

# **IDAHO DEPARTMENT OF EDUCATION**

**Public Schools Agenda – November 15, 2001**

**1:45 to 4:00 p.m.**

**Lewis-Clark State College, Lewiston  
SUB - Williams Conference Center**

- A. Achievement Standards Implementation, Mary Ann Ranells**
- B. NNU Teacher Preparation Program Approval, Mike Stefanic**
- C. Request for LOA, Mike Stefanic**
- D. Petitions to Redefine Trustee Zones, Bob West**
- E. Troy/Whitepine Property Exchange, Bob West**
- F. Administrative Staff Allowance Waiver Requests to Meet Accreditation Standards, Tim Hill**
- G. Annual Hardship Report - Albion Elementary School, Tim Hill**
- H. Transportation Pending Rules, Rod McKnight**
- I. Superintendent's Report, Marilyn Howard**

## **A. SUBJECT:**

### **Achievement Standards Implementation, Update Information**

## **BACKGROUND:**

In 1997 the Idaho legislature approved new State Board of Education Rules governing public schools following the 1994 directive to write new ones. The new rules included the development of student achievement standards for grades 9-12 in five academic domains: mathematics, science, social studies, language arts/communications and health. The State Board received a five-year J.A. and Kathryn Albertson grant to assist in development. The legislature continued financial support for development as a standards commission was formed in 1998 with subcommittees to write the content standards and content knowledge and skills (benchmarks) for each of the five areas. In 1999 the State Board approved the 9-12 achievement standards effective for the graduating class of 2005, and a citizen commission began developing K-8 standards in the same five academic domains.

The 2000 Legislature approved the 9-12 achievement standards, continued funding K-8 standards development, and the State Board approved the K-8 standards that same year. In August of 2000, the Department of Education was charged with the responsibility to implement achievement standards.

The 2001 Legislature approved the K-8 standards and appropriated funds for the first phase of achievement standards implementation in school districts for grades K-12.

## **DISCUSSION:**

In June of 2001 Dr. Marilyn Howard appointed Dr. Mary Ann Ranells, Deputy Superintendent, to lead achievement standards implementation. Dr. Ranells will provide an update on implementation efforts that have taken place in the last 3 ½ months.

## **B. SUBJECT:**

### **Northwest Nazarene University Teacher Preparation Program Review Report**

## **BACKGROUND:**

According to Idaho Code § 33-1258 & State Board of Education rule 08.02.02.100.01, the Professional Standards Commission has the responsibility to evaluate teacher preparation programs in Idaho. As part of the NCATE/Idaho (National Council for the Accreditation of Teacher Education) partnership agreement, a concurrent NCATE/Idaho on-site visit is scheduled on a five (5)-year cycle basis. The scheduled on-site visit at Northwest Nazarene University was conducted on March 31-April 4, 2001.

## **DISCUSSION:**

The protocol for the NCATE/Idaho partnership agreement provides for a concurrent on-site visit. The agreement explains that NCATE reviews the unit (i.e., facilities, staff load, resources), while the State reviews individual programs (i.e., English, Mathematics, etc.).

The State team was chosen from a cadre of trained people representing the several constituency groups. The cadre included representation from the business community, higher education, the Idaho Education Association, the State Board of Education, the State Department of Education, Idaho Association of School Administrators, and the Idaho School Boards Association.

Dr. Dan Prinzing, a coordinator in the State Department of Education and a seasoned NCATE trainer, conducted the training. Dr. Prinzing also served as the State team chair.

According to State Board-approved protocol for Idaho teacher preparation program reviews, "... the Professional Standards Commission will vote on program approval recommendations and forward these recommendations to the State Board of Education for final action."

**RECOMMENDATION:**

It is recommended that the State Board of Education accept the State team report as approved by the Professional Standards Commission, thus providing State continuing program approval for the teacher preparation program at Northwest Nazarene University in Nampa, Idaho.

