

Agenda of Regular School Board Meeting

The Board of Trustees Lakeland Joint School District No. 272

A Regular School Board Meeting of the Board of Trustees of Lakeland Joint School District No. 272 will be held Monday, February 13, 2017, beginning at 4:30 PM in the Administrative Offices, 15506 N. WASHINGTON ST., RATHDRUM, ID 83858.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

A. Call to Order 4:30 p.m.

B. Executive Session per IC 74-2016 (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;

1. Student 2017-A-4:30 p.m.
2. Student 2017-B-4:45 p.m.
3. Student 2017-C-5:00 p.m.
4. Student 2017-D- 5:15 p.m.
5. Student 2017-E- 5:30 p.m.
6. Update On Other Student Issues
7. Personnel

3

C. Action Items Following Executive Session

1. Student 2017-A
2. Student 2017-B
3. Student 2017-C
4. Student 2017-D
5. Student 2017-E
6. Approve/deny Administration's recommendation for Student re-entries

D. Welcome Visitors/Pledge of Allegiance 6:00 p.m.

E. Approve Agenda- Please amend the agenda to add Thursday, February 9, 2017 to Action Item #3 add Action Item #8 Approve/deny the Letter of Engagement from Hayden Ross PLLC, add Action Item #9 Approve/deny to move the regular meeting of Monday, March 13, 2017 to Monday, March 20, 2017, and add Action Item #10 Approve/deny Bus Purchases made in October 2016

F. Public Comment-(Each speaker will be asked to limit their remarks to no more than three minutes. Please see the Public Comment sign-in sheet and Policy #1520 for proper procedure in addressing the Board during Public Comment)

G. Consent Agenda

1. Minutes of Previous Meeting(s) - Regular Meeting of 01/12/2017 & Special Meeting Minutes 01/27/2017 4
2. Regular and Special Bills 11

H. Report and Presentation Agenda

1. LEA
2. Visitor Presentations
 - a. LHS Robotics Team
3. Staff Reports
 - a. Kevin Doyle, Director of Nutrition Services
 - b. Dr. Becky Meyer
 - 1) Financials 28
 - 2) Plant Facility Election and Instructional/Extra Curricular (Supplemental) Levy Election

I. Action Agenda

1. Approve/deny the hiring of new personnel as presented 30
2. Approve/deny the resignations and retirements presented
3. Approve/deny Emergency Weather Closure on Thursday, January 19, 2017 **and on Thursday, February 9, 2017**
4. Approve/deny setting the Budget Hearing for Fiscal Year 2017-18 for June 12, 2017, 6:00 p.m. at 15506 N. Washington Street, Rathdrum, ID
5. Approve/deny Declaring the attached items as presented as Surplus Inventory 32
6. Approve/deny LHS Robotics travel to Boise March 29-April 2, 2017 33
7. Approve/deny Job Descriptions as presented by the Superintendent 35
8. **Approve/deny the Letter of Engagement from Hayden Ross PLLC 44**
9. **Approve/deny to move the regular meeting of Monday, March 13, 2017 to Monday, March 20, 2017**
10. **Approve/deny Bus Purchases in October of 2016**

J. Discussion Agenda

1. First read on policies 54
2. Correspondence
 - a. Discipline Reports 69
 - b. Other
 - 1) Assistance from the City re: snow removal

K. Executive Session per IC 74-2016 (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;

1. Personnel

February 10, 2017

Dear Lakeland School Board,

I am submitting my letter of resignation from the Lakeland School District effective June 16, 2017 due to professional situations that appear unlikely to be resolved. I have been informed that Dr. Meyer has stated I am eligible to transfer to another position should one become vacant prior to my resignation date and am eligible for rehire after my resignation date. I would love to continue working for Lakeland School District if a more suitable opportunity arises and will investigate any opportunities that arise within district during my search for future employment.

I have been and continue to be committed to providing high quality counseling services to the students of Athol Elementary School and have enjoyed working with the students, staff and parents there. Thank you for your consideration.

Sincerely,

M. Mikell Zimmerman

***THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
REGULAR BOARD MEETING, JANUARY 12, 2017***

LAKELAND JOINT SCHOOL DISTRICT NO. 272

Meeting Location
Lakeland Joint School District Administrative Offices
15506 N Washington Street
Rathdrum, ID 83858



***5:30 p.m. Executive Session
6:00 p.m. Regular Meeting***

BOARD MEMBERS PRESENT

Chairman Larry Brown (Zone 5)
Trustee Rena Olmstead (Zone 1)
Trustee John Shaffer (Zone 2)
Trustee Tim Skubitz (Zone 3)
Trustee Brian Wallace (Zone 4)

ADMINISTRATION PRESENT

Superintendent Dr. Becky Meyer
Assistant Superintendent Lisa Sexton
Clerk Brook Cunningham

A. Call to Order 5:30 p.m.

Chairman Brown called the meeting to order at 5:30 p.m.

B. Executive Session as authorized by Idaho Code 74-206 (1) (b) 5:00 p.m.

At 5:32 p.m. Chairman Brown announced the next order of business would be consideration of the Board recessing into executive session as authorized by Idaho Code 74-206 (1) (b). After a full and complete discussion, upon motion duly made by TRUSTEE SHAFFER and seconded by TRUSTEE SKUBITZ the following resolution was presented:

BE IT RESOLVED, that the Board of Trustees of Lakeland Joint School District No. 272 recess from public meeting into Executive Session pursuant to Section 74-206 (1) (b), Idaho Code, in order to discuss personnel issues.

BE IT FURTHER RESOLVED, that following the executive session, the Board will reconvene into public session for the purpose of conducting further business or for adjournment of the meeting.

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
REGULAR BOARD MEETING, JANUARY 12, 2017**

Vote being had on the above and foregoing resolution, and the same having been counted and found to be as follows:

	YES	NO	NOT PRESENT
Chairman Larry Brown	X		
Trustee Rena Olmstead	X		
Trustee Shaffer	X		
Trustee Tim Skubitz	X		
Trustee Brian Wallace	X		

and no less than two-thirds (2/3) of the membership in favor thereof, Chairman Brown declared said resolution adopted.

Administration also in attendance of this Executive Session included Superintendent Dr. Becky Meyer. Clerk Brook Cunningham exited Executive Session @ 5:33 p.m.

The Board adjourned from Executive Session at 6:37 p.m.

A. Welcome Visitors/Pledge of Allegiance 6:30 p.m.

At 6:38 p.m. Chairman Brown gave welcome and led in the pledge.

B. Approve Agenda-Please Amend the Agenda revising Action Item #5 to Approve/deny Salaries as recommended by Administration, add Action Item #7- Approve/deny request from Janelle Moffett regarding Dance Team Travel on February 18, 2017 to Richland, Washington, and add Action Item #8 Approve/deny to suspend the Facility Use Fee Schedule in order to allow the Superintendent to do further research

Motion was made by TRUSTEE SKUBITZ and seconded by TRUSTEE SHAFFER to amend the agenda as presented above. Hearing all ayes, motion carried unanimously.

C. Public Comment-(Each speaker will be asked to limit their remarks to no more than three minutes. Please see the Public Comment sign-in sheet and Policy #1520 for proper procedure in addressing the Board during Public Comment).

There were no public comments.

F. Consent Agenda

1. Minutes of previous meetings-Regular Meeting of December 12, 2016
2. Bills and Utilities

Motion was made by TRUSTEE WALLACE and seconded by TRUSTEE OLMSTEAD to approve the consent agenda as presented. Hearing all ayes, motion carried.

***THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
REGULAR BOARD MEETING, JANUARY 12, 2017***

G. Report and Presentation Agenda

1. Visitor Presentations

There were no visitors.

3. LEA

Jason Bradbury was not in attendance but he wanted passed along to the Board the LEA is in full support of the Superintendent's recommendation of both levies.

3. Staff Reports

a. Lisa Sexton

1) Full-day Kindergarten data

Elementary Principals attended to present Lisa Sexton's Powerpoint re: All Day Kindergarten. Lisa Sexton could not be in attendance of this meeting.

The presentation has been made a part of these minutes herewith.

Kathy Thomas said half day kindergarten feels like educational malpractice and the social interaction is extremely important. She informed that at Athol Elementary the full-time Kindergarten students are already reading.

Lynn Paslay spoke on research in regards to Alternative seating and provided a video.

Lynn also spoke on various learning disabilities and how much they have increased over the years. Alternative seating helps with some of these learning disabilities which allow the student to focus better and minimizes behavior problems.

Kristie Mitchell shared Jamie Volmer's poster which outlined the history of education.

b. Dr. Becky Meyer, Superintendent

1. Financials

Dr. Meyer reported the Food Service review went great.

She also spoke on the meter for natural gas and electrical.

Dr. Meyer reported on several building leaks and major roof concerns at Twin Lakes Elementary. At that time she gave Interim Facilities Director Mike Ferriola a big Kudos. Additionally, Dr. Meyer informed there had been no specified line items in the budget for snow removal.

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
REGULAR BOARD MEETING, JANUARY 12, 2017**

Currently, Transportation is doing great.

2. Plant Facility & Instructional/Extra-Curricular Levies

Dr. Meyer provided her presentation in the Boardbook. She reminded the board members of her recommendations. There are leaks in almost every building right now and leaks are greater than Mike Ferriola and Dr. Meyer initially realized. Money is being held now on roof work until the snow melts and the repairs can be reviewed.

Mike Ferriola spoke on the snow blowers on the buildings and how snow blowers and shovels do damage to the roofs. Mike reported the snow load is 40 pounds -46 pounds to square foot; right now it is about 22 pounds per square foot.

H. **Action Agenda**

1. Approve/deny the hiring of new personnel as presented

Motion was made by TRUSTEE WALLACE and seconded by TRUSTEE SKUBITZ to approve the agenda as presented.

2. Approve/deny Resignations/Retirements as presented

There were no resignations or retirements.

3. Approve/deny Resolution for March 14, 2017 Plant Facility Levy Election

Motion was made by TRUSTEE WALLACE and seconded by TRUSTEE SHAFFER to approve the Superintendent's Plan B recommendation was presented. Upon a unanimous roll call vote of all trustees, the resolution was adopted.

4. Approve/deny Resolution for March 14, 2017 Instructional/Extra-Curricular Levy (Supplemental) Election

Motion was made by TRUSTEE WALLACE and seconded by TRUSTEE SKUBITZ to approve the Superintendent's recommendation for Plan B. Upon a unanimous roll call vote of all trustees, the resolution was adopted.

5. Approve/deny Stipends as recommended by Administration (*Approve/deny Salaries as recommended by Administration*)

Motion was made by TRUSTEE SHAFFER and seconded by TRUSTEE OLMSTEAD to approve the salaries as recommended by the Superintendent in Executive Session. Hearing all ayes, motion carried.

6. Approve/deny The Emergency Snow Closure implemented by Administration for Monday, January 9, 2017

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
REGULAR BOARD MEETING, JANUARY 12, 2017**

Motion was made by TRUSTEE WALLACE and seconded by TRUSTEE SHAFFER to approve the Emergency Snow Closure for Monday, January 9, 2017. Hearing all ayes, motion carried.

7. Approve/deny request from Janelle Moffett regarding Dance Team Travel on February 18, 2017 to Richland, Washington

Motion was made by TRUSTEE WALLACE and seconded by TRUSTEE SKUBITZ to approve the requested travel as presented. Hearing all ayes, motion carried.

8. Approve/deny to suspend the Facility Use Fee Schedule in order to allow the Superintendent to do further research

Dr. Meyer explained she would like the opportunity to research and include all stakeholders. Trustee Wallace recommended a Joint Powers Agreement between the political entities.

Trustee Shaffer made motion to approve the suspension of the fee schedule. Motion died for a lack of a second.

Dr. Meyer will conduct further research.

I. **Discussion Agenda**

1. Correspondence

Dr. Meyer spoke on the facility plan.

She also commented in the Board's packet was a letter from parents of sick child at Lakeland High School commending Lakeland High School Staff.

a. Discipline Reports

Included in the Board's packet.

Meeting adjourned at 8:18 p.m.

Attest:

Larry Brown, Chairman

Respectfully Submitted:

Brook Cunningham, Clerk

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
SPECIAL BOARD MEETING, JANUARY 27, 2017**



3:15 p.m. Special Meeting

LAKELAND JOINT SCHOOL DISTRICT NO. 272

Meeting Location
LAKELAND JOINT SCHOOL DISTRICT ADMINISTRATIVE OFFICES
15506 N Washington Street
Rathdrum, ID 83858

BOARD MEMBERS PRESENT

Chairman Larry Brown (Zone 5)
Trustee Rena Olmstead (Zone 1)
Trustee John Shaffer (Zone 2)
Trustee Tim Skubitz (Zone 3)
Trustee Brian Wallace (Zone 4)

ADMINISTRATION PRESENT

Superintendent Dr. Becky Meyer
Assistant Superintendent Lisa Sexton
Clerk Brook Cunningham

A. Call to Order 3:15 p.m.

Vice Chairman John Shaffer called to order at 3:15 p.m. Superintendent Dr. Becky Meyer and Chairman Larry Brown phone conferenced in for this meeting. All other trustees were physically present along with Asst. Superintendent Lisa Sexton, Clerk Brook Cunningham, and Director of Special Services Susan Morrison.

B. Welcome Visitors/ Pledge of Allegiance 3:15 p.m.

Vice Chairman John Shaffer led in the pledge.

