

CLASSIFIED HANDBOOK

LAKELAND JOINT SCHOOL DISTRICT NO. 272

Where EVERY Student Matters!

MISSION STATEMENT

**The mission of Lakeland Jt. School District
is to maximize student learning in all environments every day.**

Lakeland Joint School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.



Welcome to Lakeland School District. The Board of Trustees and all associated with the district strive to provide an educational program of the highest possible standards.

Success in attaining this goal depends on the skill and knowledge of the certified and classified employees, as well as a strong desire for excellence in all they do.

The classified employees play a very important role in providing the support services necessary to the operation of a safe, efficient, high quality educational system.

We urge you to assume your duties as a part of the Lakeland education team with energy and pride.

This Handbook does not create a contract of employment. Lakeland Joint School District No. 272 reserves the right, in the district's sole discretion, to interpret, follow, deviate from, and revise the policies in this handbook at any time, with or without notice.

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Employment of classified employees shall be considered at all times employment "At Will"
At-Will means that an employer can terminate an employee at any time for any reason, except an illegal one, or for no reason without incurring legal liability. Likewise, an employee is free to leave a job at any time for any or no reason with no adverse legal consequences.

GENERAL POLICIES, REGULATION AND EMPLOYEE INFORMATION

1. Knowledge of Policies and Regulations

It shall be the duty of all school district personnel to keep informed concerning the rules, policies and regulations of the Board of Trustees. School Board Policies are available on the District's website.

This handbook contains a synopsis of numerous School Board policies. Employees should refer to the School Board Policy Manual for a complete version of Board policy. Violation of any school district policy could result in discipline, up to, and including termination of employment. Although the Board makes every effort to keep policies updated with current state and federal laws, some may be outdated; state and federal laws supersede board policy.

2. Definition

The term "classified personnel" shall include those persons employed by the school district who are not required by law to have a teaching certificate for qualification. Job descriptions are established for positions that require classified personnel.

Classified personnel shall include three classes of positions. Employees in all three classes are considered "At Will" employees.

A. **Regular full-time employees:** are not in a temporary status and are regularly scheduled to work a full-time schedule of 30+ hours per week. Generally, they are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefit program.

B. **Regular part-time employees:** are not in a temporary status and are regularly scheduled to work under 30 hours each week. Regular part-time employees are eligible for some benefits offered by the school district, subject to the terms, conditions and limitations of each benefit program.

C. **Temporary Employees:** Those who are hired on a day-to-day basis with no expectation for continued employment. Temporary employees shall be paid by the hour according to the scale set by the Board annually. Temporary employees do not qualify for vacation time, sick and/or other leaves or salary schedule increments.

3. Recruitment and Hiring

The district strives to hire the best-qualified candidates for all positions. When a vacancy exists, the position will be advertised per the appropriate process outlined in the Administrator Handbook determined by the hiring administrator, with the approval of the Superintendent or designee. Applications will be accepted through the on-line application process. The hiring administrator will select finalists for the position in consultation with the Superintendent or designee. The candidate judged to be the best qualified to perform the duties outlined in the job description, will be recommended for employment to the Superintendent or designee with final approval by the Board of Trustees. Preference points will be granted to qualified veterans per Idaho Code during the candidate pre-screening process.

4. Assignment and Transfer

Employees will be assigned positions by their immediate supervisor. The supervisor may also reassign employees at his/her discretion. All assignments and/or reassignments are subject to the approval of the Superintendent or designee. Assignments will be based upon the knowledge, training, experience and attitude of the employee as related to the needs of the district. Employees may request a transfer in writing when a vacancy occurs.

5. Ethics

Ethics are standards of personal integrity that we expect of others and others expect of us. They are required of all district employees.

- A. Any concerns with the school operations, work environment or policies will be expressed through the proper chain of command outlined in school board policies.
- B. Personal opinion and actions of co-workers will not be a source of public conversation among employees. Decision-making should be based on common courtesy, including input from and feedback to individuals impacted by decisions. Common courtesy practices may include responses such as letters, phone calls, e-mails, personal notification, official announcements and/or memos.
- C. Discussion of school policy, administrative decisions, pupils, or parents should not be conducted in public. Such discussions shall be held in meetings and/or administrative-employee conferences and or where all conversations are expected to be confidential.
- D. All school personnel are expected to adhere to the ethical standards outlined in the "Code of Ethics" adopted by the Professional Standards Commission and published by the State Board of Education for the State of Idaho.

