

IDLA Board of Directors

September 9, 2025

Business Meeting

GUIDELINES FOR ADDRESSING THE BOARD DURING OPEN FORUM

Open Forum is allowed during a regular scheduled Board meeting and will not be permitted during a special Board meeting or an Executive Session. The duration of time allowed per speaker will not exceed five minutes. Should a large number of speakers wish to speak on the same issue or topical area, the Chair of the Board may limit the time allocated to each speaker, ask representatives of the group to summarize their colleague's statements, or limit the number of speakers. The total time allotted for the Open Forum will not exceed fifteen minutes. Speakers may not air personnel matters, personal complaints, grievances, or partisan political issues.

The following priority will be given to speakers during the Open Forum:

- I. Presentations from individuals or groups on matters scheduled for Board action or discussion on the meeting agenda;
- II. Presentations from individuals or groups on matters not scheduled for Board action or consideration, and who have not made presentations at the Open Forum within the previous six (6) months; and
- III. Presentations from individuals or groups on matters not scheduled for Board action or consideration and who have made presentations at the Open Forum within the previous six (6) months.

Because of the diversity of issues, members of the Board do not respond to the speaker during the Open Forum. Instead, the speakers' concerns are recorded, and time is allotted in the future for the Board to follow up.

Action Items

Board Policy

6.2 Establish policies that ensure IDLA is able to provide consistent support for Idaho districts.

First Reading

- 7400 - [Miscellaneous Procurement Standards](#)
 - Procurement standards for purchases made using federal funds
- 7400-P(1) - [Miscellaneous Procurement Standards - Federal Award Requirements](#)
 - Requirements specific to standards for purchases and work completed using federal awards
- 7400-P(2) - [Miscellaneous Procurement Standards - Procurement Methods Under a Federal Award](#)
 - Procedures for soliciting proposals that utilize federal funds
- 7400-P(3) - [Miscellaneous Procurement Standards - Requirements and Restrictions for Procurement Under a Federal Award - Competition](#)
 - Restrictions for soliciting proposals that utilize federal funds
- 7400-P(4) - [Miscellaneous Procurement Standards - General Procurement Standards for Federal Awards](#)
 - Guidelines for contractor oversight, conflicts of interest, and efficient purchasing when utilizing federal funds

Second Reading

- [1500-P\(1\)](#) - Board Meetings
 - Update to an existing procedure to reflect new legislation allowing members of the public to address the Board on any issue
- [4105](#) - Public Participation in Board Meetings
 - Update to an existing policy to reflect new legislation allowing members of the public to address the Board on any issue
- [7320](#) - Allowable Uses for Grant Funds
 - New proposed policy
- [7320-P\(1\)](#) - Allowable Uses for Grant Funds - Determining Necessity and Reasonableness of Expenses
 - New procedure to support proposed policy 7320
- [7320-P\(2\)](#) - Allowable Uses for Grant Funds - Selected Items of Cost
 - New procedure to support proposed policy 7320

Final Reading

- [2520](#) - Library Materials Selection (Update)
 - **Updated from first reading to remove specific procedural information
 - Previously adopted 10/9/23
 - Now includes criteria from IC 18-1514 defining content that is harmful to minors
 - Defines who may file a complaint
 - Includes students as a valid complainant
 - References Form 2520-F1 which may be used to file a complaint
- [2520-F1](#)
 - Form will be posted to the IDLA website
- [7270](#) - Property Records
 - Defines inventory and tracking guidelines for all purchased equipment and supplies, including those purchased with federal funds
- [7300](#) - Revenues
 - IDLA will seek out and utilize all available funds to support the program
- [7310](#) - Advertising in Schools/Revenue Enhancement
 - Any revenue received through advertising will have Board approval, meet appropriate criteria, and will be used to support educational programs

May 2026 Proposed Meeting Date

Currently Scheduled - May 12, 2026

Proposed Change - May 19, 2026

Board Member Updates

Superintendent Update

3% Holdbacks

6.1 Ensure IDLA sustainability through fiscal responsibility.

IDLA is included in the K-12 exclusion in the Governor's order

Direction of the legislature is unclear at this time

Code Clean Up

6.2 Establish policies that ensure IDLA is able to provide consistent support for Idaho districts.

[H 14](#)

IDLA suggestions (included in packet) will be submitted as part of a larger submission by the State Board of Education

LSO Data Requests

6.3 Inform and engage stakeholders through advocacy and transparency.

2026 Legislative Strategy

6.2 Establish policies that ensure IDLA is able to provide consistent support for Idaho districts.

6.3 Inform and engage stakeholders through advocacy and transparency.

One-pager

- Title: With IDLA, All Students Have a Choice
- Subtitle: Without IDLA, Choice Isn't for All
- Focus on Value
 - By Idaho, For Idaho
 - Access
 - Opportunity
 - Impact
 - Funding
- Each section illustrated with data and a quote from a student or school administrator

2026 Legislative Strategy

6.2 Establish policies that ensure IDLA is able to provide consistent support for Idaho districts.

6.3 Inform and engage stakeholders through advocacy and transparency.

One-pager

Enrollment by Legislative District

Private provider research

Fall 2025 Stakeholder and Legislator engagement

Upcoming Meetings

- Tuesday, October 14, 2025 - Virtual 10:00 a.m. MST
- Tuesday, November 11, 2025 - Face-to-Face, Coeur d'Alene, Noon PST
- Tuesday, January 13, 2026 - Virtual 10:00 a.m. MST
- Tuesday, February 3, 2026 - Face-to-Face, Boise, Noon MST
- Tuesday, April 14, 2026 - Virtual 10:00 a.m. MST
- Tuesday, May 12/19, 2026 - Virtual 10:00 a.m. MST
- Tuesday, June 16, 2026 - Face-to-Face, Boise, Noon MST

Idaho Digital Learning Alliance

Virtual Meeting of the Board of Directors
9199 W. Black Eagle Drive, Boise ID 83709

Zoom: <https://idla.zoom.us/j/2083420207>

Meeting ID: 208 342 0207

September 9, 2025

Tuesday, September 9, 2025 @ 10:00 AM

Board Members Present

-

Board Members Absent

-

Staff Members Present

-

Others Present

-

Call to Order, Introductions, and Welcome @ 10:00 AM

I. Agenda

II. Public Comment

Open Forum is held only during regularly scheduled Board meetings—not during special meetings or Executive Sessions—and is limited to a total of fifteen minutes, with individual speakers allowed up to five minutes each. The Board Chair may adjust speaking time, limit the number of speakers, or request group representatives to summarize shared viewpoints. Priority is given to individuals addressing agenda items or those who have not recently spoken at Open Forum. Public testimony must not include comments about employees, personnel matters, disciplinary issues, personal grievances, or partisan political topics. Board members do not respond during the forum, but concerns raised will be recorded and may be addressed at a future time.

III. Consent Agenda

1. Approval of the Minutes
2. Expenditures
3. Personnel

IV. Action Items

1. Policies, 1st Reading
 - a. #7400 - Miscellaneous Procurement Standards
 - b. 7400-P(1) - Miscellaneous Procurement Standards - Federal Award Requirements
 - c. 7400-P(2) - Miscellaneous Procurement Standards -Procurement Methods Under a Federal Award
 - d. 7400-P(3) - Miscellaneous Procurement Standards - Requirements and Restrictions for Procurement Under a Federal Award- Competition
 - e. 7400-P(4) - Miscellaneous Procurement Standards - General Procurement Standards for Federal Awards
2. Policies, 2nd Reading
 - a. #1500- P(1) - Board Meetings
 - b. #4105 - Public Participation in Board Meeting
 - c. #7320 - Allowable Uses for Grant Funds
 - d. #7320-P(1) - Allowable Uses for Grant Funds - Determining Necessity and Reasonableness of Expenses
 - e. #7320-P(2) - Allowable Uses for Grant Funds - Selected Items of Cost
3. Policies, Final Reading
 - a. #2520 - IDLA Library Materials Selection & Parent Input Policy
 - 2520 -F1 - Library Materials Concern Form
 - a. #7270 - Property Records
 - b. #7300 - Revenues
 - c. #7310 - Advertising in Schools/Revenue Enhancement
4. May 12, 2026 Virtual Mtg Date Change

V. Updates

1. Board Member Updates- All
2. Superintendent Update - Mr. Jeff Simmons
 - a. 3% Holdbacks
 - b. Code Clean Up
 - c. LSO Data
 - d. Legislative Strategy

2025 -2026 Board Meeting Dates

- Tuesday, October 14, 2025 - Virtual 10:00 a.m. MST
- Tuesday, November 11, 2025 - Face-to-Face, Coeur d' Alene, Noon PST
- Tuesday, January 13, 2026 - Virtual 10:00 a.m. MST
- Tuesday, February 3, 2026 - Face-to-Face, Boise, Noon MST
- Tuesday, April 14, 2026 - Virtual 10:00 a.m. MST
- Tuesday, May 12, 2026 - Virtual 10:00 a.m. MST
- Tuesday, June 16, 2026 - Face-to-Face, Boise, Noon MST



Idaho Digital Learning Alliance
P. O. Box 10017
Boise, ID 83707
208.342.0207
www.IDLA.org

Board of Directors
September 9, 2025

Recommendations for Hire:

Name	Full-Time /Part-Time	Position	Hire Date
Erandy Lopez	FT	Technical Support Specialist	September 1, 2025

Resignations/Terminations/Non-Contract Renewals:

Name	Full-Time /Part-Time	Position	Years of Service	Last Day
Cindy Sisson	PT	Online Instructor	5	August 17, 2025
Airica Staley	PT	Online Instructor	4.5	August 17, 2025
Whitney Pieper	PT	Online Principal	1	July 17, 2025
Matt King	PT	Online Instructor	8	August 22, 2025
Sherry Newell	PT	Online Instructor	2	August 29, 2025
Jeanette Wilson	PT	Online Instructor	16	August 29, 2025
Annie Reichelt	PT	Curriculum Specialist	10	August 15, 2025

Idaho Digital Learning Alliance

9199 W. Black Eagle Drive, Boise, 83709

Business Meeting of the Board of Directors

Zoom: <https://idla.zoom.us/j/2083420207>

Meeting ID: 208 342 0207

August 5, 2025

Tuesday, August 5, 2025 @ 1:45 PM MST

Board Members Present

- Mr. John Stiffler, Mr. Matt Valadao , Mrs. Michelle Clement Taylor , Mrs. Karla LaOrange, Mr. Brian Lee, Mr. Norm Stewart, Mrs. Megan Sindt , Mr. Jeff Schutte

Board Members Absent

-

Staff Members Present

- Ms. Jolene Del Re, Mr. Jeff Simmons, Mr. Jeff Farden, Mr. Brian Smith, Ms. Kim Caldrony , Mr. Ryan Gravette

Others Present

-

Call to Order, Introductions, and Welcome @ 1:45 PM

I. Agenda

The meeting began at 1:46 p.m. A motion to approve the agenda was made by Mr. John Stiffler and seconded by Mr. Matt Valadao. The motion is unanimous.

II. Public Comment

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III. Consent Agenda

1. Approval of the Minutes
2. Expenditures
3. Personnel

A motion to approve the consent agenda was made by Mr. John Stiffler and seconded by Mr. Matt Valadao. The motion is unanimous.

