

# **IDAHO DEPARTMENT OF EDUCATION**

**Public Schools Agenda – October 20, 2000**

**8:30 – 12:00 a.m.**

**North Idaho College, Coeur d’Alene**

**Lake Coeur d’Alene Room, SUB**

- A. Career Pathways, Ann Wilson**
- B. Approval for Submitting a Notice of Negotiated Rulemaking, Rod McKnight**
- C. The Idaho Department of Education Gifted and Talented Program, Bob West**
- D. Letters of Authorization, Mike Stefanic**
- E. Boundary Change - Boise to Meridian, Bob West**
- F. Department of Education Organization, Bob West**
- G. School Accreditation, Bob Haley**
- H. Superintendent’s Report, Marilyn Howard**

**A. SUBJECT:**

**Career Pathways**

PATHWAYS TO ACHIEVEMENT

Kootenai Business Education Partnership - a consortium of three school districts and business partners - will present information and examples about their efforts and success to date with Pathways.

Pathways Overview

Ann Wilson

Health Services - A Pathway Example...

A. Business perspective

Don Soltman

B. Riverbend Professional Academy  
and Student Leadership Organization

Vicki Trefz & student

C. Lakeland High School

Mary Jean Tranfo

D. Lakes Middle School

Video

E. Pathfinder

Ann Wilson

## **B. SUBJECT:**

### **Approval for Submitting a Notice of Negotiated Rulemaking**

## **BACKGROUND:**

Idaho Code § 33-1501 through § 33-1512 and § 33-1006 address the operations and reimbursement of costs for the transportation of public and non-public school pupils. Administrative Rules of the State Board of Education (IDAPA 08.02.02.150 through IDAPA 08.02.02.210) further define Idaho's pupil transportation operations and support program.

The State Department of Education, under Idaho Code § 33-125, is to make sure the policies, procedures, and duties authorized by law or established as rules by the State Board of Education are carried out for all elementary and secondary school matters. It is necessary from time to time to improve administrative rules to make them less ambiguous.

Idaho Code § 33-1006 holds that the State Board of Education shall determine which expenses shall be allowable for purposes of reimbursement. Pursuant to the statute, and under its general rule-making authority, the State Board of Education promulgated administrative rules further defining reimbursable expenses. IDAPA 08.02.02.190 requires uniform record keeping by school districts, and further delineates which expenses will be allowed for reimbursement.

## **DISCUSSION:**

Where a statute or rule does not expressly cover a given circumstance, the State Department of Education must necessarily exercise a degree of administrative discretion, consistent with the intent of the governing rule or law, to carry out its duties. Neither Idaho Code § 33-1006 nor Administrative Rules of the State Board of Education directly address all specific costs for which a district may be reimbursed. It would be unreasonable to expect State Board rules to address every possible expense for which districts would be reimbursed. However, controversial pupil transportation operational issues continue to surface. These issues are generally related to reimbursement questions, but are also associated with National Minimum Standards for School Bus Construction, Maintenance Standards and Inspections, School Bus Drivers and Vehicle Operations,

Written District Policies Related to pupil transportation, Program Operations including field trips, safety busing, educational programs, and contracting for transportation services, Capital Investment, and Commercial Computerized Routing.

The State Department of Education seeks approval to prepare a Notice of Negotiated Rulemaking for publication in the December 2000 Administrative Bulletin.

The department will solicit input from superintendents, district business managers, transportation supervisors and other interested parties; will seek to discuss related issues at regional superintendents' meetings; and will schedule public hearings.

The goal of this procedure is to clarify board rule language, establish equitable reimbursement criteria (a matrix), develop minimum standards for school bus construction, develop a school bus out-of-service matrix, provide for increased local control in driver training methods, and establish a district accountability process.

Subsequent to the Negotiated Rulemaking process, the department will return to the State Board of Education seeking approval to proceed with a Notice of Proposed Rulemaking.

**RECOMMENDATION:**

The Department recommends approval of the negotiated rule making process to help bring clarity and consistency to rules governing public school pupil transportation.

**BOARD ACTION:**

The State Board approves/disapproves/tables the request to begin the Negotiated Rulemaking process, as submitted, by publication in the December 2000 Administrative Bulletin. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried.

**ATTACHEMENTS:**

1. Draft of proposed new rule.
2. Draft of Reimbursement Matrix
3. Notice of Intent to Promulgate Rules (Negotiated Rulemaking)
4. Draft of Construction Standards

*Note: Attachment #4 not received in electronic form. For information, contact Vicki Barker at the State Board office, 334-2270*

**150. TRANSPORTATION.**

~~National Standards Adopted. Effective April 1, 1997, a~~All new school bus chassis and bodies must meet or exceed ~~the 1995 revised edition of the National~~ Idaho Minimum Standards for School Bus Construction, as developed by the ~~Twelfth National Conference on School Transportation, May 21-26, 1995, which are hereby adopted by reference, except for the following modifications:~~ Department of Education, as authorized in Title 33, Chapter 15, Idaho Code, Section 33-1511. (4-1-9702)

~~01. Vehicle Identification.~~ (4-1-97)

~~a. School district owned vehicles will be identified with black lettering (minimum four inches (4") high) on both sides of the school bus using the district name and number listed in the Idaho Educational Directory.~~ (4-1-97)

~~b. Each bus will be separately identified with its own number in four (4) places using six inch (6") high black numbers. Contractor owned buses registered under P.U.C.(Public Utilities Commission) regulations must meet P.U.C. identification standards. Contractor owned buses not registered under P.U.C. regulations must meet the same identification standards as district owned buses.~~ (4-1-97)

**151. -- 159. (RESERVED).**

**160. MAINTENANCE STANDARDS AND INSPECTIONS.**

**01. Safety.** School buses will be maintained in a safe operating condition at all times. The following is a partial list of ~~a few~~ unsafe conditions: cracked or broken cross members or frame rails; any brake lines that are kinked or cracked; and any damaged body panel or bumper that is protruding from the bus to the extent that it could injure someone walking into it. Certain equipment or parts of a school bus which are critical to its safe operation must be maintained at prescribed standards. When routine maintenance checks reveal ~~the any unsafe condition of any items listed~~ defined in Subsections 160.01.a. through 160.01.d., Idaho Minimum Standards for School Bus Construction, Out-of-Service section, the school district will eliminate the deficiency before returning the vehicle to service. (4-1-9702)

~~a. Front tires less than four thirty seconds inch (4/32") tread.~~ (4-1-97)

~~b. Rear tires less than two thirty seconds inch (2/32") tread.~~ (4-1-97)

~~c. Brake drums no greater than the maximum stamped on the drum.~~ (4-1-97)

~~d. Brake linings less than two thirty seconds inch (2/32").~~ (4-1-97)

**02. Annual Inspection.** After completion of the annual school bus inspection, and if the school bus is approved for operation, an annual inspection sticker, indicating the year and month of inspection, will be ~~signed by the district superintendent and~~ placed in the lower, right-

hand corner of the right side front windshield. The date indicated on the inspection sticker shall correlate to SDE's annual school bus inspection certification report signed by district personnel responsible for school bus inspections and counter-signed by the district's superintendent. (Section 33-1506, Idaho Code) (4-1-9702)

**03. Documentation of Inspection.** All inspections will be documented in writing. Annual inspections must be documented in writing on the form provided by the State Department of Education. (4-1-97)

**04. Unsafe Vehicle.** When a bus has been removed from service during a State Department of Education inspection due to an unsafe condition, the district will notify the State Department of Education on the appropriate form before the bus can be returned to service. When a bus has been found to have deficiencies that are not life-threatening, it will be repaired within thirty (30) days and the State Department of Education notified on the appropriate form. If the deficiencies cannot be repaired within thirty (30) days, the bus must be removed from service until the deficiencies have been corrected or an extension granted. (4-1-97)

**161. -- 169. (RESERVED).**

**170. SCHOOL BUS DRIVERS AND VEHICLE OPERATION.** (Section 33-1508; 33-1509; ~~33-1511~~, Idaho Code) (4-1-97)

**01. Driver Training.** (4-1-97)

a. All new school bus drivers will complete ~~the Idaho School Bus Driver Training Curriculum, dated October 17, 1996, or a comparable, a forty (40) hour prior-approved training program, which shall include documented knowledge and skill tests as well as documented~~ have ten (10) hours observation and behind-the-wheel training, and pass all knowledge and skill tests contained in the Idaho School Bus Driver Training Curriculum with a minimum score of eighty percent (80%) before being allowed to drive a school bus loaded with students. The state department of education shall develop and maintain model classroom and behind-the-wheel training curricula incorporating nationally recognized driver training methods and resources. (Section 33-1508; 33-1509; 33-1511, Idaho Code) (4-1-9702)

b. All experienced school bus drivers will complete at least ~~six (6)~~ ten (10) hours refresher school bus driver training each fiscal school year. At least three (3) hours of pre-service training shall be provided before school begins in the fall. In addition, four (4) hours will be held at intervals during the school year at least three (3) in-service training sessions shall be provided during the school year using at a minimum thirty (30) minute, topic specific and documented, training blocks. (4-1-9702)

c. School districts shall request documentation of all previous school bus driver training and driving experience. Documentation of previous training similar to State Board of Education training requirements may be used to fulfill new school bus driver training requirements. Regardless of any previous out-of-district training, all newly hired school bus drivers shall have sufficient training documentation, provided by the hiring district, depicting

proficient school bus driving skills. If the district is unable to obtain documentation of previous similar training, the individual shall complete the training requirements for new school bus drivers. If the applicant has gaps in excess of four years of school bus driving experience, the individual shall complete the training requirements for new school bus drivers. (4-1-02)

**02. Personnel File.** Each district that operates or contracts pupil transportation services shall cause to have filed for each school bus driver the following: (4-1-02)

a. Copy of current physical examination with applicable physical examination waivers. (4-1-02)

b. Record of all school bus driver training. (4-1-02)

c. Copy of current commercial driver's license. (4-1-02)

d. Copy of annual driving record check. (4-1-02)

e. Copy of all driver evaluations. (4-1-02)

