

IDLA Board of Directors

April 14, 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

Policy - First Reading

- 3270 - [District Provided Access to Electronic Information, Services, and Networks](#)
 - Regulating student and faculty access to IDLA provided IT
- 3275 - [District Provided Mobile Computing Devices](#)
 - Policy and protection for internet and devices used by students
- 3570 - [Student Records](#)
 - Policy protecting student records
- 3570-P(1) - [Student Records - Maintenance of School Student Records](#)
 - Procedure for how student records will be maintained and when they are shared
- 4260 - [Records Available to the Public](#)
 - Policy governing IDLA response to public record requests
- 8605 - [Retention of District Records](#)
 - Retention requirements for different types of records before destruction
- 8700 - [Computer Software](#)
 - Policy governing IDLA-licensed software
- 9550 - [Cybersecurity Data Breach Response Policy](#)
 - Requirements for the response to an IDLA data breach

Policy - Second Reading

- 7225 - [Financial Fraud and Theft Protection](#)
 - UPDATE to include cybersecurity as per ISBA 2025 Policy Update (updated sections in green)
- 7455 - [Federal Debarment and Suspension](#)
 - IDLA cannot enter into contract with any person or entity suspended or debarred by a federal agency
- 7460 - [Use of Public Funds - Prohibition on Contracting with Abortion Providers](#)
 - IDLA cannot enter into contract with any facility or provider of abortions
- 7500 - [New Fees or Increase of Fees](#)
 - IDLA course fees will be reviewed and approved annually by the IDLA Board and the State Board of Education
- 7600 - [Declaration of Financial Emergency](#)
 - Establishing the IDLA Board's ability to declare a financial emergency
- 7600-P(1) - [Declaration of Financial Emergency - Financial Emergency Declaration Requirements](#)
 - Requirements necessary to declare a financial emergency
 - Process the Board will follow in declaring a financial emergency and/or adjusting contracts

Policy - Final 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
 - Includes language specifying auditing and reporting requirements
- 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

Fall 2026/Spring 2027 Enrollment Priorities

- Total cap of 40,000 enrollments for 26-27
 - Includes the 9,000 Summer enrollments
- Reinforce the intent that IDLA is a supplemental resource
 - Limit custom sections to only those that meet emergency needs
 - Cap of two courses per student (addresses "double dipping" and reinforces supplemental intent)
- Prioritize rural school enrollment
 - One week early enrollment period for rural schools
- Additional limits from legislation in the 2026 session
 - Vary course fees
 - \$40 course fee for courses that meet graduation requirements
 - \$100 course fee for electives)
 - Enrollment from virtual schools or private schools must pay the full IDLA course cost (\$445)
 - AO dollars could be used to offset part of the full course cost if the course was a dual credit course or taken as an overload
 - Private school students could reimburse the course cost through the tax credit ([H 934](#))
 - Scholarships available based on approved criteria
 - Continue to reduce and limit course offerings to prioritize capacity for core and high-enrollment courses

Board Member Updates

Superintendent Update

Legislative Update

[H 940](#) - IDLA Policy Bill (Passed)

[S 1438](#) - Enhancement Budget Bill (Passed)

- \$13.5 million reduction

[S 1452](#) - Trailer Bill

- Update to statute to allow for \$40 and \$100 course fees

WE BELIEVE:

1. All students deserve access to high quality, rigorous educational opportunities.

2. All learning must be student-centered, personalized, and responsive to individual needs.

3. All schools and districts deserve responsive support.

4. All of Idaho deserves a publicly accountable online learning provider focused on student success.

DRAFT VISION



Idaho is a place where every learner thrives—
anywhere, anytime—through innovative,
personalized, and equitable digital education.

MISSION STATEMENT DRAFT



Partner with schools to ensure every student, wherever they live, can access high-quality digital learning designed and delivered by Idaho educators.

Strategic Planning Roadmap

Review and development of Goals and Objectives

- May 6 & 7 - SLT

Approval of new Strategic Plan

- June Board Meeting

Superintendent Eval Timeline

Executive Session

Upcoming Meetings

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

Thank You!

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

April 14, 2026

Tuesday, April 14, 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. #3270 - District Provided Access to Electronic Information, Services, and Networks
 - b. #3275 - District Provided Mobile Computing Devices
 - c. #3570 - Student Records
 - d. #3570-P(1) - Student Records - Maintenance of School Student Records
 - e. #4260 - Records Available to the Public
 - f. #8605 - Retention of District Records
 - g. #8700 - Computer Software
 - h. #9550 - Cybersecurity Data Breach Response Policy

2. Policies, 2nd Reading
 - a. #7225 - Financial Fraud and Theft Prevention
 - b. #7455 - Federal Department of Suspension
 - c. #7460 - Use of Public Funds - Prohibition on Contracting with Abortion Providers
 - d. #7500 - New Fees or Increase of Fees
 - e. #7600 - Declaration of Financial Emergency
 - f. #7600-P(1) - Declaration of Financial Emergency - Financial Emergency Declaration Requirements

3. Policies, Final 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

4. Fall 2026 / Spring 2027 Enrollment Priorities

V. Updates

1. Board Member Updates- All
2. Superintendent Update - Mr. Jeff Simmons
 - a. Legislative Session Summary
 - b. Strategic Planning

VI. Executive Session

Per **[Idaho Code 74-206(1)(d)]** To consider records that are exempt from public disclosure.

Section 74-206 Idaho Code

**RESOLUTION TO RECESS FROM A PUBLIC MEETING INTO
EXECUTIVE SESSION**

The Chair announced that the next order of business would be Executive Session. After a full and complete discussion, upon motion duly made by _____ and seconded by _____, the following resolution was presented:

BE IT RESOLVED, that the Board of Trustees/Directors of Idaho Digital Learning Alliance recess from a public meeting into executive session in the manner and for the purpose authorized by Section 74-206(1)(d), Idaho Code, to [To consider records that are exempt from public disclosure;], as set forth in Section 74-206(1) (d), Idaho Code.

VII. Resume Open Session

2026 Board Meeting Dates

- 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
9199 W. Black Eagle Drive, Boise, ID 83709

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

Meeting ID: 208 342 0207

February 3, 2026

Tuesday, February 3, 2026 @ 3:15 PM

Board Members Present

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

Board Members Absent

- Mrs. Megan Sindt

Staff Members Present

- Mr. Brian Smith, Dr. Jeff Simmons, Mr. Ryan Gravette, Mr. Jeff Farden, Mr. Monte Woolstenhulme, Ms. Jolene Del Re, Ms. Kim Caldronney

Others Present

-

Call to Order, Introductions, and Welcome @ 3:15 PM

I. Agenda

The meeting began at 3:15 pm. A motion to accept the agenda was made by Mrs. Karla LaOrange and seconded by Mrs. Michelle Clement Taylor. The motion is unanimous.

II. Public Comment

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III. Consent Agenda

1. Approval of the Minutes

2. Expenditures
3. Personnel: None

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

IV. Action Items

1. Policies, 1st Reading
 - a. #7225 - Financial Fraud and Theft Prevention
 - b. #7455 - Federal Department of Suspension
 - c. #7460 - Use of Public Funds - Prohibition on Contracting with Abortion Providers
 - d. #7500 - New Fees or Increase of Fees
 - e. #7600 - Declaration of Financial Emergency
 - f. #7600-P(1) - Declaration of Financial Emergency - Financial Emergency Declaration Requirements

A motion made to approve the first reading of policy #'s 7225, 7455, 7460, 7500, 7600, and 7600-P(1) was made by Mr. Jeff Schutte and seconded by Mr. John Stiffler. The motion is unanimous.

2. Policies, 2nd 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

A motion to approve the second reading of policy #'s 7430, 7440, 7450, 7450-P(1), and 7450-P(2) was made by Mr. Brian Lee and seconded by Mrs. Michelle Clement Taylor. The motion is unanimous.

3. Policies, Final 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 the final reading and adopt as board policy #'s 7407, 7408, 7409, 7410, and 7420 was made by Mrs. Michelle Clement Taylor and seconded by Mr. John Stiffler. The motion is unanimous.

V. Updates

1. Board Member Updates- All
The Board members provided updates on current developments in their districts and industries.
2. Superintendent Update - Mr. Jeff Simmons
 - a. Legislative Update
Dr. Simmons advised the Board that IDLA has presentations to both the House and the Senate education committees tomorrow and that there are currently no changes to the proposed draft legislation.

A motion was made to adjourn at 3:42 pm by Mr. Jeff Schutte and seconded by Mrs. Michelle Clement Taylor. The motion is unanimous.

2025 -2026 Board Meeting Dates

- 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

March 31, 2026

Tuesday, March 31, 2026 @ 10:00 AM

Board Members Present

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

Board Members Absent

- Mr. Brian Lee, Mr. Jeff Schutte

Staff Members Present

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

Others Present

- Michelle Lewis, Brad Patzer, Valerie Doherty, Dani Leffler, Byron Heath, Erica Rodgers, Ange Henning, Mindy Wilkins, Brooke Claridge

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

I. Agenda

A motion to approve the agenda was made at 10:02 am by Mr. John Stiffler and seconded by Mrs. Karla LaOrange. The motion is unanimous.

II. Public Comment

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III. Updates

1. FY27 Budget Priorities

Dr. Simmons reviewed the most current draft legislation circulating through the legislature. He also recommended the proposed changes IDLA will make and outlined the path forward for those changes.

A motion to adjourn at 10:48 am was made by Mr. Matt Valadao and seconded by Mrs. Michelle Clement Taylor . The motion is unanimous.