6. Outside Employment

The purpose of this policy is to avoid work schedule conflicts; ensure the safety of staff, students and the public; and to provide direction to employees regarding outside employment. The District recognizes that many employees need outside employment.

Employees are permitted to have outside employment as long as it does not interfere with their job performance within the District. Employees with outside employment are expected to work their assigned schedule. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, early release, or refusal to work overtime or different hours when requested.

Safety is a primary concern in the performance of job duties. If outside employment is scheduled in a manner that leads to fatigue of the employee, the District may ask the employee to discontinue or change their outside employment, or the District may adjust the employee's work schedule or assignment to insure the safety of the employee and others. If outside work causes or contributes to other job related problems, it must be satisfactorily changed or discontinued completely. If this is not done, the employee may be subject to disciplinary action, up to and including termination. All hours worked by a Bus Driver for a non-district employer will be considered "on-duty" for the purpose of applying state and federal driving time guidelines.

7. Salary Schedule

The Board of Trustees shall annually set the salary or salary schedule for classified personnel upon the recommendation from the Superintendent or her/his designee.

With District Office Approval from the Superintendent, Assistant Superintendent or Director of Business & Operations new hires with relevant job experience may be hired and placed on the Salary Schedule up to and including Step 8 of the relevant position.

The Board of Trustees shall set the rate of pay for substitutes or relief personnel annually. Experience as a substitute shall not count for advancement on the salary schedule.

8. Attendance Bonus

If an hourly, classified employee completes the period of 7/1 through 12/31 or 1/1 through 6/30 without **any** absences (other than approved vacation, or use of approved business/emergency leave), a bonus based on a calculation of \$0.25 per hour for the total hours worked during the above periods shall be paid with the January and June (July for 12 month employees) payroll.

To qualify an employee must:

- A. Be classified as a regular employee.
- B. Have been employed prior to September 10th to receive a bonus in the January payroll and January 10th for the June (July for 12 month employees) payroll.
- C. Be employed at the date of distribution.

Salaried personnel do not qualify for the attendance bonus.

9. Hourly Employees

Classified hourly employees will be paid by the hour. They will be paid for hours worked only. The Board of Trustees will set the hourly rate of pay for each employee. Lakeland School District adheres to the requirements of Fair Labor Standards Act.

A. Time Record

Each employee shall keep a daily time sheet/card of hours worked. Time sheets must be signed by the employee, his/her supervisor, and turned in to the office of the Superintendent each month. Properly signed timesheets are due in the District Office no later than 2 days following the end of the pay period.

B. Work Week

The official workweek will begin at 12:00 a.m. Sunday morning and end at 11:59 p.m. Saturday night. Supervisors and building principals shall have authority to set and/or adjust employee hours within a single "work week".

C. Overtime

Each employee has a preset, maximum number of hours he/she is allowed to work each week. No employee will be allowed to work additional hours without approval of the Superintendent, or his/her designee. Employees who violate this provision will be subject to disciplinary action, up to, and including dismissal. Work hours over 40 in a single "work week" which are approved by Superintendent or designee shall be paid at one and one-half times the employee's hourly rate.

D. Compensatory Time

Classified employees, except salaried personnel, will be paid by the hour. They will be paid for hours worked only. The hourly rate of pay for each employee will be set by the Board of Trustees. Classified hourly employees who work more than 40 hours in a given work week will receive compensation

time (comp-time) at a rate of one and one-half times all hours worked in excess of 40 hours in any work week upon prior approval of the Superintendent/designee. No overtime or comp-time will be authorized for any classified employee without the specific approval of the Superintendent/designee.

No more than 60 hours will be accrued which equates to 90 hours of comp-time each fiscal year. Comp-time shall be used before June 1st each fiscal year. If comp-time is not used it shall be paid out the next pay period following June 1st. No comp-time will be carried over into the next fiscal year.

