

Liberty Charter School

SCHOOL FACILITIES

9100

Acquisition, Use, and Disposal of School Property

Acquisition of Property

Real Property: Within one year prior to acquiring or disposing of real property, the Charter School will cause such property to be appraised by an appraiser certified in the State of Idaho. The appraised value will be used to establish the fair market value of the property. The appraisal shall be exempt from disclosure to the public. If the Board is purchasing a site for educational purposes, such building site must be located within the boundaries of the city limits, unless, by resolution of the Board, it is determined that it would be in the best interest of the Charter School to acquire a site outside city limits, but within the boundaries of the Charter School.

Personal Property: The Charter School may purchase personal property as deemed necessary for the effective operation of the Charter School by any means deemed appropriate when the expenditure of funds will be less than \$50,000. When the purchase of personal property (with the exception of curricular materials) is reasonably expected to cost \$50,000 or more, the Charter School shall comply with the statutory bidding requirements found in Chapter 28, Title 67 of the Idaho Code.

Conveyance of Property

Less than \$500: For property that has an estimated value of less than \$500, the property may be disposed of in the most cost-effective and expedient manner by an employee empowered by the Charter School to do so. However, the employee shall notify the Board in writing of the item(s) to be disposed of and the manner in which they will be disposed prior to disposal of the property.

Less than \$1,000: For property that has an estimated value of less than \$1,000, the Board may dispose of such property by sealed bid or by public auction. However, prior to disposal of the same at least one published advertisement is required.

\$1,000 or Greater: For property with a value of \$1,000 or greater, such property will be appraised. The Board may dispose of such property by sealed bids or by public auction to the highest bidder. Notice of the time and method of sale shall be published twice in accordance with I.C. § 33-402(g). Proof of posting as required in I.C. 33-402(h) must be acquired before the sale. Such property may be sold for cash or upon such terms and conditions as the Board determines, however, the term of the contract may not to exceed ten years and must bear an annual interest rate of not less than seven percent interest. Title to property sold on contract shall remain in the Charter School until full payment is received.

Equipment Acquired Under a Federal Award: When it is determined that original or replacement equipment, as defined in Policy 7270, acquired under a federal award is no longer

needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Executive Director or Business Manager will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

Generally, disposition of equipment is dependent on its fair market value (FMV) at the time of disposition. If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency. If the item has a current FMV of more than \$5,000, the federal awarding agency is entitled to the federal share of the current market value or sales proceeds.

If acquiring replacement equipment, the Charter School may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

The Charter School will use whatever means available to ensure the highest possible return on any items sold.

According to 2 CFR §200.439 (2), Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity. Therefore, the Charter School should request prior approval from the State Department of Education for the purchase or the disposition of equipment with value of \$5,000 or more.

Donated Property

If property is donated to the Charter School, the Board may sell the property without advertising or bidding within one year of the time the initial appraisal was conducted.

Exchange of Property

The Board may exchange real or personal property for other property provided that:

1. Such property is appraised;
2. 1/2 plus one of the members of the full Board determine such conveyance or exchange is in the best interest of the Charter School; and
3. A resolution is passed authorizing such exchange of real and/or personal property to any of the following:
 - A. U.S. government;
 - B. City;
 - C. County;
 - D. State of Idaho;
 - E. Hospital Charter School;
 - F. School district;
 - G. Public charter school;
 - H. Idaho Housing and Finance Association;

- I. Library district;
- J. Community college district;
- K. Junior college district; or
- L. Recreation district.

Cross Reference: 2510P Selection of Library Materials

Legal Reference: I.C. § 33-402	Notice Requirements
I.C. § 33-601	Real and Personal Property – Acquisition, Use or Disposal of Same
I.C. § 67-2801, et seq.	Purchasing by Political Subdivisions – Legislative Intent

Policy History:

Adopted on: 2018.06.14

Revised on: 2018.11.08

Reviewed on:



Liberty Charter School

School Facilities

9510

Key Authorization and Control

The School has security measures in place, including locks on school buildings, desks and/or file cabinets, with the purpose of protection of students and personnel as well as the protection of school property, equipment/assets and confidential documentation and information relating to students and personnel.

The Building Administration is responsible for assuring proper keyed locks exist on the school's facilities/buildings, desks and file cabinets. The number of master keys and sub-master keys shall be limited. No key may be produced, duplicated or obtained from any other source other than the Building Administration.

A. Key Assignment:

1. Building Administrators are the only individual(s) authorized to issue keys.
2. Only employees of the school, contracted coaches and contracted vendors may be in receipt of any issued key(s).
3. No key shall be provided to any parent or patron of the school who is not otherwise an employee of the school.
4. No key shall be provided to any staff member until such time as their fingerprint background check has been completed.
5. Keys shall not be provided to any temporary employee.
6. Keys shall be issued only by building administration upon the employee's completion of the Key Distribution Form and Key Responsibility Acknowledgement Form.

