



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: **Fall 2018 ISBA Policy Update Release**

The 2018 Fall Policy Update Release includes the following new or revised policies.

Students

3530

Financial Management

7218

7235, 7235F1, 7235F2, 7235F3, 7235P

7237

7270

7320, 7230P1, 7320P2

7400, 7400F, 7400P1, 7400P2, 7400P3, 7400P4

7430

7450

7450P1, 7450P2

School Facilities

9100

NOTE: As I mentioned in our summer update, all but one of the following policies are fiscal policies as it related to the Uniform Grant Guidance on Federal Funds. 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.

Description of Update:

3530: This is an update to a policy based on House Bill 634 from the 2018 Legislative session. This will add additional requirements to your existing suicide policies about adopting prevention, intervention, and postvention procedures. As of now, the State Department of Education has not proposed any rule changes to correspond with the update to the statute. ISBA will be monitoring the progress of this and will amend this policy when rules are promulgated. **This is a required policy.**

7218: This is a new policy and addresses requirements for a district's Federal Grant Financial Management System. It will outline standards, a general overview of the financial management or accounting system, budgeting with your grant award, accounting records, and spending of grant funds. **This is a required policy, if your district receives federal grant funds.**

7235: This is an update to a policy to outline who may approve IDEA Part B expenditures, and includes necessary language for Time and Effort Reporting. It also provides a link to the State Department of Education's Special Education Funding template. This is a required policy. **7235 F1 – F2:** These are new forms to be included when reporting activity on your Federal Funds. These are suggested forms. **7235P:** This is new procedure and outlines the Written Compensation Procedure (Time & Effort Reporting) that is required by the Uniform Guidance on Federal Funds. **This is a suggested procedure to correspond with requirements in 7235.**

7237: This is a new policy on records retention related to federal grants. It outlines procedures for how the district or charter school shall maintain these records, the collection and transmission of these records, who has access to these records, and how to maintain privacy to these records. **This is a required policy.**

7270: This is an update to how you will track property records for goods purchased with federal funds. It also addresses maintenance, lost or stolen items, and use of equipment purchased with federal funds. **This is a required policy.**

7320: This is an update to an existing policy about the allowable uses for grant funds. It includes necessary language required under the Uniform Guidance on Federal Funds, and adds a new section to provide guidance for determining whether a cost is allowable under these funds. **This is a required policy. 7320P1, P2:** These are procedures to coincide with 7320 that can provide guidance when determining the necessity and reasonableness of expenses when using federal funds.

7400, 7400F, 7400P1-4: These are updates or additions to the procurement standards and breaks out procedures and forms specifically for procurement using federal grants. **These are required policies, and suggested forms and procedures.**

7430: This is an update to the policy to include necessary language for travel costs using federal grant money. **This is a required policy.**

7450, 7450P1-2: This update simply removes redundant language. The corresponding procedures outline the timely obligations of funds, including carryover of grant money. In addition, they provide necessary definitions about a program's income. **This is a required policy.**

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