

**CONSENT AGENDA
OCTOBER 16-17, 2005**

TAB	DESCRIPTION	ACTION
1	IRSA – APPROVAL OF PENDING RULE: IDAPA 08.02.03, LEP	Motion to approve
2	IRSA – APPROVAL OF PENDING RULE: IDAPA 08.02.03, NAEP	Motion to approve
3	BAHR-SECTION I BOISE STATE UNIVERSITY New Positions & Changes to Positions	Motion to approve
4	BAHR-SECTION I IDAHO STATE UNIVERSITY New Positions	Motion to approve
5	BAHR-SECTION I UNIVERSITY OF IDAHO New Positions and Changes to Positions	Motion to approve
6	BAHR-SECTION I LEWIS-CLARK STATE COLLEGE New Positions	Motion to approve
7	BAHR-SECTION II BOISE STATE UNIVERSITY Naming / Memorializing Buildings & Facilities	Motion to approve
8	BAHR-SECTION II Requests To Carry Over FY2005 Funds	Motion to approve
9	BAHR-SECTION II FY2007 Capital Budget Requests	Information item
10	BAHR-SECTION II Agency Dashboard Reports	Information item
11	PPGAC - APPROVAL OF PENDING RULE: IDAPA 08.02.02, Commercial Driving Schools	Motion to approve

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TAB	DESCRIPTION	ACTION
PPGAC - APPROVAL OF PENDING RULE:		
12	IDAPA 08.02.03, Removal of Standards from the Rule and Incorporation by Reference	Motion to approve
13	PPGAC – Alcohol Permits Issued by University Presidents	Motion to approve

CONSENT – INSTRUCTION, RESEARCH & STUDENT AFFAIRS
OCTOBER 16-17, 2005

SUBJECT

Approval of Pending Rule – IDAPA 08.02.03, Rules Governing Thoroughness: LEP to remove the 7 year limitation on a student in an LEP Program. The LEP 7 year limitation rule is contained in IDAPA 08.02.03, section 111.04.c.

APPLICABLE STATUTE, RULE, OR POLICY

June 2005: Board approved the proposed amendment.

BACKGROUND

Section 111.04.c. The year determination for Limited English Proficient (LEP) students set forth in Title I of No Child Left Behind is for LEP students to take an alternate Standard Achievement Test. This alternate assessment would be a native language version of the ISAT, which Idaho has decided to not implement. Federal regulations allow an LEP student to take the ISAT with accommodations and adaptations until they test proficient on a language proficiency test and exit the program. In addition, the Office of Civil Rights (OCR) and the Idaho Consent decree state that an LEP student may be in a program until they are proficient in English.

DISCUSSION

The Proposed Rule was published on August 3, 2005. Comments were received until August 24, 2005. The OSBE received no comments on the proposed rule and therefore, staff made no amendments from the Proposed to Pending Rule.

The pending rule is as follows:

Section 111.04.c. The current seven-year limitation for students in an LEP program should not be in the ISAT assessment section. The number of years a student should be in an LEP program is based on their language proficiency, as per federal regulations under Title III of No Child Left Behind. The year limitation also causes students to be exited from language development services before they may be ready. The annual objectives set forth for LEP students under Title III hold districts and students accountable for language proficiency growth. Therefore Board staff seeks to clarify this section and remove the number of years for an LEP student in a program. In addition, clarification language is needed to ensure districts understand that the two years after LEP students test proficient, they should be considered exited from the LEP program.

IMPACT

The impact on the change in section 111.04.c. will be for districts and schools that serve LEP students in terms of how long they will be able to provide services to LEP students. If students are exited too early, they will be at risk of failure within the classroom, as well as on standardized testing. Currently, districts are exiting students that are not ready to be removed from services because of the year limitation. With the proposed change, students will be able to receive the services deemed necessary by the language proficiency assessment.

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Students will still be held accountable for growth in English language acquisition and content standards through the Language Proficiency Test and the ISAT. Once a single statewide English language proficiency test is in place, Board Staff will work with the testing vendor and a working group of Idaho teachers to recommend cut scores and definitions for the levels of proficiency the test measures. In addition, the group will revisit the decision on whether LEP students should be limited to a specific number of years in the program.

STAFF COMMENTS AND RECOMMENDATIONS

Board staff recommends Board approval of the proposed amendment.

BOARD ACTION

A motion to approve the pending amendment to IDAPA 08.02.03, Rules Governing Thoroughness, LEP Requirements.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

Supporting Information:

a. Title I regulations

Sec. 1111(b)(3)(C)(ix)(III)

The academic assessment shall provide for:

(III) the inclusion of limited English proficient students, who shall be assessed in a valid and reliable manner and provided reasonable accommodations on assessments administered to such students under this paragraph, including, to the extent practicable, assessments in the language and form most likely to yield accurate data on what such students know and can do in academic content areas, until such students have achieved English language proficiency as determined under paragraph (7);

Sec. 1111(b)(3)(C)(x)

(x) notwithstanding subclause (III), the academic assessment (using tests written in English) of reading or language arts of any student who has attended school in the United States (not including Puerto Rico) for three or more consecutive school years, except that if the local educational agency determines, on a case-by-case individual basis, that academic assessments in another language or form would likely yield more accurate and reliable information on what such student knows and can do, the local educational agency may make a determination to assess such student in the appropriate language other than English for a period that does not exceed two additional consecutive years, provided that such student has not yet reached a level of English language proficiency sufficient to yield valid and reliable information on what such student knows and can do on tests (written in English) of reading or language arts;

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111. ASSESSMENT IN THE PUBLIC SCHOOLS.

01. Philosophy. Acquiring the basic skills is essential to realization of full educational, vocational and personal/social development. Since Idaho schools are responsible for instruction in the basic scholastic skills, the State Board of Education has a vested interest in regularly surveying student skill acquisition as an index of the effectiveness of the educational program. This information can best be secured through objective assessment of student growth. A statewide student assessment program consisting of standardized achievement testing and performance appraisal activities in the fundamental basic skills will be conducted annually. The State Board of Education will provide oversight for all components of the comprehensive assessment program. The State Department of Education will be responsible for the administration of assessment efforts as provided for by the State Board of Education. (3-15-02)

02. Purposes. The purpose of assessment in the public schools is to: (3-15-02)

- a.** Measure and improve student achievement; (3-15-02)
- b.** Assist classroom teachers in designing lessons; (3-15-02)
- c.** Identify areas needing intervention and remediation, and acceleration; (3-15-02)
- d.** Assist school districts in evaluating local curriculum and instructional practices in order to make needed curriculum adjustments; (3-15-02)
- e.** Inform parents and guardians of their child's progress; (3-15-02)
- f.** Provide comparative local, state and national data regarding the achievement of students in essential skill areas; (3-15-02)
- g.** Identify performance trends in student achievement across grade levels tested and student growth over time; and (3-15-02)
- h.** Help determine technical assistance/consultation priorities for the State Department of Education. (3-15-02)

03. Content. The comprehensive assessment program will consist of multiple assessments, including, the Idaho Reading Indicator (IRI), the Direct Writing Assessment (DWA), the Direct Mathematics Assessment (DMA), the National Assessment of Educational Progress (NAEP), and the Idaho Standards Achievement Tests (ISAT). (3-20-04)

04. Testing Population. All students in Idaho public schools, grades kindergarten through ten (K-10), are required to participate in the comprehensive assessment program approved by the State Board of Education and funded. (4-6-05)

a. All students who are eligible for special education shall participate in the statewide assessment program. (4-6-05)

b. Each student's individualized education program team shall determine whether the student shall participate in the regular assessment without accommodations, the regular assessment with accommodations or adaptations, or whether the student qualifies for and shall participate in the alternate assessment. (4-6-05)

c. Limited English Proficient (LEP) students, as defined in Subsection 112.03.d.iv., who receive a score in the low range on the State Board of Education approved language acquisition proficiency test and have an Education Learning Plan (ELP), shall be given the ISAT with accommodations or adaptations, ~~for three (3) consecutive years. A further extension of two (2) consecutive years may be granted by the local district or local education agency, provided the language proficiency test score is still in the low range as outlined in the ELP.~~ Students can be categorized as LEP students for two (2) years after testing proficient on the language proficiency

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test ~~and exiting the LEP program. Students cannot exceed a total of seven (7) years as an LEP student.~~ LEP students who do not have an ELP or a language acquisition score will be given the regular ISAT without accommodations or adaptations. LEP students who are enrolled in their first year of school in the United States may take an English Proficiency test approved by the Board in lieu of the reading/ language usage ISAT, but will still be required to take the math ISAT with accommodations or adaptations as determined by the language proficiency score and ELP. Such LEP students will be counted as participants for the ninety-five percent (95%) participation target, as described in Subsection 112.03. However, such LEP students are not required to be counted for AYP purposes in determining proficiency, as described in Subsection 112.02. ~~(4-6-05)~~ (6-16-05)T

05. Scoring and Report Formats. Scores will be provided for each subject area assessed and reported in standard scores, benchmark scores, or holistic scores. Test results will be presented in a class list report of student scores, building/district summaries, content area criterion reports by skill, disaggregated group reports, and pressure sensitive labels as appropriate. Information about the number of students who are eligible for special education who participate in regular and alternate assessments, and their performance results, shall be included in reports to the public if it is statistically sound to do so and would not disclose performance results identifiable to individual students. (5-3-03)

06. Comprehensive Assessment Program. The State approved comprehensive assessment program is outlined in Subsections 111.06.a. through 111.06.l. Each assessment will be comprehensive of and aligned to the Idaho State Achievement Standards it is intended to assess. In addition, districts are responsible for writing and implementing assessments in those standards not assessed by the state assessment program. (4-6-05)

- a.** Kindergarten - Idaho Reading Indicator. (3-15-02)
- b.** Grade 1 - Idaho Reading Indicator. (3-15-02)
- c.** Grade 2 - Idaho Reading Indicator, Grade 2 Idaho Standards Achievement Tests. (3-20-04)
- d.** Grade 3 - Idaho Reading Indicator, Grade 3 Idaho Standards Achievement Tests. (3-20-04)
- e.** Grade 4 - Direct Math Assessment, National Assessment of Educational Progress, Grade 4 Idaho Standards Achievement Tests. (3-20-04)
- f.** Grade 5 - Direct Writing Assessment, Grade 5 Idaho Standards Achievement Tests. (3-20-04)
- g.** Grade 6 - Direct Math Assessment, Grade 6 Idaho Standards Achievement Tests. (3-20-04)
- h.** Grade 7 - Direct Writing Assessment, Grade 7 Idaho Standards Achievement Tests. (3-20-04)
- i.** Grade 8 - Direct Math Assessment, National Assessment of Educational Progress, Grade 8 Idaho Standards Achievement Tests. (3-20-04)
- j.** Grade 9 - Direct Writing Assessment, Grade 9 Idaho Standards Achievement Tests. (3-20-04)
- k.** Grade 10 - High School Idaho Standards Achievement Tests. (3-20-04)
- l.** *Students who achieve a proficient or advanced score on a portion or portions of the ISAT offered in the Spring of their tenth grade year or later are not required to continue taking that portion or portions. (3-20-04)

07. Comprehensive Assessment Program Schedule. (5-3-03)

- a.** The Idaho Reading Indicator will be administered in accordance with Section 33-1614, Idaho Code. (3-15-02)

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b. The Direct Math Assessment and the Direct Writing Assessment will be administered in December in a time period specified by the State Department of Education. (3-15-02)

c. The National Assessment of Educational Progress will be administered in timeframe specified by the U.S. Department of Education. (3-15-02)

d. The Idaho Standards Achievement Tests will be administered twice annually in the Fall and Spring in a time period specified by the State Board of Education. (5-3-03)

08. Costs Paid by the State. Costs for the following testing activities will be paid by the state: (4-1-97)

a. All consumable and non-consumable materials needed to conduct the prescribed statewide comprehensive assessment program; (3-15-02)

b. Statewide distribution of all assessment materials; (3-15-02)

c. Processing and scoring student response forms, distribution of prescribed reports for the statewide comprehensive assessment program; and (3-15-02)

d. Implementation, processing, scoring and distribution of prescribed reports for the Direct Writing Assessment and the Direct Mathematics Assessment. (3-15-02)

09. Costs of Additional Services. Costs for any additional administrations or scoring services not included in the prescribed statewide comprehensive assessment program will be paid by the participating school districts. (3-15-02)

10. Services. The comprehensive assessment program should be scheduled so that a minimum of instructional time is invested. Student time spent in testing will not be charged against attendance requirements. (3-15-02)

11. Test Security, Validity and Reliability. Test security is of the utmost importance. School districts will employ the same security measures in protecting statewide assessment materials from compromise as they use to safeguard other formal assessments. (3-20-04)

a. All ISAT paper and pencil test booklets will be boxed and shipped to the test vendor to be counted no later than two (2) weeks after the end of the testing window. (3-20-04)

b. The ISAT will be refreshed each year to provide additional security beginning with grades four (4) eight (8) and ten (10) in 2007. Items will be refreshed for grades three (3) and seven (7) in 2008; grades five (5) and six (6) in 2009; and grades two (2) and nine (9) in 2010. (3-20-04)

c. Any assessment used for federal reporting shall be independently reviewed for reliability, validity, and alignment with the Idaho Achievement Standards. (3-20-04)

12. Demographic Information. Demographic information will be required to assist in interpreting test results. It may include but not be limited to race, sex, ethnicity, and special programs, (Title I, English proficiency, migrant status, special education status, gifted and talented status, and socio-economic status). (5-3-03)

13. Dual Enrollment. For the purpose of non-public school student participation in non-academic public school activities as outlined in Section 33-203, Idaho Code, the Idaho State Board of Education recognizes the following: (3-15-02)

a. The Idaho Standards Achievement Tests (grades 2-9 and High School). (5-3-03)

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b. A portfolio demonstrating grade level proficiency in at least five (5) of the subject areas listed in Subsections 111.13.b.i. through 111.13.b.vi. Portfolios are to be judged and confirmed by a committee comprised of at least one (1) teacher from each subject area presented in the portfolio and the building principal at the school where dual enrollment is desired. (4-6-05)

- | | | |
|------|-------------------------------|-----------|
| i. | Language Arts/Communications. | (3-15-02) |
| ii. | Math. | (3-15-02) |
| iii. | Science. | (3-15-02) |
| iv. | Social Studies. | (3-15-02) |
| v. | Health. | (3-15-02) |
| vi. | Humanities. | (3-15-02) |

CONSENT – INSTRUCTION, RESEARCH & STUDENT AFFAIRS
OCTOBER 16-17, 2005

SUBJECT

Pending Rule – IDAPA 08.02.03, Rules Governing Thoroughness, NAEP Requirements to include student participation in the 12th grade in NAEP assessments. The NAEP requirements are contained in IDAPA 08.02.03, section 111.06.I.

APPLICABLE STATUTE, RULE, OR POLICY

June 2005: Board approved the proposed amendment.

BACKGROUND

Section 111.06.I. The National Assessment Governing Board (NAGB) currently administers a national 12th grade National Assessment of Educational Progress (NAEP) test in a variety of subjects (reading, writing, math, social studies, arts, etc.). Schools around the country are randomly selected to participate and provide information for the national report. The 12th grade NAEP at the state level could be introduced by 2007 in reading, math, and science. Idaho's districts currently volunteer to participate in NAEP at the 12th grade level. The State of Idaho realizes the importance of participating in the NAEP and the data it provides and believes it is important to require participation by any student selected. Idaho currently requires students in grades 4 and 8 to participate in the NAEP assessments and sees the equal importance of requiring 12th grade students to participate, if selected.

DISCUSSION

The Proposed Rule was published on August 3, 2005. Comments were received until August 24, 2005. The OSBE received no comments on the proposed rule and therefore, staff made no amendments from the Proposed to Pending Rule.

The pending rule is as follows:

Section 111.06.I.

The NAEP assessment is a valuable tool in the national assessment arena. Board staff realizes the importance of Idaho student participation and seeks to add the requirement for 12th grade students to participate in the NAEP assessment, if selected.

IMPACT

The impact on the addition in Section 111.06.I will be that 12th grade students, if selected, will be assessed with the NAEP assessment. Each selected student would be required to complete a 90-minute assessment. An NAEP vendor works with each selected school to determine the assessment schedule that best fits the school schedule.

STAFF COMMENTS AND RECOMMENDATIONS

Board staff recommends Board approval of the pending amendment.

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BOARD ACTION

A motion to approve the pending amendment to IDAPA 08.02.03, Rules Governing Thoroughness, NAEP Requirements.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

CONSENT – INSTRUCTION, RESEARCH & STUDENT AFFAIRS
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total of seven (7) years as an LEP student. LEP students who do not have an ELP or a language acquisition score will be given the regular ISAT without accommodations or adaptations. LEP students who are enrolled in their first year of school in the United States may take an English Proficiency test approved by the Board in lieu of the reading/ language usage ISAT, but will still be required to take the math ISAT with accommodations or adaptations as determined by the language proficiency score and ELP. Such LEP students will be counted as participants for the ninety-five percent (95%) participation target, as described in Subsection 112.03. However, such LEP students are not required to be counted for AYP purposes in determining proficiency, as described in Subsection 112.02.

(4-6-05)

05. Scoring and Report Formats. Scores will be provided for each subject area assessed and reported in standard scores, benchmark scores, or holistic scores. Test results will be presented in a class list report of student scores, building/district summaries, content area criterion reports by skill, disaggregated group reports, and pressure sensitive labels as appropriate. Information about the number of students who are eligible for special education who participate in regular and alternate assessments, and their performance results, shall be included in reports to the public if it is statistically sound to do so and would not disclose performance results identifiable to individual students.

(5-3-03)

06. Comprehensive Assessment Program. The State approved comprehensive assessment program is outlined in Subsections 111.06.a. through 111.06.l. Each assessment will be comprehensive of and aligned to the Idaho State Achievement Standards it is intended to assess. In addition, districts are responsible for writing and implementing assessments in those standards not assessed by the state assessment program.

(4-6-05)

- a. Kindergarten - Idaho Reading Indicator. (3-15-02)
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- k. Grade 10 - High School Idaho Standards Achievement Tests. (3-20-04)
- l. Grade 12 – National Assessment of Educational Progress ()

lm. *Students who achieve a proficient or advanced score on a portion or portions of the ISAT offered in the Spring of their tenth grade year or later are not required to continue taking that portion or portions

(3-20-04)()

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111. ASSESSMENT IN THE PUBLIC SCHOOLS.

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- d.** Assist school districts in evaluating local curriculum and instructional practices in order to make needed curriculum adjustments; (3-15-02)
- e.** Inform parents and guardians of their child's progress; (3-15-02)
- f.** Provide comparative local, state and national data regarding the achievement of students in essential skill areas; (3-15-02)
- g.** Identify performance trends in student achievement across grade levels tested and student growth over time; and (3-15-02)
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d. The Idaho Standards Achievement Tests will be administered twice annually in the Fall and Spring in a time period specified by the State Board of Education. (5-3-03)

08. Costs Paid by the State. Costs for the following testing activities will be paid by the state: (4-1-97)

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b. The ISAT will be refreshed each year to provide additional security beginning with grades four (4) eight (8) and ten (10) in 2007. Items will be refreshed for grades three (3) and seven (7) in 2008; grades five (5) and six (6) in 2009; and grades two (2) and nine (9) in 2010. (3-20-04)

c. Any assessment used for federal reporting shall be independently reviewed for reliability, validity, and alignment with the Idaho Achievement Standards. (3-20-04)

12. Demographic Information. Demographic information will be required to assist in interpreting test results. It may include but not be limited to race, sex, ethnicity, and special programs, (Title I, English proficiency, migrant status, special education status, gifted and talented status, and socio-economic status). (5-3-03)

13. Dual Enrollment. For the purpose of non-public school student participation in non-academic public school activities as outlined in Section 33-203, Idaho Code, the Idaho State Board of Education recognizes the following: (3-15-02)

a. The Idaho Standards Achievement Tests (grades 2-9 and High School). (5-3-03)

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b. A portfolio demonstrating grade level proficiency in at least five (5) of the subject areas listed in Subsections 111.13.b.i. through 111.13.b.vi. Portfolios are to be judged and confirmed by a committee comprised of at least one (1) teacher from each subject area presented in the portfolio and the building principal at the school where dual enrollment is desired. (4-6-05)

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|------|-------------------------------|-----------|
| i. | Language Arts/Communications. | (3-15-02) |
| ii. | Math. | (3-15-02) |
| iii. | Science. | (3-15-02) |
| iv. | Social Studies. | (3-15-02) |
| v. | Health. | (3-15-02) |
| vi. | Humanities. | (3-15-02) |

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY**

SUBJECT

A request by Boise State University for new positions, changes in positions and deletion of positions.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section II.B.E.

BACKGROUND

Items submitted for review and approval according to Board Policy Section II.B.3.

DISCUSSION

Boise State University requests approval to:

- create 3 new positions
- change to 1 current position's FTE
- delete 1 position

IMPACT

Once approved, the positions can be processed on the State Employee Information System.

STAFF COMMENTS AND RECOMMENDATIONS

Staff has reviewed these requests for conformance with Board policy and recommends approval.

BOARD ACTION

A motion to approve the request by Boise State University for three (3) new positions supported by appropriated and local funds; to change the FTE for one position and to delete one (1) position.

Moved by _____ Seconded by _____ Carried Yes____ No____

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OCTOBER 16-17, 2005**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued**

NEW POSITIONS

Position Title	Employee Relations/Compensation Administrator
Type of Position	Professional
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	October 19, 2005
Salary Range	\$52,000
Funding Source	Appropriated
Area/Department of Assignment	Human Resource Services
Duties and Responsibilities	Provide broad range of professional employee relations activities including management consultation, conflict resolution, and complaint investigations. Provide consultation to administration on classified and non-classified compensation programs.
Justification of Position	Additional support and assistance needed in employee relations and compensation administration.

Position Title	Interim Instructor
Type of Position	Faculty
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	October 19, 2005
Salary Range	\$44,611
Funding Source	Local
Area/Department of Assignment	College of Applied Technology
Duties and Responsibilities	Provide instruction in Practical Nursing Program.
Justification of Position	The Practical Nursing program is moving from the College of Health Sciences back to the College of Applied Technology. Instructional staff is needed for the program.

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**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued**

Position Title	Administrative Assistant 2
Type of Position	Classified Staff
FTE	1.0 FTE
Term of Appointment	12 month
Effective Date	October 19, 2005
Salary Range	\$23,982
Funding Source	Local
Area/Department of Assignment	Boise State University Radio
Duties and Responsibilities	Provide office support and assistance to Underwriting Department.
Justification of Position	Due to continuing growth of the Underwriting Department and recent reorganization of Boise State Radio, support staff is needed for this department.

CHANGE IN POSITIONS

Position Title	Athletic Equipment Manager
Type of Position	Classified Staff
FTE	from .75 FTE to 1.0 FTE
Term of Appointment	12 month
Effective Date	October 19, 2005
Salary Range	Additional funding of \$2,005
Funding Source	Local
Area/Department of Assignment	Intercollegiate Athletics
Duties and Responsibilities	Issue, retrieve, purchase, inventory, and repair equipment and clothing for various athletic teams. Supervise equipment room attendants. Prepare equipment and clothing for practice, travel, and home games.
Justification of Position	Student athletes are now commonly staying at Boise State University through the summer to continue their education and athletic training. Changing this position from 11 to 12 months will facilitate equipment and clothing usage throughout the summer.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued**

DELETED POSITIONS

Position Title	Instructional Tech Support
Type of Position	Professional Staff
FTE	.5 FTE
Term of Appointment	9 month
Effective Date	October 19, 2005
Salary Range	\$15,798
Funding Source	Appropriated
Area/Department of Assignment	Nursing
Duties and Responsibilities	Manage operations of Learning Resource Center and support faculty in their use of technology in teaching.
Justification of Position	A Memorandum of Understanding was developed between Nursing and Academic Technologies to establish a relationship for providing course development and media production services to the Nursing department. Funds for this position have been transferred to Academic Technologies to defray the costs of providing these services.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005

INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY

SUBJECT

A request by Idaho State University for approval of new positions.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section II.B.3.

BACKGROUND

Items submitted for review and approval according to Board Policy Section II. B.3.

DISCUSSION

Idaho State University requests approval for:

- Two (2) new faculty positions (1.75 FTE) supported by grant and state funds;
- Six (6) new professional staff positions (5.5 FTE) supported by state, local, and grant funds;
- Three (3) new classified positions (3.0 FTE) supported by state and grant funds; and
- Authorization to increase the FTE on one (1) classified position (1.0 FTE) supported by local funds.

IMPACT

Once approved, the positions can be processed on the State Employee Information System.

STAFF AND COMMENTS AND RECOMMENDATIONS

Staff has reviewed these requests for conformance with Board policy and recommends approval.

BOARD ACTION

A motion to approve the request by Idaho State University for eleven (11) new positions (10.25 FTE) and to increase the FTE on one (1) position (1.0 FTE).