2025 -2026 Board Meeting Dates

- 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



FY2526 EXPENDITURES FOR BOARD APPROVAL

02/01/2026 03/31/2026

	Opening Bal 01/31/2026	02/01/2026 thru 03/31/2026	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	\$14,500.02	\$768.80	\$15,268.82	\$30,000.00	\$14,731.18
100.500.410.000.000 INSTRUCTION - SUPPLIES & MATERIALS	\$237.52	\$0.00	\$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	\$53,031.08	\$67,643.87	\$120,674.95	\$212,400.00	\$91,725.05
100.640.381.000.000 SUPERVISION - STAFF TRAINING & TRAVEL	\$7,002.73	\$1,720.20	\$8,722.93	\$15,000.00	\$6,277.07
100.640.410.000.000 SUPERVISION - SUPPLIES & MATERIALS	\$146.85	\$0.00	\$146.85	\$1,000.00	\$853.15
TOTAL:	\$80,690.80	\$70,132.87	\$150,823.67	\$336,400.00	\$185,576.33
CURRICULUM PROGRAMS					
100.510.312.000.000 CONTENT DEVELOPMENT SERVICES	\$54,218.50	\$5,065.00	\$59,283.50	\$107,000.00	\$47,716.50
100.510.381.000.000 CURRICULUM - STAFF TRAINING & TRAVEL	\$36,319.33	\$5,762.55	\$42,081.88	\$55,000.00	\$12,918.12
100.510.410.000.000 CURRICULUM - SUPPLIES & MATERIALS	\$1,631.77	\$0.00	\$1,631.77	\$3,000.00	\$1,368.23
100.510.440.000.000 CURRICULUM - EDUCATIONAL CONTENT LICENSING & SUPPORT	\$145,447.15	\$0.00	\$145,447.15	\$140,000.00	-\$5,447.15
TOTAL:	\$237,616.75	\$10,827.55	\$248,444.30	\$305,000.00	\$56,555.70
ELEMENTARY PROGRAMS					
100.512.381.000.000 ELEMENTARY - STAFF TRAINING & TRAVEL	\$17,694.22	\$395.53	\$18,089.75	\$35,000.00	\$16,910.25
100.512.410.000.000 ELEMENTARY - SUPPLIES & MATERIALS	\$1,802.30	\$246.40	\$2,048.70	\$5,000.00	\$2,951.30
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:	\$54,836.52	\$641.93	\$55,478.45	\$78,000.00	\$22,521.55
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	\$66,073.15	\$10,355.87	\$76,429.02	\$95,000.00	\$18,570.98
100.600.410.000.000 DISTRICT PROGRAMS - SUPPLIES & MATERIALS	\$1,746.87	\$12.71	\$1,759.58	\$7,500.00	\$5,740.42
TOTAL:	\$99,617.80	\$10,368.58	\$109,986.38	\$137,500.00	\$27,513.62
INFORMATION AND TECHNOLOGY					
100.623.312.100.000 CONTRACTED SERVICES - PROGRAMMING	\$456,277.58	\$163,533.00	\$619,810.58	\$989,140.00	\$369,329.42
100.623.312.200.000 CONTRACTED SERVICES - GENERAL	\$171,251.23	\$60,392.00	\$231,643.23	\$295,000.00	\$63,356.77
100.623.350.000.000 ORGANIZATIONAL COMMUNICATION	\$142,441.58	\$22,971.36	\$165,412.94	\$250,400.00	\$84,987.06
100.623.381.000.000 TECHNOLOGY - STAFF TRAINING & TRAVEL	\$17,901.52	\$11,813.18	\$29,714.70	\$40,000.00	\$10,285.30
100.623.410.000.000 TECHNOLOGY - SUPPLIES & MATERIALS	\$1,983.60	\$293.30	\$2,276.90	\$8,000.00	\$5,723.10
100.623.460.100.000 TECHNOLOGY - SOFTWARE	\$248,373.39	\$17,027.86	\$265,401.25	\$315,000.00	\$49,598.75
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	\$52,059.83	\$1,988.86	\$54,048.69	\$150,000.00	\$95,951.31
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	\$252,934.90	\$31,843.87	\$284,778.77	\$434,000.00	\$149,221.23
TOTAL:	\$1,742,191.99	\$309,863.43	\$2,052,055.42	\$2,936,540.00	\$884,484.58
BUSINESS OPERATIONS					
100.651.312.000.000 OPERATIONS - CONTRACTED PROFESSIONAL SERVICES	\$32,048.89	\$13,551.50	\$45,600.39	\$70,000.00	\$24,399.61
100.651.315.000.000 OPERATIONS - STAFF EDUCATIONAL PROGRAM	\$20,784.92	\$1,460.00	\$22,244.92	\$30,000.00	\$7,755.08
100.651.321.000.000 OPERATIONS - FACILITY & OCCUPANCY	\$137,513.37	\$4,373.97	\$141,887.34	\$111,027.00	-\$30,860.34
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	\$39,633.92	\$283.73	\$39,917.65	\$80,000.00	\$40,082.35
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	\$33,585.43	\$1,750.85	\$35,336.28	\$56,000.00	\$20,663.72
100.651.382.000.000 BOARD OF DIRECTORS - TRAINING AND TRAVEL	\$4,325.71	\$721.57	\$5,047.28	\$14,000.00	\$8,952.72
100.651.410.000.000 OPERATIONS - OFFICE SUPPLIES AND MATERIALS	\$23,111.79	\$6,078.26	\$29,190.05	\$60,000.00	\$30,809.95
TOTAL:	\$325,688.58	\$28,219.88	\$353,908.46	\$458,027.00	\$104,118.54



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

Board of Directors
 April 14, 2026

Recommendations for Hire:

Name	Full-Time /Part-Time	Position	Hire Date
TBD	FT	Support Services Manager (internal transfer, will reduce 1 FTE)	May 1, 2026

Resignations/Terminations/Non-Contract Renewals:

Name	Full-Time /Part-Time	Position	Years of Service	Last Day
Heidi Baker	PT	Online Instructor	11.5	December 9, 2025
Vicki Baker	PT	Online Instructor	2.5	January 9, 2026
Jerod Morehouse	PT	Online Instructor	.5	January 21, 2026
Matt Harr	PT	Online Instructor	16.5	January 14, 2026
Boe Rushto	PT	Online Instructor	2.5	January 21, 2026
Dave Davies	PT	Online Instructor	2.5	January 20, 2026
Erin McCracken	FT	Professional Development Lead	9.75	February 20, 2026
Brandi Kent	FT	Elementary Instructor	1.5	February 27, 2026
Amanda Strong	FT	Elementary Instructor	3.5	February 27, 2026
Nancy Love	PT	Online Instructor	14.75	March 4, 2026
Don Knuth	PT	Online Instructor	16.5	February 16, 2026



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

Board Policy 3270: IDLA-Provided Access to Electronic Information, Services, and Networks

Status: PROPOSED

Original Adopted Date: _____

Last Reviewed Date: _____

Internet access and interconnected computer systems are available to IDLA's students and faculty. Electronic networks, including the internet, are a part of IDLA's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for IDLA to be able to continue to make its computer network and internet access available, all users, including students, must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided internet access are responsible for good behavior online. The same general rules for behavior apply to students' use of IDLA-provided computer systems. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While IDLA's teachers and other staff will make reasonable efforts to supervise use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access and students must be held responsible and accountable for their own conduct.

Curriculum

In accordance with this policy and the Board's philosophy to ensure the safety of all students, IDLA shall provide an appropriate planned instructional component for internet safety which shall be integrated into IDLA's regular instructional program. In compliance with the Children's Internet Protection Act this instruction will include information on the safe use of social networking sites and instant messaging, the characteristics of cyber-bullying, and recommended responses.

The use of IDLA's electronic networks shall be consistent with the curriculum adopted by IDLA, as well as the varied instructional needs, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff may, consistent with IDLA's educational goals, use the internet throughout the curriculum.

IDLA's electronic network is part of the curriculum and is not a public forum for general use.

Internet Safety

Each IDLA computer with internet access shall have a filtering device as described in Procedure 3270P.

IDLA shall require that any vendor, person, or entity providing digital or online library resources to IDLA for use by students verify they have policies and technology protection measures:

1. Prohibiting and preventing users from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors, as defined by section 18-1514, Idaho Code; and
2. Filtering or blocking access to obscene materials, materials harmful to minors, and materials that depict the sexual exploitation of a minor, as defined in chapter 15, title 18, Idaho Code.

IDLA will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing material that is inappropriate or harmful to minors, as defined in section 18-1514 Idaho Code or as defined in 47 USC Section 254.

Filtering should also be used in conjunction with:

1. Educating students on appropriate online behavior;
2. Requiring students review and sign an internet access conduct agreement;
3. Appropriate supervision, either in person and/or electronically.

The system administrator shall monitor student internet access.

Warranties/Indemnification

IDLA makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. IDLA is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. IDLA specifically denies any responsibility for the accuracy or quality of information obtained through its services. IDLA will not be responsible for any unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to IDLA and shall indemnify and hold IDLA, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user and attorney fees. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with IDLA in the event the school initiates an investigation of a user's use of their access to its computer network and the internet.

Violations

If any user violates this policy, the student's access to IDLA's internet system and computers will be denied, if not already provided, or withdrawn and they may be subject to additional disciplinary action. The system administrator will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with their decision being final. Actions which violate local, State, or federal law may be referred to the local law enforcement agency.

If the actions of the individual are also in violation of other IDLA discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies. Staff or guests in violation of this policy will be subject to possible disciplinary action.

Internet Safety Coordinator

The Superintendent shall serve, or appoint someone to serve, as "Internet Safety Coordinator" with responsibility and authority for ensuring compliance with the requirements of federal law, State law, and this policy. The Internet Safety Coordinator shall develop and maintain administrative procedures to enforce the provisions of this policy and coordinate with the appropriate IDLA personnel regarding the internet safety component of IDLA's curriculum. The Internet Safety Coordinator shall handle any complaints about the enforcement of this policy or refer them to other appropriate personnel depending on the nature of the complaint.

The Internet Safety Coordinator shall maintain documentation evidencing that instruction by school personnel on internet safety is occurring IDLA wide.

Public Notification

The Internet Safety Coordinator shall inform the public via the main IDLA webpage of IDLA's procedures regarding enforcement of this policy and make them available for review at IDLA office.

Legal References

20 USC § 7131

20 USC § 9134(f)

IC § 18-1514(6)

IC § 18-6726

IC § 33-132

IC § 33-2508

Description

Internet Safety

State Plans - Internet Safety

Obscene Materials — Definitions

TikTok Use by State Employees on a State-Issued Device
Prohibited

Local School Boards — Internet Use Policy Required

Digital and Online Library Resources for K-12 Students

Code	Description
2335	Digital Citizenship and Safety Education
2395	Idaho Digital Learning Academy Classes
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template
3085-F(2)	Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students
3260	Bring Your Own Technology Program
3260-F(1)	Bring Your Own Technology Program - Permission Form
3265	Student Owned Electronic Communication Devices
3275	IDLA Provided Mobile Computing Devices (Alternatives)
3275-F(1)	IDLA Provided Mobile Computing Devices (Alternatives) - AGREEMENT
3330	Student Discipline
5325	Employee Use of Social Media Sites, Including Personal Sites
5325-P(1)	Employee Use of Social Media Sites, Including Personal Sites - Recommended Practices for Use of Social Media Sites, Including Personal Sites
8705	Generative Artificial Intelligence

**Board Policy 3275: IDLA Provided Mobile
Computing Devices (Alternatives)**

Status: PROPOSED

Original Adopted Date: _____

Last Reviewed Date: _____

Software

The software originally installed by IDLA must remain on the device in usable condition and be easily accessible at all times.

From time to time the school may add or update software applications. The licenses for this software sometimes require that the software be deleted from devices at the completion of a course. Periodic reviews of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

Students wishing to load additional software onto a device must first obtain the permission of the school's technology department. Violent games and device images containing obscene or pornographic material are banned.

Inspection and Filtering

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors.

Students may be selected at random or for cause to provide their device for inspection. If technical difficulties occur or unauthorized software or any other violation of IDLA policy is discovered, all files and the hard drive may be reformatted. Only authorized software will be installed. IDLA does not accept responsibility for the loss of any software or other materials deleted due to a reformat and reimage.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated IDLA staff to ensure appropriate use. IDLA will cooperate fully with local, State, or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices

Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or other for any other appropriate IDLA purpose. A student does not need to be asked for permission prior to remote software maintenance.

Acceptable Use

Access to the devices is a privilege and not a right. Each employee, student, and parent will be required to follow the Acceptable Use Policy. Violation of these policies, whether by the student or another party, while the device is in student custody may result in disciplinary action for the student, possible revocation of device privileges, and/or contacting law enforcement authorities.

Managing Files

Once details are known about the availability of file space that is shared or is backed up automatically, the Superintendent will set a procedure for where students and teachers should save important documents.

Students should also back up their work. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

Software

The software originally installed by IDLA must remain on the device in usable condition and be easily accessible at all times.

