

IDLA Board of Directors

January 13, 2026

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.

Consent Agenda

Action Items

Policies - First Reading

- 7430 - Travel Allowances and Expenses
 - Outlines items that are reimbursable due to IDLA travel by both Board members and staff
 - Outlines procedure that will be followed to reimburse approved expenses
- 7440 - IDLA Credit Cards
 - Identifies which employee roles are issued credit cards, limits on individual cards, and disciplinary actions against employees who violate provisions of the policy
- 7450 - Federal Cash Management Policy
 - Requirements for holding and expending federal funds
- 7450-P(1) - Federal Cash Management Policy - Timely Obligation of Funds
 - Identifies the timeline for obligation of federal funds for specific purposes
- 7450-P(2) - Federal Cash Management Policy - Federal Program Income
 - Identifies acceptable uses of income generated from federal funds

Policies, Second Reading

7407 - Public Procurement of Goods and Services

- Bidding requirements for procurement of goods and services
- Exceptions to the bidding requirements for procurement of goods and services

7408 - Entering Into Professional Service Contracts

- Process and procedures for establishing professional service contracts

7409 - Acquisition of Real and Personal Property

- Requirements of IDLA and the Board if the Board determines it is appropriate to purchase real property

7410 - Petty Cash Funds

- Requirements for purchasing items with petty cash
- Requirements for annual accounting of petty cash

7420 - Personal Reimbursements

- Criteria for purchases that are reimbursable by IDLA staff

Policies, Final Reading

- 7402 - Restrictions on Contracts
 - Entities boycotting Israel, owned by the government of China, or boycotting specified industries
- 7405 - Public Works Contracting and Procurement
 - **Update - Licensure requirement updated to \$100,000 (previously \$50,000)
 - 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

Updates

Board Member Updates

Superintendent Update

Legislative Update

6.3 Inform and engage stakeholders through advocacy and transparency.

Draft Language

Budget

- Governor's Budget Proposes a \$10m reduction (40%)

Upcoming Hearings:

JFAC - January 21st

House Ed -

Senate Ed -

Strategic Planning Update

1.1 Adjust practices and offerings to meet school and stakeholder needs.

January

- SLT work on SWOT Analysis
- Collection of data to support Strategic Planning

February Work Session

- Development of Belief Statements (SLT & Board)
 - What is core to our organization?
 - What makes us unique?

June Board Meeting

- Presentation of new Strategic Plan

Accreditation Report

IDLA's accreditation is renewed through 2031!

Strengths and opportunities for improvement identified in the final report will be reflected in the Strategic Plan being proposed in June 2026



Upcoming Meetings

- Tuesday, February 3, 2026 - Face-to-Face, Boise, Noon MST
- Tuesday, April 14, 2026 - Virtual 10:00 a.m. MST
- Tuesday, May 19, 2026 - Virtual 10:00 a.m. MST
- Tuesday, June 16, 2026 - Face-to-Face, Boise, Noon MST

Idaho Digital Learning Alliance

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

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

Meeting ID: 208 342 0207

January 13, 2026

Tuesday, January 13, 2026 @ 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. #7430 - Travel Allowances and Expenses
 - b. #7440 - IDLA Credit Cards
 - c. #7450 - Federal Cash Management
 - d. #7450-P(1) - Federal Cash Management -Timely Obligation of Funds
 - e. #7450-P(2) - Federal Cash Management - Federal Program Income
2. Policies, 2nd Reading
 - a. #7407 - Public Procurement of Goods and Services
 - b. #7408 - Entering Into Professional Service Contracts
 - c. #7409 - Acquisition of Real and Personal Property
 - d. #7410 - Petty Cash Funds
 - e. #7420 - Personal Reimbursements
3. Policies, Final Reading
 - a. #7402 - Restrictions on Contracts
 - b. #7405 - Public Works Contracting and Procurement
 - c. #7405-P(1) - Public Works Contracting and Procurement - Procuring Public Works, Services, and Personal Property

V. Updates

1. Board Member Updates- All
2. Superintendent Update - Mr. Jeff Simmons
 - a. Legislative Update
 - b. Strategic Planning Update
 - c. Final Accreditation Report

2025 -2026 Board Meeting Dates

- Tuesday, February 3, 2026 - Face-to-Face, Boise, Noon MST
- Tuesday, April 14, 2026 - Virtual 10:00 a.m. MST
- Tuesday, May 19, 2026 - Virtual 10:00 a.m. MST
- Tuesday, June 16, 2026 - Face-to-Face, Boise, Noon MST

Idaho Digital Learning Alliance

Meeting of the Board of Directors

Coeur d'Alene Resort

115 S. 2nd Street, Coeur d'Alene, ID 83814

Kidd Island Bay Room

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

Meeting ID: 208 342 0207

November 11, 2025

Tuesday, November 11, 2025 @ 1:50 PM PST

Board Members Present

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

Board Members Absent

- Mrs. Michelle Clement Taylor

Staff Members Present

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

Others Present

Call to Order, Introductions, and Welcome @ 1:50 PM

I. Agenda

The meeting began at 1:50 p.m. A motion to approve the agenda was made by Mr. John Stiffler and seconded by Mrs. Karla LaOrange. The motion is unanimous.

II. Public Comment

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III. Consent Agenda

1. Approval of the Minutes

2. Expenditures
3. Personnel

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

IV. Action Items

1. FY 24-25 Fiscal Audit

A motion to approve the FY 24-25 Fiscal Audit was made by Mr. Brian Lee and seconded by Mr. John Stiffler. The motion is unanimous.

2. Policies, 1st Reading

- a. #7407 - Public Procurement of Goods and Services
- b. #7408 - Entering Into Professional Service Contracts
- c. #7409 - Acquisition of Real and Personal Property
- d. #7410 - Petty Cash Funds
- e. #7420 - Personal Reimbursements

A motion to approve and move policy #'s 7407, 7408, 7409, 7410, and 7420 to second reading was made by Mr. Brian Lee and seconded by Mr. Matt Valadao. The motion is unanimous.

3. Policies, 2nd Reading

- a. #7402 - Restrictions on Contracts
- b. #7405 - Public Works Contracting and Procurement
- c. #7405-P(1) - Public Works Contracting and Procurement - Procuring Public Works, Services, and Personal Property

A motion to approve and move policy #'s 7402, 7405, and 7405-P(1) to a final reading was made by Mrs. Karla LaOrange and seconded by Mr. Matt Valadao. The motion is unanimous.

