

**NOTICE OF REGULAR MEETING MEETING OF THE BOARD OF TRUSTEES  
MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331  
RUPERT, MINIDOKA COUNTY, IDAHO**

**NOTICE IS HEREBY GIVEN** that an **Regular Meeting** of the Board of Trustees of the Minidoka County Joint School District is posted for **Monday, April 21, 2025 at 7:00 PM** at the **District Service Center 310 10th Street Rupert, ID 83350** at which meeting the following business will be conducted:

**CALL TO ORDER & ROLL CALL:**

Bonnie Heins, Chair	Dr. Kenneth Cox, Superintendent
Rick Stimpson, Vice Chair	Kerri Tibbitts, Board Clerk
Russ Suchan, Trustee	Reed Cotten, School Counsel
Jeff Gibson, Trustee	
Mary Andersen, Trustee	

1. *THE EXECUTIVE SESSION WILL BEGIN AT 5:00 P.M.*

EXECUTIVE SESSION: Idaho Code 74-206 (1) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent or public school student; (f) legal counsel

A. Possible Motion to Request Credit for Student 04-21-25-1 (action item)

2. CALL TO ORDER & ROLL CALL

3. VISITOR WELCOME & PLEDGE OF ALLEGIANCE

4. AGENDA APPROVAL (Action Item)

5. CONSENT AGENDA (Action Item)

A. Minutes of Previous Meeting 2

B. Payment of Bills, Payroll & Treasurer's Reports, SBF & Activity Reports 4

C. Disposition of District Property/Fixed Assets (None)

D. Travel Requests 129

E. New Personnel 133

6. STUDENT REPRESENTATIVE REPORTS

7. GOOD NEWS - Tricia Breeding's Advisory Class (West Minico), Acequia Elementary 135

8. PATRON COMMENTS

9. DISCUSSION ITEMS

A. Regional Four Math Specialist - Bethany Greenwalt 153

B. New Position for Girl's Wrestling Coach 154

C. Coach Pay (7th and 8th) Equal in All Sports (Brady Trenkle)

D. Future Educator's Club at Minico (Brooke Claridge) 155

E. Administrator/Department/Committee Reports 157

1. MCEA

F. Superintendent Report 167

10. BUSINESS (Action Items)

A. Coach Pay (7th and 8th) Equal in All Sports

B. Approval of Minico Math Proposal

C. New Position for Girl's Wrestling Coach

D. Future Business Club - Minico 168

E. New/Amended/Deleted Policies

1. Policy 272.00 Middle School Credits (First Reading) 170

2. Policy 360.00 Electronic Services for Students (First Reading) 172

a. Policy 360.00A Electronic Services District Appropriate Handbook (First Reading) 174

b. Policy 360.00F Student Electronic Services Form (First Reading) 182

3. Policy 544.00 Personal Leave (First Reading) 185

4. Policy 544.20P Family Medical Leave Act Procedure (First Reading) 186

5. Policy 544.30 Bereavement Leave (First Reading) 190

6. Policy 587.00 Rehiring Teachers and Administrators (First Reading) 192

7. Policy 952.00 Weapons (First Reading) 194

8. Policy 954.00 Gun Free School (First Reading) 196

9. ISBA 1000 - Board Policies (First Reading) 198

11. ADJOURNMENT

#boldsubject#

\*\* Robert's Rules of Order will govern all meetings

\*\*\* Any person needing special accommodations to participate in the above-noticed meeting should contact the Minidoka County School District one (1) day prior to the meeting at 310 10<sup>th</sup> St., Rupert, Id. (208) 436-4727

# **MCS D #331 Board of Trustees**

## **Regular Board Meeting Minutes**

### **March 17, 2025 DRAFT**

#### **Executive Session**

EXECUTIVE SESSION: Idaho Code 74-206 (1) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent or public school student; (f) legal counsel

A motion was made to move to executive session by Trustee Perez, seconded by Vice Chair Andersen. Motion carried. Chair Suchan – yes; Vice Chair Andersen – yes; Trustees Claridge, Perez and Kent – yes.

A motion was made to accept the Separation Agreement and Resignation Letter of Employee 03-17-25-2 by Trustee Claridge, seconded by Vice Chair Andersen. Motion carried.

A motion to approve the request for credit for student 03-17-25-1 was made by Trustee Kent, seconded by Trustee Claridge. Motion carried.

Executive Session was declared finished.

#### **Work Session – Finances**

Daryl Kent, Business Manager, presented financial information to the Board showing account codes and balances. The audit showed we had a 4.9 million fund balance. However, 1.5 million is earmarked for levy projects that are not complete, 2 million for contingency fund (this is not enough to cover one month of expenses), and cover the deficit with school nutrition that could be as high as \$800,000 this year. This leaves only about \$600,000 for emergencies that may occur.

Projected units and costs were also discussed; however we do not have all the correct information until the legislature is finished.

#### **Board Members Present**

The following trustees were present: Chair Suchan, Vice Chair Andersen, Trustees Kent, Perez and Claridge.

#### **Call to Order & Roll Call**

#### **Visitor Welcome and Pledge of Allegiance**

The pledge was led by Trustee Kent.

#### **Agenda Approval (Action Item)**

A motion to approve the agenda as presented was made by Vice Chair Andersen, seconded by Trustee Kent. Motion carried.

#### **Consent Agenda**

The consent agenda was approved by unanimous consent.

#### **Student Representative Reports**

Minico reported to the board the following: student elections were completed; the musical was a great success along with College and Career Day.

Mt. Harrison reported they haven't been able to roll grades over due to staff illness and it appears they received several new students this quarter.

## **Good News – Heyburn Elementary**

Danelle Stutzman, Principal, shared the great things they are doing as a first-year community school. They have focused on the positive. Each month they draw 20 students' names and are rewarded with a special prize.

The students wanted to have art in class. They have created a coral reef where all students made creatures to be in the reef. Under the black lights, everything is glowing as if deep in the ocean.

## **Patron Comments**

Trish Breeding invited the board to visit the animal shelter on the 19<sup>th</sup> and see what her advisory class did. Students collected items the shelter needed, mostly food for the animals. The Voice will be there to take pictures and share with the public the amazing work the students did.

## **Discussion**

Minico Math Department: Anna Bateman presented a plan to help students retain math skills. If they pass the ISAT in math as a junior, they would not be required to take math as a senior. If not, they would like seniors to take math in their senior year (most seniors do not take any kind of math class). There will be several options such as business math or even math basics.

Minico would like to add a new class as an elective, recreational fly tying. A concern was raised regarding a fee for a class that offers credit. The Board felt if students take the items home, a product purchasing amount is ok to charge after the completion of the class.

Changes in Minico's Course Catalog and Offerings: Kim Kidd explained to the Board Minico would like to change the schedule when classes would be offered.

Administrator/Department/Committee Reports: There were no comments on these reports.

MCEA: Nicole Toner shared that members would be attending the Delegate Assembly in Boise. They are wanting to get all members to have dues taken from their own bank account, not through payroll. MCEA is hoping to get a survey created to see what teachers would like to negotiate this year.

Superintendent Report: Mr. Larsen updated the Board with legislative updates.

## **Business**

East/West Choir Fundraiser: A motion to approve the East/West Choir Fundraiser (snow cones) was made by Vice Chair Andersen, seconded by Trustee Claridge. Motion carried.

New Class added as an Elective to Minico (recreational fly tying): A motion to approve the new class at Minico with the change from fee to product purchase was made by Trustee Perez, seconded by Trustee Claridge. Motion carried.

Ticket Taker Job Description: A motion to approve the ticket taker job description was made by Trustee Kent, seconded by Vice Chair Andersen. Motion carried.

New/Amended/Deleted Policies: There were no policies this month.

## **Adjournment**

A motion for adjournment was made by Trustee Perez, seconded by Vice Chair Andersen. Motion carried. Adjournment was 8:09 p.m.

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Russ Suchan, Chair of School Board

Attest: March 21, 2025

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Kerri Tibbitts, Board Clerk

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Board Report**

From Date: 4/1/2025

To Date: 4/30/2025

Fiscal Year: 2024-2025

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.000.0100.000.000.000	SALARIES	\$20,318,124.86	\$0.00	\$12,392,219.70	\$7,925,905.16	\$7,877,038.46	\$48,866.70	0.24%
	OBJECT: SALARIES - 0100	\$20,318,124.86	\$0.00	\$12,392,219.70	\$7,925,905.16	\$7,877,038.46	\$48,866.70	0.24%
100.000.0200.000.000.000	BENEFITS	\$9,391,848.48	\$0.00	\$5,458,276.86	\$3,933,571.62	\$3,336,757.66	\$596,813.96	6.35%
	OBJECT: BENEFITS - 0200	\$9,391,848.48	\$0.00	\$5,458,276.86	\$3,933,571.62	\$3,336,757.66	\$596,813.96	6.35%
100.000.0300.000.000.000	PURCHASED SERVICES	\$2,444,582.18	\$150,242.15	\$1,493,112.45	\$951,469.73	\$237,408.16	\$714,061.57	29.21%
	OBJECT: PURCHASED SERVICES - 0300	\$2,444,582.18	\$150,242.15	\$1,493,112.45	\$951,469.73	\$237,408.16	\$714,061.57	29.21%
100.000.0400.000.000.000	SUPPLIES & MATERIALS	\$1,766,826.06	\$54,345.74	\$4,630,596.33	(\$2,863,770.27)	\$358,672.28	(\$3,222,442.55)	-182.39%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$1,766,826.06	\$54,345.74	\$4,630,596.33	(\$2,863,770.27)	\$358,672.28	(\$3,222,442.55)	-182.39%
100.000.0500.000.000.000	CAPITAL OBJECTS	\$5,173,443.22	\$229,814.92	\$3,949,250.03	\$1,224,193.19	\$693,810.44	\$530,382.75	10.25%
	OBJECT: CAPITAL OBJECTS - 0500	\$5,173,443.22	\$229,814.92	\$3,949,250.03	\$1,224,193.19	\$693,810.44	\$530,382.75	10.25%
100.000.0700.000.000.000	INSURANCE & JUDGEMENTS	\$409,500.00	\$7,856.45	\$7,856.45	\$401,643.55	\$0.00	\$401,643.55	98.08%
	OBJECT: INSURANCE & JUDGEMENTS - 0700	\$409,500.00	\$7,856.45	\$7,856.45	\$401,643.55	\$0.00	\$401,643.55	98.08%
100.000.0800.000.000.000	TRANSFERS/CONTINGENCY	\$324,869.82	\$0.00	\$90,414.59	\$234,455.23	\$60,725.68	\$173,729.55	53.48%
	OBJECT: TRANSFERS/CONTINGENCY - 0800	\$324,869.82	\$0.00	\$90,414.59	\$234,455.23	\$60,725.68	\$173,729.55	53.48%
	FUND: GENERAL FUND - 100	\$39,829,194.62	\$442,259.26	\$28,021,726.41	\$11,807,468.21	\$12,564,412.68	(\$756,944.47)	-1.90%

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
238.000.0400.000.000.000	SUPPLIES & MATERIALS	\$2,884.00	\$0.00	\$41.25	\$2,842.75	\$0.00	\$2,842.75	98.57%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$2,884.00	\$0.00	\$41.25	\$2,842.75	\$0.00	\$2,842.75	98.57%
	FUND: STUDENT ACTIVITY FUNDS - 238	\$2,884.00	\$0.00	\$41.25	\$2,842.75	\$0.00	\$2,842.75	98.57%

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241.000.0100.000.000.000	SALARIES	\$30,000.00	\$0.00	\$16,800.00	\$13,200.00	\$0.00	\$13,200.00	44.00%
	OBJECT: SALARIES - 0100	\$30,000.00	\$0.00	\$16,800.00	\$13,200.00	\$0.00	\$13,200.00	44.00%
241.000.0200.000.000.000	BENEFITS	\$4,000.00	\$0.00	\$1,285.21	\$2,714.79	\$0.00	\$2,714.79	67.87%
	OBJECT: BENEFITS - 0200	\$4,000.00	\$0.00	\$1,285.21	\$2,714.79	\$0.00	\$2,714.79	67.87%
241.000.0300.000.000.000	PURCHASED SERVICES	\$2,000.00	\$0.00	\$3,907.81	(\$1,907.81)	\$0.00	(\$1,907.81)	-95.39%
	OBJECT: PURCHASED SERVICES - 0300	\$2,000.00	\$0.00	\$3,907.81	(\$1,907.81)	\$0.00	(\$1,907.81)	-95.39%
241.000.0400.000.000.000	SUPPLIES & MATERIALS	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
	FUND: DRIVER EDUCATION FUND - 241	\$40,000.00	\$0.00	\$21,993.02	\$18,006.98	\$0.00	\$18,006.98	45.02%

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242.000.0500.000.000.000	CAPITAL OBJECTS	\$4,826,156.97	\$811,245.13	\$3,372,202.18	\$1,453,954.79	\$1,645,143.93	(\$191,189.14)	-3.96%
	OBJECT: CAPITAL OBJECTS - 0500	\$4,826,156.97	\$811,245.13	\$3,372,202.18	\$1,453,954.79	\$1,645,143.93	(\$191,189.14)	-3.96%
	FUND: Idaho Career Ready Students Grant - 242	\$4,826,156.97	\$811,245.13	\$3,372,202.18	\$1,453,954.79	\$1,645,143.93	(\$191,189.14)	-3.96%

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243.000.0100.000.000.000	SALARIES	\$86,930.95	\$0.00	\$50,766.87	\$36,164.08	\$36,261.98	(\$97.90)	-0.11%
	OBJECT: SALARIES - 0100	\$86,930.95	\$0.00	\$50,766.87	\$36,164.08	\$36,261.98	(\$97.90)	-0.11%
243.000.0200.000.000.000	BENEFITS	\$18,820.55	\$0.00	\$10,482.95	\$8,337.60	\$7,487.88	\$849.72	4.51%
	OBJECT: BENEFITS - 0200	\$18,820.55	\$0.00	\$10,482.95	\$8,337.60	\$7,487.88	\$849.72	4.51%
243.000.0300.000.000.000	PURCHASED SERVICES	\$4,207.34	\$0.00	\$4,184.77	\$22.57	\$2,070.00	(\$2,047.43)	-48.66%
	OBJECT: PURCHASED SERVICES - 0300	\$4,207.34	\$0.00	\$4,184.77	\$22.57	\$2,070.00	(\$2,047.43)	-48.66%
243.000.0400.000.000.000	SUPPLIES & MATERIALS	\$152,311.12	\$9,762.13	\$62,628.77	\$89,682.35	\$49,025.20	\$40,657.15	26.69%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$152,311.12	\$9,762.13	\$62,628.77	\$89,682.35	\$49,025.20	\$40,657.15	26.69%
243.000.0500.000.000.000	CAPITAL OBJECTS	\$0.00	\$4,564.97	\$14,054.95	(\$14,054.95)	\$15,688.00	(\$29,742.95)	0.00%
	OBJECT: CAPITAL OBJECTS - 0500	\$0.00	\$4,564.97	\$14,054.95	(\$14,054.95)	\$15,688.00	(\$29,742.95)	0.00%
FUND: PROFESSIONAL TECHNICAL - STATE - 243		\$262,269.96	\$14,327.10	\$142,118.31	\$120,151.65	\$110,533.06	\$9,618.59	3.67%

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244.000.0300.000.000.000	PURCHASED SERVICES	\$60,000.00	\$0.00	\$23,025.00	\$36,975.00	\$23,025.00	\$13,950.00	23.25%
	OBJECT: PURCHASED SERVICES - 0300	\$60,000.00	\$0.00	\$23,025.00	\$36,975.00	\$23,025.00	\$13,950.00	23.25%
	FUND: SCHOOL RESOURCE OFFICER (SRO) GRANT - 244	\$60,000.00	\$0.00	\$23,025.00	\$36,975.00	\$23,025.00	\$13,950.00	23.25%

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245.000.0400.000.000.000	SUPPLIES & MATERIALS	\$100,000.00	\$0.00	\$88,456.05	\$11,543.95	\$7,995.95	\$3,548.00	3.55%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$100,000.00	\$0.00	\$88,456.05	\$11,543.95	\$7,995.95	\$3,548.00	3.55%
245.000.0500.000.000.000	CAPITAL OBJECTS	\$300,000.00	\$0.00	\$3,860.35	\$296,139.65	\$0.00	\$296,139.65	98.71%
	OBJECT: CAPITAL OBJECTS - 0500	\$300,000.00	\$0.00	\$3,860.35	\$296,139.65	\$0.00	\$296,139.65	98.71%
	FUND: PUBLIC SCHOOL TECHNOLOGY FUND - 245	\$400,000.00	\$0.00	\$92,316.40	\$307,683.60	\$7,995.95	\$299,687.65	74.92%

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246.000.0300.000.000.000	PURCHASED SERVICES	\$15,000.00	\$265.66	\$5,615.23	\$9,384.77	\$265.66	\$9,119.11	60.79%
	OBJECT: PURCHASED SERVICES - 0300	\$15,000.00	\$265.66	\$5,615.23	\$9,384.77	\$265.66	\$9,119.11	60.79%
246.000.0400.000.000.000	SUPPLIES & MATERIALS	\$94,750.01	\$0.00	\$39,858.26	\$54,891.75	\$67.76	\$54,823.99	57.86%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$94,750.01	\$0.00	\$39,858.26	\$54,891.75	\$67.76	\$54,823.99	57.86%
	FUND: STATE SUBSTANCE ABUSE FUND - 246	\$109,750.01	\$265.66	\$45,473.49	\$64,276.52	\$333.42	\$63,943.10	58.26%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
250.000.0100.000.000.000	SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	\$708.63	(\$708.63)	0.00%
	OBJECT: SALARIES - 0100	\$0.00	\$0.00	\$0.00	\$0.00	\$708.63	(\$708.63)	0.00%
	FUND: ESSER III ARPA - 250	\$0.00	\$0.00	\$0.00	\$0.00	\$708.63	(\$708.63)	0.00%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
251.000.0100.000.000.000	SALARIES	\$719,519.00	\$0.00	\$398,009.04	\$321,509.96	\$263,719.29	\$57,790.67	8.03%
	OBJECT: SALARIES - 0100	\$719,519.00	\$0.00	\$398,009.04	\$321,509.96	\$263,719.29	\$57,790.67	8.03%
251.000.0200.000.000.000	BENEFITS	\$413,855.05	\$0.00	\$186,435.08	\$227,419.97	\$112,690.76	\$114,729.21	27.72%
	OBJECT: BENEFITS - 0200	\$413,855.05	\$0.00	\$186,435.08	\$227,419.97	\$112,690.76	\$114,729.21	27.72%
251.000.0300.000.000.000	PURCHASED SERVICES	\$78,181.71	\$239.64	\$44,621.12	\$33,560.59	\$23,208.66	\$10,351.93	13.24%
	OBJECT: PURCHASED SERVICES - 0300	\$78,181.71	\$239.64	\$44,621.12	\$33,560.59	\$23,208.66	\$10,351.93	13.24%
251.000.0400.000.000.000	SUPPLIES & MATERIALS	\$64,119.00	(\$17,400.06)	\$33,644.69	\$30,474.31	\$20.00	\$30,454.31	47.50%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$64,119.00	(\$17,400.06)	\$33,644.69	\$30,474.31	\$20.00	\$30,454.31	47.50%
251.000.0500.000.000.000	CAPITAL OBJECTS	\$21,342.00	\$17,400.06	\$17,400.06	\$3,941.94	\$2,799.06	\$1,142.88	5.36%
	OBJECT: CAPITAL OBJECTS - 0500	\$21,342.00	\$17,400.06	\$17,400.06	\$3,941.94	\$2,799.06	\$1,142.88	5.36%
FUND: TITLE I-A ESEA-IMPROVING BASIC PROGRAMS - 251		\$1,297,016.76	\$239.64	\$680,109.99	\$616,906.77	\$402,437.77	\$214,469.00	16.54%

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253.000.0100.000.000.000	SALARIES	\$253,795.00	\$0.00	\$102,089.39	\$151,705.61	\$75,176.47	\$76,529.14	30.15%
	OBJECT: SALARIES - 0100	\$253,795.00	\$0.00	\$102,089.39	\$151,705.61	\$75,176.47	\$76,529.14	30.15%
253.000.0200.000.000.000	BENEFITS	\$127,191.00	\$0.00	\$57,761.14	\$69,429.86	\$43,490.47	\$25,939.39	20.39%
	OBJECT: BENEFITS - 0200	\$127,191.00	\$0.00	\$57,761.14	\$69,429.86	\$43,490.47	\$25,939.39	20.39%
253.000.0300.000.000.000	PURCHASED SERVICES	\$22,657.00	\$1,561.53	\$10,149.72	\$12,507.28	\$7,936.22	\$4,571.06	20.18%
	OBJECT: PURCHASED SERVICES - 0300	\$22,657.00	\$1,561.53	\$10,149.72	\$12,507.28	\$7,936.22	\$4,571.06	20.18%
253.000.0400.000.000.000	SUPPLIES & MATERIALS	\$18,804.00	\$0.00	\$3,198.21	\$15,605.79	\$1,216.89	\$14,388.90	76.52%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$18,804.00	\$0.00	\$3,198.21	\$15,605.79	\$1,216.89	\$14,388.90	76.52%
	FUND: TITLE I-C ESEA MIGRANT FUND - 253	\$422,447.00	\$1,561.53	\$173,198.46	\$249,248.54	\$127,820.05	\$121,428.49	28.74%



**MINIDOKA COUNTY SCHOOL DISTRICT #331**

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- Subtotal by Collapse Mask
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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
257.000.0100.000.000.000	SALARIES	\$712,920.00	\$0.00	\$394,008.73	\$318,911.27	\$248,754.27	\$70,157.00	9.84%
	OBJECT: SALARIES - 0100	\$712,920.00	\$0.00	\$394,008.73	\$318,911.27	\$248,754.27	\$70,157.00	9.84%
257.000.0200.000.000.000	BENEFITS	\$505,603.00	\$0.00	\$245,025.24	\$260,577.76	\$156,852.65	\$103,725.11	20.52%
	OBJECT: BENEFITS - 0200	\$505,603.00	\$0.00	\$245,025.24	\$260,577.76	\$156,852.65	\$103,725.11	20.52%
257.000.0300.000.000.000	PURCHASED SERVICES	\$12,000.00	\$540.48	\$4,014.08	\$7,985.92	\$1,830.69	\$6,155.23	51.29%
	OBJECT: PURCHASED SERVICES - 0300	\$12,000.00	\$540.48	\$4,014.08	\$7,985.92	\$1,830.69	\$6,155.23	51.29%
257.000.0400.000.000.000	SUPPLIES & MATERIALS	\$25,198.00	\$436.00	\$11,133.57	\$14,064.43	\$200.00	\$13,864.43	55.02%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$25,198.00	\$436.00	\$11,133.57	\$14,064.43	\$200.00	\$13,864.43	55.02%
	FUND: TITLE VI-B IDEA SPECIAL ED FUND - 257	\$1,255,721.00	\$976.48	\$654,181.62	\$601,539.38	\$407,637.61	\$193,901.77	15.44%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
258.000.0100.000.000.000	SALARIES	\$29,993.00	\$0.00	\$17,262.60	\$12,730.40	\$9,885.92	\$2,844.48	9.48%
	OBJECT: SALARIES - 0100	\$29,993.00	\$0.00	\$17,262.60	\$12,730.40	\$9,885.92	\$2,844.48	9.48%
258.000.0200.000.000.000	BENEFITS	\$24,392.00	\$0.00	\$12,656.85	\$11,735.15	\$8,661.15	\$3,074.00	12.60%
	OBJECT: BENEFITS - 0200	\$24,392.00	\$0.00	\$12,656.85	\$11,735.15	\$8,661.15	\$3,074.00	12.60%
258.000.0400.000.000.000	SUPPLIES & MATERIALS	\$1,760.00	\$0.00	\$59.31	\$1,700.69	\$12.59	\$1,688.10	95.91%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$1,760.00	\$0.00	\$59.31	\$1,700.69	\$12.59	\$1,688.10	95.91%
	FUND: TITLE VI-B IDEA PRESCHOOL FUND - 258	\$56,145.00	\$0.00	\$29,978.76	\$26,166.24	\$18,559.66	\$7,606.58	13.55%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
260.000.0100.000.000.000	SALARIES	\$202,737.00	\$0.00	\$38,059.18	\$164,677.82	\$24,656.43	\$140,021.39	69.07%
	OBJECT: SALARIES - 0100	\$202,737.00	\$0.00	\$38,059.18	\$164,677.82	\$24,656.43	\$140,021.39	69.07%
260.000.0200.000.000.000	BENEFITS	\$153,839.00	\$0.00	\$26,368.53	\$127,470.47	\$18,515.39	\$108,955.08	70.82%
	OBJECT: BENEFITS - 0200	\$153,839.00	\$0.00	\$26,368.53	\$127,470.47	\$18,515.39	\$108,955.08	70.82%
260.000.0300.000.000.000	PURCHASED SERVICES	\$391,736.00	\$7,885.40	\$231,313.83	\$160,422.17	\$128,897.67	\$31,524.50	8.05%
	OBJECT: PURCHASED SERVICES - 0300	\$391,736.00	\$7,885.40	\$231,313.83	\$160,422.17	\$128,897.67	\$31,524.50	8.05%
260.000.0400.000.000.000	SUPPLIES & MATERIALS	\$1,688.00	\$0.00	\$15.47	\$1,672.53	\$0.00	\$1,672.53	99.08%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$1,688.00	\$0.00	\$15.47	\$1,672.53	\$0.00	\$1,672.53	99.08%
	FUND: MEDICAID - 260	\$750,000.00	\$7,885.40	\$295,757.01	\$454,242.99	\$172,069.49	\$282,173.50	37.62%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
261.000.0100.000.000.000	SALARIES	\$54,250.00	\$0.00	\$23,479.19	\$30,770.81	\$16,770.82	\$13,999.99	25.81%
	OBJECT: SALARIES - 0100	\$54,250.00	\$0.00	\$23,479.19	\$30,770.81	\$16,770.82	\$13,999.99	25.81%
261.000.0200.000.000.000	BENEFITS	\$20,249.00	\$0.00	\$8,610.52	\$11,638.48	\$7,178.44	\$4,460.04	22.03%
	OBJECT: BENEFITS - 0200	\$20,249.00	\$0.00	\$8,610.52	\$11,638.48	\$7,178.44	\$4,460.04	22.03%
261.000.0300.000.000.000	PURCHASED SERVICES	\$5,962.00	\$0.00	\$4,308.00	\$1,654.00	\$0.00	\$1,654.00	27.74%
	OBJECT: PURCHASED SERVICES - 0300	\$5,962.00	\$0.00	\$4,308.00	\$1,654.00	\$0.00	\$1,654.00	27.74%
261.000.0400.000.000.000	SUPPLIES & MATERIALS	\$5,768.00	\$0.00	\$2,045.94	\$3,722.06	\$119.99	\$3,602.07	62.45%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$5,768.00	\$0.00	\$2,045.94	\$3,722.06	\$119.99	\$3,602.07	62.45%
FUND: TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC - 261		\$86,229.00	\$0.00	\$38,443.65	\$47,785.35	\$24,069.25	\$23,716.10	27.50%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
263.000.0100.000.000.000	SALARIES	\$2,637.00	\$0.00	\$0.00	\$2,637.00	\$0.00	\$2,637.00	100.00%
	OBJECT: SALARIES - 0100	\$2,637.00	\$0.00	\$0.00	\$2,637.00	\$0.00	\$2,637.00	100.00%
263.000.0200.000.000.000	BENEFITS	\$558.00	\$0.00	\$0.00	\$558.00	\$0.00	\$558.00	100.00%
	OBJECT: BENEFITS - 0200	\$558.00	\$0.00	\$0.00	\$558.00	\$0.00	\$558.00	100.00%
263.000.0300.000.000.000	PURCHASED SERVICES	\$5,900.00	\$0.00	\$3,509.62	\$2,390.38	\$150.00	\$2,240.38	37.97%
	OBJECT: PURCHASED SERVICES - 0300	\$5,900.00	\$0.00	\$3,509.62	\$2,390.38	\$150.00	\$2,240.38	37.97%
263.000.0400.000.000.000	SUPPLIES & MATERIALS	\$61,043.76	\$2,514.51	\$32,553.16	\$28,490.60	\$16,634.49	\$11,856.11	19.42%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$61,043.76	\$2,514.51	\$32,553.16	\$28,490.60	\$16,634.49	\$11,856.11	19.42%
263.000.0500.000.000.000	CAPITAL OBJECTS	\$0.00	\$0.00	\$4,051.30	(\$4,051.30)	\$6,318.70	(\$10,370.00)	0.00%
	OBJECT: CAPITAL OBJECTS - 0500	\$0.00	\$0.00	\$4,051.30	(\$4,051.30)	\$6,318.70	(\$10,370.00)	0.00%
FUND: PERKINS III PROFESSIONAL TECHNICAL ACT - 263		\$70,138.76	\$2,514.51	\$40,114.08	\$30,024.68	\$23,103.19	\$6,921.49	9.87%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
265.000.0100.000.000.000	SALARIES	\$0.00	\$0.00	\$7,500.00	(\$7,500.00)	\$0.00	(\$7,500.00)	0.00%
	OBJECT: SALARIES - 0100	\$0.00	\$0.00	\$7,500.00	(\$7,500.00)	\$0.00	(\$7,500.00)	0.00%
265.000.0200.000.000.000	BENEFITS	\$0.00	\$0.00	\$1,573.52	(\$1,573.52)	\$0.00	(\$1,573.52)	0.00%
	OBJECT: BENEFITS - 0200	\$0.00	\$0.00	\$1,573.52	(\$1,573.52)	\$0.00	(\$1,573.52)	0.00%
265.000.0400.000.000.000	SUPPLIES & MATERIALS	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	100.00%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	100.00%
	FUND: IDEA MINI-GRANTS - 265	\$7,500.00	\$0.00	\$9,073.52	(\$1,573.52)	\$0.00	(\$1,573.52)	-20.98%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
270.000.0100.000.000.000	SALARIES	\$33,925.00	\$0.00	\$21,212.46	\$12,712.54	\$15,093.58	(\$2,381.04)	-7.02%
	OBJECT: SALARIES - 0100	\$33,925.00	\$0.00	\$21,212.46	\$12,712.54	\$15,093.58	(\$2,381.04)	-7.02%
270.000.0200.000.000.000	BENEFITS	\$17,606.00	\$0.00	\$13,086.86	\$4,519.14	\$7,270.48	(\$2,751.34)	-15.63%
	OBJECT: BENEFITS - 0200	\$17,606.00	\$0.00	\$13,086.86	\$4,519.14	\$7,270.48	(\$2,751.34)	-15.63%
270.000.0300.000.000.000	PURCHASED SERVICES	\$2,300.00	\$0.00	\$1,543.80	\$756.20	\$0.00	\$756.20	32.88%
	OBJECT: PURCHASED SERVICES - 0300	\$2,300.00	\$0.00	\$1,543.80	\$756.20	\$0.00	\$756.20	32.88%
270.000.0400.000.000.000	SUPPLIES & MATERIALS	\$1,326.00	\$0.00	\$535.50	\$790.50	\$0.00	\$790.50	59.62%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$1,326.00	\$0.00	\$535.50	\$790.50	\$0.00	\$790.50	59.62%
	FUND: TITLE III ESEA FED LEP - 270	\$55,157.00	\$0.00	\$36,378.62	\$18,778.38	\$22,364.06	(\$3,585.68)	-6.50%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
271.000.0100.000.000.000	SALARIES	\$125,158.00	\$0.00	\$68,925.49	\$56,232.51	\$49,232.50	\$7,000.01	5.59%
	OBJECT: SALARIES - 0100	\$125,158.00	\$0.00	\$68,925.49	\$56,232.51	\$49,232.50	\$7,000.01	5.59%
271.000.0200.000.000.000	BENEFITS	\$53,179.00	\$0.00	\$28,777.78	\$24,401.22	\$20,820.22	\$3,581.00	6.73%
	OBJECT: BENEFITS - 0200	\$53,179.00	\$0.00	\$28,777.78	\$24,401.22	\$20,820.22	\$3,581.00	6.73%
271.000.0300.000.000.000	PURCHASED SERVICES	\$10,547.00	\$0.00	\$1,286.60	\$9,260.40	\$3,876.73	\$5,383.67	51.04%
	OBJECT: PURCHASED SERVICES - 0300	\$10,547.00	\$0.00	\$1,286.60	\$9,260.40	\$3,876.73	\$5,383.67	51.04%
271.000.0400.000.000.000	SUPPLIES & MATERIALS	\$542.00	\$0.00	\$0.00	\$542.00	\$0.00	\$542.00	100.00%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$542.00	\$0.00	\$0.00	\$542.00	\$0.00	\$542.00	100.00%
	FUND: TITLE II-A ESEA IMPROVING TEACHER QUALITY - 271	\$189,426.00	\$0.00	\$98,989.87	\$90,436.13	\$73,929.45	\$16,506.68	8.71%

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274.000.0100.000.000.000	SALARIES	\$18,508.00	\$0.00	\$17,186.00	\$1,322.00	\$8,662.50	(\$7,340.50)	-39.66%
	OBJECT: SALARIES - 0100	\$18,508.00	\$0.00	\$17,186.00	\$1,322.00	\$8,662.50	(\$7,340.50)	-39.66%
274.000.0200.000.000.000	BENEFITS	\$22,458.00	\$0.00	\$10,726.13	\$11,731.87	\$6,915.55	\$4,816.32	21.45%
	OBJECT: BENEFITS - 0200	\$22,458.00	\$0.00	\$10,726.13	\$11,731.87	\$6,915.55	\$4,816.32	21.45%
274.000.0300.000.000.000	PURCHASED SERVICES	\$12,044.00	\$0.00	\$1,318.07	\$10,725.93	\$0.00	\$10,725.93	89.06%
	OBJECT: PURCHASED SERVICES - 0300	\$12,044.00	\$0.00	\$1,318.07	\$10,725.93	\$0.00	\$10,725.93	89.06%
274.000.0400.000.000.000	SUPPLIES & MATERIALS	\$18,020.00	\$0.00	\$5,603.07	\$12,416.93	\$0.00	\$12,416.93	68.91%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$18,020.00	\$0.00	\$5,603.07	\$12,416.93	\$0.00	\$12,416.93	68.91%
	FUND: Stronger Connections Grant - 274	\$71,030.00	\$0.00	\$34,833.27	\$36,196.73	\$15,578.05	\$20,618.68	29.03%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
284.000.0100.000.000.000	SALARIES	\$49,876.00	\$0.00	\$17,703.90	\$32,172.10	\$11,880.00	\$20,292.10	40.69%
	OBJECT: SALARIES - 0100	\$49,876.00	\$0.00	\$17,703.90	\$32,172.10	\$11,880.00	\$20,292.10	40.69%
284.000.0200.000.000.000	BENEFITS	\$32,976.88	\$0.00	\$3,527.73	\$29,449.15	\$2,376.02	\$27,073.13	82.10%
	OBJECT: BENEFITS - 0200	\$32,976.88	\$0.00	\$3,527.73	\$29,449.15	\$2,376.02	\$27,073.13	82.10%
284.000.0300.000.000.000	PURCHASED SERVICES	\$18,894.33	\$202.60	\$7,838.22	\$11,056.11	\$0.00	\$11,056.11	58.52%
	OBJECT: PURCHASED SERVICES - 0300	\$18,894.33	\$202.60	\$7,838.22	\$11,056.11	\$0.00	\$11,056.11	58.52%
284.000.0400.000.000.000	SUPPLIES & MATERIALS	\$36,905.67	\$2,736.22	\$30,349.20	\$6,556.47	\$5,344.41	\$1,212.06	3.28%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$36,905.67	\$2,736.22	\$30,349.20	\$6,556.47	\$5,344.41	\$1,212.06	3.28%
	FUND: GEAR UP GRANT - 284	\$138,652.88	\$2,938.82	\$59,419.05	\$79,233.83	\$19,600.43	\$59,633.40	43.01%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
287.000.0300.000.000.000	PURCHASED SERVICES	\$4,375.45	\$0.00	\$2,793.28	\$1,582.17	\$0.00	\$1,582.17	36.16%
	OBJECT: PURCHASED SERVICES - 0300	\$4,375.45	\$0.00	\$2,793.28	\$1,582.17	\$0.00	\$1,582.17	36.16%
287.000.0400.000.000.000	SUPPLIES & MATERIALS	\$14,939.57	\$0.00	\$10,421.74	\$4,517.83	\$0.00	\$4,517.83	30.24%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$14,939.57	\$0.00	\$10,421.74	\$4,517.83	\$0.00	\$4,517.83	30.24%
	FUND: ARPA HOMELESS GRANT - 287	\$19,315.02	\$0.00	\$13,215.02	\$6,100.00	\$0.00	\$6,100.00	31.58%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
290.000.0100.000.000.000	SALARIES	\$918,212.31	\$0.00	\$493,232.64	\$424,979.67	\$302,811.27	\$122,168.40	13.31%
	OBJECT: SALARIES - 0100	\$918,212.31	\$0.00	\$493,232.64	\$424,979.67	\$302,811.27	\$122,168.40	13.31%
290.000.0200.000.000.000	BENEFITS	\$645,650.00	\$0.00	\$314,336.43	\$331,313.57	\$199,761.16	\$131,552.41	20.38%
	OBJECT: BENEFITS - 0200	\$645,650.00	\$0.00	\$314,336.43	\$331,313.57	\$199,761.16	\$131,552.41	20.38%
290.000.0300.000.000.000	PURCHASED SERVICES	\$42,770.00	\$248.19	\$38,800.59	\$3,969.41	\$1,848.87	\$2,120.54	4.96%
	OBJECT: PURCHASED SERVICES - 0300	\$42,770.00	\$248.19	\$38,800.59	\$3,969.41	\$1,848.87	\$2,120.54	4.96%
290.000.0400.000.000.000	SUPPLIES & MATERIALS	\$1,030,976.00	\$42,326.18	\$822,618.90	\$208,357.10	\$122,298.06	\$86,059.04	8.35%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$1,030,976.00	\$42,326.18	\$822,618.90	\$208,357.10	\$122,298.06	\$86,059.04	8.35%
290.000.0500.000.000.000	CAPITAL OBJECTS	\$10,000.00	\$0.00	\$4,487.15	\$5,512.85	\$0.00	\$5,512.85	55.13%
	OBJECT: CAPITAL OBJECTS - 0500	\$10,000.00	\$0.00	\$4,487.15	\$5,512.85	\$0.00	\$5,512.85	55.13%
290.000.0600.000.000.000	DEBT RETIREMENT	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$0.00	\$2,400.00	100.00%
	OBJECT: DEBT RETIREMENT - 0600	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$0.00	\$2,400.00	100.00%
	FUND: FOOD SERVICE FUND - 290	\$2,650,008.31	\$42,574.37	\$1,673,475.71	\$976,532.60	\$626,719.36	\$349,813.24	13.20%

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Board Report**

Fiscal Year: 2024-2025

From Date: 4/1/2025

To Date: 4/30/2025

- Subtotal by Collapse Mask
- Include pre encumbrance
- Print accounts with zero balance
- Filter Encumbrance Detail by Date Range
- Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
310.000.0600.000.000.000	DEBT RETIREMENT	\$1,927,000.00	\$3,250.00	\$1,917,477.71	\$9,522.29	\$0.00	\$9,522.29	0.49%
	OBJECT: DEBT RETIREMENT - 0600	\$1,927,000.00	\$3,250.00	\$1,917,477.71	\$9,522.29	\$0.00	\$9,522.29	0.49%
	FUND: DEBT SERVICE FUND - 310	\$1,927,000.00	\$3,250.00	\$1,917,477.71	\$9,522.29	\$0.00	\$9,522.29	0.49%

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Board Report**

From Date: 4/1/2025

To Date: 4/30/2025

Fiscal Year: 2024-2025

- Subtotal by Collapse Mask
- Include pre encumbrance
- Print accounts with zero balance
- Filter Encumbrance Detail by Date Range
- Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
424.000.0500.000.000.000	CAPITAL OBJECTS	\$250,000.00	\$0.00	\$0.00	\$250,000.00	\$0.00	\$250,000.00	100.00%
	OBJECT: CAPITAL OBJECTS - 0500	\$250,000.00	\$0.00	\$0.00	\$250,000.00	\$0.00	\$250,000.00	100.00%
	FUND: Plant Facilities - Bus Depreciation - 424	\$250,000.00	\$0.00	\$0.00	\$250,000.00	\$0.00	\$250,000.00	100.00%

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Board Report**

From Date: 4/1/2025 To Date: 4/30/2025

Fiscal Year: 2024-2025

- Subtotal by Collapse Mask
- Include pre encumbrance
- Print accounts with zero balance
- Filter Encumbrance Detail by Date Range
- Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
710.000.0300.000.000.000	PURCHASED SERVICES	\$0.00	\$0.00	\$12,000.00	(\$12,000.00)	\$0.00	(\$12,000.00)	0.00%
	OBJECT: PURCHASED SERVICES - 0300	\$0.00	\$0.00	\$12,000.00	(\$12,000.00)	\$0.00	(\$12,000.00)	0.00%
	FUND: CLARENCE BIRRER SCHOLARSHIP TRUST FUND - 710	\$0.00	\$0.00	\$12,000.00	(\$12,000.00)	\$0.00	(\$12,000.00)	0.00%

MINIDOKA COUNTY SCHOOL DISTRICT #331

Board Report

Fiscal Year: 2024-2025

From Date: 4/1/2025

To Date: 4/30/2025

- Subtotal by Collapse Mask
- Include pre encumbrance
- Print accounts with zero balance
- Filter Encumbrance Detail by Date Range
- Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
<b>Grand Total:</b>		\$54,884,862.29	\$1,330,037.90	\$37,533,210.88	\$17,351,651.41	\$16,312,156.81	\$1,039,494.60	1.89%

End of Report

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## MINIDOKA COUNTY SCHOOL DISTRICT #331 AP Vouchers

Voucher No:	Voucher Date:	Voucher Amount:	Payment Form:
2560	3/14/25	\$ 104,954.97	Checks
2561	3/17/25	\$ 1,531.08	Credit Cards
2562	3/20/25	\$ 2,017.04	Credit Cards
2563	3/20/25	\$ 90,466.97	Checks
2564	3/25/25	\$ 26,543.12	Credit Cards
2565	4/2/25	\$ 240,069.92	Credit Cards
2566	4/3/25	\$ 140,749.72	Checks
2567	4/4/25	\$ 1,200.00	Credit Cards
2568	4/10/25	\$ 946,906.66	Checks
2569	4/10/25	\$ 125.00	Credit Cards
2570	4/14/25	\$ 2,649.19	Credit Cards
2571	4/14/25	\$ 1,743.75	Credit Cards
		<b>\$ 1,558,957.42</b>	<b>Voucher Totals</b>