IV. Action Items

1. New Board Member Appointment, Superintendent, Mrs. Megan Sindt
A motion to approve Mrs. Megan Sindt as a board member was made by Mrs. Michelle Clement Taylor and seconded by Mr. John Stiffler. The motion is unanimous.
2. Oath of Office, Mrs. Megan Sindt
The Oath of Office was verbally read aloud by the Board Chairman and Mrs. Megan Sindt.
3. Policies, 1st Reading
 - a. #1500- P(1) - Board Meetings
 - b. #4105 - Public Participation in Board Meeting
 - c. #7320 - Allowable Uses for Grant Funds
 - d. #7320-P(1) - Allowable Uses for Grant Funds - Determining Necessity and Reasonableness of Expenses
 - e. #7320-P(2) - Allowable Uses for Grant Funds - Selected Items of Cost
A motion to approve and send policy #'s 1500-P(1), 4105, 7320, 7320-P(1), and 7320-P(2) to the second reading was made by Mr. Brian Lee and seconded by Mrs. Michelle Clement Taylor. The motion is unanimous.
4. Policies, 2nd Reading
 - a. #2520 - IDLA Library Materials Selection & Parent Input Policy
 - 2520 -F1 - Library Materials Concern Form
 - b. #7270 - Property Records
 - c. #7300 - Revenues
 - d. #7310 - Advertising in Schools/Revenue Enhancement
A motion to approve policy #'s 2520, 2520-F1, 7270, 7300, 7310 to the final reading with modifications to #2520 as discussed was made by Mr. John Stiffler and seconded by Mr. Matt Valadao . The motion is unanimous.
5. Policies, Final Reading
 - a. #7230 - Financial Reporting and Audits
 - b. #7236 - Employees Paid with Federal Funds and Unexpected or Extraordinary Closures
 - c. #7237 - Retention of Records Relating to Federal Grants
A motion to approve and adopt policy #'s 7230, 7236, and 7237 was made by Mrs. Michelle Clement Taylor and seconded by Mr. Matt Valadao. The motion is unanimous.

V. Updates

1. Board Member Updates- All
All Board members provided updates to their respective district activities as well as the Citizens at Large provided updates to the business side of their industries.
2. Superintendent Update
 - DOGE

Superintendent Simmons spoke briefly about the committee and updated the Board as to his travel plans over the fall and targeted meetings.

- Summer Launchpad Data

Mr. Jeff Farden provided an update on the Launchpad program along with some data points. Seeing some great data on how this is helping students.

- Sole Source LMS - Agilix

Mr. Brian Smith spoke on the Agilix sole source project. Waiting on one piece, the final AI implementation to be complete before the single sole source is signed.

A motion to adjourn the meeting at 2:44 p.m. was made by Mr. Matt Valadao and seconded by Mrs. Michelle Clement Taylor. The motion is unanimous.

<i>2025 - 2026 Board Meeting Dates</i>

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		Opening Bal 07/31/2025	08/01/2025 thru 08/31/2025	FY2526 Ending	FY2526 Approved Budget (June 2025)	FY2526 Remaining
SUPERVISION & INSTRUCTION						
100.500.313.100.000	SUPERVISION & INSTRUCTION - FACULTY TRAINING	\$5,705.60	\$0.00	\$5,705.60	\$75,000.00	\$69,294.40
100.500.381.000.000	INSTRUCTION - STAFF TRAINING & TRAVEL	\$4,430.08	\$1,634.75	\$6,064.83	\$30,000.00	\$23,935.17
100.500.440.000.000	INSTRUCTION - TEXTBOOKS	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
100.500.410.000.000	INSTRUCTION - SUPPLIES & MATERIALS	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
100.640.312.000.000	SUPERVISION - CONTRACTED SERVICES	\$0.00	\$22,086.84	\$22,086.84	\$212,400.00	\$190,313.16
100.640.381.000.000	SUPERVISION - STAFF TRAINING & TRAVEL	\$2,609.55	\$2,040.98	\$4,650.53	\$15,000.00	\$10,349.47
100.640.410.000.000	SUPERVISION - SUPPLIES & MATERIALS	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
TOTAL:		\$12,745.23	\$25,762.57	\$38,507.80	\$336,400.00	\$297,892.20
CURRICULUM PROGRAMS						
100.510.312.000.000	CONTENT DEVELOPMENT SERVICES	\$18,089.00	\$5,812.50	\$23,901.50	\$107,000.00	\$83,098.50
100.510.381.000.000	CURRICULUM - STAFF TRAINING & TRAVEL	\$4,539.23	\$1,500.00	\$6,039.23	\$55,000.00	\$48,960.77
100.510.410.000.000	CURRICULUM - SUPPLIES & MATERIALS	\$164.55	\$39.41	\$203.96	\$3,000.00	\$2,796.04
100.510.440.000.000	CURRICULUM - EDUCATIONAL CONTENT LICENSING & SUPPORT	\$125,588.45	\$4,970.00	\$130,558.45	\$140,000.00	\$9,441.55
TOTAL:		\$148,381.23	\$12,321.91	\$160,703.14	\$305,000.00	\$144,296.86
ELEMENTARY PROGRAMS						
100.512.381.000.000	ELEMENTARY - STAFF TRAINING & TRAVEL	\$1,907.20	\$2,610.88	\$4,518.08	\$35,000.00	\$30,481.92
100.512.410.000.000	ELEMENTARY - SUPPLIES & MATERIALS	\$126.69	\$192.97	\$319.66	\$5,000.00	\$4,680.34
100.512.440.000.000	ELEMENTARY - CONTENT LICENSING & SUPPORT	\$35,340.00	\$0.00	\$35,340.00	\$35,000.00	-\$340.00
100.512.555.000.000	ELEMENTARY - TECHNOLOGY HARDWARE	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00
TOTAL:		\$37,373.89	\$2,803.85	\$40,177.74	\$78,000.00	\$37,822.26
DISTRICT PROGRAMS						
100.600.312.000.000	DISTRICT COORDINATION & IMPLEMENTATION	\$475.00	\$20,600.36	\$21,075.36	\$35,000.00	\$13,924.64
100.600.381.000.000	DISTRICT PROGRAMS - STAFF TRAINING & TRAVEL	\$13,273.01	\$10,316.22	\$23,589.23	\$95,000.00	\$71,410.77
100.600.410.000.000	DISTRICT PROGRAMS - SUPPLIES & MATERIALS	\$15.00	\$240.88	\$255.88	\$7,500.00	\$7,244.12
TOTAL:		\$13,763.01	\$31,157.46	\$44,920.47	\$137,500.00	\$92,579.53
INFORMATION AND TECHNOLOGY						
100.623.312.100.000	CONTRACTED SERVICES - PROGRAMMING	\$16,528.96	\$35,028.96	\$51,557.92	\$989,140.00	\$937,582.08
100.623.312.200.000	CONTRACTED SERVICES - GENERAL	\$9,553.23	\$22,406.50	\$31,959.73	\$295,000.00	\$263,040.27
100.623.350.000.000	ORGANIZATIONAL COMMUNICATION	\$5,347.50	\$5,372.73	\$10,720.23	\$250,400.00	\$239,679.77
100.623.381.000.000	TECHNOLOGY - STAFF TRAINING & TRAVEL	\$4,671.70	\$1,850.00	\$6,521.70	\$40,000.00	\$33,478.30
100.623.410.000.000	TECHNOLOGY - SUPPLIES & MATERIALS	\$9.47	\$77.44	\$86.91	\$8,000.00	\$7,913.09
100.623.460.100.000	TECHNOLOGY - SOFTWARE	\$156,501.40	\$27,773.83	\$184,275.23	\$315,000.00	\$130,724.77
100.623.460.200.000	TECHNOLOGY - LMS & SUPPORT	\$145,564.90	\$183,633.34	\$329,198.24	\$405,000.00	\$75,801.76
100.623.555.000.000	TECHNOLOGY - HARDWARE	\$43,173.25	\$303.47	\$43,476.72	\$150,000.00	\$106,523.28
100.623.556.000.000	TECHNOLOGY - SECURITY	\$45,750.00	\$0.00	\$45,750.00	\$50,000.00	\$4,250.00
100.623.557.000.000	TECHNOLOGY - INFRASTRUCTURE	\$3,786.52	\$135,845.32	\$139,631.84	\$434,000.00	\$294,368.16
TOTAL:		\$430,886.93	\$412,291.59	\$843,178.52	\$2,936,540.00	\$2,093,361.48
BUSINESS OPERATIONS						
100.651.312.000.000	OPERATIONS - CONTRACTED PROFESSIONAL SERVICES	\$11,407.78	\$763.00	\$12,170.78	\$70,000.00	\$57,829.22
100.651.315.000.000	OPERATIONS - STAFF EDUCATIONAL PROGRAM	\$2,784.00	\$3,399.00	\$6,183.00	\$30,000.00	\$23,817.00
100.651.321.000.000	OPERATIONS - FACILITY & OCCUPANCY	\$111,026.63	\$6,039.00	\$117,065.63	\$111,027.00	-\$6,038.63
100.651.335.000.000	OPERATIONS - LIABILITY INSURANCE	\$4,936.69	\$0.00	\$4,936.69	\$15,000.00	\$10,063.31
100.651.350.000.000	DISTRICT SERVICES AND COMMUNICATION	\$13,520.00	\$1,500.00	\$15,020.00	\$80,000.00	\$64,980.00
100.651.355.000.000	OPERATIONS - STAFFING EXPENDITURES	\$27,765.36	\$1,982.50	\$29,747.86	\$22,000.00	-\$7,747.86
100.651.381.000.000	OPERATIONS - STAFF TRAINING & TRAVEL	\$7,266.91	\$3,179.64	\$10,446.55	\$56,000.00	\$45,553.45
100.651.382.000.000	BOARD OF DIRECTORS - TRAINING AND TRAVEL	\$0.00	\$197.65	\$197.65	\$14,000.00	\$13,802.35
100.651.410.000.000	OPERATIONS - OFFICE SUPPLIES AND MATERIALS	\$2,961.77	\$179.29	\$3,141.06	\$60,000.00	\$56,858.94
TOTAL:		\$181,669.14	\$17,240.08	\$198,909.22	\$458,027.00	\$259,117.78

Policy 7400: Miscellaneous Procurement Standards Status: PROPOSED**Original Adopted Date:** [REDACTED]**Last Reviewed Date:** [REDACTED]Procurement Generally

When making purchases with federal funds, IDLA will follow its procurement policies and procedures, which reflect applicable State and local laws and regulations, provided that the procurement practice also conforms to applicable Federal law and the standards identified in applicable federal regulations. See Policies 7410, 7408, and 7420.

Authorization and Control

It is the policy of IDLA to conduct its purchasing program to ensure optimum use of funds. The Board, or its designee, reserves the right to determine what is in the best interest of IDLA.

Micro-Purchase Procedures

Notwithstanding the process for Superintendent-approved purchases outlined in Policy 7405P, when using federal funds, the Superintendent or designee may purchase supplies or services using simplified acquisition procedures when making aggregate purchases of \$3,000 or less, and when making such purchases shall otherwise comply with all applicable IDLA purchase order procedures.

