

IDLA Board of Directors

Oct 14, 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

- 2320 - [Health, Sex Education, and Human Sexuality](#)
 - “Human Sexuality” only included in courses where the state standards or university syllabus specifically requires instruction
 - Content will be age and grade appropriate
 - Opt-in required
 - [Human development](#) package also included where prescribed by law
- 2320-P(1) - [Health, Sex Education, and Human Sexuality - Parent Complaints](#)
 - Process for escalation and guidelines for follow-up
- 7402 - [Restrictions on Contracts](#)
 - Entities boycotting Israel, owned by the government of China, or boycotting specified industries
- 7405 - [Public Works Contracting and Procurement](#)
 - Licensure and bidding requirements
- 7405-P(1) - [Public Works Contracting and Procurement - Procuring Public Works, Services, and Personal Property](#)
 - Specific procurement requirements based on the amount of purchase

Second Reading

- 7400 - [Miscellaneous Procurement Standards](#)
 - **Update:** Approved amount for micro-purchases updated from \$3,000 to \$10,000 based on October ISBA Model Policy update
 - 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

Final 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

Board Member Updates

Superintendent Update

Legislator Feedback

6.3 Inform and engage stakeholders through advocacy and transparency.

Legislator Feedback

DOGE Committee Update

Budget

- Plan for 3% holdback for FY26 and FY27

Value of IDLA

- "Too expensive"
- Perception of double-funding
- Perception or lack of perception of IDLA as a marginal benefit
- Prepare for conversations to support ADA-eligibility of IDLA courses

Legislator Feedback - LSO Request

Thank you for the information you provided last month. After reviewing that data, we have one follow-up to a question that wasn't fully answered and one additional question:

- We are trying to determine why certain Local Education Agencies (LEA) are such heavy users of IDLA courses and the data you provided on the students enrolled in at least 3 courses doesn't fully answer that. We are requesting a complete student census for the 2024 – 2025 school year. This will be a spreadsheet will have one row for each enrollment (e.g. 51,452 enrollments will equal 51,452 rows). For each enrollment, we are requesting:
 - LEA (school district or charter school)
 - School within the LEA
 - Course
 - Course type (credit recovery, dual credit, standard course, driver's ed, master)
 - Course grade level
 - Fall, spring, or summer semester
 - Subject (English, math, driver's ed, world languages, health and fitness, science, social studies, electives, orientation, elementary, computer science)
 - **Reason for Enrollment (adding this for necessary context)**
****** We do not need the name of the student or a unique identifier.**
- Your FY2025 budget shows around \$235,000 for staff travel. Please provide a breakdown of those expenses, including:
 - Who traveled
 - Purpose of the travel
 - Expense report or an accounting of the expenses for each trip.

We will continue to track time and submit total hours plus the equivalent cost of the records request

Legislative Strategy

6.3 Inform and engage stakeholders through advocacy and transparency.

Legislative Strategy

One-Pager Plus Value Statements

Cost Savings to Idaho

FY25 enrollment = 51,452

Large Virtual Charter (funded per ADA)

- \$1,388/enrollment
- Total funding (51,452 enrollments) = \$71,452,376

IDLA funding

- \$430/enrollment
- Total funding (51,452 enrollments) = \$22,124,360

Cost Savings to State = \$49,328,016

Legislative Strategy

One-Pager Plus Value Statements

Cost Savings to Districts

FY26 course fee per enrollment = \$40 or less

Private provider cost per enrollment = \$380

FY25 enrollment = 51,452

FY26 course fees (based on FY25 enrollment) = \$2,057,000

FY26 course fees through private provider = \$19,551,760

Cost Savings to Districts = \$17,494,760

Legislative Strategy

One-Pager Plus Value Statements

Cost Savings to Families

FY25 Dual Credit Enrollment = 8,459

FY25 Course Fee = \$75/course

FY25 Dual Credit Course Fee = \$0/course

Average cost of college tuition = \$474.15/course

FY25 cost savings to families = \$3.6 million

Legislative Strategy

Legislators

- One-Pager (incl. Value Statements)
- IDLA Enrollment by Legislative District

Superintendents

- One-Pager (incl. Value Statements)
- Talking Points
- IASA Session at ISBA Convention

Topics for the November Working Session

2.1 Provide quality service to all stakeholders.

2.2 Increase the use of actionable data provided to all staff and stakeholders.

6.3 Inform and engage stakeholders through advocacy and transparency.

Topics for the November Working Session

FY25 Audit

Upcoming Meeting Dates

- 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

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

October 14, 2025

Tuesday, October 14, 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. #2320 -Health, Sex Education, and Human Sexuality
 - b. #2320-P(1) - Health, Sex Education, and Human Sexuality -Parent Complaints
 - c. #7402 - Restrictions on Contracts
 - d. #7405 - Public Works Contracting and Procurement
 - e. #7405-P(1) - Public Works Contracting and Procurement - Procuring Public Works, Services, and Personal Property
2. Policies, 2nd 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
3. Policies, Final 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

V. Updates

1. Board Member Updates- All
2. Superintendent Update - Mr. Jeff Simmons
 - a. Legislator Feedback
 - b. Review Legislative Strategy
 - c. Topics for the November Working Session

2025 -2026 Board Meeting Dates

- 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

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

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

Board Members Absent

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Staff Members Present

- Mr. Jeff Simmons, Mr. Ryan Gravette, Mr. Brian Smith, Ms. Kim Caldronney, Mr. Jeff Farden, Ms. Jolene

Others Present

-

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

I. Agenda

The meeting began at 10:02 a.m. Mrs. Michelle Clement Taylor made a motion to approve the agenda, and it was seconded by Mr. John Stiffler. The motion is unanimous.

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

A motion to approve the consent agenda was made by Mr. John Stiffler and seconded by Mrs. Michelle Clement Taylor . The motion is unanimous.

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

A motion to approve the first reading of policies #7400, #7400-P(1), #7400-P(2), #7400-P(3), and #7400-P(4) was made by Mr. Jeff Schutte and seconded by Mr. Matt Valadao. The motion is unanimous.

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

A motion to approve the second reading of policies #1500-P(1), #4105, #7320, #7320-P(1), and #7320-P(2) was made by Mr. Jeff Schutte and seconded by Mr. John Stiffler. The motion is unanimous.

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

A motion to approve and adopt the final reading of policies #2520, #7270, #7300, and #7310 was made by Mrs. Karla LaOrange and seconded by Mr. Matt Valadao. The motion is unanimous.

4. May 12, 2026 Virtual Mtg Date Change

A motion to change and move the May board meeting date to May 19, 2026 was made by Mr. Matt Valadao and seconded by Mrs. Michelle Clement Taylor. The motion is unanimous.

V. Updates

1. Board Member Updates- All

The Board members all provided updates that touched on but not limited to the start of the school year, grants, new programs, organization involvement, sports, industry and funding.