C. Approve Agenda-Approve/deny to add an Executive Session per IC 74-2016 (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;

1.) Student Issue(s) Student 1, Student 2, Student 3, & Student 4 and Approve/deny to add Executive Session Action Items following Executive Session

Motion was made by TRUSTEE SKUBITZ and seconded by TRUSTEE OLMSTEAD to approve the agenda with the recommended amendments. Hearing all ayes, motion carried.

**THE MEETING MINUTES OF THE LAKELAND JOINT SCHOOL DISTRICT 272,
SPECIAL BOARD MEETING, JANUARY 27, 2017**

D. Executive Session per IC 74-2016 (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;

Motion was made by TRUSTEE SKUBITZ and seconded by TRUSTEE OLMSTEAD to go into Executive Session in order to listen to student issues. Upon a unanimous roll call the Board entered Executive Session at 3:17 p.m.

1. **Student Issue(s)- Student 1, Student 2, Student 3, & Student 4**

Student 1
Student 2
Student 3
Student 4

The Board adjourned from Executive Session at 3:54 p.m.

E. Action Items following Executive Session

Motion was made by TRUSTEE SKUBITZ and seconded by TRUSTEE WALLACE to approve administrations recommendation for the above students as presented below. Hearing all ayes, motion carried.

Student 1- Behavior contract with re-entry at an interim placement.
Student 2- Re-entry with a behavior contract.
Student 3- Re-entry with a behavior contract and an alternate placement.
Student 4- Re-entry but not back on campus until the student goes through manifestation process, the Board will extend an alternate placement for 45 days, out of school.

F. Action Items

1. Approve/deny revision to Resolution #01-12-2017-A; specifically ballot language

Motion was made by TRUSTEE SKUBITZ and seconded by TRUSTEE BROWN to approved the revisions as presented. Upon a roll call vote the resolution was adopted.

G. Adjournment

The Board adjourned at 4:00 pm

Attest:

Respectfully Submitted:

Larry Brown, Chairman

Brook A. Cunningham

Lakeland Joint School District No. 272

Office of the Superintendent

P.O. Box 39

Rathdrum, ID 83858

Board of Trustees			
Regular School Board Meeting			
2/13/2017			
Gross Salaries		1,638,258.17	
Gross Benefits		484,428.92	
Air Tech Mechanical	Maint Supplies	1,415.00	91679
AlSCO	Coverall Service	93.64	19680
Arthur, Don	Tran - Skills Tests	120.00	19681
ASCD	Instructional Supplies	36.95	19682
Athol, City of	AE Water 11/23 - 12/28/2016	73.00	19683
Avista	Electricity/ Natural Gas 11/15 - 12/19/2016	68,045.71	19684
Ayers, Christine	December 2016 Mileage	38.45	19685
Bar Circle "S" Water	GE Water December 2016	39.31	91686
Batteries Plus Bulbs	Maint Supplies	49.80	91687
Building Ground Landscape, LLC	Snow Removal At Ge/ BKE	3,610.00	91688
Cass, Tammy	December 2016 Mileage	52.30	91689
Centar Industries	Maint Supplies	89.70	91690
Chartwells	December 2016 Food Service	96,410.35	91691
Coeur d'Alene Garbage	Dumpster Dumping 12/1 - 12/23/2016	51.37	91692
Coeur d'Alene Tractor	Maint- Service	13.20	91693
Costco	Title 1 Supplies	231.59	91694
Country Lock & Key, Inc	Maint Supplies	15.00	91695
CPI	Intervention Program Annual Fee (SPED)	150.00	91696
DeAustin, BJ	December 2016 Mileage	16.30	91697
Demco	Instructional Supplies	176.64	91698
Derrick, Trent	December 2016 Mileage	216.50	91699
Domino's	Food Service/ Pizza for Lunch	1,246.00	91700
Erickson, Sharon	Oct - Dec 2016 - In Lieu of Transportation	77.40	91701
FIRST	FRC 3513 Team Registration	5,000.00	91702
Follett School Solutions	Instructional Supplies	191.21	91703
Garwood Wrecking	Maint Equipment	35.00	91704
Gerstenberger, Judy	December 2016 Mileage	71.50	91705
Graybar	Custodial Supplies	753.08	91705
Hansen, Debbie	December 2016 Mileage	105.60	91707
Harding, Michele	December 2016 Mileage	87.25	91708
Harlow's Bus Sales, Inc	Trans - Software Renewal	448.05	91709
Haukenes, Iva	December 2016 Mileage	23.40	91710
Hebling Benefits Consulting	COBRA Specific Rights Notice Letter	40.00	91711
Horizon	Maint supplies	426.50	91712
Houghton Mifflin Harcourt	Instructional Supplies	625.48	91713
Hutson, Lindsay	December 2016 Mileage 11	70.50	91714

ID Dept. Of Education	Fingerprinting	128.00	91715
ID Dept of Health & Welfare	December 2016 Medicade Match	20,000.00	91716
Idaho State Tax Commission	Idaho State Tax/ Rotary Sales, AlaCarte/ Adult Meals	574.82	91717
Intermountain Security	District Wide - Supplies & Annual Alarm Monitoring	2,520.00	91718
Invent Idaho	Invention convention District Registration	60.00	91719
Isbell, Lee	December 2016 Mileage	107.40	91720
Johnstone Supply		1,281.64	91721
Kauffman, Jessica	December 2016 Mileage	44.70	91722
Les Schwab Tire Center	Maint Vehicle Supplies	11.08	91723
Lowe's	Maint Supplies	224.20	91724
Matson's Plumbing	Maint - Service (Food Service)	3,120.00	91725
Millelectric, inc	Maint - Service	1,980.00	91726
Millers Harvest Food	Instructional Supplies	310.89	91727
Napa Auto Parts	Maint/ Tran Supplies	3,218.02	91728
Nasco Modesto	Instructional Supplies	179.80	91729
NCCE	E-Rate Services (50% for 2015-16 School Year)	5,100.00	91730
Pearson	SPED Supplies	344.50	91731
Peterson, Carrie	December 2016 - In Lieu of Transportation	33.00	91732
Peterson, Kathy	December 2016 Mileage	26.60	91733
Perma-Bound	Library Supplies	177.39	91734
Platt	Maint Supplies	37.31	91735
Quintana, Alicia	December 2016 Mileage	49.00	91736
Rathdrum, City of	December 2016 Water/ Sewer	3,296.70	91737
Rathdrum, City of	SRO/ Crossing Guard Salary 9/1/16 - 12/31/16	21,063.95	91737
Rathdrum Trading Post	Maint/ Tran Supplies	346.88	91738
Hardware			
Ricoh	Copier Group Base Service 1/5 - 2/4/17	4,791.76	91739
RWC Group	Tran Supplies	2,391.07	91740
Safeguard/ IBF	DO Supplies	732.61	91741
Seright's Ace Hardware	Maint Supplies	388.29	91742
Sexton, Lisa	December 2016 Mileage	12.80	91743
Spirit Lake, City of	December 2016 Water/ Sewer	297.16	91744
Spragg, Denise	December 2016 Mileage	7.45	91745
Supplyworks	Maint Supplies	5,791.74	91746
Venera, Teri	December 2016 Mileage	35.10	91747
Verizon Wireless	Cell Useage 11/23 - 12/22/2016	1,711.62	91751
Why Try	Instructional Supplies	299.00	91748
Winter Edufest	Edufest Registration (SPED)	150.00	91749
Wunische, Barbara	December 2016 Mileage	20.05	91750
	Total (1/13/2017)	261,010.31	

A Drug Free Alliance	Tran Services (DOT, Alcohol Testing)	595.00	91754
A-L Compresses Gases	Instructional Supplies	536.30	91755
AlSCO	Coverall Service, Supplies	97.63	91756
American Eagle Automotive	Maint - Truck Repair	3,696.66	91757
AndyMark, Inc	Instructional Supplies	462.30	91758
Azeltine, Callie	Lunch Reimbursement	18.15	91759
B & H Photo	Instructional Supplies	258.95	91760
Badertscher, Jennifer	After School Instructor/ Judo (AE)	600.00	90761
Calvert, Wendy	Field Trip Meals	5.00	90762
Costco	Annual Membership Fee	110.00	90763
Flores, Ysidro	Field Trip Meals	25.00	90764
Ginter, Brian	Field Trip Meals	15.00	90765
Great Lakes Sports	Instructional Supplies	102.98	90766
Hobart Service	Food Service Equipment Repair	743.71	90767
Holmes, Victor	Field Trip Meals	15.00	90768
Idaho Transportation Dept.	Maint - Exempt License Plates	23.00	90769
Kenworth Sales	Tran Supplies	238.46	90770
Lakeland High School	Reimbursement/ Bus Fee For Math Competition	48.58	90771
Mchatton, Daniel	Field Trip Meals	5.00	90772
McMullin, Joan	Bookkeeping Consultant Fee FY 2016-2017	500.00	90773
Millelectric	Electrical Services	2,215.00	90774
N.Star Child Development Center	Services/ SPED 11/2//16 - 12/15/16	1,680.00	90775
Northwest Nazarene University	NNU Concurrent credit Fees 2016-2017	3,835.00	90776
O'Meara, William	Field Trip Meals	25.00	90777
O'Reilly Auto Parts	Tran Supplies	166.58	90778
Paxton/ Patterson	Instructional Supplies	227.11	90779
Petty Cash	Replenishment of Petty Cash	238.06	
Rees, James	Field Trip Meals	5.00	90780
Rice, Dee Ann	Field Trip Meals	10.00	90781
SL Start & Associates, LLC	SPED/ School Behavior Intervention 11/1 - 12/16/2016	37,003.75	90782
Smith, Savanna	Lunch Reimbursement	250.00	90783
Super 1	Insrtuctional Supplies	760.15	90784/85
Supplyworks	Custodial Supplies	2,239.32	90786
Timberlake High School	Reimbursement/ Bus Fee For Math Competition	69.58	90787
Torgy's Novus Glass	Tran - Service	127.00	90788
Wendt, Richard	Field Trip Meals	5.00	90789
Western Mountain Bus Parts	Tran Supplies	326.99	90790
Woolley, Trina	Field Trip Meals	25.00	90792
	13		
	Total (1/20/2017)	57,305.26	

Ednetics	Internet/ Phone Service 12/2016 / Tech Equipment	10,768.29	90795
Scholastic Reading Club	Instructional Supplies	50.00	90796
Time Warner Cable	District Phone Service 1/8 - 2/7/2017	14,740.00	90794
Yochum Landscape, LLC	Snow Removal 12/10 - 12/29/2016	12,312.50	91793
	Total (Out of Cycle)	37,870.79	
360 Training	Instructional supplies	200.00	91798
4-H Youth Development	FLL Championship Registration	210.00	90799
ABRA Auto Body & Glass	Tran - Auto Repair	99.80	91800
A-L Compressed Gases	Instructional Supplies	489.82	91801
Alsco	Coverall Service, Supplies	50.81	91802
Architectural Hardware, Inc	Maint Supplies	350.00	91803
ATS Inland NW	Maint - Service	270.00	91804
Bio Corporation	Instructional Supplies	165.48	91805
Builders Hardware & Supply	Maint Supplies/ Service	1,067.79	91806
Bus Parts Warehouse	Trans Supplies	597.19	91807
Carolina Biological Supply	Instructional Supplies	43.90	91808
Coeur d'Alene Tractor	Maint Supplies	33.48	91809
DeLage Landen Financial Service	Copier Lease 1/15 - 2/14/2017	821.70	91810
E Group	Instructional Supplies	105.00	91811
Eagle Manufacturing, Inc	Tran Supplies	100.00	91812
Ednetics	Internet/ Phone Service Jan 2017	10,034.43	91813
Ferguson Enterprises, Inc	Maint Supplies	26.38	91814
ID Dept of Health & Welfare	January 2017 Medicaid Match	5,000.00	91815
Interstate Concrete & Asphalt	Maint - Winter Sand/ Salt	931.02	91816
J & R Electronics	Tran/ Maint Digital Radio Service - Feb 2017	1,640.00	91817
Kootenai County Solid Waste	Dumpster Dumping - 12/1 - 12/31/16	1,525.24	91818
Kootenai Electric	AE/ GE Electric 12/15/16 - 1/15/17	7,430.53	91819
Kootenai Health	Services (SPED Dec 16 OT Hours & Mileage)	1,677.78	91820
Lakeshore Learning	Instructional Supplies	155.21	91821
Matson's Plumbing	Maint - Service	850.00	91822
Midway Parts	Maint Supplies	102.00	91823
NoodleTools, Inc	Library Materials	315.00	91824
North Idaho trophy	Spelling Bee Trophies	68.50	91825
North Kootenai Water District	TLE Dec 16 Fire/ Water	80.37	91826
Northwest Nazarene University	Prof Development (Danielson's Framework for Teaching)	5,400.00	91827