Simplified Acquisition Procedures

When procuring goods or services, whether with federal or state funds, IDLA shall comply with all requirements and procedures outlined in IDLA Policies 7410, 7408, and 7420 and applicable Idaho and Federal law. For purchases less than the federal Simplified Acquisition Threshold, the Board may adopt small purchase procedures that do not otherwise conflict with IDLA Policies 7410, 7408, and 7420 or applicable Idaho or Federal law. Absent such a policy, all purchases for amounts less than the simplified Acquisition Threshold shall comply with the requirements and procedures set forth at IDLA Policies 7410, 7408, and 7420 and applicable Idaho and Federal law.

Cooperative Purchasing

IDLA may cooperatively enter into contracts with one or more districts to purchase materials necessary or desirable for the conduct of business, provided that the purchasing cooperative follows state purchasing and federal procurement requirements.

Personnel Conflicts of Interest

No employee will make any purchase or incur any obligations for or on behalf of IDLA from any private business, contractor, or vendor in which or with which the employee has a direct or indirect financial or ownership interest.

Purchases or contracted services from any private business or venture in which any employee of IDLA has a direct or indirect financial or ownership interest will be made on a competitive bid basis strictly in accordance with the following procedures:

1. The interested employee, the business, the contractor, or the vendor will fully disclose, in writing, the employee's exact relationship to the business, the contractor, or the vendor;
2. The affected business, the contractor, or the vendor may submit a bid in compliance with the specifications outlined by IDLA;
3. The interested employee will not be involved in any part of the bidding process, including but not limited to preparing specifications, advertising, analyzing, or accepting bids; and
4. This policy will apply to any organization, fund, agency, or other activity maintained or operated by IDLA.

No employee will solicit gifts, gratuities, favors, prizes, awards, merchandise, or commissions as a result of ordering any items or as a result of placing any purchase order with a business, contractor, or vendor on behalf of IDLA nor accept anything of monetary value from a business, contractor, or vendor except for unsolicited gifts of \$50 or less in value.

Violations

Any IDLA officer, employee, or agent who violates this policy may be subject to disciplinary action, including but not limited to a fine, suspension, or termination. Violations of law shall be referred to the local, state, or federal authority having proper jurisdiction.

Legal References	Description
2 CFR § 200.317	Procurement by States
2 CFR § 200.318	General Procurement Standards
2 CFR § 200.320	Methods of Procurement to be Followed

2 CFR §200.67
2 CFR §200.88

Micropurchase

IC § 187-1351

Simplified Acquisition Threshold

IC § 33-316

Bribery and Corrupt Practices - Definitions
Cooperative Contracts to Employ Specialized Personnel
and/or Purchase Materials

Cross References

Code

Description

7218

Federal Grant Financial Management System

7237

Retention of Records Relating to
Federal Grant

7320

Allowable Uses for Grant Funds

7320-P(1)

Allowable Uses for Grant Funds -
Determining Necessity and
Reasonableness of Expenses

7320-P(2)

Allowable Uses for Grant Funds -
Selected Items of Cost

7405

Public Works Contracting and Procurement

7405-P(1)

Public Works Contracting and Procurement - Procuring
Public Works, Services, and Personal Property

7408

Entering into Professional Service Contracts

7410

Petty Cash Funds

7420

Personal Reimbursements

**Policy 7400-P(1): Miscellaneous Procurement
Standards - Federal Award Requirements**
Original Adopted Date:
Last Reviewed Date:

Status: PROPOSED

In addition to its other policies and procedures regarding procurement, IDLA shall adhere to the following requirements for Federal awards:

1. Ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be produced and set forth those minimum essential characteristics and standards to which the material, product, or service must conform. IDLA will identify all requirements bidders must fulfill and all other factors necessary to evaluate bids or proposals.
2. Prohibit the use of statutorily or administratively imposed state, local, or tribal geographical preferences in evaluating bids or proposals, except in cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering services, geographic location may be a selection criterion, provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
3. Provide a written criteria for conducting technical evaluations of the proposals received and for selecting recipients, including factors considered for the evaluation; who performs the evaluation, the number of evaluations performed, the timeframe for conducting any evaluations, and the selection of a vendor and whether another position reviews the evaluation.
4. Maintain oversight to ensure that contractors perform according to the terms, conditions, and specifications of their contracts or purchase orders.
5. Avoid acquiring unnecessary or duplicative items;
6. Consider consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis of lease versus purchase alternatives and any other

appropriate analysis will be made to determine the most economical approach.

7. Maintain a list of prequalified persons, firms, or products used in acquiring goods and services, and include enough qualified sources to ensure maximum open and free competition.
8. Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
9. Maintain records sufficient to detail the history of procurement. These records will include:
 - A. Rationale for the method of procurement;
 - B. Selection of contract type;
 - C. Contractor selection or rejection; and
 - D. The basis for the contract price.
10. Using a time and materials type contract is prohibited unless IDLA determines that no other contract is suitable. Time and materials type contract means a contract whose cost to IDLA is the sum of:
 - A. The actual cost of materials; and
 - B. The direct labor hours charged at hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. When this type of contract is used, it will include a ceiling price that the contractor exceeds at their own risk. IDLA will assert a high degree of oversight over such contracts to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

11. IDLA will adhere to any additional procurement rules as applicable to specific federal programs, such as federal child nutrition programs.

Legal References	Description
2 CFR § 200.317	Procurement by States
2 CFR § 200.318	General Procurement Standards

2 CFR § 200.320	Methods of Procurement to be Followed
2 CFR §200.67	
2 CFR §200.88	Micropurchase
IC § 187-1351	Simplified Acquisition Threshold
IC § 33-316	Bribery and Corrupt Practices - Definitions Cooperative Contracts to Employ Specialized Personnel and/or Purchase Materials

Cross References

Code	Description
7218	Federal Grant Financial Management System
7237	Retention of Records Relating to Federal Grant
7320	Allowable Uses for Grant Funds
7320-P(1)	Allowable Uses for Grant Funds - Determining Necessity and Reasonableness of Expenses
7320-P(2)	Allowable Uses for Grant Funds - Selected Items of Cost
7405	Public Works Contracting and Procurement
7405-P(1)	Public Works Contracting and Procurement - Procuring Public Works, Services, and Personal Property
7408	Entering into Professional Service Contracts
7410	Petty Cash Funds
7420	Personal Reimbursements

**Policy 7400-P(2): Miscellaneous Procurement
Standards - Procurement Methods Under a
Federal Award****Status: PROPOSED****Original Adopted Date:** **Last Reviewed Date:**

This procedure shall apply to purchases with federal funds not solicited through a sealed bid process.

Competitive Proposals

The technique of competitive proposals is usually conducted when more than one source submits an offer, and either a fixed price or cost-reimbursement type contract is to be awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

1. Requests for proposals must be publicized, and all evaluation factors and their relative importance must be identified. Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. IDLA must have written criteria identified by the Board and/or its Designee for conducting technical evaluations of the proposals received and making selections;
3. Proposals must be solicited from an adequate number of qualified sources; and
4. Contracts must be awarded to the firm responsible for the proposal most advantageous to IDLA and the objectives of the contract. The award of the contract will consider factors such as price, and as required by policy, state, and federal law. Other relevant factors may also be considered whenever appropriate and consistent with policy, state, and federal law.

IDLA may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to fair and reasonable compensation negotiation. This method, where the price is not used as a selection factor, can only

be used to procure A/E professional services. It cannot be used to purchase other services, though A/E firms are a potential source to perform the proposed effort.

Contract/Price Analysis

IDLA performs a cost or price analysis in connection with every procurement action (including contract modifications) in excess of IDLA's simplified procurement threshold or in excess of \$50,000, whichever amount is lower. A cost analysis generally means evaluating the separate cost elements that make up the total price. In contrast, a price analysis means evaluating the total price without looking at the individual cost elements.

The method and degree of analysis depend on the facts surrounding the particular procurement situation; however, IDLA's Superintendent must come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, IDLA's Superintendent negotiates profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Documentation of all such cost and price analyses shall be kept for three years beyond the current year for review.

Noncompetitive Proposals (Sole Sourcing)

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from IDLA; or
4. After solicitation from a number of sources, competition is determined to be inadequate.

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

Full and Open Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 CFR §200.319 and 200.320. To ensure objective contractor performance and

eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include, but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding;
3. Noncompetitive pricing practices between firms or between affiliated companies;
4. Noncompetitive contracts to consultants who are on retainer contracts;
5. Organizational conflicts of interest;
6. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
7. Any arbitrary action in the procurement process.

Legal References	Description
2 CFR § 200.317	Procurement by States
2 CFR § 200.318	General Procurement Standards
2 CFR § 200.320	Methods of Procurement to be Followed
2 CFR §200.67	Micropurchase
2 CFR §200.88	
IC § 187-1351	Simplified Acquisition Threshold
IC § 33-316	Bribery and Corrupt Practices - Definitions
	Cooperative Contracts to Employ Specialized Personnel
	and/or Purchase Materials
Cross References	
Code	Description
7218	Federal Grant Financial Management System
7237	Retention of Records Relating to Federal Grant
7320	Allowable Uses for Grant Funds
7320-P(1)	Allowable Uses for Grant Funds - Determining Necessity and Reasonableness of Expenses

7320-P(2)	Allowable Uses for Grant Funds - Selected Items of Cost
7405	Public Works Contracting and Procurement
7405-P(1)	Public Works Contracting and Procurement - Procuring Public Works, Services, and Personal Property
7408	Entering into Professional Service Contracts
7410	Petty Cash Funds
7420	Personal Reimbursements

**Policy 7400-P(3): Miscellaneous Procurement
Standards - Requirements and Restrictions for
Procurement Under a Federal Award - Competition**
Original Adopted Date:
Last Reviewed Date:

Status: PROPOSED

The following shall be required in the case of procurement under a federal grant to ensure adequate competition.

Geographical Preferences Prohibited

IDLA shall conduct procurements in a manner that precludes the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage such preferences. When contracting for architectural and engineering services, geographic location may be a selection criterion, provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Prequalified Lists

IDLA shall ensure that all prequalified lists of persons, firms, or products used in acquiring goods and services reflect multiple current and qualified sources to maximize the efficiency of the procurement process. Also, IDLA shall not preclude potential bidders from qualifying during the solicitation period.

Solicitation Language

IDLA shall ensure that all solicitations incorporate a clear and accurate description of the technical requirements for procuring material, product, or service. Such description shall not, in competitive procurements, contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to clearly and accurately describe the technical requirements, a “brand name or equivalent” description may be used to define the performance or other salient procurement requirements. The specific features of the named brand that offers must meet shall be clearly stated, and all requirements that the offers must fulfill and all other factors to be used in evaluating bids or proposals shall be identified.

Other Procurement Considerations

IDLA will consider additional factors in the procurement process identified in policy, state, and federal law, whenever possible and to the extent such considerations are consistent with its obligations under state and federal law.