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of

1,558,957.42

on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

<i>Daryl Kent</i>			
_____ Daryl Kent	Business Manager	_____ SPENCER LARSEN	Superintendent
		_____ RUSS SUCHAN	Chair
		_____ MARY ANDERSON	Vice Chair
		_____ JUAN PEREZ	Board Member
		_____ JACOB CLARIDGE	Board Member
		_____ RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2560

Voucher Date: 03/14/2025

Prepared By:

*Tori Aragon*

Printed: 03/14/2025 09:42:06 AM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$104,954.97 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



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SPENCER LARSEN Superintendent

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RUSS SUCHAN Chair

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MARY ANDERSON Vice Chair

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JUAN PEREZ Board Member

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JACOB CLARIDGE Board Member

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RICK KENT Board Member

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MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$27,448.00
243	PROFESSIONAL TECHNICAL - STATE	\$5,354.03
246	STATE SUBSTANCE ABUSE FUND	\$100.00
257	TITLE VI-B IDEA SPECIAL ED FUND	\$357.23
260	MEDICAID	\$29,059.79
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$80.68
284	GEAR UP GRANT	\$371.94
290	FOOD SERVICE FUND	\$42,183.30
		<hr/>
		<b>\$104,954.97</b>

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Check Listing

Fiscal Year: 2024-2025

**Criteria:**

**Bank Account:** Accounts Payable 94005043

**From Date:** 3/14/2025      **To Date:** 3/14/2025  
**From Check:** 7963              **To Check:** 8005  
**From Voucher:** 2560          **To Voucher:** 2560

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
7963	03/14/2025	A TO B MOTOR COACH, LLC	\$3,750.00	2560	Printed	Expense	<input type="checkbox"/>		
7964	03/14/2025	A TO B SERVICES	\$4,550.00	2560	Printed	Expense	<input type="checkbox"/>		
7965	03/14/2025	AIRGAS INTERMOUNTAIN, INC	\$2,911.83	2560	Printed	Expense	<input type="checkbox"/>		
7966	03/14/2025	ALL WIRELESS COMMUNICATIONS	\$100.00	2560	Printed	Expense	<input type="checkbox"/>		
7967	03/14/2025	AMAZON/GEMB	\$850.59	2560	Printed	Expense	<input type="checkbox"/>		
7968	03/14/2025	B&H FOTO & ELECTRONICS	\$2,281.20	2560	Printed	Expense	<input type="checkbox"/>		
7969	03/14/2025	BARNES & NOBLE	\$434.75	2560	Printed	Expense	<input type="checkbox"/>		
7970	03/14/2025	BINGHAM, ANDREA	\$48.79	2560	Printed	Expense	<input type="checkbox"/>		
7971	03/14/2025	BLISS, TIFFANY	\$254.96	2560	Printed	Expense	<input type="checkbox"/>		
7972	03/14/2025	CARTER, TAMARA	\$69.72	2560	Printed	Expense	<input type="checkbox"/>		
7973	03/14/2025	CAXTON PRINTERS	\$1,158.21	2560	Printed	Expense	<input type="checkbox"/>		
7974	03/14/2025	CHARLIE'S PRODUCE	\$7,049.61	2560	Printed	Expense	<input type="checkbox"/>		
7975	03/14/2025	DAVIS, MARY	\$486.43	2560	Printed	Expense	<input type="checkbox"/>		
7976	03/14/2025	DEAN DAIRY COPORATE, LLC	\$10,878.77	2560	Printed	Expense	<input type="checkbox"/>		
7977	03/14/2025	DURRANT, GREG	\$105.00	2560	Printed	Expense	<input type="checkbox"/>		
7978	03/14/2025	EDNETICS INC	\$856.02	2560	Printed	Expense	<input type="checkbox"/>		
7979	03/14/2025	ELEMENT HEATING AND COOLING INC	\$567.50	2560	Printed	Expense	<input type="checkbox"/>		
7980	03/14/2025	EQ COUNSELING LLC	\$756.00	2560	Printed	Expense	<input type="checkbox"/>		
7981	03/14/2025	EQ THERAPY FOR KIDS, LLC	\$28,303.79	2560	Printed	Expense	<input type="checkbox"/>		
7982	03/14/2025	FOLLETT CONTENT SOLUTIONS, LLC	\$643.10	2560	Printed	Expense	<input type="checkbox"/>		
7983	03/14/2025	FRANKLIN BUILDING SUPPLY	\$722.91	2560	Printed	Expense	<input type="checkbox"/>		
7984	03/14/2025	GOOD SOURCE SOLUTIONS, INC	\$9,647.92	2560	Printed	Expense	<input type="checkbox"/>		

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Check Listing

Fiscal Year: 2024-2025

**Criteria:**

**Bank Account:** Accounts Payable 94005043

**From Date:** 3/14/2025      **To Date:** 3/14/2025  
**From Check:** 7963              **To Check:** 8005  
**From Voucher:** 2560          **To Voucher:** 2560

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
7985	03/14/2025	INTERMOUNTAIN WOOD PRODUCTS	\$371.94	2560	Printed	Expense	<input type="checkbox"/>		
7986	03/14/2025	JPC2	\$14,607.00	2560	Printed	Expense	<input type="checkbox"/>		
7987	03/14/2025	JW PEPPER & SON, INC	\$139.99	2560	Printed	Expense	<input type="checkbox"/>		
7988	03/14/2025	KIDD, KIMBERLEY	\$634.68	2560	Printed	Expense	<input type="checkbox"/>		
7989	03/14/2025	LEON, CHERYL	\$56.84	2560	Printed	Expense	<input type="checkbox"/>		
7990	03/14/2025	LIGHTS OUT ELECTRIC	\$1,000.00	2560	Printed	Expense	<input type="checkbox"/>		
7991	03/14/2025	MERRILL, TERRY	\$336.00	2560	Printed	Expense	<input type="checkbox"/>		
7992	03/14/2025	PELAYO, SARAH	\$161.00	2560	Printed	Expense	<input type="checkbox"/>		
7993	03/14/2025	PLUMB MASTER	\$1,462.19	2560	Printed	Expense	<input type="checkbox"/>		
7994	03/14/2025	POWERSCHOOL GROUP LLC	\$2,529.38	2560	Printed	Expense	<input type="checkbox"/>		
7995	03/14/2025	RAMSEY HEATING & ELECTRIC, INC	\$10.25	2560	Printed	Expense	<input type="checkbox"/>		
7996	03/14/2025	RIDLEY'S FOOD & DRUG	\$59.85	2560	Printed	Expense	<input type="checkbox"/>		
7997	03/14/2025	SCHOOL SPECIALTY SUPPLY	\$1,813.96	2560	Printed	Expense	<input type="checkbox"/>		
7998	03/14/2025	SPAGNOLO, MAGGI	\$336.00	2560	Printed	Expense	<input type="checkbox"/>		
7999	03/14/2025	STERLING BATTERY COMPANY	\$56.84	2560	Printed	Expense	<input type="checkbox"/>		
8000	03/14/2025	SWENSEN'S MARKET - PAUL	\$92.07	2560	Printed	Expense	<input type="checkbox"/>		
8001	03/14/2025	TOTAL WASTE MANAGEMENT	\$2,334.60	2560	Printed	Expense	<input type="checkbox"/>		
8002	03/14/2025	TRENKLE, BRADY	\$548.34	2560	Printed	Expense	<input type="checkbox"/>		
8003	03/14/2025	USI, INC	\$1,849.95	2560	Printed	Expense	<input type="checkbox"/>		
8004	03/14/2025	WARD'S NATURAL SCIENCE EST. LLC	\$61.99	2560	Printed	Expense	<input type="checkbox"/>		
8005	03/14/2025	WATER DISTRICT 130	\$65.00	2560	Printed	Expense	<input type="checkbox"/>		
<b>Total Amount:</b>			<b>\$104,954.97</b>						

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Check Listing**

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 3/14/2025 To Date: 3/14/2025

From Check: 7963 To Check: 8005

From Voucher: 2560 To Voucher: 2560

End of Report

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

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Voucher No: 2561

Voucher Date: 03/17/2025

Prepared By:

Tori Aragon

Printed: 03/18/2025 08:01:38 AM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$1,531.08 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



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SPENCER LARSEN Superintendent

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RUSS SUCHAN Chair

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MARY ANDERSON Vice Chair

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JUAN PEREZ Board Member

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JACOB CLARIDGE Board Member

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RICK KENT Board Member

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MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$214.40
243	PROFESSIONAL TECHNICAL - STATE	\$1,121.51
257	TITLE VI-B IDEA SPECIAL ED FUND	\$170.04
284	GEAR UP GRANT	\$25.13
		<hr/>
		<b>\$1,531.08</b>

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# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Voucher Batch Number: 2561      03/17/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description

Amount

Account

Invoice Invoice Date

PO No.

QTY

Vendor #

WALMART										
CAPITAL ONE										
PO BOX 60506										
CITY OF INDUSTRY CA 91716-0506										
Check Group:										
GROCERIES FOR CLASSROOM LABS							03977	243.519.0410.000.307.301		(\$9.86)
<b>P-Card Payee:</b> WALMART							1/23/2025			
GROCERIES FOR CLASSROOM LABS							23502354255622	243.519.0410.000.307.301		\$7.02
<b>P-Card Payee:</b> WALMART							1/23/2025			
GROCERIES FOR CLASSROOM LABS							33505656227440	243.519.0410.000.307.301		\$37.81
<b>P-Card Payee:</b> WALMART							2/25/2025			
GROCERIES FOR CLASSROOM LABS							505000107985	243.519.0410.000.307.301		\$119.86
<b>P-Card Payee:</b> WALMART							2/19/2025			
GROCERIES FOR CLASSROOM LABS							52505656126183	243.519.0410.000.307.301		\$374.16
<b>P-Card Payee:</b> WALMART							2/25/2025			
GROCERIES FOR CLASSROOM LABS							63504154035799	243.519.0410.000.307.301		\$122.80
<b>P-Card Payee:</b> WALMART							2/10/2025			
GROCERIES FOR CLASSROOM LABS							90502809887157	243.519.0410.000.307.301		\$173.70
<b>P-Card Payee:</b> WALMART							1/27/2025			
GROCERIES FOR CLASSROOM LABS							95502154162368	243.519.0410.000.307.301		\$81.31
<b>P-Card Payee:</b> WALMART							1/21/2025			
Check Group:										
GROCERIES FOR PROGRESS MONITORING AND PRACTICE/LIFE SKILLS ETHERINGTON'S CLASS										
<b>P-Card Payee:</b> WALMART							87502182949597	257.521.0410.000.000.000		\$170.04
Check #: 0										
Check #: 0										
PO/Invoice Total: \$906.80										

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Fiscal Year: 2024-2025

Vendor Remit Name Description

Voucher Batch Number: 2561 03/17/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
<b>Check Group:</b>					
	1	2501485	504400547287 2/12/2025	243.519.0410.000.301.301	\$170.04
<b>P-Card Payee: WALMART</b>					
<b>Check Group:</b>					
	1	2501605	504400848133 2/13/2025	284.621.0410.000.000.000	\$214.71
<b>P-Card Payee: WALMART</b>					
<b>Check Group:</b>					
	1	2501711	157921 2/13/2025	100.720.0410.000.022.102	\$25.13
<b>P-Card Payee: WALMART</b>					
<b>PO/InvoiceTotal:</b>					<b>\$170.04</b>
<b>Check #:</b>					<b>0</b>
<b>PO/InvoiceTotal:</b>					<b>\$214.71</b>
<b>Check #:</b>					<b>0</b>
<b>PO/InvoiceTotal:</b>					<b>\$25.13</b>
<b>Vendor Total:</b>					<b>\$1,531.08</b>

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Voucher Batch Number: 2561      03/17/2025

Vendor #      QTY      PO No.      Invoice Invoice Date      Account      Amount

Grand Total:      \$1,531.08

End of Report

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

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Voucher No: 2562

Voucher Date: 03/20/2025

Prepared By: Tori Aragon

Printed: 03/20/2025 01:58:46 PM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$2,017.04 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



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SPENCER LARSEN Superintendent

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RUSS SUCHAN Chair

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MARY ANDERSON Vice Chair

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JUAN PEREZ Board Member

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JACOB CLARIDGE Board Member

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RICK KENT Board Member

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MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$37.04
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$1,980.00
		<hr/> <hr/>
		<b>\$2,017.04</b>

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Voucher Batch Number: 2562      03/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Amount

Vendor #      QTY      PO No.      Invoice Date      Account

TEST OUT  
 Check Group:  
 TEST OUT PC PRO      20      2500360      INV731204-1      263.519.0410.000.304.301      \$1,980.00  
 P-Card Payee: TEST OUT      8/27/2024

Check #: 0

PO/Invoice Total: \$1,980.00  
 Vendor Total: \$1,980.00

USI, INC

Check Group:

Laminator- FREIGHT MISSED GETTING PAID

P-Card Payee: USI, INC

1      2501525      0933201201023-2      100.720.0410.000.022.201      \$37.04  
 1/30/2025

Check #: 0

PO/Invoice Total: \$37.04  
 Vendor Total: \$37.04  
 Grand Total: \$2,017.04

End of Report

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2563

Voucher Date: 03/20/2025

Prepared By:

*Tori Aragon*

Printed: 03/20/2025 03:57:46 PM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$90,466.97 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

*Paul West*

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SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$66,326.34
243	PROFESSIONAL TECHNICAL - STATE	\$1,826.12
245	PUBLIC SCHOOL TECHNOLOGY FUND	\$14,375.00
246	STATE SUBSTANCE ABUSE FUND	\$498.00
257	TITLE VI-B IDEA SPECIAL ED FUND	\$251.76
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$120.53
290	FOOD SERVICE FUND	\$7,069.22
		<hr/> <b>\$90,466.97</b>

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Check Listing**

Fiscal Year: 2024-2025

**Criteria:**

**Bank Account:** Accounts Payable 94005043

**From Date:** 3/20/2025      **To Date:** 3/20/2025  
**From Check:** 8006              **To Check:** 8038  
**From Voucher:** 2563          **To Voucher:** 2563

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8006	03/20/2025	A TO B MOTOR COACH, LLC	\$3,556.04	2563	Printed	Expense	<input type="checkbox"/>		
8007	03/20/2025	AMAZON/GEMB	\$1,277.70	2563	Printed	Expense	<input type="checkbox"/>		
8008	03/20/2025	ANIXTER INC	\$861.96	2563	Printed	Expense	<input type="checkbox"/>		
8009	03/20/2025	AUTOZONE	\$74.99	2563	Printed	Expense	<input type="checkbox"/>		
8010	03/20/2025	BOILER MAINTENANCE, LLC	\$5,087.21	2563	Printed	Expense	<input type="checkbox"/>		
8011	03/20/2025	CHARLIE'S PRODUCE	\$6,792.61	2563	Printed	Expense	<input type="checkbox"/>		
8012	03/20/2025	COLUMBIA ELECTRIC SUPPLY	\$456.00	2563	Printed	Expense	<input type="checkbox"/>		
8013	03/20/2025	CRISIS PREVENTION INSTITUTE INC	\$200.00	2563	Printed	Expense	<input type="checkbox"/>		
8014	03/20/2025	DEX IMAGING, LLC	\$10,069.56	2563	Printed	Expense	<input type="checkbox"/>		
8015	03/20/2025	ELEMENT HEATING AND COOLING INC	\$647.71	2563	Printed	Expense	<input type="checkbox"/>		
8016	03/20/2025	ENSIGN WHOLESale FLORAL	\$120.53	2563	Printed	Expense	<input type="checkbox"/>		
8017	03/20/2025	Ethan Tucker	\$1,200.00	2563	Printed	Expense	<input type="checkbox"/>		
8018	03/20/2025	FARWEST STEEL CORPORATION	\$917.60	2563	Printed	Expense	<input type="checkbox"/>		
8019	03/20/2025	IASA	\$100.00	2563	Printed	Expense	<input type="checkbox"/>		
8020	03/20/2025	IDAHO DIGITAL LEARNING ACADEMY	\$4,050.00	2563	Printed	Expense	<input type="checkbox"/>		
8021	03/20/2025	IDAHO SPEECH & HEARING ASSOCIATION	\$51.76	2563	Printed	Expense	<input type="checkbox"/>		
8022	03/20/2025	INCIDENT IQ	\$13,403.01	2563	Printed	Expense	<input type="checkbox"/>		
8023	03/20/2025	JPC2	\$234.00	2563	Printed	Expense	<input type="checkbox"/>		
8024	03/20/2025	JVH TECHNICAL LLC	\$1,027.00	2563	Printed	Expense	<input type="checkbox"/>		
8025	03/20/2025	JW PEPPER & SON, INC	\$78.99	2563	Printed	Expense	<input type="checkbox"/>		
8026	03/20/2025	LAKESHORE LEARNING MATERIALS	\$46.98	2563	Printed	Expense	<input type="checkbox"/>		

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Check Listing**

Fiscal Year: 2024-2025

**Criteria:**

**Bank Account:** Accounts Payable 94005043

**From Date:** 3/20/2025      **To Date:** 3/20/2025  
**From Check:** 8006              **To Check:** 8038  
**From Voucher:** 2563          **To Voucher:** 2563

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8027	03/20/2025	LIGHTS OUT ELECTRIC	\$1,805.00	2563	Printed	Expense	<input type="checkbox"/>		
8028	03/20/2025	LP PROPANE LLC	\$19,127.26	2563	Printed	Expense	<input type="checkbox"/>		
8029	03/20/2025	MAGIC VALLEY CARPET	\$304.82	2563	Printed	Expense	<input type="checkbox"/>		
8030	03/20/2025	MAGIC VALLEY LABS,INC	\$54.00	2563	Printed	Expense	<input type="checkbox"/>		
8031	03/20/2025	NU VU GLASS, INC.	\$300.00	2563	Printed	Expense	<input type="checkbox"/>		
8032	03/20/2025	PLATT ELECTRIC SUPPLY, INC	\$761.86	2563	Printed	Expense	<input type="checkbox"/>		
8033	03/20/2025	SCHINDLER ELEVATOR CORP	\$699.72	2563	Printed	Expense	<input type="checkbox"/>		
8034	03/20/2025	SECURLY, INC	\$2,018.50	2563	Printed	Expense	<input type="checkbox"/>		
8035	03/20/2025	SEESAW LEARNING INC	\$14,850.00	2563	Printed	Expense	<input type="checkbox"/>		
8036	03/20/2025	SHEPHERD'S PLACE	\$42.61	2563	Printed	Expense	<input type="checkbox"/>		
8037	03/20/2025	USI, INC	\$129.55	2563	Printed	Expense	<input type="checkbox"/>		
8038	03/20/2025	WESTERN RECORDS DESTRUCTION	\$120.00	2563	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$90,466.97      End of Report

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

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Voucher No: 2564

Voucher Date: 03/25/2025

Prepared By:

*Tori Aragon*

Printed: 04/01/2025 09:40:16 AM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$26,543.12 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

*C. Larsen*

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SPENCER LARSEN Superintendent

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RUSS SUCHAN Chair

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MARY ANDERSON Vice Chair

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JUAN PEREZ Board Member

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JACOB CLARIDGE Board Member

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RICK KENT Board Member

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MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$10,200.20
243	PROFESSIONAL TECHNICAL - STATE	\$1,035.94
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$9,127.97
253	TITLE I-C ESEA MIGRANT FUND	\$3,405.86
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$277.75
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$249.61
270	TITLE III ESEA FED LEP	\$270.00
284	GEAR UP GRANT	\$1,810.52
290	FOOD SERVICE FUND	\$165.27
		<b>\$26,543.12</b>

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**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Supplement Account Summary**

Fiscal Year: 2024-2025

Voucher Batch Number: 2564

03/25/2025

Vendor Remit Name	Vendor #	Account	Description	Amount
COSTCO WHOLESALE/MEMBERSHIP		P-Card Payee: D.L. EVANS BANK 100.655.0410.000.000.000	CENTRAL OFFICE SUPPLIES	\$59.85
D.L. EVANS BANK		P-Card Payee: D.L. EVANS BANK	Vendor Total:	\$59.85
		100.512.0460.000.000.101	Acequia Software	\$29.99
		100.517.0410.000.000.492	ALT SUPPLIES-MT H	\$146.00
		100.621.0380.381.000.105	PROF DEV LODGING & MEALS-PAUL	\$512.87
		100.621.0380.381.000.201	PROF DEV LODGING & MEALS-EAST	\$1,125.31
		100.621.0380.381.000.202	PROF DEV LODGING & MEALS-WEST	\$483.64
		100.621.0380.381.000.301	PROF DEV LODGING & MEALS-MINICO	\$1,125.31
		100.621.0390.392.000.000	PROF DEV REGISTRATION	\$2,100.00
		100.621.0410.000.000.492	PROF DEV SUPPLIES-MT H	\$22.97
		100.623.0460.000.000.011	ADM TECHNOLOGY SOFTWARE	\$63.15
		100.631.0380.381.000.000	BOARD LODGING & MEALS	\$1,252.19
		100.651.0380.381.000.000	BUS OPER LODGING & MEALS	\$16.55
		100.651.0460.000.000.000	Business Operations Software	\$70.00
		100.656.0390.000.420.011	Tech registration	\$50.00
		100.656.0420.420.000.011	TECHNOLOGY FUEL	\$292.40
		100.663.0420.420.000.600	MAINT FUEL	\$2,056.60
		100.665.0420.420.000.600	GROUNDS FUEL	\$37.73
		100.681.0420.420.000.500	TRANSP NON ALLOW FUEL	\$203.17
		100.683.0420.420.000.500	GEN TRANS FUEL	\$403.72
		100.720.0410.000.022.102	SUPPLIES - COMMUNITY SCHOOLS	\$148.75
		243.519.0380.381.303.492	VOC LODGING & MEALS-BUS MT H	\$616.48
		243.519.0390.392.303.492	VOC MEMBERSHIP-BUS MT H	\$419.46
		251.515.0390.392.051.201	TTL IA STAT REGISTRATION EAST	\$5,383.00
		251.515.0390.392.052.202	TTL IA STAT REGISTRATION WEST	\$3,550.00
		251.720.0410.000.000.107	TTL IA PARENT INVOLVE SUPPLIES-HEYBURN	\$194.97
		253.621.0380.381.000.000	MIGRANT LODGING & MEALS-	\$1,112.20

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Supplement Account Summary**

Fiscal Year: 2024-2025

Voucher Batch Number: 2564

03/25/2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		253.621.0390.392.000.000	MIGRANT REGISTRATION	\$2,250.00
		253.720.0410.000.000.000	MIGRANT PARENT INVOLVEMENT SUPPLIES	\$43.66
		261.515.0410.000.000.492	TTL IV SEC SUPPLIES-MT H	\$277.75
		263.519.0410.000.303.492	CARL PERKINS SUPPLIES-BUSINESS MT H	\$249.61
		270.621.0380.381.000.000	LEP LODGING & MEALS-	\$270.00
		284.621.0410.000.000.000	GEARUP SUPPLIES	\$1,412.28
		290.710.0420.420.000.000	FOOD SERVI FUEL/REPAIR PARTS	\$165.27
			Vendor Total:	\$26,085.03
NASCO		P-Card Payee: D.L. EVANS BANK		
		284.621.0410.000.000.000	GEARUP SUPPLIES	\$398.24
			Vendor Total:	\$398.24
			Grand Total:	\$26,543.12

End of Report

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2565

Voucher Date: 04/02/2025

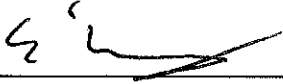
Prepared By: Tori Aragon

Printed: 04/02/2025 03:36:24 PM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$240,069.92 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



---

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund	Amount
100 GENERAL FUND	\$240,069.92
	<b>\$240,069.92</b>

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# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Supplement Account Summary

Fiscal Year: 2024-2025

Voucher Batch Number: 2565

04/02/2025

Vendor Remit Name	Vendor #	Account	Description	Amount
EVERYTHING AIR HEATING & COOLING, LLC				
		P-Card Payee:	EVERYTHING AIR HEATING & COOLING, LLC	
		100.664.0320.000.000.101	BLDG MAINT CONTRACTED SERVICES-ACEQUIA	\$3,180.00
		100.664.0320.000.000.102	BLDG MAINT CONTRACTED SERVICES-HEYBURN	\$125.00
		100.664.0320.000.000.201	BLDG MAINT CONTRACTED SERVICES-EAST	\$1,985.00
		100.664.0320.000.000.202	BLDG MAINT CONTRACTED SERVICES-WEST	\$555.00
		100.664.0320.000.000.301	BLDG MAINT CONTRACTED SERVICES-MINICO	\$4,460.00
		100.810.0550.399.000.000	SCHL BLDG EQUIPMENT INSURANCE REIMB	\$229,814.92
			Vendor Total:	\$240,069.92
			Grand Total:	\$240,069.92

End of Report

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

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Voucher No: 2566

Voucher Date: 04/03/2025

Prepared By: Tori Aragon

Printed: 04/03/2025 04:10:25 PM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$140,749.72 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



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SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$97,155.02
242	Idaho Career Ready Students Grant	\$3,849.89
243	PROFESSIONAL TECHNICAL - STATE	\$8,234.18
246	STATE SUBSTANCE ABUSE FUND	\$265.66
253	TITLE I-C ESEA MIGRANT FUND	\$1,530.96
260	MEDICAID	\$7,885.40
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$807.94
284	GEAR UP GRANT	\$803.63
290	FOOD SERVICE FUND	\$16,967.04
310	DEBT SERVICE FUND	\$3,250.00
		<hr/> <b>\$140,749.72</b>

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Check Listing

Fiscal Year: 2024-2025

**Criteria:**

**Bank Account:** Accounts Payable 94005043

**From Date:** 4/3/2025      **To Date:** 4/3/2025  
**From Check:** 8039            **To Check:** 8097  
**From Voucher:** 2566        **To Voucher:** 2566

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8039	04/03/2025	ACE HARDWARE	\$126.82	2566	Printed	Expense	<input type="checkbox"/>		
8040	04/03/2025	ALBION MERCANTILE COMPANY	\$5,976.44	2566	Printed	Expense	<input type="checkbox"/>		
8041	04/03/2025	ALL WIRELESS COMMUNICATIONS	\$265.66	2566	Printed	Expense	<input type="checkbox"/>		
8042	04/03/2025	ALVES, BRANDON	\$226.59	2566	Printed	Expense	<input type="checkbox"/>		
8043	04/03/2025	AMAZON/GEMB	\$8,324.79	2566	Printed	Expense	<input type="checkbox"/>		
8044	04/03/2025	B&H FOTO & ELECTRONICS	\$3,290.03	2566	Printed	Expense	<input type="checkbox"/>		
8045	04/03/2025	BAILEY OIL CO., INC.	\$24,647.04	2566	Printed	Expense	<input type="checkbox"/>		
8046	04/03/2025	BOILER MAINTENANCE, LLC	\$236.90	2566	Printed	Expense	<input type="checkbox"/>		
8047	04/03/2025	Boyer, Sean	\$3,849.89	2566	Printed	Expense	<input type="checkbox"/>		
8048	04/03/2025	BRYSON SALES & SERVICE, INC	\$1,986.04	2566	Printed	Expense	<input type="checkbox"/>		
8049	04/03/2025	CAROLINA BIOLOGICAL SUPPLY CO	\$53.92	2566	Printed	Expense	<input type="checkbox"/>		
8050	04/03/2025	CASILLAS, YURI	\$220.00	2566	Printed	Expense	<input type="checkbox"/>		
8051	04/03/2025	CINTAS CORP	\$219.33	2566	Printed	Expense	<input type="checkbox"/>		
8052	04/03/2025	COULSON, JEANNIE	\$517.00	2566	Printed	Expense	<input type="checkbox"/>		
8053	04/03/2025	DEAN DAIRY COPPORATE, LLC	\$5,144.14	2566	Printed	Expense	<input type="checkbox"/>		
8054	04/03/2025	DOMINGUEZ, ANDREA	\$220.00	2566	Printed	Expense	<input type="checkbox"/>		
8055	04/03/2025	ENSIGN WHOLESale FLORAL	\$462.28	2566	Printed	Expense	<input type="checkbox"/>		
8056	04/03/2025	FIX IT RIGHT PARTS AND REPAIR, LLC	\$230.07	2566	Printed	Expense	<input type="checkbox"/>		
8057	04/03/2025	FROSTY FRUIT LLC	\$930.05	2566	Printed	Expense	<input type="checkbox"/>		
8058	04/03/2025	GARCIA, MARIA	\$432.54	2566	Printed	Expense	<input type="checkbox"/>		
8059	04/03/2025	GARNER, AKAYLA	\$55.00	2566	Printed	Expense	<input type="checkbox"/>		
8060	04/03/2025	GAYLON'S AUTOBODY	\$3,460.00	2566	Printed	Expense	<input type="checkbox"/>		
8061	04/03/2025	GEM STATE PAPER CO, INC.	\$892.37	2566	Printed	Expense	<input type="checkbox"/>		

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Check Listing**

Fiscal Year: 2024-2025

**Criteria:**

**Bank Account:** Accounts Payable 94005043

**From Date:** 4/3/2025      **To Date:** 4/3/2025  
**From Check:** 8039            **To Check:** 8097  
**From Voucher:** 2566        **To Voucher:** 2566

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8062	04/03/2025	GLOBE MICROSYSTEMS, INC	\$1,650.00	2566	Printed	Expense	<input type="checkbox"/>		
8063	04/03/2025	GOOD SOURCE SOLUTIONS, INC	\$8,710.22	2566	Printed	Expense	<input type="checkbox"/>		
8064	04/03/2025	GRANILLO, VERONICA	\$438.42	2566	Printed	Expense	<input type="checkbox"/>		
8065	04/03/2025	HAUNS HARDWARE	\$447.34	2566	Printed	Expense	<input type="checkbox"/>		
8066	04/03/2025	HEYBURN, CITY OF	\$3,749.84	2566	Printed	Expense	<input type="checkbox"/>		
8067	04/03/2025	HITT, CAMEON	\$266.00	2566	Printed	Expense	<input type="checkbox"/>		
8068	04/03/2025	JACKSON GROUP PETERBILT	\$407.82	2566	Printed	Expense	<input type="checkbox"/>		
8069	04/03/2025	JEROME COUNTY	\$7,856.45	2566	Printed	Expense	<input type="checkbox"/>		
8070	04/03/2025	JOHNSON, JAYNA	\$105.63	2566	Printed	Expense	<input type="checkbox"/>		
8071	04/03/2025	KENT, DARYL	\$568.64	2566	Printed	Expense	<input type="checkbox"/>		
8072	04/03/2025	MAGIC VALLEY LABS, INC	\$54.00	2566	Printed	Expense	<input type="checkbox"/>		
8073	04/03/2025	MARSHALL INDUSTRIES INC.	\$2,645.02	2566	Printed	Expense	<input type="checkbox"/>		
8074	04/03/2025	MERRILL, TERRY	\$150.00	2566	Printed	Expense	<input type="checkbox"/>		
8075	04/03/2025	MINICO CONSTRUCTION	\$74.00	2566	Printed	Expense	<input type="checkbox"/>		
8076	04/03/2025	MINIDOKA MEMORIAL HOSPITAL	\$47.00	2566	Printed	Expense	<input type="checkbox"/>		
8077	04/03/2025	NANCY'S RUPERT FLORAL	\$803.63	2566	Printed	Expense	<input type="checkbox"/>		
8078	04/03/2025	NAPA AUTO PARTS	\$266.41	2566	Printed	Expense	<input type="checkbox"/>		
8079	04/03/2025	NICHOLAS & CO	\$2,675.38	2566	Printed	Expense	<input type="checkbox"/>		
8080	04/03/2025	PITNEY BOWES CORP.	\$491.31	2566	Printed	Expense	<input type="checkbox"/>		
8081	04/03/2025	PRIMARY THERAPY SOURCE	\$7,885.40	2566	Printed	Expense	<input type="checkbox"/>		
8082	04/03/2025	PROJECT MUTUAL TELEPHONE	\$21,309.93	2566	Printed	Expense	<input type="checkbox"/>		
8083	04/03/2025	RAMSEY HEATING & ELECTRIC, INC	\$46.70	2566	Printed	Expense	<input type="checkbox"/>		
8084	04/03/2025	REPKE, DAVID	\$65.80	2566	Printed	Expense	<input type="checkbox"/>		

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Check Listing**

Fiscal Year: 2024-2025

**Criteria:**

**Bank Account:** Accounts Payable 94005043

**From Date:** 4/3/2025      **To Date:** 4/3/2025  
**From Check:** 8039            **To Check:** 8097  
**From Voucher:** 2566        **To Voucher:** 2566

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8085	04/03/2025	RIDLEY'S FOOD & DRUG	\$69.99	2566	Printed	Expense	<input type="checkbox"/>		
8086	04/03/2025	RUPERT, CITY OF	\$11,764.27	2566	Printed	Expense	<input type="checkbox"/>		
8087	04/03/2025	SCHOOL SPECIALTY SUPPLY	\$116.40	2566	Printed	Expense	<input type="checkbox"/>		
8088	04/03/2025	STANDARD PLUMBING CO	\$57.63	2566	Printed	Expense	<input type="checkbox"/>		
8089	04/03/2025	STARS FERRY BUILDING SUP	\$287.84	2566	Printed	Expense	<input type="checkbox"/>		
8090	04/03/2025	SWENSEN'S MARKET - PAUL	\$48.02	2566	Printed	Expense	<input type="checkbox"/>		
8091	04/03/2025	VANEVERY, ERIC	\$55.00	2566	Printed	Expense	<input type="checkbox"/>		
8092	04/03/2025	VERIZON	\$2,036.23	2566	Printed	Expense	<input type="checkbox"/>		
8093	04/03/2025	WATER WALKERS INC	\$247.50	2566	Printed	Expense	<input type="checkbox"/>		
8094	04/03/2025	WIENHOFF DRUG TESTING	\$60.00	2566	Printed	Expense	<input type="checkbox"/>		
8095	04/03/2025	WOODLAND, HEATHER	\$55.00	2566	Printed	Expense	<input type="checkbox"/>		
8096	04/03/2025	ZEPEDA, APRIL	\$220.00	2566	Printed	Expense	<input type="checkbox"/>		
8097	04/03/2025	ZIONS PUBLIC FINANCE INC	\$3,250.00	2566	Printed	Expense	<input type="checkbox"/>		

Total Amount:

\$140,749.72

End of Report

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

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Voucher No: 2567

Voucher Date: 04/04/2025

Prepared By:

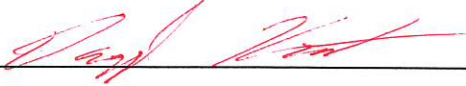
Tori Aragon

Printed: 04/04/2025 10:20:43 AM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$1,200.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



---

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$1,170.31
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$2.04
257	TITLE VI-B IDEA SPECIAL ED FUND	\$26.96
290	FOOD SERVICE FUND	\$0.69
		<hr/> <b>\$1,200.00</b>

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Voucher Batch Number: 2567      04/04/2025

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Amount

Account

Invoice  
Invoice Date

PO No.

QTY

Vendor #

PITNEY BOWES/RESERVE ACCT

PO BOX 981023  
BOSTON MA 02298-1023

Check Group:

CENTRAL SERVICE POSTAGE

P-Card Payee: PITNEY BOWES/RESERVE ACCT

FOOD SERVICE POSTAGE

P-Card Payee: PITNEY BOWES/RESERVE ACCT

SPECIAL SERVICES POSTAGE

P-Card Payee: PITNEY BOWES/RESERVE ACCT

TITLE I POSTAGE

P-Card Payee: PITNEY BOWES/RESERVE ACCT

Account	Invoice Date	QTY	PO No.	Amount
100.655.0350.000.000.000	FEB7-APR3 4/3/2025	1	2500020	\$1,170.31
290.710.0350.000.000.000	FEB7-APR3 4/3/2025	1	2500020	\$0.69
257.616.0350.000.000.000	FEB7-APR3 4/3/2025	1	2500020	\$26.96
251.655.0350.000.000.000	FEB7-APR3 4/3/2025	1	2500020	\$2.04

Check #: 0

56

PO/Invoice Total: \$1,200.00  
Vendor Total: \$1,200.00

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

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Voucher No: 2568

Voucher Date: 04/10/2025

Prepared By: Tori Aragon  
Printed: 04/10/2025 04:41:32 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$946,906.66 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



---

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$103,739.01
242	Idaho Career Ready Students Grant	\$807,395.24
243	PROFESSIONAL TECHNICAL - STATE	\$5,254.76
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$475.20
253	TITLE I-C ESEA MIGRANT FUND	\$30.57
257	TITLE VI-B IDEA SPECIAL ED FUND	\$949.52
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$1,706.57
284	GEAR UP GRANT	\$1,229.60
290	FOOD SERVICE FUND	\$26,126.19
		<b>\$946,906.66</b>

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# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Check Listing

Fiscal Year: 2024-2025

**Criteria:**

**Bank Account:** Accounts Payable 94005043

**From Date:** 4/10/2025      **To Date:** 4/10/2025  
**From Check:** 8098              **To Check:** 8157  
**From Voucher:** 2568          **To Voucher:** 2568

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8098	04/10/2025	A TO B SERVICES	\$4,450.00	2568	Printed	Expense	<input type="checkbox"/>		
8099	04/10/2025	A.M.I. SUPPLY COMPANY	\$690.54	2568	Printed	Expense	<input type="checkbox"/>		
8100	04/10/2025	ACCURATE IMPRINTS	\$960.00	2568	Printed	Expense	<input type="checkbox"/>		
8101	04/10/2025	AMAZON/GEMB	\$6,394.19	2568	Printed	Expense	<input type="checkbox"/>		
8102	04/10/2025	ASHCRAFT, KARLENE	\$237.60	2568	Printed	Expense	<input type="checkbox"/>		
8103	04/10/2025	AUTOZONE	\$383.63	2568	Printed	Expense	<input type="checkbox"/>		
8104	04/10/2025	B&H FOTO & ELECTRONICS	\$2,281.20	2568	Printed	Expense	<input type="checkbox"/>		
8105	04/10/2025	BALL, CHELSEY	\$282.24	2568	Printed	Expense	<input type="checkbox"/>		
8106	04/10/2025	BINGHAM, ANDREA	\$56.28	2568	Printed	Expense	<input type="checkbox"/>		
8107	04/10/2025	BIRCH, COURTNEY	\$238.21	2568	Printed	Expense	<input type="checkbox"/>		
8108	04/10/2025	BLISS, TIFFANY	\$79.52	2568	Printed	Expense	<input type="checkbox"/>		
8109	04/10/2025	CAMEO SPECIAL EVENTS & PARTY RENTALS	\$1,012.00	2568	Printed	Expense	<input type="checkbox"/>		
8110	04/10/2025	CASILLAS, YURI	\$30.57	2568	Printed	Expense	<input type="checkbox"/>		
8111	04/10/2025	CHARLIE'S PRODUCE	\$10,309.78	2568	Printed	Expense	<input type="checkbox"/>		
8112	04/10/2025	CONRAD & BISCHOFF, LLC	\$298.50	2568	Printed	Expense	<input type="checkbox"/>		
8113	04/10/2025	DAVIS, MARY	\$103.04	2568	Printed	Expense	<input type="checkbox"/>		
8114	04/10/2025	DEAN DAIRY COPROPRATE, LLC	\$9,171.39	2568	Printed	Expense	<input type="checkbox"/>		
8115	04/10/2025	DURRANT, GREG	\$519.55	2568	Printed	Expense	<input type="checkbox"/>		
8116	04/10/2025	ELECTRIC MOTOR REMIND, INC	\$76.49	2568	Printed	Expense	<input type="checkbox"/>		
8117	04/10/2025	ELLIS, MICAH	\$237.60	2568	Printed	Expense	<input type="checkbox"/>		
8118	04/10/2025	ENSIGN WHOLESALE FLORAL	\$286.33	2568	Printed	Expense	<input type="checkbox"/>		
8119	04/10/2025	ETC COMPANIES	\$260.00	2568	Printed	Expense	<input type="checkbox"/>		
8120	04/10/2025	GOMEZ, LAYLA	\$237.60	2568	Printed	Expense	<input type="checkbox"/>		

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Check Listing**

Fiscal Year: 2024-2025

**Criteria:**

**Bank Account:** Accounts Payable 94005043

**From Date:** 4/10/2025      **To Date:** 4/10/2025  
**From Check:** 8098              **To Check:** 8157  
**From Voucher:** 2568          **To Voucher:** 2568

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8121	04/10/2025	GOOD SOURCE SOLUTIONS, INC	\$2,734.32	2568	Printed	Expense	<input type="checkbox"/>		
8122	04/10/2025	GREER TRUCK & TRAILER PARTS, INC.	\$60.74	2568	Printed	Expense	<input type="checkbox"/>		
8123	04/10/2025	IASA	\$200.00	2568	Printed	Expense	<input type="checkbox"/>		
8124	04/10/2025	INTERMOUNTAIN GAS CO.	\$14,773.64	2568	Printed	Expense	<input type="checkbox"/>		
8125	04/10/2025	INTERMOUNTAIN HEALTH CARE	\$10,800.00	2568	Printed	Expense	<input type="checkbox"/>		
8126	04/10/2025	JACKSON GROUP PETERBILT	\$1,479.27	2568	Printed	Expense	<input type="checkbox"/>		
8127	04/10/2025	JOHNSON, ASHLEY	\$85.00	2568	Printed	Expense	<input type="checkbox"/>		
8128	04/10/2025	LDA SECURITY, LLC	\$39.99	2568	Printed	Expense	<input type="checkbox"/>		
8129	04/10/2025	LEON, CHERYL	\$48.72	2568	Printed	Expense	<input type="checkbox"/>		
8130	04/10/2025	MAGIC VALLEY LABS, INC	\$138.00	2568	Printed	Expense	<input type="checkbox"/>		
8131	04/10/2025	MAGIC VALLEY TIRE PAUL	\$90.38	2568	Printed	Expense	<input type="checkbox"/>		
8132	04/10/2025	MAGIC VALLEY TIRE RUPERT	\$612.00	2568	Printed	Expense	<input type="checkbox"/>		
8133	04/10/2025	MERCADO, BRAYLYN	\$202.60	2568	Printed	Expense	<input type="checkbox"/>		
8134	04/10/2025	MINICO HIGH SCHOOL	\$15.00	2568	Printed	Expense	<input type="checkbox"/>		
8135	04/10/2025	MOOSMAN, SHANILLE H	\$60.00	2568	Printed	Expense	<input type="checkbox"/>		
8136	04/10/2025	NEWMAN, G. ROBERT	\$2,576.00	2568	Printed	Expense	<input type="checkbox"/>		
8137	04/10/2025	NICHOLAS & CO	\$3,391.15	2568	Printed	Expense	<input type="checkbox"/>		
8138	04/10/2025	NU VU GLASS, INC.	\$1,232.90	2568	Printed	Expense	<input type="checkbox"/>		
8139	04/10/2025	PAUL, CITY OF	\$1,577.00	2568	Printed	Expense	<input type="checkbox"/>		
8140	04/10/2025	PETERSEN BROTHERS CONSTRUCTION, INC	\$807,395.24	2568	Printed	Expense	<input type="checkbox"/>		
8141	04/10/2025	PITNEY BOWES CORP.	\$431.55	2568	Printed	Expense	<input type="checkbox"/>		
8142	04/10/2025	POULSEN VANLEUVEN & CATMULL	\$33,995.00	2568	Printed	Expense	<input type="checkbox"/>		

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Check Listing**

Fiscal Year: 2024-2025

**Criteria:**

**Bank Account:** Accounts Payable 94005043

**From Date:** 4/10/2025      **To Date:** 4/10/2025  
**From Check:** 8098              **To Check:** 8157  
**From Voucher:** 2568          **To Voucher:** 2568

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8143	04/10/2025	RAMSEY HEATING & ELECTRIC, INC	\$26.50	2568	Printed	Expense	<input type="checkbox"/>		
8144	04/10/2025	RED ROVER	\$5,230.00	2568	Printed	Expense	<input type="checkbox"/>		
8145	04/10/2025	RIDLEY'S FOOD & DRUG	\$180.00	2568	Printed	Expense	<input type="checkbox"/>		
8146	04/10/2025	ROCHESTER 100 INC.	\$320.00	2568	Printed	Expense	<input type="checkbox"/>		
8147	04/10/2025	RUPERT GLASS	\$120.00	2568	Printed	Expense	<input type="checkbox"/>		
8148	04/10/2025	SCHOWS AUTO PARTS	\$93.65	2568	Printed	Expense	<input type="checkbox"/>		
8149	04/10/2025	SCHOWS, INC	\$98.70	2568	Printed	Expense	<input type="checkbox"/>		
8150	04/10/2025	STARS FERRY BUILDING SUP	\$10.80	2568	Printed	Expense	<input type="checkbox"/>		
8151	04/10/2025	STERLING BATTERY COMPANY	\$422.85	2568	Printed	Expense	<input type="checkbox"/>		
8152	04/10/2025	STOKES FOOD CENTER	\$67.50	2568	Printed	Expense	<input type="checkbox"/>		
8153	04/10/2025	TOTAL WASTE MANAGEMENT	\$1,856.54	2568	Printed	Expense	<input type="checkbox"/>		
8154	04/10/2025	TRENKLE, BRADY	\$494.76	2568	Printed	Expense	<input type="checkbox"/>		
8155	04/10/2025	UNITED ELECTRIC COOP	\$16,895.32	2568	Printed	Expense	<input type="checkbox"/>		
8156	04/10/2025	Waite, Jennifer	\$119.28	2568	Printed	Expense	<input type="checkbox"/>		
8157	04/10/2025	WESTERN PSYCHOLOGICAL SERVICES	\$436.00	2568	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$946,906.66      **End of Report**

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

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Voucher No: 2569

Voucher Date: 04/10/2025

Prepared By:

Tori Aragon

Printed: 04/11/2025 09:40:32 AM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$125.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



---

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$125.00
		<b>\$125.00</b>

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**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Voucher Batch Number: 2569      04/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Vendor #      QTY      PO No.      Invoice Date      Account      Amount

PITNEY BOWES/RESERVE ACCT

PO BOX 981023  
BOSTON      MA      02298-1023

Check Group:

CENTRAL SERVICE POSTAGE

100.655.0350.000.000.000

1      2500020

MHS REFIL

\$125.00

P-Card Payee: PITNEY BOWES/RESERVE ACCT

4/9/2025

Check #: 0

PO/Invoice Total:      \$125.00

Vendor Total:      \$125.00

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Voucher Batch Number: 2569      04/10/2025

Vendor #      QTY      PO No.      Invoice Invoice Date      Account      Amount

Grand Total:      \$125.00

End of Report

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

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Voucher No: 2570

Voucher Date: 04/14/2025

Prepared By:

Tori Aragon

Printed: 04/14/2025 09:33:48 AM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$2,649.19 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



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SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$2,649.19
		<b>\$2,649.19</b>

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2570 04/14/2025

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Amount

Account

Invoice  
Invoice Date

PO No.