A classified hourly employee may not volunteer work time in an assignment similar to his or her regular work without pay.

10. Salaried Employees

Salaried employees shall be paid 12 months per year (July 1st through June 30th). The Board of Trustees will set the salaried amount of pay for each employee depending upon the amount of days the salaried employee shall be scheduled to work. Lakeland School District adheres to the requirements of Fair Labor Standards Act.

Salaried employees shall be required to submit time off requests through Employee Access when they do not work **any** hours they are regularly scheduled to work.

11. 10 Month Administrative Assistant Employees

Administrative Assistants shall be paid 12 months per year (August 1st through July 30th). The Board of Trustees will set the hourly amount of pay for each employee depending upon the amount of days the employee shall be scheduled to work. Lakeland School District adheres to the requirements of the Fair Labor Standards Act.

Administrative Assistant employees shall be required to submit time off requests through Employee Access when they do not work **any** hours they are regularly scheduled to work.

12. Annualized Employees

Classified staff who work 20+ hours per week and are PERSI eligible will be annualized. Compensation earned during the 9 month school year will also be stretched over the non-working summer months.

Monthly pay will be calculated as follows:

Hourly rate X daily assigned work hours = daily rate

Daily rate X number of days in the work assignment \div number of months left in work assignment, up to August 28th.

13. Payroll

Payday is the 28th day of the month. If the 28th falls on a Saturday, pay will be available the day before. If the 28th falls on a Sunday, pay will be distributed on the following work day. Direct Deposit is required for wage compensation. Forms for electing direct deposit are available at the District Office. Employees are limited to depositing at two financial institutions, and all deposits must be for the entire net pay. Authorization for direct deposit must be received at the District Office no later than the 15th day of the month to be effective the next payday. Only under extreme or abnormal circumstances will a check be issued. Checks will normally not be mailed. When they need to be, they will be sent out on the 28th.

Payroll is computed from the 16th of one month through the 15th of the next month. Time sheets/cards must be properly completed and signed by the employee and supervisor.

13. Vacations and Holidays

Regular employees (30 or more hours per week) working nine or more months per year receive paid holidays. Paid holidays **may** include New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, President's Day, Thanksgiving Day, Christmas Day.

Only full-time classified personnel working twelve months per year in the same job category are entitled to paid vacation. Full time is based on thirty or more hours per week for twelve months. Vacation is computed based on the employees' date of hire in the eligible position.

Vacation entitlement is two weeks after one year of continuous full-time employment; three weeks after five years of continuous full-time employment; and four weeks after ten years of continuous full-time employment. For every year of service beyond 20 years, one day of vacation will be added for each additional year. In addition, one additional vacation day may be taken on Christmas Eve or the day after Thanksgiving. The specific day off must be approved by the employee's supervisor.

Vacation time may not accrue from one year to the next.

Any employee eligible for four weeks of annual vacation may elect to be paid for up to one week instead of taking the time as paid vacation. The pay rate and hours paid will be based on what is in place at the time the payment is made.

Vacation is a benefit while employed and employees are not entitled to any unused vacation time or pay when terminating employment.

Employees eligible for holiday pay who are required to work on a holiday shall be paid their regular hourly pay, plus their pay for the holiday.

14. School Closure

On rare occasions, it is necessary to close school due to bad weather, a building problem or some other emergency. A closure announcement will be made through school district emergency notification alerts. Classified employees will work directly with their supervisor to determine what work will be completed during school closure days. Employees will be paid only for time/days actually worked on emergency closure days. If a classified employee chooses not to work on a school closure day, they will need to use either a personal day or comp time; otherwise a deduction to their pay will be made.

15. Retirement

Employees who are assigned to work a minimum of 20 hours per week or more on a regular basis are required to become members of the Public Employees Retirement System.

Employees who occasionally work more than 20 hours in a week will not become members of the retirement system unless more than 20 hours per week are reported for more than one half the weeks during the period being considered.

Personnel should familiarize themselves with the benefits of the Retirement System as well as all the regulations related thereto.