4. Policies, Final 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 and adopt into board policy #'s 7400, 7400-P(1), 7400-P(2), 7400-P(3), and 7400-P(4) was made by Mr. John Stiffler and seconded by Mr. Brian Lee. The motion is unanimous.

V. Updates

1. Board Member Updates- All

Updates were provided by all board members in attendance. A variety of subjects were discussed in relation to the districts, regions, and industries to which the board members are affiliated.

2. Superintendent Update - Mr. Jeff Simmons

- a. Legislative Update

Mr. Jeff Simmons has distributed the document put together and the legislative district data report to each legislator. IDLA will present to both the House and Senate Education committees during the 2026 session. A presentation will be prepared for the JFAC committee, and the LSO will deliver it during their report.

b. Open AI Partnership -Mr Ryan Gravette

This update was tabled.

c. Phil Gore- ISBA

Mr. Phil Gore of ISBA introduced himself to the IDLA board members and provided a brief overview of his educational focus and areas of expertise. He will be guiding the board through the process to enhance the current strategic plan in 2026.

A motion to adjourn the meeting at 3:25 p.m. was made by Mr. Brian Lee and seconded by Mr. John Stiffler.

2025 -2026 Board Meeting Dates

- Tuesday, January 13, 2026 - Virtual 10:00 a.m. MST
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- 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



FY2526 EXPENDITURES FOR BOARD APPROVAL

11/01/2025 - 12/31/2025

| | | Opening Bal 10/31/2025 | 11/01/2025 thru 12/31/2025 | FY2526 Ending | FY2526 Approved Budget (June 2025) | FY2526 Remaining |
|--------------------------------------|--|---------------------------|----------------------------------|-----------------------|--|-----------------------|
| SUPERVISION & INSTRUCTION | | | | | | |
| 100.500.313.100.000 | SUPERVISION & INSTRUCTION - FACULTY TRAINING | \$5,705.60 | \$0.00 | \$5,705.60 | \$75,000.00 | \$69,294.40 |
| 100.500.381.000.000 | INSTRUCTION - STAFF TRAINING & TRAVEL | \$13,909.03 | \$1,165.99 | \$15,075.02 | \$30,000.00 | \$14,924.98 |
| 100.500.410.000.000 | INSTRUCTION - SUPPLIES & MATERIALS | \$75.65 | \$161.87 | \$237.52 | \$2,000.00 | \$1,762.48 |
| 100.500.440.000.000 | INSTRUCTION - TEXTBOOKS | \$67.00 | \$0.00 | \$67.00 | \$1,000.00 | \$933.00 |
| 100.640.312.000.000 | SUPERVISION - CONTRACTED SERVICES | \$39,982.72 | \$13,048.36 | \$53,031.08 | \$212,400.00 | \$159,368.92 |
| 100.640.381.000.000 | SUPERVISION - STAFF TRAINING & TRAVEL | \$6,377.73 | \$550.00 | \$6,927.73 | \$15,000.00 | \$8,072.27 |
| 100.640.410.000.000 | SUPERVISION - SUPPLIES & MATERIALS | \$146.85 | \$0.00 | \$146.85 | \$1,000.00 | \$853.15 |
| | TOTAL: | \$66,264.58 | \$14,926.22 | \$81,190.80 | \$336,400.00 | \$255,209.20 |
| CURRICULUM PROGRAMS | | | | | | |
| 100.510.312.000.000 | CONTENT DEVELOPMENT SERVICES | \$33,731.50 | \$16,987.00 | \$50,718.50 | \$107,000.00 | \$56,281.50 |
| 100.510.381.000.000 | CURRICULUM - STAFF TRAINING & TRAVEL | \$32,433.46 | \$3,665.87 | \$36,099.33 | \$55,000.00 | \$18,900.67 |
| 100.510.410.000.000 | CURRICULUM - SUPPLIES & MATERIALS | \$1,540.76 | \$91.01 | \$1,631.77 | \$3,000.00 | \$1,368.23 |
| 100.510.440.000.000 | CURRICULUM - EDUCATIONAL CONTENT LICENSING & SUPPORT | \$131,942.23 | \$13,504.92 | \$145,447.15 | \$140,000.00 | -\$5,447.15 |
| | TOTAL: | \$199,647.95 | \$34,248.80 | \$233,896.75 | \$305,000.00 | \$71,103.25 |
| ELEMENTARY PROGRAMS | | | | | | |
| 100.512.381.000.000 | ELEMENTARY - STAFF TRAINING & TRAVEL | \$16,260.04 | \$523.20 | \$16,783.24 | \$35,000.00 | \$18,216.76 |
| 100.512.410.000.000 | ELEMENTARY - SUPPLIES & MATERIALS | \$1,607.08 | \$40.30 | \$1,647.38 | \$5,000.00 | \$3,352.62 |
| 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: | \$53,207.12 | \$563.50 | \$53,770.62 | \$78,000.00 | \$24,229.38 |
| DISTRICT PROGRAMS | | | | | | |
| 100.600.312.000.000 | DISTRICT COORDINATION & IMPLEMENTATION | \$31,797.78 | \$0.00 | \$31,797.78 | \$35,000.00 | \$3,202.22 |
| 100.600.381.000.000 | DISTRICT PROGRAMS - STAFF TRAINING & TRAVEL | \$53,345.28 | \$10,047.61 | \$63,392.89 | \$95,000.00 | \$31,607.11 |
| 100.600.410.000.000 | DISTRICT PROGRAMS - SUPPLIES & MATERIALS | \$836.67 | \$729.27 | \$1,565.94 | \$7,500.00 | \$5,934.06 |
| | TOTAL: | \$85,979.73 | \$10,776.88 | \$96,756.61 | \$137,500.00 | \$40,743.39 |
| INFORMATION AND TECHNOLOGY | | | | | | |
| 100.623.312.100.000 | CONTRACTED SERVICES - PROGRAMMING | \$164,157.86 | \$186,259.64 | \$350,417.50 | \$989,140.00 | \$638,722.50 |
| 100.623.312.200.000 | CONTRACTED SERVICES - GENERAL | \$84,678.73 | \$59,031.00 | \$143,709.73 | \$295,000.00 | \$151,290.27 |
| 100.623.350.000.000 | ORGANIZATIONAL COMMUNICATION | \$27,750.09 | \$109,976.31 | \$137,726.40 | \$250,400.00 | \$112,673.60 |
| 100.623.381.000.000 | TECHNOLOGY - STAFF TRAINING & TRAVEL | \$12,695.69 | \$4,978.83 | \$17,674.52 | \$40,000.00 | \$22,325.48 |
| 100.623.410.000.000 | TECHNOLOGY - SUPPLIES & MATERIALS | \$718.22 | \$1,007.37 | \$1,725.59 | \$8,000.00 | \$6,274.41 |
| 100.623.460.100.000 | TECHNOLOGY - SOFTWARE | \$214,753.45 | \$31,604.29 | \$246,357.74 | \$315,000.00 | \$68,642.26 |
| 100.623.460.200.000 | TECHNOLOGY - LMS & SUPPORT | \$330,698.24 | \$0.00 | \$330,698.24 | \$405,000.00 | \$74,301.76 |
| 100.623.555.000.000 | TECHNOLOGY - HARDWARE | \$49,600.91 | \$1,881.03 | \$51,481.94 | \$150,000.00 | \$98,518.06 |
| 100.623.556.000.000 | TECHNOLOGY - SECURITY | \$68,270.12 | \$0.00 | \$68,270.12 | \$50,000.00 | -\$18,270.12 |
| 100.623.557.000.000 | TECHNOLOGY - INFRASTRUCTURE | \$199,390.88 | \$36,698.88 | \$236,089.76 | \$434,000.00 | \$197,910.24 |
| | TOTAL: | \$1,152,714.19 | \$431,437.35 | \$1,584,151.54 | \$2,936,540.00 | \$1,352,388.46 |
| BUSINESS OPERATIONS | | | | | | |
| 100.651.312.000.000 | OPERATIONS - CONTRACTED PROFESSIONAL SERVICES | \$25,713.13 | \$5,101.00 | \$30,814.13 | \$70,000.00 | \$39,185.87 |
| 100.651.315.000.000 | OPERATIONS - STAFF EDUCATIONAL PROGRAM | \$7,998.00 | \$9,570.92 | \$17,568.92 | \$30,000.00 | \$12,431.08 |
| 100.651.321.000.000 | OPERATIONS - FACILITY & OCCUPANCY | \$122,481.34 | \$14,832.03 | \$137,313.37 | \$111,027.00 | -\$26,286.37 |
| 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 | \$26,317.86 | \$678.00 | \$26,995.86 | \$80,000.00 | \$53,004.14 |
| 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 | \$19,800.17 | \$11,468.87 | \$31,269.04 | \$56,000.00 | \$24,730.96 |
| 100.651.382.000.000 | BOARD OF DIRECTORS - TRAINING AND TRAVEL | \$1,667.23 | \$2,078.24 | \$3,745.47 | \$14,000.00 | \$10,254.53 |
| 100.651.410.000.000 | OPERATIONS - OFFICE SUPPLIES AND MATERIALS | \$18,679.18 | \$2,520.30 | \$21,199.48 | \$60,000.00 | \$38,800.52 |
| | TOTAL: | \$257,341.46 | \$46,249.36 | \$303,590.82 | \$458,027.00 | \$154,436.18 |