Lakeland Joint School District No. 272

Office of the Superintendent

P.O. Box 39

Rathdrum, ID 83858

Board of Trustees			
Regular School Board Meeting 2/13/2017			
Additional Bills			
American Eagle Mobile Repair	Maint - Vehicle Repair	2,900.00	91847
Petty Cash	Petty Cash Replenishment	165.41	91848
Postmaster - Rathdrum	Postage Stamps	651.00	91849
	Total (Out of Cycle)	3,716.41	
2nd Gear	Tech Equipment	679.00	
A-L Compressed Gases	Instructional Supplies	405.14	91939
Alsco	Coverall Service	50.81	91940
American Art Clay Co., Inc	Instructional Supplies	261.85	91941
Anderson, Julian & Hull	Legal Services 12/5 - 12/16-2016	203.50	91942
Apollo Appliance Repair	Service (MVA)	263.00	91943
Athol, City of	AE Water 12/28/16 - 1/26/17	73.00	91944
Avista	January 2017 Electricity/ Natural Gas	80,864.62	91945
Ayers, Christine	January 2017 Mileage	5.65	91946
Bar Circle "S"	January 2017 Water	39.31	91947
Ben Nye	Instructional Supplies	81.39	91948
Blagden, Beth	Reimbursement for BASE Payment	20.00	91949
Blick Art Materials	Instructional Supplies	488.00	91950
Cass, Tammy	January 2017 Mileage	182.65	91951
Cenex Cooperative Supply	Tran Fuel	21,051.41	91952
Capital One (Costco)	Office Supplies	37.98	91953
Chatterton, Heather	December 2016 Mileage	11.80	91954
Coeur d'Alene Service Station	Maint - Service	101.20	91955
Country Lock & Key, Inc	Maint Supplies	90.05	91956
Culligan	Tech Water 2/1 - 2/28/17	35.45	91957
DeAustin, BJ	January 2017 Mileage/ Expense Claim Reimbursement	52.90	91958
Domino's	Food Service/ Pizza for Lunch	679.00	91959
Duran, Jacqui	Expense Claim Reimb. / Cleaning Bill	46.00	91960
Erickson, Sharon	In Lieu of Transportation/ January 2017	25.30	91961
Fatbeam, LLC	February Network Service	2,462.71	91962
Fisher, Lee-anne	Food Service Reimbursement	20.45	91963
Follett	Instructional Supplies	371.90	91964
Gabiou, Amy	January 2017 Mileage	72.70	91965
Gerstenberger, Judy	January 2017 Mileage	110.35	91966
Hansen, Debbie	January 2017 Mileage	150.70	91967
Harding, Michele	January 2017 Mileage 16	68.00	91968

Harlow's Bus Sales, Inc	Tran Supplies	1,490.00	91969
Haukenes, Iva	January 2017 Mileage	34.70	91970
Holmes, Victor	Expense Claim Reimb. / DOT Physical	65.00	91971
Horizon	Maint Supplies	402.00	91972
Houghton Mifflin Harcourt	SPED Supplies	967.00	91973-4
Hutson, Lindsay	January 2017 Mileage	91.95	91975
Idaho Digital Learning	Idaho Digital Learning/ 2016-17 Agreement	4,500.00	91976
Idaho State Tax Commission	Ala Carte/ Adult Meals, Rotary Sales Tax	906.00	91977
Insight Investments	Tech Equipment	679.00	91978-9
Isbell, Lee	January 2017 Mileage	162.55	91980
Junior Library Guild	Library Books	70.00	91981
JW Pepper	Instructional Supplies	475.23	91982
Kauffman, Jessica	January 2017 Mileage	47.90	91983
Kelley, Megan	January 2017 Mileage	92.40	91984
Kenworth Sales Spokane	Tran Supplies	177.57	91985
Kimmel Athletic Supply	Instructional Supplies	517.01	91986
KTEC	Second Half of KTEC Operations Fiscal Year 2016-17	83,361.00	91987
Lakeland High School	Expense Claim Reimb/ IASA Conference (Youngdell)	9.00	91988
Lowe's	Maint Supplies	313.69	91989
Mille'rs Foods & Conoco	Instructional Supplies/ Maint Fuel	238.31	91990
Moffett, Janelle	Food Service Reimbursement	35.20	91991
Moore, Susan	Expense Claim Reimb. / CDL	10.00	91992
Napa Auto Parts	Tran/ Maint Supplies	2,507.20	91993
NCS Pearson	SPED supplies	162.35	91994
North Star Child Development Ctr	Services/ Sped 1/3 - 1/10/2017	623.00	91995
NW Information Advantage, LLC	Services/ SPED	300.00	91996
OETC	Tech/ adobe Acrobat Licence	78.58	91997
Peck, Sarah	January 2017 Mileage	14.10	91998
Peterson, Carrie	In Lieu of Transportation/ January 2017	61.00	91999
Peterson, Kathy	January 2017 Mileage	37.80	91200
Platt Electric Supply	Maint Supplies	234.19	91201
Plumbmaster	Maint Supplies	233.52	91202
Quintana, Alicia	January 2017 Mileage	77.00	91203
Rathdrum, City of	January 2017 Water/ Sewer	2,396.58	91204
Rathdrum Trading Post Hardware	Maint Supplies	450.21	91205
Reigel, Lorraine	Nov, Dec 2016/ January 2017 Mileage	71.85	91206
Rickard, Darrell	Expense Claim Reimb. / Training Meeting Snacks	49.93	91207
Rice, DeAnn	Expense Claim Reimb. / Bus Fuel	70.66	91208
Rocket Math	Instructional Supplies	100.00	91209
RWC Group	Tran Supplies/ Service	6,122.63	91210
Scholastic, Inc	Instructional Supplies	308.81	92011
Seright's Ace Hardware	Maint Supplies	26.99	92012
Sexton, Lisa	January 2017 Mileage	63.70	92013
Spirit Lake Chamber of Commerce	2017 Membership	25.00	92014
Spirit Lake, City of	January 2017 Water/ Sewer	264.33	92015
Stowell, Cheryl	Refund for IDLA Class	75.00	92016

Summit Environmental, Inc	Asbestos Testing	75.00	92017
Super 1 CDA	Instructional Supplies	329.94	92018
Super 1 Rathdrum	Instructional Supplies	367.32	92019
Supplyworks	Maint Supplies	88.32	92020
Torgy's Novus Auto Glass	Tran/ Windshield Chip Repair	176.00	92021
Vazquez-Schnepf, Ana	Nov, Dec 2016/ January 2017 Mileage	68.20	92022
Venera, Teri	January 2017 Mileage	23.85	92023
Verizon Wireless	Cell Usage 12/23 - 1/22/2017	1,454.11	92024
Watson Grocery Group	Instructional/ Title 1 Supplies	48.05	92025
Yochum Landscape, LLC	Snow Removal	26,655.00	92026
Ziegler Lumber Company	Instructional Supplies	157.19	92027
	Total (2/10/2017)	246,769.74	
	Total Invoices	670,654.33	
	Gross Salaries	1,638,258.17	
	Gross Benefits	484,428.92	
	Grand Total	2,793,341.42	

Bar Circle "S" Water 100 661000 331 105 000 Garwood

	Irrigation					CHECK	INVOICE
Date	Reading		Reading		TOTAL	DATE	NUMBER
July 2015	59622900	848.54	3045300	33.87	882.41	7/15/2015	JUNE 15 WATER
Aug 2015	60748900	1,973.62	3057600	35.78	2,009.40	8/14/2015	JULY 15 WATER
Sept 2015	62259900	2,643.52	3061300	27.43	2,670.95	9/15/2015	AUG 15 WATER
Oct 2015	62964800	1,213.48	3085900	57.18	1,270.66	10/15/2015	SEPT 15 WATER
Nov 2015	62964800	54.86	3122100	77.37	132.23	11/13/2015	OCT 15 WATER
Dec 2015	62964800	27.43	3122100	27.43	54.86	12/11/2015	NOV 15 WATER
Jan 2016	62964800	27.43	3122100	27.43	54.86	1/15/2016	DEC 15 WATER
Feb 2016	62964800	27.43	3122100	27.43	54.86	2/12/2016	JAN 16 WATER
Mar 2016	62964800	27.43	3216600	139.66	167.09	3/15/2016	FEB 16 WATER
April 2016	62964800	27.43	3245800	65.19	92.62	4/8/2016	MAR 16 WATER
May 2016	62970300	27.43	3275400	65.88	93.31	5/13/2016	APR 16 WATER
June 2016	63109700	256.94	3304300	64.67	321.61	6/15/2016	MAY 16 WATER
	includes adjustment for double credit on 10/1 bill				7,804.86		
July 2016	63420100	554.48	3318700	39.44	593.92	7/15/2016	JUNE 16 WATER
Aug 2016	64766000	2,356.25	3321800	27.43	2,383.68	8/15/2016	JULY 16 WATER
Sept 2016	65907100	1,999.89	3324900	27.43	2,027.32	9/15/2016	AUG 16 WATER
Oct 2016	66112200	371.25	3357100	70.41	441.66	10/14/2016	SEPT 15 WATER
Nov 2016	66112200	27.43	3357100	70.41	97.84	11/11/2016	OCT 16 WATER
Dec 2016	66112200	27.43	3357100	(15.55)	27.43	12/9/2016	NOV 16 WATER
Jan 2017	66112200	27.43	3357100	11.88	39.31	1/13/2017	DEC 16 WATER
Feb 2017	66112200	27.43	3357100	11.88	39.31	2/10/2017	JAN 17 WATER
Mar 2017							
April 2017							
May 2017							
June 2017							
					5,056.55		
July 2017							
Aug 2017							
Sept 2017							
Oct 2017							
Nov 2017							
Dec 2017							
Jan 2018							
Feb 2018							
Mar 2018							
April 2018							
May 2018							
June 2018							
					0.00		

CITY OF ATHOL 100 661000 331 103 000 683-2101

C-0010			C-0011			CHECK		INVOICE
DATE	READING		READING		TOTAL	DATE	NUMBER	
JULY 2015	2618	35.00	21411	279.20	314.20	7/15/2015	JULY 15	
AUG 2015	2674	47.10	21811	425.50	472.60	7/31/2015	AUG 15	
SEPT 2015	2735	52.60	22353	581.70	634.30	8/31/2015	SEPT 15	
OCT 2015	2754	35.00	22752	424.40	459.40	9/9/2015	OCT 15	
NOV 2015	2754	35.00	22752	35.00	70.00	10/30/2015	NOV 15	
DEC 2015	2754	35.00	22752	35.00	70.00	12/11/2015	DEC 15	
JAN 2016	2754	35.00	22752	35.00	70.00	12/31/2015	JAN 16	
FEB 2016	2754	35.00	22752	35.00	70.00	2/12/2016	FEB 16	
MAR 2016	2754	35.00	22752	35.00	70.00	3/15/2016	MAR 16	
APR 2016	2754	35.00	22752	35.00	70.00	3/31/2016	APR 16	
MAY 2016	2825	35.00	22810	35.00	70.00	5/13/2016	MAY 16	
JUNE 2016	2836	35.00	22873	54.80	89.80	6/15/2016	JUN 16	
		449.70		2,010.60	2,460.30			
JULY 2016	2845	35.00	22996	120.80	155.80	7/15/2016	JULY 16	
AUG 2016	2847	35.00	23402	432.10	467.10	7/29/2016	AUG 16	
SEPT 2016	2863	35.00	23739	356.20	391.20	9/9/2016	SEPT 16	
OCT 2016	2880	35.00	24181	471.70	506.70	10/14/2016	OCT 16	
NOV 2016	2880	36.50	24181	36.50	73.00	10/28/2016	NOV 16	
DEC 2016	2880	36.50	24181	36.50	73.00	12/9/2016	DEC 16	
JAN 2017	2880	36.50	24181	36.50	73.00	1/13/2017	JAN 17	
FEB 2017	2880	36.50	24181	36.50	73.00	2/10/2017	FEB 17	
MAR 2017								
APR 2017								
MAY 2017								
JUNE 2017								
		286.00		1,526.80	1,812.80			
JULY 2017								
AUG 2017								
SEPT 2017								
OCT 2017								
NOV 2017								
DEC 2017								
JAN 2018								
FEB 2018								
MAR 2018								
APR 2018								
MAY 2018								
JUNE 2018								

CITY OF RATHDRUM (Water 100 661000 331 ??? 000) (Sewer 100 661000 335 080 000) 687-0261

2016-17		WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER
DO (001)	7.1640.1	24.50	51.50	24.50	51.50	24.50	51.50	21.00	54.85	21.00	54.85	21.00	54.85
TRAN (002)	7.1660.1	28.50	51.50	28.50	60.06	28.50	51.50	25.00	54.85	25.00	54.85	25.00	54.85
Food Serv	7.1610.1	46.50	51.50	48.45	111.54	54.30	188.76	55.35	265.09	58.60	310.79	51.45	210.24
JBE (101)	7.1620.1	60.15	265.98	67.30	360.36	107.60	892.32	75.50	548.46	60.55	338.22	79.40	603.31
JBE Annex(101)	7.1630.1	46.50	51.50	46.50	51.50	46.50	51.50	43.00	73.13	43.00	91.41	43.00	63.99
BKE (104)	7.1580.1	103.50	600.60	64.50	51.50	69.70	154.44	70.10	219.38	73.35	265.09	65.55	155.40
BKE Irrig (104)	4.1585.1	817.80		1,125.90		1,094.05		341.35					
LJHS (201)	7.1670.1	119.10	806.52	150.30	1,218.36	236.75	2,359.50	159.15	1,471.70	90.90	511.90	83.10	402.20
LJHS Field (013)	4.1650.1	418.05		558.45		288.70		182.10					
LHS (301)	7.1570.1	84.65	351.78	71.00	171.60	91.80	446.16	98.05	612.45	105.85	722.14	122.75	959.81
LHS Irrig (007)	4.0616.1	346.15		821.30		662.70		79.00					
LHS Field (008)	4.1600.1	715.10		488.90		566.90		295.85					
LHS FBF RR	7.0002.1		51.50		51.50		51.50		54.85		54.85		54.85
MVAS (491)	7.1590.1	95.25	128.70	154.40	163.02	173.90	205.92	101.50	164.54	52.10	219.38	47.55	155.40
Soccer Fld (005)	4.0000.1	92.40		83.30		126.20		72.90		43.00		43.00	
		2,998.15	2,411.08	\$3,733.30	\$2,290.94	\$3,572.10	\$4,453.10	\$1,619.85	\$3,519.30	\$573.35	\$2,623.48	581.80	2,714.90
			5,409.23		\$6,024.24		\$8,025.20		\$5,139.15		\$3,196.83		3,296.70

invoice # JULY 16 WATER/SEWER AUGUST 16 WATER/ SEWER SEPTEMBER 16 WATER/ SEWER OCTOBER 16 WATER/ SEWER NOVEMBER 16 WATER/ SEWER DECEMBER 16 WATER/SEWER

		WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER	WATER	SEWER
DO (001)	7.1640.1	21.00	54.85										
TRAN (002)	7.1660.1	25.00	54.85										
Food Serv	7.1610.1	44.30	109.69										
JBE (101)	7.1620.1	78.75	594.17										
JBE Annex(101)	7.1630.1	43.00	54.85										
BKE (104)	7.1580.1	64.25	137.12										
BKE Irrig (104)	4.1585.1												
LJHS (201)	7.1670.1	80.50	365.64										
LJHS Field (013)	4.1650.1												22
LHS (301)	7.1570.1	77.25	319.94										
LHS Irrig (007)	4.0616.1												
LHS Field (008)	4.1600.1												
LHS FBF RR	7.0002.1		54.85										
MVAS (491)	7.1590.1	45.60	127.97										
Soccer Fld (005)	4.0000.1	43.00											
		522.65	1,873.93	0.00	0.00	0.00	0.00						
			2,396.58		0.00		0.00						

invoice # JANUARY 2017 WATER/SEWER

Food Serv Water Account #290 710000 331 000 000 Sewer Account #290 710000 335 000 000 inv # is June ?? water/sewer

KOOTENAI ELECTRIC

FY 2014-15

	6/15-	7/15-	8/15-	9/15-	10/15-	11/15-	12/15-	1/15-	2/15-	3/15-	4/15-	5/15-
	7/15/2014	8/15/2014	9/15/2014	10/15/2014	11/15/2014	12/15/2014	1/15/2015	2/15/2015	3/15/2015	4/15/2015	5/15/2015	6/15/2015
103 AE	984.93	932.42	1,497.39	1,785.49	2,726.69	3,185.98	3,215.24	2,948.24	2,793.37	2,392.50	2,057.91	1,444.22
Mtr 5968959	63.82	69.17	79.46	86.26	97.39	96.29	116.43	111.93	91.70	90.34	74.36	69.26
Mtr 83699138	907.58	849.72	1,404.40	1,685.70	2,615.77	3,076.16	3,085.28	2,822.78	2,688.14	2,288.63	1,970.02	1,361.43
Sec Light	13.53	13.53	13.53	13.53	13.53	13.53	13.53	13.53	13.53	13.53	13.53	13.53
105 GE	786.32	745.04	1,176.02	1,479.62	1,903.94	2,155.94	2,633.30	2,309.06	2,112.02	1,944.50	1,559.30	1,194.02
PAID	1,771.25	1,677.46	2,673.41	3,265.11	4,630.63	5,341.92	5,848.54	5,257.30	4,905.39	4,337.00	3,617.21	2,638.24
ck date	7/31/2014	8/29/2014	9/29/2014	10/31/2014	12/3/2014	12/31/2014	1/30/2015	2/27/2015	3/31/2015	4/30/2015	5/29/2015	6/30/2015

FY 2015-16

	6/15-	7/15-	8/15-	9/14-	10/15-	11/15-	12/15/2015-	1/15-	2/15-	3/15-	4/15-	5/15-
	7/15/2015	8/15/2015	9/14/2015	10/15/2015	11/15/2015	12/15/2015	1/15/2016	2/15/2016	3/15/2016	4/15/2016	5/15/2016	6/15/2016
103 AE	885.07	928.08	1,247.27	1,810.38	2,462.65	3,049.75	3,418.25	3,180.63	2,640.88	2,475.36	1,997.00	1,740.84
Mtr 95801833	64.58	71.47	75.80	89.57	100.45	93.40	91.70	95.10	80.05	65.43	52.60	49.88
Mtr 83699138	806.96	843.08	1,157.94	1,701.06	2,342.45	2,936.60	3,306.80	3,065.78	2,541.08	2,390.18	1,924.65	1,671.21
Sec Light	13.53	13.53	13.53	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75	19.75
105 GE	776.00	776.00	942.98	1,322.18	1,743.38	2,315.06	2,509.46	2,516.90	2,013.38	1,800.98	1,437.38	1,536.26
PAID	1,661.07	1,704.08	2,190.25	3,132.56	4,206.03	5,364.81	5,927.71	5,697.53	4,654.26	4,276.34	3,434.38	3,277.10
ck date	7/31/2015	8/31/2015	9/30/2015	10/30/2015	11/30/2015	12/31/2015	1/29/2016	2/29/2016	3/31/2016	4/29/2016	5/31/2016	6/30/2016

FY 2016-17

	6/15-	7/15-	8/15-	9/15-	10/15-	11/15-	12/15-					
	7/15/2016	8/15/2016	9/15/2016	10/15/2016	11/17/2016	12/15/16	1/15/17					
103 AE	1,050.96	1,024.90	1,411.53	2,134.57	2,575.72	3,266.68	4,477.65					
Mtr 95801833	49.11	50.81	56.76	73.90	79.89	78.01	72.50					
Mtr 83699138	982.1	954.34	1335.02	2040.92	2476.08	3168.92	4385.40					
Sec Light	19.75	19.75	19.75	19.75	19.75	19.75	19.75					
105 GE	765.68	672.80	1,089.14	1,748.40	2,059.68	2,481.36	2,952.88					
PAID	1,816.64	1,697.70	2,500.67	3,882.97	4,635.40	5,748.04	7,430.53	0.00	0.00	0.00	0.00	0.00
ck date	7/29/2016	8/31/2016	9/14/2016	10/28/16	12/02/2016	12/29/2016	1/27/2017					

100 661000 332 ??? 000

North Kootenai Water District (Twin Lakes Elementary School)

100 661000 331 106 000

	Meter #5367855				Account #1036541-01		
	Start Read	End Read	Consumption	Charges	Charges	Check Amt	Check Date
July 2016	299027	307479	8452	1,986.15	40.00	2,026.15	8/5/2016
Aug 2016	307479	318324	10845	2,486.54	40.00	2,526.54	10/7/2016
Sept 2016	318324	328600	10276	2,355.67	40.00	2,395.67	10/14/2016
Oct 2016	328600	336449	7849	1,797.46	40.00	1,837.46	11/11/2016
Nov 2016	336449	336697	248	63.32	40.00	103.32	12/9/2016
Dec 2016	336697	336906	209	57.47	40.00	97.47	12/29/2016
Jan 2017	336906	337001	95	40.37	40.00	80.37	1/27/2017
Feb 2017							
Mar 2017							
April 2017							
May 2017							
June 2017							
July 2017							
Aug 2017							
Sept 2017							
Oct 2017							
Nov 2017							
Dec 2017							
Jan 2018							
Feb 2018							
Mar 2018							
Apr 2018							
May 2018							
June 2018							
July 2018							
Aug 2018							
Sept 2018							
Oct 2018							
Nov 2018							
Dec 2018							
Jan 2019							
Feb 2019							
Mar 2019							
Apr 2019							
May 2019							
June 2019							
							0

TLI SEWER, LLC			
TLE SEWER CHARGES 100 661000 335 095 000			
	AMOUNT	CK DATE	INV #
JULY 14	617.50	7/1/2014	TLE JULY 14 SEWER
AUG 14	617.50	7/31/2014	TLE AUG 14 SEWER
SEP 14	617.50	8/29/2014	TLE SEPT 14 SEWER
OCT 14	617.50	9/29/2014	TLE OCT 14 SEWER
NOV 14	617.50	10/31/2014	TLE NOV 14 SEWER
DEC 14	617.50	11/21/2014	TLE DEC 14 SEWER
JAN 15	648.05	12/31/2014	TLE JAN 15 SEWER
FEB 15	648.05	1/30/2015	TLE FEB 15 SEWER
MAR 15	648.05	2/27/2015	TLE MAR 15 SEWER
APR 15	648.05	3/31/2015	TLE APR 15 SEWER
MAY 15	648.05	4/30/2015	TLE MAY 15 SEWER
JUNE 15	648.05	5/29/2015	TLE JUN 15 SEWER
	7,593.30		
	AMOUNT	CK DATE	INV #
JULY 15	648.05	7/1/2015	TLE JULY 15 SEWER
AUG 15	648.05	7/31/2015	TLE AUG 15 SEWER
SEP 15	648.05	8/31/2015	TLE SEPT 15 SEWER
OCT 15	648.05	9/30/2015	TLE OCT 15 SEWER
NOV 15	648.05	10/30/2015	TLE NOV 15 SEWER
DEC 15	648.05	11/30/2015	TLE DEC 15 SEWER
JAN 16	676.00	12/31/2015	TLE JAN 16 SEWER
FEB 16	676.00	1/29/2016	TLE FEB 16 SEWER
MAR 16	676.00	2/29/2016	TLE MAR 16 SEWER
APR 16	676.00	3/31/2016	TLE APR 16 SEWER
MAY 16	676.00	4/29/2016	TLE MAY 16 SEWER
JUNE 16	676.00	5/31/2016	TLE JUN 16 SEWER
	7,944.30		
	AMOUNT	CK DATE	INV #
JULY 16	676.00	7/1/16	TLE JUL 16 SEWER
AUG 16	676.00	7/29/16	TLE AUG 16 SEWER
SEP 16	676.00	8/31/16	TLE SEPT 16 SEWER
OCT 16	676.00	9/30/16	TLE OCT 16 SEWER
NOV 16	676.00	10/28/16	TLE NOV 16 SEWER
DEC 16	676.00	12/01/16	TLE DEC 16 SEWER
JAN 17	702.00	12/22/16	TLE JAN 17 SEWER
FEB 17	702.00	1/27/17	TLE FEB 17 SEWER
MAR 17			
APR 17			
MAY 17			
JUNE 17			
	5,460.00		

Comparing Current Fiscal Year to Prior Fiscal Year Same Time Period

LAKELAND JOINT SCHOOL DISTRICT #272						LAKELAND JOINT SCHOOL DISTRICT #272				
"FY 2016-2017" GENERAL FUND BUDGET SUMMARY INFORMATION						"FY 2015-2016" GENERAL FUND BUDGET SUMMARY INFORMATION				
July, 2016 - January, 2017						July, 2015 - January, 2016				
EXPENDITURES						**EXPENDITURES**				
	BUDGET	FYTD ACTIVITY	% Expended	BALANCE	% Remaining	BUDGET	YTD ACTIVITY	%	BALANCE	%
Elementary	7,083,431.00	2,974,769.11	42.0%	4,108,661.89	58.0%	6,462,535.00	2,963,831.90	45.9%	3,498,703.10	54.1%
Secondary	6,958,008.00	2,817,966.21	40.5%	4,140,041.79	59.5%	6,894,637.00	3,039,825.86	44.1%	3,854,811.14	55.9%
Alternative	540,863.00	237,935.60	44.0%	302,927.40	56.0%	535,233.00	231,558.03	43.3%	303,674.97	56.7%
Except. Child	1,226,782.00	664,752.45	54.2%	562,029.55	45.8%	1,300,698.00	635,136.25	48.8%	665,561.75	51.2%
Gifted/Talented	107,942.00	57,008.04	52.8%	50,933.96	47.2%	94,138.00	34,074.56	36.2%	60,063.44	63.8%
Ex Curr	714,756.00	321,096.42	44.9%	393,659.58	55.1%	698,872.00	286,247.77	41.0%	412,624.23	59.0%
Summer School	69,223.00	53,255.60	76.9%	15,967.40	23.1%	66,685.00	56,297.53	84.4%	10,387.47	15.6%
Adult Ed	538.00	2.51	0.5%	535.49	99.5%	538.00	274.31	51.0%	(263.69)	
Guidance/Health	1,151,010.00	453,074.61	39.4%	697,935.39	60.6%	982,092.00	403,343.06	41.1%	578,748.94	58.9%
Ancillary	691,155.00	354,667.94	51.3%	336,487.06	48.7%	650,421.00	274,333.83	42.2%	376,087.17	57.8%
Personnel Support	418,593.00	154,569.75	36.9%	264,023.25	63.1%	362,878.00	222,908.98	61.4%	139,969.02	38.6%
Ed Media	557,667.00	251,712.19	45.1%	305,954.81	54.9%	531,733.00	250,424.42	47.1%	281,308.58	52.9%
Instruct. Related Technology	455,633.00	330,656.45	72.6%	124,976.55	27.4%	449,849.00	312,758.88	69.5%	137,090.12	30.5%
Board	93,585.00	97,972.61	104.7%	(4,387.61)	-4.7%	75,807.00	67,410.49	88.9%	8,396.51	11.1%
District Admin	594,384.00	368,653.28	62.0%	225,730.72	38.0%	535,317.00	305,109.54	57.0%	230,207.46	43.0%
School Admin	2,202,334.00	1,053,500.08	47.8%	1,148,833.92	52.2%	2,147,071.00	1,082,679.69	50.4%	1,064,391.31	49.6%
Business Operations	291,271.00	169,624.76	58.2%	121,646.24	41.8%	283,036.00	166,544.79	58.8%	116,491.21	41.2%
Admin Tech Services	88,310.00	72,988.11	82.6%	15,321.89	17.4%	60,325.00	76,616.52	127.0%	(16,291.52)	-27.0%
Bldg Custodial	1,917,916.00	1,085,923.33	56.6%	831,992.67	43.4%	1,762,368.00	1,073,187.36	60.9%	689,180.64	39.1%
General Maint Non-Student Occ	67,500.00	9,335.83	13.8%	58,164.17	86.2%	67,500.00	22,097.74	32.7%	45,402.26	67.3%
General Maint Student Occ	930,834.00	577,828.21	62.1%	353,005.79	37.9%	813,762.00	584,348.51	71.8%	229,413.49	28.2%
Pupil Trans.	1,608,809.00	803,983.22	50.0%	804,825.78	50.0%	1,579,600.00	785,613.89	49.7%	793,986.11	50.3%
Dist. Trans.	36,395.00	31,213.00	85.8%	5,182.00	14.2%	40,066.00	19,108.73	47.7%	20,957.27	52.3%
Capital Assets				-					-	
Debt Services/Princ & Interest		1,304,911.12	#DIV/0!	(1,304,911.12)	#DIV/0!					
Transfers	555,522.00		0.0%	555,522.00	100.0%	283,581.00		0.0%	283,581.00	100.0%
Reserve	125,200.00		0.0%	125,200.00	100.0%			#DIV/0!	-	#DIV/0!
TOTAL	28,487,661.00	14,247,400.43	50.0%	14,240,260.57	50.0%	26,678,742.00	12,893,732.64	48.3%	13,785,009.36	51.7%
This Balances = Revenue received to date minus Expenses to date	-	5,060,062.42				-	3,987,825.10			