From time to time the school may add or update software applications. The licenses for such software sometimes require that the software be deleted from devices at the completion of a course. Periodic checks of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

Inspection and Filtering

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors.

Remote Access of Devices

Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or other for any other appropriate IDLA purpose. A student does not need to be asked for permission prior to remote software maintenance.

Legal References

47 USC § 254(l)

IC § 18-6726

Idaho Executive Order

Pub. L. 106-554

Description

Internet Safety Policy Requirement for Schools and Libraries

TikTok Use by State Employees on a State-Issued Device Prohibited

2022-06

Children's Internet Protection Act (CIPA)

Code

3260

3260-F(1)

3270

3270-P(1)

3270-F(1)

Description

Bring Your Own Technology Program

Bring Your Own Technology Program - Permission Form

IDLA-Provided Access to Electronic Information, Services, and Networks

IDLA-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks

IDLA-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS CONDUCT AGREEMENT

Board Policy 3570: Student Records

Status: PROPOSED

Original Adopted Date: _____

Last Reviewed Date: _____

School student records are confidential, and information from them shall not be released other than as provided by law. Federal and state laws grant certain rights to parents and students, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. IDLA may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, email addresses and telephone numbers of all high school students, unless the parent(s) directs the school not to release this information.

The Superintendent shall implement this policy consistent with State and federal law and may develop administrative procedures to assure compliance with State and federal law. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parents of it, as well as their rights regarding student school records.

Legal References

Description

20 USC Section 1232g, et seq.

Family Educational Rights and Privacy Act (FERPA)

34 CFR Part 99

Implementing FERPA

IC § 33-133

Idaho Student Data Accessibility, Transparency, and Accountability Act — Definitions — Student Data — Use and Limitations — Penalties

IC § 33-209

Attendance at Schools — Transfer of Student Records — Duties

IC § 33-6001

Parental Rights

IC § 33-717A

Divorce Actions — Parents' Access to Records and Information

Code	Description
2500	Library Materials
2500-F(1)	Library Materials
3560	Video Surveillance
3575	Student Data Privacy and Security
3620	Transfer of Student Records
4170	IDLA or School Operated Social Media
4260	Records Available to Public
4260-F(1)	Records Available to Public - Request for Public Records
8605	Retention of IDLA Records
9550	Cybersecurity & Data Breach Response Policy

**Procedure 3570-P(1): Student Records -
Maintenance of School Student Records**

Status: PROPOSED

Original Adopted Date: _____

Last Reviewed Date: _____

IDLA shall maintain a record for each student that shall contain information, including but not limited to the items listed below, if the organization has created or received such information.

1. Basic identifying information;
2. Academic transcripts;
3. Special education records (maintained pursuant to IDEA requirements);
4. Verified information of clear relevance to the student's education;
5. Log pertaining to release of student's record; and
6. Disciplinary records.

IDLA has determined that the following documentation shall be permanently maintained:

1. The unique student identifier;
2. Transcript;

Other content of the student record shall be maintained for a period of five years after a student graduates or permanently leaves IDLA, except for those records for which longer retention is required.

Special Education Records shall be maintained in accordance with then-applicable special education laws, as such may change from time to time.

Personnel Responsible for Records Maintenance

IDLA's technology director or designee, in conjunction with the Superintendent and their designee shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with the procedure established by the Superintendent.

Access to Student Records

IDLA shall grant access to student records as follows:

1. IDLA or any IDLA employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this policy and consistent with the provisions of State and federal law. This includes the provisions of IC 33-133.
2. The parents of a student under 18 years of age shall be entitled to inspect and copy information in the child's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within five school days of IDLA's receipt of such a request unless state or federal law specifically provides another length of time.

Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. IDLA shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise or parental rights have been terminated by court order or parental agreement:

- A. Academic progress reports or records;
- B. Health reports;
- C. Notices of parent-teacher conferences;
- D. School calendars distributed to parents/guardians; and
- E. Notices about open houses and other major school events, including pupil-parent interaction.

When the student reaches 18 years of age or otherwise becomes emancipated, the rights detailed herein for the parent/legal guardian are transferred to the student, unless otherwise addressed by the student, permitted parental access to the student information system, or via court order/guardianship. Additionally, the parents of dependent students, as defined by the Internal Revenue Service (i.e. student termed dependent for income tax purposes) may have access to student educational records if the parents establish this right, via either a copy of the applicable tax forms and/or a Parental Affidavit for Educational Records attesting to the student's dependent status.

Access shall not be granted to the parent or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if the student has waived their right of access after being advised of their right to obtain the names of all persons making such confidential letters or statements.

3. IDLA may grant access to, or release information from, student records to employees or officials of IDLA or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parental consent or notification.

Access in such cases shall be limited to the satisfaction of that need.

4. For purposes of an audit or evaluation by a federal or State-supported education program, and to comply with federal requirements related to such a program. The receiving entity must be a State or educational authority or another entity allowed by the Family Educational Rights and Privacy Act (FERPA), or must be an authorized representative of such an entity.

For each new audit, evaluation, or enforcement effort, IDLA shall enter into a written agreement when designating anyone other than its employee as its authorized representative. IDLA shall be responsible for using reasonable methods to ensure, to the greatest extent practicable, that the authorized representative:

- A. Uses the personal information only for the authorized purpose;
 - B. Protects the personal information from further unauthorized disclosures or other uses; and
 - C. Destroys the personal information when it is no longer needed for the authorized purpose. Such destruction shall be affected by any specified time period set forth in the written agreement.
5. IDLA may grant access to, or release information from, student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. Any such release in this regard shall be consistent with Idaho Code and Policy 3575 relating to the limitations on the release of student data.
 6. IDLA shall grant access to, or release information from, a student's records pursuant to a court order or appropriate subpoena. In most instances, the parent/qualified student shall be given prompt written notice of such order/subpoena, a general statement of the documents which will be released, and the proposed date of release of the documentation requested. However, there are very limited circumstances under the USA Patriot Act where schools are required to disclose information without notice to the parent or student to the Attorney General of the United States upon an ex parte order in connection with the investigation or prosecution of terrorism crimes or other such specified situations when the court order prohibits disclosure (i.e. Federal Grand Jury Subpoena or Law Enforcement Subpoena wherein such order indicates disclosure is not permitted).

7. IDLA shall grant access to or release information from any student record as specifically required by federal or state statute.
8. IDLA shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records, and one copy shall be mailed to the parent or eligible student by the Superintendent. Whenever IDLA requests the consent to release certain records, the records custodian shall inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.
9. IDLA may release student records to the Superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.
10. Prior to the release of any records or information under items 6, 7, 8, and 9 above, IDLA shall provide prompt written notice to the parents or eligible student of this intended action except as specified in item 6. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
11. IDLA may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The superintendent or designee shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. Any release that is made must be narrowly tailored considering the immediacy, magnitude, and specificity of the information concerning the emergency and the information should only be released to those persons whose knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals (i.e. law enforcement, public health officials, trained medical personnel). The length of the exception is limited to the period of the emergency and does not allow for a blanket release of personally identifiable information from a student's records. IDLA shall notify the parents or eligible student as soon as possible of the information released; the date of the release; the person, agency, or organization to which the release was made; and the purpose of the release and the same information shall be recorded in the student's record log.

12. IDLA will comply with an ex parte order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
13. IDLA may charge a fee for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship. See Policy 4260 for information regarding IDLA copy fee schedule.
14. A log of all releases of information from student records, including all instances of access granted, whether or not records were copied, shall be kept and maintained as part of such records. This log shall be maintained for the life of the student record and shall be accessible only to the parent or eligible student, records custodian, or other such person. The log of release shall include:
 - A. Information released or made accessible;
 - B. The name and signature of the records custodian;
 - C. The name and position of the person requesting the release or access;
 - D. The legitimate interests the parties had in requesting or obtaining the information;
 - E. The date of the release or grant of access;
 - F. A copy of any consent to such release; and
 - G. Any additional information required by State or federal law.

Directory Information

IDLA may release certain directory information regarding students, except that parents may prohibit such a release. Directory information shall be limited to:

1. Name;
2. Email Address
3. Telephone
4. Address
5. Date of Birth
6. Most recent educational agency attended
7. Course Enrollment History
8. Grade level;
9. Academic awards, degrees, and honors;
10. Programs of study;
11. Period of attendance in school

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

Military Recruiters/Institutions of Higher Education

Pursuant to federal law, IDLA is required to release the names, addresses, email addresses and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

Parents/guardians may challenge the accuracy, relevancy, or propriety of their student's records, except for challenges made to the following when a student's school records are being forwarded to another school:

1. Grades; and
2. References to expulsions or out-of-school suspensions

Parents/guardians who wish to challenge a record should write to the school principal or records custodian, clearly identifying the part of the record they want changed or removed, and specifying the reason.

If IDLA decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the parent/guardian has the right to request a hearing at which each party has:

1. The right to present evidence and to call witnesses;
2. The right to cross-examine witnesses;
3. The right to counsel;
4. The right to a written statement of any decision and the reasons therefore; and
5. The right to appeal an adverse decision to an administrative hearing or official, to be established or designated by the State Board.

IDLA will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Such notice shall be in writing and provided within a reasonable period of time after the hearing. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.

Legal References

20 USC Section 1232g, et seq.

Description

Family Educational Rights and Privacy Act (FERPA)

34 CFR Part 99

Implementing FERPA

IC § 33-133

Idaho Student Data Accessibility, Transparency, and Accountability Act — Definitions — Student Data — Use and Limitations — Penalties

IC § 33-209

Attendance at Schools — Transfer of Student Records — Duties

IC § 33-6001

Parental Rights

IC § 33-717A

Divorce Actions — Parents' Access to Records and Information

Code

Description

2500

Library Materials

2500-F(1)

Library Materials

3560

Video Surveillance

3575

Student Data Privacy and Security

3620

Transfer of Student Records

4170

IDLA or School Operated Social Media

4260

Records Available to Public

4260-F(1)

Records Available to Public - Request for Public Records

8605

Retention of IDLA Records

9550

Cybersecurity & Data Breach Response Policy



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

Board Policy 4260: Records Available to Public **Status: PROPOSED**

Original Adopted Date: _____

Last Reviewed Date: _____

Subject to the limitations provided herein, and as provided by law, full access to public records concerning the administration and operations of IDLA shall be afforded to the public. Public access to IDLA records shall be afforded according to appropriate administrative procedures.

Every person has the right to examine and take a copy of any public record at all reasonable times. All IDLA records except those restricted by State and federal law shall be made available to the requester upon written request for inspection at the Custodian's office.

The Superintendent shall serve, or designate someone to serve, as “Public Records Custodian” with the responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, retention, and copying requirements of federal law, State law, and this policy. Responsibility and authority for indexing shall include identifying the general subject matter of all public records kept or maintained by IDLA, the custodian of these records, and their physical location. The identified physical location of IDLA’s records is provided in the Retention of IDLA Records Policy. The Public Records Custodian shall authorize the inspection and copying of IDLA's records only in accordance with the criteria set forth in this policy and in compliance with State and federal laws.

A written copy of the Board’s minutes shall be available to the general public within a reasonable time after the meeting in which they are approved. Drafts of the Board’s minutes are considered to be public records and shall be produced upon request. However, IDLA shall watermark such public records with the statement “Unofficial Draft Minutes not yet reviewed or approved by Board.”