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

Board of Directors
January 13, 2026

Recommendations for Hire:

| Name | Full-Time /Part-Time | Position | Hire Date |
|-----------------|----------------------|------------------------------|------------------|
| Andruw Sorensen | FT | Software Engineer | December 8, 2025 |
| Adam McCall | FT | Technical Support Specialist | January 7, 2026 |
| Alison Foudy | PT | Online Instructor | January 20, 2026 |
| Ella Geiser | PT | Student Teacher | January 7, 2026 |

Resignations/Terminations/Non-Contract Renewals:

| Name | Full-Time /Part-Time | Position | Years of Service | Last Day |
|-----------------|----------------------|-------------------|------------------|-------------------|
| Patti Tucker | PT | Online Instructor | 16.5 | November 15, 2025 |
| Janelle Baillie | PT | Online Principal | 1 | June 30, 2025 |



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Policy 7430: Travel Allowances and Expenses**Status: PROPOSED****Original Adopted Date:** [REDACTED]**Last Reviewed Date:** [REDACTED]

Every IDLA employee and Board Member will be reimbursed for travel expenses while traveling and engaged in official IDLA business. All travel expenses must be reported on IDLA-approved travel voucher forms, and approval must be obtained from both the employee's supervisor and the Superintendent before traveling. IDLA will adhere to the State Travel Policy.

The IDLA Operations Team will be responsible for developing procedures and forms to be used in connection with travel expense claims and reimbursements.

Types of Travel

In-State Expenses: IDLA employees and Board Members shall be reimbursed for actual and necessary expenses incurred within the state of Idaho while attending to IDLA business. Actual mileage driven for pre-approved in-state travel shall be reimbursed. It is the responsibility of the Board to review travel within the state by the Superintendent or by Board Members.

Out-of-State Travel: Travel outside the state of Idaho requires pre-approval. Board Members shall obtain Board approval before incurring out-of-state expenses, and employees shall obtain prior approval from their supervisor and the Superintendent.

Actual monies spent for food while on out-of-state trips requiring an overnight stay shall be reimbursed.

IDLA employees and Board Members shall be reimbursed for actual and necessary expenditures incurred as part of out-of-state travel for IDLA business.

Documentation of Expenses

Expenses not in compliance with this policy shall not be reimbursed or paid by the Board.

Before reimbursement of actual and necessary expenses, the IDLA employee or Board Trustee must submit a detailed receipt indicating the date, purpose, and nature of the expense for each claim item, along with any appropriate travel expense or voucher form. Expenses requiring prior approval must include a copy of the written prior approval. Employees shall submit their receipts, travel expenses, and voucher forms to the Superintendent or designee. The Superintendent and Board Members shall submit such documentation to the Board. Failure to provide a detailed receipt will make the expense non-reimbursable.

The Board may allow a claim without a proper receipt in exceptional circumstances. Written documentation explaining the exceptional circumstances will be maintained as part of IDLA's record of the claim.