**BOARD ACTION:**

The State Board of Education carried to approve/disapprove/table the request for the Northwest Nazarene University Teacher Preparation Program Review Report as submitted. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ and carried.

**ATTACHMENTS:**

1. The State Team Report as approved by the Professional Standards Commission

*Note: Attachments were not received in electronic format. For more information, contact Vicki Barker 208-332-1566.*

**C. SUBJECT:**

**Letters of Authorization**

**BACKGROUND:**

At its November 1-2, 2001, meeting, the Professional Standards Commission approved 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 November 1-2, 2001, meeting.

**BOARD ACTION:**

The State Board carried to approve/disapprove/table the requests for Letters of Authorization as submitted by the Professional Standards Commission. It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried.

**ATTACHMENTS:**

(Letters of Authorization list to be furnished under separate cover after PSC meeting)

*Note: Attachments were not received in electronic format. For more information, contact Vicki Barker 208-332-1566.*

**D. SUBJECT:**

Proposals to Rezone School Districts

**BACKGROUND:**

Idaho Code 33-313 states that following the release of the decennial census data each school district board of trustees shall prepare a proposal to equalize the population of their trustee zones. It also states that the boundaries of the trustee zones in each school district shall be defined and drawn so that, as reasonably as may be, each such zone shall have approximately the same population. These proposals must be submitted to the State Board for approval.

**DISCUSSION:**

The Department of Education reviewed proposals from the following school districts. The review included insuring population equalization based on the numbers submitted and correcting legal descriptions and maps as needed.

- Plummer-Worley Jt. School District #44
- Garden Valley School District #71
- West Bonner County School District #83
- Lake Pend Oreille School District #84
- Bonneville Jt. School District #93
- Camas County School District #121
- Melba Jt. School District #136
- Parma School District #137
- Mackay Jt. School District #182
- Preston Jt. School District #201
- Jerome Jt. School District #261
- Coeur d'Alene School District #271
- Troy School District #287
- Whitepine Jt. School District #288
- Shoshone Jt. School District #312
- Sugar-Salem Jt. School District #322
- Minidoka Jt. School District #331
- Oneida County School District #351
- Homedale Jt. School District #370
- Wallace School District #393
- Avery School District #394

**RECOMMENDATION:**

It is recommended the State Board of Education approve the proposals.

**BOARD ACTION:**

It was carried to approve/disapprove/table the proposals from the above-listed school districts to redefine their trustee zones. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried.

**E. SUBJECT:**

**Petition to Transfer Property from Troy School District No. 287 to  
Whitepine Jt. School District No. 288**

**BACKGROUND:**

A petition to transfer approximately  $\frac{3}{4}$  square mile of land from Troy School District No. 287 to Whitepine Jt. School District No. 288 has been received in the Department of Education. Also received were comments from both school districts, neither of which opposed the transfer. The property requested to be transferred is the North  $\frac{3}{4}$  of Section 18, Township 40 North, Range 2, West Boise Meridian. The property has an assessment value of \$147,000.

**DISCUSSION:**

This petition could not be considered under Idaho Code § 33-308 - the normal avenue for property transfers - as there are no children residing in the area requested to be transferred.

However, Idaho Code Section 33-307 specifies that State Board may order the transfer of property "when the interests of the school children residing in each of the affected districts of such areas will be served thereby." The petition is in compliance with the other provisions of § 33-307 in that the area is less than fifty square miles, no school is operated in the area, and the property is contiguous to Whitepine Jt. School District No. 288.

**RECOMMENDATIONS:**

None.

**BOARD ACTION:**

It was carried to approve/disapprove the petition to transfer property from Troy School District No. 287 to Whitepine Jt. School District No. 288. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried.