**023. Vehicle Operation.** All school districts and school bus drivers must meet the all operations and performance requirements as contained in the Idaho School Bus Driver Training Curriculum Subsection 170.03.a. through 170.05.p. (Section 33-1508 and 33-1509, Idaho Code)(4-1-9702)

a. A school bus shall be backed only as a last resort. (4-1-02)

b. School bus doors shall remain closed while the bus is in motion. No school bus shall start in motion before all passengers have been seated. (4-1-02)

c. No passenger shall be permitted to operate the school bus. (4-1-02)

d. School bus drivers shall properly wear a seat belt whenever the bus is in motion. (4-1-02)

e. All school and activity buses shall stop at all railroad grade crossings in accordance with the law and drivers shall use the following nine (9) step railroad grade crossing procedure: (4-1-02)

i. Activate hazard warning lights one hundred (100) feet before stopping at the railroad grade crossing. (4-1-02)

ii. Stop not less than fifteen (15) feet nor more than fifty (50) feet from tracks. (4-1-02)

iii. Turn off overhead student loading lights master switch. (4-1-02)

iv. Open driver's door and driver's window. (4-1-02)



v. Turn off radios, heaters and fans. Make sure passengers are reasonably quiet. Look and listen. (4-1-02)

vi. Close driver's door. (4-1-02)

vii. Proceed when it is safe to do so, remaining in same gear until the bus has completely cleared the tracks. (4-1-02)

viii. Turn off hazard warning lights after clearing tracks. (4-1-02)

ix. Turn on overhead student loading lights master switch (if needed). (4-1-02)

f. All school buses shall stop to load passengers at designated bus stops in accordance with the law and drivers shall use the following nine (9) step student loading procedure, except when stopping to load passengers in school loading zones, on private property, or at exempt locations as defined in 49-1422, Idaho Code: (4-1-02)

i. Signal intention to stop by activating alternately flashing overhead yellow student loading lights at a distance of no less than two hundred (200) feet before arriving at the designated bus stop. (4-1-02)

ii. Stop in the near-center of the farthest most right lane and at least fifteen (15) feet away from the waiting students. (4-1-02)

iii. Extend stop arm(s) and activate alternately flashing overhead red student loading lights simultaneously. (4-1-02)

iv. Open entrance door only after traffic has stopped. (4-1-02)

v. Students who must cross road must wait for prearranged signal from the driver before crossing roadway and shall walk fifteen (15) feet in front of the bus. A driver may warn students of sudden danger by a steady horn blast. (4-1-02)

vi. Students shall load in a safe and orderly manner. (4-1-02)

vii. Close entrance door and ensure that all students are safely seated. (4-1-02)

viii. Retract stop arm(s) and deactivate the alternately flashing overhead red student loading lights simultaneously. (4-1-02)

ix. Proceed to next designated bus stop. (4-1-02)

g. All school buses shall stop to unload passengers at designated bus stops in accordance with the law and drivers shall use the following ten (10) step student unloading procedure, except when stopping to unload passengers in school unloading zones, on private property, or at exempt locations as defined in 49-1422, Idaho Code: (4-1-02)

i. Signal intention to stop by activating alternately flashing overhead yellow student unloading lights at a distance of no less than two hundred (200) feet before arriving at the designated bus stop. (4-1-02)

ii. Stop in the near-center of the farthest most right lane. (4-1-02)

iii. Students shall remain seated until bus comes to a complete stop and the entrance door is opened. (4-1-02)

iv. Extend stop arm(s) and activate alternately flashing overhead red student unloading lights simultaneously. (4-1-02)

v. Open entrance door only after traffic has stopped. (4-1-02)

vi. Direct students to disembark in a safe and orderly manner, counting students as they leave the bus and again as they move a safe distance from the bus. (4-1-02)

vii. Students who must cross the roadway shall walk fifteen (15) feet in front of the bus, along the right edge of the roadway, and shall wait for a prearranged signal from the driver before crossing roadway. A driver may warn students of sudden danger by a steady horn blast. (4-1-02)

viii. Close entrance door after students have reached a safe distance from the designated bus stop. (4-1-02)

ix. Retract stop arm(s) and deactivate the alternately flashing overhead red student unloading lights simultaneously. (4-1-02)

x. Proceed to next designated bus stop. (4-1-02)

h. The district shall request annually a driving record check report from the Idaho Transportation Department, Motor Vehicles Division, for those individuals who are going to drive a school bus during the current year. (4-1-02)

i. School districts shall limit on-duty and driving time of school bus drivers similar to the limitations required by Federal Motor Carrier Safety Administration regulations for drivers of similar commercial motor vehicles and shall require drivers to use FMCSA over-the-road hours-of-service trip logs on all out-of-district trips in accordance with FMCSA regulations. (4-1-02)

j. School districts shall establish school bus stops in safe locations with at least one hundred (100) yards clear visibility in both directions, whenever possible, and at least forty (40) feet from intersections, whenever possible. No bus stop shall be established less than one and one-half (1 1/2) miles from the nearest appropriate school except when, in the judgment of the board of trustees, the age or health or safety of the pupil warrants. (4-1-02)

k. Only supervisory personnel, aides and those properly enrolled school students may ride on to and from school bus routes. If the local district policy allows, exceptions may be made for passengers other than properly enrolled school students to ride the bus when special circumstances exist and space is available. Prior permission must be given in writing by the school district's superintendent or designee before non-students may ride. Other persons and teachers who have officially been appointed as chaperones may be allowed on a school bus for field and extracurricular trips. (4-1-02)

l. Drivers shall report all school bus crashes to the local school authorities, the appropriate law enforcement agency and the state department of education. The Uniform School Bus Crash (accident) or appropriate incident form shall be completed by the driver or transportation supervisor and submitted to the state department of education within fifteen (15) days of the school bus crash or incident. (4-1-02)

m. At no time shall a driver exceed sixty-five (65) miles per hour or a lesser posted speed limit. (4-1-02)

n. The time schedule for pickup and delivery of children shall be followed as accurately as possible. (4-1-02)

o. The school district shall provide supervision of loading and unloading areas at or near schools during unloading and loading of school buses. The school district shall provide an adequate number of supervisors for the size of the loading area and number of students present and shall provide close, continuous and interactive supervision whenever students and/or buses are present in the loading area. (4-1-02)

p. The school district shall provide emergency training and evacuation drills for students. Emergency training shall be given to each student K-6 grade in a classroom setting a minimum of once per year. The district or contractor shall conduct emergency evacuation drills a minimum of twice a year. These drills shall include all drivers and all riding students. (4-1-02)

q. The transportation supervisor or the district's school bus driver trainer shall ride a minimum of once per year on each route and with each driver for the purpose of evaluating the driver's performance and the safety of the route and bus stops. Documentation of the driver and route evaluation shall be retained in the driver's personnel file. The state department of education shall develop and maintain model evaluation forms. (4-1-02)

**04. Duties of School Bus Drivers.** The board of trustees or its designee shall be responsible for defining in writing the duties of bus drivers (regular route, field trip, activity trip and substitute) which shall include the following: (4-1-02)

a. The driver shall require each passenger on the bus to be seated in a manufacturer's school bus passenger seat. No student shall be allowed to stand while the bus is in motion. (4-1-02)

b. The driver shall ensure the safe condition of the school bus by conducting an initial and thorough daily pre-trip school bus inspection which shall follow the basic CDL pre-

trip inspection procedures for a school bus. The district shall provide drivers with a pre-trip inspection form. The state department of education shall develop a model pre-trip inspection form using nationally recognized procedures for the school bus pre-trip inspection. Each subsequent trip shall require an addition pre-trip school bus inspection which, at a minimum, shall ensure that all safety equipment is in working order, i.e., brakes, tires, lights, steering and horn. All defects shall be reported by the school bus driver. (4-1-02)

c. The school bus driver shall not allow guns or inflammable or explosive substances such as gasoline to be carried on a school bus. (4-1-02)

d. School bus drivers shall report the license number of any vehicle which violates any law endangering school children to his immediate supervisor. (4-1-02)

e. School bus drivers shall load and unload from the right side of the roadway. School bus drivers shall not allow students to cross roadways having more than three (3) lanes for purposes of loading or unloading and shall only load or unload students who live on the right side of such a roadway, except at intersections having easily accessible traffic control signals. (4-1-02)

f. A driver on a school bus route shall not leave an occupied bus. In case of a breakdown the driver shall request assistance via bus electronic communication whenever possible. Otherwise, the driver should ask a passing motorist to make contact with the district, send a school bus aide or at least two responsible students to make contact with the district, or wait for help. (4-1-02)

g. Whenever it is necessary for the school bus driver to leave an unoccupied bus or leave the driver's seat, he/she shall shut off the motor, curb the wheels where appropriate, set the brakes and remove the ignition key. (4-1-02)

h. The school bus driver shall not remove any student from the bus for discipline reasons except at the school or the student's designated bus stop. A pupil picked up in the morning must be returned to the student's home bus stop unless other appropriate arrangements have been made that are in accordance with school district policy. School bus drivers are responsible for the proper management of pupils on the bus and must exercise this function in accordance with the written policies, procedures and instructions of school authorities. (4-1-02)

i. The school bus driver has complete responsibility and authority for the operation of his/her bus and care of his passengers. (4-1-02)

**05. Student Duties and Responsibilities.** Every school district which operates a pupil transportation system shall have a written policy which sets forth the pupil's right to "due process" when disciplinary action is taken and defines the duties and responsibilities of students when taking advantage of pupil transportation. The duties and responsibilities shall include the following: (4-1-02)

a. Each student shall be responsible for the safety of self and others. (4-1-02)

b. The student shall enter the bus with the least possible confusion, be seated and remain seated until the bus comes to a complete stop and the entrance door is opened. Students shall remain safely seated at all times while the bus is in motion. (4-1-02)

c. While inside, the student shall keep all parts of his/her body inside the bus. (4-1-02)

d. If it is necessary for the student to cross the roadway, the student shall cross fifteen (15) feet in front of the bus in accordance with state loading/unloading procedures. (4-1-02)

e. The student shall load and unload the school bus in a safe and orderly fashion and at all other times avoid the school bus's danger zone. Hitching a school bus bumper ride is prohibited. (4-1-02)

f. The student is responsible for being on time for the bus. (4-1-02)

g. The student shall observe pedestrian safety requirements when walking to and from the bus stop. (4-1-02)

h. The student shall respond to the driver's requests promptly. (4-1-02)

i. The student shall wait at bus stops in a safe and orderly manner and avoid "horseplay." (4-1-02)

j. The student shall not use profane or unacceptable language or gestures while on the bus. (4-1-02)

k. The student shall not use or possess tobacco, alcohol or other controlled substances. (4-1-02)

l. The student shall not throw or pass objects on, from, or into the bus. (4-1-02)

m. Students are to only carry objects on to the bus that can fit safely within the seat compartment, preferably on the student's lap. (4-1-02)

n. The student shall not carry hazardous materials, objects, or animals on the bus. (4-1-02)

o. The student shall not leave or board the bus at locations other than the assigned home stop or assigned school unless arrangements for doing so have been approved by the transportation supervisor or building principal or other appropriate authority. (4-1-02)

p. The student shall demonstrate respect for self, peers and authority. (4-1-02)