QTY

Vendor #

STATE TAX COMMISSION

SALES TAX DIVISION

P O BOX 76

BOISE ID 83707

Check Group:

MARCH SALES TAX

100.223.2230.000.000.000

1-202-920-064

1 2502056

1

\$2,649.19

P-Card Payee: STATE TAX COMMISSION

4/2/2025

Check #: 0

PO/Invoice Total: \$2,649.19

Vendor Total: \$2,649.19

---

# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2571

Voucher Date: 04/14/2025

Prepared By:

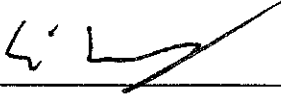
Tori Aragon

Printed: 04/14/2025 09:35:06 AM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$1,743.75 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



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SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
243	PROFESSIONAL TECHNICAL - STATE	\$838.16
284	GEAR UP GRANT	\$905.59
		<b>\$1,743.75</b>

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# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Voucher Batch Number: 2571      04/14/2025

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Amount

Vendor #      QTY      PO No.      Invoice Date      Account

WALMART					
CAPITAL ONE					
PO BOX 60506					
CITY OF INDUSTRY      CA      91716-0506					
Check Group:					
LAB SUPPLIES FOR PLANT SCIENCE & FLORAL CLASSES	1	2501119	92696141777027 19849 2/3/2025	243.519.0410.000.301.301	\$23.64
<b>P-Card Payee:</b> WALMART					
LAB SUPPLIES FOR PLANT SCIENCE & FLORAL CLASSES	1	2501119	95855168111186 175340 3/3/2025	243.519.0410.000.301.301	\$57.46
<b>P-Card Payee:</b> WALMART					

Check #: 0

PO/InvoiceTotal: \$81.10

Check Group:					
GROCERIES FOR CLASSROOM LABS	1	2501332	35506255032029 1 3/3/2025	243.519.0410.000.307.301	\$197.94
<b>P-Card Payee:</b> WALMART					
GROCERIES FOR CLASSROOM LABS	1	2501332	506400134546 3/5/2025	243.519.0410.000.307.301	\$172.15
<b>P-Card Payee:</b> WALMART					
GROCERIES FOR CLASSROOM LABS	1	2501332	506400652717 3/5/2025	243.519.0410.000.307.301	\$8.69
<b>P-Card Payee:</b> WALMART					
GROCERIES FOR CLASSROOM LABS	1	2501332	507200227641 3/13/2025	243.519.0410.000.307.301	\$91.07
<b>P-Card Payee:</b> WALMART					
GROCERIES FOR CLASSROOM LABS	1	2501332	507600059094 3/17/2025	243.519.0410.000.307.301	\$108.39
<b>P-Card Payee:</b> WALMART					

Check #: 0

PO/InvoiceTotal: \$578.24

Check Group:					
CLASSROOM SUPPLIES	1	2501485	04293 1/24/2025	243.519.0410.000.301.301	\$178.82
<b>P-Card Payee:</b> WALMART					

Check #: 0

PO/InvoiceTotal: \$178.82

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Fiscal Year: 2024-2025

Vendor Remit Name Description

Voucher Batch Number: 2571      04/14/2025

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
<b>Check Group:</b>					
1		2501735	57388828969921 912795 2/20/2025	284.621.0410.000.003.301	\$80.77
<b>P-Card Payee: WALMART</b>					
<b>Check Group:</b>					
1		2501736	01506974310710 8 3/10/2025	284.621.0410.000.017.301	\$47.46
<b>P-Card Payee: WALMART</b>					
1		2501736	03506974224401 9 3/10/2025	284.621.0410.000.017.301	\$66.31
<b>P-Card Payee: WALMART</b>					
1		2501736	03506974925407 5 3/10/2025	284.621.0410.000.017.301	\$665.00
<b>P-Card Payee: WALMART</b>					
1		2501736	506400137568 3/5/2025	284.621.0410.000.017.301	\$46.05
<b>P-Card Payee: WALMART</b>					
PO/Invoice Total:					\$80.77
Vendor Total:					\$1,743.75

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**MINIDOKA COUNTY SCHOOL DISTRICT #331 PR Vouchers**

Voucher No:	Voucher Date:	Voucher Amount:	Payment Form:
1117	3/20/25	\$ 1,321,816.87	EFT
1118	3/20/25	\$ 399,811.95	EFT
1119	3/20/25	\$ 47,809.00	EFT
1120	3/20/25	\$ 51,000.20	EFT
1121	3/20/25	\$ 10,518.38	EFT
1122	3/20/25	\$ 396,535.26	EFT
1123	3/20/25	\$ 1,984.00	EFT
1124	3/20/25	\$ 6,826.83	EFT
1125	3/20/25	\$ 198.88	EFT
1126	3/20/25	\$ 25,001.79	EFT
1128	3/20/25	\$ 12,232.73	EFT
1129	2/25/25	\$ 7,615.54	EFT
1130	3/20/25	\$ 40,574.95	EFT
1131	3/20/25	\$ 440,523.05	EFT
1133	3/31/25	\$ 473.72	EFT
1135	3/31/25	\$ 7,729.28	EFT
1136	4/25/25	\$ 457.20	EFT

**\$ 2,771,109.63 Voucher Totals**

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of

2,771,109.63

on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

*Daryl Kent*

Daryl Kent

Business Manager

SPENCER LARSEN

Superintendent

RUSS SUCHAN

Chair

MARY ANDERSON

Vice Chair

JUAN PEREZ

Board Member

JACOB CLARIDGE

Board Member

RICK KENT

Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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*DLE vlog*

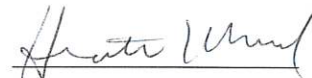
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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1117

Voucher Date: 03/20/2025

Prepared By:



Printed: 03/20/2025 01:52:27 PM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$1,321,816.87 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



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SPENCER LARSEN Superintendent

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RUSS SUCHAN Chair

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MARY ANDERSON Vice Chair

---

JUAN PEREZ Board Member

---

JACOB CLARIDGE Board Member

---

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$1,151,212.55
243	PROFESSIONAL TECHNICAL - STATE	\$5,263.54
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$35,070.60
253	TITLE I-C ESEA MIGRANT FUND	\$10,366.22
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$3,081.07
257	TITLE VI-B IDEA SPECIAL ED FUND	\$48,752.36
258	TITLE VI-B IDEA PRESCHOOL FUND	\$2,458.19
260	MEDICAID	\$4,272.18
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$2,356.48
265	IDEA MINI-GRANTS	\$5,085.79
270	TITLE III ESEA FED LEP	\$1,984.64

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Fiscal Year: 2024-2025

Voucher Batch Number: 1117

03/20/2025

Vendor Remit Name  
Description

Vendor #

QTY

PO No.

Invoice  
Invoice Date

Account

Amount

D.L. EVANS BANK

Check Group:

DIRECT DEPOSIT	1	0	V609174	100.217.2170.000.000.000	\$2,575.00
			3/21/2025		
DIRECT DEPOSIT	1	0	V619089	251.217.2170.000.000.000	\$117.59
			3/21/2025		
DIRECT DEPOSIT	1	0	V619089	257.217.2170.000.000.000	\$152.94
			3/21/2025		
DIRECT DEPOSIT	1	0	V619089	258.217.2170.000.000.000	\$150.42
			3/21/2025		
DIRECT DEPOSIT	1	0	V619089	290.217.2170.000.000.000	\$850.00
			3/21/2025		
DIRECT DEPOSIT	1	0	V619089	260.217.2170.000.000.000	\$0.79
			3/21/2025		
DIRECT DEPOSIT	1	0	V619089	265.217.2170.000.000.000	\$5.29
			3/21/2025		
DIRECT DEPOSIT	1	0	V619089	100.217.2170.000.000.000	\$9,113.87
			3/21/2025		
DIRECT DEPOSIT	1	0	V619089	243.217.2170.000.000.000	\$22.10
			3/21/2025		
DIRECT DEPOSIT	1	0	V743932	100.217.2170.000.000.000	\$1,139,523.68
			3/21/2025		
DIRECT DEPOSIT	1	0	V743932	243.217.2170.000.000.000	\$5,241.44
			3/21/2025		
DIRECT DEPOSIT	1	0	V743932	251.217.2170.000.000.000	\$34,953.01
			3/21/2025		
DIRECT DEPOSIT	1	0	V743932	253.217.2170.000.000.000	\$10,366.22
			3/21/2025		
DIRECT DEPOSIT	1	0	V743932	255.217.2170.000.000.000	\$3,081.07
			3/21/2025		

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Fiscal Year: 2024-2025

Voucher Batch Number: 1117      03/20/2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DIRECT DEPOSIT		1	0	V743932 3/21/2025	257.217.2170.000.000.000	\$48,599.42
DIRECT DEPOSIT		1	0	V743932 3/21/2025	258.217.2170.000.000.000	\$2,307.77
DIRECT DEPOSIT		1	0	V743932 3/21/2025	270.217.2170.000.000.000	\$1,984.64
DIRECT DEPOSIT		1	0	V743932 3/21/2025	271.217.2170.000.000.000	\$6,394.91
DIRECT DEPOSIT		1	0	V743932 3/21/2025	290.217.2170.000.000.000	\$41,322.06
DIRECT DEPOSIT		1	0	V743932 3/21/2025	284.217.2170.000.000.000	\$2,018.90
DIRECT DEPOSIT		1	0	V743932 3/21/2025	260.217.2170.000.000.000	\$4,271.39
DIRECT DEPOSIT		1	0	V743932 3/21/2025	261.217.2170.000.000.000	\$2,356.48
DIRECT DEPOSIT		1	0	V743932 3/21/2025	266.217.2170.000.000.000	\$5,080.50
DIRECT DEPOSIT		1	0	V743932 3/21/2025	274.217.2170.000.000.000	\$1,327.38

Check #: 0

PO/Invoice Total:	\$1,321,816.87
Vendor Total:	\$1,321,816.87
Grand Total:	\$1,321,816.87

End of Report

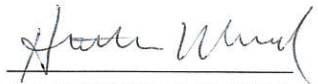
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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1118

Voucher Date: 03/20/2025

Prepared By:



Printed: 03/20/2025 01:54:12 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$399,811.95 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
JUAN PEREZ	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$352,107.84
243	PROFESSIONAL TECHNICAL - STATE	\$1,485.51
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$10,983.92
253	TITLE I-C ESEA MIGRANT FUND	\$2,721.95
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$1,172.37
257	TITLE VI-B IDEA SPECIAL ED FUND	\$12,402.88
258	TITLE VI-B IDEA PRESCHOOL FUND	\$522.96
260	MEDICAID	\$1,083.73
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$711.80
265	IDEA MINI-GRANTS	\$1,852.07
270	TITLE III ESEA FED LEP	\$689.21

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**Voucher No: 1118**

**Voucher Date: 03/20/2025**

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<b>Fund</b>		<b>Amount</b>
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$2,037.97
274	Stronger Connections Grant	\$328.20
284	GEAR UP GRANT	\$367.60
290	FOOD SERVICE FUND	\$11,343.94
		<hr/> <hr/> <b>\$399,811.95</b>

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Fiscal Year: 2024-2025

Voucher Batch Number: 1118

03/20/2025

Vendor Remit Name  
Description

Vendor #

QTY

PO No.

Invoice  
Invoice Date

Account

Amount

FEDERAL RESERVE BANK CHICAGO

Check Group:

PAYROLL LIABILITY	1	0	V259761	100.218.2180.022.000.000	\$102,469.58
			3/21/2025		
PAYROLL LIABILITY	1	0	V259761	243.218.2180.022.000.000	\$454.91
			3/21/2025		
PAYROLL LIABILITY	1	0	V259761	251.218.2180.022.000.000	\$2,843.44
			3/21/2025		
PAYROLL LIABILITY	1	0	V259761	253.218.2180.022.000.000	\$620.01
			3/21/2025		
PAYROLL LIABILITY	1	0	V259761	255.218.2180.022.000.000	\$461.03
			3/21/2025		
PAYROLL LIABILITY	1	0	V259761	257.218.2180.022.000.000	\$2,738.02
			3/21/2025		
PAYROLL LIABILITY	1	0	V259761	258.218.2180.022.000.000	\$65.72
			3/21/2025		
PAYROLL LIABILITY	1	0	V259761	270.218.2180.022.000.000	\$242.55
			3/21/2025		
PAYROLL LIABILITY	1	0	V259761	271.218.2180.022.000.000	\$651.83
			3/21/2025		
PAYROLL LIABILITY	1	0	V259761	290.218.2180.022.000.000	\$2,014.64
			3/21/2025		
PAYROLL LIABILITY	1	0	V259761	260.218.2180.022.000.000	\$241.09
			3/21/2025		
PAYROLL LIABILITY	1	0	V259761	261.218.2180.022.000.000	\$208.70
			3/21/2025		
PAYROLL LIABILITY	1	0	V259761	265.218.2180.022.000.000	\$727.03
			3/21/2025		
PAYROLL LIABILITY	1	0	V259761	274.218.2180.022.000.000	\$68.58
			3/21/2025		

Check #: 0

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Fiscal Year: 2024-2025

Voucher Batch Number: 1118

03/20/2025

Vendor Remit Name

Vendor #

QTY

PO No.

Invoice  
Invoice Date

Account

Amount

PO/Invoice Total: \$113,807.13

Vendor Total: \$113,807.13

SOCIAL SECURITY TRUST FUND

Check Group:

PAYROLL LIABILITY	1	0	V17982	3/21/2025	100.218.2180.020.000.000	\$202,320.92
PAYROLL LIABILITY	1	0	V17982	3/21/2025	243.218.2180.020.000.000	\$835.28
PAYROLL LIABILITY	1	0	V17982	3/21/2025	251.218.2180.020.000.000	\$6,597.50
PAYROLL LIABILITY	1	0	V17982	3/21/2025	253.218.2180.020.000.000	\$1,703.54
PAYROLL LIABILITY	1	0	V17982	3/21/2025	255.218.2180.020.000.000	\$576.52
PAYROLL LIABILITY	1	0	V17982	3/21/2025	257.218.2180.020.000.000	\$7,832.90
PAYROLL LIABILITY	1	0	V17982	3/21/2025	258.218.2180.020.000.000	\$370.58
PAYROLL LIABILITY	1	0	V17982	3/21/2025	270.218.2180.020.000.000	\$362.00
PAYROLL LIABILITY	1	0	V17982	3/21/2025	271.218.2180.020.000.000	\$1,123.42
PAYROLL LIABILITY	1	0	V17982	3/21/2025	290.218.2180.020.000.000	\$7,561.04
PAYROLL LIABILITY	1	0	V17982	3/21/2025	284.218.2180.020.000.000	\$297.92
PAYROLL LIABILITY	1	0	V17982	3/21/2025	260.218.2180.020.000.000	\$682.92
PAYROLL LIABILITY	1	0	V17982	3/21/2025	261.218.2180.020.000.000	\$407.74

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Fiscal Year: 2024-2025

Voucher Batch Number: 1118

03/20/2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V17982 3/21/2025	265.218.2180.020.000.000	\$9311.82
PAYROLL LIABILITY		1	0	V17982 3/21/2025	274.218.2180.020.000.000	\$210.42
PAYROLL LIABILITY		1	0	V498974 3/21/2025	100.218.2180.021.000.000	\$47,317.34
PAYROLL LIABILITY		1	0	V498974 3/21/2025	243.218.2180.021.000.000	\$195.32
PAYROLL LIABILITY		1	0	V498974 3/21/2025	251.218.2180.021.000.000	\$1,542.98
PAYROLL LIABILITY		1	0	V498974 3/21/2025	253.218.2180.021.000.000	\$398.40
PAYROLL LIABILITY		1	0	V498974 3/21/2025	255.218.2180.021.000.000	\$134.82
PAYROLL LIABILITY		1	0	V498974 3/21/2025	257.218.2180.021.000.000	\$1,831.96
PAYROLL LIABILITY		1	0	V498974 3/21/2025	258.218.2180.021.000.000	\$86.66
PAYROLL LIABILITY		1	0	V498974 3/21/2025	270.218.2180.021.000.000	\$84.66
PAYROLL LIABILITY		1	0	V498974 3/21/2025	271.218.2180.021.000.000	\$262.72
PAYROLL LIABILITY		1	0	V498974 3/21/2025	290.218.2180.021.000.000	\$1,768.26
PAYROLL LIABILITY		1	0	V498974 3/21/2025	284.218.2180.021.000.000	\$69.68
PAYROLL LIABILITY		1	0	V498974 3/21/2025	260.218.2180.021.000.000	\$159.72
PAYROLL LIABILITY		1	0	V498974 3/21/2025	261.218.2180.021.000.000	\$95.36

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Fiscal Year: 2024-2025

Voucher Batch Number: 1118

03/20/2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V498974 3/21/2025	265.218.2180.021.000.000	\$213.22
PAYROLL LIABILITY		1	0	V498974 3/21/2025	274.218.2180.021.000.000	\$49.20

Check #: 0

PO/InvoiceTotal:	<u>\$286,004.82</u>
Vendor Total:	<u>\$286,004.82</u>
Grand Total:	<u>\$399,811.95</u>

End of Report

10 TXS

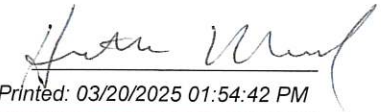
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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1119

Voucher Date: 03/20/2025

Prepared By:

  
Printed: 03/20/2025 01:54:42 PM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$47,809.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



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SPENCER LARSEN Superintendent

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RUSS SUCHAN Chair

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MARY ANDERSON Vice Chair

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JUAN PEREZ Board Member

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JACOB CLARIDGE Board Member

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RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$43,258.80
243	PROFESSIONAL TECHNICAL - STATE	\$231.48
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$1,306.34
253	TITLE I-C ESEA MIGRANT FUND	\$271.55
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$243.61
257	TITLE VI-B IDEA SPECIAL ED FUND	\$950.61
258	TITLE VI-B IDEA PRESCHOOL FUND	\$29.88
260	MEDICAID	\$63.96
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$125.62
265	IDEA MINI-GRANTS	\$325.43
270	TITLE III ESEA FED LEP	\$162.26

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**Voucher No: 1119**

**Voucher Date: 03/20/2025**

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<b>Fund</b>		<b>Amount</b>
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$251.80
274	Stronger Connections Grant	\$19.00
284	GEAR UP GRANT	\$23.00
290	FOOD SERVICE FUND	\$545.66
		<hr/> <b>\$47,809.00</b>

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Voucher Batch Number: 1119

03/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Vendor #

QTY

PO No.

Invoice  
Invoice Date

Account

Amount

IDAHO TAX COMMISSION

Check Group:

PAYROLL LIABILITY	1	0	V43111	3/21/2025	100.218.2180.023.000.000	\$43,258.80
PAYROLL LIABILITY	1	0	V43111	3/21/2025	243.218.2180.023.000.000	\$231.48
PAYROLL LIABILITY	1	0	V43111	3/21/2025	251.218.2180.023.000.000	\$1,306.34
PAYROLL LIABILITY	1	0	V43111	3/21/2025	263.218.2180.023.000.000	\$271.55
PAYROLL LIABILITY	1	0	V43111	3/21/2025	255.218.2180.023.000.000	\$243.61
PAYROLL LIABILITY	1	0	V43111	3/21/2025	257.218.2180.023.000.000	\$950.61
PAYROLL LIABILITY	1	0	V43111	3/21/2025	258.218.2180.023.000.000	\$29.88
PAYROLL LIABILITY	1	0	V43111	3/21/2025	270.218.2180.023.000.000	\$162.26
PAYROLL LIABILITY	1	0	V43111	3/21/2025	271.218.2180.023.000.000	\$251.80
PAYROLL LIABILITY	1	0	V43111	3/21/2025	290.218.2180.023.000.000	\$545.66
PAYROLL LIABILITY	1	0	V43111	3/21/2025	284.218.2180.023.000.000	\$23.00
PAYROLL LIABILITY	1	0	V43111	3/21/2025	260.218.2180.023.000.000	\$63.96
PAYROLL LIABILITY	1	0	V43111	3/21/2025	261.218.2180.023.000.000	\$125.62
PAYROLL LIABILITY	1	0	V43111	3/21/2025	265.218.2180.023.000.000	\$325.43

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Voucher Batch Number: 1119

03/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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PAYROLL LIABILITY		1	0	V43111 3/21/2025	274.218.2180.023.000.000	\$19.00
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Check #: 0

PO/Invoice Total:	\$47,809.00
Vendor Total:	\$47,809.00
Grand Total:	\$47,809.00

End of Report

AFHSAS

# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1120

Voucher Date: 03/20/2025

Prepared By:

*Hewitt Woodland*  
Printed: 03/20/2025 02:01:25 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$51,000.20 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

*Paul [Signature]*

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$43,534.93
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$1,049.52
253	TITLE I-C ESEA MIGRANT FUND	\$815.62
257	TITLE VI-B IDEA SPECIAL ED FUND	\$1,961.47
258	TITLE VI-B IDEA PRESCHOOL FUND	\$331.34
260	MEDICAID	\$237.40
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$552.49
290	FOOD SERVICE FUND	\$2,517.43
		<b>\$51,000.20</b>

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

HEALTH SERVICES ADMINISTRATION (AFHSA)

Check Group:

Voucher Batch Number: 1120

03/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
	1	0	V900347 3/21/2025	100.218.2180.029.000.000	\$43,534.93
	1	0	V900347 3/21/2025	251.218.2180.029.000.000	\$1,049.52
	1	0	V900347 3/21/2025	257.218.2180.029.000.000	\$1,961.47
	1	0	V900347 3/21/2025	253.218.2180.029.000.000	\$815.62
	1	0	V900347 3/21/2025	271.218.2180.029.000.000	\$552.49
	1	0	V900347 3/21/2025	290.218.2180.029.000.000	\$2,517.43
	1	0	V900347 3/21/2025	260.218.2180.029.000.000	\$237.40
	1	0	V900347 3/21/2025	258.218.2180.029.000.000	\$331.34

Check #: 0

PO/Invoice Total: \$51,000.20  
Vendor Total: \$51,000.20  
Grand Total: \$51,000.20

End of Report

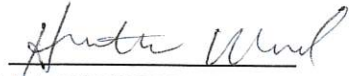
Checks:  
TSAS  
garnish  
prof. dues  
Athletics

# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1121

Voucher Date: 03/20/2025

Prepared By:



Printed: 03/20/2025 02:01:58 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$10,518.38 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$9,599.73
243	PROFESSIONAL TECHNICAL - STATE	\$5.79
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$31.90
253	TITLE I-C ESEA MIGRANT FUND	\$53.74
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$59.69
257	TITLE VI-B IDEA SPECIAL ED FUND	\$431.93
260	MEDICAID	\$6.38
270	TITLE III ESEA FED LEP	\$29.42
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$111.68
290	FOOD SERVICE FUND	\$188.12

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**Voucher No:** 1121

**Voucher Date:** 03/20/2025

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**Fund**

**Amount**

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**\$10,518.38**

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Voucher Batch Number: 1121      03/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Amount

Vendor #

QTY

PO No.

Invoice  
Invoice Date

Account

AIG VALIC/COREBRIDGE

Check Group:

PAYROLL LIABILITY

1 0      V679223      100.218.2180.032.000.000  
3/21/2025

\$425.00

Check #: 0

PO/Invoice Total: \$425.00

Vendor Total: \$425.00

FIDUCIARY TRUST COMPANY

Check Group:

PAYROLL LIABILITY

1 0      V509644      100.218.2180.032.000.000  
3/21/2025

\$775.00

Check #: 0

PO/Invoice Total: \$775.00

Vendor Total: \$775.00

IDAHO CHILD SUPPORT SERVICE

Check Group:

PAYROLL LIABILITY

1 0      V553677      100.218.2180.039.000.000  
3/21/2025

\$670.30

Check #: 0

PO/Invoice Total: \$670.30

Vendor Total: \$670.30

IDAHO DEPARTMENT OF LABOR

Check Group:

PAYROLL LIABILITY

1 0      V43893      100.218.2180.039.000.000  
3/21/2025

\$250.00

Check #: 0

PO/Invoice Total: \$250.00

Vendor Total: \$250.00

IEA NEA

Check Group:

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Voucher Batch Number: 1121 03/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
	1	0	V559562 3/21/2025	100.218.2180.039.000.000	\$2,739.24
	1	0	V559562 3/21/2025	243.218.2180.039.000.000	\$5.79
	1	0	V559562 3/21/2025	251.218.2180.039.000.000	\$31.90
	1	0	V559562 3/21/2025	253.218.2180.039.000.000	\$12.76
	1	0	V559562 3/21/2025	255.218.2180.039.000.000	\$59.69
	1	0	V559562 3/21/2025	257.218.2180.039.000.000	\$52.80
	1	0	V559562 3/21/2025	290.218.2180.039.000.000	\$59.18
	1	0	V559562 3/21/2025	260.218.2180.039.000.000	\$6.38
<p>Check #: 0 PO/InvoiceTotal: \$2,967.74</p> <p>Vendor Total: \$2,967.74</p>					
<p>IMPACT ATHLETIC</p>					
<p>Check Group:</p>					
	1	0	V980630 3/21/2025	100.218.2180.039.000.000	\$952.85
	1	0	V980630 3/21/2025	257.218.2180.039.000.000	\$106.64
	1	0	V980630 3/21/2025	271.218.2180.039.000.000	\$38.10
	1	0	V980630 3/21/2025	290.218.2180.039.000.000	\$58.94
<p>Check #: 0</p>					

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Voucher Batch Number: 1121      03/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
<b>MC FITNESS AND COMMUNITY CENTER</b>					
Check Group:					
	1	0	V996217 3/21/2025	100.218.2180.039.000.000	\$108.00
					<b>PO/Invoice Total: \$1,156.53</b>
					<b>Vendor Total: \$1,156.53</b>
<b>PAYROLL LIABILITY</b>					
Check Group:					
	1	0	V996217 3/21/2025	290.218.2180.039.000.000	\$54.00
					<b>PO/Invoice Total: \$162.00</b>
					<b>Vendor Total: \$162.00</b>
<b>MIDLAND NATIONAL</b>					
Check Group:					
	1	0	V119538 3/21/2025	253.218.2180.032.000.000	\$34.58
					<b>PO/Invoice Total: \$64.00</b>
					<b>Vendor Total: \$64.00</b>
<b>PAYROLL LIABILITY</b>					
Check Group:					
	1	0	V119538 3/21/2025	270.218.2180.032.000.000	\$29.42
					<b>PO/Invoice Total: \$28.00</b>
					<b>Vendor Total: \$28.00</b>
<b>MINIDOKA COUNTY SCHOOL DIST</b>					
Check Group:					
	1	0	V693401 3/21/2025	100.218.2180.039.000.000	\$28.00
					<b>PO/Invoice Total: \$28.00</b>
					<b>Vendor Total: \$28.00</b>
<b>MINIDOKA COUNTY SHERIFF GARN</b>					
Check Group:					

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Voucher Batch Number: 1121      03/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
	1	0	V2981 3/21/2025	100.218.2180.039.000.000	\$2,564.80
	1	0	V2981 3/21/2025	257.218.2180.039.000.000	\$270.51
Check #: 0					PO/Invoice Total: \$2,835.31
					Vendor Total: \$2,835.31
NCPEERS IDAHO					
Check Group:					
	1	0	V389349 3/21/2025	100.218.2180.039.000.000	\$165.54
	1	0	V389349 3/21/2025	253.218.2180.039.000.000	\$6.40
	1	0	V389349 3/21/2025	257.218.2180.039.000.000	\$1.98
	1	0	V389349 3/21/2025	271.218.2180.039.000.000	\$2.08
	1	0	V389349 3/21/2025	290.218.2180.039.000.000	\$16.00
Check #: 0					PO/Invoice Total: \$192.00
					Vendor Total: \$192.00
NORTHWEST PROFESSIONAL EDUCATORS					
Check Group:					
	1	0	V127913 3/21/2025	100.218.2180.039.000.000	\$92.50
Check #: 0					PO/Invoice Total: \$92.50
					Vendor Total: \$92.50
PCS RETIREMENT					

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Voucher Batch Number: 1121 03/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description

Amount

Vendor # QTY PO No. Invoice Invoice Date Account

Check Group:

PAYROLL LIABILITY

1 0 V630918 100.218.2180.032.000.000  
3/21/2025

\$350.00

Check #: 0

PO/InvoiceTotal: \$350.00

Vendor Total: \$350.00

RELIASTAR LIFE INS COMPANY

Check Group:

PAYROLL LIABILITY

1 0 V218812 100.218.2180.032.000.000  
3/21/2025

\$478.50

PAYROLL LIABILITY

1 0 V218812 271.218.2180.032.000.000  
3/21/2025

\$71.50

9

Check #: 0

PO/InvoiceTotal: \$550.00

Vendor Total: \$550.00

Grand Total: \$10,518.38

End of Report

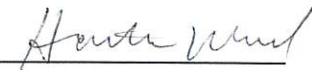
Persi &  
Persi 401K

# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1122

Voucher Date: 03/20/2025

Prepared By:



Printed: 03/20/2025 02:04:16 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$396,535.26 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$347,040.68
243	PROFESSIONAL TECHNICAL - STATE	\$1,631.92
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$11,261.00
253	TITLE I-C ESEA MIGRANT FUND	\$3,156.30
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$1,040.78
257	TITLE VI-B IDEA SPECIAL ED FUND	\$12,800.18
258	TITLE VI-B IDEA PRESCHOOL FUND	\$548.05
260	MEDICAID	\$1,155.18
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$723.16
265	IDEA MINI-GRANTS	\$1,810.23
270	TITLE III ESEA FED LEP	\$639.10

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**Voucher No: 1122**

**Voucher Date: 03/20/2025**

---

<b>Fund</b>		<b>Amount</b>
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$1,987.83
274	Stronger Connections Grant	\$351.60
284	GEAR UP GRANT	\$471.30
290	FOOD SERVICE FUND	\$11,917.95
		<hr/> <hr/>
		<b>\$396,535.26</b>

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Voucher Batch Number: 1122      03/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

PUBLIC EMP. RETIREMENT SYS

Check Group:

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
	1 0		V200431 3/21/2025	100.218.2180.024.000.000	\$335,307.90
	1 0		V200431 3/21/2025	243.218.2180.024.000.000	\$1,563.02
	1 0		V200431 3/21/2025	251.218.2180.024.000.000	\$10,791.95
	1 0		V200431 3/21/2025	253.218.2180.024.000.000	\$3,085.90
	1 0		V200431 3/21/2025	255.218.2180.024.000.000	\$1,040.78
	1 0		V200431 3/21/2025	257.218.2180.024.000.000	\$12,121.26
	1 0		V200431 3/21/2025	258.218.2180.024.000.000	\$548.05
	1 0		V200431 3/21/2025	270.218.2180.024.000.000	\$639.10
	1 0		V200431 3/21/2025	271.218.2180.024.000.000	\$1,987.83
	1 0		V200431 3/21/2025	290.218.2180.024.000.000	\$11,234.74
	1 0		V200431 3/21/2025	284.218.2180.024.000.000	\$471.30
	1 0		V200431 3/21/2025	260.218.2180.024.000.000	\$1,107.07
	1 0		V200431 3/21/2025	261.218.2180.024.000.000	\$723.16
	1 0		V200431 3/21/2025	265.218.2180.024.000.000	\$1,617.00

9

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Voucher Batch Number: 1122      03/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
	1	0	V200431 3/21/2025	274.218.2180.024.000.000	\$331.60
	1	0	V34691 3/21/2025	100.218.2180.033.000.000	\$11,732.78
	1	0	V34691 3/21/2025	243.218.2180.033.000.000	\$68.90
	1	0	V34691 3/21/2025	251.218.2180.033.000.000	\$469.05
	1	0	V34691 3/21/2025	253.218.2180.033.000.000	\$70.40
	1	0	V34691 3/21/2025	257.218.2180.033.000.000	\$678.92
	1	0	V34691 3/21/2025	290.218.2180.033.000.000	\$683.21
	1	0	V34691 3/21/2025	260.218.2180.033.000.000	\$48.11
	1	0	V34691 3/21/2025	265.218.2180.033.000.000	\$193.23
	1	0	V34691 3/21/2025	274.218.2180.033.000.000	\$20.00

Check #: 0

PO/Invoice Total: \$396,535.26  
 Vendor Total: \$396,535.26  
 Grand Total: \$396,535.26

End of Report

AF- 403b

# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1123

Voucher Date: 03/20/2025

Prepared By:

Printed: 03/20/2025 02:04:54 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$1,984.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$1,897.59
243	PROFESSIONAL TECHNICAL - STATE	\$11.41
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$75.00
		<b>\$1,984.00</b>

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Voucher Batch Number: 1123      03/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AMERICAN FIDELITY ASSURANCE					
Check Group:					
	1	0	V630049 3/21/2025	100.218.2180.032.000.000	\$1,897.59
	1	0	V630049 3/21/2025	243.218.2180.032.000.000	\$11.41
	1	0	V630049 3/21/2025	251.218.2180.032.000.000	\$75.00

Check #: 0

PO/InvoiceTotal: \$1,984.00  
Vendor Total: \$1,984.00  
Grand Total: \$1,984.00

End of Report

AF-Fley

# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1124

Voucher Date: 03/20/2025

Prepared By:

Printed: 03/20/2025 02:07:09 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$6,826.83 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$5,805.70
243	PROFESSIONAL TECHNICAL - STATE	\$13.82
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$86.36
253	TITLE I-C ESEA MIGRANT FUND	\$79.61
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$114.14
257	TITLE VI-B IDEA SPECIAL ED FUND	\$85.23
260	MEDICAID	\$55.24
270	TITLE III ESEA FED LEP	\$39.57
290	FOOD SERVICE FUND	\$547.16
		<b>\$6,826.83</b>

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Voucher Batch Number: 1124      03/20/2025

AMERICAN FIDELITY FLEX

Check Group:

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
	1	0	V541733 3/21/2025	100.218.2180.039.000.000	\$5,805.70
	1	0	V541733 3/21/2025	243.218.2180.039.000.000	\$13.82
	1	0	V541733 3/21/2025	251.218.2180.039.000.000	\$86.36
	1	0	V541733 3/21/2025	253.218.2180.039.000.000	\$79.61
	1	0	V541733 3/21/2025	255.218.2180.039.000.000	\$114.14
	1	0	V541733 3/21/2025	257.218.2180.039.000.000	\$85.23
	1	0	V541733 3/21/2025	270.218.2180.039.000.000	\$39.57
	1	0	V541733 3/21/2025	290.218.2180.039.000.000	\$127.75
	1	0	V541733 3/21/2025	260.218.2180.039.000.000	\$55.24
	1	0	V654235 3/21/2025	290.218.2180.039.000.000	\$419.41

Check #: 0

PO/Invoice Total:	\$6,826.83
Vendor Total:	\$6,826.83
Grand Total:	\$6,826.83

End of Report

Aflac

# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1125

Voucher Date: 03/20/2025

Prepared By:

Printed: 03/20/2025 02:08:45 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$198.88 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund	Amount
100 GENERAL FUND	\$198.88
	<b>\$198.88</b>

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Voucher Batch Number: 1125      03/20/2025

Amount

Vendor #      QTY      PO No.      Invoice Invoice Date      Account

AMERICAN FAMILY LIFE

Check Group:

PAYROLL LIABILITY

\$198.88

100.218.2180.039.000.000

V600496

1 0

3/21/2025

Check #: 0

PO/InvoiceTotal: \$198.88

Vendor Total: \$198.88

Grand Total: \$198.88

End of Report

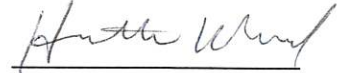
Delta  
District

# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1126

Voucher Date: 03/20/2025

Prepared By:



Printed: 03/20/2025 02:09:44 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$25,001.79 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$20,833.44
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$737.95
253	TITLE I-C ESEA MIGRANT FUND	\$314.45
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$44.90
257	TITLE VI-B IDEA SPECIAL ED FUND	\$1,050.29
258	TITLE VI-B IDEA PRESCHOOL FUND	\$62.78
260	MEDICAID	\$88.03
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$85.27
270	TITLE III ESEA FED LEP	\$75.39
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$175.01

## MINIDOKA COUNTY SCHOOL DISTRICT #331

### Voucher Detail Listing

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Voucher Batch Number: 1126

03/20/2025

Amount

Account

Invoice  
Invoice Date

PO No.