Legal References	Description
2 CFR § 200.317	Procurement by States
2 CFR § 200.318	General Procurement Standards
2 CFR § 200.320	Methods of Procurement to be Followed
2 CFR §200.67 2 CFR §200.88	Micropurchase
IC § 187-1351	Simplified Acquisition Threshold
IC § 33-316	Bribery and Corrupt Practices - Definitions Cooperative Contracts to Employ Specialized Personnel and/or Purchase Materials
Cross References	
Code	Description
7218	Federal Grant Financial Management System
7237	Retention of Records Relating to Federal Grant
7320	Allowable Uses for Grant Funds
7320-P(1)	Allowable Uses for Grant Funds - Determining Necessity and Reasonableness of Expenses
7320-P(2)	Allowable Uses for Grant Funds - Selected Items of Cost
7405	Public Works Contracting and Procurement

7405-P(1)	Public Works Contracting and Procurement - Procuring Public Works, Services, and Personal Property
7408	Entering into Professional Service Contracts
7410	Petty Cash Funds
7420	Personal Reimbursements

**Policy 7400-P(4): Miscellaneous Procurement
Standards - General Procurement Standards for Federal
Awards****Status: PROPOSED****Original Adopted Date:** **Last Reviewed Date:** Contractor Oversight

IDLA shall maintain oversight to the extent necessary to ensure that its contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

Conflict of Interest

The following standards of conduct define conflicts of interest and govern the performance of employees engaged in the selection, award, and administration of contracts:

1. No IDLA employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if they have a real or apparent conflict of interest. Such a conflict of interest is present when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm or person considered for a contract.
2. IDLA officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, services, or items exceeding \$50 in value from any contractors or subcontractors. Any IDLA employee soliciting or accepting an unsolicited gift with a value exceeding \$50 shall be subject to disciplinary action up to and including termination. Any IDLA officer or agent shall be immediately terminated or separated from IDLA service.

The above standards are to be applied subject to, and consistent with, and federal and state law concerning conflicts of interest which may further govern employee conduct.

Efficient Purchases

IDLA shall use all resources and assets effectively and efficiently. Accordingly, before any purchase request, the requester shall evaluate the need for the item and ensure that the acquisition of unnecessary or duplicative items is avoided. In addition to the previous standards, whenever

feasible, consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Finally, where appropriate, an analysis of lease versus purchase alternatives will be made, as well as any similar analysis of alternatives to determine the most economical approach. The following standards shall further govern efficient purchases:

1. To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, IDLA shall endeavor to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
2. IDLA shall endeavor to use Federal excess and surplus property instead of purchasing new equipment and property whenever such use is feasible and reduces project costs.
3. IDLA shall endeavor to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure its essential function is provided at a lower cost overall.
4. IDLA shall award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
5. IDLA shall maintain records that are sufficient to detail the history of procurement. These records shall include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
6. IDLA may use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and material type contract means a contract whose cost to IDLA is the sum of:
 - A. The actual cost of materials; and
 - B. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

This formula generates an open-ended contract price. A time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract shall set a ceiling price that the contractor exceeds at its own risk. Further,

IDLA shall assert a necessary degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Legal References	Description
2 CFR § 200.317	Procurement by States
2 CFR § 200.318	General Procurement Standards
2 CFR § 200.320	Methods of Procurement to be Followed
2 CFR §200.67 2 CFR §200.88	Micropurchase
IC § 187-1351	Simplified Acquisition Threshold
IC § 33-316	Bribery and Corrupt Practices - Definitions Cooperative Contracts to Employ Specialized Personnel and/or Purchase Materials

Cross References

Code	Description
7218	Federal Grant Financial Management System
7237	Retention of Records Relating to Federal Grant
7320	Allowable Uses for Grant Funds
7320-P(1)	Allowable Uses for Grant Funds - Determining Necessity and Reasonableness of Expenses
7320-P(2)	Allowable Uses for Grant Funds - Selected Items of Cost
7405	Public Works Contracting and Procurement
7405-P(1)	Public Works Contracting and Procurement - Procuring Public Works, Services, and Personal Property
7408	Entering into Professional Service Contracts
7410	Petty Cash Funds
7420	Personal Reimbursements

Policy 1500-P(1): Board Meetings**Status:** Proposed Revised**Original Adopted Date:** April 8, 2025**Last Reviewed Date:**Agenda

The Superintendent and Board Chair shall prepare the agenda for any Board meeting. Items submitted by the Board Chair or at least two Board Members shall be placed on the agenda. The clerk, administration, or patrons of IDLA may also suggest inclusions on the agenda. The Superintendent must receive such suggestions at least ten days before the Board meeting unless of immediate importance, in which event the Superintendent will make reasonable efforts to review such suggestions. Individuals who wish to address the Board must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. Citizens wishing to make brief comments about IDLA programs, procedures, or items on the agenda need not request placement on the agenda and must follow the procedure established for public input at Board meetings.

Regular Meeting Agendas

A 48-hour agenda notice shall be required in advance of each regular meeting. Notices and agendas must be posted in a prominent place at the principal IDLA office or, if no such office exists, at the building where the meeting is to be held. All meeting notices and agendas must be posted on the IDLA website.

Special Meeting Agendas

Special meetings require a 24-hour meeting and agenda notice. At a minimum, the agenda notice shall include the meeting date, time, and place. The Board secretary or designee shall maintain a list of the news media requesting notification of meetings and shall make a good-faith effort to provide advance notification to them of the time and place of each meeting. All meeting notices and agendas must be posted on the IDLA website.

Amending Agendas

An agenda may be amended as allowed by Idaho Code and provided that a good-faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

Order of Business

The Board Chair and Superintendent will determine the order of business with input from the Board. Upon consent of the majority of the Members present, the order of business at any meeting may be changed.

Consent Agenda

To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. A Member of the Board may remove any item that appears on the consent agenda. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Action Items

All agenda items that require a vote shall be identified as such. Final action may not be taken on agenda items added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the Board minutes. For purposes of this section, an emergency is defined by Idaho Code § 74-204(2).

Minutes

The clerk shall keep written minutes of all open Board meetings, which the Chair and the clerk shall sign. The minutes shall include:

1. The date, time, and place of the meeting;
2. Board Members recorded as absent or present;
3. All motions, resolutions, orders, or ordinances proposed and their disposition;
4. The results of all votes, and upon the request of a Member, the vote of each Member, by name;
5. Legal basis for recessing into executive session; and
6. Time of adjournment.

When issues that may require a detailed record are discussed, the Board may direct the clerk to record the discussion verbatim.

Unofficial minutes shall be delivered to Board Members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the clerk and made available to the public within a reasonable period of time after a meeting.

Minutes of Executive Session

The clerk shall keep written minutes of executive sessions. Said minutes shall be limited to a specific reference to the Idaho code subsection authorizing the executive session. The roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of the Members is present. A majority of the full membership of the Board shall constitute a quorum. A majority of the quorum may pass a resolution.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. The most current edition of Robert's Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved for those Board Members in attendance. Voting shall be by acclamation or show of hands.

Legal References	Description
IC § 30-30-612	Idaho Nonprofit Corporation Act - Directors and Officers - Regular and Special Meetings
IC § 30-30-614	Idaho Nonprofit Corporation Act - Directors and Officers - Call and Notice of Meetings
IC § 74-202	Open Public Meetings - Definitions
IC § 74-203	Governing Bodies - Requirement for Open Public Meetings
IC § 74-204	Notice of Meetings
IC § 74-205	Written Minutes of Meetings
IC § 74-206	Executive Sessions - When Authorized
IC § 33-5504B	Expenditures - Budget

Policy 4105: Public Participation in Board Meeting**Status:** PROPOSED**Original Adopted Date:** _____**Last Reviewed Date:** _____

All regular and special meetings of the Board shall be open to the public, but any person who disturbs good order may be required to leave.

During all regular meetings and board public hearings, the Board of Directors encourages all members of the community to express their ideas and concerns on agenda items. The comments of the community will be given careful consideration. In the evaluation of such comments, the first priority will be IDLA students and their educational program. Public input on agenda items shall not be on any subject that would compel the Board to enter into executive session. The Board shall make a determination as to whether or not the desired subject matter requested for public input is related to the Board's agenda or if a matter would require executive session.

The Board may offer the ability to attend their meeting remotely, including the ability to submit patron input electronically ahead of time at a time and in a manner identified by the Board. Such electronically provided input shall be provided to each Board member and made a part of the minutes.

Addressing Complaints and Grievances

Due to their sensitive nature, comments and complaints about personnel or individual students cannot be heard in open session. Additionally, other topics described in Policy 1500 may only be appropriate for executive session, and all grievance processes shall be followed before the Board may entertain such subject matter. The Board shall determine whether a public comment is appropriate in open session and notify the commenter if it is not.

Any complaint about IDLA on these or other topics, including instruction, discipline, IDLA personnel policy, procedure, or curriculum, should be referred through proper administrative channels before it is presented to the Board for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or staff;
2. Principal or supervisor;

3. Director or administrator;
4. Superintendent; then
5. Board of Trustees.

Complaints or grievances on topics that may only be considered in executive session will only be heard by the Board in accordance with the applicable grievance or complaint policy. Such executive session may be arranged in advance and included on the agenda as described in Policy 1500 and Procedure 1500P.

Rules and Process for Public Comment

Members of the public will not be recognized by the Chair as the Board conducts its official business except during the Board's scheduled comment periods during regular meetings and public hearings of the Board. The Board will listen to the public, but at the same time, expects the public to listen and speak only when properly recognized. The Board may take public comment on items on the Board's agenda before action items and reserve space at the end of the meeting for public comment on items not before the Board for discussion or action.

At each regular meeting of the Board, the agenda shall provide time for public comment before the Board on agenda items or at public hearings of the Board. At special meetings of the Board, the Board may accept public comment. Public comment will be accepted before the Board addresses action items on District business, including items on the consent agenda. Persons wishing to address the Board at a regular meeting or public hearing on agenda items will be required to submit a "Request to Address the Board" form. Forms are available on the IDLA website and will be available at each meeting.

The Board shall ensure that members of the following groups, listed in no particular order, are given priority to participate in Board meetings:

1. IDLA Students;
2. Parents/guardians of such students;
3. IDLA employees; and
4. People who reside within the State of Idaho.

Attendees who do not belong to any of these groups will only be allowed to speak after members of the groups listed above have provided comment and only if there is still time available within the public comment period.

To be efficient and effective, long board meetings will be avoided. As such, total time allotted for public comment will not exceed 15 minutes. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to 5 minutes. A speaker can supplement their comments with additional information provided in writing if they wish. Should a large

number of members of the public wish to speak on the same issue or topic, members of the public are encouraged to select one or more representatives to summarize their position. Additionally, the Board clerk will accept written comments on agenda items for regular meetings and Board public hearings for distribution to the Board. The Board may decline to hear repetitive comments.

Written comments for Board members must be submitted to the Board Clerk. The written comments must include the name, address, and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Board members if received 48 hours in advance of the Board meeting. Materials should not be sent directly to Board members.

If a topic is being considered by a committee established for that purpose, the Chair may refer the public comment to that committee.