Definitions

A “public record” includes, but is not limited to, any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by any State agency, independent public body corporate and politic, or local agency, regardless of physical form or characteristics. Provided, however, that personal notes created by a public

official solely for their own use shall not be a public record as long as such personal notes are not shared with any other person or entity.

A "writing" includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing, and every means of recording, including letters, words, pictures, sounds or symbols, or combination thereof; and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, or other documents.

An "Idaho resident" means a person whose domicile has been within Idaho continuously for at least 30 days. This includes domestic entities as provided in IC 30-21-102, such as companies and nonprofit organizations that are registered in Idaho, but does not include full-time students who are residents of another state. Establishment of residency includes a spouse and dependent children who reside with that person in the domicile.

Records Exempt from Disclosure

In accordance with Idaho Code, the following records shall NOT be subject to public inspection or copying:

1. Any public record exempt from disclosure by federal or State law or federal regulations to the extent specifically provided for by such law or regulation.
2. Retired employees' and retired public officials' home addresses, home telephone numbers, and other financial and non-financial membership records.
3. Records of a current or former employee other than the employee's duration of employment with IDLA, position held, and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses. However, all other personnel information relating to a public employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, net pay, applications, testing and scoring materials, grievances, correspondence, and performance evaluations shall not be disclosed to the public without the employee's or applicant's written consent.
4. Records relating to the appraisal of real property, timber, or mineral rights prior to its acquisition, sale, or lease by IDLA.
5. Any estimate prepared by IDLA that details the cost of a public project until such time as disclosed, or bids are opened, or upon award of the contract for construction of the public project.
6. Records of any risk retention or self-insurance program prepared in anticipation of litigation, or for analysis of, or settlement of potential or actual money damage claims against IDLA or its employees except as otherwise discoverable under the Idaho or

federal rules of civil procedure. These records shall include but are not limited to claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents, and correspondence relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement from public funds shall be deemed a public record unless otherwise ordered to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body, corporate and politic.

7. Computer programs developed or purchased by or for IDLA for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval, and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program. This does not include:
 - A. The original data including but not limited to numbers, text, voice, graphics, and images;
 - B. Analysis, compilation, and other manipulated forms of the original data produced by use of the program; or
 - C. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.
8. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act, Idaho Code, and adopted IDLA policy.
9. Test questions, scoring keys, or other examination data used to administer academic tests.
10. Records relevant to a controversy to which IDLA is a party, but which records would not be available to another party under the rules of pretrial discovery for cases pending resolution.
11. Records of buildings, facilities, infrastructures, and systems when the disclosure of such information would jeopardize the safety of persons or the public safety. Such records may include emergency evacuation, escape, or other emergency response plans; vulnerability assessments; operation and security manuals; plans; blueprints; or security codes.

However, all personnel records of a current or former public official reflecting public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing agency are subject to public inspection and copying.

If the record requested for inspection and/or copying contains both information exempted from disclosure and nonexempt information, IDLA shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

Response to Requests

IDLA shall require that a public records request be submitted in writing upon a form prescribed by IDLA with a clear indication that it is a public records request, the requester's name, mailing address, email address, and telephone number, and a written declaration attesting or affirming under oath whether the requester is an Idaho resident or an employee of an Idaho resident. A request for public records may be conducted by electronic email. The request shall specifically describe the subject matter and records sought, including a specific date range for when the records sought were created. The request shall be as specific as possible, describing the records sought in enough detail to let the Public Records Custodian find the records with reasonable effort. IDLA may provide the requester information to help the requester narrow the scope of the request or to help the requester make the request more specific when the records requested are voluminous or costly.

When an Idaho resident or someone employed by an Idaho resident makes a public records request, IDLA shall either grant or deny the request to examine or copy public records within three working days of the date of the receipt of the request for public records. If a longer period of time is needed to locate or retrieve the records, IDLA shall notify the person requesting the records of this and provide the records to such person not later than ten working days following the request.

When someone who is neither an Idaho resident nor employed by an Idaho resident makes a public records request, IDLA shall either grant or deny the request to examine or copy public records within 21 days of the date of the receipt of the request for public records. If a longer period of time is needed to locate or retrieve the records, IDLA shall notify the person requesting the records of this and provide the records to such person not later than 35 days following the request.

If a record is requested in electronic format and the record cannot easily be converted to electronic format within the applicable extended number of days, IDLA shall notify the person requesting the records of this fact and provide them with an estimate of the time necessary to complete the conversion. The documents shall then be provided at a time mutually agreeable to the parties giving consideration to any limitations that may exist regarding electronic conversion.

If IDLA fails to respond within the shorter applicable period of time described above, the request shall be deemed to be denied. If IDLA denies the request for examination or copying the public records or denies in part and grants in part the request for examination and copying of the public records, the Public Records Custodian shall notify the person in writing of the denial or partial denial of the request for the public record. The notice of denial or partial denial shall state that

the attorney for IDLA has reviewed the request or shall state that IDLA has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the right to appeal the denial or partial denial and the time periods for doing so.

The Public Records Custodian is authorized to seek an injunction to prevent the disclosure of records otherwise suitable for disclosure when it is determined that there is reasonable cause to believe that the disclosure would not be in the public interest and would substantially or irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Fee Waiver

IDLA will adhere to its copying fee schedule unless it is determined by the Public Records Custodian that an Idaho resident or employee of an Idaho resident shows that their request meets the following test:

1. The requester's examination and/or copying of public records is likely to contribute significantly to the public's understanding of the operations and activities of the government;
2. The requester's examination and/or copying of public records is not primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party; and
3. The requester's examination and/or copying of public records will not occur if fees are charged because the requester has insufficient financial resources to pay such fees.

Upon a request that fees not be charged, and the Public Records Custodian's consideration of the above factors, the Public Records Custodian shall notify the requester in writing of their decision within ten working days following the request.

If the fee waiver is denied, the requester shall then have seven days to file an appeal of the denial with the Superintendent. The Superintendent shall review the denial and either affirm or reverse the denial of the Public Records Custodian in writing within ten working days of receipt of the appeal. In the event that the Superintendent is the Public Records Custodian the appeal shall be filed within seven days with the Board. At the Board's next regularly scheduled meeting, the Board shall review the denial of fee waiver and either affirm or reverse it. There shall be no further appeal beyond the Board.

The request shall not be fulfilled or prepared, and the time for response will not begin to run, until such time as the final determination as to fees has been addressed and any fees to be charged have been paid.

A requester may not file multiple requests for public records solely to avoid payment of fees. If IDLA suspects that this is the case, it can aggregate the related requests and charge based upon its copying fee schedule.

Fee Schedule

The copying fee schedule of IDLA is as follows:

1. IDLA shall not charge Idaho residents or their employees a fee for the first 100 pages of records or the first two hours of labor in responding to a request.
2. Copies of public records: cannot exceed actual costs for all copies except for the first 100 pages or two hours of labor responding to a request by an Idaho resident or their employee.
3. IDLA will charge for the labor costs associated with locating and copying documents if:
 - A. The request is for more than 100 pages of records;
 - B. The request includes nonpublic information that must be redacted from the public records; or
 - C. The labor associated with locating and copying the records exceeds two hours; or
 - D. The request is made by someone who is not an Idaho resident or an employee of an Idaho resident.
4. The fees for labor associated with responding to a public records request shall be charged at the per hour pay rate of the lowest-paid administrative staff employee of IDLA who is necessary and qualified to process the request.
5. The fees associated with redactions required to be made by an attorney employed by IDLA shall be charged at the lowest-paid hourly rate of the lowest paid attorney employed by IDLA or, if there are no attorneys employed by IDLA, the rate shall be no more than the usual and customary rate of the attorney retained by IDLA.
6. Copy of a duplicate computer disc or similar record system the fee shall not exceed:
 - A. IDLA's cost of copying the information in that form;
 - B. IDLA's cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to electronic form.

Fees shall be collected in advance. IDLA shall provide requesters with an itemized statement of fees to show the per page costs for copies and the hourly rate of employees and attorneys involved in responding to the request.

Legal References

IC § 74-101, et seq.

IC § 74-204

IDAPA 08.01.01.100

Description

Idaho Public Records Act

Notice of Meetings

Procedures for Responding to Requests for Examination and/or Copying Public Records

Other References

Idaho Attorney General

Description

Idaho Public Records Law Manual, July 2018 (last accessed November 11, 2019)

Code

3570

3570-P(1)

3570-F(1)

3570-F(2)

4130

4170

5500

5500-P(1)

8605

Description

Student Records

Student Records - Maintenance of School Student Records

Student Records - Notification to Parents' and Student's of Rights Concerning a Student's School Records

Student Records - Permission to Use Likeness

Public Access to IDLA Website

IDLA or School Operated Social Media

Personnel Records

Personnel Records - Procedures for Releasing Personnel Records to Hiring School IDLAs

Retention of IDLA Records



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

Board Policy 8605: Retention of IDLA Records

Status: PROPOSED

Original Adopted Date: _____

Last Reviewed Date: _____

In compliance with Idaho Code, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of IDLA records. This schedule likewise identifies the anticipated physical location where such records may be kept or maintained by IDLA, in addition to the possible document retention of all categories of records on the school's servers and computer systems.

IDLA's Public Records Custodian(s), in conjunction with the Superintendent, or designee, is responsible for the maintenance, safeguarding, and destruction of IDLA's records. Performance of such duties shall be in cooperation with IDLA's Business Office, Directors of Maintenance and Transportation, Technology Coordinator, the Principals at the school's buildings, and other administrative personnel employed by IDLA. However, each school employee is likewise responsible for having knowledge of this policy and the requirement to safeguard IDLA's records, electronic or otherwise, consistent with the chart below.

IDLA's Public Records Custodian(s) shall work in conjunction with IDLA's Technology department to assure that the school's staff is aware of the routine destruction of electronic IDLA records, including emails, such that they are able to assure that IDLA's public records are retained consistent with this schedule, regardless of whether they are maintained in a hard copy or an electronic copy. In such a process, IDLA's employees need to retain IDLA records included on the schedule below, particularly student educational records, personnel records, and investigative records, in a format that is not part of IDLA's routine electronic records destruction and/or notify the technology personnel of IDLA that a particular document is not to be destroyed as part of the routine destruction of electronic records.

Unless otherwise prohibited by applicable law, all IDLA records may be maintained electronically and/or in hard physical copy.

Method of Destroying Official Records

IDLA's official records, and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded or digitally destroyed before disposal.

Destruction of Email and Other Electronic Communications

IDLA will store emails for a maximum period of five years. All email will be automatically deleted from IDLA’s system at the end of this retention period. It is the responsibility of every IDLA employee to assure that IDLA documents that need to be retained for a longer period of time due to federal law, State law, or the provisions of this policy are retained accordingly and in a different format than email. An employee’s failure to retain IDLA documents accordingly could serve as a basis for discipline, up to and including possible termination.

Suspending Destruction of Official Records

IDLA will immediately cease the destruction of all relevant records, including electronic records, even if destruction is authorized by an approved Retention Schedule, for the following reasons:

1. If IDLA receives a public records request;
2. If IDLA believes that an investigation or litigation is imminent; or
3. If IDLA is notified that an investigation or litigation has commenced.

The Public Records Custodian(s) and Superintendent are responsible for carrying out this policy.

