

**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, June 16, 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 5:30 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 Adoption of Resolution Regarding Level 3 Grievance Hearing Panel Decision (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

6

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

155

D. Travel Requests

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E. New Personnel

6. PATRON COMMENTS

7. DISCUSSION ITEMS

A. FFA Alumni

B. Administrator/Department/Committee Report

159

C. Superintendent Report

8. BUSINESS (Action Items)

A. Art Class - Optional (Voluntary) Fee

179

B. Math Class - Fee Request

182

C. Minico Requests for Fundraisers

183

D. Approval of District Staff Handbook

189

E. Approval of Salary Schedules

204

F. School Nutrition Pizza Bid and Co-Op Agreement

213

G. MCEA Master Agreement

228

H. New/Amended/Deleted Policies

1. Policy 2480 Alternative Secondary Education Program - replacing policy 265.00 (First Reading)

258

2. Policy 320.00 Attendance (First Reading)

260

3. Policy 361.00 Student Cell Phone Use (First Reading)

263

4. Policy 376.50 Juvenile Sex Offenders (First Reading)

267

5. Policy 380.00 Student Records (Second Reading)

272

6. Policy 810.00 District Owned Vehicles (First Reading)

278

9. 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 10th St., Rupert, Id. (208) 436-4727

MCSD #331 Board of Trustees Special Board Meeting Minutes May 28, 2025 DRAFT

Board Members Present

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

Call to Order & Roll Call

A motion to amend the agenda to add Executive Session for the purpose of: 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 was made by Trustee Perez, seconded by Trustee Claridge, motion carried.

Executive Session was declared finished.

Business

A motion to approve the summer school budget and personnel was made by Vice chair Andersen, seconded by Trustee Kent. Motion carried.

A motion was adjournment was made by Vice Chair Andersen, seconded by Trustee Claridge. Motion carried. Adjournment was at 6:15 p.m.

Russ Suchan, Chair of School Board

Attest: June 16, 2025

Kerri Tibbitts, Board Clerk

MCS D #331 Board of Trustees

Regular Board Meeting Minutes

May 19, 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 Claridge, seconded by Vice Chair Andersen. Motion carried. Chair Suchan – yes; Vice Chair Andersen – yes; Trustees Claridge , Perez and Kent – yes.

Executive Session was declared 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 Claridge.

Agenda Approval (Action Item)

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

Consent Agenda

Vice Chair Andersen asked to remove summer school personnel to item 10B with summer school budget. With that item moved the consent agenda was approved by unanimous consent.

Trustee Perez stated to the audience the Board had extended Mr. Larsen's, Superintendent, contract for an additional year. The Board also authorized an increase in salary to \$150,000 with all addendums still in place.

Student Representative Reports

The new Minico rep was introduced for next year as Andrew Lopez. Minico senior projects went well, the school received a donation from Rupert rotary, students celebrated Teacher Appreciation week, Powderpuff football and then graduation.

Good News – Migrant conference; Mt. Harrison

Veronica Granillo and Mary Garcia shared many things they learned while attending the migrant ed conference. The Board asked them to report midyear as to how they implemented what they had learned.

Mt. Harrison – Maggi Spagnolo shared a presentation with the Board on the great things that have happened with Mt. Harrison.

Patron Comments – No comments

Discussion

Policy Review: 832.00 Health and Wellness, 844.00 Meals Charged by Students Both of these policies are to be reviewed annually. No changes in the policies were needed.

Community School Update – West Minico - Karlene Ashcraft shared a presentation on the great things and improvements that are happening at West Minico.

Bus Right: Coleen Jones and Carrie Martsch presented to the Board the idea of having student ID cards for students. When getting on the bus, the student would swipe their card. This will show who is on the bus and where they get off. Trustee Perez asked if there was a pilot program we could try out before spending the money for the program. Carrie Martsch will look into this. The cards would be 50% reimbursed by the State making it \$250 per bus.

Conference Report: Kresta George and Jennifer Borden shared information they received when attending a conference on trauma. They stated the information gained has helped them be better teachers.

Tamara Carter – Mrs. Carter recently completed her educational specialist degree. She shared a handout on ideas of what can help when school get out of school improvement. One of the suggestions was having instructional coaches. Trustee Perez asked her to get a proposal put together for the Board to review. Kim Kidd stated to the board Minico has an instructional coach. She uses one of her FTE allocations.

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

MCEA: Zelma Woodward shared they sent out a survey for ratification of the Master Agreement. She thanked the Board, Superintendent, admins for one of the best negotiations she has attended.

Katie Rogers acknowledged that school nutrition was further in debt. For the CEP, Community Eligibility Program, it would only be feasible to do Minidoka Jr. High, preschool and Mt. Harrison.

Superintendent Report: Mr. Larsen updated the Board with on negotiations and the insurance claim for hail damage. The claim should be almost complete. Levy projects should be completed by this summer.

Business

College and Career Opportunities Job Description: A motion to approve the job description was presented was made by Trustee Claridge, seconded by Trustee Kent. Motion carried.

Approval of Summer School Budget: Vice Chair Andersen requested more discussion on the budget/personnel before or if a vote is to be taken. The budget was a lot more than last year and more personnel were hired where the enrollment was close to the same as the previous year. The board would like clarification as to why. There will be a special board meeting held to approve the budget and personnel.

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

1. Policy 320.00 Attendance (First Reading)
2. Policy 380.00 Student Records (First Reading)
3. Policy 510.00 Personnel Hiring Process and Criteria (First Reading)
4. Policy 510.80 Supervision of Relatives (First Reading)
5. Policy 542.60 Employee Tuition Reimbursement (First Reading)
6. Policy 542.90 Vacation Full Time Personnel (First Reading)
7. Policy 544.00 Personal Leave (Second Reading)
8. Policy 544.20P Family Medical Leave Act Procedure (Second Reading)
9. Policy 544.30 Bereavement (Second Reading)

10. Policy 587.00 Rehiring Teachers and Administrators (Second Reading)

11. Policy 950.00 Safety Management (First Reading)

12. Policy 960.00 District Security (First Reading)

A motion was made to approve all of the above policies with the exception of 380.00 Student Records by Vice Chair Andersen, seconded by Trustee Perez. Motion carried.

Adjournment

A motion for adjournment was made by Vice Chair Andersen, seconded by Trustee Kent. Motion carried. Adjournment was 8:59 p.m.

Russ Suchan, Chair of School Board

Attest: June 16, 2025

Kerri Tibbitts, Board Clerk

MINIDOKA COUNTY SCHOOL DISTRICT #331

Board Report

From Date: 6/1/2025

To Date: 6/30/2025

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	\$20,319,508.49	(\$9,417.83)	\$15,920,025.87	\$4,399,482.62	\$4,536,576.94	(\$137,094.32)	-0.67%
	OBJECT: SALARIES - 0100	\$20,319,508.49	(\$9,417.83)	\$15,920,025.87	\$4,399,482.62	\$4,536,576.94	(\$137,094.32)	-0.67%
100.000.0200.000.000.000	BENEFITS	\$9,391,848.48	(\$1,942.67)	\$6,917,930.27	\$2,473,918.21	\$1,464,220.25	\$1,009,697.96	10.75%
	OBJECT: BENEFITS - 0200	\$9,391,848.48	(\$1,942.67)	\$6,917,930.27	\$2,473,918.21	\$1,464,220.25	\$1,009,697.96	10.75%
100.000.0300.000.000.000	PURCHASED SERVICES	\$2,424,748.01	\$157,648.21	\$1,847,579.00	\$577,169.01	\$215,076.94	\$362,092.07	14.93%
	OBJECT: PURCHASED SERVICES - 0300	\$2,424,748.01	\$157,648.21	\$1,847,579.00	\$577,169.01	\$215,076.94	\$362,092.07	14.93%
100.000.0400.000.000.000	SUPPLIES & MATERIALS	\$1,783,211.68	\$56,329.31	\$2,289,214.97	(\$506,003.29)	\$195,908.50	(\$701,911.79)	-39.36%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$1,783,211.68	\$56,329.31	\$2,289,214.97	(\$506,003.29)	\$195,908.50	(\$701,911.79)	-39.36%
100.000.0500.000.000.000	CAPITAL OBJECTS	\$5,180,188.22	\$32,168.14	\$4,554,603.19	\$625,585.03	\$187,817.02	\$437,768.01	8.45%
	OBJECT: CAPITAL OBJECTS - 0500	\$5,180,188.22	\$32,168.14	\$4,554,603.19	\$625,585.03	\$187,817.02	\$437,768.01	8.45%
100.000.0700.000.000.000	INSURANCE & JUDGEMENTS	\$409,500.00	\$0.00	\$7,856.45	\$401,643.55	\$0.00	\$401,643.55	98.08%
	OBJECT: INSURANCE & JUDGEMENTS - 0700	\$409,500.00	\$0.00	\$7,856.45	\$401,643.55	\$0.00	\$401,643.55	98.08%
100.000.0800.000.000.000	TRANSFERS/CONTINGENCY	\$324,869.82	(\$94,914.59)	(\$4,500.00)	\$329,369.82	\$60,725.68	\$268,644.14	82.69%
	OBJECT: TRANSFERS/CONTINGENCY - 0800	\$324,869.82	(\$94,914.59)	(\$4,500.00)	\$329,369.82	\$60,725.68	\$268,644.14	82.69%
	FUND: GENERAL FUND - 100	\$39,833,874.70	\$139,870.57	\$31,532,709.75	\$8,301,164.95	\$6,660,325.33	\$1,640,839.62	4.12%

MINIDOKA COUNTY SCHOOL DISTRICT #331

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238.000.0400.000.000.000	SUPPLIES & MATERIALS	\$3,384.00	\$0.00	\$585.52	\$2,798.48	\$882.43	\$1,916.05	56.62%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$3,384.00	\$0.00	\$585.52	\$2,798.48	\$882.43	\$1,916.05	56.62%
	FUND: STUDENT ACTIVITY FUNDS - 238	\$3,384.00	\$0.00	\$585.52	\$2,798.48	\$882.43	\$1,916.05	56.62%

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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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242.000.0400.000.000.000	SUPPLIES & MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$9,186.24	(\$9,186.24)	0.00%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$0.00	\$0.00	\$0.00	\$0.00	\$9,186.24	(\$9,186.24)	0.00%
242.000.0500.000.000.000	CAPITAL OBJECTS	\$4,826,156.97	\$0.00	\$3,695,015.08	\$1,131,141.89	\$1,321,653.81	(\$190,511.92)	-3.95%
	OBJECT: CAPITAL OBJECTS - 0500	\$4,826,156.97	\$0.00	\$3,695,015.08	\$1,131,141.89	\$1,321,653.81	(\$190,511.92)	-3.95%
	FUND: Idaho Career Ready Students Grant - 242	\$4,826,156.97	\$0.00	\$3,695,015.08	\$1,131,141.89	\$1,330,840.05	(\$199,698.16)	-4.14%

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243.000.0100.000.000.000	SALARIES	\$86,930.95	\$0.00	\$65,271.69	\$21,659.26	\$21,757.16	(\$97.90)	-0.11%
	OBJECT: SALARIES - 0100	\$86,930.95	\$0.00	\$65,271.69	\$21,659.26	\$21,757.16	(\$97.90)	-0.11%
243.000.0200.000.000.000	BENEFITS	\$18,820.55	\$0.00	\$13,469.57	\$5,350.98	\$2,986.35	\$2,364.63	12.56%
	OBJECT: BENEFITS - 0200	\$18,820.55	\$0.00	\$13,469.57	\$5,350.98	\$2,986.35	\$2,364.63	12.56%
243.000.0300.000.000.000	PURCHASED SERVICES	\$4,207.34	\$0.00	\$8,518.73	(\$4,311.39)	\$0.00	(\$4,311.39)	-102.47%
	OBJECT: PURCHASED SERVICES - 0300	\$4,207.34	\$0.00	\$8,518.73	(\$4,311.39)	\$0.00	(\$4,311.39)	-102.47%
243.000.0400.000.000.000	SUPPLIES & MATERIALS	\$152,104.09	\$6,072.95	\$106,990.78	\$45,113.31	\$6,009.45	\$39,103.86	25.71%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$152,104.09	\$6,072.95	\$106,990.78	\$45,113.31	\$6,009.45	\$39,103.86	25.71%
243.000.0500.000.000.000	CAPITAL OBJECTS	\$0.00	\$0.00	\$23,439.95	(\$23,439.95)	\$5,934.94	(\$29,374.89)	0.00%
	OBJECT: CAPITAL OBJECTS - 0500	\$0.00	\$0.00	\$23,439.95	(\$23,439.95)	\$5,934.94	(\$29,374.89)	0.00%
	FUND: PROFESSIONAL TECHNICAL - STATE - 243	\$262,062.93	\$6,072.95	\$217,690.72	\$44,372.21	\$36,687.90	\$7,684.31	2.93%

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244.000.0300.000.000.000	PURCHASED SERVICES	\$60,000.00	\$39,075.00	\$62,100.00	(\$2,100.00)	\$0.00	(\$2,100.00)	-3.50%
	OBJECT: PURCHASED SERVICES - 0300	\$60,000.00	\$39,075.00	\$62,100.00	(\$2,100.00)	\$0.00	(\$2,100.00)	-3.50%
	FUND: SCHOOL RESOURCE OFFICER (SRO) GRANT - 244	\$60,000.00	\$39,075.00	\$62,100.00	(\$2,100.00)	\$0.00	(\$2,100.00)	-3.50%

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245.000.0400.000.000.000	SUPPLIES & MATERIALS	\$100,000.00	\$0.00	\$88,456.05	\$11,543.95	\$8,320.95	\$3,223.00	3.22%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$100,000.00	\$0.00	\$88,456.05	\$11,543.95	\$8,320.95	\$3,223.00	3.22%
245.000.0500.000.000.000	CAPITAL OBJECTS	\$300,000.00	\$0.00	\$3,860.35	\$296,139.65	\$38,657.00	\$257,482.65	85.83%
	OBJECT: CAPITAL OBJECTS - 0500	\$300,000.00	\$0.00	\$3,860.35	\$296,139.65	\$38,657.00	\$257,482.65	85.83%
	FUND: PUBLIC SCHOOL TECHNOLOGY FUND - 245	\$400,000.00	\$0.00	\$92,316.40	\$307,683.60	\$46,977.95	\$260,705.65	65.18%

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246.000.0300.000.000.000	PURCHASED SERVICES	\$15,000.00	\$265.66	\$6,412.21	\$8,587.79	\$8,590.00	(\$2.21)	-0.01%
	OBJECT: PURCHASED SERVICES - 0300	\$15,000.00	\$265.66	\$6,412.21	\$8,587.79	\$8,590.00	(\$2.21)	-0.01%
246.000.0400.000.000.000	SUPPLIES & MATERIALS	\$94,750.01	\$0.00	\$39,957.05	\$54,792.96	\$900.50	\$53,892.46	56.88%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$94,750.01	\$0.00	\$39,957.05	\$54,792.96	\$900.50	\$53,892.46	56.88%
	FUND: STATE SUBSTANCE ABUSE FUND - 246	\$109,750.01	\$265.66	\$46,369.26	\$63,380.75	\$9,490.50	\$53,890.25	49.10%

MINIDOKA COUNTY SCHOOL DISTRICT #331

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251.000.0100.000.000.000	SALARIES	\$724,884.16	\$0.00	\$557,682.59	\$167,201.57	\$139,266.28	\$27,935.29	3.85%
	OBJECT: SALARIES - 0100	\$724,884.16	\$0.00	\$557,682.59	\$167,201.57	\$139,266.28	\$27,935.29	3.85%
251.000.0200.000.000.000	BENEFITS	\$415,046.65	\$0.00	\$249,284.54	\$165,762.11	\$45,661.15	\$120,100.96	28.94%
	OBJECT: BENEFITS - 0200	\$415,046.65	\$0.00	\$249,284.54	\$165,762.11	\$45,661.15	\$120,100.96	28.94%
251.000.0300.000.000.000	PURCHASED SERVICES	\$85,828.71	\$2,935.80	\$49,822.52	\$36,006.19	\$16,757.74	\$19,248.45	22.43%
	OBJECT: PURCHASED SERVICES - 0300	\$85,828.71	\$2,935.80	\$49,822.52	\$36,006.19	\$16,757.74	\$19,248.45	22.43%
251.000.0400.000.000.000	SUPPLIES & MATERIALS	\$64,119.00	\$0.00	\$33,644.69	\$30,474.31	\$2,645.52	\$27,828.79	43.40%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$64,119.00	\$0.00	\$33,644.69	\$30,474.31	\$2,645.52	\$27,828.79	43.40%
251.000.0500.000.000.000	CAPITAL OBJECTS	\$21,342.00	\$0.00	\$20,199.12	\$1,142.88	\$0.00	\$1,142.88	5.36%
	OBJECT: CAPITAL OBJECTS - 0500	\$21,342.00	\$0.00	\$20,199.12	\$1,142.88	\$0.00	\$1,142.88	5.36%
FUND: TITLE I-A ESEA-IMPROVING BASIC PROGRAMS - 251		\$1,311,220.52	\$2,935.80	\$910,633.46	\$400,587.06	\$204,330.69	\$196,256.37	14.97%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
253.000.0100.000.000.000	SALARIES	\$253,795.00	\$0.00	\$133,948.80	\$119,846.20	\$118,720.04	\$1,126.16	0.44%
	OBJECT: SALARIES - 0100	\$253,795.00	\$0.00	\$133,948.80	\$119,846.20	\$118,720.04	\$1,126.16	0.44%
253.000.0200.000.000.000	BENEFITS	\$127,191.00	\$0.00	\$76,344.06	\$50,846.94	\$33,157.98	\$17,688.96	13.91%
	OBJECT: BENEFITS - 0200	\$127,191.00	\$0.00	\$76,344.06	\$50,846.94	\$33,157.98	\$17,688.96	13.91%
253.000.0300.000.000.000	PURCHASED SERVICES	\$22,657.00	\$0.00	\$16,993.99	\$5,663.01	(\$1,276.80)	\$6,939.81	30.63%
	OBJECT: PURCHASED SERVICES - 0300	\$22,657.00	\$0.00	\$16,993.99	\$5,663.01	(\$1,276.80)	\$6,939.81	30.63%
253.000.0400.000.000.000	SUPPLIES & MATERIALS	\$18,804.00	\$1,332.95	\$6,019.56	\$12,784.44	\$6,514.71	\$6,269.73	33.34%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$18,804.00	\$1,332.95	\$6,019.56	\$12,784.44	\$6,514.71	\$6,269.73	33.34%
	FUND: TITLE I-C ESEA MIGRANT FUND - 253	\$422,447.00	\$1,332.95	\$233,306.41	\$189,140.59	\$157,115.93	\$32,024.66	7.58%

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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	\$502,295.09	\$210,624.91	\$161,356.04	\$49,268.87	6.91%
	OBJECT: SALARIES - 0100	\$712,920.00	\$0.00	\$502,295.09	\$210,624.91	\$161,356.04	\$49,268.87	6.91%
257.000.0200.000.000.000	BENEFITS	\$505,603.00	\$0.00	\$313,967.95	\$191,635.05	\$71,290.15	\$120,344.90	23.80%
	OBJECT: BENEFITS - 0200	\$505,603.00	\$0.00	\$313,967.95	\$191,635.05	\$71,290.15	\$120,344.90	23.80%
257.000.0300.000.000.000	PURCHASED SERVICES	\$12,000.00	\$1,594.57	\$6,455.46	\$5,544.54	\$1,369.70	\$4,174.84	34.79%
	OBJECT: PURCHASED SERVICES - 0300	\$12,000.00	\$1,594.57	\$6,455.46	\$5,544.54	\$1,369.70	\$4,174.84	34.79%
257.000.0400.000.000.000	SUPPLIES & MATERIALS	\$25,198.00	\$0.00	\$11,335.16	\$13,862.84	\$0.00	\$13,862.84	55.02%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$25,198.00	\$0.00	\$11,335.16	\$13,862.84	\$0.00	\$13,862.84	55.02%
	FUND: TITLE VI-B IDEA SPECIAL ED FUND - 257	\$1,255,721.00	\$1,594.57	\$834,053.66	\$421,667.34	\$234,015.89	\$187,651.45	14.94%

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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	\$21,754.55	\$8,238.45	\$7,391.33	\$847.12	2.82%
	OBJECT: SALARIES - 0100	\$29,993.00	\$0.00	\$21,754.55	\$8,238.45	\$7,391.33	\$847.12	2.82%
258.000.0200.000.000.000	BENEFITS	\$24,392.00	\$0.00	\$16,157.55	\$8,234.45	\$3,713.81	\$4,520.64	18.53%
	OBJECT: BENEFITS - 0200	\$24,392.00	\$0.00	\$16,157.55	\$8,234.45	\$3,713.81	\$4,520.64	18.53%
258.000.0400.000.000.000	SUPPLIES & MATERIALS	\$1,760.00	\$0.00	\$59.31	\$1,700.69	\$0.00	\$1,700.69	96.63%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$1,760.00	\$0.00	\$59.31	\$1,700.69	\$0.00	\$1,700.69	96.63%
	FUND: TITLE VI-B IDEA PRESCHOOL FUND - 258	\$56,145.00	\$0.00	\$37,971.41	\$18,173.59	\$11,105.14	\$7,068.45	12.59%

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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	\$48,039.25	\$154,697.75	\$16,590.37	\$138,107.38	68.12%
	OBJECT: SALARIES - 0100	\$202,737.00	\$0.00	\$48,039.25	\$154,697.75	\$16,590.37	\$138,107.38	68.12%
260.000.0200.000.000.000	BENEFITS	\$153,839.00	\$0.00	\$33,926.67	\$119,912.33	\$7,985.75	\$111,926.58	72.76%
	OBJECT: BENEFITS - 0200	\$153,839.00	\$0.00	\$33,926.67	\$119,912.33	\$7,985.75	\$111,926.58	72.76%
260.000.0300.000.000.000	PURCHASED SERVICES	\$391,736.00	\$49,255.22	\$347,967.58	\$43,768.42	\$35,908.12	\$7,860.30	2.01%
	OBJECT: PURCHASED SERVICES - 0300	\$391,736.00	\$49,255.22	\$347,967.58	\$43,768.42	\$35,908.12	\$7,860.30	2.01%
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	\$49,255.22	\$429,948.97	\$320,051.03	\$60,484.24	\$259,566.79	34.61%

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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	\$30,187.52	\$24,062.48	\$20,062.48	\$4,000.00	7.37%
	OBJECT: SALARIES - 0100	\$54,250.00	\$0.00	\$30,187.52	\$24,062.48	\$20,062.48	\$4,000.00	7.37%
261.000.0200.000.000.000	BENEFITS	\$20,249.00	\$0.00	\$11,481.89	\$8,767.11	\$4,605.83	\$4,161.28	20.55%
	OBJECT: BENEFITS - 0200	\$20,249.00	\$0.00	\$11,481.89	\$8,767.11	\$4,605.83	\$4,161.28	20.55%
261.000.0300.000.000.000	PURCHASED SERVICES	\$5,962.00	\$0.00	\$4,827.00	\$1,135.00	\$0.00	\$1,135.00	19.04%
	OBJECT: PURCHASED SERVICES - 0300	\$5,962.00	\$0.00	\$4,827.00	\$1,135.00	\$0.00	\$1,135.00	19.04%
261.000.0400.000.000.000	SUPPLIES & MATERIALS	\$5,768.00	\$0.00	\$3,186.35	\$2,581.65	\$0.00	\$2,581.65	44.76%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$5,768.00	\$0.00	\$3,186.35	\$2,581.65	\$0.00	\$2,581.65	44.76%
FUND: TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC - 261		\$86,229.00	\$0.00	\$49,682.76	\$36,546.24	\$24,668.31	\$11,877.93	13.77%

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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	\$1,917.83	\$1,917.83	\$719.17	\$719.17	\$0.00	0.00%
	OBJECT: SALARIES - 0100	\$2,637.00	\$1,917.83	\$1,917.83	\$719.17	\$719.17	\$0.00	0.00%
263.000.0200.000.000.000	BENEFITS	\$558.00	\$369.15	\$369.15	\$188.85	\$138.02	\$50.83	9.11%
	OBJECT: BENEFITS - 0200	\$558.00	\$369.15	\$369.15	\$188.85	\$138.02	\$50.83	9.11%
263.000.0300.000.000.000	PURCHASED SERVICES	\$5,900.00	\$1,911.00	\$5,820.62	\$79.38	\$958.00	(\$878.62)	-14.89%
	OBJECT: PURCHASED SERVICES - 0300	\$5,900.00	\$1,911.00	\$5,820.62	\$79.38	\$958.00	(\$878.62)	-14.89%
263.000.0400.000.000.000	SUPPLIES & MATERIALS	\$60,661.26	\$1,921.73	\$47,534.15	\$13,127.11	\$1,051.13	\$12,075.98	19.91%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$60,661.26	\$1,921.73	\$47,534.15	\$13,127.11	\$1,051.13	\$12,075.98	19.91%
263.000.0500.000.000.000	CAPITAL OBJECTS	\$0.00	\$0.00	\$9,471.00	(\$9,471.00)	\$0.00	(\$9,471.00)	0.00%
	OBJECT: CAPITAL OBJECTS - 0500	\$0.00	\$0.00	\$9,471.00	(\$9,471.00)	\$0.00	(\$9,471.00)	0.00%
FUND: PERKINS III PROFESSIONAL TECHNICAL ACT - 263		\$69,756.26	\$6,119.71	\$65,112.75	\$4,643.51	\$2,866.32	\$1,777.19	2.55%

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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	\$7,500.00	\$7,500.00	(\$7,500.00)	\$486.18	(\$7,986.18)	0.00%
	OBJECT: SALARIES - 0100	\$0.00	\$7,500.00	\$7,500.00	(\$7,500.00)	\$486.18	(\$7,986.18)	0.00%
265.000.0200.000.000.000	BENEFITS	\$0.00	\$1,573.52	\$1,573.52	(\$1,573.52)	\$102.05	(\$1,675.57)	0.00%
	OBJECT: BENEFITS - 0200	\$0.00	\$1,573.52	\$1,573.52	(\$1,573.52)	\$102.05	(\$1,675.57)	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	\$9,073.52	\$9,073.52	(\$1,573.52)	\$588.23	(\$2,161.75)	-28.82%

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270.000.0100.000.000.000	SALARIES	\$33,925.00	\$0.00	\$27,249.90	\$6,675.10	\$9,056.16	(\$2,381.06)	-7.02%
	OBJECT: SALARIES - 0100	\$33,925.00	\$0.00	\$27,249.90	\$6,675.10	\$9,056.16	(\$2,381.06)	-7.02%
270.000.0200.000.000.000	BENEFITS	\$17,606.00	\$0.00	\$16,006.32	\$1,599.68	\$2,923.26	(\$1,323.58)	-7.52%
	OBJECT: BENEFITS - 0200	\$17,606.00	\$0.00	\$16,006.32	\$1,599.68	\$2,923.26	(\$1,323.58)	-7.52%
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	\$45,335.52	\$9,821.48	\$11,979.42	(\$2,157.94)	-3.91%

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271.000.0100.000.000.000	SALARIES	\$125,158.00	\$0.00	\$88,618.49	\$36,539.51	\$31,939.50	\$4,600.01	3.68%
	OBJECT: SALARIES - 0100	\$125,158.00	\$0.00	\$88,618.49	\$36,539.51	\$31,939.50	\$4,600.01	3.68%
271.000.0200.000.000.000	BENEFITS	\$53,179.00	\$0.00	\$37,115.92	\$16,063.08	\$8,840.86	\$7,222.22	13.58%
	OBJECT: BENEFITS - 0200	\$53,179.00	\$0.00	\$37,115.92	\$16,063.08	\$8,840.86	\$7,222.22	13.58%
271.000.0300.000.000.000	PURCHASED SERVICES	\$10,547.00	\$3,240.00	\$5,743.33	\$4,803.67	\$0.00	\$4,803.67	45.55%
	OBJECT: PURCHASED SERVICES - 0300	\$10,547.00	\$3,240.00	\$5,743.33	\$4,803.67	\$0.00	\$4,803.67	45.55%
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	\$3,240.00	\$131,477.74	\$57,948.26	\$40,780.36	\$17,167.90	9.06%

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274.000.0100.000.000.000	SALARIES	\$18,508.00	\$0.00	\$20,661.13	(\$2,153.13)	\$5,227.87	(\$7,381.00)	-39.88%
	OBJECT: SALARIES - 0100	\$18,508.00	\$0.00	\$20,661.13	(\$2,153.13)	\$5,227.87	(\$7,381.00)	-39.88%
274.000.0200.000.000.000	BENEFITS	\$22,458.00	\$0.00	\$13,494.33	\$8,963.67	\$2,771.66	\$6,192.01	27.57%
	OBJECT: BENEFITS - 0200	\$22,458.00	\$0.00	\$13,494.33	\$8,963.67	\$2,771.66	\$6,192.01	27.57%
274.000.0300.000.000.000	PURCHASED SERVICES	\$12,044.00	\$0.00	\$21,779.35	(\$9,735.35)	\$0.00	(\$9,735.35)	-80.83%
	OBJECT: PURCHASED SERVICES - 0300	\$12,044.00	\$0.00	\$21,779.35	(\$9,735.35)	\$0.00	(\$9,735.35)	-80.83%
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	\$61,537.88	\$9,492.12	\$7,999.53	\$1,492.59	2.10%

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284.000.0100.000.000.000	SALARIES	\$37,030.00	\$0.00	\$22,455.90	\$14,574.10	\$7,128.00	\$7,446.10	20.11%
	OBJECT: SALARIES - 0100	\$37,030.00	\$0.00	\$22,455.90	\$14,574.10	\$7,128.00	\$7,446.10	20.11%
284.000.0200.000.000.000	BENEFITS	\$9,000.00	\$0.00	\$4,468.73	\$4,531.27	\$941.00	\$3,590.27	39.89%
	OBJECT: BENEFITS - 0200	\$9,000.00	\$0.00	\$4,468.73	\$4,531.27	\$941.00	\$3,590.27	39.89%
284.000.0300.000.000.000	PURCHASED SERVICES	\$29,900.00	\$0.00	\$7,838.22	\$22,061.78	\$0.00	\$22,061.78	73.79%
	OBJECT: PURCHASED SERVICES - 0300	\$29,900.00	\$0.00	\$7,838.22	\$22,061.78	\$0.00	\$22,061.78	73.79%
284.000.0400.000.000.000	SUPPLIES & MATERIALS	\$46,763.00	\$54.37	\$34,137.30	\$12,625.70	\$7,536.15	\$5,089.55	10.88%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$46,763.00	\$54.37	\$34,137.30	\$12,625.70	\$7,536.15	\$5,089.55	10.88%
	FUND: GEAR UP GRANT - 284	\$122,693.00	\$54.37	\$68,900.15	\$53,792.85	\$15,605.15	\$38,187.70	31.12%

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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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290.000.0100.000.000.000	SALARIES	\$853,212.31	\$0.00	\$625,768.86	\$227,443.45	\$174,566.27	\$52,877.18	6.20%
	OBJECT: SALARIES - 0100	\$853,212.31	\$0.00	\$625,768.86	\$227,443.45	\$174,566.27	\$52,877.18	6.20%
290.000.0200.000.000.000	BENEFITS	\$580,650.00	\$0.00	\$401,350.90	\$179,299.10	\$86,444.50	\$92,854.60	15.99%
	OBJECT: BENEFITS - 0200	\$580,650.00	\$0.00	\$401,350.90	\$179,299.10	\$86,444.50	\$92,854.60	15.99%
290.000.0300.000.000.000	PURCHASED SERVICES	\$56,428.17	\$0.00	\$47,405.17	\$9,023.00	\$8,425.45	\$597.55	1.06%
	OBJECT: PURCHASED SERVICES - 0300	\$56,428.17	\$0.00	\$47,405.17	\$9,023.00	\$8,425.45	\$597.55	1.06%
290.000.0400.000.000.000	SUPPLIES & MATERIALS	\$1,155,230.68	\$25,925.89	\$1,007,843.20	\$147,387.48	\$117,237.91	\$30,149.57	2.61%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$1,155,230.68	\$25,925.89	\$1,007,843.20	\$147,387.48	\$117,237.91	\$30,149.57	2.61%
290.000.0500.000.000.000	CAPITAL OBJECTS	\$4,487.15	\$0.00	\$4,487.15	\$0.00	\$0.00	\$0.00	0.00%
	OBJECT: CAPITAL OBJECTS - 0500	\$4,487.15	\$0.00	\$4,487.15	\$0.00	\$0.00	\$0.00	0.00%
	FUND: FOOD SERVICE FUND - 290	\$2,650,008.31	\$25,925.89	\$2,086,855.28	\$563,153.03	\$386,674.13	\$176,478.90	6.66%

MINIDOKA COUNTY SCHOOL DISTRICT #331

Board Report

From Date: 6/1/2025

To Date: 6/30/2025

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
310.000.0300.000.000.000	PURCHASED SERVICES	\$0.00	\$0.00	\$1,000.00	(\$1,000.00)	\$0.00	(\$1,000.00)	0.00%
	OBJECT: PURCHASED SERVICES - 0300	\$0.00	\$0.00	\$1,000.00	(\$1,000.00)	\$0.00	(\$1,000.00)	0.00%
310.000.0600.000.000.000	DEBT RETIREMENT	\$1,927,000.00	\$0.00	\$1,917,477.71	\$9,522.29	\$0.00	\$9,522.29	0.49%
	OBJECT: DEBT RETIREMENT - 0600	\$1,927,000.00	\$0.00	\$1,917,477.71	\$9,522.29	\$0.00	\$9,522.29	0.49%
	FUND: DEBT SERVICE FUND - 310	\$1,927,000.00	\$0.00	\$1,918,477.71	\$8,522.29	\$0.00	\$8,522.29	0.44%

MINIDOKA COUNTY SCHOOL DISTRICT #331

Board Report

From Date: 6/1/2025

To Date: 6/30/2025

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: 6/1/2025

To Date: 6/30/2025

- 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
Grand Total:		\$54,633,296.72	\$284,816.21	\$42,637,643.31	\$11,995,653.41	\$9,261,857.67	\$2,733,795.74	5.00%

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 PR Vouchers

Voucher No:	Voucher Date:	Voucher Amount:	Payment Form:
24	5/23/2025	\$ 32,143.15	Checks
1156	5/23/2025	\$ 1,418,344.70	EFT
1157	5/23/2025	\$ 438,354.42	EFT
1158	5/23/2025	\$ 54,121.00	EFT
1159	5/23/2025	\$ 49,466.04	EFT
1160	5/23/2025	\$ 9,824.00	EFT
1161	5/23/2025	\$ 409,679.20	EFT
1162	5/23/2025	\$ 14,371.99	EFT
1163	5/23/2025	\$ 1,984.00	EFT
1164	5/23/2025	\$ 7,436.83	EFT
1165	5/23/2025	\$ 198.88	EFT
1166	5/23/2025	\$ 25,425.43	EFT
1167	5/23/2025	\$ 4,294.23	EFT
1168	5/23/2025	\$ 12,266.13	EFT
1169	5/23/2025	\$ 4,213.14	EFT
1170	5/23/2025	\$ 3,414.41	EFT
1171	5/23/2025	\$ 40,548.15	EFT
1172	5/23/2025	\$ 1,365,969.05	EFT
1173	5/23/2025	\$ 326.33	EFT
1176	5/27/2025	\$ 1,238.07	EFT
1177	5/27/2025	\$ 217.04	EFT
1178	5/27/2025	\$ 191.88	EFT

\$ 3,894,028.07 Voucher Totals

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

3,894,028.07

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

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 24

Voucher Date: 05/23/2025

Prepared By:

Heather

Printed: 06/11/2025 04:30:24 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$32,143.15 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
100	GENERAL FUND	\$23,099.61
243	PROFESSIONAL TECHNICAL - STATE	\$0.00
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$3,646.94
253	TITLE I-C ESEA MIGRANT FUND	\$0.00
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$0.00
257	TITLE VI-B IDEA SPECIAL ED FUND	\$100.56
258	TITLE VI-B IDEA PRESCHOOL FUND	\$0.00
260	MEDICAID	\$0.00
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$0.00
263	PERKINS III PRFESSIONAL TECHNICAL ACT	\$0.00

Voucher No: 24**Voucher Date: 05/23/2025**

Fund		Amount
270	TITLE III ESEA FED LEP	\$0.00
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$0.00
274	Stronger Connections Grant	\$0.00
284	GEAR UP GRANT	\$0.00
290	FOOD SERVICE FUND	\$5,296.04
		<hr/> \$32,143.15

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Payroll Checking 0000000000

From Date: 5/23/2025
 From Check: 120148
 From Voucher: 24

To Date: 5/23/2025
 To Check: 120182
 To Voucher: 24

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
120148	05/23/2025	DRENKER, MAUREEN F	\$564.41	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120149	05/23/2025	MCLEAN, WENDY KAY	\$1,326.76	24	Printed	Payroll	<input type="checkbox"/>		
120150	05/23/2025	WOOD, JAGGER	\$1,384.74	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120151	05/23/2025	CHRISTENSEN, ELIAS BRIG	\$45.00	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120152	05/23/2025	FOWLER, KYRA RASHAE	\$106.20	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120153	05/23/2025	HAMILTON, SIDNEY MACORA	\$75.00	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120154	05/23/2025	JIMENEZ, JASMIN	\$15.00	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120155	05/23/2025	KNIGHT, TRAYDEN M	\$40.00	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120156	05/23/2025	VAIL, SIMON ULRIK	\$45.00	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120157	05/23/2025	GARNER, BEVERLY JOAN	\$2,080.43	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120158	05/23/2025	KNIGHT, KENDRA BROOKE	\$1,113.47	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120159	05/23/2025	BAIRD, CAROLYN	\$2,551.39	24	Printed	Payroll	<input type="checkbox"/>		
120160	05/23/2025	MITCHELL, MITZI	\$595.84	24	Printed	Payroll	<input type="checkbox"/>		
120161	05/23/2025	BRISBIN, MARY EVELYN	\$2,446.94	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120162	05/23/2025	GUZMAN, BEATRIZ ADRIANA	\$2,023.39	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120163	05/23/2025	REYNOLDS, TAYLOR SHAY	\$1,147.80	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120164	05/23/2025	ARTHUR, CINDY V	\$323.40	24	Printed	Payroll	<input type="checkbox"/>		
120165	05/23/2025	FOWLER, RYKA B	\$106.20	24	Printed	Payroll	<input type="checkbox"/>		
120166	05/23/2025	GILLETTE, STAFFORD L	\$226.26	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120167	05/23/2025	PINCOCK, MARLYN	\$177.57	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120168	05/23/2025	BUTTERFIELD, KELSIE BRENA	\$1,009.02	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120169	05/23/2025	MARTSCH, SHIRLEE LOUISE	\$1,480.51	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120170	05/23/2025	ANDREW, TRISTEN DAVID	\$967.11	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120171	05/23/2025	Cannon, Keaton B	\$40.00	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Payroll Checking 0000000000

From Date: 5/23/2025
 From Check: 120148
 From Voucher: 24

To Date: 5/23/2025
 To Check: 120182
 To Voucher: 24

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
120172	05/23/2025	ALLT, THOMAS JOHN MICHAEL	\$212.40	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120173	05/23/2025	BEAL, RACHEL LYNN	\$53.10	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120174	05/23/2025	DAYTON, COURTNIIE	\$855.47	24	Printed	Payroll	<input type="checkbox"/>		
120175	05/23/2025	LARSEN, KATIE JO	\$424.81	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120176	05/23/2025	STANGER, STEVEN	\$106.20	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120177	05/23/2025	CRIST, TERRY THOMPSON	\$1,638.68	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120178	05/23/2025	MARTSCH, ALYSSA MARIE	\$1,903.89	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120179	05/23/2025	MCCANN, TERRY M	\$1,517.92	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120180	05/23/2025	STUMPH, PHYLLIS RHODA	\$1,459.41	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120181	05/23/2025	BAKER, DARREN G	\$4,037.33	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	
120182	05/23/2025	PIERSON, TALEA ROSE	\$42.50	24	Printed	Payroll	<input checked="" type="checkbox"/>	05/30/2025	

36

Total Amount: \$32,143.15

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1156

Voucher Date: 05/23/2025

Prepared By:

Heather Woodell
Printed: 05/22/2025 01:35:38 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$1,418,344.70 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
100	GENERAL FUND	\$1,253,392.71
243	PROFESSIONAL TECHNICAL - STATE	\$5,253.17
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$40,212.61
253	TITLE I-C ESEA MIGRANT FUND	\$11,440.02
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$3,081.07
257	TITLE VI-B IDEA SPECIAL ED FUND	\$42,045.60
258	TITLE VI-B IDEA PRESCHOOL FUND	\$2,105.78
260	MEDICAID	\$3,667.18
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$2,367.74
270	TITLE III ESEA FED LEP	\$1,984.64

Voucher No: 1156

Voucher Date: 05/23/2025

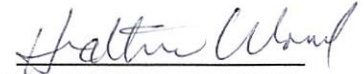
Fund		Amount
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$6,224.94
274	Stronger Connections Grant	\$1,334.07
284	GEAR UP GRANT	\$1,949.32
290	FOOD SERVICE FUND	\$43,285.85
		<hr/> <hr/> \$1,418,344.70

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1157

Voucher Date: 05/23/2025

Prepared By:



Printed: 05/22/2025 01:41:43 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$438,354.42 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.



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	\$391,679.34
243	PROFESSIONAL TECHNICAL - STATE	\$1,496.15
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$13,077.01
253	TITLE I-C ESEA MIGRANT FUND	\$2,947.73
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$1,172.37
257	TITLE VI-B IDEA SPECIAL ED FUND	\$10,509.21
258	TITLE VI-B IDEA PRESCHOOL FUND	\$397.54
260	MEDICAID	\$874.48
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$702.68
270	TITLE III ESEA FED LEP	\$689.21

Voucher No: 1157

Voucher Date: 05/23/2025

Fund		Amount
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$2,154.43
274	Stronger Connections Grant	\$330.68
284	GEAR UP GRANT	\$354.36
290	FOOD SERVICE FUND	\$11,969.23
		<hr/> <hr/>
		\$438,354.42

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1157

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FEDERAL RESERVE BANK CHICAGO						
Check Group:						
PAYROLL LIABILITY		1 0		V259411 5/23/2025	100.218.2180.022.000.000	\$120,181.78
PAYROLL LIABILITY		1 0		V259411 5/23/2025	243.218.2180.022.000.000	\$464.79
PAYROLL LIABILITY		1 0		V259411 5/23/2025	251.218.2180.022.000.000	\$3,835.73
PAYROLL LIABILITY		1 0		V259411 5/23/2025	253.218.2180.022.000.000	\$656.37
PAYROLL LIABILITY		1 0		V259411 5/23/2025	255.218.2180.022.000.000	\$461.03
PAYROLL LIABILITY		1 0		V259411 5/23/2025	257.218.2180.022.000.000	\$2,177.95 41
PAYROLL LIABILITY		1 0		V259411 5/23/2025	258.218.2180.022.000.000	\$19.12
PAYROLL LIABILITY		1 0		V259411 5/23/2025	270.218.2180.022.000.000	\$242.55
PAYROLL LIABILITY		1 0		V259411 5/23/2025	271.218.2180.022.000.000	\$748.43
PAYROLL LIABILITY		1 0		V259411 5/23/2025	290.218.2180.022.000.000	\$2,223.29
PAYROLL LIABILITY		1 0		V259411 5/23/2025	260.218.2180.022.000.000	\$161.46
PAYROLL LIABILITY		1 0		V259411 5/23/2025	261.218.2180.022.000.000	\$200.12
PAYROLL LIABILITY		1 0		V259411 5/23/2025	274.218.2180.022.000.000	\$69.52

Check #: 0

PO/InvoiceTotal: \$131,442.14

Vendor Total: \$131,442.14

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1157

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SOCIAL SECURITY TRUST FUND						
Check Group:						
PAYROLL LIABILITY		1 0		V491065 5/23/2025	100.218.2180.020.000.000	\$220,037.10
PAYROLL LIABILITY		1 0		V491065 5/23/2025	243.218.2180.020.000.000	\$835.92
PAYROLL LIABILITY		1 0		V491065 5/23/2025	251.218.2180.020.000.000	\$7,489.70
PAYROLL LIABILITY		1 0		V491065 5/23/2025	253.218.2180.020.000.000	\$1,857.04
PAYROLL LIABILITY		1 0		V491065 5/23/2025	255.218.2180.020.000.000	\$576.52
PAYROLL LIABILITY		1 0		V491065 5/23/2025	257.218.2180.020.000.000	\$6,752.08 42
PAYROLL LIABILITY		1 0		V491065 5/23/2025	258.218.2180.020.000.000	\$306.68
PAYROLL LIABILITY		1 0		V491065 5/23/2025	270.218.2180.020.000.000	\$362.00
PAYROLL LIABILITY		1 0		V491065 5/23/2025	271.218.2180.020.000.000	\$1,139.50
PAYROLL LIABILITY		1 0		V491065 5/23/2025	290.218.2180.020.000.000	\$7,898.68
PAYROLL LIABILITY		1 0		V491065 5/23/2025	284.218.2180.020.000.000	\$287.20
PAYROLL LIABILITY		1 0		V491065 5/23/2025	260.218.2180.020.000.000	\$577.88
PAYROLL LIABILITY		1 0		V491065 5/23/2025	261.218.2180.020.000.000	\$407.30
PAYROLL LIABILITY		1 0		V491065 5/23/2025	274.218.2180.020.000.000	\$211.66

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1157

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V905147 5/23/2025	243.218.2180.021.000.000	\$195.44
PAYROLL LIABILITY		1	0	V905147 5/23/2025	251.218.2180.021.000.000	\$1,751.58
PAYROLL LIABILITY		1	0	V905147 5/23/2025	253.218.2180.021.000.000	\$434.32
PAYROLL LIABILITY		1	0	V905147 5/23/2025	255.218.2180.021.000.000	\$134.82
PAYROLL LIABILITY		1	0	V905147 5/23/2025	257.218.2180.021.000.000	\$1,579.18
PAYROLL LIABILITY		1	0	V905147 5/23/2025	258.218.2180.021.000.000	\$71.74
PAYROLL LIABILITY		1	0	V905147 5/23/2025	270.218.2180.021.000.000	\$84.66 43
PAYROLL LIABILITY		1	0	V905147 5/23/2025	271.218.2180.021.000.000	\$266.50
PAYROLL LIABILITY		1	0	V905147 5/23/2025	290.218.2180.021.000.000	\$1,847.26
PAYROLL LIABILITY		1	0	V905147 5/23/2025	284.218.2180.021.000.000	\$67.16
PAYROLL LIABILITY		1	0	V905147 5/23/2025	260.218.2180.021.000.000	\$135.14
PAYROLL LIABILITY		1	0	V905147 5/23/2025	261.218.2180.021.000.000	\$95.26
PAYROLL LIABILITY		1	0	V905147 5/23/2025	274.218.2180.021.000.000	\$49.50
PAYROLL LIABILITY		1	0	V905147 5/23/2025	100.218.2180.021.000.000	\$51,460.46

Check #: 0

PO/InvoiceTotal: \$306,912.28

Vendor Total: \$306,912.28

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1157 05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$438,354.42

End of Report

10 Taxes

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1158

Voucher Date: 05/23/2025

Prepared By:

Heather Woodland
Printed: 05/22/2025 01:48:37 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$54,121.00 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.

