girls have already qualified for the state tournament. They play in their district championship game on 2/9. The state tournament starts on 2/15 and runs through 2/17 at Nampa High School. Our varsity boys basketball team is second in the conference right now and I look forward to them making a deep run in their district tournament and advancing to the state tournament.



# Yellowstone

-Biology class

# Biology

## studies:

-life

-living organisms :

-structure

-function

-growth

-origin

-evolution

-distribution

# Why do we want to go?

-Different environments

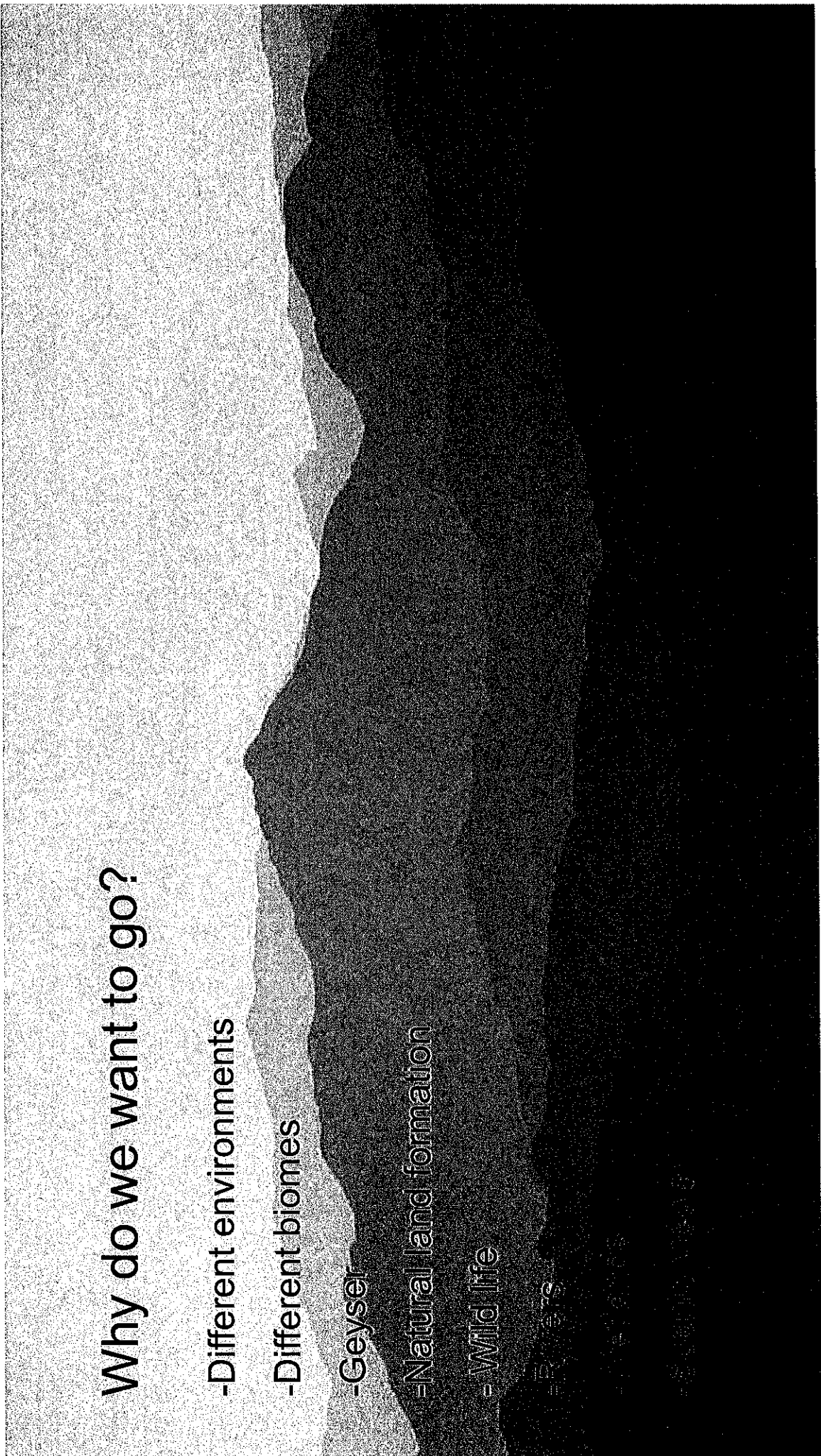
-Different biomes

-Geyser

-Natural land formation

-Wild life

-Rivers



## When we would like to go

Leave on 5-2-24 (May)

Thursday through Saturday (5-2 / 5-4)

Return Saturday (5-4-24)



## Daily plan :

### Thursday

Leave at 4:30 p.m.

Pack our own food

Arrive at 7:30 p.m.

Stay at Laramie Inn by

### Friday

Eat hotel breakfast at 7:00 a.m.

Leave hotel at 8:00 a.m.

Arrive at Yellowstone at 10:20 a.m.

Eat sandwiches at 12:00 p.m.

Eat dinner at 6:00 p.m.

Go to Akeley Club by

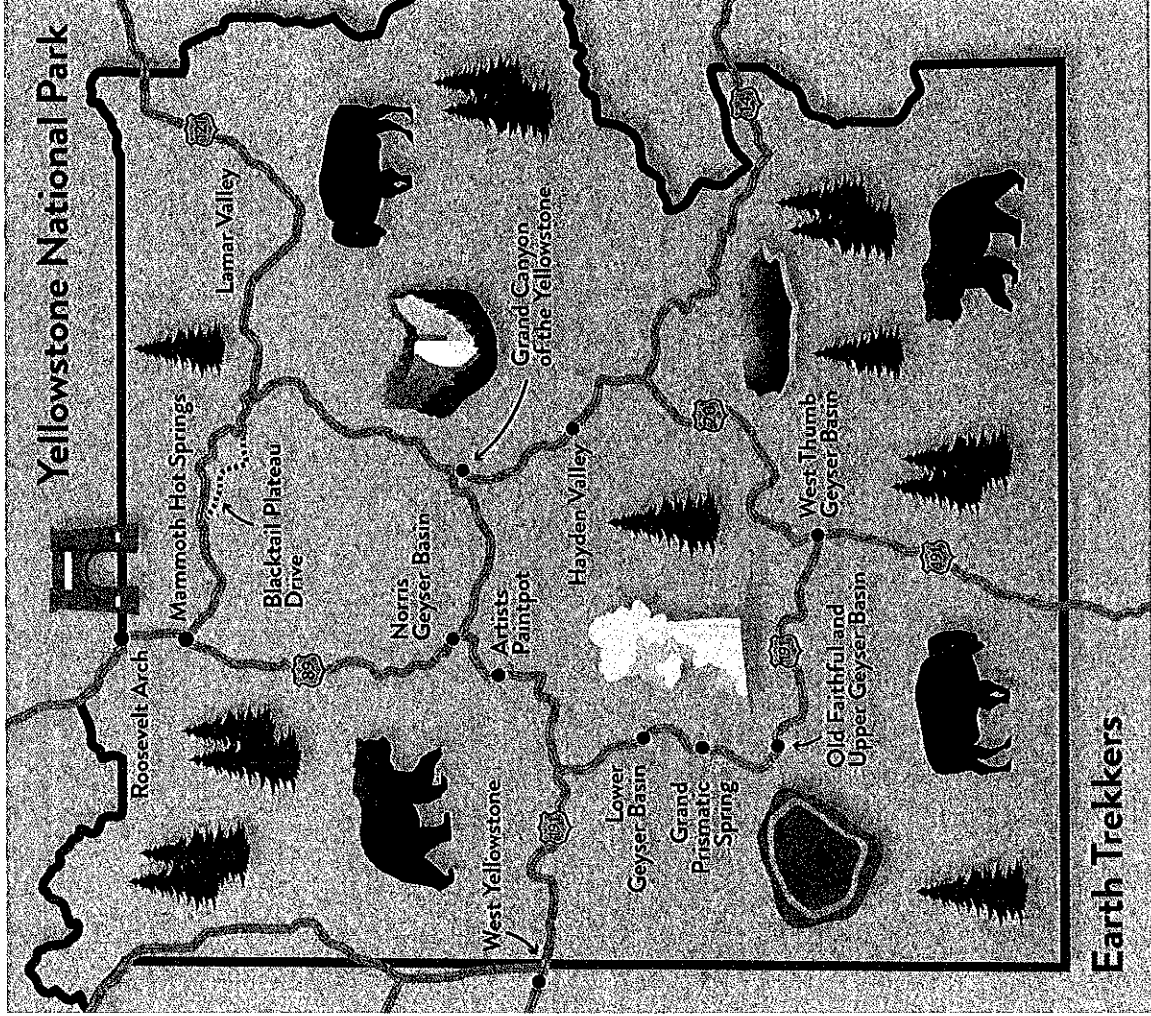
### Saturday

Eat hotel breakfast at 7:00 a.m.

Leave hotel at 8:00 a.m.

