

**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, August 21, 2023 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. WORK SESSION - Data and Continuous Improvement Plan	2
2. CALL TO ORDER & ROLL CALL	
3. VISITOR WELCOME, PRAYER & PLEDGE OF ALLEGIANCE	
4. AGENDA APPROVAL (Action Item)	
5. CONSENT AGENDA (Action Item)	
A. Minutes of Previous Meeting	36
B. Payment of Bills, Payroll & Treasurer's Reports, SBF & Activity Reports	49
C. Disposition of District Property/Fixed Assets	251
D. Travel Requests	257
E. Personnel	
6. PATRON COMMENTS	
7. GOOD NEWS - Baseball Field	
8. DISCUSSION ITEMS	
A. Information for In-Depth Audit	
B. Administrator/Department/Committee Reports	263
1. Report on Damage Due to Hail Storm	
C. Superintendent Report	
D. Policy Discussion	
1. Policy 320.00 Attendance	305
9. BUSINESS (Action Items)	
A. West Minico Student Handbook	308
B. Guest Teacher Handbook	314
C. Approval of Bus Routes/Emergency Pick Up Times (Includes emergency routes)	325
D. Approval of SRO Agreements	338
E. Approval of Evans Poulsen & Catmull for <i>State</i> Audit	
F. Approval for In-Depth District Audit	
G. Approval to Move Forward with 2024-2026 Levy	
H. New/Amended/Deleted Policies	
1. Policy D120.00 Board of Trustees (First Reading)	351
2. Policy 320.00 Open Enrollment Policy, Procedure and Form (First Reading)	355
3. Policy 590.00 Classified Supervision Procedures (Delete)	367
10. 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

Minidoka County Joint School District # 331

Continuous Improvement Plan 2023-2024



2 High Schools

3 Middle Schools

4 Elementary Schools

Empowering Students for Success

#WeAreMinidoka

MCSD COMBINED DISTRICT PLAN (2023-2024)

Continuous Improvement Plan □ College & Career Advising Plan □ Literacy Intervention Plan

School District	# 331	Name: Minidoka County Joint School District
Superintendent	Name: Mr. Spencer Larsen	Phone: 208-436-4727
	E-mail: slarsen@minidokaschools.org	
Plan Contact	Name: Michele Widmier	Phone: 208-436-4727
	E-mail: mwidmier@minidokaschools.org	

Narrative – Part 1

Mission and Vision

Mission: Empowering Students for Success

Vision: The Minidoka County School District is dedicated to developing the whole child in an atmosphere of excellence, characterized by mutual respect, shared responsibility for learning, and academic rigor, which facilitates success in all aspects of life.

Priority Focus: Effective Instruction

Demographic Analysis – Annual March 1st Counts

	2021-2022	2022-2023
Male	51.6%	51.6%
Female	48.4%	48.5%
White	53.0%	54.2%
Black/African American	0.5%	0.3%
Asian	0.3%	0.3%
Native American	0.5%	1%
Hispanic/Latino	42.5%	41.6%
Free/Reduced Lunch Program	63.82%	55.2%
Received Special Education Services	12.0%	13%
English Learners	NA	13.2%
Migrant	NA	8.4%

MCSD, like so many other districts in Idaho, has experienced growing enrollments, rising staffing costs, a shortage of highly qualified **teachers and a changing** educational landscape. As a result, student safety continues to take a front seat, which has meant making ongoing adjustments to **meet** those **changing** needs. **One of the greatest needs post-pandemic has been addressing the mental health of students and staff.** This, in addition to the ever-changing learning scenarios, make it even more challenging to meet the unique needs of our most at-risk.

MCS D COMBINED DISTRICT PLAN (2023-2024)

Continuous Improvement Plan □ College & Career Advising Plan □ Literacy Intervention Plan

Community Involvement - REQUIRED

MCS D recognizes how important it is to engage families in our schools and their child's education and as such, has a rich tradition of community involvement. This involvement is a critical component of our Continuous Improvement Planning process. Community and family input shape our programs and the future direction of our district. We utilize the following strategies to engage our community:

- Announcements and information from schools are translated and notification to parents regarding academic achievement, school and community events, services and resources available, and safety procedures/notifications occur through a variety of media formats: student handbooks, brochures, the District website, Facebook, Remind, automatic dialing system, newspapers, local television stations, memos and flyers, parent-teacher conferences, and the parent component of PowerSchool. To further engage our Hispanic community, MCS D also reaches out to our non-English speaking families through the Spanish radio station and make personal phone calls to invite them to events throughout the district.
- Monthly meetings occur with a variety of groups: our Board, the Policy Review Committee, the Patron/Parent Advisory Team, and the Migrant Parent Advisory Committee. Each of these groups consists of parents, community members, MCS D staff, and Board of Trustee members. Collaborative discussions with these groups focus on a variety of topics including continuous improvement planning, educational programs and instruction, college and career readiness, literacy planning, policy, communication, parental involvement, concerns, ways to improve as a district, and future needs.
- District sponsored Town Hall meetings have been used **in the past** to disseminate accurate information across the community around key issues that impact families and businesses, like school bonds and the supplemental levy.
- The MCS D administrative team meets with local emergency and law enforcement personnel at least twice annually to discuss safety concerns and ways to improve our emergency preparedness and response. This group includes representatives from every school, local police and fire departments, as well as juvenile probation and parole.
- Like many schools across Idaho, sporting events are community events. MCS D uses this venue to build positive relationships with the community and, occasionally, share information with them about our schools.
- Our schools host a variety of parent involvement activities throughout the year. In a normal school year each school hosts a Back-to-School or an Open House in the fall to introduce staff to parents and teach them about procedures and school expectations. In addition, schools engage families with a variety of student recognition and performance events, literacy and math nights, afterschool and summer programs, as well as parent training and information events like Parenting with Love & Logic classes and our Bi-lingual Parent Outreach program.
- Our high schools host college and career readiness events that include an opportunity for parents to ask questions and get assistance with the college entrance process. Information about the services and resources available, as well as training on how to access financial aid are provided to parents.
- Formal parent-teacher conferences are held twice a year and include the development and progress monitoring of literacy intervention plans and student achievement.

MCSO COMBINED DISTRICT PLAN (2023-2024)

Continuous Improvement Plan □ College & Career Advising Plan □ Literacy Intervention Plan

MCSO enjoys a positive relationship with our community. MCSO recently partnered with the Idaho Food Bank to serve over 350 families in need. The positive response has led to a permanent food distribution site in Minidoka County. Many of our local churches and businesses donate backpacks filled with school supplies and other items to support our most needy families. Schools reap the benefits of strong ties with the community as well. School parent-teacher organizations sponsor community involvement activities throughout the year such as tailgating at sporting events, 5K runs, carnivals, and student fieldtrips to local venues to enhance the educational programming for all students.

LITERACY INTERVENTION PROGRAM – OPTIONAL

The Minidoka School District Literacy Intervention Program and accompanying documentation are aligned to the Idaho Comprehensive Literacy Plan and maintained at the district level.

COLLEGE AND CAREER ADVISING AND MENTORING PROGRAM - OPTIONAL

The Minidoka School District College and Career Advising and Mentoring Program summary below is provided here for informational purposes.

Advising Program Summary - OPTIONAL

Transition Coordinator Model- CSI Transition Coordinator, TRIO Coordinator, Career & Technical Education Transition Coordinator

Post-secondary institutions provide college and career advising in the high schools. They develop and implement services to high school students to help them define their education and career aspirations.

High School Advisement Team Responsibilities

The team consists of 3 administrators and 3 counselors at the high school level, 4 administrators and 2 counselors at the middle school level the promote and enhance college and career coaching. Each administrator is assigned to a group of students and advises them throughout the year.

Gaining Early Awareness for Undergraduate Program Model, Gear-Up Coordinator

Increase the number of students prepared to enter and succeed in postsecondary programs. The goal is to increase academic performance and preparation for postsecondary education, increase the rate of high school graduation and participation in postsecondary education, increase GEAR UP students' and the families' knowledge of postsecondary education option, preparation, and financing.

College and Career Advisor

The advisor will support and assist the student in understanding their choices for post-secondary education and career training, and provide information and/or provide direction to students, parents, teacher, and administration about career and educational services available to students.