B. Key Control:

1. The installation of locks will be the responsibility of the school's Administration. NO employee shall take it upon themselves to key any desk, file cabinet or other property owned by the school. If there is an item of school property that an employee believes should have a keyed lock, the employee shall bring such issue to the attention of the school's administration.
2. Every school key shall have stamped into the metal a unique identification number.
3. Keys will be tracked through the use of such number through a Key Identification List identifying each key by number and to which lock such key relates.
4. The Administration shall be responsible for maintaining a copy of each employee's Key Distribution Form and Key Responsibility Acknowledgement Form with the school's Key Identification list.
5. The Administration shall be responsible for obtaining return of issued keys upon an employee's separation from employment.
6. The Administration may make a request for a return of issued keys at the end of the school year, when an employee is reassigned, or when an employee is placed onto a period of leave of absence.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support effective decision-making.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and reporting, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and integration. It provides strategies to overcome these challenges and ensure that the data is reliable and secure.

5. The fifth part of the document discusses the importance of data governance and compliance. It outlines the key principles and practices that should be followed to ensure that data is managed in a responsible and ethical manner.

6. The sixth part of the document provides a summary of the key findings and recommendations. It emphasizes the need for a holistic approach to data management that encompasses all aspects of the organization's operations.

7. The seventh part of the document discusses the future of data management and the role of emerging technologies. It highlights the potential of artificial intelligence, machine learning, and big data to revolutionize data analysis and decision-making.

8. The eighth part of the document provides a conclusion and a call to action. It encourages the organization to embrace a data-driven culture and to invest in the necessary resources and capabilities to succeed in the digital age.

9. The ninth part of the document discusses the importance of data literacy and training. It emphasizes that all employees should have the skills and knowledge to effectively use data in their work.

10. The tenth part of the document provides a final summary and a list of references. It includes a list of key sources and a list of related documents that provide further information on the topics discussed in the report.

11. The eleventh part of the document discusses the importance of data privacy and protection. It outlines the key principles and practices that should be followed to ensure that personal and sensitive data is protected from unauthorized access and disclosure.

12. The twelfth part of the document provides a final summary and a list of references. It includes a list of key sources and a list of related documents that provide further information on the topics discussed in the report.

7. The Administration is delegated the authority to request to see any employee's issued keys at any time and is further authorized to revoke authorization of the issuance of any employee's keys, at any time, when the Administration believes such action to be in the best interest of the school.
7. Issued employee keys that are in the possession of the administration and/or have not been issued for employee use shall be stored in a well-controlled key box, located in a locked drawer in the Administration's Office.

C. Employee Responsibility

1. Employees shall only use their individual authorized school key(s) for access to their assigned work areas and should lock file cabinets, desks and or facility doors upon exiting.
2. Employees are responsible for assuring their issued keys are safeguarded from access by any third party including students, parent, patrons or other non-authorized individuals.
3. Employees shall not share their keys or provide their keys to others for use/exchange assigned keys.
4. Employees are responsible for reporting any lost, stolen or broken keys.
5. Employees shall not take it upon themselves to key any desk, file cabinet or other property owned by the school.
6. If any employee has an item of personal property upon the school's property such as a file cabinet for which school records or school documents are stored, the employee is responsible for assuring the school's administration has access to such cabinet to obtain or review school property when necessary.
7. Upon request of a building administrator, the employee is responsible to return immediately all assigned keys to the school's administrator.

D. Lost Keys

1. Employees are responsible for immediately reporting to school administration when any issued key is lost.
2. It shall be at the sole discretion of the building administrator as to whether or not an employee who has lost any issued key(s) will be reissued a new key, whether there will be a charge for any new key(s) issued, if the school's property needs to be re-keyed and/or if the employee is charged for any re-keying costs associated with lost keys.

E. Broken Keys

1. Employees are responsible for immediately reporting to school administration when any issued key is broken.



2. Broken keys will be replaced without charge to the employee if all broken parts are returned to the school's administration.

F. Re-Keying

1. If any school property must be re-keyed, whether due to periodic security control, the loss of theft of a school key(s) or for other reason deemed appropriate by school administration, it shall be the responsibility of the school's administration, in conjunction with the Board's approval, to make arrangements for re-keying activities and the distribution of new keys to school personnel.
2. If a re-keying is due to an employee losing a key(s) or having a key(s) stolen, the employee may be responsible for re-keying costs.

G. Emergencies and Master Keys

1. The school's administration shall have access to any and all property of the school that has been locked through a key.
2. Private or personal locks on building, classroom doors, cabinets and file cabinets are forbidden.

H. Desk and File Cabinet Keys

1. Any desk drawer, cabinet or file cabinet in which any confidential or personal student or confidential or personal personnel records are maintained must be housed in a locked desk drawer, cabinet or file cabinet.

Policy History:

Adopted on: 2018.08.09



School Facilities

Key Distribution Form

I acknowledge that I have received the key(s) listed below. I understand that it is my responsibility to keep such key(s) safeguarded and stored in a place that will not be accessible by students, unauthorized staff or any individual not employed by the school.