Arrive at Yellowstone at 10:30

Friday



S

aturday

## Meal plans:

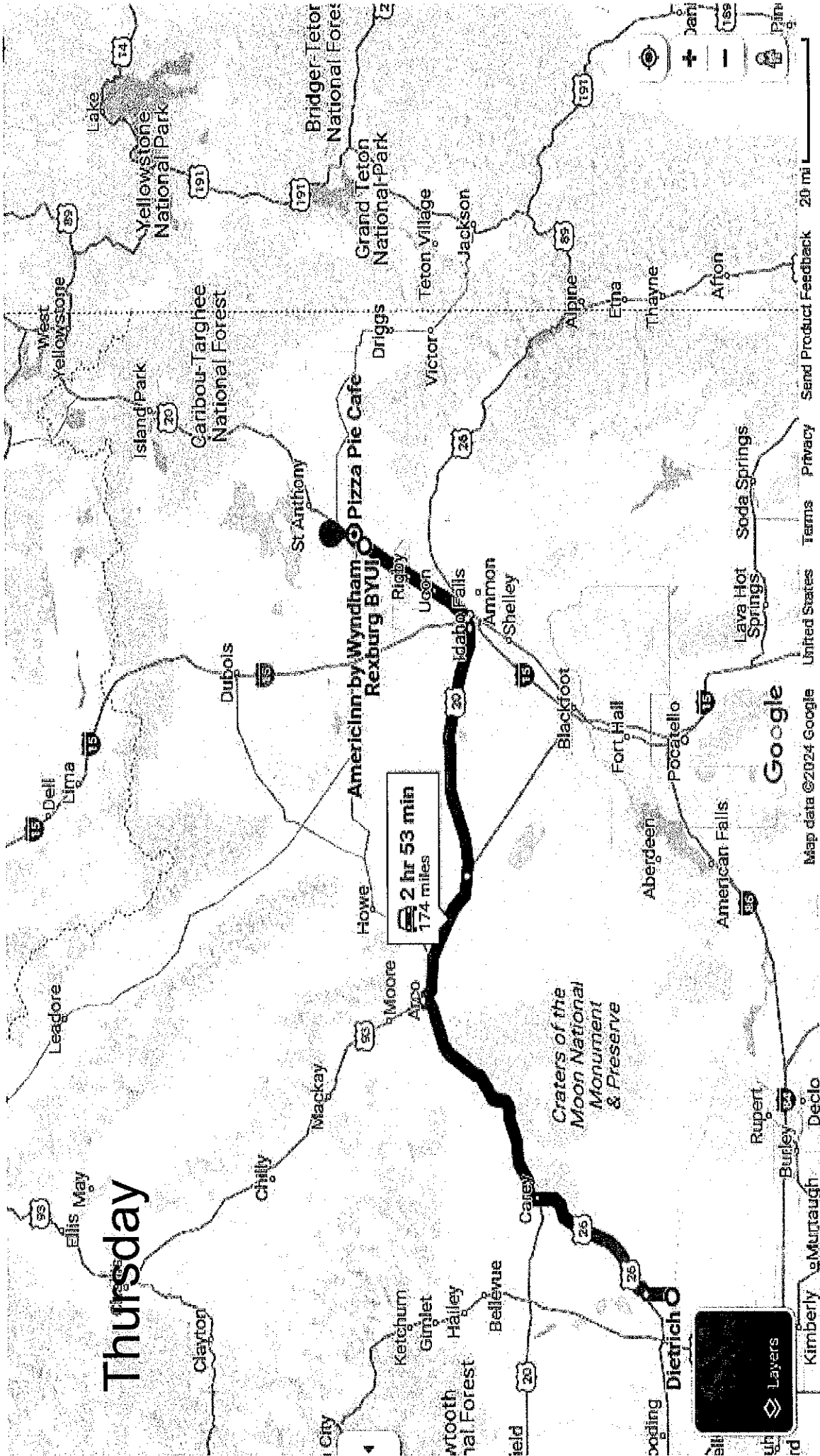
	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
<u>Breakfast</u>	school	hotel	hotel
<u>Lunch</u>	school	sandwiches	sandwiches
<u>Dinner</u>	pack dinner	Dominos	Pizza Pie Cafe

Pack sandwich supplies to bring to yellowstone (\$71)

Pizza Pie Cafe (\$216)

Dominos (\$120)

Thursday




2 hr 53 min  
174 miles

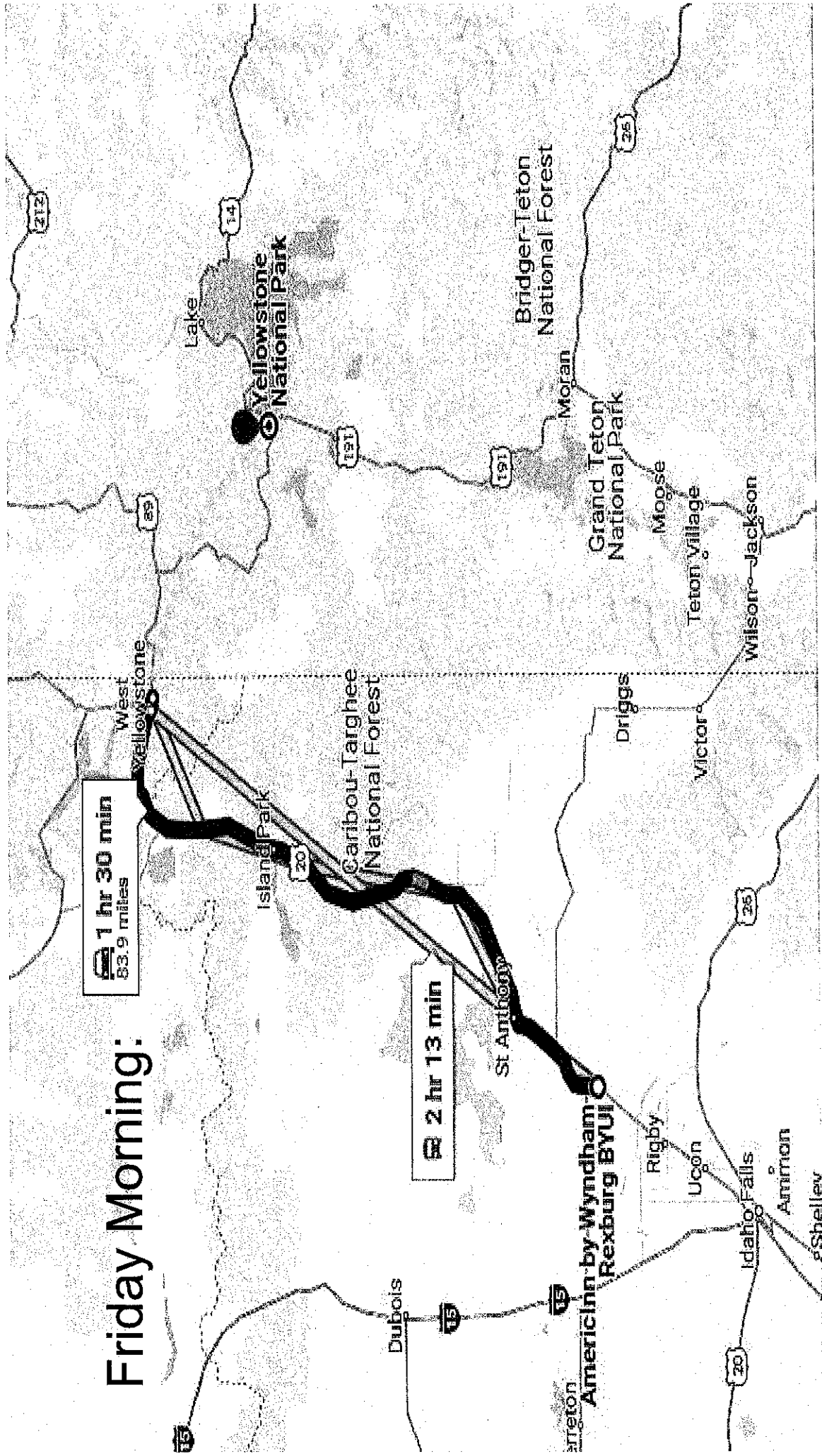
Google

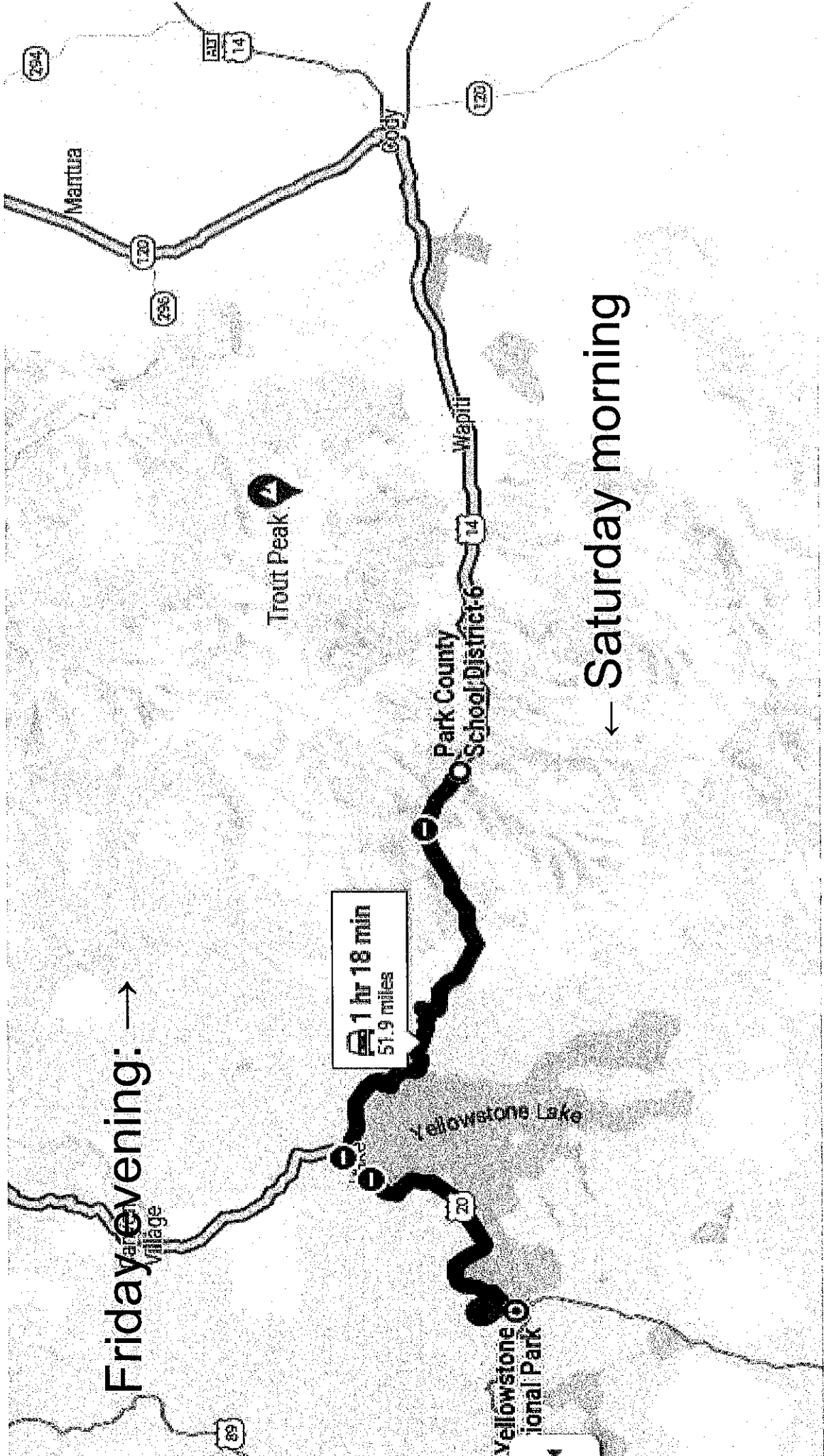
Map data ©2024 Google United States Terms Privacy Send Product Feedback 20 mi