QTY

Vendor #

DELTA DENTAL

Check Group:

PAYROLL LIABILITY			1	0		V169914 3/21/2025	100.218.2180.026.000.000	\$21,141.63
PAYROLL LIABILITY			1	0		V169914 3/21/2025	251.218.2180.026.000.000	\$737.95
PAYROLL LIABILITY			1	0		V169914 3/21/2025	253.218.2180.026.000.000	\$314.45
PAYROLL LIABILITY			1	0		V169914 3/21/2025	255.218.2180.026.000.000	\$44.90
PAYROLL LIABILITY			1	0		V169914 3/21/2025	257.218.2180.026.000.000	\$1,050.29
PAYROLL LIABILITY			1	0		V169914 3/21/2025	258.218.2180.026.000.000	\$62.78
PAYROLL LIABILITY			1	0		V169914 3/21/2025	270.218.2180.026.000.000	\$75.39
PAYROLL LIABILITY			1	0		V169914 3/21/2025	271.218.2180.026.000.000	\$175.01
PAYROLL LIABILITY			1	0		V169914 3/21/2025	280.218.2180.026.000.000	\$1,485.99
PAYROLL LIABILITY			1	0		V169914 3/21/2025	260.218.2180.026.000.000	\$88.03
PAYROLL LIABILITY			1	0		V169914 3/21/2025	261.218.2180.026.000.000	\$85.27
PAYROLL LIABILITY			1	0		V169914 3/21/2025	274.218.2180.026.000.000	\$48.29
Adjust for Sean Boyer pre pay			1	0		V636547 3/20/2025	100.218.2180.026.000.000	\$4.60
to true up to their invoice			1	0		V642157 3/20/2025	100.218.2180.026.000.000	(\$312.79)

Check #: 0

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Voucher Batch Number: 1126      03/20/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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PO/Invoice Total:	\$25,001.79
Vendor Total:	\$25,001.79
Grand Total:	\$25,001.79

End of Report

Washington  
Note

# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1128

Voucher Date: 03/20/2025

Prepared By:

*Hunter Wood*  
Printed: 03/21/2025 11:35:26 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$12,232.73 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

*Dayl Wood*

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$10,394.00
243	PROFESSIONAL TECHNICAL - STATE	\$28.48
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$604.59
253	TITLE I-C ESEA MIGRANT FUND	\$9.08
257	TITLE VI-B IDEA SPECIAL ED FUND	\$322.42
260	MEDICAID	\$11.22
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$114.23
290	FOOD SERVICE FUND	\$748.71
		<b>\$12,232.73</b>

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Fiscal Year: 2024-2025

Vendor Remit Name Description

Voucher Batch Number: 1128 03/20/2025

WASHINGTON NATIONAL INS CO

Check Group:

Adjustment for Jackie Larson

PAYROLL LIABILITY

PAYROLL LIABILITY

PAYROLL LIABILITY

PAYROLL LIABILITY

PAYROLL LIABILITY

PAYROLL LIABILITY

PAYROLL LIABILITY

PAYROLL LIABILITY

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
	1	0	V455074 3/20/2025	100.218.2180.039.000.000	\$60.20
	1	0	V728245 3/21/2025	100.218.2180.039.000.000	\$10,333.80
	1	0	V728245 3/21/2025	243.218.2180.039.000.000	\$28.48
	1	0	V728245 3/21/2025	251.218.2180.039.000.000	\$604.59
	1	0	V728245 3/21/2025	253.218.2180.039.000.000	\$9.08
	1	0	V728245 3/21/2025	257.218.2180.039.000.000	\$322.42
	1	0	V728245 3/21/2025	271.218.2180.039.000.000	\$114.23
	1	0	V728245 3/21/2025	290.218.2180.039.000.000	\$748.71
	1	0	V728245 3/21/2025	260.218.2180.039.000.000	\$11.22

Check #: 0

PO/Invoice Total: \$12,232.73  
Vendor Total: \$12,232.73  
Grand Total: \$12,232.73

End of Report

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1129

Voucher Date: 02/25/2025

Prepared By:

Printed: 03/21/2025 11:36:03 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$7,615.54 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$6,444.35
243	PROFESSIONAL TECHNICAL - STATE	\$10.00
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$192.08
253	TITLE I-C ESEA MIGRANT FUND	\$73.14
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$8.51
257	TITLE VI-B IDEA SPECIAL ED FUND	\$286.43
258	TITLE VI-B IDEA PRESCHOOL FUND	\$7.82
260	MEDICAID	\$32.93
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$7.46
270	TITLE III ESEA FED LEP	\$10.56

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Voucher Batch Number: 1129

02/25/2025

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
	1	0	V572047 3/21/2025	257.218.2180.039.000.000	\$46.66
	1	0	V572047 3/21/2025	258.218.2180.039.000.000	\$5.07
	1	0	V572047 3/21/2025	270.218.2180.039.000.000	\$1.08
	1	0	V572047 3/21/2025	271.218.2180.039.000.000	\$7.89
	1	0	V572047 3/21/2025	290.218.2180.039.000.000	\$138.00
	1	0	V572047 3/21/2025	260.218.2180.039.000.000	\$5.62
	1	0	V572047 3/21/2025	261.218.2180.039.000.000	\$1.05
	1	0	V625589 3/21/2025	100.218.2180.027.000.000	\$3,430.26
	1	0	V625589 3/21/2025	243.218.2180.027.000.000	\$0.51
	1	0	V625589 3/21/2025	251.218.2180.027.000.000	\$127.95
	1	0	V625589 3/21/2025	253.218.2180.027.000.000	\$54.90
	1	0	V625589 3/21/2025	255.218.2180.027.000.000	\$8.51
	1	0	V625589 3/21/2025	257.218.2180.027.000.000	\$215.83
	1	0	V625589 3/21/2025	258.218.2180.027.000.000	\$2.75
	1	0	V625589 3/21/2025	270.218.2180.027.000.000	\$7.32

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Voucher Batch Number: 1129      02/25/2025

Vendor #      QTY      PO No.      Invoice  
Invoice Date      Account      Amount

Grand Total: \$7,615.54

End of Report

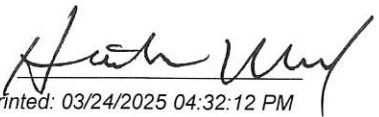
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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1130

Voucher Date: 03/20/2025

Prepared By:

  
Printed: 03/24/2025 04:32:12 PM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$40,574.95 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

  
\_\_\_\_\_

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$35,258.47
243	PROFESSIONAL TECHNICAL - STATE	\$63.52
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$1,272.57
253	TITLE I-C ESEA MIGRANT FUND	\$172.68
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$118.25
257	TITLE VI-B IDEA SPECIAL ED FUND	\$1,057.45
258	TITLE VI-B IDEA PRESCHOOL FUND	\$59.90
260	MEDICAID	\$145.46
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$80.46
270	TITLE III ESEA FED LEP	\$54.10

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Voucher No: 1130

Voucher Date: 03/20/2025

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<b>Fund</b>		<b>Amount</b>
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$215.80
274	Stronger Connections Grant	\$39.22
284	GEAR UP GRANT	\$59.90
290	FOOD SERVICE FUND	\$1,977.17
		<hr/> <b>\$40,574.95</b>

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Fiscal Year: 2024-2025

Voucher Batch Number: 1130

03/20/2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AMERICAN FIDELITY						
Check Group:						
PAYROLL LIABILITY		1	0	V104438 3/21/2025	100.218.2180.039.000.000	\$4,041.64
PAYROLL LIABILITY		1	0	V104438 3/21/2025	243.218.2180.039.000.000	\$7.00
PAYROLL LIABILITY		1	0	V104438 3/21/2025	251.218.2180.039.000.000	\$80.90
PAYROLL LIABILITY		1	0	V104438 3/21/2025	253.218.2180.039.000.000	\$48.69
PAYROLL LIABILITY		1	0	V104438 3/21/2025	255.218.2180.039.000.000	\$8.46
PAYROLL LIABILITY		1	0	V104438 3/21/2025	257.218.2180.039.000.000	\$143.21
PAYROLL LIABILITY		1	0	V104438 3/21/2025	270.218.2180.039.000.000	\$21.69
PAYROLL LIABILITY		1	0	V104438 3/21/2025	290.218.2180.039.000.000	\$509.96
PAYROLL LIABILITY		1	0	V104438 3/21/2025	260.218.2180.039.000.000	\$12.28
PAYROLL LIABILITY		1	0	V104438 3/21/2025	261.218.2180.039.000.000	\$70.28
PAYROLL LIABILITY		1	0	V185352 3/21/2025	100.218.2180.039.000.000	\$306.30
PAYROLL LIABILITY		1	0	V224864 3/21/2025	100.218.2180.039.000.000	\$120.33
PAYROLL LIABILITY		1	0	V224864 3/21/2025	271.218.2180.039.000.000	\$3.89
PAYROLL LIABILITY		1	0	V349650 3/21/2025	100.218.2180.039.000.000	\$2,950.38

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Fiscal Year: 2024-2025

Voucher Batch Number: 1130

03/20/2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V349650 3/21/2025	243.218.2180.039.000.000	\$4.28
PAYROLL LIABILITY		1	0	V349650 3/21/2025	251.218.2180.039.000.000	\$86.32
PAYROLL LIABILITY		1	0	V349650 3/21/2025	257.218.2180.039.000.000	\$27.68
PAYROLL LIABILITY		1	0	V349650 3/21/2025	290.218.2180.039.000.000	\$118.72
PAYROLL LIABILITY		1	0	V349650 3/21/2025	260.218.2180.039.000.000	\$6.92
PAYROLL LIABILITY		1	0	V349650 3/21/2025	261.218.2180.039.000.000	\$10.18
PAYROLL LIABILITY		1	0	V500837 3/21/2025	100.218.2180.039.000.000	\$6,178.64
PAYROLL LIABILITY		1	0	V500837 3/21/2025	243.218.2180.039.000.000	\$5.32
PAYROLL LIABILITY		1	0	V500837 3/21/2025	251.218.2180.039.000.000	\$189.25
PAYROLL LIABILITY		1	0	V500837 3/21/2025	253.218.2180.039.000.000	\$10.02
PAYROLL LIABILITY		1	0	V500837 3/21/2025	255.218.2180.039.000.000	\$21.85
PAYROLL LIABILITY		1	0	V500837 3/21/2025	257.218.2180.039.000.000	\$242.79
PAYROLL LIABILITY		1	0	V500837 3/21/2025	271.218.2180.039.000.000	\$73.80
PAYROLL LIABILITY		1	0	V500837 3/21/2025	290.218.2180.039.000.000	\$262.70
PAYROLL LIABILITY		1	0	V500837 3/21/2025	260.218.2180.039.000.000	\$39.13

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Fiscal Year: 2024-2025

Voucher Batch Number: 1130

03/20/2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
adjust AF LaRue McKenzie, Kendra Knight		1	0	V538662 3/24/2025	100.218.2180.039.000.000	(\$112.04)
PAYROLL LIABILITY		1	0	V78319 3/21/2025	100.218.2180.039.000.000	\$2,153.73
PAYROLL LIABILITY		1	0	V78319 3/21/2025	243.218.2180.039.000.000	\$2.29
PAYROLL LIABILITY		1	0	V78319 3/21/2025	253.218.2180.039.000.000	\$22.22
PAYROLL LIABILITY		1	0	V78319 3/21/2025	257.218.2180.039.000.000	\$60.94
PAYROLL LIABILITY		1	0	V78319 3/21/2025	270.218.2180.039.000.000	\$9.52
PAYROLL LIABILITY		1	0	V78319 3/21/2025	271.218.2180.039.000.000	\$13.91
PAYROLL LIABILITY		1	0	V78319 3/21/2025	290.218.2180.039.000.000	\$33.35
PAYROLL LIABILITY		1	0	V78319 3/21/2025	260.218.2180.039.000.000	\$28.95
PAYROLL LIABILITY		1	0	V82144 3/21/2025	100.218.2180.039.000.000	\$1,627.73
PAYROLL LIABILITY		1	0	V82144 3/21/2025	243.218.2180.039.000.000	\$2.48
PAYROLL LIABILITY		1	0	V82144 3/21/2025	251.218.2180.039.000.000	\$169.90
PAYROLL LIABILITY		1	0	V82144 3/21/2025	253.218.2180.039.000.000	\$36.17
PAYROLL LIABILITY		1	0	V82144 3/21/2025	257.218.2180.039.000.000	\$59.03
PAYROLL LIABILITY		1	0	V82144 3/21/2025	290.218.2180.039.000.000	\$144.70

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Fiscal Year: 2024-2025

Voucher Batch Number: 1130

03/20/2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V82144 3/21/2025	260.218.2180.039.000.000	\$7.60
PAYROLL LIABILITY		1	0	V903778 3/21/2025	100.218.2180.039.000.000	\$984.51
PAYROLL LIABILITY		1	0	V903778 3/21/2025	243.218.2180.039.000.000	\$0.97
PAYROLL LIABILITY		1	0	V903778 3/21/2025	251.218.2180.039.000.000	\$17.80
PAYROLL LIABILITY		1	0	V903778 3/21/2025	255.218.2180.039.000.000	\$2.98
PAYROLL LIABILITY		1	0	V903778 3/21/2025	257.218.2180.039.000.000	\$18.48
PAYROLL LIABILITY		1	0	V903778 3/21/2025	271.218.2180.039.000.000	\$28.90
PAYROLL LIABILITY		1	0	V903778 3/21/2025	290.218.2180.039.000.000	\$27.10
PAYROLL LIABILITY		1	0	V903778 3/21/2025	260.218.2180.039.000.000	\$1.66
PAYROLL LIABILITY		1	0	V928660 3/21/2025	100.218.2180.039.000.000	\$1,539.29
PAYROLL LIABILITY		1	0	V928660 3/21/2025	243.218.2180.039.000.000	\$1.94
PAYROLL LIABILITY		1	0	V928660 3/21/2025	251.218.2180.039.000.000	\$41.34
PAYROLL LIABILITY		1	0	V928660 3/21/2025	253.218.2180.039.000.000	\$7.45
PAYROLL LIABILITY		1	0	V928660 3/21/2025	255.218.2180.039.000.000	\$10.58
PAYROLL LIABILITY		1	0	V928660 3/21/2025	257.218.2180.039.000.000	\$6.02

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Voucher Batch Number: 1130

03/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V928660 3/21/2025	290.218.2180.039.000.000	\$77.34
PAYROLL LIABILITY		1	0	V93187 3/21/2025	100.218.2180.039.000.000	\$7,594.27
PAYROLL LIABILITY		1	0	V93187 3/21/2025	243.218.2180.039.000.000	\$9.08
PAYROLL LIABILITY		1	0	V93187 3/21/2025	251.218.2180.039.000.000	\$266.90
PAYROLL LIABILITY		1	0	V93187 3/21/2025	253.218.2180.039.000.000	\$39.25
PAYROLL LIABILITY		1	0	V93187 3/21/2025	255.218.2180.039.000.000	\$38.12
PAYROLL LIABILITY		1	0	V93187 3/21/2025	257.218.2180.039.000.000	\$272.07
PAYROLL LIABILITY		1	0	V93187 3/21/2025	258.218.2180.039.000.000	\$59.90
PAYROLL LIABILITY		1	0	V93187 3/21/2025	270.218.2180.039.000.000	\$22.89
PAYROLL LIABILITY		1	0	V93187 3/21/2025	271.218.2180.039.000.000	\$59.90
PAYROLL LIABILITY		1	0	V93187 3/21/2025	290.218.2180.039.000.000	\$563.70
PAYROLL LIABILITY		1	0	V93187 3/21/2025	284.218.2180.039.000.000	\$59.90
PAYROLL LIABILITY		1	0	V93187 3/21/2025	260.218.2180.039.000.000	\$21.92
PAYROLL LIABILITY		1	0	V93187 3/21/2025	274.218.2180.039.000.000	\$31.50
PAYROLL LIABILITY		1	0	V975520 3/21/2025	100.218.2180.039.000.000	\$7,873.69

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Fiscal Year: 2024-2025

Voucher Batch Number: 1130

03/20/2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V975520 3/21/2025	243.218.2180.039.000.000	\$30.16
PAYROLL LIABILITY		1	0	V975520 3/21/2025	251.218.2180.039.000.000	\$420.16
PAYROLL LIABILITY		1	0	V975520 3/21/2025	253.218.2180.039.000.000	\$8.88
PAYROLL LIABILITY		1	0	V975520 3/21/2025	255.218.2180.039.000.000	\$36.26
PAYROLL LIABILITY		1	0	V975520 3/21/2025	257.218.2180.039.000.000	\$227.23
PAYROLL LIABILITY		1	0	V975520 3/21/2025	271.218.2180.039.000.000	\$36.30
PAYROLL LIABILITY		1	0	V975520 3/21/2025	290.218.2180.039.000.000	\$239.60
PAYROLL LIABILITY		1	0	V975520 3/21/2025	260.218.2180.039.000.000	\$27.00
PAYROLL LIABILITY		1	0	V975520 3/21/2025	274.218.2180.039.000.000	\$7.72

Check #: 0

End of Report

PO/Invoice Total:	\$40,574.95
Vendor Total:	\$40,574.95
Grand Total:	\$40,574.95

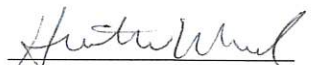
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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1131

Voucher Date: 03/20/2025

Prepared By:



Printed: 03/24/2025 10:07:31 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$440,523.05 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$364,544.26
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$10,757.81
253	TITLE I-C ESEA MIGRANT FUND	\$6,431.65
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$916.71
257	TITLE VI-B IDEA SPECIAL ED FUND	\$21,546.54
258	TITLE VI-B IDEA PRESCHOOL FUND	\$947.96
260	MEDICAID	\$2,441.86
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$690.13
270	TITLE III ESEA FED LEP	\$788.73
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$2,075.28

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Fiscal Year: 2024-2025

Voucher Batch Number: 1131

03/20/2025

Vendor Remit Name  
Description

Vendor #

QTY

PO No.

Invoice  
Invoice Date

Account

Amount

BLUE CROSS

Check Group:

adjustment Karneel Brashnear cobra

V/101513 100.218.2180.025.000.000  
3/24/2025

\$2.50

Check #: 0

PO/Invoice Total: \$2.50

Vendor Total: \$2.50

BLUE CROSS OF IDAHO

Check Group:

PAYROLL LIABILITY

V608442 100.218.2180.025.000.000  
3/21/2025

\$4,259.89

PAYROLL LIABILITY

V608442 251.218.2180.025.000.000  
3/21/2025

\$52.40

PAYROLL LIABILITY

V608442 253.218.2180.025.000.000  
3/21/2025

\$21,678.20

PAYROLL LIABILITY

V608442 257.218.2180.025.000.000  
3/21/2025

\$302.17

PAYROLL LIABILITY

V608442 290.218.2180.025.000.000  
3/21/2025

\$852.37

PAYROLL LIABILITY

V608442 260.218.2180.025.000.000  
3/21/2025

\$60.25

PAYROLL LIABILITY

V743370 100.218.2180.025.000.000  
3/21/2025

\$176.15

PAYROLL LIABILITY

V743370 251.218.2180.025.000.000  
3/21/2025

\$5.95

PAYROLL LIABILITY

V743370 253.218.2180.025.000.000  
3/21/2025

\$3.00

PAYROLL LIABILITY

V743370 255.218.2180.025.000.000  
3/21/2025

\$0.46

PAYROLL LIABILITY

V743370 257.218.2180.025.000.000  
3/21/2025

\$11.63

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Fiscal Year: 2024-2025

Voucher Batch Number: 1131

03/20/2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V743370 3/21/2025	258.218.2180.025.000.000	\$0.65
PAYROLL LIABILITY		1	0	V743370 3/21/2025	270.218.2180.025.000.000	\$0.40
PAYROLL LIABILITY		1	0	V743370 3/21/2025	271.218.2180.025.000.000	\$1.06
PAYROLL LIABILITY		1	0	V743370 3/21/2025	290.218.2180.025.000.000	\$15.02
PAYROLL LIABILITY		1	0	V743370 3/21/2025	260.218.2180.025.000.000	\$1.33
PAYROLL LIABILITY		1	0	V743370 3/21/2025	261.218.2180.025.000.000	\$0.35
PAYROLL LIABILITY		1	0	V743370 3/21/2025	274.218.2180.025.000.000	\$0.50
PAYROLL LIABILITY		1	0	V754264 3/21/2025	100.218.2180.025.000.000	\$237,617.39
PAYROLL LIABILITY		1	0	V754264 3/21/2025	251.218.2180.025.000.000	\$7,784.66
PAYROLL LIABILITY		1	0	V754264 3/21/2025	253.218.2180.025.000.000	\$2,759.09
PAYROLL LIABILITY		1	0	V754264 3/21/2025	255.218.2180.025.000.000	\$916.25
PAYROLL LIABILITY		1	0	V754264 3/21/2025	257.218.2180.025.000.000	\$15,963.49
PAYROLL LIABILITY		1	0	V754264 3/21/2025	270.218.2180.025.000.000	\$788.33
PAYROLL LIABILITY		1	0	V754264 3/21/2025	271.218.2180.025.000.000	\$128.11
PAYROLL LIABILITY		1	0	V754264 3/21/2025	290.218.2180.025.000.000	\$19,708.00

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Fiscal Year: 2024-2025

Voucher Batch Number: 1131

03/20/2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V754264 3/21/2025	260.218.2180.025.000.000	\$1,724.45
PAYROLL LIABILITY		1	0	V754264 3/21/2025	261.218.2180.025.000.000	\$689.78
PAYROLL LIABILITY		1	0	V754264 3/21/2025	274.218.2180.025.000.000	\$985.40
PAYROLL LIABILITY		1	0	V938908 3/21/2025	100.218.2180.025.000.000	\$122,488.33
PAYROLL LIABILITY		1	0	V938908 3/21/2025	251.218.2180.025.000.000	\$2,914.80
PAYROLL LIABILITY		1	0	V938908 3/21/2025	253.218.2180.025.000.000	\$3,452.74
PAYROLL LIABILITY		1	0	V938908 3/21/2025	257.218.2180.025.000.000	\$5,269.25
PAYROLL LIABILITY		1	0	V938908 3/21/2025	258.218.2180.025.000.000	\$947.31
PAYROLL LIABILITY		1	0	V938908 3/21/2025	271.218.2180.025.000.000	\$1,946.11
PAYROLL LIABILITY		1	0	V938908 3/21/2025	290.218.2180.025.000.000	\$7,820.83
PAYROLL LIABILITY		1	0	V938908 3/21/2025	260.218.2180.025.000.000	\$655.83

Check #: 0

PO/Invoice Total:	\$440,520.55
Vendor Total:	\$440,520.55
Grand Total:	\$440,523.05

End of Report

DL Evans  
Lamy Chaffin

**MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER**

Voucher No: 1133

Voucher Date: 03/31/2025

Prepared By: *Hester Wood*

Printed: 03/31/2025 11:30:32 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$473.72 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

*[Signature]*

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$473.72
		<b>\$473.72</b>

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Voucher Batch Number: 1133      03/31/2025

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Amount

Account

Invoice  
Invoice Date

PO No.

QTY

Vendor #

D.L. EVANS BANK

Check Group:

DIRECT DEPOSIT

251.217.2170.000.000.000

V922172

1 0

3/31/2025

\$473.72

Check #: 0

PO/InvoiceTotal:

\$473.72

Vendor Total:

\$473.72

Grand Total:

\$473.72

End of Report

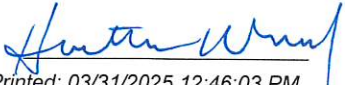
---

# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1135

Voucher Date: 03/31/2025

Prepared By:

  
Printed: 03/31/2025 12:46:03 PM

---

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$7,729.28 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

  
\_\_\_\_\_

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$7,729.28
		<u>\$7,729.28</u>

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Voucher Detail Listing**

Fiscal Year: 2024-2025

Voucher Batch Number: 1135

03/31/2025

Vendor Remit Name

Vendor #

QTY

PO No.

Invoice  
Invoice Date

Account

Amount

FEDERAL RESERVE BANK CHICAGO

Check Group:

Fed. Tax penalties Oct-Jan late pyrnt

1 0

V580088  
3/31/2025

100.218.2180.022.000.000

\$7,729.28

Check #: 0

PO/InvoiceTotal: \$7,729.28

Vendor Total: \$7,729.28

Grand Total: \$7,729.28

End of Report

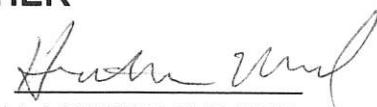
---

# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1136

Voucher Date: 04/25/2025

Prepared By:



Printed: 04/09/2025 04:00:57 PM

---

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$457.20 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



---

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

---

Fund		Amount
100	GENERAL FUND	\$457.20
		<b>\$457.20</b>

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Voucher Batch Number: 1136      04/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Amount

Account

Invoice  
Invoice Date

PO No.

QTY

Vendor #

BLOOD, DYANN

Check Group:

American Fidelity uncashed check

\$181.00

V866339      100.218.2180.039.000.000  
4/9/2025

1 0

Check #: 0

PO/InvoiceTotal: \$181.00

Vendor Total: \$181.00

GOWEN, DANIELLE

Check Group:

American Fidelity uncashed check

\$29.20

V856698      100.218.2180.039.000.000  
4/9/2025

1 0

Check #: 0

PO/InvoiceTotal: \$29.20

Vendor Total: \$29.20

127

GRIMM, BECKY

Check Group:

American Fidel. refund check

\$122.80

V88222      100.218.2180.039.000.000  
4/9/2025

1 0

Check #: 0

PO/InvoiceTotal: \$122.80

Vendor Total: \$122.80

JOHNSON, ASHLEY

Check Group:

American Fidelity uncashed check

\$71.10

V680719      100.218.2180.039.000.000  
4/9/2025

1 0

Check #: 0

PO/InvoiceTotal: \$71.10

Vendor Total: \$71.10

RYAN, KIMBERLY

Check Group:

# MINIDOKA COUNTY SCHOOL DISTRICT #331

## Voucher Detail Listing

Voucher Batch Number: 1136      04/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
American Fidel. refund check	1	0	V206685 4/9/2025	100.218.2180.039.000.000	\$12.10
Check #: 0					
PO/InvoiceTotal:					\$12.10
Vendor Total:					\$12.10
TIBBITS, KERRI					
Check Group:					
American Fidelity uncashed check	1	0	V375595 4/9/2025	100.218.2180.039.000.000	\$32.00
Check #: 0					
PO/InvoiceTotal:					\$32.00
Vendor Total:					\$32.00
WESTPHAL, MICHAEL					
Check Group:					
American Fidelity uncashed check	1	0	V989271 4/9/2025	100.218.2180.039.000.000	\$9.00
Check #: 0					
PO/InvoiceTotal:					\$9.00
Vendor Total:					\$9.00
Grand Total:					\$457.20

End of Report







TITLE OF CONFERENCE				DESTINATION				CHECK ONE								
HEALING GENERATION				PLEASANT GROVE, UT				IN-RADIUS		OUT-RADIUS						
PURPOSE OF CONFERENCE				REPORT TO: (CIRCLE ONE)				STUDENT TRAVEL OVERNIGHT Y/N								
				BOARD STAFF TEAM				# STUDENTS		# CHAPERONES						
REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH.								FUNDING SOURCE (MARK ONE)								
								MINICO PD								
NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS			DAILY TOTAL	MILEAGE		TOTAL PER MILE	PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB	
		BREAKFAST \$10	LUNCH \$15	DINNER IN-STATE \$20 OUT-STATE \$30		DESTINATION CITY OR AIRPORT	MILES									
Boredn, Jennifer	22-Apr-25				\$ -	428	\$ 299.60									\$ 299.60
					\$ -											
					\$ -											
					\$ -											
					\$ -											
George, Kresta					\$ -		\$ -									\$ -
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ALL FORMS MUST BE TYPED - INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.																
BUDGET CODE:				PROGRAM DIRECTOR INITIAL:				TOTAL COST OF REQUEST				\$ 299.60				
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:												BOARD APPROVAL DATE:				
SIGNATURE OF SUPERINTENDENT:																

*depre...*

## April 2025

### Regular Board Meeting

#### Personnel Recommendation/Requests for Board Consideration

All recommendations are pending Board approval and District Office receiving state mandated paperwork.

#### Certified 2024-2025

##### New Hires

Killoy, Grant  
Madrigal, Colleen  
Monroe, Shannon  
Naftel, McKinzee  
Waldron, Shayna

Shop Teacher~ East Middle School  
Physical Education Teacher ~ West Minico MS  
.25 School Nurse ~ District Service Center  
Middle School Teacher ~ West Minico MS  
SLP~ Special Services (2025-2026)

#### Classified 2024-2025

##### New Hires

Ashcraft, Karlene  
French, Patricia  
Graf, Megan  
Johnson, Burket

Heart and Sole Coach ~ West Middle School  
Sub Cook~ Child Nutrition  
Heart and Sole Coach ~ West Middle School  
Bookkeeper / Secretary ~ Paul Elementary School

##### Transfer

Tracy, Rylie

Transfer from Roving Custodian to a Full-Time Custodian at East Middle School

#### Athletics & Activities 2024-2025

Andrew, Tristen  
Smith, Kade  
Smith, Stran

7<sup>th</sup> grade Asst. Football Coach ~ East Middle School  
8<sup>th</sup> grade Head Football Coach ~ East Middle School  
8<sup>th</sup> grade Asst. Football Coach ~ East Middle School

#### Resignation(s) 2024-2025

Aguilar, Kenya (effective June 1,2025)  
Cole, Lisa (effective May 30,2025)  
Edwards, Ryan  
Matsen, Hannah (effective June 1,2025)  
Parkinson, Rachel  
Peterson, Allsion  
Thomas, Karen (effective May 30,2025)

Head Cheer Coach ~ Minico High School  
SLP~ Special Services  
Sub Bus Driver ~ Transportation  
Cheer Coach~ Minico High School  
Behavior Tech~ Special Services  
8<sup>th</sup> Grade Volleyball Coach~ East Middle School  
SLP~ Special Services

#### Retirement(s) 2024-2025

Giraud, Teresa (effective August 30, 2025)  
Lara, Anthony (effective May 30, 2025)  
Mabey, Tara (effective May 30, 2025)  
Stewart, Julie (effective August 30, 2025)

Middle School Teacher ~ West MS  
Head Custodian ~ Heyburn Elementary  
Secretary/Bookkeeper ~ Paul Elementary  
2<sup>nd</sup> Grade Teacher ~ Heyburn Elementary

**April 2025**

**Regular Board Meeting**

**Personnel Recommendation/Requests for Board Consideration**

All recommendations are pending Board approval and District Office receiving state mandated paperwork.

**Summer School 2024-2025**

**CERTIFIED**

Buxton, Deb	6 <sup>th</sup> Grade Teacher ~ Migrant Summer School
Chandler, Ranae	4 <sup>th</sup> Grade Teacher ~ Migrant Summer School
Espinoza, Elizabeth	Cultural Teacher ~ Migrant Summer School
Garcia, Mary	7 <sup>th</sup> -8 <sup>th</sup> Grade Leadership ~ Migrant Summer School
Granillo, Veronica	7 <sup>th</sup> -8 <sup>th</sup> Grade Leadership ~ Migrant Summer School
Greenwalt, Josh	Administrator ~ Migrant Summer School
Gorzcyka, Jennifer	2 <sup>nd</sup> Grade Teacher ~ Migrant Summer School
Hicks, Kate	Extended School Year SPED Teacher~ Special Services
Hyde, Taylor	Pre K-4 Teacher ~ Migrant Summer School
Larios, Maricela	Kindergarten Teacher ~ Migrant Summer School
Mellville, Sharon	3 <sup>rd</sup> Grade Teacher ~ Migrant Summer School
Salinas, Angela	5 <sup>th</sup> Grade Teacher ~ Migrant Summer School
Swenson, Emily	1 <sup>st</sup> Grade Teacher ~ Migrant Summer School
Zepeda, April	Pre K-3 Teacher ~ Migrant Summer School

**CLASSIFIED**

Ayala, Gabriela	Secretary / Paraprofessional ~ Migrant Summer School
Baird, Carolyn	Paraprofessional ~ Migrant Summer School
Casillos, Yuri	Paraprofessional ~ Migrant Summer School
Chacon, Cruz	Paraprofessional ~ Migrant Summer School
Chavez, Veronica	Paraprofessional ~ Migrant Summer School
Clark, Dalena	Paraprofessional ~ Migrant Summer School
Dominguez, Andrea	Paraprofessional ~ Migrant Summer School
Ewing, Elizabeth	Paraprofessional ~ Migrant Summer School
Hendricks, Sylvia	Paraprofessional ~ Migrant Summer School
Miller, Brandon	Paraprofessional ~ Migrant Summer School
Negrete, Manuel	Paraprofessional ~ Migrant Summer School



2024-2025

# **ACEQUIA ELEMENTARY**

# **GOOD NEWS REPORT**





# THE HOUSE SYSTEM

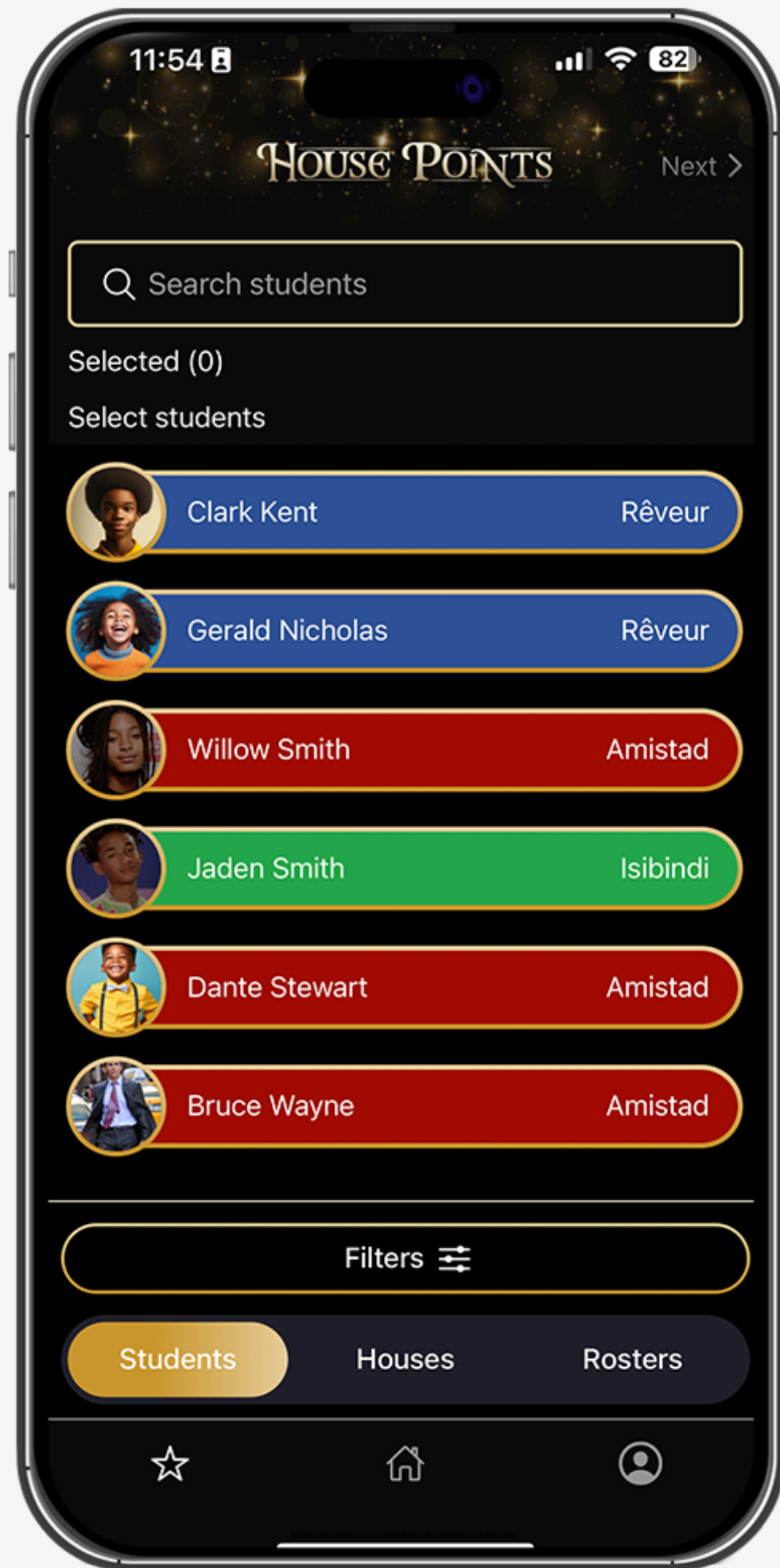




**THE  
HOUSE  
CHOOSES  
YOU!**

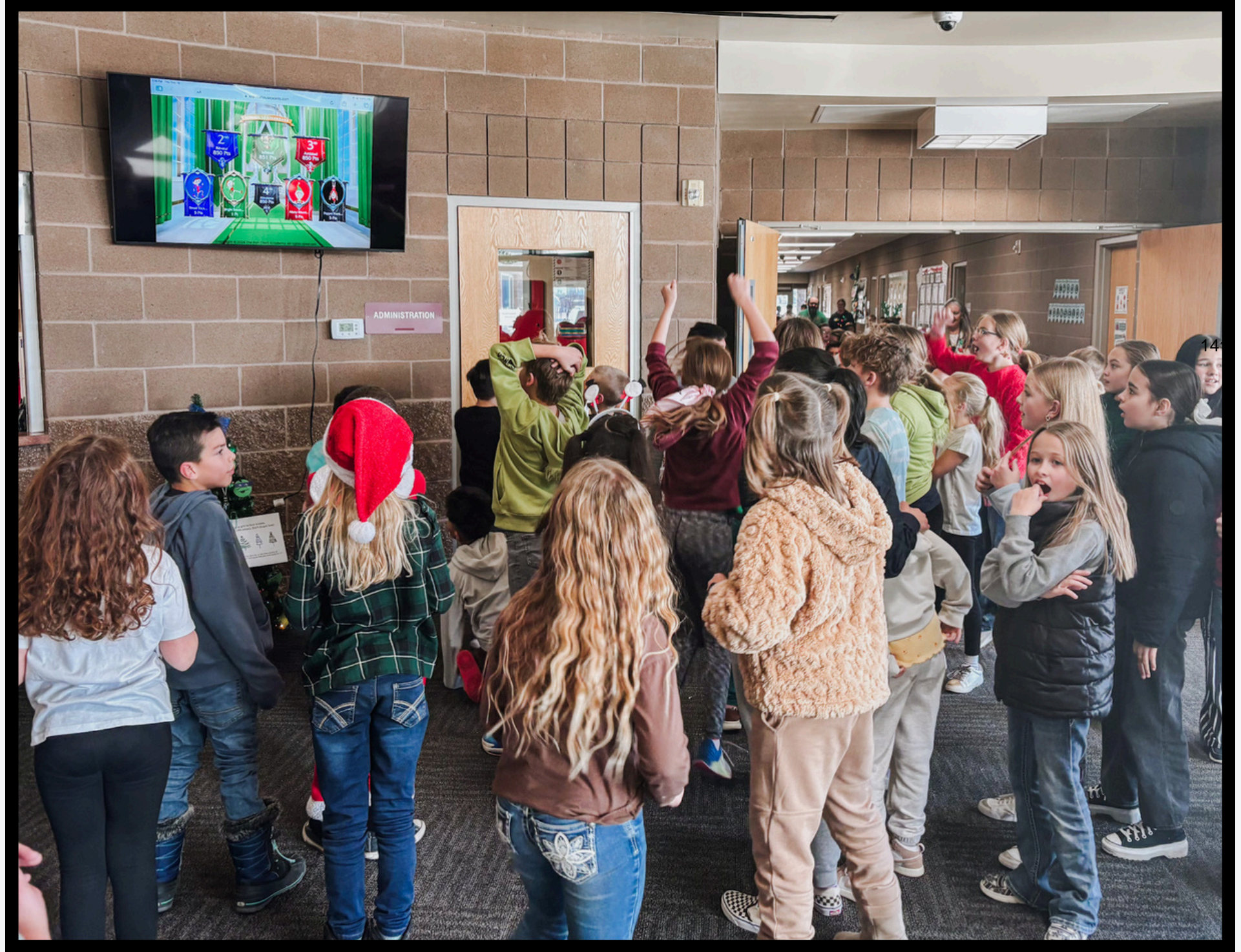






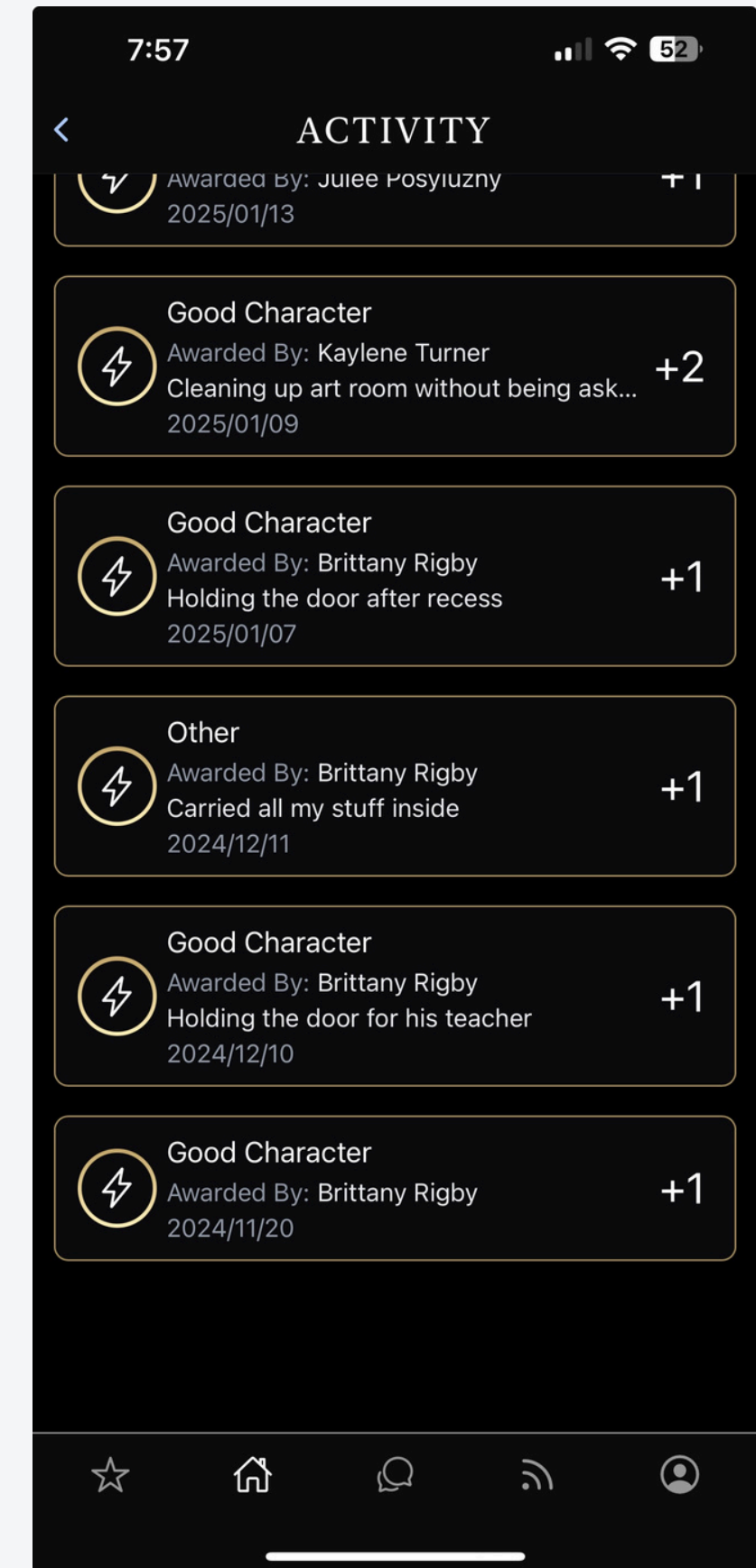
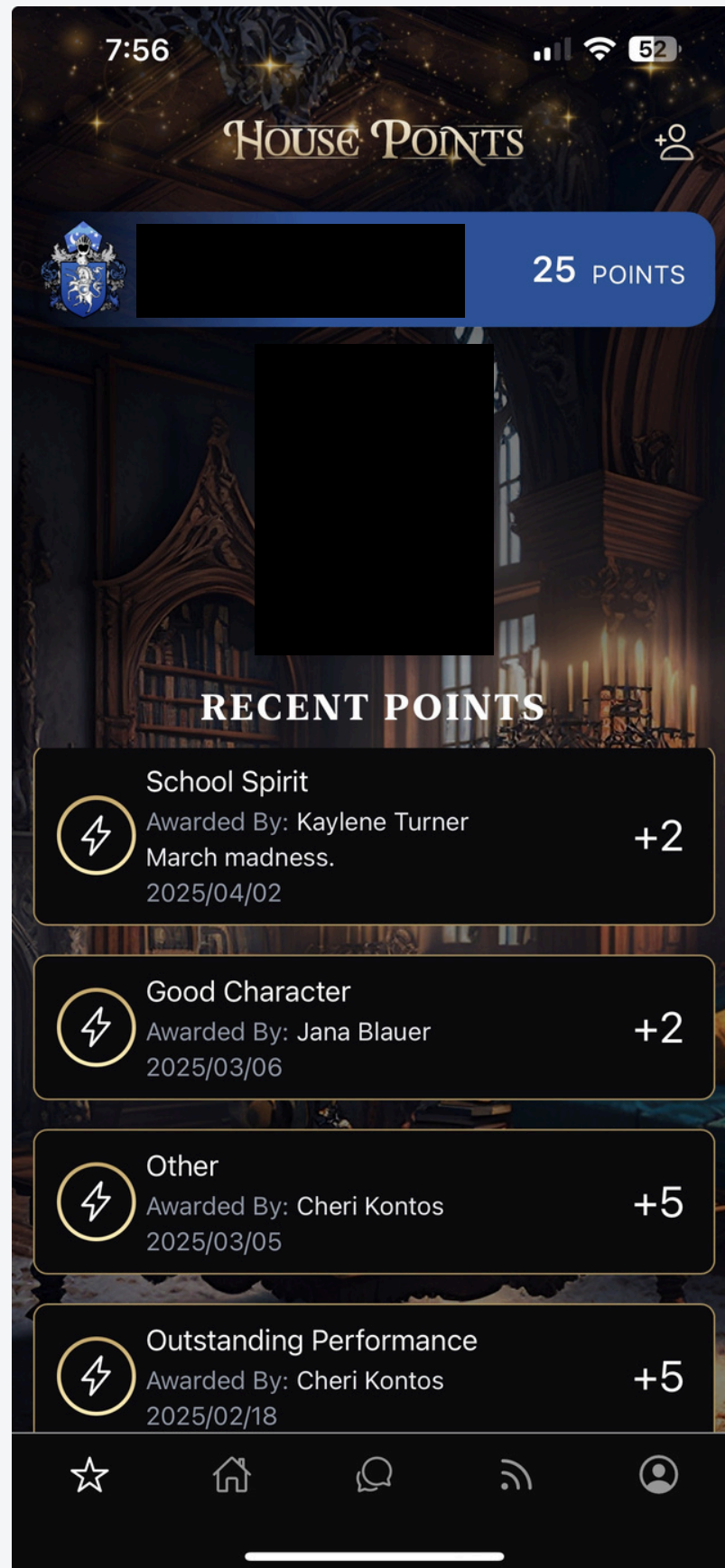
# HOUSE POINTS

POSITIVE BEHAVIOR  
OUTSTANDING PERFORMANCE  
ACADEMIC EXCELLENCE  
SCHOOL SPIRIT  
GOOD CHARACTER



**ACEQUIA LIVE LEADERBOARD**


# PARENT NOTIFICATION



# THE IMPACT



- **INCREASED STUDENT ENGAGEMENT & BEHAVIOR IMPROVEMENTS**
- **STUDENTS OF DIFFERENT GRADES CHEERING EACH OTHER ON**
- **TEACHERS COLLABORATING ACROSS GRADE LEVELS MORE FREQUENTLY**



“I now have kids from all grades at Acequia who think of me as their teacher! We greet each other in the halls and have our house hand signs, it has really helped me get to know the kids outside of my classroom.”