Because of the diversity of issues that may be commented on and the confines of the Open Meeting Laws, Board Members will not respond to public comment nor engage in discussion with individuals or entities presenting public input. Instead, issues may be recorded and referred to the proper staff person for follow-up or considered by the Board in addressing the pending agenda items through open discussion or voting. The Chair may interrupt or terminate an individual's statement when it is too lengthy, abusive, obscene, repetitive, irrelevant, threatening to any individual. These restrictions shall be applied narrowly and equally, regardless of the speaker's opinions or viewpoint. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Nothing in this policy shall prohibit the removal of any person who, in the judgment of the Board Chair, willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order, and any person may be removed from the meeting if they are engaging in disorderly conduct. The presiding officer may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

If a special meeting has been held to obtain public comment on a specific issue, the Chair of the Board may choose not to recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

Legal References**Description**

IC § 33-510

Annual Meetings - Regular Meetings - Board of Trustees

IC § 33-512(11)

Governance of Schools - District Permitted to Prohibit Entry to School Grounds

IC § 74-206

Executive Sessions - When Authorized

Cross References

Code

Description

1500

Board Meetings

1500-P(1)

Board Meetings - Board Meeting Procedure

2425

Parental Rights

2425-P(1)

Parental Rights - Parent/Guardian Notification of Changes in Health and Wellbeing

2425-F(1)

Parental Rights - Efforts to Notify Parent/Guardian of Changes in Student Health or Wellbeing

4110

Public Complaints

4120

Uniform Grievance Procedure

4120-F(1)

Uniform Grievance Procedure

4320

Disruption of School Operations

Policy 7320: Allowable Uses for Grant Funds**Status:** PROPOSED**Original Adopted Date:** **Last Reviewed Date:**

Expenditures will be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval from the State. When determining how IDLA will spend its grant funds, the Superintendent and the Director of Operations will review the proposed cost to decide whether or not it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in the Education Department General Administrative Regulations, which are provided in the bulleted list below. The Director of Operations and Superintendent must consider these factors when determining allowability. All costs must:

1. Be necessary and reasonable for the performance of the federal award as outlined in 7320P1.
2. Be allocable to the federal award. A cost is allocated to the federal award if the goods or services involved are chargeable or assigned to the federal award per the relative benefit received. This means that the federal grant program derived a benefit in proportion to the funds charged to the program. For example, if 50% of a teacher's salary is paid with grant funds, then that teacher must spend at least 50% of their time on the grant program.
3. Be consistent with policies and procedures that apply uniformly to federally financed and other organization activities.
4. Conform to any limitations or exclusions set forth as cost principles in 2 CFR Part 200 or the terms and conditions of the federal award.
5. Consistent treatment. A cost cannot be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.

6. Be adequately documented. All expenditures must be documented in accordance with grant conditions and applicable IDLA policies.
7. Be determined in accordance with General Accepted Accounting Principles (GAAP) unless provided otherwise in Part 200.
8. Not be included as a match or cost-share, unless the specific federal program authorizes federal costs to be treated as such. Some federal program statutes require the non-federal entity to contribute a certain amount of non-federal resources to be eligible for the federal program.
9. Be the net of all applicable credits. The term “applicable credits” refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are purchase discounts, rebates or allowances, recoveries or indemnities on losses, and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the federal award, they shall be credited to the federal award, either as a cost reduction or a cash refund, as appropriate.

Part 200’s cost guidelines must be considered when expending federal grant funds. In addition, as federal rules require, IDLA will follow, as appropriate, all state and organization-level expenditure requirements and policies.

Helpful Questions for Determining Whether a Cost is Allowable

In addition to the cost principles and standards described in Procedures 7320P1 and P2, the Superintendent, Director of Operations, and appropriate personnel can refer to this section for a helpful framework when performing an allowability analysis. To determine whether federal funds may be used to purchase a specific cost, it is helpful to ask the following questions:

1. Is the proposed cost allowable under the relevant program?
2. Is the proposed cost consistent with an approved program plan and budget?
3. Is the proposed cost consistent with program-specific fiscal rules? For example, IDLA may be required to use federal funds only to supplement the amount of funds available from nonfederal (and possibly other federal) sources.
4. Is the proposed cost consistent with the Education Department General Administrative Regulations (EDGAR)?
5. Is the proposed cost consistent with specific conditions imposed on the grant (if applicable)?

As a practical matter, the Superintendent, Director of Operations, and appropriate personnel should also consider whether the proposed cost is consistent with the underlying needs of the program. For example, program funds must benefit the appropriate population of students for which they are allocated.

Also, funds should be targeted to address areas of weakness, as necessary. To make this determination, the Superintendent, Director of Operations, and appropriate personnel should review data when making purchases to ensure that federal funds meet these areas of concern.

Legal References	Description
2 CFR §§ 200 (Subparts E and F)	Cost Principles and Audit Requirements
2 CFR §§ 200 et seq.	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Funds
2 CFR §§ 200.420-.475	Considerations for Selected Items of Cost
2 CFR §200.404	Reasonable Costs
2 CFR §200.405	Allocable Costs
2 CFR §200.406	Applicable Credits
Cross References	
Code	Description
7236	Employees Paid with Federal Funds and Unexpected or Extraordinary Closures
7400	Miscellaneous Procurement Standards
7400-P(1)	Miscellaneous Procurement Standards - Federal Award Requirements
7400-P(2)	Miscellaneous Procurement Standards - Procurement Methods Under a Federal Award
7400-P(3)	Miscellaneous Procurement Standards - Requirements and Restrictions for Procurement Under a Federal Award - Competition
7400-P(4)	Miscellaneous Procurement Standards - General Procurement Standards for Federal Awards

**Policy 7320-P(1): Allowable Uses for Grant Funds -
Determining Necessity and Reasonableness of Expenses**
Original Adopted Date:
Last Reviewed Date:

Status: PROPOSED

Federal grant funds may only be spent on necessary and reasonable costs for the performance of the federal award. IDLA staff must consider these elements when determining the reasonableness of a cost. A cost is reasonable if, in its nature and amount, it does not exceed that which a prudent person would incur under the circumstances prevailing when the decision to incur the cost was made. For example, reasonable means that sound business practices were followed and purchases were comparable to market prices.

When determining the allowability of a cost under a federal program, IDLA shall comply with the following criteria:

1. It is necessary and reasonable for the Federal award's performance and is allocable under the following principles.
2. Conform to any limitations or exclusions outlined in the following principles or the Federal award regarding types or amounts of cost items.
3. Be consistent with policies and procedures that apply uniformly to federally financed and other activities of IDLA.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
5. Be determined per generally accepted accounting principles (GAAP), except as otherwise provided in 2 C.F.R. Subpart E – Cost Principles.
6. It cannot be included as a cost or used to meet cost-sharing or matching requirements of any other federally financed program in the current or a prior period. See also 2 C.F.R. § 200.306(b) Cost sharing or matching.

7. Be adequately documented. See also 2 C.F.R §§ 200.300 - Statutory and national policy requirements through 200.309 - Period of performance.

When determining the reasonableness of a cost, consideration shall be given to:

1. Whether the cost is a type generally recognized as ordinary and necessary for the operation of IDLA or the proper and efficient performance of the federal award;
2. The restraints or requirements imposed by factors, such as sound business practices, arm's-length bargaining, federal, state, and other laws and regulations, and terms and conditions of the federal award;
3. Market prices for comparable goods or services for the geographic area;
4. Whether the individuals concerned acted with prudence in the circumstances, considering their responsibilities to IDLA, its employees, its students, the public at large, and the federal government;
5. Whether IDLA significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the federal award's cost.

“Necessary” is determined by IDLA and is based on the program's needs. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether IDLA can demonstrate that the cost addresses an existing need and provides evidence of the need.

When determining whether a cost is necessary, consideration may be given to:

1. Whether the cost is needed for the proper and efficient performance of the grant program;
2. Whether the cost is identified in the approved budget or application;
3. Whether there is an educational benefit associated with the cost;
4. Whether the cost aligns with identified needs based on results and findings from a needs assessment; and
5. Whether the cost addresses program goals and objectives and is based on program data

Legal References

Description

2 CFR §§ 200 (Subparts E and F)

Cost Principles and Audit Requirements

2 CFR §§ 200 et seq.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Funds

2 CFR §§ 200.420-.475

Considerations for Selected Items of Cost

2 CFR §200.404

Reasonable Costs

2 CFR §200.405

Allocable Costs

2 CFR §200.406

Applicable Credits

Cross References

Code

Description

7236

Employees Paid with Federal Funds and Unexpected or Extraordinary Closures

7400

Miscellaneous Procurement Standards

7400-P(1)

Miscellaneous Procurement Standards - Federal Award Requirements

7400-P(2)

Miscellaneous Procurement Standards - Procurement Methods Under a Federal Award

7400-P(3)

Miscellaneous Procurement Standards - Requirements and Restrictions for Procurement Under a Federal Award - Competition

7400-P(4)

Miscellaneous Procurement Standards - General Procurement Standards for Federal Awards

Policy 7320-P(2): Allowable Uses for Grant Funds -**Status: PROPOSED****Selected Items of Cost****Original Adopted Date:** [REDACTED]**Last Reviewed Date:** [REDACTED]

2 CFR Part 200 examines the allowability of 55 specific cost items (commonly referred to as Selected Items of Cost). These cost items are listed in the chart below, along with the rule where the allowability of the item is discussed. Whether a specific item is an allowable expenditure is determined on a case-by-case basis. Items listed may be unallowable expenditures in certain circumstances, including but not necessarily limited to:

1. The express language of the regulation states the item is unallowable;
2. The terms and conditions of the grant deem the item unallowable; or
3. State/local restrictions dictate that the item is unallowable.

The item may also be unallowable because it does not meet one of the cost principles, such as being reasonable, because it is considered too expensive. If an item is unallowable for any of these reasons, federal funds cannot be used to purchase it.

IDLA personnel responsible for spending federal grant funds and determining allowability shall be familiar with the Part 200 selected items of cost section. The Superintendent and Director of Operations shall follow these rules when charging these specific expenditures to a federal grant. When applicable, the Superintendent or Director of Operations shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, IDLA, and program-specific rules may deem a cost unallowable, and IDLA personnel shall also follow those non-federal rules.

The selected item of cost addressed in Part 200 includes the following (in alphabetical order):

Item of Cost	Citation of Allowability Rule
Advertising and public relations costs	2 CFR § 200.421
Advisory councils	2 CFR § 200.422

Alcoholic beverages	2 CFR § 200.423
Alumni/ae activities	2 CFR § 200.424
Audit services	2 CFR § 200.425
Bad debts	2 CFR § 200.426
Bonding costs	2 CFR § 200.427
Collection of improper payments	2 CFR § 200.428
Commencement and convocation costs	2 CFR § 200.429
Compensation – personal services	2 CFR § 200.430
Compensation – fringe benefits	2 CFR § 200.431
Conferences	2 CFR § 200.432
Contingency provisions	2 CFR § 200.433
Contributions and donations	2 CFR § 200.434
Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringements	2 CFR § 200.435
Depreciation	2 CFR § 200.436
Employee health and welfare costs	2 CFR § 200.437
Entertainment costs	2 CFR § 200.438
Equipment and other capital expenditures	2 CFR § 200.439
Exchange rates	2 CFR § 200.440
Fines, penalties, damages, and other settlements	2 CFR § 200.441
Fundraising and investment management costs	2 CFR § 200.442
Gains and losses on disposition of depreciable assets	2 CFR § 200.443
General costs of government	2 CFR § 200.444
Goods and services for personal use	2 CFR § 200.445
Idle facilities and idle capacity	2 CFR § 200.446
Insurance and indemnification	2 CFR § 200.447
Intellectual property	2 CFR § 200.448

Interest	2 CFR § 200.449
Lobbying	2 CFR § 200.450
Losses on other awards or contracts	2 CFR § 200.451
Maintenance and repair costs	2 CFR § 200.452
Materials and supplies costs, including the costs of computing devices	2 CFR § 200.453
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454
Organization costs	2 CFR § 200.455
Participant support costs	2 CFR § 200.456
Plant and security costs	2 CFR § 200.457
Pre-award costs	2 CFR § 200.458
Professional services costs	2 CFR § 200.459
Proposal costs	2 CFR § 200.460
Publication and printing costs	2 CFR § 200.461
Rearrangement and reconversion costs	2 CFR § 200.462
Recruiting costs	2 CFR § 200.463
Relocation costs of employees	2 CFR § 200.464
Rental costs of real property and equipment	2 CFR § 200.465
Scholarships and student aid costs	2 CFR § 200.466
Selling and marketing costs	2 CFR § 200.467
Specialized service facilities	2 CFR § 200.468
Student activity costs	2 CFR § 200.469
Taxes (including Value Added Tax)	2 CFR § 200.470
Termination costs	2 CFR § 200.471
Training and education costs	2 CFR § 200.472
Transportation costs	2 CFR § 200.473
Travel costs	2 CFR § 200.474

Trustees	2 CFR § 200.475
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Likewise, the State or IDLA can add additional requirements to a specific item of cost. Under such circumstances, the stricter requirements must be met for a cost to be allowable. Accordingly, IDLA staff shall consult Federal, State, and IDLA requirements when spending federal funds.