# Friday Morning:

 1 hr 30 min  
53.9 miles

 2 hr 13 min



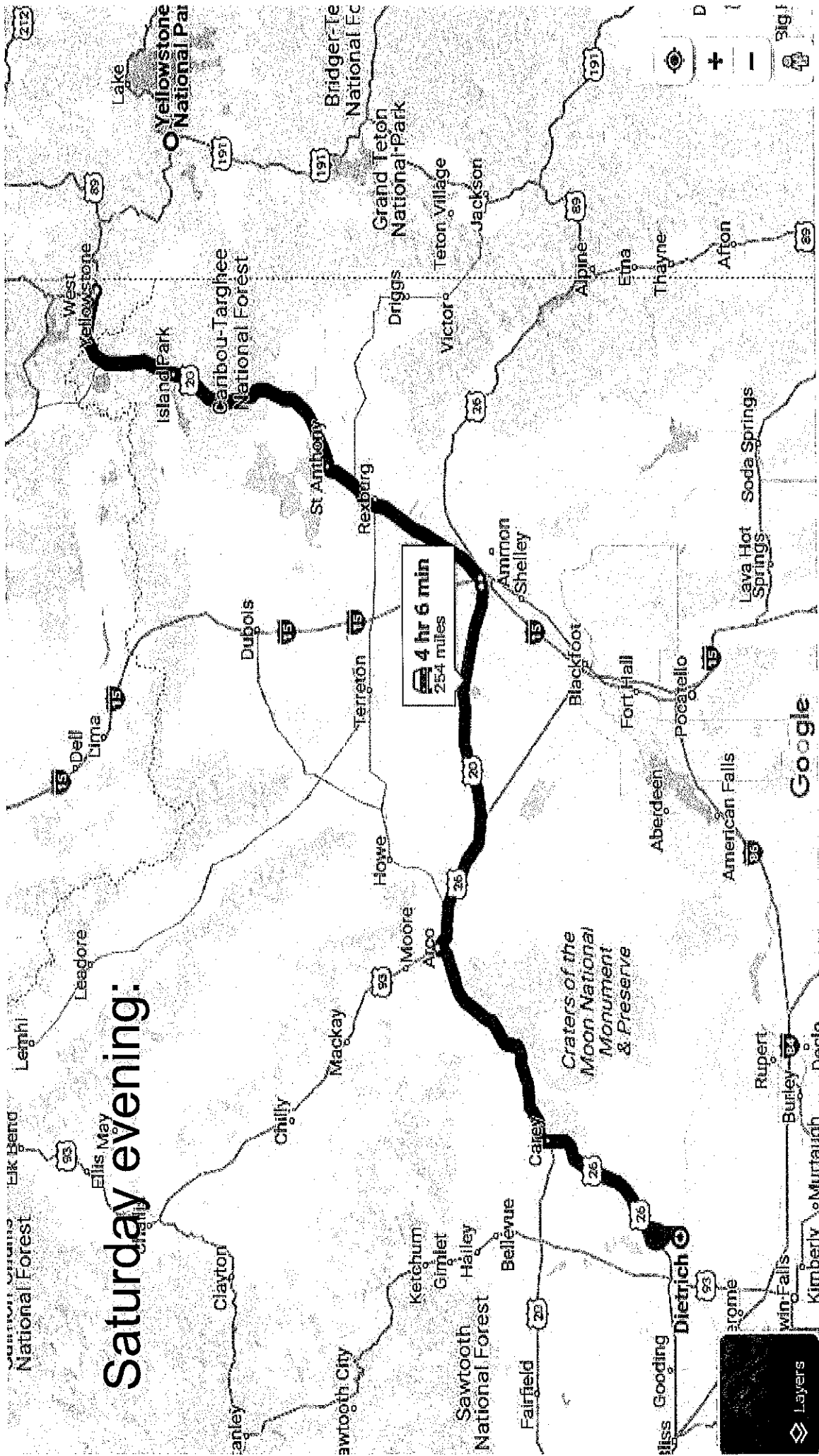


Friday evening: →

1 hr 18 min  
51.9 miles

← Saturday morning

# Saturday evening:



## Hotel arrangements?

- Room 1:
  - Chris
  - Wyett
  - Gael
  - Wade
  - Chase
- Room 2:
  - Breena
  - Amory
  - Alexis
- Room 3:
  - Morgan
  - Paxton
  - Jason
  - Wyatt
- Room 4:
  - Taylor
  - Reagan
  - Savannah

### Hotel reservations:

-Americinn by Wyndham

Rexburg

\$1058.04

-Americinn by Wyndham  
Cody ( \$982.80) (130)



## Cost of everything:

- Hotel (\$2040.94)
  - Friday dinner (\$216)
  - Lunch ( \$71)
  - Saturday dinner (\$120)
- All together \$2447

## How do plan on getting enough money

### What have we done?

-Concessions ( 1/4, 1/22, 1/26, 1/29, 2/2, 2/7, 2/10)

-Potato bar (2-2-24)

-Pie face (2-8-24)

### What will we do?

-Bake sale (March)

-community dinner (April)



Any Questions?



## Secondary Bell Schedule

First Bell 7:57

1st hour 8:00 - 8:56

Breakfast 8:56- 9:06

Advisory 9:06-9:23

2nd hour 9:26-10:22

3rd hour 10:25- 11:21

4th Hour 11:24-12:20

Lunch 12:20-12:48

5th hour 12:51-1:47

6th hour 1:50-2:46

7th hour 2:49- 3:45

### **K-3rd Grade**

Breakfast	7:50-8:10
Class Time Starts	8:10-10:00
Recess	10:00-10:15
Lunch/ Recess	11:20-12:00
Recess/Snack	2:15-2:35
Reading Intervention	2:35-3:20
End of School	3:45

### **4-6th grade**

Breakfast	7:50-8:10
Class Time Starts	8:10-10:00
Recess	10:00-10:15
Lunch/ Recess	11:20-12:00
Recess/Snack	2:20-2:35
Reading Intervention	2:35-3:20
End of School	3:45

# Title IX Consortium

## Dietrich Schools

Educate, Empower, Prepare

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- ❖ I would like to join the Region 4 small schools Title IX consortium. There are a lot of new federal guidelines around Title IX. The expectations from districts is very extensive. Each district has 4 different roles with training that has to be adhered to. I would like to join this consortium which allows us to use each other to fill the different roles that have to be fulfilled with any title IX investigation.
- ❖ The cost is 150.00 per district to be part of the consortium. This pays for writing up the agreement and to the district which will be managing the consortium.

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**Mission:** We exist to Educate, Empower, and Prepare students for a productive life.

**Vision:** Maintain a culture where Respect, Integrity, and Perseverance are cultivated. Operate a safe and welcoming school. Where each student is challenged to achieve excellence in Preparation for College, Career and a Productive Life.

**BUS EXPENSES FROM JANUARY 2022 TO FEBRUARY 2024**

Bus #00	Bus # 08	Bus #12	Bus #16	Bus #20
\$ 2,007.24	\$ 3,665.92	\$ 1,665.44	\$ 5,500.31	\$ 12.00
\$ 24.00	\$ 1,128.73	\$ 486.22	\$ 220.11	\$ 20.85
	\$ 559.73	\$ 479.12	\$ 73.69	\$ 172.17
	\$ 2,272.14	\$ 6,450.62	\$ 135.84	\$ 30.15
	\$ 300.00	\$ 479.12	\$ 84.50	\$ 179.80
	\$ 1,260.00	\$ 41.88	\$ 191.20	\$ 278.45
	\$ 72.75	\$ 84.04		\$ 131.71
	\$ 14.49	\$ 98.85		\$ 13.30
	\$ 299.97	\$ 55.54		\$ 97.44
	\$ 127.71	\$ 172.20		\$ 304.83
		\$ 43.43		\$ 73.24
		\$ 202.15		\$ 308.75
		\$ 192.16		\$ 313.53
		\$ 22.69		\$ 220.11
		\$ 10.42		\$ 98.74
		\$ 148.03		\$ 2,409.00
		\$ 96.77		
		\$ 62.00		
		\$ 80.00		
		\$ 544.29		
		\$ 139.05		
		\$ 4,538.01		
<b>TOTALS</b>				
\$ 2,031.24	\$ 9,701.44	\$ 16,092.03	\$ 6,205.65	\$ 4,614.07
Miles used in School Year 2022-2023				
658	3008	12467	4364	13967
Total Mileage on Bus as of June 30, 2023				



167142	132919	166488	51697	35740
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This does not include basic costs of Annual inspection and regular mtce such as oil filters and windshield wipers.

