



Idaho School Boards Association, Inc.

"Leadership for Excellence in Idaho Public Education"

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MEMORANDUM

To: Members of ISBA's Policy Update Service

From: Quinn Perry, Policy & Government Affairs Director

Re: **Winter 2018/2019 ISBA Policy Update Release**

The 2018/2019 Winter Policy Update Release includes the following new or revised policies.

Board of Trustees

1313
1500
1525

Financial Management

7218 – *references only*
7235 – *references only*
7235F2
7235P1 – *references only*
7235PF1
7235PF2
7237
7270
7320 – *references only*
7320P1
7400P1 – *references only*
7400P2
7400P3
7450
7450P2

School Facilities

9100

NOTE: This fall, we sent out several policies related to the Uniform Grant Guidance on Federal Funds. After sending those out, we receive feedback and questions, prompting

us to make further efforts. ISBA worked with the State Department of Education to ensure that these policies and procedures meet both state and federal requirements.

For ease in editing and incorporating these updated policies into your policy manual, the attached sample policies have strikethrough and highlighting where changes have been made. If you have any questions or comments, please feel free to contact me.

Items marked “references only” only contained edits to the legal references. You can incorporate these into your policy on first reading by suspending the second reading as described in Policy 1300.

Description of Update:

1313: This is a policy to guide schools if you find you have conflicting policies or procedures. **This is a recommended policy.**

1500: This policy is a clean up from SB 1280, which changed the annual meeting for traditional school districts. Charter schools do not have to comply with the change in the annual meeting, but we included this in the charter update to ensure your budget meeting is completed before your July meeting.

1525: Board meetings are open meetings and can legally be recorded. That said, we recommend outlining reasonable standards to avoid disruption. **This is a suggested update.**

7218: This adds the proper legal citation. **This is a required policy, if your district receives federal grant funds.**

7235: This adds the proper legal citation. **This is a required policy.**

7235 F2: These are new forms to be included when reporting activity on your Federal Funds, and we added an additional sheet to include the days of the month. These are suggested forms.

7235P: This adds proper legal citation. This is a new procedure and outlines the Written Compensation Procedure (Time & Effort Reporting) that is required by the Uniform Guidance on federal funds. **This is a required procedure.**

7235 PF1, PF2: These forms are required to be signed twice annually by employees who are paid solely from a single federal fund. **This is a required form.**

7237: This adds minimal changes and legal citations. **This is a required policy.**

7270: This clarifies the identification of the title holder on equipment/computing devices. **This is a required policy.**

7320: This adds proper legal citation. **This is a required policy.**

7320P1: These are procedures to supplement 7320 and further clarify allowability of costs under federal programs. **This is a required procedure.**

7400P1: This adds proper legal citation.

7400P2: This clarifies procedures that apply to purchases with federal funds not solicited through sealed bids.

7400P3: This clarifies the requirements and restrictions for procurement under federal awards.

7400s are required policies and required procedures and forms.

7450: This clears up confusion about the Federal Cash Management Policy. **This is a required policy.**

7450P2: This clarifies the procedure to apply to Federal Program Income.

9100: This clarifies language about equipment that the school district acquires under a federal award. **This is a required policy.**