**-MR. STRAUCH**

“The House System at Acequia has nurtured a strong sense of teamwork, belonging, and meaningful cross-grade friendships. Its influence has been overwhelmingly positive, both socially and academically.”

**-MRS. SMITH**

144

“For sunrise smiles I challenged Altruismo house to learn each houses song or rap. After we had learned each rap we surprised each house on a given morning by singing ours and then showing support for them in singing theirs as well.

Seeing their smiles and excitement in learning each rap brought them together in a way that was rewarding for each other and myself.”

**-MRS. TURNER**

“I love to watch the students try harder to do the right thing. I have seen students who struggle with self-control have success when trying to earn points. I also love being in houses for sunrise smiles. The older students have become great role models for the younger ones during that time.”

**-MS. POZ**



**4**


**H O U S E S**




**1**

**S C H O O L**





**THE HOUSE SYSTEM ISN'T JUST ABOUT FUN —  
IT'S ABOUT BELONGING, PRIDE, AND LEADERSHIP.  
WE'RE CREATING A CULTURE THAT CARRIES THROUGH  
ALL LEVELS OF OUR DISTRICT.**

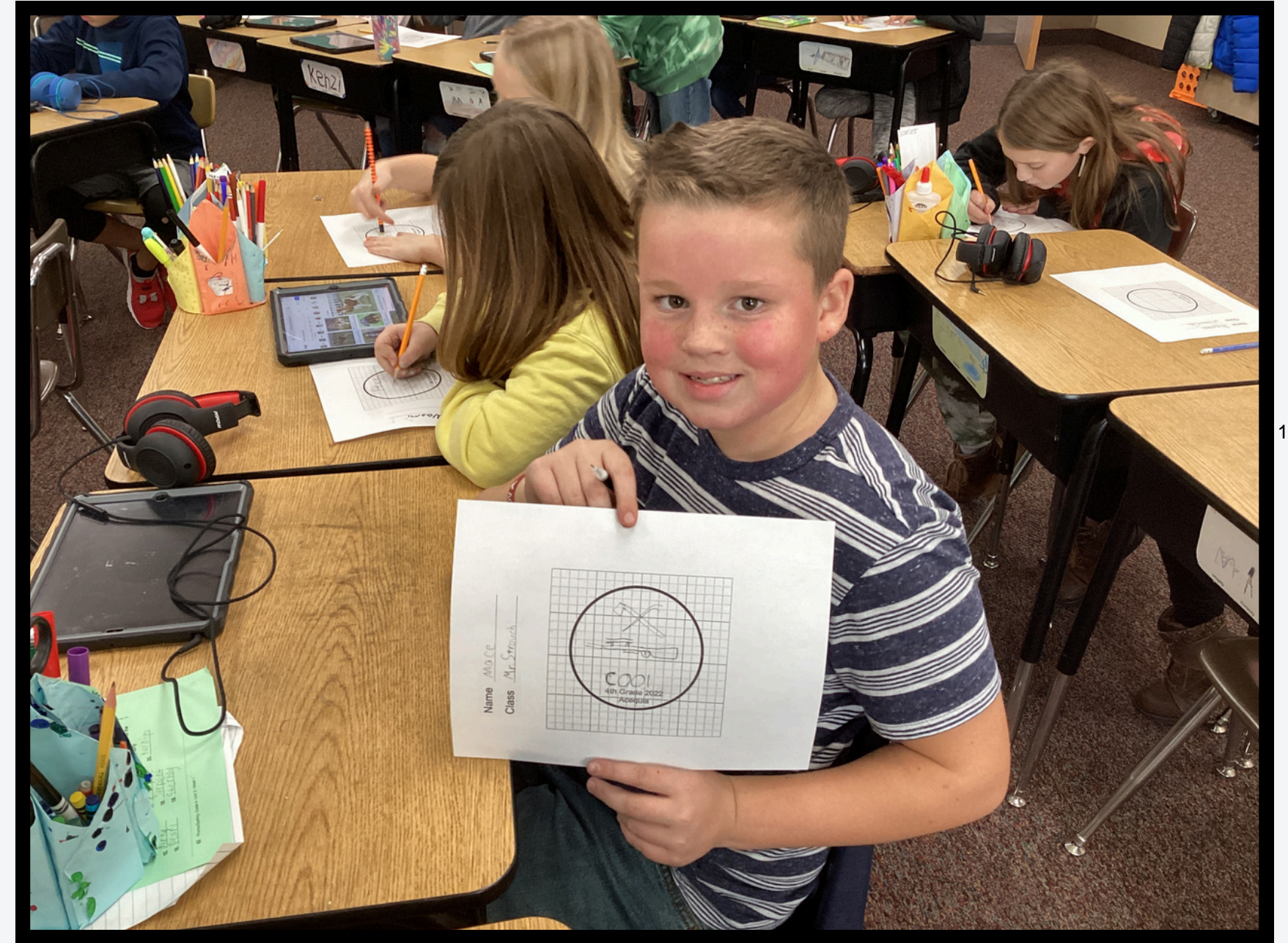
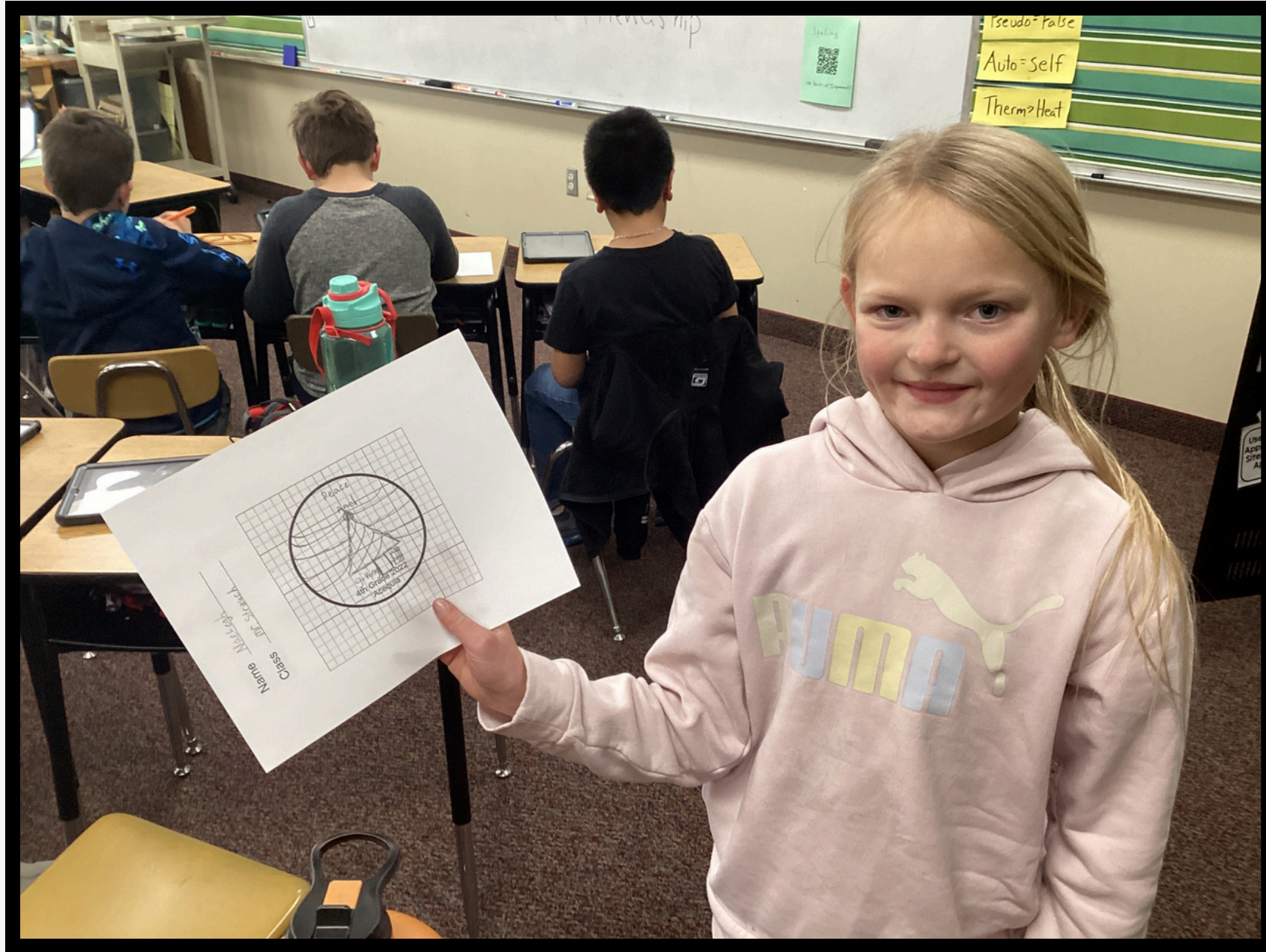


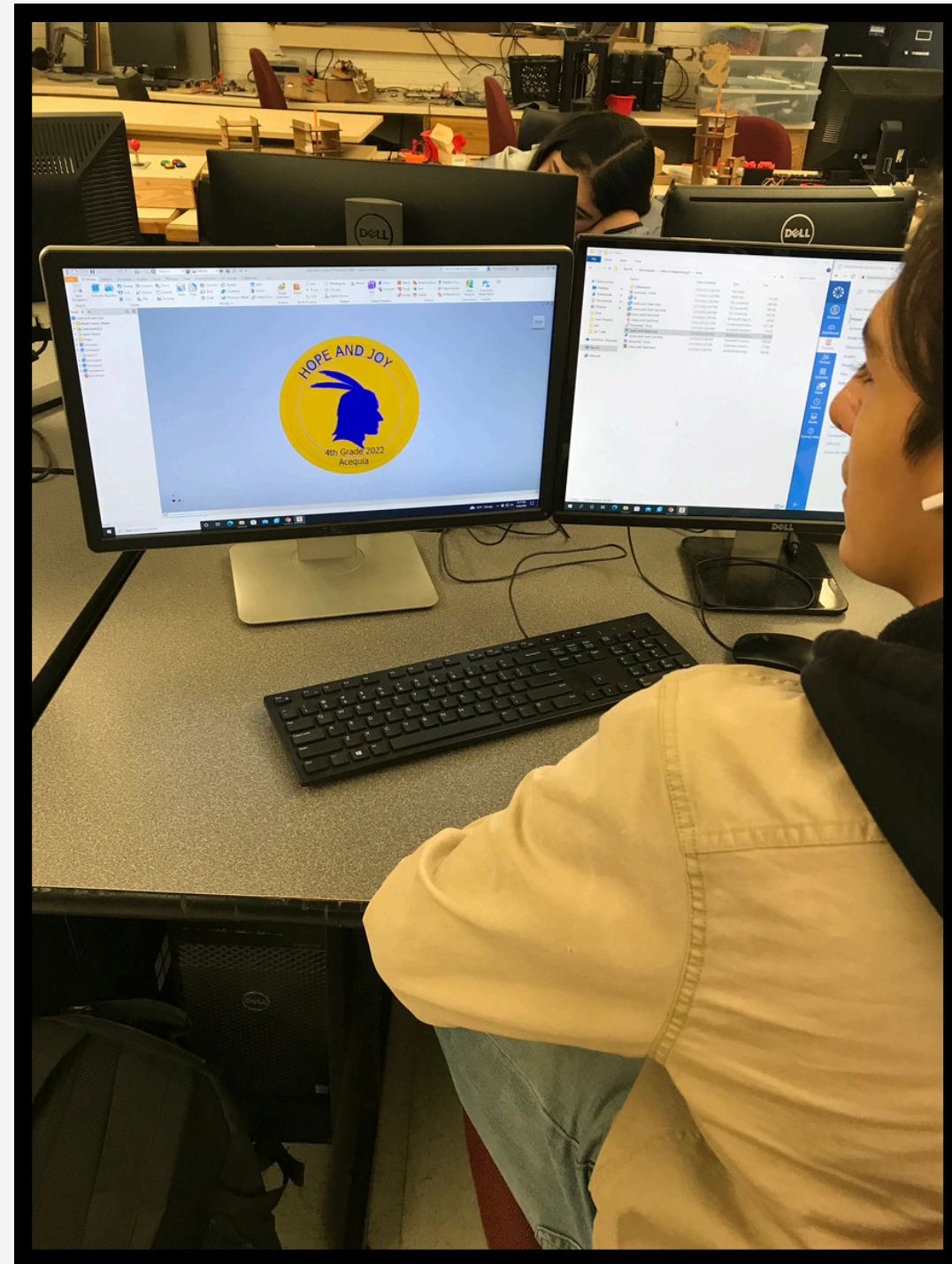
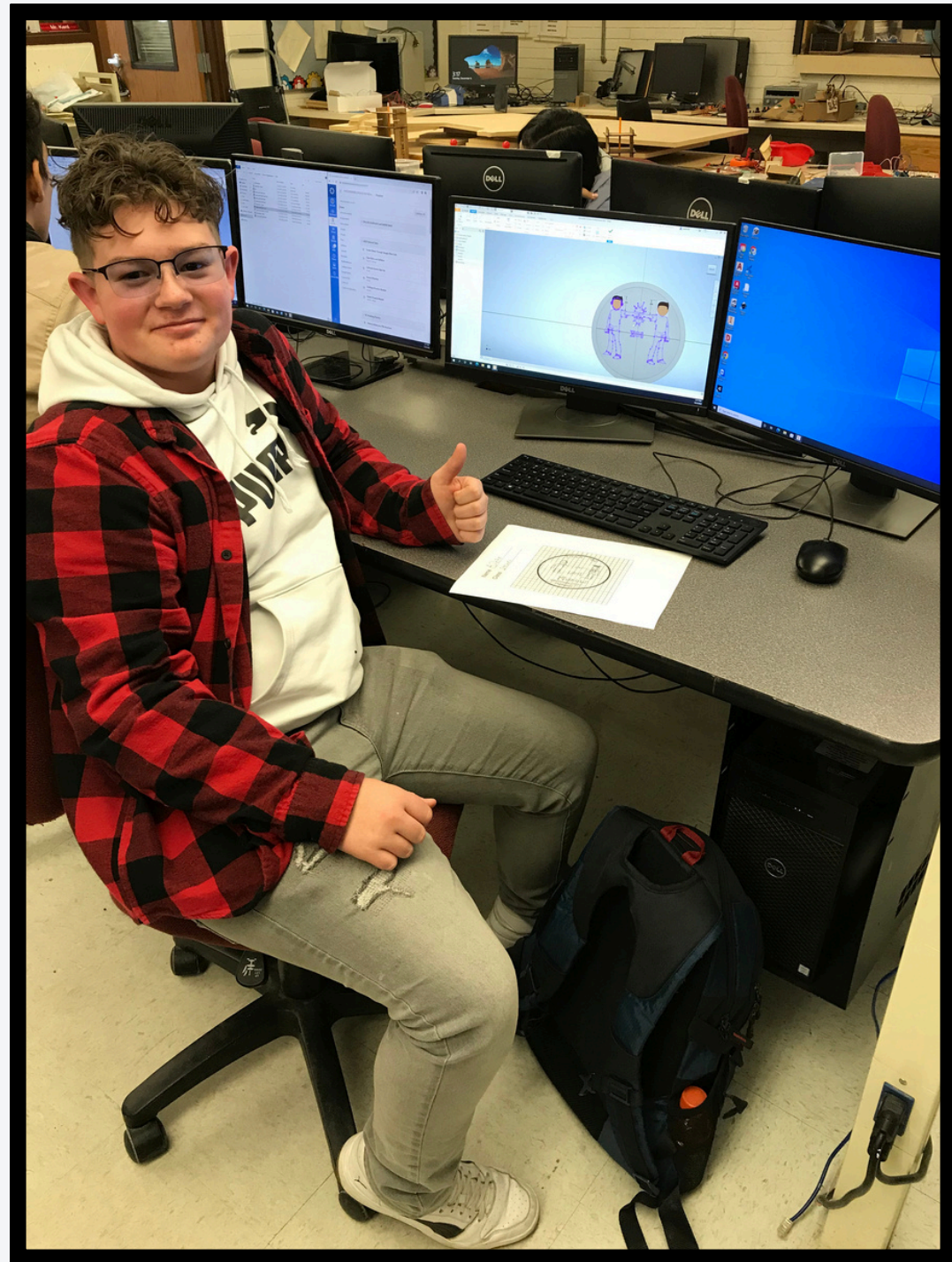
# **PARTNERSHIP WITH MINICO**



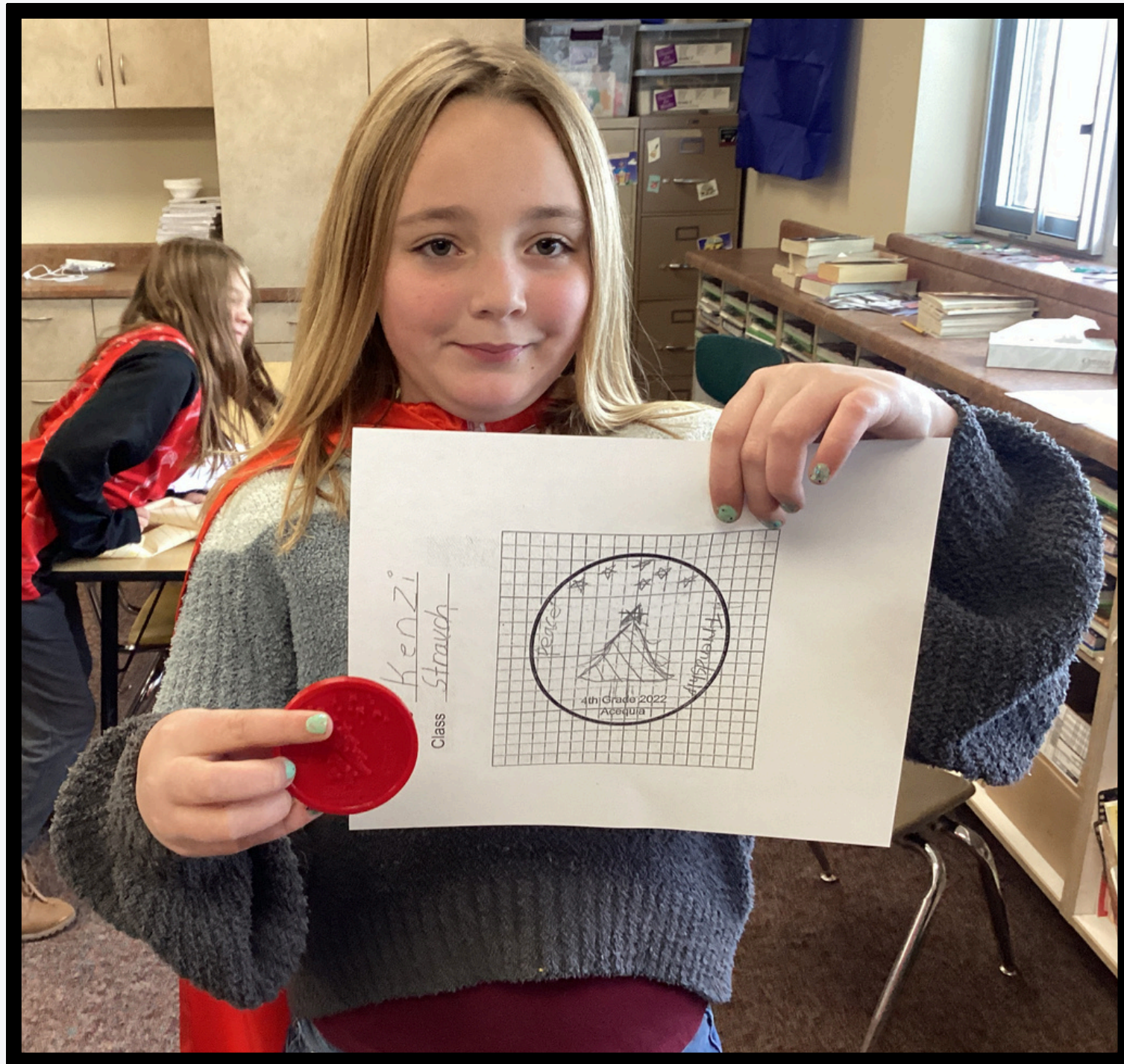
# LEWIS AND CLARK











Together, we're not just building bridges between schools—we're minting memories that last a lifetime.

A big thanks to Mr. Kent for making this happen.

# BOISE STATE MATH EDUCATION COLLECTIVE AND MINIDOKA SCHOOL DISTRICT

## 2024-2025 Projects

### 48 TEACHERS IN 6 SCHOOLS

#### TEACHER LEADER NETWORK

Action research project in their classrooms/schools based on the *Principles to Action* book

#### LESSON STUDY

Planning, observing, and revising research lessons (2 cycles)

#### RANGE

Problem-solving cycles and individual classroom studies as part of a state-wide research project

#### CONTENT MODULE

Choral counting routines to increase student discourse and conceptual understanding

#### BADGING

Energize high school mathematics, engage more students in rigorous, relevant, and diverse learning opportunities in junior- and senior-level courses

#### BOOK STUDY

*Building Thinking Classrooms*

#### WHAT'S NEXT

Exploring possibilities for support in the 2025-2026 school year



Grant Killoy  
Athletic Director  
East Minico Middle School

RE: REQUEST FOR HIRING NEW POSITION

Dear School Board Members:

I am formally requesting the addition of a wrestling coach for our female wrestlers. Currently we have a growing number of female athletes, approximately 15-20, who participate in our wrestling program. As the sport continues to expand, it is crucial that we provide adequate support and representation for these female student athletes.

With the continued growth of girls' wrestling program at the State and National levels, it is essential that our school adapts to meet the needs of our athletes. I strongly encourage the Board to consider this request.

Thank you for your time and consideration. Please feel free to contact me at your convenience.

Sincerely,

Grant Killoy  
Athletic Director  
East/West Minico

**From:** Brooke Claridge [bclaridge@minidokaschools.org]  
**To:** Spencer Larsen [slarsen@minidokaschools.org], Kerri Tibbitts [ktibbitts@minidokaschools.org], Britney Tracy [btracy@minidokaschools.org], Kimberley Kidd [kkidd@minidokaschools.org], Hansen, Kailee [khansen@minidokaschools.org], Terry Merrill [merrill@minidokaschools.org], Kaywin Cottle [cottkayw@isu.edu]  
**Subject:** New Minico Future Educators Club as FCCLA Subsidiary  
**Sent:** Fri 3/21/2025 3:19 PM GMT-05:00  
**Importance:** Normal

Dear Superintendent Spencer Larsen and Members of the Board,

I am writing to seek your support for a new student organization at Minico High School—the Future Educators Club – which will operate as a subsidiary of our existing FCCLA chapter. This initiative aligns with our district's commitment to educational excellence and addressing the growing need for qualified educators in our community and state.

**Club Overview:** The Future Educators Club will focus on introducing high school students to careers in education, providing them with hands-on experiences, mentorship opportunities, and professional development. This "grow our own" approach can help build a pipeline of future teachers who are already connected to our community.

**Structure and Support:**

- **Advisors:** Two school personnel have committed to serve as club advisors: Brooke Claridge and Britney Tracy
- **External Support:** We have secured a partnership with Idaho State University - Region 4, who will provide an outside consultant, Kaywin Cottle, to help guide our program
- **Leadership:** The club will be student-led with elected officers including the offices of President, Vice President, and Reporter

**Benefits to Students and District:**

- Creates a pathway for students interested in education careers
- Provides meaningful leadership and service opportunities
- Addresses teacher shortages by encouraging local students to consider education professions
- Strengthens our relationship with Idaho State University
- Builds upon our successful FCCLA framework rather than creating an entirely new organization

I would welcome the opportunity to discuss this proposal further at your convenience, either at an upcoming board meeting or in a separate conversation.

Thank you for your consideration and continued support of our students' growth and development.

Sincerely,

Brooke Claridge, M.A.

**Minidoka County School District**

**College and Career Counselor**

**Idaho Digital Learning Site Coordinator**

**phone: 208.436.4721 \*3168**

**email: [bclaridge@minidokaschools.org](mailto:bclaridge@minidokaschools.org)**





**Administration**

Mr. Spencer Larsen, Superintendent  
Kerri Tibbitts, Board Clerk  
Daryl Kent, Business Manager

**Board Members**

Russ Suchan, Chair  
Mary Andersen, Vice Chair  
Rick Kent, Trustee  
Juan Perez, Trustee  
Jake Claridge, Trustee

## **2nd Semester PTC Parent / Guardian Attendance**

Minico High School -71%

East Minico Middle School - 53.6%

West Minico Middle School - 64%

Minidoka Jr High - 97%

Acequia Elementary - 92%

Heyburn Elementary -84%

Paul Elementary - 91%

Rupert Elementary. - 93%

*Minidoka School District is dedicated to fostering each student's academic, emotional and social growth through excellence, respect and shared responsibility.*

Minidoka County School District  
**Monthly Maintenance Report**  
**April 8, 2025**

Mar. – 79 New Requests  
289 Work in Progress  
137 Complete

Apr. – 88 New Requests  
288 Work in Progress  
89 Complete

**Maintenance Department Updates**

**Current Projects:**

**Hail damage throughout the District**

1. East – All the HVAC units are installed they are 99% complete. Waiting for inspections.
2. Minico – HVAC at the Minico is 80%
3. Minico Greenhouse – 98% complete.
4. West – All the HVAC units are 80% complete. Waiting for inspections.
5. DSC – HVAC units are 80% complete. Waiting for inspections.

**Ag Building**

Painting throughout the building. The job is 80% complete.



To Mr. Larsen and our School Board,

We did a bus training obstacle course called a “Bus Rodeo” on April 4, 2025. It included a railroad stop, student pickup, a controlled stop, right and left turns, backing maneuver and a pre-trip of a bus. Everyone scored 80% or higher on the obstacle course



Our department gathered for a fabulous full fun day of training. It was super fun competition! Our shirts said I can drive a bus here or there I can drive a bus anywhere

We had 31 tickets for the month of March out of the 31 tickets we had 8 suspended.

We did 26 reimbursable trips in the month of March.

We did 29 non-reimbursable trips in the month of March.

Our shop did 27 work orders for March

Our shop did 28, 60-day inspections for March

April Birthdays in our Department.

Margaret Bingham April 1<sup>st</sup>

Tracy Draper April 9<sup>th</sup>

Shelia Barboza April 23<sup>th</sup>

Edith Morgan April 25<sup>th</sup>

We would like to thank Mr. Larsen and the School Board for their continued support of our department.

Thank you,

Coleen Jones

**Minidoka County School District**

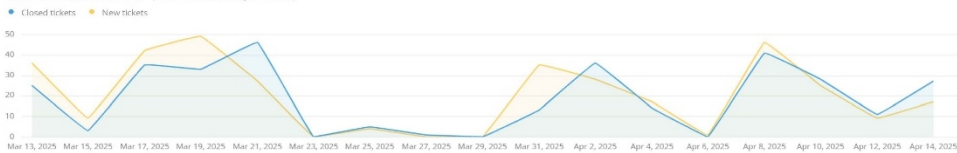
# **IT Department**

Board Report - April 2025

- **Forms and Processes being worked on:**
  - **Onboarding/Exiting Employee & Student Processes and Procedures – Working with HR and appropriate stakeholder on this**
  - **Policy Form for Electronic services**
    - **Student Forms and Policies are finished**
    - **District Appropriate Use of Electronic Services Handbook update is completed for staff and students**
    - **Staff Agreement form needs finished**
- **Vape Detector Integration with Cameras**
  - **This is Completed and notifications are being created and working with the Camera system**
- **Tyler Technologies Budget Software server Upgrade:**
  - **This upgrade will be over 4/25 – 4/28**
  - **Glitches are creating issues for users when accessing the application from both the server side as well as through the web portal where paystubs and w-2's are located**
- **SWIS Integration – PowerSchool**
  - **This is still in process.**
- **AG Building Prep**
  - **Working with the AG Committee on this and maybe a few months before IT material and components are completely addressed for total functionality in the building**
- **Ticket Status:**
  - **318/348 Closed/Open (Analytics Attached)**

Explore ticket analytics filtered only by your permission level

Ticket Resolution Over Time (closed tickets vs. newly submitted)



1.1 days  
Response time ( avg. )  
for all ticket statuses

318  
Tickets now closed  
out of 348 submitted

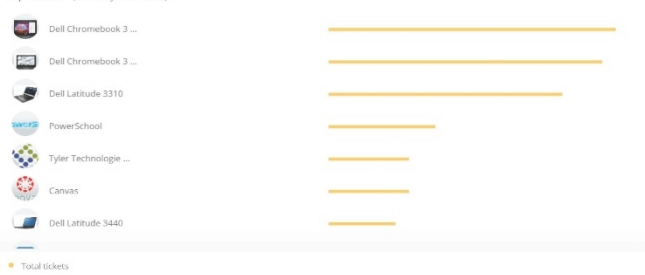
1.6 days  
Resolution time ( avg. )

30  
Tickets still open  
4 waiting on requestor

Ticket Pipeline Analysis ( shows time spent in each status, along with ticket routing for all workflows )



Top Models ( sorted by total tickets )



0 minutes  
Avg. time logged per ticket

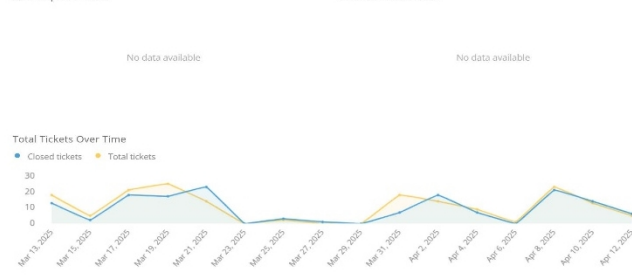
Tickets by Priority



Tickets Submitted For



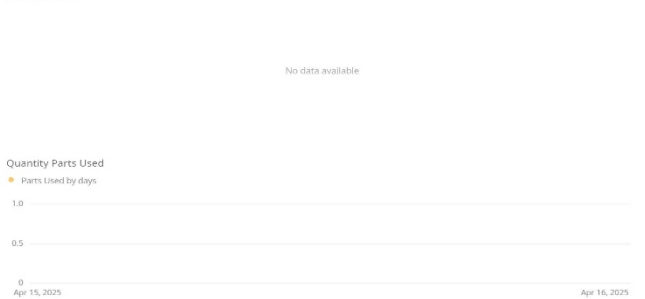
SLA Response Time



SLA Resolution Time



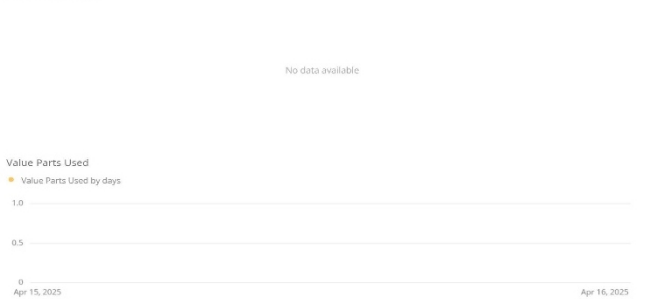
% Parts Used



Top 10 Parts Used



% Value Parts Used



Top Issue Categories ( sorted by total tickets )



## SCHOOL SUSPENSIONS

3-20-25 – 4-21-25

OUT OF SCHOOL SUSPENSIONS: 18

IN-SCHOOL SUSPENSIONS: 3

# Minidoka County School District #331

## School Nutrition Programs

### Administrative Board Report

**Report Date:** April 21, 2025

#### Staff Recognition

Our staff work very hard to create a fun and inclusive environment for our customers, the students. Thank you to those who are going above and beyond in what they do. I am proud to have 2 out of 9 classified employees of the year as part of my staff!



Kendra Knight-Acequia Manager  
Acequia Classified Employee of the Year

A student wrote the Minico High Staff a thank you card.



Irma Santana-West Minico Cook  
West Classified Employee of the Year

#### USDA Updates

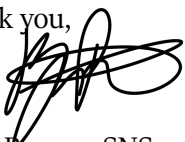
No news is good news, right? There has not been movement at the federal level under our umbrella. However, Idaho is the first to pass a bill restricting “sugary foods” from SNAP purchases.

<https://idahocapitalsun.com/2025/03/31/idaho-legislature-approves-ban-on-snap-coverage-for-candy-soda/>

#### Upcoming

I have a handful of items headed your way in May. I will be reviewing the meal charge policy 844.0, Student Wellness 832.00. We will look at our meal prices for next school year and have a proposal for CEP.

Thank you,



Katie Rogers, SNS

School Nutrition Programs Director



Minidoka School Nutrition Programs  
NSLP Claim  
SY2023-2024

Reimbursement Rates

Month	March
Days	13

	Lunch	Breakfast	Stipend	ASSP
Free	\$ 4.45	\$ 2.84	\$ 0.09	\$ 1.21
Reduced	\$ 4.05	\$ 2.54	\$ 0.09	
Paid	\$ 0.44	\$ 0.39	\$ 0.09	

Summary at a Glance

District Wide Summary	Breakfast				Lunch			
	Free	Reduced	Paid	Total	Free	Reduced	Paid	Total
Meals Served	7175	1403	1803	10381	17055	3943	8125	29123
ADP	552	108	139	799	1312	303	625	2240
Reimbursement	\$ 20,377.00	\$ 3,563.62	\$ 703.17	\$ 24,643.79	\$ 75,894.75	\$ 15,969.15	\$ 3,575.00	\$ 95,438.90

Meals Served

School	Breakfast				Lunch				ASSP
	Free	Reduced	Paid	Total	Free	Reduced	Paid	Total	Free
Acequia	407	106	125	638	884	243	595	1722	
East	484	110	145	739	2024	461	1212	3697	
Heyburn	1346	245	330	1921	2735	626	1021	4382	
Minico	1275	230	401	1906	2897	695	1696	5288	
Minico PreK	140	0	15	155	222	0	62	284	
MJH	122	17	7	146	385	24	59	468	
Mt. Harrison	173	12	84	269	459	50	175	684	
Paul	1014	123	121	1258	2141	400	1079	3620	
Rupert	1718	425	401	2544	3286	810	1112	5208	
West	496	135	174	805	2022	634	1114	3770	
Total	7175	1403	1803	10381	17055	3943	8125	29123	0
Overall	10381				29123				0

Total Reimbursement

School	Breakfast			Lunch			Federal Stipened	ASSP
	Free	Reduced	Paid	Free	Reduced	Paid		
Acequia	\$ 1,155.88	\$ 269.24	\$ 48.75	\$ 3,933.80	\$ 984.15	\$ 261.80	\$ 154.98	
East	\$ 1,374.56	\$ 279.40	\$ 56.55	\$ 9,006.80	\$ 1,867.05	\$ 533.28	\$ 332.73	
Heyburn	\$ 3,822.64	\$ 622.30	\$ 128.70	\$ 12,170.75	\$ 2,535.30	\$ 449.24	\$ 394.38	\$ -
Minico	\$ 3,621.00	\$ 584.20	\$ 156.39	\$ 12,891.65	\$ 2,814.75	\$ 746.24	\$ 475.92	
Minico PreK	\$ 397.60	\$ -	\$ 5.85	\$ 987.90	\$ -	\$ 27.28	\$ 25.56	
MJH	\$ 346.48	\$ 43.18	\$ 2.73	\$ 1,713.25	\$ 97.20	\$ 25.96	\$ 42.12	
Mt. Harrison	\$ 491.32	\$ 30.48	\$ 32.76	\$ 2,042.55	\$ 202.50	\$ 77.00	\$ 61.56	
Paul	\$ 2,879.76	\$ 312.42	\$ 47.19	\$ 9,527.45	\$ 1,620.00	\$ 474.76	\$ 325.80	\$ -
Rupert	\$ 4,879.12	\$ 1,079.50	\$ 156.39	\$ 14,622.70	\$ 3,280.50	\$ 489.28	\$ 468.72	\$ -
West	\$ 1,408.64	\$ 342.90	\$ 67.86	\$ 8,997.90	\$ 2,567.70	\$ 490.16	\$ 339.30	
Total	\$ 20,377.00	\$ 3,563.62	\$ 703.17	\$ 75,894.75	\$ 15,969.15	\$ 3,575.00	\$ 2,621.07	\$ -
	\$ 24,643.79			\$ 95,438.90			\$ 2,621.07	\$ -

\$ 122,703.76

Enrollment | Eligibility | CEP %

School	Enroll	Free	Reduced	Paid	% F/R	DC	ISP
Acequia	256	111	25	120	53.13%	96	37.50%
East	478	239	54	185	61.30%	179	37.45%
Heyburn	512	288	61	163	68.16%	230	44.92%
Minico	1182	508	129	545	53.89%	366	30.96%
Minico PreK	94	59	2	32	64.89%	53	56.38%
MJH	52	41	3	8	84.62%	31	59.62%
Mt. Harrison	121	81	11	29	76.03%	69	57.02%
Paul	455	215	42	198	56.48%	153	33.63%
Rupert	614	342	89	183	70.20%	273	44.46%
West	483	235	72	176	63.56%	172	35.61%
Total	4247	2119	488	1639	61.38%	1622	38.19%

3065

District w/o HS

1256

40.9788%

Negative Balances

School	Total
Acequia	-\$225.00
East	-\$186.95
Heyburn	-\$787.85
Minico	-\$8,878.05
Minidoka JH PRK	-\$202.10
Mt. Harrison	-\$3,003.50
Paul	-\$2.30
Rupert	-\$3,216.50
West	-\$204.20
Total	-\$16,706.45

Average Daily Participation

School	Breakfast					Lunch					ASSP
	Free	Reduced	Paid	ADP%	Total	Free	Reduced	Paid	ADP%	Total	Free
Acequia	31	8	10	19%	49	68	19	46	52%	132	
East	37	8	11	12%	57	156	35	93	59%	284	
Heyburn	104	19	25	29%	148	210	48	79	66%	337	0
Minico	98	18	31	12%	147	223	53	130	34%	407	
Minico PreK	11	0	1	13%	12	17	0	5	23%	22	
MJH	9	1	1	22%	11	30	2	5	69%	36	
Mt. Harrison	13	1	6	17%	21	35	4	13	43%	53	
Paul	78	9	9	21%	97	165	31	83	61%	278	0
Rupert	132	33	31	32%	196	253	62	86	65%	401	0
West	38	10	13	13%	62	156	49	86	60%	290	
Total	552	108	139	22%	799	1312	303	625	53%	2240	0

# Superintendent Report

4-21-25

I am aware that the Board was sent several emails regarding technology. Staff shared concerns about a previous Board report that mentioned switching from Apple devices to Windows devices. I sent an email to all staff stating that no plan has been presented or even created, and that it was only a comment in a report.

I realize that if this were to happen, we would take things extremely slowly, and there are many factors that would need consideration.

We met with our medical insurance representative. Our rates will be increasing on our current plan, and we are waiting for additional plan information. We will be holding a committee meeting this week.

I met with representatives from the boys and girls club. We discussed transportation, as they will be in their new facility next year and not at Rupert Elementary School.

Regarding staffing for next year, our numbers look really good and we will not be cutting positions.