If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.) IDLA’s Administrative personnel shall notify its information technology staff to cease the destruction of records relating to the subject matter of the suit/potential suit or investigation. Failure to cease the destruction of relevant records could result in penalties against IDLA.

IDLA records shall be retained and/or disposed of as follows:

IDLA RECORDS RETENTION SCHEDULE		
Retention Codes		
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30th)	LA —Life of Asset PM —Permanent US —Until Superseded	DO – IDLA Office SB – School Buildings DM – IDLA Maintenance DT – IDLA Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	CODES
ADMINISTRATION—ATTENDANCE-ANNUAL ATTENDANCE SUMMARIES BY BUILDING	PM	DO, SB
ADMINISTRATION—ATTENDANCE—Enrollment attendance data	5 yr	DO, SB

ADMINISTRATION—CONTRACTS FOR THE SALE AND PURCHASE OF REAL PROPERTY	PM	DO, SB, DM, DT
ADMINISTRATION—CONTRACTS AND LEASES	AC +5 yr	DO
ADMINISTRATION—GENERAL CORRESPONDENCE	5 yr	DO, SB
ADMINISTRATION—DONATION/GIFT RECORDS	PM	DO, SB
ADMINISTRATION—BOARD MEETINGS—AGENDA AND MINUTES: Official minutes and agenda of open meetings	PM	DO
ADMINISTRATION—BOARD MEETINGS—CLOSED: Certified agendas or tape recordings of closed meetings	PM—Restricted Access	DO
ADMINISTRATION—ORGANIZATION CHARTS: Any documentation that shows program accountability	PM	DO, SB, DM, DT
ADMINISTRATION—EDUCATION PROGRAM REVIEW RECORDS	PM	DO, SB
ADMINISTRATION—OFFICIAL STATE DEPARTMENT REPORTS	PM	DO
ADMINISTRATION—SCHOOL CERTIFICATION REPORTS	PM	DO
ANNUAL REPORTS	PM	DO
APPEAL AND REVIEW RECORDS—Records may include but are not limited to narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation.	PM	DO
BOARD MEMBER RECORDS—Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, budgets, financial statements, reports, other reference material. Records are often compiled in a notebook or electronically for each member.	5 yr NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.	DO

BOARD RECORDS —Series documents the official proceedings of the board meetings. Records may include meeting notices; items for Board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.	PM	DO
IDLA COMPUTER SYSTEMS-BACKUPS —Backups on tape, disk, CD, DVD, etc. CAUTION: Records stored in this format can be subpoenaed during litigation.	US or 1 year	DO
EQUIPMENT-HISTORY FILE —Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.	LA+5 yr	DO, DM, DT
EQUIPMENT MANUALS —Instruction and operating manuals	LA	DO, SB, DM, DT
EQUIPMENT WARRANTIES	AC+1 yr	DO, SB, DM, DT
FACILITIES OPERATIONS-APPRAISALS —Building or property	7 yr	DO
FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS —Includes architectural and engineering drawings, etc.	PM For leased structures retain AC+2	DO, DM
FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES —Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.	LA	DO, SB, DM
FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS	FE+7 yr	DO, SB, DM, DT
FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS —Documenting disposal of inventoried property	PM	DO

FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS —Property logs	US+7 yr	DO, SB, DM
FACILITY OPERATIONS-SECURITY ACCESS RECORDS —Documents the issuance of keys, identification cards, passes, passwords, etc.	AC+2 yr AC=Until superseded, date of expiration, or date of termination, whichever is sooner	DO, SB, DM
FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS	PM	DO, DM
FACILITY OPERATIONS-UTILITY USAGE REPORTS	LA	DO, DM
FACILITY OPERATIONS-VEHICLE OPERATION LOGS	7 yr	DO, DT
FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS	FE+7 yr	DO, SB
FISCAL-ANNUAL FINANCIAL REPORTS	PM	DO, SB, DM, DT
FISCAL-RESERVE ACCOUNT INVESTMENT STATEMENTS	FE+7 yr	DO, SB
FISCAL-ANNUAL OPERATING BUDGETS AND APPROVED REVISIONS	FE+7 yr	DO, SB, DM, DT
FISCAL-APPROPRIATION REQUESTS —Includes any supporting documentation in the appropriation request	FE+7 yr	DO, SB, DM, DT
FISCAL-FINAL AUDIT REPORTS	PM	DO, SB
FISCAL-BANK STATEMENTS	FE+7 yr	DO, SB
FISCAL—PAYMENT RECORDS AND SUMMARIES	FE+7 yr	DO, SB, DM, DT
FISCAL-CANCELLED CHECKS —Stubs/Warrants/Drafts	FE+7 yr	DO, SB
FISCAL-CAPITAL ASSET RECORDS	LA+7 yr	DO, SB, DM, DT
FISCAL-CASH RECORDS —Cash deposit slips; cash receipts log	FE+7 yr	DO, SB
FISCAL-DEEDS AND EASEMENTS —Proof of ownership and right-of-way on property	PM	DO
FISCAL-detail chart of accounts —One for all accounts in use for a fiscal year	FE+7 yr	DO, SB
FISCAL-EXPENDITURE JOURNAL OR REGISTER	FE+7 yr	DO, SB
FISCAL-EXPENDITURE VOUCHERS —Travel, payroll, etc.	AC+7 yr AC= Termination of employment	DO, SB, DM, DT

FISCAL-EXTERNAL REPORTS —Special purpose, i.e. federal financial reports, salary reports, etc.	FE+7 yr	DO, SB, DM, DT
FISCAL-FEDERAL TAX RECORDS —Includes FICA records	PM	DO
FISCAL-FEDERAL FUNDING RECORDS —Title I; Chapter 2; IDEA Part B	FE+7 yr Or until all pending audits or reviews are completed	DO
FISCAL—FEDERAL—USDA	AC+7 yr AC=submission of final expenditure	DO
FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS	FE+7 yr	DO, SB
FISCAL-GRANTS —State and Federal	AC+7 yr AC=End of grant or satisfaction of all uniform administrative requirements for the grant CAUTION: Retention requirements may vary depending on the specific federal funding agency	DO, SB
FISCAL-INSURANCE CLAIM FILES	AC+7 yr AC=Resolution of claim	DO
FISCAL-INSURANCE POLICIES —all types	AC+7 yr AC=expiration or termination of policy according to its terms	DO
FISCAL-LONG-TERM LIABILITY RECORDS —Bonds, etc	AC+7 yr AC=retirement of debt	DO
FISCAL-RECEIPTS JOURNAL OR REGISTER	FE+7 yr	DO, SB, DM, DT
FISCAL-RECONCILIATIONS	FE+7 yr	DO, SB
FISCAL-REIMBURSABLE ACTIVITIES —Requests and approval for reimbursed expenses for travel, training, etc.	FE+7 yr	DO, SB
FISCAL-RETURNED CHECKS —Uncollectable warrants or drafts	AC+7 yr AC=After deemed uncollectible	DO, SB
FISCAL-SIGNATURE AUTHORIZATIONS —Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	US+FE+7 yr	DO
LEGAL-LITIGATION FILES	PM	DO, SB, DM, DT

	CAUTION: May contain attorney-client privileged information	
LEGAL-OPEN RECORDS REQUESTS —documentation relating to approved or denied requests for records under Idaho Public Records Law	PM	DO
LEGAL-OPINIONS AND ADVICE —Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	PM CAUTION: May contain attorney-client privileged information	DO, SB
INSTRUCTIONAL —Distance learning instruction that is recorded by IDLA. Such recording is not required by this policy.	1 YR	Electronic
INSTRUCTIONAL —Records on annual cumulative effect use of copyrighted materials and proof of permission to use copyrighted materials	5 year after last use.	SB
NEWS OR PRESS RELEASES	PM	DO, SB
PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST —Used to create and adjust employee leave balances	AC+7 yr AC=Termination of employment	DO, SB, DM, DT
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED —Applications, etc. required by employment advertisement	AC+7 yr AC=Termination of employment	DO, SB, DM, DT
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED —Applications, resumes, etc. required by employment advertisement	AC+7 yr AC=Date position is filled	DO, SB, DM, DT
PERSONNEL-BENEFIT PLANS	PM if current, US+7 yr	DO
PERSONNEL-COMPLAINT RECORDS —Complaints received and records documenting their resolution	FE+7 yr CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period	DO, SB, DM, DT
PERSONNEL-CORRECTIVE ACTION —those actions which do not affect pay, status, or tenure and are imposed to correct or improve job performance	PM CAUTION: If during the retention period these records are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.	DO, SB, DM, DT

PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION —those actions that affect pay or status. They include demotion, dismissal, etc.	PM	DO, SB, DM, DT
PERSONNEL-EMPLOYEE STATEMENTS (Affidavits) —for insurance, personnel or other uses for which administration has sought such statements	PM	DO, SB, DM, DT
PERSONNEL-EMPLOYEE BENEFITS —documents relating to selection of benefits other than insurance	AC+7 yr AC= Termination of employment	DO
PERSONNEL-EMPLOYEE COUNSELING RECORDS —Notes, etc. relating to job-specific counseling	PM	DO, SB, DM, DT
PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS —documents relating to all deductions of pay	AC+7 yr AC=After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner.	DO
PERSONNEL-EMPLOYEE EARNINGS RECORDS	PM	DO
PERSONNEL-EMPLOYEE INSURANCE RECORDS —IDLA copy of selection records by employees of insurance offered by IDLA	AC+7 yr if current AC= Termination of employment, US+ 7 yr	DO
PERSONNEL-EMPLOYEE RECOGNITION RECORDS —Awards, incentives, etc.	PM	DO, SB, DM, DT
PERSONNEL-EMPLOYMENT ANNOUNCEMENT	7 yr	DO
PERSONNEL-EMPLOYMENT CONTRACTS	Original dates of hire +50 yr	DO
PERSONNEL-EMPLOYMENT ELIGIBILITY —Documentation or verification of Federal report form INS I-9	PM	DO
PERSONNEL-EMPLOYMENT SELECTION RECORDS —all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.	7 yr CAUTION: Does not include criminal history checks	DO, SB, DM, DT
PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS —minimum information includes name, social security number, exact dates of employment and last known address	PM	DO

PERSONNEL-GRIEVANCE RECORDS —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	PM	DO, SB, DM, DT
PERSONNEL-HIRING PROCESS — CRIMINAL HISTORY CHECKS —criminal history record information on job applications	PM	DO
PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION —any document detailing duties of positions on position-by-position basis	US+7 yr	DO, SB, DM, DT
PERSONNEL-LEAVE STATUS REPORT —cumulative report for each pay cycle showing leave status	FE+7 yr	DO
PERSONNEL-LIABILITY RELEASE FORM —statements of employees, patrons, etc. who have released IDLA from liability	PM	DO
PERSONNEL-LICENSE AND DRIVING RECORD CHECK	PM	DO, DT
PERSONNEL-OVERTIME AUTHORIZATION & SCHEDULE	7 yr	DO, SB, DM, DT
PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION	AC+7 yr AC= Termination of employment US+7 yr	DO
PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION ---used to adjust gross pay, FICA, retirement or compute taxes	AC+7 yr AC= Termination of employment US+7 yr	DO
PERSONNEL-PAYROLL-Garnishment agreements and related revisions	AC+7 yr AC= Termination of employment	DO
PERSONNEL-PERFORMANCE EVALUATION	PM	DO, SB, DM, DT
PERSONNEL-PERSI ENROLLMENT FILE	PM	DO
PERSONNEL-PERSI RECORD OF HOURS WORKED —Irregular help, half-time or greater	Date of hire +50 yr	DO
PERSONNEL-PERSI TERMINATION RECORD	PM	DO
PERSONNEL-PERSONNEL INFORMATION —documents that officially change pay, titles, benefits, etc.	PM	DO