**171. -- 179. (RESERVED).**

**180. WRITTEN POLICY.**

The board of trustees will establish and adopt a set of written policies governing the pupil transportation system. Each school system that provides activity bus transportation for pupils shall have comprehensive policies and guidelines regarding activity transportation. (4-1-9702)

**181. -- 189. (RESERVED).**

**190. PROGRAM OPERATIONS.**

The State Board of Education has adopted rules that set forth the fiscal reporting requirements and define allowable transportation costs for all school districts that operate a school transportation system. ~~(Section 33-1006, Idaho Code)~~ (4-1-97)

~~**01. Program Operation Costs.**~~ Each school district that operates a school transportation system will maintain accurate records of operations including routes, route mileage, categorized bus mileage, student rider counts and other related costs on uniform record-keeping forms provided by the Department of Education. Information will be made available to the Department of Education for audit purposes upon request. Information will be compiled and retained for a minimum of four (4) years, including the current fiscal year, in the following areas: (Section 33-1006, Idaho Code) (4-1-9702)

**021. Administrative and Program Operation Costs.** (4-1-9702)

a. The school district administrative reimbursement will be seven and one half percent (7.5%) of all approved reimbursable operation costs for transporting pupils except administration costs, depreciation, and contracted services, as reported to the State Department of Education on the Annual Pupil Transportation Claim for Reimbursement (Schedule B); or(4-1-9702)

b. Actual administrative costs, program operation costs, operation of plant, maintenance of plant, ~~and~~ fixed costs, and other pupil transportation costs identified in 33-1006, Idaho Code, which are directly related, charged and reported as transportation costs to the State Department of Education on the Annual Pupil Transportation Claim for Reimbursement (Schedule A). (4-1-9702)

c. School districts will be allowed an administrative allowance of three-dollars (\$3.00) per student bus rider as reported on the district's annual pupil transportation reimbursement claim form. For auditing purposes, school districts will keep accurate records of student rider counts and will reconcile reported ridership to a source document. Non-eligible student riders do not qualify. (4-1-02)

d. Districts will be permitted flexibility in scheduling bus routes; however, before-school and after-school activity or other program busing that results in duplicating service to an area is not reimbursable. Districts may request state board of education transportation reimbursement approval for before-school and after-school academic programs developed for at-risk students. Consideration for reimbursement will be contingent on the request being received by the State Department of Education Transportation Section on or before March 30 of the school year in which the busing began. (4-1-02)

e. For purposes of reimbursement, school districts will be allowed support staff according to the following accumulative staffing ratios, or combinations thereof not in excess of the allowed accumulative total: (4-1-02)

i. School Bus Technician: One (1) bus technician per sixteen (16) buses or portion thereof. The total bus count shall include only one (1) spare bus per five (5) district school bus routes, with the total spare bus count being rounded to next highest whole number.(4-1-02)

ii. Transportation Supervisor: One-quarter (.25) per ten (10) routes or less; one-half (.50) for eleven (11) to twenty-five (25) routes; three-quarter (.75) for twenty-six (26) to forty-five (45) routes; or one (1) full position for forty-six (46) or more routes. Administrative staffing in excess of the above personnel/route ratios will not be allowed for purposes of reimbursement. (4-1-02)

iii. Driver Trainer and Other Program Coordinator: One (1) program position per thirty (30) routes or portion thereof rounded to next highest tenth (.1) FTE. (4-1-02)

iv. Dispatcher/Secretary: One (1) per fifty (50) routes or portion thereof rounded to next highest tenth (.1) FTE. (4-1-02)

f. Pupil transportation staff salaries excessively outside statewide trends may be adjusted for purposes of reimbursement. (4-1-02)

g. The district will maintain accurate records of all bus routes, including rider counts, mileage and other related operation and vehicle maintenance costs. (4-1-02)

**032. Field Trips and Activity Busing.** If the local board of trustees authorizes the use of school buses to transport students to and from school-sponsored activities, the local board will use school buses that are in safe mechanical condition. No school bus shall be operated, loaded, or equipped in such a way as to constitute a hazard to the safety of the pupils being transported. School bus emergency egress systems shall remain operable and the bus aisle shall remain clear of obstruction while pupils are being transported. (4-1-9702)

If the local board of trustees authorizes the use of non-conforming vehicles to transport students to and from school-sponsored activities, the local board will use vehicles that are in safe mechanical condition. No non-conforming vehicle shall be operated, loaded, or equipped in such a way as to constitute a hazard to the safety of the pupils being transported. (4-1-02)

The district shall maintain accurate records of all trips in school buses and non-conforming vehicles, including the purposes of the trip, mileage and operation and vehicle maintenance costs. (4-1-02)

a. Field trips will be reimbursable when they are approved school activities that are an integral part of the total education program, where the entire class participates, occur during the regular school year and extend not more than ~~one~~ two hundred (100200) miles beyond the boundaries of the state. Field trips that involve the entire school district or an entire school,



involve selected students from various classes, are for performance, social, recreational or reward purposes are not reimbursable. The district will maintain accurate records of all field trips including the purpose of the trip and mileage. (4-1-9702)

b. The following activities which are under the jurisdiction and sponsorship of the Idaho High School Activities Association will not be reimbursable including, but not limited to: baseball, basketball, cross-country, debate, drama, drill team, football, golf, instrumental music, speech, tennis, track, vocal music, volleyball, soccer, softball and wrestling. In addition to these, any other school activity that is scheduled and held for competition purposes is not reimbursable. (4-1-9702)

c. The costs of transporting athletes or students to and from extracurricular activities are not reimbursable. (4-1-97)

~~d. Districts will be permitted flexibility in scheduling bus routes; however, activity busing that results in duplicating service to an area is not reimbursable. (4-1-97)~~

~~e. The district will maintain accurate records of all trips, including the purposes of the trip and mileage. (4-1-97)~~

**043. Safety Busing.** All school districts submitting applications for Safety Busing reimbursement approval shall establish a board policy for objectively evaluating and rating all safety busing requests and shall have on file a completed objective hazard measuring instrument for all submitted requests. The State Department of Education staff shall develop an objective hazard measuring instrument model. All objective evaluation measuring instruments shall have State Department of Education approval prior to district implementation. State Department of Education transportation personnel will conduct an on-site review of each school district's initial application. Each applying district will be required to reapply annually and confirm affirm that conditions of all prior approved safety busing requests are unchanged. The local board of trustees shall annually submit the minutes approving all such busing locations, along with the applicable measuring instrument forms, to the state department of education. School districts that receive state reimbursement of costs associated with safety busing will re-evaluate all safety busing sites at intervals of at least every three years using the district's SDE approved measuring instrument. In order to qualify for reimbursement the local school board will, by official action, approve a the initial safety busing request and ~~cause~~ allow the students in question to be transported before either the initial or the reapplication request is sent to the state. Consideration for reimbursement will also be contingent on the application being received by the State Department of Education Transportation Section on or before ~~October 31~~ March 30 of the school year in which the safety busing began. If unusual circumstances occur after the due date, new applications or amendments to previously submitted applications may be filed. (4-1-9702)

**054. Contract For Transportation Services.**

a. Any district that contracts for pupil transportation services will have a copy of its current contract on file with the Supervisor of Pupil Transportation in the Department of Education. (Section 33-1510, Idaho Code) (4-1-9702)



b. School districts that contract pupil transportation services will report actual contractual costs to the State Department of Education on the Annual Pupil Transportation Claim for Reimbursement (Schedule C). Specific contractor costs related to district administrative salaries and benefits, purchased services, supplies, etc. will be reported as non-reimbursable contract costs. (4-1-02)

c. School districts that contract pupil transportation services and operate a district-owned pupil transportation program may submit specific costs related to district salaries benefits, purchased services, supplies, etc. (Schedule A or Schedule B) when the costs can be reconciled to district-owned and operated buses. (4-1-02)

**065. Leasing District-Owned Buses.** School districts will develop and use a policy approved by the local board of trustees delineating responsibility and use of rental or leased buses. Any costs to the district will not be reimbursable under the ~~€~~Transportation formula Support Program. Districts will maintain liability insurance coverage on rented or leased buses. Districts will maintain accurate records on all district-owned leased buses, including mileage, to whom leased and revenues received. (Section 33-1512, Idaho Code) (4-1-9702)

**076. Ineligible Vehicles.** Costs incurred when transporting pupils in any vehicle that does not meet all state board of education, state and national federal standards for a school bus will not be reimbursable within the ~~Foundation~~ Transportation Support Program, except as permitted in 33-1006, Idaho Code. (4-1-9702)

**087. Liability Insurance.** Every policy, contract of insurance, or comprehensive liability plan for each local school district-owned or each contract-owned school bus will provide that the insurance carrier pay on behalf of the insured local school district or contractor to a limit of no less than five hundred thousand dollars (\$500,000) per person limited to three million dollars (\$3,000,000) for bodily injury, death, or property damage or loss as the result of any one (1) occurrence or accident, regardless of the number of persons injured or the number of claimants. (Section 33-1507, Idaho Code) (4-1-9702)

**098. Non-Public School Students.** The cost of transporting non-public school students must be deducted when submitting the transportation reimbursement claim. Each school district must recover the additional cost of transporting non-public school students, and in no event may that cost be determined to be zero (0). (Section 33-1501, Idaho Code) (4-1-9702)

**09. Non-Eligible School Students.** The cost of transporting non-eligible public school students must be deducted when submitting the transportation reimbursement claim when there is a subsequent increase in the allocation of transportation resources. However, when no appreciable increase in route ridership exists and there is no subsequent increase in the allocation of transportation resources, the costs of transporting non-eligible public school students will be allowed within the Transportation Support Program. (4-1-02)