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY-continued**

**NEW POSITIONS
ACADEMIC**

Position Title	Research Assistant Professor
Type of Position	Faculty
FTE	1.0
Term of Appointment	9 month
Effective Date	October 19, 2005
Salary Range	\$56,680.00
Funding Source	Grant Funds
Area/Department of Assignment	Institute of Rural Health
Duties and Responsibilities	Assist in implementation of grant programs, research administration, clinical and evaluation activities; write grants, reports and articles.
Justification of Position	To provide additional faculty and research support for compliance with grant requirements. The duties of this position were previously performed by a temporary employee.
Position Title	Instructor
Type of Position	Faculty
FTE	.75
Term of Appointment	11 month
Effective Date	August 15, 2005
Salary Range	\$31,000.00
Funding Source	State Funds
Area/Department of Assignment	Health Occupations, College of Technology
Duties and Responsibilities	Provide instruction, clinical oversight, and management in the Associate Degree RN program. Work directly with the director to review curriculum, work with prospective students, orient new students, teach courses, and oversee clinical students in health care settings.
Justification of Position	To provide additional support to meet the State Board of Nursing regulations mandating a 10 to 1 student/faculty ratio.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY-continued**

OTHER

Position Title	Director of Development Campaign
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	October 19, 2005
Salary Range	\$85,000.00
Funding Source	Local Funds
Area/Department of Assignment	College of Business
Duties and Responsibilities	Coordinate the College of Business "Drive to Distinction" campaign; work with campaign co-chairs, cabinet, and ISU Development staff.
Justification of Position	To provide administrative support for the "Drive to Distinction" campaign.
Position Title	Grant Writer
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	August 15, 2005
Salary Range	\$40,000.00
Funding Source	State Funds
Area/Department of Assignment	College of Technology
Duties and Responsibilities	Research and prepare proposals to pursue funding opportunities.
Justification of Position	To provide support in obtaining additional funding to enhance educational opportunities for students.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY-continued**

Position Title	Grant Writer/Development Assistant
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	October 24, 2005
Salary Range	\$35,000.00
Funding Source	State Funds
Area/Department of Assignment	College of Technology
Duties and Responsibilities	Direct the end of year mailer; annual phonathon; scholarship luncheon; endowment funds; research and proposal development; act as liaison with the ISU Foundation; assist grant writer.
Justification of Position	To provide additional support for development activities.
Position Title	Student Activities Coordinator
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	October 19, 2005
Salary Range	\$33,009.60
Funding Source	Local Funds
Area/Department of Assignment	ASISU Program Board/Student Unions
Duties and Responsibilities	Responsible for development, implementation, and promotion of a comprehensive student activities program which meets the needs of a diverse university community and enhances the quality of life on campus.
Justification of Position	Reactivation of PCN 5123.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY-continued**

Position Title	Research Associate/System Technician
Type of Position	Non-Classified
FTE	.50
Term of Appointment	12 month
Effective Date	October 19, 2005
Salary Range	\$16,120.00
Funding Source	Grant Funds
Area/Department of Assignment	GIS Center
Duties and Responsibilities	Provide GIS services to faculty, staff, students, and clients in the region; large format printing/scanning; computer set-up, maintenance and system administration.
Justification of Position	To provide technical support. The duties of this position have been previously performed by a temporary employee.
Position Title	Assistant Track & Field Coach
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	October 19, 2005
Salary Range	\$24,000.00
Funding Source	State Funds
Area/Department of Assignment	Intercollegiate Athletics
Duties and Responsibilities	Recruiting; assist in developing and maintaining a successful Division I Track & Field program; assist in fundraising activities.
Justification of Position	Reactivation of PCN 6006, which has been unfilled due to lack of a suitable qualified candidate.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY-continued**

Position Title	IT Programmer Analyst Associate
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	October 19, 2005
Salary Range	\$30,139.20
Funding Source	State Funds
Area/Department of Assignment	Information Technology Services
Duties and Responsibilities	Code, test and debug computer programs or system software; assist in analyzing and evaluating user IT needs; perform related work.
Justification of Position	To provide additional technical support.
Position Title	Office Specialist 2
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	October 19, 2005
Salary Range	\$19,073.60
Funding Source	Grant Funds
Area/Department of Assignment	Institute of Rural Health
Duties and Responsibilities	Perform office support functions.
Justification of Position	To provide clerical support. The duties of the position have been previously performed by a temporary employee.
Position Title	Landscape Technician
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	October 19, 2005
Salary Range	\$17,763.20
Funding Source	State Funds
Area/Department of Assignment	Physical Plant
Duties and Responsibilities	Perform general landscaping, gardening, and grounds maintenance work; snow and ice removal; and supervise temporary workers.
Justification of Position	To provide additional support due to the increase in developed areas requiring maintenance.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY-continued**

CHANGE IN POSITIONS

Position Title	Office Specialist 2 (PCN 3038)
Type of Position	Classified
FTE	change from .77 to 1.0 FTE
Term of Appointment	change from 9 month to 12 month
Effective Date	October 19, 2005
Salary Range	\$19,073.60
Funding Source	Local Funds
Area/Department of Assignment	Health and Nutrition Sciences
Duties and Responsibilities	Perform clerical duties, which include customer service, bookkeeping, payroll, mail processing, photocopying, and correspondence.
Justification of Position	To provide clerical support for the Dietetic Program and the Wellness Center.

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

**INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO**

SUBJECT

A request by the University of Idaho for approval of four new positions.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section II.B.3.

DISCUSSION

A request by the University of Idaho for four (4) new positions (3.75 FTE) supported by appropriated and non-appropriated funds.

IMPACT

Once approved, the changes can be processed on the State Employee Information System.

STAFF COMMENTS AND RECOMMENDATIONS

Staff has reviewed these requests for conformance with Board policy and recommends approval.

BOARD ACTION

A motion to approve the request by the University of Idaho for four (4) new positions (3.75 FTE) supported by appropriated and non-appropriated funds.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

**INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO - continued**

NEW POSITIONS - FACULTY

Position Title	Assistant Professor (tenure track)
Type of Position	Faculty
FTE	.75 (1560 hours/year)
Term of Appointment	9 months
Effective Date	November 1, 2005
Salary Range	\$55,000.00
Funding Source	Non-appropriated funds
Area/Department of Assignment	Geography
Duties	Responsible for providing instruction in ecological processes, biogeography and physical geography
Justification	New position

Position Title	Assistant Professor (tenure track)
Type of Position	Faculty
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	November 1, 2005
Salary Range	\$36,000.00
Funding Source	Appropriated funds
Area/Department of Assignment	Library
Duties	Responsible for providing instruction in information literacy and the changing electronic environment
Justification	New position

OTHER

Position Title	Administrative Assistant 1
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	November 1, 2005
Salary Range	\$23,920.00
Funding Source	Non-appropriated funds
Area/Department of Assignment	Development
Duties	Responsible for providing administrative support
Justification	New position

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

**INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO - continued**

Position Title	Team Cleaning Specialist
Type of Position	Classified
FTE	1.0 (2080 hours/year)
Term of Appointment	12 months
Effective Date	November 1, 2005
Salary Range	\$18,600.00
Funding Source	Appropriated funds
Area/Department of Assignment	Idaho Commons and Student Union
Duties	Responsible for cleaning and maintenance in the Teaching and Learning Center
Justification	New position

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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE**

SUBJECT

A request by Lewis-Clark State College for approval of two new positions.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section II.B.3

BACKGROUND

Items submitted for review and approval according to Board Policy listed above.

DISCUSSION

Lewis-Clark State College is requesting approval for:

- Two (2) new positions (2.0 FTE) supported by local and appropriated funds.

IMPACT

Once approved, the positions can be processed on the State Employee Information System.

STAFF COMMENTS AND RECOMMENDATIONS

Staff has reviewed this request for conformance with Board policy and recommends approval.

BOARD ACTION

A motion by the State Board of Education to approve the request by Lewis-Clark State College to add two new positions (2.0 FTE).

Moved _____ Seconded _____ Carried Yes ____ No ____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE - continued**

**NEW POSITIONS
OTHER**

Position Title	Graphic Designer/Instructional Aide
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	10/01/2005
Salary Range	\$26,957
Funding Source	Local funds
Area/Department of Assignment	Business Technology & Service
Duties and Responsibilities	Provides graphic design, artwork, and consultation for clients
Justification of Position	Program growth

Position Title	Office Specialist II
Type of Position	Classified
FTE	1.0
Term of Appointment	12 months
Effective Date	10/1/2005
Salary Range	\$19,324
Funding Source	State Appropriated
Area/Department of Assignment	Community Events and Continuing Education
Duties and Responsibilities	Perform office support functions
Justification of Position	Reactivation of current position

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

**Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES
B. Appointment Authority and Procedures**

August 2002

B. Appointment Authority and Procedures

1. Nothing herein may be construed to be in limitation of the powers of the Board as defined by Sections 33-3006, 33-3104, 33-2806, and 33-4005, Idaho Code, or as otherwise defined in the Idaho Constitution or Code.
2. **Delegation of Authority**
The Board delegates all authority for personnel management not specifically retained to the executive director and the chief executive officers consistent with the personnel policies and procedures adopted by the Board. In fulfilling this responsibility, the executive director and chief executive officers, or their designees, may exercise their authority consistent with these policies and procedures. Provided, however, that the Board retains the authority for taking final action on any matter so identified anywhere in these policies and procedures.
3. **Specifically Reserved Board Authority**
(Note: This is not an exclusive or exhaustive list and other reservations of Board authority may be found in other areas of these policies and procedures.) Board approval is required for the following:
 - a. **Position Authorizations**
 - (1) Any permanent new position, regardless of funding source, requires Board approval. Agenda Item Format: Requests for new position authorizations must include the following information:
 - (a) position title;
 - (b) type of position;
 - (c) FTE
 - (d) Term of appointment;
 - (e) Effective date;
 - (f) approximate salary range;
 - (g) funding source;
 - (h) area or department of assignment;
 - (i) a description of the duties and responsibilities of the position; and
 - (j) a complete justification for the position

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

(2) Any permanent position being deleted. The affected position should be identified by type, title, salary, area or department of assignment, and funding source.

b. The initial appointment of all employees to any type of position at a salary that is equal to or higher than 75% of the chief executive officer's annual salary.

c. The employment agreement of any head coach or athletic director (at the institutions only) longer than one year, and all amendments thereto.

d. The criteria established by the institutions for initial appointment to faculty rank and for promotion in rank, as well as any additional faculty ranks and criteria as may be established by an institution other than those provided for in these policies (see subsection G.) Any exceptions to the approved criteria also require Board approval.

e. The procedures established for periodic performance review of tenured faculty members. (see subsection G.)

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005

INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY

SUBJECT

Boise State University requests approval to name the new Indoor practice facility the "Caven-Williams Sports Complex" and the attached band building, "Keith and Catherine Stein Band Hall."

REFERENCE

January 24, 2005	Board approved the selection of a design consultant to develop an RFP for an indoor practice facility using the design-build project delivery method
March 10, 2005	Board approved the issuance an RFP for an indoor practice facility project.
April 21, 2005	Board approval to proceed with the construction and financing of the indoor practice facility project

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section I.K.

BACKGROUND

At the April 2005 Board meeting, the Board authorized Boise State to proceed with the construction of the indoor practice facility and band office complex. The construction of these facilities is currently underway with completion expected in 2006.

DISCUSSION

These facilities are being built primarily with donated funds from individuals in the community. The University would like to name these new facilities to recognize and honor the donors that made major contributions.

IMPACT

The SBOE policy on naming facilities allows for the recognition of major gifts by allowing the institutions to request approval to name facilities as a positive response to donor generosity and to encourage giving from other donors.

STAFF COMMENTS AND RECOMMENDATIONS

Board policy (attached) notes the following shall be considered when naming a facility, building or administrative unit for a donor:

- i. The nature of the proposed gift and its significance to the institution;
- ii. The eminence of the individual whose name is proposed; and
- iii. The individual's relationship to the institution.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY - continued**

Staff has reviewed this item for conformance with Board policy and recommends approval.

BOARD ACTION

A motion to approve the request by Boise State University to name the new indoor practice facility the "Caven-Williams Sports Complex" and the attached band building, the "Keith and Catherine Stein Band Hall."

Moved by_____ Seconded by_____ Carried Yes_____ No_____

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005

REFERENCE – APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: I GOVERNING POLICIES & PROCEDURES

Subsection: K. Naming/Memorializing Buildings & Facilities

April 2002

K. Naming/Memorializing Buildings and Facilities

Prior approval of the State Board of Education is required for the naming or memorializing of a building or administrative unit for other than functional use. This policy also includes the naming of facilities.

As used in this policy, the terms "facility" and "facilities" include any building, structure, room, laboratory, administrative unit, open space, or other physical improvement or natural feature of a campus or of other property under the administrative control of the State Board of Education.

1. The Board will consider the following factors in addressing requests for naming of a building, facility, or administrative unit.

- a. Naming for an administrator, member of the faculty or employee of a unit responsible to the State Board of Education:

- (1) No building, facility, or administrative unit shall be named for a person currently employed within the system of higher education in Idaho, except when authorized by the Board.

- (2) Memorialization of a building, facility, or administrative unit for a former employee retired or deceased shall be considered on the basis of the employee's service to education in the state of Idaho. Significant factors will include, but shall not be limited to:

- (a) Recommendation of the chief executive officer of the institution and the recommendation of the institutional community.

- (b) Contributions rendered to the academic area to which the building, facility, or administrative unit is primarily devoted.

- b. Naming of a building, facility, or administrative unit for other than a former employee of the system of higher education will be considered by the Board in accordance with 1.a. Additionally, the following shall apply:

- (1) When deemed appropriate, a facility, building, or administrative unit may be given a nonfunctional name intended to honor and memorialize a specific individual who has made a distinguished contribution to the University.

- (2) Name for an individual in recognition of a gift.

- (a) No commitment for naming shall be made to a prospective donor of a gift prior to Board approval of the proposed name.

- (b) In reviewing requests for approval to name a facility, building, or administrative unit for a donor, the Board shall consider:

- i. The nature of the proposed gift and its significance to the institution;

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005

- ii. The eminence of the individual whose name is proposed; and
 - iii. The individual's relationship to the institution.
- 2. The Board exclusively has authority to name administrative units, buildings, and facilities of a campus or of other property under the administrative control of the State Board of Education and Regents of the University of Idaho.
- 3. The Board delegates to the presidents the authority to name rooms and open spaces located within buildings or structures.
 - a. The presidents shall follow the same guidelines for naming as set forth in this policy.
 - b. All such names designated by the presidents shall be reported annually in August to the Board.
- 4. All requests for naming outside the presidents' delegated authority, and all delegated naming authority reporting, shall be made to the Board's Business Affairs and Human Resources Committee. When applicable, concurrent request shall be made to the Board's Instruction, Research and Student Affairs Committee.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

**INSTITUTION/AGENCY AGENDA
COLLEGE AND UNIVERSITIES OF THE STATE BOARD**

SUBJECT

Request to Carry Over FY2005 Authorized Unspent Funds to FY2006

APPLICABLE STATUTES, RULE OR POLICY

State Board of Education Governing Policies and Procedures, Section V.C.1.b. and V.C.1.d.

BACKGROUND

The agencies and institutions noted below received carryover spending authority.

FY2006 appropriation bills for the college and universities (SB1187), Health Programs (HB340), and Division of Professional-Technical Education (SB1235). The institutions and agencies are requesting approval to carry over authorized but unspent funds from FY2005 to be expended in FY2006.

As detailed in Board Policy Section V.C.1.b(2) "Certain special account monies, such as direct federal appropriations, state endowment income and trust accounts, and miscellaneous receipts, are the subject of continuing or perpetual spending authority." Board Policy V.C.1.d states "...the institutions, school and agencies under the governance of the Board must not expend, encumber, or otherwise use monies under their direct control without the specific or general approval by the State Board of Education or the Board of Regents of the University of Idaho..."

DISCUSSION

The ability to carry over funds from one fiscal year to another is very valuable in managing an institution or agency across fiscal years. Expenditures can be planned instead of attempting to spend all funds by the end of the fiscal year. The institutions and agencies have identified the funds available to be carried over and the planned expenditure of these funds. Since carry-over funds are one-time, these funds must be limited to one-time expenditures.

IMPACT

Approval will authorize an increase in spending authority for FY2006 so the institutions and agencies can expend the funds. The expenditure plans are included in the institutional requests.

STAFF COMMENTS AND RECOMMENDATIONS

Staff has reviewed the information provided by the institutions, and recommends approval of carryover spending authority, as authorized by legislative appropriation.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

**INSTITUTION/AGENCY AGENDA
COLLEGE AND UNIVERSITIES OF THE STATE BOARD - continued**

BOARD ACTION

A motion to approve the requests by Boise State University, Idaho State University, University of Idaho, Lewis-Clark State College, ISU Dental Education Program, UI Agricultural Research & Extension Service Program, UI WWAMI Medical Education Program, and Division of Professional-Technical Education, to carry over authorized but unspent funds from FY2005 to FY2006.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

BOISE STATE UNIVERSITY

General Education

The source of funds carried over are: General Account - \$0.00; Student Fees \$16,602,231. Due to the volume of University initiatives that span multiple years, some of this balance is identified for use in FY 2007.

Encumbered Funds as of 6/30/2005 \$ 782,992

These are purchase orders issued and commitments made as of June 30, although the goods or services were not received as of June 30, 2005.

New faculty start-up costs \$ 700,000

HERC and Technology Grants: projects spanning multiple years \$ 368,039

Collaborative initiatives to foster dual enrollments for science & technology students \$ 75,000

Academic Departments: matching funds for research and Additional graduate assistantships \$ 525,000

Research Start-up Costs: including research laboratory start-up costs \$ 500,000

Physical Plant: on-going approved capital projects and maintenance Projects \$ 1,630,000

Freshman Taskforce: one-time recommendations to enhance Freshman retention \$ 175,000

Student Services \$ 659,800

Boise State Matching Funds Reserve \$ 2,200,000

FF&E for new buildings (Student Services Ctr. And Interactive Learning Ctr.) \$ 950,000

Property Acquisition and subsequent remodel costs \$ 5,000,000

Information technology infrastructure and upgrade costs \$ 536,000

Technology replacement \$ 500,400

General Instruction Reserve: one-time funds \$ 2,000,000

Total Carryover \$16,602,231

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

IDAHO STATE UNIVERSITY

General Education

The source of funds carried over are: General Account \$0; Student Fees \$9,113,596; Endowment \$0; **TOTAL \$9,113,596**. All carryover funds will be used for non-recurring expense as summarized:

Encumbered Funds as of 6/30/05	\$ 549,833
Purchase orders issued and commitments made, but goods or services not received as of 6/30/05.	

HERC and Technology	\$ 644,843
Research & Technology grants and projects are made for a two or three year period. Carryover necessary to complete those grants and projects.	

Other Carryover Funds	
Instructional Support/Equipment	\$2,808,800
Faculty Research Projects	166,139
Physical Plant Projects	98,500
General Institutional Reserve	4,845,481
Total Other Carryover Funds	\$7,918,920

Total Carryover	\$9,113,596
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Idaho Dental Education Program

The source of funds carried over are: General Account \$0; Student Fees \$61,142; **Total \$61,142**. All carryover funds will be used for non-recurring expense as summarized:

Planned expenditures for uncommitted funds are:

Instructional Support/Equipment	\$61,142
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Total IDEP Carryover	\$61,142
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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

UNIVERSITY OF IDAHO

General Education:

The sources of funds carried over are: Miscellaneous Receipts to the Appropriation \$15,164,461; Matriculation Fees \$1,983,238; and Land Grant Endowments \$71,759.

Encumbered Funds as of 6/30/2005: \$207,111

Purchase orders issued and commitments made, but goods or services not received as of 6/30/2005.

Unencumbered (*) Funds as of 6/30/2005: \$17,012,347

Over the past few fiscal years, all areas within the university were strongly encouraged to maintain liquidity by establishing operating reserves.

(*). These funds are unencumbered in a strict accounting-practice sense. President White has established a Plan for Renewal at the University of Idaho, and in response the units have shepherded and earmarked resources with specific investments in mind to improve capacity and quality of our core functions at the University of Idaho. Furthermore, the reserves they are carrying over into the current fiscal year will improve the University's financial condition by contributing directly to unrestricted net assets. Additionally, these reserves also help operating units minimize disruptions in the delivery of academic programs and student services as internal reorganizations and reallocations are made in accordance with new strategic directions for the university.

Carryover summary:

Libraries (General and Law Library)	\$854,300
Research Programs/Projects	802,752
Information Technology Network	1,111,655
Facility Management/Projects	712,906
Utilities and fixed cost contingency	1,217,480
Outreach Programs and Services	888,900
Academic Area Programs	11,424,354
Summary Total	<u>\$17,012,347</u>

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

UNIVERSITY OF IDAHO

Agricultural Research and Extension Service

The sources of funds carried over are: Miscellaneous Receipts to the Appropriation \$36; Federal Formula Funds (Hatch/Regional Research/Smith-Lever) \$3,131,391.

Encumbered Funds as of 6/30/2005	\$51,855
Purchase orders issued and commitments made, but Goods or services not received as of 6/30/2005.	

Other Carryover Funds as of 6/30/2005	\$3,079,572
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Other departmental carryover, includes
previously allocated start-up funding, funding
for recruiting and backfilling lost faculty and staff
positions, funding for deferred maintenance
projects, funding for restructuring/re-prioritization
of College of Agriculture and Life Sciences programs
and funding needed to complete on-going
research projects.

UI Special Programs and Health Programs

WWAMI Medical Education: Funds carried over for one-time expenses in FY2006 are \$262,033 of Miscellaneous Receipts. One-time expenses will include capital replacement funding for microscopes and a van.

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

LEWIS-CLARK STATE COLLEGE

General Education

Encumbered Funds as of 6/30/05	\$137,700
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Purchase orders and commitments made,
but goods or services not received as of 6/30/05.

HERC and Technology	\$47,500
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Research & Technology grants and projects are
made for a two or three year period. Carryover
is necessary to complete those grants and projects.

Other Carryover Funds	<u>\$980,800</u>
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Total	<u>\$1,166,000</u>
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**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION

Section 2. of Senate Bill 1235 reappropriated to the State Board for Professional-Technical Education for the Division of Professional-Technical Education any unexpended and unencumbered balance of any appropriation contained in Section 1, Chapter 142, Laws of 2004, to be used for nonrecurring expenditures, for the period of July 1, 2005 through June 30, 2006.

The Division requests approval to expend FY2005 authorized, but unexpended Professional-Technical Education funds of \$75,850.02 reappropriated to the State Board for Professional-Technical Education for the Division of Professional-Technical Education for nonrecurring expenditures for the period of July 1, 2005 through June 30, 2006 as per Senate Bill 1235.

IMPACT

One-time Personnel Costs	\$ 46,221.72
One-time Operating Expenses	29,577.57
One-time Capital Outlay	50.73
One-time Trustee Payments	<u>0.00</u>
Total	\$ 75,850.02

**CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005**

REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
C. Spending Authority

October 2002

C. Spending Authority

1. Monies subject to appropriation
- b. General Account and Special Accounts.
 - (1) All General Account monies are subject to annual or continuing appropriations by the Idaho Legislature.
 - (2) Certain special account monies, such as direct federal appropriations, state endowment income and trust accounts, and miscellaneous receipts, are the subject of continuing or perpetual spending authority. (*See, for example*, Sections 67-3608 and 67-3611, Idaho Code (miscellaneous receipts); Section 67-3607 and Section 33-3301 *et seq.*, Sections 33-2909 and 33-2910, Sections 33-2913 and 33-2914, Sections 33-2911 and 33-2912, Sections 66-1106 and 66-1107, Idaho Code (state endowment income and trust accounts).)

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CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005

AGENCIES AND INSTITUTIONS OF THE STATE BOARD

SUBJECT

FY07 Capital Budget Requests

REFERENCE

August 11, 2005 Information item presented on capital budget requests

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.B.8.

BACKGROUND

At the August 2005 Board meeting, capital budget requests and process were discussed by staff. Staff recommended, and the Board approved to recommend, to the Permanent Building Fund Advisory Council (PBFAC), that the Council continue to concentrate on non-major capital facility projects for FY 2007.

As requested by the Board, staff transmitted the institution and agency capital facilities requests to the PBFAC staff for their information, even though the Board chose to not prioritize the requests. At the PBFAC meeting of October 6, 2005, Chief Fiscal Officer Jeff Shinn provided the Council with the same list of capital projects outlined in the August Board agenda. Mr. Shinn informed the Council of the Board's desire to support the alteration and repair project requests for each agency and institution, instead of major capital facility construction projects. Each institution and agency with capital requests also made a presentation to the PBFAC.

DISCUSSION

The Council will submit its recommendations to the Governor, who will make a recommendation to the Legislature, which has the final responsibility for appropriating funds for Capital Projects and Alterations/Repairs.