**ATTACHMENTS:**

1. Letters from Troy and Whitepine School Districts
2. Letter from Petitioners
3. Assessment Notices
4. Map

***Note: Attachments were not received in electronic format. For more information, contact Vicki Barker 208-332-1566.***

**F. SUBJECT:**

**Annual Report - Hardship Elementary School - Cassia County School District # 151, Albion Elementary School.**

**BACKGROUND:**

At the October 1999 meeting, the State Board of Education approved the request by Cassia County School District #151 for Albion Elementary School to be designated as a hardship elementary school for one year, and required an annual report. However, the 2000 Legislature amended 33-1003 (2)(b) by adding, "An elementary school operating as a previously approved hardship elementary school shall continue to be considered as a separate attendance unit, unless the hardship status of the elementary school is rescinded by the state board of education." Therefore, no action is required unless the State Board of Education chooses to rescind the hardship status.

**DISCUSSION:**

Conditions supporting the October, 1999 decision approve the Albion Elementary School as a Hardship Elementary School have not changed (see attachment H.1).

**RECOMMENDATION:**

The Department of Education recommends that the State Board of Education does not rescind the hardship status of Albion Elementary School in Cassia County District #151.

**BOARD ACTION:**

No action is required unless the State Board of Education chooses to rescind the hardship status.

**ATTACHMENTS:**

1. Letter from Jerry Doggett to Dr. Marilyn Howard dated September 1999.
2. Letter from Mike Chesley to Dr. Marilyn Howard dated October 2001.

*Note: Attachments were not received in electronic format. For more information, contact Vicki Barker 208-332-1566.*

**G. SUBJECT:**

**Administrative Staff Allowance Waiver Requests to Meet Accreditation Standards.**

**BACKGROUND:**

Idaho Code 33-1004(6) allows a district to request a waiver authorizing sufficient additional staff to be included within the staff allowance to meet accreditation standards.

**DISCUSSION:**

Salmon School District #291 is requesting a waiver for additional administrative staff to meet its accreditation standard of 5.5.

Shoshone Joint School District #312 is requesting a waiver for additional administrative staff to meet its accreditation standard of 3.0.

Marsing Joint School District #363 is requesting a waiver for additional administrative staff to meet its accreditation standard of 4.0.

**RECOMMENDATION:**

The Department of Education recommends that the above waiver requests be approved.

**BOARD ACTION:**

The State Board of Education carried to approve/disapprove/table the requests by Salmon School District #291, Shoshone Joint School District #312, and Marsing Joint School District #363 for additional administrative staff to meet accreditation standards. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ and carried.

**ATTACHMENTS:**

1. Letter from Salmon School District #291.
2. Letter from Shoshone Joint School District #312.
3. Letter from Marsing Joint School District #363.

*Note: Attachments were not received in electronic format. For more information, contact Vicki Barker 208-332-1566.*

## **H. SUBJECT:**

Adoption of a Pending Rule and a Referenced Document (Standards for Idaho School Buses and Operations, November 15, 2001).

## **BACKGROUND:**

Idaho Code § 33-1501 through § 33-1512 and § 33-1006 addresses school bus construction standards, operations and reimbursement of costs for the transportation of public and non-public school pupils.

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.

Idaho Code § 33-1511 holds that the State Board of Education shall adopt, publish and distribute, and from time to time as need therefor arises amend, minimum standards for the construction of school buses.

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 school bus construction standards, operations and support program.

The State Board of Education approved a Notice of Proposed Rulemaking at its regular board meeting on August 3, 2001. Notice of the proposed rule and the proposed rule in legislative format was published in the October 3, 2001 Administrative Bulletin.

## **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 addresses specific reimbursable costs for which a district may be reimbursed. Clearly,

it would be unreasonable to expect the State Board of Education to address every possible expense for which districts would be reimbursed. However, controversial pupil transportation operational and reimbursement issues periodically surface.

Following SBE approval of the negotiated and proposed rulemaking processes, SDE expended a significant amount of time visiting with superintendents, transportation supervisors, contractors and technicians throughout the state. Staff members from the pupil transportation section presented suggested language at nine regional superintendents' meetings, six post-legislative tour locations, the Idaho Pupil Transportation Summer Conference and public hearings were held on March 12 and October 17, 2001. Staff members also met with several individuals with a high level of interest on several occasions. Subsequent to significant input from various concerned stakeholders, the Standards for Idaho School Buses and Operations – November 15, 2001 document is being presented to the State Board of Education for approval by official action.