**10. Non-Traditional Educational Programs.** Costs of transporting students for purposes of accessing alternate, special or unique educational programs outside normal to -from school hours, outside the normal school year, or outside the district's attendance boundary are not

reimbursable. Reimbursement of transportation costs for other alternate, special or unique summer educational programs will be allowed when incorporated into existing ESY, IRI and/or migrant education routes and there is no subsequent increase in the allocation of transportation resources. (4-1-02)

**191. -- 199. (RESERVED).**

**200. CAPITAL INVESTMENT.**

Purchase of school buses and two (2)-way radios or cellular telephones will be the only capital investment items allowed in the reimbursement program. Reasonable cellular telephone basic service contract costs will be reimbursable. Cellular airtime, repeater, roaming and long distance charges will be non-reimbursable costs. (4-1-9702)

**01. Depreciation.** The purchase date for purposes of depreciation is determined to be July 1 of the state fiscal year in which the bus is delivered. Buses will be placed on a depreciation schedule after they have been inspected by personnel from the State Department of Education. When a bus is sold prior to June 30 it will be removed from the bus depreciation schedule and no further depreciation will be allowed the district. (Section 33-1006, Idaho Code)(4-1-97)

**02. Depreciation Ineligibility.** Any used school bus purchased by a district will not be eligible for depreciation if the bus is over five (5) years old, (using the ~~chassis~~ body manufacturer's date). Used school buses new to the State not over five years old will receive depreciation reimbursement over ten (10), twelve (12), or fifteen (15) years according to its life expectancy category. (4-1-9702)

**03. Standards.** In order to be eligible for operation costs a school bus must meet all ~~national~~ federal and Idaho minimum construction standards and State Board of Education standards. Further, the bus will be assigned and used daily on to and from school routes a majority of the time. (4-1-9702)

**04. Retrofit Standards.** Any vehicle that has been retrofitted to be used as a school bus will meet current federal and Idaho minimum construction standards and State Board of Education standards. (4-1-9702)

**05. Size Categories.** All school buses will be categorized by size as follows: eighty-five (85) students and up, seventy-three to eighty-four (73-84) students, fifty-nine to seventy-two (59-72) students, forty-seven to fifty-eight (47-58) students, thirty-five to forty-six (35-46) students, twenty to thirty-four (20-34) students, and one to nineteen (1-19) students. (4-1-97)

**06. Life Expectancy.** For depreciation purposes, all school buses will be categorized according to their life expectancy as follows: ten-year (10) depreciation, twelve-year (12) depreciation, and fifteen-year (15) depreciation. Using construction data supplied by the manufacturers, the Department of Education will compile a list of buses each year that would fall into each of the three depreciation categories. New lift-equipped buses will be categorized for purchase and depreciation purposes as if they had full seating capacity. The cost of the lift will not be included when calculating the high-low mean average price of buses in each category;

however, the cost of the lift will be included in the total cost for depreciation purposes. Beginning with buses purchased after July 1, ~~1992~~2002, the previous year high-low mean average cost will be calculated for both gas- and diesel-powered buses according to size and life expectancy. Whenever the high-low mean in any category exceeds the high-low mean in the next higher category or whenever bus purchases in the category are fewer than three, the high-low mean for the category will be ninety-percent (90%) of the high-low mean of the next higher category or eighty-percent (80%) of the next two higher categories, etc. Buses will then be placed on the depreciation schedule with the cost of buses reimbursed up to one hundred ~~ten~~ percent (~~110~~100%) of the category high-low mean average for the previous year. (4-1-9702)

a. Ten-year (10) depreciation. The school bus depreciation schedule, within the allowable costs of the Foundation Transportation Program, for school buses with life expectancy of ten (10) years, that were purchased subsequent to July 1, 1992, will be determined by using a declining balance method for calculating depreciation (declining balance schedule to include a percentage rate of twenty percent (20%) per year for useful life expectancy of ten (10) years). (Section 33-1006, Idaho Code) (4-1-97)

b. Twelve-year (12) depreciation. The school bus depreciation schedule within the allowable costs of the Foundation Transportation Program, for school buses with life expectancy of twelve (12) years, that were purchased subsequent to July 1, 1992, will be determined by using a declining balance method of calculating depreciation (declining balance schedule to include a percentage rate of sixteen and sixty-seven hundredths percent (16.67%) per year for useful life expectancy of twelve (12) years). (Section 33-1006, Idaho Code) (4-1-97)

c. Fifteen-year (15) depreciation. The school bus depreciation schedule within the allowable costs of the Foundation Transportation Program, for school buses with life expectancy of fifteen (15) years that were purchased subsequent to July 1, 1992, will be determined by using a declining balance method of calculating depreciation (declining balance schedule to include a percentage rate of thirteen and thirty-three hundredths percent (13.33%) per year for useful life expectancy of fifteen (15) years). (Section 33-1006, Idaho Code) (4-1-97)

**07. Purchase Price.** The purchase price of each bus will include the total chassis, body, special equipment, freight costs, pre-delivery inspection fees and any other costs directly related to acquiring the bus. Costs of non-essential and superfluous options, as identified in Idaho's minimum construction standards, will be subtracted for purposes of calculating the district's reimbursable bus depreciation. (33-1006; 33-1506, Idaho Code) (4-1-9702)

**08. Transportation School Bus Delivery Costs.** ~~Reimbursable costs for transporting school buses from the body factory to the home school district will be the actual transporting costs and will be calculated as follows:~~ (4-1-97)

~~a. Maximum costs will not exceed those costs the school bus body vendor would charge to deliver the bus to the home school district.~~ (4-1-97)

~~\_\_\_\_\_ b. Actual costs will be reimbursed for meals and lodging for one (1) person per bus on the trip to and from the body factory. Airfare or other travel costs to the factory location will be reimbursed for only one (1) person per bus delivered. (4-1-97)~~

~~\_\_\_\_\_ e. At the beginning of each fiscal year the State Department of Education will obtain the body vendor's cost of delivering the bus to the home district. (4-1-97)~~

a. FOB district bus delivery costs reflected in school district bid specifications and the subsequent vendor invoice will be considered part of the bus purchase price for purposes of depreciation reimbursement. Costs for transporting school buses from the body factory to the home school district by school district personnel while in the employ of the district will not be considered program operational costs or part of the purchase price and are not reimbursable.(4-1-02)

b. Districts will not report any new school bus delivery mileage on the Pupil Transportation Reimbursement Claim form. (4-1-02)

c. Districts will record the initial mileage on all new school buses delivered to the district and will track and record all subsequent mileage for purposes of reimbursement. (4-1-02)

**09. Nonreimbursable Costs.** No finance charges, leases, rent, or interest will be included in the purchase price. These are not reimbursable costs on the depreciation schedule.(4-1-97)

**10. Inoperable Bus.** Any school bus that is wrecked, sold, inoperable, or for any other reason does not or cannot meet all federal, state and state board of education construction and operational standards will be removed from the depreciation schedule. (4-1-9702)

**11. Lowest Bid Quotation.** The purchase amount of the school bus that will be placed on the state depreciation schedule for purposes of reimbursement and calculation of the high-low mean will be the lowest bid quotation received from dealers who meet specifications as established by the local school district. Districts will provide verification of bid prices. Any or all bid quotations may be rejected by the school district; however, all bid prices will be evaluated and adjusted as necessary by the State Department of Education Pupil Transportation Section with recommendations from the Pupil Transportation Steering Committee and the lowest reasonable and responsible bid will be used in calculating the district's depreciation reimbursement. (4-1-9702)

**12. Depreciation Account.** \_\_\_\_\_ (4-1-02)

a. All school bus depreciation ~~money~~ revenue received by school districts from the state will be placed into a separate account and used only for the purchase of school buses.(4-1-9702)

b. Any school bus sold or traded by the school district will be in accordance with Section 33-601, Idaho Code. Any revenue received by the school district subsequent to the sale of any used school bus will be placed into a separate account and used only for the purchase of school buses. (4-1-02)

c. For purposes of depreciation reimbursement, school districts will determine reasonable book values on all school buses sold or traded. The reasonable book value will be used in calculating the district's depreciation schedule for new replacement buses. (4-1-02)

**201. -- 209. (RESERVED).**

**210. COMMERCIAL COMPUTERIZED ROUTING AND SCHEDULING.**

Costs for commercial computerized routing and scheduling will be permitted within the allowable administrative costs when computing the ~~Foundation~~ Transportation Support Program (effective with the beginning of the 1977-78 school year) as subject to approval of the ~~State Superintendent of Public Instruction~~ Department of Education Pupil Transportation Section. Specific requests by districts must be submitted in detail and approved prior to July 1 of the school year in which the service is to be provided. Consideration will be on a district-by-district basis. Ineffective or non-productive use of computerized routing and scheduling software, as determined by the state department of education, may result in non-reimbursement of related costs. (4-1-9702)

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PUPIL TRANSPORTATION REIMBURSEMENT MATRIX

CATEGORY	REIMBURSED YES/NO	REFERENCE - COMMENTS
<b>SALARIES</b>		
Bus Drivers	Yes - Schedule A/B	33-1006
Bus Assistants	Yes - Schedule A/B	33-1006; IDAPA 08.02.02.190.01 -02; SBE/SDE discretion when required in IEP or for non-IEP purposes with prior SDE approval
Bus Technicians	Yes - Schedule A/B <b>Prorate Pupil Trans. Time</b>	33-1006; IDAPA 08.02.02.190.01 -02; SBE/SDE discretion - <b>1 technician per 16 buses or portion thereof (8 routes = 1/2 technician) (Only 1 spare bus allowed per 5 routes)</b>
Transportation Supervisor	Yes - Schedule A No - Schedule B <b>Prorate Pupil Trans. Time</b>	33-1006; IDAPA 08.02.02.190.01 -02; SBE/SDE discretion - <b>.25/5; .50/10; .75/15; 1/20 or more routes. All or portion of superintendent, business manager, district directors or principal salary does not qualify for reimbursement.</b>
Driver Trainers/Other Program Coordinator; e.g., S.E. Trans. Coordinator	Yes - Schedule A/B	33-1006; 33-1511; IDAPA 08.02.02.190.01 -02; SBE/SDE discretion - <b>1 trainer per 20 routes or portion thereof (30 routes = 1.5 trainers or 5 trainers @ .30 FTE)</b>
Dispatcher/Secretary	Yes - Schedule A/B	33-1006; IDAPA 08.02.02.190.01 -02; SBE/SDE discretion - <b>1 dispatcher and/or secretary per 50 buses or portion thereof (25 routes = 1/2 dispatcher and/or secretary)</b>
Other Program Staff - Must be identified	Yes - Schedule A/B	33-1006; IDAPA 08.02.02.190.01 -02; SBE/SDE discretion - <b>Normally hourly position or temporary help when not identified above.</b>
Crossing Guards; Loading Zone Monitors;	No	
<b>BENEFITS</b>		
Life Insurance	Yes - Schedule A No - Schedule B Appropriately prorated where applicable	33-1006; District costs should be posted separately from other benefits.
Health Insurance	Yes - Schedule A No - Schedule B Appropriately prorated where applicable	33-1006; District costs should be posted separately from other benefits.
Workers Compensation	Yes - Schedule A No - Schedule B Appropriately prorated where applicable	33-1006; District contributions should be posted separately from other benefits.
FICA	Yes - Schedule A/B	33-1006; District contributions should be posted separately