Comparing Current Fiscal Year to Prior Fiscal Year Same Time Period

LAKELAND JOINT SCHOOL DISTRICT #272						LAKELAND JOINT SCHOOL DISTRICT #272				
"FY 2016-2017" - GENERAL FUND BUDGET SUMMARY INFORMATION						"FY 2015-2016" - GENERAL FUND BUDGET SUMMARY INFORMATION				
REVENUE						***REVENUE***				
July, 2016 - January, 2017						July, 2015 - January, 2016				
REVENUE	BUDGET	RECEIPTS TO DATE	% Received	Remaining Budget	% Remaining	BUDGET	YTD ACTIVITY	% Received	Remaining Budget	% Remaining
M&O Levy	-	-		-			0.06		0.06	
Supplemental Levy	5,300,000.00	2,966,753.84	56.0%	(2,333,246.16)	-44.0%	4,795,000.00	2,776,466.21	57.9%	(2,018,533.79)	-42.10%
Emergency Levy	822,585.00	424,640.32		(397,944.68)		20,000.00	107,938.25		87,938.25	
Tort Levy	50,000.00	22,240.45	44.5%	(27,759.55)	-55.5%	50,000.00	27,936.82	55.9%	(22,063.18)	-44.13%
Other Local Tax	-	-		-		-	-		-	
Penalty/Int Delinquent Taxes	69,000.00	39,524.49	57.3%	(29,475.51)	-42.7%	67,300.00	33,296.55	49.5%	(34,003.45)	
Investments	5,000.00	10,830.27	216.6%	5,830.27	116.6%	35,000.00	445.90	1.3%	(34,554.10)	-98.73%
Community Ed.	500.00			(500.00)		500.00	256.00	51.2%	(244.00)	
Other Local Revenue	111,400.00	123,619.62	111.0%	12,219.62	11.0%	180,500.00	91,916.38	50.9%	(88,583.62)	-49.08%
Base State Support	17,570,000.00	14,199,678.00	80.8%	(3,370,322.00)	-19.2%	16,606,552.00	13,437,562.00	80.9%	(3,168,990.00)	-19.08%
Transportation	1,100,000.00		0.0%	(1,100,000.00)	-100.0%	1,150,000.00		0.0%	(1,150,000.00)	-100.00%
Tuition Equiv	-		#DIV/0!	-	#DIV/0!	52,500.00		0.0%	(52,500.00)	-100.00%
State Paid Benefits	2,289,095.00		0.0%	(2,289,095.00)	-100.0%	2,575,000.00		0.0%	(2,575,000.00)	-100.00%
Other State Support	693,104.00	17,137.00	2.5%	(675,967.00)	-97.5%	679,390.00	2,279.00	0.3%	677,111.00	
Other State Support - PFP	-			-		-			-	
Lottery/Additional St Maint	248,000.00	257,798.00		9,798.00		247,000.00	247,629.00	100.3%	629.00	0.25%
Property Tax Replace.	63,977.00	31,988.60	50.0%	(31,988.40)	-50.0%	85,000.00	31,988.60	37.6%	(53,011.40)	-62.37%
Other State Revenue (Wifi)	-	30,744.00		30,744.00		-	57,311.45	#DIV/0!	57,311.45	#DIV/0!
Other Fed Rev-E-Rate	-	25,784.17		25,784.17		-	1,592.94		(1,592.94)	
Unrestricted Grants	165,000.00	57,474.09	34.8%	(107,525.91)	-65.2%	135,000.00	64,938.58	48.1%	(70,061.42)	-51.90%
Other Indirect Restricted	-			-		-			-	
Loan Proceeds		1,099,250.00	#DIV/0!	1,099,250.00	#DIV/0!					
Sale/Com for Loss Fixed Asset			#DIV/0!	-	#DIV/0!					
Transfers	-			-		-			-	
TOTALS	28,487,661.00	19,307,462.85	67.8%	(9,180,198.15)	-32.2%	26,678,742.00	16,881,557.74	63.3%	(9,797,184.26)	-36.72%
Beginning Balance										
Budgeted Amount	28,487,661.00					26,678,742.00				



LAKELAND JOINT SCHOOL DISTRICT #272

15506 N Washington Street P.O. Box 39

Rathdrum, Idaho 83858

Phone: 208.687.0431 Fax: 208.687.1884 Web: lakeland272.org

MEMORANDUM

TO: Board of Trustees

FROM: Heidi Herndon, Human Resource Specialist

DATE: February 9, 2017

RE: Classified/Coaching New Hires

The following individuals are recommended for hire:

Regular Positions

Gable, Andrew, SLE, Custodian

Hoekstra, Jonathan, LHS, Custodian

Lively-Schultz, Traci, TLE, Noon Duty Paraprofessional

Relief Positions

Maland, Shane, Maintenance, Temporary Seasonal

Woolley, Shayna, Transportation, Relief Aide

Coaching Positions

Way, Jeremy, LHS, Assistant Baseball

Whaley, Jennifer, THS, Assistant Softball

Certificated Teachers-resumes attached

Molly Cayson-SLE 6th

Katrina Kirby-JBE SpEd

Subs Hired

Alec Hamilton

Casey Peters

Lynn Bauer

Jusin Marlow

Jonathon Breitreutz

Andrew Wiley-

Elizabeth Saputski

Erin Evans

Sarah Doran

For Technology in Room #34 at LJHS:

The high majority of desktop computers in there have been sold on the Public Surplus Auction site. They just haven't been picked up yet.

But for the other items to declare so we can get rid of them they would be:

74 Projectors in non-working condition.

67 Printers. Of those, approx 15 are in working condition just without toner. They rest in non-working condition.

150 D510 Laptops in technically working condition but older than dirt and would not be worth using.

150 PS2 Keyboards (with the old style plug).

6 Canon DR-6010C Scanners in working condition but only work with XP.

9 Datamation D500/D600 16 port Chargers that charge old Dell laptop batteries in working condition.

Thanks,

Chad Parson, Technology
Lakeland Joint School District 272
15601 N. Hwy. 41
Rathdrum ID 83858
P: [208-687-4350](tel:208-687-4350) C: [208-691-0552](tel:208-691-0552) F: [208-712-8112](tel:208-712-8112)
cparson@lakeland272.org

Dear Lakeland School Board,

The Misfit Toys Robotics team 3513 would like to inform the board on what the team has accomplished since we last gave a presentation to you last February. We are currently in week five of six in the build season, and our robot is almost complete. This year our challenge is called "Steamworks" and it is a steampunk theme. Our robot must be able to collect balls on the field and from dispensers, shoot balls at two goals--one eighteen inches from the floor and one nine feet from the floor, place gears on a hook, and climb a rope at the end of the competition. Our build, design, electrical, and programming teams have worked extremely hard to manufacture this robot and have learned important life and career skills in the process which are very beneficial to them. Our business team has also been busy writing grants+, contacting sponsors, writing essays, and practicing presentations. All of our members are learning skills that will help them in their careers like writing code, building parts, wiring robots, and connecting with others. Last year, our team was extremely happy to be able to attend the first ever Idaho Regional Competition, and represent our area. On the last day of competition, the top eight ranking teams choose other teams for alliances that will compete together in the finals. Our team was chosen by a number one ranked team and we were the last alliance to be chosen due to the order in which the teams were announced. When this happened, the entire team stood up and cheered as loud as they could, jumped up and down, and hugged one another fiercely. All of the team members were overjoyed that we had been chosen; and we went on to win every single final match until the last one that would decide the overall winner, which we placed second. The entire team had a wonderful experience in Boise last year, and we would like to request permission to attend this year's Idaho Regional from March 29 to April 2. During the competitions all of us make incredible new friends, grow closer to each other, have a ton of fun, and learn amazing new things. This year we have raised approximately three thousand dollars in fundraisers and raffle ticket sales, and we have received seven thousand dollars in grants. What we would like to ask is for the Lakeland School District to assist us by allowing us to have a bus driver and a bus so we are able to travel to Boise, Idaho. We will happily pay for a hotel room for the bus driver, we only ask that you provide the driver and the bus. Being able to go to this competition is so important for us, and we are very grateful that the School Board has allowed us to go the past few years. Below, you will find a chart of how much the hotel rooms cost and the comparison of flying to Boise and taking a bus.

Sincerely,

Misfit Toys Robotics team 3513

Taking Bus					
Room	Cost per night	Number of Rooms	Number of Nights	Cost	Total cost
Single King	\$139	5	4	\$2,780	\$4,808
Suite	\$169	3	4	\$2,028	
Flying					
Room	Cost per night	Number of Rooms	Number of Nights	Cost	Total Cost
Single King	\$139	2	4	\$1,112	\$3,467
Single King	\$139	2	3	\$834	
Suite	\$169	3	3	\$1,521	
	Cost per person	Number of people			\$2,160
Flight Tickets	\$120	18			
Total cost of taking bus: \$4,808 + Bus Cost (~\$1000)					
Total cost of flying and hotel: \$5,627					
Robotics funds at District Office		\$1,500	From a grant		
Robotics funds at LHS		\$3,297	The team raised these funds		
Funds from district unused coach stipends		\$1,000			
Total		\$5,797			
We spent \$5000 from a grant to register for the competition					
We spent \$500 from a grant for parts to build the robot					

JOB DESCRIPTION

TITLE: Chief Finance/Operations Officer

QUALIFICATIONS:

1. At least five years successful related experience in educational finance and administration.
2. Preference will be given for leadership experience in the following areas: finance, budgeting, facilities/maintenance, technology, transportation, child nutrition, long-range planning, school construction, and community relations.
3. A bachelor's degree or higher with an emphasis in finance or a master's degree or higher with success as an education administrator.
4. Other qualifications as the Board and/or Superintendent may find appropriate and acceptable.
5. Demonstrated successful Public Relation skills presenting to and working with all constituents.

REPORTS TO: Superintendent

SUPERVISES:

Direct supervision of business office finance staff, Facilities, Transportation, Child Nutrition and Technology Directors, and other personnel as the superintendent may designate.

JOB GOAL:

To support and serve as an advisor to the Superintendent in the task of providing effective leadership in the areas of school district financial planning and budgeting, purchasing, facilities and maintenance, property management, transportation, child nutrition, technology, and other operational functions, in a fiscally responsible manner.

PERFORMANCE RESPONSIBILITIES (Typical tasks include but shall not be limited to):

General:

- Serve as chief administrative officer of the District during the absence of both the Superintendent and Assistant Superintendent.
- Act as advisor to the Superintendent on all business and financial matters.
- Supervise the financial affairs of the district, including handling of all funds, accounting and reporting procedures, and long range planning.
- Work to maintain effective district-community relations and interpret the financial concerns of the district to the community.
- Work with the Superintendent and Board of Trustees to implement and update the strategic plan, long-range facilities plan, levy planning,
- Coordinate and act as legislative liaison for the District which includes monitoring the legislative process, school finance laws, and communicating issues District-wide.
- Prepare financial projections for the Superintendent and the Board for planning purposes and fiscal responsibility.
- Oversight of all cash management and investments of the District including debt issuance.
- Recommend new accounting methods as desirable and necessary.
- Assist the Superintendent in the projection of revenue and expenditures, preparation of prospectus for bond sales, management of short term investment portfolio, etc.
- Supervise data processing procedures to provide management information, evaluation techniques, and long range forecasts.
- Active member of the District Negotiating Team. Develop and distribute information for negotiation process with local education association.
- Serve as a consultant on any grant proposal originating in the district.
- Responsible for overseeing the maintenance and annual updating of a district-wide inventory of all equipment and facilities.
- Attend Board meetings, workshops and other appropriate local, state or national meetings.
- Perform additional duties as assigned by the Superintendent.