For a cost to be allowable, the expenditure must also be allowable under the applicable program statute and accompanying program regulations, non-regulatory guidance, and grant award notifications.

Legal References

2 CFR §§ 200 (Subparts E and F)

Description

Cost Principles and Audit Requirements

2 CFR §§ 200 et seq.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Funds

2 CFR §§ 200.420-.475

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Applicable Credits

Cross References

Code

Description

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Miscellaneous Procurement Standards - Federal Award Requirements

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Miscellaneous Procurement Standards - Procurement Methods Under a Federal Award

7400-P(3)

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7400-P(4)

Miscellaneous Procurement Standards - General Procurement Standards for Federal Awards



Idaho Digital Learning Alliance
P. O. Box 10017
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208.342.0207
www.IdahoDigitalLearning.org

Policy 2520: IDLA Library Materials Selection**Status: PROPOSED REVISION****Original Adopted Date:** October 9, 2023**Last Reviewed Date:** **Policy Statement:**

Idaho Digital Learning Alliance (IDLA) is committed to maintaining a safe and enriching online library environment that fosters intellectual growth, supports academic pursuits, and ensures the well-being and protection of our students.

Selection of Library Materials:

The Curriculum Director (or designee) is charged with selecting, maintaining, and weeding library materials. Library materials shall be selected to: (1) support curricular and extracurricular goals; (2) match students' reading levels and access abilities; (3) reflect students' interests and needs; (4) relate literary, historical, or artistic value; (5) present accurate and current information; (6) provide diverse viewpoints; and (7) represent a variety of cultural backgrounds.

Grounds for Complaint

Stakeholders who believe that the selection, classification, or distribution of any library material violates the criteria outlined in Idaho Code § 18-1514, may initiate a formal complaint.

For full statutory language, see: [Idaho Code § 18-1514](#)

Who May File a Complaint:

The following individuals are defined as *stakeholders* and are eligible to submit a formal complaint regarding library materials:

- A current IDLA student (parent will be notified for students under 18)
- A parent or legal guardian of a student currently enrolled in an IDLA course.
- An employee in an Idaho public school, including certified instructional staff, administrators, and support personnel.

Individuals who do not meet any of these criteria are not eligible to submit a formal complaint under this policy. No library material shall be removed solely because of the ideas expressed therein.

Appeals

Decisions of the Board on appeals are final.

Implementation

The Superintendent shall develop administrative procedures to implement this policy and may revise such procedures as needed without further Board action.

Current Texts in the Library

A comprehensive list of texts currently available in the library can be found on our website.

Conclusion:

IDLA is committed to providing a secure online content repository for our students so that they can efficiently complete the required coursework in our classes. By following this policy, we aim to ensure the selection and classification of library materials align with educational standards and the needs of our students. We strive to protect minors from accessing inappropriate content while fostering intellectual growth and supporting academic pursuits through our online library resources, which include ebooks and audiobooks.

Legal References	Description
IC § 33-510	Annual Meetings – Regular Meetings – Board of Trustees
IC § 74-206	Executive Sessions – When Authorized
IC § 33-118A	Curricular Materials – Adoption Procedures
IC § 33-512A	District Trustees - District Curricular Materials Adoption Committees
IC § 74-200 et seq.	Open Meeting Law
IDAPA 08.02.03.128	Curricular Materials Selection
Cross References	
Code	Description

2140	Student and Family Privacy Rights
2140-F(1)	Student and Family Privacy Rights - Consent Form
2500	Library Materials
2500-F(1)	Library Materials
2530	Learning Materials Review & Reconsideration
2530-F(1)	Learning Materials Review & Reconsideration - Request for Review & Reconsideration of Learning Materials
7310	Advertising in Schools/Revenue Enhancement



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Library Materials Feedback Form (Form 2520-F1)

Section 1: Stakeholder Information

Full Name:	
Address:	
Phone Number:	
Email Address:	
Relationship to IDLA:	<input type="checkbox"/> Parent/Guardian of IDLA Student <input type="checkbox"/> Employee in an Idaho public school

Only individuals listed above are eligible to submit a complaint under Policy 2520.

Section 2: Material in Question

Title of Material:	
Author/Creator:	
Format:	<input type="checkbox"/> eBook <input type="checkbox"/> Audiobook <input type="checkbox"/> Other (please specify): _____
Where did you access or view the material?	
Grade Level/Course the material is used in (if known):	

Section 3: Nature of the Concern

Please describe your concern in detail. Be specific about the content you believe is inappropriate, referencing page numbers, scenes, or examples as applicable.

Description of Concern:

Concerns should align with the standards of "harmful to minors" as outlined in [Idaho Code § 18-1514](#).

Section 4: Desired Action

What would you like to see happen as a result of this complaint?

- ☐ Reclassification of the material to a more appropriate age level
- ☐ Removal of the material from the IDLA library
- ☐ Other (please explain): _____

Section 5: Acknowledgment

By signing below, I affirm that I am eligible to submit this complaint and that the information provided is accurate to the best of my knowledge.

I understand that the review process will involve a committee as defined in Policy 2520 and that I will receive communication regarding the committee's decision within 10 business days.

I acknowledge that the committee's decision may be appealed to the IDLA Board, whose decision is the final step of the complaint process.

Signature:
Date:

Submit completed forms to **Jolene Del Re**

Policy 7270: Property Records**Status:** PROPOSED**Original Adopted Date:** _____**Last Reviewed Date:** _____

Property records and inventory records shall be maintained on all land, buildings, and physical property under the control of IDLA. Such records shall be updated annually.

Property records of facilities and other fixed assets shall be maintained on an ongoing basis. All goods purchased by IDLA shall be delivered to the IDLA Office and received by the Director of Operations or designee.

The Director of Operations or designee checks all items against the invoice to ensure the accuracy of the delivery. Inventory items will be recorded on the IDLA Inventory sheet. No equipment shall be removed for personal or non-school use.

Property records shall show, appropriate to the item recorded, the following:

1. Description and identification;
2. Vendor;
3. Date of purchase;
4. Initial cost;
5. Location or assigned individual;
6. Serial number, if available;
7. Any ultimate disposition data, including the date of disposal and sale price of the property.

Property Classifications

Equipment and supplies with more than one year of useful life and an acquisition value greater than \$2,000, including computing devices, will be considered property and tagged with appropriate identification as outlined below.

“Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by IDLA for financial statement purposes, or \$10,000.

“Supplies” means all tangible personal property other than that described in 2 CFR § 200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by IDLA for financial statement purposes or \$10,000, regardless of the length of its useful life.

“Capital assets” are tangible or intangible assets used in operations that have a useful life of more than one year and are capitalized in accordance with GAAP. Capital assets include:

1. Land, buildings (facilities), equipment, and intellectual property (including software), whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
2. Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

Physical Inventory

An inventory of equipment and supply property must be taken, and the results must be reconciled with the IDLA Inventory at least yearly.

Each staff member will inventory property items in their possession at the end of each school year. The inventory sheet is signed by the staff member taking the inventory as verification, reviewed by the Director of Operations and Director of Information and Technology or designees, and stored in the staff member’s employee file.

Any discrepancy between the physical inventory of equipment and the master inventory sheet will be researched by the Director of Operations or designee and documented on the IDLA Inventory.

Maintenance

Per 2 CFR § 313(d)(4), IDLA maintains adequate maintenance procedures to ensure that property is kept in good condition. If an item needs repair, the Director of Operations or designee will be notified, and proper repair procedures will be determined at the IDLA Office or by sending the item to a qualified repair facility.

Lost or Stolen Items

IDLA maintains an inventory system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

Use of Equipment Purchased with Federal Funds

Equipment purchased with federal funds must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and IDLA will not encumber the property without prior approval of the federal awarding agency and the pass-through entity.

During the time equipment is used on the project or program for which it was acquired, the equipment will also be made available for use on other projects or programs currently or previously supported by the federal government, provided that such use will not interfere with the work on the projects or program for which it was initially acquired. First preference for other use must be given to other programs or projects supported by the federal awarding agency that financed the equipment. Second preference is given to programs or projects under federal awards from other federal awarding agencies. Use for non-federally funded programs or projects is also permissible.

When no longer needed for the original program or project, the equipment may be used in other activities supported by the federal awarding agency in the following order of priority:

1. Activities under a federal award from the federal awarding agency that funded the original program or project; then
2. Activities under federal awards from other federal awarding agencies.

If IDLA no longer needs real or personal property, it will follow the rules, policies, and procedures required by Idaho Code §33-601(4)(b) and Policy 9100.

Legal References	Description
2 CFR § 200.12	Capital Assets
2 CFR § 200.20	Computing Devices
2 CFR § 200.313	Equipment
2 CFR § 200.33	Equipment
2 CFR § 200.94	Supplies
IC § 33-601(4)(b)	Real and Personal Property—Acquisition, Use, or Disposal of
IC § 33-701	Fiscal Year – Payment and Accounting of Funds

Cross References

Code	Description
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7210

[7210_Fixed Assets \(GASB Statement 34\)](#)

Policy 7300: Revenues**Status:** PROPOSED**Original Adopted Date:** **Last Reviewed Date:**

IDLA will seek and utilize all available revenue sources to finance its educational programs, consistent with its obligations as a governmental entity. This includes revenues from non-tax, local, State, and federal sources. All revenues received for IDLA will be properly credited to the appropriate fund and account as specified by federal and State statutes and the accounting and reporting regulations for IDLA.

IDLA will collect and deposit all direct receipts of revenues as necessary, but at least once monthly. IDLA will make an effort to collect all revenues due from all sources, including, but not limited to, course fees, fines, or other fees and charges.

Legal References**Description**

IC § 33-5504B

Expenditures - Budget

IC § 33-5508

Funding

Cross References**Code****Description**

7500

New Fees or Increase of Fees

Policy 7310: Advertising in Schools/Revenue Enhancement**Status: PROPOSED****Original Adopted Date:** **Last Reviewed Date:**

Revenue enhancement through various IDLA marketing activities, including but not limited to advertising, corporate sponsorship, signage, etc., is a Board-approved venture. Revenue Enhancement opportunities are subject to certain restrictions as approved by the Board in aligning with the values and obligations of IDLA as a governmental entity. . Such advertising will seek to model and promote positive values for the students of IDLA through proactive educational messages and not just traditional advertising of a product. Preferred advertising includes messages encouraging student achievement and establishing high standards of personal conduct.