IMPACT

The legislative appropriation will determine which capital projects, if any, are to begin in FY2007, and identify funds available statewide for Alterations and Repairs. The level of funding for Alterations and Repairs will determine how each campus and agency is able to reduce its deferred maintenance backlog.

STAFF COMMENTS

Staff will keep the Board apprised of the Capital Project and Alternation/Repair process, including Council, Executive and Legislative recommendations.

BOARD ACTION

This item is for informational purposes only. Any action will be at the Board's discretion.

CONSENT AGENDA - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005

REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: V. FINANCIAL AFFAIRS

Subsection: B. Budget Policies

April 2002

B. Budget Policies

8. Major Capital Improvement Project -- Budget Requests

For purposes of Item 8., the community colleges (NIC and CSI), the State Historical Society, and the State Library are included, except as noted in V.B.8.b. (2).

a. Definition

A major capital improvement is defined as the acquisition of an existing building, construction of a new building or an addition to an existing building, or a major renovation of an existing building. A major renovation provides for a substantial change to a building. The change may include a remodeled wing or floor of a building, or the remodeling of the majority of the building's net assignable square feet. An extensive upgrade of one (1) or more of the major building systems is generally considered to be a major renovation.

b. Preparation and Submission of Major Capital Improvement Requests

(1) Permanent Building Fund Requests

Requests for approval of major capital improvement projects to be funded from the Permanent Building Fund are to be submitted to the Office of the State Board of Education on a date and in a format established by the executive director. Only technical revisions may be made to the request for a given fiscal year after the Board has made its recommendation for that fiscal year. Technical revisions must be made prior to November 1.

(2) Other Requests

Requests for approval of major capital improvement projects from other fund sources are to be submitted in a format established by the executive director. Substantive and fiscal revisions to a requested project are resubmitted to the Board for approval. This subsection shall not apply to the community colleges.

c. Submission of Approved Major Capital Budget Requests

The Board is responsible for the submission of major capital budget requests for the institutions, school and agencies under this subsection to the Division of Public Works. Only those budget requests which have been formally approved by the Board will be submitted by the office to the executive and legislative branches.

CONSENT - BUSINESS AFFAIRS AND HUMAN RESOURCES
OCTOBER 16-17, 2005

INSTITUTION / AGENCY AGENDA
AGENCIES OF THE STATE BOARD

SUBJECT

Reports from Board Agencies

APPLICABLE STATUTE, RULE, OR POLICY

N/A

BACKGROUND

Each agency of the Board has prepared a series of reports that allow a quick but informative view of each organization. The reports include financial data for fiscal year 2005 and prior fiscal years. For this quarter's report, a Key Issues document is included. Each agency picked key elements from their strategic plan and reported on their progress.

Agency directors and financial staff have worked with the Office of the State Board of Education in the development of these reports.

DISCUSSION

The first page of each agency group is the Key Issues document. Data on the second page includes a set of graphs that compares fiscal year 2005 to fiscal year 2004 by actual quarterly expenditures. The third page displays prior year actual expenditures separated by "object code" (personnel costs, operating expense, capital outlay, and trustee & benefits). The fourth page of each agency group is a spreadsheet that displays expenditures into more detailed categories. This report compares the data from fiscal 2005 and three prior years.

The working title for this group of mini-reports is "dashboard reports".

IMPACT

Board members and other interested parties will have a quick and easy method to review historical and current financial and strategic plan information for Board agencies. Agency directors and fiscal staff will have a tool that allows easy presentation of commonly-requested operational data.

STAFF COMMENTS AND RECOMMENDATIONS

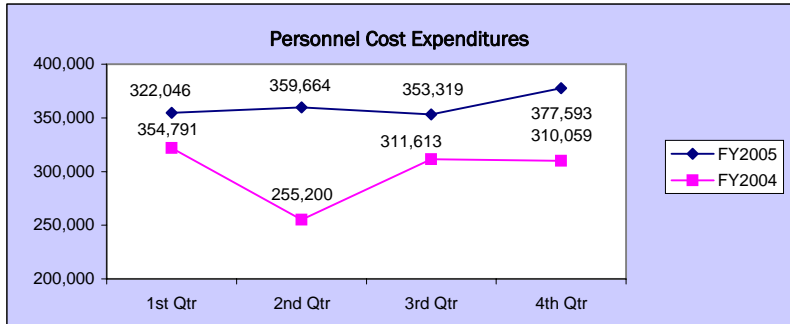
At the request of the Executive Director, agencies and Board staff have developed these mini-reports over the course of the past three calendar quarters. The financial data will be incorporated into Board agendas on a quarterly basis.

BOARD ACTION

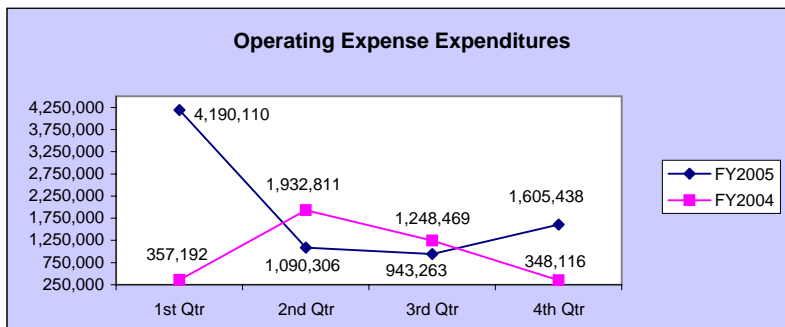
This item is for informational purposes only. Any action will be at the Board's discretion.

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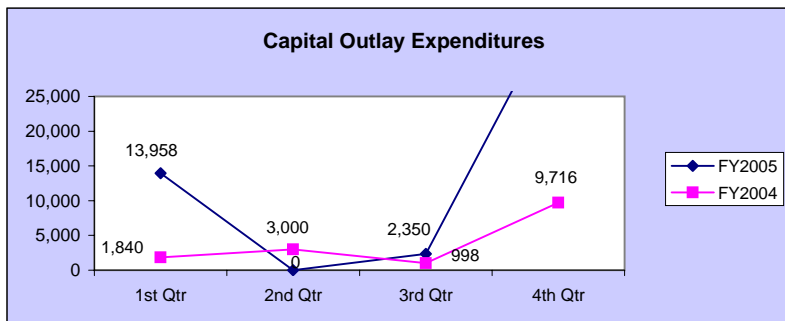
**Office of the State Board of Education
Performance Report to the State Board of Education
Quarterly Financial Data For FY 2004 and FY 2005**



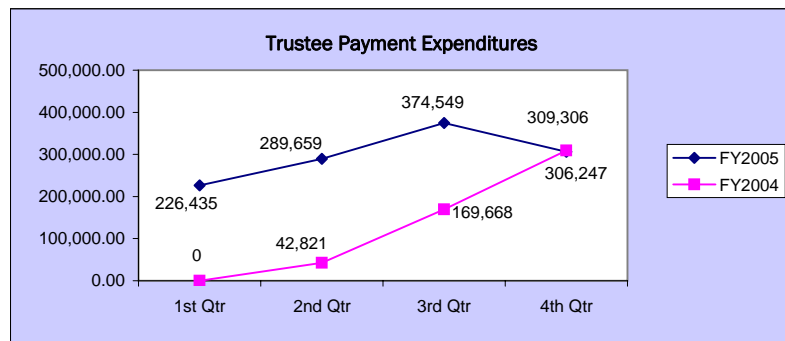
Personnel Cost Expenditures: Fluctuation is due to having seven payrolls in the 1st and 3rd quarters for FY 2004. In FY 2005 the first and second quarters have seven payrolls.



Operating Expense Expenditures: The increase in FY 2005 is due to an increase in State and Federal Funds, mainly for the Assessment and Accountability grant and the English Language Acquisition grant.

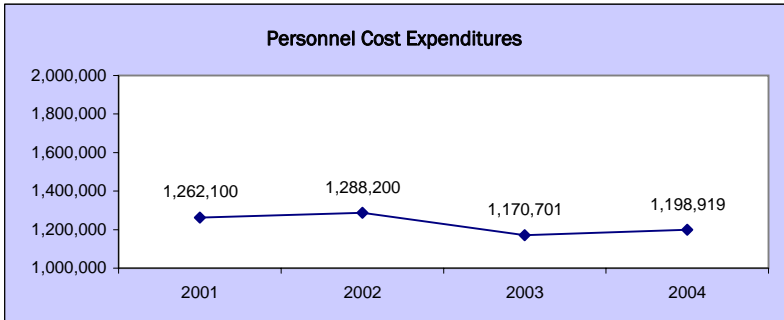


Capital Outlay Expenditures: .

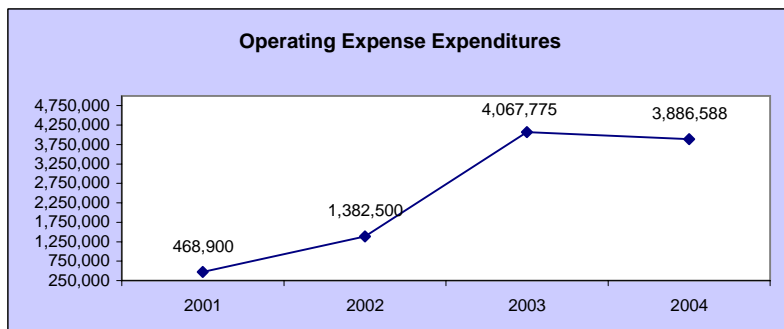


Trustee Payment Expenditures: Trustee payment expenditures are dependent on Trustee claim patterns which are extremely variable. The increase in FY 2005 is due to an increase in Federal Funds for the English Language Acquisition Grant.

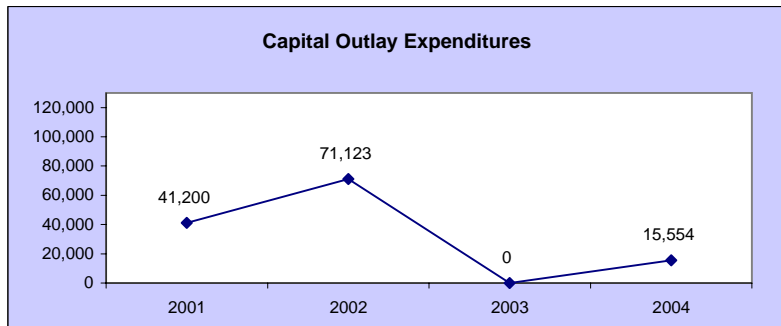
**Office of the State Board of Education
Performance Report to the State Board of Education
Prior Four Year Comparison**



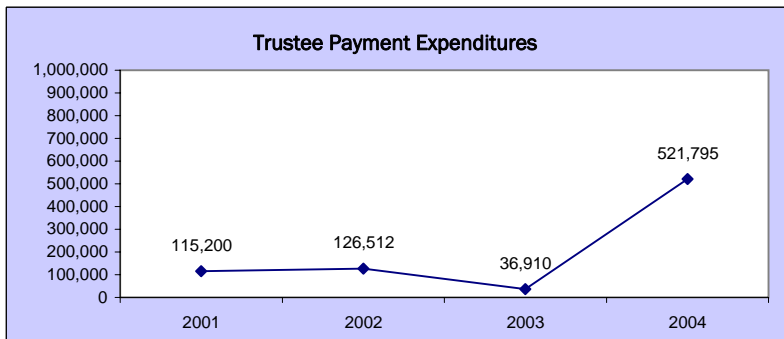
Personnel Cost Expenditures: FY 2003 and FY2004 are lower due to vacant positions.



Operating Expense Expenditures: The spike in FY 2003 includes a \$3.5 million increase in the General Fund for the Assessment & Accountability program.



Capital Outlay Expenditures: FY03 reduction was due to a base reduction in funding.



Trustee Payment Expenditures: The increase in FY 2004 is due to an increase in Federal Fund spending authority. The federal fund increase is used for the state assessments and for teacher quality and language acquisition activities in public schools.

Office of the State Board of Education
Summary of Appropriation & Expenditures
Fiscal Year 2002 - 2005
Through June 2005

Fund Source	FY 2002			FY 2003			FY 2004			FY 2005		
	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL
1 Appropriation	2,667,500	1,170,600	3,838,100	5,247,700	1,537,800	6,785,500	3,574,300	5,715,500	9,289,800	4,107,200	8,814,700	12,921,900
ACTUAL EXPENDITURES												
2 Salary & Benefits	1,147,107	141,093	1,288,200	1,054,674	116,027	1,170,701	1,066,818	132,101	1,198,919	1,180,218	265,149	1,445,367
3 Communication Costs	18,523	7,572	26,094	26,262	9,989	36,251	20,802	1,756	22,558	35,145	1,280	36,425
4 Employee Development	7,998	683	8,681	7,342	618	7,960	4,556	365	4,921	15,264	2,932	18,196
5 General Services	30,937	142	31,079	12,297	8,608	20,906	79,656	32,586	112,242	31,291	3,446	34,737
6 Professional Services	867,606	122,928	990,534	3,229,459	421,051	3,650,510	1,846,312	1,624,290	3,470,602	2,304,423	4,958,203	7,262,626
7 Repair & Maintenance Services	20,022		20,022	10,092	-	10,092	4,719	-	4,719	12,181	117	12,298
8 Administrative Services	6,691	20,447	27,138	7,454	2,769	10,224	11,386	406	11,792	9,412	6,048	15,460
9 Computer Services	27,558		27,558	14,839	-	14,839	18,298	9,000	27,298	45,129	26,220	71,349
10 Employee Travel	58,541	3,839	62,380	59,425	2,807	62,232	55,497	5,602	61,100	58,513	12,792	71,305
11 Administrative Supplies	8,568	709	9,277	4,531	556	5,087	10,460	934	11,393	30,374	647	31,020
12 Fuel Costs			-	-	-	-	-	-	-	3,000	-	3,000
13 Manufacturing & Merchandise Costs			-	-	-	-	-	-	-	-	-	-
14 Computer Supplies	9,586	292	9,877	12,116	1,160	13,276	8,980	676	9,656	14,403	1,000	15,403
15 Repair & Maintenance Supplies	1,923		1,923	27	-	27	405	-	405	-	-	-
16 Institutional & Residential Supplies			-	-	-	-	-	-	-	-	-	-
17 Specific Use Supplies			-	-	-	-	14	53	68	1,573	296	1,869
18 Insurance	4,361		4,361	4,312	-	4,312	4,006	-	4,006	1,316	-	1,316
19 Utility Charges			-	-	-	-	-	-	-	-	-	-
20 Rental & Operating Leases	53,205		53,205	52,735	2,973	55,708	52,382	460	52,842	61,387	2,347	63,733
21 Miscellaneous	42,240	68,129	110,369	79,567	96,784	176,352	55,932	37,054	92,986	150,419	39,960	190,379
22 Subtotal Operating Expenditures	1,157,759	224,741	1,382,500	3,520,458	547,317	4,067,775	2,173,406	1,713,181	3,886,588	2,773,831	5,055,286	7,829,117
23 Capital Outlay	71,123		71,123				4,457	11,097	15,554	52,336	2,350	54,686
24 Trustee & Benefits	119,512	7,000	126,512	29,410	7,500	36,910	42,821	478,974	521,795	85,900	1,110,990	1,196,890
25 TOTAL	2,495,501	372,834	2,868,335	4,604,542	670,844	5,275,386	3,287,502	2,335,353	5,622,856	4,092,285	6,433,775	10,526,061
26 % Change Over/Under Prior Year	65%	0%	52%	85%	80%	84%	-29%	248%	7%			
27 % of Appropriation Remaining												
28 % of Months Remaining												

Comments:

FY 2002: The increase in FY 2002 over FY 2001 is due primarily from the transfer of \$500,000 in ongoing General Fund money for Achievement Standards Assessment from the Office of the Superintendent of Public Instruction to the Office of the State Board of Education.

FY 2003: \$3.5 million in ongoing General Fund money was appropriated for the Assessment & Accountability effort. Support of the MOST program was shifted from the Albertson Foundation grant to federal Title II funding. There was a reduction in the FY 2003 base of \$1,107,800 for one-time expenditures.

FY 2004: The FY 2003 General Fund base was reduced by \$687,400 due to low revenue projections. The Federal Fund appropriation increased \$5,114,800. OSBE is the State Education Agency (SEA) for the federal funds that come from the U.S. Department of Education. OSBE is responsible for the administration of the expanded Assessment and Accountability program, Teacher Standards, Limited English Proficiency program and supervision of federally-funded programs across all school districts.

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KEY ISSUES UPDATE
IDAHO SCHOOL FOR THE DEAF AND THE BLIND
April - June 2005

In reference to the ISDB Strategic Plan, listed below are the 3 – 5 key elements of concern or focused interest this quarter. Under each key element are listed 2 – 4 bullets explaining exactly what ISDB is doing to correct the problem or what the agency has done to accomplish the goal.

1. Participate in SBOE-SC Review of ISDB Program, Service Delivery, and Funding Models

- a. Review options for state-wide service delivery, required statute & SBOE policy changes
- b. Develop strategic planning items & organizational plan changes for the various options
- c. Explore strategies for improving service to rural areas and small populations
- d. Benchmarking other state's strategies that currently employ various models
- e. Coordinate with OPE Review for best perspective in SBOE-SC recommendations

2. Governing Statutes significantly outdated; will require significant attention

- a. Current statutes give no authority to operate an Outreach Program (85% of ISDB clientele)
- b. Current statutes give no authority for Birth-3yr intervention programs - IDH&W cooperation
- c. Current SBOE policy only fills gaps in weak statutes instead of actually fixing the problem

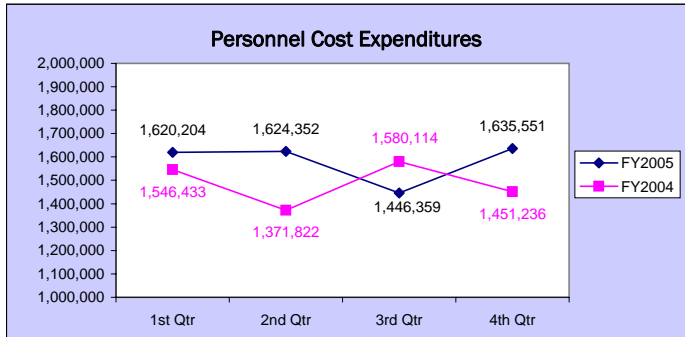
3. Revised / Re-Designed overall Agency Funding Model might be in order

- a. Current salary structure fails to recruit/retain sufficient number of highly qualified professionals
- b. Significant Outreach manpower shortage creates burdensome caseloads
- c. 85+% of client services delivered by 7 outreach regions; (580+ students, 25 Staff Consultants)

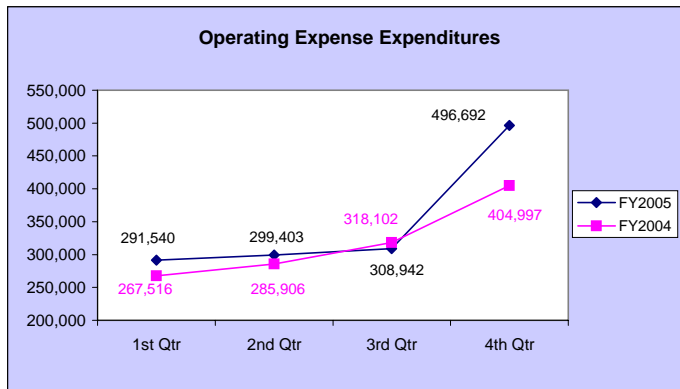
4. Revised Delivery Model may require change of Main Campus location

- a. Significant advance planning and funding would be required to accomplish such a move
- b. Finding a suitable & available facility might take considerable lead-time
- c. Losing community infrastructure needs might present serious political / economic considerations

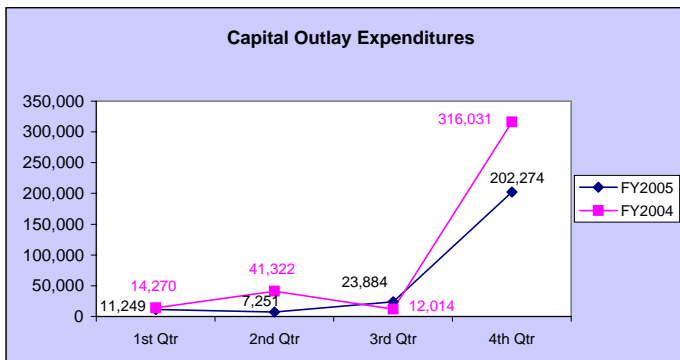
**Idaho School for the Deaf and the Blind
Performance Report to the State Board of Education
Quarterly Financial Data For FY 2004 and FY 2005**



Personnel Cost Expenditures: 1st quarter fluctuation is due to pay out 1% bonus in 1st quarter of FY05. (\$56,200) 2nd quarter fluctuation is due to having 7 pay periods in FY 05 and only 6 pay periods in FY 04. 3rd quarter fluctuation is due to having 7 pay periods in FY04 and only 6 pay periods in FY05 plus having more positions filled in FY05 as compared to FY04. 4th quarter variance is due to giving short-term commendable pay raises and / or bonuses to ISDB employees during June 2005.

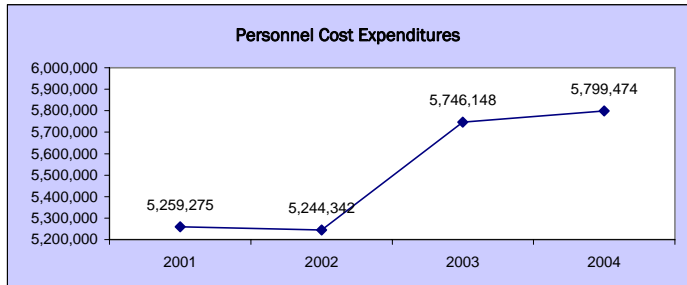


Operating Expense Expenditures: 1st Qtr fluctuation is mainly due to lower fees paid to State agencies (SCO, etc.) and \$36,000 related to a legal settlement. 2nd quarter fluctuation is due to higher utility bills for heating due to colder months when compared to FY 04. 3rd quarter fluctuation is mainly due to timing of OE expenditures and is not attributable to any particular expense category fluctuation. 4th quarter variance is mainly due to timing of OE expenditures.

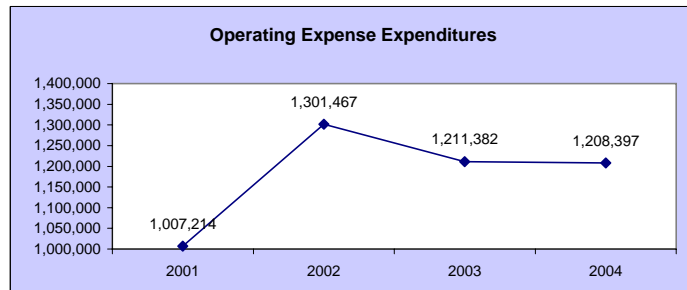


Capital Outlay Expenditures: Capital Expenditures were delayed until the 4th quarter to ensure that pending legal matters were handled and season utility expenditures would be adequately covered. 3rd quarter expenditures increased due to Title 6B purchases. 4th quarter includes purchase of a full-size school bus, utility tractor, braille embosser, audiometry unit and wardrobes for the cottages.

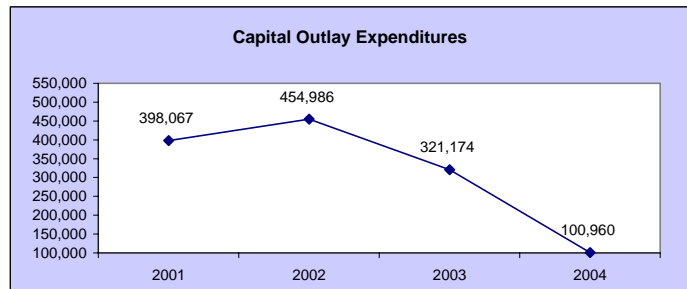
**Idaho School for the Deaf and the Blind
Performance Report to the State Board of Education
Prior Four Year Comparison**



Personnel Cost Expenditures: In FY02, received \$236,800 for routine, state directed CEC increases; received an additional \$50,000 earmarked for salary competitiveness increase and \$47,000 for a new position of a post secondary transition staff member. FY02 was a lump sum budget allocation, with a total \$404,000 allocation increase for PC.



Operating Expense Expenditures: FY01 includes \$106,171 of transfers from PC into OE, whereas FY00 includes \$74,894 of transfers out of OE into CO to cover CO needs. This is a fluctuation of almost \$256,000.



Capital Outlay Expenditures: Decrease in FY03 due to putting PC savings into Contingency Fund rather than transferring to CO. Balances in FY00-02 were due to transfers into CO from PC due to PC savings from hard to fill positions such as SLP's. Positions were filled as highly qualified individuals were recruited.