**RECOMMENDATIONS:**

The State Department of Education recommends adoption of a pending rule for publication in the January Administrative Bulletin as a pending rule.

The State Department of Education recommends adoption of Standards for Idaho School Buses and Operations – November 15, 2001.

**BOARD ACTION:**

It was carried to approve/not approve the pending rule changes to IDAPA 08.02.02 related to pupil transportation as shown in Attachment B4 and the Standards for Idaho School Buses and Operations dated November 15, 2001.

Moved by \_\_\_\_\_,  
seconded by \_\_\_\_\_, and carried.

**ATTACHEMENTS:**

1. Notice of Rulemaking – Pending Rule
2. Pending Rule in legislative format
3. [Summary of Rule Changes](#) from Current Rule and Proposed Rule as approved on August 3, 2001

4. [Standards for Idaho School Buses and Operations](#) – November 15, 2001.

***Note: Some attachments were not received in electronic format. For more information, contact Vicki Barker 208-332-1566.***



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

**08.02.02 - RULES GOVERNING UNIFORMITY**

**DOCKET NO. 08-0202-0101**

**NOTICE OF RULEMAKING - PENDING RULE**

**EFFECTIVE DATE:** This rule has been adopted by the agency and is now pending review by the 2002 Idaho State Legislature for final adoption. The pending rule becomes final and effective July 1, 2002 unless the rule is approved, rejected, amended or modified by concurrent resolution in accordance with Section 67-5224 and 67-5291, Idaho Code. If the pending rule is approved, amended or modified by concurrent resolution, the rule becomes final and effective upon adoption of the concurrent resolution or upon the date specified in the concurrent resolution.

**AUTHORITY:** In compliance with Section 67-5220(1), Idaho Code, notice is hereby given that this agency has adopted a pending rule. The action is authorized pursuant to Sections 33-1501 through 33-1512 and 33-1006, Idaho Code.

**DESCRIPTIVE SUMMARY:** The following is a concise explanatory statement of the reasons for adopting the pending rule and a statement of any change between the text of the proposed rule and the text of the pending rule with an explanation of the reasons for the change.

The rule change streamlines and clarifies current rule language including currently referenced documents, establishes a mechanism for distributing reimbursement criteria (a matrix), establishes a mechanism for distributing school bus out-of-service criteria (a matrix), creates and/or enhances minimum construction standards for Idaho school buses in accordance with 33-1511, Idaho Code, provides greater local control in implementing school bus driver training methods and curriculum, and requires, for purposes of reimbursement, an increased level of school district accountability in approving the busing of any pupil living less than one and one-half (1½) miles from the nearest appropriate school in accordance with 33-1006, 33-1501, 33-1502 and 33-1503, Idaho Codes.

The proposed rules have been amended in response to public comment and to make typographical, transcriptional, and clerical corrections to the rules, and are being amended pursuant to Section 67-5227, Idaho Code. Specific changes from proposed rule to pending rule include: 1) Changes approval date of a referenced document from October 19, 2001 to November 15, 2001; 2) adds the word “as” relating to the approval date of a referenced document (IDAPA 08.02.02.170 – School Bus Drivers and Vehicle Operation); 3) adds the word “Idaho”, which was inadvertently left out in the proposed rule (IDAPA 08.02.02.190 – Program Operations); and 4) removes proposed language (not currently rule) regarding school bus out-of-service criteria (IDAPA 08.02.02.160.04 – Unsafe Vehicle), which is adequately addressed in the rule by reference document.

Subsequent to the Negotiated Rulemaking process which included several regional presentations, several steering committee meetings and a public hearing, the Proposed Rulemaking process which also included a steering committee meeting and a public hearing and secondary to the closing of the official public comment period, the agency adopted the pending rule and approved the referenced document, Standards for Idaho School Buses and Operations, on November 15, 2001.