All sponsorship contracts will allow IDLA to terminate the agreement at least annually if it is determined that it will adversely impact the curriculum's implementation, the students' educational experience, or IDLA operations.

The revenue derived should:

1. Enhance student achievement;
2. Assist in the maintenance of existing IDLA programs; and
3. Provide scholarships for students participating in academic and other programs who demonstrate financial need and merit.

Appropriate opportunities for these marketing activities include, but are not limited to:

1. Fixed signage;
2. Banners;
3. IDLA publications;
4. Television and radio broadcasts;
5. IDLA projects;
6. Expanded usage of facilities beyond traditional use (i.e., concerts, rallies, etc.);
7. Individual IDLA publications (when not in conflict with current contracts).

Advertising will not be allowed in classrooms, and corporate-sponsored curriculum materials are subject to Board policy requirements.

The following restrictions will be in place when seeking revenue enhancement. Revenue enhancement activities will not:

1. Promote hostility, disorder, or violence;
2. Attack ethnic, racial, sexual orientation, gender identity or expression, or religious groups;
3. Discriminate, demean, harass, or ridicule any person or group of persons based on gender;
4. Be libelous;
5. Inhibit the functioning of IDLA;
6. Promote, favor, or oppose the candidacy of any candidate for election, adoption of any bond or budget issues, or any public question submitted at any general, county, municipal, or school election.
7. Be obscene or pornographic as defined by prevailing community standards throughout the State of Idaho;
8. Promote the use of drugs, alcohol, tobacco, firearms, or certain products that create community concerns;
9. Promote any religious or political organization;
10. Use any IDLA or school logo without prior approval; or
11. Use age-inappropriate material.

Exception

Nothing herein shall be construed to prevent approved advertising in publications published by student organizations, PTA/PTO, booster clubs, or other parent groups. Funds received for approved projects involving advertising in said publications may be retained by the school-related group sponsoring the activity as a fundraising event.

Solicitations

Salespersons, representatives, or agents shall not solicit or contact pupils, teachers, or other employees on IDLA grounds without prior approval.

Legal References

Description

2 USC § 1758b, Section 204

Local School Wellness Policy

Cross References

Code

Description

7500	New Fees or Increase of Fees
2100	Curriculum Development and Assessment
2310	Nutrition Education
2500	Library Materials
2500-F(1)	Library Materials - Permission Slip to Check Out Restricted-Access Library Materials for Minor Students
2520	Curricular Materials
8250	Guidelines for Food and Beverage Sales

Supplemental Report to the Board

September 9, 2025

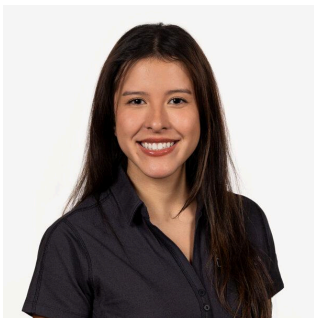
Superintendent Simmons

Members of the Board,

As we dive into the frenzy of the start of the school year, I'm reminded of how grateful I am for the team I get to work with at IDLA. With this fall throwing us some additional challenges, one thought that brings me peace of mind is that we have a solid team taking care of students every single day. Some of my colleagues in other states need to navigate Board leadership, legislative challenges, and accreditation renewals, along with providing support for day to day functions of the organization. I have my own set of challenges to focus on this fall, but I'm so glad that our team is able to focus on what's important and keep student learning front and center.

I'm grateful for each of you, too! I never have to lead alone at IDLA, and any time I reach out to any of you, I'm able to find support and get advice quickly. I appreciate that, and I look forward to leading alongside each of you as we navigate the challenges (and celebrate the successes) ahead of us this fall!

Staffing



Our Operations Support Specialist, Erandy Lopez-Martinez, the first friendly face you see when you enter our office, has accepted a position on our Tech Support team! Erandy will be a Technical Support Specialist, providing support to teachers, principals, students, and parents. Erandy will be working Saturday through Wednesday each week to help make sure our users have the friendly support they need, even on the weekend.



We are excited to announce that Kim Wray, a long-time IDLA teacher, course development specialist, and Math Department Lead, has accepted the role of Lead Course Development Specialist. In her new position, Kim will help guide course development, mentor colleagues, and ensure our courses meet QM Standards. She is also playing a key role in documenting processes and leading training as we migrate all courses into our new learning management system, Buzz. Her experience, leadership, and commitment to IDLA make her an invaluable part of this transition and our future course development work.



Replacing Kim as a Course Development Specialist is Katie Lind. Katie comes over from our Elementary Team, where she has been one of our longest-serving Elementary Teachers. Katie is bright, passionate, and always full of positive energy.

It's been fun to watch our team grow and see a few of our team members stretch their skill sets in new positions. I will keep this group informed on how we continue to backfill the last few positions we have posted.

Culture

As Superintendent, I'm making the rounds to team meetings over the next few weeks. I've shared and updates with staff at a staff meeting about the news article published in Idaho Ed News about IDLA. I'm joining team meetings this month to give team members additional time to ask questions and share any concerns they may have. I also have office hours twice a month starting this month, where staff can join me and chat.

Despite some concerning statements from legislators, our staff is positive and resilient. We have received overwhelmingly positive support from stakeholders and school districts. I believe our staff continues to move forward undeterred, and I'll spend some time with each of them to reassure them that IDLA is still strong.

Student Success

Our Communications Team published a great Student Spotlight on [Elora Williams](#). Elora shared with us how IDLA helped her grow from a high school student in Salmon, ID, to a BS in Psychology from Boise State University, to her current opportunity as a PhD student in Behavioral Neuroscience at the University of Colorado Boulder. Elora's high school experience included IDLA courses that piqued her interest in concepts and subjects that weren't available to her at her local school. We're proud to have been part of Elora's journey and wish her great success in her PhD program and career!

News

I'm sure most of you have seen this by now, but Idaho Ed News did publish an [article](#) about IDLA on 8/26/25. I worked with Ryan Suppe, the reporter, and provided him with data and other information that he included in the article. We will spend some time in our September meeting discussing this and other conversations with legislators.

Events

After the IASA Conference, it has been all-hands-on-deck at IDLA to support students and teachers as they complete summer courses and begin fall courses. Coming up on the horizon in September, though, we do have a regional Site Coordinator Training during the weeks of September 15th and 22nd. We also have staff attending the annual VLLA Conference in Charlotte, NC, during the week of September 29th. I will share updates on these events in our October supplemental report to the board.

TITLE 33
EDUCATION

CHAPTER 55
IDAHO DIGITAL LEARNING ACADEMY

33-5501. SHORT TITLE. This chapter shall be known and may be cited as the "Idaho Digital Learning Academy Act of 2002."

[33-5501, added 2002, ch. 105, sec. 1, p. 285.]

33-5502. CREATION -- LEGISLATIVE FINDINGS -- GOAL. (1) There is hereby created the Idaho digital learning academy, a public school-choice learning environment which joins the best technology with the best instructional practices. The Idaho digital learning academy as provided for in this chapter, is not a single department of state government unto itself, nor is it a part of any of the twenty (20) departments of state government authorized by section 20, article IV, of the constitution of the state of Idaho, or of the departments prescribed in section [67-2402](#), Idaho Code. It is legislative intent that the Idaho digital learning academy operate and be recognized not as a state agency or department, but as a governmental entity whose creation has been authorized by the state, much in the manner as other single purpose districts.

(2) The legislature finds that it is in the best public interest to create the Idaho digital learning academy based on findings that indicate:

- (a) Technology continues to impact all facets of life, including the education of students of school age and adult learners;
- (b) Systems for delivery of education are as diverse as the learners;
- (c) Public school systems are seeking high quality educational choices within the public system, and are aligning curriculum and assessment with state achievement standards; and
- (d) The development of a comprehensive digital learning environment is cost prohibitive for individual school districts.

(3) The goal of the digital learning academy is to provide choice, accessibility, flexibility, quality and equity in curricular offerings for students in this state.

[33-5502, added 2002, ch. 105, sec. 1, p. 285; am. 2005, ch. 132, sec. 1, p. 420; am. 2008, ch. 119, sec. 1, p. 333.]

33-5503. ACADEMY BOARD OF DIRECTORS. (1) There is hereby created an academy board of directors which shall be responsible for the development and oversight of the Idaho digital learning academy.

(2) The academy board of directors shall be comprised of eight (8) voting members and one (1) nonvoting member as follows:

- (a) Three (3) members shall be superintendents, each elected to a three (3) year term and each representing two (2) educational classification regions as established by the state board of education. One (1) superintendent shall be elected from among the superintendents in regions one and two on a rotating term basis between the two (2) regions; one (1) superintendent shall be elected from among the superintendents in regions three and four on a rotating term basis between the two (2) regions; and one (1) superintendent shall be elected from among the

superintendents in regions five and six on a rotating term basis between the two (2) regions;

(b) Two (2) members shall be principals, each elected to a three (3) year term by the governing body of the Idaho association of school administrators;

(c) Two (2) members shall be citizens at-large who are not professional educators, appointed by the members of the academy board, each to a term of three (3) years;

(d) The state superintendent of public instruction shall be a voting member and shall serve concurrently with the term of office to which the state superintendent is elected; and

(e) One (1) member shall be an ex officio, nonvoting member appointed by the academy board of directors to serve as secretary to the academy board.

(3) For purposes of establishing staggered terms of office, the initial term of office for the superintendent position representing educational classification regions one and two shall be one (1) year, and thereafter shall be three (3) years. The initial term of office for the superintendent position representing educational classification regions three and four shall be two (2) years, and thereafter shall be three (3) years. The superintendent position representing educational classification regions five and six shall be three (3) years. The initial term of office for one (1) principal position shall be one (1) year and thereafter shall be three (3) years, and the initial term of office for the other principal position shall be two (2) years and thereafter shall be three (3) years. The initial term of office for one (1) member at-large shall be one (1) year and thereafter shall be three (3) years, and the term of office for the other member at-large shall be three (3) years.

(4) No voting member shall serve for more than two (2) consecutive full terms. Members of the board who are appointed to fill vacancies which occur prior to the expiration of a former member's full term shall serve the unexpired portion of such term.

(5) The board shall meet in person at least three (3) times annually; none of these three (3) meetings shall be conducted by telephone or video conferencing.

[33-5503, added 2002, ch. 105, sec. 1, p. 285; am. 2008, ch. 119, sec. 2, p. 333; am. 2009, ch. 55, sec. 2, p. 157.]

33-5504. DUTIES OF THE ACADEMY BOARD OF DIRECTORS. The board shall be responsible for ensuring that academy procedures and courses are in compliance with the rules of the state board of education and applicable statutes of the state of Idaho. In addition, the board shall:

(1) Recommend policies to be established by rule of the state board for effecting the purposes of this chapter.

(2) Employ or contract with staff as necessary and purchase such supplies and equipment as are necessary to implement the provisions of this chapter, which purchases shall be exempt from the state procurement act in [chapter 92, title 67](#), Idaho Code.

(3) To enter into contracts with any other governmental or public agency whereby the board agrees to render services to or for such agency in exchange for a charge reasonably calculated to cover the costs of rendering such service.

(4) To accept, receive and utilize any gifts, grants or funds and personal and real property that may be donated to it for the fulfillment of the purposes outlined in this chapter.