MCSD COMBINED DISTRICT PLAN (2023-2024)

Continuous Improvement Plan □ College & Career Advising Plan □ Literacy Intervention Plan

College and Career Focus Areas

<p>9th Grade</p> <ul style="list-style-type: none"> □ 4 Year Plan □ GPA - Keep your grades up (2.25 GPA) □ Advanced Opportunities □ IDLA □ Extra-Curricular Activities □ Clubs □ Career Information System (www.idahocis.org) □ Paying for college 	<p>10th Grade</p> <ul style="list-style-type: none"> □ Goal for future career □ College Options □ Interest and options for Dual Enrollment Classes □ Technical programs offered in our area □ Dual Credit Plan for interested students
<p>11th Grade</p> <ul style="list-style-type: none"> □ Set up a meeting with your counselor □ Make sure you're taking the right classes □ Keep your grades up (2.25 GPA) □ Research schools and programs □ Plan for the SAT and/or ACT □ Research scholarship options □ Dual Credit Options and Process 	<p>12th Grade</p> <ul style="list-style-type: none"> □ FASFA <ol style="list-style-type: none"> 1. Advisory 2. Parent Night □ Scholarship Information □ ACT/SAT <ol style="list-style-type: none"> 1. Preparation classes offered by Kale Tarbet □ Career and Technical Schools <ol style="list-style-type: none"> 1. Career Fairs □ School to Work programs □ Letters of Recommendation □ College Application Week □ Higher Ed Days □ Scholarship Search □ College Campus Visits □ Back to School Night at the beginning of the School Year □ Spartan Forward tab on Minico Homepage with all of the information and forms □ Social Media (Twitter, Facebook, Remind 101) □ Youcanbook.me option for parents to have a one on one meeting □ Postcards mailed home regarding upcoming events

MCSD COMBINED DISTRICT PLAN (2023-2024)

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	<ul style="list-style-type: none">□ Notifications sent to parents in Advisory Class□ Monthly Newsletters
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Other Notes / Comments

Not Applicable.

Minidoka County School District #331 Metrics

LINK to District Report Card with previous year's data for the Section I Metrics:

<https://idahoschools.org/districts/331/achievement>

MCSD COMBINED DISTRICT PLAN (2023-2024)

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Section I: Student Achievement & Growth Metrics - Current & Previous Year Performance Targets (blue shaded metrics are required **G=goal**, **P=actual performance**)

Goal	Performance Metric	2022-23 Performance Targets (From LEA's 2021-22 CIP)	2023-24 Performance Targets (LEA's Chosen Goals)
All students will be college and career ready	4-year cohort graduation rate	2022 cohort 80.0%	2023 cohort 80.0%
	5-year cohort graduation rate (optional metric)	2020 cohort Not Required	2021 cohort Not Required
	% of students who meet the college ready benchmark on the college entrance exam (optional metric)	Not Required	Not Required
All students will be prepared to transition from middle school / junior high to high school	% students who score proficient on the grade 8 Math ISAT	G=27% (P=18%)	G=% (P=22%)
	% students who make adequate growth on the grade 8 Math ISAT	G=27% (P=25.2%)	G=% (P=%)
	% students who score proficient on the grade 8 ELA ISAT	G=40% (P=36%)	G=% (P=33%)
	% students who make adequate growth on the grade 8 ELA ISAT	G=40% (P=47.5%)	G=% (P=%)
	% students who score proficient on the grade 6 Math ISAT	G=25% (P=19%)	G=% (P=19%)
All students will be prepared to transition from grade 6 to grade 7	% students who make adequate growth on the grade 6 Math ISAT	G=25% (P=22.9%)	G=% (P=%)
	% students who score proficient on the grade 6 ELA ISAT	G=45% (P=31%)	G=45% (P=27%)
	% students who make adequate growth on the grade 6 ELA ISAT	G=45% (P=41.7)	G=45% (P=%)

MCSD COMBINED DISTRICT PLAN (2023-2024)

Continuous Improvement Plan □ College & Career Advising Plan □ Literacy Intervention Plan

Section II: Literacy Proficiency & Growth Metrics - Current & Previous Year Targets (Section II data is required)