- In this year's current budget we have set aside \$28,000 for a bus payment for a new bus.
- The cost of a new bus will be \$193,738.00. The payment for a new bus will be \$38,747.00 . We will not make this payment until we receive the bus.
- If we approve the purchase of this bus in this meeting we will receive the bus sometime in November. Therefore the payment will not be made on this year's budget.
- If we do not approve in the February meeting the cost could go up and the time frame will for sure be extended out.
- Next Fiscal year will be our last payment on Bus 20 that will be made in August. That amount will be \$26,070.00.
- If we agree to purchase a new bus we will need to budget for two payments for next year. We could roll over the \$28,000 that we set aside for this year and budget an additional \$10,747.00 which would cover the cost of the payment for the new bus.
- Ryan Dalonna and I did find two areas in this year's budget to cover the additional 10,747.00 however with not having to make this payment until next year I am not sure that we need to do this.
- The two places would come out of the maintenance budget. One was \$9384.00 for replacement of the Old Ag Shop roof which covers all but \$1,363.00. The second we would like to leave in this year's budget if we could. Which is \$6150.00 to repaint the propane tank. This would only leave around \$4700.00 which would not be enough to cover the cost of painting the propane tank.

---

**Fwd: FW: bid information**

---

Ryan Dilworth <ryand@dlettrichschools.org>  
To: Dalonna Hurd <dalonnah@dlettrichschools.org>

----- Forwarded message -----

From: Hank Povey <Hank@bryonsales.com>  
Date: Mon, Feb 19, 2024, 12:01 PM  
Subject: FW: bid information  
To: Ryan Dilworth <ryand@sd314.k12.la.us>  
Cc: Mark Turner <mark@bryonsales.com>, Heather Stevens <heather@bryonsales.com>

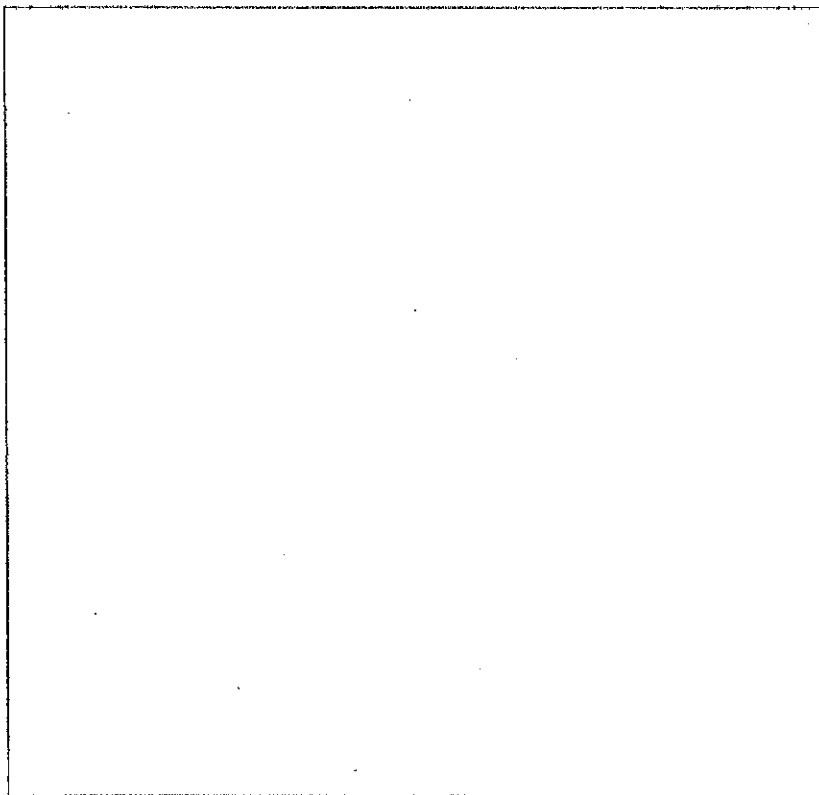
Ryan

Ryan here is the pricing for the bus with the added warranties and

Bus price with the 300 HP L9 engine	\$185,923
EXC engine warranty	\$5,600
Aftertreatment warranty	\$2,215
Total price for the bus	\$193,738

\$193,738

Thanks Hank



## School Bus – EPA 2024 Products

Available on B6.7 and L9 EPA 2024 engines in the United States and Canada.

Only EPA 2024 engines are eligible to purchase EPA 2024 Extended Coverage programs.

School Bus Coverage includes:

- Registered parts and labor
- Travel and/or towing are not covered
- Complete engine coverage minus belts, hoses, starters, alternators, aftertreatment and non-Cummins accessories (**EXC**)
- Engine coverage includes EGR components excluding all maintenance components and accessories which bear the name of another company (**NEC**)
  - Maintenance components excluded from coverage include, but are not limited to: fuel injectors, fuel pump, turbocharger, air compressor, fan clutch, water pump, fan hub, fan idler pulley assembly, vibration damper, belts, hoses, belt tensioner and thermostat.
- Major components (**SMC**)
  - Engine cylinder block casting
  - Engine cylinder head castings and capscrews
  - Engine crankshaft forging
  - Engine camshaft forging
  - Engine connecting rods
  - Flywheel housing
  - Intake manifold castings
  - Valve covers
  - Oil cooler cover/filter heads
  - Oil pan
  - Gear cover and housing
  - Gear train gears

## **School Bus Aftertreatment - EPA 2024 Products**

Available on B6.7 and L9 EPA 2024 engines in the United States and Canada.

Only EPA 2021 engines are eligible to purchase EPA 2021 Extended Coverage programs.

Aftertreatment Coverage includes:

- Registered parts and labor
- Components not supplied by Cummins are not covered under this Plan.
- Covers all these components including mounting hardware and gaskets:
- Complete Aftertreatment System (DPF and SCR System)
  - NOx & NH3 Sensor Probe
  - DPF Temperature Sensor (Module & Probe)
  - Aftertreatment Temperature Sensor Connector
  - Decomposition Tube
  - Aftertreatment Diesel Exhaust Fluid Dosing Valve
  - Aftertreatment Fuel Pressure Sensor Body
  - Aftertreatment Wiring Pigtail
  - Aftertreatment Differential Pressure Sensor Body
  - Catalytic Converter Particulate Filter
  - SCR/DPF Temperature Sensor Interface Module Mounting Hardware
  - Aftertreatment Fuel Return Line
  - NOx & NH3 Sensor Module
  - SCR Temperature Sensor (Module & Probe)
  - Aftertreatment Diesel Exhaust Fluid Dosing Unit
  - Aftertreatment Selective Catalyst Reduction (SCR) Catalyst
  - Aftertreatment Differential Pressure Sensor Body Mounting Hardware
  - Aftertreatment Fuel Pressure Sensor O-Ring
  - Ammonia Sensor
  - Aftertreatment Differential Pressure Sensor Bracket
  - Aftertreatment Injector (Heavy Duty only)
  - Aftertreatment Fuel Supply Line

**Protection Plan Plus (EXC) of greater or equal duration must be purchased to be eligible for aftertreatment coverage.**

## **Coach Bus Major Components – EPA 2024 and CARB 2024 Products**

Available on the X12 EPA 2024 and CARB 2022 engines in the United States and Canada.

Only EPA 2021 engines are eligible to purchase EPA 2021 Extended Coverage programs.

Only CARB 2022 engines are eligible to purchase CARB 2022 Extended Coverage programs.

Major Components Coverage includes:

- Registered parts and labor
- No deductible
- Covers these major components:
  - Cylinder Block Casting
  - Cylinder Head Casting
  - Crankshaft Forging
  - Camshaft Forging
  - Cam Follower Assembly
  - Connecting Rods and Caps
  - Intake Manifold Castings
  - Aftercooler Housing
  - Rocker Lever Assembly
  - Rocker Lever Housing
  - Gear Train Gears
  - Brake Housing
  - Brake Piston
  - Flywheel
  - Water Pump

Since our last board meeting we have had to do some more work on BUS 12. The cost was around 4500.00. This is added to a large amount of money that we have already put into this bus.

In purchasing a new bus this year we need to come up with some additional money other than what was included in this year's budget. 28,000 was included in this years budget for a new bus payment. With the quote from Brysons we will need an additional \_\_\_\_\_. We have two different pots of money that were budgeted in the grounds category of expenses that we could move to transportation for a bus payment. We budgeted \$6150.00 to paint the propane tank and \$9384.00 to replace the metal roof on the old ag shop. Both of these could be moved to next years budget. This would make 43,534 available for the bus payment for the purchase of a new bus this year.

Board Policy 2550: Field Trips

Status: DRAFT

Field Trips, Excursions, and Outdoor Education

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The Board also recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips when the educational objectives achieved by the trip clearly outweigh any lost in-class learning opportunities.