I understand that under no circumstance am I to duplicate the key(s) and/or am I to provide my key to any student, parent, patron or other individual not employed by the school and authorized to have possession of such key.

I am aware that if I lose this/these key(s), and/or if such key(s) is/are stolen, it is my responsibility to immediately report to the Building Administration that such has been lost and/or stolen. With such report, I am to provide information as to the last location and time where I knowingly had such key(s) in my possession.

I understand if my key(s) are lost and/or stolen I may be charged for a replacement key and/or if the situation warrants, a re-keying of school property may be necessary and that the school may look to me to personally cover the cost of such expense. I understand if my key(s) is/are broken I may be charged for a replacement key.

I understand that once my employment ends with the school, it is my responsibility to return immediately any and all keys that I have been issued. Further, upon any request by the Building Administration I will provide the keys that have been issued to me.

I understand that failure to abide by any and all policies and procedures associated with school keys may result in significant penalties.

Identification of each key that was issued to such employee – by key number and access (i.e. Master Key, exterior door key, desk key identification by desk, file cabinet key identified by cabinet number etc.)

Key Number and Identification Purpose	Date Issued	Administrator Initial	Employee Initial

Staff Name (Print) _____

Staff signature: _____ Date: _____

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support effective decision-making.

3. The third part of the document focuses on the analysis of the collected data. It describes how statistical techniques and data visualization tools are used to identify trends, patterns, and anomalies in the data.

4. The fourth part of the document discusses the application of the analyzed data to various business functions. It explains how the insights derived from the data are used to optimize performance, identify areas for improvement, and inform strategic planning.

5. The fifth part of the document addresses the challenges and limitations of data analysis. It acknowledges that while data analysis provides valuable insights, it is not a perfect science and requires careful interpretation and validation of results.

6. The sixth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of ongoing monitoring and evaluation to ensure that the data analysis process remains effective and relevant over time.

7. The seventh part of the document provides a detailed overview of the data collection process, including the identification of data sources, the design of data collection instruments, and the implementation of data collection procedures.

8. The eighth part of the document describes the data analysis process, from the initial data cleaning and preprocessing to the application of statistical models and the interpretation of the results.

9. The ninth part of the document discusses the ethical considerations and privacy concerns associated with data analysis. It emphasizes the need for transparency, informed consent, and the protection of personal data.

10. The tenth part of the document provides a final summary and concludes the report. It reiterates the value of data analysis in driving organizational success and the importance of maintaining high standards of data integrity and ethical conduct.

School Facilities

Key Responsibility Acknowledgement Form

I acknowledge that I have read and understand the School’s Key Authorization and Control policy and agree to abide by such policy, in full, including but not limited to the following provisions:

- Only authorized persons are allowed to be in possession of any school key, whether for access to the building/facilities, classroom/gym, desks and/or lockers. Authorized persons are only those persons with documentation of authority to possess or control any such key. Authorization is specific to each key issued.
- No person may give his or her key to any unauthorized user for any period of time. Any key(s) found to be in the possession of any unauthorized person shall be confiscated and any person found to have provided a key or a copy of a key to an unauthorized user may be disciplined up to and including possible termination.
- Duplication of any key is strictly prohibited. Each school key shall have a unique identifier number and shall be recorded and tracked associated with such unique identifier number.
- Lost or stolen keys shall immediately be reported to the school’s administration. Any lost or stolen key may require re-keying of school property. The school may look to the employee for the costs associated with any required re-keying.
- Key holders agree to refrain from compromising security of the school’s property.
- Key holders are required to report to the school’s administration any doors or keyed property that is unsecured and/or otherwise in violation of the school’s policies.
- Employees must return keys to the building administration immediately upon request and/or upon separation of employment with the school.
- Violation of these requirements and/or any provision of the school’s key authorization and control policies and procedure may result in the loss of key privileges and may result in discipline up to and including possible termination.

By signing this form, I _____, agree that I have read and that I understand the School’s Key Authorization and Control policy and procedures. I further agree to the terms and conditions set forth in the policy and procedures.

I agree to abide by the School’s Key Authorization and Control policies and procedures.

Printed Name: _____ Signature: _____

Date: _____

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3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and reporting, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data security and privacy. It provides guidance on implementing robust security measures to protect sensitive information from unauthorized access and breaches.

5. The fifth part of the document discusses the importance of data quality and integrity. It outlines strategies for identifying and addressing data errors, ensuring that the information used for analysis is accurate and reliable.

6. The sixth part of the document explores the role of data in strategic planning and performance management. It explains how data-driven insights can help organizations identify trends, set goals, and track progress effectively.

7. The seventh part of the document discusses the importance of data literacy and training. It emphasizes that all employees should have a basic understanding of data and be able to interpret and use it to make informed decisions.

8. The eighth part of the document provides a summary of the key points discussed throughout the document. It reiterates the importance of data in driving organizational success and the need for a data-driven culture.

9. The final part of the document offers concluding thoughts and recommendations for future actions. It encourages organizations to continue investing in data management and analysis to stay competitive in a rapidly changing market.