16. Insurance Benefits

Medical, Dental, Vision, and other Supplemental Insurances will be offered to Classified staff who work 30+ hours per week. Beginning September 2022, the District will offer a defined contribution up to \$825 per month towards the employees medical, dental, and vision insurances. If dependent costs on the medical, dental, and vision exceed the \$825 defined contribution, the difference will be

the employees responsibility. If the employee does not use the full \$825 towards the medical, dental or vision, then funds will be forfeited by the employee. The District will also provide a \$20,000 Employee Life and Accidental Death & Dismemberment policy in the amount of \$20,000. The \$20,000 policy reduces to 65% at age 65 and 50% at age 70 and over. Any supplemental benefits beyond what the district provides are the employees responsibility.

17. Jury Duty/Court Summons

An employee called for jury duty, or subpoenaed as a witness, shall be entitled to a leave of absence as long as the subpoena is not on behalf of the employee. Up to ten days of the leave will be leave with pay. The employee is entitled to keep jury duty pay and mileage reimbursement. A copy of the subpoena and a court authorized absence slip (noting date and time of release) must be submitted with the timesheet.

18. Sick Leave

Classified personnel who regularly work 20 hours or more per week are granted sick leave for personal illness, injury, or serious illness or death in the immediate family with full pay at the rate of one day for each month of service or major portion thereof. Pay for each day of sick leave is computed from the average number of hours the employee works each day. Unused sick leave may be accumulated without limit for use within the district. Compensation shall not be provided for unused sick leave upon termination. Sick leave is not "vacation time" to which an employee is entitled but is limited to the reasons previously stated.

Classified personnel working less than 20 hours per week will not accrue additional sick leave. However, if they have unused accumulated sick leave days; they will be allowed to utilize them until they are gone.

For classified personnel, absences for serious illness or death in the immediate family shall be chargeable to sick leave, except that for full-time (30 hours or more) employees, five days annually, for death in the immediate family, will not be charged to sick leave, but rather to bereavement leave. Use of bereavement leave will be considered days absent when computing the attendance bonus.

Immediate family is defined as any relative living in the household of the employee and/or spouse, son, daughter, brother, sister, mother, father, grandmother, or grandfather, whether residing in or out of the household of the employee. In the case of a spouse, the relationship is extended to both sides of the family. Any exceptions to the immediate family definition must be approved by the Superintendent or HR Director.

Upon approval of the principal, an employee may use two days of sick leave to attend the funeral of a close friend, or a family member not listed above.

Time for which a person is paid workman's compensation shall not be allowed as sick leave. The District shall reduce an employee's regular pay by an amount equal to the amount that the employee will receive from a workman's compensation claim for regular wages.

An employee may use up to 5 days of continuous sick leave without documentation from a medical provider. After the 5 days, the employee shall provide written documentation from a medical provider for any continuing sick leave pay. The Superintendent or his/her designee may require proof of illness adequate to protect the district against malingering and false claims of illness.

In case of illness or necessary absence, the employee shall notify the supervisor at the earliest possible time. In the case of serious illness or injury to the employee or to an immediate family

member, the employee shall notify the Human Resources in advance, if possible, or, if not, as soon as practical. This is required to ensure all rights and responsibilities under the "Family Medical Leave Act" can be met.

Upon return to work he/she shall complete any forms that may be required for absence from duty. A return to work authorization from the employee's doctor is required prior to returning to work.

An employee that is not eligible for sick leave or FMLA or has exhausted their allotted leave MAY still be eligible for leave with reasonable accommodations.

19. Sick Leave Bank

The purpose of the Classified Sick Leave Bank is to provide regularly employed support personnel, who qualify, with additional sick leave hours needed for recovery from personal illness or injury, after the employee has exhausted all accumulated personal sick leave time. An employee must donate one day of his/her personal sick leave to become a member of the Sick Leave Bank. Employees should contact their supervisor or the district office for additional information about the Sick Leave Bank.

20. Professional Leave

The Superintendent may authorize professional leave for classified personnel to attend workshops or training sessions when, in his/her judgment, the district will benefit from the employee's absence from duty.

Classified professional leave may be with or without the payment of salary. The Superintendent will make the determination.

District payment of part or all expenses for the classified professional leave shall be subject to the approval of the Superintendent.