**ASSISTANCE ON TECHNICAL QUESTIONS - OBTAINING COPIES:** For assistance on technical questions concerning the pending rule or to obtain a copy of the approved rule by reference document (Standards for Idaho School Buses and Operations), 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.

**DATED** this 15<sup>th</sup> day of November, 2001

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

**IDAPA 08  
TITLE 02  
Chapter 02**

**08.02.02 - RULES GOVERNING UNIFORMITY**

**000. LEGAL AUTHORITY.**

~~All rules in this Uniformity chapter (IDAPA 08.02.02) are promulgated pursuant to the authority of the State Board of Education under Article IX, Section 2 of the Idaho Constitution and under sections 33-105, 33-107, 33-116, and 33-1612, Idaho Code. Specific statutory references for particular rules are also noted as additional authority where appropriate. The action is authorized pursuant to Section 33-105, Idaho Code. Approved by Professional Standards Commission. (4-5-00)( )~~

**001. TITLE AND SCOPE.**

**01. Title.** These rules shall be known as IDAPA 08.02.02, "Rules Governing Uniformity". (4-5-00)

**02. Scope.** Uniform standards and governance by the State Board of Education pertinent to Teacher Certification, School Facilities, Accreditation, Transportation, School Release Time, Driver's Education and Juvenile Detention Centers. (4-5-00)( )

**002. WRITTEN INTERPRETATIONS.**

~~In accordance with Section 67-5201 (19)(b)(iv), Idaho Code, any written interpretations of the rules of this chapter are available at the Office of the State Board of Education located at 650 W. State St., Room 307, Boise, Idaho 83702. Written interpretations to these rules in the form of the proposal to the State Board of Education for adoption of these rules are available from the State Department of Education at 650 W. State St., P.O. Box 83720, Boise, Idaho 83720-0027. (4-5-00)( )~~

**003. ADMINISTRATIVE APPEALS.**

~~Unless otherwise provided for in these Rules, administrative aAppeals are by written application to the State Board of Education pursuant to IDAPA 08.02.01, "Rules Governing Administration," Section 001. (4-5-00)( )~~

~~**004. PUBLIC RECORDS AVAILABILITY.**~~

~~Public records are available at the Idaho State Department of Education at 650 W. State St., P.O. Box 83720, Boise, Idaho 83720-0027. (4-5-00)( )~~

~~**004005. INCORPORATION BY REFERENCE.**~~

~~The State Board of Education adopts and incorporates into its rules: (4-5-00)( )~~

**01. Incorporated Document.** The Idaho Department of Education Certification Standards and Code of Ethics for the Idaho Teaching Profession as approved on October 19, 2000. (3-30-01)

**02. Document Availability.** The Idaho Department of Education Certification Standards and Code of Ethics for the Idaho Teaching Profession are available at the Idaho State Department of Education at 650 W. State St., PO Box 83720, Boise, Idaho, 83720-0027. (3-30-01)

**03. Incorporated Document.** The Idaho Standards for the Initial Certification of Professional School Personnel as approved on October 19, 2000. (3-30-01)

**04. Document Availability.** The Standards are available at the Office of the State Board of Education, 650 W. State St., PO Box 83720, Boise, Idaho, 83720-0037, and can also be accessed electronically at <http://www.sde.state.id.us/osbe>. (3-30-01)

~~**05. Incorporated Document.** The Standards for Idaho School Buses and Operations as approved on November 15, 2001. ( )~~

**06. Document Availability.** The Standards for Idaho School Buses and Operations are available at the Idaho State Department of Education, 650 W. State St., Boise, Idaho, 83702. ( )