2. Superintendent Update - Mr. Jeff Simmons

a. 3% Holdbacks

Superintendent Simmons talked about the current holdback and that IDLA is not part of this. Agencies are preparing for anywhere from 2-6% pending what the legislature decides.

b. Code Clean Up

Superintendent Simmons referred to House Bill 14. This was to ask agencies to review statutes and review items of redundancy.

c. LSO Data

Superintendent Simmons talked about the finance report that was submitted to LSO which generated additional finance questions. The last question is being responded to.

d. Legislative Strategy

Superintendent Simmons talked about a one page document that has been created for those that will be visited this fall.

A motion to adjourn the meeting was made at 10:58 a.m. by Mrs. Karla LaOrange and seconded by Mr. John Stiffler. The motion is unanimous.

<i>2025 -2026 Board Meeting Dates</i>
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- 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
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Idaho Digital Learning Alliance
P. O. Box 10017
Boise, ID 83707
208.342.0207
www.IDLA.org

Board of Directors
October 14, 2025

Recommendations for Hire:

Name	Full-Time /Part-Time	Position	Hire Date
Gretchen Garrett	FT	Course Development Specialist	October 13, 2025
April Williams	FT	Operations Support Specialist	September 29, 2025
Anthony Turner	FT	Software Engineer	October 1, 2025

Resignations/Terminations/Non-Contract Renewals:

Name	Full-Time /Part-Time	Position	Years of Service	Last Day
Justin Hooper	FT	IT Support Specialist	1.75	September 9, 2025
Jessica Tanner	PT	Elementary Instructor	1.2	September 10, 2025
Ashley Loos	PT	Elementary Instructor	1.25	September 10, 2025
Larinda Ferreira	PT	Elementary Instructor	1.25	September 10, 2025
Anthony Turner	FT	Software Engineer	0	October 3, 2025

FY2526 EXPENDITURES FOR BOARD APPROVAL

09/01/2025 - 09/30/2025

		Opening Bal 8/31/2025	9/01/2025 thru 9/30/2025	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	\$6,263.83	\$0.00	\$6,263.83	\$30,000.00	\$23,736.17
100.500.410.000.000	INSTRUCTION - SUPPLIES & MATERIALS	\$19.09	\$0.00	\$19.09	\$2,000.00	\$1,980.91
100.500.440.000.000	INSTRUCTION - TEXTBOOKS	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
100.640.312.000.000	SUPERVISION - CONTRACTED SERVICES	\$22,086.84	\$0.00	\$22,086.84	\$212,400.00	\$190,313.16
100.640.381.000.000	SUPERVISION - STAFF TRAINING & TRAVEL	\$4,650.53	\$297.19	\$4,947.72	\$15,000.00	\$10,052.28
100.640.410.000.000	SUPERVISION - SUPPLIES & MATERIALS	\$125.05	\$0.00	\$125.05	\$1,000.00	\$874.95
TOTAL:		\$38,850.94	\$297.19	\$39,148.13	\$336,400.00	\$297,251.87
CURRICULUM PROGRAMS						
100.510.312.000.000	CONTENT DEVELOPMENT SERVICES	\$23,901.50	\$0.00	\$23,901.50	\$107,000.00	\$83,098.50
100.510.381.000.000	CURRICULUM - STAFF TRAINING & TRAVEL	\$9,852.97	\$0.00	\$9,852.97	\$55,000.00	\$45,147.03
100.510.410.000.000	CURRICULUM - SUPPLIES & MATERIALS	\$404.08	\$903.58	\$1,307.66	\$3,000.00	\$1,692.34
100.510.440.000.000	CURRICULUM - EDUCATIONAL CONTENT LICENSING & SUPPORT	\$130,615.74	\$0.00	\$130,615.74	\$140,000.00	\$9,384.26
TOTAL:		\$164,774.29	\$903.58	\$165,677.87	\$305,000.00	\$139,322.13
ELEMENTARY PROGRAMS						
100.512.381.000.000	ELEMENTARY - STAFF TRAINING & TRAVEL	\$5,104.34	\$0.00	\$5,104.34	\$35,000.00	\$29,895.66
100.512.410.000.000	ELEMENTARY - SUPPLIES & MATERIALS	\$1,034.47	\$0.00	\$1,034.47	\$5,000.00	\$3,965.53
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:		\$41,478.81	\$0.00	\$41,478.81	\$78,000.00	\$36,521.19
DISTRICT PROGRAMS						
100.600.312.000.000	DISTRICT COORDINATION & IMPLEMENTATION	\$22,357.36	\$1,629.44	\$23,986.80	\$35,000.00	\$11,013.20
100.600.381.000.000	DISTRICT PROGRAMS - STAFF TRAINING & TRAVEL	\$25,726.37	\$6,034.14	\$31,760.51	\$95,000.00	\$63,239.49
100.600.410.000.000	DISTRICT PROGRAMS - SUPPLIES & MATERIALS	\$444.12	\$129.50	\$573.62	\$7,500.00	\$6,926.38
TOTAL:		\$48,527.85	\$7,793.08	\$56,320.93	\$137,500.00	\$81,179.07
INFORMATION AND TECHNOLOGY						
100.623.312.100.000	CONTRACTED SERVICES - PROGRAMMING	\$51,557.92	\$80,438.82	\$131,996.74	\$989,140.00	\$857,143.26
100.623.312.200.000	CONTRACTED SERVICES - GENERAL	\$31,959.73	\$26,415.00	\$58,374.73	\$295,000.00	\$236,625.27
100.623.350.000.000	ORGANIZATIONAL COMMUNICATION	\$19,682.25	\$1,894.21	\$21,576.46	\$250,400.00	\$228,823.54
100.623.381.000.000	TECHNOLOGY - STAFF TRAINING & TRAVEL	\$7,419.94	\$129.00	\$7,548.94	\$40,000.00	\$32,451.06
100.623.410.000.000	TECHNOLOGY - SUPPLIES & MATERIALS	\$116.58	\$299.00	\$415.58	\$8,000.00	\$7,584.42
100.623.460.100.000	TECHNOLOGY - SOFTWARE	\$188,922.43	\$3,990.24	\$192,912.67	\$315,000.00	\$122,087.33
100.623.460.200.000	TECHNOLOGY - LMS & SUPPORT	\$329,198.24	\$1,500.00	\$330,698.24	\$405,000.00	\$74,301.76
100.623.555.000.000	TECHNOLOGY - HARDWARE	\$44,788.68	\$844.58	\$45,633.26	\$150,000.00	\$104,366.74
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	\$157,088.19	\$5,602.89	\$162,691.08	\$434,000.00	\$271,308.92
TOTAL:		\$876,483.96	\$121,113.74	\$997,597.70	\$2,936,540.00	\$1,938,942.30
BUSINESS OPERATIONS						
100.651.312.000.000	OPERATIONS - CONTRACTED PROFESSIONAL SERVICES	\$12,170.78	\$3,601.82	\$15,772.60	\$70,000.00	\$54,227.40
100.651.315.000.000	OPERATIONS - STAFF EDUCATIONAL PROGRAM	\$6,183.00	\$0.00	\$6,183.00	\$30,000.00	\$23,817.00
100.651.321.000.000	OPERATIONS - FACILITY & OCCUPANCY	\$119,000.73	\$987.00	\$119,987.73	\$111,027.00	-\$8,960.73
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	\$18,180.00	\$0.00	\$18,180.00	\$80,000.00	\$61,820.00
100.651.355.000.000	OPERATIONS - STAFFING EXPENDITURES	\$29,747.86	\$0.00	\$29,747.86	\$22,000.00	-\$7,747.86
100.651.381.000.000	OPERATIONS - STAFF TRAINING & TRAVEL	\$12,106.29	\$431.23	\$12,537.52	\$56,000.00	\$43,462.48
100.651.382.000.000	BOARD OF DIRECTORS - TRAINING AND TRAVEL	\$920.79	\$303.84	\$1,224.63	\$14,000.00	\$12,775.37
100.651.410.000.000	OPERATIONS - OFFICE SUPPLIES AND MATERIALS	\$5,722.07	\$817.90	\$6,539.97	\$60,000.00	\$53,460.03
TOTAL:		\$208,968.21	\$6,141.79	\$215,110.00	\$458,027.00	\$242,917.00