Idaho School for the Deaf and the Blind
Summary of Appropriation & Expenditures
Fiscal Year 2002 - 2005
Through June 2005

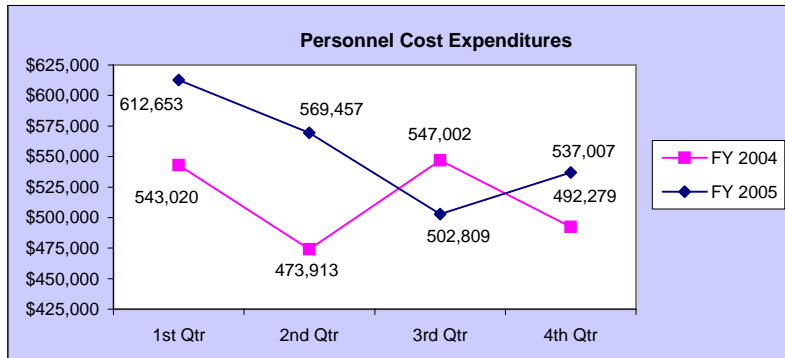
Fund Source	FY 2002			FY 2003			FY 2004			FY 2005		
	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL
1 APPROPRIATION (incl. non cog adj)	7,371,800	421,500	7,793,300	7,051,500	417,200	7,468,700	7,183,600	431,700	7,615,300	7,505,500	502,435	8,007,935
ACTUAL EXPENDITURES												
2 PERSONNEL COSTS:	5,731,980	14,168	5,746,148	5,793,039	6,435	5,799,474	5,945,974	3,631	5,949,605	6,310,832	15,634	6,326,466
OPERATING EXPENDITURES												
3 Communication Costs	55,086	5	55,091	68,150	5	68,155	65,807	-	65,807	81,165	-	81,165
4 Employee Development	33,305	610	33,915	26,039	1,403	27,442	29,840	3,413	33,253	24,201	7,806	32,007
5 General Services	9,374	127	9,501	11,102	-	11,102	14,071	400	14,471	16,610	165	16,775
6 Professional Services	80,199	55,379	135,578	122,876	(871)	122,005	106,703	81,837	188,540	20,536	97,503	118,039
7 Repair & Maintenance Services	53,495	1,416	54,911	40,687	800	41,487	95,311	594	95,905	75,777	5,000	80,777
8 Administrative Services	7,725	707	8,432	10,923	131	11,054	14,991	485	15,476	15,430	3,601	19,031
9 Computer Services	12,569	-	12,569	12,758	-	12,758	19,447	-	19,447	22,734	20,522	43,256
10 Employee Travel	42,086	663	42,749	30,469	2,585	33,054	40,966	2,515	43,481	46,545	4,342	50,887
11 Administrative Supplies	16,946	-	16,946	20,735	-	20,735	22,156	-	22,156	20,664	-	20,664
12 Fuel Costs	36,096	-	36,096	42,484	-	42,484	47,116	-	47,116	58,938	133	59,071
13 Manufacturing & Merchandise Costs	208	-	208	91	-	91	13	-	13	65	-	65
14 Computer Supplies	80,336	32,201	112,537	46,297	2,088	48,385	38,452	12,418	50,870	50,115	5,758	55,873
15 Repair & Maintenance Supplies	70,606	709	71,315	97,829	-	97,829	82,414	-	82,414	102,696	41,445	144,141
16 Institutional & Residential Supplies	85,890	12,940	98,830	66,005	19,663	85,668	63,505	29,896	93,401	52,775	30,594	83,369
17 Specific Use Supplies	89,349	15,364	104,713	106,999	1,552	108,551	83,103	15,616	98,719	107,112	37,510	144,622
18 Insurance	30,726	-	30,726	30,351	-	30,351	35,126	-	35,126	21,925	-	21,925
19 Utility Charges	119,417	55,652	175,069	41,106	113,564	154,670	40,965	104,268	145,233	62,099	87,387	149,486
20 Rental & Operating Leases	51,678	6,151	57,829	48,615	-	48,615	50,860	600	51,460	61,468	700	62,168
21 Miscellaneous	152,519	1,848	154,367	239,825	4,136	243,961	165,051	8,582	173,633	168,344	44,912	213,256
22 Subtotal Operating Expenditures:	1,027,610	183,772	1,211,382	1,063,341	145,056	1,208,397	1,015,897	260,624	1,276,521	1,009,199	387,378	1,396,577
23 CAPITAL OUTLAY:	236,061	85,113	321,174	34,999	65,961	100,960	225,098	158,539	383,637	185,386	59,272	244,658
24 TRUSTEE & BENEFITS:	-	-	-	-	-	-	-	-	-	-	-	-
25 GRAND TOTAL:	6,995,651	283,053	7,278,704	6,891,379	217,452	7,108,831	7,186,969	422,794	7,609,763	7,505,417	462,284	7,967,701
26 % Change Over/Under Prior Year	n/a	n/a	n/a	-2%	-30%	-2%	4%	49%	7%			
27 % of Appropriation Remaining										0%	8%	1%
28 % of Months Remaining										0%	0%	0%

KEY ISSUES UPDATE
DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION
April - June 2005

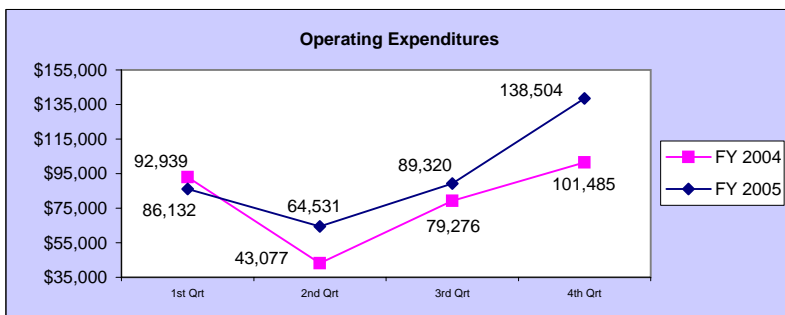
In reference to the DPTE Strategic Plan, listed below are four key elements of concern or focused-interest this quarter. Under each key element are listed three bullets explaining what DPTE is doing to correct the problem or what DPTE has done to accomplish the goal.

1. Develop effective and cost efficient professional-technical models of education. (G-IV, Obj 1)
 - a. Implement career clusters to improve organization and delivery
 - b. Improve planning assistance for secondary and postsecondary program planning.
 - c. Prepare for the implementation of new federal legislation.
2. Increase the number of qualified professional-technical educators. (G-I, Obj 4)
 - a. Coordinate additional teacher pre-service and in-service workshops
 - b. Improve teacher certification to target specific needs
 - c. Increase participation of PTE instructors in academic integration training
 - d. Work with teacher education to stabilize PTE teacher preparation.
3. Support placement and completion rates for professional-technical students. (G- III, Obj 6)
 - a. Increase student leadership activities.
 - b. Increase student organization membership
 - c. Address special population, minority and other at risk populations in PTE
4. Ensure funds designated for PTE system are efficiently managed to support the role and mission.
 - a. Work to resolve maintenance of effort issue with federal government.
5. Assess and prioritize professional-technical workforce development needs. (G-III, Obj 1)
 - a. Respond to state and regional needs for short-term technical training.

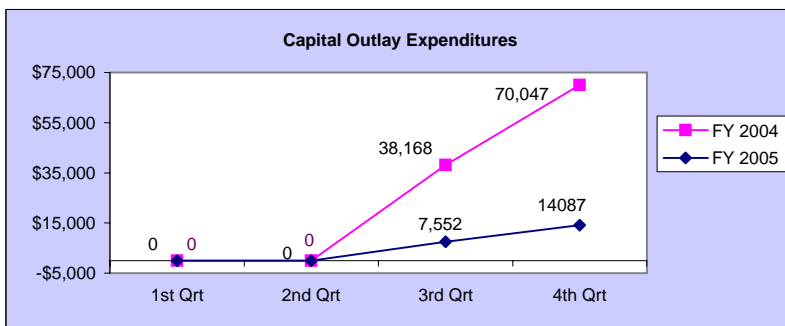
Division of Professional-Technical Education Performance Report
Performance Report to the State Board of Education
Quarterly Financial Data For FY 2004 and FY 2005



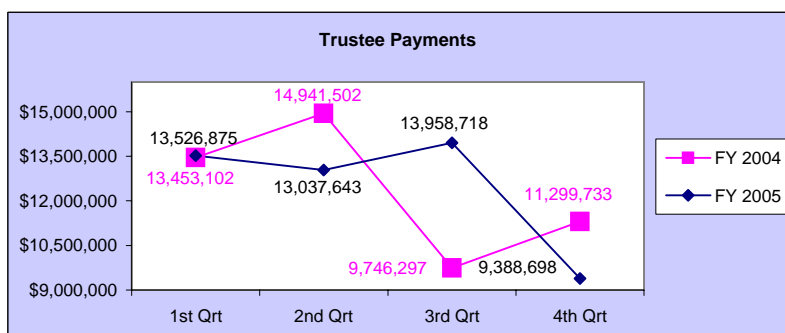
Personnel Cost Expenditures: The increase in expenditures from FY04 to FY05 was due to appropriation increases for CEC and Employee Benefits. FY05 first quarter expenditures includes House Bill 805 1% payments. FY04 third quarter included three pay periods. FY05 third quarter included only two pay periods.



Operating Expense Expenditures: Quarterly fluctuation is due to fixed operating costs for rent due in first and third quarters. FY05 fourth quarter expenditures included one-time non-recurring expenditures for computer programming.

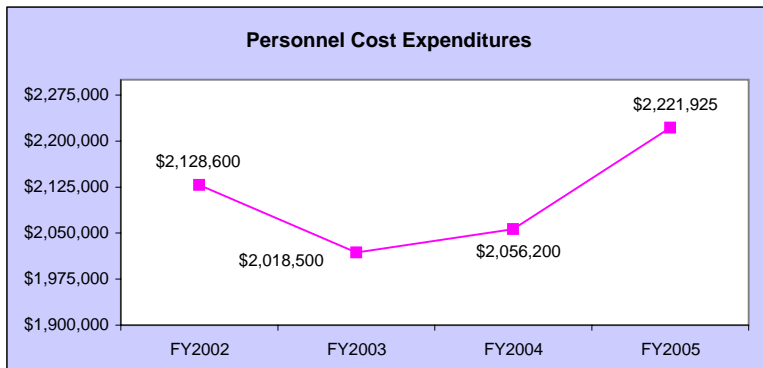


Capital Outlay Expenditures: FY04 Capital Expenditures were delayed until the third and fourth quarter due to unknown budget issues related to holdbacks and vacant positions.

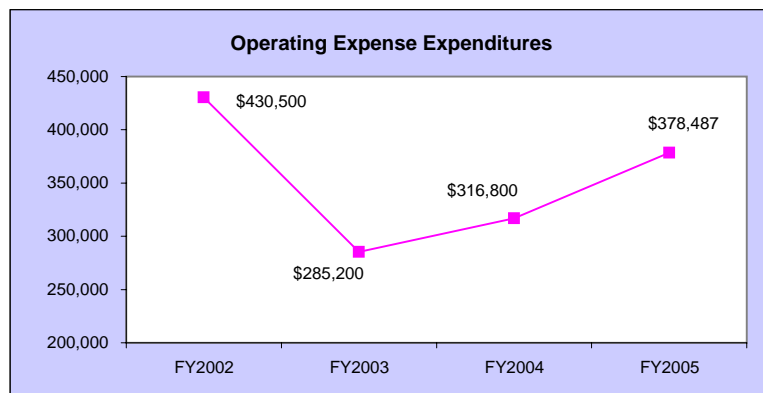


Trustee Payment Expenditures: Trustee Payment expenditures are dependent on Trustee claim patterns which are extremely variable. Seventy percent payments for secondary schools and professional-technical schools are made in the second or third quarters, depending on claims submission patterns.

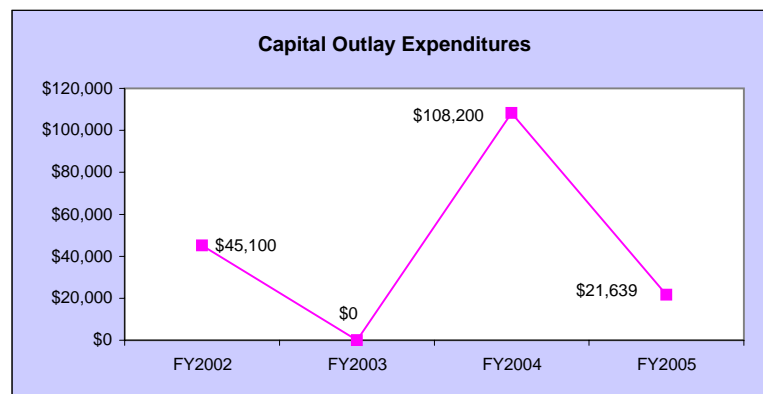
**Division of Professional-Technical Education
Performance Report to the State Board of Education
Prior Four Year Comparison**



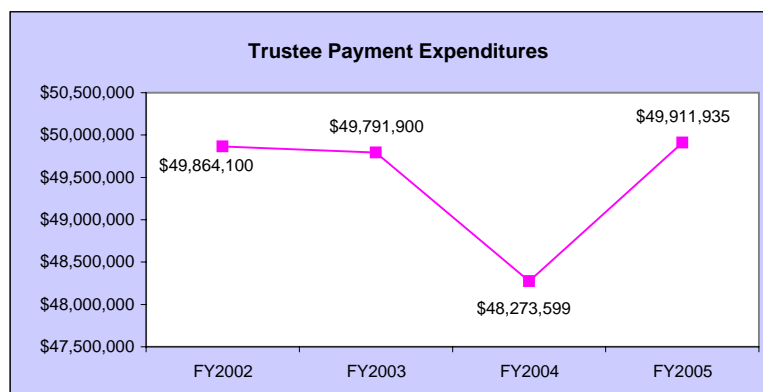
Personnel Cost Expenditures: Decrease for FY03 was due to a base reduction in funding. Increase for FY05 was due to appropriation increases for CEC and Employee Benefits. FY05 also includes HB805 1% payments.



Operating Expense Expenditures: Fluctuation in FY03 was due to a base reduction in funding.



Capital Outlay Expenditures: FY03 reduction was due to a base reduction in funding and no carry over or transfer authority.



Trustee Payment Expenditures: Trustee Payment expenditures are dependent on Trustee claim patterns which are extremely variable. Base reduction in funding is not recognized until FY04 due to prior year encumbrance clearance.

Division of Professional-Technical Education
Summary of Appropriation & Expenditures
Fiscal Year 2002 - 2005
Through June 30, 2005

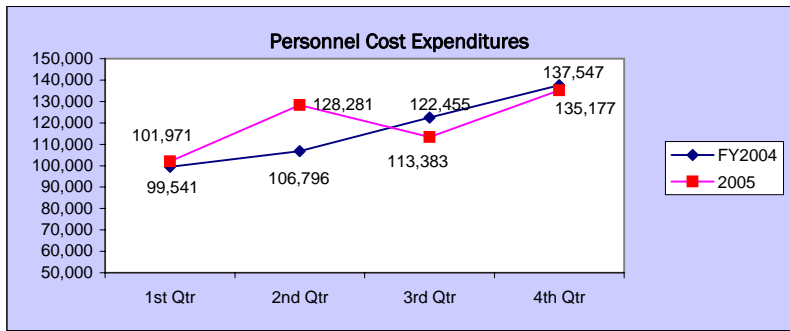
Fund Source	FY 2002			FY 2003			FY 2004			FY 2005		
	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL
1 APPROPRIATION	51,333,458	11,742,884	63,076,342	47,585,174	12,420,763	60,005,937	47,651,853	12,234,158	59,886,011	50,835,726	12,019,292	62,855,018
ACTUAL EXPENDITURES												
2 PERSONNEL COSTS:	1,711,374	417,196	2,128,570	1,596,234	422,284	2,018,517	1,621,323	434,891	2,056,214	1,762,678	459,247	2,221,925
OPERATING EXPENDITURES												
3 Communication Costs	41,508	1,007	42,515	26,529	2,870	29,399	16,770	6,264	23,033	15,238	6,187	21,425
4 Employee Development	6,879	4,659	11,537	3,316	1,109	4,424	2,727	1,768	4,494	5,658	1,105	6,763
5 General Services	770	5,637	6,407	2,384	50	2,434	1,902	4,078	5,980	10,768	-	10,768
6 Professional Services	10,053	-	10,053	6,000	-	6,000	6,000	-	6,000	21,706	-	21,706
7 Repair & Maintenance Services	2,538	1,025	3,563	1,558	265	1,823	1,446	-	1,446	2,504	-	2,504
8 Administrative Services	23,105	2,064	25,168	3,292	2,820	6,112	4,401	2,558	6,958	7,715	-	7,715
9 Computer Services	74,315	15,292	89,607	41,396	5,523	46,918	75,502	50	75,552	112,930	-	112,930
10 Employee Travel	62,266	23,832	86,098	30,845	29,379	60,224	34,108	24,430	58,537	54,586	11,421	66,007
11 Administrative Supplies	10,151	3,628	13,779	6,424	2,792	9,215	7,263	2,382	9,645	10,725	-	10,725
12 Fuel Costs	38	16	53	-	-	-	-	-	-	-	-	-
13 Manufacturing & Merchandise Costs	-	-	-	-	-	-	-	-	-	-	-	-
14 Computer Supplies	14,059	1,319	15,378	2,512	625	3,137	8,944	1,077	10,021	13,177	-	13,177
15 Repair & Maintenance Supplies	425	308	733	-	-	-	299	-	299	-	-	-
16 Institutional & Residential Supplies	-	-	-	-	-	-	-	-	-	-	-	-
17 Specific Use Supplies	10	81	91	-	86	86	119	44	163	250	-	250
18 Insurance	3,016	-	3,016	3,235	-	3,235	5,146	-	5,146	(988)	-	(988)
19 Utility Charges	-	-	-	-	-	-	-	-	-	-	-	-
20 Rental & Operating Leases	90,635	9,610	100,245	59,126	39,819	98,946	57,109	36,749	93,858	58,732	34,987	93,719
21 Miscellaneous	21,710	572	22,281	13,224	-	13,224	15,589	55	15,644	11,499	289	11,788
22 Subtotal Operating Expenditures:	361,476	69,049	430,525	199,839	85,337	285,176	237,324	79,454	316,778	324,500	53,989	378,489
23 CAPITAL OUTLAY:	45,128	-	45,128	-	-	-	108,215	-	108,215	21,639	-	21,639
24 TRUSTEE & BENEFITS:	43,008,776	6,855,316	49,864,092	42,356,946	7,434,947	49,791,892	40,816,067	7,457,421	48,273,488	42,742,323	7,169,612	49,911,935
25 GRAND TOTAL:	45,126,754	7,341,561	52,468,314	44,153,018	7,942,567	52,095,586	42,782,929	7,971,766	50,754,695	44,851,140	7,682,848	52,533,988
26 % Change Over/Under Prior Year	n/a	n/a	n/a	-2%	8%	-1%	-3%	0%	-3%			
27 % of Appropriation Remaining										11.77%	36.08%	16.42%
28 % of Months Remaining										0%	0%	0%

KEY ISSUES UPDATE
THE IDAHO CAREER INFORMATION SYSTEM
April – June 2005

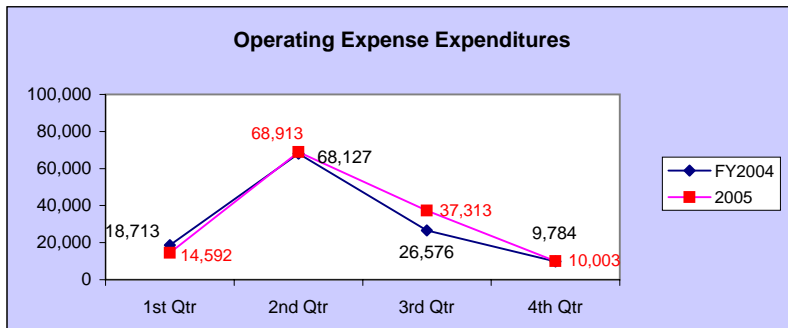
As part of the PTE Strategic Plan, CIS develops career information about Idaho and the nation that is developmentally appropriate, delivers it to people throughout Idaho using the most current technology and helps career development professionals integrate it into their school and agency programs.

1. Develop and maintain career information about Idaho and the nation that is accurate, current, locally relevant, unbiased, and understandable.
 - a. Meet industry standards as defined by the Association of Computer-Bases System for Career Information (ACSCI).
 - b. Survey all Idaho postsecondary schools and scholarship sources and update information in eCIS.
 - c. Continually review and update CIS occupational information files as data becomes available.
2. Deliver career information to schools and agency offices throughout Idaho using the most current and sophisticated technology available.
 - a. Participate in a meeting with CIS Directors from throughout the country in May.
 - b. Maintain and update monthly the eCIS front page.
 - c. Provide information and incentives for current user sites to use eCIS only.
3. Provide training, technical assistance and marketing to those who need and can benefit from it.
 - a. Negotiate FY '06 CIS user site contracts.
 - b. Conduct site training and workshop presentations on CIS.
 - c. Exhibit at statewide education and workforce conferences.

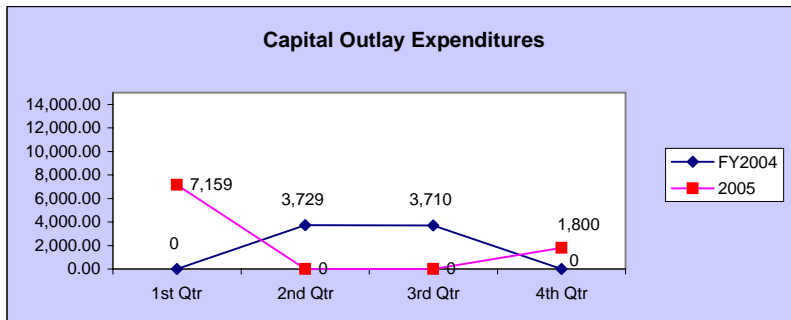
**Idaho Career Information System
Performance Report to the State Board of Education
Quarterly Financial Data for FY 2004 and FY 2005**



Personnel Cost Expenditures: There were no salary increases or vacancies in 2004. Charging pc costs to the year in which they occurred causes the 1st quarter to be lower and the 4th quarter to be higher. The increases in the 3rd Qtr. of FY'04 and the 2nd QTR of FY'05 are due to an extra pay period.

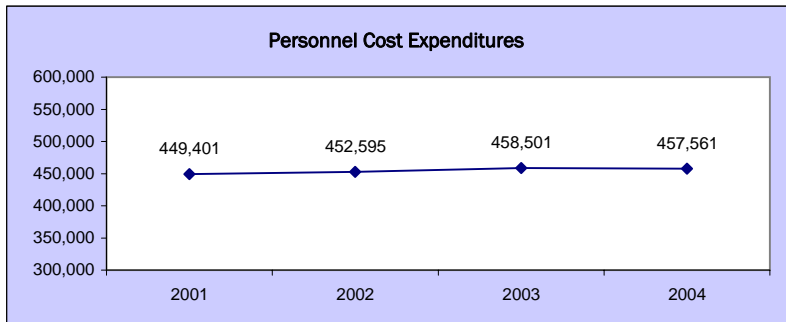


Operating Expense Expenditures: The largest operating expenses are generally reflected in the 2nd Qtr. Expense report. The single largest expenditure is the intoCareers contract for the CIS licensed software, joint purchase of national school and scholarship information, and Internet hosting and delivery services.

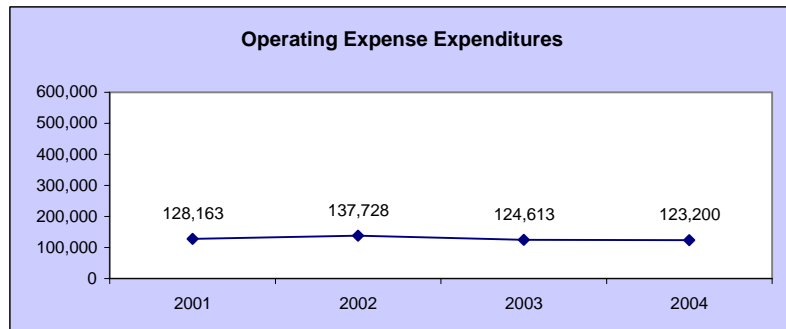


Capital Outlay Expenditures: Some capital expenditures were delayed in 2004 due to unknown budget regarding a possible holdback. FY'05 expenditures reflect normal computer rotation and a new office printer.

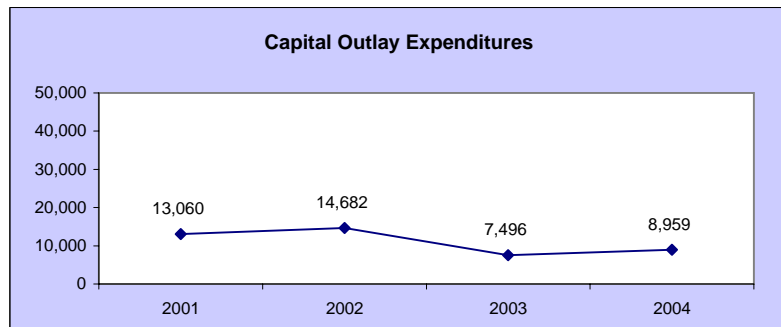
**Idaho Career Information System
Performance Reprots to the State Board of Education
Prior Four Year Comparison**



Personnel Cost Expenditures: There is very little fluctuation in personnel costs from 2001-2003 because there were no salary increases in FY '03 and '04 and no staff turnover from FY 2001-2004. Increases are due to increases in employee benefits, primarily the cost of health care. The semming drop in 2004 is due to how the payroll fell within the ending on one FY and the beginning of another. CIS had been treated as a grant therefore payroll charge backs were allowed from one fiscal year to another. In this instance a larger amount of payroll was charged back to the previous years funds than done in prior years (8 days total).