**005. OFFICE – OFFICE HOURS – MAILING AND STREET ADDRESS.**

The principal place of business of the State Board of Education (SBOE) and State Department of Education (SDE) is in Boise, Idaho. Both offices are located at 650 W. State, Boise Idaho, 83702. The SDE is on the 2<sup>nd</sup> Floor, the SBOE is found in Room 307. Both offices are open from 8:00 a.m. to 5:00 p.m., except Sunday and legal holidays. The mailing address for the SBOE is PO Box 83720, Boise, ID, 83720-0037. The mailing address for the SDE is PO Box 83720, Boise, ID, 83720-0027. The SBOE phone numbers is (208) 334-2270 and the SDE phone number is (208) 332-6800. ( )

**006. PUBLIC RECORDS ACT COMPLIANCE.**

This rule has been promulgated in accordance with the Administrative Procedures Act, Title 67, Chapter 52, Idaho Code, and is a public record. ( )

**007. – 010. RESERVED.**

**011. PRESERVICE TECHNOLOGY STANDARDS.**

The proliferation of technology in our daily lives makes it essential that all students are provided an opportunity to become technologically literate. The State Board of Education has established a statewide goal that teachers and administrators be trained in the use of technology for education. (7-1-99)( )

**01. Preservice Competency.** Effective September 1999, all applicants for initial Idaho certification (Kindergarten through grade 12) from an Idaho approved teacher education program must demonstrate beginning technology skills by passing a basic educational technology competency assessment. (7-1-99)

**02. Assessment Methods.** Preservice educators will be able to use the Idaho Technology Competency Exam, the Idaho Technology Portfolio Assessment, or another process which meets the express approval of the State Board of Education to demonstrate the required basic technology standards. (7-1-99)

**03. Standards.** The technology standards shall be based on the International Society for Technology in Education (ISTE) foundational standards. The assessments shall include the Idaho Technology Competency Exam, the Idaho Technology Portfolio Assessment or another process which meets the express approval of the State Board of Education. (7-1-99)

**~~007. – 009. (RESERVED).~~**

**010-012. ACCREDITED INSTITUTION.**

For purposes of teacher certification, an accredited school, college, university, or other teacher training institution is considered by the Idaho State Board of Education to be one that is accredited by a regional accrediting association recognized by the State Board of Education or an alternative model approved by the State Board of Education. (Sections 33-107; 33-114; 33-1203, Idaho Code) (4-1-97)( )

**0143. -- 019. (RESERVED).**

***(BREAK IN SECTION CONTINUITY)***

**150. TRANSPORTATION.**

~~National Standards Adopted. Effective April 1, 1997, Minimum School Bus Construction Standards. All new school bus chassis and bodies must meet or exceed the 1995 revised edition of the National Minimum Standards for Idaho School Buses and Operations as approved on November 15, 2001, 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: as authorized in Section 33-1511, Idaho Code.~~ (4-1-97) ( )

~~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 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 that 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 identified~~ in Subsections 160.01.a. through 160.01.d., the Standards for Idaho School Buses and Operation as approved on November 15, 2001, the school district will eliminate the deficiency before returning the vehicle to service.

~~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 State Department of Education's annual school bus inspection certification report signed by pupil transportation maintenance personnel and countersigned by the district superintendent. (Section 33-1506, Idaho Code) (4-1-97) ( )

**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.** All school districts and school bus drivers must meet or exceed the training, performance and operation requirements delineated in the Standards for Idaho School Buses and Operations as approved on November 15, 2001. (Section 33-1508; 33-1509; 33-1511, Idaho Code)

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

~~a. All new drivers will complete the Idaho School Bus Driver Training Curriculum, dated October 17, 1996, or a comparable, prior approved training program, 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. (4-1-97)~~

~~b. All experienced drivers will complete at least six (6) hours refresher driver training each year before school begins in the fall. In addition, four (4) hours will be held at intervals during the school year. (4-1-97)~~

~~**02. Vehicle Operation.** All school districts and school bus drivers must meet the operations and performance requirements as contained in the Idaho School Bus Driver Training Curriculum. (4-1-97)~~