Board Policy 2320: Health, Sex Education, and Human Sexuality**Status:** DRAFT**Original Adopted Date:** [REDACTED]**Last Reviewed Date:** [REDACTED]Human Sexuality

IDLA will only provide instruction on human sexuality when required by state standards or partnering college/university requirements, and any applicable policies of the student's home school district, which IDLA may deem controlling. The term "human sexuality" shall mean the following, as required by state law.

IDLA will strive to ensure that instruction in any of these topics shall be age and developmentally appropriate. Classroom instruction that does not meet this criteria is prohibited. Before providing instruction on any of these topics, IDLA shall provide parents/guardians with at least two weeks of notice and the opportunity to review any materials that will be used in this instruction. This notice shall include a brief description of the content of this instruction. Parents/guardians shall be provided with a form to notify their teacher that they allow their student to participate in the content included in the notice. Alternative educational activities or other course options shall be provided for students whose parents have chosen not to have their student participate in the content.

If a parent/guardian believes their student has received instruction on one of these topics without the permission described above, the parent may address their complaint as described in Procedure 2320.

Sex Education

Health, family life, and sex education, including information about parts of the body, reproduction, and related topics, shall be included in the instructional program as appropriate to the grade level and course of study, and in consideration of all relevant state standards, applicable district policies, and guidance from the Idaho Department of Education and Idaho Board of Education.

The Board directs that sex education instruction shall include instruction on abstinence. However, it is recognized that this alone may not prevent pregnancies and sexually transmitted infections (STIs). Therefore, the Board allows for instruction in sex education, including STIs, birth control, adoption, and general human sexuality. In all cases, instruction shall consist only of known facts,

not the opinions or moral judgment of the instructor.

Any sex education instruction shall include instruction on:

1. Available adoption resources and current adoption practices in the United States as a means of providing for the well-being of a child;
2. The Idaho Safe Haven Act, IC 39-8201 et seq.; and
3. Where to find resources and support in the State of Idaho.

Additionally, any instruction on human biology, contraception, or STIs provided to students in grades 5 through 12 shall be accompanied by a viewing of a video that meets the requirements of state law.

Before a student can view such a video, their parent/guardian must be given notice as outlined in this policy, be provided with the opportunity to review the video, and choose for their child not to participate in this curriculum.

No sex education materials or instruction may be provided by any individual or organization that is an abortion provider.

Alcohol, Tobacco, and Drug Education

Students shall receive education regarding the use of alcohol, tobacco, and drugs. The Superintendent or designee shall develop curriculum for use in health education that provides instruction to students in the areas of prevention, education, treatment, rehabilitation, and legal consequences of alcohol, tobacco, and drug use.

Legal References	Description
IC § 18-8707	Abortion-Related Activities Prohibited in School-Based Health Clinics and Sex Education Curricula
IC § 33-1605	Health and Physical Fitness – Effects of Alcohol, Tobacco, Stimulants and Narcotics
IC § 33-1608, et seq.	Family Life and Sex Education – Legislative Policy
IC § 33-1609	Courses of Instruction
IC § 33-1611A	Requiring Permission for Instruction Addressing Human Sexuality
IC § 33-1637	Human Growth and Development Instruction in

IC § 33-342

IC § 33-6001

IC § 39-8201 et. seq.

IDAPA 08.02.03.160

Cross References

Code

2340

Public Schools

Adoption Education

Parental Rights

Idaho Safe Haven Act

Safe Environment and Discipline

Description

Controversial Issues

**Procedure 2320-P(1): Health, Sex Education, and
Human Sexuality - Parent Complaints****Status: DRAFT****Original Adopted Date:** [REDACTED]**Last Reviewed Date:** [REDACTED]

It is IDLA's practice to require parental permission prior to a child receiving any instruction addressing human sexuality. If a child receives instruction in human sexuality, as defined in Policy 2320 or in I.C. § 33-1609, without the written parent permission described in that policy or Idaho Code, the parent/guardian is encouraged to first discuss it with the principal with the objective of resolving the matter promptly and informally. If the principal and teacher resolve the situation informally, the principal shall seek to obtain a retroactive permission slip from the parent/guardian to be filed with the other permission slips and kept on file for the student for the duration of the academic year.

If the complaint is not resolved informally, the parent/guardian can provide written notice to the Superintendent or designee that they believe a violation of the parent notice portion of Policy 2320 has occurred. IDLA shall provide a process for the parent/guardian to submit such complaints. Within this process, the parent/guardian shall indicate whether they:

1. Provide retroactive permission for the instruction; or
2. Request rectification.

The Superintendent or their designee shall meet with the parent/guardian and the student who attended the class. The Superintendent or designee shall then investigate the complaint. This investigation may include, but will not necessarily be limited to:

1. Student interviews and statements;
2. Interviewing the teacher and other adults who may have been present or otherwise have knowledge of the situation; and
3. A review of the educational standards, IDLA process, and procedures relating to educational matters of sex education and human sexuality as defined in Policy 2320.

Within 30 days of receiving the written complaint, the Superintendent or designee shall provide a thorough response to the parent/guardian regarding the complaint. If the parent/guardian provided retroactive permission for the instruction, this permission shall be added to IDLA records. If the parent/guardian requested rectification, the Superintendent or designee shall determine what form this rectification shall take, which may include but is not necessarily limited to:

1. A recommendation from the Superintendent to the Board for amendments to IDLA's policies and procedures regarding human sexuality as defined in Policy 2320;
2. A recommendation from the Superintendent to the Board to revisit IDLA's curriculum relating to sex education, human sexuality as defined in Policy 2320 , or related subject matters;
3. An apology from IDLA; and
4. Direction from the Superintendent to IDLA staff on how similar situations should be addressed in the future.