Budget and Financial Reporting:

- Assume responsibility for an accounting procedure adequate to record in detail all financial transactions.
- Compile necessary statistical data for the preparation of the fiscal budget.
- Assist the Superintendent in the preparation of the budget and budget control measures.
- Arrange for the internal auditing of school accounts.
- Supervise the development of monthly, annual, and/or special financial reports to the Superintendent and Board.
- Prepare applications for funds and financial reports as required by state and federal agencies having jurisdiction over public school funds.
- Monitor the financial status and prepare appropriate state/federal reports for the Transportation, Facilities, Child Nutrition, and Technology departments.
- Monitor the financial status and oversee the necessary budget preparation and reporting for all federal, state, and special grant programs.
- Work with the auditor to ensure proper I.F.A.R.M.S. reporting to the State Department of Education.

Purchasing:

- Obtain and provide analysis of comparative prices, quotations and proposals for work, equipment or supplies.
- Initiate contracts with vendors relative to supply and equipment availability; purchase orders; and contracts for site or facility improvements, with Superintendent or Board approval.
- Purchase supplies, equipment, and services necessary for the operation of the school district through required competitive bidding process.
- Oversee preparation of bidding documents, including notices to bidders, instruction to bidders, specifications, and form of proposal.
- Monitor all purchase orders to maintain accuracy, fiscal responsibility and accountability.

Supervision:

- Responsible for direct supervision of office finance staff.
- Responsible for the direct supervision of Facilities Director and, thereby, maintenance of school buildings and grounds.
- Responsible for the direct supervision of Child Nutrition Director, and, thereby, the District's Child Nutrition program.
- Responsible for the direct supervision of Transportation Director, and, thereby, the District's Pupil Transport program.
- Responsible for the direct supervision of Technology Director(s), and, thereby, the District's Technology program and maintenance of the District's technology equipment and infrastructure.
- Assists the Superintendent with the supervision, evaluation, probation, and dismissal of support personnel, as applicable.

TERMS OF EMPLOYMENT: Exempt Classified Position

WORK YEAR: Twelve months for 220-230 contracted days of which 180 must be regularly scheduled school days.

SALARY: Salary and expenses will be determined based on experience and education, to be arranged annually with the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED TO BY: _____ **DATE:** _____
(Employee)

Adopted: August 10, 1992
Revised: April 11, 1994
Revised: August 11, 1997
Revised: August 13, 2001
Revised: January 12, 2009
Revised: June 8, 2015

TITLE: BUILDING PRINCIPAL

QUALIFICATIONS:

1. Idaho Administrative Certificate endorsed for school principal
2. Enough experience and empathy as a public educator to support teachers in a meaningful way
3. Strong background in elementary curriculum, supervision and evaluation, student behavior, team building, curriculum integration, and character education
4. Excellent leadership, interpersonal, communication, and organizational skills
5. Growth mindset
6. Able to build capacity and support self-efficacy in others
7. Models integrity, authenticity, and transparency
8. Consistent pattern of high expectations and academic rigor for all students

REPORTS TO: Superintendent

SUPERVISES:

1. All certificated and classified staff serving in the school
2. Other resource and service personnel while functioning in the assigned school

JOB SUMMARY: To provide exemplary instructional leadership and managerial oversight in a safe and supportive learning environment. Champion the academic growth and overall well-being of each student in your school every day.

PERFORMANCE RESPONSIBILITIES (Typical tasks include but shall not be limited to):

School Leadership

1. Lead the school in accordance with federal and state law, administrative rules, and Board policy
2. Provide for the safety and security of the students, staff, and school environment
3. Communicate with Superintendent in a proactive and consistent manner
4. Initiate, design, and implement programs to meet the specific needs of the school (PLC, PBIS, MTSS/RTI, etc.)
5. Demonstrate knowledgeable and application of primary reading instruction, developmental milestones, and skill acquisition
6. Model collaborative behavior and lead effective/efficient collaboration at the building and across the district
7. Exercise leadership in school-level planning for improvement of instruction
8. Plan for and deliver Professional Learning for staff in alignment with building goals
9. Possess and share knowledgeable about current trends in educational leadership
10. Establish and maintain an engaging learning climate in the school
11. Coordinate transportation, custodial, child nutrition, BASE, and other support services
12. Act as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life

BUILDING PRINCIPAL

13. Provide accurate and timely student reports to the Superintendent
14. Work cooperatively with law enforcement authorities in maintaining a safe and secure school environment
15. Plan, schedule, and supervise required district emergency drills
16. Ensure your staff is aware and trained in emergency preparedness response according to the district's crisis response plan and emergency procedures manual
17. Build positive relationships with students, parents, staff, and patrons

Curriculum, Instruction, and Contact with Students

1. Supervise and monitor the school's instructional program and teaching process
2. Lead and oversee the annual master schedule development
3. Assist in the selection of appropriate instructional materials
4. Develop and maintain the academic and extracurricular program schedule, and assist in scheduling community use of the school building and grounds
5. Assume responsibility for the attendance, conduct, and health of the students
6. Greet students in a friendly and dependable manner during their morning arrival and supervise the dismissal of students at the end of the school day
7. Demonstrate concern, care and compassion for your students as you interact during the school day
8. Maintain high standards of student conduct and enforce the district's student discipline policy
9. Keep records of disciplinary action and perform follow-up communication with students, parents, teachers, and administrators
10. Develop and implement student handbooks and procedures for proper student conduct
11. Lead and participate in the planning and delivery of intervention and referral services for academically at-risk and challenged students, to include MTSS/RtI team leadership
12. Attend special events held to recognize student achievement and other school-sponsored activities/functions
13. Plan and supervise regularly scheduled parent/teacher conferences and student-led conferences
14. Actively pursue all cases of truancy and excessive absences and tardies
15. Maintain an active relationship with students and parents based on respect and understanding

Supervision and Evaluation

1. Assist in the recruiting, screening, hiring, training, assigning, and evaluating of the school's personnel
2. Supervise all personnel employed at the school
3. Be trained and possess a solid knowledge in the Danielson Framework for Teaching and coach for improved instruction
4. Ensure that teacher trainees are provided with direct assistance, to include close clinical supervision
5. Evaluate and counsel all staff members regarding their individual and group performance in accordance with district policy
6. Conduct regular staff meetings and professional learning opportunities for your staff

BUILDING PRINCIPAL

Financial and Office Management

1. Ensure the proper collection, safekeeping, and accounting of school activity funds
2. Ensure the proper accounting protocols when encumbering district funds
3. Initiate and supervise development of the annual budget, providing opportunity for staff input
4. Establish and maintain an efficient office system to support the administrative functions of the school
5. Maintain confidentiality and FERPA rights for student and personnel information
6. Supervise the preparation of all school records and reports
7. Participate in administrative, Board, and other meetings, as required or appropriate
8. Provide for adequate inventories of property under school jurisdiction

Other

1. Be responsible for understanding and abiding by the Code of Ethics for Idaho Educators
2. Represent the school district in a positive and professional manner at all times
3. Know and follow school district policy and chain of command
4. Perform other duties as assigned by the Superintendent

EVALUATION:

Performance of this position will be evaluated annually by the superintendent in conformance with district policy; Section 33-513, Idaho Code; and IDAPA 008.02.02.121.

TERMS OF EMPLOYMENT:

Annual contract

NOTE:

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.026.01	School Principal Endorsement (Pre-K-12)
	IDAPA 08.02.02.121	Local District Evaluation Policy—School Principal
	The Gun-Free Schools Act	Section 414(d)(2)

JOB DESCRIPTION

TITLE: Junior High School Principal

Qualifications:

1. Idaho Administrative Certificate endorsed for school principal
2. Enough experience and empathy as a public educator to support teachers in a meaningful way
3. Strong background in middle level scheduling, curriculum, supervision and evaluation, student behavior, team building, technology, cross-curricular teaming, and adolescent brain research
4. Excellent leadership, interpersonal, communication, and organizational skills
5. Growth Mindset
6. Able to build capacity and support self-efficacy in others
7. Models integrity, authenticity, and transparency
8. Consistent pattern of high expectations and academic rigor for all students

REPORTS TO: Superintendent

SUPERVISES:

1. All certificated and classified staff serving in the school
2. Other resource and service personnel while functioning in the assigned school

JOB SUMMARY: To provide exemplary instructional leadership and managerial oversight in a safe and supportive learning environment. Champion the academic growth and overall well-being of each student in your school every day.

PERFORMANCE RESPONSIBILITIES (Typical tasks include but shall not be limited to):

School Leadership

1. Lead the school in accordance with federal and state law, administrative rules, and Board policy
2. Provide for the safety and security of the students, staff, and school environment
3. Communicate with Superintendent in a proactive and consistent manner
4. Initiate, design, and implement programs to meet the specific needs of the school (PLC, MTSS/RTI, cross-curricular, middle level transition, advanced learners, etc.)
5. Demonstrate knowledgeable and application of middle level curriculum, brain research, and optimal learning environments
6. Model collaborative behavior and lead effective/efficient collaboration at the building and across the district
7. Exercise leadership in school-level planning for improvement of instruction
8. Develop and deliver Professional Learning for staff in alignment with building goals and staff input
9. Possess and share knowledgeable about current trends in educational leadership
10. Establish and maintain an engaging learning climate in the school
11. Coordinate transportation, custodial, child nutrition, and other support services
12. Act as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life
13. Provide accurate and timely student reports to the Superintendent

14. Work cooperatively with law enforcement authorities in maintaining a safe and secure school environment
15. Plan, schedule, and supervise required district emergency drills
16. Ensure your staff is aware and trained in emergency preparedness response according to the district's crisis response plan and emergency procedures manual
17. Build positive relationships with students, parents, staff, and patrons

Curriculum, Instruction, and Contact with Students

1. Supervise and monitor the school's instructional program and teaching process
2. Lead and oversee the annual master schedule development, with input from staff
3. Assist in the selection of appropriate instructional materials
4. Develop and maintain the academic and extracurricular program schedule, and assist in scheduling community use of the school building and grounds
5. Assume responsibility for the attendance, conduct, and health of the students
6. Greet students in a friendly and dependable manner during their morning arrival and supervise the dismissal of students at the end of the school day
7. Demonstrate concern, care and compassion for your students as you interact during the school day
8. Maintain high standards of student conduct and enforce the district's student discipline policy
9. Keep records of disciplinary action and perform follow-up communication with students, parents, teachers, and administrators
10. Develop and implement student handbooks and procedures for proper student conduct
11. Lead and participate in the planning and delivery of intervention and referral services for academically at-risk and challenged students, to include MTSS/RtI team leadership
12. Attend special events held to recognize student achievement and other school-sponsored activities/functions
13. Plan and supervise regularly scheduled parent/teacher conferences and student-led conferences
14. Actively pursue all cases of truancy and excessive absences and tardies
15. Maintain an active relationship with students and parents based on respect and understanding

Supervision and Evaluation

1. Assist in the recruiting, screening, hiring, training, assigning, and evaluating of the school's personnel
2. Supervise all personnel employed at the school
3. Be trained and possess a solid knowledge in the Danielson Framework for Teaching and coach for improved instruction
4. Ensure that teacher trainees are provided with direct assistance, to include close clinical supervision
5. Evaluate and counsel all staff members regarding their individual and group performance in accordance with district policy
6. Conduct regular staff meetings and professional learning opportunities for your staff

Financial and Office Management

1. Ensure the proper collection, safekeeping, and accounting of school activity funds
2. Ensure the proper accounting protocols when encumbering district funds
3. Initiate and supervise development of the annual budget, providing opportunity for staff input
4. Establish and maintain an efficient office system to support the administrative functions of the school
5. Maintain confidentiality and FERPA rights for student and personnel information
6. Supervise the preparation of all school records and reports

7. Participate in administrative, Board, and other meetings, as required or appropriate
8. Provide for adequate inventories of property under school jurisdiction

Other

1. Be responsible for understanding and abiding by the Code of Ethics for Idaho Educators
2. Represent the school district in a positive and professional manner at all times
3. Know and follow school district policy and chain of command
4. Perform other duties as assigned by the Superintendent

EVALUATION:

Performance of this position will be evaluated annually by the superintendent in conformance with district policy; Section 33-513, Idaho Code; and IDAPA 008.02.02.121.

TERMS OF EMPLOYMENT:

Annual contract

NOTE:

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512 I.C. § 33-513 I.C. § 33-515 I.C. § 33-1201 I.C. § 33-1210 IDAPA 08.02.02.026.01	Governance of Schools Professional Personnel Issuance of Renewable Contracts Certificate Required Information on Past Job Performance School Principal Endorsement (Pre-K-12) IDAPA 08.02.02.121 Local District Evaluation Policy—School Principal The Gun-Free Schools Act Section 414(d)(2)
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January 18, 2017

Board of Trustees
Lakeland Joint School District No. 272
Rathdrum, Idaho 83858

We are pleased to confirm our understanding of the services we are to provide Lakeland Joint School District No. 272 for the year ended June 30, 2017. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Lakeland Joint School District No. 272 as of and for the year ended June 30, 2017. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Lakeland Joint School District No. 272's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Lakeland Joint School District No. 272's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited.