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		from other benefits.
PERSI	Yes - Schedule A/B	33-1006; District contributions should be posted separately from other benefits.
Other - Must be identified; e.g., PERSI sick leave	Yes - Schedule A No - Schedule B	33-1006; District contributions should be posted separately from other benefits.
<b>PURCHASED SERVICES</b>		
Leasing School Bus	No/Yes - Schedule A/B	33-1006; IDAPA 08.02.02.200.09 - <b>Must have prior approval</b>
Short-term equipment rental	Yes - Schedule A/B	33-1006; IDAPA 08.02.02.190.01 -02 - <b>Improvements and repairs to garage facility and/or transportation grounds are nonreimbursable</b>
Contract Repairs & Maintenance	Yes - Schedule A/B	33-1006; IDAPA 08.02.02.190.01 -02 - <b>Snow removal is nonreimbursable; Improvements and repairs to garage facility and/or transportation grounds are nonreimbursable</b>
CDL Licensing Expenses	Yes	
Utilities in Bus Garage; e.g., power, telephone, garbage, water, sewer	Yes - Schedule A/B	33-1006; IDAPA 08.02.02.190.01 -02; <b>Must be prorated when shared by more than one program; e.g., bldg/grnd maintenance; Equipment is nonreimbursable. Improvements and repairs to garage facility and/or transportation grounds are nonreimbursable</b>
Repeater (two-way radio comm.) rental	Yes	See Capital Outlay
Cellular Phone Air Time	No	See Capital Outlay
School Bus Maintenance Software	No	See Supplies
Bus Routing Computer Software	Yes - Schedule A/B	33-1006; IDAPA 08.02.02.210 - <b>Must be SDE preapproved</b>
Printing	Yes -  No -	Small Print Jobs for Consumable forms; training handouts; etc.  Large print jobs - Routing ads in newspaper; large maps; bus rules for outside bus use; student policy books; driver/technician training manuals; etc.
Property Lease	No	Shop facility, school bus parking space, etc. are not reimbursable
Training for drivers; driver trainers; school bus technicians	Yes -  No -	Lodging when traveling exceeds 75 miles; breaks; travel; etc.  Meals - Breakfast, Lunch, Dinner, Picnics; Awards - plaques, trophies, financial, etc.  See travel expenses and/or training registration below for



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		additional clarification
Training for students as school bus passengers	No	
Classified newspaper ads for transportation positions or bids to purchase or sale school buses	Yes	
Physical Examinations & Drug Testing	Yes - Schedule A/B	FMCSR Part 391; 33-1006; 33-1509; IDAPA 08.02.02.190.01 -02
Fingerprinting and Criminal Background Checks	No	33-130
Travel Expenses; Training Registration	Yes/No - See below No - Schedule B	67-1001; 67-2004-2008; 67-5250; 33-1006; 33-1511; IDAPA 08.02.02.170.01-02; IDAPA 08.02.02.190.01 -02
In-district	Yes - Supervisory Personnel only or prior written approval	At maximum rates set by State Board of Examiners or air fare, which ever is less Car rental expense is non-reimbursable
Regional Training Workshop	<b>Prior Written Approval Required</b>	At maximum rates set by State Board of Examiners or air fare, which ever is less Car rental expense is non-reimbursable
State Sponsored Regional Training Workshops	Yes - Limit 6	At maximum rates set by State Board of Examiners or air fare, which ever is less Car rental expense is non-reimbursable
Annual Summer Conference	Yes - Limit 4	At maximum rates set by State Board of Examiners or air fare, which ever is less Car rental expense is non-reimbursable
Annual Western States Conference	Yes - Limit 2	At maximum rates set by State Board of Examiners or air fare, which ever is less Car rental expense is non-reimbursable
Other Out of State	<b>Prior Written Approval Required</b>	At maximum rates set by State Board of Examiners or air fare, which ever is less Car rental expense is non-reimbursable
Professional fees and/or travel expenses charged by presenter	<b>Prior Written Approval Required</b>	At maximum rates set by State Board of Examiners or air fare, which ever is less plus lodging and meals Car rental expense is non-reimbursable
Travel expenses associated with pick-up and/or delivery of new school bus	No	Separately calculated into new school bus depreciation schedule  <b>See Depreciation Below</b>
Training	Yes	Meals are non-reimbursable; Break refreshments are reimbursable; Car rental expense is non-reimbursable
Regional Road-e-o Expenses	No -	Incentives, trophies, plaques, travel, lodging, bus mileage, employee mileage, meals, salaries, etc.



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	Yes -	Break refreshments
State Road-e-o Expenses	No - Yes -	Incentives, trophies, plaques, break refreshments, bus mileage  Travel, lodging, mileage, meals, salaries, etc.
Signage at Pupil Loading Zones - Streets	No	Materials and/or labor
Other Purchased Services- <b>Must be identified</b>		<b>33-1006; IDAPA 08.02.02.190.01 -02; Improvements and repairs to garage facility and/or transportation grounds are nonreimbursable</b>
<b>SUPPLIES</b>		
Fuel Expense - Verification of Federal and State rebates received required	Yes - School Buses Yes - Shop Trucks No - Other district vehicles, except . . . No - Delivery of new school bus	<b>33-1006; IDAPA 08.02.02.190.01 -02; Fuel costs associated with "bus driver shuttle cars" may be reimbursable with prior SDE written approval. Fuel costs associated with the pick-up and/or delivery of a new school bus is not reimbursable and should not appear on Schedule A or B.</b>
Oils and Lubricants	Yes - School Buses Yes - Shop Trucks No - Other district vehicles, except . . .	<b>33-1006; IDAPA 08.02.02.190.01 -02; Oil and lubricant costs associated with "bus driver shuttle cars" may be reimbursable with prior SDE written approval.</b>
Non-consumable transportation bldg. supplies or materials	No	
Consumable Pupil Transportation Shop Materials and School Bus Parts	Yes - School Buses Yes - Shop Trucks No - Other district vehicles, except . . .	<b>33-1006; IDAPA 08.02.02.190.01 -02; Shop material and parts costs associated with "bus driver shuttle cars" may be reimbursable with prior SDE written approval.</b>
Wheelchair Lift (retrofit)	Yes	
Air Conditioning - (new or retrofit)	No	See Capital Outlay ( <b>exception allowed when IEP driven</b> )
TVs & wiring (new or retrofit)	No	
Side-sliding Windows (new or retrofit)	No	
Activity or Semi-reclining seats (new or retrofit)	No	
Seat/Lap Belts on Large School Buses (new or retrofit) with appropriate seat frame	No Yes - IEP Driven or to meet NHTSA Guidelines	Exception allowed as needed to meet demands of preschool population or IEP specific requirement
Video Surveillance	No	See Capital Outlay

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Systems		
Child Restraint Safety Seats	Yes - as needed to meet NHTSA Guidelines	See Capital Outlay
Two-way Radio Base Stations	No	See Capital Outlay
Two-way Radios	Yes . . . No - Spare radios or for bldg. use outside transportation shop	Reimbursable for use in school buses and/or school bus maintenance vehicle  See Capital Outlay
Hand-held two-way radios	No - When in addition to bus mounted radios Yes - When no bus mounted radios are used . . .	See Capital Outlay  Hand-held radios, when applicable, shall not exceed number of route buses
Cellular phones and/or air time	No - Air Time Yes - Phone (\$20/mo.)	See Capital Outlay
Radar Guns and/or Speed Control Devices	No	See Capital Outlay
Maintenance Manuals	No Yes - Amortized with bus purchase - limit 1 per bus year/model	
School Bus Maintenance Software	No	See Purchased Services
Training Videos	No	Exceptions allowed on case by case basis
Consumable Pupil Transportation Office Supplies	Yes - Schedule A No - Schedule B	33-1006; IDAPA 08.02.02.190.01 -02; <b>Large routing maps, route schedule newspaper ads, large print jobs (student rules), office equipment, computer hardware, telephone equipment, office furniture, base stations, etc. are nonreimbursable.</b>
Consumable Bus and Transportation Office Cleaning Supplies	Yes	33-1006; IDAPA 08.02.02.190.01 -02; <b>Improvements and repairs to garage facility (bus wash) and/or transportation grounds (bus wash pad) are nonreimbursable</b>
Coveralls, Rags, Laundry	Yes	33-1006; IDAPA 08.02.02.190.01 -02
Signage at Pupil Loading Zones - Streets	No	Materials and/or labor
Shop Equipment and/or Shop Tools	No	See Expendable Hand Tools
Consumable Hand Tools	Yes	33-1006; IDAPA 08.02.02.190.01 -02; <b>Expendable tool is defined and identified elsewhere. Tools over \$150 may</b>