Requests for classified professional leave shall be made in writing to the Superintendent as early as possible before the leave.

21. Leave Without Pay

Leave without Pay is leave taken for any reason not covered under sick leave, professional leave, or court summons.

Requests for leave without pay must be made in writing well in advance to an immediate supervisor stating the reasons for the leave, period of time involved, and that the employee understands that he/she will not be paid for the time missed.

Leave without pay is not automatic, but must be approved. Unauthorized or unapproved absence may constitute grounds for dismissal.

22. Personal Leave

Classified employees working 20 hours or more per week, and 9 or more months per year qualify for up to two paid days per year for business or emergency leave which shall not count against the attendance bonus. Employees that do not use their business/emergency leave may request payment in lieu of using the days or they may request to roll no more than 1 day over into the next school year.

Requests for Business/Emergency (Personal) leave must be made through Employee Access well in advance to an immediate supervisor, stating the reason for the leave, (sick leave, vacation leave, etc.

do not qualify), and period of time involved.

Business/Emergency (Personal) Leave is not automatic, but must be approved.

Unused Business/Emergency (Personal) Leave is a benefit while employed by the District. Any unused amount will not be paid out upon termination of employment, unless the employee is retiring at the end of the year.

23. Employee Accidents

Employees are covered by compensation insurance with the State Insurance Fund. This coverage is provided by the district at no cost to the employee.

In case of injury during service of any employee of the school district, he/she shall report at once to their immediate supervisor. Proper forms must be completed by the employee and submitted to the supervisor for signature not later than ten (10) days after the accident. If, because of the nature of the injury, he/she is unable to report the injury, the supervisor or nearest co-worker shall report. As soon as possible, the supervisor shall report the accident to the district office.

The District has designated Kootenai Medical Center and Lakeland Immediate Care as the required providers for all work related injuries. All employees are required to go either to KMC Emergency Room or Lakeland Immediate Care if injured at work.

Accident prevention is an important concern. All employees should follow the goal of "safety first".

24. Student Accidents

In the event of an injury to a student, administer first aid and notify school authorities as soon as possible. If in your judgment the child needs a doctor or professional help, call 911.

All accidents which occur on school property are to be reported immediately. An accident report form is to be completed, giving details of the accident. Any district employee must file an accident report if the injured student was under the employee's jurisdiction at the time of the accident. One copy of the accident report is to be forwarded to the district office.

25. Telephone, Fax and E-mail

Telephone calls, faxes, and e-mails shall ordinarily be limited to official school business or emergencies. Personal telephone calls, faxes, and e-mails must not interfere with school business or job performance and web access is limited to restrictions established by the Internet Use Agreement. All personal long distance calls shall be logged and a report submitted to the office of the Superintendent each month.

26. Evaluation Process

Steps in a successful Performance Evaluation cycle as outlined in the Admin Handbook:

- A. Arrange an IPLP Conference with your Evaluation Supervisor (listed on spreadsheet) prior to Oct. 15.
- B. Discuss your goals and support/resources the Evaluation Supervisor can provide to assist you in meeting your goals
- C. Arrange a mid-year IPLP Conference check-in with your Evaluation Supervisor by Feb 28.
- D. Discuss progress toward your goals and additional support/resources the Evaluation Supervisor can provide to assist you in meeting your goals
- E. Arrange a Summative Evaluation meeting with your Evaluation Supervisor by June 15, unless a later date is mutually agreed upon by both parties, with June 30 being the final date.

- F. Discuss your goals progress/attainment and Summative Evaluation at the final meeting.
Both parties electronically acknowledge receipt of evaluation and e-signature.

27. Termination of Employees

Employees who are found inefficient in the discharge of assigned duties, guilty of unprofessional or improper conduct as it relates to state law and/or district policy, shall be dismissed.

Employees planning to leave the district should give the district two weeks notice by submitting a letter of resignation to the Superintendent. Benefits will stop at the end of the month in which the employee leaves. The district does not pay out any sick/vacation hours at time of resignation.

28. Job Description

Each employee shall be provided a written job description for the position assigned and shall be subject to all the provisions contained therein. **Employment of classified employees shall be considered in all respects employment at will.** A signed job description shall be included in each personnel file.