The Superintendent or designee shall also decide whether to take disciplinary action against any employee who violates the parent notice requirements described in Policy 2320. Any such action would be confidential, as described in IC 33-518, IC 74-104, and IC 74-106. Therefore, the complaining parent/guardian will not be notified of any disciplinary action taken.

Legal References

Description

IC § 18-8707	Abortion-Related Activities Prohibited in School-Based Health Clinics and Sex Education Curricula
IC § 33-1605	Health and Physical Fitness – Effects of Alcohol, Tobacco, Stimulants and Narcotics
IC § 33-1608, et seq.	Family Life and Sex Education – Legislative Policy
IC § 33-1609	Courses of Instruction
IC § 33-1611A	Requiring Permission for Instruction Addressing Human Sexuality
IC § 33-1637	Human Growth and Development Instruction in Public Schools
IC § 33-342	Adoption Education
IC § 33-6001	Parental Rights
IC § 39-8201 et. seq.	Idaho Safe Haven Act
IDAPA 08.02.03.160	Safe Environment and Discipline

Cross References

Code

Description

2340	Controversial Issues
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Policy 7402: Restrictions on Contracts
Original Adopted Date: [REDACTED]
Last Reviewed Date: [REDACTED]**Status:** PROPOSEDEntities Boycotting Israel

For all contracts IDLA enters into after July 1, 2021, to acquire or dispose of services, supplies, information technology, or construction:

1. For greater than \$100,000; and
2. With a company that employs ten or more people

IDLA shall include the following written certification in such contract:

“Section 67-2346, Idaho Code, prohibits IDLA from contracting with any company (of more than ten employees) that engages in a boycott of Israel. Per Section 67-2346, such a boycott means ‘engaging in refusals to deal, terminating business activities, or other actions that are intended to discriminate against, inflict economic harm, or otherwise limit commercial relations specifically with the state of Israel or territories under its control, or persons or entities doing business in the state of Israel or territories under its control.’ By entering into this agreement, we acknowledge that we do not currently engage in – and will not engage in during the duration of this contract – a boycott against the State of Israel or its territories.”

Entities Owned or Operated by the Government of China

Any contract IDLA enters into after July 1, 2023, for any services, supplies, information technology, or construction shall include the following written certification:

“Section 67-2359, Idaho Code, prohibits IDLA from contracting with any company unless it certifies that it is not currently owned or operated by the government of China – either in whole or in part – and will not be for the duration of the contract. By entering into this agreement, we affirm this company is not currently owned or operated by the government of China – either in whole or in part – and will not be for the duration of the contract.”

Entities Boycotting Supporters of Specified Industries

For all contracts IDLA enters into for goods and services after July 1, 2024:

1. For greater than \$100,000; and
2. With a company that employs ten or more people

IDLA shall include the following written certification in such contract:

“Section 67-2347A, Idaho Code, prohibits IDLA from contracting with any company (of more than ten employees) that engages in a boycott of any individual or company because the individual or company:

1. Engages in or supports the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or
2. Engages in or supports the manufacture, distribution, sale, or use of firearms, as defined in section 18-3302(2)(d), Idaho Code.

Per Section 67-2346, such a boycott means ‘without a reasonable business purpose, refusing to deal with an individual or organization, terminating business with an individual or organization, or taking another action that is intended to penalize, inflict economic harm on, or limit commercial relations with an individual or organization because the individual or organization:

1. Engages in a particular business sector;
2. Engages in a particular business sector and does not commit or pledge to meet standards beyond applicable federal and state law; or
3. Does business with an individual or organization that engages in a particular business sector.’

By entering into this agreement, we acknowledge that we do not currently engage in – and will not engage in during the duration of this contract – a boycott of the individuals or companies listed above.”

This requirement shall not apply if:

1. The IDLA Board of Directors determines that these requirements are inconsistent with their constitutional or statutory duties related to the issuance, incurrence, or management of debt obligations or the deposit, custody, management, borrowing, or investment of funds.
2. The IDLA Board of Directors determines that these requirements would be, with respect to a specific contract, contrary to IDLA’s business needs and would prevent IDLA from fulfilling its legal duties or obligations.

Contracts in Violation

If IDLA has entered or enters into a contract that does not include the required certifications subsequent to the applicable deadlines above, IDLA has a period of 90 days from discovery of this

status to obtain the required certification. If IDLA fails to obtain such certification within 90 days, the contract is declared void as a matter of law.

For all contracts entered into by IDLA before the applicable deadlines above that do not contain the required certifications, IDLA shall not renew such contracts without including the required certifications.

Legal References	Description
IC § 67-2346	Anti-Boycott Against Israel Act
IC § 67-2347A	Prohibition on Contracts with Companies Boycotting Certain Sectors
IC § 67-2359	Contract with a Company Owned by the Government of China Prohibited

Policy 7405: Public Works Contracting and Procurement
Original Adopted Date:
Last Reviewed Date:

Status: PROPOSED

No contract involving a public works project shall be let to any contractor who is not licensed as required by the laws of this State. Further, IDLA shall at all times adhere to the bidding requirements for public works contracting and procurement as set out in State law.

Public Works Contractor Licensure Requirements

\$0 to \$50,000	No licensure requirement	IC 54-1903(9)
\$50,000 and above	Licensure required	IC 54-1903(9)

Exemptions from Public Works Contractor Licensure

Less than \$50,000 for construction, alteration, improvement, or repair.	Single project with any number of trades	IC 54-1903(9)
Any construction, alteration, or repair due to an emergency.	Pursuant to the provision of Chapter 10, Title 46 Idaho Code	IC 54-1903(11)

Public Works Construction Bidding

\$0 to \$100,000	No bidding requirements	IC 67-2803(2)
\$100,000 to \$250,000	Semi-formal bidding: Issue written requests for bids describing the work to at least three licensed contractors. Allow three days for a written response and objections one day prior to bid. Keep	IC 67-2805(1)

records for six months. Accept the low bid or reject all bids.

\$250,000 and above

Formal bidding 2 **Options A & B:**

IC 67-2805(2)

Category A – Open to all licensed contractors. Publication requirements. Written objections are allowed. May request bid security/bond. Accept the low bid or reject all bids. See code for details. (IC 67-2805(2)(a).)

Category B – Open to pre-qualified contractors. After pre-qualification is determined, the bidding process is in the same manner as Category A. (IC 67-2805(2)(b).)

Legal References

Description

IC § 33-601

School Property - Real and Personal Property - Acquisition, Use, or Disposal of the Same

IC § 54-1903

Unlawful to Engage in Public Works Contracting Without License - Exemptions

IC § 67-2801, et seq.