Field trips which take students out of the State may be approved by the Superintendent. Procedures must be in place for approval that follow Dietrich School District 3460 School related travel by students. The principal has the authority to approve all other field trips.

The principal shall develop procedures for the operation of a field trip. Each field trip must be integrated with the curriculum and coordinated with classroom activities that enhance its usefulness.

No staff member may solicit students during instructional time for any privately arranged field trip or excursion without Board permission.

Original Adopted Date: 06/2014 | Last Revised Date:



**Board Policy 3523: Head Lice (Pediculosis)**

**Status: DRAFT**

Head lice are a common problem among school-aged children and adolescents. The District shall take appropriate steps to assist parents/guardians in preventing and addressing head lice while respecting the confidentiality of students with head lice and limiting disruption to their education.

Lice prevention and management activities shall be under the direction of the Administrator and shall conduct the following tasks and/or train and designate other staff members to do the following:

1. Provide general information to parents/guardians on the diagnosis, treatment, and prevention of head lice.
2. Encourage parents/guardians to perform regular lice checks on the scalp of their children who attend school, especially when excessive itching is noticed.
3. Conduct checks for head lice in students showing symptoms of head lice; and
4. Notify a student's parent/guardian if they are found to have head lice and provide resources on appropriate treatment options.

Individuals shall be trained and assigned within each school to assist in implementing this policy.

To prevent the spread of head lice at school, students should avoid head-to-head and hair-to-hair contact during activities. Students shall be discouraged from sharing such items as hats, scarves, coats, sports uniforms, hair accessories, combs, brushes, or towels.

**Checking for Head Lice**

As described in Policy 3500, parents/guardians shall be informed that the school may conduct head lice checks as described below and shall be given the opportunity to consent to such checks ahead of time or decline to do so.

Any staff member who suspects a student has head lice shall report this to the the Administrator or their designee. The school nurse OR Administrator or their designee may train school staff on recognizing signs of head lice.

If the student's parent has consented to such a check, the student will be checked for head lice in a confidential manner by trained personnel. Students who attend school in the District and are likely to have had head-to-head or other close personal contact with the student, such as siblings, may also be checked.

The District shall not conduct mass lice screenings of students not showing symptoms of head lice.

**Students Found to Have Head Lice**

Cases of head lice should be managed in ways that reduce disruption to the education process.

The student's parents/guardians shall be notified immediately by the school nurse OR Administrator or their designee if their child is checked for head lice.

The parent/guardian shall be notified of whether lice or nits were found. If signs of lice warranting treatment are found, the parent/guardian will be requested to begin treatment immediately. The

notice shall state that prompt, proper treatment of the head lice is in the best interest of the student and their classmates.

Parents/guardians shall be provided with information on head lice treatment consistent with the recommendations of the [school nurse OR medical professional consulted by the District]. The information should include details explaining the problem, list the procedures for treatment, and explain any requirements for reentering school. In addition, the [school nurse OR medical professional consulted by the District] may offer extra help or information to families of children who are repeatedly or chronically found to have head lice.

Students who are found to have lice will be discouraged from making head-to-head contact with others and sharing personal items with other students. Students will not generally be sent home from school early due to signs of live or dead lice or nits. Exceptions may be made as determined appropriate and necessary by the the Administrator.

#### Return to School

The student may return to school once the parent/guardian affirms they have begun an appropriate course of treatment for the student's head lice. Students will not generally be excluded from school for having live head lice, provided treatment has begun. Exceptions may be made as determined appropriate and necessary by the [school nurse OR Administrator]. In no case will a student be excluded from school due to the presence of nits only in their hair.

#### Notification of Head Lice Cases at School

The District will not normally send a notification regarding head lice cases in the school to parents/guardians of students, aside from notifications related to checks of their own child for head lice unless at least 5 plausibly related cases of active lice are identified in the same school, or as otherwise advised by medical personnel.

#### Review of Policy

The [District's school nurse OR Administrator] shall review the lice management program and related procedures periodically, in consultation with medical experts as appropriate, to ensure that they are meeting the needs of the students, their families, and the District and to ensure they are in compliance with current best practices.

Any records created related to head lice cases should be maintained in accordance with state and federal laws and regulations and District policies regarding the maintenance and confidentiality of student records. Only information needed for purposes of assuring notification of the appropriate parties involved and for prevention of further exposures should be noted in a student's school records. Whether any student has or is suspected of having head lice shall be kept confidential.

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#### **Legal References**

IC § 33-512

#### **Other References**

American Academy of Pediatrics

American Academy of Pediatrics

Centers for Disease Control and

#### **Description**

District Trustees - Governance of Schools

#### **Description**

Head Lice, Clinical Reports: Guidance for the Clinician in Rendering Pediatric Care by the American Academy of Pediatrics, 2022

Controlling Head Lice & Reducing Stigma by the American Academy of Pediatrics, 2022

Head Lice Information for Schools by the Centers for

Prevention  
National Association of School Nurses  
Disease Control and Prevention, 2015  
Head Lice Management in Schools: Position Statement  
by the National Association of School Nurses, 2020

**Cross References**

<b>Code</b>	<b>Description</b>
3500	Student Health/Physical Screenings/Examinations
3500	Student Health/Physical Screenings/Examinations
3520	Contagious or Infectious Diseases

**Original Adopted Date:** 10/31/2023 | **Last Reviewed Date:** 10/31/2023

**Board Policy 2335: Digital Citizenship and Safety Education**

Status: Draft

Technology will be integral to curriculum, instruction, and assessment. The District's educational system must lay the foundation for students to participate comfortably in an increasingly technological society. Classroom activities will include instruction using multimedia, distance learning, and other technologies.

The Superintendent will ensure that District students are educated on ~~network etiquette and~~ appropriate online behavior, including cyberbullying awareness, digital citizenship, and online safety ~~and etiquette~~. Instruction will be given to students as appropriate to the educational and developmental needs of students.

~~The District may make use of the Idaho Attorney General's online safety program, titled Protecteens, which addresses online safety and cyberbullying, in classroom discussions about digital citizenship, responsible online behavior, and consequences. The District may also make use of other materials on digital citizenship such as those found at CommonSenseMedia.org.~~

The Superintendent will ensure that teachers, administrators, and other staff members responsible for supervising students' internet use receive professional development, training, and resources in the following areas:

1. Monitoring of student online activities;
2. Instruction of students in proper ~~online network~~ etiquette;
3. Instruction of students in discerning among online information sources and appropriate materials;
4. Bullying and cyberbullying awareness and response, in accordance with the District's bullying policy; and
5. Instruction of students on appropriate interaction on social networking websites and chat rooms.

The District may use the following methods of providing instruction on appropriate online behavior and cyberbullying awareness:

1. Incorporation of instruction into course objectives or daily lessons of planned instruction, as appropriate;
2. Class assemblies or special instruction given in the school library or media center;
3. Special technology courses that are required for students at various grade levels;
4. ~~Online courses tutorial programs~~ required for students to use a District network account; and

The Internet Safety Coordinator or their designee will also make resources available to parents/guardians on teaching students about acceptable internet use, appropriate online behavior, ~~online network~~ etiquette, cyber-bullying awareness and response, and appropriate use of social networking websites and chat rooms.

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**Legal References**

20 USC § 6777  
47 CFR § 54.520(c)(1)(i)

**Description**

Internet Safety  
Implementing CIPA: Certifications Required Under 47 USC 254(h) and (l)

IC § 18-917A  
Pub. L. 106-554  
Pub. L. 110-385  
**Cross References**

Student Harassment – Intimidation – Bullying  
Children's Internet Protection Act (CIPA)  
Broadband Data Services Improvement Act

<b>Code</b>	<b>Description</b>
3270	District-Provided Access to Electronic Information, Services, and Networks
3270	District-Provided Access to Electronic Information, Services, and Networks
3270	District-Provided Access to Electronic Information, Services, and Networks
3295	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
5265	Employee Responsibilities Regarding Student Harassment

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**Original Adopted Date: 07/2016 | Last Revised Date: 03/2020 | Last Reviewed Date:**

**Board Policy 3460: School-Related Foreign/Overnight Out of State Status: DRAFT  
Travel by Students**

School-related foreign/overnight out of state trips are allowed by the Dietrich School District when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals. School-related travel is intended to allow students experiences that provide them with insight, information, or knowledge that cannot be adequately developed through regular classroom experience.

Such travel shall be solely optional and by the choice of the student and their family. No such travel shall be related to any assignment, course work, or credit.

When contemplating approval of foreign/overnight out of state travel by students, the Superintendent shall take into account any travel warnings or cautions of the U.S. Department of State. The Superintendent shall seek advice concerning foreign travel from the District's legal counsel and insurance carrier.

School-related foreign/overnight out of state travel supplements regular instructional programs and affords students opportunities for enrichment. However, participation in school-related foreign and out of state travel is a privilege, not a right. As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior.

Trip Plan Submission/Proposal

All student activities involving travel shall be authorized by the Superintendent. Each trip's authorization shall be based on the written rationale of the travel's educational value as well as the safety and welfare of the students involved.

Requests for trips must be submitted to the Superintendent no later than eight weeks in advance of the trip.

Trips should be scheduled as much as possible during non-school hours and days, such as spring or summer break, so that absences from other instructional programs are kept to a minimum.

Advertising, for school approved foreign travel by students, including the distribution of materials, will be allowed during the school day. Planning and promotion of private, non-sponsored trips shall not be conducted in any school classroom or via any official or employee school email or social media.

Private groups and organizations may not use the District in any way to promote their activities.

The Superintendent will develop procedures for trips, including the approval process, and procedures to be used in case of accident, illness, and student conduct violations.