Operating Expense Expenditures: Reductions in operating costs are primarily due to savings achieved from moving from Windows and MAC platforms to Internet delivery of career information.



Capital Outlay Expenditures: Expenditures reflect the normal course of computer rotation and replacement of office printers. Fy-03 and '04 expenditures were reduced due to uncertainty about a possible budget holdback.

Idaho Career Information System
Summary of Appropriation & Expenditures
Fiscal Year 2002 - 2005
Through June 30, 2005

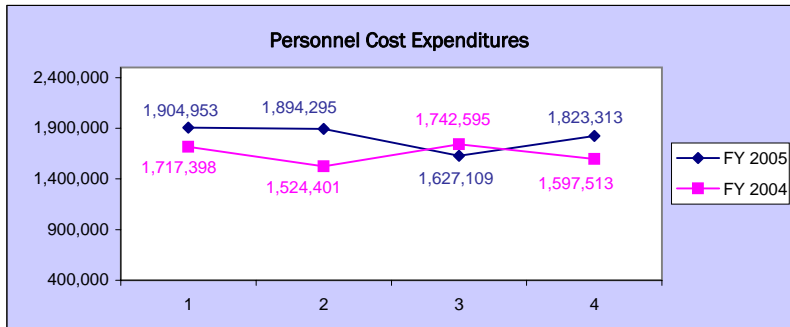
Fund Source	FY 2002			FY 2003			FY 2004			FY 2005 YTD		
	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL
1 Non-Cognizable Allocated Funds		679,709	679,709		679,832	679,832		685,044	685,044		703,020	703,020
ACTUAL EXPENDITURES												
2 PERSONNEL COSTS:		449,401	449,401		452,595	452,595		458,501	458,501		457,561	457,561
OPERATING EXPENDITURES												
3 Communication Costs		6,041	6,041		4,538	4,538		4,431	4,431		3,018	3,018
4 Employee Development		2,754	2,754		1,893	1,893		2,383	2,383		2,656	2,656
5 General Services		500	500		1,135	1,135		-	-		-	-
6 Professional Services		1,919	1,919		822	822		503	503		1,560	1,560
7 Repair & Maintenance Services		-	-		-	-		62	62		46	46
8 Administrative Services		19,799	19,799		11,062	11,062		5,516	5,516		6,501	6,501
9 Computer Services		81,903	81,903		75,673	75,673		74,985	74,985		75,557	75,557
10 Employee Travel		13,128	13,128		12,298	12,298		12,220	12,220		16,090	16,090
11 Administrative Supplies		3,293	3,293		4,062	4,062		1,703	1,703		2,064	2,064
12 Fuel Costs		-	-		-	-		-	-		-	-
13 Manufacturing & Merchandise Costs		-	-		-	-		-	-		-	-
14 Computer Supplies		4,963	4,963		3,122	3,122		1,933	1,933		2,450	2,450
15 Repair & Maintenance Supplies		225	225		136	136		40	40		-	-
16 Institutional & Residential Supplies		-	-		-	-		-	-		-	-
17 Specific Use Supplies		-	-		450	450		447	447		-	-
18 Insurance		-	-		-	-		-	-		-	-
19 Utility Charges		-	-		-	-		-	-		-	-
20 Rental & Operating Leases		17,388	17,388		16,912	16,912		16,580	16,580		17,488	17,488
21 Miscellaneous		1,710	1,710		1,416	1,416		2,784	2,784		3,392	3,392
22 Subtotal Operating Expenditures:	-	153,623	153,623	-	133,519	133,519	-	123,587	123,587	-	130,822	130,822
23 CAPITAL OUTLAY:		14,682	14,682		7,996	7,996		7,248	7,248		8,959	8,959
24 TRUSTEE & BENEFITS:												
25 GRAND TOTAL:	-	617,706	617,706	-	594,109	594,109	-	589,336	589,336	-	597,342	597,342
26 % Change Over/Under Prior Year	n/a	n/a	n/a	na	-4%	-4%	n/a	-1%	-1%			
27 % of Appropriation Remaining											15.03%	15.03%
28 % of Months Remaining										0%	0%	0%

Comments: CIS is funded From fund 0348 Federal Fund and fund 0349 Miscellaneous Revenue Fund

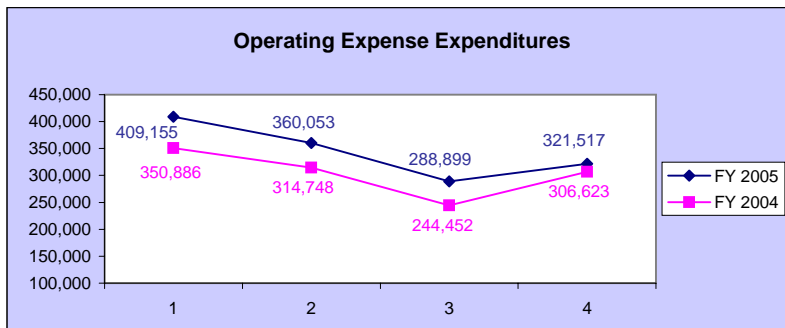
KEY ISSUES UPDATE
IDAHO DIVISION OF VOCATIONAL REHABILITATION
April – June 2005

1. **Goal 1/Objective 5: Ensure the complete and effective implementation of Gemini and Famis statewide, fully utilizing current staff.**
 - a. IDVR utilizes the quarterly Administration Office review to assess overall effectiveness of our computerized case management system, to identify skill gaps and provide training to address any issues.
 - b. IDVR implemented a six-month follow-up review of identified issues.
2. **Goal 2/ Objective 3: Ensure VR Staff has basic knowledge of SSA/Ticket to Work.**
 - a. IDVR has provided basic training on SSA Ticket to Work Program.
 - b. IDVR has brought in national experts to train staff statewide on SSA Work Incentives, including writing PASS (Plans for Achieving Self Support) Plans.
3. **Goal 2 / Objective 4: Enhance revenue opportunities for all VR Programs.**
 - a. IDVR has pursued co-operative agreements with the Idaho Department of Correction and the Department of Juvenile Corrections whereby these agencies provide financial support to capture more federal VR funds to specifically serve individuals meeting VR Eligibility within these populations.
 - b. IDVR has secured a five-year federal grant to serve Migrant Seasonal Farm Workers with disabilities and family members in southern Idaho. The grant is for \$127,000 per year.
4. **Goal 3 / Objective 2: Identify the number of individuals with disabilities statewide and assess their needs. Consider this information in the development of programs and services offered.**
 - a. In co-operation with the State Independent Living Council, IDVR has completed a joint survey to identify the needs of individuals with disabilities.

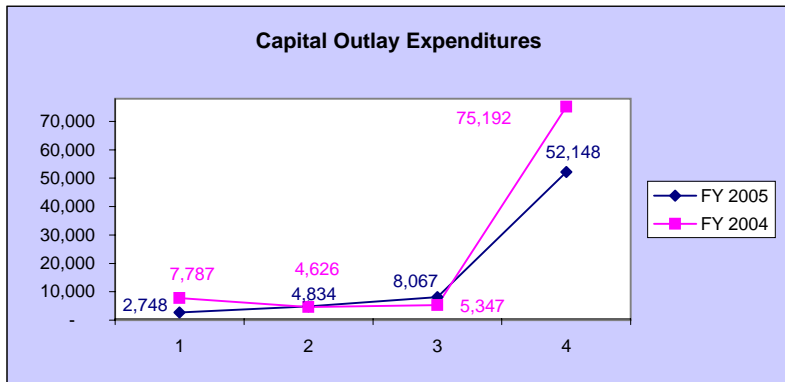
**Idaho Department of Vocational Rehabilitation
Performance Report to the State Board of Education
Quarterly Financial Data For FY 2004 and FY 2005**



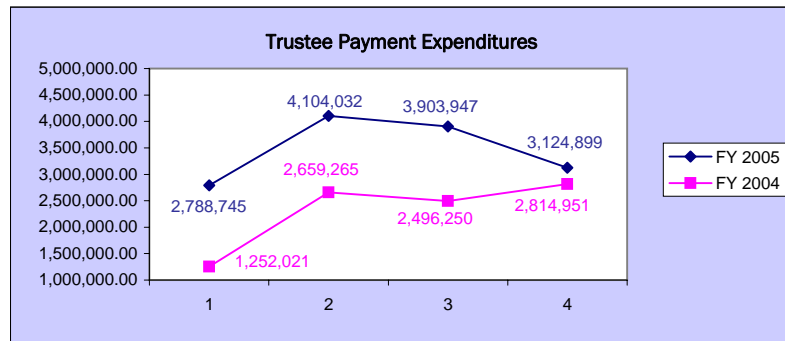
Personnel Cost Expenditures: Personnel Costs increased by \$100,000 in FY 2005 due to the transfer of the Work Services-Community supported Employment from the Department of Health and Welfare. Additional increase was due to House Bill 805 1% payments in the first quarter of FY 2005. Third quarter 2005 is down from third quarter 2004 due to vacant positions.



Operating Expense Expenditures: Fluctuation is due to the payment of some rents in the first quarter of FY 2005 and not in the first quarter of FY 2004. The increase also reflects an increase in rents due to inflation and also the elimination of cash discounts accepted by lessors in FY 2004 and not in FY 2005. The agency has also experienced an increase in travel and training.

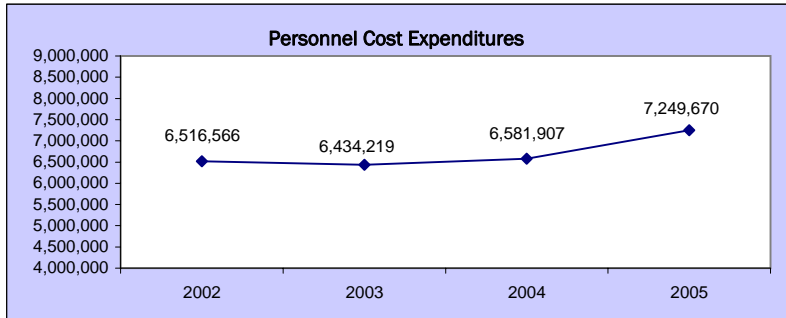


Capital Outlay Expenditures: Capital Expenditures were delayed until the 3rd quarter due to unknown budget issues related to holdbacks and available salary savings due to vacant positions in FY 2004. The agency has made a practice of purchasing capital outlay in the last quarter of the year. We have not been appropriated funds for replacement capital outlay since FY 2003.

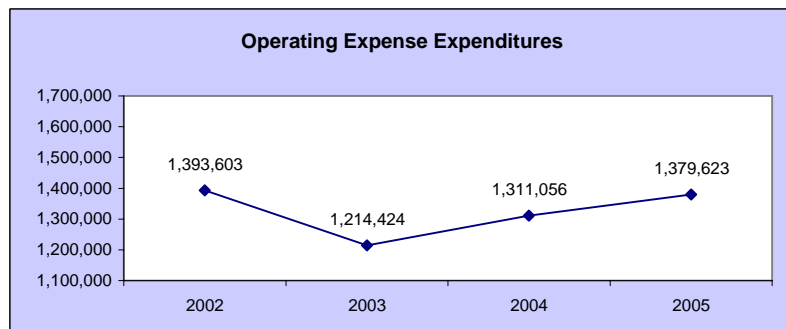


Trustee Payment Expenditures: Trustee Payment expenditures will increase significantly in FY 2005 due to the transfer of \$3,845,800 of authority for the Work Services-Community Supported Employment program transferred from Health and Welfare. As of the end of the third quarter, expenditures are up over \$4,000,000.

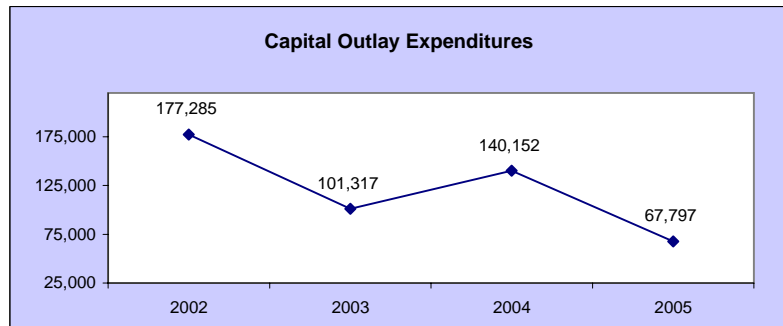
**Idaho Department of Vocational Rehabilitation
Performance Report to the State Board of Education
Prior Four Year Comparison**



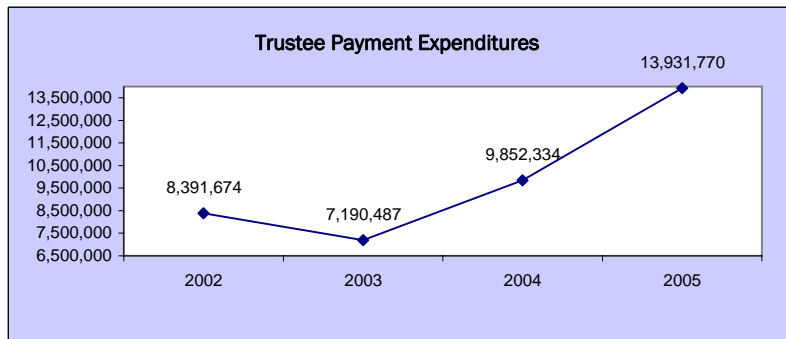
Personnel Cost Expenditures: The increase between FY 2001 and FY 2002 was partly due to an approximately \$200,000 Change in Employee Compensation (CEC) package implemented in July 2001, as well as a \$60,000 bonus package. Management also changed the timing of promotions from the end of the fiscal year to awarding these throughout the year in FY 2002, which resulted in increased expenditures in that year. The decrease in FY03 was due to an intentional delay in hiring to curtail overall spending due to the economic conditions.



Operating Expense Expenditures: The decline in operating expenditures in 2003 and 2004 was due to economic conditions. Holdbacks in 2003 were taken from operating budget. The increase in 2005 was due partly to the initiation of charging some administrative costs to the State Kidney program and the additional spending in operating for the new Work Services/Community Supported Employment programs.



Capital Outlay Expenditures: Due to the economic conditions, the agency has not spent the appropriated Capital Outlay authority since FY 2001. Of the \$277,200 appropriated in FY 2001, only \$174,924 was expended. Future expenditures in FY 2002, 2003 and 2004 were accomplished by transfers of authority from salary savings and trustee and benefit and were only completed for items necessary for normal operations. The agency vacated its four year replacement cycle for capital outlay and only replaced items of necessity.



Trustee Payment Expenditures: Part of the increase in FY 2004 is due to the loosening of some caps implemented in 2003 to curtail spending. Most of the increase was due to a \$2.1 million carryover of the Federal Grant from FY 2003. The agency requested and received non-cog authority in 2004 in the amount of \$1.7 million in order to spend this carryover. The increase from 2004 to 2005 was due to a new Work Services/Community supported Employment program with 3,800,000 for Trustee and Benefits in 2005. We also had a \$1,000,000 in non-cog in Trustee and Benefits in 2005.

Idaho Division of Vocational Rehabilitation
Summary of Appropriation & Expenditures
Fiscal Year 2002 - 2005
Through June 2005

Fund Source	GENERAL	FY 2002 OTHER	TOTAL	GENERAL	FY 2003 OTHER	TOTAL	GENERAL	FY 2004 OTHER	TOTAL	GENERAL	FY 2005 YTD OTHER	TOTAL
1 APPROPRIATION	3,939,500	13,594,770	17,534,270	3,635,400	13,878,700	17,514,100	3,673,000	15,474,900	19,147,900	7,679,300	15,352,700	23,032,000
ACTUAL EXPENDITURES												
2 PERSONNEL COSTS:	-	6,516,566	6,516,566	-	6,434,219	6,434,219	-	6,581,907	6,581,907	98,133	7,151,537	7,249,670
OPERATING EXPENDITURES												
3 Communication Costs	-	226,249	226,249	-	223,999	223,999	-	357,095	357,095	25,265	336,190	361,455
4 Employee Development	-	16,724	16,724	-	25,023	25,023	-	47,398	47,398	2,780	43,214	45,994
5 General Services	-	51,807	51,807	-	53,406	53,406	-	25,873	25,873	2,447	42,311	44,758
6 Professional Services	-	17,395	17,395	-	20,574	20,574	-	24,867	24,867	400	17,279	17,679
7 Repair & Maintenance Services	-	14,715	14,715	-	61,652	61,652	-	111,437	111,437	12,724	102,691	115,415
8 Administrative Services	-	19,725	19,725	-	11,550	11,550	-	7,388	7,388	-	4,134	4,134
9 Computer Services	-	145,082	145,082	-	1,355	1,355	-	85,985	85,985	57,284	(24,326)	32,958
10 Employee Travel	-	106,202	106,202	-	97,067	97,067	-	121,443	121,443	11,456	142,788	154,244
11 Administrative Supplies	-	44,408	44,408	-	38,915	38,915	-	44,377	44,377	5,037	48,599	53,636
12 Fuel Costs	-	11,440	11,440	-	13,440	13,440	-	14,919	14,919	529	21,613	22,142
13 Manufacturing & Merchandise Costs	-	-	-	-	-	-	-	-	-	109	-	109
14 Computer Supplies	-	206,309	206,309	-	82,164	82,164	-	15,508	15,508	-	15,589	15,589
15 Repair & Maintenance Supplies	-	19,561	19,561	-	10,733	10,733	-	18,711	18,711	131	8,742	8,873
16 Institutional & Residential Supplies	-	-	-	-	-	-	-	-	-	-	-	-
17 Specific Use Supplies	-	991	991	-	412	412	-	1,130	1,130	21	1,544	1,565
18 Insurance	-	10,730	10,730	-	9,610	9,610	-	8,912	8,912	-	4,045	4,045
19 Utility Charges	-	1,668	1,668	-	2,246	2,246	-	2,402	2,402	-	3,570	3,570
20 Rental & Operating Leases	-	407,656	407,656	-	467,497	467,497	-	368,941	368,941	45,807	379,896	425,703
21 Miscellaneous	-	92,940	92,940	-	94,780	94,780	-	124,001	124,001	7,071	60,682	67,754
22 Subtotal Operating Expenditures:	-	1,393,603	1,393,603	-	1,214,424	1,214,424	-	1,380,389	1,380,389	171,061	1,208,562	1,379,623
23 CAPITAL OUTLAY:		228,480	228,480	-	169,528	169,528	-	228,902	228,902	31,879	35,918	67,797
24 TRUSTEE & BENEFITS:	3,939,483	5,016,383	8,955,866	3,635,357	5,390,564	9,025,921	3,662,152	6,248,035	9,910,187	7,365,284	6,556,340	13,931,771
25 GRAND TOTAL:	3,939,483	15	17,094,515	3,635,357	13,208,735	16,844,092	3,662,152	14,439,233	18,101,385	7,666,357	14,952,357	22,628,861
26 % Change Over/Under Prior Year	n/a	n/a	n/a	0%	100%	-1%	1%	9%	7%			
27 % of Appropriation Remaining										0%	3%	2%
28 % of Months Remaining										0%	0%	0%

KEY ISSUES UPDATE
IDAHO PUBLIC TELEVISION
April - June 2005

In reference to the IdahoPTV Strategic Plan, listed below are key elements of concern or focused interest this quarter. Under each key element are listed bullets explaining exactly what IdahoPTV is doing to accomplish the goal.

Provide access to citizens anywhere of IdahoPTV/PBS resources via the WWW.

- a. In 4Q2005, IdahoPTV.org had 3,145,664 hits, 417,662 visits, with an average visit length of 3:17.
- b. In April, IdahoPTV launched a new website on "Garbage," a new episode of Dialogue for Kids, that examines how scientists are creating new ways of disposing of trash.
- c. In May, IdahoPTV launched a new Outdoor Idaho website called "Buckskin Brigade" that looks at the men and women who relive Idaho's past.
- d. In June, IdahoPTV launched a new Outdoor Idaho website called "Backroad Adventures" highlighting several scenic tours citizens can take in Idaho.

Progress towards DTV implementation.

- a. USDA RUS Grant: The Kooskia, Kamiah, Juliaetta and Lewiston tower & building construction bids are being advertised.
- b. USDA RUS Grant: A new translator has been purchased for Lewiston.
- c. Cox Cable in the Wood River Valley is now carrying IdahoPTV's high definition service.
- d. Negotiations occurred with US Forest Service for the citing of a digital translator on No Business Peak in the McCall area.

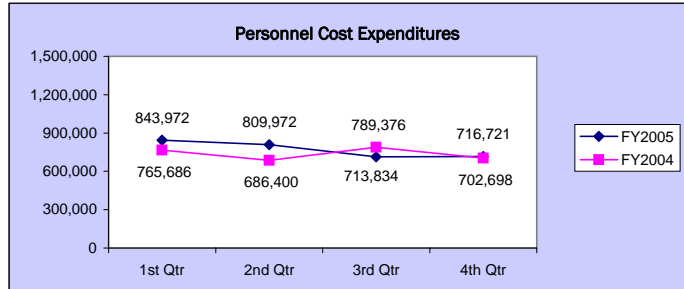
Provide relevant Idaho-specific information.

- a. Dialogue produced and/or aired fourteen programs including a look at "INL," "Salmon Recovery Plan," "Idaho's Schools," and "Senator Crapo."
- b. Outdoor Idaho produced two new programs called "Buckskin Brigade" and "Backroad Adventures."
- c. IdahoPTV partnered with the Idaho Statesman to produce a half hour program called "A View from Iraq" looking at the journey of two reporters.
- d. IdahoPTV received 8 Emmy nominations and Ron Pisaneschi was named "Public TV Programmer of the Year."

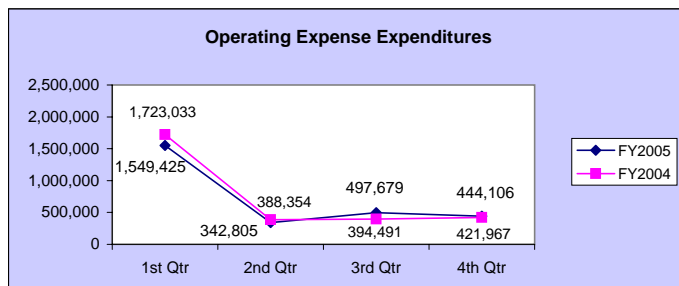
Seek increased levels of state, federal and private support.

- a. US Department of Commerce/PTFP reviewed our grant for 50% funding of Phase 1 (of 3) studio replacement. Grant announcement: Sept 05.
- b. US Department of Commerce/PTFP reviewed our grant for 25% funding of a digital translator for McCall, Idaho. Grant announcement: Sept 05.
- c. IdahoPTV was invited to apply for grant funds from the Murdock Charitable Trust for field camera and editing equipment during the summer of 2005.
- d. In June, IdahoPTV met and exceeded its private fund raising goal of \$2,892,800 by \$108,680 which will help IdahoPTV cover \$ of the 27th payroll.

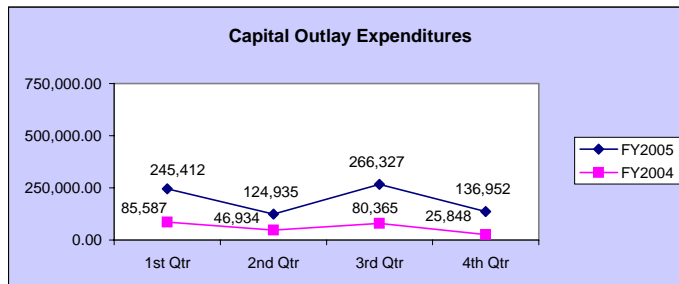
**Idaho Public Television
Performance Report to the State Board of Education
Quarterly Financial Data For FY 2004 and FY 2005**



Personnel Cost Expenditures: Personnel costs are in line with this quarter last year.

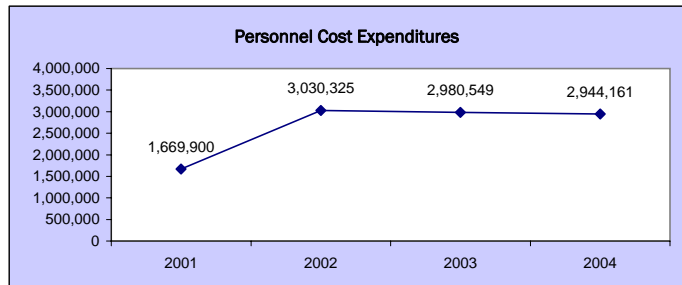


Operating Expense Expenditures: Nothing transpired that caused our OE to exceed last year this time.