Purchasing by Political Subdivisions

IC § 74-401 et seq.

Ethics in Government

Other References

Idaho State Department of Education

Policies and Procedures Used Template

Cross References

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

7408

Entering into Professional Service Contracts

7409

Acquisition of Real and Personal Property

**Policy 7405-P(1): Public Works Contracting and
Procurement - Procuring Public Works, Services,
and Personal Property****Status: PROPOSED****Original Adopted Date:** **Last Reviewed Date:** IDLA Procurement Policy

Efficient and cost-effective procurement of goods, services, and public works construction is an important aspect of IDLA operations. IDLA shall endeavor to buy goods, services, and public works construction through a publicly accountable process that respects the shared goals of economy and quality. IDLA shall, to the extent reasonably available and not prohibited by law or administrative rules, endeavor to purchase goods and services from vendors with a significant economic presence in Idaho.

Authorization and Control - Generally

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

The Superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year, and pursuant to State purchasing and federal procurement requirements. Board approval for the purchase of capital outlay items is required when the aggregate total of a requisition exceeds \$100,000, except the Superintendent shall have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of IDLA or the health and safety of the staff or students. The Superintendent shall establish requisition and purchase order procedures as a means of controlling and maintaining proper accounting of the expenditure of funds that align with State and federal procurement requirements. Staff members shall not obligate IDLA without express authority of the Board or an authorized designee. Staff members who obligate IDLA without proper authorization may be held personally responsible for payment of such obligations and may also be subject to discipline, up to and including termination.

All other procurement and purchases shall be made in accordance with the State and federal laws and administrative rules and with IDLA policies and procedures.

Procuring Public Works Construction

Public Works Procurement, Projects Between \$100,000 and \$250,000: When the Board contemplates procurement of public works construction valued at or in excess of \$100,000, but in an amount less than \$250,000, the following procedures shall be followed.

1. The Board or its designee shall prepare a solicitation for bids for the contemplated public works construction, and shall deliver it in writing to no fewer than three owner-designated licensed public works contractors. Delivery may be accomplished either by electronic or physical delivery. The solicitation shall describe the construction work to be completed in sufficient detail to allow an experienced public works contractor to understand the construction project IDLA seeks to build.
2. In the event that it is impractical or impossible to obtain three bids for the proposed public works procurement, IDLA may proceed to acquire the work in any manner the Board or its designee deems best from a qualified public works contractor quoting the lowest price. When fewer than three bids are considered, a description of IDLA's efforts undertaken to procure at least three bids shall be documented and placed in the records of the Board, and such documentation shall be maintained for at least six months following the date of the final procurement decision.
3. The solicitation for bids shall describe the electronic or physical delivery method or methods authorized to submit a bid, the date and time by which a bid proposal must be received by the clerk, secretary, or other authorized IDLA official, and shall provide a reasonable time to respond to the solicitation, provided that, except in the event of an emergency, such time shall not be less than three business days.
4. The solicitation shall explain that if a potential bidder has an objection to the specifications described in the solicitation, it must submit a written objection to IDLA. The objection must be received by IDLA's clerk, secretary, or other authorized person no later than one business day before the date and time of the bidders' deadline to submit bids.
5. When written bids have been received by IDLA, by either physical or electronic delivery, they shall be submitted to the Board or its designee, who shall present the lowest responsive bid to the Board for approval or, if the Board's designee is so authorized,

approve the bid. The Board or the Board's designee is required to either approve the responsive bid proposing the lowest procurement price, or reject all bids and publish notice for bids, as before.

6. In the event two or more price quotations offered by different licensed public works contractors are the same and represent the lowest responsive bid, the Board or its authorized designee may, in the exercise of its discretion to promote the best interests of the District, accept the one it chooses.

Public Works Procurement, Projects greater than \$250,000: When the Board contemplates procuring public works construction valued in excess of \$250,000, the following procedures shall apply. The purchase of construction services shall be made pursuant to a competitive sealed bid process. The purchase shall be made from the qualified public works contractor submitting the lowest bid price complying with bidding procedures and meeting the pre-qualifications, if any are required, established by the bid documents. The competitive bidding process may follow either of two alternate procedures described in detail below, either Category A, bidding open to all licensed public works contractors; or Category B, bidding open only to licensed public works contracts who satisfy minimum requirements set by the Board or its designee.

Category A: Competitive bidding procedures shall be open to all licensed public works contractors desiring to bid upon a public works project. For all Category A bids, the Board may consider only the amount bid, the bidder's compliance with administrative requirements of the bidding process, and whether the bidder holds the requisite license. When considering bids meeting these requirements, the Board shall award the bid to the qualified bidder submitting the lowest responsive bid.

1. IDLA's request for bids for a Category A procurement shall set a date and place for the public opening of bids. IDLA shall publish two notices soliciting bids in the newspaper. The first notice shall be published at least two weeks before the date for opening bids, with the second notice to be published in the succeeding week at least seven days before the date that bids are scheduled to be opened. The notice shall succinctly describe the project to be constructed. Copies of specifications, bid forms, bidder's instructions, contract documents, and general and special instructions shall be created by the Board or its designee and shall be made available upon request by any interested bidder that also submits payment of a reasonable plan copy fee.
2. The solicitation shall explain that in the event a bidder has an objection to project specifications or bidding procedures, it must submit a written objection in writing, which

must be received by the Board or its designee at least three business days before the date and time the bids are scheduled to be opened. The Board or its designee shall respond to all objections in writing and shall provide written copies of the objection and the response to the objecting bidder, and deliver copies to all other bidders known to IDLA at that time. The Board or its designee may adjust the bidding timeframes if necessary.

3. All bids shall be delivered under sealed cover to the Clerk of the Board or other designee identified in the bid solicitation documents provided to bidders by IDLA. On the cover of the sealed bid, the bidder must include a concise statement generally identifying the project for which the bid is submitted.
4. In the event the Board deems it to be in the best interest of IDLA to require bidders to provide bid security, it may do so in an amount equal to at least 5% of the amount bid. If the Board requires bid security, no bid may be considered unless it includes adequate bid security in one of the following forms designated by the Board:
 - A. Cash;
 - B. A cashier's check made payable to IDLA;
 - C. A certified check made payable to IDLA; or
 - D. A bidder's bond executed by a qualified surety company, made payable to IDLA.
5. Once submitted to IDLA, no bid may be withdrawn after the passing of the date and time set in the notice for opening of the bids. When sealed bids have been received, they shall be opened in public at a designated place and time, thereafter to be compiled and submitted to the Board for award to the lowest responsive bidder, or, if a designee had been authorized to select the lowest bid, for approval of the award.
6. In the event the successful bidder fails to execute the contract, at the sole discretion of the Board, the bidder's security may be forfeited to IDLA, and the proceeds shall be deposited in a designated fund from which the expenses of procuring substitute performance are paid.
7. In the event the successful bidder refuses or fails to execute the contract, IDLA may award the contract to the qualified bidder that had submitted the next lowest responsive bid. If the Board awards the contract to the next lowest qualified bidder, IDLA may apply the lowest qualified bidder's security to the difference between the lowest responsive bid

and the next lowest responsive bid. The surplus, if any, shall be returned to the lowest bidder if cash or check is used, or to the surety on the bidder's bond if a bond is used. IDLA may retain reasonable administrative costs not to exceed 25% of the amount of the bidder's security.