The Board directs the Superintendent or Designee to promulgate procedures specifying which expenses shall be reimbursable for travel of different distances and durations.

Travel Costs Under Federal Award

General: Travel costs refer to the expenses for transportation, lodging, subsistence, and related items incurred by employees in a travel status for official business of a grant recipient. Such costs may be charged on an actual cost basis, a per diem or mileage basis in lieu of actual costs incurred, or a combination of the two, provided the method used is applied to an entire trip and not selected days of the trip and results in charges consistent with those generally allowed in like circumstances in the recipient's non-federally funded activities and in accordance with the recipient's written travel reimbursement policies.

Lodging and subsistence: Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by IDLA in its regular operations as a result of its written travel policy. In addition, if these costs are charged directly to the federal award, IDLA will maintain documentation justifying the following:

1. Participation of the individual is necessary for the federal award; and
2. The costs are reasonable and consistent with this policy and any related procedures.

Commercial air travel: Airfare costs above the basic, least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:

1. Require circuitous routing;
2. Require travel during unreasonable hours;
3. Excessively prolong travel;
4. Result in additional costs that would offset the transportation savings; or

5. Offer accommodations not reasonably adequate for the traveler's medical needs

| Legal References | Description |
|-------------------------|---|
| 2 CFR § 474 | Travel Costs |
| IC § 33-701 | Fiscal Year – Payment and Accounting of Funds |

| Other References | Description |
|------------------------------------|---------------------|
| State of Idaho Controller's Office | State Travel Policy |

| Cross References | Description |
|-------------------------|--------------------|
| Code | |
| 1420 | Trustee Expenses |



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

Policy 7440: IDLA Credit Cards

Status: PROPOSED

Original Adopted Date: [REDACTED]

Last Reviewed Date: [REDACTED]

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

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

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

Credit Card Users

The Director of Operations shall authorize the issuing of credit cards to specific positions rather than to specific individuals.

Credit card users must take proper care of their credit card(s) and exercise all reasonable precautions to prevent damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Director of Operations and the appropriate financial institution. Failure to take proper care of credit cards or report damage, loss, or theft may result in financial liability for the employee.

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

Credit Card Limits

IDLA shall establish credit limits for each card issued based on business need and internal controls.

1. Standard settings: Unless otherwise approved, IDLA credit cards shall be configured with single purchase limits under \$5,000 and monthly spend limits under \$25,000.

2. Maximum limits: Individual credit card limits shall not exceed \$75,000 per transaction or \$150,000 per monthly billing cycle.
3. Appropriate use of higher limits: Limits above standard settings may be approved only for one-time or infrequent purchases when credit card payment provides financial benefits or more secure payment processing than alternative methods, and only with approval by the Director of Operations.

Return of Credit Card

An IDLA employee who is no longer employed shall return the credit card to the Director of Operations within five calendar days after termination, without further use.

Misuse and Unauthorized Use

An employee who violates a provision of this policy may:

4. Have their credit card revoked immediately;
5. Be subject to disciplinary action as determined by the Superintendent; and
6. Be reported to local law enforcement.

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

Additional Procedures

In consultation with the Director of Operations, the Superintendent may establish additional procedures governing the issuance and use of IDLA credit cards. These procedures shall not contradict any part of this policy. Each cardholder shall be apprised of the procedures governing the use of the credit card, and a copy of this policy and accompanying procedures shall be given to each cardholder.

| Legal References | Description |
|------------------|------------------------------------|
| IC § 18-5701 | Misuse of Public Money by Officers |
| IC § 18-5703 | Definitions |



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Policy 7450: Federal Cash Management Policy**Status: PROPOSED****Original Adopted Date:** **Last Reviewed Date:**

All responsible IDLA employees shall comply with applicable methods and procedures for payment that minimize the time elapsed between IDLA's receipt of federal funds and their disbursement by IDLA, as required by and in accordance with the Cash Management Improvement Act of 1990. Generally, IDLA receives payment of federal funds from the Idaho Department of Education on a reimbursement basis.

According to guidance from the U.S. Department of Education (USDE), when calculating the interest earned on USDE grant funds, regardless of the date of obligation, interest is calculated from the date that the federal funds are drawn down from the G5 system until the date on which those funds are disbursed by IDLA.

Payment Methods

- 1. Reimbursements:** IDLA will initially charge federal grant expenditures to nonfederal funds.

The Director of Operations or their Designee shall request reimbursement for actual expenditures incurred under the federal grants on a monthly basis. All reimbursements are based on actual disbursements, not on obligations. Reimbursement requests shall be submitted on an IDLA form to the Department of Education.

The Superintendent or designee shall promulgate a procedure specifying any further requirements.

Consistent with State and federal requirements, IDLA shall maintain source documentation supporting federal expenditures, such as invoices, timesheets, and payroll stubs, and will make such documentation available for the Department of Education to review upon request.

Reimbursements of actual expenditures do not require interest calculations.

2. Advances: To the extent IDLA receives advance payments of federal grant funds, IDLA shall strive to expend the federal funds on allowable expenditures as expeditiously as possible. Specifically, IDLA shall attempt to expend all drawdowns of federal funds within 72 hours of receipt.

IDLA shall hold federal advance payments in interest-bearing accounts, unless an allowable exception applies. IDLA shall begin to calculate interest earned on cash balances once funds are deposited into IDLA's account.

Interest shall be calculated quarterly. Total federal grant cash balances shall be calculated on cash balances per grant and applying IDLA's average interest rate. Within 30 days of the end of the quarter, IDLA shall remit interest earned. IDLA may retain up to \$500 of interest earned per year.

The Superintendent or designee shall promulgate a procedure specifying the process for remitting interest.

| Legal References | Description |
|------------------|---|
| 2 CFR § 200.305 | Payment |
| 31 CFR § 205 | Rules and Procedures for Efficient Federal-State Funds Transfers |
| 31 USC § 6503 | Intergovernmental financing (Cash Management Improvement Act of 1990) |



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Policy 7450-P(1): Federal Cash Management

Status: PROPOSED

Policy - Timely Obligation of Funds

Original Adopted Date: [REDACTED]

Last Reviewed Date: [REDACTED]

When Obligations are Made

Obligations are orders placed for property and services, contracts, subawards made, and similar transactions during a given period that require payment by IDLA during the same or a future period.