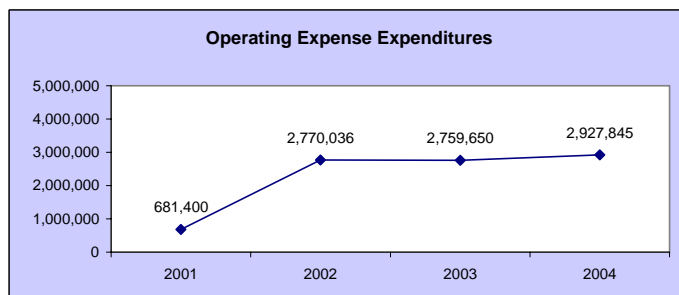


Capital Outlay Expenditures: Capital Expenditures are a result of grant funded projects.

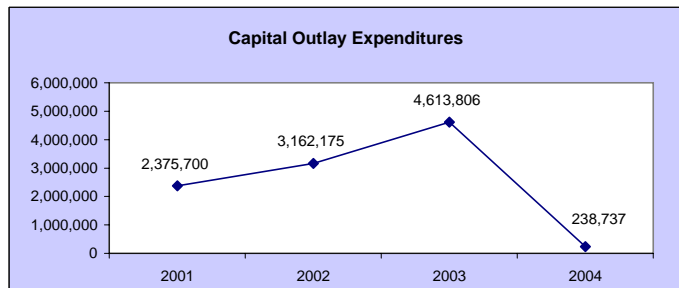
**Idaho Public Television
Performance Report to the State Board of Education
Prior Four Year Comparison**



Personnel Cost Expenditures: As reported in previous SBoE Quarterly Dashboard Reports, IdahoPTV Personnel Costs have trended down over the last three fiscal years as a result of reductions in support from the State of Idaho.



Operating Expense Expenditures: As reported in previous SBoE Quarterly Dashboard Reports, IdahoPTV Operating Expenses have trended flat over the last three years.



Capital Outlay Expenditures: As reported in previous SBoE Quarterly Dashboard Reports, Capital Outlay Expenditures were high in FY 2002 and 2003 because of the mandated conversion of transmitters to digital. Due to the lack of match provided by the State of Idaho, capital expenditures dropped significantly bringing a virtual halt to the statewide conversion of IdahoPTV to digital.

IDAHO PUBLIC TELEVISION
Summary of Appropriation & Expenditures
Fiscal Year 2002 - 2005
Through June 2005

Fund Source	FY 2002			FY 2003			FY 2004			FY 2005		
	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL
1 APPROPRIATION	7,620,400	800,400	8,420,800	5,417,954	804,600	6,222,554	1,553,200	995,200	2,548,400	1,595,000	861,800	2,456,800
ACTUAL EXPENDITURES												
2 PERSONNEL COSTS:	1,006,089	800,400	1,806,489	878,900	804,600	1,683,500	845,000	820,200	1,665,200	888,600	861,800	1,750,400
OPERATING EXPENDITURES												
3 Communication Costs	25,865		25,865	12,169		12,169	30,482		30,482	38,719		38,719
4 Employee Development	22,586		22,586	5,638		5,638	8,359		8,359	16,029		16,029
5 General Services	1,211		1,211	631		631	3,191		3,191	774		774
6 Professional Services	38,454		38,454	63,458		63,458	39,954	9,693	49,647	48,684		48,684
7 Repair & Maintenance Services	18,776		18,776	15,948		15,948	30,671		30,671	32,964		32,964
8 Administrative Services	17,467		17,467	3,356		3,356	17,706		17,706	23,063		23,063
9 Computer Services	-		-	-		-	-		-	11,718		11,718
10 Employee Travel	11,465		11,465	10,961		10,961	13,884		13,884	18,704		18,704
11 Administrative Supplies	4,550		4,550	620		620	3,330		3,330	5,857		5,857
12 Fuel Costs	2,946		2,946	3,097		3,097	1,345		1,345	6,988		6,988
13 Manufacturing & Merchandise Costs	-		-	70		70	-		-	-		-
14 Computer Supplies	33,725		33,725	136		136	4,540	6,750	11,290	7,229		7,229
15 Repair & Maintenance Supplies	14,994		14,994	5,829		5,829	16,308		16,308	14,975		14,975
16 Institutional & Residential Supplies	-		-	-		-	-		-	-		-
17 Specific Use Supplies	9,371		9,371	958		958	1,404		1,404	3,706		3,706
18 Insurance	11,535		11,535	22,091		22,091	34,608		34,608	18,033		18,033
19 Utility Charges	22,598		22,598	72,683		72,683	58,963		58,963	45,557		45,557
20 Rental & Operating Leases	347,916		347,916	341,235		341,235	357,781		357,781	360,659		360,659
21 Miscellaneous	11,295		11,295	22,219		22,219	60,674	32,102	92,776	52,742		52,742
22 Subtotal Operating Expenditures:	594,754	-	594,754	581,100	-	581,100	683,200	48,545	731,745	706,400	-	706,400
23 CAPITAL OUTLAY:	2,514,046		2,514,046	3,821,754	-	3,821,754	25,000	71,238	96,238	-	-	-
24 TRUSTEE & BENEFITS:	-	-	-	-	-	-	-	-	-	-	-	-
25 GRAND TOTAL:	4,114,889	800,400	4,915,289	5,281,754	804,600	6,086,354	1,553,200	939,983	2,493,183	1,595,000	861,800	2,456,800
26 % Change Over/Under Prior Year	n/a	n/a	n/a	22%	1%	19%	-240%	14%	-144%			
27 % of Appropriation Remaining										0%	0%	0%
28 % of Months Remaining										0%	0%	0%

KEY ISSUES
IDAHO STATE HISTORICAL SOCIETY
April - June 2005

In reference to the Idaho State Historical Society Strategic Plan, listed below are the 3 – 5 key elements of concern or focused interest this quarter. Under each key element are listed 2 – 4 bullets explaining exactly what the Idaho State Historical Society is doing to correct the problem or what the agency has done to accomplish the goal.

Idaho State Historical Society provides access to historic resources and information on the heritage of the state.

- a. Work continues on the 35,800 square foot Phase II addition to the Idaho History Center to provide additional research facilities and increased access to historical library and archival holdings. Expected completion October 2005
- b. Updated “search” capabilities on ISHS website (idahohistory.net) to speed internet access to more than 1,000 items in the Reference Series of articles on historic events, people and locations.
- c. Continued work at the newly restored Relic Hall at Franklin using by beginning the interpretation of artifacts on display in the building.

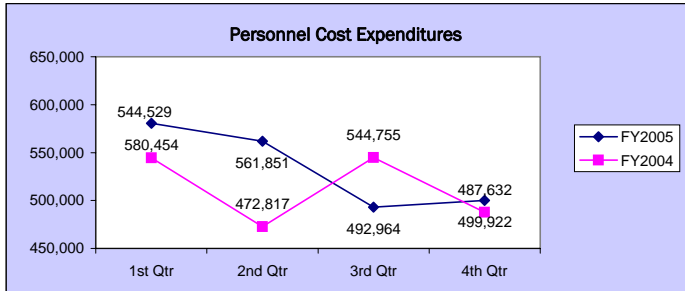
Idaho State Historical Society identifies, protects, records and conserves the historic resources of Idaho.

- a. Reviewed 102 federal construction projects under Section 106 guidelines of the national Historic Preservation Act to assure no negative impact on historic resources of Idaho.
- b. Processed and stored 1553 additional cubic feet of permanent city, county, district and state government records at State Archives facilities.
- c. Recorded and/or processed 9 oral history interviews in Idaho in conjunction with the national World War II oral history project.

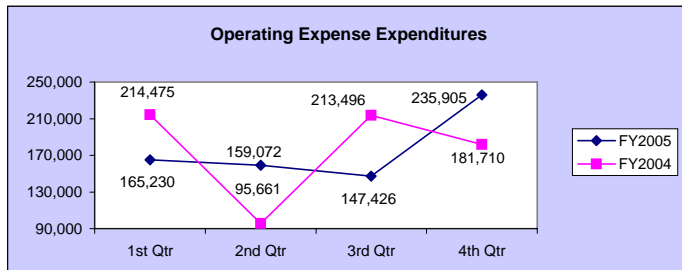
Idaho State Historical Society provides education and outreach programs to improve the interpretation and appreciation of Idaho history.

- a. Distributed the revived *Idaho Yesterdays* academic journal as a joint project of the ISHS, Idaho State University and Boise State University; produced and distributed quarterly newsletter *The Mountain Light*
- b. The Lewis and Clark exhibition at the Museum opened in May 2005; continued work on bringing the NPS Lewis and Clark CorpsII to Julia Davis Park in 2006.
- c. Recorded paid attendance of 4,775 visitors at the Idaho Historical Museum and 2,372 visitors at the Old Idaho Penitentiary during the quarter.

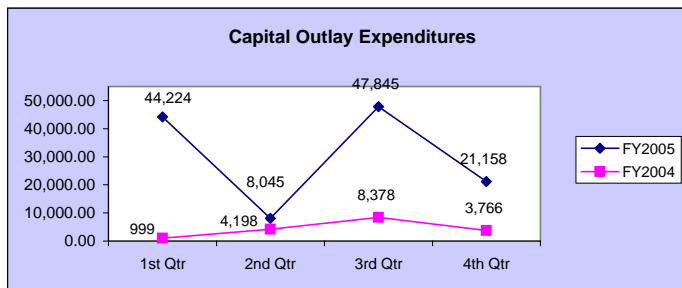
**Idaho State Historical Society
Performance Report to the State Board of Education
Quarterly Financial Data For FY 2004 and FY 2005**



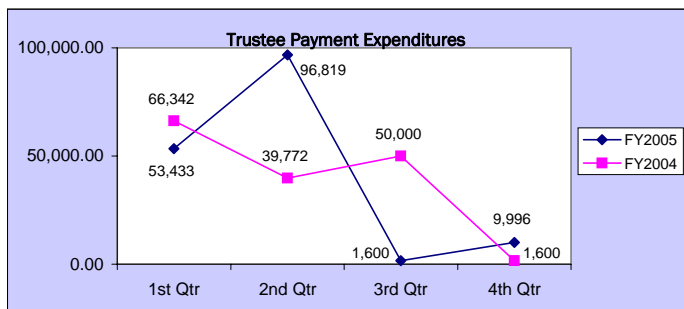
Personnel Cost Expenditures: Fluctuation is due to varying number of paydays each quarter.



Operating Expense Expenditures: Fluctuation is due to timing difference of payment of rents.

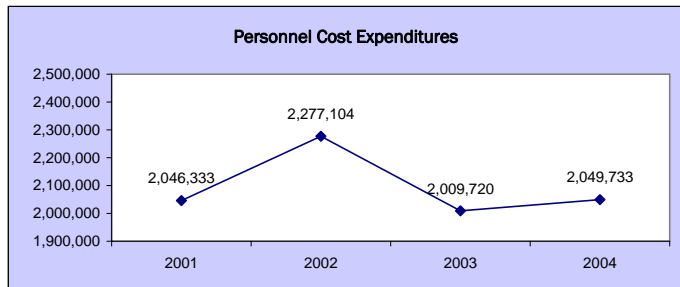


Capital Outlay Expenditures: Fluctuation is due to grants and grants match.

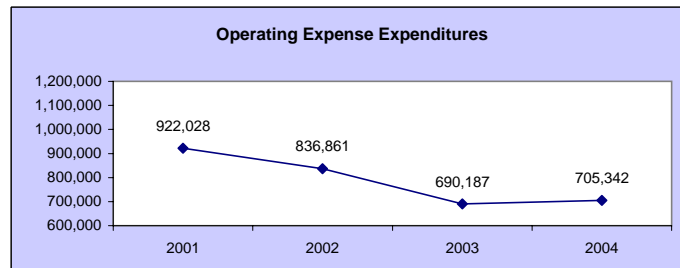


Trustee Payment Expenditures: Trustee Payment expenditures are dependent on grants paid from Idaho Governor's Lewis and Clark Trail Bicentennial Committee.

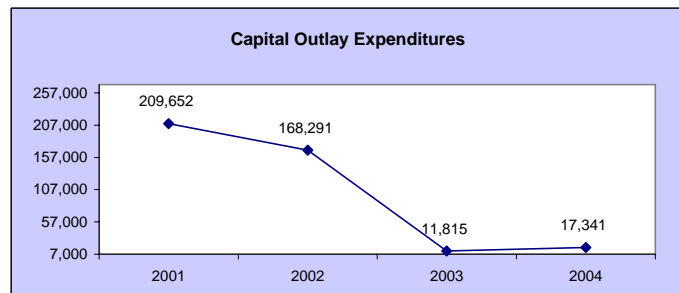
**Idaho State Historical Society
Performance Report to the State Board of Education
Prior Four Year Comparison**



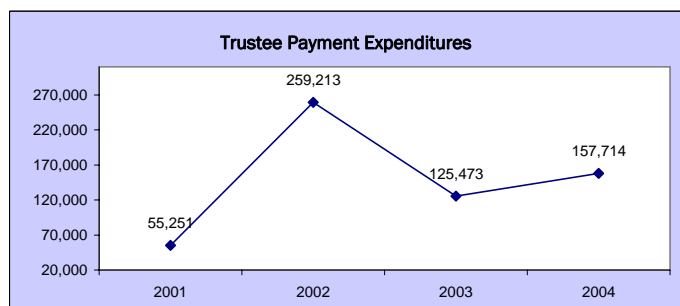
Personnel Cost Expenditures: Fluctuation in FY03 and FY04 was due to mandated budget reduction which resulted in loss of staff.



Operating Expense Expenditures: Fluctuation in FY03 and FY04 was due to a base reduction in funding as a result of mandated budget cutbacks.



Capital Outlay Expenditures: Reduction in FY03 and FY04 was due to the elimination of the budget to purchase books and periodicals for the historical library.



Trustee Payment Expenditures: Trustee Payment expenditures are primarily dependent on grants paid from the Idaho Governor's Lewis and Clark Trail Bicentennial Committee.

Summary of Appropriation & Expenditures
Dashboard Report
Fiscal Year 2002 - 2005
Through June 2005

Fund Source	GENERAL	FY 2002 OTHER	TOTAL	GENERAL	FY 2003 OTHER	TOTAL	GENERAL	FY 2004 OTHER	TOTAL	GENERAL	FY 2005 YTD OTHER	TOTAL
Original Appropriation	2,466,025	1,564,100	4,030,125	1,907,100	1,613,800	3,520,900	1,923,700	1,857,600	3,781,300	1,973,800	1,795,500	3,769,300
Holdbacks/Reversions	(97,100)		(97,100)	(66,700)		(66,700)			-			-
Supplemental					50,000	50,000						
Receipts to Appropriations	1,664		1,664	144		144		394	394			-
1 NET APPROPRIATION	2,370,589	1,564,100	3,934,689	1,840,544	1,663,800	3,504,344	1,923,700	1,857,994	3,781,694	1,973,800	1,795,500	3,769,300
ACTUAL EXPENDITURES												
2 PERSONNEL COSTS:	1,507,711	769,393	2,277,104	1,379,978	629,742	2,009,720	1,401,972	647,762	2,049,733	1,429,270	705,651	2,134,921
OPERATING EXPENDITURES												
3 Communication Costs	51,997	2,821	54,818	45,062	2,747	47,810	44,264	1,465	45,730	42,699	3,191	45,890
4 Employee Development	4,282	9,413	13,695	2,273	4,228	6,501	5,470	6,835	12,305	3,676	11,107	14,783
5 General Services	27,185	9,393	36,579	15,041	18,068	33,109	4,833	15,398	20,232	9,122	8,537	17,659
6 Professional Services	26,610	46,090	72,700	19,771	10,169	29,940	16,983	39,205	56,188	11,855	31,614	43,469
7 Repair & Maintenance Services	49,534	6,873	56,407	34,940	36,236	71,177	49,233	11,279	60,513	51,308	17,668	68,976
8 Administrative Services	24,466	39,118	63,584	19,089	32,530	51,619	8,438	18,153	26,592	23,527	32,420	55,947
9 Computer Services	4,666	3,244	7,910	5,194	4,413	9,607	5,016	4,075	9,091	6,262	1,064	7,326
10 Employee Travel	32,764	25,374	58,138	24,921	17,378	42,298	30,551	22,228	52,779	30,194	37,279	67,473
11 Administrative Supplies	24,172	4,127	28,299	8,086	3,955	12,041	10,876	2,075	12,951	10,022	11,883	21,905
12 Fuel Costs	5,207	(96)	5,111	5,365	249	5,614	6,538	15	6,553	6,551	24	6,576
13 Manufacturing & Merchandise Costs		20,017	20,017		30,736	30,736		20,373	20,373	11	23,077	23,088
14 Computer Supplies	4,459	1,601	6,060	8,552	852	9,405	5,146	890	6,037	3,287	283	3,570
15 Repair & Maintenance Supplies	28,592	12,930	41,522	16,772	7,858	24,631	11,465	7,903	19,368	15,169	7,771	22,940
16 Institutional & Residential Supplies			-			-			-			-
17 Specific Use Supplies	28,069	12,355	40,425	6,586	13,984	20,570	5,271	40,328	45,599	2,711	38,716	41,427
18 Insurance	6,454			12,779		12,779	18,123		18,123	15,281		15,281
19 Utility Charges	77,847	8,054	85,900	64,247	6,962	71,209	59,214	6,052	65,265	6	77,235	83,625
20 Rental & Operating Leases	139,434	19,051	158,485	137,326	11,054	148,379	141,168	6,301	147,469	1	90,957	98,618
21 Miscellaneous	31,597	49,160	80,757	30,790	31,974	62,764	46,537	33,640	80,177	32,918	36,161	69,079
22 Subtotal Operating Expenditures:	567,334	269,527	836,861	456,796	233,392	690,187	469,127	236,215	705,342	432,786	274,846	707,633
23 CAPITAL OUTLAY:	162,879	5,412	168,291	144	11,671	11,815	989	16,352	17,341	2	56,075	65,197
24 TRUSTEE & BENEFITS:	115,176	144,037	259,213	1,600	123,873	125,473	51,600	106,114	157,714	55,600	106,248	161,848
25 GRAND TOTAL:	2,353,100	1,188,369	3,541,469	1,838,517	998,678	2,837,195	1,923,687	1,006,443	2,930,130	1,973,732	1,151,942	3,125,674
26 % Change Over/Under Prior Year	n/a	n/a	n/a	-28%	-19%	-25%	4%	1%	3%			
27 % of Appropriation expended										100%	64%	83%
28 % of Fiscal Year expended										75%	50%	50%

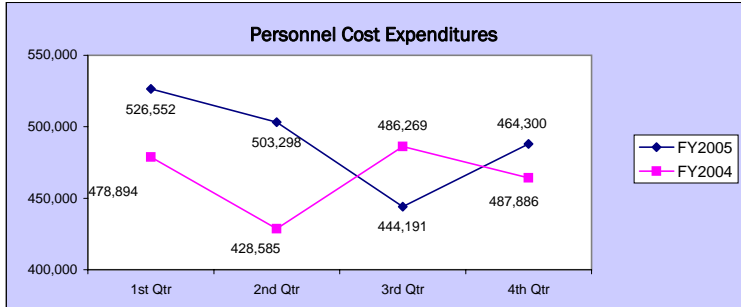
- 1 Assumed responsibility for Assay Building from DOA in FY 2005
- 2 All salary savings from declined insurance, unpaid sick leave & delay in refilling vacated positions and all operating expense economies applied to replacement equipment purchases
- 3 FY2005 Grants & grant Match
- 4 Archive records pickup increased
- 5 Archive materials & Lewis & Clark exhibit
- 6 Assumed Assay Building Utilities (see # 1)

KEY ISSUES UPDATE
IDAHO STATE LIBRARY
April - June 2005

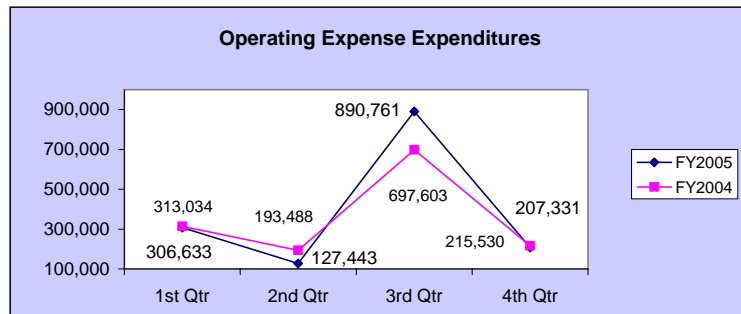
Below are the 3 key elements of the State Library's Strategic Plan. Under each are listed bullets explaining accomplishments, activities, and/or obstacles during this quarter.

1. Idaho State Library educates Idahoans in library, literacy, and information skills.
 - a. 10 SL staff made multiple presentations at 4 regional library conferences on topics including future planning, E-Rate, marketing, digitization, and web technologies.
 - b. Held 10 workshops attended by 155 participants; individuals completed SL-developed E-course 105 times.
 - c. Began planning to revamp our Professional Development Collection in response to recommendations from an outside consultant.
2. **Idaho State Library is a central resource that provides statewide leadership and services to maximize the common efforts of Idaho libraries.**
 - a. Began Phase 2 of LiLI-Unlimited (LiLI-U) implementation, the statewide cataloging and interlibrary loan service, with 34 new participant libraries in eastern Idaho.
 - b. Continued planning for the 2½ day Futures Think Tank in August as part of our statewide 2020 Vision planning process (see at www.lili.org/futures/ for the agenda, readings and links, and blog).
 - c. Continued planning to extend services through local public libraries for those who are unable to print materials. An outside consultant met with the Talking Book Service (TBS) Advisory Committee and, with SL staff, held focus group meetings with 59 users and service providers in % location.
 - d. Completed installation of the TBS digital recording studio, partially funded by donations of former patrons. All Idaho-recorded books will now meet the digital standards set by the National Library Service.
 - e. In our role as state depository, formed an Idaho team (with Historical Society and Department of Administration) to attend a Library of Congress workshop to plan for preservation of government information in digital form that is both significant and at risk of loss.
3. **Idaho State Library promotes and advocates values of libraries serving all citizens.**
 - a. Launched the Summer Reading advocacy campaign targeted to parents and educators. It included a direct mail piece to public and school librarians and elementary school principals; English and Spanish radio ads; and a "Read for your Library" incentive program.
 - b. Coordinated the participation of libraries in 91 Idaho communities in the national summer reading program. Libraries are documenting participation levels of kids ages 5-13 to evaluate the effectiveness of the Summer Reading advocacy campaign.

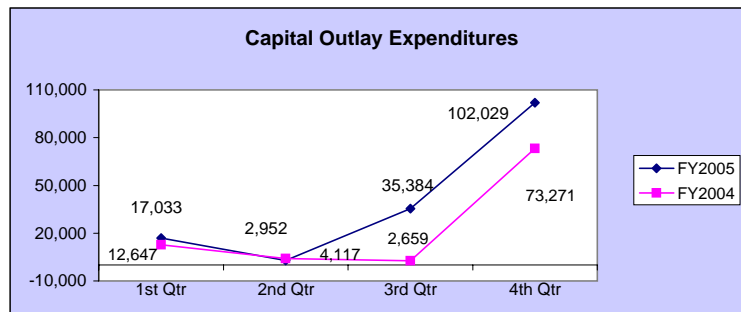
Idaho State Library
Performance Report to the State Board of Education
Quarterly Financial Data For FY 2004 and FY 2005



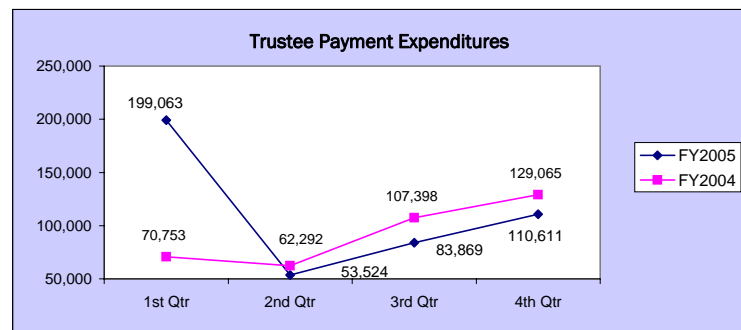
Personnel Cost Expenditures: ISL was fully staffed and distribution of FY05 CEC was effective the first quarter of FY05. Fluctuations are due to an extra pay period in the first and second quarter of FY05 and first and third quarter of FY04. Salary savings were distributed during the 4th quarter of FY05.



Operating Expense Expenditures: Fluctuation is due to fixed operating costs for rent due in 1st and 3rd quarters and the LiLI Database payment in the 3rd quarter. The first payment for LiLI-U occurred during the 3rd quarter of FY05.