PERSONNEL-POLICY AND PROCEDURES MANUAL —any manual, etc. that establishes standard employment procedures	PM	DO, SB, DM, DT
PERSONNEL-RESUME-UNSOLICITED	7 yr	DO, SB, DM, DT
PERSONNEL-SICK LEAVE POOL DOCUMENTATION —requests submitted, approvals, number of hours transferred in an out, etc.	LA+7 yr	DO
PERSONNEL-TIME CARD AND TIME SHEET	PM	DO, SB, DM, DT
PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST	7 years	DO, SB, DM, DT
PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL —records documenting training, testing, or continued education	PM	DO, SB, DM, DT
PERSONNEL-UNEMPLOYMENT CLAIM RECORD	7 yr	DO
PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS	AC+7 yr	DO
PERSONNEL-W-2 & W-4 FORMS	7 yr from date of termination	DO
PERSONNEL—WORKER’S COMPENSATION POLICIES	AC+10 yr AC=expiration of policy	DO
PROCUREMENT-PERFORMANCE BOND —bonds posted by individuals or entities under contract with IDLA	PM	DO
PROCUREMENT-PURCHASING LOG —Log, etc. providing a record of purchase orders issued, orders received, etc.	FE+7 yr	DO, SB, DM, DT
PROCUREMENT-BID DOCUMENTATION —includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations	FE+7 yr CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.	DO, DM, DT
RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	PM	DO, SB, DM, DT

SAFETY-ACCIDENT REPORTS	8 yrs* For minors, 8 yrs after minor reaches age of 18	DO, SB, DM, DT
SAFETY- OCCUPATIONAL INJURY RECORDS	AC+7 yr AC= Termination of employment	DO, SB, DM, DT
SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS	PM	DO, SB, DM, DT
SAFETY-EVACUATION PLANS	PM	DO, SB
SAFETY-FIRE ORDERS —issued by fire marshal to correct deficiencies in compliance with the fire code	AC+7 yr AC=deficiency corrected	DO, SB, DM
SAFETY-HAZARDOUS MATERIALS DISPOSAL RECORDS —Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR § 1910.1200(g).	PM	DO, DM
SAFETY-INCIDENT REPORTS —Reports concerning incidents which, upon investigation, were of a non-criminal nature	7 yr (or 30 yr*) *Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1)	DO, SB, DM, DT
SAFETY-INSPECTION RECORDS —Fire, safety, and other inspection records of facilities and equipment	AC+7 yr AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.	DO, SB, DM
SAFETY-MATERIAL DATA SAFETY SHEETS	30 yrs after the end of use of the substance	DO, DM
SAFETY-WORKPLACE CHEMICAL LISTS	30 yr	DO, SB, DM
STUDENTS-EDUCATION RECORDS —Student’s name, birth date, last address, dates of attendance, graduation date and grades earned	As described in Procedure 3570P.	DO, SB
STUDENTS-SPECIAL EDUCATION RECORDS —educational records, including eligibility documentation and IEPs	FE+7 yr except as specified in Policy 3570P	DO, SB
STUDENTS-MEDICAID RECORDS -claims, reimbursements, and supporting documentation	FE +7 yr	DO, SB
VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS	LA+7 yr	DO, DT
VEHICLE-TITLE AND REGISTRATION	7 yr	DO, DT

VOLUNTEER RECORDS —records may include recruitment and selection records, volunteer personnel and intern personnel information forms, intern agreements, volunteer and intern time records, emergency notification forms, insurance documentation and correspondence	AC+7 yr AC=End of term of volunteer or intern	DO, SB
WEBSITE/WEBPAGES/APP DEVELOPMENT —INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages	5 yr	DO, SB

In the event that IDLA records do not correspond to any of the above listed categories, the Superintendent will determine the period of retention for a particular record.

Legal References

IC § 33-508

IC § 33-701(8)

IC § 56-209h

IC § 67-4131

IC § 74-101

IC § 74-119

Description

Duties of Clerk

Fiscal Year—Payment and Accounting of Funds

Administrative Remedies

Records Management Services—Rules, Guidelines, Procedures

Definitions

Agency Guidelines

Other References

Idaho State Board of Education

Agency Specific Records Retention Schedule of the Records Management Guide, Idaho Records Center

Idaho State Department of Education

Idaho Special Education Manual, current edition

Code

2150

Description

Copyright

2150-P(1)

Copyright - Copyright Compliance

3570	Student Records
3570-P(1)	Student Records - Maintenance of School Student Records
3570-F(1)	Student Records - Notification to Parents' and Student's of Rights Concerning a Student's School Records
3570-F(2)	Student Records - Permission to Use Likeness
4130	Public Access to IDLA Website
4170	IDLA or School Operated Social Media
4260	Records Available to Public
4260-F(1)	Records Available to Public - Request for Public Records



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Board Policy 8700: Computer Software

Status: PROPOSED

Original Adopted Date: _____

Last Reviewed Date: _____

The unauthorized copying of any computer software which is licensed or protected by copyright is theft. Failure to observe software copyrights and/or license agreements may result in disciplinary action by IDLA and/or legal action by the copyright owner.

No IDLA-owned computing resources should be used for unauthorized commercial purposes. Illegal copies of copyrighted programs may not be made or used on school equipment. The legal or insurance protection of IDLA will not be extended to employees who violate copyright laws.

Superintendent or designee are the only individuals who may sign license agreements for software for the school.

Code	Description
2150	Copyright
2150-P(1)	Copyright - Copyright Compliance

**Board Policy 9550: Cybersecurity & Data
Breach Response Policy**

Status: PROPOSED

Original Adopted Date: _____

Last Reviewed Date: _____

This policy aims to prevent data breaches and to ensure any such breaches are addressed quickly and appropriately. In pursuit of this, the Board directs the Superintendent or their designee to work toward implementing the Center for Internet Security (CIS) Critical Security Controls, Implementation Group 1.

Prevention Strategies

For the purposes of this policy, a data breach refers to any instance in which there is an unauthorized release or access of personally identifiable information, as defined in Policy 3575, or of other sensitive data. This can include, but is not limited to, student educational records, personnel records, and financial records. It can include situations such as malicious actors gaining access to IDLA devices or systems; the loss of IDLA devices; and devices or networks left unsecured by accident, negligence, or a security system failure.

Sensitive data shall mean data whose release could cause social, physical, or financial harm to the individual(s) it pertains to or to IDLA.

The Board emphasizes the following cybersecurity principles, which the Superintendent or designee shall draft procedures to implement:

1. Multifactor authentication for remote access and admin/privileged controls: To the extent feasible, phishing-resistant multifactor authentication will be required to access sensitive information and security-sensitive systems.
2. Endpoint detection and response: The Superintendent or their designee shall ensure all IDLA devices are protected by endpoint protection including, but not limited to, antivirus software and any other appropriate measures to detect attempted breaches of network security. The Superintendent or designee shall ensure IDLA devices are safe when used at school and, if applicable, when used at other locations. They shall ensure steps are taken to block access to known malicious content online, to protect users from email-based attacks,

and to ensure security updates are installed promptly.

3. Secured, encrypted, and tested backups: The Superintendent or their designee shall ensure backups of important data are maintained securely to protect against data loss or destruction. They shall strive, when feasible, to ensure three backup copies of important data are kept, two of which are stored on different mediums, and one of which is stored at a separate physical site from the others. At least one of these copies should be stored on a device not connected to the Internet.
4. Privileged access management: The Superintendent or their designee will annually check that individuals who no longer need access to sensitive data and systems do not have access to them. This shall include ensuring access is immediately terminated when an individual's employment with IDLA is terminated or otherwise separated and when a student graduates or otherwise exits IDLA. To the extent feasible the Superintendent or designee shall ensure that duties are separated to prevent inappropriate access to or use of sensitive data. This also includes a requirement to ensure passwords are secure and are not shared. To limit risk, sensitive data will be safely archived or deleted when appropriate.

The Superintendent or designee shall maintain an inventory of IDLA's physical and electronic assets related to cybersecurity that designated staff members should secure in the event of a possible disaster or data breach. These assets include, but are not limited to electronic files, logins, electronic devices, and equipment used to provide access to the Internet and any IDLA networks. The list shall indicate where these assets are stored and how they are protected.

The Superintendent or designee shall also conduct privacy risk assessments for IDLA and of parties with whom it shares sensitive data. For this policy, privacy risk assessment shall mean a process to help analyze and assess privacy risks arising from the processing of their data.

Training and Awareness

The Superintendent or their designee shall provide and require training on cybersecurity, preventing data breaches, and securing confidential records for staff, students, contractors, and others with access to IDLA records or electronic networks. This may include providing information on how and when to report a possible data breach.

Failure to participate in such training could have negative consequences to the individual or entity which may include, but are not limited to, personnel action, refusal to allow the person or entity to use IDLA's computer systems or electronic devices.

Breach Response

The Superintendent or their designee shall check for signs of a data breach through such methods as automated tools, verifying whether current security measures are effective, searching online for signs of leaked data, and conducting tests of current security.

The Superintendent or designee shall create a Data Breach Response Plan for inclusion in IDLA's Crisis Management Plan. They may involve experts and stakeholders in the process of creating this plan. The Superintendent or designee may also conduct regular data breach drills or tests of portions of the Data Breach Response Plan. Those responsible for implementing the Data Breach Response Plan may be provided with training on or notification of the Plan regularly. The Superintendent or designee and any experts and stakeholders they choose to involve shall review the Plan annually to ensure it is current and that any appropriate improvements are made to it. Such review shall also take place following any suspected data breach.

The Superintendent or designee shall direct staff to report any possible data breach to the Technology Director or designee. Apart from such reporting, staff shall keep information about the breach confidential unless and until they have been assigned communication responsibilities related to the breach.

If IDLA identifies a lapse in security exposing sensitive information but it is unclear whether anyone has obtained or accessed such data, IDLA shall immediately remedy the issue, then treat as a data breach.

IDLA's Data Breach Response Plan shall include the following elements:

1. A process for determining whether a suspected breach is an actual breach and, if so, for learning about the nature of it, such as:
 - A. Whether the breach is still active;
 - B. The scope of the breach; and
 - C. Whether the breach was accidental or malicious and whether it was internal or external.
2. The positions responsible for participating in the response to a possible data breach, including:
 - A. An IT Incident Response leader and alternate leader who will coordinate such response;
 - B. The Superintendent or their designated administration representative;
 - C. Information technology staff;
 - D. IDLA legal counsel;
 - E. Communications or public relations personnel;
 - F. The Director of Operations or designee.

The plan shall also include the duties of each position, as determined by the Superintendent.