29. Grievance Procedure

Lakeland School District is concerned about the employment satisfaction of all employees. Should problems arise such as interpretation of policy, relationships with fellow workers or other circumstances which cause concern, there are well-established procedures to resolve such problems. Every effort should be made to remedy a problem through consultation with a supervisor.

Under certain circumstances, a classified employee may file a "grievance" which shall be defined as a written allegation of unfair treatment related to a violation of school district policy. Please refer to the district policy manual for the steps to follow to ensure due process of written grievances.

30. Drug Free Work Place

The unlawful manufacture, distribution, dispersing, possession or use of a controlled substance and the possession, distribution, or use of alcohol is prohibited on all school premises, or at any school sanctioned event. (The complete policy is found in the School Board policy manual.) Employees who violate this policy or who are convicted under any criminal drug or alcohol statute for a violation occurring on or off the work place will be subject to disciplinary action up to and including dismissal.

31. Drug/Alcohol Testing

Bus Drivers, and all other employees whose jobs require them to acquire and maintain a Commercial Driver's License, will be required to take an initial drug/alcohol test. Drivers are subject to random checks as required by federal/state laws and regulations. All associated costs shall be at district expense. The District also requires a drug and alcohol test when an employee is involved in a vehicle accident.

32. Background Checks/Fingerprinting

In order to meet the statutory mandates of Idaho Code 33 - 130, the District, as a condition of employment, shall require each new employee to undergo a fingerprint and background check. A \$28.25 fee is charged by the Department of Education to process background checks. If necessary, this fee can be handled as a payroll deduction if the employee is being hired to a regular position. An additional fee may be charged by the agency that does the fingerprinting. False information provided on an application regarding prior criminal acts will result in termination of the employee.

33. Board of Trustees/Administration/Schools

Board of Trustees	
Michelle Thompson, Chair, Zone 3	Randi Bain, Zone 1
Ramona Grissom, Vice Chair, Zone 2	David Quimby, Zone 4
Bob Jones, Zone 5	
Olivia Jones, Clerk of the Board	
Administration Office	208-687-0431
Lisa Arnold	Superintendent
Dr. Lynn Paslay	Assistant Superintendent
Jessica Grantham	Chief Finance/Operations Officer
Kelsie Badger	Federal Programs
Brook Cunningham	Director of HR
Rebekah Davis	Exec. Assistant
Chelsea Pursley	Accounting Specialist
Meagan Boyd	Payroll Specialist
Annette Beaton	Accounts Payable Specialist
Morgan Speer	HR Assistant
Gwen Dahlin	Receptionist

Lakeland Joint Schools	Administrative Team	Contact Phone
Athol Elementary	Kathy Thomas, Principal	208-687-2231
Betty Kiefer Elementary	Lisa Hoffman, Principal	208-687-5305
Garwood Elementary	Jake Massey, Principal	208-687-1265
John Brown Elementary	Ana Schnepf, Principal	208-687-0551
Spirit Lake Elementary	Shynne Price, Principal	208-623-2501
Twin Lakes Elementary	Tiffany Melton, Principal	208-687-5870
Lakeland Middle School	Amber Williams, Principal Harrison Bertsch, Assistant Principal	208-687-0661
Lakeland Senior High School	Jimmy Hoffman, Principal Shannon LaFountain, Asst. Principal Dustin Frank, Asst. Principal Matt Neff, Athletic Director	208-687-0181
Mountain View Alternative School	Paul Uzzi, Principal	208-687-0025
Timberlake Middle School	Chris McDougall, Principal Mike Menti, Asst. Principal	208-623-2582
Timberlake Senior High School	Ryne Eberlin, Principal Joshua Hegstad, Asst. Principal	208-623-6303

	Catey Walton, Athletic Director	
Technology Department	Justin Graupman, Network Admin Chad Parson, Instructional Technology Director	208-687-4350
Transportation	Jessica Dehnert, Supervisor	208-687-0221
Maintenance	Mike Ferriola, Director of Facilities	208-687-2248
Food Service	Kevin Doyle, Supervisor	208-687-5451