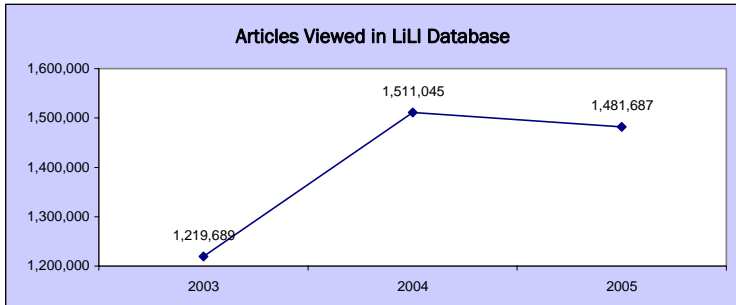


Capital Outlay Expenditures: ISL's General Fund appropriation in FY04 was \$0 and FY05 was \$40,000. FY04 object transfers and expenditures were delayed until the 4th quarter due to unknown budget issues related to holdbacks and vacant positions. Expenditures for the Talking Book Service new digital recording studio were paid during the 3rd and 4th quarters of FY05.

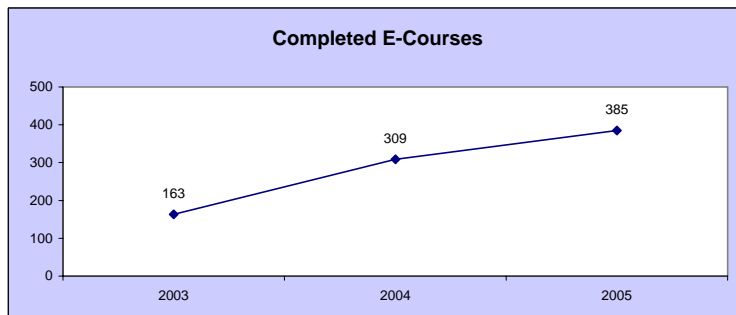


Trustee Payment Expenditures: Trustee Payment Expenditures are dependent on Trustee claim patterns and amounts awarded to sub-grantees which are extremely variable. The Federal LSTA Grant is expended on a two-year cycle. The expenditure cycle for one-time grants is based on the specific grant criteria. No State General Fund dollars are appropriated to this category.

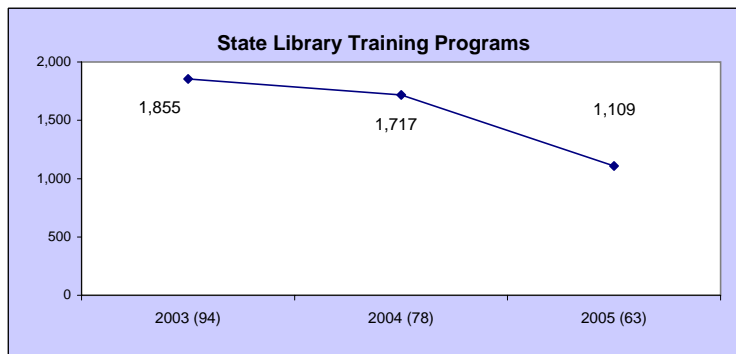
**Idaho State Library
Performance Report to the State Board of Education
Prior Four Year Comparison**



LiLI Databases: Number of articles viewed through use of the LiLI Databases.



Completed E-Courses: Number of State Library developed e-courses completed by individuals.



Training Programs: Attendance at training programs offered by the State Library. The number of training programs offered varies from year to year and is reflected in the number in parenthesis following the fiscal year.

Idaho State Library
Summary of Appropriation & Expenditures
Fiscal Year 2002 - 2005
Through June 2005

Fund Source	FY 2002			FY 2003			FY 2004			FY 2005		
	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL	GENERAL	OTHER	TOTAL
1 APPROPRIATION	2,944,500	1,368,300	4,312,800	2,329,700	1,656,800	3,986,500	2,418,600	1,467,300	3,885,900	2,552,200	2,029,700	4,581,900
ACTUAL EXPENDITURES												
2 PERSONNEL COSTS:	1,701,847	171,433	1,873,280	1,622,064	165,283	1,787,346	1,687,980	170,067	1,858,048	1,776,105	185,822	1,961,926
OPERATING EXPENDITURES												
3 Communication Costs	46,105	13,799	59,903	35,963	17,179	53,142	21,980	13,434	35,414	23,588	10,004	33,593
4 Employee Development	9,462	2,706	12,168	11,096	2,655	13,751	11,905	3,899	15,804	14,363	1,050	15,413
5 General Services	52,853	11,146	63,999	28,884	26,040	54,924	23,096	10,200	33,296	30,621	119,354	149,975
6 Professional Services	60,689	26,143	86,832	14,580	186,370	200,949	15,797	191,061	206,858	15,425	124,960	140,385
7 Repair & Maintenance Services	4,181	143	4,324	8,479	651	9,130	11,256	1,344	12,601	17,649	-	17,649
8 Administrative Services	36,929	53,160	90,088	29,555	63,701	93,256	20,221	79,557	99,778	21,515	31,657	53,173
9 Computer Services	55,640	4,400	60,040	232,813	282,625	515,438	234,086	323,169	557,255	246,609	303,550	550,159
10 Employee Travel	40,521	25,343	65,864	24,880	28,045	52,925	39,761	31,957	71,717	54,264	13,095	67,359
11 Administrative Supplies	10,792	1,239	12,032	8,996	4,276	13,272	5,668	2,492	8,161	10,520	3,180	13,700
12 Fuel Costs	1,327	1,127	2,454	1,534	948	2,482	1,736	1,304	3,040	3,908	24	3,932
13 Manufacturing & Merchandise Costs	-	-	-	-	-	-	-	-	-	-	-	-
14 Computer Supplies	22,541	846	23,387	15,830	2,749	18,579	13,568	613	14,181	13,351	1,247	14,598
15 Repair & Maintenance Supplies	1,479	422	1,901	2,657	490	3,147	154	-	154	-	-	-
16 Institutional & Residential Supplies	-	-	-	-	-	-	-	-	-	-	-	-
17 Specific Use Supplies	37,140	15,989	53,129	3,553	42,504	46,057	3,815	30,277	34,092	6,808	68,957	75,765
18 Insurance	8,657	-	8,657	8,923	-	8,923	8,152	-	8,152	2,749	-	2,749
19 Utility Charges	2,541	-	2,541	1,705	-	1,705	1,720	-	1,720	1,714	-	1,714
20 Rental & Operating Leases	434,268	280,035	714,303	224,189	20,366	244,555	223,522	14,081	237,603	223,769	9,393	233,162
21 Miscellaneous	32,479	33,834	66,313	17,636	62,086	79,722	19,176	60,653	79,829	17,146	141,698	158,844
22 Subtotal Operating Expenditures:	857,602	470,331	1,327,933	671,270	740,687	1,411,957	655,614	764,041	1,419,655	703,999	828,170	1,532,169
23 CAPITAL OUTLAY:	203,064	16,315	219,378	15,000	12,925	27,925	74,996	17,698	92,694	71,500	85,898	157,398
24 TRUSTEE & BENEFITS:	25,000	536,030	561,030	-	252,000	252,000	-	369,508	369,508	-	447,067	447,067
25 GRAND TOTAL:	2,787,512	1,194,109	3,981,622	2,308,333	1,170,895	3,479,228	2,418,591	1,321,314	3,739,905	2,551,604	1,546,956	4,098,560
26 % Change Over/Under Prior Year	n/a	n/a	n/a	-21%	-2%	-14%	5%	11%	7%			
27 % of Appropriation Remaining										0%	24%	11%
28 % of Months Remaining												

Comments: The "other" appropriation for FY 2002 - 2005 includes funds appropriated to Public Schools and transferred to ISL for the LiLI Database. Adjustments to the appropriations, including non-cogs and FY 2003's negative supplement and reversion, are reflected for FY 2002 - FY 2005.

CONSENT AGENDA - PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS
OCTOBER 16-17, 2005

SUBJECT

Approval of Pending Rules – IDAPA 08.02.02, Rules Governing Uniformity, Standards for Commercial Driving Schools.

REFERENCE

June 18, 2003 The Commercial Driving School Rules were brought to the Board for their review and approval. The Board voted to hold the rules until their August meeting and directed Board staff to place the rules on the webpage and allow for comment up to 20 days prior to the meeting.

August 12, 2004 The Board approved the proposed rules for Commercial Driving Schools.

November 12, 2004 The Board approved the pending rules for Commercial Driving Schools

March 10, 2005 The Board approved the temporary and proposed rules for Commercial Driving Schools that included direction received from the Legislature as stated in Senate Concurrent Resolution 112

APPLICABLE STATUTE, RULE, OR POLICY

Section 49-2102, Idaho Code requires the State Board of Education to adopt rules concerning the administration and enforcement of Commercial Driving Schools.

Section 49-303, Idaho Code states that in order to receive a Driver's license, the driver must have completed an approved driver's training course

BACKGROUND

The Standards for Commercial Driving Schools have been negotiated for over two years. The Board approved the culmination of these negotiations with the pending rule in November and directed staff to prepare the rule for review by the 2005 Legislature. Testimony received in the House and Senate Education Committees by both the commercial driving school owners and the State Department of Education (SDE) indicated that the standards incorporated by reference into the rule were still unacceptable.

DISCUSSION

The Proposed Rule was published on May 4, 2005. Comments were received until May 25, 2005. The Office of the State Board of Education received no comments on the proposed rule and therefore, staff made no amendments from the Proposed to Pending Rule.

Senators Andreason and Gannon asked Board staff, SDE staff, and members of the Commercial Driving School organization to meet with them in an attempt to

CONSENT AGENDA - PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS
OCTOBER 16-17, 2005

approve these rules. At that meeting, all parties involved agreed to remove certain sections of the standards in an effort to maintain as much of the standards as possible. Board staff made it clear at that meeting, and during testimony to both Senate and House Education Committees, that while the Board would agree to the removal of certain sections of the standards, it was with the understanding that all parties would go back into negotiations on the standards once again. Senators Andreason and Gannon agreed to participate in those negotiations.

The sections that were removed were Section 1.8 which referred to the Course Content Outline and Sequence; Subsection 9.3.a. which referred to the number of days in which a class must be conducted; Subsection 9.4.f which referred to the hours per week that classroom instruction could be conducted; and Subsection 9.4.g. which referred to the hours per day that classroom instruction could be conducted.

As the rule now stands there is no requirement for commercial driving schools to submit any course content outline or sequence to SDE, there is no requirement for the number of days in which the course must be conducted, nor is there any requirement for the number of hours per week or day that classroom instruction may be conducted.

IMPACT

If the Board approves the Standards for Commercial Driving Schools, the Standards will read exactly as was agreed upon by all parties and the legislature. However, there will be no requirement for Commercial Driving Schools to submit content standards and benchmarks to the SDE. Furthermore, there will be no limitations on the number of hours per week or day under which a course may be conducted.

If the Board rejects the Standards for Commercial Driving Schools, the Commercial Driving Schools will remain under the requirements currently set out in the Standards adopted on November 12, 2004. Sections of those standards were expressly rejected by the legislature and the Board will be in direct conflict with the wishes of the legislature.

STAFF COMMENTS AND RECOMMENDATIONS

Board staff recommends the approval of the pending rule as submitted.

BOARD ACTION

A motion to approve the Pending Rules – IDAPA 08.02.02, Rules Governing Uniformity, State Board Standards for Commercial Driving.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

CONSENT AGENDA - PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS
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004. INCORPORATION BY REFERENCE.

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

01. Incorporated Document. The Idaho Standards for the Initial Certification of Professional School Personnel as approved on in November 2003. (3-16-04)

02. 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.idahoboardofed.org](http://www.idahoboardofed.org). (3-16-04)

03. Incorporated Document. The Standards for Idaho School Buses and Operations as approved on November 15, 2001. (7-1-02)

04. 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. (7-1-02)

05. Incorporated Document. The Idaho Standards for Public School Driver Education and Training as approved on November 22, 2002. (5-3-03)

06. Document Availability. The Idaho Standards for Public School Driver Education and Training are available at the Idaho State Department of Education, 650 W. State St., Boise, Idaho, 83702. (5-3-03)

07. Incorporated Document. The Standards for Commercial Driving Schools as approved on ~~November 12, 2004~~ March 10, 2005. (~~3-14-05~~)(3-10-05)T

08. Document Availability. The Standards for Commercial Driving Schools are available at the Idaho State Department of Education, 650 W. State St., Boise, Idaho, 83702. (3-14-05)

(BREAK IN CONTINUITY OF SECTIONS)

230. DRIVER EDUCATION.

01. Commercial Schools. All driver education courses offered in Idaho commercial schools must be conducted in compliance with all the requirements in the Standards for Commercial Driving Schools as approved on ~~November 12, 2004~~ March 10, 2005. (~~3-14-05~~)(3-10-05)T

02. Public Schools. All driver education courses offered in Idaho public schools must be conducted in compliance with all the requirements in the Idaho Standards for Public School Driver Education and Training as approved on November 22, 2002. (5-3-03)

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Standards for Commercial Driving Schools

Published by the
Idaho State Department of Education

P.O. Box 83720
Boise, Idaho 83720-0027

Dr. Marilyn Howard
State Superintendent of Public Instruction

March 10, 2005

**CONSENT AGENDA - PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS
OCTOBER 16-17, 2005**

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IDAPA 08.02.02.240.01

Commercial Schools. All driver education courses offered in Idaho commercial schools must be conducted in compliance with the requirements set forth in this manual, IDAPA 08.02.02, "Rules Governing Uniformity", Subsection 240.01 and (Title 49, Chapter 21, Idaho Code).

1.0 DRIVING SCHOOL LICENSE

- 1.1 Display of Licenses.** Commercial driving school licenses are not transferable and are to be conspicuously displayed in the principal place of business. All branch locations must meet the same requirements as the principal place of business.
- 1.2 Advertising.** Schools may represent that the school is licensed by the State Board of Education, and may use no other words to indicate compliance.
- 1.3 Applications.** All applications for an original or renewal license must be submitted on the most current form provided by the Department of Education. Applications must be submitted at least twenty (20) calendar days prior to licensing. Licensees must submit any change or revision to the information provided in the application within twenty (20) calendar days of any such change or revision. In addition to the requirements set forth in Section 49-2102 and 49-2104, Idaho Code, applications must include the items 1.4 through 1.8.
- 1.4 Certificate of Occupancy from the Local Area Fire Marshall or Local Authorized City or County Agency:**
- a. If using a public building, a copy of the certificate issued to the building/room.
 - b. If using a private building, a copy of the certificate issued to the building/room.
 - c. If using public or private school facilities, a copy of the certificate is not required.
 - d. The building must meet the standards set forth in the American with Disabilities Act if services are provided to disabled students.
- 1.5 Certificate of Automobile Insurance.** Certificate of automobile insurance with a minimum of five-thousand dollars (\$5,000) (each person) medical insurance, one-hundred thousand dollars (\$100,000) liability, property damage and, five hundred thousand dollars (\$500,000) bodily injury and property liability, each person, each accident for each vehicle to be used for training.
- 1.6 Criminal History Check.** Anyone affiliated with the operation or instruction of a Commercial Driving School must undergo a criminal history check using the provisions in Section 49-2103, Idaho Code. If the

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employee remains continuously employed with a school, an additional background check is not required. However, when a person begins employment with another commercial driving school, a criminal history check is required.

- 1.7 School Policies.** Written school policies must be given to the student and parent or legal guardian that state the attendance and passing criteria and when additional fees may be charged to a student.

~~**1.8 Course Content Outline and Sequence.** A copy of the course content outline and a scope and sequence for both the in-car and classroom instruction for approval. The content shall be based upon the Department of Education's Content Standards and Benchmarks for an Approved Idaho Teen Driver Education and Training Program.~~

2.0 COMMERCIAL DRIVING SCHOOL VEHICLES

- 2.1 Annual and Mechanical Vehicle Inspection.** Before a vehicle is used for instruction, a certified ASE mechanic must inspect the vehicle using the *Driver Education Vehicle Inspection Form* provided by the Department of Education, or a similar form provided by the ASA mechanic or vehicle technician. Vehicles not passing the inspection must be placed out of service until the needed repairs or equipment are made and the vehicle passes re-inspection. Annual mechanical inspections must be completed every twelve (12) months using the *Twelve (12)-Month Vehicle Inspection Form* provided by the Department of Education or a similar form provided by an ASA mechanic. Following any incident involving the driver education vehicle that requires an investigation and report by law enforcement, or in which the damage exceeds \$750 in damage, the school must withdraw the vehicle from the fleet and not use it for instruction until written proof of repairs by an ASA mechanic or vehicle technician has been submitted to the Department of Education.

- 2.2 Required Equipment.** All motor vehicles used to practice driving lessons must be equipped with the following:
- a. Dual Control Brake Pedal.** A dual control brake pedal within easy reach of the instructor and capable of bringing the vehicle to a stop in accordance with Section 49-933(7), Idaho Code.
 - b. Operating Safety Belts.** Operating safety belts for all occupants.
 - c. Rearview Mirror.** An inside rear view mirror for the exclusive use of the instructor.

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- d. **Side-View Mirror.** Side-view mirror on each side of the vehicle, adjusted for the driver's use.
- e. **Signs.** Safely secured signs that can be seen from outside the vehicle to the rear and both sides of the vehicle;
 - 1) The signs and letters will be of contrasting colors so as to be clearly readable at one hundred (100) feet in clear daylight.
 - 2) Signs to the rear and sides will have "STUDENT DRIVER," "DRIVER EDUCATION," "DRIVER'S TRAINING" or DRIVING SCHOOL with not less than two (2) inch high lettering.
 - 3) Signs to both sides of the vehicle will have the name of the driving school with not less than two-inch (2) high lettering.

3.0 COLLISION/INCIDENT REPORTS

The School must submit a Collision/Incident Report Form to the Department of Education within fifteen (15) days following any incident involving a driver training vehicle that required an investigation and report by law enforcement.

4.0 COMMERCIAL DRIVING SCHOOL FACILITIES

Classrooms will be in compliance with local and state fire, safety, and health codes. Each school must provide adequate classroom space, seating, and a hard surface for writing for each student. At least one (1) sanitary facility must also be provided.

5.0 STUDENT RECORDS

- 5.1 **Report of Students Enrolled.** Schools must submit to the Department of Education a report that includes the total number of students enrolled, passed, failed, and withdrawn during the previous fiscal year between July 1 and June 30. The report must be submitted by August 1 of each year.
- 5.2 **Maintenance of Student Records.** Original student records must be made in ink, or inserted into computer records, and updated after each lesson. All original student records must be maintained for a minimum of three (3) years. Student records must be maintained for all students including those who passed, failed, or withdrew. Each student's record must include:
 - a. Student's full name, address, and telephone number;

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- b. Commercial Training (CT) permit number;
- c. Attendance records; and
- d. In-Car logs must be maintained in ink, include the following information, and shall be available in the vehicle during each student's drive:
 - 1) Student name;
 - 2) Commercial driver training permit number;
 - 3) Emergency contact name and phone number;
 - 4) Instructor's name;
 - 5) Date and time of each drive, including the amount of driving and observation time;
 - 6) Skills taught during each drive;
 - 7) Instructor remarks;
 - 8) Student's initials verifying time and date for each drive and observation;
 - 9) Final behind-the-wheel grade; and
 - 10) Special accommodations, if used.

6.0 MONITORING OF COMMERCIAL DRIVING SCHOOLS

The Department of Education shall monitor commercial driving schools and instructors for instructional and administrative compliance with state requirements.

6.1 Access To Facilities. All proposed or licensed commercial driving schools shall allow the Department of Education access to business facilities, and student records, with a thirty (30) days advance notice. However, if a formally signed safety complaint is filed with the Department of Education, the Department of Education shall be allowed immediate access upon prior notification to the school.

6.2 Documentation. Schools must fulfill requests for required documentation within twenty (20) calendar days.

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- 6.3. Review Provided to the School.** Upon completion of the physical review date, the Department of Education shall have twenty (20) calendar days in which to provide the commercial driving school owner a copy of such report.

7.0 DRIVING SCHOOL INSTRUCTOR LICENSE APPLICATION

- 7.1 General Requirements.** Applicants must be at least twenty-one (21) years of age and have a high school diploma or a GED equivalent. Applicants for an original or renewal license must possess a valid Idaho Class A-D driver license and have a satisfactory driving record. A driving record will be determined satisfactory only if the applicant:
- a.** Has not received a court suspension or revocation that is not traffic related;
 - b.** Has not been convicted of a traffic violation that carries a mandatory suspension or revocation of the driver's license within the preceding thirty-six (36) months;
 - c.** Has not been convicted of more than one (1) moving traffic violation within any twelve (12) month period of the previous thirty-six (36) months;
 - d.** Has not been convicted for driving while his driver's license was revoked or suspended.
- 7.2 Medical Examination.** Applicants providing in-car instruction must have a medical examination from a licensed medical doctor that is equivalent to the requirements set forth in the Federal Motor Carriers Safety Regulations (CFR 391.41, incorporated as Appendix A) or a current commercial driver license (CDL) medical certificate.
- a.** The medical exam must indicate whether the applicant has any ailment, disease, or physical or mental disability(ies) that may cause momentary or prolonged lapses of consciousness or control, that is or may become chronic.
 - b.** Applicants must not be suffering from a physical or mental disability or disease that may prevent the applicant from maintaining reasonable and ordinary control over a motor vehicle or that could impair the applicant's ability to drive safely or instruct automobile drivers.
 - c.** The medical exam must be renewed every two (2) years.

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- 7.3 Education Requirements.** Required course work must be obtained through state agencies or accredited colleges or universities. Required course work may also be obtained through other professional and educational organizations as approved by the Department of Education.
- a. Applicants for an original license must have completed at least four (4) semester credit hours in driver education consisting of not less than two (2) semester credit hours of classroom driver education techniques and not less than two (2) semester credit hours of in-car, behind-the-wheel practicum of instructional techniques. Applicants must receive an eighty percent (80%) or higher grade for the courses as shown on an official transcript.
 - b. Applicants for an original license must have also completed at least eight (8) semester credit hours in courses that will help prepare the applicant to be a teacher of driver education.
 - c. The Department of Education will offer guidance and pre-approval of courses for original license applicants.
- 7.4 Proficiency.** Applicants for an original license must pass a written test, administered by the Department of Education, with a grade of eighty percent (80%) or higher. The test will include:
- a. Requirements to obtain a driver license in Idaho;
 - b. State Board Rules for Commercial Driving Schools
 - c. Driver education and training technical content;
 - d. Signs, signals, and markings;
 - e. Idaho driving laws; and
 - f. Instructional techniques.
 - g. Applicants for an original license must submit an ITD skills test form that has been administered by an ITD skills tester within the past twelve (12) months, with a passing score of not more than seven (7) penalty points. If the applicant fails the skills test or knowledge test, the applicant must wait three (3) days before retesting.
- 7.5 Professional Development.** Applicants for a renewal license shall provide verification of attendance or certificate of completion of at least fifteen (15) hours every two (2) years of professional development training

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in courses that expand the depth of knowledge of a driver education and training instruction. Examples include: motivating learners, learning styles, assessment, use of technology, classroom techniques, in-car techniques, developing lesson plans, and motor learning. Instruction may be obtained through state agencies, accredited colleges or universities, or other professional education organizations as approved by the Department of Education.

- a. The Department of Education shall maintain and distribute, annually, a listing of known available Driver Education offerings for license holders seeking professional development.
- b. The Department of Education shall offer at least fifteen (15) hours every two (2) years of professional development opportunities for driver education instructor license holders. Additionally, professional development training may be obtained through other state agencies, accredited colleges or universities, or other professional and educational organizations.

8.0 CELL PHONE USE DURING IN-CAR TRAINING

Cell phone usage while a student is driving is limited to emergency purposes only.

9.0 APPROVED TEEN DRIVER EDUCATION AND TRAINING PROGRAM (TRAINING PROGRAM)

A teen driver between the age of fourteen and one-half (14 ½) and seventeen (17) may enroll in driver education and training to be eligible for a license at age fifteen (15). The commercial driver-training (CT) permit must be purchased before the student participates in any instruction. The following standards are the Approved Teen Driver Education and Training Program for commercial driver training schools.

9.1 Enrolled Students

- a. A student is considered enrolled when the student attends the first day of a scheduled class and continues until course completion.
- b. No student will be admitted to class unless they can prove they have purchased a valid permit.

9.2 Late Enrollment. A student may miss the first three (3) hours of classroom instruction. However, the hours must be made up before the student receives their permit. Enrollment is not permitted after the first three (3) hours have been conducted.

9.3 Minimum Hours and Days

a. ~~The Training Program shall be conducted in not less than thirty-nine (39) calendar days when school is in session and not less than thirty (30) calendar days when school is not in session.~~

ba. The course shall include thirty (30) hours of classroom instruction, six (6) hours of behind-the-wheel instruction, and six (6) hours of observation, per Section 49-2102, Idaho Code.

cb. The thirty (30) hours of classroom instruction requires contact with the instructor. Homework assignments completed outside the classroom shall not be counted in the thirty (30) hours.