[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	\$49,937.30
243	PROFESSIONAL TECHNICAL - STATE	\$237.35
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$1,466.97
253	TITLE I-C ESEA MIGRANT FUND	\$285.06
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$243.61
257	TITLE VI-B IDEA SPECIAL ED FUND	\$694.77
258	TITLE VI-B IDEA PRESCHOOL FUND	\$11.60
260	MEDICAID	\$26.65
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$123.20
270	TITLE III ESEA FED LEP	\$162.26

Voucher No: 1158

Voucher Date: 05/23/2025

Fund		Amount
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$311.06
274	Stronger Connections Grant	\$20.00
284	GEAR UP GRANT	\$19.00
290	FOOD SERVICE FUND	\$582.17
		<hr/> <hr/> \$54,121.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1158

05/23/2025

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		V625066 5/23/2025	253.218.2180.023.000.000	\$285.06
PAYROLL LIABILITY		1 0		V625066 5/23/2025	255.218.2180.023.000.000	\$243.61
PAYROLL LIABILITY		1 0		V625066 5/23/2025	257.218.2180.023.000.000	\$694.77
PAYROLL LIABILITY		1 0		V625066 5/23/2025	258.218.2180.023.000.000	\$11.60
PAYROLL LIABILITY		1 0		V625066 5/23/2025	270.218.2180.023.000.000	\$162.26
PAYROLL LIABILITY		1 0		V625066 5/23/2025	271.218.2180.023.000.000	\$311.06 47
PAYROLL LIABILITY		1 0		V625066 5/23/2025	290.218.2180.023.000.000	\$582.17
PAYROLL LIABILITY		1 0		V625066 5/23/2025	284.218.2180.023.000.000	\$19.00
PAYROLL LIABILITY		1 0		V625066 5/23/2025	260.218.2180.023.000.000	\$26.65
PAYROLL LIABILITY		1 0		V625066 5/23/2025	261.218.2180.023.000.000	\$123.20
PAYROLL LIABILITY		1 0		V625066 5/23/2025	274.218.2180.023.000.000	\$20.00
PAYROLL LIABILITY		1 0		V625066 5/23/2025	100.218.2180.023.000.000	\$49,937.30
PAYROLL LIABILITY		1 0		V625066 5/23/2025	243.218.2180.023.000.000	\$237.35
PAYROLL LIABILITY		1 0		V625066 5/23/2025	251.218.2180.023.000.000	\$1,466.97

Check #: 0

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1158 05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$54,121.00
						Vendor Total: \$54,121.00
						Grand Total: \$54,121.00

End of Report

AF HSAS

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1159

Voucher Date: 05/23/2025

Prepared By: *Heather Warden*

Printed: 05/22/2025 01:44:59 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$49,466.04 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.

[Handwritten 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	\$41,667.60
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$1,049.52
253	TITLE I-C ESEA MIGRANT FUND	\$886.64
257	TITLE VI-B IDEA SPECIAL ED FUND	\$1,961.75
258	TITLE VI-B IDEA PRESCHOOL FUND	\$331.34
260	MEDICAID	\$237.40
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$559.76
290	FOOD SERVICE FUND	\$2,772.03
		\$49,466.04

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1159

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HEALTH SERVICES ADMINISTRATION (AFHSA)						
Check Group:						
Maria Garcia transfer to Flex to then rollover to HSA		1	0	V391898 5/21/2025	100.218.2180.029.000.000	(\$610.00)
PAYROLL LIABILITY		1	0	V861896 5/23/2025	100.218.2180.029.000.000	\$42,277.60
PAYROLL LIABILITY		1	0	V861896 5/23/2025	251.218.2180.029.000.000	\$1,049.52
PAYROLL LIABILITY		1	0	V861896 5/23/2025	257.218.2180.029.000.000	\$1,961.75
PAYROLL LIABILITY		1	0	V861896 5/23/2025	253.218.2180.029.000.000	\$886.64
PAYROLL LIABILITY		1	0	V861896 5/23/2025	271.218.2180.029.000.000	\$559.76 50
PAYROLL LIABILITY		1	0	V861896 5/23/2025	290.218.2180.029.000.000	\$2,772.03
PAYROLL LIABILITY		1	0	V861896 5/23/2025	260.218.2180.029.000.000	\$237.40
PAYROLL LIABILITY		1	0	V861896 5/23/2025	258.218.2180.029.000.000	\$331.34

Check #: 0

PO/Invoice Total:	\$49,466.04
Vendor Total:	\$49,466.04
Grand Total:	\$49,466.04

End of Report

All Checks

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1160

Voucher Date: 05/23/2025

Prepared By:

Heather Wounded

Printed: 05/22/2025 01:49:39 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$9,824.00 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.

[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	\$8,517.05
253	TITLE I-C ESEA MIGRANT FUND	\$47.36
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$59.69
257	TITLE VI-B IDEA SPECIAL ED FUND	\$445.93
260	MEDICAID	\$6.38
270	TITLE III ESEA FED LEP	\$29.42
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$112.80
290	FOOD SERVICE FUND	\$605.37
		\$9,824.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1160

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AIG VALIC/COREBRIDGE						
Check Group:						
PAYROLL LIABILITY		1 0		V594849 5/23/2025	100.218.2180.032.000.000	\$425.00
Check #: 0						
PO/InvoiceTotal:						<u>\$425.00</u>
Vendor Total:						<u>\$425.00</u>
FIDUCIARY TRUST COMPANY						
Check Group:						
PAYROLL LIABILITY		1 0		V160042 5/23/2025	100.218.2180.032.000.000	\$775.00
Check #: 0						
PO/InvoiceTotal:						<u>\$775.00</u>
Vendor Total:						<u>\$775.00</u>
IDAHO CHILD SUPPORT SERVICE						
Check Group:						
PAYROLL LIABILITY		1 0		V312847 5/23/2025	100.218.2180.039.000.000	\$670.30
Check #: 0						
PO/InvoiceTotal:						<u>\$670.30</u>
Vendor Total:						<u>\$670.30</u>
IDAHO DEPARTMENT OF LABOR						
Check Group:						
PAYROLL LIABILITY		1 0		V886319 5/23/2025	100.218.2180.039.000.000	\$250.00
Check #: 0						
PO/InvoiceTotal:						<u>\$250.00</u>
Vendor Total:						<u>\$250.00</u>
IDAHO STATE TAX ATTACHMENT						
Check Group:						

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1160 05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V422140 5/23/2025	100.218.2180.039.000.000	\$871.18
PAYROLL LIABILITY		1	0	V422140 5/23/2025	290.218.2180.039.000.000	\$444.53
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,315.71</u>
						Vendor Total: <u>\$1,315.71</u>
IEA NEA						
Check Group:						
PAYROLL LIABILITY		1	0	V645650 5/23/2025	100.218.2180.039.000.000	\$1,823.48
PAYROLL LIABILITY		1	0	V645650 5/23/2025	253.218.2180.039.000.000	\$6.38
PAYROLL LIABILITY		1	0	V645650 5/23/2025	255.218.2180.039.000.000	53 \$59.69
PAYROLL LIABILITY		1	0	V645650 5/23/2025	257.218.2180.039.000.000	\$52.80
PAYROLL LIABILITY		1	0	V645650 5/23/2025	290.218.2180.039.000.000	\$31.90
PAYROLL LIABILITY		1	0	V645650 5/23/2025	260.218.2180.039.000.000	\$6.38
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,980.63</u>
						Vendor Total: <u>\$1,980.63</u>
IMPACT ATHLETIC						
Check Group:						
PAYROLL LIABILITY		1	0	V121778 5/23/2025	100.218.2180.039.000.000	\$892.79
PAYROLL LIABILITY		1	0	V121778 5/23/2025	257.218.2180.039.000.000	\$106.64

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1160

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V121778 5/23/2025	271.218.2180.039.000.000	\$39.22
PAYROLL LIABILITY		1	0	V121778 5/23/2025	290.218.2180.039.000.000	\$58.94
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,097.59</u>
						Vendor Total: <u>\$1,097.59</u>
MC FITNESS AND COMMUNITY CENTER						
Check Group:						
PAYROLL LIABILITY		1	0	V580543 5/23/2025	100.218.2180.039.000.000	\$108.00
PAYROLL LIABILITY		1	0	V580543 5/23/2025	290.218.2180.039.000.000	\$54.00
						54
					Check #: 0	
						PO/InvoiceTotal: <u>\$162.00</u>
						Vendor Total: <u>\$162.00</u>
MIDLAND NATIONAL						
Check Group:						
PAYROLL LIABILITY		1	0	V970972 5/23/2025	253.218.2180.032.000.000	\$34.58
PAYROLL LIABILITY		1	0	V970972 5/23/2025	270.218.2180.032.000.000	\$29.42
					Check #: 0	
						PO/InvoiceTotal: <u>\$64.00</u>
						Vendor Total: <u>\$64.00</u>
MINIDOKA COUNTY SCHOOL DIST						
Check Group:						
PAYROLL LIABILITY		1	0	V637671 5/23/2025	100.218.2180.039.000.000	\$14.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1160 05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V637671 5/23/2025	257.218.2180.039.000.000	\$14.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$28.00</u>
						Vendor Total: <u>\$28.00</u>
MINIDOKA COUNTY SHERIFF GARN						
Check Group:						
PAYROLL LIABILITY		1	0	V730018 5/23/2025	100.218.2180.039.000.000	\$1,600.76
PAYROLL LIABILITY		1	0	V730018 5/23/2025	257.218.2180.039.000.000	\$270.51
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,871.27</u>
						Vendor Total: <u>\$1,871.27</u>
NCPERS IDAHO						
Check Group:						
PAYROLL LIABILITY		1	0	V184714 5/23/2025	100.218.2180.039.000.000	\$165.54
PAYROLL LIABILITY		1	0	V184714 5/23/2025	253.218.2180.039.000.000	\$6.40
PAYROLL LIABILITY		1	0	V184714 5/23/2025	257.218.2180.039.000.000	\$1.98
PAYROLL LIABILITY		1	0	V184714 5/23/2025	271.218.2180.039.000.000	\$2.08
PAYROLL LIABILITY		1	0	V184714 5/23/2025	290.218.2180.039.000.000	\$16.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$192.00</u>
						Vendor Total: <u>\$192.00</u>

NORTHWEST PROFESSIONAL EDUCATORS

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1160

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
PAYROLL LIABILITY		1	0	V712415 5/23/2025	100.218.2180.039.000.000	\$92.50
					Check #: 0	
						PO/InvoiceTotal: <u>\$92.50</u>
						Vendor Total: <u>\$92.50</u>
PCS RETIREMENT						
Check Group:						
PAYROLL LIABILITY		1	0	V436829 5/23/2025	100.218.2180.032.000.000	\$350.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$350.00</u>
						Vendor Total: <u>\$350.00</u>
RELIASTAR LIFE INS COMPANY						
Check Group:						
PAYROLL LIABILITY		1	0	V282204 5/23/2025	100.218.2180.032.000.000	\$478.50
PAYROLL LIABILITY		1	0	V282204 5/23/2025	271.218.2180.032.000.000	\$71.50
					Check #: 0	
						PO/InvoiceTotal: <u>\$550.00</u>
						Vendor Total: <u>\$550.00</u>
						Grand Total: <u>\$9,824.00</u>

End of Report

Persi

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1161

Voucher Date: 05/23/2025

Prepared By:

Heather Woodland

Printed: 05/22/2025 01:54:05 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$409,679.20 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.

[Red 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	\$364,604.54
243	PROFESSIONAL TECHNICAL - STATE	\$1,563.10
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$12,520.22
253	TITLE I-C ESEA MIGRANT FUND	\$3,085.90
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$1,040.78
257	TITLE VI-B IDEA SPECIAL ED FUND	\$9,641.52
258	TITLE VI-B IDEA PRESCHOOL FUND	\$379.56
260	MEDICAID	\$921.00
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$723.16
270	TITLE III ESEA FED LEP	\$639.10

Voucher No: 1161

Voucher Date: 05/23/2025

Fund		Amount
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$1,987.84
274	Stronger Connections Grant	\$333.54
284	GEAR UP GRANT	\$454.77
290	FOOD SERVICE FUND	\$11,784.17
		<hr/> <hr/>
		\$409,679.20

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1161

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PUBLIC EMP. RETIREMENT SYS						
Check Group:						
PAYROLL LIABILITY		1 0		V653876 5/23/2025	100.218.2180.024.000.000	\$364,604.54
PAYROLL LIABILITY		1 0		V653876 5/23/2025	243.218.2180.024.000.000	\$1,563.10
PAYROLL LIABILITY		1 0		V653876 5/23/2025	251.218.2180.024.000.000	\$12,520.22
PAYROLL LIABILITY		1 0		V653876 5/23/2025	253.218.2180.024.000.000	\$3,085.90
PAYROLL LIABILITY		1 0		V653876 5/23/2025	255.218.2180.024.000.000	\$1,040.78
PAYROLL LIABILITY		1 0		V653876 5/23/2025	257.218.2180.024.000.000	\$9,641.52 59
PAYROLL LIABILITY		1 0		V653876 5/23/2025	258.218.2180.024.000.000	\$379.56
PAYROLL LIABILITY		1 0		V653876 5/23/2025	270.218.2180.024.000.000	\$639.10
PAYROLL LIABILITY		1 0		V653876 5/23/2025	271.218.2180.024.000.000	\$1,987.84
PAYROLL LIABILITY		1 0		V653876 5/23/2025	290.218.2180.024.000.000	\$11,784.17
PAYROLL LIABILITY		1 0		V653876 5/23/2025	284.218.2180.024.000.000	\$454.77
PAYROLL LIABILITY		1 0		V653876 5/23/2025	260.218.2180.024.000.000	\$921.00
PAYROLL LIABILITY		1 0		V653876 5/23/2025	261.218.2180.024.000.000	\$723.16
PAYROLL LIABILITY		1 0		V653876 5/23/2025	274.218.2180.024.000.000	\$333.54

Check #: 0

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1161

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$409,679.20
						Vendor Total: \$409,679.20
						Grand Total: \$409,679.20

End of Report

Persi Choice
MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1162

Voucher Date: 05/23/2025

Prepared By:

Heather Woodland

Printed: 05/22/2025 01:52:00 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$14,371.99 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
100	GENERAL FUND	\$12,116.35
243	PROFESSIONAL TECHNICAL - STATE	\$68.90
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$748.06
253	TITLE I-C ESEA MIGRANT FUND	\$70.40
257	TITLE VI-B IDEA SPECIAL ED FUND	\$618.55
260	MEDICAID	\$46.52
274	Stronger Connections Grant	\$20.00
290	FOOD SERVICE FUND	\$683.21
		\$14,371.99

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1162

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PUBLIC EMP. RETIREMENT SYS						
Check Group:						
PAYROLL LIABILITY		1 0		V390428 5/23/2025	100.218.2180.033.000.000	\$12,116.35
PAYROLL LIABILITY		1 0		V390428 5/23/2025	243.218.2180.033.000.000	\$68.90
PAYROLL LIABILITY		1 0		V390428 5/23/2025	251.218.2180.033.000.000	\$748.06
PAYROLL LIABILITY		1 0		V390428 5/23/2025	253.218.2180.033.000.000	\$70.40
PAYROLL LIABILITY		1 0		V390428 5/23/2025	257.218.2180.033.000.000	\$618.55
PAYROLL LIABILITY		1 0		V390428 5/23/2025	290.218.2180.033.000.000	\$683.21 62
PAYROLL LIABILITY		1 0		V390428 5/23/2025	260.218.2180.033.000.000	\$46.52
PAYROLL LIABILITY		1 0		V390428 5/23/2025	274.218.2180.033.000.000	\$20.00

Check #: 0

PO/InvoiceTotal:	<u>\$14,371.99</u>
Vendor Total:	<u>\$14,371.99</u>
Grand Total:	<u>\$14,371.99</u>

End of Report


AF 4036

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1163

Voucher Date: 05/23/2025


Prepared By:



Printed: 05/22/2025 01:52:32 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
		<hr/> <hr/>
		\$1,984.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1163 05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AMERICAN FIDELITY ASSURANCE						
Check Group:						
PAYROLL LIABILITY		1 0		V524857 5/23/2025	100.218.2180.032.000.000	\$1,897.59
PAYROLL LIABILITY		1 0		V524857 5/23/2025	243.218.2180.032.000.000	\$11.41
PAYROLL LIABILITY		1 0		V524857 5/23/2025	251.218.2180.032.000.000	\$75.00

Check #: 0

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

End of Report

AF Flex

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1164

Voucher Date: 05/23/2025

Prepared By:

Heather Wood

Printed: 05/22/2025 01:57:25 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$7,436.83 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.

[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	\$6,415.69
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	\$85.24
260	MEDICAID	\$55.24
270	TITLE III ESEA FED LEP	\$39.57
290	FOOD SERVICE FUND	\$547.16
		\$7,436.83

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1164

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AMERICAN FIDELITY FLEX						
Check Group:						
PAYROLL LIABILITY		1 0		V378828 5/23/2025	290.218.2180.039.000.000	\$419.41
Maria Garcia HSA to Flex for Flex rollover to HSA		1 0		V826802 5/15/2025	100.218.2180.039.000.000	\$610.00
PAYROLL LIABILITY		1 0		V90936 5/23/2025	251.218.2180.039.000.000	\$86.36
PAYROLL LIABILITY		1 0		V90936 5/23/2025	253.218.2180.039.000.000	\$79.61
PAYROLL LIABILITY		1 0		V90936 5/23/2025	257.218.2180.039.000.000	\$85.24
PAYROLL LIABILITY		1 0		V90936 5/23/2025	270.218.2180.039.000.000	\$39.57 66
PAYROLL LIABILITY		1 0		V90936 5/23/2025	290.218.2180.039.000.000	\$127.75
PAYROLL LIABILITY		1 0		V90936 5/23/2025	260.218.2180.039.000.000	\$55.24
PAYROLL LIABILITY		1 0		V90936 5/23/2025	255.218.2180.039.000.000	\$114.14
PAYROLL LIABILITY		1 0		V90936 5/23/2025	100.218.2180.039.000.000	\$5,805.69
PAYROLL LIABILITY		1 0		V90936 5/23/2025	243.218.2180.039.000.000	\$13.82

Check #: 0

PO/InvoiceTotal:	\$7,436.83
Vendor Total:	\$7,436.83
Grand Total:	\$7,436.83

End of Report

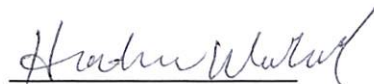
Aflac

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1165

Voucher Date: 05/23/2025

Prepared By:



Printed: 05/22/2025 01:57:59 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
	\$198.88

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1165 05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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AMERICAN FAMILY LIFE

Check Group:

PAYROLL LIABILITY

1 0

V713917
5/23/2025

100.218.2180.039.000.000

\$198.88

Check #: 0

PO/InvoiceTotal:	\$198.88
Vendor Total:	\$198.88
Grand Total:	\$198.88

End of Report

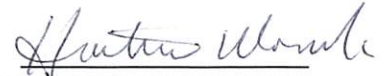
Delta

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1166

Voucher Date: 05/23/2025

Prepared By:



Printed: 05/22/2025 01:59:26 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$25,425.43 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	\$21,207.41
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	\$1,050.49
258	TITLE VI-B IDEA PRESCHOOL FUND	\$62.78
260	MEDICAID	\$87.83
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	\$176.39

Voucher No: 1166

Voucher Date: 05/23/2025

Fund		Amount
274	Stronger Connections Grant	\$48.29
290	FOOD SERVICE FUND	\$1,534.28
		<hr/> <hr/> \$25,425.43

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1166 05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DELTA DENTAL						
Check Group:						
PAYROLL LIABILITY		1 0		V543735 5/23/2025	100.218.2180.026.000.000	\$21,207.41
PAYROLL LIABILITY		1 0		V543735 5/23/2025	251.218.2180.026.000.000	\$737.95
PAYROLL LIABILITY		1 0		V543735 5/23/2025	253.218.2180.026.000.000	\$314.45
PAYROLL LIABILITY		1 0		V543735 5/23/2025	255.218.2180.026.000.000	\$44.90
PAYROLL LIABILITY		1 0		V543735 5/23/2025	257.218.2180.026.000.000	\$1,050.49
PAYROLL LIABILITY		1 0		V543735 5/23/2025	258.218.2180.026.000.000	\$62.78 71
PAYROLL LIABILITY		1 0		V543735 5/23/2025	270.218.2180.026.000.000	\$75.39
PAYROLL LIABILITY		1 0		V543735 5/23/2025	271.218.2180.026.000.000	\$176.39
PAYROLL LIABILITY		1 0		V543735 5/23/2025	290.218.2180.026.000.000	\$1,534.28
PAYROLL LIABILITY		1 0		V543735 5/23/2025	260.218.2180.026.000.000	\$87.83
PAYROLL LIABILITY		1 0		V543735 5/23/2025	261.218.2180.026.000.000	\$85.27
PAYROLL LIABILITY		1 0		V543735 5/23/2025	274.218.2180.026.000.000	\$48.29

Check #: 0

PO/InvoiceTotal:	<u>\$25,425.43</u>
Vendor Total:	\$25,425.43

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1166 05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$25,425.43

End of Report

Ameritas

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1167

Voucher Date: 05/23/2025

Prepared By: *Heather Woodland*

Printed: 05/22/2025 01:59:49 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$4,294.23 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.

[Handwritten 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	\$3,552.21
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$123.95
253	TITLE I-C ESEA MIGRANT FUND	\$46.86
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$5.76
257	TITLE VI-B IDEA SPECIAL ED FUND	\$169.93
258	TITLE VI-B IDEA PRESCHOOL FUND	\$8.05
260	MEDICAID	\$16.38
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$9.27
270	TITLE III ESEA FED LEP	\$4.95
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$28.17

Voucher No: 1167

Voucher Date: 05/23/2025

Fund		Amount
274	Stronger Connections Grant	\$6.19
290	FOOD SERVICE FUND	\$322.51
		<hr/> <hr/> \$4,294.23

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1167

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AMERITAS GROUP ADMINISTRATION						
Check Group:						
PAYROLL LIABILITY		1 0		V925537 5/23/2025	100.218.2180.028.000.000	\$3,552.21
PAYROLL LIABILITY		1 0		V925537 5/23/2025	251.218.2180.028.000.000	\$123.95
PAYROLL LIABILITY		1 0		V925537 5/23/2025	253.218.2180.028.000.000	\$46.86
PAYROLL LIABILITY		1 0		V925537 5/23/2025	255.218.2180.028.000.000	\$5.76
PAYROLL LIABILITY		1 0		V925537 5/23/2025	257.218.2180.028.000.000	\$169.93
PAYROLL LIABILITY		1 0		V925537 5/23/2025	258.218.2180.028.000.000	\$8.05 75
PAYROLL LIABILITY		1 0		V925537 5/23/2025	270.218.2180.028.000.000	\$4.95
PAYROLL LIABILITY		1 0		V925537 5/23/2025	271.218.2180.028.000.000	\$28.17
PAYROLL LIABILITY		1 0		V925537 5/23/2025	290.218.2180.028.000.000	\$322.51
PAYROLL LIABILITY		1 0		V925537 5/23/2025	260.218.2180.028.000.000	\$16.38
PAYROLL LIABILITY		1 0		V925537 5/23/2025	261.218.2180.028.000.000	\$9.27
PAYROLL LIABILITY		1 0		V925537 5/23/2025	274.218.2180.028.000.000	\$6.19

Check #: 0

PO/Invoice Total:	<u>\$4,294.23</u>
Vendor Total:	<u>\$4,294.23</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1167 05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$4,294.23

End of Report

Washington
Note

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1168

Voucher Date: 05/23/2025

Prepared By:

Hunter Wood

Printed: 05/22/2025 02:02:09 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$12,266.13 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	\$10,424.41
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	\$322.65
260	MEDICAID	\$10.99
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$117.22
290	FOOD SERVICE FUND	\$748.71
		\$12,266.13

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1168

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WASHINGTON NATIONAL INS CO						
Check Group:						
PAYROLL LIABILITY		1	0	V290523 5/23/2025	100.218.2180.039.000.000	\$10,391.01
PAYROLL LIABILITY		1	0	V290523 5/23/2025	243.218.2180.039.000.000	\$28.48
PAYROLL LIABILITY		1	0	V290523 5/23/2025	251.218.2180.039.000.000	\$604.59
PAYROLL LIABILITY		1	0	V290523 5/23/2025	253.218.2180.039.000.000	\$9.08
PAYROLL LIABILITY		1	0	V290523 5/23/2025	257.218.2180.039.000.000	\$322.65
PAYROLL LIABILITY		1	0	V290523 5/23/2025	271.218.2180.039.000.000	\$117.22 78
PAYROLL LIABILITY		1	0	V290523 5/23/2025	290.218.2180.039.000.000	\$748.71
PAYROLL LIABILITY		1	0	V290523 5/23/2025	260.218.2180.039.000.000	\$10.99
Mary Brisbin District didnt pay for her in Oct 24		1	0	V957164 5/22/2025	100.218.2180.039.000.000	\$33.40

Check #: 0

PO/InvoiceTotal:	<u>\$12,266.13</u>
Vendor Total:	<u>\$12,266.13</u>
Grand Total:	\$12,266.13

End of Report

Usable
Basic

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1169

Voucher Date: 05/23/2025

Prepared By:

Heather Woodland

Printed: 05/22/2025 02:02:40 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$4,213.14 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
100	GENERAL FUND	\$3,442.85
243	PROFESSIONAL TECHNICAL - STATE	\$0.51
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$122.98
253	TITLE I-C ESEA MIGRANT FUND	\$54.91
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$8.51
257	TITLE VI-B IDEA SPECIAL ED FUND	\$206.75
258	TITLE VI-B IDEA PRESCHOOL FUND	\$2.75
260	MEDICAID	\$27.27
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$6.40
270	TITLE III ESEA FED LEP	\$7.31

Voucher No: 1169

Voucher Date: 05/23/2025

Fund		Amount
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$19.49
274	Stronger Connections Grant	\$9.15
284	GEAR UP GRANT	\$9.15
290	FOOD SERVICE FUND	\$295.11
		<hr/> <hr/>
		\$4,213.14

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1169

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
USABLE LIFE						
Check Group:						
PAYROLL LIABILITY		1 0		V223098 5/23/2025	100.218.2180.027.000.000	\$3,442.85
PAYROLL LIABILITY		1 0		V223098 5/23/2025	243.218.2180.027.000.000	\$0.51
PAYROLL LIABILITY		1 0		V223098 5/23/2025	251.218.2180.027.000.000	\$122.98
PAYROLL LIABILITY		1 0		V223098 5/23/2025	253.218.2180.027.000.000	\$54.91
PAYROLL LIABILITY		1 0		V223098 5/23/2025	255.218.2180.027.000.000	\$8.51
PAYROLL LIABILITY		1 0		V223098 5/23/2025	257.218.2180.027.000.000	\$206.75 81
PAYROLL LIABILITY		1 0		V223098 5/23/2025	258.218.2180.027.000.000	\$2.75
PAYROLL LIABILITY		1 0		V223098 5/23/2025	270.218.2180.027.000.000	\$7.31
PAYROLL LIABILITY		1 0		V223098 5/23/2025	271.218.2180.027.000.000	\$19.49
PAYROLL LIABILITY		1 0		V223098 5/23/2025	290.218.2180.027.000.000	\$295.11
PAYROLL LIABILITY		1 0		V223098 5/23/2025	284.218.2180.027.000.000	\$9.15
PAYROLL LIABILITY		1 0		V223098 5/23/2025	260.218.2180.027.000.000	\$27.27
PAYROLL LIABILITY		1 0		V223098 5/23/2025	261.218.2180.027.000.000	\$6.40
PAYROLL LIABILITY		1 0		V223098 5/23/2025	274.218.2180.027.000.000	\$9.15

Check #: 0

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1169

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$4,213.14
						Vendor Total: \$4,213.14
						Grand Total: \$4,213.14

End of Report

*USABLE
Elective
life*

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1170


Voucher Date: 05/23/2025

Prepared By: *Hester Wood*

Printed: 05/22/2025 02:06:07 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$3,414.41 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	\$3,018.21
243	PROFESSIONAL TECHNICAL - STATE	\$9.49
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$64.13
253	TITLE I-C ESEA MIGRANT FUND	\$18.24
257	TITLE VI-B IDEA SPECIAL ED FUND	\$70.61
258	TITLE VI-B IDEA PRESCHOOL FUND	\$5.07
260	MEDICAID	\$5.62
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$1.05
270	TITLE III ESEA FED LEP	\$3.24
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$15.11
290	FOOD SERVICE FUND	\$203.64

Voucher No: 1170

Voucher Date: 05/23/2025

Fund

Amount

\$3,414.41

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1170

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
USABLE LIFE						
Check Group:						
PAYROLL LIABILITY		1 0		V31029 5/23/2025	100.218.2180.039.000.000	\$2,168.17
PAYROLL LIABILITY		1 0		V31029 5/23/2025	243.218.2180.039.000.000	\$6.24
PAYROLL LIABILITY		1 0		V31029 5/23/2025	251.218.2180.039.000.000	\$50.62
PAYROLL LIABILITY		1 0		V31029 5/23/2025	253.218.2180.039.000.000	\$7.04
PAYROLL LIABILITY		1 0		V31029 5/23/2025	257.218.2180.039.000.000	\$46.67
PAYROLL LIABILITY		1 0		V31029 5/23/2025	258.218.2180.039.000.000	\$5.07 85
PAYROLL LIABILITY		1 0		V31029 5/23/2025	270.218.2180.039.000.000	\$1.08
PAYROLL LIABILITY		1 0		V31029 5/23/2025	271.218.2180.039.000.000	\$7.89
PAYROLL LIABILITY		1 0		V31029 5/23/2025	290.218.2180.039.000.000	\$137.99
PAYROLL LIABILITY		1 0		V31029 5/23/2025	260.218.2180.039.000.000	\$5.62
PAYROLL LIABILITY		1 0		V31029 5/23/2025	261.218.2180.039.000.000	\$1.05
PAYROLL LIABILITY		1 0		V417816 5/23/2025	100.218.2180.039.000.000	\$795.93
PAYROLL LIABILITY		1 0		V417816 5/23/2025	243.218.2180.039.000.000	\$3.20
PAYROLL LIABILITY		1 0		V417816 5/23/2025	251.218.2180.039.000.000	\$9.70

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1170

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V417816 5/23/2025	253.218.2180.039.000.000	\$10.08
PAYROLL LIABILITY		1	0	V417816 5/23/2025	257.218.2180.039.000.000	\$21.60
PAYROLL LIABILITY		1	0	V417816 5/23/2025	270.218.2180.039.000.000	\$2.16
PAYROLL LIABILITY		1	0	V417816 5/23/2025	271.218.2180.039.000.000	\$6.10
PAYROLL LIABILITY		1	0	V417816 5/23/2025	290.218.2180.039.000.000	\$61.13
PAYROLL LIABILITY		1	0	V664378 5/23/2025	100.218.2180.039.000.000	\$65.20
PAYROLL LIABILITY		1	0	V664378 5/23/2025	243.218.2180.039.000.000	\$0.05 86
PAYROLL LIABILITY		1	0	V664378 5/23/2025	251.218.2180.039.000.000	\$3.81
PAYROLL LIABILITY		1	0	V664378 5/23/2025	253.218.2180.039.000.000	\$1.12
PAYROLL LIABILITY		1	0	V664378 5/23/2025	257.218.2180.039.000.000	\$2.34
PAYROLL LIABILITY		1	0	V664378 5/23/2025	271.218.2180.039.000.000	\$1.12
PAYROLL LIABILITY		1	0	V664378 5/23/2025	290.218.2180.039.000.000	\$4.52
overpayment credit		1	0	V716594 5/23/2025	100.218.2180.039.000.000	(\$11.09)

Check #: 0

PO/InvoiceTotal: \$3,414.41

Vendor Total: \$3,414.41

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1170

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$3,414.41

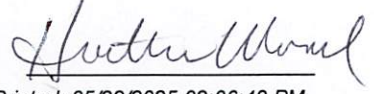
End of Report

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Elective
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MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1171

Voucher Date: 05/23/2025

Prepared By: 

Printed: 05/22/2025 02:06:43 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$40,548.15 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	\$35,394.32
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	\$1,002.50
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

Voucher No: 1171

Voucher Date: 05/23/2025

Fund		Amount
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	\$1,869.47
		<hr/> <hr/>
		\$40,548.15

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1171

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AMERICAN FIDELITY						
Check Group:						
PAYROLL LIABILITY		1 0		V180950 5/23/2025	100.218.2180.039.000.000	\$1,568.51
PAYROLL LIABILITY		1 0		V180950 5/23/2025	243.218.2180.039.000.000	\$1.94
PAYROLL LIABILITY		1 0		V180950 5/23/2025	251.218.2180.039.000.000	\$41.34
PAYROLL LIABILITY		1 0		V180950 5/23/2025	253.218.2180.039.000.000	\$7.45
PAYROLL LIABILITY		1 0		V180950 5/23/2025	255.218.2180.039.000.000	\$10.58
PAYROLL LIABILITY		1 0		V180950 5/23/2025	257.218.2180.039.000.000	\$6.02 90
PAYROLL LIABILITY		1 0		V180950 5/23/2025	290.218.2180.039.000.000	\$77.34
Sheila Barboza double deduct forgot last time		1 0		V323864 5/23/2025	100.218.2180.039.000.000	\$106.10
PAYROLL LIABILITY		1 0		V406011 5/23/2025	100.218.2180.039.000.000	\$3,981.43
PAYROLL LIABILITY		1 0		V406011 5/23/2025	243.218.2180.039.000.000	\$7.00
PAYROLL LIABILITY		1 0		V406011 5/23/2025	251.218.2180.039.000.000	\$80.90
PAYROLL LIABILITY		1 0		V406011 5/23/2025	253.218.2180.039.000.000	\$48.69
PAYROLL LIABILITY		1 0		V406011 5/23/2025	255.218.2180.039.000.000	\$8.46
PAYROLL LIABILITY		1 0		V406011 5/23/2025	257.218.2180.039.000.000	\$88.21

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1171

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V406011 5/23/2025	270.218.2180.039.000.000	\$21.69
PAYROLL LIABILITY		1	0	V406011 5/23/2025	290.218.2180.039.000.000	\$376.21
PAYROLL LIABILITY		1	0	V406011 5/23/2025	260.218.2180.039.000.000	\$12.28
PAYROLL LIABILITY		1	0	V406011 5/23/2025	261.218.2180.039.000.000	\$70.28
PAYROLL LIABILITY		1	0	V417853 5/23/2025	100.218.2180.039.000.000	\$2,153.73
PAYROLL LIABILITY		1	0	V417853 5/23/2025	243.218.2180.039.000.000	\$2.29
PAYROLL LIABILITY		1	0	V417853 5/23/2025	253.218.2180.039.000.000	\$22.22 91
PAYROLL LIABILITY		1	0	V417853 5/23/2025	257.218.2180.039.000.000	\$60.94
PAYROLL LIABILITY		1	0	V417853 5/23/2025	270.218.2180.039.000.000	\$9.52
PAYROLL LIABILITY		1	0	V417853 5/23/2025	271.218.2180.039.000.000	\$13.91
PAYROLL LIABILITY		1	0	V417853 5/23/2025	290.218.2180.039.000.000	\$33.35
PAYROLL LIABILITY		1	0	V417853 5/23/2025	260.218.2180.039.000.000	\$28.95
PAYROLL LIABILITY		1	0	V430689 5/23/2025	100.218.2180.039.000.000	\$2,950.38
PAYROLL LIABILITY		1	0	V430689 5/23/2025	243.218.2180.039.000.000	\$4.28
PAYROLL LIABILITY		1	0	V430689 5/23/2025	251.218.2180.039.000.000	\$86.32

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1171

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V430689 5/23/2025	257.218.2180.039.000.000	\$27.68
PAYROLL LIABILITY		1	0	V430689 5/23/2025	290.218.2180.039.000.000	\$118.72
PAYROLL LIABILITY		1	0	V430689 5/23/2025	260.218.2180.039.000.000	\$6.92
PAYROLL LIABILITY		1	0	V430689 5/23/2025	261.218.2180.039.000.000	\$10.18
PAYROLL LIABILITY		1	0	V510401 5/23/2025	100.218.2180.039.000.000	\$7,844.89
PAYROLL LIABILITY		1	0	V510401 5/23/2025	243.218.2180.039.000.000	\$30.16
PAYROLL LIABILITY		1	0	V510401 5/23/2025	251.218.2180.039.000.000	\$420.16 92
PAYROLL LIABILITY		1	0	V510401 5/23/2025	253.218.2180.039.000.000	\$8.88
PAYROLL LIABILITY		1	0	V510401 5/23/2025	255.218.2180.039.000.000	\$36.26
PAYROLL LIABILITY		1	0	V510401 5/23/2025	257.218.2180.039.000.000	\$227.23
PAYROLL LIABILITY		1	0	V510401 5/23/2025	271.218.2180.039.000.000	\$36.30
PAYROLL LIABILITY		1	0	V510401 5/23/2025	290.218.2180.039.000.000	\$239.60
PAYROLL LIABILITY		1	0	V510401 5/23/2025	260.218.2180.039.000.000	\$27.00
PAYROLL LIABILITY		1	0	V510401 5/23/2025	274.218.2180.039.000.000	\$7.72
PAYROLL LIABILITY		1	0	V538335 5/23/2025	100.218.2180.039.000.000	\$7,594.27

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1171

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V538335 5/23/2025	243.218.2180.039.000.000	\$9.08
PAYROLL LIABILITY		1	0	V538335 5/23/2025	251.218.2180.039.000.000	\$266.90
PAYROLL LIABILITY		1	0	V538335 5/23/2025	253.218.2180.039.000.000	\$39.25
PAYROLL LIABILITY		1	0	V538335 5/23/2025	255.218.2180.039.000.000	\$38.12
PAYROLL LIABILITY		1	0	V538335 5/23/2025	257.218.2180.039.000.000	\$272.12
PAYROLL LIABILITY		1	0	V538335 5/23/2025	258.218.2180.039.000.000	\$59.90
PAYROLL LIABILITY		1	0	V538335 5/23/2025	270.218.2180.039.000.000	\$22.89 93
PAYROLL LIABILITY		1	0	V538335 5/23/2025	271.218.2180.039.000.000	\$59.90
PAYROLL LIABILITY		1	0	V538335 5/23/2025	290.218.2180.039.000.000	\$589.75
PAYROLL LIABILITY		1	0	V538335 5/23/2025	284.218.2180.039.000.000	\$59.90
PAYROLL LIABILITY		1	0	V538335 5/23/2025	260.218.2180.039.000.000	\$21.92
PAYROLL LIABILITY		1	0	V538335 5/23/2025	274.218.2180.039.000.000	\$31.50
PAYROLL LIABILITY		1	0	V623164 5/23/2025	100.218.2180.039.000.000	\$984.51
PAYROLL LIABILITY		1	0	V623164 5/23/2025	243.218.2180.039.000.000	\$0.97
PAYROLL LIABILITY		1	0	V623164 5/23/2025	251.218.2180.039.000.000	\$17.80

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1171

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V623164 5/23/2025	255.218.2180.039.000.000	\$2.98
PAYROLL LIABILITY		1	0	V623164 5/23/2025	257.218.2180.039.000.000	\$18.48
PAYROLL LIABILITY		1	0	V623164 5/23/2025	271.218.2180.039.000.000	\$28.00
PAYROLL LIABILITY		1	0	V623164 5/23/2025	290.218.2180.039.000.000	\$27.10
PAYROLL LIABILITY		1	0	V623164 5/23/2025	260.218.2180.039.000.000	\$1.66
PAYROLL LIABILITY		1	0	V643356 5/23/2025	100.218.2180.039.000.000	\$306.30
PAYROLL LIABILITY		1	0	V744081 5/23/2025	100.218.2180.039.000.000	\$6,178.64 94
PAYROLL LIABILITY		1	0	V744081 5/23/2025	243.218.2180.039.000.000	\$5.32
PAYROLL LIABILITY		1	0	V744081 5/23/2025	251.218.2180.039.000.000	\$189.25
PAYROLL LIABILITY		1	0	V744081 5/23/2025	253.218.2180.039.000.000	\$10.02
PAYROLL LIABILITY		1	0	V744081 5/23/2025	255.218.2180.039.000.000	\$21.85
PAYROLL LIABILITY		1	0	V744081 5/23/2025	257.218.2180.039.000.000	\$242.79
PAYROLL LIABILITY		1	0	V744081 5/23/2025	271.218.2180.039.000.000	\$73.80
PAYROLL LIABILITY		1	0	V744081 5/23/2025	290.218.2180.039.000.000	\$262.70
PAYROLL LIABILITY		1	0	V744081 5/23/2025	260.218.2180.039.000.000	\$39.13

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1171

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V909174 5/23/2025	100.218.2180.039.000.000	\$120.33
PAYROLL LIABILITY		1	0	V909174 5/23/2025	271.218.2180.039.000.000	\$3.89
PAYROLL LIABILITY		1	0	V982354 5/23/2025	100.218.2180.039.000.000	\$1,605.23
PAYROLL LIABILITY		1	0	V982354 5/23/2025	243.218.2180.039.000.000	\$2.48
PAYROLL LIABILITY		1	0	V982354 5/23/2025	251.218.2180.039.000.000	\$169.90
PAYROLL LIABILITY		1	0	V982354 5/23/2025	253.218.2180.039.000.000	\$36.17
PAYROLL LIABILITY		1	0	V982354 5/23/2025	257.218.2180.039.000.000	\$59.03 95
PAYROLL LIABILITY		1	0	V982354 5/23/2025	290.218.2180.039.000.000	\$144.70
PAYROLL LIABILITY		1	0	V982354 5/23/2025	260.218.2180.039.000.000	\$7.60

Check #: 0

PO/InvoiceTotal:	<u>\$40,548.15</u>
Vendor Total:	<u>\$40,548.15</u>
Grand Total:	\$40,548.15

End of Report

Blue Cross

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1172

Voucher Date: 05/23/2025

Prepared By:

Hutton Woodland
Printed: 05/27/2025 10:35:03 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$1,365,969.05 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.

Paul Ross

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	\$1,289,969.45
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$10,757.81
253	TITLE I-C ESEA MIGRANT FUND	\$6,431.66
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$916.71
257	TITLE VI-B IDEA SPECIAL ED FUND	\$21,551.42
258	TITLE VI-B IDEA PRESCHOOL FUND	\$947.96
260	MEDICAID	\$2,437.84
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$690.13
270	TITLE III ESEA FED LEP	\$788.72
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$2,096.08

Voucher No: 1172

Voucher Date: 05/23/2025

Fund		Amount
274	Stronger Connections Grant	\$985.90
290	FOOD SERVICE FUND	\$28,395.37
		<hr/> <hr/>
		\$1,365,969.05

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1172

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BLUE CROSS OF IDAHO						
Check Group:						
PAYROLL LIABILITY		1 0		V106464 5/23/2025	100.218.2180.025.000.000	\$238,306.50
PAYROLL LIABILITY		1 0		V106464 5/23/2025	251.218.2180.025.000.000	\$7,784.66
PAYROLL LIABILITY		1 0		V106464 5/23/2025	253.218.2180.025.000.000	\$2,759.10
PAYROLL LIABILITY		1 0		V106464 5/23/2025	255.218.2180.025.000.000	\$916.25
PAYROLL LIABILITY		1 0		V106464 5/23/2025	257.218.2180.025.000.000	\$15,967.50
PAYROLL LIABILITY		1 0		V106464 5/23/2025	270.218.2180.025.000.000	\$788.32 98
PAYROLL LIABILITY		1 0		V106464 5/23/2025	271.218.2180.025.000.000	\$128.11
PAYROLL LIABILITY		1 0		V106464 5/23/2025	290.218.2180.025.000.000	\$19,708.00
PAYROLL LIABILITY		1 0		V106464 5/23/2025	260.218.2180.025.000.000	\$1,720.43
PAYROLL LIABILITY		1 0		V106464 5/23/2025	261.218.2180.025.000.000	\$689.78
PAYROLL LIABILITY		1 0		V106464 5/23/2025	274.218.2180.025.000.000	\$985.40
PAYROLL LIABILITY		1 0		V318101 5/23/2025	100.218.2180.025.000.000	\$3,997.87
PAYROLL LIABILITY		1 0		V318101 5/23/2025	251.218.2180.025.000.000	\$52.40
PAYROLL LIABILITY		1 0		V318101 5/23/2025	253.218.2180.025.000.000	\$216.82

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1172

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V318101 5/23/2025	257.218.2180.025.000.000	\$302.24
PAYROLL LIABILITY		1	0	V318101 5/23/2025	290.218.2180.025.000.000	\$852.32
PAYROLL LIABILITY		1	0	V318101 5/23/2025	260.218.2180.025.000.000	\$60.25
PAYROLL LIABILITY		1	0	V841813 5/23/2025	100.218.2180.025.000.000	\$177.64
PAYROLL LIABILITY		1	0	V841813 5/23/2025	251.218.2180.025.000.000	\$5.95
PAYROLL LIABILITY		1	0	V841813 5/23/2025	253.218.2180.025.000.000	\$3.00
PAYROLL LIABILITY		1	0	V841813 5/23/2025	255.218.2180.025.000.000	\$0.46 99
PAYROLL LIABILITY		1	0	V841813 5/23/2025	257.218.2180.025.000.000	\$11.63
PAYROLL LIABILITY		1	0	V841813 5/23/2025	258.218.2180.025.000.000	\$0.65
PAYROLL LIABILITY		1	0	V841813 5/23/2025	270.218.2180.025.000.000	\$0.40
PAYROLL LIABILITY		1	0	V841813 5/23/2025	271.218.2180.025.000.000	\$1.07
PAYROLL LIABILITY		1	0	V841813 5/23/2025	290.218.2180.025.000.000	\$15.02
PAYROLL LIABILITY		1	0	V841813 5/23/2025	260.218.2180.025.000.000	\$1.33
PAYROLL LIABILITY		1	0	V841813 5/23/2025	261.218.2180.025.000.000	\$0.35
PAYROLL LIABILITY		1	0	V841813 5/23/2025	274.218.2180.025.000.000	\$0.50

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1172

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V90818 5/23/2025	100.218.2180.025.000.000	\$118,671.69
PAYROLL LIABILITY		1	0	V90818 5/23/2025	251.218.2180.025.000.000	\$2,914.80
PAYROLL LIABILITY		1	0	V90818 5/23/2025	253.218.2180.025.000.000	\$3,452.74
PAYROLL LIABILITY		1	0	V90818 5/23/2025	257.218.2180.025.000.000	\$5,270.05
PAYROLL LIABILITY		1	0	V90818 5/23/2025	258.218.2180.025.000.000	\$947.31
PAYROLL LIABILITY		1	0	V90818 5/23/2025	271.218.2180.025.000.000	\$1,966.90
PAYROLL LIABILITY		1	0	V90818 5/23/2025	290.218.2180.025.000.000	\$7,820.03 100
PAYROLL LIABILITY		1	0	V90818 5/23/2025	260.218.2180.025.000.000	\$655.83
Payout for years in arrears		1	0	V987373 5/27/2025	100.218.2180.025.000.000	\$928,815.75

Check #: 0

PO/InvoiceTotal:	<u>\$1,365,969.05</u>
Vendor Total:	<u>\$1,365,969.05</u>
Grand Total:	<u>\$1,365,969.05</u>

End of Report

PrimePay

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1173

Voucher Date: 05/23/2025

Prepared By:

Hunter Woodland

Printed: 05/22/2025 02:10:10 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$326.33 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	\$272.11
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$9.45
253	TITLE I-C ESEA MIGRANT FUND	\$4.10
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$0.63
257	TITLE VI-B IDEA SPECIAL ED FUND	\$14.46
258	TITLE VI-B IDEA PRESCHOOL FUND	\$0.88
260	MEDICAID	\$1.83
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$0.48
270	TITLE III ESEA FED LEP	\$0.54
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$1.45

Voucher No: 1173

Voucher Date: 05/23/2025

Fund		Amount
274	Stronger Connections Grant	\$0.68
290	FOOD SERVICE FUND	\$19.72
		\$326.33

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1173

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PRIMEPAY, LLC						
Check Group:						
PAYROLL LIABILITY		1 0		V470956 5/23/2025	251.218.2180.025.000.000	\$9.45
PAYROLL LIABILITY		1 0		V470956 5/23/2025	253.218.2180.025.000.000	\$4.10
PAYROLL LIABILITY		1 0		V470956 5/23/2025	255.218.2180.025.000.000	\$0.63
PAYROLL LIABILITY		1 0		V470956 5/23/2025	257.218.2180.025.000.000	\$14.46
PAYROLL LIABILITY		1 0		V470956 5/23/2025	258.218.2180.025.000.000	\$0.88
PAYROLL LIABILITY		1 0		V470956 5/23/2025	270.218.2180.025.000.000	\$0.54 103
PAYROLL LIABILITY		1 0		V470956 5/23/2025	271.218.2180.025.000.000	\$1.45
PAYROLL LIABILITY		1 0		V470956 5/23/2025	290.218.2180.025.000.000	\$19.72
PAYROLL LIABILITY		1 0		V470956 5/23/2025	260.218.2180.025.000.000	\$1.83
PAYROLL LIABILITY		1 0		V470956 5/23/2025	261.218.2180.025.000.000	\$0.48
PAYROLL LIABILITY		1 0		V470956 5/23/2025	274.218.2180.025.000.000	\$0.68
PAYROLL LIABILITY		1 0		V470956 5/23/2025	100.218.2180.025.000.000	\$249.06
Add on to what we're deducting		1 0		V608469 5/12/2025	100.218.2180.025.000.000	\$23.05

Check #: 0

PO/InvoiceTotal: \$326.33

Vendor Total: \$326.33

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1173

05/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$326.33

End of Report

10.2
DL Evans

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1176

Voucher Date: 05/27/2025

Prepared By:

Heather Workedup

Printed: 05/28/2025 08:06:17 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$1,238.07 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
100	GENERAL FUND	\$750.00
290	FOOD SERVICE FUND	\$488.07
		\$1,238.07

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1176

05/27/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
D.L. EVANS BANK						
Check Group:						
DIRECT DEPOSIT		1 0		V712536 5/27/2025	100.217.2170.000.000.000	\$750.00
DIRECT DEPOSIT		1 0		V712536 5/27/2025	290.217.2170.000.000.000	\$488.07

Check #: 0

PO/InvoiceTotal:	<u>\$1,238.07</u>
Vendor Total:	<u>\$1,238.07</u>
Grand Total:	<u>\$1,238.07</u>

End of Report

10.2
Fed Tax

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1177

Voucher Date: 05/27/2025

Prepared By:

Holly Woodland

Printed: 05/28/2025 08:06:58 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$217.04 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.