Funds received under a federal grant shall be considered obligated according to the standards provided in 34 CFR § 75.707 or 34 CFR § 76.707, as applicable. The following table illustrates when funds are determined to be obligated under federal regulations:

| If the obligation is for: | The obligation is made: |
|--|--|
| Acquisition of property | On the date on which IDLA makes a binding written commitment to acquire the property |
| Personal services by an IDLA employee | When the services are performed |
| Personal services by a contractor who is not an IDLA employee | On the date on which IDLA makes a binding written commitment to obtain the services |
| Public utility services | When IDLA receives the services |
| Travel | When the travel is taken |
| Rental of property | When IDLA uses the property |
| A pre-agreement cost that was properly approved by the Director of Operations or | On the first day of the project period. |

| | |
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| designee under the cost principles in 2 CFR part 200, Subpart E- Cost Principles. | |
|---|--|

Period of Performance of Federal Funds

All obligations must occur on or between the beginning and ending dates of the grant project. This period is known as the period of performance. The performance period is dictated by statute and will be indicated in the Grant Adjustment Notice (GAN). Further, certain grants have specific requirements for carryover funds that must be adhered to.

State-Administered Grants: As a general rule, state-administered federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, many federal education grants have an availability period of 27 months. Federal education grant funds are typically awarded on July 1 of each year. While IDLA will always plan to spend all current grant funds within the year the grant was appropriated for, the period of obligation for any grant that is covered by the “Tydings Amendment” is 27 months, extending from July 1 of the fiscal year for which the funds were appropriated through September 30 of the second following fiscal year. This maximum period includes 15 months of initial availability, plus 12 months for carryover. For example, funds awarded on July 1, 2025 would remain available for obligation through September 30, 2027.

Direct Grants: Generally, the period of availability for federal funds authorized under direct grants is identified in the GAN.

For both state-administered and direct grants, regardless of the period of availability, IDLA must liquidate all obligations incurred under the award within 120 days after the end of the funding period, unless an extension is authorized. Any funds not obligated within the period of availability or liquidated within the specified timeframe are considered to have lapsed and must be returned to the awarding agency. Consequently, IDLA shall closely monitor grant spending throughout the grant cycle.

IDLA shall submit all financial, performance, and other reports required by the terms and conditions of the federal award before the end of this 120-day period. Any such reports required to be submitted to a pass-through entity shall be provided within 90 days of the end of the funding period, unless an extension is authorized.

Carryover

State-Administered Grants: As described above, the Tydings Amendment extends the availability period for applicable state-administered program funds. Essentially, it permits

recipients to “carry over” any funds left over at the end of the initial 15-month period into the following year. These leftover funds are typically referred to as carryover funds and remain available for obligation for an additional 12 months. Accordingly, IDLA may simultaneously have multiple years of grant funds available under the same program.

According to GAAP and State statutes, any carryover in individual federal programs is determined in an annual audit. After carryover amounts are determined, they are reported and administered in accordance with specific federal award requirements outlined in the individual program applications.

| Legal References | Description |
|-------------------------|---|
| 2 CFR § 200.305 | Payment |
| 31 CFR § 205 | Rules and Procedures for Efficient Federal-State Funds Transfers |
| 31 USC § 6503 | Intergovernmental financing (Cash Management Improvement Act of 1990) |



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Policy 7450-P(1): Federal Cash Management Policy - Status: PROPOSED

Federal Program Income

Original Adopted Date: [REDACTED]

Last Reviewed Date: [REDACTED]

Definition

Program income means gross income earned by a federal grant recipient that is directly generated by a supported activity or earned as a result of the federal award during the grant's performance period.

Program income must be used for the original purpose of the federal award. Program income earned during the period of performance may only be used for costs incurred during the period of performance or allowable closeout costs as required by 2 CFR 200.472. Program income must be expended prior to requesting additional federal funds. Program income exceeding amounts specified in the federal award may be added to or deducted from the total allowable costs in accordance with the terms and conditions of the federal award.

Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federal awards, the sale of commodities or items fabricated under a federal award, license fees and royalties on patents and copyrights, and principle and interest on loans made with federal award funds. Interest earned on advances of federal funds is not program income. Except as otherwise provided in federal statutes, regulations, or the terms and conditions of the federal award program, income does not include rebates, credits, discounts, and/or interest earned. Additionally, taxes, special assessments, levies, fines, and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the federal award or federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment, or supplies are not program income.

Use of Program Income

There are three methods of applying program income: deduction, addition, and cost-sharing. The federal agency should specify what program income method(s) will be used in the terms and conditions of the federal award. The deduction method will be used if the federal agency does not specify a method for applying program income. When no program income method is

specified in the federal award, prior approval is required to use the addition or cost sharing methods.

The default method for the use of program income for IDLA is the deduction method. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the federal awarding agency or pass-through entity otherwise directs IDLA. IDLA may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award.

While the deduction method is the default method, IDLA shall always refer to the grant award notification before determining the appropriate use of program income.

It is the policy of IDLA that no program income will be generated in federal programs. If program income is generated, the Director of Operations shall account for it following IDLA's routine accounting procedures, utilizing the special revenue accounting codes of IFARMS, and track it as program income attributable to a specific federal program.

| Legal References | Description |
|-------------------------|---|
| 2 CFR § 200.305 | Payment |
| 2 CFR § 200.307 | Program Income |
| 31 CFR § 205 | Rules and Procedures for Efficient Federal-State Funds Transfers |
| 31 USC § 6503 | Intergovernmental financing (Cash Management Improvement Act of 1990) |



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Policy 7407: Public Procurement of Goods and Services

Status: PROPOSED

Original Adopted Date: [REDACTED]
Last Reviewed Date: [REDACTED]

IDLA shall always adhere to the bidding requirements for procuring goods and services set out in Idaho code.

| | | |
|------------------------|---|---------------|
| \$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 goods or services desired to at least three vendors. Allow three days for a written response unless an emergency exists; One day for objections. Keep records for six months when it is impractical to obtain three bids. <u>Accept the low bid or reject all bids.</u> | IC 67-2806(1) |
| \$250,000 and above | Formal bidding: Publish bid notice at least two weeks in advance of bid opening and again at least seven days before the opening. Make bid specifications available; written objections allowed. May request bid security/bond. Can reject all if able to purchase more economically in the open market. | IC 67-2806(2) |