9.4 Scheduling

- a.** Each behind-the-wheel lesson shall be taught in the classroom prior to practicing the lesson during behind-the wheel instruction.
- b.** Classroom instruction shall not be completed prior to starting in-car practice.
- c.** Two (2) or more separate classes may not be combined into one class unless the lesson and content is taught to the two classes for the first time.
- d.** Before students begin behind-the-wheel instruction on a public roadway, they shall first be given classroom instruction for the basics of:
 - 1) Approaching the vehicle with awareness;
 - 2) Orientation to controls;
 - 3) Use of vision to control the vehicle;
 - 4) Proper use of the steering wheel;
 - 5) Accelerator and brake control;
 - 6) Turning left and right;
 - 7) Signs, signals, and markings; and
 - 8) Rules of the road.

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- e. The number of students scheduled per class shall not exceed a maximum of thirty-six (36).
- ~~f. Classroom instruction shall not exceed a maximum twelve one-half (12 1/2) hours per week when school is in session and fifteen (15) hours per week when school is not in session.~~
- ~~g. Classroom instruction shall not exceed a maximum of two and one-half (2 1/2) hours per day when school is in session and three (3) hours per day when school is not in session.~~
- hf. Classes scheduled for more than two (2) hours per day shall be provided a five (5) minute break every hour.
- ig. Classroom instruction shall not begin earlier than 6 a.m. nor last later than 10 p.m.

9.5. Behind-the-Wheel Driving Time

- a. The maximum behind-the-wheel driving time for each student is sixty (60) minutes per day.
- b. Behind-the-wheel instruction must not exceed three (3) hours per week.
- c. Behind-the-wheel instruction shall not begin earlier than 6 a.m. nor end later than 10 p.m.
- d. Drive time shall not include time spent driving to pick up or drop off students unless the route meets the objective of the drive lesson.
- e. Of the six (6) hours required for behind-the-wheel driving time, at least two (2) hours must be conducted during daylight.

9.6 Observation Time

- a. Students may observe from the rear seat of a driver education vehicle for a maximum of two (2) hours per day.
- b. The observation times and dates will be verified by the student's signature on an observation log and kept on file with the student's record.
- c. Observation time may be completed by observing a parent or legal guardian when it is determined to be in the best interest of the

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student. The school's form will be used for documentation of times, dates, and drive objectives.

9.7 Vehicle Occupants

- a. Only the instructor and student driver may occupy the front seats.
- b. In-car instruction must include not less than two (2) or more than three (3) students in the car.

One (1) student may be scheduled to drive when it is determined to be in the best interest of the student. This exception must have prior written permission from the parent or legal guardian.

- c. No person can occupy a rear seat unless involved as a student, parent or legal guardian, instructor or student enrolled in a driver education teacher preparation course, translator, or supervisor of the driver-training program.

9.8 Multiple-Car Driving Range. Two (2) hours of driving on a multiple-car driving range may be substituted for one (1) hour of behind-the-wheel instruction. No more than three (3) hours of the total six (6) hours may be substituted using multiple-car driving range instruction.

9.9 Simulation Instruction. Three (3) hours using a simulator may be substituted for one (1) hour of behind-the-wheel instruction. No more than three (3) hours of the total six (6) hours may be substituted using simulation instruction.

9.10 Program Substitution. No more than three (3) hours of the total six (6) hours may be substituted using a combination of multiple-car driving range or simulation instruction.

9.11 Make Up Policy. A make up policy shall ensure that all required hours of instruction and course content are completed. Make up lessons shall be completed prior to taking either the final knowledge or behind-the wheel skills test. Make up lessons may be provided on an individual basis.

9.12 Student Instruction Materials

- a. Each student shall have access to instruction materials during the course. The instruction material shall be equal to, or exceed, the content of a current state-adopted driver education textbook and be compatible with the school's approved curriculum content outline. Textbooks, if used, shall be selected from the list adopted by the Department of Education.

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- b. Each student shall have access to a current copy of the *Idaho Driver's Manual*. The *Idaho Driver's Manual* cannot be the sole source of instructional material

9.13 Practice Guide/Log. Each student or their parent or legal guardian shall be informed of the requirements of the Graduated Driver Licensing law. They shall also be provided with a supervising driver practice guide and log for their use during the required four (4) months of the Graduated Driver Licensing practice period.

9.14 Department of Motor Vehicle Student List. A Student List of the teen drivers enrolled in the Driver Education and Training Program shall be signed and submitted to the DMV within three (3) business days after class completion.

9.15 Transfer Students From Out Of State. Students completing driver education in another state must have received an equivalent to Idaho's Approved Teen Driver Education and Training Program standards. The documentation must be on an official school form and signed by the instructor or administrator. Students not meeting this standard must complete an Idaho approved Driver Education and Training Program to be eligible for a license before age seventeen (17).

10.0 STUDENT PROFICIENCY

The standards for passing the Approved Teen Driver Education and Training Program shall be clearly set forth in writing to students by the completion of the first class.

10.1 Student Areas Of Proficiency. Students shall be assessed for knowledge, skills, and attitude. A student who fails in any one (1) of the three (3) grading criteria will be failed for the entire course.

10.2 Supporting Documentation. Supporting documentation of proficiency must be filed with the student's permanent record and retained by the school for three (3) years. .

10.3 Course Completion. Students shall be assessed on knowledge, skill, and attitude and earn a grade of eighty percent (80%) average or higher for successful completion of the course.

- a. **Final Knowledge Test.** A final knowledge test shall be administered at the completion of the course and the results will be retained with the student's record for three (3) years.

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- b. Behind-the-Wheel Skills Test.** A final behind-the-wheel skills test shall be administered at the completion of the course. Each school must have planned, pre-determined routes. The student's skill test results will be retained with the student's records for three (3) years. .

11.0 SUSPENSION, REVOCATION, OR DENIAL OF COMMERCIAL DRIVER SCHOOL OR INSTRUCTOR LICENSE

11.1 Grounds. The Board may revoke, suspend, or deny any license authorized under Title 49, Chapter 21, Idaho Code, upon any of the following grounds:

- a.** Noncompliance with Title 49, Chapter 21, Idaho Code or applicable Board rules;
 - b.** Making any material statement of fact in the application for a license that the applicant knows to be false;
 - c.** Conviction, finding of guilt, withheld judgment, or suspended sentence, in this state or any other, for a crime involving moral turpitude; or
 - d.** Conviction, finding of guilt, withheld judgment, or suspended sentence, in this state or any other, for any felony or other crime listed in Section 33-1208, Idaho Code

11.2 Notice And Opportunity For Hearing. Before denial, revocation, or suspension of a license is final, the Board shall provide opportunity for a hearing as set forth in Title 67, Chapter 52, Idaho Code and IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General". The applicant, licensee, or their representative may appear and show cause as to why the license should not be denied, suspended, or revoked. Pending final action, or expiration of the appeal period or process, the status quo of the license will be preserved.

- a.** The applicant or licensee shall be notified by certified mail of the action to deny, suspend, or revoke a license and the reasons for denial, suspension, or revocation. Such notice will also set forth the applicant or licensee's appeal rights.
 - b.** If requested in writing by the applicant or licensee within twenty-one (21) days after receipt of the notice to deny, suspend, or revoke a license, the Board shall provide for a hearing.

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- c.** Any such hearing shall be conducted by an impartial hearing officer appointed by the Board and shall be an individual instructed in conducting administrative hearings.
- d.** Notice of time and place of such a hearing shall be given in writing to the person requesting the hearing at least thirty (30) days prior to such hearing.
- e.** Any person complained against may appear in person and may be represented by legal counsel, and may produce, examine, and cross-examine witnesses. If he/she chooses to do so, the person complained against may submit, for the consideration of the hearing officer, a statement in writing, in lieu of oral testimony, but any such statement will be under oath and the person complained against will be subject to cross-examination. The hearing officer may determine to suspend, deny, or revoke a license; or may provide a probation with certain conditions to be met before a license shall continue or be granted; or may order a letter of reprimand be sent to the licensee. Any action of the hearing officer will be included in the permanent file of the applicant or licensee.
- f.** On the basis of such a hearing, or upon failure of the applicant or licensee to request such a hearing, the Board shall notify, by certified mail to the applicant or the licensee, the final decision to deny, suspend, or revoke approval of the license. The final decision will be a Preliminary Order, and contain the language required by Chapter 52, Title 67, Idaho Code, and IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General", advising the licensee or applicant of any rights for further review of the decision.
- g.** The applicant or licensee may appeal the final decision by filing an appeal in District Court within twenty-eight (28) days following receipt of the notification from the Department of Education.
- h.** Whenever any license has been denied, suspended, or revoked, the Board may, upon a clear showing that the cause constituting grounds for denial, suspension, or revocation no longer exists, issue or reinstate a license either conditionally or unconditionally.

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Federal law prohibits discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status in any educational programs or activities receiving federal financial assistance. (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.)

It is the policy of the Idaho State Department of Education not to discriminate in any educational programs or activities or in employment practices.

Inquiries regarding compliance with this nondiscriminatory policy may be directed to State Superintendent of Public Instruction, P.O. Box 83720, Boise, Idaho 83720-0027, (208) 332-6800, or to the Director, Office of Civil Rights, Seattle Office, U.S. Department of Education, 915 Second Avenue, Seattle WA 98174-1099, (206) 220-7880; FAX (206) 220-7887.

APPENDIX A

Subpart E—Physical Qualifications and Examinations

§ 391.41 Physical qualifications for drivers.

- (a) A person shall not drive a commercial motor vehicle unless he/she is physically qualified to do so and, except as provided in § 391.67, has on his/her person the original, or a photographic copy, of a medical examiner's certificate that he/she is physically qualified to drive a commercial motor vehicle.
- (b) A person is physically qualified to drive a commercial motor vehicle if that person—
 - (1) Has no loss of a foot, a leg, a hand, or an arm, or has been granted a waiver pursuant to § 391.49;
 - (2) Has no impairment of:
 - (i) A hand or finger which interferes with prehension or power grasping; or
 - (ii) An arm, foot, or leg which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or any other significant limb defect or limitation which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or has been granted a waiver pursuant to § 391.49.
 - (3) Has no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control;
 - (4) Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure.
 - (5) Has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with his/her ability to control and drive a commercial motor vehicle safely;
 - (6) Has no current clinical diagnosis of high blood pressure likely to interfere with his/her ability to operate a commercial motor vehicle safely;
 - (7) Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease, which interferes with his/her ability to control and operate a commercial motor vehicle safely;
 - (8) Has no established medical history or clinical diagnosis of epilepsy or any other condition, which is likely to cause loss of consciousness or any loss of ability to control a commercial motor vehicle;
 - (9) Has no mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with his/her ability to drive a commercial motor vehicle safely;

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- (10) Has distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70° in the horizontal Meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber;
 - (11) First perceives a forced whispered voice in the better ear at not less than 5 feet with or without the use of a hearing aid or, if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard (formerly ASA Standard) Z24.5—1951.
 - (12)
 - (i) Does not use a controlled substance identified in 21 CFR 1308.11 *Schedule I*, an amphetamine, a narcotic, or any other habit-forming drug.
 - (ii) *Exception.* A driver may use such a substance or drug, if the substance or drug is prescribed by a licensed medical practitioner who:
 - (A) Is familiar with the driver's medical history and assigned duties; and
 - (B) Has advised the driver that the prescribed substance or drug will not adversely affect the driver's ability to safely operate a commercial motor vehicle; and
 - (13) Has no current clinical diagnosis of alcoholism.
- [35 FR 6460, Apr. 22, 1970, as amended at 35 FR 17420, Nov. 13, 1970; 36 FR 223, Jan. 7, 1971; 36 FR 12857, July 8, 1971; 43 FR 56900, Dec. 5, 1978; 55 FR 3554, Feb. 1, 1990; 60 FR 38744, July 28, 1995; 62 FR 37152, July 11, 1997]

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TITLE 49
MOTOR VEHICLES
CHAPTER 21
COMMERCIAL DRIVER SCHOOLS

- 49-2102. SCHOOLS -- LICENSE REQUIRED -- CONTENTS OF APPLICATION FOR LICENSE. No commercial driver training school shall be established nor shall any existing school continue to operate, unless the school applies for and obtains from the state board of education a license in the manner and form prescribed by the state board of education. The application for license shall include a statement of the location of the school, a certificate of occupancy, a certificate of automobile insurance, a list of certified instructors, proof of an annual vehicle check, and a course of instruction for teen drivers aged fourteen and one-half (14 1/2) to seventeen (17) years which shall include the following standards: (1) Not less than thirty (30) hours of classroom instruction; (2) Not less than six (6) hours of behind-the-wheel practice driving; and (3) Not less than six (6) hours of observation.
- 49-303. WHAT PERSONS SHALL NOT BE LICENSED. The department shall not issue any driver's license, any instruction permit, privileges or right to drive and if issued, may revoke or cancel the driver's license of a person who:
- (1) As an operator of a vehicle requiring a class D driver's license, is under the age of seventeen (17) years, except that the department may issue a driver's license to any person who **has successfully completed an approved driver training course**, has completed the requirements of a class D supervised instruction permit, and who is at least fifteen (15) years of age, with driving privileges restricted to daylight hours only except as provided in section 49-307(7), Idaho Code, and with full privileges at sixteen (16) years of age. The restriction of daylight hours only shall mean that period of time one-half (1/2) hour before sunrise to one-half (1/2) hour after sunset. If a person who is at least fifteen (15) years but is under seventeen (17) years of age **has successfully completed an approved driver's training course** and has been issued a driver's license in another state, he may be issued a class D driver's license in this state. Provided however, that a restricted school attendance driving permit may be issued to those persons meeting the criteria set forth in section 49-307A, Idaho Code.

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SUBJECT

Approval of Pending Rule - IDAPA 08.02.03 – Rules Governing Thoroughness – to remove the achievement standards from the rule and place them in an incorporated document. The achievement standards are contained in IDAPA 08.02.03, sections 200-999.

REFERENCE

June 2005

Board approved the proposed amendment

APPLICABLE STATUTE, RULE, OR POLICY

Section 33-105, 33-116, 33-118, 33-1612, and 67-5229(l), Idaho Code

BACKGROUND

In 1996, the State Board of Education rewrote all of their rules. At that time, and after discussions with leadership and Carl Bianchi at the Legislative Services Office, it was determined that the Achievement Standards should be placed in the rule rather than as an incorporated document. That decision was made in part because the standards were new. It was also agreed that once the standards were adopted and understood by all school districts, the standards could then be removed from the rule and placed into a document incorporated by reference.

DISCUSSION

The Proposed Rule was published on August 3, 2005. Comments were received until August 24, 2005. The Office of the State Board of Education received no comments on the proposed rule and therefore, staff made no amendments from the Proposed to Pending Rule.

Staff has worked with the chairs of the Senate and House Education Committees, Legislative Services, the Office of Administrative Rules, the Division of Financial Management, the Governor's Office, the Idaho School Board's Association, the Idaho Superintendent's Association, the Idaho Education Association, and the State Department of Education. There has been no objection to the proposal of removing the standards from the rule and adopting a manual entitled the "Idaho Achievement Standards" into the rule.

Staff further feels that the standards have been published long enough for them to be accepted and understood by school districts, teachers, students, and parents.

Furthermore, it costs the State Board of Education approximately \$10,000 per year to maintain the standards with the Office of Administrative Rules. By incorporating the document by reference, the State Board of Education will be able to use those funds for other education purposes.

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Because there is no change to the actual text of the rule, and in order to save time, paper, and cost to the State Board of Education, the entire set of assessment standards are not being reprinted in these materials.

IMPACT

If the Board approves the pending rule amendment, staff will proceed with the rulemaking process. Staff will also make the incorporated document, "Idaho Achievement Standards" available on the State Board's website. If the rule is ultimately approved by the Legislature, it will save the State Board of Education approximately \$10,000 per year.

If the Board does not approve the pending rule amendment, the rule will remain as part of the Rules Governing Thoroughness as it has for the past nine years.

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends approval of the pending rule amendments to remove the achievement standards from IDAPA 08.02.03 and to adopt the same achievement standards in an incorporated document entitled "Idaho Achievement Standards."

BOARD ACTION

A motion to approve the pending rule amendments to remove the achievement standards from IDAPA 08.02.03 and to adopt the same achievement standards as an incorporated document entitled "Idaho Achievement Standards."

Moved by _____ Seconded by _____ Carried Yes_____ No_____

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TITLE 33
EDUCATION
CHAPTER 1
STATE BOARD OF EDUCATION

33-105. RULES -- EXECUTIVE DEPARTMENT. (1) The state board shall have power to make rules for its own government and the government of its executive departments and offices; and, upon recommendations of its executive officers, to appoint to said departments and offices such specialists, clerks and other employees as the execution of duties may require, to fix their salaries and assign their duties.

33-116. SCHOOL DISTRICTS UNDER BOARD SUPERVISION. All school districts in Idaho, including specially chartered school districts, shall be under the supervision and control of the state board.

33-118. COURSES OF STUDY -- CURRICULAR MATERIALS. The state board shall prescribe the minimum courses to be taught in all public elementary and secondary schools, and shall cause to be prepared and issued, such syllabi, study guides and other instructional aids as the board shall from time to time deem necessary. The board shall also determine how and under what rules curricular materials shall be adopted for the public schools. The board shall require all publishers of textbooks approved for use to furnish the department of education with electronic format for literary and nonliterary subjects when electronic formats become available for nonliterary subjects, in a standard format approved by the board, from which reproductions can be made for use by the blind.

TITLE 33
EDUCATION
CHAPTER 16
COURSES OF INSTRUCTION

33-1612. THOROUGH SYSTEM OF PUBLIC SCHOOLS. The constitution of the state of Idaho, section 1, article IX, charges the legislature with the duty to establish and maintain a general, uniform and thorough system of public, free common schools. In fulfillment of this duty, the people of the state of Idaho have long enjoyed the benefits of a public school system, supported by the legislature, which has recognized the value of education to the children of this state.

In continuing recognition of the fundamental duty established by the constitution, the legislature finds it in the public interest to define thoroughness and

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thereby establish the basic assumptions which govern provision of a thorough system of public schools.

A thorough system of public schools in Idaho is one in which:

1. A safe environment conducive to learning is provided;
2. Educators are empowered to maintain classroom discipline;
3. The basic values of honesty, self-discipline, unselfishness, respect for authority and the central importance of work are emphasized;
4. The skills necessary to communicate effectively are taught;
5. A basic curriculum necessary to enable students to enter academic or professional-technical postsecondary educational programs is provided;
6. The skills necessary for students to enter the work force are taught;
7. The students are introduced to current technology; and
8. The importance of students acquiring the skills to enable them to be responsible citizens of their homes, schools and communities is emphasized.

The state board shall adopt rules, pursuant to the provisions of chapter 52, title 67, Idaho Code, and section 33-105(3), Idaho Code, to establish a thorough system of public schools with uniformity as required by the constitution, but shall not otherwise impinge upon the authority of the board of trustees of the school districts. Authority to govern the school district, vested in the board of trustees of the school district, not delegated to the state board, is reserved to the board of trustees. Fulfillment of the expectations of a thorough system of public schools will continue to depend upon the vigilance of district patrons, the dedication of school trustees and educators, the responsiveness of state rules, and meaningful oversight by the legislature.

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SUBJECT

Alcohol Permits Approved by University Presidents

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies and Procedures, I.J.2.b.

BACKGROUND

In June of 2004, the State Board of Education adopted a new policy governing the use of alcohol on campus. The chief executive officer of each institution may waive the prohibition against possession or consumption of alcoholic beverages only as permitted by and in compliance with this policy. Immediately upon issuance of an Alcohol Beverage Permit, a complete copy of the application and the permit shall be delivered to the Office of the State Board of Education, and Board staff shall disclose the issuance of the permit to the Board no later than the next Board meeting.

DISCUSSION

The last update presented to the Board was at the August 2005 Board meeting. Since that meeting, Board staff has received 11 permits from Boise State University, 9 permits from Idaho State University, 8 permits from the University of Idaho, and 1 permit from Lewis-Clark State College.

Board staff has prepared a brief listing of the permits issued for use from July through October 2005; it is attached for the Board's review.

IMPACT

N/A

STAFF COMMENTS AND RECOMMENDATIONS

State Board staff offers no comments or recommendations.

BOARD ACTION

This item is for informational purposes only. Any action will be at the Board's discretion.

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**APPROVED ALCOHOL SERVICE AT
BOISE STATE UNIVERSITY**

JULY 2005 – SEPTEMBER 2005

EVENT	LOCATION	DATE (S)
Festara 2005 – Jaialdi Basque Festival 2205	Morrison Center	July 15, 2005
John Prine	Morrison Center	August 2, 1005
Catering and Event Showcase	Jordan Ballroom in the Student Union Building	September 15, 2005
Rodney Carrington Live	Taco Bell Arena	September 23, 2005
Janet Sung, Violin – Boise Philharmonic	Morrison Center Main Hall	September 24, 2005
Boxing: Unfinished Business: Return of the Warrior	Taco Bell Arena	September 30, 2005
Albertson's Library Ten Year Anniversary	Albertson's Library	October 5, 2005
La Traviata	Morrison Center Main Hall	October 8, 2005
Mamma Mia!	Morrison Center Main Hall	October 11-16, 2005
Giselle – Ballet Idaho	Morrison Center Main Hall	October 22, 2005
Naoko Taka – Boise Philharmonic	Morrison Center Main Hall	October 29, 2005

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**APPROVED ALCOHOL SERVICE AT
IDAHO STATE UNIVERSITY**

AUGUST 2005 – OCTOBER 2005

EVENT	LOCATION	DATE (S)
College of Arts and Sciences Convocation	H.F. Magnuson Alumni House	August 18, 2005
College of Education – Alumni Back to School Event	College of Education Building	September 7, 2005
Pi Sigma Alpha Welcome Back Reception	ISU Alumni House and Yard	September 10, 2005
Great Rift Science Symposium No Host Icebreaker	Stephens Performing Arts Center	October 5, 2005
ISU Alumni Association Sports Hall of Fame Reception	Sports and Orthopaedic Center	October 7, 2005
Idaho State Civic Symphony Post-concert Reception	Stephens Performing Arts Rotunda	October 12, 2005
Bank of Idaho 20 Year Anniversary Celebration	Stephens Performing Arts Rotunda	October 17, 2005
ISU – Office of Research Responsible Conduct of Research Conference	Stephens Performing Arts Rotunda	October 20, 2005
Edge Wireless Company Holiday Party	Stephens Performing Arts Rotunda	November 19, 2005

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**APPROVED ALCOHOL SERVICE AT
UNIVERSITY OF IDAHO**

JULY 2005 – OCTOBER 2005

EVENT	LOCATION	DATE (S)
Idaho Repertory Theatre President's Reception	Pritchard Art Gallery	July 29, 2005
Latah County Booster Golf Tournament	University of Idaho Golf Course	August 27, 2005
Meyer Miller Wedding	Administration Lawn	September 3, 2005
Friends of the Pritchard Gallery Annual Meeting	Pritchard Gallery	September 22, 2005
Hawaii Football Pre-game Event	Kibbie North and East Fields; Vandal Athletic Center	September 24, 2005
Utah State Football Pre-game Event	Kibbie North and East Fields; Vandal Athletic Center	October 1, 2005
Fresno State Football Pre-game Event	Kibbie North and East Fields; Vandal Athletic Center	October 22, 2005
La Tech Football Pre-game Event	Kibbie North and East Fields; Vandal Athletic Center	November 12, 2005

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**APPROVED ALCOHOL SERVICE AT
LEWIS-CLARK STATE COLLEGE**

JULY 2005 – OCTOBER 2005

EVENT	LOCATION	DATE (S)
Chamber of Commerce Business After Hours	The York House	October 20, 2005

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REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES

J. Use of Institutional Facilities and Services

June 2004

2. Possession, Consumption, and Sale of Alcohol Beverages at Institutional Facilities

b. Each institution shall maintain a policy providing for an institutional Alcohol Beverage Permit process. For purposes of this policy, the term “alcoholic beverage” shall include any beverage containing alcoholic liquor as defined in Idaho Code Section 23-105. Waiver of the prohibition against possession or consumption of alcoholic beverages shall be evidenced by issuance of a written Alcohol Beverage Permit issued by the CEO of the institution which may be issued only in response to a completed written application therefore. Staff of the State Board of Education shall prepare and make available to the institutions the form for an Alcohol Beverage Permit and the form for an Application for Alcohol Beverage Permit which are consistent with this Policy. Immediately upon issuance of an Alcohol Beverage Permit, a complete copy of the application and the permit shall be delivered to the Office of the State Board of Education, and Board staff shall disclose the issuance of the permit to the Board no later than the next Board meeting. An Alcohol Beverage Permit may only be issued to allow the sale or consumption of alcoholic beverages on public use areas of the campus grounds provided that all of the following minimum conditions shall be met. An institution may develop and apply additional, more restrictive, requirements for the issuance of an Alcohol Beverage Permit.

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