[Handwritten 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	\$136.18
290	FOOD SERVICE FUND	\$80.86
		\$217.04

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1177 05/27/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SOCIAL SECURITY TRUST FUND						
Check Group:						
PAYROLL LIABILITY		1 0		V806133 5/27/2025	100.218.2180.020.000.000	\$110.36
PAYROLL LIABILITY		1 0		V806133 5/27/2025	290.218.2180.020.000.000	\$65.54
PAYROLL LIABILITY		1 0		V850837 5/27/2025	100.218.2180.021.000.000	\$25.82
PAYROLL LIABILITY		1 0		V850837 5/27/2025	290.218.2180.021.000.000	\$15.32

Check #: 0

PO/InvoiceTotal:	\$217.04
Vendor Total:	\$217.04
Grand Total:	\$217.04

End of Report

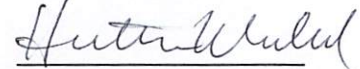
10.2
Parsi

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1178

Voucher Date: 05/27/2025


Prepared By:



Printed: 05/28/2025 08:07:50 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$191.88 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	\$191.88
	\$191.88

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1178 05/27/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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PUBLIC EMP. RETIREMENT SYS

Check Group:

PAYROLL LIABILITY

1 0

V189763
5/27/2025

100.218.2180.024.000.000

\$191.88

Check #: 0

PO/InvoiceTotal:	\$191.88
Vendor Total:	\$191.88
Grand Total:	\$191.88

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 AP Vouchers

Voucher No:	Voucher Date:	Voucher Amount:	Payment Form:
2580	5/13/2025	\$ 2,083.33	ACH
2581	5/15/2025	\$ 129,416.95	Checks
2582	5/19/2025	\$ 369.67	Credit Cards
2583	5/22/2025	\$ 136,413.76	Checks
2584	5/22/2025	\$ 35,124.02	Credit Cards
2585	5/29/2025	\$ 349,162.47	Checks
2586	5/30/2025	\$ 103.51	Credit Cards
2587	6/5/2025	\$ 91,841.68	Checks
2588	6/9/2025	\$ 1,596.15	Credit Cards
2589	6/9/2025	\$ 163.02	Credit Cards
		\$ 746,274.56	Voucher Totals

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

746,274.56

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

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2580

Voucher Date: 05/13/2025

Prepared By: Tori Aragon

Printed: 05/13/2025 08:55:49 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$2,083.33 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	\$2,083.33
	<hr/>
	\$2,083.33

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2580

05/13/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SPARTAN LAW, P.C.						
Check Group:						
LEGAL COUNCIL FEES		1	2502142	PMNT2 4/10/2025	100.631.0310.000.000.000	\$2,083.33
P-Card Payee: SPARTAN LAW, P.C.						

Check #: 0

PO/InvoiceTotal:	<u>\$2,083.33</u>
Vendor Total:	<u>\$2,083.33</u>
Grand Total:	<u>\$2,083.33</u>

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2581

Voucher Date: 05/15/2025

Prepared By: Tori Aragon

Printed: 05/15/2025 04:09:09 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$129,416.95 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	\$26,201.91
242	Idaho Career Ready Students Grant	\$32,407.50
243	PROFESSIONAL TECHNICAL - STATE	\$13,900.58
257	TITLE VI-B IDEA SPECIAL ED FUND	\$201.59
260	MEDICAID	\$28,259.35
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$519.00
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$1,254.91
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$580.00
284	GEAR UP GRANT	\$2,749.89
290	FOOD SERVICE FUND	\$23,342.22

Voucher No: 2581

Voucher Date: 05/15/2025

Fund

Amount

\$129,416.95

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 5/15/2025

To Date: 5/15/2025

From Check: 8301

To Check: 8333

From Voucher: 2581

To Voucher: 2581

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8301	05/15/2025	ACE HARDWARE	\$607.04	2581	Printed	Expense	<input type="checkbox"/>		
8302	05/15/2025	AMAZON/GEMB	\$20,202.07	2581	Printed	Expense	<input type="checkbox"/>		
8303	05/15/2025	BAILEY OIL CO., INC.	\$799.44	2581	Printed	Expense	<input type="checkbox"/>		
8304	05/15/2025	BURLEY REMINDER	\$2,749.89	2581	Printed	Expense	<input type="checkbox"/>		
8305	05/15/2025	CAXTON PRINTERS	\$1,419.93	2581	Printed	Expense	<input type="checkbox"/>		
8306	05/15/2025	CINTAS CORP	\$146.22	2581	Printed	Expense	<input type="checkbox"/>		
8307	05/15/2025	ELECTRIC MOTOR REWIND,INC	\$85.00	2581	Printed	Expense	<input type="checkbox"/>		
8308	05/15/2025	ENSIGN WHOLESALE FLORAL	\$83.91	2581	Printed	Expense	<input type="checkbox"/>		
8309	05/15/2025	EQ COUNSELING LLC	\$1,124.00	2581	Printed	Expense	<input type="checkbox"/>		
8310	05/15/2025	EQ THERAPY FOR KIDS, LLC	\$27,135.35	2581	Printed	Expense	<input type="checkbox"/>		
8311	05/15/2025	GEM STATE PAPER CO, INC.	\$4,671.10	2581	Printed	Expense	<input type="checkbox"/>		
8312	05/15/2025	GOOD SOURCE SOLUTIONS, INC	\$23,251.61	2581	Printed	Expense	<input type="checkbox"/>		
8313	05/15/2025	IN TOUCH	\$179.00	2581	Printed	Expense	<input type="checkbox"/>		
8314	05/15/2025	ITURRA, ARLETTE	\$1,099.00	2581	Printed	Expense	<input type="checkbox"/>		
8315	05/15/2025	JOSTENS	\$1,585.65	2581	Printed	Expense	<input type="checkbox"/>		
8316	05/15/2025	KIDD, KIMBERLEY	\$65.80	2581	Printed	Expense	<input type="checkbox"/>		
8317	05/15/2025	MAGIC VALLEY TIRE PAUL	\$42.98	2581	Printed	Expense	<input type="checkbox"/>		
8318	05/15/2025	MAGIC VALLEY TIRE RUPERT	\$1,224.00	2581	Printed	Expense	<input type="checkbox"/>		
8319	05/15/2025	NASCO	\$2,030.91	2581	Printed	Expense	<input type="checkbox"/>		
8320	05/15/2025	NU VU GLASS, INC.	\$167.53	2581	Printed	Expense	<input type="checkbox"/>		
8321	05/15/2025	POSTMASTER - PAUL	\$418.00	2581	Printed	Expense	<input type="checkbox"/>		
8322	05/15/2025	Presentation Systems	\$4,795.00	2581	Printed	Expense	<input type="checkbox"/>		
8323	05/15/2025	R.E.A.L. CURRICULUM LLC	\$740.00	2581	Printed	Expense	<input type="checkbox"/>		
8324	05/15/2025	RENAISSANCE LEARNING	\$41.20	2581	Printed	Expense	<input type="checkbox"/>		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 5/15/2025

To Date: 5/15/2025

From Check: 8301

To Check: 8333

From Voucher: 2581

To Voucher: 2581

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8325	05/15/2025	RUPERT LUMBER & PAINT	\$149.21	2581	Printed	Expense	<input type="checkbox"/>		
8326	05/15/2025	SCHOOL SPECIALTY SUPPLY	\$32,407.50	2581	Printed	Expense	<input type="checkbox"/>		
8327	05/15/2025	SCHOOLMATE	\$237.00	2581	Printed	Expense	<input type="checkbox"/>		
8328	05/15/2025	SMALL ENGINES THAT CAN	\$57.99	2581	Printed	Expense	<input type="checkbox"/>		
8329	05/15/2025	STANDARD PLUMBING CO	\$546.75	2581	Printed	Expense	<input type="checkbox"/>		
8330	05/15/2025	STARS FERRY BUILDING SUP	\$370.19	2581	Printed	Expense	<input type="checkbox"/>		
8331	05/15/2025	STOKES FOOD CENTER	\$86.88	2581	Printed	Expense	<input type="checkbox"/>		
8332	05/15/2025	TRENKLE, BRADY	\$856.80	2581	Printed	Expense	<input type="checkbox"/>		
8333	05/15/2025	WESTERN RECORDS DESTRUCTION	\$40.00	2581	Printed	Expense	<input type="checkbox"/>		

117

Total Amount: \$129,416.95

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2582

Voucher Date: 05/19/2025

Prepared By:

Tori Aragon

Printed: 05/21/2025 03:53:08 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$369.67 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	\$96.02
243	PROFESSIONAL TECHNICAL - STATE	\$273.65
		<hr/>
		\$369.67

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2582

05/19/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WALMART						
CAPITAL ONE						
PO BOX 60506						
CITY OF INDUSTRY	CA		91716-0506			
Check Group:						
LAB SUPPLIES FOR PLANT SCIENCE & FLORAL CLASSES		1	2501119	509700058797 4/7/2025	243.519.0410.000.301.301	\$103.10
P-Card Payee:	WALMART				Check #: 0	
						PO/InvoiceTotal: \$103.10
Check Group:						
GROCERIES FOR CLASSROOM LABS		1	2501332	61509151288585 2 4/1/2025	243.519.0410.000.307.301	\$170.55
P-Card Payee:	WALMART				Check #: 0	119
						PO/InvoiceTotal: \$170.55
Check Group:						
ART SUPPLIES		1	2502079	05124 4/7/2025	100.720.0410.000.022.102	\$96.02
P-Card Payee:	WALMART				Check #: 0	
						PO/InvoiceTotal: \$96.02
						Vendor Total: \$369.67

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2582

05/19/2025

Fiscal Year: 2024-2025

Vendor Remit Name
Description

Vendor #

QTY

PO No.

Invoice
Invoice Date

Account

Amount

Grand Total:

\$369.67

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2583

Voucher Date: 05/22/2025

Prepared By: Tori Aragon

Printed: 05/22/2025 03:44:46 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$136,413.76 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	\$83,131.39
243	PROFESSIONAL TECHNICAL - STATE	\$7,058.85
246	STATE SUBSTANCE ABUSE FUND	\$364.45
257	TITLE VI-B IDEA SPECIAL ED FUND	\$16.59
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$327.44
274	Stronger Connections Grant	\$18,050.00
290	FOOD SERVICE FUND	\$26,965.04
310	DEBT SERVICE FUND	\$500.00
		<hr/> <hr/>
		\$136,413.76

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 5/22/2025

To Date: 5/22/2025

From Check: 8334

To Check: 8395

From Voucher: 2583

To Voucher: 2583

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8334	05/22/2025	ACE HARDWARE	\$188.95	2583	Printed	Expense	<input type="checkbox"/>		
8335	05/22/2025	AIRGAS INTERMOUNTAIN,INC	\$1,427.80	2583	Printed	Expense	<input type="checkbox"/>		
8336	05/22/2025	ALL WIRELESS COMMUNICATIONS	\$265.66	2583	Printed	Expense	<input type="checkbox"/>		
8337	05/22/2025	AMAZON/GEMB	\$4,611.59	2583	Printed	Expense	<input type="checkbox"/>		
8338	05/22/2025	ANDERSON, JULIAN & HULL, LLP	\$80.00	2583	Printed	Expense	<input type="checkbox"/>		
8339	05/22/2025	ANIXTER INC	\$98.79	2583	Printed	Expense	<input type="checkbox"/>		
8340	05/22/2025	API GROUP LIFE SAFETY USA LLC	\$1,618.00	2583	Printed	Expense	<input type="checkbox"/>		
8341	05/22/2025	AUTOZONE	\$120.03	2583	Printed	Expense	<input type="checkbox"/>		
8342	05/22/2025	BRYSON SALES & SERVICE, INC	\$44.77	2583	Printed	Expense	<input type="checkbox"/>		
8343	05/22/2025	CARTER, TAMARA	\$75.53	2583	Printed	Expense	<input type="checkbox"/>		
8344	05/22/2025	CINTAS CORP	\$73.11	2583	Printed	Expense	<input type="checkbox"/>		
8345	05/22/2025	CONRAD & BISCHOFF, LLC	\$368.10	2583	Printed	Expense	<input type="checkbox"/>		
8346	05/22/2025	CPM EDUCATIONAL PROGRAM	\$14,250.00	2583	Printed	Expense	<input type="checkbox"/>		
8347	05/22/2025	CRANE, JAELEE	\$252.00	2583	Printed	Expense	<input type="checkbox"/>		
8348	05/22/2025	DAD'S BATTERY INC.	\$128.95	2583	Printed	Expense	<input type="checkbox"/>		
8349	05/22/2025	DEX IMAGING, LLC	\$22,243.23	2583	Printed	Expense	<input type="checkbox"/>		
8350	05/22/2025	DON ROYSTER FOUNDATION	\$1.00	2583	Printed	Expense	<input type="checkbox"/>		
8351	05/22/2025	DURRANT, JACOB	\$16.59	2583	Printed	Expense	<input type="checkbox"/>		
8352	05/22/2025	FIX IT RIGHT PARTS AND REPAIR, LLC	\$53.74	2583	Printed	Expense	<input type="checkbox"/>		
8353	05/22/2025	GARNER, CAMMY	\$5.00	2583	Printed	Expense	<input type="checkbox"/>		
8354	05/22/2025	GEM STATE PAPER CO, INC.	\$5,987.82	2583	Printed	Expense	<input type="checkbox"/>		
8355	05/22/2025	GOOD SOURCE SOLUTIONS, INC	\$14,034.94	2583	Printed	Expense	<input type="checkbox"/>		
8356	05/22/2025	HALL, MARISSA	\$34.31	2583	Printed	Expense	<input type="checkbox"/>		

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 5/22/2025

To Date: 5/22/2025

From Check: 8334

To Check: 8395

From Voucher: 2583

To Voucher: 2583

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8357	05/22/2025	IDAHO DIGITAL LEARNING ACADEMY	\$2,100.00	2583	Printed	Expense	<input type="checkbox"/>		
8358	05/22/2025	IVATA	\$200.00	2583	Printed	Expense	<input type="checkbox"/>		
8359	05/22/2025	JILS FLOWER HAUS	\$188.00	2583	Printed	Expense	<input type="checkbox"/>		
8360	05/22/2025	JPC2	\$7,866.00	2583	Printed	Expense	<input type="checkbox"/>		
8361	05/22/2025	K & R RENT-ALL, INC	\$18.00	2583	Printed	Expense	<input type="checkbox"/>		
8362	05/22/2025	KENT, DARYL	\$143.92	2583	Printed	Expense	<input type="checkbox"/>		
8363	05/22/2025	KONTES-WILLIAMS, KATHY	\$42.75	2583	Printed	Expense	<input type="checkbox"/>		
8364	05/22/2025	LAWSON PRODUCTS	\$582.30	2583	Printed	Expense	<input type="checkbox"/>		
8365	05/22/2025	LIGHTS OUT ELECTRIC	\$1,580.00	2583	Printed	Expense	<input type="checkbox"/>		
8366	05/22/2025	LIGHTSPEED TECHNOLOGIES	\$105.00	2583	Printed	Expense	<input type="checkbox"/>		
8367	05/22/2025	Lynette Gallegos	\$150.00	2583	Printed	Expense	<input type="checkbox"/>		
8368	05/22/2025	MAGIC VALLEY LABS,INC	\$54.00	2583	Printed	Expense	<input type="checkbox"/>		
8369	05/22/2025	MAGIC VALLEY TIRE PAUL	\$83.96	2583	Printed	Expense	<input type="checkbox"/>		
8370	05/22/2025	MAGIC VALLEY TIRE RUPERT	\$215.96	2583	Printed	Expense	<input type="checkbox"/>		
8371	05/22/2025	MCHAN, SUSIE	\$58.25	2583	Printed	Expense	<input type="checkbox"/>		
8372	05/22/2025	MINICO HIGH SCHOOL	\$111.00	2583	Printed	Expense	<input type="checkbox"/>		
8373	05/22/2025	MINIDOKA MEMORIAL HOSPITAL	\$491.00	2583	Printed	Expense	<input type="checkbox"/>		
8374	05/22/2025	MORENO-WEEKS, DENNIS	\$100.00	2583	Printed	Expense	<input type="checkbox"/>		
8375	05/22/2025	MORGAN DOOR CO	\$12,115.00	2583	Printed	Expense	<input type="checkbox"/>		
8376	05/22/2025	MOUNTAIN WEST LLC	\$5,396.63	2583	Printed	Expense	<input type="checkbox"/>		
8377	05/22/2025	NICHOLAS & CO	\$4,604.18	2583	Printed	Expense	<input type="checkbox"/>		
8378	05/22/2025	PAUL, CITY OF	\$1,577.00	2583	Printed	Expense	<input type="checkbox"/>		
8379	05/22/2025	Presentation Systems	\$2,681.00	2583	Printed	Expense	<input type="checkbox"/>		

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 5/22/2025

To Date: 5/22/2025

From Check: 8334

To Check: 8395

From Voucher: 2583

To Voucher: 2583

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8380	05/22/2025	PRO PAINT	\$244.72	2583	Printed	Expense	<input type="checkbox"/>		
8381	05/22/2025	PROJECT WAYFINDER INC	\$18,050.00	2583	Printed	Expense	<input type="checkbox"/>		
8382	05/22/2025	RICH, LACEY	\$596.00	2583	Printed	Expense	<input type="checkbox"/>		
8383	05/22/2025	SCHOWS, INC	\$203.01	2583	Printed	Expense	<input type="checkbox"/>		
8384	05/22/2025	SHEPHERD'S PLACE	\$96.51	2583	Printed	Expense	<input type="checkbox"/>		
8385	05/22/2025	SILVER CREEK SUPPLY	\$612.15	2583	Printed	Expense	<input type="checkbox"/>		
8386	05/22/2025	SNOI, INC.	\$360.00	2583	Printed	Expense	<input type="checkbox"/>		
8387	05/22/2025	STANDARD PLUMBING CO	\$10.08	2583	Printed	Expense	<input type="checkbox"/>		
8388	05/22/2025	STERLING BATTERY COMPANY	\$281.90	2583	Printed	Expense	<input type="checkbox"/>		
8389	05/22/2025	STUTZMAN, DANELLE	\$730.40	2583	Printed	Expense	<input type="checkbox"/>		
8390	05/22/2025	TEEPL, CASSY	\$24.10	2583	Printed	Expense	<input type="checkbox"/>		
8391	05/22/2025	TOTAL WASTE MANAGEMENT	\$2,432.06	2583	Printed	Expense	<input type="checkbox"/>		
8392	05/22/2025	VERTEX PEST CONTROL, LLC	\$99.00	2583	Printed	Expense	<input type="checkbox"/>		
8393	05/22/2025	VICKI'S COUNTRY GARDEN	\$4,054.59	2583	Printed	Expense	<input type="checkbox"/>		
8394	05/22/2025	WARD'S NATURAL SCIENCE EST. LLC	\$1,675.38	2583	Printed	Expense	<input type="checkbox"/>		
8395	05/22/2025	ZIONS BANK CORPORATE TRUST	\$500.00	2583	Printed	Expense	<input type="checkbox"/>		

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Total Amount: \$136,413.76

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2584

Voucher Date: 05/22/2025

Prepared By: Tori Aragon

Printed: 05/27/2025 11:00:59 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$35,124.02 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	\$27,383.89
243	PROFESSIONAL TECHNICAL - STATE	\$162.00
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$2,028.00
253	TITLE I-C ESEA MIGRANT FUND	\$4,391.15
257	TITLE VI-B IDEA SPECIAL ED FUND	\$183.83
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$636.73
290	FOOD SERVICE FUND	\$338.42
		<hr/> \$35,124.02

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2584

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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ABECEDARIAN ABC, LLC

PO BOX 92843

AUSTIN TX 78709-2843

Check Group:

KINDERGARTEN INTERVENTION SUPPLIES
(ALPHABET KINDER BAGS)

1 2502122

37863

100.720.0410.000.022.102

\$297.00

P-Card Payee: D.L. EVANS BANK

4/10/2025

Check #: 0

PO/InvoiceTotal: \$297.00

Vendor Total: \$297.00

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2584

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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COSTCO WHOLESALE/MEMBERSHIP

PO BOX 34783

SEATTLE WA 98124-1783

Check Group:

LARGE TETRIS	9	2502083	004308	004308	100.720.0410.000.022.201	\$854.91
P-Card Payee: D.L. EVANS BANK				4/4/2025		
LARGE CONNECT 4	9	2502083	004308	004308	100.720.0410.000.022.201	\$539.91
P-Card Payee: D.L. EVANS BANK				4/4/2025		

Check #: 0

PO/InvoiceTotal:		\$1,394.82
Vendor Total:		\$1,394.82

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2584

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
D.L. EVANS BANK						
318 SOUTH ONEIDA						
RUPERT	ID	83350				
Check Group:						
IASBO LUNCHES		1	2500471	81	100.651.0380.381.000.000	\$17.00
P-Card Payee:	D.L. EVANS BANK			4/1/2025		
					Check #: 0	
						PO/InvoiceTotal: <u>\$17.00</u>
Check Group:						
TEAM MEETING SNACKS NOV-MAY		1	2501072	011011	100.621.0410.000.000.492	\$51.03
P-Card Payee:	D.L. EVANS BANK			4/11/2025		
					Check #: 0	
						PO/InvoiceTotal: <u>\$51.03</u>
Check Group:						
HEATHER AIRFARE FOR SEATTLE CONFERENCE 7/10		1	2501310	0062324849452	100.621.0380.382.000.101	\$381.96
P-Card Payee:	D.L. EVANS BANK			4/18/2025		
JOSH AIRFARE FOR SEATTLE CONFERENCE 7/10		1	2501310	GREENWALT	100.621.0380.382.000.105	\$381.96
P-Card Payee:	D.L. EVANS BANK			4/18/2025		
ASHLEY AIRFARE FOR SEATTLE CONFERENCE 7/10		1	2501310	JOHNSON 7-10	100.621.0380.382.000.202	\$381.96
P-Card Payee:	D.L. EVANS BANK			4/18/2025		
DANELLE Airfare FOR SEATTLE CONFERENCE 7/10		1	2501310	STUTZMAN	100.621.0390.392.000.102	\$266.97
P-Card Payee:	D.L. EVANS BANK			4/18/2025		
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,412.85</u>
Check Group:						
2025 NATIONAL MIGRANT EDUCATION CONFERENCE- HOTEL- VERONICA G, MARIA G, APRIL Z, ANDREA D, YURI C		1	2501380	2910	253.621.0380.381.000.000	\$604.51
P-Card Payee:	D.L. EVANS BANK			4/16/2025		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2584

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
2025 NATIONAL MIGRANT EDUCATION CONFERENCE- HOTEL- VERONICA G, MARIA G, APRIL Z, ANDREA D, YURI C		1	2501380	2917	253.621.0380.381.000.000	\$986.56
P-Card Payee: D.L. EVANS BANK				4/17/2025		
2025 NATIONAL MIGRANT EDUCATION CONFERENCE- HOTEL- VERONICA G, MARIA G, APRIL Z, ANDREA D, YURI C		1	2501380	2926	253.621.0380.381.000.000	\$986.56
P-Card Payee: D.L. EVANS BANK				4/17/2025		
MARIA PARKING CREDIT FROM HOTEL		1	2501380	30469993CM	253.621.0380.381.000.000	(\$159.60)
P-Card Payee: D.L. EVANS BANK				4/16/2025		
2025 NATIONAL MIGRANT EDUCATION CONFERENCE- HOTEL- VERONICA G, MARIA G, APRIL Z, ANDREA D, YURI C		1	2501380	31183	253.621.0380.381.000.000	\$986.56
P-Card Payee: D.L. EVANS BANK				4/17/2025		
2025 NATIONAL MIGRANT EDUCATION CONFERENCE- HOTEL- VERONICA G, MARIA G, APRIL Z, ANDREA D, YURI C		1	2501380	31799	253.621.0380.381.000.000	\$986.56
P-Card Payee: D.L. EVANS BANK				4/17/2025		129
					Check #: 0	
						PO/InvoiceTotal: <u>\$4,391.15</u>
Check Group:						
PLC AT WORK INSTITUTE- FLIGHT- LAREE C, WHITNEY W		1	2501581	T3MH4V	251.515.0380.382.051.201	\$287.00
P-Card Payee: D.L. EVANS BANK				4/15/2025		
PLC AT WORK INSTITUTE- FLIGHT- LAREE C, WHITNEY W		1	2501581	Z76WVP	251.515.0380.382.051.201	\$287.00
P-Card Payee: D.L. EVANS BANK				4/15/2025		
					Check #: 0	
						PO/InvoiceTotal: <u>\$574.00</u>
Check Group:						
EXTRA TRIPS MINI BUSES MARCH 2025		1	2501752	1301439	100.683.0420.420.000.500	\$85.87
P-Card Payee: D.L. EVANS BANK				4/17/2025		
EXTRA TRIPS MINI BUSES MARCH 2025		1	2501752	193664	100.683.0420.420.000.500	\$78.54
P-Card Payee: D.L. EVANS BANK				4/4/2025		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2584

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
EXTRA TRIPS FOR BIG BUSES MARCH 2025 P-Card Payee: D.L. EVANS BANK		1	2501752	546006820488 4/5/2025	100.681.0420.420.000.500	\$154.83
EXTRA TRIPS MINI BUSES MARCH 2025 P-Card Payee: D.L. EVANS BANK		1	2501752	772978 4/18/2025	100.683.0420.420.000.500	\$79.75
Check #: 0						
PO/InvoiceTotal:						\$398.99
Check Group:						
MARCH - FUEL P-Card Payee: D.L. EVANS BANK		1	2501911	29517 3/21/2025	290.710.0420.420.000.000	\$16.00
MARCH - FUEL P-Card Payee: D.L. EVANS BANK		1	2501911	29521 3/21/2025	290.710.0420.420.000.000	\$10.00
MARCH - FUEL P-Card Payee: D.L. EVANS BANK		1	2501911	354004823457 3/21/2025	290.710.0420.420.000.000	\$38.20
MARCH - FUEL P-Card Payee: D.L. EVANS BANK		1	2501911	354004823581 3/21/2025	290.710.0420.420.000.000	\$26.82
MARCH - FUEL P-Card Payee: D.L. EVANS BANK		1	2501911	50780 3/21/2025	290.710.0420.420.000.000	\$16.00
MARCH - FUEL P-Card Payee: D.L. EVANS BANK		1	2501911	JD1 3/21/2025	290.710.0420.420.000.000	\$35.67
Check #: 0						
PO/InvoiceTotal:						\$142.69
Check Group:						
REGISTRATION FOR DYSLEXIA COURSE P-Card Payee: D.L. EVANS BANK		1	2501960	MAR23 3/23/2025	100.621.0390.392.000.107	\$49.50
REGISTRATION FOR DYSLEXIA COURSE P-Card Payee: D.L. EVANS BANK		1	2501960	MAR23 3/23/2025	100.621.0390.392.000.102	\$49.50
Check #: 0						
PO/InvoiceTotal:						\$99.00
Check Group:						

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2584

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MICAH- AIRFARE FOR RON CLARK ACADEMY P-Card Payee: D.L. EVANS BANK		1	2501974	0062321887096 4/9/2025	100.720.0380.000.022.201	\$648.96
TAMARA- AIRFARE FOR RON CLARK ACADEMY P-Card Payee: D.L. EVANS BANK		1	2501974	0062321887097 4/9/2025	100.720.0380.000.022.201	\$648.96
TAMARA- AIRFARE FOR RON CLARK ACADEMY P-Card Payee: D.L. EVANS BANK		1	2501974	240362933LTRAJ ZRD 4/9/2025	100.720.0380.000.022.201	\$43.80
MICAH- AIRFARE FOR RON CLARK ACADEMY P-Card Payee: D.L. EVANS BANK		1	2501974	240362933LTRAJ ZRD 4/9/2025	100.720.0380.000.022.201	\$43.80
TAMARA- REGISTRATION FOR RON CLARK ACADEMY P-Card Payee: D.L. EVANS BANK		1	2501974	HM0615-0403202 5-4599 4/3/2025	100.720.0380.000.022.201	\$1,075.00
MICAH- REGISTRATION FOR RON CLARK ACADEMY P-Card Payee: D.L. EVANS BANK		1	2501974	HM0615-0403202 5-4600 4/3/2025	100.720.0380.000.022.201	\$1,075.00
Check #: 0						
						PO/InvoiceTotal: <u>\$3,535.52</u>
Check Group:						
ASHLEY-REGISTRATION FOR PREVENTION CONF P-Card Payee: D.L. EVANS BANK		1	2502016	1351055 4/2/2025	100.621.0390.392.000.202	\$195.00
KARLENE- REGISTRATION FOR PREVENTION CONF P-Card Payee: D.L. EVANS BANK		1	2502016	1352299 4/2/2025	100.621.0390.392.000.202	\$195.00
KARLENE- HOTEL FOR PREVENTION CONF P-Card Payee: D.L. EVANS BANK		1	2502016	269 4/18/2025	100.621.0380.381.000.202	\$425.60
ASHLEY- HOTEL FOR PREVENTION CONF P-Card Payee: D.L. EVANS BANK		1	2502016	586790085 4/2/2025	100.621.0380.381.000.202	\$212.80
ASHLEY- HOTEL FOR PREVENTION CONF P-Card Payee: D.L. EVANS BANK		1	2502016	APR18 4/18/2025	100.621.0380.381.000.202	\$425.60
KARLENE- HOTEL FOR PREVENTION CONF P-Card Payee: D.L. EVANS BANK		1	2502016	APR2 4/2/2025	100.621.0380.381.000.202	\$212.80
Check #: 0						
						PO/InvoiceTotal: <u>\$1,666.80</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2584

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
MAINTENANCE FUEL		1	2502017	226901 3/24/2025	100.663.0420.420.000.600	\$75.00
P-Card Payee: D.L. EVANS BANK						
MAINTENANCE FUEL		1	2502017	238144 4/1/2025	100.663.0420.420.000.600	\$37.59
P-Card Payee: D.L. EVANS BANK						
GROUPS FUEL		1	2502017	250069 4/9/2025	100.665.0420.420.000.600	\$38.54
P-Card Payee: D.L. EVANS BANK						
GROUPS FUEL		1	2502017	250190 4/9/2025	100.665.0420.420.000.600	\$100.00
P-Card Payee: D.L. EVANS BANK						
GROUPS FUEL		1	2502017	250211 4/9/2025	100.665.0420.420.000.600	\$32.37
P-Card Payee: D.L. EVANS BANK						
MAINTENANCE FUEL		1	2502017	354004833916 3/25/2025	100.663.0420.420.000.600	\$107.40
P-Card Payee: D.L. EVANS BANK						
MAINTENANCE FUEL		1	2502017	354004835953 3/26/2025	100.663.0420.420.000.600	\$39.73 ¹³²
P-Card Payee: D.L. EVANS BANK						
MAINTENANCE FUEL		1	2502017	354004849580 3/31/2025	100.663.0420.420.000.600	\$136.00
P-Card Payee: D.L. EVANS BANK						
MAINTENANCE FUEL		1	2502017	354004849700 3/31/2025	100.663.0420.420.000.600	\$70.87
P-Card Payee: D.L. EVANS BANK						
GROUPS FUEL		1	2502017	354004858040 4/3/2025	100.665.0420.420.000.600	\$73.91
P-Card Payee: D.L. EVANS BANK						
MAINTENANCE FUEL		1	2502017	354004859764 4/4/2025	100.663.0420.420.000.600	\$75.17
P-Card Payee: D.L. EVANS BANK						
MAINTENANCE FUEL		1	2502017	354004860415 4/4/2025	100.663.0420.420.000.600	\$68.93
P-Card Payee: D.L. EVANS BANK						
GROUPS FUEL		1	2502017	354004871997 4/8/2025	100.665.0420.420.000.600	\$10.76
P-Card Payee: D.L. EVANS BANK						
MAINTENANCE FUEL		1	2502017	354004873718 4/9/2025	100.663.0420.420.000.600	\$167.50
P-Card Payee: D.L. EVANS BANK						
MAINTENANCE FUEL		1	2502017	354004874583 4/9/2025	100.663.0420.420.000.600	\$86.01
P-Card Payee: D.L. EVANS BANK						

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2584

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502017	354004891592 4/15/2025	100.663.0420.420.000.600	\$69.47
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502017	354004891685 4/15/2025	100.663.0420.420.000.600	\$104.14
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502017	354004896283 4/17/2025	100.663.0420.420.000.600	\$17.85
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502017	354004896293 4/17/2025	100.665.0420.420.000.600	\$20.32
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502017	354004897020 4/17/2025	100.663.0420.420.000.600	\$106.47
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502017	512005533136 4/15/2025	100.663.0420.420.000.600	\$80.15
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502017	54544 4/19/2025	100.663.0420.420.000.600	\$104.43 133
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502017	647820 3/26/2025	100.663.0420.420.000.600	\$86.41
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502017	6754623 4/8/2025	100.663.0420.420.000.600	\$97.99
Check #: 0						
						PO/InvoiceTotal: <u> </u> \$1,807.01
Check Group:						
Stu Licenses 36 for Word Processing P-Card Payee: D.L. EVANS BANK		1	2502020	20250317-53749 4/1/2025	243.519.0390.000.303.492	\$162.00
Check #: 0						
						PO/InvoiceTotal: <u> </u> \$162.00
Check Group:						
Fule for March P-Card Payee: D.L. EVANS BANK		1	2502021	504981 4/7/2025	100.656.0420.000.420.000	\$61.71
Fule for March P-Card Payee: D.L. EVANS BANK		1	2502021	504982 4/7/2025	100.656.0420.000.420.000	\$74.11

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2584

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u> </u> \$135.82
Check Group:						
IDAHO PREVENTION AND SUPPORT CONFERENCE 2025- REGISTRATION- MICAH E, AND LAYLA G		1	2502058	1355175	251.515.0390.392.051.201	\$195.00
P-Card Payee: D.L. EVANS BANK				4/7/2025		
IDAHO PREVENTION AND SUPPORT CONFERENCE 2025- REGISTRATION- MICAH E, AND LAYLA G		1	2502058	1355184	251.515.0390.392.051.201	\$195.00
P-Card Payee: D.L. EVANS BANK				4/7/2025		
IDAHO PREVENTION AND SUPPORT CONFERENCE 2025- HOTEL- MICAH E, AND LAYLA G		1	2502058	176	251.515.0380.381.051.201	\$425.60
P-Card Payee: D.L. EVANS BANK				4/18/2025		
IDAHO PREVENTION AND SUPPORT CONFERENCE 2025- HOTEL- MICAH E, AND LAYLA G		1	2502058	274	251.515.0380.381.051.201	\$212.80
P-Card Payee: D.L. EVANS BANK				4/17/2025		
IDAHO PREVENTION AND SUPPORT CONFERENCE 2025- HOTEL- MICAH E, AND LAYLA G		1	2502058	586791171	251.515.0380.381.051.201	\$212.80
P-Card Payee: D.L. EVANS BANK				4/2/2025		
IDAHO PREVENTION AND SUPPORT CONFERENCE 2025- HOTEL- MICAH E, AND LAYLA G		1	2502058	586791352	251.515.0380.381.051.201	\$212.80
P-Card Payee: D.L. EVANS BANK				4/2/2025		
Check #: 0						
						PO/InvoiceTotal: <u> </u> \$1,454.00
Check Group:						
SHUFFLING INTO MATCH CLASS KIT		1	2502080	32918	100.512.0410.000.000.101	\$102.85
P-Card Payee: D.L. EVANS BANK				4/16/2025		
ALL HANDS ON DECK CLASS KIT		1	2502080	32918	100.512.0410.000.000.101	\$102.84
P-Card Payee: D.L. EVANS BANK				4/16/2025		
Check #: 0						
						PO/InvoiceTotal: <u> </u> \$205.69
Check Group:						
LACEY- AIRFARE FOR NATIONAL COMMUNITY SCHOOLS CONF MAY		1	2502081	0062321626238	100.720.0380.000.022.102	\$568.96
P-Card Payee: D.L. EVANS BANK				4/9/2025		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2584

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DANELLE- AIRFARE FOR NATIONAL COMMUNITY SCHOOLS CONF MAY P-Card Payee: D.L. EVANS BANK		1	2502081	0062321626239 4/9/2025	100.720.0380.000.022.102	\$568.96
LACEY- REGISTRATION FOR NATIONAL COMMUNITY SCHOOLS CONF MAY P-Card Payee: D.L. EVANS BANK		1	2502081	CSXFE25 8PN679HRJXS 4/8/2025	100.720.0380.000.022.102	\$835.00
DANELLE- REGISTRAION FOR NATIONAL COMMUNITY SCHOOLS CONF MAY P-Card Payee: D.L. EVANS BANK		1	2502081	CSXFE25 9PNRZYFRJWS 4/8/2025	100.720.0380.000.022.102	\$835.00
Check #: 0						
PO/InvoiceTotal:						\$2,807.92
Check Group:						
SUPPLIES FOR BUS RODEO APRIL 2025 P-Card Payee: D.L. EVANS BANK		1	2502082	004230 4/4/2025	100.681.0420.423.050.500	\$291.79
SUPPLIES FOR BUS RODEO APRIL 2025 P-Card Payee: D.L. EVANS BANK		1	2502082	1045619 4/3/2025	100.681.0420.423.050.500	\$166.79
Check #: 0						
PO/InvoiceTotal:						\$458.58
Check Group:						
WILSON NCAA EVO NXT GAME BALL & BASKETBALLS P-Card Payee: D.L. EVANS BANK		1	2502097	10534621101 4/11/2025	100.720.0410.000.022.202	\$1,298.24
Check #: 0						
PO/InvoiceTotal:						\$1,298.24
Check Group:						
INDOOR VOLLEYBALL NET & PADS P-Card Payee: D.L. EVANS BANK		1	2502098	82300 4/11/2025	100.720.0410.000.022.202	\$690.08
Check #: 0						
PO/InvoiceTotal:						\$690.08
Check Group:						
FACTS ELEVATE 2025 REGISTRATION- NIKKI W P-Card Payee: D.L. EVANS BANK		1	2502117	CI-000444637 4/14/2025	271.621.0390.392.000.810	\$636.73
Check #: 0						

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2584

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u> </u> \$636.93
Check Group: 65 INCH		1	2502118	510600005965 4/16/2025	100.512.0410.000.000.102	\$399.99
P-Card Payee: D.L. EVANS BANK					Check #: 0	
						PO/InvoiceTotal: <u> </u> \$399.99
Check Group: GROUND SUPPLIES (PUMP)		1	2502119	PS0683903 4/7/2025	100.665.0410.000.000.600	\$332.76
P-Card Payee: D.L. EVANS BANK					Check #: 0	
						PO/InvoiceTotal: <u> </u> \$332.76
Check Group: SENSORY LIBRARY/ 3 STANDING DESKS		1	2502120	OR484597 4/10/2025	100.720.0410.000.022.102	\$1,138.86
P-Card Payee: D.L. EVANS BANK					Check #: 0	
						PO/InvoiceTotal: <u> </u> \$1,138.86
Check Group: SILHOUETTE STAND		1	2502137	000142869 4/15/2025	100.720.0410.000.022.202	\$459.99
P-Card Payee: D.L. EVANS BANK					Check #: 0	
						PO/InvoiceTotal: <u> </u> \$459.99
Check Group: TSHIRTS FOR TEACHER APPRECIATION & DTF TRANSFER PRINTS		1	2502144	21015 4/15/2025	100.512.0410.000.000.101	\$132.09
P-Card Payee: D.L. EVANS BANK						
TSHIRTS FOR TEACHER APPRECIATION & DTF TRANSFER PRINTS		1	2502144	957106870 4/15/2025	100.512.0410.000.000.101	\$293.88
P-Card Payee: D.L. EVANS BANK					Check #: 0	
						PO/InvoiceTotal: <u> </u> \$425.97

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2584

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
CAREER FAIR/ISU		1	2502151	304958	257.616.0390.392.000.000	\$150.00
P-Card Payee: D.L. EVANS BANK				4/9/2025		
					Check #: 0	
						PO/InvoiceTotal: <u> </u> \$150.00
Check Group:						
DESTRUCTION OF RECORDS SPECIAL SERVICES		1	2502152	37D693DB-0001	257.521.0320.000.000.000	\$33.83
P-Card Payee: D.L. EVANS BANK				4/10/2025		
					Check #: 0	
						PO/InvoiceTotal: <u> </u> \$33.83
Check Group:						
APRIL - FUEL		1	2502154	247414	290.710.0420.420.000.000	\$95.73
P-Card Payee: D.L. EVANS BANK				4/7/2025		137
					Check #: 0	
						PO/InvoiceTotal: <u> </u> \$95.73
Check Group:						
ADMIN TV 65		1	2502192	510600005964	100.656.0410.000.420.000	\$399.99
P-Card Payee: D.L. EVANS BANK				4/16/2025		
					Check #: 0	
						PO/InvoiceTotal: <u> </u> \$399.99
Check Group:						
KILN RELAY FOR MINICO		3	2502195	APR28	100.664.0410.000.000.301	\$174.74
P-Card Payee: D.L. EVANS BANK				4/18/2025		
					Check #: 0	
						PO/InvoiceTotal: <u> </u> \$174.74
Check Group:						
KUBOTA 2024 RTV-V 1100C PRO-V SNOW PLOW KIT		1	2502196	150002609	100.665.0410.000.420.000	\$4,838.29
P-Card Payee: D.L. EVANS BANK				4/21/2025		
					Check #: 0	

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2584

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$4,838.29
Check Group:						
FAMILY ENGAGEMENT NIGHT/ OWL PELLETS FOR 2ND GRADE STEAM NIGHT		1	2502198	00708	100.720.0410.000.022.102	\$244.25
P-Card Payee: D.L. EVANS BANK				4/21/2025		
					Check #: 0	
						PO/InvoiceTotal: \$244.25
Check Group:						
FAMILY ENGAGEMENT NIGHT/ STEAM NIGHT MAY 7, 2025		1	2502199	1189	100.720.0410.000.022.102	\$700.00
P-Card Payee: D.L. EVANS BANK				4/21/2025		
					Check #: 0	
						PO/InvoiceTotal: \$700.00
Check Group:						138
BURLEY REFRIGERATION - LOOKING AT OUR OLD WASHER		1	2502418	2197	290.710.0320.000.000.000	\$100.00
P-Card Payee: D.L. EVANS BANK				4/21/2025		
					Check #: 0	
						PO/InvoiceTotal: \$100.00
						Vendor Total: \$31,439.50

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2584

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
VERIZON						
P O BOX 660108						
DALLAS TX 75266-0108						
Check Group:						
DISTRICT CELL PHONES		1	2501387	CC-6106314936 4/14/2025	100.632.0350.000.000.000	\$51.80
P-Card Payee: D.L. EVANS BANK						
RUPERT CELL PHONES		1	2501387	CC-6106314936 4/14/2025	100.641.0350.000.000.107	\$51.80
P-Card Payee: D.L. EVANS BANK						
MINICO CELL PHONES		1	2501387	CC-6106314936 4/14/2025	100.641.0350.000.000.301	\$165.40
P-Card Payee: D.L. EVANS BANK						
MT HARRISON CELL PHONES		1	2501387	CC-6106314936 4/14/2025	100.641.0350.000.000.492	\$61.80
P-Card Payee: D.L. EVANS BANK						
MAINTENANCE AND CUSTODIAL CELL PHONES		1	2501387	CC-6106314936 4/14/2025	100.661.0350.000.000.600	\$785.54 139
P-Card Payee: D.L. EVANS BANK						
TECHNOLOGY CELL PHONES		1	2501387	CC-6106314936 4/14/2025	100.656.0350.000.420.000	\$318.35
P-Card Payee: D.L. EVANS BANK						
NURSE CELL PHONES		1	2501387	CC-6106314936 4/14/2025	100.611.0350.000.000.003	\$247.21
P-Card Payee: D.L. EVANS BANK						
FEDERAL PROGRAMS CELL PHONES		1	2501387	CC-6106314936 4/14/2025	100.651.0350.000.000.004	\$103.60
P-Card Payee: D.L. EVANS BANK						
TRANSPORTATION CELL PHONES		1	2501387	CC-6106314936 4/14/2025	100.681.0350.000.050.500	\$155.40
P-Card Payee: D.L. EVANS BANK						
MINIDOKA JUNIOR HIGH PHONE		1	2501387	CC-6106314936 4/14/2025	100.641.0350.000.000.490	\$51.80
P-Card Payee: D.L. EVANS BANK						