3. A process for deciding the appropriate course of action. This shall include:
 - A. Choosing an individual or organization to investigate the breach;
 - B. A listing of IDLA resources available to address the breach and the authority who can approve their use;
 - C. Fixing an active breach;
 - D. Consulting with legal counsel to ensure legal requirements are met, including any federal, state, or IDLA-level requirements to notify outside authorities or victims of a breach;
 - E. A plan for providing information about the breach if required or when communication is appropriate for the sake of transparency, to assist agencies working to prevent future breaches;
 - F. Providing support to individuals whose sensitive data was subject to the breach;
 - G. Whether to report the incident to law enforcement and, if so, how to coordinate with them;
 - H. Determining which outside organizations or individuals should be consulted or involved in the response,
 - I. Taking measures to preserve evidence of the breach and document IDLA's response;
 - J. Determining the cause of the breach and how to prevent similar breaches in the future, such as through technological fixes, training, or other measures; and
 - K. A plan for maintaining continuity of IDLA operations through the breach. This plan shall include details on the keeping and use of data backups.

Third Parties

The Superintendent or their designee shall take measures to limit risk when using third-party tools or services and when it is necessary to share sensitive data with third parties.

They shall also regularly review such third parties' policies on data breach notifications, destruction of data, restrictions on secondary use, privacy and security safeguards, and backing up data, or ensure these topics are addressed adequately in IDLA's contract with such providers.

Legal Compliance and Insurance

The Superintendent or their designee shall report any cybersecurity breach involving personal information to the Office of the Attorney General when IDLA becomes aware of a breach as required by IC 28-51-105. When required, the incident shall also be reported to the Idaho Superintendent of Public Instruction and the Executive Director of the Office of the State Board of Education, as described in Policy 3575.

The Superintendent or designee shall record any breach of education records in the log of releases of information described in Procedure 3570P.

In the event of any cybersecurity event, the Superintendent or designee shall immediately contact their cybersecurity insurance provider and, if applicable, IDLA's managed security provider.

Legal References

34 CFR 99.32(a)(1)

Description

What Recordkeeping Requirements Exist Concerning Requests and Disclosures?

CIRCA

Cyber Incident Reporting for Critical Infrastructure Act of 2022

IC § 28-51-104

Definitions

IC § 28-51-105

Disclosure of Breach of Security of Computerized Personal Information by an Agency, Individual or a Commercial Entity

Sample Cybersecurity Breach Response Plan

Description

Center for Internet Security

Information Security

Center for Internet Security

Acceptable Use of Information Technology Resources Policy

Center for Internet Security

NIST Cybersecurity Framework: Policy Template Guide

Center for Internet Security

CIS Critical Security Controls Version 8

Center for Internet Security

Acceptable Use Policy Template for the CIS Controls

SANS Institute

Security Policy Templates

Code

Description

3570

Student Records

3570-P(1)

Student Records - Maintenance of School Student Records

3570-F(1)

Student Records - Notification to Parents' and Student's of Rights Concerning a Student's School Records

3570-F(2)

Student Records - Permission to Use Likeness

3575

Student Data Privacy and Security

Policy 7225: Financial Fraud and Theft Protection
Original Adopted Date: June 17, 2025
Last Reviewed Date:

Status: PROPOSED

All IDLA employees, Board Members, consultants, vendors, contractors, and other parties maintaining a business relationship with the organization shall act with integrity and due diligence in matters involving IDLA fiscal resources.

The Superintendent or designee shall be responsible for developing internal controls to prevent and detect fraud, financial impropriety, fiscal irregularities, and cybersecurity vulnerabilities within the organization. Every member of IDLA's administrative team shall be alert for any indication of fraud, financial impropriety, or irregularity within his or her areas of responsibility.

The Superintendent or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information confidential. While investigating and responding to financial fraud allegations, the Superintendent, designee, or Chair of the Board will prioritize avoiding possible retaliation or reprisals.

Mandatory Disclosures

As indicated under 2 CFR 200.113, IDLA must promptly disclose whenever it finds credible evidence of a violation of the following in connection with a federal award, including any activities or subawards:

1. Federal criminal law involving:
 1. Fraud;
 2. Conflicts of interest; or
 3. Bribery;
2. Gratuity violations found in Title 18 USC; or
3. A violation of 31 USC 3729-3733.

The disclosure must be made in writing to the federal agency, the agency's office of inspector general, and to any pass-through entity, if applicable. IDLA and any of its subrecipients are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 CFR Part 200.

Staff Responsibilities

Any employee who suspects financial fraud, impropriety, irregularity, or a breach in cybersecurity has occurred shall immediately report those suspicions to their immediate supervisor and/or the Superintendent or designee, who shall be primarily responsible for initiating necessary investigations. Additionally, the Superintendent or designee shall coordinate investigative efforts with IDLA's legal counsel, auditing firm, and other internal or external departments and agencies, including the county prosecutor's office and law enforcement officials, as the Superintendent or designee may deem appropriate.

Employees may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing what they believe is reasonable evidence of gross mismanagement of a federal contract, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract or grant. Employees must be notified of whistleblower rights and protections under 41 USC 4712.

Employees who believe they have suffered reprisal, retaliation, or discrimination for a report under this policy shall report the incident(s) to the Superintendent or designee. The Board will attempt to ensure that no employee who makes such a report will suffer any form of reprisal, retaliation, or discrimination for making the report. Employees are prohibited from preventing or interfering with those who make good-faith disclosures of misconduct. This policy shall not apply when an employee knowingly makes a false report.

If the concern or complaint involves the Superintendent, the matter shall be brought to the attention of the Chair of the Board, who is hereby empowered to contact IDLA's legal counsel, auditing firm, and any other agency to investigate the concern or complaint.

Definition

As used in this policy, "fraud" refers to intentionally misrepresenting, concealing, or misusing information in an attempt to commit fiscal wrongdoing. Fraudulent actions include, but are not limited to:

1. Behaving in a dishonest or false manner concerning IDLA assets, including theft of funds, securities, supplies, or other IDLA properties;
2. Forging or altering financial documents or accounts illegally or without proper authorization;
3. Improper handling or reporting of financial transactions;
4. Personally profiting as a result of insider knowledge;
5. Disregarding confidentiality safeguards concerning financial information;
6. Violating Board conflict of interest policies; and
7. Mishandling (destroying, removing, or misusing) financial records of IDLA assets.

Internal Controls

The following internal controls shall be a regular practice of IDLA to prevent the possibility of fraud:

1. **Budgetary Transfers:** The HR/Finance Manager initiates transfers of appropriations. The Director of Operations reviews and approves these transfers. All approved transfers are documented and shared with the appropriate staff.
2. **Receipts:** The HR Specialist collects payments, and the Financial Specialist issues and tracks numbered receipts for all checks received.
3. **Checks and Payment Records:** The Senior Financial Specialist prepares and cuts checks. The Director of Operations reviews and approves the check register. Signature stamps, if used, are securely held, and a log of all checks is maintained.
4. **Audits:** A person outside the core business office functions will periodically audit the check register and other financial records to ensure accuracy and transparency.
5. **Background Checks:** IDLA performs full reference and criminal background checks for potential Operations Team hires and others in sensitive financial roles.
6. **Separation of Duties:** Financial tasks are intentionally divided among multiple team members to reduce the risk of fraud or error through oversight and accountability.

Legal References

18 USC

Description

Crimes & Criminal Procedure

2 CFR § 200.113

Mandatory Disclosures

Cross References

Code

5395

Description

Whistleblowing

Policy 7455: Federal Debarment and Suspension

Status: PROPOSED

Original Adopted Date:

Reviewed Date:

For all IDLA programs receiving federal funds, IDLA shall comply with all applicable federal regulations and requirements, including, but not necessarily limited to, Executive Order 12549, that restrict or prohibit transactions using federal funds with all persons or entities that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Covered Federal Non-Procurement Transactions

Federal funds received by IDLA that are covered by this policy include, but are not necessarily limited to funds received from the following transactions:

1. Grants;
2. Cooperative agreements;
3. Scholarships;
4. Fellowships;
5. Contracts of assistance;
6. Loans;
7. Loan guarantees;
8. Subsidies;
9. Insurances;
10. Payments for specified uses; and
11. Donation agreements.

IDLA's Covered Transactions with Third Parties

This Policy applies to circumstances where IDLA enters into a procurement contract with a third party for goods and/or services, and intends to use covered federal funds to partially or fully purchase such goods and/or services, as more specifically described below:

A contract for goods or services is a “covered transaction” if any of the following applies:

1. The contract is awarded to IDLA according to a nonprocurement transaction listed above, and the amount of the contract is expected to equal or exceed \$30,000; or

2. The contract requires the consent of an official of a federal agency. In that case, regardless of the amount, the contract is always considered a covered transaction, and it does not matter who awarded it. For example, it could be a subcontract awarded by a contractor at a tier below IDLA's nonprocurement transaction; or
3. The contract is for federally required audit services.

In addition, a subcontract is also a covered transaction if:

1. It is awarded by a participant in a procurement transaction under a nonprocurement transaction of a federal agency that extends the coverage of Item 1 above, under "IDLA's Covered Transactions with Third Parties"; and
2. The value of the subcontract is expected to equal or exceed \$30,000.

IDLA Responsibilities before Entering into Covered Transactions - Prohibition

Before entering into a "covered transaction" with a third party, IDLA shall verify that the person or entity with whom it intends to do business is not excluded or disqualified by performing any one of the following:

1. Checking the Excluded Parties List System (EPLS);*
2. Collecting a certification from that person; or
3. Adding a clause or condition to the covered transaction with that person.

** The General Services Administration maintains the EPLS and makes it available to requesting parties. When a Federal agency takes an action to exclude a person under the nonprocurement or procurement debarment and suspension system, the agency enters the information about the excluded person into the EPLS. If IDLA has a question about any person or entity on the EPLS, it should contact the point of contact of the federal agency that placed the person's name into the EPLS. The agency's point of contact is identified in the EPLS.*

If the third party is on the EPLS, IDLA shall not enter into the contemplated transaction until the federal agency responsible for providing IDLA with the Federal funds grants a written exception.

Legal References

Description

13 CFR § 400.109

Government-Wide Debarment and Suspension

2 CFR § 180

Guidelines to Agencies on Government-Wide Debarment and Suspension (Nonprocurement)

2 CFR § 200.213

Suspension and Debarment

31 USC § 6503

Intergovernmental financing (Cash Management Improvement Act of 1990)



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Policy 7460: Use of Public Funds - Prohibition on Contracting with Abortion Providers **Status: PROPOSED**
Original Adopted Date:
Last Reviewed Date:

For all IDLA programs receiving state or federal funds, IDLA shall comply with all applicable State regulations that restrict or prohibit transactions going to abortion providers or their affiliates. With exceptions outlined below, public funds are ineligible for participation in IDLA counseling referrals, programs, or activities.

Contracts with Abortion Providers or Their Affiliates Prohibited

IDLA shall not enter into any contract or commercial transaction with any health care provider or facility under the terms of which such health care provider or health care facility agrees to provide, perform, or induce abortion, except when the life of the mother is endangered, as outlined in 18-1704.

This policy does not apply to contracts or commercial transactions:

1. That are subject to federal law related to Medicaid;
2. With hospitals as defined in I.C. 39-1301;
3. With medical facilities that provide care for two or more individuals for 24 or more consecutive hours; or
4. Medical facilities staffed to provide professional nursing care on a 24-hour basis; or
5. As otherwise stated in state or federal law.

Legal References

IC § 18-8701, et seq.