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		<b>be eligible for reimbursement with prior SDE written approval.</b>
<b>CAPITAL OUTLAY</b>		
School Buses	Yes - Amortized	33-1006; IDAPA 08.02.02.200.01-12
Leasing School Bus	No/Yes - Schedule A/B	33-1006; IDAPA 08.02.02.200.09 - <b>Must have prior approval for short-term emergency reasons</b>
Radios		33-1006; IDAPA 08.02.02.190.01 -02; IDAPA 08.02.02.200
CB Radios	No	
Two-Way Radios or Cellular Phones	Yes - Purchase of two-way radios No - Purchase of cellular phones  Yes - Monthly cellular phone charge up to a maximum of \$20/mo. per phone	<b>Limit of two (2) cellular phones per district when in conjunction with two-way radios or when cellular phone program is less expensive in the long run than the purchase of two-way radios. Additional (airtime and long-distance) charges are nonreimbursable.</b>
Repeaters	No	See Purchased Services
Two-way Radio Base Stations	No	See Supplies
AM/FM	Yes - With bus purchase Yes - Replacement purposes No - Retrofit or Independent purchase	
Hand-held two-way radios	No -  Yes -  <b>See Supplies</b>	When in addition to bus mounted radios  When no bus mounted radios are used . . .  Hand-held radios shall not exceed number of route buses
Radar Guns and/or Speed Control Devices	No	See Supplies
Video Camera Equipment	Yes -  No -	With bus purchase  Replacement, retrofit or independent purchase
VCRs and/or TVs for purposes of training	No	Video camera surveillance systems using VCRs may be reimbursable when amortized as part of school bus purchase
Office Equipment	No	
Computer Hardware	No	
Shop/Yard Vehicle	No	
Bus Driver Shuttle Cars	No	
Non-Compliant Vehicles -	No	IDAPA 08.02.02.190.07; Vans; Activity Buses; Over-the-Road Coaches

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Air Conditioning - New Bus	No - Yes -	When IEP Driven (for meeting requirements of IEP) IEP documentation must accompany bus purchase line-item
Wheelchair Lift	Yes - Amortized	M&O for replacement purposes
TVs & wiring	No	
Side-sliding Windows	No	
Activity or Semi-reclining seats	No	
Seat/Lap Belts on new Large School Buses with appropriate seat frame	No - Yes -	IEP Driven or to meet NHTSA Guidelines but only as needed to meet demands of preschool population or IEP specific requirement
Video Surveillance Systems	Yes - Amortized	See Supplies When part of a bus purchase
Child Restraint Safety Seats	Yes - <b>See Supplies</b>	As needed to meet NHTSA Guidelines
Office Furniture	No	
Telephone Equipment	No	
Signage at Pupil Loading Zones - Streets	No	Materials and/or labor
Fencing	No -	Materials or Labor
Property Purchase	No	
Gravel and/or Paving	No -	Materials or Labor
Wiring for electrical outlet in yard or garage	No -	Materials or Labor
Transportation building improvements	No	
<b>INSURANCE</b>		
Property Loss for Garage Facility Only	Yes	6-927; <b>Vehicle insurance premiums and shop contents are nonreimbursable. Districts must submit insurance carrier, agents name and policy number.</b>
<b>REIMBURSABLE SCHOOL BUS MILEAGE</b>	<b>NON-REIMBURSABLE SCHOOL BUS MILEAGE</b>	
To/From School Reg. Ed.; Sp. Needs - IEP Driven; Title I; Migrant; Alternative; Vocational		33-1006; 33-1501; IDAPA 08.02.02.190.04 - Eligible mileage is for students living 1.5 miles or more from home school or live less than 1.5 miles from home school when approved for "safety busing." <b>Occurs just prior and just following regular school hours and is not a duplication of service. IEP driven. Alternative school programs within regular school year/school day.</b>
	To/From School Head Start; Non-eligible students, parents, babies,	Before school and after school programs; i.e., ESL, Migrant Ed, Even Start, Second Chance, Second Session, Gifted and Talented, ESL, tutoring, detention, athletic, dances, rallies, activities, open enrollment choices, etc. Duplicated

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	private or parochial stds.	transportation service to a geographical area. Exception may be IEP driven. <b>Extended route mileage for private and non-public (parochial) school students. Exception may be allowed for routes servicing "at-risk" students on a case-by-case basis</b>
Approved Activity or Field Trips		33-1006; IDAPA 08.02.02.190.03.a -e - Curriculum driven, entire class participates, academic or citizenship grade affected. Does not extend more than 200 miles beyond Idaho border. Occurs during regular school year. Not for reward or competition. Class lifetime sports, class music performance within community, class music clinic.
	Non-approved Activity or Field Trips	33-1006; IDAPA 08.02.02.190.03.a -e - Provided as incentive, social, recreation, picnic, performance reward, etc. Extends more than 200 miles beyond Idaho border. Entire school or district participates in specific program.
	Sponsorship & Jurisdiction of IHSAA	Baseball, basketball, cross-country, debate, drama, drill team, football, golf, instrumental music, speech, tennis, track, vocal music, volleyball, soccer, softball, wrestling, etc.
Shuttle Trips		Mileage on school bus between schools, buildings or sites during the regular school day for life-long learning skills, requirements of IEP, academic class attendance, etc. District owned school bus driver shuttle cars or other pupil transportation vehicles when a benefit to district.
	Shuttle Trips	Mileage on shop and other transportation vehicles (supervisor cars, shuttle cars, etc.) other than the yellow school bus should be tracked but not recorded or submitted for purposes of reimbursement when a benefit to district.
Other		Driver training conducted on a school bus.
	Other	<b>Extended route mileage for private and non-public (parochial) school students.</b>
	Leased School Bus	Mileage <b>and revenues</b> on leased school buses shall be tracked, recorded and submitted for purposes of reimbursement.
	Vans/Charter Bus	Mileage on "non-yellow" vehicles should be tracked but not recorded or submitted for purposes of reimbursement.
	Privately Owned Vehicles	Mileage on privately owned vehicles should be tracked but not recorded or submitted for purposes of reimbursement.
Programs Funding Transportation Service Through Alternate Source		33-1615; Mileage <b>and revenues</b> on alternately funded programs shall be tracked, recorded and submitted for purposes of reimbursement.
Commandeered School Buses in Times of Disaster		Mileage <b>and revenues</b> on commandeered school buses shall be tracked, recorded and submitted for purposes of reimbursement. <b>Consult SDE when revenues do not follow service.</b>

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<b>Summer Programs</b>	<b>Summer Programs</b>	
Special Education (ESY) IEP driven		
Migrant Education		
Idaho Reading Intervention		
	Preschool	<b>Exception may be allowed for routes servicing "at-risk" students on a case-by-case basis</b>
	Head Start	<b>Exception may be allowed for routes servicing "at-risk" students on a case-by-case basis</b>
	Vocational	<b>Exception may be allowed for routes servicing "at-risk" students on a case-by-case basis</b>
	Title I	<b>Exception may be allowed for routes servicing "at-risk" students on a case-by-case basis</b>
	Tutoring	<b>Exception may be allowed for routes servicing "at-risk" students on a case-by-case basis</b>
	Even Start	<b>Exception may be allowed for routes servicing "at-risk" students on a case-by-case basis</b>
	Second Chance	<b>Exception may be allowed for routes servicing "at-risk" students on a case-by-case basis</b>
	Second Session	<b>Exception may be allowed for routes servicing "at-risk" students on a case-by-case basis</b>
	Gifted & Talented	
	ESL	<b>Exception may be allowed for routes servicing "at-risk" students on a case-by-case basis</b>
	Young Mothers	<b>Exception may be allowed for routes servicing "at-risk" students on a case-by-case basis</b>
	Summer School	Math, Music, Science, Vocational, Physical Education, Recreational, Activity, etc.
<b>REIMBURSEMENTS RECEIVED</b>		
		Mileage <b>and revenues</b> on leased school buses, commandeered school buses, and alternately funded programs shall be tracked, recorded and submitted for purposes of reimbursement.
<b>ADJUSTMENTS FOR NON-ELIGIBLE RIDERS AND/OR NON-STUDENTS</b>		
		No adjustment is necessary when no appreciable increase in route ridership or related costs exist and when there is no subsequent increase in the allocation of transportation resources, otherwise adjustments must be recorded. Adjustment for ineligible riders can be made by using SDE's safety bus formula.

**October 2000 - DRAFT**

		Costs of transporting non-public school students must be recovered and cannot be zero.
<b>ADMINISTRATIVE ALLOWANCE</b>		
Schedule B Only		Only items identified on the Pupil Transportation Reimbursement Claim Form shall be allowed in the calculation of the 7.5% administrative allowance.
Schedule C		\$2.00/student rider
<b>IN-LIEU AND SPECIAL CONTRACTS</b>		
Schedule C		In-lieu payments for mileage <b>in excess of 1.5 miles</b> from home to school or nearest bus stop, which ever is closer; Contracts between districts and/or neighboring state
<b>CONTRACT BUSING</b>		
		Contractors must report both reimbursable and non-reimbursable mileage. Contract costs associated with school district liaison personnel shall be deducted from overall contract costs.
<b>DEPRECIATION ALLOWANCE</b>		
		According to SDE Depreciation Schedule based on submitted approved bus purchase costs and approved bus delivery costs.

**IDAPA 08-IDAHO STATE BOARD OF EDUCATION**

08.02.02 - RULES GOVERNING UNIFORMITY

DOCKET NO. 08-0202-003

**NOTICE OF INTENT TO PROMULGATE RULES - (NEGOTIATED RULEMAKING)**

**AUTHORITY:** In compliance with Section 67-5220(1), Idaho Code, notice is hereby given that this agency intends to propose rules and desires public comment prior to initiating formal rulemaking procedures. The action is negotiated rulemaking authorized pursuant to Sections 33-1501 through 33-1512 and 33-1006, Idaho Code.

**HEARING SCHEDULE:** Hearings on the negotiated rulemaking will be held as follows:

March 12, 2000, 9:00 a.m. to 5:00 p.m. - Idaho State Department of Education, LBJ Building - 2<sup>nd</sup> floor Conference Room - 650 State St., Boise, ID 83720-0027. The meeting site will be accessible to persons with disabilities. Requests for accommodation must be made not later than five (5) days prior to the meeting. For arrangements, contact the undersigned at (208) 332-6811.

**METHOD OF PARTICIPATION:** Persons wishing to participate in the informal negotiated rulemaking must do the following:

Interested persons may submit written comments through March 12, 2001. Requests to give oral presentation during the March 12, 2000 public hearing must be submitted prior to March 1, 2001.

Copies of the preliminary draft of the text of the proposed rule will be provided to superintendents and other interested parties during January regional superintendents meetings and again during February regional superintendents meetings with all subsequent negotiated proposed rule changes.