Exemptions to Public Procurement of Goods and Services Bidding

| | | |
|---------------------|---|---------------|
| Personal Property | Already competitive bid (piggy-backing) | IC 67-2803(1) |
| Less than \$100,000 | Contracts or purchases of goods or services | IC 67-2803(2) |
| Any Amount | Payments of Wagesices | IC 67-2803(3) |
| Any Amount | Personal or professional services performed by an independent contractor. (Refer to info on qualifications in IC 67-2320) | IC 67-2803(4) |
| Any Amount | Procurement of an interest in real property – lease or purchase | IC 67-2803(5) |

| | | |
|------------|---|----------------|
| Any Amount | Procurement of insurance | IC 67-2803(6) |
| Any Amount | Costs of Joint Powers Participation | IC 67-2803(7) |
| Any Amount | Procurement of used personal property | IC 67-2803(8) |
| Any Amount | Procurement from federal government general services administration (GSA) schedules or federal multiple award schedules (MAS) | IC 67-2803(9) |
| Any Amount | Procurement of personal property or services through contracts entered into by the Division of Purchasing of the Department of Administration of the State of Idaho | IC 67-2803(10) |
| Any Amount | Procurement of goods for direct resale | IC 67-2803(11) |
| Any Amount | Procurement of travel and training; | IC 67-2803(12) |
| Any Amount | Procurement of goods and services from Idaho Correctional Industries | IC 67-2803(13) |
| Any Amount | Procurement of repair for heavy equipment | IC 67-2803(14) |
| Any Amount | Procurement of software maintenance, support, and licenses of an existing system or platform that was bid in compliance with state law | IC 67-2803(15) |
| Any Amount | Procurement of public utilities | IC 67-2803(16) |
| Any Amount | Procurement of used equipment at an auction if authorized by the governing board | IC 67-2803(18) |
| Any Amount | Emergency Expenditures | IC 67-2808(1) |

Legal References

IC § 67-2320

IC § 67-2801, et seq.

Description

Professional Service Contracts with Design Professionals, Construction Managers, and Professional Land Surveyors

Purchasing by Political Subdivisions



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Policy 7408: Entering Into Professional Service Contracts Status: PROPOSED

Original Adopted Date: [REDACTED]

Last Reviewed Date: [REDACTED]

Selection of Public Works Professionals to be Based on Qualifications

Notwithstanding any other provision of law to the contrary, IDLA and their agents shall make selections for professional engineering, architecture, landscape architecture, construction management, and professional land surveying services by persons and firms licensed under Idaho law to perform such professional services based on qualifications and demonstrated competence, and shall negotiate contracts or agreements with licensed professional(s) selected to provide the requested professional service(s).

For such contracts of \$30,000 or more per year, IDLA shall publish the following information within 15 days on the State Controller's website:

1. The parties;
2. The amount of the contract; and
3. A one-sentence description of the contract's purpose.

Additionally, such contracts shall be published as required in IDLA policy.

No proposal, bid, or qualifications for contracts of \$100,000 or more shall be accepted or denied based on criteria which is inconsistent with state and federal law and/or unrelated to the specifications in a solicitation or qualifications of a bidder.

Procedures to Select Public Works Professionals for Contracts Greater than \$100,000

In carrying out this policy, the Board shall use the following guidelines when securing contracts for engineering, architectural, landscape architecture, construction management, and land surveying services on projects for which the professional service fee is anticipated to exceed the total sum of \$100,000, excluding, however, those professional services contracts previously awarded by IDLA for an associated or phased project, and for which the expenditure is otherwise exempt from the bidding process otherwise required by law. To implement this policy:

1. The Board or its designee will provide a general description of the services being solicited and encourage persons or firms engaged in the services being solicited to submit statements

of qualifications and past performance data.

2. The Board or its designee will establish and make a request for qualifications available to the public, including the criteria and the procedures for measurable scoring, ranking, and selection of qualified persons or firms to perform such services.
3. After receiving responses to a request for qualifications, the Board or its designee shall score and rank the responding persons and firms based on their qualifications and demonstrated competence pursuant to the Board's or its designee's established criteria and procedures. The list of ranked respondents, including the scoring used to develop the ranking, shall be made available to the public. Some examples of selection criteria for consideration may include, but are not limited to:
 - A. A description of the firm, including its location and longevity;
 - B. Its past performance;
 - C. Its project manager and key staff experience, education, and training;
 - D. Its experience with similar projects;
 - E. Its specific approach to projects or assignments;
 - F. Its proposed schedule, if applicable; and
 - G. Its quality control procedures.
4. The Board or its designee shall select for negotiation the persons or firms IDLA determines to be the highest-ranked and best qualified.
5. The Board or its designee shall next negotiate with the highest-ranked person or firm for a contract or an agreement to perform such services at a price determined by IDLA to be reasonable and fair to the public after considering the estimated value, scope, complexity, schedule, and nature of the services required.
6. If the Board or its designee cannot negotiate a satisfactory contract or agreement with the highest-ranked person or firm, it shall formally terminate negotiations and undertake negotiations with the next highest-ranked person or firm, following the procedure prescribed above.
7. In the event the Board or its designee is unable to negotiate a satisfactory contract or agreement with any of the selected persons or firms, it may recommence negotiations as described in the two items immediately above until a contract or agreement is reached or may, in its discretion, cancel the procurement.

8. **Published Request for Qualifications.** When the Board solicits proposals for qualifications for engineering, architectural, landscape architecture, construction management, or land surveying services for which the professional service fee is anticipated to exceed the total sum of \$100,000, it shall publish a public notice in the same manner as required for procurement of public works construction projects set forth at Procedure 7405P, which sets forth the procedures required by Section 67-2805(2) of Idaho Code.
9. **A List of Qualified Professionals.** In fulfilling the requirements of the items above, the Board may establish and select from a list of two or more persons or firms selected and preapproved for consideration by IDLA. When creating a preapproved list of qualified professionals, the Board or its designee shall first publish notice as outlined in the item immediately above. When selecting from such a list, no notice shall be required; and
10. Any list established under this item will be valid for up to five years unless canceled by the Board prior to the list's expiration, where the Board has first determined in open session that cancellation of the list would be in the public's best interest.