The trip proposal must be in writing and contain the following elements:

1. Identify the purpose of the trip and an outline of anticipated educational experiences and/or course of study to be followed;
2. Identify the names of students and chaperones attending the trip;
3. Identify and plan for any special medical needs of students and chaperones attending the trip;

4. Identify adequate liability insurance to protect the District, Board members, chaperones, teachers and students;
5. Submit an itemized statement of costs, including transportation, meals, and accommodations; and
6. Submit an itemized statement of costs as appropriate to the school-sponsored trip, such as passport and visa expenses, costs of a personal nature, and optional trip insurance.

The Superintendent may enforce restrictions regarding the date, length of time, and the chaperone/student ratio as a condition of approval.

Students participating in the trip during school hours are permitted and expected to make up any school work missed. The student's absence shall be recorded as "excused." The total number of school days missed due to the trip must be included in the written proposal.

A plan must be developed for the administration of medication for any student requiring such assistance.

The proposal must include the names and numbers of chaperones, including both male and female chaperones if the proposal is for a mixed group of students.

In developing the proposal for the extended trip, the trip organizer will perform the following duties:

1. Hold at least one pre-trip meeting with students and parents/guardians;
2. Provide to the Superintendent, students, parents/guardians, and chaperones detailed written information about the trip and all activities;
3. Provide detailed information on the responsibilities and rules for the students and chaperones;
4. Discuss District policy regarding student conduct while on school-sponsored activities;
5. Establish a curfew and enforce strict compliance to this curfew. Chaperones will be required to perform periodic checks to ensure that students are following the curfew requirements;
6. Perform periodic checks to ensure strict compliance with all school rules and policies; and
7. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended trip.

### Pre-Trip Meetings

Pre-trip meetings involving students and their parents or guardians, as appropriate, shall be scheduled to assure that all plans are clearly understood. Pre-trip meetings shall not occur until approval from the Superintendent has been received.

### Chaperones

Trip chaperones must include at least one certified staff member from the school sponsoring the trip. Depending on the number of students involved, additional certified staff and/or parents/guardians of students going on the trip may be necessary. Chaperones shall be selected by the trip teacher/advisor. Chaperones are under the supervision of the trip teacher/advisor.

A student will be permitted to stay in the same sleeping room with a chaperone only if the chaperone is a member of the student's family. Students whose parents/guardians are not serving as chaperones will share rooms with same-sex students only.

Chaperones will agree to the following duties:

1. Supervise and be responsible for students during the entirety of the trip;
2. Ensure that students follow all legal and school requirements;

3. Establish a procedure for room checks and monitor compliance; and
4. In all ways model the behaviors expected of District students.

Any adult convicted of any sex or drug related offenses may not serve as a chaperone. The District reserves the right to request background checks on chaperones.

The safety, protection, and supervision of District students are the sole purposes for adult chaperones accompanying District students on foreign trips. Those who agree to serve as chaperones must understand and follow the established rules and policies.

The certified staff member serving as the trip organizer will carry a roster of students who are on the trip along with emergency information on each student.

Children who are not a part of the group participating in the trip may not accompany parents when the parents serve as chaperones.

**All trips must be adequately supervised with a minimum of one adult per ten students. Groups with both male and female participants must have supervision of at least one male and one female adult.]**

### Student Conduct

Students participating in the trip will be subject to all codes of conduct in District policy. Violations will result in appropriate disciplinary action.

Students and their parent/guardian are expected to be knowledgeable about the District's policy on student conduct. Trips are considered an extension of the classroom and all rules and policy pertaining to a school-sponsored activity must be followed.

Students and their parent/guardian will read and sign a code of conduct. The code of conduct will be prepared by the Superintendent and will be reviewed during the pre-trip meetings. 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.

### Permission

All students must return a permission slip for the trip, signed by a parent/guardian, before they will be allowed to participate in the trip.

### Fundraising

Fundraising drives may be allowed to defray costs, however, all fundraisers must be pre-approved by the building principal.

Credit shall not be granted for any school-related travel for which a fee is charged to parents/guardians or students. Such travel shall also not be necessary for any required assignment or coursework.

### Responsibilities

The responsibilities of the principal or Superintendent include:

1. Obtaining and retaining on file written parental permission for students who are under the age of 18;
2. Signing any contractual agreement with a public carrier or any other service provider;
3. Assuring that all plans and arrangements are provided to and understood by the students and their parents; and



4. Setting student and chaperone conduct rules.

The responsibilities of the trip organizer include:

1. Communicating conduct rules of students and chaperones to parents/guardians, students, and chaperones. Setting behavior expectations for students and chaperones;
2. Carrying a list of the names of students and chaperones participating and their emergency information, and submitting a copy of the list to the building principal prior to the trip;
3. Notifying the building principal of any emergency situation, such as an accident involving student(s), a student missing from the group, etc.; and
4. Identifying and providing to parents/guardians an emergency plan.

#### Cancellation of Trips

Cancellation of trips may occur due to weather, safety, world events, or local school need. Trips will be canceled only when appropriate school authorities believe it is reasonably cautious and prudent to do so in order to ensure the safety of students and staff or to ensure the effective operation of the local school. In such cases, every effort will be made to provide as much advance notice as possible.

The District is not responsible for financial losses to students and parents due to cancellation of trips.

The authority to cancel trips rests with the Superintendent or the Superintendent's designee.

#### Report of Trip Conclusion

Following the trip, the trip organizer shall prepare and present a summary and evaluation of the trip to the Superintendent and building principal. The Board may request a summary and evaluation be presented to the Board.

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#### **Cross References**

**Code**  
9605

**Description**  
Facilities Separated by Sex

Original Adopted Date: 07/01/2006 | Last Revised Date:  
10/31/2023 | Last Reviewed Date: 10/31/2023

**Board Policy 3520: Contagious or Infectious Diseases**

Status: DRAFT

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child diagnosed as having a contagious or infectious disease that could make the child's attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

Management of common communicable diseases will be in accordance with Idaho Department of Health and Welfare guidelines and communicable diseases control rules. A student who exhibits symptoms of a communicable disease that is readily transmitted in the school setting may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to the school nurse or other responsible person designated by the Board and may be sent home as soon as the parent or person designated on the student's emergency medical authorization form has been notified.

The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, the District shall respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the school nurse or other responsible person designated by the Board to determine appropriate measures to protect student and staff health and safety. The school nurse or other responsible person designated by the Board, after consultation with and on the advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition, if it is determined there is a need for such individuals to know this information.

Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

**Pediculosis (Head Lice)**

Pediculosis is the infestation of the hair, skin, or pubic area with adult lice, larvae, or nits (eggs).

The psychological, social, and economic impact of head lice infestations can create a problem in the community. Every attempt will be made to educate students and parents on the prevention and eradication of head lice before and after an infestation is detected.

To avoid embarrassment and to contain the infestation, whole classrooms will be checked for head

lice upon the report of possible infestation by a classroom teacher. The principal, his or her designee, school nurse, or another qualified professional will examine the child in question and their classmates. Siblings of students found with lice and their classmates will also be checked if there is the suspicion that infestation may exist. Due to the possible and very probable epidemic infestation of head lice in the school environment, anyone exhibiting head lice will be isolated immediately.

Any student found to have head lice will be removed from the classroom with their belongings. The parent/guardian and/or listed emergency contact will be contacted so they can pick up the student and begin treatment immediately. A student suspected of infestation will not ride the bus. The student will be held in the front office or the nurse's office until the parent/guardian arrives in order to avoid further infestation.

Parents/guardians should be provided with printed educational information on head lice treatment. The educational material should include details explaining the problem, and list the procedures for treatment and requirements for reentering school.

The student may return to school after being successfully treated so that no live lice or eggs are detected by the school nurse or a designated school official. The student's parent/guardian must accompany the student upon returning to school and remain present during the recheck. With the presence of nits or lice at the time of recheck, the student will continue to be excluded from school.

In the interest of the health and welfare of students enrolled in the District, no student will be permitted to attend classes if they are infested with head lice or the eggs of head lice.

All other children in the classroom where lice or nits have been reported will be checked and given a letter to take home explaining the situation and the need for parents to inspect their children carefully. Any child who is suspected of having lice will be treated with the utmost discretion.

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**Legal References**

IC § 33-512

**Cross References****Code**

3523

**Description**

District Trustees - Governance of Schools

**Description**

Head Lice (Pediculosis)

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Original Adopted Date: 06/2015 | Last Revised Date: | Last Reviewed Date:

**Board Policy 4330: Spectator Conduct and Sportsmanship for Athletic Status: DRAFT and Co-Curricular Events**

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event may be ejected from the event the person is attending and/or denied admission to school events for up to a year, ~~after a Board hearing.~~



Examples of unsportsmanlike conduct include, but most certainly are not limited to:

1. Using vulgar or obscene language or gestures;
2. Possessing or being under the influence of any alcoholic beverage or illegal substance;
3. Possessing a weapon; (In violation of state law?)
4. Fighting or otherwise striking or threatening another person;
5. Failing to obey the instructions of a security officer or School District employee; and
6. Engaging in any activity which is illegal or disruptive of the educational process.

~~The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, containing:~~

1. ~~The date, time, and place of a Board hearing;~~
2. ~~A description of the unsportsmanlike conduct; and~~
3. ~~The proposed time period that admission to school events will be denied.~~

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**Legal References**

IC § 18-6409  
IC § 18-916  
IC § 33-1222  
IC § 33-205  
IC § 33-512

**Description**

Disturbing the Peace  
Abuse of School Teachers  
Freedom from Abuse  
Denial of School Attendance  
District Trustees - Governance of Schools

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**Original Adopted Date:** 07/01/2023 | **Last Revised Date:** 10/31/2023 | **Last Reviewed Date:** 10/31/2023

**Board Policy 5280: Professional Standards Commission (PSC) Code of Ethics** Status: DRAFT

The Code of Ethics for Idaho Professional Educators was developed by the Professional Standards Commission, approved by the Idaho State Board of Education, and approved by the Idaho Legislature.