**From:** Brooke Claridge [bclaridge@minidokaschools.org]  
**To:** Spencer Larsen [slarsen@minidokaschools.org], Kerri Tibbitts [ktibbitts@minidokaschools.org], Britney Tracy [btracy@minidokaschools.org], Kimberley Kidd [kkidd@minidokaschools.org], Hansen, Kailee [khansen@minidokaschools.org], Terry Merrill [merrill@minidokaschools.org], Kaywin Cottle [cottkayw@isu.edu]  
**Subject:** New Minico Future Educators Club as FCCLA Subsidiary  
**Sent:** Fri 3/21/2025 3:19 PM GMT-05:00  
**Importance:** Normal

Dear Superintendent Spencer Larsen and Members of the Board,

I am writing to seek your support for a new student organization at Minico High School—the Future Educators Club – which will operate as a subsidiary of our existing FCCLA chapter. This initiative aligns with our district's commitment to educational excellence and addressing the growing need for qualified educators in our community and state.

**Club Overview:** The Future Educators Club will focus on introducing high school students to careers in education, providing them with hands-on experiences, mentorship opportunities, and professional development. This "grow our own" approach can help build a pipeline of future teachers who are already connected to our community.

**Structure and Support:**

- **Advisors:** Two school personnel have committed to serve as club advisors: Brooke Claridge and Britney Tracy
- **External Support:** We have secured a partnership with Idaho State University - Region 4, who will provide an outside consultant, Kaywin Cottle, to help guide our program
- **Leadership:** The club will be student-led with elected officers including the offices of President, Vice President, and Reporter

**Benefits to Students and District:**

- Creates a pathway for students interested in education careers
- Provides meaningful leadership and service opportunities
- Addresses teacher shortages by encouraging local students to consider education professions
- Strengthens our relationship with Idaho State University
- Builds upon our successful FCCLA framework rather than creating an entirely new organization

I would welcome the opportunity to discuss this proposal further at your convenience, either at an upcoming board meeting or in a separate conversation.

Thank you for your consideration and continued support of our students' growth and development.

Sincerely,

Brooke Claridge, M.A.

**Minidoka County School District**

**College and Career Counselor**

**Idaho Digital Learning Site Coordinator**

**phone: 208.436.4721 \*3168**

**email: [bclaridge@minidokaschools.org](mailto:bclaridge@minidokaschools.org)**



Middle schools will follow the credit system that is required by the State of Idaho in 08.02.03 (Rules Governing Thoroughness).

### **Credit Requirements**

Middle schools will require students to attain a minimum of 80% of the total available credits offered each year. To be considered for promotion to the next grade, students must earn two (2) credits of math; two (2) credits of ELA and at least one (1) credit in science and one (1) credit in social studies during a school year. In order to receive credit students must achieve a grade of 60% (D- or better) in any class and not miss more than 10% of class time each semester (7 days). Students in 7<sup>th</sup> or 8<sup>th</sup> grade must complete one or more career exploration courses aligned to the First Steps Standards.

Students denied credits due to attendance, may appeal the loss of their credits to the building administrator or designee as per Policy 320.00 Attendance. Further appeals may be made to the Board of Trustees of the Minidoka County School District.

### **Credit Recovery**

Students not meeting the minimum requirements of the credit system shall be given an opportunity to recover credits or complete an alternate mechanism in order to become eligible for promotion to the next grade level. Students will be responsible to initiate all credit recovery. The middle schools will assist students and parents in choosing the most appropriate alternative method for each individual. All materials for credit recovery must be submitted to the school by no later than August 1, prior to the beginning of the next school year.

Students must meet at least one of the following alternate methods to recover credits:

1. Forfeit an elective and retake the failed credit during the school year, along with the next course in the sequence.
2. Attend and complete summer school with a grade of 60% (D- or better)
3. Pass an online or correspondence class and present a transcript demonstrating completion with a grade of 60% (D- or better). All online and correspondence classes must be preapproved by the building administrator or designee and all costs will be the responsibility of the parent or guardian.
4. Retake the exit exam and pass with a grade of 60% (D- or better)
5. Demonstrate a proficient score on the ISAT Idaho Student Achievement Test in the deficient subject area(s)

### **Special Education and English Language Learners**

The Individualized Education Plan (IEP) teams for qualified Special Education and English Language Learner (ELL) students may establish alternate credit requirements or

accommodations to credit requirements as are deemed necessary for the student to become eligible for promotion to the next grade level. All alternative requirements or accommodations will be clearly outlined for IEP and ELL students.



**LEGAL REFERENCE:**      **IDAPA 08.02.03.107**      **Middle Level Credit System**  
                                 **IDAPA 08.02.02.104**      **Career Exploration Instruction**

**ADOPTED: September 20, 2010**

**AMENDED/REVISED: June 20, 2011; July 16, 2012; September 16, 2013; July 28, 2014; December 16, 2019; July 20, 2020; August 15, 2022**

## **General**

The district provides internet access, interconnected electronic devices, and related technologies for students and faculty to promote educational excellence through resource sharing, innovation, and communication. To maintain this access and ensure the longevity of the equipment, all users, including students, must use the network, internet, and electronic devices responsibly and in accordance with the law.

## **Expectations for Student Use**

- Students must adhere to the same rules of behavior online as they do offline.
- Misuse of the network, internet, and electronic devices by one student can jeopardize access for all students.
- Students are expected to cooperate with teachers and staff in monitoring and promoting responsible use of the network, internet, and electronic devices.
- Students will be required to sign and abide by the Appropriate Use agreement (360.00F) annually.

## **Electronic Device Etiquette**

- Treat electronic devices, including laptops, tablets, and other devices, with care and respect.
- Do not deface, modify, or damage the devices in any way.
- Do not apply stickers, drawings, or any other form of decoration to the devices.
- Use the devices' keyboards, touchscreens, and other components responsibly and avoid causing damage to them.
- Report any damage or issues with the devices to the teacher or IT staff promptly.

## **Curriculum**

In accordance with this policy and the Board's philosophy to ensure the safety of all students, the District shall provide an appropriate planned instructional component for internet safety which shall be integrated into the District's regular instructional program. The purpose of the program is to increase students' knowledge of safe practices for internet use.

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District's educational goals, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

**POLICY TITLE: Electronic Services for Students**

**POLICY NO:**

**360.00**

**Minidoka County Joint School District # 331**

**PAGE 2 of 2**

**LEGAL REFERENCE: Idaho Code §§ 18-1514, 18-2202, 33-131**  
**ADOPTED: December 16, 1997**  
**AMENDED/REVISED: June 17, 2000; October 16, 2000; November 21, 2005;**  
**September 20, 2010; June 20, 2011; October 17, 2011;**  
**May 20, 2013; February 17, 2014; March 16, 2015**

**REFER TO: 360.00A & 360.00F**

**CROSS REFERENCE: Policy 226.00 Idaho Digital Learning Academy IDLA**  
**Classes**  
**Policy 372.00 Hazing, Harassment, Intimidation,**  
**Bullying, Cyber Bulling**  
**Policy 362.00 Student Use of Personal Electronic**  
**Communication Devices**

## District Appropriate Use Handbook

The Minidoka County School District #331 offers network computer access for students and staff. This handbook covers appropriate internet and other network uses of school computers as well as the care and use of electronic devices.

### **Primarily for Educational Purposes**

The District provides students and staff with electronic services including but not limited to electronic devices, computers, tablets, internet, and the overall network of systems and applications to support education, research, and conducting School District business. Personal use of computers that is consistent with the District's educational mission may be permitted during class when authorized by a student's teacher or appropriate administrator. Personal use of District computers and networks outside of class is permissible but must comply with District policy. Use is a privilege, not a right. Use of District electronic services establishes no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic Services. The District reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the electronic services of the district This includes any and all information transmitted or received in connection with such usage, including email and instant messages. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **Educational Purpose**

- **Limited Purpose:** The District network has been established for educational purposes, including classroom activities, career development, and limited personal research.
- **Content Restrictions:** The District has the right to analyze and set restrictions on the material accessed or posted.
- **Commercial Use:** The District network may not be used for commercial purposes.
- **Political Activity:** The District network may not be used for political lobbying.

### **User Internet Access/District Email Account**

- The District's electronic services are owned and controlled by the District. The District provides email to aid in fulfilling their duties and responsibilities and as an education tool.
- Elementary students have Internet access only under supervision, while secondary students may obtain an account with parental approval.
- An Appropriate Use Agreement must be signed annually for individual electronic services and account access. Users under the age of 18 requires Parent or guardians signature accompanied with theirs.

- Email could be subject to public records requests and disclosures depending upon the subject matter of the contents of the email.
- The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an electronic email account is strictly prohibited
- All users are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should they provide their password to another person. Doing so may result in possible suspension of access privileges.

### **Unacceptable Uses of Network**

The following actions are considered unacceptable and violate this policy:

- Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale, use, or purchase any substance the possession or use of which is prohibited by the District's student discipline policy, local, State, or federal law; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate local, State, or federal law; information pertaining to the manufacture of weapons; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials
- Harm to Others: Engaging in defamation, unauthorized use of passwords, or sharing private information without consent.
- Inappropriate Content: Accessing gambling sites, downloading harmful programs, or engaging in harassment.
- Disruption: Activities that jeopardize network security or waste resources.
- Unauthorized Transactions: Selling or buying anything via the internet.
- Personal Information: Sharing personal contact information.
- Damaging or destruction of electronic services: Taking proper care of school-issued electronic devices, including no defacement (e.g., stickers, drawings) and following guidelines for their use. Any damage or inappropriate alteration will result in fines and include disciplinary action.
- Uses that jeopardize the security of the computer network or other electronic services of the district.
- Waste of District resources including downloading very large files without permission from a teacher, unnecessary printing, and consuming excess file space on shared drives.
- Uses that are commercial transactions, including commercial or private advertising. Students and other users may not sell or buy anything over the internet. No personal

information should be given to others, including credit card numbers and social security numbers.

- The promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations, ballot issues, or proselytizing in a way that presents such opinions as the view of the District.
- Sending, receiving, viewing, or downloading obscene materials, materials harmful to minors, or materials that depict the sexual exploitation of minors.
- Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications, sharing one's password with others or allowing them to use one's account.
- Downloading, installing, or copying software or other files without authorization of the Superintendent or the Superintendent's designee.
- Posting or sending messages anonymously or using a name other than one's own.
- Attempting to bypass internal or external security systems or controls using District equipment. Students and staff may only access the internet using the District network.
- Plagiarism of material accessed online. Teachers will instruct students in appropriate research and citation practices.
- Using the network while access privileges are revoked.
- Students are prohibited from joining chat rooms or using school electronic services for any such activity, unless it is a teacher-sponsored activity.
- No posting personal contact information regarding anyone. Personal contact information includes address, telephone, school address, work address, etc.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes them feel uncomfortable.
- No user will attempt to gain unauthorized access to the District Network or to any other electronic service of the District. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

### **Internet Safety and Filtering**

- All District electronic services shall have a filtering device that blocks access to visual depictions that are obscene, pornographic, harmful, or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
- The District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or

other material that is inappropriate and/or harmful to minors. The Superintendent or designee shall enforce the use of such filtering devices.

- The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as any picture, image, graphic image file, or other visual depiction that:
  - Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
  - And, taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- The term “harmful to minors” is also defined in Section 18-1514(6), Idaho Code as:
  - The quality of any material or of any performance of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse, when it:
    - Appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; and
    - Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and includes, but is not limited to, patently offensive representations or descriptions of:
      - Intimate sexual acts, normal or perverted, actual or simulated; or
      - Masturbation, excretory functions, or lewd exhibits of the genitals or genital area.Nothing herein contained is intended to include or proscribe any matter which, when considered as a whole, and in context in which it is used, possesses serious literary, artistic, political, or scientific value for minors, according to prevailing standards in the adult community, with respect to what is suitable for minors.
  - The quality of any material or of any performance, or of any description or representation, in whatever form, which, as a whole, has the dominant effect of substantially arousing sexual desires in persons under the age of 18 years.

### **Inappropriate Language and Behavior**

- All forms of inappropriate language, harassment, personal attacks are prohibited. This includes but is not limited to:
  - Plagiarism (from any source or other individuals)
  - Students will not electronically display, send, or post private information about another person.

- Users will not access inappropriate information containing:
  - All activity listed in “Internet Safety “and “Internet filtering”
  - A product or service not permitted to minors by law
  - Content causing substantial disruption to school
- ❖ A special exception for accessing material generally considered inappropriate may be made if the purpose is to conduct research and access is approved by both the appropriate parties i.e. teachers and parents or the Superintendent.
- ❖ To request access to a blocked Internet site or to report an inappropriate site, you must contact the IT department.
- ❖ Inappropriate information accessed accidentally should be immediately closed. This may protect the student against a claim stating intentional violations.

### **Online Access and Confidentiality**

Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian and the student or, if the student is 18 or over, the permission of the student. Students should be aware that conduct on the District’s computer or using the District’s server may be subject to public disclosure depending upon the nature of the communication. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and social security numbers. Staff members may approve exceptions in the case of applications for college or employment. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

### **Password Security**

- All users of the District network shall adhere to follow the password guidelines:
  - Passwords must be at least Twelve characters long and include at least one upper case letter, one lower case letter, one number, and one symbols (\*, &, ^, %, \$, #, @, !, +, \_).
  - 2. Users shall keep their password private and not share it with anyone.
  - 3. Passwords shall be changed regularly and at least annually.
  - 4. Student passwords will be automatically changed at the beginning of each school year until their signed Acceptable Use Agreement is turned in.
  - K-5 Passwords will be provided by the District and utilize alternative guidelines.

### **Student Use of Social Media**

Students will be held accountable for the content of the communications that they post on social media websites and are responsible for complying with District policy. Students may not disrupt the learning atmosphere, educational programs, school activities, or the rights of others.

All requirements of this policy apply to use of social media through the District network or equipment or as part of a class assignment.

### **Warranties/Indemnification**

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event the school initiates an investigation of a user's use of his or her access to its computer network and the internet.

### **Violations**

If any user violates this policy, access to the District's internet system and computers will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action. The [Director of Information Technology OR the Internet Safety Coordinator OR the superintendent] will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his or her decision being final. Actions which violate local, State, or federal law may be referred to the local law enforcement agency.

If the actions of the individual are also in violation of other District discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

### **Internet Safety Coordinator**

The Superintendent shall serve, or appoint someone to serve, as "Internet Safety Coordinator" with responsibility and authority for ensuring compliance with the requirements of federal law, State law, and this policy. The Internet Safety Coordinator shall develop and maintain administrative procedures to enforce the provisions of this policy and coordinate with the appropriate District personnel regarding the internet safety component of the District's curriculum. The Internet Safety Coordinator shall handle any complaints about the enforcement of this policy or refer them to other appropriate personnel depending on the nature of the complaint.

The Internet Safety Coordinator shall maintain documentation evidencing that instruction by school personnel on internet safety is occurring District wide.

**Public Notification**

The Internet Safety Coordinator shall inform the public via the main District webpage of the District's procedures regarding enforcement of this policy and make them available for review at the District office.

**Submission to State Department of Education**

This policy shall be filed with the State Superintendent of Public Instruction every five years after initial submission and subsequent to any edit to this policy thereafter.

**Your Rights and Responsibilities***Free Speech*

- Your right to free speech, as set forth in the MCSD Student Code of Conduct, applies also to your communication on the Internet. The District network is considered a limited forum, similar to the school newspaper, and therefore the MCSD may restrict your speech for valid educational reasons.

*Search and Seizure*

- You should expect only limited privacy in the contents of your personal files on the District network and records of your online activity. The situation is like the rights you have in the privacy of your locker.
- Routine maintenance and monitoring of the District network may lead to the discovery that you have violated this Policy, the school building's rules, or the law.
- An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school building's rules, or the law. The investigation will be reasonable and related to the suspected violation.
- Parents of students have the right at any time to request to see the contents of their child's e-mail.

*Due Process*

- The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the MCSD Network.
- In the event there is a claim that you have violated this Policy or the school building's rules in your use of the MCSD Network, you will be provided with notice and opportunity to be heard in the manner set forth in your school building's rules. If the violation also involves a violation of other provisions of your school building's rules, it will be handled in a manner described in the MCSD policies. Additional restrictions may be placed on your use of your Internet account.

**Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the District network will be error-free or without defect. MCSD will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. MCSD is not responsible for the accuracy or quality of the information obtained through or stored on the system. MCSD will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.



**LEGAL REFERENCE:**

**I.C. § 18-917A Student Harassment – Intimidation – Bullying  
P.L. 110-385 Broadband Data Services Improvement Act  
Children’s Internet Protection Act (CIPA) 47 U.S.C. §  
254(h)(5)(B)-(C), 254(l)  
Internet Safety 20 U.S.C. § 6777  
Children’s Internet Protection Act Certifications Required 47  
C.F.R. § 54.520(c)(1)(i)**

**AMENDED: June 19, 2017; August 19, 2019; November 16, 2019; August 17, 2020;  
December 18, 2023**

**CROSS REFERENCE: Policy 226.00 Idaho Digital Learning Academy IDLA  
Classes**

# Student Electronic Services Appropriate Use Contract

(PLEASE PRINT)

## Student Agreement

Student Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

I hereby agree to the following terms governing my use of Minidoka County School District #331's electronic services, as detailed in The District Appropriate Use Handbook (POLICY NO: 360.00A) and the following guidelines:

1. **Educational Purpose:** I will use the district’s devices and electronic services primarily for educational purposes, ensuring that any personal use complies with district policy and is approved by my teacher or an appropriate administrator.
2. **Content Restrictions:** I understand that all internet use is subject to content monitoring, and I will refrain from accessing, transmitting, or posting any inappropriate materials, including but not limited to obscene, harassing, or illegal content.
3. **Password Security:** I will keep my account password private, will not share it with anyone, and will follow the district’s guidelines for creating and maintaining secure passwords.
4. **Online Conduct:** I will treat others with respect in all electronic communications and will not engage in harassment or bullying. I understand that I will be held accountable for my conduct on social media and in any online communications.
5. **Prohibited Activities:** I will not engage in any unacceptable uses of the network, including but not limited to:
  - o Accessing gambling or illegal sites.
  - o Downloading harmful programs or confidential material without authorization.
  - o Sharing personal information or arranging to meet individuals online.
  - o Using the network for commercial purposes or unauthorized transactions.
6. **Internet Safety:** I will adhere strictly to the Internet Safety measures established by the district and will report any inappropriate or uncomfortable communications to a teacher or staff member immediately.
7. **Monitoring and Privacy:** I understand that the district reserves the right to monitor all my activities and that there is no expectation of privacy in material stored or transmitted via district electronic services.
8. **Consequences of Violation:** I acknowledge that failure to comply with these agreements may result in loss of access privileges, disciplinary action, and/or legal consequences according to district policy.

I understand that any violation of these provisions will result in disciplinary actions up to and including revocation of District electronic services, suspension and/or expulsion from school or referral to law enforcement officials.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent or Guardian Agreement**

PLEASE PRINT:

Parent Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent E-mail \_\_\_\_\_

I, the undersigned parent/guardian, have read and understood the Minidoka County School District #331 Electronic Services Appropriate Use Handbook and this contract. I support my child's participation in using the district's electronic services and understand the responsibilities and guidelines that my child must follow.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the MCSD Appropriate Use Handbook. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue Electronic Services for my child and certify that the information contained in this form is correct.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Student Electronic Services Appropriate Use Contract** (PLEASE PRINT)

### **Student Section**

Student Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Grade/School \_\_\_\_\_

I have read the Minidoka County School District (MCSD) Appropriate Use Handbook and agree to abide by the regulations within as well as all MCSD and school building rules relating to student behavior. I understand that any violation of these provisions will result in discipline up to and including expulsion from school and/or suspension or revocation of District network access and related privileges and/or referral to law enforcement officials.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Parent or Guardian Section**

I have read the MCSD’s Student Appropriate Use Handbook.

I hereby release the MCSD, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the MCSD Network, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I understand that I can be held liable for damages caused by my child's intentional misuse of the system.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the MCSD Appropriate Use Handbook. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE PRINT:

Parent Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent E-mail \_\_\_\_\_

Each employee may be granted, upon written request filed with the building principal, department supervisor, or director and approved by the Superintendent, four (4) days of personal leave, as defined by the employee's contract or work agreement, at no cost to the employee.

Personal leave will be given at the beginning of fiscal year. If you begin employment mid-year, the four days will be in proportion to your remainder of the fiscal year. This leave may be taken for any reason deemed necessary by the employee. There will be up to two (2) days allowed to carry over to the next year with a maximum of six (6) days in any given year. No more than ten percent (10%) of the staff supervised by the same principal, department supervisor or director may be on personal leave at the same time, unless a greater percentage is authorized by the Superintendent. One (1) personal day may be paid-out at one half (1/2) the daily rate of the employee or at a full day substitute rate, whichever is less.



**LEGAL REFERENCE**

**ADOPTED: July 19, 1994**

**AMENDED/REVISED: September 19, 1995; November 19, 1996; August 15, 1998; January 19, 1999; July 17, 2003; July 16, 2007; April 19, 2010; November 18, 2013 February, 23, 2015; April 15, 2019**

**Who Is Eligible:** Employees are eligible if they have worked for the District for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 District employees within a 75 mile radius.

**Employees are responsible to reach out to Human Resources to apply for FMLA.**

**Benefit:** Under certain conditions, eligible employees, if qualified, may be entitled to up to 12 weeks leave with continuing participation in the District's group insurance plan.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12 month period to care for the service members.

**Employee Responsibilities:** During the FMLA leave period, an employee must continue to pay whatever share of group health plan premiums that the employee paid prior to FMLA leave. The employer must provide the employee with advance written notice of the terms and conditions under which these payments must be made. If premiums are raised or lowered, the employee would be required to pay the new premium rates.

Maintenance of health insurance policies which are not a part of the employer's group health plan (American Fidelity, Aflac, Washington National, etc.) are the sole responsibility of the employee. The employee and the insurer should make necessary arrangements for payment of premiums during the periods of unpaid FMLA leave.

**Reasons for Taking Leave:** Unpaid leave will be granted to eligible employees for any of the following reasons:

1. To care for the employee's child after birth, or placement of a child for adoption or foster care with the employee; or
2. To care for the employee's spouse, child, or parent (not including parents in-law) who has a serious health condition; or
3. For a serious health condition that makes the employee unable to perform the employee's job; or
4. For any qualifying requirement arising out of the fact that a spouse, son, daughter, or parent of the employee is on active duty status, or has been notified of an impending call to active duty status, in support of a contingency operation.

**Substitution of Paid Leave:** Paid leave will be substituted for unpaid leave under the following circumstances:

1. Accumulated sick or personal leave will be utilized concurrently with any FMLA leave that is taken for a serious health reason as described in 2 or 3 above;
2. Accumulated vacation or personal leave will be utilized concurrently with any FMLA leave that is taken for a family reason as described in 1 above;

3. Accumulated sick leave will be utilized concurrently with FMLA leave whenever the FMLA leave is taken for reasons which qualify for sick leave benefits pursuant to District policy; and
4. Whenever appropriate, workers' compensation absences shall be designated FMLA leave.

**When Spouses are District Employees:** If spouses are employed by the District, they each are entitled to a total of 12 weeks of leave per year. However, where the reason for the leave is for birth of a child, or because of adoption or foster care, or to care for a sick parent, such leave may be limited to an aggregate of 12 weeks, between the married employees.

**Advance Notice:** Employees must provide 30 days advance notice when the leave is foreseeable. In other situations an employee must give notice as soon as practicable. Leave may be allowed in emergency situations when no advance warning is possible. Inexcusable delays in notifying the District may result in the delay or denial of leave.

**Requests:** A sick leave request form is to be completed whenever an employee is absent from work for more than three days or when an employee has need to be absent from work for continuing treatment by or under the supervision of a health care provider.

**Medical Certification:** The District will require medical certification to support a request for leave or any other absence because of a serious health condition (at employee expense), and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work statement.

**Intermittent/Reduced Leave:** FMLA leave may be taken "intermittently or on a reduced leave schedule" under certain circumstances. Where leave is taken because of birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only with the approval of the District. Where FMLA leave is taken to care for a sick family member or for an employee's own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary. An employee may be reassigned to accommodate intermittent or reduced leave. When an employee takes intermittent leave or leave on a reduced leave schedule, increments will be limited to the shortest period of time that the District's payroll system uses to account for absences or use of leave.

**Insurance:** An employee on FMLA leave is entitled to continued participation in the appropriate group health plan, but it is incumbent upon the employee to continue paying the portion of the premiums the employee usually pays throughout the leave period. An employee's eligibility to maintain health insurance coverage will lapse if the premium payment is more than 30 days late. The District will mail notice of delinquency at least 15 days before coverage will cease.

**Return:** Upon return from FMLA leave, reasonable effort shall be made to place the employee in the original or equivalent position with equivalent pay, benefits, and other employment terms.

**Record Keeping:** Employees, supervisors, and building administrators will forward requests, forms, and other material to payroll to facilitate proper record keeping.

**Summer Vacation:** The period during the summer vacation or other scheduled breaks, such as Christmas, an employee would not have been required to work will not count against that

employee’s FMLA leave entitlement.

Special Rules for Instructional Employees

**Leave More Than Five Weeks Before End of Term:** If an instructional employee begins FMLA leave more than five weeks before the end of term, the District may require the employee to continue taking leave until the end of a semester term if:

1. The leave is at least three weeks; and
2. The employee’s return would take place during the last three-week period of the semester term.

**Leave Less Than Five Weeks Before End of Term:** If an instructional employee begins FMLA leave for a purpose other than that employee’s own serious health condition less than five weeks before the end of term, the District may require the employee to continue taking leave until the end of a semester term if:

1. The leave is longer than two weeks; and
2. The employee’s return would take place during the last two-week period of the semester term.

**Leave Less Than Three Weeks Before End of Term:** If an instructional employee begins FMLA leave for a purpose other than that employee’s own serious health condition less than three weeks before the end of term, the District may require the employee to continue taking leave until the end of the academic term if the leave is longer than five days.

**Intermittent or Reduced Leave:** Under certain conditions, an instructional employee needing intermittent or reduced leave for more than 20% of the total working days over the leave period may be required by the District to:

1. Take leave for a period(s) of particular duration not to exceed the duration of treatment;  
or
2. Transfer to an alternate but equivalent position.

Employee Notification of Policy

A general notice from the Department of Labor explaining the FMLA's provisions and complaint procedures will be posted prominently where it can be readily seen by employees and applicants and shall either be distributed to each new employee upon hiring or will be included in employee handbooks or other written guidance concerning benefits or leave rights. No notification of rights under the FMLA or related regulations should be construed to alter any applicable at-will employment relationship between the District and an employee.

**Legal References**

29 CFR Part 825  
Pub. L. 103-3

**Description**

Implementing the Family Medical Leave Act of 1993  
Family Medical Leave Act of 1994 (FLMA)

Pub. L. 110-181

National Defense Authorization Act (NDAA) for FY 2008

**Cross References**

**Code**

5420

5420-P(1)

**Description**

Long-Term Illness/Temporary Disability

Long-Term Illness/Temporary Disability

**ADOPTION: February 24, 2025**

Employees within the Minidoka County Joint School District No. 331 shall be granted bereavement leave with full pay ~~as follows: not to exceed five (5)~~ four (4) regularly scheduled school days for Level One relationships per event and ~~three-one(31)~~ regularly scheduled school days for Level Two relationships per event. If additional time is needed at any level, a written request must be submitted and approved by the Superintendent before bereavement leave has ended.

**Provisions:**

The following provisions are to help in the administering of this policy.

1. The employee may be asked to submit proof of relationship and of death to his/her immediate supervisor.
2. Level one relationships are defined as husband, wife, significant other, mother, father, son, daughter, brother, sister, grandfather, grandmother and grandchildren of either the employee or his/her spouse or significant other. ~~It may also include a member of the household who is not a family member.~~
3. Level two relationships are defined as uncles, aunts, first cousins, nieces, and nephews of either the employee or his/her spouse or significant other.
4. Time to attend funeral services of co-workers or students within the school district will be provided, as can be arranged and with the approval of their immediate supervisor.
5. Bereavement leave should be used within two (2) weeks of the death and/or services of the family member. If, because of circumstances beyond the control of the employee, the leave cannot be taken within this timeframe, a written request should be made to the Superintendent or designee with details indicating the need for time frame adjustments.
6. A program or other proof of bereavement leave may be requested by human resources.
- 5.7. If an employee who is unrelated is asked to conduct or participate in the program, the employee will submit proof showing they took part in the program. They will not have to use leave.
- 6.8. The leave provided for in paragraph one (1) above shall not be charged against the employee's sick leave. If, because of circumstances beyond the control of the employee, more than the allowable days will be required, a written request should be made to the Superintendent or designee with details indicating the need for additional days. These days ~~would~~ may be charged against the employee's sick leave. The written notification should be submitted as soon as possible, but no later than forty-eight (48) hours after returning to work. The employee should notify his/her supervisor immediately if special circumstances prevent him/her from returning to work after the allowable number of days.



**LEGAL REFERENCE: Idaho Code 33-506**

**ADOPTED: Original Adoption Date Unknown**

**RATIFIED: 08/15/05**

**AMENDED/REVISED: May, 18, 2015; June 19, 2017; March 16, 2020**

**Employing Retired Teachers and Administrators**

One of the Board’s personnel goals is to recruit, select, and employ the best qualified personnel to staff the schools within the District. As such, retired employees who leave the District in good standing may be re-employed as a “Return to Work” employee according to the following guidelines:

1. The District may employ a person previously employees as a school district or charter school instructional, pupil service or other certificated staff member, certificated teacher or administrator, who is receiving retirement benefits from the public employee retirement system of Idaho (PERSI) for positions requiring such certification provided such individual was not promised “rehire” by the District before their retirement was in effect. These employees are referred to below as “retiree” or “retirees

In addition, effective until June 30, 2026, the District may hire individuals who retired from any PERSI-eligible employer, so long as the individual retired on or after age 55, and so long as the individual acknowledges they may not accrue additional retirement benefits. All such employment under Idaho 59-1356(5) must end on or before June 30, 2026. These employees are considered to be employed “at-will” and in accordance with the Standard Retired Teacher Contract or Standard Retired Administrator Contract form that has been approved by the State Superintendent of Public Instruction and which expires at the end of every school year.

2. Teachers or administrators who retire during the school year will not be rehired that same school year. In order to be considered for re-employment for the following year, notification of retirement must be received on or before May 1.

2.3. Any position that was currently filled by a retired teacher or administrator will be posted for a minimum of 10 business days.

3.4. Any employment contract between the District and retirees shall be separate and apart from the collective bargaining agreement or master agreement between the District and the local teacher association.

4.5. Retirees employed consistent with this policy and State law shall accrue one day per month of sick leave. No annual sick leave shall be accumulated unless additional sick leave has been negotiated between each individual retiree and the District at the time of employment. Sick leave accrued by a retired employee under Idaho Code § 33-1004H does not qualify for unused sick leave benefits under Idaho Code § 33-1228.

5.6. The District will pay insurance.

6.7. The District shall not employ certificated teachers and administrators who receive or received benefits under the previously existing early retirement program provided in now repealed Idaho Code 33-1004G.

7.8. Retirees who qualify to be rehired are those who:

- a. Are not participating in the early retirement program;
  - b. Are retired at or after 55 years of age;
  - c. Have never received a “promise of rehire” before their retirement date;
  - d. Have received at least one payment from their PERSI retirement account; and
  - e. Meet all conditions and requirements of PERSI to qualify for this program, as such may change from time to time.
  - f. Have reached the Rule of 90
7. Any year in which a retired teacher or administrator is hired, the Superintendent shall sign a form to be retained by the District in the employee’s personnel file attesting that:
- a. Any retired teachers or administrators have been employed using the standard retired teacher or retired administrator contract, as appropriate;
  - b. The length of any such contract is one year; and
  - c. Positions filled by retired teachers or administrators will be posted each year.
  - d. Rehire was not agreed to between the teacher or administrator and the District prior to retirement.

**ADOPTED: May 16, 2022**

**AMENDED: July 18, 2022; October 21, 2024**

**Cross Reference: 5100**

**Hiring Process and Criteria**

**Legal References: I.C. § 33-513**

**District Trustees – Professional Personnel**

**I.C. § 33-1004H**

**Employing Retired Teachers and Administrators**

**I.C. § 33-1228**

**Teachers - Severance Allowance at Retirement**

**I.C. § 18-1356**

**Gifts To Public Servants By Persons Subject To Their Jurisdiction**

Providing a safe environment for all students and staff is essential in maintaining a setting where the educational process can proceed successfully. Weapons of any kind in the possession of a student shall not be permitted. Therefore, it is the policy of the Minidoka County Joint School District No. 331 to require the establishment of a policy communicating to all students the serious nature of possessing a weapon and the consequences that follow.

**Provisions**

The following provisions are intended to be used for compliance with this policy:

1. Implements manufactured, used, or intended for use as weapons may not be carried at school, on the way to or from school, on school property, in school transportation vehicles, or at any school activities.
2. A student who uses, possesses, controls, or transfers a firearm, weapon or any object that can reasonably be considered to be or look like a firearm or weapon, shall be disciplined and/or referred to the Board for further disciplinary actions up to and including expulsion. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm, or facsimile of a firearm, to school.
3. Students are forbidden to knowingly and/or voluntarily possess, handle, transmit or use any instrument that can be used as a weapon or is a facsimile of a weapon. Any object which could be used to injure another student and which has no school-related purpose for being in school or on school grounds will be considered a weapon for purposes of this policy. The following items are specifically prohibited: Snap-blade knives, non-closing knives, razors, razor blades, firearms, explosives (including caps and firecrackers), "fist loads", "brass knuckles" and "laser pointers." The use of any normally non-dangerous implement, such as a stone, table fork, board, stick, or baseball bat as a weapon shall come under the provisions of this section. Any of the above mentioned items brought to the school by a student shall be confiscated evidence and will not be returned.
3. If an act involves the use of firearms of any kind, the Gun Free School Policy would take precedent.
4. Students found in possession of weapons shall immediately be referred to the appropriate law enforcement agency.
5. Possession, use, or attempt to use on school property or in any school building, anything as a weapon will result in the student being immediately handled in a manner that is consistent with the current school district policies entitled "Suspension" and "Expulsion."
6. Specific requirements and laws shall prevail under certain circumstances that relate to Special Education.

**LEGAL REFERENCE: Idaho Code §18-3302D**

**ADOPTED: Original Adoption Date Unknown**

**RATIFIED: September 18, 2006**

**AMENDED/REVISED: April 21, 1999**

**REVIEWED: May 18, 2020**

It is the policy of the Minidoka County Joint School District No. 331 that every student should be accorded the opportunity of attending school in a safe environment. This policy is designed to meet the federal requirements of the Gun-Free Schools Act and assure compliance. Since the logical progression of action to comply with the Gun-Free Schools Act is a required expulsion, the Trustees grant its authority to continue a suspension to the Superintendent in order to assure compliance with law.

**Provisions:**

The following will govern the implementation of this policy:

1. Each principal will notify staff and students of the provisions of this policy.
2. Any student having in his/her possession a weapon, as defined under the Gun-Free School Act, on school property or in any school building, will be immediately suspended from the schools of the District and recommended to the Board of Trustees for expulsion. Such suspension will be for those days permitted by law under Idaho Code 33-205 up to and automatically including those additional suspension days permitted by Board action if needed.
3. A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered to be or look like a firearm, shall be referred to the Board for expulsion. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm, or facsimile of a firearm, to school.
4. The Board of Trustees or its official designee will hold a hearing on the facts and circumstances relating to any violation of this policy and will take the appropriate actions. If it is determined that the student is guilty of possession of a firearm as defined by the Gun Free Schools Act, he/she will be expelled from the schools of the district for a period of time of not less than three hundred sixty-five (365) days from the date of the determination by the Board of Trustees. Nothing herein shall be construed to prevent the district from providing educational services in an alternative setting to a student expelled from the regular school setting.
5. Notice of expulsion shall be filed with proper law enforcement personnel for possible court action. Such notice shall be made by the building principal and/or Resource Officer or designee.
6. The Board under certain circumstances may modify the expulsion requirements on a case by case basis as may be required by law such as Special Education and Section 504 cases or as may be deemed appropriate by the Superintendent on a case by case basis. The provisions of this section shall be construed in a manner consistent with the Individuals with Disabilities Education Act [20 U.S.C.A. §1400 et seq.]. Any such modifications shall be in writing consistent with 20 U.S.C. § 7151.

- 67. The superintendent must include on any application to the Idaho State Department of Education or the United States Department of Education a description of the circumstances surrounding any expulsions imposed under this policy, including:
  - a. The name of the school concerned
  - b. The number of students expelled from the school
  - c. The type of weapons concerned.
- 78. This District will not admit any student to the schools of this District, who has been expelled under the provisions and policies of any other school district's Gun Free School Policy relating to weapons on school grounds, prior to completion of the expulsion period. The principal or designee will contact such other school or school district to determine any student's standing prior to admitting him/her to the district's schools.
- 89. Any student denied entrance as shown in #7 above may appeal that decision to the Board of Trustees or its designee for a due process hearing on the matter.



**LEGAL REFERENCE: Idaho Code §18-3302D**

**ADOPTED: March 21, 1995**

**AMENDED/REVISED: November 15, 2004**

**REVIEWED: July 20, 2020**

## **Board Policy 1000: Board of Trustees Governance Policy Guiding Principles**

**Status:**

**Original Adopted Date: | Last Revised Date: | Last Reviewed Date:**

**[NOTE: This policy provides an opportunity for the Board to describe what is important to it and what the Trustees will strive to keep in mind when adopting, reviewing, and editing the other policies in Section 1000. Considering and customizing this policy is intended to act as a focal point for discussion by the Board. Because this policy is not based closely on any section of state or federal law or administrative rules, the Board has a great deal of freedom to edit it to reflect what is important to it, including the District's strategic plan.]**

The Board adopts policies governing its own operations. In doing so, the Board prioritizes the following principles, aims, and values:

**[SELECT, REVISE, ADD TO, AND DELETE THE FOLLOWING AS APPROPRIATE FOR THE BOARD:**

- 1. Keep the best interests of each and every student in mind when conducting all District business;**
  - 2. In accordance with open meeting law, conduct meetings in an open and transparent manner;**
  - 3. Welcome community attendance at Board meetings and input on Board business;**
  - 4. Work to create a constructive atmosphere among Board members and within the broader community;**
  - 5. Strive to serve the best interests of the community and the Board's constituents while also representing the best interests of the District;**
  - 6. Model continuous learning about how to be good and effective board members, gaining knowledge about issues affecting the District's schools and students;**
  - 7. Think and plan deliberately about how to achieve the District's goals by advancing the District's strategic plan.**
-

## Board Policy 1005: Legal Status and Operation

Status:

Original Adopted Date: | Last Reviewed Date:

The Board of Trustees of the Minidoka County Joint School District governmental entity established by the State of Idaho to plan and direct all aspects of the District's operations. Therefore, the Board shall establish and oversee a thorough system of education in which all students achieve their individual and collective learning needs.

The District in its corporate capacity may sue and be sued and may acquire, hold, and convey real and personal property necessary to its establishment, extension, and existence. The District shall have authority to issue negotiable coupon bonds and incur such other debt in the amounts and manner as prescribed by law.

The policies of the Board define the organization of the Board and the manner of conducting its official business. The Board's operating policies are those the Board adopts from time to time to facilitate the performance of its responsibilities.

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### Legal References

IC § 33-1612

IC § 33-301

IC § 33-511

IC § 33-512

### Description

Thorough System of Public Schools

School Districts Bodies Corporate

Maintenance of Schools

District Trustees - Governance of Schools

**Board Policy 1010: Organization and Classification**

**Status:**

Original Adopted Date: | Last Reviewed Date:

The legal name of this District is Minidoka County Joint School District #331, Minidoka, Lincoln, Jerome and [OTHER]Cassia Counties, State of Idaho. The District is classified as a K-12 school district giving instruction to pupils in grades K (kindergarten) through 12 and a joint school district.

In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become effective citizens, the Board shall exercise the full authority granted to it by the laws of the State of Idaho. Its legal powers, duties, and responsibilities are derived from the Idaho Constitution and State statutes and rules. Sources such as the school laws of Idaho and the rules and regulations of the State Board of Education delineate the legal powers, duties, and responsibilities of the Board.

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**Legal References**

**Description**

IC § 33-302	Classification of School Districts
IC § 33-305	Naming and Numbering School Districts
IC § 33-506	District Trustees - Organization and Government of Board of Trustees

**Board Policy 1013: School District Trustee Zones**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

The five trustee zones for Minidoka County Joint School District #331, as of the 2011 re-zoning, will be as follows:

**Trustee Zone No. 1**

BEGINNING at the intersection of Highway 25 (100 South Road) and South 500 West in Minidoka County, Idaho; thence,

South approximately 2.0 miles along South 500 West to West 300 South; thence,

East approximately 1.0 miles along West 300 South to South 400 West; thence,

South on South 400 West approximately 0.5 miles to I-84; thence,

East on I-84 approximately 0.4 miles to State Highway 24/US Highway 30; thence,

Southwest on State Highway 24/US Highway 30 approximately 2.1 miles to Milner Lake/Snake River and the Minidoka-Cassia County line; thence,

Westerly along said county line approximately 5.6 miles to a point South of the D-17 Canal; thence,

North approximately 0.1 miles from said point in Milner Lake/Snake River to the north shoreline; thence,

Northwest approximately 0.3 miles from said point to the D-17 canal; thence,

Northeast approximately 0.6 miles along the D-17 canal to West 500 South; thence,

West approximately 0.3 miles on West 500 South to South 950 West; thence,

North approximately 1.0 mile on South 950 West to West 400 South; thence,

West approximately 0.3 miles on West 400 South to the Main Drain; thence,

Northeast approximately 0.4 miles on Main Drain to South 950 West; thence,

North approximately 0.6 miles on South 950 West to I-84; thence,

West approximately 1.4 miles on I-84 to an unnamed canal; thence,

North approximately 150 feet from South side of I-84 to North side of I-84

East approximately 0.3 miles from said point to South 1050 West

North approximately 2.0 miles on South 1050 West to Highway 25 (100 South Road); thence,

East along said Highway 25 (100 South Road) to the POINT OF BEGINNING.