**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 district that provides activity bus transportation for pupils shall have comprehensive policies and guidelines regarding activity transportation.(4-1-97) (\_\_\_\_\_)

**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. School district fiscal reporting requirements as well as reimbursable and non-reimbursable costs within the Pupil Transportation Support Program, including but not limited to administration, field and activity trips, safety busing,

contracting for transportation services, leasing of district-owned buses, insurance, ineligible and non-public school students, ineligible vehicles, capital investments including the purchasing of school buses and equipment, and commercial computerized routing and scheduling software shall be delineated in Standards for Idaho School Buses and Operations as approved on November 15, 2001. (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 and 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: (4-1-97)~~

~~02. Administrative Costs. (4-1-97)~~

~~a. The school district administrative reimbursement will be seven and one half percent (7.5%) of all reimbursable 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 (4-1-97)~~

~~b. Actual administrative costs, operation of plant, maintenance of plant, and fixed costs 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). (4-1-97)~~

~~03. 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. (4-1-97)~~

~~a. Field trips will be reimbursable when they are approved school activities that are an integral part of the total education program, occur during the regular school year and extend not more than one hundred (100) miles beyond the boundaries of the state. The district will maintain accurate records of all field trips including the purpose of the trip and mileage. (4-1-97)~~

~~b. The following activities which are under the jurisdiction and sponsorship of the Idaho High School Activities Association will not be reimbursable: baseball, basketball, cross-country, debate, drama, drill team, football, golf, instrumental music, speech, tennis, track, vocal music, volleyball, and wrestling. In addition to these, any other school activity that is scheduled and held for competition purposes is not reimbursable. (4-1-97)~~

~~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)

~~**04. Safety Busing.** 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 that conditions are unchanged. In order to qualify for reimbursement the local school board will, by official action, approve a safety busing request and cause 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. If unusual circumstances occur after the due date, new applications or amendments to previously submitted applications may be filed.~~ (4-1-97)

~~**05. Contract For Transportation Services.** 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)~~ (4-1-97)

~~**06. 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. Districts will maintain liability insurance coverage on rented or leased buses. (Section 33-1512, Idaho Code)~~ (4-1-97)

~~**07. Ineligible Vehicles.** Costs incurred when transporting pupils in any vehicle that does not meet all state and national standards for a school bus will not be reimbursable within the Foundation Transportation Program.~~ (4-1-97)

~~**08. 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)~~ (4-1-97)

~~**09. 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)~~ (4-1-97)

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

~~**200. CAPITAL INVESTMENT.**~~

~~Purchase of school buses and two (2) way radios will be the only capital investment items allowed in the reimbursement program.~~ (4-1-97)

~~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 manufacturer's date). (4-1-97)~~

~~03. — Standards. In order to be eligible for operation costs a school bus must meet all national standards and State Board of Education standards. Further, the bus will be assigned and used daily to and from school routes a majority of the time. (4-1-97)~~

~~04. — Retrofit Standards. Any vehicle that has been retrofitted to be used as a school bus will meet current construction standards. (4-1-97)~~

~~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 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, the previous year average cost will be calculated for both gas and diesel powered buses according to size and life expectancy. Buses will then be placed on the depreciation schedule with the cost of buses reimbursed up to one hundred ten percent (110%) of the category average for the previous year. (4-1-97)~~

~~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, and any other costs directly related to acquiring the bus. (4-1-97)~~

~~08. Transportation 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)~~

~~c. 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)~~

~~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 standards will be removed from the depreciation schedule. (4-1-97)~~

~~11. Lowest Bid Quotation. The purchase amount of the school bus that will be placed on the state depreciation schedule 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. (4-1-97)~~

~~12. Depreciation Account. All school bus depreciation money received by school districts from the state will be placed into a separate account and used only for the purchase of school buses. (4-1-97)~~

~~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 Program (effective with the beginning of the 1977-78 school year) as subject to approval of the State Superintendent of Public Instruction. 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. (4-1-97)~~

**I. SUBJECT:**

**Superintendent's Report**