1. Management's Discussion and Analysis.
2. Net pension liability related schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies Lakeland Joint School District No. 272's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

1. Combining and individual fund financial statements.
2. Schedule of expenditures of federal awards.

We will also prepare the Idaho Financial Accounting Management System (IFARMS) for the year ended June 30, 2017.

Audit Objectives

The objective to our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on –

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the board of trustees of Lakeland Joint School District No. 272. We cannot

provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because of the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engagement as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws,

regulations, contracts, and grant agreements; and other responsibilities required by general accepted auditing standards.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our test, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Lakeland Joint School District No. 272's compliance with applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Lakeland Joint School District No. 272's major programs. The purpose of these procedures will be to express an opinion on Lakeland Joint School District No.

272's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Lakeland Joint School District No. 272 in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal control over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the

government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a correct action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in a written representation letter that (1) you are responsible for the presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) that you believe the schedule of expenditures of federal awards , including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or studies. You are also responsible for providing management's view on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusions of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan), along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report to you to include in the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the school district; however, management is responsible for distribution of the reports and financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Hayden Ross, PLLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal

agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Hayden Ross, PLLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the federal or state agency. If we are aware that a federal award agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in July 1, 2017 and to issue our reports no later than October 31, 2017. Tony Matson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$19,200. Our fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2013 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Lakeland Joint School District No. 272 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

HAYDEN ROSS, PLLC

Tony Matson

Tony Matson, CPA

RESPONSE:

This letter correctly sets forth the understanding of Lakeland Joint School District No. 272.

Management signature: _____

Title: Superintendent _____

Date: _____

Governance signature: _____

Title: Board Chair _____

Date: _____

System Review Report

October 23, 2013

To the Owners of
Hayden Ross, PLLC
and the Peer Review Committee of the Idaho Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Hayden Ross, PLLC (the firm) in effect for the year ended May 31, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Hayden Ross, PLLC in effect for the year ended May 31, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Hayden Ross, PLLC has received a peer review rating of *pass*.

Evans & Poulsen

Evans & Poulsen, P.A.

Student Discipline

Disciplinary action may be taken against any student guilty of ~~gross~~ disobedience or misconduct, including, but not limited to:

- Habitual truancy.
- Incurability.
- Academic dishonesty.
- Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District.
- Conduct or presence of a student when the same is detrimental to the health and safety of other pupils.
- Using, possessing, distributing, purchasing, or selling tobacco products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession.
- Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy.
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of Weapons in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function **or disruptive to the educational environment** ~~any disruptive activity~~.
- Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing – For purposes of this policy, the term “hazing” shall have the meaning set forth in ~~I.C. § 18-917~~ **Idaho Code**.
- Initiations.

- The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.
- Harassment, intimidation, cyber bullying, or bullying as defined in Idaho Code and District policy.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; or
- Anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function the education environment.

Traditional Disciplinary Measures

Traditional disciplinary measures include, but are not limited to:

- Expulsion;
- Suspension;
- Detention, including Saturdays;
- Clean-up duty;
- Loss of student privileges;
- Loss of bus privileges;
- Notification to juvenile authorities and/or police;
- Temporary removal from the classroom;
- Meeting with the student and the student's parents; and
- Restitution for damages to school property.

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and District personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

Alternative Disciplinary Measure

Alternative disciplinary action is discipline other than traditional suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior.

Alternative discipline includes, but is not limited to:

- Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
- Mediation when there is mutual conflict between peers, rather than one-way negative behavior;
- Counseling;
- Anger management;
- Health counseling or intervention;
- Mental health counseling;
- Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution, and restorative conferencing;
- Diversion or use of juvenile specialty courts;
- Behavioral management plan;
- Corrective instruction or other relevant learning or service experience;
- Community service; and
- In- school detention or suspension, which may take place during lunchtime, after school or on weekends.

Consequences for Harassment, Intimidation, and Bullying

Students engaging in harassment, intimidation, or bullying will be subject to graduated consequences appropriate to the severity of the violation as determined by the Board, school administrators, or designated personnel depending upon the level of discipline. Graduated consequences for bullying may include any of the above listed traditional or alternative disciplinary measures or a combination thereof in accordance with the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. However, depending upon the nature of the act, the District reserves the right to deviate from the process of graduated consequences to appropriately address the conduct at issue and move directly to suspension or expulsion proceedings. District personnel may also report the student's conduct to the appropriate law enforcement officials.

Disciplining Students on Individual Education or Section 504 Plans

The District shall comply with the procedural safeguards enumerated in state and federal law and rule when disciplining students with individualized education plans or 504 plans.

Gun-Free Schools

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with I.C. § ~~33-205~~ **Idaho Code** and Board policy.

Possession of a Weapon On School Property – Misdemeanor

No person shall possess a firearm or other deadly or dangerous weapon while on school property or in those portions of any building, stadium or other structure on school grounds which, at the time of the violation, are being used for an activity sponsored by or through a school in this state or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program or event regardless of location.

As used in this section of this Policy only:

- (a) "Deadly or dangerous weapon" means any weapon as defined in **United States Code 18-U.S.C. section 930**;
- (b) "Firearm" means any firearm as defined in **United States Code 18-U.S.C. section 921**;

Any person who possesses, carries or stores a weapon in a school building or on school property, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess carry or store a weapon in a school building.

In the event that a knife is found to have been accidentally brought to school and the building administration is able to clearly determine the absence of any intent by the student to harm himself/herself or others, the student may be referred for a Re-Entry Hearing (formally called a Show Cause Hearing) before District Office Administration. The outcome of this hearing, which will include a signed behavior contract, shall be presented to the Board of Trustees at the next regularly scheduled Board meeting. At that time the board may hold an expulsion in abeyance and approve the recommended disciplinary action presented by District Office Administration.

This section of this policy does not apply to:

- 1. law enforcement personnel;

2. Any adult over eighteen (18) years of age and not enrolled in a public or private elementary or secondary school who has lawful possession of a firearm or other deadly or dangerous weapon, secured and locked in his vehicle in an unobtrusive, nonthreatening manner;
3. A person who lawfully possesses a firearm or other deadly or dangerous weapon in a private vehicle while delivering minor children, students or school employees to and from school or a school activity;
4. A person or an employee of the school or District who is authorized to carry a firearm with the permission of the board of trustees of the District or the governing board.

Delegation of Authority

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

Nondiscrimination

The District will ensure that student discipline is enforced in a nondiscriminatory manner to avoid subjecting similarly situated students to different treatment without a legitimate reason for doing so, or when such a reason is merely a pretext for discrimination. Such discrimination, which the District will endeavor to avoid, includes the following:

1. Adopting discipline rules which treat students differently based on race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child;
2. Adopting any rule with the intention of targeting students based on the personal characteristics listed above, rather than for a legitimate purpose, regardless of whether the phrasing of the rule appears neutral with regard to students' personal characteristics;
3. Enforcing an apparently neutral rule more harshly on the basis of a student's personal characteristics; or
4. Discipline of any student when it is motivated by intentional discrimination.

Notification

A summarized version of this policy shall be provided in writing at the beginning of each school year to the school personnel, parents, and students in the District. Information provided to

students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

The Board shall review this policy annually.

Cross Reference: 3295 Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
3340 Corrective Actions and Punishment
4320 Disruption of School Operations

Legal Reference: I.C. § 33-205 Denial of school attendance
I.C. § 18-917 Hazing
I.C. § 18-917A Student Harassment – Intimidation- Bullying
I.C. § 18-3302D Possession Weapons or Firearms on School Property
I.C. § 18-3302I Threatening Violence on School Grounds
I.C. § 33-1224 Powers and duties of teachers
I.C. § 33-1630 Requirements for Harassment, Intimidation, and Bullying Information and Professional Development
20 U.S.C. § 7151 Gun-free requirements
20 U.S.C. § 8921, et seq. Gun Free Schools Act
29 U.S.C. § 701 Rehabilitation Act of 1973
IDAPA 08.02.03.109.05 Special Education
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline
Office of Civil Rights Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline

Policy History:

Adopted on:

Revised on:

FINANCIAL MANAGEMENT

7400

Purchasing

Authorization and Control

It will be the policy of this District to conduct its purchasing program in a manner to assure the best utilization of District funds. The Board, or its designee, reserves the right to determine what is in the best interest of the District.

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

Bids and Contracts

With the exception of the purchase of curricular materials, whenever the cost of any construction, repair, or improvement; or the acquisition, purchase, or repair of any equipment; or other personal property necessary for the effective operation of the District exceeds \$25,000, formal bids shall be called for by issuing public notice as specified in statute as well as following federal procurement requirements. Specifications shall be prepared and be made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the Trustees may reject any bid, reject all bids, and publish notice for bids once again. If after calling for bids a second time, no satisfactory bid is received, the Board may proceed under its own direction, subject to the approval of the State Board of Education.

In determining what bid is the lowest responsible bidder, the District will not only take into consideration the amount of the bid. The District will also consider the skill, ability, and integrity of a bidder to do faithful and conscientious work and promptly fulfill the contract according to the letter and spirit. References for the bidder should be contacted.

The Superintendent shall establish bidding and contract awarding procedures that align with State purchasing and federal procurement requirements.

Cooperative Purchasing

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

Personnel Conflicts of Interest

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

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

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

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

Procurement Under a Federal Award

In addition to the conflicts of interest outlined above, no employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such conflicts of interest include instances where any of the following has a financial or other interest in or a tangible personal benefit from a firm considered for a contract:

1. The employee, officer, or agent;
2. Any member of his or her immediate family, including spouses, children, and parents;
3. His or her partner. For the purposes of this policy, "partner" shall mean an adult of the same sex or different sex with whom the employee, officer, or agent shares a non-marital

intimate relationship and a common residence and with whom they mutually affirm that they share responsibility for each other's common welfare; or

4. An organization which employs or is about to employ any of the parties listed above.

The following activities are prohibited:

1. The purchase during the school day of any food or service from a District contractor or vendor for individual use;
2. The removal of any food, supplies, equipment, or school property without proper authorization;
3. Individual sales by District personnel of any school property, including used items.

Violations

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

Cross Reference: 7400P Procurement Under a Federal Award
7407 Public Procurement of Goods and Services

Legal Reference: I.C. § 18-1351 Bribery and Corrupt Practices – Definitions
I.C. § 33-316 Cooperative Contracts to Employ Specialized Personnel
and/or Purchase Materials
I.C. § 33-402 Notice Requirements
I.C. § 33-601 Real and Personal Property – Acquisition, Use or Disposal
of Same
I.C. § 74-401 et seq. Ethics in Government
2 C.F.R. § 200.317 Procurement by States
2 C.F.R. § 200.318 General Procurement Standards
2 C.F.R. § 200.320 Methods of Procurement to be Followed

Policy History:

Adopted on:

Revised on:

_____ **School District No.** _____

FINANCIAL MANAGEMENT

7400F

Time and Effort Documentation

Employee: _____

Position: _____

Reporting Period: _____

Cost Objective (Program Activity)	Fund Code or Program Function Code	Program	Distribution of Time (Percentage of Hours)

I hereby certify this report is an accurate representation of the total activity expended during the period indicated.

Employee Signature: _____

Date: _____

Reviewed by Supervisor: _____

Date: _____

FINANCIAL MANAGEMENT

7400P

Procurement Under a Federal Award

In addition to its other policies and procedures regarding procurement, the District shall adhere to the following requirements when making procurements under a federal award. The District shall:

1. Ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be produced, and set forth those minimum essential characteristics and standards to which the material, product, or service must conform. The District will identify all requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals.
2. Provide a written method for conducting technical evaluations of the proposals received and for selecting recipients, including factors considered for the evaluation; who performs the evaluation, the number of evaluations performed, the timeframe for conducting any evaluations, and the selection of a vendor and whether another positions reviews the evaluation.
3. Maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
4. Avoid acquiring unnecessary or duplicative items;
5. Consider consolidating procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
6. Maintain a list of prequalified persons, firms, or products which are used in acquiring goods and services, and include enough qualified sources to ensure maximum open and free competition.
7. Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
8. Maintain records sufficient to detail the history of procurement. These records will include:
 - A. Rationale for the method of procurement;
 - B. Selection of contract type;

- C. Contractor selection or rejection; and
 - D. The basis for the contract price.
9. The use of a time and materials type contract is prohibited unless the District determines that no other contract is suitable. Time and materials type contract means a contract whose cost to a District is the sum of:
- A. The actual cost of materials; and
 - B. The direct labor hours charged at hourly rates that reflect wages, general and administrative expenses, and profit.

When this type of the contract is used, it will include a ceiling price that the contractor exceeds at his or her own risk. The District will assert a high degree of oversight over such contracts in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

10. Be responsible for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims.
11. The District will adhere to any additional procurement rules as applicable to specific federal programs, such as federal child nutrition programs.

Time and Effort Documentation

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. Such work shall be documented on Form 7400F.