8. In its discretion, the Board may reject all bids presented and decide to re-bid the project. Alternatively, the Board may, after finding it to be a fact, pass a resolution declaring that the project sought to be accomplished by the expenditure can be performed more economically by purchasing goods and services on the open market because the project is not a public works project.
9. If the Board chooses to award a competitively bid contract involving the procurement of public works construction to a bidder other than the apparent low bidder, the Board shall, in open session at a duly noticed Board meeting, declare its reason or reasons on the record and shall communicate such reason or reasons in writing to all bidders that submitted a competing bid.
10. In the event a participating bidder objects to the award of the project to a bidder other than the lowest responsive bidder, such bidder shall, within seven calendar days of the date of the Board's award notice, deliver to the Board Clerk or designee its written objection to the Board's award, setting forth the express reason or reasons that the Board's award decision is in error. Upon receipt of such objection, the Board shall immediately stay performance of the project until after the Board addresses the contentions raised by the objecting bidder(s). To address the objection(s), the Board shall review its decision and determine whether to affirm its prior award, to modify the award, or to re-bid the project, setting forth its reason or reasons therefor. The Board's review cannot be delegated. After completion of the review process, the Board may proceed as it deems to be in the public's best interest.
11. If two or more identical bids are received, the Board may select the bidder it prefers.
12. If no bids are received, the Board may complete the project by selecting a licensed public works contractor without further competitive bidding procedures.

Category B: When following this procedure, competitive bids may only be submitted by licensed public works contractors who have satisfied the Board's preliminary supplemental qualifications. The solicitation for bids in Category B procurement consists of two stages:

1. An initial stage determining supplemental pre-qualifications for licensed contractors, either prime or specialty contractors; followed by
2. A second stage during which bids are accepted only from prequalified contractors.

The Category B procedure shall be as follows:

1. Notice of the prequalification stage of the Category B competitive bidding process shall be given in the same manner that notice of competitive bidding is provided for a Category A competitive bid request, by providing a specific date and time by which qualifications statements must be received. The Board may establish prequalification standards premised upon demonstrated technical competence; experience constructing similar facilities; prior experience with IDLA; available nonfinancial resources, equipment, and personnel as they relate to the subject project; as well as the contractor's overall performance history. Such request shall also include the standards the Board will use when evaluating the applicant's qualifications.
2. During the initial stage of the Category B bidding process, licensed contractors desiring to be prequalified to bid on a project must submit a written response to the Board's request for qualifications.
3. The solicitation shall explain that in the event a bidder has an objection to the prequalification procedures, it must submit a written objection, which must be received by the Board or its designee at least three business days before the date and time prequalification statements are due. The Board or its designee shall respond to all objections in writing and shall provide the written response to the objecting contractor, and deliver copies to all other contractors seeking to prequalify that are known to IDLA at that time. The Board or its designee may adjust the bidding timeframes if necessary.
4. After a review of qualification submittals, IDLA may select licensed contractors that meet the prequalification standards. If any licensed contractor submits a statement of qualifications but is not selected as a qualified bidder, the Board or its designee shall supply a written statement of the reason or reasons why the contractor failed to meet the

Board's prequalification standards.

5. The solicitation shall explain that any licensed contractor that fails the prequalification stage can appeal in writing any such determination to the Board within seven days after transmittal of the prequalification results. After reviewing the objection, if the Board sustains the decision that a contractor fails to meet prequalification standards, it shall state its reason or reasons in writing to the contractor. The Board's decision may be appealed to the public works contractor's license board no more than 14 days following the Board's decision. Category B prequalification procedures that are appealed shall be stayed during the pendency of the prequalification appeal until the public works contractor's license board completes its review, but in no instance more than 49 days after the appellate decision of the Board regarding prequalification. Any licensed public works contractor affected by a decision on appeal by the public works contractor's license board may, within 28 days of the final decision, seek judicial review as provided by Idaho Code 67-5201, et seq.
6. Following the conclusion of the prequalification administrative procedures, the bidding stage shall proceed by the setting of a time, date, and place for the public opening of bids. In circumstances involving prequalified prime contractors, a notice soliciting bids shall be transmitted to prequalified bidders at least 14 days before the date of opening the bids. In circumstances involving prequalified specialty or subordinate contractors, the notice soliciting bids shall be published in the same manner applicable to Category A bids. The notice shall succinctly describe the project to be constructed. Copies of specifications, bid forms, bidder's instructions, contract documents, and general and special instructions shall be made available upon request and payment of a reasonable plan copy fee by any eligible bidder.
7. Thereafter, the Board shall proceed with its solicitation of and consideration of bids from prequalified public works contractors in accordance with the procedures set forth above regarding submission and consideration of Category A bids set forth above at Category A paragraphs 2 through 12, inclusive.

Procuring Services or Personal Property, Purchases between \$100,000 and \$250,000

When the Board contemplates an expenditure to purchase or lease personal property or to procure services, other than personal property or services excluded pursuant to section Idaho

Code § 67-2803, valued at or in excess of \$100,000 but not to exceed \$250,000, the procurement procedures of this policy shall apply.

1. The Board or its designee shall solicit bids from no fewer than three vendors by written means, either by electronic or physical delivery. The solicitation shall describe the personal property or services to be purchased or leased in sufficient detail to allow a vendor dealing in such goods or services to understand what IDLA seeks to procure.
2. The solicitation for bids shall describe the electronic or physical delivery method or methods authorized to submit a bid, the date and time by which a bid proposal must be received by the Board or its designee, and shall provide a reasonable time to respond to the solicitation, provided that, except in the event of an emergency, such time shall not be less than three business days.
3. The solicitation shall explain that a vendor's objections to specifications or bid procedures must be in writing and received by the Board or its designee at least one business day before the date and time upon which bids are scheduled to be received.
4. All timely written bids received by IDLA, whether submitted electronically or by physical delivery, shall be compiled and submitted to the Board or its designee who shall approve the responsive bid proposing the lowest procurement price, or shall reject all bids and publish notice for bids, as before.
5. In the event the Board determines that it is impractical or impossible to obtain three bids for the proposed procurement, the Board may acquire the property or services in the manner the Board deems to be in IDLA's best interest from a qualified vendor quoting the lowest price. When fewer than three bids are considered, a description of the Board's efforts to procure at least three bids shall be documented in the Board's official records, and such documentation shall be maintained for at least six months following the date of the procurement. In the event two or more bids are the same and the lowest responsive bids, the Board or its designee may exercise its discretion and select the bid it deems to be in IDLA's best interest.