Goal	Performance Metric	2022-23 Performance Targets (From LEA's 2022-23 CIP) P=SP22	2023-24 Performance Targets (LEA's Chosen Goals) P=SP23
All students will demonstrate the reading readiness needed to transition to the next grade	% students who score proficient on the Kindergarten Spring IRI	G=50% (P=31.4%)	G=50% (P=%)
	% students who score proficient on the Grade 1 Spring IRI	G=65% (P=30.3%)	G=65% (P=%)
	% students who score proficient on the Grade 2 Spring IRI	G=65% (P=46.0%)	G=65% (P=%)
	% students who score proficient on the Grade 3 Spring IRI	G=65% (P=47.2%)	G=65% (P=%)
	% students who score proficient on the Grade 4 ELA ISAT	G=65% (P=37%)	G=65% (P=%)
	% students who make adequate growth on the Grade 4 ELA ISAT	G=65% (P=NA)	G=65% (P=%)

Section III: How LEA Measures Progress Towards Literacy Goals and Targets (required)

Instructions: To indicate how your LEA intends to measure your progress towards your literacy goals and targets, you may choose to complete either Section III.A or Section III.B. Section III.A allows you to identify at least one LEA Chosen Performance Metric (note that it must be distinctly different than the metrics listed in Sections I and II), which may be consistent with previously chosen LEA chosen metrics. Section III.B allows you to address your plan to measure progress through a short narrative.

Section III.A: Measuring Literacy Progress - LEA Chosen Performance Metrics (at least 1)

Performance Metric	2022-23 Performance Targets (From LEA's 2022-23 CIP)	SY 2022-23 RESULTS (if available)	2023-24 Performance Targets (LEA's Chosen Goals)
District-wide K3 IRI scores will increase at least 20% from fall to spring.	20.0%	Fall=% Spring=% Increase=%	G=20%

Section III.B: Narrative on Measuring Literacy Progress

Instructions: If you are choosing to use section III.B to address the Section III requirement, please use the box below to provide a brief narrative describing how your LEA is measuring your progress towards your LEA's literacy goals and targets. Please note that your description *must* include at least one clear performance metric that is measurable, has a performance target / goal for 2022-23, and is distinctly *different* from the required metrics in Sections I and II, above.

MCSD COMBINED DISTRICT PLAN (2023-2024)

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Our district is measuring progress towards literacy using the LEA chosen performance metrics listed in Section III.A.

Section IV: How LEA Measures Progress Towards College & Career Advising & Mentoring Goals (required)

Instructions: To indicate how your LEA intends to measure your progress towards your college and career advising and mentoring goals and targets, you may choose to complete either Section IV.A or Section IV.B. Section V.A allows you to identify at least one LEA Chosen Performance Metric (note that it must be distinctly different than the metrics listed in Sections I and IV), which may be consistent with previously chosen LEA chosen metrics. Section IV.B allows you to address your plan to measure progress through a short narrative.

Section IV.A: College and Career Advising - LEA Chosen Performance Metrics (at least 1)

Performance Metric	2022-23 Performance Targets <small>(From LEA's 2022-23 CIP)</small>	SY 2022-23 RESULTS <small>(if available)</small>	2023-24 Performance Targets <small>(LEA's Chosen Goals)</small>
% of seniors applying to a postsecondary institution	98.0%	98.0%	98.0%

Section IV.B: Narrative on Measuring College and Career Advising and Mentoring Progress

Instructions: If you are choosing to use section IV.B to address the Section IV requirement, please use the box below to provide a brief narrative describing how your LEA is measuring your progress towards your LEA's college and career advising and mentoring goals and targets. Please note that your description must include at least one clear performance metric that is measurable, has a performance target/goal for 2022-23, and is distinctly *different* than those required in Section I, above.

Our district is measuring progress towards college and career advising and mentoring goal using the LEA chosen performance metrics listed in Section IV.A.

Section V: Report of Progress Narrative (required)

Instructions: In the provided box, please address the progress your LEA made towards your 2022-2023 Performance Targets (as chosen for your 2022-2023 CIP and included in the sections above). We recommend your reflection include a) your successes in meeting performance targets; b) your areas of challenge (including those where previously set performance targets were not met); and c) any plans you have to build on your success and/or address challenges. You may expand the size of the box, if needed.

MCSD COMBINED DISTRICT PLAN (2023-2024)

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Successes

While our district continues to score below 2019 proficiency rates in ELA and math across every grade level, we did see increases in ELA and math performance in grade 3 as a district overall from spring 22 to spring 23. We also out-performed the State in math on the 11th grade ISAT. Despite a lack-luster overall performance in 2022-23 we did see a few pockets of improved math performance at individual schools.