The District's professional educators are required to comply with the most current version of the Code of Ethics provided in IDAPA 08.02.02.076.

Additionally, the Board requires all classified employees and volunteers of the District to comply with the Code of Ethics to the extent applicable to their work. Violation of the Code of Ethics may result in disciplinary action up to and including termination of employment or volunteer position with the District.

<b>Legal References</b>	<b>Description</b>
IC § 33-1208	Teachers - Revocation, Suspension, Denial, or Place Reasonable Conditions on Certificate – Grounds
IC § 33-1208A	Teachers – Reporting Requirements and Immunity
IC § 33-1209	Teachers - Proceedings to Revoke, Suspend or Deny or Place Reasonable Conditions on a Certificate
IC § 33-5204A	Applicability of Professional Codes and Standards – Limitations upon Authority
IC § 33-5206(6)	Requirements and Prohibitions of a Public Charter School
IDAPA 08.02.02.076	Code of Ethics for Idaho Professional Educators
IDAPA 08.02.02.077	Definitions for Use with the Code of Ethics for Idaho Professional Educators
IDAPA 08.02.04.300	Public Charter School Responsibilities
<b>Cross References</b>	<b>Description</b>
<b>Code</b>	
4170	District or School Operated Social Media
5275	Adult Sexual Misconduct

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

**Board Policy 5500: Personnel Records**

**Status: DRAFT**

The District maintains a complete personnel record for every employee, certificated and classified. Much of the information contained in employee personnel files is confidential and access to such files should be limited to the Superintendent, principal, supervisor, the employee, the employee's designee or representative, and school districts requesting information based upon Idaho Code for hiring.

A log of those persons other than the Superintendent, principal, or other administrative staff will be kept indicating the date and time of inspection; name of person requesting access; description of the records copied, if any; and the initials of the person providing the access and/or copies requested. **All documents contained in the personnel file will be noted on the log and sequentially numbered.]**

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school. Access to other information contained in the personnel records of District employees is governed by Policy 4260 Records Available to the Public.

In accordance with state law, not later than 20 days after receiving a request from another Idaho public school, the District shall release information regarding job performance or job related conduct, as defined by Idaho Code, to school districts requesting such information for hiring purposes. See Policy 5100 Hiring Process and Criteria and Procedure 5100P Procedures for Obtaining Personnel Records for Applicants.

The District shall maintain official District files for employees.

An employee's official file shall be kept in the District administrative office. It should, at a minimum, contain the following records:

1. Application materials;
2. Contracts of employment;
3. Communications from the administration;
4. Performance evaluations;
5. Rebuttals to performance evaluations;
6. Parental input materials;
7. Written reprimands, directives, commendations, or awards;
8. Original statements and releases to and from hiring school districts;
9. A copy of the employee's job description signed by the employee;
10. A signed acknowledgement that the employee has received a copy of the District's sexual harassment policy;
11. A signed acknowledgement that the employee has received a copy of the District's email and internet use policy;
12. Documentation of additional training received, course work completed, in-services attended, etc.;
13. Documentation of fingerprints and background checks;
14. Documentation of record and reference checks pursuant to Idaho Code 33-1210;
15. Rebuttal documents;
16. Copies of certifications from the Office of the Superintendent of Public Instruction;
17. Transcripts of credits earned for credit review purposes;
18. Salary schedule placement; and
19. Any information relevant to the evaluation of the employee.

The file may contain notes and observations. Letters of recommendation will be kept in a separate, sealed file maintained by the Superintendent or a separate, sealed portion of the personnel file. Personal notes of supervisors should be placed in the personnel file, if they are relevant to the evaluation of the employee.

Each employee will be provided written notice of all materials placed in an employee's personnel file. Notice shall be provided within ten days of placement of information in the employee's file or, if possible, presented to the employee prior to placement in the file. An employee will have the opportunity to attach a rebuttal to any information placed in the employee's personnel file. An employee will have twenty-one days from the date written notice of placement to attach a statement or notification of rebuttal.

Upon request, an employee or the employee's designee or representative will have access to the employee's personnel file, with the exception of letters of recommendation, and will be provided copies, upon request within a reasonable period of time. The request, inspection, and/or copying of the file will be logged indicating the date and time; name of the person requesting access; description of the records copied, if any; and the initials of the person providing the access and/or copies requested.

#### Other Files upon Separation

Idaho law recognizes that other files may be kept relative to employees, such as investigative files. Upon separation of employment, all documents from such files, including investigative files, shall be moved into the employee's personnel file. Names of students, fellow employees, or complainants (with the exception of the employee's administrative supervisor or other administrative authors) shall be redacted from such documents before they are placed in the personnel file. Copies of such documents shall be provided to the employee within ten days of placement in the personnel file and written notice of their inclusion in the file by sending such to the employee's last known address **via certified mail, return receipt requested**. The employee shall be given the opportunity to file a rebuttal to such information in the same manner outlined above.

#### Record Keeping Requirements under the Fair Labor Standards Act

In addition to the information to be placed in an employee's personnel file set forth hereinabove, any and all payroll information required by the Fair Labor Standards Act shall also be kept for each employee as follows:

1. Records required for ALL employees:
  - A. Name in full (same name as used for Social Security);
  - B. Employee's home address, including zip code;
  - C. Date of birth if under the age of ~~19~~nineteen;
  - D. Gender (may be indicated with Male/Female, M/F, or a Mr., Mrs., Miss, or Ms.);
  - E. Time of day and day of week on which the employee's work week begins;
  - F. Basis on which wages are paid (such as \$5/hour, \$200/week, etc.);
  - G. Any payment made which is not counted as part of the "regular rate";
  - H. Total wages paid each pay period; and
  - I. I-9.
  
2. Additional records required for non-exempt employees:
  - A. Regular hourly rate of pay during any week when overtime is worked;
  - B. Hours worked in any work day, meaning a consecutive 24 hour period;
  - C. Hours worked in any work week, or work period in case of 207[k];
  - D. Total daily or weekly straight-time earnings, including payment for hours in excess of 40 per week, but excluding premium pay for overtime;

- E. Total overtime premium pay for a work week;
- F. Date of payment and the pay period covered;
- G. Total deductions from or additions to wages each pay period;
- H. Itemization of dates, amounts, and reason for the deduction or addition, maintained on an individual basis for each employee;
- I. Number of hours of compensatory time earned each pay period;
- J. Number of hours of compensatory time used each pay period;
- K. Number of hours of compensatory time compensated in cash, the total amount paid, and the dates of such payments;

In no case will attorney communications be placed in the employee file or produced to the employee.

**Legal References**

29 CFR § 516.2

**Description**

Employees Subject to Minimum Wage or Minimum Wage and Overtime Provisions Pursuant to Section 6 or Sections 6 and 7(a) of the Act.

29 CFR § 516.3

Bona Fide Executive, Administrative, and Professional Employees (Including Academic Administrative Personnel and teachers in Elementary or Secondary Schools), and Outside Sales Employees Employed Pursuant to Section 13(a)(1) of the Act.

29 USC § 201 et seq.

The Fair Labor Standards Act of 1985

IC § 33-1210

Information on Past Job Performance

IC § 33-517

Non-Certificated Personnel

IC § 33-518

Employee Personnel Files

IC § 74-106

Records Exempt from Disclosure

**Cross References**

**Code**

**Description**

3085

Sexual Harassment, Discrimination, and Retaliation Policy

3085

Sexual Harassment, Discrimination, and Retaliation Policy

3085

Sexual Harassment, Discrimination, and Retaliation Policy

3085

Sexual Harassment, Discrimination, and Retaliation Policy

4260

Records Available to Public

4260

Records Available to Public

5100

Hiring Process and Criteria

5100

Hiring Process and Criteria

5100

Hiring Process and Criteria

5100

Hiring Process and Criteria

5100

Hiring Process and Criteria

5100

Hiring Process and Criteria

5205

Job Descriptions

5240

Sexual Harassment/Intimidation in the Workplace

5240

Sexual Harassment/Intimidation in the Workplace

5330

Employee Electronic Mail and Online Services Usage

5330

Employee Electronic Mail and Online Services Usage

5340

Evaluaton of Certificated Personnel



5340  
5820

Evaluaiion of Certificated Personnel  
Evaluation of Non-Certificated Staff

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**Original Adopted Date: 07/2014 | Last Revised Date: | Last Reviewed Date:**

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**Procedure 5500-P(1): Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts**      **Status: DRAFT**

1. No later than 20 days after receiving a request from a hiring school district under the provisions of I. C. § ~~33-12~~ 33-1210 the District shall provide the information requested and make available to the hiring school district copies of all documents in the past or current employee's personnel file relating to job performance or job related conduct. *[NOTE: The District may provide records in electronic format.]*

Pursuant to State law, the only information or documentation that the District must provide pursuant to a request under I.C. § 33-1210 is:

- A. All annual evaluations;
- B. Letters of reprimand;
- C. Letters of direction;
- D. Letters of commendation or award;
- E. Disciplinary actions and documentation of disciplinary investigations;
- F. Recommendations for probation;
- G. Notices of probation and notices of removal from probation;
- H. Recommendations for termination or nonrenewal;
- I. Notices of termination or nonrenewal;
- J. Notices from the professional standards commission of Idaho or any other such similar state agency of action taken against an individual's certificate; and
- K. Any rebuttal documentation filed by the employee relative to any of the above documents.