Procuring Services or Personal Property, Purchases greater than \$250,000

When the Board contemplates a purchase or lease of personal property or the hiring of services, other than personal property or services excluded pursuant to Idaho Code § 67-2803, valued in excess of \$250,000, the following procurement procedures shall apply.

1. The purchase or lease shall be made pursuant to an open competitive sealed bid process with the procurement to be made from the qualified bidder submitting the lowest bid price that complies with bidding procedures and meets the specifications for the goods and/or services sought to be procured.
2. The request for bids shall set a date, time, and place for the opening of bids. Two notices soliciting bids shall be published in the newspaper. The first notice shall be published at least two weeks before the date for opening bids, with the second notice to be published in the succeeding week at least seven days before the date that bids are scheduled to be opened. The notice shall succinctly describe the personal property and/or services to be procured. Copies of specifications, bid forms, bidder's instructions, contract documents, as well as general and special instructions shall be made available upon request by any interested bidder.
3. The notice shall explain that written objections to specifications or bidding procedures must be received by the Board or its designee at least three business days before the date and time upon which bids are scheduled to be opened.
4. If the Board deems it to be in IDLA's best interest, it may require all bidders to provide bid security in an amount equal to at least 5% of the amount bid. If so required, a bid shall not be considered unless one acceptable form of security is enclosed with it, and it is submitted in a form which substantially complies with the form provided by IDLA. The Board may require that bid security be provided by means of the following:
 - A. Cash;
 - B. A cashier's check made payable to IDLA;
 - C. A certified check made payable to IDLA; or
 - D. A bidder's bond executed by a qualified surety company, made payable to IDLA.
5. No bid received by IDLA after the time set in the notice for opening of bids may be withdrawn. When sealed bids have been received, they shall be opened in public at a designated place and time. Thereafter, the bids are compiled and submitted to the Board

for award or, if a designee had been authorized, for approval of the designee's award.

6. In the event the successful bidder fails to execute the contract, the amount of the bidder's security may be forfeited to IDLA at the sole discretion of the Board. Thereafter, the proceeds may be deposited in a designated fund out of which reasonable expenses incurred in procuring substitute performance are paid.
7. The Board may, on the refusal or failure of the successful bidder to execute the contract, award the contract to the next lowest qualified bidder. If the Board awards the contract to the next lowest qualified bidder, the amount of the lowest qualified bidder's security may be applied by the Board to the difference between the lowest responsive bid and the next lowest responsive bid, and the surplus, if any, shall be returned to the lowest bidder if cash or check is used, or to the surety on the bidder's bond if a bond is used. The Board may retain a reasonable administrative cost not to exceed 25% of the amount of the bidder's security.
8. In its discretion, the Board or its designee may reject all bids presented and re-bid or, after finding it to be a fact; the Board may pass a resolution declaring that the subject goods or services can be procured more economically on the open market.
9. If the Board chooses to award the contract for delivery of personal property or services to a bidder other than the apparent low bidder, the Board shall first declare in open session at a duly noticed public meeting its reason or reasons for the award and shall communicate such reason or reasons in writing to all bidders that responded to IDLA's solicitation for bids.
10. The solicitation shall explain that if any participating bidder objects to the Board's award to a bidder other than the lowest apparent bidder, such bidder shall, within seven calendar days of the date of transmittal of the notice, object in writing to the award and specifically identify the reason or reasons that the Board's award is in error. Thereafter, the Board shall stay performance of the award until after the Board reviews and addresses the bidder's objections. The Board shall then review its decision and determine whether to affirm its prior award, modify the award, or choose to re-bid, and will identify its reason or reasons therefor. The Board shall not delegate this responsibility. After completion of the review process, the Board may proceed as it deems to be in the public's

best interest.

11. If two or more bids are the same and the lowest responsive bids, the Board or its designee may accept the one it deems to be in the public's best interest.
12. In its discretion, when the Board purchases goods, it may forgo the above request for bids procedure and may preauthorize the purchase of goods (but not services) at a public auction.

Requests for Proposals: The Board may utilize a request for proposal process as set forth below as an alternative to the competitive bidding process required by the Procuring Services or Personal Property policy subsection set forth above, when the Board contemplates a procurement of goods or services for which the Board determines one or more of the following is true:

1. The submission of fixed specifications by the Board may prevent the discovery of a more cost-effective solution;
2. The specific need to be satisfied by the procurement is amenable to more than one solution; or
3. Factors other than price will determine the best option for IDLA to satisfy or solve the specific need.

Factors to be Considered: When the Board utilizes the request for proposal process, it may consider the following factors when evaluating the vendor's responses to the request:

1. An innovative solution that is offered;
2. Unique product features;
3. Price;
4. Vendor experience in the market;
5. Financial stability of a vendor;
6. Differences among vendors in their ability to perform contract requirements in a timely or efficient manner;
7. Ability to meet product specifications;
8. Product quality;
9. Product performance records;
10. Past performance by a vendor;
11. Future product maintenance or service requirements; and
12. Product warranties.

Requirements of a Request for Proposals

At a minimum, a request for proposals shall:

1. State the instructions of the process;
2. Identify the scope of work for the goods or services contemplated;
3. Identify the selection criteria;
4. Identify the contract terms; and
5. Identify the scoring methodology by applying relative weights to factors considered.

The notification, solicitation, and consideration of contests concerning the award of a procurement contract pursuant to a request for proposal shall be in accordance with the same procedures and requirements set forth in the policy subsection pertaining to Procuring Services or Personal Property, subject to the selection criteria established by the Board at the outset of each such procurement. After the procurement recommendation is made to the Board under the Request for Proposal process described above, the documents and records compiled in the scoring process shall be made available for public inspection.

Legal References	Description
IC § 33-601	School Property - Real and Personal Property — Acquisition, Use or Disposal of the Same
IC § 54-1903	Unlawful to Engage in Public Works Contracting Without License – Exemptions
IC § 67-2801, et seq.	Purchasing by Political Subdivisions
IC § 74-401 et seq.	Ethics in Government
 Other References	 Description
Idaho State Department of Education	Policies and Procedures Used Template
 Cross References	
Code	Description
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
7408	Entering into Professional Service Contracts
7409	Acquisition of Real and Personal Property

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 \$10,000 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

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

Supplemental Report to the Board

October 14, 2025

Superintendent Simmons



Members of the Board,

I love the fall! I love the cool temperatures, the changing color of the leaves, football, and hot apple cider. Also, I hate pumpkin spice. Why does everything have to have a pumpkin spice version?