Check #: 0

PO/InvoiceTotal:	<u>\$1,992.70</u>
Vendor Total:	\$1,992.70

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2584

05/22/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$35,124.02

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2585

Voucher Date: 05/29/2025

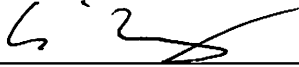
Prepared By:

Tori Aragon

Printed: 05/29/2025 04:02:15 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$349,162.47 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	\$33,692.49
238	STUDENT ACTIVITY FUNDS	\$44.27
242	Idaho Career Ready Students Grant	\$268,840.68
243	PROFESSIONAL TECHNICAL - STATE	\$9,101.42
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$2,799.06
257	TITLE VI-B IDEA SPECIAL ED FUND	\$200.00
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$1,140.41
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$3,029.50
274	Stronger Connections Grant	\$2,411.28
284	GEAR UP GRANT	\$729.96
290	FOOD SERVICE FUND	\$26,673.40

Voucher No: 2585

Voucher Date: 05/29/2025

Fund		Amount
310	DEBT SERVICE FUND	\$500.00
		<hr/> <hr/>
		\$349,162.47

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 5/29/2025
From Check: 8396
From Voucher: 2585

To Date: 5/29/2025
To Check: 8435
To Voucher: 2585

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8396	05/29/2025	A TO B SERVICES	\$5,600.00	2585	Printed	Expense	<input type="checkbox"/>		
8397	05/29/2025	ACE HARDWARE	\$144.77	2585	Printed	Expense	<input type="checkbox"/>		
8398	05/29/2025	AIRGAS INTERMOUNTAIN, INC	\$455.70	2585	Printed	Expense	<input type="checkbox"/>		
8399	05/29/2025	AMAZON/GEMB	\$12,116.44	2585	Printed	Expense	<input type="checkbox"/>		
8400	05/29/2025	BARCLAY MECHANICAL	\$142.86	2585	Printed	Expense	<input type="checkbox"/>		
8401	05/29/2025	BINGHAM, ANDREA	\$60.00	2585	Printed	Expense	<input type="checkbox"/>		
8402	05/29/2025	BRYSON SALES & SERVICE, INC	\$1,187.78	2585	Printed	Expense	<input type="checkbox"/>		143
8403	05/29/2025	CAMEO SPECIAL EVENTS & PARTY RENTALS	\$645.00	2585	Printed	Expense	<input type="checkbox"/>		
8404	05/29/2025	CARTER, TAMARA	\$135.00	2585	Printed	Expense	<input type="checkbox"/>		
8405	05/29/2025	CHARLIE'S PRODUCE	\$6,787.29	2585	Printed	Expense	<input type="checkbox"/>		
8406	05/29/2025	CINTAS CORP	\$73.11	2585	Printed	Expense	<input type="checkbox"/>		
8407	05/29/2025	CRANE, JAELEE	\$105.00	2585	Printed	Expense	<input type="checkbox"/>		
8408	05/29/2025	CRISIS PREVENTION INSTITUTE INC	\$200.00	2585	Printed	Expense	<input type="checkbox"/>		
8409	05/29/2025	DEAN DAIRY COPROPRATE, LLC	\$19,951.10	2585	Printed	Expense	<input type="checkbox"/>		
8410	05/29/2025	ELLIS, MICAH	\$380.00	2585	Printed	Expense	<input type="checkbox"/>		
8411	05/29/2025	ENSIGN WHOLESALE FLORAL	\$316.00	2585	Printed	Expense	<input type="checkbox"/>		
8412	05/29/2025	FIX IT RIGHT PARTS AND REPAIR, LLC	\$16.00	2585	Printed	Expense	<input type="checkbox"/>		
8413	05/29/2025	GEM STATE PAPER CO, INC.	\$774.54	2585	Printed	Expense	<input type="checkbox"/>		
8414	05/29/2025	HAUNS HARDWARE	\$3,384.59	2585	Printed	Expense	<input type="checkbox"/>		
8415	05/29/2025	IDAHO DIGITAL LEARNING ACADEMY	\$75.00	2585	Printed	Expense	<input type="checkbox"/>		
8416	05/29/2025	IDAHO LOTTERY ENFORCEMENT DIVISION	\$200.00	2585	Printed	Expense	<input type="checkbox"/>		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 5/29/2025
From Check: 8396
From Voucher: 2585

To Date: 5/29/2025
To Check: 8435
To Voucher: 2585

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8417	05/29/2025	IVATA	\$200.00	2585	Printed	Expense	<input type="checkbox"/>		
8418	05/29/2025	JACKSON GROUP PETERBILT	\$1,426.51	2585	Printed	Expense	<input type="checkbox"/>		
8419	05/29/2025	K & R RENT-ALL, INC	\$50.00	2585	Printed	Expense	<input type="checkbox"/>		
8420	05/29/2025	LUCAS, MELANIE	\$194.40	2585	Printed	Expense	<input type="checkbox"/>		
8421	05/29/2025	MARC CORP.	\$676.00	2585	Printed	Expense	<input type="checkbox"/>		
8422	05/29/2025	MILES CONSTRUCTION	\$2,000.00	2585	Printed	Expense	<input type="checkbox"/>		
8423	05/29/2025	NAPA AUTO PARTS	\$645.10	2585	Printed	Expense	<input type="checkbox"/>		144
8424	05/29/2025	PETERSEN BROTHERS CONSTRUCTION, INC	\$268,840.68	2585	Printed	Expense	<input type="checkbox"/>		
8425	05/29/2025	POWERSCHOOL GROUP LLC	\$5,400.00	2585	Printed	Expense	<input type="checkbox"/>		
8426	05/29/2025	RUPERT, CITY OF	\$10,369.45	2585	Printed	Expense	<input type="checkbox"/>		
8427	05/29/2025	SCHOOL SPECIALTY SUPPLY	\$2,799.06	2585	Printed	Expense	<input type="checkbox"/>		
8428	05/29/2025	SCHOWS AUTO PARTS	\$81.92	2585	Printed	Expense	<input type="checkbox"/>		
8429	05/29/2025	SNAKE RIVER HYDRAULICS	\$53.12	2585	Printed	Expense	<input type="checkbox"/>		
8430	05/29/2025	SNAKE RIVER PEST CONTROL	\$200.00	2585	Printed	Expense	<input type="checkbox"/>		
8431	05/29/2025	STOKES FOOD CENTER	\$215.61	2585	Printed	Expense	<input type="checkbox"/>		
8432	05/29/2025	US GAMES	\$212.37	2585	Printed	Expense	<input type="checkbox"/>		
8433	05/29/2025	VERIZON	\$2,029.07	2585	Printed	Expense	<input type="checkbox"/>		
8434	05/29/2025	WIENHOFF DRUG TESTING	\$519.00	2585	Printed	Expense	<input type="checkbox"/>		
8435	05/29/2025	ZIONS BANK CORPORATE TRUST	\$500.00	2585	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$349,162.47

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2586

Voucher Date: 05/30/2025

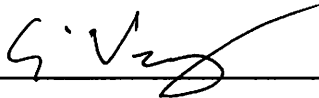
Prepared By:

Tori Aragon

Printed: 06/05/2025 08:37:35 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$103.51 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	\$103.51
		<hr/>
		\$103.51

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2586

05/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
D.L. EVANS BANK						
Check Group:						
SPONGES 32 CT		1	2502153	4302025	100.512.0410.000.000.107	\$105.27
P-Card Payee: D.L. EVANS BANK				4/30/2025		
PINEAPPLE SODA 2 LTR		1	2502153	4302025R	100.512.0410.000.000.107	(\$1.76)
P-Card Payee: D.L. EVANS BANK				4/30/2025		

Check #: 0

PO/InvoiceTotal:	<u>\$103.51</u>
Vendor Total:	<u>\$103.51</u>
Grand Total:	<u>\$103.51</u>

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2587

Voucher Date: 06/05/2025

Prepared By:

Tori Aragon

Printed: 06/05/2025 03:00:57 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$91,841.68 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.

S. 2

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	\$80,138.16
243	PROFESSIONAL TECHNICAL - STATE	\$3,881.12
253	TITLE I-C ESEA MIGRANT FUND	\$1,242.23
257	TITLE VI-B IDEA SPECIAL ED FUND	\$1,594.57
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$1,691.23
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$3,240.00
284	GEAR UP GRANT	\$54.37
		<hr/> \$91,841.68

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 6/5/2025
From Check: 8436
From Voucher: 2587

To Date: 6/5/2025
To Check: 8490
To Voucher: 2587

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8436	06/05/2025	A TO B SERVICES	\$4,550.00	2587	Printed	Expense	<input type="checkbox"/>		
8437	06/05/2025	ACE HARDWARE	\$135.56	2587	Printed	Expense	<input type="checkbox"/>		
8438	06/05/2025	ALVES, BRANDON	\$162.61	2587	Printed	Expense	<input type="checkbox"/>		
8439	06/05/2025	AMAZON/GEMB	\$2,915.56	2587	Printed	Expense	<input type="checkbox"/>		
8440	06/05/2025	ANDERSON, CAROL	\$150.00	2587	Printed	Expense	<input type="checkbox"/>		
8441	06/05/2025	APPLE, INC	\$3,240.00	2587	Printed	Expense	<input type="checkbox"/>		
8442	06/05/2025	ASHBOCKER, SHELLY	\$499.49	2587	Printed	Expense	<input type="checkbox"/>		
8443	06/05/2025	BALL, CHELSEY	\$274.47	2587	Printed	Expense	<input type="checkbox"/>		
8444	06/05/2025	BINGHAM, ANDREA	\$45.29	2587	Printed	Expense	<input type="checkbox"/>		
8445	06/05/2025	BIRCH, COURTNEY	\$174.30	2587	Printed	Expense	<input type="checkbox"/>		
8446	06/05/2025	BLISS, TIFFANY	\$306.81	2587	Printed	Expense	<input type="checkbox"/>		
8447	06/05/2025	BRYSON SALES & SERVICE, INC	\$53.13	2587	Printed	Expense	<input type="checkbox"/>		
8448	06/05/2025	BUTTE IRRIGATION	\$170.96	2587	Printed	Expense	<input type="checkbox"/>		
8449	06/05/2025	CARRIE MARTSCH	\$150.00	2587	Printed	Expense	<input type="checkbox"/>		
8450	06/05/2025	CINTAS CORP	\$73.11	2587	Printed	Expense	<input type="checkbox"/>		
8451	06/05/2025	CLEARWATER POWER EQUIPMENT LLC	\$49.49	2587	Printed	Expense	<input type="checkbox"/>		
8452	06/05/2025	COMPUNET, INC.	\$3,296.95	2587	Printed	Expense	<input type="checkbox"/>		
8453	06/05/2025	CRANE, JAELEE	\$138.95	2587	Printed	Expense	<input type="checkbox"/>		
8454	06/05/2025	DAVIS, MARY	\$184.66	2587	Printed	Expense	<input type="checkbox"/>		
8455	06/05/2025	DURRANT, JACOB	\$9.80	2587	Printed	Expense	<input type="checkbox"/>		
8456	06/05/2025	ELECTRICAL WHOLESALE SUPPLY CO, INC.	\$26,494.00	2587	Printed	Expense	<input type="checkbox"/>		
8457	06/05/2025	FARWEST STEEL CORPORATION	\$1,509.81	2587	Printed	Expense	<input type="checkbox"/>		
8458	06/05/2025	GREENWALT, JOSHUA J.	\$321.00	2587	Printed	Expense	<input type="checkbox"/>		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 6/5/2025
From Check: 8436
From Voucher: 2587

To Date: 6/5/2025
To Check: 8490
To Voucher: 2587

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8459	06/05/2025	HAUNS HARDWARE	\$497.28	2587	Printed	Expense	<input type="checkbox"/>		
8460	06/05/2025	HENSCHIED, KAYLYN	\$275.00	2587	Printed	Expense	<input type="checkbox"/>		
8461	06/05/2025	HEYBURN, CITY OF	\$3,942.42	2587	Printed	Expense	<input type="checkbox"/>		
8462	06/05/2025	INTERMOUNTAIN GAS CO.	\$8,101.08	2587	Printed	Expense	<input type="checkbox"/>		
8463	06/05/2025	JACKSON GROUP PETERBILT	\$1,402.94	2587	Printed	Expense	<input type="checkbox"/>		
8464	06/05/2025	JOHNSON, ASHLEY	\$321.00	2587	Printed	Expense	<input type="checkbox"/>		
8465	06/05/2025	JOHNSON, FELICIA	\$139.79	2587	Printed	Expense	<input type="checkbox"/>		
8466	06/05/2025	JOHNSON, JAYNA	\$153.09	2587	Printed	Expense	<input type="checkbox"/>		
8467	06/05/2025	JOSTENS	\$42.70	2587	Printed	Expense	<input type="checkbox"/>		
8468	06/05/2025	JVH TECHNICAL LLC	\$1,384.56	2587	Printed	Expense	<input type="checkbox"/>		
8469	06/05/2025	LEE BARFUSS	\$150.00	2587	Printed	Expense	<input type="checkbox"/>		
8470	06/05/2025	LEON, CHERYL	\$40.60	2587	Printed	Expense	<input type="checkbox"/>		
8471	06/05/2025	LIGHTS OUT ELECTRIC	\$845.00	2587	Printed	Expense	<input type="checkbox"/>		
8472	06/05/2025	MAGIC VALLEY TIRE PAUL	\$49.98	2587	Printed	Expense	<input type="checkbox"/>		
8473	06/05/2025	MONROE, SHANNON	\$60.00	2587	Printed	Expense	<input type="checkbox"/>		
8474	06/05/2025	NANCY'S RUPERT FLORAL	\$169.90	2587	Printed	Expense	<input type="checkbox"/>		
8475	06/05/2025	NAPA AUTO PARTS	\$652.49	2587	Printed	Expense	<input type="checkbox"/>		
8476	06/05/2025	NEWEGG. INC.	\$101.75	2587	Printed	Expense	<input type="checkbox"/>		
8477	06/05/2025	PAUL, CITY OF	\$1,577.00	2587	Printed	Expense	<input type="checkbox"/>		
8478	06/05/2025	PETERSON, WENDY	\$34.23	2587	Printed	Expense	<input type="checkbox"/>		
8479	06/05/2025	PROJECT MUTUAL TELEPHONE	\$21,338.45	2587	Printed	Expense	<input type="checkbox"/>		
8480	06/05/2025	R.E.A.L. CURRICULUM LLC	\$304.50	2587	Printed	Expense	<input type="checkbox"/>		
8481	06/05/2025	ROCKY MOUNTAIN AGRONOMICS, INC	\$289.87	2587	Printed	Expense	<input type="checkbox"/>		

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 6/5/2025
From Check: 8436
From Voucher: 2587

To Date: 6/5/2025
To Check: 8490
To Voucher: 2587

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8482	06/05/2025	SMALL ENGINES THAT CAN	\$142.98	2587	Printed	Expense	<input type="checkbox"/>		
8483	06/05/2025	STANDARD PLUMBING CO	\$50.75	2587	Printed	Expense	<input type="checkbox"/>		
8484	06/05/2025	STOKES FOOD CENTER	\$54.37	2587	Printed	Expense	<input type="checkbox"/>		
8485	06/05/2025	STUTZMAN, DANELLE	\$600.00	2587	Printed	Expense	<input type="checkbox"/>		
8486	06/05/2025	TITAN MACHINERY	\$42.44	2587	Printed	Expense	<input type="checkbox"/>		
8487	06/05/2025	TOTAL WASTE MANAGEMENT	\$2,379.70	2587	Printed	Expense	<input type="checkbox"/>		
8488	06/05/2025	Waite, Jennifer	\$133.91	2587	Printed	Expense	<input type="checkbox"/>		
8489	06/05/2025	WARD'S NATURAL SCIENCE EST. LLC	\$1,617.95	2587	Printed	Expense	<input type="checkbox"/>		150
8490	06/05/2025	WESTERN RECORDS DESTRUCTION	\$40.00	2587	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$91,841.68

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2588

Voucher Date: 06/09/2025

Prepared By: Tori Aragon

Printed: 06/09/2025 01:00:53 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$1,596.15 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	\$1,596.15
		<hr/>
		\$1,596.15

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2588

06/09/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
STATE TAX COMMISSION						
Check Group:						
MAY SALES TAX		1	2502552	0-800-147-072 6/6/2025	100.223.2230.000.000.000	\$1,596.15
P-Card Payee: STATE TAX COMMISSION						

Check #: 0

PO/InvoiceTotal:	<u>\$1,596.15</u>
Vendor Total:	<u>\$1,596.15</u>
Grand Total:	<u>\$1,596.15</u>

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2589

Voucher Date: 06/09/2025

Prepared By: Tori Aragon

Printed: 06/09/2025 03:36:00 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$163.02 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	\$163.02
	\$163.02

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2589

06/09/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
D.L. EVANS BANK						
Check Group:						
(FIX WRONG CREDIT CARD PURCHASE) Original PO 2501905 accidentally made to Walmart. General school/class supplies from Walmart, Dollar Tree, Amazon.com		1	2502019	114-6617045-336 1831	100.517.0410.000.000.492	\$163.02
P-Card Payee:	D.L. EVANS BANK			4/16/2025		

Check #: 0

PO/InvoiceTotal:	<u>\$163.02</u>
Vendor Total:	<u>\$163.02</u>
Grand Total:	<u>\$163.02</u>

End of Report



MINIDOKA COUNTY SCHOOL DISTRICT
DISPOSITION OF DISTRICT PROPERTY/FIXED ASSETS

BUILDING: PAUL ELEMENTARY

	TAG NO.	ITEM DESCRIPTION	SERIAL NO.	COST	CURRENT VALUE	SURPLUS / DONATE / DISPOSE / TRANSFER
1	5749	DRAPES AND FRAMES		\$ 1,653.09	\$0.00	DISPOSE
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

SIGNATURE  (Building Principal) DATE 5/22/25

SIGNATURE (Removal From Building - Maintenance Work Order) DATE

SIGNATURE  (Maintenance/Technology/Curriculum Supervisor) DATE 5-22-25

SIGNATURE  (Board Authorization) DATE 5/22/25

* REQUIRES BOARD APPROVAL (Board Authorization) DELETED FROM GFA LISTING BY DATE

TITLE OF CONFERENCE NCCEP/GEAR UP ANNUAL CONFERENCE PURPOSE OF CONFERENCE	DESTINATION SAN FRANCISCO, CA REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM	CHECK ONE IN-RADIUS OUT-RADIUS X STUDENT TRAVEL OVERNIGHT Y/N # 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. OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

FUNDING SOURCE (MARK ONE) GEAR UP

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			PARKING/BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
		BREAKFAST \$10	LUNCH \$15	DINNER IN-STATE \$20 OUT-STATE \$30	DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL PER MILE .70							
Mercado, Braylyn	13-Jul-25			\$ 30	\$ 55	Twin Falls, ID	94	\$ 66	\$ 70	\$ 100		\$ 1,275	\$ 580	\$ 1,140	\$ 442
	14-Jul-25			\$ 31.90	\$ 32										
	15-Jul-25			\$ 31.90	\$ 32										
	16-Jul-25			\$ 31.90	\$ 32										
	17-Jul-25			\$ 30	\$ 55										
Van Every, Brent	13-Jul-25			\$ 30	\$ 55										
	14-Jul-25			\$ 31.90	\$ 32										
	15-Jul-25			\$ 31.90	\$ 32										
	16-Jul-25			\$ 31.90	\$ 32										
	17-Jul-25			\$ 30	\$ 55										
Van Every, Emma	13-Jul-25			\$ 30	\$ 55										
	14-Jul-25			\$ 31.90	\$ 32										
	15-Jul-25			\$ 31.90	\$ 32										
	16-Jul-25			\$ 31.90	\$ 32										
	17-Jul-25			\$ 30	\$ 55										
Martinez, Gabrielle	13-Jul-25			\$ 30	\$ 55										
	14-Jul-25			\$ 31.90	\$ 32										
	15-Jul-25			\$ 31.90	\$ 32										
	16-Jul-25			\$ 31.90	\$ 32										
	17-Jul-25			\$ 30	\$ 55										
				\$ -											
				\$ -											
				\$ -											
				\$ -											
				\$ -											
				\$ -											
		\$ 823							\$ 132	\$ 280	\$ 200	\$ -	\$ 5,100	\$ 2,320	\$ 3,420

157

ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

BUDGET CODE:	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST	\$ 12,274
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SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: _____

SIGNATURE OF SUPERINTENDENT: _____

BOARD APPROVAL DATE

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE MINICO BOYS BASKETBALL (3 TEAMS) PURPOSE OF CONFERENCE TEAM CAMP	DESTINATION PULLMAN, WASHINGTON REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM	CHECK ONE <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border: 1px solid black;">IN-RADIUS</td> <td style="width:33%; border: 1px solid black;"></td> <td style="width:33%; border: 1px solid black; text-align: center;">X</td> </tr> <tr> <td colspan="3" style="border: 1px solid black; text-align: center;">STUDENT TRAVEL OVERNIGHT (Y/N)</td> </tr> <tr> <td style="border: 1px solid black;"># STUDENTS</td> <td style="border: 1px solid black; text-align: center;">26</td> <td style="border: 1px solid black;"># CHAPERONES</td> </tr> <tr> <td colspan="2"></td> <td style="border: 1px solid black; text-align: center;">7</td> </tr> </table>	IN-RADIUS		X	STUDENT TRAVEL OVERNIGHT (Y/N)			# STUDENTS	26	# CHAPERONES			7
IN-RADIUS		X												
STUDENT TRAVEL OVERNIGHT (Y/N)														
# STUDENTS	26	# CHAPERONES												
		7												

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. RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

FUNDING SOURCE (MARK ONE)			
DISTRICT PD		SPECIAL ED	X
FEDERAL		SAFETY	

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			Y/N	PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
		BREAKFAST \$10	LUNCH \$15	DINNER INSTATE \$20 OUT STATE \$30	DESTINATION CITY OR AIRPORT	MILES	TOTAL 0.57 MILE	DISTRICT CAR AVAILABLE								
BOYS BB TEAMS	JUNE 26-29, 2025				PULLMAN, WA	970	\$ -	N		\$ 1,940		2750/TEAM		\$ 2,506		
DOUG MANNING	JUNE 26-29, 2025				PULLMAN, WA											
ASSISTANT COACHES	JUNE 26-29, 2025				PULLMAN, WA											
				\$ -												
				\$ -												
				\$ -												
				\$ -												
				\$ -												
				\$ -												
				\$ -												
\$ -											\$ 1,940		\$ 8,250	\$ 2,506		

Players are paying \$ 425 to attend WSU camp. 158

OFFICE USE ONLY			
ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION. PERDIEM REIMBURSED AHEAD FOR OUT OF RADIUS TRAVEL. RECEIPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.			
BUDGET CODE:	BOYS BASKETBALL	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST: \$ 12,696
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:			
SIGNATURE OF SUPERINTENDENT:			BOARD APPROVAL DATE

OK per Jim Kidd
Barren

Minidoka County School District

IT Department

Board Report - June 2025

• Forms and Processes being worked on:

- **Onboarding/Exiting Employee & Student Processes and Procedures – Working with HR and appropriate stakeholder on this – This will continue into the Summer to make sure everything is in order**
- **Student Fines and Fees**
 - **Updates to the student device costs and device warranty and coverage forms still need discussed and updated.**

• Device Pickup and New devices:

- **End of Year pickup went smooth**
- **Fixing some of the older ones for use of testing next year**
- **Disposing of some due to age and condition**
- **Devices are stored until next year**
- **New devices are being assessed for the new year**

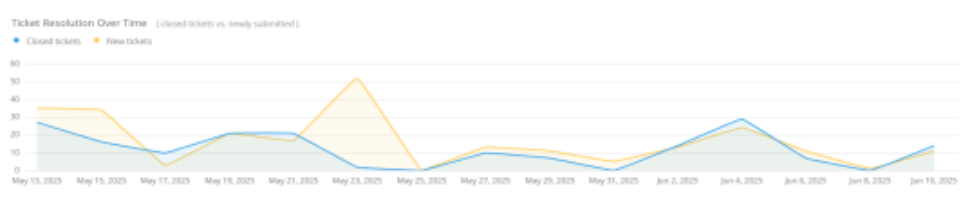
• Adobe Pro Licenses:

- **The State will be providing adobe creative cloud to all staff and students this upcoming year**

• Ticket Status 5/12-6/11:

- **178/251 Closed/Open (Analytics Attached)**
- **Most of the remaining tickets are student device repairs from the end of the year.**

Explore ticket analytics filtered only by your permission level



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

1.9 days
Resolution time (avg.)

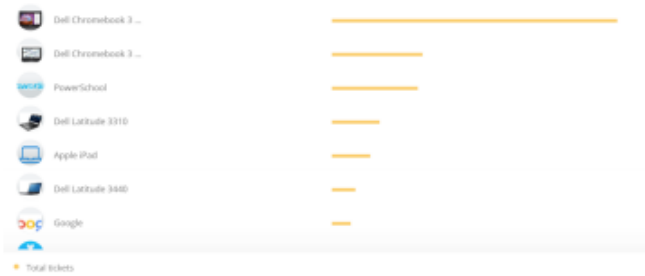
178
Tickets now closed
out of 251 submitted

73
Tickets still open
1 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



SLA Response Time

SLA Resolution Time

No data available

Total Tickets Over Time



Response Time



Resolution Time



% Parts Used
No data available

Quantity Parts Used
Parts Used by days
No data available

Top 10 Parts Used
No data available

% Value Parts Used
No data available

Value Parts Used
Value Parts Used by days
No data available

Top Issue Categories (sorted by total tickets)



To Mr. Larsen and our School Board,

- We have started summer school on June 3 and goes through June 27.
- We had 14 tickets for the month of May; out of the 14 tickets we had 9 suspended.
- We did 70 reimbursable trips in the month of May.
- We did 20 non-reimbursable trips in the month of May.
- Our shop did 28 work orders for the month of May.
- June birthdays in our department

Galan Depew June 4

Jayne Trujillo June 6

Jackie Larson June 15

Thomas Quinn June 28

- 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
Monthly Maintenance Report
June 11, 2025

May – 88 New Requests
320 Work in Progress
60 Complete

June – 97 New Requests
334 Work in Progress
83 Complete

Maintenance Department Updates

Current Projects

Hail damage throughout the District

1. East – Complete.
2. Minico – HVAC at the Minico is 92% Waiting for the unit for the Multi.
3. West – Complete.
4. DSC - Complete.
5. Mt. Harrison – Complete
6. Heyburn – Coil replacement – need to order coils. Anticipated completion by July.

Ag Building

The job is 95% complete.



Minidoka County School District
Monthly Maintenance Report
June 11, 2025

Levy Projects

Mt. Harrison

Started the lighting upgrade.

Windows consulting with the Architect.

Minico

HVAC – waiting for quotes.

Outside steps – Starting this week.

East

2 Compartment sink – Here. Installing soon.

Heyburn

Ada Bathroom awarded to Catmull and Pro Marble.

Nutrition

Installation is beginning on the fence.

Multiple Schools

Fixing potholes in July.

Minidoka County School District #331

School Nutrition Programs

Administrative Board Report

Report Date: June 16, 2025

Summer Feeding



Summer feeding kicked off on June 9th. We had some issues with communication as last year's information was shared out but things got squared away and we are serving kids! We increase our participation each day.

On our third day of feeding, we patrolled one of our stops that hadn't had participation and found a mom to explain what we are doing, and meals are free. We served their kids our meal. They were shocked that the meals were free and asked if they could get one for their friend next door because he knows that they don't have a lot of money. We explained we couldn't go knock on his door so instead he went next door to get his friend so he could get a meal.

The look on this boy's face is the ultimate reason of why we do what we do. We are providing meals to make sure kids are fed, lifting up our community and helping each other out.

Action Item-Pizza Bid

We received 2 qualifying bids for our pizza service in SY2026.

Analysis-

Pizza Hut

- \$8.00/8ct
- Was told they **CANNOT** the 51% WG Dough, we must meet 80% WG per week
- Favors include: Cheese, Pepperoni, Italian Sausage, Veggie, Hawaiian
- Calories per slice: 300; 330; 360; 310; 310
- Sodium per slice: 580; 640; 710; 580; 650
- References to parbaked dough (not fresh)
- New store since last contract, concerns for size

Dominos

- \$9.00/8ct Cheese/Pep; \$9.50/8ct specialty flavor
- 51% WG, Fresh made dough
- Flavors include: Cheese, Pepperoni, Hawaiian, Zesty Italian, Kick'n Chicken, Hawaiian Hot Lava, Valedictorian, BBQ Smokehouse
- Calories per slice: 240; 260; 250; 260; 260; 290; 310; 250
- Sodium per slice: 460; 490; 590; 700; 580; 680; 620; 590

- Would plan to feature a flavor of the month for specialty flavors
- Existing relationship with routes & driver rapport

Recommendation-

I propose that we continue with Dominos. With new meal pattern regulations cracking down on sodium, 150mg higher of sodium every day will most likely send us over the allowable limit. In addition, Pizza Hut is not able to deliver the 51% WG rich crust. At \$9.00 per pizza or \$1.13 per slice, this remains steady with our pizza entrée average cost but to keep in mind we are not ordering, inventorying, delivering or cooking this product.

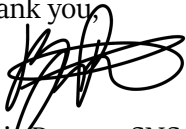
Action Item-Magic Valley Purchasing Cooperative

As you know, all food must meet specific procurement requirements and regulations. The MVC is a conglomerate of all Magic Valley school districts to allow for larger purchasing power. I operate the co-op which consists of 500 line items of food, 115 lines of paper and chemical goods, 60 lines of produce and our milk bid. Each year the district will need to agree to the procurement plan and code of conduct as well as the member agreement form. Included are both to review and sign.

This year, we rolled over food, paper & chemical and milk from last year. We should see very minimal price increases. When we roll over a bid it is stipulated that vendors can only raise the price to CPI plus 5%. If there are any decreases in price the vendor must allocate those to the next school year.

Produce will be awarded June 12th.

Thank you,



Katie Rogers, SNS
School Nutrition Programs Director



ATTACHMENT C:
Magic Valley Cooperative Purchasing Membership Agreement

This agreement is to define the cooperative purchasing group referred to as the Magic Valley Co-op. The name of the purchasing group shall be the Magic Valley Co-op, hereinafter referred to as the "MVC". The member districts, schools or residential childcare centers hereby agree to cooperatively purchase upon the following terms and conditions:

1. The members of the MVC are duly constituted school districts or private schools, or within the state of Idaho operating non-profit food service programs.
2. The food service departments of the members will not contract for service of any kind with a for-profit food service management company. In the event, during the time the purchase agreement is in effect, any member's food service function becomes contracted with or purchases services from a for-profit food service management company, that district will no longer be eligible to be a MVC member. Such a district will therefore no longer have access to the pricing provided by the MVC bid awards immediately after signing the agreement or purchasing the service. The members of the MVC have joined together for the purpose of requesting bids for the purchase of selected food and non-food supplies.
3. The MVC, individual school district members, employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, political contractors, or parties to sub-agreements. Trivial benefits not to exceed a value of fifty dollars (\$50.00) incidental to personal, professional, or business contracts and involving no substantial risk of undermining official impartiality may be permitted.
4. All bid awards shall be in accordance with all state and federal laws and regulations.
5. No member of the MVC will accept responsibility for the performance of any purchasing contract by the vendor and/or the payment of the purchase price by any other member.
6. Members will be emailed the original bid award. The final approval of the bid award is the sole responsibility of the governing body of the individual members of MVC. Any and all contracts are entered into by the individual district, private schools or residential childcare centers.
7. The MVC bid season and this agreement shall be effective July 1 through June 30.
8. Each member is a representative of the MVC. As a representative, the member will:
 - a. Make good faith estimates of the quantity of each individual product that they expect to purchase during the bid cycle;
 - b. Complete projected numbers by required date established at the beginning of the bid cycle;
 - c. Attend the pre-bid meeting or coordinate preferences before the meeting
 - d. Attend the award meeting unless written prior notice is received
 - e. Comply with all reasonable distributor timelines and minimum or maximum order quantities;
 - f. Communicate and coordinate with all members of the MVC, including vendors, in a professional and courteous manner deemed by the MVC administrators;
 - g. Follow the complaint process, should there be an issue within MVC prevue;
 - h. **Pay a \$30 membership fee** to cover cost of legal printing;
 - i. Abide by the Code of Conduct as required by 2CFR Part 200.318 (c) (1).
9. Should a MVC member breach this agreement in any part, the MVC Administrators may place the district on a probationary period by notifying district of:
 - a. Item(s) of agreement breached;
 - b. Required resolution;
 - c. Timeline for resolution;
 - d. Results of nonresolution
 - i. Results may consist of but are not limited to: termination immediately, termination after bid cycle, additional membership agreement statues, continuance in membershipMultiple probations of a district may result in permanent membership termination.

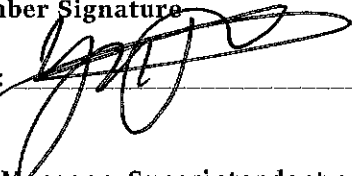
ATTACHMENT C:
Magic Valley Cooperative Purchasing Membership Agreement

Printed Name: Katie Rogers

District: Minidoka SD

By signing below, you agree to the above terms and will purchase FOOD, NON-FOOD, PRODUCE AND MILK supplies for your district as awarded by the Magic Valley Cooperative.

MVC Member Signature

Signature: 

Date: 6/11/25

Business Manager, Superintendent or Board Chairman Signature

Signature: _____

Date: _____

This document is to be **signed** and **returned** by MEMBERS ONLY by **July 1st** to Katie Rogers at krogers@minidokaschools.org.
After agreement is returned, an invoice will be issued for collection of membership fee.

Minidoka County School District
& Magic Valley Purchasing Co-op Members

PROCUREMENT PLAN
CHILD NUTRITION PROGRAM

July 2025 – June 30, 2026

This Procurement plan will be implemented, July 1, 2025, from that day forward until amended. All procurements must adhere to the free and open competition. Source documentation must be available to determine open competition, the reasonableness, the allow-ability and the allocation of costs.

Chairman, Board of Education

Date

Superintendent of Schools

Date

USDA is an equal opportunity provider, employer, and lender.

Minidoka County School District
& Magic Valley Purchasing Co-op

PROCUREMENT PLAN

The **Magic Valley Purchasing Co-op & Minidoka County School District** plan for procuring items for use in the Child Nutrition Program is as follows. The procurement plan provides for free-and-open competition, transparency in transactions, comparability, and documentation of all procurement.

- A. If the amount of purchases is \$150,000 and above or SFA approved threshold if less, **Formal** procurement procedures will be used as required by 2 CFR 200.319 and IC §67-2806 (2).
- B. If the amount of purchases is \$75,000 to \$150,000 **Informal Bidding** procurement procedures will be used as required by IC §67-2806 (1)
- C. If the amount of purchases is \$10,001 to \$74,999 **Small Purchase** procurement procedures will be used as required by 2 CFR 200.320 (b)

INFORMAL PROCUREMENT FORM ("Three Bids and a Buy")

"This institution is an equal opportunity provider." 1/16

Supplier/Bidder Name:		Bid #1			Bid #2			Bid #3		
Items to be Purchased Delivery Frequency : _____ Bid will be honored for: _____ Number of day/week/month (s) School will state time period _____ Product Name(s) & Specification(s):	Quantity to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	SB * (✓)	Unit Price	Extended Price (Quantity x Unit Price)	SB* (✓)	Unit Price	Extended Price (Quantity x Unit Price)	SB* (✓)
				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
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				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Total:		\$			\$			\$		
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
<small>*Selected Bidder = school may award all items to one bidder (lowest total price) or award purchase on a line item basis (lowest line item price). School needs to tell the bidders which option they will use for awarding the purchase when they are asking for pricing; schools can state that either option may be used by the school to award the purchase.</small>										
Method of contact: Email/Fax/Mail/In person/Phone										
Name of person quoting pricing:										
Date(s) contacted:										
Additional Notes:										
Signature & title of person completing this form:									Date:	

Name of selected bidder: _____ Why bid was chosen (price, availability, etc.): _____
 Selected bidder was notified on: _____ by: _____ If notification was in writing, attach document to the procurement form

- D. If the amount of purchases is \$0-\$10,000 **Micro Purchase** procurement procedures will be used as required by 2 CFR 200.320 (a) and defined by 2 CFR 200.67
- E. **Contract cost and price** Per 2 CFR 200.323 (a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.
- F. **Prohibition of the acquisition of unnecessary or duplicative items** Per CFR 200.318 (d)/7 The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

The following procedures will be used for all other purchases.

- 1. Formal bid procedures will be applied on the basis of:

CATEGORY	PROCUREMENT METHOD	AWARD METHOD	TIME FRAME OF BID
FOOD & NON-FOOD SUPPLIES	FORMAL	LINE ITEM	ANNUAL
FOOD & NON-FOOD SUPPLIES	FORMAL	PRIME VENDOR	ANNUAL
PRODUCE	FORMAL (SMALL PURCHASE)	BOTTOM LINE	ANNUAL
LOCALLY-GROWN PRODUCE	INFORMAL (SMALL PURCHASE)	BOTTOM LINE	ANNUAL
CHEMICALS FOR CLEANING	FORMAL (SMALL PURCHASE)	LINE ITEM	ANNUAL
PEST MANAGEMENT	INFORMAL (MICRO PURCHASE)	BOTTOM LINE	ANNUAL
HOOD CLEANING	INFORMAL (MICRO PURCHASE)	BOTTOM LINE	ANNUAL
EQUIPMENT	INFORMAL (SMALL PURCHASE OR SEMI FORMAL OR FORMAL)	BOTTOM LINE	AS NEEDED
TECHNOLOGY	INFORMAL (SMALL PURCHASE OR SEMI FORMAL OR FORMAL)	BOTTOM LINE	AS NEEDED

- 2. Formal bid procedures will be applied on **the basis of a:**

- Centralized System
- Individualized School
- Multi-School Systems
- State Contract
- Combination of above (specify)

3. Because of the potential for purchasing more than \$150,000, it will be the responsibility of **Magic Valley Co-op** to document the amounts to be purchased so the correct method of procurement will be followed for coop purchasing.

A. When a **FORMAL** procurement method is required, the following ***COMPETITIVE SEALED BID or an Invitation for Bid (IFB) or COMPETITIVE NEGOTIATION in the form of a Request for Proposal (RFP)*** procedures will apply:

1. An announcement of an ***Invitation for Bid (IFB) or a Request for Proposal (RFP)*** will be placed in the TIMES NEWS with the intent of the **Magic Valley Purchasing Co-op** to purchase needed items. The advertisement for bids/proposals or legal notice will be run for 2 Consecutive Weeks, prior to Bid Award.
2. An advertisement is required for all purchases over the threshold of **7 CFR 200.319 and IC §67-2806 (2) \$150,000**. The announcement advertisement/legal notice will contain a general description of items to be purchased, the deadline for submission of sealed bids or proposals, and the address where the complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications. Brand Name or Equal/Equivalent.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following, shall be addressed in the procurement document:
 - (1) Contract period
 - (2) SFA is responsible for all contracts awarded (statement)
 - (3) Date, time, and location of bid opening
 - (4) How vendor is to be informed of bid acceptance or rejection
 - (5) Delivery schedule
 - (6) Set forth requirements which bidder must fulfill in order for bid to be evaluated
 - (7) Benefits to which the School Food Authority will be entitled if the contractor can not or will not perform as required
 - (8) Statement assuring positive efforts will be made to involve minority and small business
 - (9) Statement regarding the return of purchase incentives to the School Food Authority's non-profit Child Nutrition account
 - (10) Termination provisions and the basis for any settlement for all procurement over \$10,000.00
 - (11) Provision requiring compliance with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in the Department of Labor regulations required for all contracts over \$10,000.00
 - (12) Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding
 - (13) Escalation/De-escalation clause based on appropriate standard or cost index
 - (14) Specific bid protest procedures
 - (15) Provision requiring access by duly authorized representatives of the School Food Authority, State Agency, United State Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts
 - (16) Method of shipment or delivery upon ~~Contract~~ award

- (17) Provision requiring contractor to maintain all required records for *three* years after final payment and all other pending matters are closed for all negotiated contracts
- (18) Description of process for enabling vendors receive or pick up orders upon Contract award
- (19) Provision requiring the contractor to recognize mandatory standards and polices related to energy efficiency which are contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165)
- (20) All contracts over \$100,000.00 will require compliance with the Clean Air Act issued under Section 306, Executive Order 11738
- (21) Signed Certificate of Lobbying for all contracts over \$100,000
- (22) Signed statement of non-collusion
- (23) Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS).
- (24) Provision requiring **“Buy American”** as outlined in Policy Memorandum 210.21-14; specific instructions for prior approval of any and all of non domestic product.
*By submitting and signing this proposal/bid, the bidder acknowledges and certifies that his/her company complies with the **Buy American provision** that the food delivered is of domestic origin or the product is substantially produced in the United States. For these purposes, substantially means over 51 percent of the processed food is from American-produced products. If the bidder is unable to certify compliance with the Buy American provision, the bidder shall state this in his/her response and provide an explanation as to why it cannot certify compliance.”*
- (25) Provision requiring the Contractor to abide with the Idaho Sex Offender Registration Act (sample language is attached with this document).

- 6. Specifications will be prepared and provided to potential contractors desiring to submit bids or proposals for the products or services requested. Vendors will be selected by the following methods:
 - a. Pricing
 - b. Performance
 - c. Quality
 - d. Geographic Preference

“Positive efforts shall be made by recipients to utilize small businesses, minority owned firms, and women’s business enterprises whenever possible.” This means that schools may find ways to structure solicitations in order to target these types of businesses. For example, if a district is conducting an informal procurement, it may decide only to request bids from minority- or women-owned businesses. If a formal RFP is issued, the school may choose to award additional points to small businesses.

- 7. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, an interpretation will be provided by, the **Magic Valley Coop Representative. Katie Rogers, Minidoka School District #331.**
- 8. The **Magic Valley Coop** will be responsible for securing all bids or proposals.
- 9. The **Magic Valley Coop** will be responsible to ensure all SFA procurements are conducted in compliance with applicable Federal regulations, State General Statutes or policies of the local Board of Education.
- 10. The following criteria will be used in awarding contracts as a result of bids.

- a. Pricing
- b. Service

- c. Quality
- d. Geographic Preference

11. *In awarding a competitive negotiation (RFP), a set of award criterion in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration when awarding a contract. Following evaluation and negotiations a firm fixed price or cost reimbursable contract is awarded.*
 12. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the SFA, price, and other factors considered. Any and all bids or proposals may be rejected in accordance with law.
 13. The **Magic Valley Coop** is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
 14. To ensure compliance with applicable laws, the **Magic Valley Coop** will review procurement plan annually, using the SP03-2017 procurement review tool.
 15. The **Magic Valley Coop** will be responsible for documentation that the actual product specified is received.
 16. Any time an accepted item is not available, the **Magic Valley Coop** will select the acceptable alternate. The contractor must inform **The Magic Valley Coop** *30 days prior* to a product not being available. In the event a non-domestic agricultural product is to be provided to the SFA, the contractor must obtain, in advance, the written approval of the product. The **Magic Valley Coop** must comply with the Buy American Provision.
 17. Full documentation as to the reason an accepted item was unavailable, and to the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is **Magic Valley Coop for bid group**. *Purchases made outside the bid co-op, for products not listed on the Master bid, are the responsibility of each individual school district.*
 18. The **Magic Valley Coop** will be responsible for maintaining all documentation of the procurement process.
- B.** If the amount of purchases for items is less than the district's formal purchase threshold, the following, **SEMI-FORMAL PURCHASE PROCEDURES IC §67-2806 (1)** Issue written requests for bids describing goods or services desired to at least three vendors. Allow 3 days for written response, unless an emergency exists; 1 day for objections.
- C.** If the amount of purchases for items is less than the district's semi-formal purchase threshold, the following, **SMALL PURCHASE PROCEDURES 2 CFR 200.320 (b) Procurement by small purchase procedures including quotes**, will be used. Quotes from an adequate number of qualified sources will be required.
1. Written Specifications will be prepared and provided to the each vendor.
 2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted, but if there are not that many vendors in the area, then 2 will suffice.

- a. The **Minidoka School District** will be responsible for contacting potential vendors when price quotes are needed.
3. The price quotes will receive appropriate confidentiality before award.
- a. Quotes will be awarded by **Minidoka School District**. Quotes awarded will be to the lowest and best quote based upon quality, service availability, and price. *If small purchase procedures are used, **verbal** price or rate quotations must be obtained from an adequate number of qualified sources. Document all responses. You can call or talk to vendors at a farmer's market.*
 - b. The **Minidoka School District** will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and ***written specifications***.
 - c. The **Minidoka School District** will be responsible for documentation that the actual product specified is received.
 - d. Any time an accepted item is not available, the **Minidoka School District** will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
4. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, an interpretation will be provided by, the **Minidoka School District**. The **Minidoka School District** is required to sign all quote tabulations, signifying a review and approval of the selections.
- D. If the amount of purchases for items is less than the district's than the small purchase threshold, **\$0-\$10,000** the following, **MICRO PURCHASE PROCEDURES 2 CFR 200.320 (a) and defined by 2 CFR 200.67**
1. The **Minidoka School District** distribute micro-purchases equitably among qualified suppliers.
 2. Micro Purchases may be awarded without soliciting competitive quotations if the District considers the price to be reasonable. The District maintains evidence of this reasonableness in records of all micro-purchases.
- G. If it is necessary to make an emergency procurement to continue service, the purchase shall be made and a log of all such purchases shall be maintained by the **Minidoka School District**. The following emergency procedures shall be followed. All emergency procurements shall be approved by the **Minidoka School District** at a minimum, the following emergency procurement procedures shall be documented:
- a. Item name
 - b. Dollar amount
 - c. Vendor, and
 - d. Reason for emergency
1. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, an interpretation will be provided by, the **Minidoka School District**.
- H. The contractor shall agree to retain all books, records and other documents relative to the contract agreement for three (3) years after final payment, or until audited by SFA, whichever is sooner. The SFA, its authorized agents, and/or USDA auditors shall have full access to and the right to examine any of said materials during said period.

I. The SFA shall agree to retain all books, records and other documents relative to the award of the contract agreement for three (3) years after final payment. Specifically shall maintain, at a minimum, the following documents:

- Written rationale for the method of procurement;
- A copy of the RFP or IFB;
- The selection of contract type;
- The bidding and negotiation history and working papers;
- The basis for contractor selection;
- Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- The basis for award cost or price;
- The terms and conditions of the contract;
- Any changes to the contract and negotiation history;
- Billing and payment records;
- A history of any contractor claims; and
- A history of any contractor breaches.

J. **CODE OF CONDUCT** The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by School Food and Nutrition Program Funds.