Procedures to Select Public Works Professionals for Contracts Less than \$100,000

When securing contracts for engineering, architectural, landscape architecture, construction management, or land surveying services on projects for which the professional service fee is anticipated to be less than the total sum of \$100,000, the Board may use the guidelines outlined in the above paragraphs or may establish its own guidelines for selection based on demonstrated competence and qualifications to perform the type of services required, which shall then be followed by negotiation of the fee at a price determined by the Board to be fair and reasonable after considering the estimated value, scope, complexity, schedule, and nature of services required.

Approvals for Phased Projects

When the Board has previously awarded a professional services contract to a person or firm for an associated or phased project, IDLA may, at its discretion and following all provisions of Section 59-1026 of Idaho Code, negotiate an extended or new professional services contract with that person or firm.

| Legal References | Description |
|------------------|--|
| IC § 59-1026 | Willful and Knowing Avoidance of Competitive Bidding and Procurement Statutes |
| IC § 67-2320 | Professional Service Contracts with Design Professionals, Construction Managers, and Professional Land Surveyors |

| | |
|--------------|--|
| IC § 67-2347 | Prohibition of Environmental, Social, and Governance Standards in Public Contracts |
| IC § 67-2805 | Procurement of Public Works Construction |
| IC § 67-2810 | Publication of Contractee, Amount, and Purpose of Personal Service Contracts -- Definition |

| Other References | Description |
|-------------------------------------|---------------------------------------|
| Idaho State Department of Education | Policies and Procedures Used Template |

Cross References

| Code | Description |
|-------------|---|
| 4130 | Public Access to District Website |
| 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 |
| 7405 | Public Works Contracting and Procurement |
| 7405-P(1) | Public Works Contracting and Procurement - Procuring Public Works, Services, and Personal Property |



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Policy 7409: Acquisition of Real and Personal Property**Status: PROPOSED****Original Adopted Date:** [REDACTED]**Last Reviewed Date:** [REDACTED]**Procurement of Public Works, Goods, or Services**

Except for the purchase of curricular materials as defined in Idaho Code § 33-117A, all contracts for the construction, repair, or improvement of any real property or the acquisition, purchase, or repair of any equipment or other personal property necessary for the operation of IDLA shall be entered into following the provisions of Procedure 7405P.

Purchase of Real Property

When purchasing real property for IDLA use, the Board may designate and purchase any real property it finds necessary for educational purposes or the operation of IDLA. After making such a determination and to accomplish the purchase of the designated real property, the Board will:

1. Obtain appraisal of subject property. Not more than one year prior to any purchase of real property, such property must be appraised by an appraiser certified in the state of Idaho. This appraisal shall be entered into the Board's records and used to establish the value of the real property.

2. Determine the size of the site necessary for educational purposes. The site shall be located within the incorporated limits of any city within Idaho. However, if the Board finds that it is not in the best interests of the electors and the students of IDLA to locate the site within the incorporated limits of a city, the Board may designate a site located elsewhere within the state of Idaho. The Board may do so by duly adopting a resolution setting forth the reasons for its finding.

Legal References

IC § 33-1103

DescriptionDefinitions-Bonds-limitation on Account-Elections to Authorize
Issuance

IC § 33-601

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

Cross References

| Policy | Description |
|---------------|--|
| 7405 | Public Works Contracting and Procurement |
| 7405-P(1) | Public Works Contracting and Procurement - Procuring Public Works, Services, and Personal Property |



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Policy 7410: Petty Cash Funds**Status: PROPOSED****Original Adopted Date:** [REDACTED]**Last Reviewed Date:** [REDACTED]

The use of petty cash funds shall be authorized for specific purchases only. Those purchases will include individual purchases of supplies and materials under the amount of \$50, postage, delivery charges, and freight. Individual personal reimbursements that exceed \$50 should not be made from petty cash funds unless expressly authorized by the Superintendent. Petty cash accounts will be maintained as cash on hand, and the total dollar amount of each petty cash account will be limited to \$200.

At the conclusion of each school year, all petty cash funds must be closed out and the petty cash vouchers and cash on hand returned to the Director of Operations or designee for processing.

The IDLA Director of Operations shall be responsible for establishing the procedures involving the use and management of petty cash funds.

Cross References

7400

Miscellaneous Procurement Standards

7400-P(1)

Miscellaneous Procurement Standards -
Federal Award Requirements

7400-P(2)

Miscellaneous Procurement Standards -
Procurement Requirements 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



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Policy 7420: Personal Reimbursements**Status: PROPOSED****Original Adopted Date:** [REDACTED]**Last Reviewed Date:** [REDACTED]

While it is recommended that all purchases of goods or services be made within established purchasing procedures, an employee may occasionally need to make a purchase from personal funds for the benefit of IDLA. In that event, an employee will be reimbursed for a personal purchase under the following criteria:

1. It is clearly demonstrated that the purchase is of benefit to IDLA;
2. The purchase was made with the approval of an authorized administrator;
3. The item purchased was not available from resources within IDLA; and
4. The claim for personal reimbursement is appropriately accounted for and documented with an invoice or receipt.

The IDLA Operations Team will be responsible for developing the procedures and forms to process claims for personal reimbursements.

Cross References

| | |
|-----------|--|
| 7400 | Miscellaneous Procurement Standards |
| 7400-P(1) | Miscellaneous Procurement Standards - Federal Award Requirements |
| 7400-P(2) | Miscellaneous Procurement Standards - Procurement Requirements 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 |



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Policy 7402: Restrictions on Contracts**Status: PROPOSED****Original Adopted Date:** [REDACTED]**Last Reviewed Date:** [REDACTED]Entities 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 |



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Policy 7405: Public Works Contracting and Procurement

Status: PROPOSED

Original Adopted Date: [REDACTED]

Last Reviewed Date: [REDACTED]

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 \$100,000 | No licensure requirement | IC 54-1903(9) |
| \$100,000 and above | Licensure required | IC 54-1903(9) |

Exemptions from Public Works Contractor Licensure

| | | |
|---|--|----------------|
| Less than \$100,000 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 records for six months. Accept the low bid or reject all bids. | IC 67-2805(1) |

| | | |
|---------------------|--|---------------|
| \$250,000 and above | Formal bidding 2 Options A & B: | IC 67-2805(2) |
| | <p>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).)</p> <p>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).)</p> | |

Legal References

| | |
|-----------------------|--|
| 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 |



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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 |



Supplemental Report to the Board

January 13, 2026

Superintendent Simmons



Members of the Board,

I hope you each had a great holiday! The picture above captures what I usually expect to see in Idaho in January. It doesn't capture what I've seen so far this winter. Regardless of your preferred winter activities, I hope the holiday break and slow start to winter have been good for you.