Fall at IDLA is pretty busy. Once we get students and teachers up and running in their courses, there is a wave of travel and training we attend and support in the fall. You'll read about some of that in this month's report. Travel, especially, can make the fall seem difficult, but I love the new ideas we are able to bring to IDLA through collaboration with our peers. And I love seeing members of our team and our Site Coordinators who are so critical to student success in our program. Investing in our Site Coordinators always gives us a great return.

I hope each of you is enjoying the fall by looking for those moments of joy that can sometimes be hard to find. They're still out there, though! Here's a little bit of what's happening at IDLA.

Staffing

We continue to backfill positions that have opened up due to staff members pursuing other opportunities within our organization. This month, we welcome two new members to our team.

April Williams is joining our team as our Operations Support Specialist. April has a background in psychology and has worked at a Boise-area charter school as a behavior interventionist. April will likely be the first friendly face you see when visiting the office, or the first warm voice you hear when calling the office. We're excited to have April join the team!

Gretchen Garrett is also joining our team as a Course Development Specialist. Gretchen was most recently a Science Teacher at Timberline High School in Orofino, ID.

Culture

During the week of September 15th and 22nd, our District Programs Team hosted regional Site Coordinator Trainings. This is a face-to-face, hands-on training opportunity with the educators at each school who enroll and support IDLA students. The turnout was strong at each event, and I'm grateful for those who were able to spend the day with us. Site Coordinators are most likely a Counselor, Paraprofessional, or other school employee who already wear multiple hats.



One interesting data point shared at this training was that about 40% of our Clarity use comes from Site Coordinators. This means of all users (students, teachers, parents, principals, and Site Coordinators), Site Coordinators are making the greatest use of this tool. I'm glad to hear this, as the Clarity tool can make management and support of local students much easier, and can make the management and support Site Coordinators provide to their students much more effective.

Student Success



We continue to see parents adopting the [IDLA Parent App](#), as well. The Parent App is the parent application of Clarity. Parents are able to use the Clarity tool through the app to receive timely updates and feedback on their students, as well as actionable data that can help them support their students' success. This summer, we had about 25% of our parents using the app. Students with parents using the parent app had an average pass rate of 85-95%!

News

IDLA was in the news twice this month! Our District Programs Team recognizes excellence from our Site Coordinators with the Outstanding Practices Award (OPA). [Melissa Coons](#), of Clearwater Valley Jr./Sr. High School, was recognized by her local paper for being a Region 2 OPA winner.

We were also approached by Emma Epperly of [Idaho Ed News](#) to share information on how we are meeting (and helping schools meet) the new requirement for students to view a fetal development video. While we received only a brief mention, it was a good opportunity for us to share how we work to meeting new statute, and also provide resources for schools to use in meeting new statute. For reference, this is the [package](#) we put together to meet the new statute outlined in SB1046.

Events



As I'm writing this newsletter, I'm just coming off the heels of the 2025 VLLA Conference. IDLA is a founding member of VLLA, which currently includes 20 state virtual schools. Collaborating with our peers at this event, and in workgroup meetings throughout the year, gives the opportunity to bring new ideas back to Idaho, as well to inform the field about innovation and new practices in our program.

This year's event was hosted in Charlotte, North Carolina. At this year's event, I was able to share effective meeting structure with the team and participate on a panel for Agilix Buzz. Ashlee, Kass, and Tony shared our microlearning, bite-sized PD. We also had a fantastic opportunity to collaborate with Agilix on the afternoon of October 1st. Agilix learned from us what additional features we would like to see in the Buzz LMS, and was able to get our input on their development roadmap.

The opportunities to collaborate, network, and team build at this event were strong! I appreciate the Board's support in having our team attend events such as this one.

WITH IDLA, ALL STUDENTS HAVE A CHOICE

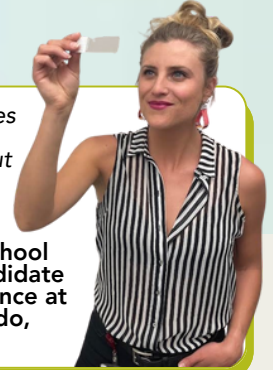
Without IDLA, Choice Isn't for All

By Idaho, For Idaho

- 25 years serving Idaho students
- Idaho curriculum, teachers, principals, and staff
- Accountable and transparent
- Idaho tax dollars invested in Idaho

*"I enrolled in IDLA courses to pursue subjects that **deeply interested me** but **weren't available** in-person at my school."*

Elora, Salmon High School graduate and PhD Candidate in Behavioral Neuroscience at University of Colorado, Boulder



*"We ask our kids to take health through IDLA. We do not have a high school health teacher because we're so small. **We rely on IDLA** to fill in some of those credit needs for our high school kids."*

Becky Finnel
K-12 Principal, Highland School District

Access

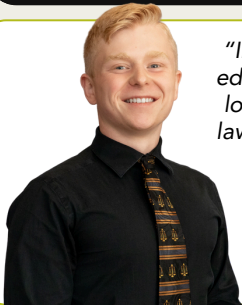
- 24-25 - 51,452 enrollments
- Since 2002 - 570,782 enrollments served
- Rural impact - 51% of 24-25 enrollment serving rural students
- Flexible - 33 unique course start dates in 24-25

Opportunity

- Career pathways - CNA, Cybersecurity, Semiconductor, and more
- 24-25 - 8,459 dual credit enrollments, \$3.2 million in tuition saved
- 24-25 - 3,043 credits recovered, helping students graduate on pace

*"IDLA has given me opportunities to get ahead and I have flexibility I **wouldn't otherwise have.**"*

Suri, Rexburg High School graduate & current BYU-I student



*"IDLA was **fundamental** to my education. It helped me see the long-term path to becoming a lawyer and **allowed me to take control** of my learning."*

Rayce, Orofino High School graduate & current law student at Arizona State University

Impact

- 24-25 Pass Rate = 91%
- Cost effective
 - 25-26 - District cost per course = \$40
 - 25-26 - Launchpad cost per course = \$30
 - Average paraprofessional salary = \$50k/year

*"The flexibility and accessibility IDLA offers make it possible for us to serve a diverse student body effectively. It **has become a cornerstone** in our efforts to ensure that all students—regardless of background, circumstances, or academic challenges—have a viable path to graduation. IDLA is not merely a supplemental resource; **it is an essential component of our students' academic success.**"*

Nancy Jones
Principal, Twin Falls High School

"I don't think we'd make quite the growth that we are making right now without Launchpad. It gives the kids another touch. I think it's really vital for our K3 grades."

Becky Finnel
K-12 Principal,
Highland School
District

Funding

- 24-25 - Average cost per course = \$471 per enrollment
- State share was \$430
- 25-26 - scholarships for families to support course fees
- Growth in funding = growth in usage and need

*"My experience and what I learned from [IDLA Algebra 1] **set me up for a successful high school career in STEM courses.**"*

Mason, Eagle High School graduate & current US Naval Academy Midshipman