1. No employee, officer or agent of the **Minidoka School District**, shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

- a. The employee, officer or agent;
 - b. Any member of the immediate family;
 - c. His or her partner;
 - d. An organization, which employs or is about to employ one of the above.
2. The **Minidoka School District** members, employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
 3. Penalties for violation of the code of conduct of the **Minidoka School District** Child Nutrition Program should be:
 - a. Removal by the coop for those accepting monetary value
 - b. Any legal action deemed necessary.

K. **Complaint Procedure** Should the SFA be dissatisfied with service from a vendor, the **Minidoka School District** contact shall follow the steps outlined in this procedure until a solution is met.

1. Notify the vendor of unsatisfactory work by verbal or written notice. Work with vendor to find a solution.
2. Notify the vendor in written form of unsatisfactory work, provide an acceptable solution and a timeline to be met.

3. Notify the Magic Valley Cooperative Administrators of the unsatisfactory work, provide documentation of steps one and two, provide suggested guidance on how the MVC shall proceed. The MVC will contact the vendor with the solution deemed acceptable.
4. Failure to comply with the acceptable solution after all mediation is exhausted, the Magic Valley Cooperative reserves the right to terminate the contract of an individual school with the vendor after 10 days of step three completion and notification.

Should the awarded vendor be dissatisfied with service from a MVC customer, the vendor contact shall follow the steps outlined in this procedure until a solution is met.

1. Notify the customer of the unsatisfactory work by verbal or written notice. Work with customer to find a solution.
2. Notify the customer in written form of unsatisfactory work, provide an acceptable solution and timeline to be met.
3. Notify the MVC Committee of the unsatisfactory work, provide documentation of steps one and two, provide suggested guidance on how the MVC shall proceed.
4. Failure to comply with the acceptable solution after all mediation is exhausted, the vendor reserves the right to terminate the contract of an individual school after 10 days of step three completion and notification.

K. Idaho Sex Offender Registration Act

Idaho Code §18-8329 prohibits any person who is registered or required to register under the Idaho Sex Offender Registration Act, from being on school property if the person has reason to believe children under the age of 18 are present.

As a provider of goods and/or services to the **Minidoka School District**, your company and those in your employment are subject to this law.

Please sign and return this letter confirming to the Districts that your company will prohibit any person in your employ who are registered or required to register, under the Idaho Sex Offender Registration Act from participation in company business with the District(s) if such participation would require them to be present on school property. Further, by signing, you confirm that you have cross-checked such employees against the National Sex Offender Registry found at the following web link:

<http://www.nsopr.gov/>

Company/Contractor Name (Print)

Signature of Company/Contractor Representative

L. Contract with a Company Owned or Operated by the Government of China Prohibited.

Idaho Code §67-2359

(1) A public entity in this state may not enter into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently owned or operated by the government of China and will not for the duration of the contract be owned or operated by the government of China.

(2) As used in this section:

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(a) "Government of China" means the People's Republic of China led by the Chinese

communist party.

(b) "Company" means any for-profit or not-for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of those entities or business associations.

(c) "Public entity" means the state of Idaho or any political subdivision thereof, including all boards, commissions, agencies, institutions, authorities, and bodies politic and corporate of the state, created by or in accordance with state law or regulations.

(3) The provisions of this section shall apply to contracts executed on and after July 1, 2023.

Upon discovering that a contract fails to comply with the provisions of this section, the contracting authority shall have a period of ninety (90) days to obtain the certification described in subsection (1) of this section. After such time, any contract continuing to violate the provisions of this section shall be void as against public policy. Any contract executed prior to July 1, 2023, that violates the provisions of this section will not be renewed.

(4) The department of administration shall have authority to promulgate rules to implement the provisions of this section as long as they are consistent with the provisions of this section and do not create any exceptions to it.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.



Christensen, Kristine <kris@minidokaschools.org>

Art Packet Proposal

1 message

Sagers, Sarah <ssagers@minidokaschools.org>
 To: Kristine Christensen <kris@minidokaschools.org>

Sun, Jun 8, 2025 at 1:59 PM

Dear School Board,

Minico's Art Program has been growing in popularity with students, resulting in the hiring of a third art instructor and expanding to offer several college dual-credit options through CSI. The number of students that have pre-registered to take art classes for the 25-26 school year has grown beyond capacity, resulting in four full classes (nearly 100 students) being unable to take the desired courses. Despite a growing popularity and increased number of students, we lack the adequate funding necessary to provide the materials needed for proper instruction and experience for our students.

Since the removal of class fees several years ago, it has been a struggle to provide art materials for quality instruction. We have a proposal to alleviate some of the financial burden from the district and our teachers' personal budget. We would like to create Student Art Packets that would include all the basic materials needed for that particular class. We are specifically looking to provide these packets for upper level drawing, watercolor, and painting classes. After interdepartmental discussions and opinions from our students, we have found that more than 75% of our students wish to participate in purchasing Student Art Packets.

We believe that by providing these supplies for purchase, our students will learn financial and personal responsibility for their supplies. There will be less destruction of classroom materials and students get the benefit of the art supplies being their personal property. After students purchase their Packet, they would get to keep any leftover materials as they learn to be personally responsible for supplies and resource management. If they take another class that requires similar materials, they would not need to purchase another packet unless they want to.

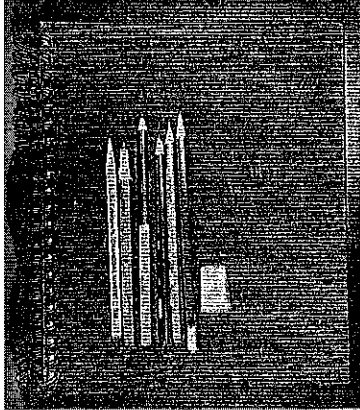
As we follow Free and Appropriate Public Education guidelines this Packet **would be available only on a voluntary basis**. We are aware that some students may choose not participate, so they would still be supplied by district funds, but would only be available in a communal, lower quality, budget supply. A list of the needed materials would also be available if parents/students would like to find their own way to acquire supplies as a third option.

We ask the School Board to approve the upfront purchase of materials that we may put together these Student Art Packets. We strive to teach our students personal resource management of quality materials and that we can afford to purchase enough supplies for the rest of our students.

Thank you for your time and consideration

-Minico Art Teachers
 Eric Baird, Jared Hicks, and Sarah Sagers

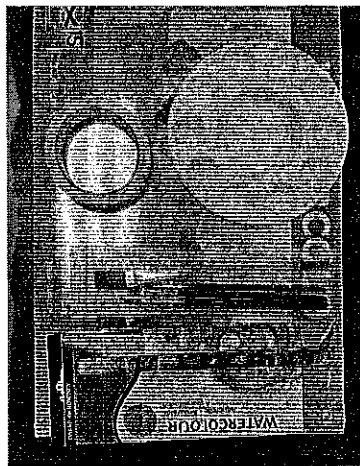
Included is a list of needed materials that would supply ¹⁷⁹ALL students that are registered for next year.



Drawing Supplies \$10

- Sketchbook - \$2.25
- White Charcoal - \$1.50
- Black Charcoal - \$1.50
- Photo Blue - \$1.50
- Prismacolor Black - \$1.75
- Prismacolor ebony - \$0.85
- HB pencil - \$0.15
- Kneaded Eraser - \$0.50

Price Per Semester - \$425
 Price Per Year - \$850



Watercolor Supplies \$18

- 15 Sheets Paper - \$7.50
- Masking Tape - \$1.50
- Palette - \$0.50
- 3 Brushes - \$0.75
- Watercolor - \$7

Price Per Semester - \$936
 Price per Year - \$1872



Acrylic Supplies \$20

Paint & Brushes - \$13

8 Canvas Sheets - \$7

Price Per Semester - \$1120

Price per year - \$2240

General Takeaways

- Growing Art program, we had to turn away 4 full classes of students
- Teaches students financial and personal responsibility for materials
- Alleviate financial burden of district for growing art program
- It is the students' supplies so they can take home after class ends
- Provided to purchase in class for convenience
- Class supplies list provided for students to purchase on their own as alternative
- Free and appropriate alternative for students who cannot purchase either

May 28, 2025

To whom it may concern,

In the 2024-2025 school year, we started teaching a mathematical designs class. It is a class that shows students how to use math to create different objects. We teach how to make scale drawings, symmetrical snowflakes, line designs, string art, pop up cards, paper airplanes in multiple designs (which are tested), kites (which we fly to see if they can fly), tessellation art, and folding origami figures and shapes.

This year, we asked for donations but we had to spend our own money to buy hammers, nails, cutting pads, circular cutting materials, card stock, and boards. Also, we obtained a grant to buy some necessary supplies such as origami paper, card stock and construction paper. Our classes did increase in size and number offered from the first semester to the second semester. With that being said the expenses are adding up. Therefore, we would like to add a project fee of \$5 per student. With that they will be able to make and keep every project that they do.

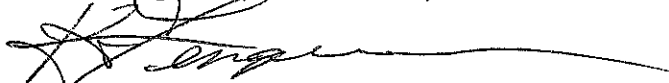
Thank you for your time.

Sincerely,

Vicki Prien (Math Teacher)



Karen Ferguson (Math Teacher)



Anna Bateman (Department Head)



Brent Van Every
Cabinetmaking/Residential Construction
Minico High School
Minico Builders Academy / SkillsUSA
292 W 100 S, Rupert, Idaho 83350

6-10-25

Minico High School – Builders Academy/SkillsUSA Fundraiser Proposal
Presented by: Minico Builders Academy / SkillsUSA
School District: Minidoka School District
School: Minico High School
Advisor: Mr. Brent Van Every, Cabinetmaking/Residential Construction

Minidoka School Board members,

Fund Raiser Proposal Summary

I am excited to present a unique fundraising opportunity to support Minico Builders Academy and SkillsUSA program. With the generous donation of premium-quality potatoes from **Miller Research**, we plan to launch a creative and community-oriented campaign that combines agricultural pride with craftsmanship and education.

Fundraiser Overview

We propose to:

- **Harvest and sack donated potatoes** from Miller Research.
- **Sell 50-pound sacks of potatoes for \$50 each.**
- Include with each purchase a **custom-designed potato sack** featuring a student-created logo.
- Offer an **optional handcrafted wooden frame** designed and built by our Builders Academy students, allowing the potato sack to be proudly displayed as a keepsake.

Purpose of the Fundraiser

Proceeds from this fundraiser will directly support our Builders Academy and SkillsUSA program by:

- Funding an **educational capstone tour** for graduating seniors to visit post-secondary institutions or industry workplaces, tradeshow, or other educational places/experiences that are often found outside of Idaho.

- Purchasing necessary tools, materials, and equipment for student projects and competitions.
- Supporting registration, travel, and lodging expenses for SkillsUSA regional and national events.

Educational Impact

This fundraiser not only provides financial support but also offers our students hands-on experience in:

- Agricultural logistics (harvesting and sacking potatoes)
- Design and branding (logo creation and sack design)
- Woodworking and fabrication (building custom display frames)
- Business and marketing (selling, promoting, and managing the fundraiser)

By integrating practical skills with entrepreneurial learning, this effort reinforces our mission to prepare students for careers in the trades while strengthening community partnerships.

Call to Action

We invite community members, businesses, and supporters of career and technical education to take part in this one-of-a-kind opportunity by purchasing a \$50 sack of potatoes—complete with custom artwork and a story of student innovation. Framed display options are available for those who want to show their support in a lasting and decorative way.

On behalf of the students and staff of the Builder's Academy and SkillsUSA at Minico High School, I want to sincerely thank the school board for your time and consideration of this proposal. We believe this fundraiser will not only be a fun and memorable experience for the community but will also showcase the talents and hard work of our students. With your support, we're confident this will be a highly successful and impactful event that makes a lasting difference in our program.

Respectfully,

Mr. Brent Van Every

Cabinetmaking/Residential Construction Instructor

Minico High School

Dear Minico High School

We are writing to request your acceptance for a fundraiser we are wanting the Minico Cheer team to use this year. This event is a way to honor veterans in our communities centered around Veteran's Day. Regardless of the ability to help a group raise money we want veterans to know we appreciate their dedication to our freedom. Signs would be sold by cheerleaders for people to place in yards or businesses. The funds will be going towards the cheerleaders gear/needs. Another thing we would like to request is selling cookie dough instead of popcorn this year.

Cheer Coach & Assistant Coach

May 13, 2025

Dear Minidoka School Board,

Minico Softball team would like to change our fundraiser for the 2026 season. Our 2 approved fundraisers are currently fence banners and selling jerky pieces.

For the 2026 season, we would like to keep the fence banners, but switch to selling spirit wear. It has been a few years since we have offered spirit wear to our parents. With both fundraisers offered, we will give the players a choice of what they would like to use to meet our fundraising needs and cover the cost of the spirit pack for the players.

Thank you for your consideration in this matter
Carol McGhie
Minico Softball

April 19, 2025

Dear Minidoka County School board:

Minico Tennis Team is requesting permission for 2 fundraisers.

1. Tennis tournament.

Who: Tennis players from the Magic Valley of all levels

When: June of each year

Where: Minico Tennis Courts

Why: To raise money for East Idaho Invite entry fee and hotel costs for 18 players, tennis equipment such as ball machines, cones, etc..., and help pay for clinics and camps.

2. Pickleball Tournament (Minico Tennis Players helping Brenton Kloepfer)

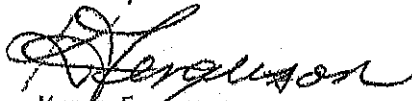
Who: Players from the Magic Valley

When: Late Summer/Early Fall

Where: Pickleball courts Neptune Park

Why: To raise money for East Idaho Invite entry fee and hotel costs for 18 players, tennis equipment such as ball machines, cones, etc..., and help pay for clinics and camps.

Thank you



Karen Ferguson

Minico Head Tennis Coach

To Whom It May Concern:

Minico Volleyball respectfully seeks the board's approval to hold a cornhole tournament and to sell flannel blankets as part of our fundraising efforts for the 2025–2026 school year.

Thank you for your time and consideration.

Sincerely,

Holly Ottley

Minico Volleyball



Minidoka County Joint School
District #331

2025-2026 EMPLOYEE HANDBOOK

District Vision:

Empowering Student Success

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District Information

Mission Statement

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

Priority Focus

As a District committed to achieving excellence for our students, we believe that the achievement of our goals is dependent upon maintaining the quality of our employees and providing a supportive environment for students and staff. If you are new to our District, we understand that joining an organization may require some adjustment. You meet new people, work in different surroundings, and are confronted with new policies, rules, and benefits. If you are a returning staff member, access to District-related information is important for your continued success. This handbook has been prepared to serve as a quick reference to address basic District policies and procedures. It is not designed to be a comprehensive document detailing all District policies and procedures. Please note, however, that as a Minidoka School District employee you are responsible for complying with all District policies in total, including those not outlined in this handbook. (The complete policy manual is available online at www.minidokaschools.org.) If you have questions or concerns, or need in-depth information, please consult with your supervisor, building administrator, or the district office for assistance. Once again, whether you are a new or returning staff member, we welcome you to the Minidoka School District, and we wish you every success.

PLEASE NOTE: This handbook has been prepared as a matter of information only. It is not intended to serve as a contract.

Administrative Offices

District Administration Office	310 10 th St	436-4727	436-6059 fax
Maintenance Office	1018 D St.	436-1254	436-6682 fax
Food Service	429 12 th St.	436-3625	436-9782 fax
Transportation	311 7 th St.	436-3311	436-4225 fax

District Administration (*District Organizational Chart Policy 600.00a*)

While the board of trustees has the responsibility for governing the school District, the Superintendent of schools is its chief executive officer. The function of the Superintendent is to provide leadership in developing and maintaining the best possible educational programs and services and to oversee and administer the use of all District facilities, property, and funds. All school employees are responsible to the Superintendent.

The Superintendent is assisted by administrative and support personnel:

- Department Heads
 - Business Manager

- Transportation Supervisor
- Food Service Director
- Information Technology Director
- Maintenance Supervisor

Board Information

Board of Trustees

District policies are set and approved by publicly elected board members. The Minidoka School District Board of Trustees consists of five members, each representing a different geographic zone of the District. Elected by qualified voters of the District, board members serve four-year terms. Trustee contact information is on the District website www.minidokaschools.org District Information/Board Information.

Board Meetings

Board meetings are held once a month usually the 3rd Monday at 7 p.m. at the District Service Center or other designated locations. Meeting dates are posted on the District's web site, or an employee may contact the clerk of the board for a copy of the schedule. The public is invited to attend. Special board meetings are held when necessary, and notification is posted in advance. Cancellation or changed dates are posted in advance, as well.

Employee Information

Computers and Computer Access *(Policy 530.00 Electronic Services for Employees)*

NO EMPLOYEES ARE TO SHARE PASSWORD OR ACCESS WITH OTHERS. For the most part, employees may have access to the computers within their building; however, employees need to consult the building administrator/supervisor to determine computer availability. Computer problems should first be directed to the designated building tech support person.

Employees should consult with his/her administrative office for the name of the building tech support person.

All Minidoka School District policies and procedures pertaining to behavior and communication apply to computer and network use. School district computer users are expected to act in a responsible, ethical, and legal manner, in accordance with the missions and purposes of the District, Code of Ethics for Idaho professional educators and the laws of the State and Federal government.

The use of the computers and network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct. Employees need to be sure to read through the entire Computer and Network Use Policy as it also addresses areas such as acceptable postings, false entry, data security, and access to the internet. Employees must also sign that they have read and agreed to the Employee Appropriate Use Agreement (Policy 530.00F) at least every other year. Minidoka School District employees are bound by the computer use policy and encouraged to become familiar with the agreement students/parents must sign before students may have access to district computers and the internet.

Employee Use of Social Media and Employee-Student Relations *(Policy 520.00 Employee Use of Social Media)*

Minidoka County School District does not actively monitor employee use of public online social media; however, it may take appropriate actions when it becomes aware of, or suspects, conduct or communication on a public online social media site that adversely affects the workplace or violates District Policy 500.00 Personnel Code of Ethics. Free speech protects educators who want to participate in social media: however, Minidoka County School District may discipline teachers if their speech, made during scheduled work time or on District computers disrupts school operations.

Web Page

The District maintains an active website. If an employee has questions regarding the District's website content, they should contact Ellen Austin at the District Service Center at 436-4727 for assistance.

Building Security

If an employee is issued a key/security badge for school property or building entrance, he/she must assume responsibility for the custody and appropriate use of each key/badge. Keys are not to be duplicated. If an employee should lose his/her key(s)/badge, the loss should be reported to the building administrator as soon as possible. If an employee is unable to find the key(s)/badge within a reasonable time period, he/she will be required to pay for key/badge replacement and lock alteration.

Security cameras have been installed in the administrative offices of all District buildings and within selected areas in each school. Many buildings have also installed security alarms. Employees should check with the building administrator for any security measures he/she needs to follow in accessing his/her building.

Facilities Use Rental (*Policy 480.00/480.00F Use of School Facilities*) School district facilities are available for rent by district personnel and community members. The District Use of Facilities Form must be completed and returned to the designated administrator for approval at least ten days prior to the date of the event. A security deposit shall be collected before the event is to be scheduled. The refundable security deposit shall be 10% of the assessed fee (\$50 minimum). All fees will be collected by the school five (5) days PRIOR to the event or use, documented properly, and forwarded to the District Office.

All facility use must be approved in advance by the building administrators and the maintenance department must be notified.

Safe and Secure Environment (*Policy 950.00 Safety*)

The District recognizes the need for a well-planned, emergency, disaster, and anti-violence preparedness program. First aid backpacks are in every classroom accessible in an emergency situation.

All employees are required to complete Safe Schools training online. The directions for completing this mandatory training are located on page 14 of this handbook. Hazing, Harassment, Sexual Harassment, Bullying (Policies 372.00 Hazing Harassment, 527.00 Sexual Harassment, 522.00 Employee Responsibilities Regarding Sexual Harassment, Intimidation and Bullying)

A safe and secure environment also includes maintaining a work environment free of violence. As such, use of intimidation in the workplace (including verbal harassment, threats or acts of violence and/or physical acts of violence against students and/or employees) is grounds for disciplinary action, up to and including termination.

Smoke Free Buildings *(Policy 524.00 Drugs, Alcohol and Tobacco)*

In order to protect the health of students, staff, and the general public who use our facilities, provide a healthy working environment, and promote good health habits, tobacco use will not be allowed in school district buildings or on our grounds. Tobacco use is defined as smoking any kind of lighted pipe, cigar, cigarette, e-cigarette, vaping device, or any other lighted smoking equipment or material, or chewing or sniffing a tobacco product.

Drug Free Workplace *(Policy 524.00 Drugs, Alcohol and Tobacco and 524.00P Employee Drug, Controlled Substance and Alcohol Testing).*

The District recognizes drug and alcohol dependency as a serious problem, as well as a health, safety, and security threat. To comply with Idaho Code, the District has established a Drug Free Workplace. As part of this policy, the District will not hire anyone who tests positive for alcohol or drugs. All employees, prospective employees, and on-site contract personnel are subject to the conditions and terms of this policy while conducting Minidoka School District business.

Travel and Travel Reimbursement *(Policy 546.00 Staff Travel)*

Whenever possible, a District vehicle should be scheduled for travel as a district employee. If a district car is used to reach the conference location, the number of miles must be clearly documented on the mileage log that is inside the vehicle. If a private car is used to reach the location, the district mileage chart is used to fill out the leave/travel request form at the District's approved mileage rate. In no instance will the amount of the mileage reimbursement exceed the cost of an airline coach ticket. This reimbursement is made only to the individual who drove the vehicle. (Do not split amounts for mileage among several employees. If more than one employee travels by car, the amount reimbursed will not exceed the cost of the appropriate number of coach airline tickets.) When multiple employees attend a conference, a district vehicle will be used if available, if not all efforts to carpool will be made. Reimbursement will be made for travel to and from airports and the site for lodging if the meeting place is different. Ground transportation, such as taxis, busses, shuttles, and ride sharing, such as Uber and Lyft require receipts for reimbursement. Car Rental reimbursement will be made only when approved by the district office prior to actual expense. Arrangements will be made through the district office. Rental cars require advance approval by the District and there must be a cost savings of renting a car as opposed to other ground transportation. Expense reimbursement will be paid following the board meeting, if proper documentation and approval signatures are received by the accounts payable department. The signed and completed documents must be received before the last working day of the month prior to the board meeting

In-Radius travel (300 miles) needs to be submitted at least thirty (30) days in advance. Out-of-Radius travel needs to be submitted at least sixteen (16) weeks in advance as those submissions need to be approved by the Superintendent and School Board.

Forms/Travel. Once approved the request will be sent to accounting to be processed and travel arrangements will then be made by the building, department or District Travel Coordinator.

Purchasing and Purchase Orders *(Policy 750.00 District Purchasing)*

Department and/or building funds are available for staff members to purchase classroom materials. A purchase order request form must be signed by the administrator and submitted to the school secretary/bookkeeper.

Invoices to be paid by the District must have a district purchase order number. The purchase order must be secured in advance, with proper authorization from the school administrator and purchasing department. Purchases made without following proper procedures may be the responsibility of the purchaser. If employees have questions or need clarification on the procedure, they should contact their school bookkeeper, supervisor, building administrator or the purchasing department at the district office.

District Dress Code *(Policy 534.00 Staff Dress Code).*

The dress code supports workplace norms for professional attire. It is the desire and intent of the Minidoka School District dress code to create a professional environment in our schools that is conducive to learning and free of potential distraction or danger. Employees are to observe the following guidelines regarding attire:

1. No exposed midriff
2. No cleavage
3. No see-through clothing
4. No fleece sweat pants
5. No flip-flops
6. No skirts, dresses or slits shorter than mid-thigh

The District respectfully requests that employees refrain from wearing blue jeans. Individual schools may elect to designate “alternative dress” days as part of its individual school dress guidelines.

Dress Code Exceptions:

1. Gym Teachers: Gym clothing as appropriate to activity, shorts restricted to gym or outdoor P.E. areas
2. Field Trips/Field Days: Modest clothing appropriate to the activity;
3. Special Days: Holiday clothing, school spirit clothing, and thematic clothing with Principal’s permission; and
4. The principal may grant exceptions based on job-related needs.

Food service and maintenance staffs have additional and/or separate dress code requirements due to the nature of their positions. Requirements will be provided at the time of employment.

There may be exclusions to the dress code for religious or health reasons.

Media Guidelines *(Policy 422.00 Statements to the Media)*

Employees should remember that the Superintendent speaks on behalf of the District and the principals speak on behalf of their buildings. From time-to-time, employees may be asked to comment on school-related matters or receive requests for comments or information from the

district office or their building principal or supervisor. When talking with reporters, employees should refrain from commenting on matters that fall outside of their direct line of authority or responsibility.

If an employee has questions regarding the dissemination of information to the public or press, or would like a copy of the media guidelines, contact the district office.

The following is a summary of media guideline information:

- In the event of an emergency or accident at a school, please report any such activity immediately to the supervisor and /or the district office and/or Superintendent.
- When talking with a reporter, remember nothing is “off the record.”
- Please refrain from contacting the media directly. All media requests or inquiries need to go through the district office.
- A reporter should call the district office prior to visiting a building. Reporters or media representatives are required to check in and out with the school office or principal.
- No student may be interviewed by any media representative without permission from a building administrator.
- Schools need to abide by the Family Educational Rights and Privacy Act (FERPA) regulations. Speak with your school secretary for further information regarding FERPA.

Work Day - Certified Employees (*District Policy 580.50 Teacher’s Provisions of Employment or MCEA Negotiated Agreement*)

Teachers are expected to be on duty equivalent to a maximum of 1520 hours which includes a thirty-minute lunch. Building principals will determine the beginning and completion times according to the needs of the individual schools. There may be additional duties and meetings outside the regular duty day as outlined in Teacher’s Provisions of Employment:

“ 6.All teachers are expected to perform assigned extra duties including such activities as before school supervision, noon recess, after school duty, bus loading, etc.

7. All teachers are required to attend all faculty meetings called by the District Superintendent and/or Building Principal.”

Any exceptions to following this policy should be preapproved by the building administrator.

Full-time teachers will receive a thirty (30) minute uninterrupted duty-free lunch. Teachers may volunteer for duties such as assisting children with assignments or homework, kitchen help, detention, hall monitoring, etc. If teachers volunteer for their duties, flex time may be taken as mutually agreed upon in advance by the teacher and the supervisor or principal. This time does not include student delivery or student monitoring requirements. Teachers may be required to give up part of their lunchtime in the event of unforeseen circumstances. Teachers will notify their building supervisor or principal prior to leaving the premises during their lunchtime.

Teacher Preparation Day (*See MCEA Negotiated Agreement*)

Teacher preparation days are a component of the work calendar that enables a teacher to finish up work and prepare for instruction. These days are defined as those set aside in the school calendar for teacher-directed activities with the exception of very brief (less than 40 minutes) meetings that may be necessary for conducting school-related business and may not be used for extended staff meetings.

In order to ensure adequate time to prepare for instruction, elementary/secondary teachers will receive one class period of prep time per day on a regularly scheduled day. Building administrators may schedule activities and meetings during two of these prep times per week and up to two additional prep times per month. Any additional administrative use of prep time will be for extenuating circumstances only.

Professional Attitude (*Policy 500.00/500.00P Personnel Code of Ethics*)

The Personnel Code of Ethics, policy shall at all times, apply to all employees of Minidoka School District #331.

Sexual Harassment (*Policy 526.00 Sexual Harassment*)

The District is committed to maintaining a working and educational environment which fosters appropriate and respectful conduct and communication between all persons employed by, associated with, or attending schools within the District. The District does not condone sexual harassment (e.g., unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature) and/or discrimination based on gender differences. The District will use both formal and informal procedures to promptly investigate each complaint, while making every effort to assure and protect the rights of both parties. Violation of policy will lead to disciplinary action appropriate to the circumstances and may include verbal and written reprimands, suspension with pay, and suspension without pay, demotion, expulsion, or dismissal. Persons with supervisory responsibilities for employees or students are expected to report and/or to take appropriate supervisory action when they know of sexual harassment. For specific information, please refer to the policy manual.

Suspected Child Abuse, Abandonment, or Neglect (*Policy 528.00 Child Abuse*)

Any district employee or volunteer having reason to believe that any child under the age of eighteen has been abused, abandoned, or neglected, or who observed the child being subjected to conditions or circumstances which had recently resulted in abuse, abandonment, or neglect, will report or cause to be reported within twenty-four hours such conditions or circumstances to the proper law enforcement agency or the Department of Health and Welfare. Failure to report abuse, abandonment, or neglect will be a misdemeanor. **All district employees are mandatory reporters.**

Personal Cell Phone Use (*Policy 532.00 Cellular Phones*)

All district employees should realize that personal cell phone or personal device use (conversations, texting or social media access) for personal conversations during the work day should be kept to a minimum. If an employee's personal use of their device causes disruptions or loss of productivity, they may become subject to disciplinary actions.

Emergency Closure Days (*Policy 854.00 Emergency Closure Days*)

1. The Minidoka School District "REMIND" system will be the primary means to communicate accurate and authentic school closure information. In the event of an emergency closure day, details will also be promptly posted on the District website at www.minidokaschools.org, and shared via social media.
2. Staff will be notified via the district/building emergency notification system and/or building calling tree.

General Guidelines

1. Schools may be closed with no make-up requirements for students up to the maximum number of days allowed by the school calendar.
2. After the maximum number of built-in emergency closure days has been exceeded, the Board of Trustees will make a determination on make-up days to be scheduled and added to the calendar.
3. In extreme hazardous weather conditions or other extenuating circumstances, where school may be closed, the Superintendent at his/her discretion has the authority to allow classified employees to be paid all/part of those days without using leave.
4. Specific staff may be asked to come in early to reopen buildings after an emergency closure or stay late to close schools due to an early release emergency closure. Extra hours worked will be assigned and approved by their supervisor and any hours beyond their regularly scheduled work schedule will be compensated accordingly.
5. If leave was submitted for a closure day and staff is not required to come in, your leave will be reinstated.
6. During any emergency closure of District facilities, District employees who are paid with federal funds shall be compensated or given unpaid time off in the same manner as similarly situated District employees paid with District funds.

Early Dismissal

1. Early dismissal will result from conditions that arise after the start of school that compromise the safety and well-being of students and/or staff. Every reasonable effort will be made to inform parents of the need to dismiss school early
2. In the case of an early release, all staff should remain at school until ALL students are picked up unless otherwise directed by building administration. Classified staff will be paid their regular hours worked.
3. If food preparation has begun prior to notification of an emergency school closure day food service employees will finish said product before leaving work.

If bus drivers have started their route, they will return any students already picked up to their homes and report back to the transportation office once notified of the school

At-work Accidents (*Policy 560.00 Employee Injury, Accident Treatment*)

All accidents occurring at work must be reported to an employee's supervisor or building administrator immediately or within 24 hours, regardless of the severity of the accident or possible injury. An accident report will be completed by the supervisor. All employees requiring medical attention for work-related injuries must first report to Minidoka Medical Center, 1308 8th St. #1, Rupert, the District's designated initial service provider unless it is an emergency situation. If after-hours care is needed, employees must report to the hospital emergency department only if the Medical Center is closed. When reporting to the initial service provider (i.e., Minidoka Medical Center or Emergency Department), employees should identify themselves as a Minidoka County School employee. After the initial contact, employees may seek medical services with the provider of his/her choice with approval from the Idaho State Insurance Fund. Before returning to work, employees must provide his/her supervisor or the Human Resource Department with a return to work release authorized by a physician.

Employees not following the initial service provider procedures described above may be held responsible for initial visit fees associated with medical services rendered by any other health care provider. The District also reserves the right to require that the employee be seen by the initial service provider, even if the employee has already received medical services from other health care providers.

Workers' Compensation (Policy 542.10 Workers Compensation)

An employee who is receiving worker's compensation benefits may choose to supplement the worker's compensation benefits to equal the pay the employee would earn if not injured with accrued sick or vacation leave or earned compensatory time. Employees will not be allowed to utilize such leave to receive a wage or salary in excess of the amount the individual would have been paid if not injured. Please contact the Human Resources Department at the District Office for more information.

Employment

The recruitment, selection, and employment of personnel shall be based on the needs of the District and the individual's qualifications and ability to perform the essential functions of a specific position. Written job descriptions that identify the position and describe the essential functions, skills, knowledge, abilities, characteristics, requirements, and general duties required of each position are available on the District website. The job descriptions should not be interpreted as complete, and employees shall perform duties assigned by the board, supervisors, or other administrative authority.

Job Announcements <https://www.minidokaschools.org/domain/1074>

As positions become available within the District, announcements are posted on the district's web page.

Job Transfers

Employees interested in being considered for a job transfer should contact their administrator and complete the required transfer form (District website, Forms).

Personnel Records (Policy 542.10 Workers Compensation)

Employee records are maintained by the District Office. These records may include application forms, a list of questions used in interviews, or pre-employment inquiries. Evaluations and records giving reasons for demotions, terminations, or other personnel actions will also be kept in the file. An employee should contact the District Office for an appointment if he or she is interested in viewing his or her personnel file.

Changes in your address or telephone number, marital status **must** be made in person at the Human Resource/Payroll department or on iVisions as soon as possible.

Employee Benefits Eligibility (Policy 540.00 Employee Benefits Eligibility)

The following provisions will assist in the implementation of this policy:

1. Employees working less than thirty (30) hours per week are not eligible to participate in any district paid benefits.
2. Certified employees who are scheduled with a .75 FTE or 30 hours a week contract may participate in the standard district employee benefit package as outlined in provision 5 below.

3. Substitutes are not eligible to participate in any benefits. Idaho Code exempts substitutes from the definition of employee.
4. Employees working twenty (20) or more hours per week for five (5) consecutive months shall participate in the Public Employee Retirement System of Idaho (PERSI).
5. Employees who work thirty (30) hours or more per week for five (5) consecutive months shall participate in PERSI and are eligible for the standard district offered employee benefit package paid in full by the District.

Employees who work forty (40) hours and are employees on twelve (12) month assignments shall participate in PERSI and are eligible for the standard district offered employee benefit package paid in full by the District.

Absences *(Policy 544.10 Sick Leave)*

Attendance is an important element for employees. If you are sick or plan to be absent, you should notify your supervisor/administrator if possible. If you qualify for a sub, you must enter your absence in Red Rover on the district webpage under employees. You should check with your supervisor/administrator for procedures in your building regarding absences.

Family and Medical Leave Act *(Policy 544.20 Family Medical Leave Act of 1993)*

The District implements as policy, the rules and regulations required by state and federal laws in accordance with the Family and Medical Leave Act (FMLA) of 1993. FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months. Unpaid leave must be granted for any of the following reasons: to care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job. At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

Personal Leave *(Policy 544.00 Personal Leave)*

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.

Bereavement Leave *(Policy 544.30 Bereavement Leave)*

Employees within the Minidoka County Joint School District No. 331 shall be granted bereavement leave with full pay not to exceed five (4) regularly scheduled school days for Level One relationships

(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) per event. Leave is also available for Level Two relationships, uncle, cousin, aunt (3 days).

Grievance Procedures (Policy 590.50 Grievance Procedure for Classified Employees/586.00 Grievance Procedure for Certificated Employees)

The District recognizes the meaningful value and importance of full discussion in resolving misunderstandings and preserving good relations between personnel. We also understand that from time-to-time there may be misunderstandings and questions concerning rules, policies, and personnel issues. In many cases, simple misunderstandings can be cleared up immediately. If the misunderstanding is not resolved, the District's grievance policy provides a way to resolve problems and address complaints rapidly, fairly, and without fear of reprisal.

The first step in any grievance procedure is for an employee to discuss the problem directly with the person with whom he or she is having difficulties or with his or her direct supervisor. If an employee feels a complaint has not been adequately answered or settled, he or she then needs to follow proper district protocol, established by the board through the grievance policy to ensure equitable resolution of any grievance or complaints.

Paydays

Paychecks will normally be issued on the 25th of each month. If the normally scheduled payday falls on a holiday or a weekend, the payroll will be available and released on **the business day** immediately preceding the normal scheduled payday. The payroll schedule will be emailed to all employees when approved by the Board.

Payroll (Time Sheets for Classified Employees) (Policy 594.00 Classified Staff)

Provisions:

It is the policy of the Minidoka County Joint School District No. 331 that classified employees shall be treated substantially similar with reference to hours of employment. **Classified personnel shall not work hours beyond their regular work schedule unless so authorized by a district level supervisor, administrator, or building level administrator. If the employee works over the regular work schedule, comp time will not be given. He/she will be paid regular pay (if not over 40 hours) or overtime pay. If working extra hours is not approved by the supervisor/administrator, it could lead to disciplinary measures.** Exempt: Classified employees who are designated as exempt are ineligible for overtime pay.

Work calendars will be issued to classified staff who regularly work twenty (20) or more hours per week. Classified employees who begin work after January 15th will not be issued a work calendar, with the exception of twelve (12) month employees. Classified staff who begin work after January 15th will not qualify for an experience step the following year.

Payroll Deductions (Policy 756.00 Payroll Procedures)

All salaries are subject to deductions for federal and state withholding taxes, OASDI, Medicare, and PERSI. Employees will receive a statement (W-2) of earnings and taxes withheld no later than January 31 of each calendar year. If an employee leaves employment with the District, he or she should keep the District informed of his or her address so the appropriate forms can be forwarded. Additional deductions that may be authorized by an employee include: additional withholding taxes, health benefit participation fees (medical, cancer, dental, or vision insurance), tax shelter annuities, credit union, or life insurance under the public employee retirement system. Employees will need to contact the payroll department to authorize these or other withholding fees.

SAFE SCHOOL LOGIN INFORMATION

1. Log onto the minidokaschools.org
2. Click on the Employee tab
3. Select Safe Schools
4. Username: first part of your email address (ie. jdoe)
5. Password: none required unless you are an administrator
6. 4 mandatory courses will appear on the screen, below them are a variety of suggested courses that are optional

You have several options for Safe School completion:

- If you DO NOT wish to receive credit, complete the four mandatory courses listed in Safe Schools by May 30th
- You can earn up to 2 credits this year by completing up to 8 courses (credits are \$60 each)
 - Credit #1 = Register for credit with NNU now and complete the 4 mandatory courses by December 7th
 - Credit #2 = Register for credit with NNU in January and complete 4 of the suggested courses by May 3rd
- Remember, all mandatory Safe School assignments must be completed by May 30th in order to check out for the summer.

If you have questions or problems on Safe Schools, please contact Ellen Austin at 208-436-4724 ext. 1133.

**Minidoka County Joint School District #331
Administration Salary Schedule 2025-2026**

EXPERIENCE

1	0.9990
2	1.0180
3	1.0430
4	1.0640
5	1.0800
6	1.0940
7	1.1060
8	1.1170
9	1.1270
10	1.1350
11	1.1420
12	1.1480
13	1.1530
14	1.1570
15	1.1600

RESPONSIBILITY FACTOR

Director, Special Services	0.20
Director, Student Achievement	0.14
Director, School Improvement	0.14
Director, Student Behavior and Wellness	0.14
High School Principal	0.25
Alternative High School Principal	0.20
Middle School Principal	0.20
Elementary School Principal	0.15
Minidoka Jr. High/Preschool Principal	0.13
High School Assistant Principal	0.15
Middle School Assistant Principal	0.14
Elementary School Assistant Principal	0.13
Alternative Summer School Principal	0.13
Migrant Summer School Principal	0.10

EXTRA CURRICULAR – EXTRA TIME

High School Principal	0.05
Assistant High School Principal	0.04
Middle School Principal	0.03
Assistant Middle School Principal	0.02

EDUCATION FACTOR

Less than M.A.	(0.05)
M.A.	-
M.A. + 10	0.01
M.A. + 20	0.02
M.A. + 30	0.03
6th Year Specialist	0.04
Doctorate	0.05

204

BASE FACTOR

\$	386.04
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DAYS EMPLOYED

Director Special Services	201
Director Student Achievement	201
Director School Improvement	201
High School Principal	201
High School Assistant Principal	201
Alternative School Principal	201
Middle School Principal	201
Middle School Assistant Principal	191
Elementary School Principal	191
Elementary School Assistant Principal	180
Minidoka Jr. High/Preschool Principal	191
Alternative Summer School Principal	TBD
Migrant Summer School Principal	TBD

NUMBER OF STUDENTS PER ADMINISTRATOR

< - 350	0.02
351 - 499	0.03
500 - 599	0.04
600 - 699	0.05
700 - >	0.06

**Minidoka County Joint School District #331
Certified Salary Schedule 2025-2026**

Idaho Code §33-1004B

	Base Salary	\$2,000 BA+24	\$3,500 MA
R1	\$ 50,252	\$ -	\$ -
R2	\$ 51,302	\$ -	\$ -
R3	\$ 52,352	\$ -	\$ -
P1	\$ 53,402	\$ 55,402	\$ 56,902
P2	\$ 55,239	\$ 57,239	\$ 58,739
P3	\$ 57,077	\$ 59,077	\$ 60,577
P4	\$ 58,914	\$ 60,914	\$ 62,414
P5	\$ 60,752	\$ 62,752	\$ 64,252
AP1	\$ 64,427	\$ 66,427	\$ 67,927
AP2	\$ 66,527	\$ 68,527	\$ 70,027
AP3	\$ 68,627	\$ 70,627	\$ 72,127
AP4	\$ 70,727	\$ 72,727	\$ 74,227
AP5	\$ 72,827	\$ 74,827	\$ 76,327

Loyalty Bonus

Certified Years of Service	
30+ Years	\$ 1,750.00
*Only if funds are available. Will be determined in May.	

Professional Endorsement Requirements

Has held a certificate for at least 3 years OR has completed an approved interim certificate of 3 years or more.
Has met performance criteria for 2 of the 3 previous years or the 3rd year.

Criteria:

- Overall rating of proficient or higher, and no components rated as unsatisfactory on the state framework for teaching evaluation.
- Majority of their students have met their measurable student achievement targets or student success indicator targets.
- Has an individualized professional learning plan developed with their district supervisor.

Advanced Professional Endorsement Requirements

Has held a Professional Endorsement for 5 years or more. Has held a renewable certificate for at least 8 years, OR has completed an approved interim certificate of 3+ years and held a renewable certificate for 5+ years.
Has met professional compensation rung performance criteria for 4 of the 5 previous years OR the 3rd, 4th, and 5th year.

Has met advanced professional compensation performance criteria for 3 of the 5 previous years.

Criteria:

- Overall rating of proficient or higher, no components rated as unsatisfactory or basic, and rated as distinguished overall in Domain II or Domain III on the state framework for teaching evaluation.
- Demonstrating 75% or more of their students have met their measurable student achievement targets or student success indicator targets.
- During 3 of the previous 5 years, has served in an additional building or district leadership role.

Approved:

**Minidoka County Joint School District #331
Exempt Classified Salary Schedule 2025-2026**

	District Athletic Director			Child Nutrition Manager			Maintenance Supervisor			Asst. Maintenance Supervisor		
	Base Salary	\$2,000 BA+24	\$3,500 MA	Base Salary	\$2,000 BA+24	\$3,500 MA	Base Salary	\$2,000 BA+24	\$3,500 MA	Base Salary	\$2,000 BA+24	\$3,500 MA
A	\$ 61,189	\$ 63,189	\$ 64,689	\$ 60,642	\$ 62,642	\$ 64,142	\$ 62,335	\$ 64,335	\$ 65,835	\$ 51,276	\$ 53,276	\$ 54,776
B	\$ 62,413	\$ 64,413	\$ 65,913	\$ 61,855	\$ 63,855	\$ 65,355	\$ 63,582	\$ 65,582	\$ 67,082	\$ 52,302	\$ 54,302	\$ 55,802
C	\$ 63,661	\$ 65,661	\$ 67,161	\$ 63,092	\$ 65,092	\$ 66,592	\$ 64,853	\$ 66,853	\$ 68,353	\$ 53,348	\$ 55,348	\$ 56,848
D	\$ 64,934	\$ 66,934	\$ 68,434	\$ 64,354	\$ 66,354	\$ 67,854	\$ 66,150	\$ 68,150	\$ 69,650	\$ 54,415	\$ 56,415	\$ 57,915
E	\$ 66,233	\$ 68,233	\$ 69,733	\$ 65,641	\$ 67,641	\$ 69,141	\$ 67,473	\$ 69,473	\$ 70,973	\$ 55,503	\$ 57,503	\$ 59,003
F	\$ 67,558	\$ 69,558	\$ 71,058	\$ 66,954	\$ 68,954	\$ 70,454	\$ 68,823	\$ 70,823	\$ 72,323	\$ 56,613	\$ 58,613	\$ 60,113
G	\$ 68,909	\$ 70,909	\$ 72,409	\$ 68,293	\$ 70,293	\$ 71,793	\$ 70,199	\$ 72,199	\$ 73,699	\$ 57,745	\$ 59,745	\$ 61,245
H	\$ 70,287	\$ 72,287	\$ 73,787	\$ 69,659	\$ 71,659	\$ 73,159	\$ 71,603	\$ 73,603	\$ 75,103	\$ 58,900	\$ 60,900	\$ 62,400
I	\$ 71,693	\$ 73,693	\$ 75,193	\$ 71,052	\$ 73,052	\$ 74,552	\$ 73,035	\$ 75,035	\$ 76,535	\$ 60,078	\$ 62,078	\$ 63,578
J	\$ 73,127	\$ 75,127	\$ 76,627	\$ 72,473	\$ 74,473	\$ 75,973	\$ 74,496	\$ 76,496	\$ 77,996	\$ 61,280	\$ 63,280	\$ 64,780
K	\$ 74,589	\$ 76,589	\$ 78,089	\$ 73,922	\$ 75,922	\$ 77,422	\$ 75,986	\$ 77,986	\$ 79,486	\$ 62,505	\$ 64,505	\$ 66,005
L	\$ 76,081	\$ 78,081	\$ 79,581	\$ 75,401	\$ 77,401	\$ 78,901	\$ 77,506	\$ 79,506	\$ 81,006	\$ 63,755	\$ 65,755	\$ 67,255
M	\$ 77,602	\$ 79,602	\$ 81,102	\$ 76,909	\$ 78,909	\$ 80,409	\$ 79,056	\$ 81,056	\$ 82,556	\$ 65,030	\$ 67,030	\$ 68,530
N	\$ 79,154	\$ 81,154	\$ 82,654	\$ 78,447	\$ 80,447	\$ 81,947	\$ 80,637	\$ 82,637	\$ 84,137	\$ 66,331	\$ 68,331	\$ 69,831
O	\$ 80,738	\$ 82,738	\$ 84,238	\$ 80,016	\$ 82,016	\$ 83,516	\$ 82,250	\$ 84,250	\$ 85,750	\$ 67,658	\$ 69,658	\$ 71,158
P	\$ 82,352	\$ 84,352	\$ 85,852	\$ 81,616	\$ 83,616	\$ 85,116	\$ 83,895	\$ 85,895	\$ 87,395	\$ 69,011	\$ 71,011	\$ 72,511
Q	\$ 83,999	\$ 85,999	\$ 87,499	\$ 83,248	\$ 85,248	\$ 86,748	\$ 85,573	\$ 87,573	\$ 89,073	\$ 70,391	\$ 72,391	\$ 73,891
R	\$ 85,679	\$ 87,679	\$ 89,179	\$ 84,913	\$ 86,913	\$ 88,413	\$ 87,284	\$ 89,284	\$ 90,784	\$ 71,799	\$ 73,799	\$ 75,299

2% increase per step.

