



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

School Facilities

9100

NOTE: This fall, we sent out a bulk of policies as it related to the Uniform Grant Guidance on Federal Funds. After sending those out, we receive a magnitude of feedback or 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.

If we include “references only”, it means only the proper legal citation was added. You can incorporate that into your policy on first reading.

Description of Update:

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

1500: When SB 1280 passed in the 2018 legislative session, it effectively moved your annual meeting to January. We inadvertently missed this section as it relates to your budget meeting, which still happens 28 days prior to your regular July meeting. **This is a recommended change to keep your policy manual clean and updated.**

1525: Board meetings are open meetings and can legally be recorded. That said, we recommend outlining a reasonable standard 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 additional sheet to include the days of the month. These are suggested forms.

7235P: This adds proper legal citation. 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.**

7235FP2: This form is 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 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 coincide with 7320 that further clarify allowability of a cost under federal programs. **This is a required procedure.**

7400P1: This adds proper legal citation.

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

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

7400 is a required policy, and these are suggested forms and procedures.

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

7450P2: 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.**