**DESCRIPTIVE SUMMARY:** The following is a statement in nontechnical language of the substance and purpose of the intended negotiated rulemaking and the principle issues involved:

Controversial pupil transportation operational issues continue to surface. These issues are generally related to reimbursement questions, but are also associated with National Minimum Standards for School Bus Construction, Maintenance Standards and Inspections, School Bus Drivers and Vehicle Operations, Written District Policies Related to pupil transportation, Program Operations including field trips, safety busing, educational programs, and contracting for transportation services, Capital Investment, and Commercial Computerized Routing.

The goal of the State Department of Education is to clarify board rule language, establish equitable reimbursement criteria (a matrix), develop minimum standards for school bus construction, develop a school bus out-of-service matrix, provide for increased local control in driver training methods, and generate increased district accountability.

**ASSISTANCE ON TECHNICAL QUESTIONS, SUBMISSION OF WRITTEN COMMENTS, OBTAINING COPIES:** For assistance on technical questions concerning this negotiated rulemaking or to obtain a copy of the preliminary draft of the text of the proposed rule, contact Rodney D. McKnight, State Department of Education, Finance and Transportation, P.O. Box 83720, Boise, Idaho, (208) 332-6851 or fax to (208) 334-3484.

Anyone may submit written comments regarding this negotiated rulemaking. All written comments must be directed to the undersigned and must be delivered on or before March 12, 2001.

**DATED** this 23<sup>rd</sup> day of October, 2000.

Dr. Marilyn Howard, Superintendent of Public Instruction  
State Department of Education  
650 West State Street - P.O. Box 83720  
Boise, Idaho 83720-0027  
(208) 332-6811 - (208) 332-6836 fax



### **C. SUBJECT:**

#### **The Idaho Department of Education Gifted and Talented Program**

### **BACKGROUND:**

Idaho Code §33-2003 requires the State Board of Education, through the State Department of Education, to assist school districts in developing identification procedures and a variety of flexible approaches for instruction and training of gifted and talented students.

The Gifted and Talented Section of the Bureau of Special Education created a Best Practices Manual, which was developed by a committee of educators from around the state. The manual outlines best practices regarding district gifted and talented plan development, student identification, and service and program options. Gary Marx, Gifted and Talented Specialist, has been evaluating district gifted and talented programs using guidelines from the Best Practices Manual as criteria.

### **DISCUSSION:**

This is a pending rule pursuant to Idaho Code §33-2003, which requires the State Board of Education, through the State Department of Education, to develop eligibility criteria and assist school districts in developing plans outlining how students are identified as gifted or talented, and how services will be provided to these students.

The district plan will assist districts in developing their own eligibility criteria for their individual gifted and talented programs. Eligibility criteria will not be determined by a single criterion, such as test scores or other measurements, teacher recommendations or nominations. Rather, districts will be required to implement a screening process that uses multiple indicators of giftedness, including formal and informal assessment, according to their district plans.

Upon approval by the State Board of Education, this pending rule will be included in the October 2000 Administrative Bulletin. A public hearing was held on August 22, 2000 from 3:00 to 5:00 in the J.R. Williams Building, Boise, Idaho. Written comments were accepted from the date of publication until August 28, 2000. Attached are written and oral testimonies.

**RECOMMENDATIONS:**

The State Department of Education recommends that the State Board of Education approve this pending rule, subject to the completion of the Administrative Procedure Act (APA) process.

**BOARD ACTION:**

The State Board of Education approved/disapproved/tabled the request for a pending rule subject to completion of the Administrative Procedure Act process. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried.

**ATTACHMENTS:**

1. Text of proposed rule
2. Written and oral testimony

*Note: Attachment #2 not received in electronic form. For information, contact Vicki Barker at the State Board office, 334-2270*

## Rules and Regulations for Gifted and Talented Programs

### 456. Gifted and Talented Programs.

**01. Definitions.** The following definitions apply only to Section 456 of these rules. ( )

a. Department. State Department of Education. ( )

b. District. Local school district. ( )

c. Gifted/talented children. Those students who are identified as possessing demonstrated or potential abilities that give evidence of high performing capabilities in intellectual, creative, specific academic or leadership areas, or ability in the performing or visual arts and who require services or activities not ordinarily provided by the school in order to fully develop such capabilities §33-2001, Idaho Code. ( )

d. Governing gifted and talented educational requirements. Sections 33-201, 33-2001, 33-2003, Idaho Code. ( )

**02. Legal Compliance.** The State Department of Education and districts shall comply with all governing gifted and talented education requirements. ( )

**03. District Plan.** Each school district shall develop and write a plan for its gifted and talented program. The plan shall be submitted to the Department no later than October 15<sup>th</sup>, 2001. The plan shall be updated and submitted every three (3) years thereafter and shall include:

( )

a. Philosophy statement. ( )

b. Definition of giftedness. ( )

c. Program goals. ( )

d. Program options. ( )

e. Identification procedures. ( )

f. Program evaluation. ( )

**04. Screening.** The district's process for identifying gifted and talented students shall include the following steps: ( )

a. The district shall conduct broad-based screening to ensure that all potentially gifted and talented students have an opportunity to be considered; and ( )

b. The district shall make an in-depth assessment of those students meeting the screening criteria and additional information is gathered concerning their specific aptitudes and educational needs; and ( )

c. The district shall match student needs with appropriate program options. ( )

**05. Assessment.** Placement decisions shall not be determined by a single criterion (for instance, test scores, other measurement, teacher recommendation, or nomination). The district's identification process shall use multiple indicators of giftedness with information obtained through the following methods and sources: ( )

a. Procedures for obtaining information about students shall include **formal** assessment methods, such as group and individual tests of achievement, general ability, specific aptitudes and creativity. ( )

b. Procedures for obtaining information about students shall also include **informal** assessment methods, such as checklists, rating scales, pupil product evaluations, observations, nominations, biographical data, questionnaires, interviews and grades. ( )

c. Information about students shall be obtained from multiple sources, such as teachers, counselors, peers, parents, community members, subject area experts, and the students themselves. ( )

**06. Administration.** The district shall designate a certificated staff person to be responsible for program development, implementation and funding of the gifted and talented program. ( )

LEGISLATIVE HEARING FOR GIFTED/TALENTED RULES AND  
REGULATIONS

**J.R. Williams West Conference Room**

**August 22, 2000**

**3:00 pm - 5:00 pm**

Leader – Gary Marx, G/T Specialist, Bureau of Special Education

Present for the hearing:

Sherrie Bosserman

Gary Marx

Pam Schmidt

Speaker:

**SHERRIE BOSSERMAN:** This person wishes for the State Department of Education proposals to be accepted. She feels it will provide direction for the Gifted/Talented legislative mandate and will increase uniformity among G/T programs. This proposal would also illustrate much needed best practices. Sherrie is concerned about the education of intellectual students in Idaho and believes the proposed rules and regulations will help to provide appropriate education for this unique population. (Documents Attached)

**D. SUBJECT:**

Letters of Authorization

**BACKGROUND:**

At its September 14-15, 2000, meeting, the Professional Standards Commission approved forty-four (44) Letters of Authorization for recommendation to the State Board of Education for its final approval.

Pertinent to the Letters of Authorization, State Board of Education Rule IDAPA 08.02.02.070.01 states that, "The final recommendation of the Commission will be submitted to the State Board of Education by the Superintendent of Public Instruction."

**RECOMMENDATIONS:**

The State Department of Education recommends that the State Board of Education give final approval for the Letters of Authorization that have been submitted as approved by the Professional Standards Commission at its September 14-15, 2000, meeting.

**BOARD ACTION:**

The State Board of Education approved/disapproved/tabled the requests for Letters of Authorization as submitted by the Professional Standards Commission and listed on the attachments. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried.

**ATTACHMENTS:**

1. Letters of Authorization list

**State Board of Education**

**Attachment 1**

September 14-15, 2000

**Letter of Authorization Requests**

NEW REQUESTS			The district's request is for a:			New or Renewal	Years Granted
FTE	NAME	DIST	DISTRICT NAME	CERTIFICATE	ENDORSEMENT		
1	Ainsworth, Dustin	131	Nampa	Standard Exceptional Child	Generalist	Renewal	1
1	Aston, Shannon	331	Minidoka Co.	(she has her cert.)	Early Childhood - Spec Ed	Renewal	1
1	Ball, Barbara	251	Jefferson Co.	Standard Elementary	K-8	New	1
1	Benefit, Robert	393	Wallace	Pupil Personnel Services	School Counselor	New	1
1	Bergstrom, Clint	331	Minidoka Co.	Standard Exceptional Child	Generalist	New	1
1	Booth, Tom	193	Mountain Home	Standard Exceptional Child	Generalist	New	1
1	Cantrell, Trelba	331	Minidoka Co.	Standard Exceptional Child	Generalist	New	1
1	Clevenger, Alison	371	Payette	Standard Exceptional Child	Generalist	Renewal	1
1	Cooper, K. Arlene		HOPE Christian Academy	Standard Exceptional Child	Generalist	New	1
1	Darrington, Jan	331	Minidoka Co.	(she has her cert.)	Communications	New	1
1	Fiskum, Nicki	136	Melba	Standard Exceptional Child	Generalist	Renewal	1
1	Friddle, Mary L.	136	Melba	Standard Exceptional Child	Generalist	New	1
1	Gregory, Rita	131	Nampa	Standard Exceptional Child	Generalist	Renewal	1
1	Hagen, David	131	Nampa	Standard Exceptional Child	Generalist	New	1
1	Hale, Kimberly		COSSA	Standard Exceptional Child	Generalist	New	1
1	Henderson, Richard	193	Mountain Home	Standard Exceptional Child	Generalist	New	1
1	Hillman, Wanda	321	Madison	Standard Exceptional Child	Generalist	New	1
1	Honstead, Lois	131	Nampa	Standard Exceptional Child	Generalist	New	1
1	Johnson, Gerald	251	Jefferson Co.	Standard Exceptional Child	Generalist	New	1
1	Jones, Ronald R.	151	Cassia Co.	Pupil Personnel Services	School Counselor	New	1
1	Klansky, Ruth	535	Coeur d'Alene Tribal School	Standard Exceptional Child	Generalist	New	1
1	Kohntopp, Carolyn	417	Castleford	(she has her cert.)	Music (K-12)	New	1
1	Krasowski, Ronda		COSSA	Standard Exceptional Child	Generalist	New	1
1	Lewis, JoAnn M.	321	Madison	Standard Exceptional Child	Generalist	New	1
1	Lindauer, Tiffany R.	131	Minidoka Co.	Standard Exceptional Child	Seriously Emotionally Disturbed	Renewal	1
1	May, Kimberly	371	Payette	Standard Exceptional Child	Generalist & EC-SE	New	1
1	Michael, David		Dept of Juvenile Justice	Standard Exceptional Child	Generalist	Renewal	1
1	Moysh, Richard J.	91	Idaho Falls	Standard Exceptional Child	Generalist	New	1
1	Peet, Bobbie R.	41	St. Maries	Standard Secondary	Business Technology Ed.	New	1
1	Perry, Lisa	131	Nampa	Standard Exceptional Child	Generalist	Renewal	1
1	Reid, Christy	60	Shelley	Standard Exceptional Child	Generalist	Renewal	1
1	Reynolds, Joan		HOPE Christian Academy	Standard Exceptional Child	Generalist	New	1
1	Riley, Jennifer	56	Blackfoot	Standard Exceptional Child	Generalist	Renewal	1
1	Sewell-Dewey, Margaret		COSSA	Standard Exceptional Child	Generalist	Renewal	1
1	Sieminski, Lisa	131	Nampa	Standard Exceptional Child	Generalist	Renewal	1
1	Stevens, Sandra M.	331	Minidoka Co.	Standard Exceptional Child	Generalist	New	1
1	Stevenson, Cheryl	131	Nampa	Pupil Personnel Services	School Psychologist	New	1
1	Stumme, Daniel	322	Sugar-Salem	(he has his cert.)	Communications (Debate)	New	1
1	Toombs, Terry J.	91	Idaho Falls	Pupil Personnel Services	School Counselor	New	1
1	Uscola, Tracey	331	Minidoka Co.	Standard Exceptional Child	Generalist	Renewal	1
1	Waldal, Heather E.	4	Kuna	Standard Exceptional Child	Generalist	New	1
1	Walker, Susan	241	Grangeville	Pupil Personnel Services	School Counselor	New	1
1	Winward, Wendi	131	Nampa	Standard Exceptional Child	Generalist	New	1
1	Woodward, Judy	331	Minidoka Co.	Standard Elementary	Early Childhood - Special Educatio	Renewal	1