In an effort to save time and expense in responding to such requests, the District will provide only the above information in response to a request for documentation under I.C. § 33-1210. Names of students or fellow employee complainants, other than the employee's administrative evaluator or other administrative authors of communication to the employee, shall be redacted from information provided in response to a request.

2. No Board member or District employee shall enter into any agreement that has the effect of suppressing information about negative job performance by a present or former employee or expunge information about performance or misconduct from any document in an employee personnel file.
3. In fulfilling a request from a hiring school district, the District may choose to expunge information from an employee's personnel file relating to alleged verbal or physical abuse or sexual misconduct that has not been substantiated.
4. In fulfilling a request from a hiring school district, the District shall expunge information from an employee's personnel file on any materials for which disclosure would violate FERPA, HIPAA, or any other applicable federal law. The District shall also redact student names from investigative or other documentation in the employee or former employee's file as well as any medical documentation.
5. No District employee who, in good faith, discloses information to the hiring school district either in writing, printed material, electronic material, or orally shall be held civilly liable for the disclosure.

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**Legal References**

29 CFR § 516.2

29 CFR § 516.3

29 USC § 201 et seq.

IC § 33-1210

IC § 33-517

IC § 33-518

IC § 74-106

**Cross References****Code**

3085

3085

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5100

5100

5100

5100

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5205

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5820

**Description**

Employees Subject to Minimum Wage or Minimum Wage and Overtime Provisions Pursuant to Section 6 or Sections 6 and 7(a) of the Act.

Bona Fide Executive, Administrative, and Professional Employees (Including Academic Administrative Personnel and teachers in Elementary or Secondary Schools), and Outside Sales Employees Employed Pursuant to Section 13(a)(1) of the Act.

The Fair Labor Standards Act of 1985

Information on Past Job Performance

Non-Certificated Personnel

Employee Personnel Files

Records Exempt from Disclosure

**Description**

Sexual Harassment, Discrimination, and Retaliation Policy

Sexual Harassment, Discrimination, and Retaliation Policy

Sexual Harassment, Discrimination, and Retaliation Policy

Sexual Harassment, Discrimination, and Retaliation Policy

Records Available to Public

Records Available to Public

Hiring Process and Criteria

Hiring Process and Criteria

Hiring Process and Criteria

Hiring Process and Criteria

Hiring Process and Criteria

Hiring Process and Criteria

Job Descriptions

Sexual Harassment/Intimidation in the Workplace

Sexual Harassment/Intimidation in the Workplace

Employee Electronic Mail and Online Services Usage

Employee Electronic Mail and Online Services Usage

Evaluation of Certificated Personnel

Evaluation of Certificated Personnel

Evaluation of Non-Certificated Staff

Board Policy 7260: Student Activity Funds

The Board is responsible for the establishment and management of student activity funds. The purpose of student activity funds shall be to account for revenues, disbursements, deposits, expenditures, assets, liabilities, and fund balances of those funds raised by students through recognized student body organizations and activities, including:

1. Admission charges for interscholastic activities;
2. The sale of yearbooks and annuals;
3. Student fee collections which are used to provide more than one activity or benefit to all of the students of a school or school building; and
4. Receipt from vending machines located on school property.

Such funds shall be used for such expenditures as [REDACTED]

**[NOTE: IC 33-705 requires boards to adopt a policy on activity funds "describing with reasonable certainty the nature and type of expenditures" they'll be used for.]**

The funds collected by the schools shall be maintained in accounts requiring two authorized signatures for the distribution of funds: one signature shall be by a person designated by the Board as an assistant treasurer and the other shall be a designated signatory of the building or District.

The funds shall be deposited and expended by regular check in a bank account maintained by the District for each student activity fund. The use of the student extra- and co-curricular funds is limited to the benefit of the students. All funds collected or received for school programs, activities, or student use are, by Idaho law, public monies; and the care, custody, control, and accounting for such monies is the duty and responsibility of the treasurer and the administrative officer of the District. The treasurer of the District shall provide accounting procedures for the receipt, deposit, expenditure, and withdrawal of such moneys.

The management of student activity funds shall be consistent with sound business practices. Authority is delegated to the Superintendent to require each school within the District to conform to accounting procedures for the receipt, deposit, and withdrawal of funds. A report of the activity of these funds shall be submitted to the Board and Superintendent each month by the treasurer. This includes providing for the safekeeping of monies, proper accounting and administration of the funds, and compliance with the Board of Trustees policies and procedures. The Principal is responsible for the proper collection, disbursement, and control of all school activity funds.

The official financial records of the student activity funds for any school in the District will be audited annually by a qualified public accountant or other responsible person approved by the Board. The employee responsible for maintaining student activity funds will be under bond in an amount which protects the maximum funds on hand at any time. An annual report will be prepared for the Board disclosing all results of the audit.

For other activity or student funds, the Board may create a separate fund(s) and implement procedures for the accounting and control of the same.

Projects for the raising of funds shall generally contribute to the educational experience of students and shall not detract from the instructional program. All fundraising projects must have the approval of the principal. Solicitation of funds outside the school must have the approval of the Superintendent.

**Funds will remain in the account that was indicated on the receipt. If funds need to be moved, it will require the approval of the Superintendent. Funds shall only be moved if the account is closed due to loss of the program.**

## Receipts

All cash and check collection will be recorded by the person receiving the collection. A cash receipt will be prepared immediately. Cash receipts are to be issued in numerical sequence.

The receipt must be filled in completely including:

1. Date;
2. The amount;
3. The name of the person or company delivering the funds;
4. The source of the funds, such as a fundraiser, yearbook payment, etc; and
5. The account code and description of the account.

An actual cash count of all money must be made by the person receiving the funds in the presence of the person delivering the funds.

Checks received will not be post-dated for any reason.

A cash receipt will not be altered for any reason. If an error occurs, the person receiving the cash or check will indicate the receipt was voided, will mark void on the receipt and file the voided receipt in numerical sequence with the copies of the receipts.

The original receipt will be given to the person delivering the money. If an individual mails a check and requests a receipt for the payment, a receipt acknowledging the check number will be prepared and returned to the individual making the payment. The copy of the receipt will be filed in numerical order and retained for auditing purposes.

Access to receipts will be limited to the individual responsible for the particular fund.

If funds are delivered to a building office when the person responsible for the school fund is out of the office, the employee receiving the cash or check will follow the receipt procedures set forth above. The funds will then be locked in a safe until the person responsible for the school fund is available. The individual who received the funds will then count the money in the presence of the person responsible for the school fund and indicate that the money was received.

All funds received by clubs or school organizations must be properly documented.

All funds collected by staff members will be submitted daily to the building principal or ~~their his or her~~ designee for receipt. No money will be kept overnight in classrooms, desks, file cabinets, or other areas within the building.

Class student body accounts with balances in them after the student graduate from High School will be kept for one year. \$100.00 shall be dispersed to the incoming 7<sup>th</sup> grade class if there are remaining funds in the account after all graduation expenses have been paid. Any funds still in the account after a year from the class's graduation date shall be dispersed to the General Student Body Account to be used for all students.

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## **Legal References**

IC § 33-705

## **Description**

Activity Funds

Status: Draft

Original Adopted Date: 03/2014 | Last Revised Date:

| Last Reviewed Date: 10/31/2023

**Board Policy 7440: District Credit Cards**

**Status: DRAFT**

The Board of Trustees permits the use of District credit cards by certain school officials to pay for actual and necessary expenses incurred in the performance of work-related duties for the District.

All credit cards will be in the name of the School District. Credit cards may only be used for legitimate District business expenditures. The use of credit cards is not intended to circumvent the District's policy on purchasing. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in credit card revocation and discipline of the employee.

The Superintendent shall monitor monthly the use of each credit card by reviewing credit card expenditures and reporting any serious problems and/or discrepancies directly to the Board.

Credit Card Users

**The Board shall authorize the issuing of credit cards to specific positions. Positions that will be issued a Dietrich School District credit card are as follows:**

- Superintendent
- Business Manager
- Maintenance Director
- Student Body Accounts
- Child Nutrition Program Director

Credit card users must take proper care of the credit card(s) and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability.

Users must submit detailed documentation, including itemized receipts for services, travel, and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used. Failure to provide a proper receipt can make the employee responsible for expenses incurred.

Credit Card Limits

The District shall establish a credit line not to exceed \$4000.00 for each card issued and an aggregate credit limit of \$15,000 for all cards issued to the District.

Return of Credit Card

A District employee who is no longer employed by the District shall return the credit card upon termination to the Superintendent no later than five calendar days after termination without further use.

Misuse and/or Unauthorized Use

An employee who violates a provision of this policy shall:

1. Have their credit card revoked immediately, and
2. Shall be subject to disciplinary action as determined by the Superintendent, and
3. Shall be reported to local law enforcement.

If the Superintendent violates a provision of this policy, ~~they~~ ~~he or she~~ shall be subject to disciplinary action as determined by the Board and shall be reported to local law enforcement.

#### Additional Procedures

The Superintendent, in consultation with the Assistant Superintendent and/or Business Manager, may establish additional procedures governing the issuance and use of District credit cards. ~~These procedures shall not~~ ~~contradict~~ any part of this policy. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying procedures shall be given to each cardholder.

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#### **Legal References**

IC § 18-5701

IC § 18-5703

#### **Description**

Misuse of Public Money by Officers

Definitions

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**Original Adopted Date:** 03/2014 | **Last Revised Date:** 07/2018 | **Last Reviewed Date:**

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