## **Trustee Zone No. 2**

BEGINNING on the North district boundary which is the Blaine County line at the point where the Minidoka-Lincoln County line departs to the south; thence, along said North and East district boundary the following four courses;

East approximately 15 miles; thence,

South approximately 24 miles; thence,

West approximately 2.5 miles to an unnamed road; thence,

Northwest approximately 1.0 mile on said unnamed road to Minidoka to Arco Road; thence,

Southerly approximately 1.5 miles on the Minidoka to Arco Road to an unnamed road; thence

Southeasterly along said unnamed road returning to said East district boundary; thence,

South approximately 3.1 miles to Minidoka to Arco Road; thence, departing from said East district boundary

West approximately 0.6 miles on said Minidoka to Arco Road; thence,

West approximately 0.4 miles on unnamed two track road to East 1200 North; thence,

West approximately 1.0 mile on East 1200 North to North 800 East; thence,

South approximately 3.0 miles on North 800 East to East 900 North; thence,

West on East 900 North approximately 8.0 miles to Meridian Road; thence,

South on Meridian Road approximately 8 miles to 100 North; thence,

West on 100 North approximately 4 miles to 400 West; thence,

South on 400 West approximately 3 miles to 200 South; thence,

West on 200 South approximately 1 mile to 500 West; thence,

North on 500 West approximately 1 mile to State Highway 25 (West 100 South); thence,

West approximately 5.5 miles on Highway 25 (West 100 South) to South 1050 West; thence,

South approximately 2.0 miles on South 1050 West to I-84; thence,

West then South then East on I-84 to South 950 West; thence;

South approximately 0.6 miles on South 950 West to the Main Drain; thence,

Southwest approximately 0.4 miles on the Main Drain to West 400 South; thence,

East approximately 0.3 miles on West 400 South to South 950 West;

thence, South approximately 1.0 mile on South 950 West to West 500 South; thence,

East approximately 0.3 miles on West 500 South to the D-17 Canal; thence,

Southwest approximately 0.6 miles along the D-17 Canal to the north shoreline of the Snake River; thence,

Southeast approximately 0.3 miles to a point; thence,

South approximately 0.1 miles from said point to the Snake River and the boundary of the Minidoka School District; thence,

West, North and Northeast, along the Minidoka School District boundary to the POINT OF BEGINNING.

### **Trustee Zone No. 3**

BEGINNING at the intersection of 100 North and 400 West in Minidoka County, Idaho; thence,

East on 100 North approximately 3.5 miles to 50 West; thence,

South on 50 West (H Street) approximately 1.0 mile to 8th Street; thence,

West on 8th Street approximately 0.5 miles to 100 West; thence,

South on 100 West approximately 1.0 mile to State Highway 25; thence,

Southeast on State Highway 25 to State Highway 24/State Highway 25/Oneida Street; thence

Northeast along State Highway 25 (Oneida Street) to South 9th Street; thence,

East along South 9th Street to South Meridian Road; thence,

South along South Meridian Road to the Main Drain; thence,

along the centerline of said drain East and north approximately 1.0 mile to East 100 South; thence,

East on 100 South approximately 0.1 mile to the A canal; thence,

Southerly along the centerline of the A Canal approximately 2.1 miles to Interstate 84; thence,

West on Interstate 84 approximately 2.3 miles to 200 West; thence,

South on 200 West approximately 3.4 miles to the south district boundary at the Snake River (Milner Lake); thence,

West and Northwest along the south district boundary approximately 3.9 miles to US Highway 30; thence,

Northeast on US Highway 30 approximately 2.1 miles to Interstate 84; thence,

West on I-84 approximately 0.4 miles to 400 West; thence,

North on 400 West approximately 0.5 miles to 300 South; thence,

West on 300 South approximately 1.0 mile to 500 West; thence,

North on 500 West approximately 1.0 mile to 200 South; thence,

East on 200 South approximately 1.0 mile to 400 West; thence,

North on 400 West approximately 3.0 miles to the POINT OF BEGINNING.

### **Trustee Zone No. 4**

BEGINNING at the intersection of H Street and 100 North in Minidoka County, Idaho; thence,

East on 100 North approximately 1.5 miles to State Highway 24 (Read Avenue); thence,

Southwest on State Highway 24 (Read Avenue) approximately 1.3 Miles to Meridian Road (A Street);  
thence,

South on Meridian Road approximately 230 feet to 8th Street (Oneida Street); thence,

East on 8th Street (Oneida Street) approximately 0.1 miles to a fork in 8th Street/Oneida Street;  
thence,

Southwest on 8th Street (Oneida Street) approximately 0.1 miles to Meridian Road (A Street);  
thence,

South on Meridian Road to 100 South (9th Street); thence,

West on 100 South approximately 0.8 miles to State Highway 24/25 (Oneida Street); thence,

Southwest on State Highway 24/25 (Oneida Street) approximately 0.2 miles to the intersection of  
State Highway 24 and State Highway 25; thence,

Northwest along State Highway 25 to 100 West Road; thence

Northwest and North on 100 West Road approximately 1.1 mile to 8th Street; thence,

East on 8th Street approximately 0.5 miles to H Street; thence,

North on H Street approximately 1.0 mile to the POINT OF BEGINNING.

#### **Trustee Zone No. 5**

BEGINNING at the intersection of Meridian Road and 900 North in Minidoka County Idaho; thence,

East on 900 North approximately 8.1 miles to North 800 East; thence,

North approximately 3.0 miles on North 800 East to East 1200 North; thence,

East approximately 1.0 miles to an unnamed road; thence, continuing

East along said unnamed road to Minidoka to Arco Road; thence,

Continuing East along said Minidoka to Arco Road to the eastern district boundary and the  
Minidoka-Blaine County Line; thence,

South on the said district and county line approximately 8.4 miles to the point where the district  
boundary and the Cassia-Blaine County line departs to the east; thence,

East on the district boundary approximately 7.2 miles to the point where the district boundary  
departs the Blaine-Cassia County line to the south; thence,

South and west, following the district boundary approximately 22 miles to the Cassia-Minidoka  
County line; thence,

Southwest along the Cassia-Minidoka County line and the district boundary approximately 8.4 miles  
to the point where 200 West extended to the south intersects the Cassia-Minidoka County line;  
thence,

North on 200 West extended and then 200 West approximately 3.4 miles to I-84; thence,

East on I-84 approximately 2.3 miles to the A Canal; thence,

North and Northeast along the centerline of the A Canal approximately 2.8 miles to East 100 South;  
thence,

West on East 100 South approximately 0.1 miles to the Main Drain; thence,  
 South and the West along the centerline of the Main Drain approximately 1.0 mile to Meridian Road (A Street); thence,  
 North on Meridian Road (A Street) approximately 1.2 miles to State Highway 25 (Oneida Road); thence,  
 Northeast on State Highway 25 (Oneida Road) approximately 0.1 mile to a divergence in 8th Street Road (Oneida Road); thence,  
 West on 8th Street (Oneida Road) approximately 0.1 mile to Meridian Road (A Street); thence,  
 North on Meridian Road approximately 230 feet to Read Avenue (State Highway 24); thence,  
 Northeast on Read Avenue (State Highway 24) approximately 1.3 miles to 100 North; thence,  
 West on 100 North approximately 1 mile to Meridian Road; thence,  
 North on Meridian Road approximately 8.0 miles to the POINT OF BEGINNING

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**Legal References**

IC § 33-501

**Description**

Board of Trustees

**Board Policy 1100: Membership**

**Status:**

Original Adopted Date: | Last Reviewed Date:

It is the policy of the Board of Trustees of Minidoka County Joint School District No. 331 to follow the Idaho State Constitution in forming the Board of Trustees for Minidoka County. The District is governed by a Board of Trustees consisting of 5 Members. Each Member is to represent a different trustee zone unless a Trustee was appointed at-large to fill a Board vacancy. The Board’s powers and duties include the broad authority to adopt and enforce all necessary policies for the management and government of the public schools. Except as otherwise provided by law, Trustees shall hold office for terms of four years until January 1 of the year in which the Trustee’s term expires.

Each Trustee shall be a District elector when they are elected or appointed to the position of Trustee

When a change in the boundaries of a duly elected Trustee’s zone causes them to no longer reside in the zone they were elected to serve, the Trustee shall be allowed to remain in office for the remainder of their term. This shall not apply to a Trustee who resides at a different address from the one they resided at when the election took place. In such cases and in cases where the Trustee was appointed to represent a zone they no longer reside within, a vacancy shall be declared as described in Policy 1140.

All Trustees shall participate on an equal basis with other Members in all Board business. Official action by Board Members must occur at a duly called and legally conducted meeting. A meeting of the Board means convening to make a decision or to deliberate toward a decision on any matter.

School Board Members, as individuals, have no authority over school affairs or personnel, except as provided by law or as authorized by the Board.

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**Legal References**

**Description**

IC § 33-313	Trustee Zones
IC § 33-501	Board of Trustees
IC § 33-504	Vacancies on Boards of Trustees
IC § 74-202	Open Public Meetings – Definitions

**Cross References**

<b>Code</b>	<b>Description</b>
1140	<a href="#">Vacancies</a>

**Board Policy 1110: Elections**

**Status:**

**Original Adopted Date:**    | **Last Reviewed Date:**

Elections conducted on behalf of the District are nonpartisan elections governed by the election laws of the State of Idaho and include the election of the Board Trustees, various public policy propositions, and advisory questions.

Board Trustee elections shall be held on the first Tuesday following the first Monday in November in odd-numbered years. Any person legally qualified to hold the position of school district trustee may file a declaration of candidacy for the office. The declaration must include the name of the candidate, the term for which declaration of candidacy is made, and include the signatures of not fewer than five School District electors residing in the trustee zone of which the candidate seeks election. Such declaration must be filed with the clerk of the District not later than 5:00 PM on the ninth Friday preceding the day of the election for the subject Trustee position. Any person seeking to become a write-in candidate must file a declaration of intent with the county clerk not later than 45 days before the election date and include the signatures of not fewer than five School District electors residing in the trustee zone of which the candidate seeks election.

If, after expiration of the date for filing written nominations, it appears that only one qualified candidate has been nominated for a position or if only one candidate has filed a write-in declaration of intent, no election shall be held for that position. The Board or the clerk, with the written permission of the Board, shall declare such candidate elected as a Trustee. The clerk shall immediately prepare and deliver to the person a certificate of election signed by him or her bearing the seal of the District. All other scheduled trustee elections will move forward under the regular procedures.

In each trustee zone, the person receiving the greatest number of votes cast within his or her zone shall be declared by the Board as the Trustee elected from that zone. If any two or more persons have an equal number of votes in any Trustee zone and a greater number than any other nominee in that zone the Board of Trustees shall determine the winner by a toss of a coin.

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**Legal References**

**Description**

IC § 33-401	Legislative Intent
IC § 33-501	Board of Trustees
IC § 33-502	Declaration of Candidacy for Trustees
IC § 33-502B	Board of Trustees – One Nomination – No Election
IC § 34-1404	Declaration of Candidacy
IC § 34-1407	Write <sup>207</sup> Candidates

**Procedure 1110-P(1): Elections - Candidate Edification**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

Candidates for appointment or election to the Board shall be urged to attend public meetings of the Board. All public information about the school system shall be made available to them. Additionally, the Board directs the Superintendent to cooperate impartially with all candidates in providing them with information about school governance, Board operations, and school programs.

Candidates should be informed of the requirement to file campaign finance disclosures and directed to the County Clerk’s Office for information on the filing requirements, forms, and deadlines.

Notices of candidate meetings that are sponsored by impartial, nonpartisan organizations may be announced in District publications or be sent home with students. The following procedures shall be followed:

1. If a candidate is scheduled to appear or speak as a part of a school-sponsored program, all candidates for that position shall be invited to attend or to send representatives;
2. The school will not send home partisan materials through the students; and
3. The Superintendent shall invite all candidates to an information session. Each candidate will be given the same materials and information at these sessions.

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**Legal References**

**Description**

IC § 33-401	Legislative Intent
IC § 33-501	Board of Trustees
IC § 33-502	Declaration of Candidacy for Trustees
IC § 33-502B	Board of Trustees – One Nomination – No Election
IC § 34-1404	Declaration of Candidacy
IC § 34-1407	Write-in Candidates

**Board Policy 1120: Taking Office**

**Status:**

Original Adopted Date: | Last Reviewed Date:

At the time of nomination, election, or appointment, each Trustee shall be a school district elector of the District and a resident of the trustee zone from which nominated and elected or appointed.

Each Trustee shall qualify for and assume office on the next January 1 following his or her election or, if appointed, at the regular meeting of the Board of Trustees next following such appointment. While the Trustee shall assume office on January 1, they shall not enter upon any of the duties of the office until they have been administered the oath of office.

An elected or appointed Trustee shall not take office if, before doing so, they:

1. Die;
2. Resign as Trustee;
3. Remove him or herself from the trustee zone of residence; or
4. Refuse to serve as Trustee.

An oath of office shall be administered to each Trustee, whether elected, re-elected, or appointed. The oath may be administered by the clerk, or by a Trustee of the District. If appointed, the oath shall be administered at a regular meeting of the Board; it may not be administered at a special meeting. The records of the District shall show such oath of office to have been taken and by whom the oath was administered and shall be filed with the official records of the District.

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**Legal References**

**Description**

IC § 33-501	Board of Trustees
IC § 59-401	Loyalty Oath—Form
IC § 59-402	Time of Taking Oath

**Cross References**

**Code**

**Description**

1140	<a href="#">Vacancies</a>
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**Procedure 1120-P(1): Taking Office - Oath of Office**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

An oath of office is required to be administered to each School Board Trustee, whether elected, re-elected, or appointed. Before any Trustee, elected or appointed, enters upon the duties of his or her office, he or she must take the following oath:

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Idaho, and that I will faithfully discharge the duties of Trustee of the Minidoka County Joint School District #331 according to the best of my ability.

The oath is required to be administered by the clerk or by a Trustee. Additionally, the records of the District are required to show that such oath of office has been taken and by whom the oath was administered. Finally, this information is required to be filed with the official records of the District.

A Trustee holds office from January 1 following their election in November until January 1 in the year in which his or her term of office expires, unless he or she:

- 1. Dies;
- 2. Resigns as Trustee;
- 3. Removes him or herself from the trustee zone of residence;
- 4. Is no longer a resident or school district elector of the District;
- 5. Refuses to serve as Trustee;
- 6. Fails to attend four consecutive regular meetings of the Board without an acceptable excuse to the Board of Trustees; or
- 7. Is recalled and discharged from office.

If the Trustee is appointed, the oath of office must be administered at a regular board meeting. When appointed, he or she holds office from the time he or she takes the oath of office until January 1 in the year in which the original term of office to which he or she was appointed expires, unless he or she:

- 1. Dies;
- 2. Resigns as Trustee;
- 3. Removes him or herself from the trustee zone of residence;
- 4. Is no longer a resident or school district elector of the District;
- 5. Refuses to serve as Trustee;
- 6. Fails to attend four consecutive regular meetings of the Board without an acceptable excuse to the Board; or
- 7. Is recalled and discharged from office.

IC § 59-401

Loyalty Oath—Form

IC § 59-402

Time of Taking Oath

### Cross References

<b>Code</b>	<b>Description</b>
1140	<a href="#">Vacancies</a>

**Board Policy 1130: Resignation**

**Status:**

Original Adopted Date: | Last Reviewed Date:

Resignation of a Trustee, for whatever reason, must be submitted in writing to the clerk. The Board shall accept the resignation at any duly convened regular or special meeting and proceed to fill the vacancy as provided by statute and Board policy.

Trustees retiring from the Board may be recognized for their service to the District by presentation of a service plaque or other appropriate activities.

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**Legal References**

**Description**

IC § 33-504

Vacancies on Boards of Trustees

IC § 59-902

Resignations

**Board Policy 1140: Vacancies**

**Status:**

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

A vacancy shall be declared by the Board of Trustees within 30 days of when any of the following occurs: A Trustee:

- 1. Dies;
- 2. Resigns;
- 3. Removes him or herself from the trustee zone of residence;
- 4. Is no longer is a resident or school district elector of the District;
- 5. Refuses to serve as Trustee;
- 6. Fails to attend four consecutive regular meetings of the Board of Trustees without excuse acceptable to the Board;

A Trustee position shall also be vacant when an elected candidate fails to qualify.

A declaration of vacancy shall be made at any regular or special meeting of the Board when any of the above-mentioned conditions are determined to exist.

If a Trustee is recalled, the vacancy shall exist upon certification of the special recall election by the board of county commissioners. Board action is not required to declare a vacancy upon the board of county commissioner's certification.

In the case of a trustee vacancy, the remaining Trustees shall fill the vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The Board will consider all applications from qualified persons seeking to fill the position in open session. The Board will appoint one candidate to serve for the balance of the unexpired term of office which was declared vacant. In the event the Board of Trustees is unable to appoint a Trustee from the zone vacated after 90 days from the date the Board declared the vacancy, the Board of Trustees may appoint a person at-large from within the boundaries of the School District to serve as the Trustee from the zone where the vacancy occurred. For Trustees who are recalled, vacancy period begins upon certification of the recall election. Otherwise, after 120 days of the declaration of vacancy, the county commissioners of the home county shall appoint a qualified person to fill such vacancy.

The authority of a Trustee subject to recall is limited from the period of the special recall election until the time of certification by the board of county commissioners, consistent with 1500P.

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**Legal References**

**Description**

IC § 33-501

Board of Trustees

IC § 33-504

Vacancies on Boards of Trustees

IC § 74-206

213  
Executive Sessions – When Authorized

## Cross References

<b>Code</b>	<b>Description</b>
1100	<a href="#"><u>Membership</u></a>
1120	<a href="#"><u>Taking Office</u></a>
1120-P(1)	<a href="#"><u>Taking Office - Oath of Office</u></a>
1240	<a href="#"><u>Duties of Individual Trustees</u></a>
1500	<a href="#"><u>Board Meetings</u></a>
1500-B(1)	<a href="#"><u>Board Meetings - Board Operating Procedure &amp; Protocol</u></a>
1500-P(1)	<a href="#"><u>Board Meetings - Board Meeting Procedure</u></a>

**Board Policy 1200: Annual Organization Meeting**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

After the issuance of the election certificates to the newly elected Trustees in November and on the date of its regular January meeting, the Board shall organize at the annual meeting and elect from among its members a Chair and a vice chair to serve one year terms. The Board shall also elect a clerk and a treasurer, who may be Members of the Board of Trustees or, at the discretion of the Board, either or both positions may be selected from among competent and responsible persons outside the membership of the Board. The Board, in its discretion, may allow compensation for the clerk and for the treasurer if other than the county treasurer. If a Board Member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the Chair and the vice chair, the Board shall elect a chair pro tempore, who shall perform the functions of the Chair during the latter's absence. The clerk shall act as Board secretary.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly-elected Board Members by the current Chair;
2. Swearing in of newly-elected Trustees;
3. Call for nominations for Chair to serve during the ensuing year;
4. Election of a Chair;
5. Assumption of office by the new Chair;
6. Call for nominations for vice chair to serve during the ensuing year;
7. Election of a vice chair;
8. Election of a clerk; and
9. Election of a treasurer;
10. Review the code of ethics;
11. Determine the day and week regular board meetings will be held.

Policies and bylaws shall continue from year to year until and unless the Board changes them.

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**Legal References**

**Description**

IC § 33-506

District Trustees - Organization and Government of Board of Trustees

IC § 33-510

Annual Meetings – Regular Meetings – Board of Trustees

**Board Policy 1205: School Board Powers and Duties**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

The Board shall concern itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the Superintendent and District staff, who shall be held responsible for the effective administration and supervision of the entire school system.

The Board, functioning within the framework of laws, court decisions, opinions of attorneys general, State Department of Education regulations, and similar mandates from the State and national levels of government, recognizing the authority of the State, fulfills its mission as the governing body of a political subdivision by acting as follows in the execution of its duties:

1. Providing the best educational program possible within the financial means available
2. Establishing District policy, including on such topics as education and personnel;
3. Adopting courses of study and providing instructional aides;
4. Employing all staff members upon the recommendation of the Superintendent and fixing and prescribing their duties;
5. Selecting and employing a well-qualified Superintendent to manage the District;
6. Approving the budget, financial reports, audits, major expenditures, payment of obligations, and policies whereby the administration may formulate procedures, regulations, and other guides for the orderly accomplishment of business;
7. Estimating and seeking to provide funds for the operation, support, maintenance, improvement, and extension of the school system;
8. Accounting for the District’s funds;
9. Providing for the planning, expansion, improvement, financing, construction, maintenance, use, and disposition of physical plants of the school system;
10. Prescribing the minimum standards needed for the efficient operation and improvements of the school system;
11. Establishing the educational and administrative structure of the school system;
12. Evaluating the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system;
13. Planning for the continued effectiveness and further improvement of the school system;
14. Requiring the establishment and maintenance of records, accounts, archives, management methods, and procedures considered essential to the efficient conduct of school business;
15. Providing for the dissemination of information relating to the schools necessary for creating a well-informed public;
16. Calling special meetings or elections for when necessary for the proper conduct and management of the schools of the District;
17. Employing an attorney or attorneys when deemed the best interest of the District, or for the purpose of defending the District against any suit or bringing action Board deems it necessary to commence.

**Legal References**

**Description**

IC § 33-313

Trustee Zones

IC § 33-501

Board of Trustees  
216

IC § 74-202

Open Public Meetings – Definitions



**Board Policy 1210: Qualifications, Terms, and Duties of Board Officers Status:**

Original Adopted Date: | Last Reviewed Date:

The Board officers are the Chair and vice chair. These officers are elected at the annual organizational meeting.

Chair

The Board elects a Chair from its members for a one year term. The duties of the Chair are to:

1. Preside at all meetings and conduct meetings in the manner prescribed by the Board’s policies;
2. Make all Board committee appointments;
3. Sign all papers and documents as required by law and as authorized by the action of the Board; and
4. Close Board meetings as prescribed by Idaho law.

The Chair is permitted to participate in all Board meetings in a manner equal to all other Board members, including the right to participate in debate and to vote. The Chair may make a motion, but they must first hand over responsibility for chairing the meeting to the vice chair or, if the vice chair is not present, to another Board Member. The Chair may second motions and is not required to hand over responsibility for chairing the meeting before doing so.

Vice Chair

The vice chair shall preside at all Board meetings in the absence of the Chair, and shall perform all of the duties of the Chair in case of the Chair’s absence or disability or as described above.

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<b>Legal References</b>	<b>Description</b>
IC § 33-506	District Trustees - Organization and Government of Board of Trustees

**Board Policy 1220: Clerk**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

The clerk of the Board shall have such duties as prescribed by the Board and the Superintendent. The clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, keep an accurate record of the proceedings, and enter in said record all matters required by law or by the Board so to be entered. The clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the clerk to attend a Board meeting, the Board will designate a person to serve as temporary clerk for the meeting. The temporary clerk shall keep the record of the proceedings of the Board and certify the same to the clerk.

The clerk will make the preparations legally required for the notice and conduct of all District elections.

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**Legal References**

IC § 33-506

**Description**

District Trustees - Organization and Government of Board of Trustees

**Board Policy 1230: Duties of the Treasurer**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

The treasurer shall have such duties as prescribed by the Board. The treasurer shall be placed under fidelity bond issued by a surety company authorized to do business in the State of Idaho in such amount as determined by the Board or under personal bond equal to twice such determined amount with at least two sureties who each shall qualify as in the case of sureties on the bonds of county officers.

The treasurer shall account for the deposit of all moneys of the District in accordance with the provisions of the public depository law, Chapter 1, Title 57, Idaho Code.

The Board may elect one or more assistant treasurers who shall have such duties as prescribed by the Board. Assistant treasurers shall act at and under the control, supervision, and direction of the treasurer.

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<b>Legal References</b>	<b>Description</b>
IC § 33-506	District Trustees - Organization and Government of Board of Trustees
IC § 33-509	Duties of the Treasurer
IC § 33-509A	Assistant Treasurers

**Board Policy 1240: Duties of Individual Trustees**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

Governing authority is granted to the Board, not to the individual members. The authority of individual Trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. Neither the Board nor staff shall be bound by an action taken or statement made by an individual Trustee except when such statement or action is pursuant to specific instructions and official action taken by the Board. No Board Member shall exercise any administrative responsibility with respect to the schools or, as an individual, command the services of any school employee. School Board Members, as individuals, have no authority over school affairs or personnel, except as provided by law or authorized the Board.

Each Trustee shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item.

Each Member is obligated to attend both regular and special Board meetings. Whenever possible, each Trustee shall give advance notice to the Chair or Superintendent of the Trustee’s inability to attend a Board meeting. A majority of the Board may excuse a Trustee's absence from a meeting if requested to do so.

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**Legal References**

IC § 33-506

**Description**

District Trustees - Organization and Government of Board of Trustees

**Cross References**

**Code**

1140

**Description**

[Vacancies](#)

Generally, the Trustees will function as a committee of the whole. Nevertheless, the Board may create Board committees as deemed necessary.

Standing committees of the Board may be created and their purpose defined by a majority of the Board. The Board Chair shall appoint Trustees to serve on such committees. Board committees shall be limited to less than half of the Board.

Advisory Committees

Advisory committees may be organized when appropriate. Both District-wide and at the school level, advisory committees shall function within the organizational frameworks approved by the Board. A staff member will be assigned to each group to help it carry out its functions. The composition of the advisory committees shall be broadly representative and shall take into consideration the specific task assigned to the committee. Only the Board shall have the authority to dissolve the committees it has created.

The Board will instruct each committee as to:

1. The length of time each member is invited to service;
2. The service the Board wishes the committee to render;
3. The resources the Board will provide;
4. The approximate dates on which the Board wishes to receive major reports;
5. Board policies governing citizens' committees and the relationship of these committees to the Board as a whole, individual Board members, the Superintendent, and other members of the professional staff; and
6. Responsibilities for the release of information to the press.

**Board Policy 1260: Authorization of Signatures and Electronic Signatures**

**Status:**

Original Adopted Date: | Last Reviewed Date:

For the conduct of the business of the District, the Board may grant authority to specific staff to sign certain documents on behalf of the District.

The Chair, Superintendent, Business Manager, and Clerk are authorized to use a facsimile signature plate or stamp or other electronic signature as addressed herein.

Purchase Orders

District-level purchase orders are electronically approved by the secretary, principal, supervisor, grant administrator, business manager, or Superintendent or a combination thereof. An electronic signature of the business manager and Board Chair is affixed to each purchase order printed.

School level purchase orders are signed by the building bookkeeper, administrator, and activity advisors.

Invoices

Staff employed by the District, in the following designated positions, are authorized to approve invoices for the District:

- 1. Bookkeepers;
- 2. Grant administrators; and
- 3. Department supervisors.

Checks

The school principal and bookkeeper are designated as the custodians of each school building activity fund. The treasurer or the assistant treasurer must sign all checks issued by the District. The Chair or Vice Chair must countersign all such checks.

Vendor Credit Applications

The business manager is authorized to sign credit applications that do not constitute a formal contract arrangement.

District Financial Reports

The business manager is authorized to sign financial reports to the State Department of Education unless they must be signed by the Superintendent or Board Chair.

Contracts for Goods, Services, and Leases

The Superintendent is authorized to sign on behalf of the Board contracts, leases, and/or contracts for goods and services for amounts under \$ 5,000 without prior approval of the Board. The types of goods and services contracted for must be preapproved by the Board.

## Personnel Contracts

The Board Chair and Superintendent are authorized to sign personnel contracts and agreements of employment on behalf of the Board by facsimile signature, electronic signature, or authorized signature stamp.

## Negotiated Agreements

Negotiated agreements shall be signed for the District by the Board Chair and the Superintendent or their designee.

## Medicaid Electronic Signatures

The individual whose name is on the electronic signature and the provider bear the responsibility for authenticity. Providers should check with their attorneys and malpractice insurers regarding these alternate signature methods.

Each provider must develop written policies and procedures to assure complete, accurate, and authenticated records. At a minimum, these must include the following:

1. Security provisions to protect the use of an electronic signature by anyone other than the person to which the electronic signature belongs;
2. The privacy and integrity measure to protect the records;
3. A list of which records will be maintained and signed electronically;
4. How an e-signature is assigned and the code and associated staff identity are protected;
5. How passwords are assigned and the frequency with which they are changed;
6. The ability for the participant access to their records; and
7. Immediate access to records by the Department and others who are authorized by law.

As required by HIPAA – covered entities, the provider must assure that the software program they are using ensures the following:

1. The signer cannot deny having signed the document in the future
2. There is verification of the signer's identity at the time the signature was generated

Certainty that the document has not been altered since it was signed

## Electronic Signatures

Electronic signatures or digital signatures can take many forms and can be created using many different types of technology. For the purpose of this policy an electronic signature means any electronic identifier intended by the person using it to have the same force and effect as a manual signature.

## District Use of Electronic Signatures

When not practical or possible to have an approved individual physically sign a document, and not otherwise prohibited by applicable laws, electronic signatures may satisfy the requirement of a written signature when transacting business with 224 and/or for the District and/or with parents/guardians when the authenticity and reliability of such electronic signature(s) meets the

provisions of this policy. In such instances, the electronic signature shall have the full force and effect of a manual signature.

In order to qualify for acceptance of an electronic signature the following additional requirements are applicable:

1. The electronic signature identifies the individual signing the document by his or her name and title;
2. The identity of the individual signing the document with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature, as well as the documents to which it is affixed, cannot be altered once the electronic signature is affixed. If the document needs to be altered, a new electronic signature must be obtained; and
4. The electronic signature conforms to all other provisions of this policy.

The District shall maintain District electronically signed records in a manner consistent with the District's document retention policies yet also capable of accurate and complete reproduction of the electronic records and signatures in their original form. Such retention should include a process whereby the District can verify the attribution of a signature to a specific individual, detect changes or errors in the information contained in the record submitted electronically and protect and prevent access and/or manipulation or access/use by an unauthorized person.

The District shall maintain a hardcopy of the actual signature of any District employee authorized to provide an electronic signature in connection with school board business.

Abuse of the electronic signature protocols by any District employee serves as grounds for disciplinary action up to and including termination.

#### Parent/Student Use of Electronic Signatures

With regard to documentation received by the District with an electronic signature from a parent/legal guardian, so long as the following provisions are met, the District may receive and accept such electronic signature as an original document:

1. Such communication with signature, on its face, appears to be authentic and unique to the person using such signature;
2. The District is unaware of any specific reason to believe that the signature has been forged;
3. The District is unaware of any specific reason to believe the document has been altered subsequent to the electronic signature; and
4. The signature is capable of verification.

The District's Superintendent or designee may, at their discretion, request that an original of the electronic communication, signed manually by hand, be forwarded to the District in a timely manner.

District personnel may periodically audit the authenticity of such signature via a security procedure including such acts as making follow-up inquiry to the individual/entity who has submitted an electronic signature.

Should it be discovered that a student has falsified a parent's electronic signature on an official

District document, the student may be subjected to discipline and the District Administration is authorized, at their discretion, to thereafter only accept manual signatures associated with any submitted school document.

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**Legal References**

IC § 33-701

IC § 33-705

**Description**

Fiscal Year – Payment and Accounting of Funds

Activity Funds

## Board Policy 1300: District Policy

Status:

Original Adopted Date: | Last Reviewed Date:

The adoption of new policies and the revision and amending of existing policies shall be solely the responsibility of the Board of Trustees. The legislative and discretionary power and duty for establishing policy is the most important single function of the Board of Trustees of Minidoka County Joint School District No. 331. It is basic to all of the operations of the school system.

All policies shall conform to local, State, and federal laws as well as to the rules and regulations of the State Board of Education.

### Adoption and Amendment of Policies

The Board may establish policy at any scheduled Board meeting. Proposed new policies and proposed changes in existing policies shall be introduced at a regular or special Board meeting.

The draft policy will also be available online for public comment.

Such proposals may be referred to the Superintendent for detailed study as needed prior to Board action on the proposal. The Board encourages the Superintendent to contact other experts to have potential policies researched. Interested parties, including any Board Member, citizen, or employee of the Board may submit views or present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person relative to a proposed policy or amendment should be directed to the District clerk.

Proposed new policies and proposed changes in existing policies shall undergo a minimum of one reading in addition to the introduction in the following manner:

1. At a regular or special Board meeting the proposed new or amended policy shall be introduced in writing for discussion; and
2. The final vote for adoption ~~shall~~ may take place not earlier than at the second reading of the particular policy. Policies may be held for additional readings at the discretion of the Board.

Although approval of a new or amended policy may ~~requires~~ a minimum of two readings, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken or the Board can take a majority vote to suspend the two reading requirement for warranted circumstances.

All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption. Each policy shall include the dates on which it was adopted and revised.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the District's policy manual. Once a policy is adopted or amended, the Superintendent or their designee ~~will~~ finalize the approved draft and place the new or amended policy in the online policy manual.

## Review of Policy

The Board acknowledges that it is necessary to periodically review and revise District policies. Revisions to policies will be consistent with effective ~~schools~~schools' research, best educational practices, changes in law and administrative rules, and community and District philosophy.

Policies of the District shall be reviewed once every five years by the Board unless otherwise detailed in a specific policy.

Any policy may be reviewed if review of it is placed on the Board agenda in accordance with District policy. The Superintendent may recommend that the Board review any policy. The Superintendent shall consider employee, student, and community requests for the Board to review any policy.

Each regular Board meeting agenda may contain five to seven existing policies for review. The Superintendent, Board Chair, and the Vice Chair shall determine which policies to review as the agenda is prepared.

Policies may be presented for review as-is or with suggested edits clearly noted, and the meeting agenda will clearly note whether the policy is to be presented with proposed changes.

Recommended changes should be carefully reviewed by Trustee members, legal counsel, administration, and interested members of the District community. Such changes do not become the policy of the District until they are adopted by the Board.

## Administration in Absence of Policy

In cases where action must be taken before the next Board meeting and where the Board has provided no policies or guides for administrative actions, the Superintendent shall have to power to act.

His or her decisions, however, shall be subject to review by action of the Board at its next regular meeting. In addition, it shall be the duty of the Superintendent to inform the Board of such action and the need for policy.

## Suspension of Policies

Under circumstances which require a waiver of a policy, policy may be suspended by a majority vote of the members present. In order to suspend a policy, all Trustees must have received written notice of the meeting which included a proposal to suspend the policies with an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of all Trustees present.

If this policy is suspended to allow for immediate adoption of a policy, the reason for doing so shall be included in the meeting minutes.

## Policy Manuals

The Superintendent shall develop and maintain a current policy manual which contains the policies

of the District. Each administrator, as well as staff, students, and other residents, shall have ready access to the manual. All policy manuals distributed to anyone shall remain the property of the District and shall be subject to recall at any time.

The District's policies shall be made available on the District's website.

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**Legal References**

IC § 33-506

**Description**

District Trustees - Organization and Government of Board of Trustees

IC § 33-512

District Trustees - Governance of Schools

**Cross References****Code**

1303

**Description**

[Policies and Procedures to Review Annually](#)

**Board Policy 1303: Policies and Procedures to Review Annually**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

The following policies, procedures, and forms shall be reviewed annually by the School Board.

1600	Code of Ethics for School Board Members
2200	School Year, Calendar, and Instructional Hours
2420	Parent and Family Engagement
2420P	Parent and Family Engagement Guidelines
3010	Open Enrollment by Students Who Reside Within and Outside the District
3285*	Relationship Abuse and Sexual Assault Prevention and Response
3295*	Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
3300*	Drug Free School Zone
3320*	Substance and Alcohol Abuse
3330*	Student Discipline
3345**	Use of Restraint, Seclusion, and Aversive Techniques for Students
3500*	Student Health/Physical Screenings/Examinations
3530*	Suicide
4210F1	Fee Schedule for Community Use of School Facilities
7215**	Fund Accounting System
7240	Programs for Indian Children
7240P	Federal Impact Funds
7305	Investment of Funds
7500	New Fees or Increase of Fees
7710**	Bond Continuing Disclosure and Certification Requirements

8170	District-Owned Vehicles
8300P1	Emergency and Disaster Preparedness
8320*	Fire Drills and Evacuation Plans
8520*	Inspection of School Facilities

\*Must be reviewed annually by the Board or delegated by the Board to the Superintendent or his or her designee.

\*\*Must be reviewed annually by another party.

When the Board reviews a policy, they shall note the date reviewed at the bottom of the policy in the field provided. When a policy is reviewed by any other part in accordance with this policy, the completion of such review shall be reported to the Board by the Superintendent. The Board shall then note in the field provided at the bottom of this policy, “(date reviewed) by (position of the person who reviewed it)”.

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**Legal References**

IDAPA 08.02.03.160

**Description**

Safe Environment and Discipline

**Cross References**

**Code**

1300

**Description**

[District Policy](#)

**Board Policy 1310: Administrative Procedures**

**Status:**

Original Adopted Date: | Last Reviewed Date:

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item. Such procedures need not be approved by the Board, though they may be revised when it appears that they are not consistent with the Board's intentions as expressed in its policies. On controversial topics, the Superintendent may request prior Board approval.

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**Board Policy 1313: Conflicting Policies and Procedures**

**Status:**

Original Adopted Date: | Last Reviewed Date:

If any of the policies adopted by the Board of Trustees conflict with one another, the policy adopted, revised, or reviewed most recently shall be the policy in effect.

If any procedures promulgated by the District conflict with one another, the procedure adopted, revised, or reviewed most recently shall be the procedure in effect.

If any policy and procedure conflict with one another, the policy shall override the procedure.

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Each year, the Board of Trustees shall create a collaborative continuous improvement plan designed to improve student achievement in the District, assess and prioritize needs, and measure outcomes.

The Board shall work with the Superintendent to engage students, parents, teachers, administrators, and community members as appropriate in the planning process.

The annual continuous improvement plan shall:

1. Be data driven, specifically in student outcomes, and shall include but not be limited to analysis of demographic data, student achievement and growth data, graduation rates, and college and career readiness;
2. Set clear and measurable targets based on student outcomes;
3. Include a clearly developed and articulated vision and mission;
4. Include key indicators for monitoring performance;
5. Include student literacy and proficiency goals and targets and specify measures of progress toward those outcomes.
6. Include, as applicable to the grade ranges served, trajectory growth targets toward literacy proficiency;
7. Include, as applicable to the grade ranges served, college and career advising and mentoring goals and how progress toward those outcomes will be measured;
8. Include the individual staff performance on each of the performance criteria defined in 33-1001, Idaho Code, including measurable student achievement and student success indicator targets and the percentage of students meeting those targets. Data will be aggregated by grade range, subject, or performance indicator as determined by Idaho's Commission for Education Excellence through the office of the State Board of Education;
9. Include, at a minimum, the student achievement and growth metrics for the state accountability framework; and
10. Include a report of progress toward the previous year's improvement goals.

Multiple measures shall be used to determine student readiness and improvement. At a minimum, the Board shall set a benchmark for each of the following metrics:

1. **Career and College Readiness:** The percentage of students meeting the four-year cohort graduation rate. The Board may also set a benchmark for the five-year cohort graduation rate and the percentage of students who meet the college ready benchmark on the college entrance exam. Improvement shall be measured by year over year growth in the percentage of students meeting the college and career ready performance metric.
2. **College and Career Advising:** The percentage of students meeting the District's chosen performance metric for college and career advising. Improvement shall be measured by year

over year growth in percentage of students meeting the performance metric.

3. **High School Readiness:** The percentage of students meeting proficient or advanced on the grade 8 Idaho Standards Achievement Test in mathematics and English language arts as well as percentage of students who make adequate growth on the grade 8 Idaho Standards Achievement Test in mathematics and English language arts . Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced and making adequate growth.
4. **Grade 7 Readiness:** The percentage of students meeting proficient or advanced on the grade 6 Idaho Standards Achievement Test in mathematics and English language arts as well as percentage of students who make adequate growth on the grade 6 grade Idaho Standards Achievement Test in mathematics and English language arts. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced and making adequate growth.
5. **Grade 5 Reading Readiness:** The percentage of students meeting proficient or advanced on the grade 4 Idaho Standards Achievement Test in English language arts as well as percentage of students who make adequate growth on the grade 4 Idaho Standards Achievement Test in English language arts. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced and making adequate growth.
6. **Grade 4 Reading Readiness:** The percentage of students reading at grade level on the grade 3 spring Idaho Reading Indicator. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
7. **Grade 3 Reading Readiness:** The percentage of students reading at grade level on the grade 2 spring Idaho Reading Indicator. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
8. **Grade 2 Reading Readiness:** The percentage of students reading at grade level on the grade 1 spring Idaho Reading Indicator. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
9. **Grade 1 Reading Readiness:** The percentage of students reading at grade level on the kindergarten spring Idaho Reading Indicator. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
10. **Staff Performance:** The percentage of students taught by staff of the indicated grade/grade band and subject group that meet measurable student achievement targets or success indicators on the assessment tool used for evaluation.

The Board may engage in planning training to assist in the process and the development of the plan and may use the following assessment tools for measuring student achievement:

1. Idaho Standards Achievement Test (ISAT), including interim ISAT assessments;
2. Student learning objectives;
3. Teacher-constructed assessments of student growth;
4. Pre and post tests, including District-adopted tests;
5. Performance-based assessments;
6. Idaho Reading Indicator, which is a required assessment tool for applicable staff;
7. College entrance exams or preliminary college entrance exams such as PSAT, SAT, PACT, and ACT;
8. Advanced placement exams;
9. Career technical exams;

10. The number of business or industry certificates or credentials earned by students in an approved career technical education program;
11. The number of students completing career technical education capstone courses;
12. The number of students enrolled in career technical education courses that are part of a program that culminates with business or industry certificates or credentials.

The Board may use the following for measuring student success indicators:

1. Quantifiable goals stated in a student's 504 plan or individualized education plan;
2. Quantifiable goals stated in a student's behavior improvement plan;
3. School- or District-identified measurable student objectives for a specified student group or population;
4. The percentage of students who create career pathway plans in grade 8 or who annually update their career pathway plans thereafter;
5. The percentage of students who satisfactorily complete one or more Advanced Opportunities options as identified in IC 33-4602 or who earn business or industry certificates or credentials. This indicator shall be one of the required indicators for applicable staff.

The Board shall continuously monitor progress towards the targets for student outcomes included in the plan by using relevant data to measure growth. Such progress shall be included in the Board's annual evaluation of the Superintendent.

The District plan shall be made available to the public by being posted on the District's website. The plan must be reviewed, updated annually, and posted and submitted to the Office of the Board of Education no later than October 1 each year.

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### Legal References

IC § 33-320

### Description

Continuous Improvement Plans and Training

IDAPA 08.02.01.801

Planning and Training

IDAPA 08.02.03.104.01

Other Required Instruction

### Cross References

#### Code

1645

#### Description

[Board Development Opportunities](#)

2125

[K-3 Reading Intervention](#)

4130

[Public Access to District Website](#)

5710

[Paraprofessionals, Teachers' Aides, and Para-Educators](#)

6100

<sup>236</sup>  
[Superintendent](#)



**Board Policy 1320: Management Rights**

**Status:**

Original Adopted Date: | Last Reviewed Date:

Except where limited or restricted by a collective bargaining agreement, the Board retains the right to operate and manage its affairs in such areas as but not limited to:

1. The school calendar;
2. The procedures to use in handling public complaints about employees;
3. The non-teaching duties and responsibilities of teachers;
4. The procedure for conducting teacher evaluations;
5. When and under what circumstances a certificated employee will be placed on probation;
6. Establishment of contract notification dates;
7. Extracurricular assignments;
8. Personnel files;
9. Direction, employment, dismissal, promotion, transfer, assignment, and retention of employees;
10. Relieving employees from duties because of lack of work or funds and under conditions where continuation of such work would be inefficient and nonproductive;
11. Maintenance of the efficiency of District operations;
12. The methods, means, job classifications, and personnel by which District operations are to be conducted;
13. Any actions necessary to carry out the missions of the District in situations of emergency; and
14. Establishment of the methods and processes by which work is performed.