2022-23 Performance Targets Met

Percentage of seniors applying to post-secondary institutions (98%)

Planned Strategies to Address Areas of Challenge

K-3 IRI & 3-5 ELA and math performance:

- Para and certificated staff members will provide intensive interventions.
- Heggarty phonics and phonemic awareness interventions will be provided to all students with additional instruction time for struggling readers.
- Ed Northwest will continue to train staff to more effectively teach literacy.
- Shortened interim assessments (SICAs) will be utilized to better prepare students for the spring ISAT.
- Reading by Design will continue to be used for a small targeted group of students that needed a more intensive intervention.

6-8 grade ELA and math performance:

- Utilize Title IA funding & School Improvement money to hire staff to provide instructional support to staff and students
- Use targeted, leveled classes to focus more efficiently on more precise skill deficits
- Increase focus (specific classes) throughout the day on instructional strategies that benefit ELL students
- Provide additional staff development to ensure the continued use of the new standardized curriculum in ELA in all grade levels, focusing on state standards
- Use paraprofessionals in math and ELA classes to better assist with instruction and student learning difficulties
- RTI program will continue to make sure we are identifying struggling students earlier in order to provide interventions necessary to help improve skill level

Graduation Rate:

MHS

- Identify and work with at-risk kids sooner to improve attendance and performance.
- Utilize an instructional coach to help ensure consistency of instruction across each subject area.
- MHS offers credit recovery through IDLA and summer school in collaboration with Mt. Harrison High School. It is offered to 11th and 12th grade students only. A certified teacher manages all credit recovery students. Weekly emails are sent to students and parents providing information on student progress. Students take credit recovery courses through IDLA throughout the day and as part of their daily schedule. Credit Recovery provides students with the opportunity to stay on track to graduate.
- MHS offers Saturday School twice a month for added support in academics. A certified teacher manages Saturday School.
- D & F Reports are monitored regularly. Data is shared at Building Leadership meetings and faculty meetings.
- ELA and Math have new and updated curriculum to support student learning/success
- MHS and MHHS share a running document with their counseling departments to monitor at-risk students from 9th-12th grade. Counselors and administrators discuss both academic and attendance concerns. If we catch issues early enough we have a better chance of keeping students on track to graduate.

MCSD COMBINED DISTRICT PLAN (2023-2024)

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- Within the first five weeks of school, counselors begin checking seniors grades and attendance, having conversations with at-risk students.

MHHS is using the following strategies:

- Credit Recovery- done after school with a live teacher, certified in the content area.
- Implementing mastery-based principles
- The principal and counselor are closely monitoring progress for all students graduating this year
- Utilize interview screening process in order to attempt to redirect students who have no intention of attending before we enroll them
- Daily attendance reports to contact parents and improve attendance
- Meet every other week to discuss individual student needs with all certified staff

DRAFT

MCSD COMBINED DISTRICT PLAN (2023-2024)

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Section VIII: Staff Performance - Previous Year Results & Current Year Performance Targets (Section VIII is required; metrics should be aggregated by grade and subject, as appropriate)

Grade(s)	Subject	Performance Metric	Assessment Tool	2022-23 Results	2023-24 Performance Targets (LEA Chosen)
K	All subjects	% of students taught by staff in this grade (or grade band) and subject group that meet measurable student achievement targets or success indicators on the assessment tool	iSIP	%	80%
1	All subjects	% of students taught by staff in this grade (or grade band) and subject group that meet measurable student achievement targets or success indicators on the assessment tool	iSIP	%	80%
2	All subjects	% of students taught by staff in this grade (or grade band) and subject group that meet measurable student achievement targets or success indicators on the assessment tool	iSIP	%	80%
3	All subjects	% of students taught by staff in this grade (or grade band) and subject group that meet measurable student achievement targets or success indicators on the assessment tool	iSIP	%	80%
4	All subjects	% of students taught by staff in this grade (or grade band) and subject group that meet measurable student achievement targets or success indicators on the assessment tool	iSIP	%	80%
5	All subjects	% of students taught by staff in this grade (or grade band) and subject group that meet measurable student achievement targets or success indicators on the assessment tool	iSIP	%	80%
6-8	All subjects	% of students taught by staff in this grade (or grade band) and subject group that meet measurable student achievement targets or success indicators on the assessment tool	EOCAs	Not Reportable: Less than 5 teachers per subject area giving the same EOCA.	75.0%
9-12	All subjects	% of students taught by staff in this grade (or grade band) and subject group that meet measurable student achievement targets or success indicators on the assessment tool	EOCAs	Not Reportable: Less than 5 teachers per subject area giving the same EOCA.	75.0%