Approved:

**Minidoka County Joint School District #331
Transportation Exempt Salary Schedule 2025-2026**

	Transportation Supervisor			Trans. Shop Forman		
	Base Salary	\$2,000 BA+24	\$3,500 MA	Base Salary	\$2,000 BA+24	\$3,500 MA
A	\$ 61,190	\$ 63,190	\$ 64,690	\$ 50,132	\$ 52,132	\$ 53,632
B	\$ 62,414	\$ 64,414	\$ 65,914	\$ 51,135	\$ 53,135	\$ 54,635
C	\$ 63,662	\$ 65,662	\$ 67,162	\$ 52,157	\$ 54,157	\$ 55,657
D	\$ 64,935	\$ 66,935	\$ 68,435	\$ 53,200	\$ 55,200	\$ 56,700
E	\$ 66,234	\$ 68,234	\$ 69,734	\$ 54,264	\$ 56,264	\$ 57,764
F	\$ 67,559	\$ 69,559	\$ 71,059	\$ 55,350	\$ 57,350	\$ 58,850
G	\$ 68,910	\$ 70,910	\$ 72,410	\$ 56,457	\$ 58,457	\$ 59,957
H	\$ 70,288	\$ 72,288	\$ 73,788	\$ 57,586	\$ 59,586	\$ 61,086
I	\$ 71,694	\$ 73,694	\$ 75,194	\$ 58,738	\$ 60,738	\$ 62,238
J	\$ 73,128	\$ 75,128	\$ 76,628	\$ 59,912	\$ 61,912	\$ 63,412
K	\$ 74,590	\$ 76,590	\$ 78,090	\$ 61,111	\$ 63,111	\$ 64,611
L	\$ 76,082	\$ 78,082	\$ 79,582	\$ 62,333	\$ 64,333	\$ 65,833
M	\$ 77,604	\$ 79,604	\$ 81,104	\$ 63,579	\$ 65,579	\$ 67,079
N	\$ 79,156	\$ 81,156	\$ 82,656	\$ 64,851	\$ 66,851	\$ 68,351
O	\$ 80,739	\$ 82,739	\$ 84,239	\$ 66,148	\$ 68,148	\$ 69,648
P	\$ 82,354	\$ 84,354	\$ 85,854	\$ 67,471	\$ 69,471	\$ 70,971
Q	\$ 84,001	\$ 86,001	\$ 87,501	\$ 68,820	\$ 70,820	\$ 72,320
R	\$ 85,681	\$ 87,681	\$ 89,181	\$ 70,197	\$ 72,197	\$ 73,697

2% increase per step.

**Minidoka County Joint School District #331
Business Office Exempt Salary Schedule 2025-2026**

	Business Manager		Human Resources		Payroll/Finance Specialist/Office Assistant			
	\$3,500		\$3,500		\$1,600	\$2,000	\$3,500	
	BA	MA	BA	MA	Base Salary	AD	BA	MA
A	\$ 80,000	\$ 83,500	\$ 60,000	\$ 63,500	\$ 50,000	\$ 51,600	\$ 52,000	\$ 53,500
B	\$ 81,600	\$ 85,100	\$ 61,200	\$ 64,700	\$ 51,000	\$ 52,600	\$ 53,000	\$ 54,500
C	\$ 83,232	\$ 86,732	\$ 62,424	\$ 65,924	\$ 52,020	\$ 53,620	\$ 54,020	\$ 55,520
D	\$ 84,897	\$ 88,397	\$ 63,672	\$ 67,172	\$ 53,060	\$ 54,660	\$ 55,060	\$ 56,560
E	\$ 86,595	\$ 90,095	\$ 64,946	\$ 68,446	\$ 54,122	\$ 55,722	\$ 56,122	\$ 57,622
F	\$ 88,326	\$ 91,826	\$ 66,245	\$ 69,745	\$ 55,204	\$ 56,804	\$ 57,204	\$ 58,704
G	\$ 90,093	\$ 93,593	\$ 67,570	\$ 71,070	\$ 56,308	\$ 57,908	\$ 58,308	\$ 59,808
H	\$ 91,895	\$ 95,395	\$ 68,921	\$ 72,421	\$ 57,434	\$ 59,034	\$ 59,434	\$ 60,934
I	\$ 93,733	\$ 97,233	\$ 70,300	\$ 73,800	\$ 58,583	\$ 60,183	\$ 60,583	\$ 62,083
J	\$ 95,607	\$ 99,107	\$ 71,706	\$ 75,206	\$ 59,755	\$ 61,355	\$ 61,755	\$ 63,255
K	\$ 97,520	\$ 101,020	\$ 73,140	\$ 76,640	\$ 60,950	\$ 62,550	\$ 62,950	\$ 64,450
L	\$ 99,470	\$ 102,970	\$ 74,602	\$ 78,102	\$ 62,169	\$ 63,769	\$ 64,169	\$ 65,669
M	\$ 101,459	\$ 104,959	\$ 76,095	\$ 79,595	\$ 63,412	\$ 65,012	\$ 65,412	\$ 66,912
N	\$ 103,489	\$ 106,989	\$ 77,616	\$ 81,116	\$ 64,680	\$ 66,280	\$ 66,680	\$ 68,180
O	\$ 105,558	\$ 109,058	\$ 79,169	\$ 82,669	\$ 65,974	\$ 67,574	\$ 67,974	\$ 69,474
P	\$ 107,669	\$ 111,169	\$ 80,752	\$ 84,252	\$ 67,293	\$ 68,893	\$ 69,293	\$ 70,793
Q	\$ 109,823	\$ 113,323	\$ 82,367	\$ 85,867	\$ 68,639	\$ 70,239	\$ 70,639	\$ 72,139
R	\$ 112,019	\$ 115,519	\$ 84,014	\$ 87,514	\$ 70,012	\$ 71,612	\$ 72,012	\$ 73,512

2% increase per step.

Approved:

**Minidoka County Joint School District #331
Technology Exempt Salary Schedule 2025-2026**

	I.T. Director				I.T. Assitant Director				I.T. Team Member			
	\$1,600	\$2,000	\$3,500		\$1,600	\$2,000	\$3,500		\$1,600	\$2,000	\$3,500	
	Base Salary	AD	BA	MA	Base Salary	AD	BA	MA	Base Salary	AD	BA	MA
A	\$ 67,880	\$ 69,480	\$ 69,880	\$ 71,380	\$ 52,000	\$ 53,600	\$ 54,000	\$ 55,500	\$ 50,000	\$ 51,600	\$ 52,000	\$ 53,500
B	\$ 69,238	\$ 70,838	\$ 71,238	\$ 72,738	\$ 53,040	\$ 54,640	\$ 55,040	\$ 56,540	\$ 51,000	\$ 52,600	\$ 53,000	\$ 54,500
C	\$ 70,622	\$ 72,222	\$ 72,622	\$ 74,122	\$ 54,101	\$ 55,701	\$ 56,101	\$ 57,601	\$ 52,020	\$ 53,620	\$ 54,020	\$ 55,520
D	\$ 72,035	\$ 73,635	\$ 74,035	\$ 75,535	\$ 55,183	\$ 56,783	\$ 57,183	\$ 58,683	\$ 53,060	\$ 54,660	\$ 55,060	\$ 56,560
E	\$ 73,475	\$ 75,075	\$ 75,475	\$ 76,975	\$ 56,286	\$ 57,886	\$ 58,286	\$ 59,786	\$ 54,122	\$ 55,722	\$ 56,122	\$ 57,622
F	\$ 74,945	\$ 76,545	\$ 76,945	\$ 78,445	\$ 57,412	\$ 59,012	\$ 59,412	\$ 60,912	\$ 55,204	\$ 56,804	\$ 57,204	\$ 58,704
G	\$ 76,444	\$ 78,044	\$ 78,444	\$ 79,944	\$ 58,560	\$ 60,160	\$ 60,560	\$ 62,060	\$ 56,308	\$ 57,908	\$ 58,308	\$ 59,808
H	\$ 77,973	\$ 79,573	\$ 79,973	\$ 81,473	\$ 59,732	\$ 61,332	\$ 61,732	\$ 63,232	\$ 57,434	\$ 59,034	\$ 59,434	\$ 60,934
I	\$ 79,532	\$ 81,132	\$ 81,532	\$ 83,032	\$ 60,926	\$ 62,526	\$ 62,926	\$ 64,426	\$ 58,583	\$ 60,183	\$ 60,583	\$ 62,083
J	\$ 81,123	\$ 82,723	\$ 83,123	\$ 84,623	\$ 62,145	\$ 63,745	\$ 64,145	\$ 65,645	\$ 59,755	\$ 61,355	\$ 61,755	\$ 63,255
K	\$ 82,745	\$ 84,345	\$ 84,745	\$ 86,245	\$ 63,388	\$ 64,988	\$ 65,388	\$ 66,888	\$ 60,950	\$ 62,550	\$ 62,950	\$ 64,450
L	\$ 84,400	\$ 86,000	\$ 86,400	\$ 87,900	\$ 64,655	\$ 66,255	\$ 66,655	\$ 68,155	\$ 62,169	\$ 63,769	\$ 64,169	\$ 65,669
M	\$ 86,088	\$ 87,688	\$ 88,088	\$ 89,588	\$ 65,949	\$ 67,549	\$ 67,949	\$ 69,449	\$ 63,412	\$ 65,012	\$ 65,412	\$ 66,912
N	\$ 87,810	\$ 89,410	\$ 89,810	\$ 91,310	\$ 67,268	\$ 68,868	\$ 69,268	\$ 70,768	\$ 64,680	\$ 66,280	\$ 66,680	\$ 68,180
O	\$ 89,566	\$ 91,166	\$ 91,566	\$ 93,066	\$ 68,613	\$ 70,213	\$ 70,613	\$ 72,113	\$ 65,974	\$ 67,574	\$ 67,974	\$ 69,474
P	\$ 91,358	\$ 92,958	\$ 93,358	\$ 94,858	\$ 69,985	\$ 71,585	\$ 71,985	\$ 73,485	\$ 67,293	\$ 68,893	\$ 69,293	\$ 70,793
Q	\$ 93,185	\$ 94,785	\$ 95,185	\$ 96,685	\$ 71,385	\$ 72,985	\$ 73,385	\$ 74,885	\$ 68,639	\$ 70,239	\$ 70,639	\$ 72,139
R	\$ 95,048	\$ 96,648	\$ 97,048	\$ 98,548	\$ 72,813	\$ 74,413	\$ 74,813	\$ 76,313	\$ 70,012	\$ 71,612	\$ 72,012	\$ 73,512

2% increase per step.

* Not more than 4 years of technology experience credited to new employees.

** Associate's degree or equivalent credit hours with IT focus.

Degrees must be in the field of technology/computer science

A. Education Allocation: Staff holding a associates degree (AD) receive allocation \$1600.00 to base pay

B. Education Allocation: Staff holding a baccalaureate degree (BA) receive allocation \$2000.00 to base pay

C. Education Allocation: Staff holding a master degree or doctorate (MA/DR) receive allocation \$3500 to base pay

\$1,000 for each certificate received that is applicable to technology (listed below)

AWS Certified Solutions Architect – Associate

Certified Data Privacy Solutions Engineer (CDPSE)

Certified Cloud Security Professional (CCSP)

Cisco Certified Network Associate (CCNA)

Certified Data Professional (CDP)

Certified Ethical Hacker (CEH)

Certified Information Security Manager (CISM)

Certified Information Systems Security Professional (CISSP)

Certified Information Systems Auditor (CISA)

CompTIA A+

Or others approved by the Board.

Approved:

**Minidoka County Joint School District #331
Classified Salary Schedule 2025-2026**

	III	III.1	III.2	IV	IV.1	IV.2	V	V.1	V.2	VI	VI.1	VI.2	VII	VII.1	VII.2	VIII	VIII.1	VIII.2	IX	IX.1	IX.2	X	X.1	X.2
A	\$14.70	\$15.07	\$15.45	\$15.87	\$16.27	\$16.68	\$17.14	\$17.57	\$18.01	\$18.52	\$18.98	\$19.45	\$20.00	\$20.50	\$21.01	\$21.60	\$22.14	\$22.69	\$23.32	\$23.90	\$24.50	\$25.19	\$25.82	\$26.47
B	\$14.92	\$15.30	\$15.68	\$16.11	\$16.51	\$16.93	\$17.40	\$17.83	\$18.28	\$18.80	\$19.26	\$19.74	\$20.30	\$20.81	\$21.33	\$21.92	\$22.47	\$23.03	\$23.67	\$24.26	\$24.87	\$25.57	\$26.21	\$26.87
C	\$15.14	\$15.53	\$15.92	\$16.35	\$16.76	\$17.18	\$17.66	\$18.10	\$18.55	\$19.08	\$19.55	\$20.04	\$20.60	\$21.12	\$21.65	\$22.25	\$22.81	\$23.38	\$24.03	\$24.62	\$25.24	\$25.95	\$26.60	\$27.27
D	\$15.37	\$15.76	\$16.16	\$16.60	\$17.01	\$17.44	\$17.92	\$18.37	\$18.83	\$19.37	\$19.84	\$20.34	\$20.91	\$21.44	\$21.97	\$22.58	\$23.15	\$23.73	\$24.39	\$24.99	\$25.62	\$26.34	\$27.00	\$27.68
E	\$15.60	\$16.00	\$16.40	\$16.85	\$17.27	\$17.70	\$18.19	\$18.65	\$19.11	\$19.66	\$20.14	\$20.65	\$21.22	\$21.76	\$22.30	\$22.92	\$23.50	\$24.09	\$24.76	\$25.36	\$26.00	\$26.74	\$27.41	\$28.10
F	\$15.83	\$16.24	\$16.65	\$17.10	\$17.53	\$17.97	\$18.46	\$18.93	\$19.40	\$19.95	\$20.44	\$20.96	\$21.54	\$22.09	\$22.63	\$23.26	\$23.85	\$24.45	\$25.13	\$25.74	\$26.39	\$27.14	\$27.82	\$28.52
G	\$16.07	\$16.48	\$16.90	\$17.36	\$17.79	\$18.24	\$18.74	\$19.21	\$19.69	\$20.25	\$20.75	\$21.27	\$21.86	\$22.42	\$22.97	\$23.61	\$24.21	\$24.82	\$25.51	\$26.13	\$26.79	\$27.55	\$28.24	\$28.95
H	\$16.31	\$16.73	\$17.15	\$17.62	\$18.06	\$18.51	\$19.02	\$19.50	\$19.99	\$20.55	\$21.06	\$21.59	\$22.19	\$22.76	\$23.31	\$23.96	\$24.57	\$25.19	\$25.89	\$26.52	\$27.19	\$27.96	\$28.66	\$29.38
I	\$16.55	\$16.98	\$17.41	\$17.88	\$18.33	\$18.79	\$19.31	\$19.79	\$20.29	\$20.86	\$21.38	\$21.91	\$22.52	\$23.10	\$23.66	\$24.32	\$24.94	\$25.57	\$26.28	\$26.92	\$27.60	\$28.38	\$29.09	\$29.82
J	\$16.80	\$17.23	\$17.67	\$18.15	\$18.60	\$19.07	\$19.60	\$20.09	\$20.59	\$21.17	\$21.70	\$22.24	\$22.86	\$23.45	\$24.01	\$24.68	\$25.31	\$25.95	\$26.67	\$27.32	\$28.01	\$28.81	\$29.53	\$30.27
K	\$17.05	\$17.49	\$17.94	\$18.42	\$18.88	\$19.36	\$19.89	\$20.39	\$20.90	\$21.49	\$22.03	\$22.57	\$23.20	\$23.80	\$24.37	\$25.05	\$25.69	\$26.34	\$27.07	\$27.73	\$28.43	\$29.24	\$29.97	\$30.72
L	\$17.31	\$17.75	\$18.21	\$18.70	\$19.16	\$19.65	\$20.19	\$20.70	\$21.21	\$21.81	\$22.36	\$22.91	\$23.55	\$24.16	\$24.74	\$25.43	\$26.08	\$26.74	\$27.48	\$28.15	\$28.86	\$29.68	\$30.42	\$31.18
M	\$17.57	\$18.02	\$18.48	\$18.98	\$19.45	\$19.94	\$20.49	\$21.01	\$21.53	\$22.14	\$22.70	\$23.25	\$23.90	\$24.52	\$25.11	\$25.81	\$26.47	\$27.14	\$27.89	\$28.57	\$29.29	\$30.13	\$30.88	\$31.65
N	\$17.83	\$18.29	\$18.76	\$19.26	\$19.74	\$20.24	\$20.80	\$21.33	\$21.85	\$22.47	\$23.04	\$23.60	\$24.26	\$24.89	\$25.49	\$26.20	\$26.87	\$27.55	\$28.31	\$29.00	\$29.73	\$30.58	\$31.34	\$32.12
O	\$18.10	\$18.56	\$19.04	\$19.55	\$20.04	\$20.54	\$21.11	\$21.65	\$22.18	\$22.81	\$23.39	\$23.95	\$24.62	\$25.26	\$25.87	\$26.59	\$27.27	\$27.96	\$28.73	\$29.44	\$30.18	\$31.04	\$31.81	\$32.60
P	\$18.37	\$18.84	\$19.33	\$19.84	\$20.34	\$20.85	\$21.43	\$21.97	\$22.51	\$23.15	\$23.74	\$24.31	\$24.99	\$25.64	\$26.26	\$26.99	\$27.68	\$28.38	\$29.16	\$29.88	\$30.63	\$31.51	\$32.29	\$33.09
Q	\$18.65	\$19.12	\$19.62	\$20.14	\$20.65	\$21.16	\$21.75	\$22.30	\$22.85	\$23.50	\$24.10	\$24.67	\$25.36	\$26.02	\$26.65	\$27.39	\$28.10	\$28.81	\$29.60	\$30.33	\$31.09	\$31.98	\$32.77	\$33.59
R	\$18.93	\$19.41	\$19.91	\$20.44	\$20.96	\$21.48	\$22.08	\$22.63	\$23.19	\$23.85	\$24.46	\$25.04	\$25.74	\$26.41	\$27.05	\$27.80	\$28.52	\$29.24	\$30.04	\$30.78	\$31.56	\$32.46	\$33.26	\$34.09

Cook/Cashier Para Educator Special Ed. Aide I School Bus Assistant	College & Career Asst. Daycare Provider Special Ed Aide II Migrant/Eng. Learner Asst. Custodian/Grounds	Behavior Tech. Computer Lab Asst. Librarian Speech Lang. Tech. Prep/Kinder Provider Custodian Foreman	School Secretary Kitchen Manager Migrant Liaison	School Bookkeepers District Office Secretary Head Custodian/Grounds Bus Driver Special Service Office College & Career	High School Bookkeeper Maintenance Technician Transportation Mechanic Bus Driver Trainer Food Service Warehouse	Board Clerk/Secretary Department Bookkeepers	Certified Sign Language Interpreter Maintenance Licensed Journeyman
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Additional Ranges for College Credits and/or Professional Development CEU

.1 = 32 Credits or 10 CEUs

.2 = 64+ Credits or 20 CEUs

*CEUs cannot be older than 5 years

Rows: 1.5% increase per step.

Columns: .1 is 2.5% from base salary and .2 is 5% from base salary

Flat Hourly Rates

\$ 30.00 Driver Education Instructor	\$ 30.00 Homebound Teachers	\$ 13.00 Transportation Substitute Aide	\$ 25.00 Summer School Secretaries
\$ 14.00 Substitute Food Service	\$ 30.00 Prep Pay per Prep	\$ 15.00 Transportation Substitute Drivers	\$ 20.00 Summer School Classified
\$ 30.00 Activity Pay, <u>Per Activity</u>		\$ 15.00 Transportation Activity/Field Trips	\$ 35.00 Summer School Certified
\$ 10.00 Student Employees		\$ 15.00 Transportation Training Meetings	
		\$ 15.00 Ski Bus Drivers	

This salary schedule supersedes all previous salary schedules

Approved:

**Minidoka County Joint School District #331
Classified +\$3.50 Salary Schedule 2025-2026**

	III	III.1	III.2	IV	IV.1	IV.2	V	V.1	V.2	VI	VI.1	VI.2	VII	VII.1	VII.2	VIII	VIII.1	VIII.2	IX	IX.1	IX.2	X	X.1	X.2
A	\$18.20	\$18.57	\$18.95	\$19.37	\$19.77	\$20.18	\$20.64	\$21.07	\$21.51	\$22.02	\$22.48	\$22.95	\$23.50	\$24.00	\$24.51	\$25.10	\$25.64	\$26.19	\$26.82	\$27.40	\$28.00	\$28.69	\$29.32	\$29.97
B	\$18.42	\$18.80	\$19.18	\$19.61	\$20.01	\$20.43	\$20.90	\$21.33	\$21.78	\$22.30	\$22.76	\$23.24	\$23.80	\$24.31	\$24.83	\$25.42	\$25.97	\$26.53	\$27.17	\$27.76	\$28.37	\$29.07	\$29.71	\$30.37
C	\$18.64	\$19.03	\$19.42	\$19.85	\$20.26	\$20.68	\$21.16	\$21.60	\$22.05	\$22.58	\$23.05	\$23.54	\$24.10	\$24.62	\$25.15	\$25.75	\$26.31	\$26.88	\$27.53	\$28.12	\$28.74	\$29.45	\$30.10	\$30.77
D	\$18.87	\$19.26	\$19.66	\$20.10	\$20.51	\$20.94	\$21.42	\$21.87	\$22.33	\$22.87	\$23.34	\$23.84	\$24.41	\$24.94	\$25.47	\$26.08	\$26.65	\$27.23	\$27.89	\$28.49	\$29.12	\$29.84	\$30.50	\$31.18
E	\$19.10	\$19.50	\$19.90	\$20.35	\$20.77	\$21.20	\$21.69	\$22.15	\$22.61	\$23.16	\$23.64	\$24.15	\$24.72	\$25.26	\$25.80	\$26.42	\$27.00	\$27.59	\$28.26	\$28.86	\$29.50	\$30.24	\$30.91	\$31.60
F	\$19.33	\$19.74	\$20.15	\$20.60	\$21.03	\$21.47	\$21.96	\$22.43	\$22.90	\$23.45	\$23.94	\$24.46	\$25.04	\$25.59	\$26.13	\$26.76	\$27.35	\$27.95	\$28.63	\$29.24	\$29.89	\$30.64	\$31.32	\$32.02
G	\$19.57	\$19.98	\$20.40	\$20.86	\$21.29	\$21.74	\$22.24	\$22.71	\$23.19	\$23.75	\$24.25	\$24.77	\$25.36	\$25.92	\$26.47	\$27.11	\$27.71	\$28.32	\$29.01	\$29.63	\$30.29	\$31.05	\$31.74	\$32.45
H	\$19.81	\$20.23	\$20.65	\$21.12	\$21.56	\$22.01	\$22.52	\$23.00	\$23.49	\$24.05	\$24.56	\$25.09	\$25.69	\$26.26	\$26.81	\$27.46	\$28.07	\$28.69	\$29.39	\$30.02	\$30.69	\$31.46	\$32.16	\$32.88
I	\$20.05	\$20.48	\$20.91	\$21.38	\$21.83	\$22.29	\$22.81	\$23.29	\$23.79	\$24.36	\$24.88	\$25.41	\$26.02	\$26.60	\$27.16	\$27.82	\$28.44	\$29.07	\$29.78	\$30.42	\$31.10	\$31.88	\$32.59	\$33.32
J	\$20.30	\$20.73	\$21.17	\$21.65	\$22.10	\$22.57	\$23.10	\$23.59	\$24.09	\$24.67	\$25.20	\$25.74	\$26.36	\$26.95	\$27.51	\$28.18	\$28.81	\$29.45	\$30.17	\$30.82	\$31.51	\$32.31	\$33.03	\$33.77
K	\$20.55	\$20.99	\$21.44	\$21.92	\$22.38	\$22.86	\$23.39	\$23.89	\$24.40	\$24.99	\$25.53	\$26.07	\$26.70	\$27.30	\$27.87	\$28.55	\$29.19	\$29.84	\$30.57	\$31.23	\$31.93	\$32.74	\$33.47	\$34.22
L	\$20.81	\$21.25	\$21.71	\$22.20	\$22.66	\$23.15	\$23.69	\$24.20	\$24.71	\$25.31	\$25.86	\$26.41	\$27.05	\$27.66	\$28.24	\$28.93	\$29.58	\$30.24	\$30.98	\$31.65	\$32.36	\$33.18	\$33.92	\$34.68
M	\$21.07	\$21.52	\$21.98	\$22.48	\$22.95	\$23.44	\$23.99	\$24.51	\$25.03	\$25.64	\$26.20	\$26.75	\$27.40	\$28.02	\$28.61	\$29.31	\$29.97	\$30.64	\$31.39	\$32.07	\$32.79	\$33.63	\$34.38	\$35.15
N	\$21.33	\$21.79	\$22.26	\$22.76	\$23.24	\$23.74	\$24.30	\$24.83	\$25.35	\$25.97	\$26.54	\$27.10	\$27.76	\$28.39	\$28.99	\$29.70	\$30.37	\$31.05	\$31.81	\$32.50	\$33.23	\$34.08	\$34.84	\$35.62
O	\$21.60	\$22.06	\$22.54	\$23.05	\$23.54	\$24.04	\$24.61	\$25.15	\$25.68	\$26.31	\$26.89	\$27.45	\$28.12	\$28.76	\$29.37	\$30.09	\$30.77	\$31.46	\$32.23	\$32.94	\$33.68	\$34.54	\$35.31	\$36.10
P	\$21.87	\$22.34	\$22.83	\$23.34	\$23.84	\$24.35	\$24.93	\$25.47	\$26.01	\$26.65	\$27.24	\$27.81	\$28.49	\$29.14	\$29.76	\$30.49	\$31.18	\$31.88	\$32.66	\$33.38	\$34.13	\$35.01	\$35.79	\$36.59
Q	\$22.15	\$22.62	\$23.12	\$23.64	\$24.15	\$24.66	\$25.25	\$25.80	\$26.35	\$27.00	\$27.60	\$28.17	\$28.86	\$29.52	\$30.15	\$30.89	\$31.60	\$32.31	\$33.10	\$33.83	\$34.59	\$35.48	\$36.27	\$37.09
R	\$22.43	\$22.91	\$23.41	\$23.94	\$24.46	\$24.98	\$25.58	\$26.13	\$26.69	\$27.35	\$27.96	\$28.54	\$29.24	\$29.91	\$30.55	\$31.30	\$32.02	\$32.74	\$33.54	\$34.28	\$35.06	\$35.96	\$36.76	\$37.59

Cook/Cashier Para Educator Special Ed. Aide I School Bus Assistant	College & Career Asst. Daycare Provider Special Ed Aide II Migrant/Eng. Learner Asst. Custodian/Grounds	Behavior Tech. Computer Lab Asst. Librarian Speech Lang. Tech. Prep/Kinder Provider Custodian Foreman	School Secretary Kitchen Manager Migrant Liaison	School Bookkeepers District Office Secretary Head Custodian/Grounds Bus Driver Special Service Office College & Career	High School Bookkeeper Maintenance Technician Transportation Mechanic Bus Driver Trainer Food Service Warehouse	Board Clerk/Secretary Department Bookkeepers	Certified Sign Language Interpreter Maintenance Licensed Journeyman
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Additional Ranges for College Credits and/or Professional Development CEU

.1 = 32 Credits or 10 CEUs

.2 = 64+ Credits or 20 CEUs

*CEUs cannot be older than 5 years

Rows: 1.5% increase per step.

Columns: .1 is 2.5% from base salary and .2 is 5% from base salary

Flat Hourly Rates

\$ 30.00 Driver Education Instructor	\$ 30.00 Homebound Teachers	\$ 13.00 Transportation Substitute Aide	\$ 25.00 Summer School Secretaries
\$ 14.00 Substitute Food Service	\$ 30.00 Prep Pay per Prep	\$ 15.00 Transportation Substitute Drivers	\$ 20.00 Summer School Classified
\$ 30.00 Activity Pay, <u>Per Activity</u>		\$ 15.00 Transportation Activity/Field Trips	\$ 35.00 Summer School Certified
\$ 10.00 Student Employees		\$ 15.00 Transportation Training Meetings	
		\$ 15.00 Ski Bus Drivers	

This salary schedule supersedes all previous salary schedules

Approved:

Minidoka County Joint School District #331
Athletic & Advisor Salary Schedule 2025-2026

Minico High School			
		# Positions	Tier Level
Football	Varsity Head Coach	1	1 A
	Varsity Assistant Coach	5	1 B
	IV Coach	1	1 B
	JV Assistant Coach	2	1 C
9th Grade Coach		1	1 B
		2	1 C
Volleyball	Varsity Head Coach	1	1 A
	Varsity Assistant Coach	1	2 B
	IV Coach	1	2 B
	JV Assistant Coach	1	2 C
	9th Grade Coach	1	2 B
Swimming	Varsity Head Coach	1	3 A
	Varsity Assistant Coach	1	3 B
Cross Country	Varsity Head Coach	1	3 A
	Varsity Assistant Coach	1	3 B
Boys' Soccer	Varsity Head Coach	1	2 A
	Varsity Assistant Coach	1	2 B
Girls' Soccer	Varsity Head Coach	1	2 A
	Varsity Assistant Coach	1	2 B
Girls' Basketball	Varsity Head Coach	1	1 A
	Varsity Assistant Coach	1	1 B
	IV Coach	1	1 B
	JV Assistant Coach	1	1 C
9th Grade Coach		1	1 B
		1	1 A
		1	1 B
		1	1 C
Boys' Basketball	Varsity Head Coach	1	1 A
	Varsity Assistant Coach	1	1 B
	IV Coach	1	1 B
	JV Assistant Coach	1	1 C
9th Grade Coach		1	1 B
		1	1 A
Boys' Wrestling	Varsity Head Coach	1	1 A
	Varsity Assistant Coach	3	1 B
	IV Coach	1	1 B
Girls' Wrestling	Varsity Head Coach	1	1 A
	Varsity Assistant Coach	1	1 B
Track	Varsity Head Coach	1	2 A
	Varsity Assistant Coach	5	2 B
Baseball	Varsity Head Coach	1	1 A
	Varsity Assistant Coach	2	2 B
	IV Coach	1	1 B
	JV Assistant Coach	1	1 C
Softball	Varsity Head Coach	1	1 A
	Varsity Assistant Coach	2	2 B
	IV Coach	1	1 B
	JV Assistant Coach	1	1 C

Minico High School			
		# Positions	Tier Level
Boys' Golf	Varsity Head Coach	1	3 A
	Varsity Assistant Coach	1	3 A
Girls' Golf	Varsity Head Coach	1	3 A
	Varsity Assistant Coach	1	3 A
Tennis	Varsity Head Coach	1	3 A
	Varsity Assistant Coach	2	3 B
Bowling	Varsity Head Coach	1	3 A
	Head Coach	1	3 A
Weight Lifting Sumo	Varsity Head Coach (Non-Staff)	1	1 A
	Varsity Head Coach (Staff - Class During School)	1	3 A
Cheerleading	Varsity Assistant Coach (Non-Staff)	1	1 B
	Varsity Assistant Coach (Staff - Class During School)	3	3 B
Dance Team	Varsity Head Coach (Non-Staff)	1	1 A
	Varsity Head Coach (Staff - Class During School)	1	3 A
	Varsity Assistant Coach (Non-Staff)	1	1 B
	Varsity Assistant Coach (Staff - Class During School)	1	3 B
Student Council	Advisor	1	3 A
Instrumental Band	Advisor	1	3 A
Vocal/Chorus	Advisor	1	3 A
Operetta	Advisor	1	3 A
Annual/Yearbook	Advisor	1	3 A
Publications ARTEC	Advisor	1	2 C
School Paper	Advisor	1	3 A
	Senior	1	4 A
Class Advisor	Junior	1	4 B
	Sophomore	1	4 B
	Freshman	1	4 B
Voc-Ag/FFA	Advisor	4	2 A
Service Club	Advisor	1	2 A
	9th Grade Advisor	1	2 B
9th Activity Supervisor	Advisor	1	3 A
Auditorium Events	Coordinator	1	3 A
Color Guard	Advisor	1	3 C
Pit Master	Advisor	1	3 C
Summer Band	Advisor	1	3 C
Academic	Advisor	2	1 A
Strings Orchestra	Advisor	1	3 C

Mt. Harrison High School			
		# Positions	Tier Level
Student Council	Advisor	1	3 A

East/West Middle Schools			
		# Positions	Tier Level
Football	8th Head Coach	1	1 A
	8th Assistant Coach	1	1 B
	7th Head Coach	1	1 A
7th Assistant Coach		1	1 B
		1	1 B
Volleyball	8th Head Coach	1	2 A
	7th Head Coach	1	2 A
Cross Country	Head Coach	0.5	3 A
	Head Coach	1	2 A
Girls' Soccer	Head Coach	1	2 A
Girls' Basketball	8th Head Coach	1	1 A
	7th Head Coach	1	1 A
Boys' Basketball	8th Head Coach	1	1 A
	7th Head Coach	1	1 A
Boys' Wrestling	8th Head Coach	1	1 A
	7th Head Coach	1	1 A
Girls' Wrestling	Head Coach	1	1 A
	Head Coach	1	2 A
Track	Head Coach	3	2 B
	Assistant Coach	1	1 A
Cheerleading	Head Coach (Non-Staff)	1	3 A
	Head Coach (Staff - Class During School)	1	3 A
Dance Team	Head Coach (Non-Staff)	1	3 A
	Head Coach (Staff - Class During School)	1	3 A
Student Council	Advisor	1	2 A
Music - Band	Advisor	1	2 C
Music - Chorus	Advisor	1	2 C
Publications	Advisor	1	2 A
Strings Orchestra	Advisor	1	2 C

High School Schedule				
	I	II	III	IV
Tier 1	0-2 Years	3-5 Years	6-10 Years	>10 Years
A	\$ 3,890	\$ 4,560	\$ 5,030	\$ 5,720
B	\$ 2,140	\$ 2,520	\$ 2,770	\$ 3,150
C	\$ 1,830	\$ 2,150	\$ 2,370	\$ 2,690

High School Schedule				
	I	II	III	IV
Tier 2	0-2 Years	3-5 Years	6-10 Years	>10 Years
A	\$ 3,310	\$ 3,890	\$ 4,280	\$ 4,860
B	\$ 1,820	\$ 2,140	\$ 2,350	\$ 2,670
C	\$ 1,550	\$ 1,830	\$ 2,010	\$ 2,290

High School Schedule				
	I	II	III	IV
Tier 3	0-2 Years	3-5 Years	6-10 Years	>10 Years
A	\$ 2,330	\$ 2,750	\$ 3,020	\$ 3,430
B	\$ 1,280	\$ 1,510	\$ 1,660	\$ 1,890
C	\$ 1,100	\$ 1,290	\$ 1,420	\$ 1,610

High School Schedule				
	I	II	III	IV
Tier 4	0-2 Years	3-5 Years	6-10 Years	>10 Years
A	\$ 1,170	\$ 1,370	\$ 1,510	\$ 1,720
B	\$ 640	\$ 760	\$ 830	\$ 940
C	\$ 550	\$ 650	\$ 710	\$ 810

Middle School Schedule				
	I	II	III	IV
Tier 1	0-2 Years	3-5 Years	6-10 Years	>10 Years
A	\$ 1,650	\$ 1,950	\$ 2,140	\$ 2,430
B	\$ 1,160	\$ 1,360	\$ 1,500	\$ 1,700
C	\$ 780	\$ 910	\$ 1,000	\$ 1,140

Middle School Schedule				
	I	II	III	IV
Tier 2	0-2 Years	3-5 Years	6-10 Years	>10 Years
A	\$ 1,410	\$ 1,650	\$ 1,820	\$ 2,070
B	\$ 980	\$ 1,160	\$ 1,270	\$ 1,450
C	\$ 660	\$ 780	\$ 850	\$ 970

Middle School Schedule				
	I	II	III	IV
Tier 3	0-2 Years	3-5 Years	6-10 Years	>10 Years
A	\$ 1,000	\$ 1,170	\$ 1,280	\$ 1,460
B	\$ 700	\$ 820	\$ 900	\$ 1,020
C	\$ 470	\$ 550	\$ 600	\$ 690

Middle School Schedule				
	I	II	III	IV
Tier 4	0-2 Years	3-5 Years	6-10 Years	>10 Years
A	\$ 500	\$ 580	\$ 640	\$ 730
B	\$ 350	\$ 410	\$ 450	\$ 510
C	\$ 230	\$ 275	\$ 300	\$ 340

Certified High School Staff	
Head Varsity Coach	% of Base Contract
Baseball	11%
Boys' Basketball	11%
Girls' Basketball	11%
Bowling	9%
Cross Country	9%
Football	13%
Boys' Golf	9%
Girls' Golf	9%
Boys' Soccer	9%
Girls' Soccer	9%
Softball	11%
Swimming	9%
Tennis	9%
Track	9%
Volleyball	11%
Boys' Wrestling	11%
Girls' Wrestling	11%

Certified Middle School Staff	
Athletic Director	% of Base Contract
Athletic Director	10%

Minidoka County School District #331

School Nutrition Programs

Administrative Board Report

Report Date: June 16, 2025

Summer Feeding



Summer feeding kicked off on June 9th. We had some issues with communication as last year's information was shared out but things got squared away and we are serving kids! We increase our participation each day.

On our third day of feeding, we patrolled one of our stops that hadn't had participation and found a mom to explain what we are doing, and meals are free. We served their kids our meal. They were shocked that the meals were free and asked if they could get one for their friend next door because he knows that they don't have a lot of money. We explained we couldn't go knock on his door so instead he went next door to get his friend so he could get a meal.

The look on this boy's face is the ultimate reason of why we do what we do. We are providing meals to make sure kids are fed, lifting up our community and helping each other out.

Action Item-Pizza Bid

We received 2 qualifying bids for our pizza service in SY2026.

Analysis-

Pizza Hut

- \$8.00/8ct
- Was told they **CANNOT** the 51% WG Dough, we must meet 80% WG per week
- Favors include: Cheese, Pepperoni, Italian Sausage, Veggie, Hawaiian
- Calories per slice: 300; 330; 360; 310; 310
- Sodium per slice: 580; 640; 710; 580; 650
- References to parbaked dough (not fresh)
- New store since last contract, concerns for size

Dominos

- \$9.00/8ct Cheese/Pep; \$9.50/8ct specialty flavor
- 51% WG, Fresh made dough
- Flavors include: Cheese, Pepperoni, Hawaiian, Zesty Italian, Kick'n Chicken, Hawaiian Hot Lava, Valedictorian, BBQ Smokehouse
- Calories per slice: 240; 260; 250; 260; 260; 290; 310; 250
- Sodium per slice: 460; 490; 590; 700; 580; 280; 620; 590

- Would plan to feature a flavor of the month for specialty flavors
- Existing relationship with routes & driver rapport

Recommendation-

I propose that we continue with Dominos. With new meal pattern regulations cracking down on sodium, 150mg higher of sodium every day will most likely send us over the allowable limit. In addition, Pizza Hut is not able to deliver the 51% WG rich crust. At \$9.00 per pizza or \$1.13 per slice, this remains steady with our pizza entrée average cost but to keep in mind we are not ordering, inventorying, delivering or cooking this product.

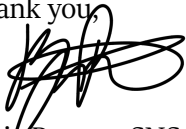
Action Item-Magic Valley Purchasing Cooperative

As you know, all food must meet specific procurement requirements and regulations. The MVC is a conglomerate of all Magic Valley school districts to allow for larger purchasing power. I operate the co-op which consists of 500 line items of food, 115 lines of paper and chemical goods, 60 lines of produce and our milk bid. Each year the district will need to agree to the procurement plan and code of conduct as well as the member agreement form. Included are both to review and sign.

This year, we rolled over food, paper & chemical and milk from last year. We should see very minimal price increases. When we roll over a bid it is stipulated that vendors can only raise the price to CPI plus 5%. If there are any decreases in price the vendor must allocate those to the next school year.

Produce will be awarded June 12th.

Thank you,



Katie Rogers, SNS
School Nutrition Programs Director



ATTACHMENT C:
Magic Valley Cooperative Purchasing Membership Agreement

This agreement is to define the cooperative purchasing group referred to as the Magic Valley Co-op. The name of the purchasing group shall be the Magic Valley Co-op, hereinafter referred to as the "MVC". The member districts, schools or residential childcare centers hereby agree to cooperatively purchase upon the following terms and conditions:

1. The members of the MVC are duly constituted school districts or private schools, or within the state of Idaho operating non-profit food service programs.
2. The food service departments of the members will not contract for service of any kind with a for-profit food service management company. In the event, during the time the purchase agreement is in effect, any member's food service function becomes contracted with or purchases services from a for-profit food service management company, that district will no longer be eligible to be a MVC member. Such a district will therefore no longer have access to the pricing provided by the MVC bid awards immediately after signing the agreement or purchasing the service. The members of the MVC have joined together for the purpose of requesting bids for the purchase of selected food and non-food supplies.
3. The MVC, individual school district members, employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, political contractors, or parties to sub-agreements. Trivial benefits not to exceed a value of fifty dollars (\$50.00) incidental to personal, professional, or business contracts and involving no substantial risk of undermining official impartiality may be permitted.
4. All bid awards shall be in accordance with all state and federal laws and regulations.
5. No member of the MVC will accept responsibility for the performance of any purchasing contract by the vendor and/or the payment of the purchase price by any other member.
6. Members will be emailed the original bid award. The final approval of the bid award is the sole responsibility of the governing body of the individual members of MVC. Any and all contracts are entered into by the individual district, private schools or residential childcare centers.
7. The MVC bid season and this agreement shall be effective July 1 through June 30.
8. Each member is a representative of the MVC. As a representative, the member will:
 - a. Make good faith estimates of the quantity of each individual product that they expect to purchase during the bid cycle;
 - b. Complete projected numbers by required date established at the beginning of the bid cycle;
 - c. Attend the pre-bid meeting or coordinate preferences before the meeting
 - d. Attend the award meeting unless written prior notice is received
 - e. Comply with all reasonable distributor timelines and minimum or maximum order quantities;
 - f. Communicate and coordinate with all members of the MVC, including vendors, in a professional and courteous manner deemed by the MVC administrators;
 - g. Follow the complaint process, should there be an issue within MVC prevue;
 - h. **Pay a \$30 membership fee** to cover cost of legal printing;
 - i. Abide by the Code of Conduct as required by 2CFR Part 200.318 (c) (1).
9. Should a MVC member breach this agreement in any part, the MVC Administrators may place the district on a probationary period by notifying district of:
 - a. Item(s) of agreement breached;
 - b. Required resolution;
 - c. Timeline for resolution;
 - d. Results of nonresolution
 - i. Results may consist of but are not limited to: termination immediately, termination after bid cycle, additional membership agreement statues, continuance in membershipMultiple probations of a district may result in permanent membership termination.

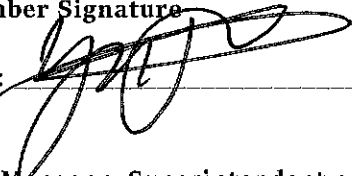
ATTACHMENT C:
Magic Valley Cooperative Purchasing Membership Agreement

Printed Name: Katie Rogers

District: Minidoka SD

By signing below, you agree to the above terms and will purchase FOOD, NON-FOOD, PRODUCE AND MILK supplies for your district as awarded by the Magic Valley Cooperative.

MVC Member Signature

Signature: 

Date: 6/11/25

Business Manager, Superintendent or Board Chairman Signature

Signature: _____

Date: _____

This document is to be **signed** and **returned** by MEMBERS ONLY by **July 1st** to Katie Rogers at krogers@minidokaschools.org.
After agreement is returned, an invoice will be issued for collection of membership fee.

Minidoka County School District
& Magic Valley Purchasing Co-op Members

PROCUREMENT PLAN
CHILD NUTRITION PROGRAM

July 2025 – June 30, 2026

This Procurement plan will be implemented, July 1, 2025, from that day forward until amended. All procurements must adhere to the free and open competition. Source documentation must be available to determine open competition, the reasonableness, the allow-ability and the allocation of costs.

Chairman, Board of Education

Date

Superintendent of Schools

Date

USDA is an equal opportunity provider, employer, and lender.

Minidoka County School District
& Magic Valley Purchasing Co-op

PROCUREMENT PLAN

The **Magic Valley Purchasing Co-op & Minidoka County School District** plan for procuring items for use in the Child Nutrition Program is as follows. The procurement plan provides for free-and-open competition, transparency in transactions, comparability, and documentation of all procurement.

- A. If the amount of purchases is \$150,000 and above or SFA approved threshold if less, **Formal** procurement procedures will be used as required by 2 CFR 200.319 and IC §67-2806 (2).
- B. If the amount of purchases is \$75,000 to \$150,000 **Informal Bidding** procurement procedures will be used as required by IC §67-2806 (1)
- C. If the amount of purchases is \$10,001 to \$74,999 **Small Purchase** procurement procedures will be used as required by 2 CFR 200.320 (b)

INFORMAL PROCUREMENT FORM ("Three Bids and a Buy")

"This institution is an equal opportunity provider." 1/16

Supplier/Bidder Name:		Bid #1			Bid #2			Bid #3		
Items to be Purchased Delivery Frequency : _____ Bid will be honored for: _____ Number of day/week/month (s) School will state time period _____ Product Name(s) & Specification(s):	Quantity to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	SB * (✓)	Unit Price	Extended Price (Quantity x Unit Price)	SB* (✓)	Unit Price	Extended Price (Quantity x Unit Price)	SB* (✓)
				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
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				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Total:		\$			\$			\$		
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
<small>*Selected Bidder = school may award all items to one bidder (lowest total price) or award purchase on a line item basis (lowest line item price). School needs to tell the bidders which option they will use for awarding the purchase when they are asking for pricing; schools can state that either option may be used by the school to award the purchase.</small>										
Method of contact: Email/Fax/Mail/In person/Phone										
Name of person quoting pricing:										
Date(s) contacted:										
Additional Notes:										
Signature & title of person completing this form:									Date:	

Name of selected bidder: _____ Why bid was chosen (price, availability, etc.): _____
 Selected bidder was notified on: _____ by: _____ If notification was in writing, attach document to the procurement form

- D. If the amount of purchases is \$0-\$10,000 **Micro Purchase** procurement procedures will be used as required by 2 CFR 200.320 (a) and defined by 2 CFR 200.67
- E. **Contract cost and price** Per 2 CFR 200.323 (a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.
- F. **Prohibition of the acquisition of unnecessary or duplicative items** Per CFR 200.318 (d)/7 The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

The following procedures will be used for all other purchases.