44 Total LOA Requests

**E. SUBJECT:**

**Petition to Transfer Property from Independent School District of Boise City No. 1 to Meridian Joint School District No. 2**

**BACKGROUND:**

A petition submitted under the provisions of § 33-308, Idaho Code, to transfer land from Independent School District of Boise City No. 1 to Meridian Joint School District No. 2 has been received in the Department of Education. Also received were comments from both school districts. The request is in compliance with the provisions of Section 33-308, Idaho Code, in that the area is less than fifty square miles, no school is operated in the area, and the property is contiguous to Meridian Joint School District No. 2.

**DISCUSSION:**

Pursuant to the rules adopted by the State Board, the Department of Education appointed a hearing officer. A copy of all information received was forwarded to said hearing officer and a hearing was held on February 4, 2000. You have received under separate cover from Kevin Satterlee the hearing officer's report and recommendation and any supporting documentation.

**RECOMMENDATIONS:**

The State Department of Education has no recommendation as the matter was referred to a hearing officer for that purpose.

**BOARD ACTION:**

The State Board of Education approved/disapproved/tabled the hearing officer's recommendation to approve the petition for transfer of property. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried.

**ATTACHMENTS:**

None



## **F. SUBJECT:**

Department of Education Organization

## **BACKGROUND:**

The Idaho Legislature enacted *Idaho Code*, Section 33-126, creating by statute the requirement that the Department of Education be organized in a manner determined by the State Board of Education as recommended by the State Superintendent (Executive Secretary).

## **DISCUSSION:**

The State Superintendent has approved changes in departmental structure by eliminating one bureau (Support Services) and naming a new one (Teacher Certification and Professional Standards). Public School Transportation, previously a part of support services, has been reassigned to a reconstituted Bureau of Public School Finance and Transportation. Child Nutrition, also previously a part of support services, has been reassigned to the Bureau of Federal Programs. The new Bureau of Teacher Certification and Professional Standards now has additional tasks associated with two new department responsibilities: the Annual Contract Teacher Support program and the annual evaluation and report of teacher preparation programs required by Title II of the Higher Education Act. The department has submitted the new required plan for this report

See the outline of the new organization in Attachment F.1 on pages F-3 and F-4.

## **RECOMMENDATION:**

The Department of Education recommends the new organizational arrangement be approved.

**BOARD ACTION:**

The State Board of Education approves/disapproves/tables the organizational arrangement of the State Department of Education as submitted. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried.

**ATTACHMENT:**

1. Organizational Outline (pages F-3 & 4).

Structure of the Idaho State Department of Education  
Effective October 1, 2000

Major functions and programs are listed below.

**Department Administration**

Superintendent  
Administrative Support  
Accounting, Human Resources & Printing  
Public Information  
Research & Evaluation  
Legal

**Bureau of Curriculum & Accountability**

Mathematics  
Science  
Fine Arts & Humanities  
Social Studies  
Physical Education  
Language Arts  
Early Childhood & Reading  
Curriculum Materials Adoption  
Assessment & Counseling  
Accreditation & Private Schools  
Charter & Alternative Schools

**Bureau of Federal Programs**

Compensatory Education (Title 1A-1E; Bilingual; Americorps; CSR; Extnd. Yr.; Hmls)  
AIDS/HIV & Health  
Safe & Drug Free Schools  
Child Nutrition  
Indian & Hispanic Education  
Adult Basic Education  
Veterans Education

**Bureau of Finance & Transportation**

Public School Finance  
Public School Transportation  
Driver Education  
Motorcycle Safety

### **Bureau of Special Education**

School Age & Preschool  
Dispute Resolution  
Gifted & Talented  
State Improvement

### **Bureau of Certification & Professional Standards**

Professional Certification  
Criminal History  
Professional Standards Commission  
Annual Contract Teacher Support

### **Bureau of Technology Services**

Internal Technology (SDE, OSBE, Pro-Tech, Voc. Rehab.)  
Educational Technology (Tech. Sprt for IT to LEAs & Instructional Tech.)  
Data Base Management

## **G. SUBJECT:**

### **School Accreditation**

## **BACKGROUND:**

Idaho Code 33-119 gives the State Board of Education the authority to establish accreditation standards for secondary schools and set standards for elementary schools as the Board may deem necessary.

On April 1, 1997, new State Board of Education rules went into effect that outlined the requirement that all public schools be State accredited.

The annual school accreditation report, filed by October 15 of each year, is predominately an input only report. Considerable discussion has surfaced regarding the purpose of accreditation, how it helps schools, and what accountability is inherent in the process.

## **DISCUSSION:**

During the summer of 2000, Dr. Marilyn Howard, State Superintendent of Public Instruction, named a ten person ad hoc committee chaired by Dr. Bob Haley to study the State's accreditation process and make recommendations. Schools were surveyed to gain their input and the committee met three times over the course of the summer. Three major recommendations came out of the committee's work: 1) Change Idaho Code 33-119; 2) change State Board of Education rule to allow for only two ways to be State accredited; and 3) rewrite the state accreditation standards to reflect an output driven process. A report on the ad hoc committee's recommendations was given by Dr. Haley to the State's superintendents at their August meeting.

The output driven process will reflect more emphasis on student achievement and will provide for schools to be evaluated on their meeting the needs of all students. New wording has been suggested for the changes to Idaho Code 33-119, Northwest Association of Schools and Colleges accreditation standards and process will be retained as one of the two ways a school could be accredited, and weighted accreditation standards have been recommended for the new State Accreditation process.

Upon State Board of Education approval, the State Department of Education will prepare the necessary language for changing Idaho Code 33-119, for changing the State Board accreditation rule through the Administrative Procedure Act (APA) process, and will design the accreditation reporting process.

**RECOMMENDATIONS:**

The State Department of Education recommends that the State Board of Education approve the recommendations of the State Department of Education's ad hoc accreditation committee.

**BOARD ACTION:**

The State Board of Education approved/disapproved/tabled the State Department of Education's recommendations for accreditation. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried.

**ATTACHMENTS:**

1. Outline of ad hoc accreditation committee's recommendations.
2. Copy of recommended weighted accreditation standards.
3. Ad hoc committee list and timeline
4. Copy of Idaho Code 33-119.
5. Copy of State Board of Education rule on accreditation.

*Note: Attachments 1-3 were not received in electronic form. For information, contact Vicki Barker at the State Board office, 334-2270*

TITLE 33  
EDUCATION  
CHAPTER 1  
STATE BOARD OF EDUCATION

**33-119. ACCREDITATION OF SECONDARY SCHOOLS -- STANDARDS FOR ELEMENTARY SCHOOLS.** The state board shall establish standards for accreditation of any secondary school and set forth minimum requirements to be met by public, private and parochial secondary schools, and those in chartered school districts, for accredited status; and the board may establish such standards for all public elementary schools as it may deem necessary.

The board may withdraw accreditation from any secondary school after such period as it may establish when it has been determined that such school has failed or neglected to conform to accreditation standards; and it may reinstate such school as accredited when in its judgment such school has again qualified for accredited status. The board may further establish minimum requirements which any pupil shall meet to qualify for graduation from an accredited secondary school.

"Secondary school" for the purposes of this section shall mean a school which, for operational purposes, is organized and administered on the basis of grades seven (7) through twelve (12), inclusive, or any combination thereof.

"Elementary school" for the purposes of this section shall mean a school which, for operational purposes, is organized and administered on the basis of grades one (1) through six (6), inclusive, one (1) through eight (8), inclusive, or any combination of grades one (1) through eight (8), inclusive.

**IDAPA 08.02.02.140**

**140. ACCREDITATION.** All public schools in Idaho will be state accredited. State Accreditation is voluntary for private and parochial schools. (Section 33-119, Idaho Code) (4-1-97)

01. Methods of State Accreditation. State accreditation will consist of using one (1) of the four (4) options listed below: (4-1-97)
  - a. Schools may use the Idaho Elementary/Secondary Accreditation Standards, dated October 17, 1996. (4-1-97)
  - b. Schools may use the Northwest Accreditation Standards; (4-1-97)
  - c. Schools may use the Idaho School Accreditation School Improvement Model; (4-1-97)
  - d. Schools may submit an alternative model. (4-1-97)