(5) Employ or contract with necessary faculty and teaching staff who are fully certificated Idaho teachers or administrators, to design and deliver planned curriculum content. The academy shall be exempt from the provisions of sections [33-513](#), [33-514](#), [33-514A](#), [33-515](#) and [33-515A](#), Idaho Code, and shall be exempt from [chapter 53, title 67](#), Idaho Code. All teaching and educational staff of the academy shall be exempt, at will employees. The number of such staff shall largely be dictated by the number of courses under development, the number of courses offered, and the number of students participating in academy programs.

(6) Obtain housing where actual operations of the academy are conducted by academy staff.

(7) Contract with a service provider for delivery of academy courses online which shall be accessible twenty-four (24) hours a day, seven (7) days a week.

(8) Ensure that the academy is accredited as established by rule of the state board of education.

(9) Develop policy for earning credit in courses based on mastery of the subject, demonstrated competency, and meeting the standards set for each course.

(10) Provide for articulating the content of certain high school courses with college and university courses in order to award both high school and undergraduate college credit.

(11) Develop policies and practices which provide strict application of time limits for completion of courses.

(12) Develop policies and practices on accountability, both by the student and the teacher, and in accordance with the provisions of section [33-5507](#), Idaho Code.

(13) Manage the moneys disbursed to the academy board from the superintendent.

(14) Set fees charged to school districts for student participation; fees charged for summer school; and fees charged to students and adults for professional development offerings.

(15) Contract with a certified public accounting firm to conduct an annual audit of the Idaho digital learning academy.

[33-5504, added 2002, ch. 105, sec. 1, p. 286; am. 2003, ch. 306, sec. 1, p. 841; am. 2005, ch. 132, sec. 2, p. 421; am. 2008, ch. 119, sec. 3, p. 334; am. 2016, ch. 289, sec. 10, p. 811.]

33-5504A. GOVERNMENTAL ENTITY. (1) The Idaho digital learning academy shall be a governmental entity as provided in section [33-5502](#), Idaho Code. For the purposes of section [59-1302](#)(15), Idaho Code, the Idaho digital learning academy created pursuant to this chapter shall be deemed a governmental entity. Pursuant to the provisions of section [63-36220](#), Idaho Code, sales to or purchases by the Idaho digital learning academy are exempt from payment of the sales and use tax. The Idaho digital learning academy, its employees and its board of directors are subject to the following provisions in the same manner as a traditional public school and the board of trustees of a school district:

(a) Sections [18-1351](#) through [18-1362](#), Idaho Code, on bribery and corrupt influence, except as provided by section [74-405](#), Idaho Code;

- (b) [Chapter 5, title 74](#), Idaho Code, on prohibitions against contracts with officers;
- (c) [Chapter 4, title 74](#), Idaho Code, on ethics in government;
- (d) [Chapter 2, title 74](#), Idaho Code, on open public meetings;
- (e) [Chapter 1, title 74](#), Idaho Code, on disclosure of public records;
- (f) Section [33-1216](#), Idaho Code, on sick and other leave;
- (g) Section [33-1217](#), Idaho Code, on accumulation of unused sick leave;
- (h) Section [33-1218](#), Idaho Code, on sick leave in excess of statutory minimum amounts; and
- (i) Section [33-1228](#), Idaho Code, on severance allowance at retirement.

(2) The Idaho digital learning academy may sue or be sued, purchase, receive, hold and convey real and personal property for school purposes, and its employees, directors and officers shall enjoy the same immunities as employees, directors and officers of traditional public school districts and other public schools, including those provided by [chapter 9, title 6](#), Idaho Code.

(3) The Idaho digital learning academy shall secure insurance for liability and property loss.

(4) It shall be unlawful for:

(a) Any director to have pecuniary interest directly or indirectly in any contract or other transaction pertaining to the maintenance or conduct of the Idaho digital learning academy, or to accept any reward or compensation for services rendered as a director except as may be otherwise provided in this subsection (4). The board of directors of the Idaho digital learning academy may accept and award contracts involving the Idaho digital learning academy to businesses in which the director or a person related to him by blood or marriage within the second degree of consanguinity has a direct or indirect interest, provided that the procedures set forth in section [18-1361](#) or [18-1361A](#), Idaho Code, are followed. The receiving, soliciting or acceptance of moneys of the Idaho digital learning academy for deposit in any bank or trust company, or the lending of moneys by any bank or trust company to the Idaho digital learning academy, shall not be deemed to be a contract pertaining to the maintenance or conduct of the Idaho digital learning academy within the meaning of this section; nor shall the payment of compensation by the Idaho digital learning academy board of directors to any bank or trust company for services rendered in the transaction of any banking business with the Idaho digital learning academy board of directors be deemed the payment of any reward or compensation to any officer or director of any such bank or trust company within the meaning of this section.

(b) The board of directors of the Idaho digital learning academy to enter into or execute any contract with the spouse of any member of such board, the terms of which said contract require, or will require, the payment or delivery of any Idaho digital learning academy funds, moneys or property to such spouse, except as provided in section [18-1361](#) or [18-1361A](#), Idaho Code.

(5) When any relative of any director, or relative of the spouse of a director related by affinity or consanguinity within the second degree, is to be considered for employment in the Idaho digital learning academy, such director shall abstain from voting in the election of such relative, and shall be absent from the meeting while such employment is being considered and determined.

[33-5504A, added 2008, ch. 119, sec. 4, p. 335; am. 2009, ch. 55, sec. 3, p. 158; am. 2015, ch. 141, sec. 73, p. 434; am. 2024, ch. 9, sec. 46, p. 90.]

33-5504B. EXPENDITURES -- BUDGET. (1) There is hereby created in the state treasury the Idaho digital learning academy fund. The fund shall consist of appropriations, fees, grants, gifts or moneys from any other source. The state treasurer shall invest all idle moneys in the fund and interest earned on such investments shall be retained by the fund.

(2) On or before the first Monday in July, there will be held at the time and place determined by the Idaho digital learning academy board, a budget meeting and public hearing upon the proposed budget of the Idaho digital learning academy. Notice of the budget meeting and public hearing shall be posted at least ten (10) full days prior to the date of the meeting in at least one (1) conspicuous place to be determined by the Idaho digital learning academy board of directors. The place, hour and day of the hearing shall be specified in the notice, as well as the place where such budget may be examined prior to the hearing. On or before the first Monday in July a budget for the Idaho digital learning academy shall be agreed upon and approved by the majority of the Idaho digital learning academy board of directors.

[33-5504B, added 2008, ch. 119, sec. 5, p. 337.]

33-5505. DEFINITIONS. As used in this chapter:

(1) "Academy board," also referred to in this chapter as "the board" means the board of directors of the Idaho digital learning academy as such board is created in section [33-5503](#), Idaho Code.

(2) "Host district" means an Idaho school district where the fiscal operations of the Idaho digital learning academy are housed until January 1, 2009.

(3) "Idaho digital learning academy" means an online educational program organized as a fully accredited school with statewide capabilities for delivering accredited courses to Idaho resident students at no cost to the student unless the student enrolls in additional courses beyond full-time enrollment. Participation in the academy by public school students shall be in compliance with academy and local school district policies. Adult learners and out-of-state students shall pay tuition commensurate with rates established by the state board with the advice of the superintendent, and such funds shall be included in the budget and audit of the academy's fiscal records.

(4) "State board" means the Idaho state board of education. The board is authorized and directed, with the advice and recommendation of the academy board of directors, to promulgate rules to implement the provisions of this chapter.

(5) "Superintendent" means the Idaho state superintendent of public instruction.

[33-5505, added 2002, ch. 105, sec. 1, p. 287; am. 2003, ch. 306, sec. 2, p. 842; am. 2005, ch. 132, sec. 3, p. 422; am. 2008, ch. 119, sec. 6, p. 337.]

33-5506. COURSES -- DEVELOPMENT -- BROKERED -- CREDIT -- ACCREDITATION. Online courses shall reflect state of the art in multimedia-based digital learning. Courses offered shall be of high quality in appearance

and presentation, and shall be designed to meet the needs of all students regardless of the student's level of learning.

(1) All courses developed under the auspices of the academy are the property of the academy. Courses may be developed by qualified Idaho teachers who possess the necessary technical background and instructional expertise. Such persons may also be hired to deliver the course online. Nothing shall prevent the board from providing additional training to teachers in the development and online delivery of courses.

(2) At the discretion of the board with consideration for necessity, convenience and cost effectiveness, brokered courses developed by outside sources may be obtained for use by the academy; however, such courses shall be taught online by Idaho teachers unless special circumstances require a waiver of this requirement.

(3) Grade percentages in courses shall be based on such criteria as mastery of the subject, demonstrated competency, and meeting the standards set for each course.

(4) All courses shall meet criteria established by the state of Idaho as necessary for accreditation of the academy.

[33-5506, added 2002, ch. 105, sec. 1, p. 287; am. 2008, ch. 119, sec. 7, p. 338.]

33-5507. REGISTRATION -- ACCOUNTABILITY. (1) A student may register with the academy upon recommendation from a traditional school counselor or administrator, or may register directly with the academy if there is no current public school affiliation. However, in order for coursework completed through the academy to be recorded on the student's transcript, the student shall indicate which school is to receive and record credits earned.

(2) Students who register for courses shall provide the name of a responsible adult who shall be the contact person for the academy in situations which require consultation regarding the student's conduct and performance. A designated responsible adult for students with a school affiliation may be a teacher, a counselor or a distance learning coordinator. For home schooled students, a parent or guardian may be designated.

(3) Policies of accountability as established by rule of the state board shall address the special conditions which exist in an environment where there is reduced face-to-face contact between student and teacher; where students access courses at any time of day, from any location and at the student's own pace; where online etiquette and ethics should be clearly understood and required of all participants; and where all students' participation is monitored by online teachers and academy personnel.

(4) Policies shall be established by rule of the state board for student-related issues including taking exams, proctored or unproctored; ensuring that the work is being done by the student; and ensuring that ethical conduct and proper etiquette are always observed by all participants.

[33-5507, added 2002, ch. 105, sec. 1, p. 288; am. 2005, ch. 132, sec. 4, p. 422; am. 2008, ch. 119, sec. 8, p. 338.]

33-5508. FUNDING. (1) Funding for the infrastructure of the program shall be provided pursuant to section [33-1020](#), Idaho Code. The superintendent shall disburse the funds to the Idaho digital learning academy board of directors who shall use the moneys to develop courses and maintain operations of the academy.

(2) Additional funding for course offerings through the Idaho digital learning academy shall be added to the Idaho digital learning academy budget by charging fees to the school districts for student participation. These fees shall be established annually by the Idaho digital learning academy board of directors and shall reflect the various types of course offerings available. Fees for summer school and professional development offerings to students and adults shall also be established by the Idaho digital learning academy board of directors.

[33-5508, added 2002, ch. 105, sec. 1, p. 288; am. 2003, ch. 306, sec. 3, p. 843; am. 2007, ch. 353, sec. 13, p. 1049.]

33-5509. DIGITAL LEARNING ACADEMY A STATE DEPARTMENT FOR PURPOSES OF RISK MANAGEMENT. For risk management purposes, the Idaho digital learning academy shall be considered a state department for purposes of risk management pursuant to [chapter 57, title 67](#), Idaho Code, and the department of administration shall treat it as such.

[33-5509, added 2006, ch. 358, sec. 1, p. 1091.]