- 1. Formal bid procedures will be applied on the basis of:

CATEGORY	PROCUREMENT METHOD	AWARD METHOD	TIME FRAME OF BID
FOOD & NON-FOOD SUPPLIES	FORMAL	LINE ITEM	ANNUAL
FOOD & NON-FOOD SUPPLIES	FORMAL	PRIME VENDOR	ANNUAL
PRODUCE	FORMAL (SMALL PURCHASE)	BOTTOM LINE	ANNUAL
LOCALLY-GROWN PRODUCE	INFORMAL (SMALL PURCHASE)	BOTTOM LINE	ANNUAL
CHEMICALS FOR CLEANING	FORMAL (SMALL PURCHASE)	LINE ITEM	ANNUAL
PEST MANAGEMENT	INFORMAL (MICRO PURCHASE)	BOTTOM LINE	ANNUAL
HOOD CLEANING	INFORMAL (MICRO PURCHASE)	BOTTOM LINE	ANNUAL
EQUIPMENT	INFORMAL (SMALL PURCHASE OR SEMI FORMAL OR FORMAL)	BOTTOM LINE	AS NEEDED
TECHNOLOGY	INFORMAL (SMALL PURCHASE OR SEMI FORMAL OR FORMAL)	BOTTOM LINE	AS NEEDED

- 2. Formal bid procedures will be applied on **the basis of a:**

- Centralized System
- Individualized School
- Multi-School Systems
- State Contract
- Combination of above (specify)

3. Because of the potential for purchasing more than \$150,000, it will be the responsibility of **Magic Valley Co-op** to document the amounts to be purchased so the correct method of procurement will be followed for coop purchasing.
 - A. When a **FORMAL** procurement method is required, the following ***COMPETITIVE SEALED BID or an Invitation for Bid (IFB) or COMPETITIVE NEGOTIATION in the form of a Request for Proposal (RFP)*** procedures will apply:
 1. An announcement of an ***Invitation for Bid (IFB) or a Request for Proposal (RFP)*** will be placed in the TIMES NEWS with the intent of the **Magic Valley Purchasing Co-op** to purchase needed items. The advertisement for bids/proposals or legal notice will be run for 2 Consecutive Weeks, prior to Bid Award.
 2. An advertisement is required for all purchases over the threshold of **7 CFR 200.319 and IC §67-2806 (2) \$150,000**. The announcement advertisement/legal notice will contain a general description of items to be purchased, the deadline for submission of sealed bids or proposals, and the address where the complete specifications and bid forms may be obtained.
 3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications. Brand Name or Equal/Equivalent.
 4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
 5. The IFB or RFP will clearly define the purchase conditions. The following, shall be addressed in the procurement document:
 - (1) Contract period
 - (2) SFA is responsible for all contracts awarded (statement)
 - (3) Date, time, and location of bid opening
 - (4) How vendor is to be informed of bid acceptance or rejection
 - (5) Delivery schedule
 - (6) Set forth requirements which bidder must fulfill in order for bid to be evaluated
 - (7) Benefits to which the School Food Authority will be entitled if the contractor can not or will not perform as required
 - (8) Statement assuring positive efforts will be made to involve minority and small business
 - (9) Statement regarding the return of purchase incentives to the School Food Authority's non-profit Child Nutrition account
 - (10) Termination provisions and the basis for any settlement for all procurement over \$10,000.00
 - (11) Provision requiring compliance with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in the Department of Labor regulations required for all contracts over \$10,000.00
 - (12) Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding
 - (13) Escalation/De-escalation clause based on appropriate standard or cost index
 - (14) Specific bid protest procedures
 - (15) Provision requiring access by duly authorized representatives of the School Food Authority, State Agency, United State Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts
 - (16) Method of shipment or delivery upon ~~Contract~~ award

- (17) Provision requiring contractor to maintain all required records for *three* years after final payment and all other pending matters are closed for all negotiated contracts
- (18) Description of process for enabling vendors receive or pick up orders upon Contract award
- (19) Provision requiring the contractor to recognize mandatory standards and polices related to energy efficiency which are contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165)
- (20) All contracts over \$100,000.00 will require compliance with the Clean Air Act issued under Section 306, Executive Order 11738
- (21) Signed Certificate of Lobbying for all contracts over \$100,000
- (22) Signed statement of non-collusion
- (23) Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS).
- (24) Provision requiring “**Buy American**” as outlined in Policy Memorandum 210.21-14; specific instructions for prior approval of any and all of non domestic product.
*By submitting and signing this proposal/bid, the bidder acknowledges and certifies that his/her company complies with the **Buy American provision** that the food delivered is of domestic origin or the product is substantially produced in the United States. For these purposes, substantially means over 51 percent of the processed food is from American-produced products. If the bidder is unable to certify compliance with the Buy American provision, the bidder shall state this in his/her response and provide an explanation as to why it cannot certify compliance.”*
- (25) Provision requiring the Contractor to abide with the Idaho Sex Offender Registration Act (sample language is attached with this document).

- 6. Specifications will be prepared and provided to potential contractors desiring to submit bids or proposals for the products or services requested. Vendors will be selected by the following methods:
 - a. Pricing
 - b. Performance
 - c. Quality
 - d. Geographic Preference

“Positive efforts shall be made by recipients to utilize small businesses, minority owned firms, and women’s business enterprises whenever possible.” This means that schools may find ways to structure solicitations in order to target these types of businesses. For example, if a district is conducting an informal procurement, it may decide only to request bids from minority- or women-owned businesses. If a formal RFP is issued, the school may choose to award additional points to small businesses.

- 7. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, an interpretation will be provided by, the **Magic Valley Coop Representative. Katie Rogers, Minidoka School District #331.**
- 8. The **Magic Valley Coop** will be responsible for securing all bids or proposals.
- 9. The **Magic Valley Coop** will be responsible to ensure all SFA procurements are conducted in compliance with applicable Federal regulations, State General Statutes or policies of the local Board of Education.
- 10. The following criteria will be used in awarding contracts as a result of bids.

- a. Pricing
- b. Service

- c. Quality
- d. Geographic Preference

11. *In awarding a competitive negotiation (RFP), a set of award criterion in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration when awarding a contract. Following evaluation and negotiations a firm fixed price or cost reimbursable contract is awarded.*
 12. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the SFA, price, and other factors considered. Any and all bids or proposals may be rejected in accordance with law.
 13. The **Magic Valley Coop** is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
 14. To ensure compliance with applicable laws, the **Magic Valley Coop** will review procurement plan annually, using the SP03-2017 procurement review tool.
 15. The **Magic Valley Coop** will be responsible for documentation that the actual product specified is received.
 16. Any time an accepted item is not available, the **Magic Valley Coop** will select the acceptable alternate. The contractor must inform **The Magic Valley Coop** *30 days prior* to a product not being available. In the event a non-domestic agricultural product is to be provided to the SFA, the contractor must obtain, in advance, the written approval of the product. The **Magic Valley Coop** must comply with the Buy American Provision.
 17. Full documentation as to the reason an accepted item was unavailable, and to the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is **Magic Valley Coop for bid group**. *Purchases made outside the bid co-op, for products not listed on the Master bid, are the responsibility of each individual school district.*
 18. The **Magic Valley Coop** will be responsible for maintaining all documentation of the procurement process.
- B.** If the amount of purchases for items is less than the district's formal purchase threshold, the following, **SEMI-FORMAL PURCHASE PROCEDURES IC §67-2806 (1)** Issue written requests for bids describing goods or services desired to at least three vendors. Allow 3 days for written response, unless an emergency exists; 1 day for objections.
- C.** If the amount of purchases for items is less than the district's semi-formal purchase threshold, the following, **SMALL PURCHASE PROCEDURES 2 CFR 200.320 (b) Procurement by small purchase procedures including quotes**, will be used. Quotes from an adequate number of qualified sources will be required.
1. Written Specifications will be prepared and provided to the each vendor.
 2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted, but if there are not that many vendors in the area, then 2 will suffice.

- a. The **Minidoka School District** will be responsible for contacting potential vendors when price quotes are needed.
3. The price quotes will receive appropriate confidentiality before award.
 - a. Quotes will be awarded by **Minidoka School District**. Quotes awarded will be to the lowest and best quote based upon quality, service availability, and price. *If small purchase procedures are used, **verbal** price or rate quotations must be obtained from an adequate number of qualified sources. Document all responses. You can call or talk to vendors at a farmer's market.*
 - b. The **Minidoka School District** will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and ***written specifications***.
 - c. The **Minidoka School District** will be responsible for documentation that the actual product specified is received.
 - d. Any time an accepted item is not available, the **Minidoka School District** will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
 4. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, an interpretation will be provided by, the **Minidoka School District**. The **Minidoka School District** is required to sign all quote tabulations, signifying a review and approval of the selections.
- D.** If the amount of purchases for items is less than the district's than the small purchase threshold, **\$0-\$10,000** the following, **MICRO PURCHASE PROCEDURES 2 CFR 200.320 (a) and defined by 2 CFR 200.67**
1. The **Minidoka School District** distribute micro-purchases equitably among qualified suppliers.
 2. Micro Purchases may be awarded without soliciting competitive quotations if the District considers the price to be reasonable. The District maintains evidence of this reasonableness in records of all micro-purchases.
- G.** If it is necessary to make an emergency procurement to continue service, the purchase shall be made and a log of all such purchases shall be maintained by the **Minidoka School District**. The following emergency procedures shall be followed. All emergency procurements shall be approved by the **Minidoka School District** at a minimum, the following emergency procurement procedures shall be documented:
- a. Item name
 - b. Dollar amount
 - c. Vendor, and
 - d. Reason for emergency
1. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, an interpretation will be provided by, the **Minidoka School District**.
- H.** The contractor shall agree to retain all books, records and other documents relative to the contract agreement for three (3) years after final payment, or until audited by SFA, whichever is sooner. The SFA, its authorized agents, and/or USDA auditors shall have full access to and the right to examine any of said materials during said period.

I. The SFA shall agree to retain all books, records and other documents relative to the award of the contract agreement for three (3) years after final payment. Specifically shall maintain, at a minimum, the following documents:

- Written rationale for the method of procurement;
- A copy of the RFP or IFB;
- The selection of contract type;
- The bidding and negotiation history and working papers;
- The basis for contractor selection;
- Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- The basis for award cost or price;
- The terms and conditions of the contract;
- Any changes to the contract and negotiation history;
- Billing and payment records;
- A history of any contractor claims; and
- A history of any contractor breaches.

J. **CODE OF CONDUCT** The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by School Food and Nutrition Program Funds.

1. No employee, officer or agent of the **Minidoka School District**, shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

- a. The employee, officer or agent;
 - b. Any member of the immediate family;
 - c. His or her partner;
 - d. An organization, which employs or is about to employ one of the above.
2. The **Minidoka School District** members, employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
 3. Penalties for violation of the code of conduct of the **Minidoka School District** Child Nutrition Program should be:
 - a. Removal by the coop for those accepting monetary value
 - b. Any legal action deemed necessary.

K. **Complaint Procedure** Should the SFA be dissatisfied with service from a vendor, the **Minidoka School District** contact shall follow the steps outlined in this procedure until a solution is met.

1. Notify the vendor of unsatisfactory work by verbal or written notice. Work with vendor to find a solution.
2. Notify the vendor in written form of unsatisfactory work, provide an acceptable solution and a timeline to be met.

3. Notify the Magic Valley Cooperative Administrators of the unsatisfactory work, provide documentation of steps one and two, provide suggested guidance on how the MVC shall proceed. The MVC will contact the vendor with the solution deemed acceptable.
4. Failure to comply with the acceptable solution after all mediation is exhausted, the Magic Valley Cooperative reserves the right to terminate the contract of an individual school with the vendor after 10 days of step three completion and notification.

Should the awarded vendor be dissatisfied with service from a MVC customer, the vendor contact shall follow the steps outlined in this procedure until a solution is met.

1. Notify the customer of the unsatisfactory work by verbal or written notice. Work with customer to find a solution.
2. Notify the customer in written form of unsatisfactory work, provide an acceptable solution and timeline to be met.
3. Notify the MVC Committee of the unsatisfactory work, provide documentation of steps one and two, provide suggested guidance on how the MVC shall proceed.
4. Failure to comply with the acceptable solution after all mediation is exhausted, the vendor reserves the right to terminate the contract of an individual school after 10 days of step three completion and notification.

K. Idaho Sex Offender Registration Act

Idaho Code §18-8329 prohibits any person who is registered or required to register under the Idaho Sex Offender Registration Act, from being on school property if the person has reason to believe children under the age of 18 are present.

As a provider of goods and/or services to the **Minidoka School District**, your company and those in your employment are subject to this law.

Please sign and return this letter confirming to the Districts that your company will prohibit any person in your employ who are registered or required to register, under the Idaho Sex Offender Registration Act from participation in company business with the District(s) if such participation would require them to be present on school property. Further, by signing, you confirm that you have cross-checked such employees against the National Sex Offender Registry found at the following web link:

<http://www.nsopr.gov/>

Company/Contractor Name (Print)

Signature of Company/Contractor Representative

L. Contract with a Company Owned or Operated by the Government of China Prohibited.

Idaho Code §67-2359

(1) A public entity in this state may not enter into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently owned or operated by the government of China and will not for the duration of the contract be owned or operated by the government of China.

(2) As used in this section:

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(a) "Government of China" means the People's Republic of China led by the Chinese

communist party.

(b) "Company" means any for-profit or not-for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of those entities or business associations.

(c) "Public entity" means the state of Idaho or any political subdivision thereof, including all boards, commissions, agencies, institutions, authorities, and bodies politic and corporate of the state, created by or in accordance with state law or regulations.

- (3) The provisions of this section shall apply to contracts executed on and after July 1, 2023. Upon discovering that a contract fails to comply with the provisions of this section, the contracting authority shall have a period of ninety (90) days to obtain the certification described in subsection (1) of this section. After such time, any contract continuing to violate the provisions of this section shall be void as against public policy. Any contract executed prior to July 1, 2023, that violates the provisions of this section will not be renewed.
- (4) The department of administration shall have authority to promulgate rules to implement the provisions of this section as long as they are consistent with the provisions of this section and do not create any exceptions to it.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

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2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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COLLECTIVE BARGAINING AGREEMENT
BETWEEN
THE MINIDOKA COUNTY EDUCATION ASSOCIATION
AND
THE BOARD OF TRUSTEES
OF
THE MINIDOKA COUNTY SCHOOL DISTRICT #331

JULY 1, 2025- JUNE 30, 2026

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ARTICLE I - PROCEDURAL AGREEMENT

This agreement is made and entered into by and between the Minidoka County Joint School District No. 331 Board of Trustees, hereinafter called the “Board” and the Minidoka County Education Association, hereinafter called the “Association”.

Preamble

The Board of Trustees of the Minidoka County School District Number 331 and the Minidoka County Education Association agree that the educational welfare of the children of the District is paramount in the operation of the schools.

The Board of Trustees and the Minidoka County Education Association recognize their responsibilities toward each other and to the community to negotiate in good faith to reach agreements which are mutually satisfactory. In order to promote maximum utilization of the ability, experience, and judgment of all parties sharing responsibility for the quality of instruction in the Minidoka County School District, the parties do hereby agree as follows:

I.A. Definitions

The terms that are not already defined in IC §33-1272 are defined here and shall be used in this agreement.

1. Personnel leave shall mean any absence of a professional employee from his/her teaching responsibilities as classified under the following categories: sick leave, personal leave, emergency leave, leave of absence, bereavement leave, no fault leave, or professional leave.
2. Administrative Personnel shall be defined as an employee having the responsibility for supervision and evaluation of staff for more than 50% of their contract time.

I.B. Recognition

The Board recognizes the Association as the exclusive representative of all Professional Employees as defined in Article I for the purpose of negotiations pursuant to the Idaho Statute, so long as it is duly chosen and selected by fifty percent (50%) plus one of the professional employees of the District (IC §33-1271(3)).

I.C. Procedures

The process described in this agreement is dependent upon mutual understanding and cooperation. It, therefore, requires a free and open exchange of views between the negotiation teams. Both parties agree to meet at reasonable times and to negotiate in good faith to reach agreement on matters of mutual concern as listed in Sub Section D.3.

I.C.1

1. Members of the Board or their designated representatives and representatives named by the Association shall meet for the purpose of negotiating and seeking agreement. At the beginning of each subsequent meeting the minutes shall be read/reviewed, amended as needed, and signed by the designated chairperson for the Board and the Association.
2. Each team shall consist of five (5) members, excluding the recorder will be selected as needed. Consultants will be selected as needed.

3. Each team shall present at the time of request for negotiations or before the first negotiations session, credentials signed by the Chairperson of the Board and President of the Association, respectively, naming the negotiating team and any authorized alternates.

I.C.2

Negotiating members of each team shall remain the same. However, designated alternates may be substituted for team members.

I.C.3

The Board and the Association agree to negotiate salaries and benefits as defined in IC §33-1275(3).

I.C.4

The negotiation teams may appoint committees for research, study, and development of reports. Recommendations and reports of these committees are advisory only to the Negotiations Committee.

I.C.5

1. Each party agrees to furnish, upon reasonable request, such information as is requested for developing intelligent, feasible, and constructive proposals on behalf of teachers, students, and the school system, for the purpose of negotiations.
2. The Board agrees to furnish complete and accurate financial reports and the tentative budget for the next school year as provided for public inspection.
3. A confidential joint survey will be developed by representatives from both the District and MCEA. The survey will have the appearance of coming from MCEA, who will also administer the survey. All numerical data from the survey will be shared with the District along with the comments (any offensive comments or identifying information will be redacted by MCEA before sharing).

I.C.6

1. A written request for negotiations must be submitted by the Association to the Board and may be submitted by the Board to the Association through their designated representatives.
2. Any written request shall be submitted not later than March 1st of each year during the term of this agreement unless a later date is mutually agreed upon. A written acknowledgement will be made within ten (10) days of the receipt of the request for negotiation or the day following the next regularly scheduled board meeting, whichever is greater. Meetings will be arranged by mutual consent as soon as possible upon receipt of written acknowledgment.
3. The designated chairperson for the Board shall act as chairperson over the negotiation proceedings of the initial meeting. In the absence of an Interest Based Bargaining Facilitator, the role of chairperson shall alternate from

Association to Board at each subsequent meeting.

4. Dates and time limits for negotiation meetings shall be mutually agreed upon by the Board and Association. Once set, both parties agree to meet at the designated times even if either party does not have a full quorum of representatives.
5. The negotiations team will work diligently to conclude by May 31st of each year, but understand that it may be necessary to extend this time frame. Contracts shall be issued at the earliest possible date. Changes or revisions to contracts resulting from negotiations will be reflected in updated contracts.

I.C.7

It is the responsibility of the Board and the Association to provide their negotiation representatives with the necessary power and authority to make and consider proposals, counter proposals, and conclude tentative agreements. All agreements shall be considered tentative until ratified by the Association and then the School Board.

I.C.8

Either party may utilize the services of consultants during negotiation sessions as provided by law.

I.C.9

All negotiation sessions be held in open session as outlined in IC §33-1273A.

I.C.10

The School Board and the Minidoka County Education Association have chosen to use collaborative negotiations, or Interest Based Bargaining and will continue to evaluate the effectiveness of this process.

I.D. Agreement

When substantive agreement is reached, it shall then be made in writing and submitted for ratification by the Association and the School Board. When approved by both parties it shall be signed by their respective officials and shall be entered into the official minutes of both the Association and the School Board.

I.E. Statute

The Association recognizes that, pursuant to the Idaho Statute regarding negotiations with professional employees of school districts, nothing contained herein is intended to or shall conflict with or abrogate the powers or duties and responsibilities vested in the Board of Trustees and the State Board of Education by the laws of the State of Idaho. (See IC §33-1276)

I.F. Acts of God

The Association further recognizes that the Board is entitled without negotiation or reference to any negotiated agreement, to take action that may be necessary to carry out its responsibility due to situations of emergency or "acts of God" (See IC §33-1276).

I.G. Amendment

Either party desiring changes in this agreement shall notify the other party in writing. Proposed amendments shall become agenda items for negotiation and are final when ratified by the Board and the Association. By mutual consent the effective date of any amendment may be set prior to the completion of the current agreement year.

I.H. Reviewing the Administration of the Agreement

1. Representatives of the Board and the Association's negotiation committee may meet, if necessary, for the purpose of reviewing the administration of the agreement, and to resolve any problems that may arise. These meetings are not intended to bypass the grievance procedure.
2. Each party will submit to the other, on or before Friday prior to the meeting an agenda covering the items they wish to discuss.
3. A time for the meeting will be mutually arranged between the parties concerned.
4. In the event that agreement is not reached on the issues that have been referred, the items would be referred to the grievance procedure.

I.I. Savings Clause

All items in this agreement are presumed to be legal and valid. In the event that any provision of this agreement is or shall at any time be held contrary to law by a court of competent jurisdiction, all other provisions of this agreement shall continue in effect. This agreement shall not be modified in whole or in part except by an amendment in writing duly agreed to and executed by both parties.

ARTICLE II - GRIEVANCE PROCEDURE

Only violations of a District policy or this Master Agreement are grounds for filing a grievance.

The purpose of this procedure is to secure at the lowest possible level an equitable solution to grievances of school personnel who come under this Agreement.

It is the Board's desire that procedures for settling certificated staff grievances be an orderly process within which solutions may be pursued. Further, that the procedures provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each certificated employee be assured an opportunity for orderly presentation and review of grievances without fear of reprisal.

Grievance Definition

A grievance pursuant to this policy shall be a written allegation of a violation of Board approved District policies or a written allegation of violation of the Negotiated Agreement between the District and the teachers' association.

Grievance Procedure

The District will first review the Negotiated Agreement for any applicable grievance procedures. If such a provision exists, such procedures shall govern the resolution of certificated staff grievances.

A staff member with a grievance is encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter promptly and informally. The staff member may have MCEA representation at this meeting and/or a neutral third party (mutually agreed upon by the employee and the immediate supervisor) may be invited to be part of this informal discussion. The neutral party may make a recommendation to the employee as to whether or not they should file a grievance.

An exception is that complaints of sexual harassment or violation of any other protected status should be addressed as described in Policy 375.00 and 375.00P. This attempt at informal resolution is not a required component of the grievance policy but is suggested in an effort to attempt to resolve disputes informally.

Level 1 Grievance

If the grievance is not resolved informally, and the grievant wishes to continue to seek to address the grievance, the grievant shall file the written grievance with their immediate building principal. The written grievance shall state:

1. The policy or provision of the Negotiated Agreement the employee believes were violated;
2. The alleged date of violation;
3. The actor involved in the alleged violation; and
4. The remedy requested by the employee

The written grievance must be filed with the immediate building principal within fifteen (15) working days of the date of the initial event allegedly giving rise to the grievance.

The immediate building principal or designee of the building principal shall meet with the grievant and shall, at the discretion of the principal or designee, conduct whatever additional meetings or investigative activities the principal or designee believes are necessary to address the grievance.

Subsequent to these activities and within a period of ten (10) working days, the principal shall provide the grievant with a written response to the grievance of the certificated employee.

Level 2 Grievance

If the grievant is not satisfied with the decision of the principal or designee, the individual shall have a period of ten (10) working days to advance the grievance to the Superintendent by submitting a written objection to the decision with the Superintendent.

If the principal or designee does not provide a written response to the grievance at the conclusion of ten (10) working days and no extension of this time period has been agreed to between the grievant and principal or designee, the grievance shall be advanced to the Superintendent without written response of the principal or designee.

Upon receipt by the Superintendent, the Superintendent or a designee shall schedule a meeting between the parties and the principal.

If the complaint alleges a violation of Title IX, Title II, or Section 504 of the Rehabilitation Act, or sexual harassment that is found to not fall within the scope of Policy 375.00 and Procedure 375.00, the person who received the written grievance shall turn the complaint over to the nondiscrimination coordinator who shall investigate the complaint. The District has appointed nondiscrimination coordinators to assist in the handling of discrimination complaints. The coordinator will complete the investigation and file the report with the Superintendent within 30 days after receipt of the written grievance. The coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the coordinator, the recommendation shall be implemented.

If the Superintendent rejects the recommendation of the coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within 15 days of receiving the report of the coordinator to the Board for a hearing.

Level 3 Grievance

If the certified employee is not satisfied with the response of the Superintendent or designee, or if there is no response by the Superintendent or designee within the time frame provided in the Level 2 Grievance paragraph, the certified employee may request a review of the grievance by a hearing panel within ten (10) working days from receipt of the response provided in the Level 2 Grievance paragraph if the certified employee received a written response, or ten (10) working days from the date the Superintendent or designee last had to respond if the certified employee received no written response. Within ten (10) working days of receipt of an appeal, a panel consisting of three (3) persons; one (1) designated by the Superintendent, one (1) designated by the certified employee, and one (1) agreed upon by the two (2) appointed members for the purpose of reviewing the appeal shall be selected and review the appeal. Within ten (10) working days following completion of the review, the panel shall submit its decision in writing to the certified employee, the Superintendent, and the Board of Trustees.

Level 4 Grievance

The Board is the policy-making body of the District and recommendations by the panel to that level must be based solely on whether or not policy and/or this agreement has been followed.

Upon receipt of a written appeal of the decision of the panel, and assuming the individual alleges a failure to follow Board policy and/or this agreement, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

Grievance documents shall not be forwarded to prospective employers.

In the case where a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step and the process shall be modified as needed to meet the objectives of Policy 586.00 Grievance Procedure for Certified Employees. If a grievance is directly based on official Board action, the grievance shall be directed to the Clerk of the Board. The grievance may be heard by the Board at the sole discretion of the Board.

The timelines of the grievance procedure established in this section may be waived or modified by mutual agreement.

ARTICLE III – TRANSFERS

The Board of Trustees of Minidoka County Joint School District No. 331 acknowledges the need to assign and transfer personnel in order to accommodate specific needs within the school District.

III.A. Provisions

The following provisions are applicable to this agreement as outlined in District Policy 588.00 Assignments and Transfers:

1. “The transfer of personnel shall be the responsibility of the Superintendent.
2. The Superintendent may use building Principals, supervisors, and other consultants as needed.”

III.B. Assignment Change within a Building - Voluntary Transfer

When a vacancy or an opportunity for change of assignment occurs, the Principal will:

1. Consider all staff members interested in the assignment.
2. Consider staff input.
3. Communicate the intent of change with the prospective assignee before a change in assignment.

III.C. Vacancy in District (Voluntary Transfer)

When a vacancy occurs within the District, the Superintendent or designee will post the vacancy to the District website as well as provide for a copy to be placed in each building

The Principal of the building where the vacancy occurs will:

1. Interview all qualified interested applicants.
2. Consider employees within his/her building before hiring an applicant outside of the building.

3. Utilize an interview committee during the hiring season if feasible.
4. Make a recommendation to the Superintendent for filling the vacancy in his/her building.

III.D. Assignment Change within a Building (Involuntary Transfer)

When an involuntary transfer is necessitated, the Principal will:

1. Act in good faith for what is best for the students and personnel in his/her building.
2. Examine all viable volunteer solutions before making an assignment.
3. Consider seniority in making a final recommendation.
4. Consider assignee and other staff input.
5. Not share confidential information.

When an involuntary transfer is necessitated, the assignee may

1. Have representation in any communication with the building Principal and/or the Superintendent.
2. Appeal to the Superintendent if she/he finds grounds for appeal.
3. Appeal to the Board if she/he finds grounds for appeal.

III.E. Vacancy in District (Involuntary Transfer)

When an involuntary transfer within the District is necessitated the Superintendent will post the vacancy to the District website as well as provide for a copy to be placed in each building.

The Principal of the building where the vacancy occurs will:

1. Seek volunteers before making an assignment
2. Consider seniority in making a final recommendation
3. Consider assignee and other staff input
4. Not share confidential information
5. Make a recommendation to the Superintendent for filling the vacancy in his/ her building. When an involuntary transfer is necessitated, the assignee may
6. Have representation in any communication with the building Principal and/or the Superintendent
7. Appeal to the Superintendent if she/he finds grounds for appeal, including the number of previous reassignments
8. Appeal to the Board if she/he finds grounds for appeal.

ARTICLE IV - WORK DAY

IV.A. Definition

As outlined in Policy 580.00 Teacher Responsibility

1. "Teachers are expected to be on duty equivalent to a maximum of 1520 hours (171 days) which includes a thirty-minute lunch. Building Principals will determine the beginning and completion times according to the needs of the individual schools. There may be additional duties and meetings outside the regular duty day as outlined in District Policy 580.50 Teacher's Provisions of Employment (see below). Teachers are expected to be in their own classroom area, unless school business requires their presence elsewhere.
2. Teachers will not leave the school building or grounds during school hours, unless prior arrangements are made with an administrator.
3. Teachers are expected to notify the building principal in advance of any absence or tardiness, including during their assigned prep time. Failure to do so repeatedly may result in a letter of reprimand or other disciplinary actions."

As outlined in Policy 580.50 Teacher's Provisions of Employment:

6. "All teachers are expected to perform assigned extra duties including such activities as before school supervision, noon recess, after school duty, bus loading, etc.
7. All teachers are required to attend all faculty meetings called by the District Superintendent and/or Building Principal."

Any exceptions to policy should be preapproved by the building administrator.

IV.B. Duty-Free Lunch

Full-time teachers will receive a thirty (30) minute uninterrupted duty-free lunch. Teachers may volunteer for duties such as assisting children with assignments or homework, kitchen help, detention, hall monitoring, etc. If teachers volunteer for such duties, flex time may be taken as mutually agreed upon in advance by the teacher and the supervisor or Principal. This time does not include student delivery or student monitoring requirements. Teachers may be required to give up part of their lunchtime in the event of unforeseen circumstances. Teachers will notify their building supervisor or Principal prior to leaving the premises during their lunchtime.

IV.C. Teacher Preparation Day

Teacher preparation days are a component of the work calendar that enable a teacher to finish up work and prepare for instruction. These days are defined as those set aside in the school calendar for teacher directed activities with the exception of very brief (less than 40 minutes) meetings that may be necessary for conducting school related business and may not be used for extended staff meetings.

IV.D. Prep Time (District Policy 584.00 Instructional Preparation Time)

"In order to ensure adequate time to prepare for instruction, elementary and secondary teachers will receive one class period of prep time per day on a regularly scheduled day. Building administrators may schedule activities and meetings during two of these prep times per week and up to two additional prep times per month. Any additional administrative use of prep time will be

for extenuating circumstances only.

Instructional preparation time is official work time and subject to supervision and not to be used for personal or free time purposes. Such instructional preparation shall be during the regular school day and shall further be exclusive of recesses and lunch periods with the exception of reasonable duties as outlined in the duty schedule.”

IV.E. Emergency Closure (854.00 Emergency Closure)

It is the policy of the Minidoka County Board of Trustees to comply with the state rules for emergency closure days and to promote safety for students, patrons, and staff. The Superintendent/designee has the responsibility to authorize emergency closure days, and to submit a report of school closure days when approved by the Board of Trustees to the Department of Education.

Definitions

1. ***Emergency Closure Day:*** A day in which schools are closed due to extreme circumstances such as severe weather or threats.

Notification

1. The Minidoka School District “REMIND” system will be the primary means to communicate accurate and authentic school closure information. In the event of an emergency closure day, details will also be promptly posted on the District website at www.minidokaschools.org, and shared via social media.
2. Staff will be notified via the district/building emergency notification system and/or building calling tree.

General Guidelines

1. Schools may be closed with no make-up requirements for students up to the maximum number of days allowed by the school calendar.
2. After the maximum number of built-in emergency closure days has been exceeded, the Board of Trustees will make a determination on make-up days to be scheduled and added to the calendar.
3. In extreme hazardous weather conditions or other extenuating circumstances, where school may be closed, the Superintendent at his/her discretion has the authority to allow classified employees to be paid all/part of those days without using leave.
4. Specific staff may be asked to come in early to reopen buildings after an emergency closure or stay late to close schools due to an early release emergency closure. Extra hours worked will be assigned and approved by their supervisor and any hours beyond their regularly scheduled work schedule will be compensated accordingly.
5. If leave was submitted for a closure day and staff is not required to come in, your leave will be reinstated.
6. During any emergency closure of District facilities, District employees who are paid with federal funds shall be compensated or given unpaid time off in the same manner as similarly situated District employees paid with District funds.

Early Dismissal

1. Early dismissal will result from conditions that arise after the start of school that compromise the safety and well-being of students and/or staff. Every reasonable effort will be made to inform parents of the need to dismiss school early
2. In the case of an early release, all staff should remain at school until ALL students are picked up unless otherwise directed by building administration. Classified staff will be paid their regular hours worked.
3. If food preparation has begun prior to notification of an emergency school closure day food service employees will finish said product before leaving work.

If bus drivers have started their route, they will return any students already picked up to their homes and report back to the transportation office once notified of the school closure

IV.F. Professional Development Day/Contracted Friday

Teacher professional development days are scheduled in the work calendar to provide opportunities for administrators to address the professional development needs of their staff. These days may be used for teachers to attend District and building scheduled workshops and activities. Other activities that could be scheduled are: collaboration meetings to discuss student data, school visitations, and longer staff meeting (occasionally).

Provisions for Contracted Fridays:

- Flexibility will be allowed for special circumstances and be communicated to staff;
- There will be clear, timely communication for Fridays given at the beginning of each month;
- Fridays before parent teacher conferences there will be a half day for preparation;
- Half of contracted Friday time will be dedicated to teacher work time planning and preparation. (See Policy 581.00)

ARTICLE V – LEAVES

V.A. Personal Leave (District Policy 544.00 Personal Leave)

Eligible employees will be granted four (4) days of personal leave, as defined by their regular work day, at no cost to the employee. This leave may be requested for any reason deemed necessary by the employee. Unless unforeseen circumstances prevent it, a written request must be filed with the building Principal a minimum of (3) three days prior to the date requested. All requests will be approved based on the impact that the absence may have upon the employee's workplace. If a request is denied, an explanation for denial will be presented to the employee. A denied request may be appealed to the Superintendent.

An employee may carry over two (2) personal days from one school year to the next creating a maximum of six (6) allowable personal days in one school year. After each full year of employment, compensation for one day of personal leave not used by the employee will be paid by the District to the employee at 50% of the employee's daily rate or the substitute daily rate of pay, whichever is less.

V.B. Sick Leave (District Policy 544.10 Sick Leave)

The Board of Trustees of Minidoka County Joint School District No. 331 shall grant each full time employee sick leave with full pay of one (1) day, as projected for the employment year for each month of service in which they work a majority portion of that month. Such leave shall be consistent with Idaho Code 33-1216 (a), which indicates that the days of sick leave may be calculated and awarded "as projected" consistent with the District's contracts as developed.

Definitions for this Policy:

1. "Full Time Employee" in this policy refers to:
 - a. **Certificated:** Any certified employee who works half time or more per week for the District.
 - b. **Non-Certified:** Any classified employee who regularly works twenty (20) or more hours per week for the District.
2. **Sick Leave:**
 - a. Sick leave for certificated employees shall be calculated by the day, or percentage thereof, as defined in his or her individual employment contract. The District, may in its discretion, require proof of illness when deemed appropriate, including but not limited to suspicion of abuse of sick leave or false claims of illness. Compensation shall not be provided for unused sick leave.
 - b. "Sick Leave" is defined as personal illness. Sick leave may be taken to assist in the recovery of the husband, wife, significant other, or the mother, father, son, daughter, brother, sister, grandfather, grandmother or grandchildren of either the employee or his/her spouse or significant other.
 - c. Employees have the right beyond this to apply for Family Medical Leave in accordance with FMLA guidelines.

Accumulation of Sick Leave

Unused sick leave will be accumulated from year to year, as long as an employee remains continually in the service of this district.

If a new employee has been employed by another district or state educational agency during the year immediately preceding, that individual's accumulated sick leave, up to the maximum number of days allowed to accumulate in this district will be secured for, and credited, to that new employee.

In no event will the Board compensate an employee for unused sick leave.

Provisions:

The following provisions are to assist in the administration of this policy:

1. Each employee shall be awarded the number of sick leave days generated by the contract.
2. An awarded day of sick leave shall be for only the equivalent length of time as shown by the contract.
3. An employee employed for a portion of the year will have the number of days adjusted to the time worked.

4. While an employee may be awarded the projected days of sick leave, should he/she terminate employment prior to the anticipated time shown on the contract, the number of days actually provided to the employee will be only those for which he/she qualifies.
5. There shall be no limit on the number of days of sick leave accumulated. The accumulated sick leave shall be reportable under Idaho Code 33-1228 for an employee retiring after July 1, 1988.
6. Returning retired PERSI employees may accumulate leave beyond the school year for use in subsequent consecutive school years with the District. No sick leave accrued for returning retired employees shall qualify for the unused sick leave benefits nor be reimbursed.
7. For a new employee to be entitled to sick leave for the current year, the employee has to perform service under his/her present contract. In the event an employee is ill in excess of the accumulated sick leave, a deduction of one contract day in salary will be made for each day of illness in excess of that allowance.
8. Approval by the principal or supervisor is required.
9. The employee may be required to provide proof of illness after three consecutive days of illness. Abuse of this policy by an employee may be cause for dismissal.
10. Employees are permitted to donate their own sick leave days to a specific employee in need by filling out a Designation Form, designation the number of days the employee would like to donate to the employee (just like donating to the sick leave bank). The day(s) will be donated to the receiving employee from the donating employee and not placed in a pool. Any sick day(s) donated must be taken and posted during the current and same pay period in which the days will be used. All PERSI regulations will apply.

V.C. Sick Leave Bank (District Policy 544.15 Certificated Sick Leave Bank)

The purpose of the Sick Leave Bank is to alleviate economic hardship and provide for additional leave due to absences from work which extend beyond all of the employee's accumulated leave as a result of major medical illness and/or injury.

A major medical illness and/or injury is an acute or prolonged illness or injury that is considered by a licensed healthcare professional to be life-threatening or poses the threat of serious residual disability that may result in an employee's inability to work or perform their job safely.

Examples of a major medical illness or injury include, but are not limited to:

- Serious, debilitating illness, impairment, or physical/mental condition that involves treatment in connection with an extended stay in a hospital, hospice, or residential medical facility.
- Serious, debilitating illness, impairment, or physical/mental condition that renders the employee incapable of performing their assigned duties in any capacity.
- Illness or injury that require high intensity/high frequency treatments necessary for a chronic or long-term condition that is so serious, that if not treated, would likely result in an extended period of incapacity or death.
- Terminal illness that renders the employee incapable of performing their assigned duties.

Guidelines and Procedures for Implementation

Procedures: The District shall have the authority to establish such guidelines and procedures as it deems necessary to implement this program. The guidelines shall be established in collaboration with the Association and the District.

Sick Leave Bank Membership/Certified: Each professional employee of the District covered by contract may participate in the Sick Leave Bank. To participate, each employee shall, prior to October 1 of each year, contribute at least one (1) sick leave day until the maximum is reached. If after the first year, the bank falls below 1000 hours, every member shall be assessed one (1) sick leave day. At the time of that assessment, if a member has exhausted all of his/her personal sick leave, he/she may elect to delay payment until the start of the next school year or to immediately withdraw from and forfeit membership in the sick leave bank. Sick leave days contributed shall be deducted from the individual's accumulated sick leave. The contributed sick leave days shall form a Bank of sick leave days, which will be available to all eligible professional employees for absences due to a major medical illness and/or injury extending beyond the employee's accumulated sick leave. The Bank may accept voluntary donations of one additional day per employee above the regular contributions from members until the Bank reaches a total maximum of 500 days. Eligible employees electing not to join during the initial enrollment period or within 15 days after signing a contract must wait until the open enrollment period in September of the following year.

Use of the Bank: Application for use of the Bank shall be submitted to the District Office via the superintendent and/or his/her designee. The application will require a physician's verification of the major illness and/or injury at the time of application, and as deemed necessary after a grant has been made.

Requirements to Access the Bank: In order for a professional employee to be eligible for sick leave benefits from the Sick Leave Bank, the employee must, before making application:

- be a contributor to the bank
- have been absent from work due to major illness and/or injury
- must have been a member during the previous 12 months
- have been an employee by the District no less than five months (classified)
- have used all accumulated sick leave days and personal leave days and had two days where the salary was reduced in full
- submitted an application on the form provided by the District within 15 days of the depletion of all accumulated leave.
- The member, or the family member or agent of an incapacitated member, shall secure written proof of illness or injury adequate to protect the District against malingering and false claims of illness as in Idaho Code 33-1216 and 33-1218.

Application Review Process: The District shall establish a Sick Leave Bank Committee (SLBC) to review each application consisting of the superintendent and/or his/her designee, the human resource supervisor and/or his/her designee, and a minimum of two teachers from the Association. After complete review of the application, the SLBC shall have the authority to make final decisions within the guidelines as to the disposition of the case. Notification of the decision will be given to the employee within two weeks after the request is made.

Duration: The maximum number of days which may be granted in any one school year will be the remaining number of days an employee is scheduled to work, not to exceed sixty (60) days. An employee shall not receive more than his/her contracted salary for that year. Within any five-year period, the number of days granted to one person will not exceed 180

days or the number of days actually absent. Grants will not be made for family members. Grants may not be used for elective surgery.

Grant Termination: Bank grants will end at the termination of the school year. If a professional employee does not use all of the days granted by the Bank, the unused sick leave days will be returned to the Bank. Days given to the Bank remain the property of the Bank and cannot be transferred if a teacher leaves the District or chooses to drop membership in the Bank.

Alternative Application Process:

In the event a member is physically or mentally unable to apply for days from their bank, a family member or agent may file the request. In such cases, any requirement that documents or applications be signed by the employee shall be waived

Donations to Others: Employees are not permitted to donate days to others via the sick leave bank. Refer to Policy 544.10 to directly donate to employees.

V.D. Unpaid Leave of Absence/Leave without Pay (District Policy 544.60 Unpaid Leave of Absence/Leave without Pay)

The Board of Trustees of Minidoka County Joint School District No. 331 allows an employee to apply for a leave of absence under the following terms and conditions:

Extended Unpaid Leave

Extended unpaid leaves of absence of a full school year may be granted by the School Board under the following conditions:

Leave of absence may be granted for:

- a. The purpose of continuous advanced study.
- b. Required military service or emergencies arising in time of military emergency.
- c. Other such special reasons as may be approved by the Board of Trustees.

A minimum of three years in School District No. 331 for a period of 36 weeks in the school year, and a work schedule with a minimum of 20 hours per week is required of all employees prior to making a request for an extended leave of absence.

A year's leave of absence does not count as a year of experience on the salary schedule or on professional advancement requirements.

Longevity or sick leave credits established at the time of departure on an approved leave of absence shall be restored for the employee after returning to the district. The employee does not accrue sick leave days during a leave of absence.

To assure timely consideration, all personnel must request placement in a suitable position by April 1st if he/she wishes to return for the fall term.

Upon return of such leave, an employee may be assigned to the same, equal, or mutually acceptable position, if a position is available for which he/she can certify. Said employee has no assurance of placement in the same position formerly held.

An option may be available for the employee to continue his/her fringe benefits by paying the premiums during the leave of absence as long as there is a commitment to return to the district and

as long as the providers allow such coverage.

Long-term unpaid leaves of more than five (5) days per year but less than an entire school year may be granted by the School Board at their next regularly scheduled meeting of the Board.

Leave without Pay

Short-term unpaid leaves of five (5) days or less may be granted by the Superintendent following approval by the employee's immediate supervisor. In order to request leave without pay, all vacation/personal leave balances must be exhausted.

Unauthorized absences will be subject to deductions and possible disciplinary actions. Employees should submit requests to the Superintendent for approval prior to the leave.

By allowing leave without pay as discussed in this policy, the Board and the District in no way intend to waive their right to consider an employment position abandoned if the employee does not return as outlined by approved leave without pay request

The Superintendent's acceptance of an employee's request for leave of absence/leave without pay shall be put before the Board for ratification. If the Superintendent or the employee's immediate supervisor denies an unpaid leave request, the employee may appeal this decision to the Board.

V.E. Family Medical Leave Act (District Policy 544.20P Family Medical Leave Act Procedure)

Employees need to reach out to Human Resources to apply for FMLA.

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.

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.

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 exigency 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.

V.G. No Fault Leave

No Fault Leave is when a teacher is subpoenaed to attend court for a non-school related action. If a teacher chooses to use no fault leave, he/she will immediately alert their supervisor or Principal of the time and day that he/she must attend court proceedings. The teacher will then forward the request to the Superintendent. In addition, the supervisor or Principal will forward the request to the Superintendent for approval. Upon receipt of appropriate verification, the Superintendent will grant one (1) day of leave with pay with the understanding that the teacher will make up the hours or day, during non-school hours. This does not include Jury Duty, which is outlined in District Policy 544.90 Jury Duty.

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 with details indicating the need for additional days.

V.H. Bereavement Leave (District Policy 544.30 Bereavement Leave)

Employees within the Minidoka County Joint School District No. 331 shall be granted bereavement leave with full pay as follows: four (4) regularly scheduled school days for Level One relationships per event and three (3) regularly scheduled school day 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 prior to taking the bereavement leave.

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. Evidence of proof should be discussed with the 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.
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. It may also include a current member of the household who is not a family member.
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 timeframe adjustments.

6. A program or other proof of bereavement leave may be asked to be submitted to human resources.
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 be have to use leave.

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 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.

All policies listed in the Master Agreement are only for the 2025-2026 school year.

ARTICLE VI - COMMITTEES

The District will ensure MCEA representation on District Committees when appropriate, including those committees organized to assist in passing bond elections.

ARTICLE VII POLICY COLLABORATION

The District and MCEA understand the importance of evaluations and will continue working collaboratively regarding policies in the evaluation and personnel sections of the policy manual. MCEA and the District will work together to review and/or make recommendations to the Policy Review Committee regarding evaluation and personnel policies. Changes in Idaho Code will be addressed as needed.

Supervising and evaluating professional staff is performed primarily to improve learning conditions, to facilitate administrative decisions, and to implement provisions of the Idaho Code. Evaluation is necessary to improve the teaching-learning process. Improving teacher competence and professional growth are the ultimate goals in appraising staff performance.

ARTICLE VIII - ASSOCIATION PRIVILEGES

VIII.A. The Association and its representatives shall have the right and accept responsibility to use school buildings, facilities, and equipment at reasonable hours for meetings. All meetings must be scheduled and held under the existing District Policy 480.00 Use of School Facilities. While engaged in professional Association activities, there will be no rental fee assessment.

VIII.B. The Association and its representatives shall have the right to reasonable use of District communication technology such as: local fax, e-mail, intra-District mail, phones, etc., for Association business. Any long distance charges shall be reimbursed to the District. District copy machines may be used to make black and white copies on Association-provided paper. All of the District's acceptable use policies shall be adhered to.

- VIII.C.** Representatives of the Association shall be permitted to transact Association business on school property at reasonable times, provided that this shall not disrupt normal school operations, nor interrupt student contact time for the teachers involved. Association business shall generally not be conducted in the presence of students. Visitors on Association business must follow proper procedures for entering into any building during school hours by checking in at the school office and notifying the building Principal whenever possible.
- VIII.D.** The Association shall have the right to post notices of professional activities and matters of Association concern in each school faculty room. The Association shall be responsible for the content of all Association information posted.
- VIII.E.** The Association shall be given sufficient time, not to exceed thirty (30) minutes, at the annual orientation meeting for new certified professional employees for the purpose of presenting an explanation of Association activities. Additionally, upon a request in advance, the Association will be granted time at faculty/staff meetings to present information to teachers.
- VIII.F.** The Association shall be granted 48 hours of paid non-cumulative release time per school year. Use of these release days shall be at the discretion of the Association Representative Council. An annual report of the days used will be submitted to the Superintendent.
- This will be exclusive of the days provided for state meetings under Idaho Code 33-1279, which applies only to certified employees.
- VIII.G.** Meetings concerning grievance or other staff issues, where representation is necessary, will be conducted before or after school or as agreed upon by all parties involved. A substitute/classroom coverage will be provided to the representative and/or the teacher by the District in the event that a grievance or staff meeting must take place during school hours. Every effort will be made to arrange all meetings after 4:00 p.m. All parties will be notified at least 24 hours in advance, except in extreme circumstances.
- VIII.H.** The Association will be notified in advance should it be necessary for the Board to implement a Reduction in Force. The Superintendent will be available to discuss with the President(s) of the Association the effect of the implementation of that reduction in force upon working conditions within the District.
- VIII.I.** In order to aid the Association in negotiating economic benefits and to further a mutual understanding of finances of the District, the MCEA appointee(s) may meet with the administration of the District at the District Service Center for the purpose of studying revenue and expenditures of the District.