IC § 39-1301

Description

No Public Funds for Abortion Act

Definitions



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Policy 7500: New Fees or Increase of Fees

Status: PROPOSED

Original Adopted Date: [REDACTED]

Last Reviewed Date: [REDACTED]

The Superintendent or designee shall review the fees assessed annually to determine if an increase, decrease, new fee, or other change is necessary. The Superintendent or designee shall report the fee findings to the Board at least annually.

If a fee change is necessary, the Superintendent will seek Board approval through the budget presented at the annual meeting. Course fees are also approved by the State Board of Education annually as part of IDLA's Annual Report to the State Board of Education.

Legal References

Description

IC § 33-603

Payment of Fees or Returning of Property

IC § 60-106

Qualifications of Newspapers Printing Legal Notices

IC § 63-1311A

Advertisement of and Hearing on Fee Increases

IDAPA 08.04.01

Rules of the Idaho Digital Learning Academy

Cross References

Code

Description

7300

Revenues



Idaho Digital Learning Alliance
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Policy 7600: Declaration of Financial Emergency **Status: PROPOSED**
Original Adopted Date: [REDACTED]
Last Reviewed Date: [REDACTED]

This section and related Board policies shall apply in the event of a financial emergency as declared in accordance with Idaho Code Section 33-522. This policy shall apply unless otherwise provided for, or superseded by, state or federal law.

The Board of Directors is dedicated to sound and efficient financial management. Recognizing the limitations and fluctuations in funding, and the potential negative impact on IDLA’s fiscal status due to historical revenue and/or expenditure issues, IDLA must take specific action to ensure education remains the organization's primary goal and responsibility. If an IDLA financial situation necessitates such action, the Board will consider declaring a financial emergency.

Before declaring a financial emergency, the Board shall hold a public meeting to receive input concerning possible solutions to the organization's financial problems.

Legal References	Description
IC § 33-402	Notice Requirements
IC § 33-515	Issuance of Renewable Contracts
IC § 33-522	Financial Emergency
IC § 33-801	School District Budget

Policy 7600-P(1): Declaration of Financial Emergency Status: PROPOSED
- Financial Emergency Declaration Requirements
Original Adopted Date:
Last Reviewed Date:

If the Idaho Department of Education certifies that one or more of the conditions below in paragraphs 1 or 2 are met, then the Board of Directors may declare a financial emergency if it determines that the condition in paragraph 4 is also met. Alternatively, the Board may declare a financial emergency if it determines that either of the conditions in paragraph 3 of this subsection is met and the Idaho Department of Education certifies that the condition outlined in paragraph 4 is also met.

1. IDLA's per-enrollment funding in section 33-1020 is reduced by 1½ percent or more from any prior fiscal year.
2. Total IDLA funding is reduced by more than 3 percent from any prior fiscal year's appropriation.
3. IDLA's general fund has decreased by at least 1½ percent from the previous year's level due to reduced funding or a natural disaster, but not due to a drop in enrollment or Idaho Code.
4. IDLA's unrestricted fund balance, which excludes funds restricted by State or federal law and considers both anticipated expenditures and revenue, is less than 5½ percent of IDLA's unrestricted general fund budget at the time the financial emergency is declared or for the fiscal year for which the financial emergency is declared.

Negotiations

Upon declaring a financial emergency, the Board shall have the power to reset employee salaries and benefits, including, but not necessarily limited to, the length of current contracts and the amount of compensation and benefits. Further, if all affected parties agree, the Board shall also have the power to reopen other negotiated agreements that directly affect financial circumstances.

Due Process Hearing

If the Board takes action after the declaration of a financial emergency and such action is directed at more than one certificated employee and if mutually agreed to by both parties, the Board shall use the following procedure to conduct a single, joint due process hearing for all affected certificated employees within 67 days of the declaration of financial emergency or on or before June 22, whichever shall occur first.

1. The Superintendent or any other duly authorized IDLA administrative officer may recommend a change in the length of the terms of current contracts or reduce the salary of any employee by filing with the Board written notice specifying the purported reasons for such changes.
2. Upon receipt of such notice, the Board, acting through its duly authorized administrative official, shall give the affected employees written notice of the reductions and the recommendation of the change in the length of the term stated in the current contract or the reduction of salary, along with written notice of a hearing before the Board prior to any determination by the Board.
3. The hearing shall be scheduled to take place not less than six days nor more than 14 days after written notice is made. The hearing date may be changed by mutual consent.
4. The hearing shall be open to the public.
5. All testimony at the hearing shall be given under oath or affirmation. Any Board member or the clerk of the Board may administer oaths to witnesses or affirmations by witnesses.
6. The employees may be represented by legal counsel.
7. The Chair of the Board, or the designee of the Chair, shall conduct the hearing.
8. The Board shall cause an electronic record of the hearing to be made or shall employ a competent reporter to take notes of all the testimony at the hearing. The Board shall provide a transcript of the hearing upon the employee's request.

9. At the hearing, the Superintendent or other duly authorized administrative officer shall present evidence to substantiate the reduction contained in such notice.
10. The employees may produce evidence to refute the reduction. Any witness presented by the Superintendent or employees shall be subject to cross-examination. The Board may also examine witnesses and be represented by counsel.
11. The affected employees may file written briefs and arguments with the Board within three days after the close of the hearing, or at any other time agreed upon by the affected employees and the Board.
12. Within seven days following the close of the hearing, the Board shall determine and, acting through its duly authorized administrative official, shall notify the employees in writing whether the evidence presented at the hearing established the need for the action taken.

Length of Financial Emergency

A financial emergency shall remain in effect for one fiscal year, unless IDLA qualifies in subsequent years due to additional reductions or applicable conditions.

Annual Meeting and Notice Requirements

If a financial emergency has been declared, the notice of annual meeting and the notice of the annual budget hearing shall be posted for not less than five days, and by such further notice as shall provide reasonable notice to the patrons of IDLA if publication in a newspaper is not feasible. If IDLA has declared a financial emergency, no later than 14 days prior to its annual meeting, the Board shall have prepared a budget and held a public hearing.

Legal References	Description
IC § 33-402	Notice Requirements
IC § 33-515	Issuance of Renewable Contracts
IC § 33-522	Financial Emergency
IC § 33-801	School District Budget

Policy 7430: Travel Allowances and Expenses

Status: PROPOSED

Original Adopted Date:

Last Reviewed Date:

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 of Idaho Travel Policy.

The Director of Operations will be responsible for developing procedures and forms to be used in connection with travel expense claims and reimbursements and will report any serious problems or discrepancies to the Board. In conjunction with Policy 7230: Financial Reporting and Audits, these internal controls provide reasonable assurance the proper purchasing standards are met.

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 and the State of Idaho Travel 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
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Legal References

2 CFR § 474

Description

Travel Costs

IC § 33-701

Fiscal Year – Payment and Accounting of Funds

Other References

State of Idaho Controller's Office

Description

State Travel Policy

Cross References

Code

1420

Description

Trustee Expenses

Policy 7440: IDLA Credit Cards

Status: PROPOSED

Original Adopted Date: _____

Last Reviewed Date: _____

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

Policy 7450: Federal Cash Management Policy

Status: PROPOSED

Original Adopted Date: [REDACTED]

Last Reviewed Date: [REDACTED]

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)

Policy 7450-P(1): Federal Cash Management
Policy - Timely Obligation of Funds
Original Adopted Date:
Last Reviewed Date:

Status: PROPOSED

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.

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

Policy 7450-P(1): Federal Cash Management Policy - Status: PROPOSED**Federal Program Income****Original Adopted Date:** **Last Reviewed Date:** 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)

Supplemental Report to the Board

April 14, 2026

Superintendent Simmons

Members of the Board,

We are at the end of the most challenging legislative session I've seen at IDLA. While the session's outcome is disappointing, I am encouraged that we can still move forward. This is what I shared with our staff earlier this month:

IDLA **will** offer courses to students next year. IDLA **will** be funded next year. IDLA **will** support school needs next year. IDLA **will** still provide a high-quality, innovative student learning experience. And IDLA **will** still be the best online learning program in the state.

Thank you for making us better.

Staffing



Technology Director

After 21 years of leading technology and innovation at IDLA, Ryan Gravette is moving on to lead the Technology Team at the Boise School District. As you already know, Ryan is a key innovator at IDLA. Ryan wrote the first code for TheSIS, defined the vision for Clarity, and led us to become a leader in AI implementation. Ryan is also a close friend, a strong leader, and a much-loved member of our team. We are going to miss Ryan tremendously, but are grateful we have him on the team through the end of June. In the coming weeks, we will work to identify our next Technology Director and have them work alongside Ryan during his transition. Please join me in thanking Ryan for his many, many years of committed service to students and schools!

Culture

Spring Semi-Annual Training

The legislative session left us with heavy hearts, but we are still moving forward to achieve our mission as Idaho's state virtual program. We bring the staff together in person twice a year for our Semi-Annual Training. This month, we will bring staff in for the spring Semi-Annual Training. In addition to team time and networking, this event will allow us to come together as a staff, heal, laugh, and take the next step forward as a team after a tough season. Our staff and our culture are important to us in reaching one of our priority goals, "Provide best-in-class service and overall end-user experiences" ([Strategic Plan Goal 2](#)).

Student Success

Fall Pass Rate

Our pass rate for all courses in the Fall 2025 semester was **91%!!** Our investments in Clarity, the parent app, teacher and principal training, and improved curriculum have all pushed us to a new record high level of quality. As we move forward, even with a reduced budget, we will remain student-focused and prioritize systems, support, and resources that support student success.

Student Spotlight: Amanda Milton



Our most recent student spotlight features [Amanda Milton](#). Amanda is an impressive young woman I had the opportunity to meet at the Virtual School Summit in November. Amanda is a virtual charter school student who used IDLA courses for access to electives and dual credit classes. Part of the reason Amanda chose virtual education was the flexibility it offered her. In addition to completing her high school education online, she was able to stay home and take care of her grandfather.

Amanda's story is just one more example of the flexibility and value online learning can provide students. Without IDLA and online learning, Amanda's journey would have been much different! We're glad we were

part of Amanda's journey and excited to see her next steps as she attends the AMDA College of Performing Arts.

News

So. Much. News. I will be relieved if IDLA is not in the news as much now that our legislature has gone Sine Die. That said, the news coverage we received across the state this legislative session helped us keep the public informed about proposed IDLA legislation. We were able to build and rally support for legislation, which helped us shape what ultimately passed. Here's one recent [article](#) that provides a short summary of the IDLA legislation passed during the 2026 Legislative session.

Events

ISBA Day on the Hill



I'm grateful to have been able to attend and participate in the ISBA Day on the Hill event in February. ISBA is a critical partner for us, and their advocacy and support of our program during the 2026 Legislative Session made a tremendous impact! School board trustees and Superintendents attending the Day on the Hill also met with their local legislators and shared how important IDLA is to their district. We are so grateful for the support of our districts and stakeholders!

Buy Idaho

IDLA also had a booth at the Buy Idaho event at the Capitol in February. Reminding legislators that we are an Idaho brand is so critical. We are by Idaho, for Idaho, and that is part of what makes us unique. We build curriculum to Idaho standards, with Idaho developers, delivered by Idaho teachers, overseen by Idaho principals, and supported by an Idaho team. No other virtual provider in the state can deliver Idaho like IDLA.