Procedure History:

Promulgated on:

Revised on:

_____ **School District No.** _____

FINANCIAL MANAGEMENT

7405

Public Works Contracting and Procurement

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

FINANCIAL MANAGEMENT

7407

Public Procurement of Goods and Services

The District shall at all times adhere to the bidding requirements for the procurement of goods and services as set out in State law.

\$0 to \$25,000	No bidding requirements	IC 67-2803 (2)
\$25,000 to \$50,000	Semi-formal bidding: Issue written requests for bids describing goods or services desired to at least three vendors. Allow three days for written response, unless an emergency exists; One day for objections. Keep records for six months. <u>Accept low bid, or reject all bids.</u>	IC 67-2806 (1)
\$50,000 and above	Formal bidding: Publish bid notice at least two weeks in advance of bid opening. Make bid specifications available; written objections allowed. May request bid security/bond. Can reject all if able to purchase more economically in the open market.	IC 67-2806 (2)

Exemptions to Public Procurement of Goods and Services Bidding

Personal Property	Already competitive bid (piggy-banking)	IC 67-2803 (1)
Less than \$25,000	Contracts or purchases of goods or services	IC 67-2803 (2)
Any Amount	Payments of Wages	IC 67-2803 (3)
Any Amount	Personal or professional services performed by an independent contractor. (Refer to info on qualifications in I.C. 67-2320)	IC 67-2803 (4)
Any Amount	Procurement of an interest in real property – lease or purchase	IC 67-2803 (5)
Any Amount	Procurement of insurance	IC 67-2803 (6)
Any Amount	Costs of Joint Powers participation	IC 67-2803 (7)
Any Amount	Emergency Expenditures	IC 67-2808 (1)

Legal Reference: I.C. § 67-2801 et seq. Purchasing by Political Subdivisions

Policy History:

Adopted on:

Revised on:

LAKELAND JOINT SCHOOL DISTRICT #272

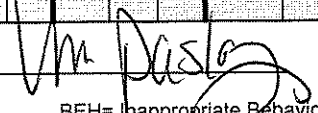
Discipline Report

School__ Betty Kiefer Elementary

Month/Year __ January 17

Grade	TOBACCO			ALCOHOL			DRUGS			CONDUCT							ACTION TAKEN					
	D	P	U	D	P	U	D	P	U	BEH	FTG	INS	HAR	BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP	
K																						
1																						
2															1					1		
3																						
4																						
5											3									5		
6																						
7																						
8																						
9																						
10																						
11																						
12																						
TOTAL																						

ADMINISTRATOR'S SIGNATURE



KEY:

D=Distribution
P=Possession
U=Under the Influence/Use

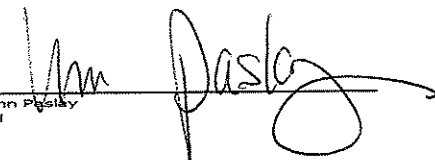
BEH= Inappropriate Behavior
FTG= Fighting
INS= Insubordination
HAR= Harrassment
BULL=Bullying
VAN= Vandalism
WPN=Weapon
PRO= Profanity
TRU= Truancy

ISS= In School Suspension
OSS=Out of School Suspension
EXP=Expulsion

Report incidents that involve a suspension of .5 day or more. The number of incidents should be based on the number of students involved (e.g. a fight between two students would be two incidents if both students are suspended .5 day or more). When completing the column under "Action Taken", report the number of days of suspension, not incidents (e.g. one fight might result in as many as ten days of suspension).

Betty Kiefer Elementary
January 2017

Month	Tobacco			Alcohol			Drugs			Fight	Insub.	Harass.	Tardies	Vand	Dang. It	Theft	Truancy		
	DT	PTI	UT	DA	PA	UA	DD	PD	UD								FT	INS	HA
JAN.	0	0	0	0	0	0	0	0	0	3	1	0	0	0	0	0	0	0	0
FEB.																			
MARCH																			
APRIL																			
MAY																			
JUNE																			
JULY																			
AUGUST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEPT.	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0
OCT.	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0
NOV.	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
DEC.	0	0	0	0	0	0	0	0	0	3	2	0	0	0	0	0	0	0	0


 X
 Mrs. Lynn Pasley
 Principal

LAKELAND JOINT SCHOOL DISTRICT #272

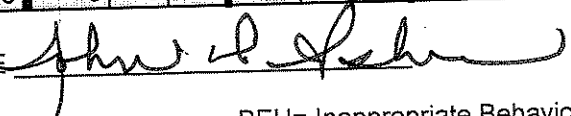
Discipline Report

School JOHN BROWN ELEMENTARY

Month/Year JANUARY ~2017

RECEIVED FEB 03 2017

Grade	TOBACCO			ALCOHOL			DRUGS			BEH	FTG	INS	HAR	CONDUCT			PRO	TRU	ACTION TAKEN					
	D	P	U	D	P	U	D	P	U					BULL	VAN	WPN			ISS	OSS	EXP			
K	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0
2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7																								
8																								
9																								
10																								
11																								
12																								
TOTAL	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0

ADMINISTRATOR'S SIGNATURE 

KEY: D=Distribution
P=Possession
U=Under the Influence/Use


BEH= Inappropriate Behavior
FTG= Fighting
INS= Insubordination
HAR= Harrassment
BULL=Bullying
VAN= Vandalism
WPN=Weapon
PRO= Profanity
TRU= Truancy

ISS= In School Suspension
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EXP=Expulsion

Report incidents that involve a suspension of .5 day or more. The number of incidents should be based on the number of students involved (e.g. a fight between two students would be two incidents if both students are suspended .5 day or more). When completing the column under "Action Taken", report the number of days of suspension, not incidents (e.g. one fight might result in as many as ten days of suspension).

JOHN BROWN ELEMENTARY
Monthly Discipline Report
JANUARY ~ 2017

Month	Tobacco			Alcohol			Drugs			Fight	Insub.	Harass.	Tardies	Vand	Dang. I	Theft	Truancy		
	DT	PT	UT	DA	PA	UA	DD	PD	UI								FT	INS	HA
JAN.	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
FEB.																			
MARCH																			
APRIL																			
MAY																			
JUNE																			
JULY																			
AUGUST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEPT.	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0
OCT.	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0
NOV.	0	0	0	0	0	0	0	0	0	2	0	1	0	0	0	0	0	0	0
DEC.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0


 John D. Asher, Principal

RECEIVED FEB 03 2017

LAKELAND JOINT SCHOOL DISTRICT #272

Discipline Report

School__GE
Jan-17

Grade	TOBACCO			ALCOHOL			DRUGS			CONDUCT						ACTION TAKEN				
	D	P	U	D	P	U	D	P	U	FTG	INS	HAR	BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP
K																				
1																				
2																				
3																				
4																				
5																				
6																		2		
7																				
8																				
9																				
10																				
11																				
12																				
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0

ADMINISTRATOR'S SIGNATURE BJ DeAustin 

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HAR= Harrassment
BULL=Bullying
VAN= Vandalism
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PRO= Profanity
TRU= Truancy

ISS= In School Suspension
OSS=Out of School Suspension
EXP=Expulsion

Report suspension of .5 day or more. Report the total number of days suspended, not the incidents.

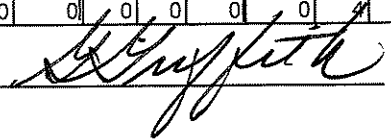
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LAKELAND JOINT SCHOOL DISTRICT #272

Discipline Report

School Lakeland Junior High School
 January-17

Grade	TOBACCO			ALCOHOL			DRUGS			CONDUCT						ACTION TAKEN				
	D	P	U	D	P	U	D	P	U	FTG	INS	HAR	BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP
K																				
1																				
2																				
3																				
4																				
5																				
6																				
7											1							0.5		
8										3		1						2.5	9.5	
9																				
10																				
11																				
12																				
TOTAL	0	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	3	9.5	0

ADMINISTRATOR'S SIGNATURE 

- KEY: D=Distribution
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- FTG= Fighting
 INS= Insubordination
 HAR= Harrassment
 BULL=Bullying
 VAN= Vandalism
 WPN=Weapon
 PRO= Profanity
 TRU= Truancy
- ISS= In School Suspension
 OSS=Out of School Suspension
 EXP=Expulsion

Report suspension of .5 day or more. Report the total number of days suspended, not the incidents.

LAKELAND JOINT SCHOOL DISTRICT #272
Discipline Report

School _____ LHS

Date: 2/1/2017

Grade	TOBACCO			ALCOHOL			DRUGS			CONDUCT				ACTION TAKEN								
	D	P	U	D	P	U	D	P	U	BEH	FTG	INS	HAR	BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP	
K																						
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9										2	2	3	1						5	3		
10		1								1									1	1		
11										1									1			
12										1											1	
TOTAL	0	1	0	0	0	0	0	0	0	5	2	3	1	0	0	0	0	0	7	5	0	

ADMINISTRATOR'S SIGNATURE _____ Jimmy Hoffman

- KEY:**
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 - HAR= Harrassment
 - BULL=Bullying
 - VAN= Vandalism
 - WPN=Weapon
 - PRO= Profanity
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 - OSS=Out of School Suspension
 - EXP=Expulsion

Report incidents that involve a suspension of .5 day or more. The number of incidents should be based on the number of students involved (e.g. a fight between two students would be two incidents if both students are suspended .5 day or more). When completing the column under "Action Taken", report the number of days of suspension, not incidents (e.g. one fight might result in as many as ten days of suspension).

LAKELAND JOINT SCHOOL DISTRICT #272
Discipline Report

School: MOUNTAIN VIEW ALT HIGH SCHOOL
 Month/Year: JANUARY 2017

RECEIVED FEB 0 6 2017

Grade	TOBACCO			ALCOHOL			DRUGS			BEH	FTG	INS	HAR	CONDUCT				ACTION TAKEN				
	D	P	U	D	P	U	D	P	U					BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP	
K																						
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
12																						
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ADMINISTRATOR'S SIGNATURE 
 Paul A. Uzzi, 2/3/2017

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LAKELAND JOINT SCHOOL DISTRICT #272
Discipline Report

School _____ TJHS

Date: January, 2017

Grade	TOBACCO			ALCOHOL			DRUGS			CONDUCT							ACTION TAKEN				
	D	P	U	D	P	U	D	P	U	BEH	FTG	INS	HAR	BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP
K																					
1																					
2																					
3																					
4																					
5																					
6																					
7		1																		2	
8		1														1(IEP)				3	
9																					
10																					
11																					
12																					
TOTAL	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	5	0

ADMINISTRATOR'S SIGNATURE _____

- KEY:**
- D=Distribution
 - P=Possession
 - U=Under the Influence/Use
 - BEH= Inappropriate Behavior
 - FTG= Fighting
 - INS= Insubordination
 - HAR= Harrassment
 - BULL=Bullying
 - VAN= Vandalism
 - WPN=Weapon
 - PRO= Profanity
 - TRU= Truancy
 - ISS= In School Suspension
 - OSS=Out of School Suspension
 - EXP=Expulsion

Report incidents that involve a suspension of .5 day or more. The number of incidents should be based on the number of students involved (e.g. a fight between two students would be two incidents if both students are suspended .5 day or more). When completing the column under "Action Taken", report the number of days of suspension, not incidents (e.g. one fight might result in as many as ten days of suspension).

LAKELAND JOINT SCHOOL DISTRICT #272

Discipline Report

School SLE

Month/Year January 2017

Grade	TOBACCO			ALCOHOL			DRUGS			CONDUCT			ACTION TAKEN							
	D	P	U	D	P	U	D	P	U	FTG	INS	HAR	BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP
K																				
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ADMINISTRATOR'S SIGNATURE Kristine Y Mitchell

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EXP=Expulsion

Report suspension of .5 day or more. Report the total number of days suspended, not the incidents.

LAKELAND JOINT SCHOOL DISTRICT #272
Discipline Report

School _____ Athol Elementary
 Month/Year ____ Jan 2017

Grade	TOBACCO			ALCOHOL			DRUGS			CONDUCT							ACTION TAKEN				
	D	P	U	D	P	U	D	P	U	BEH	FTG	INS	HAR	BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP
K																					
1																					
2																					
3																					
4																					
5																					
6																					
7																1				2	
8																					
9																					
10																					
11																					
12																					
TOTAL																					

ADMINISTRATOR'S SIGNATURE Kathy Thomas

- KEY:
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LAKELAND JOINT SCHOOL DISTRICT #272
Discipline Report

School THS
Date: January 2017

Grade	TOBACCO		ALCOHOL		DRUGS		U	BEH	FTG	INS	HAR	CONDUCT			ACTION TAKEN					
	D	P	D	P	D	P						U	BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP
K																				
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9								1									1	1		
10										2							1	11	?	
11							1											11		
12																				
TOTAL	0	0	1	0	0	0	1	0	1	0	2	0	0	0	0	3	0	2	23	0

ADMINISTRATOR'S SIGNATURE *Brandy Adams*

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LAKELAND JOINT SCHOOL DISTRICT #272

Discipline Report

School__ Twin Lakes Elementary
 Month/Year __ January 2017

Grade	TOBACCO			ALCOHOL			DRUGS			CONDUCT							ACTION TAKEN			
	D	P	U	D	P	U	D	P	U	FTG	INS	HAR	BULL	VAN	WPN	PRO	TRU	ISS	OSS	EXP
K																				
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ADMINISTRATOR'S SIGNATURE 

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