The Board reserves all other rights, statutory and inherent, as provided by State law. The Board also reserves the right to delegate authority to the Superintendent for the ongoing direction of all District programs.

**Legal References**

Legal References	Description
IC § 33-514	Issuance of Annual Contracts – Supports Programs – Categories of Contracts – Optional Placement
IC § 33-514(2)(a)	Issuance of Limited Contract – Category 1 Contract
IC § 33-515	Issuance of Renewable Contracts
IC § 33-515A	Supplemental Contracts
IC § 33-518	Employee Personnel Files

**Cross References**

Code	Description
6100	<a href="#">Superintendent</a>



Every reasonable means of communication is encouraged throughout the education community. Nevertheless, an organization must maintain some order and structure to promote efficient and effective communications.

Staff Communications to the Board

All official communications or reports to the Board from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent. This shall not deny any staff member's right to appeal to the Board administrative decisions, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures for complaints and grievances.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

Visits to Schools

Trustees should be certain to visit each school of the District not less than once each school year to examine its condition and needs. Individual Board Members interested in visiting schools should, out of courtesy, make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

Social Interaction

Staff and Board Members share a keen interest in the schools and education. When they meet at social affairs and other functions, informal discussion on such matters as educational trends, issues and innovations, and general District problems can be anticipated.

**Board Policy 1405: School Board Use of Email and Social Media**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

Use of electronic mail (e-mail) by members of the Board will conform to the same standards of judgment, propriety, and ethics as other forms of school board-related communication. Board members will comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board will not use e-mail, communications via social media, or other electronic communications as a substitute for deliberations or voting at Board meetings or for other communications or business properly confined to Board meetings.
2. Board members will be aware that e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business (regardless of whether sent or received on a school owned computer or personally owned computer) may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law. Additionally, if a Board Member is utilizing a school-owned technology device for personal purposes, such communications may also be subject to production in a public records request.
3. Board members will note that individual postings made to social media sites should be considered carefully in light of how they would reflect on the poster, the Board of Trustees, and the District. Opinions expressed by staff on a social networking website have the potential to be disseminated far beyond the speaker’s desire or intention, and could undermine the public perception of fitness of the individual to serve students’ interests. Individual Board member postings are an act of the individual and are not an act of the Board.
4. Board members will comply with the same standards as school employees with regard to confidential information and security measures taken when sending it electronically.
5. Board members shall refrain from downloading or using the TikTok app or visiting the TikTok website on any District-provided device or while connected to the District’s network. If TikTok has already been downloaded onto a device issued to a Board member by the District, the Board member shall delete the app or seek District assistance in deleting it.

Trustees shall not use District-provided email or social media for personal purposes.

**[CHOOSE ONE OF THE FOLLOWING OPTIONS]**

**[Option 1]** Use of any District-provided electronic device for informal or personal purposes is permissible within reasonable limits provided it does not interfere with their duties as a Board trustee and complies with District policy. However, the Board member needs to understand that such use of school provided electronic devices for personal or informal purposes may be subject to production in a public records request.

**[Option 2]** Any use of a District-provided electronic device by a Board trustee must be:

In support of education and/or research, and in furtherance of the District's stated educational goals; or  
For a legitimate school business purpose.

## Definitions

"Deliberation" is defined as the receipt or exchange of information or opinion relating to a decision, but shall not include informal or impromptu discussions of a general nature which do not specifically relate to a matter then pending before the public agency for decision.

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### **Legal References**

144 Idaho 259 (2007).

IC § 18-6726

IC § 67-2341(2)

IC § 9-337

Idaho Executive Order

### **Description**

Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners

TikTok Use by State Employees on a State-Issued Device Prohibited

Open Public Meetings – Definitions

Public Writings et. seq.

2022-06

### **Cross References**

#### **Code**

5325

5325-P(1)

5330

5330-F(1)

#### **Description**

[Employee Use of Social Media Sites, Including Personal Sites](#)

[Employee Use of Social Media Sites, Including Personal Sites - Recommended Practices for Use of Social Media Sites, Including Personal Sites](#)

[Employee Electronic Mail and Online Services Usage](#)

[Employee Electronic Mail and Online Services Usage - Employee Electronic Mail and Online Services Use Policy Acknowledgment](#)

**Board Policy 1410: Board/Superintendent Relationship**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

The Board/Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board hires, evaluates, and seeks the recommendations of the Superintendent as the District chief executive officer. The Board adopts policies necessary to provide the general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District’s day-to-day operations.

The Superintendent shall be employed for a term not to exceed three years and shall be the executive officer of the Board with such powers and duties as the Board prescribes. The Superintendent shall act as the authorized representative of the District whenever such is required.

The Board shall conduct an annual, written formal evaluation of the work of the Superintendent.

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**Legal References**

IC § 33-513

**Description**

Professional Personnel

**Cross References**

**Code**

6100

**Description**

[Superintendent](#)

6100-P(1)

[Superintendent - Board/Superintendent Relations](#)

Original Adopted Date: | Last Reviewed Date:

A Trustee shall not receive remuneration for service as a Trustee, the Board real. However, the Board of Trustees of Minidoka County, Joint School District No. 331 recognizes the importance of continued training in their capacities as board members. Realizing that school board training often occurs outside of the District’s boundaries, each Trustee shall be compensated for actual expenses incurred for travel to, from, and attending meetings of the Board or Board-approved Board training as provided herein.

**[SELECT ONE:**

The Trustee may submit their requests for reimbursement as the travel occurs or may submit a single request at the end of the fiscal year for all travel expenses accumulated, at the discretion of the Trustee.

**OR**

**To receive reimbursement for travel expenses, a Trustee must submit their request for reimbursement [within \_\_\_\_\_ days following the travel OR monthly OR quarterly OR annually.]**

Board Meetings

When practical, District vehicles will be used. The Board shall approve payment of a Trustee’s expenses incurred in travelling to and from Board meetings if the Trustee requests such payment for mileage or actual travel expense incurred, whichever is less.

Expenses for Board Members at Out-of-District Meetings

Trustees normally attend workshops, training institutes, and conferences at both the State and national level. It is appropriate that Trustee expenditures at these out-of-District meetings be paid by the District from the general fund. It is the intent of the District to pay all legitimate costs for Trustees to attend out-of-District meetings, at the established rates for reimbursement set by the District, including the following:

1. Transportation as approved by the Board;
2. On-site transportation during the course of the meeting, such as bus, taxi, or rental car;
3. Single occupancy hotel or motel costs for Trustee, as necessary;
4. Food costs as necessary, either included with a Board training event or as a per diem allowance. When the cost of a meal is included with the cost of attending a Board training, the per diem allowance with be adjusted accordingly;
5. Incidental expenditures for tips and other necessary costs attributable to the Trustee’s attendance at the meeting.

The District will not reimburse or pay for such items as liquor, expenses of a spouse, separate entertainment, or other unnecessary expenditures.

Depending upon circumstances and dollar values at issue, the District may be required to report reimbursements consistent with IRS regulations. Tax consequences may be applicable. However, if such a circumstance does occur, Board members would need to talk with their individual tax preparers regarding tax implications and possible deductions for expenses.

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<b>Legal References</b>	<b>Description</b>
IC § 33-506	District Trustees - Organization and Government of Board of Trustees
IC § 33-701	Fiscal Year – Payment and Accounting of Funds

#### **Cross References**

<b>Code</b>	<b>Description</b>
1650	<a href="#"><u>New Board Member Workshop</u></a>
7430	<a href="#"><u>Travel Allowances and Expenses</u></a>

**Board Policy 1430: Trustee Insurance****Status:**

Original Adopted Date: | Last Reviewed Date:

The District shall maintain sufficient insurance to protect the Board and its individual Members against liability arising from actions of the Board or its individual Members while each is acting on behalf of the District and within the Trustee’s authority.

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**Legal References**

IC § 59-801 et seq.

**Description**

Surety Bond Act

**Board Policy 1440: Board Participation in Activities**

**Status:**

Original Adopted Date: | Last Reviewed Date:

Members of the Board, collectively and individually, are encouraged to attend school activities, social functions, and instructional programs at no cost to the Trustees in order to view and observe such functions in operation. Attendance at such programs as musical presentations, speech activities, clubs, dramatic productions, and athletic events indicates interest in school affairs and provides opportunities for more comprehensive understanding of the total school program. Administration will provide appropriate communications to Trustees to keep them informed about activities they may wish to attend.

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## Board Policy 1500: Board Meetings

Status:

Original Adopted Date: | Last Reviewed Date:

The Board of Trustees of Minidoka County Joint School District must exert constant vigilance to ensure the District's constituents are fully informed of the actions of their elected officials. Board meetings are a crucial way to doing so. The Board meeting is critical because it gives patrons a chance to monitor the Board's work. It also provides a place to handle the Board's legal responsibilities. Board meetings should be direct and focused on the Board's work.

### Meeting Defined

A meeting is defined as the convening of the Board of Trustees to make a decision or to deliberate toward a decision on any matter. Trustees may participate in Board meetings via electronic means, including telephonic or video conferencing devices, provided at least one member of the Board of Trustees or Superintendent is physically present at the meeting location.

### Regular Meetings

Unless otherwise specified, all meetings will be held at the Minidoka County School District Service Center at 310 10<sup>th</sup> St., Rupert, Idaho. Regular meetings shall be held 7 p.m. on the third Monday of each month.

### Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, immediate financial loss, or the likelihood of injury, damage, or loss, the Board may meet immediately and take official action without prior notification when the notice requirements would make such notice impracticable or increase the likelihood or severity of such injury, damage, or loss, and the reason for the emergency is stated at the outset of the meeting.

### Budget Meetings

No later than 28 days prior to its regular July meeting, the Board shall have prepared a budget, in the form prescribed by the State Superintendent of Public Instruction, and shall hold a public hearing. At such public hearing or at a special meeting held no later than 14 days after the public hearing, the Board shall adopt a budget for the ensuing year. Notice of the budget hearing shall be posted and published as prescribed in Idaho Code. From the time noticed, a copy of the budget shall be available for public inspection during regular business hours.

### Special Meetings

Special meetings may be called by the Chair or by any two Trustees. If the time and place of special meetings has not been determined at a meeting of the Board with all members present, then written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each Trustee not less than 24 hours prior to the time of the meeting. Such written notice shall be posted

conspicuously at the District Office and at least two or more public buildings within the District. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

Work sessions, a type of special meeting, will occur only upon call of the Board of Trustees, and may take one of four formats:

1. **Public Hearing:** An public forum to address a single pre-determined issue, with prior notice given consistent with policy. The Chair will conduct the meeting determining at their discretion those who may speak to the issue, the time allotted, and the order of addressing the issue.
2. **Work Plan:** This meeting is open to the public to attend, but closed to public input.
3. **Planning Session:** This meeting includes a public hearing portion and a work plan portion.
4. **Committee Hearing or Report:** A meeting held to collect data in which a committee may present its findings or employee(s) may present a status report to the Board.

In all cases, the meetings will be open to the public. No action will be officially taken by the Board. The Board may direct the Superintendent to develop items for discussion or action at a subsequent regular or special meeting.

### Executive Sessions

Pursuant to Idaho Code, upon a 2/3 roll call vote recorded in the minutes of the meeting, the Board may hold an executive session after the Board Chair has expressly identified the specific legal authorization for holding an executive session and provided sufficient detail to identify the general purpose and topic of the executive session. However, the information provided shall not compromise the purpose of going into an executive session. Only in the event that Board vacancies, and not absences, prevent a 2/3 majority from being present, a simple majority vote to enter executive session may be called.

An executive session may be held for, and only for, the following purposes:

1. To consider hiring a public officer, employee, staff member, or individual agent wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. Please note this does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.
2. To consider the evaluation, dismissal, or disciplining of; or to hear complaint or charges brought against a public officer, employee, staff member or individual agent, or a student.
3. To acquire an interest in real property that is not owned by a public agency.
4. To consider records exempt from public disclosure.
5. To consider preliminary negotiations involving matters of trade or commerce in which the Board is in competition with other governing bodies in other states or nations.
6. To communicate with legal counsel and to discuss any legal ramifications and/or legal options for pending litigation or possible legal controversies not yet being litigated, but imminently likely to be litigated. The presence of legal counsel at executive session is not

sufficient to satisfy this requirement.

7. To communicate with a representative of the District's risk management or insurance provider to discuss a pending claim or prevention of a possible claim imminently likely to be filed. The presence of a risk management or insurance provider at executive session is not sufficient to satisfy this requirement.
8. To conduct deliberations regarding labor negotiations. *Note: The Board may still deliberate regarding labor negotiations and may caucus regarding negotiations in Executive Session. However, all actual negotiations between the parties; such as the exchange of offers, counteroffers, and exchange of documents; must be conducted in open session.*

No action may be held for the purpose of taking any final action or making any final decisions except for making a determination to place a certified professional employee on probation or taking action on a student disciplinary hearing.

If only an executive session will be held, a 24-hour meeting and agenda notice shall include the date, time, place, items to be discussed, and the specific provision of law authorizing the executive session. The Board will not change the subject within the executive session to any subject not identified within the motion to enter executive session or to any topic for which an executive session is not provided.

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<b>Legal References</b>	<b>Description</b>
IC § 33-205	Denial of School Attendance
IC § 33-510	Annual Meetings – Regular Meetings – Board of Trustees
IC § 74-202	Open Public Meetings – Definitions
IC § 74-203	Governing Bodies--Requirement for Open Public Meetings
IC § 74-204	Notice of Meetings
IC § 74-205	Written Minutes of Meetings
IC § 74-206	Executive Sessions – When Authorized
IC § 74-206A	Negotiations in Open Session
Idaho Open Meeting Law Manual	Current edition

## Background 1500-B(1): Board Meetings - Board Operating Procedure & Status: Protocol

Original Adopted Date: | Last Reviewed Date:

Idaho Law requires school boards to adopt rules of order that govern their meetings, including offering in-person public comment during regular meetings. ISBA School Board Standards recommend that boards develop Board Operating Protocols from the concepts below with adaptation to their local context – this should be unique to your board, however, the first 4 items are strongly recommended for inclusion. Once developed, we suggest that boards publicly commit collectively and individually to their operating protocols to enhance teamwork among board members and between the board and chief administrator. Once you’ve finalized the protocols, we recommend that you have a display copy available for your public in your board room, along with your relevant policies on public comment.

1. The Board will conduct its meetings and order of business using general rules of parliamentary procedure for small boards. Should a question on parliamentary procedure arise at any meeting, the most current edition of *Robert’s Rules of Order (small boards)* will be used as a guide.
2. All Board meetings shall be held in a location that is accessible to the public. Any person with a disability that requires accommodation or support to allow them to attend a meeting and/or provide comment may request such accommodation as described in Policy 1440.
3. The Board will abide by all rules of the Idaho Open Meetings Law, and the Board Clerk shall keep written minutes of all open Board meetings.
4. The order of business shall be reflected on the agenda and is determined by the Board Chair and Superintendent with input from the Board. Upon consent of a majority of the Board, the order of business at any meeting may be changed. Patrons may suggest items for inclusion on the agenda by submitting a written request to the Board Clerk.
5. Proxy voting is not permitted. Board Members are allowed, by Idaho Law, to attend virtually or by phone when they are unable to attend the meeting in-person. Each Board Member will attend all meetings in-person and only remotely when necessary.
6. The Board will accept in-person public comment at every regular meeting before action is taken on District business, including the consent agenda. The Board may take action to approve an agenda prior to public comment. Our rules for patron comment are outlined in **[Policy 4105 OR APPLICABLE DISTRICT POLICY]**. The Board may accept public comment at Special Meetings on items that warrant input. No public comment will be allowed on items that require an executive session as outlined in Idaho Code 74-206, including but not limited to, subject matter that includes personnel, students, pending litigation, or other items that are deemed confidential by Idaho Law.
7. The Board will consistently follow our audience participation procedures outlined in Policy **4105**.
8. The Board will consider and represent the needs and interests of ALL of the children in our District.
9. The Board will lead by example. We agree to avoid inflammatory and personally directed language and actions that create a negative impression of an individual, the Board, or the

District. While we encourage debate and differing points of view, we will do it thoughtfully and with respect.

10. Surprises to Board Members or the Superintendent will be the exception and not frequent. We agree to ask the Board Chair and/or the Superintendent to place an item on the agenda instead of bringing it up unexpectedly at a meeting, as doing so may be an Open Meeting Law violation and not conducive to good governance practices.
11. Board requests of staff are to be made through the Superintendent.
12. All personnel complaints and criticisms received by the Board or its individual members will be directed to the Superintendent through the Board's Uniform Grievance Procedure.
13. Board Members will encourage others to follow the Board policy on complaint procedures to present their concerns, problems, or proposals to the person who can properly address their issue by using the Board's Uniform Grievance Procedure.
14. To be efficient and effective, long Board meetings will be avoided. If a Board Member needs more background information on business items, they will contact the superintendent in advance of the meeting and consider a special meeting to address tabled matters.
15. The Board will consider research, best practices, public input, and financial impacts in our decision making.
16. The superintendent is the CEO (chief executive officer) and should recommend, propose, or advise on all items that go before the Board.
17. The Board will speak to the issues on the agenda and not engage in off-topic debate. Facts and information needed from the administration will be referred to the Superintendent.
18. Work sessions will be for in-depth discussion on one or two agreed-upon topics, which will be identified on an agenda.
19. When executive sessions are held, Board Members will honor the confidentiality of everything presented or discussed.
20. The Board commits itself to continuous improvement through annual Board retreats, work sessions, and participating together in learning opportunities. The Board will ensure it includes a properly noticed agenda for such meetings.
21. The Board and Superintendent will annually facilitate goal setting for the School District.
22. Board Members will do their homework and improve their board skills by attending learning and networking opportunities.
23. We recognize that individual Board Members do not have authority. Only the Board as a whole has authority. We agree that an individual Board Member will not take unilateral action.
24. The Board Chair or designee will be the Board's spokesperson.
25. When Board Members serve on committees or attend committee meetings, their role shall be as liaison to the Board and, when addressing the committee, shall be only as one individual on the Board.

The Board will establish the vision, mission, and goals for the District, adopt policies, and assure accountability. The Superintendent will manage the schools.

<b>Legal References</b>	<b>Description</b>
IC § 33-205	Denial of School Attendance
IC § 33-510	Annual Meetings – Regular Meetings – Board of Trustees
IC § 74-202	Open Public Meetings – Definitions
IC § 74-203	Governing Bodies--Requirement for Open Public Meetings
IC § 74-204	Notice of Meetings
IC § 74-205	Written Minutes of Meetings
IC § 74-206	Executive Sessions – When Authorized
IC § 74-206A	Negotiations in Open Session
Idaho Open Meeting Law Manual	Current edition

#### **Cross References**

<b>Code</b>	<b>Description</b>
1140	<a href="#"><u>Vacancies</u></a>
4105	<a href="#"><u>Public Participation in Board Meeting</u></a>
4105-F(1)	<a href="#"><u>Public Participation in Board Meeting - REQUEST TO ADDRESS THE BOARD</u></a>

**Procedure 1500-P(1): Board Meetings - Board Meeting Procedure**

**Status:**

**Original Adopted Date:** | **Last Revised Date:** | **Last Reviewed Date:**

Agenda

The agenda for any Board meeting shall be prepared by the Board clerk under the supervision of the Superintendent and Board Chair. Items submitted by the Board Chair or at least two Board Members shall be placed on the agenda. The clerk, administration, or patrons of the District may also suggest inclusions on the agenda. Such suggestions must be received by the Board Clerk by the Wednesday prior to the second Monday of each month before the board meeting, unless of immediate importance. Individuals who wish to address the Board must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. District patrons wishing to make brief comments about items on the agenda need not request placement on the agenda, and must follow procedure established for public comment at Board meetings. It is the policy of the Board that the agenda of all regular meetings include the following:

- 1. Call to Order/Roll Call;
- 2. Pledge of Allegiance & Visitor Welcome;
- 3. Agenda Approval;
- 4. Consent Agenda;
- 5. Patron Comments;
- 6. Discussion Items;
- 7. Business Items; and
- 8. Adjournment of Meeting.

The agenda may also include other items, including, but not limited to:

- 1. Executive Sessions;
- 2. Good News Report;
- 3. Accountability & Student Achievement Reports;
- 4. Student Representative Reports; and
- ~~5. Effective Instruction.~~

Regular Meeting Agendas

A 48 hour agenda notice shall be required in advance of each regular meeting. Notices and agendas must be posted at the District Service Center in Rupert, Idaho. All meeting notices and agendas must be posted on the District website.

Courtesy meeting notices may also be available at each school and department building in the District.

Special Meeting Agendas

Special meetings require a 24 hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting date, time, and place. The Board clerk or their designee shall maintain a list of

the news media requesting notification of meetings and shall make a good faith effort to provide advance notification to them of the time and place of each meeting. All meeting notices and agendas must be posted on the District website.

### Amending Agendas

An agenda may be amended provided that a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

**Amending the Agenda More than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting:** If an amendment to an agenda is made after an agenda has been posted but 48 hours or more prior to the start of a regular meeting, or 24 hours or more prior to the start of a special meeting, then the agenda is amended upon the posting of the amended agenda.

**Amending the Agenda Less than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting:** If an amendment to an agenda is proposed after an agenda has been posted and less than 48 hours prior to a regular meeting or less than 24 hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the Board votes to amend the agenda.

**Amending the Agenda After the Start of a Meeting:** An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting.

### Negotiation Meeting Notices

Notice of all negotiation sessions between the District and the local education organization shall be posted at the earliest time practicable on the front page of the District's website. Additionally, if time permits, the District shall post notice of the negotiation sessions within 24 hours at the same physical locations the District uses for posting its regular meetings.

### Order of Business

The order of business will be determined by the Board Chair and Superintendent with input from the Board. Upon consent of the majority of the Members present, the order of business at any meeting may be changed. The Board shall accept public comment before it takes action on any District business.

### Consent Agenda

To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item which appears on the consent agenda may be removed by a Member of the Board. It is strongly suggested that any Board Member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the Board Chair and Superintendent. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

## Action Items

All agenda items that require a vote shall be identified on the agenda as such. Final action may not be taken on any agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the Board minutes.

## Minutes

The clerk shall keep written minutes of all open Board meetings, which shall be signed by the Chair and the clerk. The minutes shall include:

1. The date, time, and place of the meeting;
2. The presiding officer;
3. Board Members recorded as absent or present;
4. All motions, resolutions, orders, or ordinances proposed and their disposition;
5. The results of all votes, and upon the request of a Member, the vote of each Member, by name;
6. Legal basis for recessing into executive session; and
7. Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the clerk to record the discussion verbatim.

Unofficial minutes shall be delivered to Board Members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the clerk, to be made available within a reasonable period of time after a meeting for inspection upon the request.

## Minutes of Executive Session

The clerk shall keep written minutes of executive session. Said minutes shall be limited to a specific reference to the Idaho Code subsection authorizing the executive session and sufficient detail to provide the general subject matter to identify the purpose and topic of the executive session. The roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

## Minutes of Negotiation Sessions

In all negotiation sessions between the District and the local education organization, the District shall cause to be taken written minutes. All documentation exchanged between the parties during a negotiation session, including all offers and counter-offers, shall be retained by the District and shall be subject to public writings disclosure laws.

## Quorum

No business shall be transacted at any meeting of the Board unless a quorum of the Members is present. A majority of the full membership of the Board shall constitute a quorum, a majority of the

quorum may pass a resolution. However, in the event one or more vacancies on the board exist in accordance with Policy 1140, a quorum is permitted if a majority of the remaining members of the board are present.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. The most current edition of Robert’s Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those Board Members in attendance. Voting shall be by acclamation or show of hands. The Board shall adopt a board operating protocol and rules of procedure, and make it available for patrons at all Board meetings.

Recall of School Trustees

In the event one or more Board Members are subject to a recall election, those Board Member(s) shall not vote on any of the following action items until after the certification of the recall election results:

1. Action items that would alter the structure of the Board; or
2. Action items that would create a new contractual or financial obligation for the District.

This prohibition shall apply to all Board Members who are subject to the recall election, regardless of the result of the election, and it shall apply from the date of the recall election until the results are certified. These Board Members may participate and vote in all other routine matters.

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<b>Legal References</b>	<b>Description</b>
IC § 33-205	Denial of School Attendance
IC § 33-510	Annual Meetings – Regular Meetings – Board of Trustees
IC § 74-202	Open Public Meetings – Definitions
IC § 74-203	Governing Bodies--Requirement for Open Public Meetings
IC § 74-204	Notice of Meetings
IC § 74-205	Written Minutes of Meetings
IC § 74-206	Executive Sessions – When Authorized
IC § 74-206A	Negotiations in Open Session
Idaho Open Meeting Law Manual	Current edition

**Cross References**

<b>Code</b>	<b>Description</b>
1140	<a href="#">Vacancies</a>

4105

Public Participation in Board Meeting

4105-F(1)

Public Participation in Board Meeting - REQUEST TO  
ADDRESS THE BOARD

### Formation of Public Policy at Open Meetings

The District recognizes that the formation of public policy is public business and shall not be conducted in secret. The District further recognizes the goal of the Open Meeting Law is compliance, and that in order to achieve compliance, the District must have the ability to correct any errors.

### Violations

If an action, or any deliberation or decision-making that leads to an action, occurs at any meeting which fails to comply with the guidelines set forth in Idaho's Open Meeting laws, such action shall be null and void.

The Board may self-recognize an open meeting violation or receive written notice to the Clerk of the Board of an alleged violation. A civil complaint filed and served upon the Board may serve as written notice.

An individual Board member who conducts or participates in a meeting which violates the Open Meeting Law is subject to a civil penalty of up to \$250. A knowing violation is subject to a civil penalty of up to \$1,500. A second knowing violation within a twelve-month time period is subject to a civil penalty of up to \$2,500.

### Cure Provision

A violation may be cured by the Board upon:

1. The Board's self-recognition of a violation; or
2. Receipt by the Clerk of a written notice of an alleged violation. A civil complaint filed and served upon the Board may be substituted for other forms of written notice. Upon notice of an alleged open meeting violation, the Board shall have 14 days to respond publicly and either acknowledge the open meeting violation and state an intent to cure the violation or state that Board has determined that no violation has occurred and that no cure is necessary. Failure to respond shall be treated as a denial of any violation.

Following the Board's acknowledgment of a violation, the Board shall have 14 days to cure the violation by declaring as void all actions taken in violation of the Open Meeting Law.

Within 14 days of acknowledging the violation, and stating an intent to cure, the Board shall cure the violation by holding a properly noticed meeting to address the voided actions. The Board may then address the voided actions and lawfully take the desired action in accordance with the Open Meeting Law. Curing the violation in this manner bars any civil penalty for an unintentional violation. Private enforcement actions are stayed during the cure period.

### Ratification

Any suit brought for the purpose of having an action or decision declared null and void must be commenced within 30 days of the decision or action that results from an open meeting violation. Actions taken in violation of the Open Meeting Law are not void unless they are challenged within 30 days. Even where an action is not challenged within 30 days, it is the best practice to cure any known violation by holding a meeting in accordance with the law to ratify a decision or action that results from an open meeting violation.

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<b>Legal References</b>	<b>Description</b>
146 Idaho 656 (2009)	City of McCall v. Buxton
IC § 74-201	Formation of Public Policy at Open Meetings
IC § 74-202	Open Public Meetings – Definitions
IC § 74-203	Governing Bodies--Requirement for Open Public Meetings
IC § 74-204	Notice of Meetings
IC § 74-208	Violations
Idaho Open Meeting Law Manual	Current edition

**Board Policy 1525: Board Meeting News Coverage**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

The Board of Trustees respects the public’s right to information and recognizes that the media significantly influences the community’s understanding of school programs. The District is committed to helping reporters get the best possible information for their stories about our public schools in a timely way. One of the paramount responsibilities of the Board of Trustees is to keep the public informed of its actions. Consequently, local news media representatives shall be welcome and encouraged to attend all regular and special meetings of the Board. To develop and maintain positive media relations, the Board and the Superintendent shall strive to to reasonably accommodate media requests for information and provide accurate, reliable, and timely information with minimal disruption to school programs.

Any media visitors to school during school hours must comply District rules and policies related to visitors to the District. Like all visitors, they are required to check in at the District office and may not interrupt class. No staff member, student, or parent is ever required to talk to the media.

Media inquiries about specific students, including inquiries in police-related matters or activities that have taken place off school grounds and not during the regular school day, should be referred to the Superintendent.

Student information may only be provided as allowed by District policy and state and federal law protecting student privacy.

Broadcasting and Taping Of Board Meetings

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special Board meetings legally open to the public. Persons operating cameras or broadcasting and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Trustees and the audience must not be obstructed, interviews must not be conducted during the meeting, and no commentary is to be given in a manner that distracts the Trustees or the audience.

The Board, or its representatives, will make the necessary arrangements to have audio and video recordings of regular meetings and any special meetings that it deems appropriate. Audio and video recordings are not to be considered part of the minutes of any meeting.

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**Legal References**

**Description**

IC § 33-510

Annual Meetings – Regular Meetings – Board of Trustees

IC § 74-204

Notice of Meetings

IC § 74-205

Written Minutes of Meetings

**Board Policy 1600: Code of Ethics for School Board Members**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

As a member of my local Board of Trustees, I will strive to improve student achievement in public education, and to that end I will:

1. Attend all regularly scheduled Board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meeting;
2. Recognize that the Board must comply with the Open Meeting Law and only has authority to make decisions at official Board meetings;
3. Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Understand that the Board makes decisions as a team. Individual Board Members may not commit the Board to any action unless so authorized by official Board action;
5. Recognize that decisions are made by a majority vote and the outcome should be supported by all Board Members;
6. Acknowledge that policy decisions are a primary function of the Board and should be made after full discussion at publicly held Board meetings, recognizing that authority to administer policy rests with the Superintendent;
7. Be open, fair, and honest; have no hidden agendas; and respect the right of other Board Members to have opinions and ideas which differ from mine;
8. Recognize that the Superintendent is the Board's advisor and should be present at all meetings, except where the Superintendent is the subject matter, or where the Superintendent's presence is a conflict of interest. Further, the Superintendent shall not be present during any Board deliberation regarding a student expulsion hearing and/or when the Board deliberates regarding a teacher non-renewal or termination advanced by the administration;
9. Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a concern ever rise to the attention of the Board as a hearings panel;
10. Keep abreast of important developments in educational trends, research, and practices by individual study and through participation in programs providing such information;
11. Respect the right of the public to be informed about District decisions and school operations;
12. Understand that I will receive information that is confidential and cannot be shared;
13. Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as District staff, while insisting on regular and impartial evaluation of all staff;

14. Present personal criticism of District operations to the Superintendent, not to District staff or to a Board meeting;
15. Refuse to use my Board position for personal or family gain or prestige. I will announce any conflicts of interest before Board action is taken; and
16. Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Goals

Each Trustee shall assist the Board in pursuit of:

1. The development of educational programs which meet the individual needs of every student, regardless of ability, race, sex, creed, or social standing;
2. The development of procedures for the regular and systematic evaluation of programs, staff performance, and Board operations to ensure progress toward educational and fiscal goals;
3. The development of effective District policies which provide direction for the operation of the schools and which delegate authority to the Superintendent for their administration;
4. The development of systematic communications which ensure that the Board, administration, staff, students, and community are fully informed and that the staff understands the community's aspirations for its schools; and
5. The development of sound business practices which ensure that every dollar spent produces maximum benefit

Trustee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>Legal References</b>	<b>Description</b>
IC § 33-506	Organization and Government of Board of Trustees

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A Trustee may not:

- 1. Use the Trustee’s official power to further the Trustee’s own interests;
- 2. Have a pecuniary interest directly or indirectly, except a remote interest, in any contract or other transaction pertaining to the maintenance or conduct of the School District. A “remote interest” means:
  - A. The Trustee is a non-salaried employee of a nonprofit corporation; or
  - B. The Trustee is an employee or agent of a contracting party where the compensation of the Trustee as an employee or agent consists entirely of fixed wages or salary; or
  - C. The Trustee is a landlord or tenant of a contracting party; or
  - D. The Trustee is a holder of less than one percent of the shares of a corporation or cooperative contracting party;

and the Trustee discloses such remote interest to the Board of Trustees. The Trustee may not, under any circumstances, be employed by the District;

- 3. Accept any reward or compensation for services rendered as a Trustee except as expressly provided by law;
- 4. Accept and award contracts involving the School District with businesses in which a Trustee or person related to him or her by blood or marriage within the second degree has a direct or indirect interest except when the procedures set forth in I.C. §§ 18-1361 or 18-1361A are followed;
- 5. Be involved in the employment of a relative related by affinity or consanguinity within the second degree. The Trustee shall be absent from the meeting while such employment is being considered and/or determined;
- 6. Employ the spouse of a Trustee when such employment requires or will require the payment or delivery of any School District funds, money, or property to such spouse except when the procedures set forth in I. C. § 33-507(3) are followed as outlined in Policy 1615;
- 7. Enter into a contract in the Trustee’s individual capacity, the effect of which is to create a personal interest which may conflict with the officer’s public duty;
- 8. Enter into a contract with the District;
- 9. Accept a bribe of money, a promise, a gift, or any other form of personal advantage engage in a substantial financial transaction for the Trustee’s private business purpose with a person whom the Trustee inspects or supervises in the course of official duties

10. Be a purchaser or vendor at any sale or purchase made by the Trustee in the Trustee's official capacity;
11. Use public funds or property to obtain a pecuniary benefit for himself or herself;
12. Solicit, accept, or receive a pecuniary benefit as payment for services, advice, assistance, or conduct customarily exercised in the course of the Trustee's official business;
13. Use or disclose confidential information gained in the course of or by reason of the Trustee's official position or activities in any manner with the intent to obtain a pecuniary benefit for the Trustee or any other person or entity in whose welfare the Trustee is interested or with the intent to harm the District;
14. Appoint or vote for the appointment of any person related to him or her by blood or marriage within the second degree to any clerkship, office, position, employment, or duty, when the salary, wages, pay, or compensation of such appointee is to be paid out of public funds or fees of office; or appoint or furnish employment to any person whose salary, wages, pay, or compensation is to be paid out of public funds or fees of office, and who is related by either blood or marriage within the second degree to any other public servant making or voting for such appointment.

Relation by blood within the second degree includes grandparents and grandchildren. Laterally, it includes brothers and sisters.

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**Legal References**

**Description**

IC § 18-1359	Use Public Position for Personal Gain
IC § 18-1361	Self-Interest Contracts - Exception
IC § 18-1361A	Non-compensated Appointed Public Servant – Relative of Public Servant – Exceptions
IC § 33-507	Limitation Upon Authority of Trustees
IC § 74-501	Officers Not to be Interested in Contracts
IC § 74-502	Remote Interests
IC § 74-503	Officers Not to be Interested in Sales

**Board Policy 1615: Trustee Spouse Employment**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

It is generally unlawful for a Trustee to have their spouse employed by the District in any paying position whereby such employment would require the payment or delivery of any District funds, money, or property to their spouse.

However, Trustees in Districts that annually meet the following criteria may have a spouse employed in the District under the following conditions:

1. The District had a fall student enrollment of 1,200 or fewer students in the prior school year;
2. The spouse will be employed in a non-administrative position;
3. The position has been listed as open for application on the District’s website or in a local newspaper for at least 60 days unless the opening occurred during the school year, in which case the position must have been listed as open for at least 15 days on the District’s website or in a local newspaper;
4. No applications were received that met the minimum certification, endorsement, education, or experience requirements of the position except the Trustee’s spouse; and
5. The Trustee abstained from voting in the employment of the spouse and was absent from the meeting while such employment was being considered and determined.

The above five criteria must be met in each subsequent school year in which the Trustee’s spouse is employed. Additionally, the following provisions are applicable in such situations:

1. Throughout the course of the spouse’s employment, the Trustee shall abstain from voting in any decision that affects the compensation, benefits, individual performance evaluation, or disciplinary action relating to the spouse and shall be absent from the meeting while such issues are being considered. Such limitation shall include a prohibition on voting and attendance with regard to the following subject matters:
  - A. Negotiations regarding compensation and benefits;
  - B. Discussion and negotiation with District benefits providers; and
  - C. Any matters relating to the spouse and letters of reprimand, direction, probation, or termination.
2. Regardless of spouse employment status, the Trustee may participate in deliberations and vote upon the District’s annual fiscal budget and annual audit report;
3. Should the spouse of a Trustee be hired as a certificated teacher, notwithstanding any other policy or law to the contrary, such spouse may only be employed under a Category 1 annual contract pursuant to section 33-514A, Idaho Code, and so long as the status of Trustee and spouse employee remains, shall not progress to subsequent contract stages with the District.

**Legal References**

IC § 33-507

**Description**

Limitation Upon Authority of Trustees

**Board Policy 1620: Board Goals and Objectives**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

Each year, the Board will formulate annual objectives for the District and have available a written comprehensive philosophy of education with goals which reflect the District's philosophy of education. The philosophy of education and goals shall be in writing and shall be available to District staff and to the public. To this end the Board will:

- 1. Periodically set performance objectives for the Board itself and evaluate their accomplishments;
- 2. Establish practical and simple goals and conduct a concrete review annually of performance against these goals;
- 3. Manage the school system in accordance with Board policy; and
- 4. Maintain two-way communication with the public served by the schools.

At the conclusion of the year, the Superintendent shall submit a report to the Board which shall reflect the degree to which the annual objectives have been accomplished. Upon receipt and review of the report the Board shall:

- 1. Hold an evaluation of the objectives at a regular meeting or a work session with all Board Members present;
- 2. Develop a consensus of opinion on the objectives following a discussion by all Board Members; and
- 3. Develop both short and long range priorities to ensure continued proficiency in areas of excellence, to strengthen weak areas, and to eliminate those areas no longer applicable.

**Board Policy 1630: Evaluation of Board**

**Status:**

**Original Adopted Date:**     | **Last Reviewed Date:**

At the conclusion of each year, the Board may evaluate its own performance in terms of generally accepted principles of successful Board operations.

The Board may choose to evaluate the effectiveness of the processes it employs in carrying out the responsibilities of the District. Those processes include, but are not limited to, team building, decision making, functions planning, communications, motivation, influence, and policy.

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**Board Policy 1640: Inservice Conference for Trustees**

**Status:**

**Original Adopted Date:**      | **Last Reviewed Date:**

Because the Board, as the policy-making authority of the school system, is responsible to the public for the success of all educational services offered by the school system, and because that success is directly dependent upon each Board Member’s comprehension of system wide operations and the Member’s ability to participate meaningfully in the decision-making process, the Board will provide, as soon as practicable, for the orientation of new Members. The purpose of the orientation is to help them become acquainted with their duties and responsibilities as Members of the Board.

In keeping with the need for continued boardsmanship development, the Board encourages the participation of its Members at appropriate Board conferences, workshops, conventions, and District-sponsored in-service training sessions. Funds for participation at such meetings will be budgeted on an annual basis.

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**Board Policy 1645: Board Development Opportunities**

**Status:**

**Original Adopted Date:** | **Last Reviewed Date:**

The Minidoka County Joint School District Board of Trustees realizes that proper board training is important. Decisions about school policy, personnel, finance, curriculum, and communications can be overwhelming and may require training. Training Board Members to be effective leaders and decision makers is an educational investment that benefits the entire community. The Board believes that with proper training, it can create a positive and productive atmosphere for decision-making. There needs to be strong leadership among Board Members demonstrated by teamwork, effective communication, problem-solving skills, and a positive relationship between the Board and the Superintendent.

The Board places a high priority on a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall plan specific in-service activities designed to assist members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may be budgeted annually to support the program. Qualified training in continuous improvement planning, finance, superintendent evaluation, ethics, and governance may be reimbursable by the State through the process outlined in Idaho State Board of Education rule. Individual Board Members shall be reimbursed for out-of-pocket expenses, as prescribed in Policy 1420 Trustee Expenses, incurred through participation in approved activities.

The Board, as a whole, shall retain the authority to approve or disapprove the participation of Members in planned activities. The public shall be kept informed through the news media about the Board’s continuing in-service education and about the programs anticipated for short and long-range benefits to our schools.

The Board regards the following as examples of activities and services appropriate for implementing this policy:

- 1. Participation in school board conferences, workshops, and conventions held by the State and national school boards associations;
- 2. District-sponsored training sessions for board members; and
- 3. Subscriptions to publications addressed to the concerns of board members.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidelines:

- 1. A calendar of board conferences, conventions, and workshops shall be maintained by the Superintendent. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the District.

2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its Members will participate at a given meeting.
3. When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

Board Members are encouraged to attend workshops presented by the state and national school boards associations.

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**Legal References**

IC § 33-320

**Description**

Continuous Improvement Plans and Training

IDAPA 08.02.01.801

Planning and Training

**Cross References**

**Code**

1315

**Description**

[District Planning](#)

## Board Policy 1650: New Board Member Workshop

Status:

Original Adopted Date: | Last Reviewed Date:

The Minidoka County Joint School District Board of Trustees will assist newly elected or appointed Board Members to become familiar with their duties and responsibilities as quickly as possible. All Board Members are encouraged to attend appropriate workshops, seminars, and conventions in order to develop professionalism and expertise in governance.

Newly elected/appointed Board Members are required by this Board policy to complete at least one hours of instruction on education issues and shall receive literacy training described in Policy 2125; education issues include Idaho education laws, school finance, ethics, duties, and responsibilities of District Board Members. The one hours of attendance must be accomplished during the first 12 months of the Board Member's tenure. The Board and the Superintendent will ensure that new Members are notified of the date and time of such workshops.

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Upon completion of either a new Board Member workshop or two hours of other workshops, the information will be recorded into the Board minutes.

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Board Members who attend and successfully complete such workshops, shall be reimbursed for actual expenses for lodging, meals, registration fees, and transportation to and from the location of the workshop as prescribed in Policy 1420 Trustee Expenses.

The Superintendent or his or her designee will maintain records of each Board Member's training accomplishments and will notify any Board Member of the need for that Board Member to accomplish any additional training.

### Legal References

IC § 33-701

### Description

Fiscal Year – Payment and Accounting of Funds

### Cross References

#### Code

1420

#### Description

[Trustee Expenses](#)

2125

[K-3 Reading Intervention](#)

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