ARTICLE IX - BENEFITS

IX.A. Provisions

If the employee wishes to have his/her family enrolled on any of the approved group insurance plans, he/she will pay the additional premium. This may be done by payroll deduction if desired. The District will not change the existing insurance carriers without consulting with the association.

IX.B. Health Insurance

The District shall provide a health care plan on a continuous, twelve-month basis for all eligible employees (State Insurance). The District will fund \$1,148.76 per month at an individual rate for all eligible employees with the employee portion being \$70.74. If choosing the HSA option, the District will fund \$1,107.10 in which the District will contribute a monthly amount of \$41.66 to the employee’s Health Saving Account.

IX.C. Dental Insurance

The District shall provide Delta Dental insurance for all eligible employees. The employee cost will be \$12.08.

IX.D. Vision Insurance

The District shall provide vision insurance at no cost for all eligible employees.

IX.E. Life Insurance

The District shall provide a \$50,000 life insurance at no cost for all eligible employees.

IX.F. Flex Plan

- A. The District will provide an optional IRS 125 Plan to all eligible employees.
- B. The District will offer the following additional options of a flex plan to all eligible employees. Each option will have its own minimum rules of participation as set by the District.
 - 1. Spouse/Family Health Insurance
 - 2. Spouse/Family Dental Insurance
 - 3. Spouse/Family Vision Insurance
- C. Should the employee choose benefits whose premiums exceed the District’s contribution, the employee shall be responsible for the additional cost through payroll deduction.
- D. The above options shall be payroll deductible to the amount requested by the employee under either a pre-tax or after tax option. To be eligible for the pre-tax option, the employee must be a member of the IRS 125 Plan offered by the District.

2025-2026 Insurance Rates for Employees

Benefits are determined by the number of hours worked according to the benefit policy (# 540.00) of Minidoka County School District. Insurance plan year runs from September 1 – August 31. Premiums are deducted from your paycheck monthly. The premiums will be deducted the month prior to coverage being effective. For example, August’s premium deduction will pay for September’s coverage.

Pay for All Employees

FY2026 MONTHLY MEDICAL AND DENTAL RATES

For the plan year that runs July 1, 2025 - June 30, 2026

Full-time Employee (30 - 40 hours per week)

Employer Medical (No HSA): \$1,148.76

Employer Dental: \$28.74

Employer Medical (HSA Single): \$1,107.10 and \$41.66 HSA Contribution

Employer Medical (HSA Family): \$1065.44 and \$83.32 HSA Contribution

	Employee Only	Employee and Spouse	Employee and Child	Employee and Children	Employee, Spouse and Child	Employee, Spouse and Children
PPO	\$70.74	\$215.04	\$121.88	\$192.64	\$263.54	\$353.10
Traditional	\$108.00	\$334.80	\$186.22	\$299.62	\$411.08	\$551.80
High Deductible	\$0.00	\$52.16	\$18.00	\$44.08	\$69.72	\$102.10
Dental	\$12.08	\$38.72	\$37.56	\$74.76	\$64.18	\$109.40

ARTICLE X - COMPENSATION

X.A. Salary Schedule - See Appendix A.

The salary schedule will be based on 171- day (1520 hours) contract which includes four (4) paid holidays: Thanksgiving, Christmas, New Years, and Memorial Day.

X.B. Additional Education and Experience

Placement for experience and credits on the District Salary Schedule will be based upon the State Department of Education (SDE) Salary Index (Schedule) decisions.


Certified staff must meet the requirements listed in Idaho State Statute (33-1201A) to move from row R3 to row P1 on the Salary Schedule.

ARTICLE XI - SUMMARY AND DURATION


During its term, this Agreement may be altered, changed, added to, deleted, or modified only through the voluntary mutual consent of the Board of Trustees and the Association, in written and signed amendment to this agreement.

This agreement shall be effective after ratification by both parties and shall remain in force until June 30, 2026.


Minidoka County School Board of Trustees Minidoka County Education Association



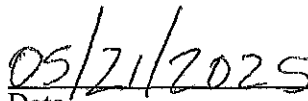
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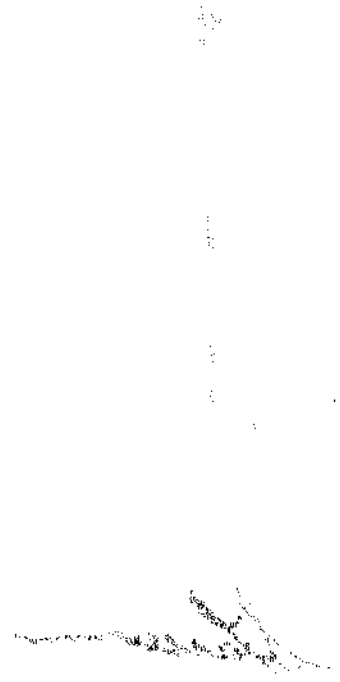
Date



Signature



Date



Minidoka County Joint School District #331 Certified Salary Schedule 2025-2026

Idaho Code §33-1004B

	Base Salary	\$2,000 BA+24	\$3,500 MA
R1	\$ 50,252.00	\$ -	\$ -
R2	\$ 51,302.00	\$ -	\$ -
R3	\$ 52,352.00	\$ -	\$ -
P1	\$ 53,402.00	\$ 55,402.00	\$ 56,902.00
P2	\$ 55,239.00	\$ 57,239.00	\$ 58,739.00
P3	\$ 57,077.00	\$ 59,077.00	\$ 60,577.00
P4	\$ 58,914.00	\$ 60,914.00	\$ 62,414.00
P5	\$ 60,752.00	\$ 62,752.00	\$ 64,252.00
AP1	\$ 64,427.00	\$ 66,427.00	\$ 67,927.00
AP2	\$ 66,527.00	\$ 68,527.00	\$ 70,027.00
AP3	\$ 68,627.00	\$ 70,627.00	\$ 72,127.00
AP4	\$ 70,727.00	\$ 72,727.00	\$ 74,227.00
AP5	\$ 72,827.00	\$ 74,827.00	\$ 76,327.00

Loyalty Bonus

Certified Years of Service	
30+ Years	\$ 1,750.00
*Only if funds are available. Will be determined in May.	

Professional Endorsement Requirements

Has held a certificate for at least 3 years OR has completed an approved interim certificate of 3 years or more.
 Has met performance criteria for 2 of the 3 previous years or the 3rd year.

Criteria:

- Overall rating of proficient or higher, and no components rated as unsatisfactory on the state framework for teaching evaluation.
- Majority of their students have met their measurable student achievement targets or student success indicator targets.
- Has an individualized professional learning plan developed with their district supervisor.

Advanced Professional Endorsement Requirements

Has held a Professional Endorsement for 5 years or more. Has held a renewable certificate for at least 8 years, OR has completed an approved interim certificate of 3+ years and held a renewable certificate for 5+ years.
 Has met professional compensation rung performance criteria for 4 of the 5 previous years OR the 3rd, 4th, and 5th year.
 Has met advanced professional compensation performance criteria for 3 of the 5 previous years.

Criteria:

- Overall rating of proficient or higher, no components rated as unsatisfactory or basic, and rated as distinguished overall in Domain II or Domain III on the state framework for teaching evaluation.

- *Demonstrating 75% or more of their students have met their measurable student achievement targets or student success indicator targets.*
- *During 3 of the previous 5 years, has served in an additional building or district leadership role.*

Purpose:

In accordance with the Board's philosophy to provide a quality educational program to all students, the District shall provide an appropriate planned instructional program for all students who qualify for an Alternative Secondary Education program under applicable provisions of State and Federal law and/or this policy. The purposes of the program are:

1. To implement a high-quality and comprehensive educational program and to provide educational services during the school year and, as applicable, during summer or intersession periods, that addresses the unique educational needs of at-risk children.
2. To ensure that alternative education students who move frequently are not penalized in any manner by disparities among the states in curriculum, graduation requirements, and challenging state academic standards.
3. To ensure that alternative education students receive full and appropriate opportunities to meet the same challenging state academic standards that all students are expected to meet.
4. To help alternative education students overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit their ability to succeed in school.

Alternative Secondary Education Programs:

Alternative secondary programs are those that provide special instructional courses and offer special services to eligible at-risk youth to enable them to earn a high school diploma. Designated differences must be established between the alternative school programs and the regular secondary school programs. Alternative secondary school programs will include course offerings, teacher/pupil ratios and evidence of teaching strategies that are clearly designed to serve at-risk youth as defined in this section. If the student **was most recently enrolled in an alternative school, program (i.e. online, JDC), he/she will be placed at the alternative school for a minimum of one semester (two quarters). Student may transition to traditional school upon recommendation of school administration.**

Eligibility:

An at-risk youth is any secondary student grade sixth through twelve who meets any three of the following criteria, Subsections (a) through (f), or any one of criteria in Subsections (g) through (m).

- a. Has repeated at least one grade.
- b. Has absenteeism that is greater than ten percent during the preceding semester.
- c. Has an overall grade point average that is less than 1.5 (4.0 scale) prior to enrolling in an alternative secondary program.
- d. Has failed one or more academic subjects in the past year.
- e. Is two or more semester credits per year behind the rate required to graduate or for grade promotion.

- f. Has attended three (3) or more schools within the previous two (2) years, not including dual enrollment.
- g. Has a documented or pattern of substance abuse behavior.
- h. Is pregnant or a parent.
- i. Is an emancipated or unaccompanied youth.
- j. Is a previous dropout.
- k. Has serious personal, emotional, or medical issue(s).
- l. Has a court or agency referral.
- m. Demonstrates behavior that is detrimental to their academic progress

Instruction:

Special instruction courses for at-risk youth enrolled in an alternative program will include:

- a. Core academic content that meets or exceeds minimum state standards;
- b. A physical fitness/personal health component;
- c. Career and technical education component approved by the state division of career and technical education;
- d. A personal finance, parenting, and child care component; and
- e. A personal and career counseling component.

Graduation Credit:

Graduation credit may be earned in the following areas: academic subjects, electives, and approved work-based learning experiences. Nonacademic courses, i.e., classroom and office aides do not qualify for credit unless they are approved work-based learning experiences.

Special Services:

Special services, where appropriate for at-risk youth enrolled in alternative secondary programs, include the following where appropriate:

- a. A day care center when enrollees are also parents. This center should be staffed by a qualified child care provider.
- b. Direct social services that may include officers of the court, social workers, counselors/psychologists.
- c. All services in accordance with the student's Individualized Education Program.

Certification:

All teachers and professional personnel must meet the certification requirements of Idaho Code 33-1201. Additionally, all courses have a teacher of record who is primarily responsible for planning and delivering instruction; assessing students using formative and summative methods; and designating the final grade.

LEGAL REFERENCES: Alternative Secondary Programs (Section 33-1002; 33-1002c; 33-1002f, Idaho Code).

The Board of Trustees of the Minidoka County Joint School District #331 is determined that students attend school in a manner consistent with society's work place expectations. Students should be in attendance whenever school is scheduled. Students who fail to attend are denied the opportunity to experience learning opportunities and the effectiveness of the teacher's presentation is diminished. Learning is the "job of all students". Each student is expected to reach his/her maximum potential in this endeavor. Therefore, students must develop the attitudes and work habits to assist them while attending school, as well as in the work place. To foster this philosophy, all MCSD students are expected to maintain 90% or greater attendance each semester or quarter.

Each school will develop appropriate procedures to implement this policy, as well as to promote attendance for academic excellence.

DEFINITIONS

Excused Absences

Absences that will **not** be included in the calculation for the 90% attendance requirement. Students shall be counted as absent on a period-by-period basis unless they are excused as listed below. They will include the following:

- funerals
- an absence verified by a doctor's note upon return to school
- court/counseling verified by a note from the court/counselor upon return to school
- incarceration (i.e. Juvenile Detention Center)
- in-school suspension
- school activities

Unexcused Absences

Absences that **will be** included in the calculation for the 90% attendance requirement. Students shall be counted as absent on a period-by-period basis unless they are excused as listed above. They will include the following:

- illness/sickness **without** a doctor's note
- doctor, court or counseling absences with a note received more than 5 school days after returning to school
- vacations
- out-of-school suspensions
- unrelated school activities

All notes verifying absences for doctor, court, and counseling appointments must be emailed or faxed from the doctor's office or delivered to the school by a parent within 5 school days of returning to school in order to be accepted as an excused absence as defined above.

Parent Confirmed Absences

Parent confirmed absences are those absences that the parents are aware of and have approved. However, unless an absence meets one or more of the excused absence criteria listed above, the absence will be included in the calculation for the 90% attendance requirement. Parents should

contact the school prior to a non-illness absence to determine whether the proposed absence will be excused. A student's current grades and progress in classes may affect a principal's decision in approving or disapproving absences other than those for illness or emergencies.

Tardiness

Every minute of a class is important for effective learning. Students who arrive after the start of class will be considered tardy. Tardiness will be dealt with at the building level with consequences being outlined in each student handbook. Students who are repeatedly being dismissed early from a class may also be considered tardy.

Extended Illnesses

If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the places of confinement whenever practicable. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course that cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Chronic Health Conditions

Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his or her parent shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request. Absence verified by a medical practitioner may be sufficient justification for home instruction.

Exemption for Cause (IC 33-204)

When a licensed physician or psychiatrist shall state in writing to the board of trustees of a school district that physical, mental or emotional condition of a child does not permit attendance at school, and a petition is filed with the board by the parent or guardian of the child requesting such child to be exempt from the provisions of IC 33-202, the board of trustees may at its discretion grant the requested exemption during the existence of such condition. The board may, from time to time as it may determine, require additional examination of the child and report thereon.

Credit Denial and Appeals

For the purposes of this policy, whenever a student is not attending a class at least 90% of the time school is in session (7 absences per semester or 4 days per quarter), credit for that class will be denied. Both unexcused and parent confirmed absences will be used in the calculation of the 90% attendance requirement. Each school will develop an Attendance Committee to handle credit appeals and deal with student attendance issues. If the committee chooses to deny credits, appeals may be made to the Superintendent based on absences due to extenuating circumstances as defined in policy 266.00 Secondary Grading Alternatives, extended illnesses, or chronic health conditions, provided that the student has completed the class with a 60% or higher, has evidence of an extenuating circumstance that was beyond the student's control, or a documented chronic health condition or extended illness. If parents do not agree with the Superintendent's decision, they may

then appeal to the Board of Trustees. Due to credit recovery options available to all students at the secondary schools no other appeals will be considered.

Credit Recovery

Students who have more than 7 parent-confirmed or unexcused absences during the semester at Minico or more than 4 parent-confirmed or unexcused absences per quarter at Mt. Harrison will need to explore credit recovery options at the school or lose credit for that class. Credit recovery options may include credit recovery classes during the regular school year, credit recovery classes during the summer school program, or Idaho Digital Learning Academy classes. Please note: loss of credits results in being off-track for graduation. Counselors will notify students who are off-track to graduate.

Truancy

Students who repeatedly violate the attendance regulations established by the Board will be considered "habitually truant" and a truancy petition will be filed with the Juvenile Court as per Idaho Code 33-206 by the building administrator or their designee. Attendance calculated as described above that falls below the 90% attendance requirement in any given reporting period will constitute grounds for a habitual truancy petition. The school may also deny credits and promotion to the next grade level due to poor attendance. Students who are repeatedly dismissed early from school may also be considered truant.

Ten (10) Consecutive Absences

In the event a student is absent ten (10) consecutive days the student will be dropped from enrollment. The principal will ensure that there has been communication with the parent/guardian regarding the absences. Building level principals may choose to keep a student enrolled, that has missed ten (10) consecutive days, if the absences are due to medical reasons or other extenuating circumstances.



LEGAL REFERENCE:

**Idaho Code 33-202; 33-204; 33-205; 33-207
Idaho Constitution Article IX 9**

ADOPTED: January 16, 1996

AMENDED/REVISED: September 18, 2006; September 21, 2009;

September 20, 2010; January 17, 2011; May 16, 2011; September 17, 2012;

February 17, 2014; September 19, 2016; July 20, 2020; June 20, 2022;

December 18, 2023; May 19, 2025

The Board adopts this policy to place controls on the use of student-owned electronic devices at school. There has been a rising concern that spending too much time on social media or using cell phones may be detrimental to students' physical and mental health. The Board's priority is that all students are engaged in learning without distraction.

By placing limits on the permissible use of such electronic devices, the Board intends to:

1. Adopt policy in alignment with State Department of Education guidance on cell phones;
2. Promote student safety;
3. Support staff in maintaining an environment that encourages learning;
4. Reduce distractions in the learning environment;
5. Improve academic focus;
6. Promote responsible technology use;
7. Prevent cyberbullying;
8. Mitigate the privacy concerns posed by personal electronic devices

This policy shall apply to any electronic device not issued by the District that is capable of accessing the internet or sending an electronic message to another device, such as smart phones, other cell phones, earbuds, tablets, laptops, gaming systems, e-readers, and smart watches.

~~During school hours 7:45am to 3:45pm (including lunch), cell phones and wireless headphones should not be in use or in the student's possession.~~

~~Cell phones and wireless headphones need to be powered off and secured in lockers (possibly put backpack)~~

~~Parents needing to get in touch with their student(s) may call the school 208-438-5018 and leave a message to be delivered to their student.~~

~~Students that need to call home will be allowed to use the school phone in the main office.~~

~~Student cell phones that are in the student's possession or in use during school hours will be sent to the front office until the end of the day. Upon additional violations, a parent or guardian will need to come to the school to pick up the cell phone from office staff or administration.~~

~~Restrictions on Time and Location of Use~~

~~Cell phones are not allowed at elementary schools.~~

~~Students are **NOT ALLOWED** to use cell phones in the following places and times:~~

~~During class time;~~

~~In bathrooms, locker rooms, or changing rooms~~

~~During passing times~~

Lunch period (only Minidoka Jr. High)

Students are **ALLOWED** to use cell phones in the following places and times:

Before and after the school day;

At school activities outside of school hours;

During lunch; (except Minidoka Jr. High)

In class when specifically allowed by the teacher for educational purpose with preapproval of administrator

~~Any use of an electronic device required by a student's 504 Plan or Individualized Education Plan (IEP) shall be permitted regardless of whether it would otherwise violate this policy.~~

~~Students may use a personal electronic device in the case of an emergency to contact help. In this policy, an emergency is an event that poses an immediate threat to the health or safety of any person. If a student needs to use a personal electronic device in such an emergency, they should ensure they are in as safe a location as is feasible.~~

~~If a student's parent/guardian or their designee needs to contact a student in the case of an emergency at a time when student's cell phone use is not permitted, the parent/guardian or designee should call the school office and ask for the student to contact the parent/guardian or designee.~~

Containment of Devices

~~When use of personal electronic devices is not permitted, such devices must be turned off and stored in:~~

~~The student's locker;~~

~~The student's bag, purse, or pocket and out of sight;~~

~~A location in the classroom designated by the teacher~~

The Superintendent may set further procedures and schools may set additional rules to ensure this policy is followed. The District may also make use of technology-based approaches, such as monitoring or blocking internet access.

Students are responsible for safeguarding devices they bring to school. The District shall not be responsible for loss, theft, damages, or destruction of student owned devices brought onto school property.

Use of Devices

Any use of personal electronic devices at school or at school events shall comply with Policy 362.00 Acceptable Use of Electronic Networks. Student-owned electronic devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

Access to the devices is a privilege and not a right. Each student will be required to follow the Acceptable Use of Electronic Networks Policy and the Internet Access Conduct Agreement.

Students may only access the internet through the filtered District connection, regardless of whether they are using their personal device or a District-issued device. District staff will not provide software or technical assistance for student-owned devices.

~~Because power cords stretched out in classrooms become a safety issue both for the students and devices, charging the device with such a cord in any classroom, hallway, or any other location that may be a safety concern may be prohibited.~~

The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms. Cameras in classrooms are not allowed unless a certified District employee authorizes the student to do otherwise. Where students are allowed to use electronic devices, they are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other internet site.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on any student assessment, project, or assignment shall be subject to discipline.

Students shall comply with any additional rules developed by the school and classroom teacher concerning appropriate use of personal electronic devices.

Disciplinary Action

Students violating the provisions of this policy are subject to disciplinary action, including but not limited to ~~which may include losing the privilege of bringing the device onto school property,~~ detention, and/or confiscation of the device until it is retrieved by the student's parent/guardian. If a student or a parent/guardian wishes to appeal such disciplinary action, they can do so by submitting a written request for appeal to the building principal within three (3) school days. If the decision being appealed was made by the building principal, the appeal may instead be made to the Superintendent.

Violation of this policy may also result in suspension or expulsion, as described in Policy 390.00 Student Discipline and Policy 390.30 Student Expulsion.

Implementation & Review of Policy

The Board directs the Superintendent or their designee to inform staff, students, and parents/guardians about this policy and how it will be implemented. The Board also directs the Superintendent or their designee to develop practices that reinforce the importance of and ways of addressing:

1. Digital literacy lessons;
2. The effects of cyberbullying;
3. Privacy concerns; and
4. Online disinformation

The Superintendent shall report to the Board each year about the effectiveness of this policy and shall recommend changes to it as needed.

Legal References

Executive Order 2024-11
Policy Checklist for LEAs

Description

Phone Free Learning Act
[by the Idaho Department of Education](#)

Cross References

Code

360.00
360.00
362.00P
390.00

Description

Electronic Services for Students
Student Use of Personal Electronic Devices
Student Use of Personal Electronic Devices
Procedure
Student Expulsion

Pursuant to the Juvenile Sex Offender Act, the state superintendent of public instruction will notify the district regarding the enrollment of a registered juvenile sex offender in the district. The state superintendent of public instruction will also notify the district, or a school in the district, of the offender's probationary status or treatment status, if known.

The term "juvenile sex offender" means a person who was between fourteen (14) years of age to eighteen (18) years of age at the time the qualifying sex offense was committed and who:

1. On or after July 1, 1998, was adjudicated delinquent under the juvenile corrections act for an action that would be a sex offense if committed by an adult, including the crime, attempt, solicitation or conspiracy to commit the following: sexual abuse of a child under sixteen (16) years of age; ritualized abuse of a child; sexual exploitation of a child; possession of sexually exploitative material for other than a commercial purpose; lewd conduct with a minor child; sexual battery of a minor child sixteen (16) or seventeen (17) years of age; male rape; crime against nature; forcible sexual penetration by use of a foreign object; or
2. As of July 1, 1998, is serving formal probation, a period of detention, or commitment to the department of juvenile corrections as the result of sentencing imposed under Idaho Code section 20-520 for an action as described in item one (1) above; or
3. Was adjudicated delinquent in another state for an action that is substantially equivalent to the offenses described in item one (1) of this enumerated list and is subject on or after July 1, 1998, to Idaho court jurisdiction under the interstate compact or juveniles; or
4. If required to register in another state for having committed a sex offense in the state regardless of the date of the offense or its adjudication.

Administrative Action

If the principal or designee becomes aware that a juvenile sex offender is enrolled in a district school, the principal or designee will take the following action:

1. Request information regarding the student's juvenile record and any information regarding the offense committed, adjudication, probationary status and treatment status from the department of law enforcement and/or the superintendent of public instruction.
2. Convene a meeting to determine what administrative action, if any, should be taken; the sole purpose of any such administrative action will be to protect the health and safety of all students.

The meeting will include individuals deemed necessary by the principal or designee, including, but not limited to, the juvenile's teacher(s), school counselor, probation officer, and other individuals whose expertise may assist the principal in determining the safety risk posed by the juvenile. The principal may also seek input from the juvenile and/or his or her parent/guardian. Among other administrative actions discussed, the members of the meeting may discuss whether written notice to other parents/guardians that a particular student is on the juvenile sex offender registry is warranted (see the section titled "Written Notice" in this policy). The meeting will

occur as soon as possible, but in no case more than five (5) school days from when the principal or designee first becomes aware that a juvenile sex offender is enrolled in a district school.

After reviewing all factors, the principal will determine what action, if any, the school will take to supervise a juvenile sex offender under this policy. The principal will notify, in writing, the juvenile's parent/guardian of the determination and advise them that they may request a review by the board. The principal's determination may be reviewed by the board, if requested by the parent/guardian within ten (10) days. The board's decision is final.

Pending a decision as to what administrative action, if any will be taken, the juvenile sex offender will be closely supervised at all times by a one-to-one aide or other means as appropriated. Decisions about administrative actions regarding juvenile sex offenders will be made on a case-by-case basis. The principal will convene a meeting to review the administrative actions regarding juvenile sex offenders annually or more frequently, if determined to be necessary by the principal.

Written Notice

If deemed necessary to protect students, staff or other individuals, the district may provide written notice that a particular student is on the juvenile sex offender registry. The notice will be provided by sending a letter to the parents/guardians of students whose health and safety may need to be protected. The notice will identify the student and will contain the following cautionary statement:

The information contained in this notice was received from the superintendent of public instruction in compliance with Juvenile Sexual Offender Registration Notification and Community Right to Know act, Idaho Code §18-8401, *et seq.*

The district is not able to guarantee the completeness and accuracy of the registry information. Any individual who uses the information to commit a crime, or cause physical harm to any person or damage to property is guilty of a misdemeanor, and subject to imprisonment in the county jail for a period not to exceed one (1) year, or by a fine not to exceed one thousand dollars (\$1,000) or both.

Exemption From Civil Liability

School District personnel do not have a duty to inquire, investigate or disclose any information regarding registered sex offenders enrolled in the district, nor will school district personnel be held liable for failure to disclose any information regarding registered sex offenders to any person or entity. School district personnel who, acting without malice or criminal intent, obtain or disseminate information under the Juvenile Sex Offender Act are immune from civil liability for any damages claimed as a result of such disclosures made or received.

Penalties For Misuse Of Information

School district personnel will not use information obtained pursuant to the Juvenile Sex Offender Act to commit a crime or to cause physical harm to any person or damage to property. Misuse of

information regarding a juvenile sex offender may result in an individual being found guilty of a misdemeanor and subject to imprisonment for no more than (1) year and /or a fine of not more than \$1,000.

Special Education

An individualized Education Program (IEP) team will take appropriate action when dealing with a juvenile sex offender in these situations:

1. The student has a valid IEP
2. The district determines that an evaluation is necessary to determine whether the student qualifies for special education and related services.
3. The parent/guardian request that the student be evaluated for special education and related services.



LEGAL REFERENCE: ~~Idaho Code Sections 18-8401 et seq.~~
~~18-8301 et seq.~~
~~18-8323~~

Definition

“Student sex offender” shall mean a student who has been adjudicated delinquent or convicted of and placed on probation for a dangerous offense such as sexual conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child.

Notification to School District

The Superintendent of Public Instruction is required by State law to notify a school district or private school regarding the enrollment of a registered juvenile sex offender. The Superintendent of Public Instruction is also required to notify the District or school of the offender’s probationary status or treatment status, if known. The Superintendent of the District or his or her designee shall make contact with the State Department of Education in order to receive regular updates of this information.

Educational Placement

The Superintendent of the District or his or her designee shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the Superintendent or his or her designee shall consider such factors as the safety and health of the student population. The Superintendent or

designee shall develop guidelines for managing each student sexual offender in District schools. If the Superintendent or designee determines that, in the best interest of District schools, the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

Convicted juvenile sex offenders shall not attend a school attended by their victims or a victim's sibling. The offender and his or her parent or guardian shall be responsible for providing transportation or covering other costs related to the offender's attendance at another school.

An IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act. The IEP team shall develop procedures for managing each student sexual offender with a disability that attends a District school. If the IEP team determines that the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

Staff

Staff members are to be alert to and inform school officials of any behavior by a juvenile offender that creates an abnormal risk to members of the school community. However, each circumstance involving a student probationary juvenile offender attending a District school shall be evaluated on a case-by-case basis. Whenever possible without placing other students or adult members of the school community at risk, reasonable efforts should be made to continue the student's education, to provide supportive services, and to avoid any acts of harassment or vigilantism against the student. Although federal and State laws and rules permit the release of information concerning a student registered sex offender, discretion should be exercised when discussing or disseminating information about the student. Whenever possible, the school community should encourage and support timely and appropriate intervention toward the expected outcome that a juvenile offender's conduct will be rectified so the student will commit no further offense and will develop into a responsible, self-controlled adult.

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<u>Legal References</u>	<u>Description</u>
<u>IC § 18-8402</u>	<u>Juvenile Sex Offender Registration Notification and Community Right-To-Know Act - Findings</u>
<u>IC § 18-8403</u>	<u>Juvenile Sex Offender Registration Notification and Community Right-To-Know Act - Definitions</u>
<u>IC § 18-8408</u>	<u>Juvenile Sex Offender Registration Notification and Community Right-To-Know Act - Providing List To Superintendent Of Public Instruction</u>
<u>IC § 18-8412</u>	<u>Juvenile Sex Offender Registration Notification and Community Right-To-Know Act - Exemption from Civil Liability</u>
<u>IC § 18-8413</u>	<u>Juvenile Sex Offender Registration Notification and Community Right-To-Know Act - Penalties for Vigilantism or Other Misuse of Information</u>

| IC § 33-205

Denial of School Attendance

ADOPTED: Unknown

AMENDED/REVISED: August 17, 2009

School student records are confidential, and information from them shall not be released other than as provided by law. Federal and state laws grant certain rights to parents and students, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.

Student Records

Maintenance of School Student Records

The District shall maintain a record for each student that shall contain information, including but not limited to the items listed below, if the District has created or received such information. items 1 through 7 must be included following:

1. Birth certificate;
2. Proof of residency;
3. Unique student identifier issued and assigned by the State Department of Education
4. Basic identifying information;
5. Academic transcripts;
6. Immunization records;
7. Attendance records;
8. Intelligence and aptitude scores;
9. Psychological reports;
10. Achievement test results;
11. Participation in extracurricular activities;
12. Honors and awards;
13. Special education records (maintained pursuant to IDEA requirements);
14. Verified reports or information from non-educational persons;
15. Verified information of clear relevance to the student's education;
16. Log pertaining to release of student's record; and

The District has determined that the following documentation shall be permanently maintained:

1. The unique student identifier;
2. Transcript
3. Graduation date:

Other content of the student record shall be maintained for a period of seven years after a student graduates or permanently leaves the District, except for those records for which longer retention is required.

Special Education Records shall be maintained in accordance with then—applicable special education laws, as such may change from time to time.

Personnel Responsible for Records Maintenance

The District's public records custodian, in conjunction with the Superintendent and their designee shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with the District's procedure established by the Superintendent.

Access to Student Records

The District shall grant access to student records as follows:

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this policy and consistent with the provisions of State and federal law. This includes the provisions of IC 33-133.
2. The parents of a student under 18 years of age shall be entitled to inspect and copy information in the child's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within five school days of the District's receipt of such a request unless state or federal law specifically provides another length of time.

Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The District shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise or parental rights have been terminated by court order or parental agreement:

- A. Academic progress reports or records;
- B. Health reports;
- C. Notices of parent-teacher conferences;
- D. School calendars distributed to parents/guardians; and
- E. Notices about open houses and other major school events, including pupil-parent interaction.

When the student reaches 18 years of age or otherwise becomes emancipated, the rights detailed herein for the parent/legal guardian are transferred to the student, unless otherwise addressed by the student, permitted parental access to the student information system, or via court order/guardianship. Additionally, the parents of dependent students, as defined by the Internal Revenue Service (i.e. student termed dependent for income tax purposes) may have access to student educational records if the parents establish this right, via either a copy of the applicable tax forms and/or a Parental Affidavit for Educational Records attesting to the student's dependent status.

Access shall not be granted to the parent or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if the student has waived their right of access, after being advised of their right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to, or release information from, student records to employees or officials of the District or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parental consent or notification. Access in such cases shall be limited to the satisfaction of that need.
4. For purposes of an audit or evaluation by a federal or State-supported education program, and to comply with federal requirements related to such a program. The receiving entity must be a State or educational authority or another entity allowed by the Family Educational Rights and Privacy Act (FERPA), or must be an authorized representative of such an entity.

For each new audit, evaluation, or enforcement effort, the District shall enter into a written agreement when designating anyone other than its employee as its authorized representative. The District shall be responsible for using reasonable methods to ensure, to the greatest extent practicable, that the authorized representative:

- A. Uses the personal information only for the authorized purpose;
 - B. Protects the personal information from further unauthorized disclosures or other uses;
and
 - C. Destroys the personal information when it is no longer needed for the authorized purpose. Such destruction shall be affected by any specified time period set forth in the written agreement.
5. The District may grant access to, or release information from, student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. Any such release in this regard shall be consistent with Idaho Code relating to the limitations on the release of student data.
 6. The District shall grant access to, or release information from, a student's records pursuant to a court order or appropriate subpoena. In most instances, the parent/qualified student shall be given prompt written notice of such order/subpoena, a general statement of the documents which will be released, and the proposed date of release of the documentation requested. However, there are very limited circumstances under the USA Patriot Act where schools are required to disclose information without notice to the parent or student to the Attorney General of the United States upon an ex parte order in connection with the investigation or prosecution of terrorism crimes or other such specified situations when the court order prohibits disclosure (i.e. Federal Grand Jury Subpoena or Law Enforcement Subpoena wherein such order indicates disclosure is not permitted).
 7. The District shall grant access to or release information from any student record as specifically required by federal or state statute.
 8. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records, and one copy shall be mailed to the parent or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.

9. The District may release student records to the Superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.
10. Prior to the release of any records or information under items 6, 7, 8, and 9 above, the District shall provide prompt written notice to the parents or eligible student of this intended action except as specified in item 6. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. Any release that is made must be narrowly tailored considering the immediacy, magnitude, and specificity of the information concerning the emergency and the information should only be released to those persons whose knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals (i.e. law enforcement, public health officials, trained medical personnel). The length of the exception is limited to the period of the emergency and does not allow for a blanket release of personally identifiable information from a student's records. The District shall notify the parents or eligible student as soon as possible of the information released; the date of the release; the person, agency, or organization to which the release was made; and the purpose of the release and the same information shall be recorded in the student's record log.
12. The District will comply with an ex parte order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
13. The District may charge a fee for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship. See Policy 4260 for information regarding the District copy fee schedule.
14. A log of all releases of information from student records, including all instances of access granted, whether or not records were copied, shall be kept and maintained as part of such records. This log shall be maintained for the life of the student record and shall be accessible only to the parent or eligible student, records custodian, or other such person. The log of release shall include:
 - A. Information released or made accessible;
 - B. The name and signature of the records custodian;
 - C. The name and position of the person requesting the release or access;
 - D. The legitimate interests the parties had in requesting or obtaining the information;
 - E. The date of the release or grant of access;
 - F. A copy of any consent to such release; and
 - G. Any additional information required by State or federal law.

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information shall be limited to:

1. Name;
2. Grade level;
3. ~~Parents'/guardians' names and addresses;~~
4. Academic awards, degrees, and honors;
5. Information in relation to school-sponsored activities, organizations, and athletics;
6. Major field of study;
7. Period of attendance in school; and

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

Parents/guardians may challenge the accuracy, relevancy, or propriety of their student's records, except for challenges made to the following when a student's school records are being forwarded to another school:

1. Grades; and
2. ~~References to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school.~~

Parents/guardians who wish to challenge a record should write to the school principal or records custodian, clearly identifying the part of the record they want changed or removed, and specifying the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, ~~They~~the parent/guardian has ~~have~~ the right to request a hearing at which each party has:

1. The right to present evidence and to call witnesses;
2. The right to cross-examine witnesses;
3. The right to counsel;
4. The right to a written statement of any decision and the reasons therefore; and
5. The right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board.

The District will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Such notice shall be in writing and provided

within a reasonable period of time after the hearing. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.

Legal References	Description
20 USC Section 1232g, et seq.	Family Educational Rights and Privacy Act (FERPA)
34 CFR Part 99	Implementing FERPA
IC § 33-133	Idaho Student Data Accessibility, Transparency, and Accountability Act — Definitions — Student Data — Use and Limitations — Penalties
IC § 33-209	Attendance at Schools — Transfer of Student Records — Duties
IC § 33-6001	Parental Rights
IC § 33-717A	Divorce Actions — Parents' Access to Records and Information

Cross References

Code	Description
2500	Library Materials
2500	Library Materials
3560	Video Surveillance
3575	Student Data Privacy and Security
3620	Transfer of Student Records
4170	District or School Operated Social Media
4260	Records Available to Public
4260	Records Available to Public
8605	Retention of District Records
9550	Cybersecurity & Data Breach Response Policy

I.C. § 32-717A **Parents' Access to Records and Information**
No Child Left Behind Act of 2001,
P.L. 107-334

ADOPTED:

RATIFIED: August 21, 2006

AMENDED/REVISED: January 16, 2017; April 18, 2022

CROSS REFERENCE: Policy 424.00 Public Access to District Records
Policy 424.50 Public Access to District Website

POLICY TITLE:	District Owned Vehicles - Procedure Minidoka County Joint School District # 331	POLICY NO: 810.00P PAGE 1 of 5
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The Board adopts this procedure to establish guidelines, obligations, and expectations of employees who, within the scope of their employment, have occasion to operate District-owned vehicles and equipment, or personal vehicles for official district purposes.

District Vehicles and Equipment

Authorization for Use

Minidoka School District employees shall operate district-owned vehicles and equipment only when the employee:

1. Is authorized by their position and/or supervisor to act as the operator of a vehicle or piece of equipment;
2. Holds a valid Idaho operator’s license for each class of vehicle or piece of equipment they are approved to operate. The district may verify license status by checking motor vehicle records; and
3. Has demonstrated, to the supervisor's satisfaction, that they are qualified to operate the vehicle or piece of equipment.

Responsibilities of Vehicle/Equipment Operator

Employees operating district vehicles and equipment shall:

1. Inspect vehicles or equipment before operating to ensure the vehicle or equipment will function in a safe manner;
2. Refrain from eating, texting, or engaging in any activity which may distract an individual from safely operating a vehicle or piece of equipment;
3. Operate such vehicles and equipment in a safe, responsible manner, and in compliance with State laws and regulations governing vehicle use;
4. Pull off to a safe area and stop driving to use a cell phone in a vehicle unless utilizing a hands-free device;
5. Be personally responsible for traffic fines, court appearances, and other personal judgments or penalties arising from their violation of traffic laws while operating such vehicles or equipment;
6. Refrain from operating any such vehicles or equipment when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle or piece of equipment;
7. Return such vehicles and equipment daily to the district facility designated for that vehicle or piece of equipment unless it is taken to the operator's residence as authorized described in this procedure;
8. If the vehicle or piece of equipment is taken to the operator’s residence as authorized by this procedure, the operator shall ensure the vehicle or equipment is made available for routine maintenance as well as unscheduled maintenance when required;

9. Report any loss, redaction, or suspension of their operator license or endorsements status to their supervisor as soon as they are notified of the licensing status change;
10. Report all accidents immediately to the supervisor and/or to the Risk Management Specialist so that they can be reported to the District's insurance carrier. All Commercial Driver's License (CDL) holders shall comply with federal and state laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their supervisor;
11. Use of district fueling cards and facilities, maintenance and repair facilities, and supplies shall be limited to bona fide District vehicles and equipment. District materials and facilities shall not be used for personal benefit;
12. Not allow other persons to use their refueling card or request that others allow them to use refueling cards which are not assigned to them; and
13. Be evaluated in connection with their use of district vehicles and equipment as part of their annual job performance review.

Prohibited Conduct of Vehicle/Equipment Operator

Any employee involved in one or more of the following circumstances while operating district vehicles and equipment will immediately lose their operational authorization:

1. Unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance;
2. Operating any district vehicle or piece of equipment while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug;
3. Use of any district vehicle or piece of equipment for illegal or unauthorized purposes;
4. Operating a vehicle or piece of equipment in a manner which endangers the safety or life of others;
5. Clearly negligent use of district owned vehicles or pieces of equipment.
6. Smoking, vaping or any other tobacco product is not allowed in any district owned vehicle.

Any employee ~~violating convicted of~~ any of the items listed in this section of this procedure, regardless of whether it occurred while operating a district vehicle or piece of equipment, may be permanently prohibited from operating district vehicles and equipment, and/or subject to disciplinary action, up to and including termination.

Emergency Call Out

~~In specific instances, the superintendent and/or department directors may establish specific positions and/or classes of employees who are subject to emergency callout. These employees or classes of employees may be assigned a district vehicle to keep at their personal residence in order to more quickly respond to emergency circumstances. Employees so designated, may be changed at any time by the Superintendent and/or department director without consultation or negotiation with the affected employee or classes of employees. When an employee is~~

~~designated to have a district vehicle at their residence for emergency callout use, the vehicle shall not be used for personal purposes.~~

Provisions Vehicle Care:

1. All school buses ~~and other district vehicles~~ will be brought to the Rupert school bus yard to be washed.
- ~~1.2.~~ Drivers shall ensure the safe condition of the school bus by conducting daily pre-trip, post trip, and child check school bus inspections. The Superintendent or their designee shall establish specific checklists for these inspections. The District or their transportation contractor shall provide drivers with a pre-trip inspection form which may be based on the State Department of Education model pre-trip and post trip inspection forms. At minimum, the pre-trip inspection shall ensure that all safety equipment; such as brakes, tires, all lighting systems, steering, and the horn; are in working order. Post trip inspections shall include an emphasis on locating any sleeping students and any articles left on the bus, and reporting any bus defects.
- ~~2.3.~~ All district vehicles (Driver's Ed, Maintenance, Food Service, Vans, district car, etc), ~~which are parked in the compound,~~ will be washed and maintained as needed.~~on a regular basis.~~
- ~~3.4.~~ It is the responsibility of the driver of any designated van to make sure that the interior of the van is clean. Paper, bottles and debris of any kind are to be removed. The floors are to be swept, and seats and dash wiped down in preparation for the next group.
- ~~4.5.~~ Transportation employees, as assigned by the Transportation Supervisor, will wash district vehicles.
- ~~5.6.~~ Buses that travel over all paved roads will be washed in the winter months (December through February) at least two times per month.
- ~~6.7.~~ The buses that travel on non- paved roads will be washed at least two times per month but may be washed four times per month. More are permitted if necessary with prior direction or approval from the transportation supervisor/designee.
- ~~7.8.~~ Bus interiors are to be cleaned. Floors are to be kept free of paper and debris by sweeping daily or as needed. Seats are to be wiped down and cleaned as needed but not less than once per week. Dash and driver's area is to be cleaned and free from dust and debris by wiping down the dash area and sweeping around the garbage can area and seat area as often as needed, but not less than every other day. Each bus driver of each bus will have the primary responsibility of washing the outside and cleaning the interiors of his/her bus. All users of vehicles owned and maintained by the district shall adhere to the cleaning and disinfection protocols outlined by the district.
- ~~8.9.~~ School bus technicians shall have first priority in the use of the wash bay for the purpose of steam cleaning the fleet's engines. This needs to be done to comply with state law and regulations.
- ~~9.10.~~ _____ The wash bay is to be kept clean from debris and other items properly stored after each use.

10.11. Heat controls are not to be changed except by those having authority to do so as designated by the Transportation Supervisor/designee.

District-Owned Vehicles ~~Provided to Employees~~

The district ~~owns~~ vehicles ~~which certain employees are used~~ ~~are~~ for ~~in-district use~~ ~~commuting to and from work~~ and for other District-related travel. ~~District vehicles are not to be taken home. The District vehicle may be picked up if the employee is called into work. Any mileage driven in a district-owned vehicle that is not for official district business will be considered a taxable fringe benefit to the employee driving the vehicle. This taxable fringe benefit will be in addition to the employee's annual salary and will be reported on the individual employee's W-4.~~

~~Records of mileage and use other than official district business must be recorded in a diary or log.~~

~~Unauthorized personal use of the vehicles or failure to report personal mileage and use may be subject to disciplinary action up to and including termination of employment. No employee, friend, associate, or family member of any employee may use a district-owned vehicle for personal use other than the minimal personal use by the employee.~~

This policy and taxable fringe benefit will be reviewed annually to verify that the policy is in compliance with IRS regulations.

Disposal of Vehicles and Equipment

~~All vehicles and equipment shall be disposed of only by sales events and methods which are approved by the Board and by rules adopted by the state for disposal of surplus property. Each sales event must be approved individually by the Board. Revenue received from the sale of school buses will be placed in a separate account and used only for the purchase of school buses.~~

Accident Management Procedures

The Minidoka County School District establishes the following guidelines for reporting, investigating, and documenting all accidents, collisions, and incidents involving district vehicles and equipment:

1. All accidents/collisions/vandalism (herein collectively referred to as “accidents”) involving district vehicles, regardless of the amount of damages or personal injuries sustained, shall be reported immediately to the driver’s supervisor and/or any other identified district personnel. Failure to report an accident shall be cause for disciplinary action;
2. An employee involved in any accident while operating district vehicles or equipment will be required to submit to a drug and alcohol test if there is injury to property or person, due to insurance and liability. Failure to submit to a drug and alcohol test; or testing positive for drug use; or prohibited levels of alcohol as outlined in applicable law; shall be subject to disciplinary action, up to and including termination;
3. An accident report shall be completed within twenty-four (24) hours of any accident regardless of the amount of damage sustained to any district vehicle or equipment;

4. All accidents shall be investigated by a designated district Safety Coordinator or his or her designee;
5. All accidents involving any personnel injury and/or accidents for which the estimated damages exceed one-thousand dollars (\$1,000) shall be reviewed by the Safety Committee.
6. The Safety Committee shall hold a fact-finding meeting to determine if the accident was preventable or non-preventable.
 - a. The driver involved in the accident has the right to attend the fact-finding meeting to explain the situation and answer questions of the committee;
 - b. The committee shall inform the driver of their findings in a timely manner; and
 - c. An employee may appeal the findings and recommendations of the committee by following the appeals procedure outlined in the District Grievance Procedure
7. Administrative actions shall be taken based on the findings and recommendations of the Committee as follows:
 - a. If the accident was non-preventable, a statement to that effect shall be included in the employee's personnel file and no disciplinary action will be recommended.
 - b. If the accident was preventable, procedures of remediation and disciplinary action shall be implemented according to the degree of culpability, severity of the accident, and service record of the employee.
8. Driver Education instructors shall not be disciplined under these driver accident guidelines for vehicle accidents resulting from the actions of student drivers who are operating district vehicles under the instructor's supervision, as part of the District Driver Education course unless a valid investigation by the district or a court of law finds the instructor was grossly negligent in their instruction or driving supervision.

Definitions

~~"Equipment" for purposes of this procedure means utility vehicles, construction and lawn equipment.~~

"Vehicle" for purposes of this procedure means buses, vans, passenger vehicles, and maintenance and delivery trucks.



**LEGAL REFERENCE: Standards for Idaho School Buses and Operations
Idaho Department of Education, Idaho's School Bus Driver
Training Classroom Curriculum**

**AMENDED: September 18, 2017; September 20, 2020; November 15,
2021; December 18, 2023**