January is a busy month at IDLA. We have courses ending, courses starting, and the legislative session kicking off. Despite the busy time, we still have updates to share.

Staffing

We rounded out the calendar year by filling two open positions on our Technology Team. We are pleased to add the following two members to our team!

Andruw Sorensen, Software Engineer - Andruw brings full-stack capability across C# / ASP.NET Core, Python, and TypeScript/React, along with AWS experience; he earned a BS in Computer Information Technology from BYU-Idaho.

Adam McCall, Technical Support Specialist - Brings 2+ years of Tier 1 support experience from Boise State University's OIT Help Desk, supporting students and faculty via phone/chat/email and working in ticketing systems, LMS platforms, and MS Office/Google Workspace; he earned a BS in Computer Science from BSU.

Culture

Holiday Break

On behalf of the IDLA Staff, I would like to express my gratitude for your support and for providing us with a holiday break. Students and teachers are still teaching and learning over the holiday break, but our staff are able to rotate schedules over the two-week holiday break. The time spent with family and the opportunity to unplug are essential for our staff to rest and recharge ahead of January. January is a high-volume time for most of our team, as fall courses conclude and spring courses begin simultaneously.

IDLA Strategic Goal Five states that, "IDLA employs exceptionally caring and competent faculty and staff." Part of what supports this goal is helping staff balance work and life commitments. Time away with family and friends during the holiday helps each of our staff members provide positive, quality customer service during peak times, such as January.

Student Success

Fall '24 to Fall '25

Kass Cornish, our Secondary Instructional Coach, broke down data comparing our Fall 2024 and Fall 2025 enrollment. I've provided a direct link to that [presentation](#) here. Here are a few highlights:

- Total enrollment increased 15% from Fall 2024 to Fall 2025
- "Course Not Offered Locally" is still the largest reason for enrollment
- Students on an academic plan (IEP, 504, or LEP) represented 13% of Fall 2025 enrollment
- Rural students represented 55% of Fall 2025 enrollment
- Digital Literacy, Driver's Education, and Personal Finance are the main drivers of enrollment increases from Fall 2024 to Fall 2025

News

IDLA was selected to be part of the first cohort of teachers using [ChatGPT for Teachers](#). Our participating teachers in this program will have access to the new educational edition of ChatGPT. They will also network and learn from other teachers participating in the cohort to share their experiences of using ChatGPT as a teaching tool. The outcomes from this group will benefit all teachers at IDLA and in Idaho.

Also, be sure to check out our most recent student spotlight on [Rayne Martinez](#). Rayne was an IDLA student in Kooskia who utilized IDLA courses to earn her CNA. She used her CNA to help pay for college. Rayne is currently the Student Body President at LCSC and will graduate with a degree in Education!

Butte County School District and Challis School District collaborated on an [op-ed](#) that was published in Idaho Ed News on January 6, 2026. We are so grateful for our school district partners who were willing to step out and share why IDLA is a critical resource in these two rural districts! In this year's legislative session, it will be critical that legislators understand how IDLA supports the schools within their legislative districts.

Events

Upcoming Legislative Hearings

IDLA's hearing before the Joint Finance and Appropriation Committee (JFAC) is scheduled for Wednesday, January 21st. An agenda and streaming link for the hearing will be posted on the [JFAC website](#).

We have also reached out to request time to address the House Education Committee and the Senate Education Committee. I will update you if and when that presentation is scheduled.



December 22, 2025

Jeff Simmons, Superintendent
Idaho Digital Learning Alliance
P.O. Box 10017
Boise, ID 83707

Dear Dr. Simmons,

Subject: Virtual Learning Program Accreditation

I am pleased to inform you that after a thorough evaluation process, Idaho Digital Learning Alliance (IDLA) has been granted accreditation by AccredVED, powered by the Virtual Learning Leadership Alliance (VLLA). This accreditation signifies that your program meets the high standards established by the National Standards for Quality Online Programs. This accreditation is valid for 6 years, from November 4, 2025 to November 4, 2031.

Accreditation Overview

The accreditation process included a thorough review carried out by trained practitioners from the K-12 virtual learning community nationwide. The review concentrated on the following four key areas:

1. **Mission, Governance, and Leadership:** Evaluating the leadership and administrative structures that support and enhance the learning environment.
2. **Planning, Resources, and Evaluation:** Assessing the adequacy and effectiveness of the resources available to students and educators.
3. **Curriculum, Instruction, and Assessment:** Ensuring the curriculum is comprehensive and the instructional methods are effective and engaging for students.
4. **Access and Stakeholder Support:** Ensuring support systems and services are in place for learners, parents/guardians, faculty, and staff.

Findings and Commendations

- **Accreditation Status:** Based on a comprehensive review aligned to the National Standards for Quality Online Programs, the Idaho Digital Learning Alliance (IDLA) meets the criteria for AccredVED accreditation across all 14 standards.
- **Program Strengths:** The review identified clear strengths in IDLA's mission-driven leadership, instructional quality, and systems of support, reflecting a cohesive and student-centered statewide virtual learning program.
- **Areas for Growth:** The review also identified opportunities to further strengthen transparency, instructional feedback cycles, and stakeholder communication in support of IDLA's ongoing growth and continuous improvement.

This accreditation reflects your institution's dedication to providing high-quality virtual education and reassures students, families, and educators of the exceptional standards upheld by your program. We commend you and your team for your hard work and commitment to excellence in virtual learning. To promote your accreditation and build

awareness of the importance of quality virtual education, we are providing a [media kit](#) that includes this official accreditation letter, the official accreditation certificate, various accreditation digital seals, and a press release template.

Congratulations on this significant achievement!

Sincerely,

Cynthia K. Hamblin

Cindy Hamblin, VLLA Director

Kimberly K. Hendrick

Kimberly K. Hendrick, VLLA President