Minidoka School District #331



Spring 2023 Data

2 High Schools

3 Middle Schools

4 Elementary Schools

We Are Minidoka

Mr. Spencer Larsen

Superintendent of Schools

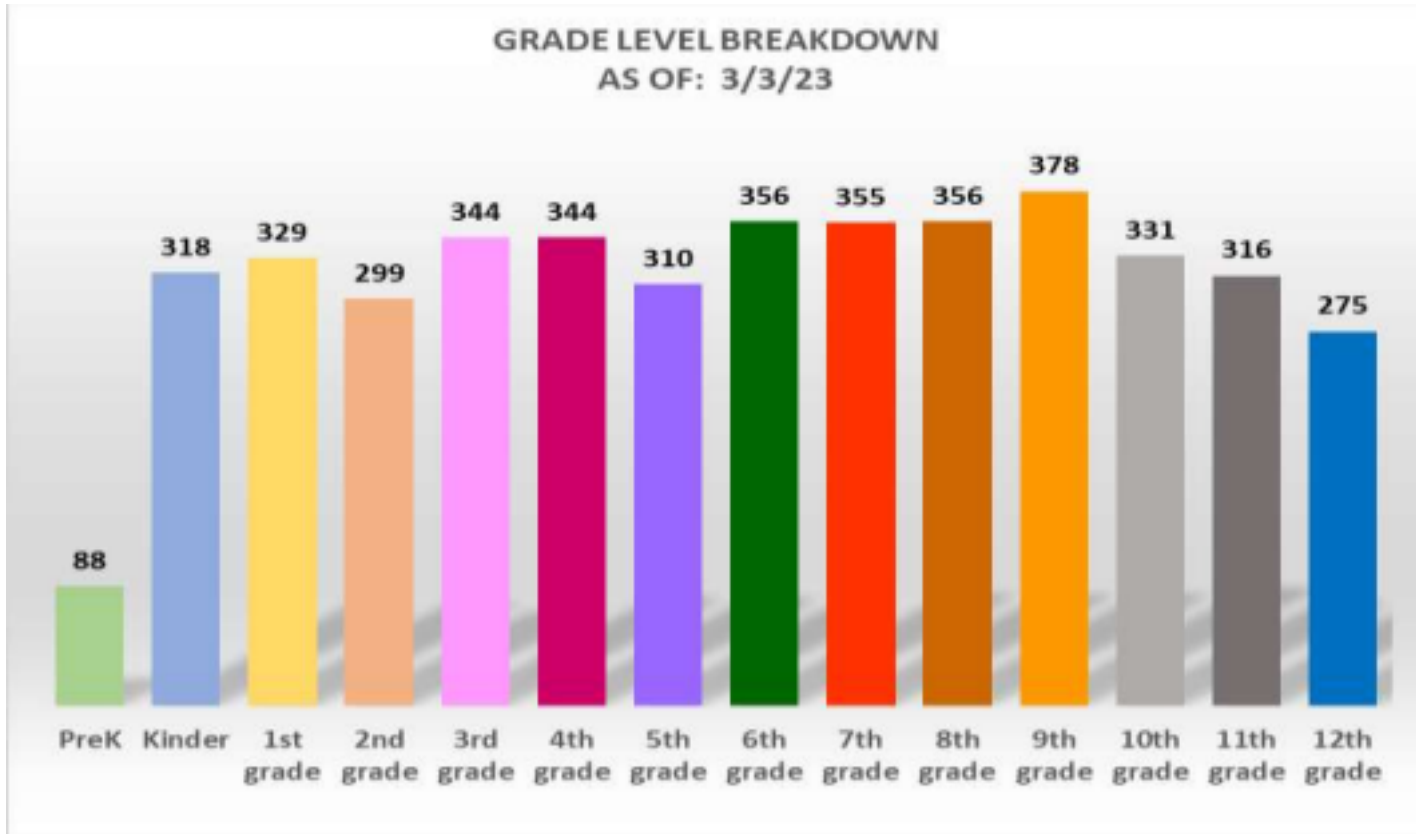
Michele Widmier | 2023 ISAT DATA

REPORT_BOARD

About Us

As of: 3/3/23

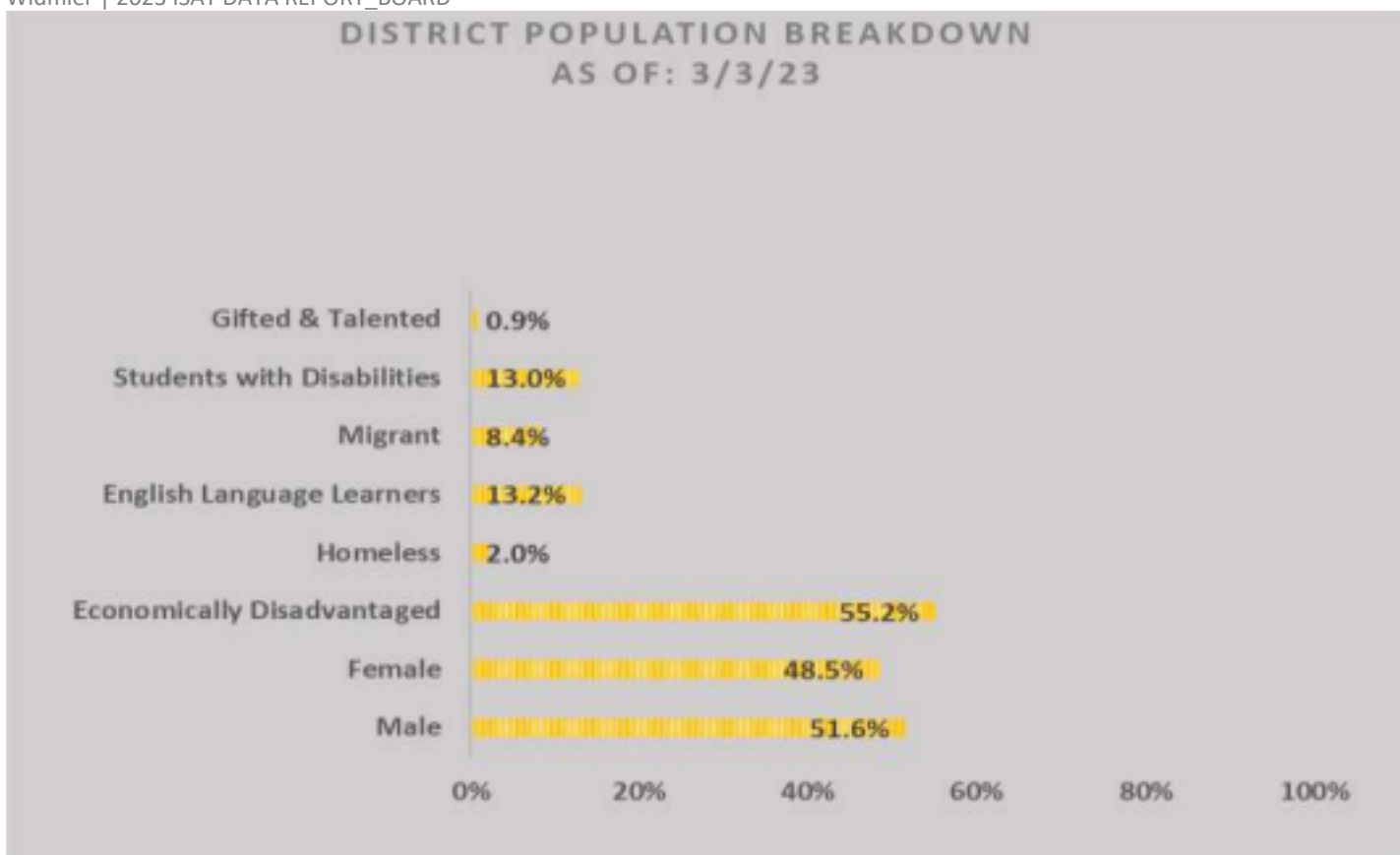
Total Enrollment = 4399 (down from SP22 of 4415)

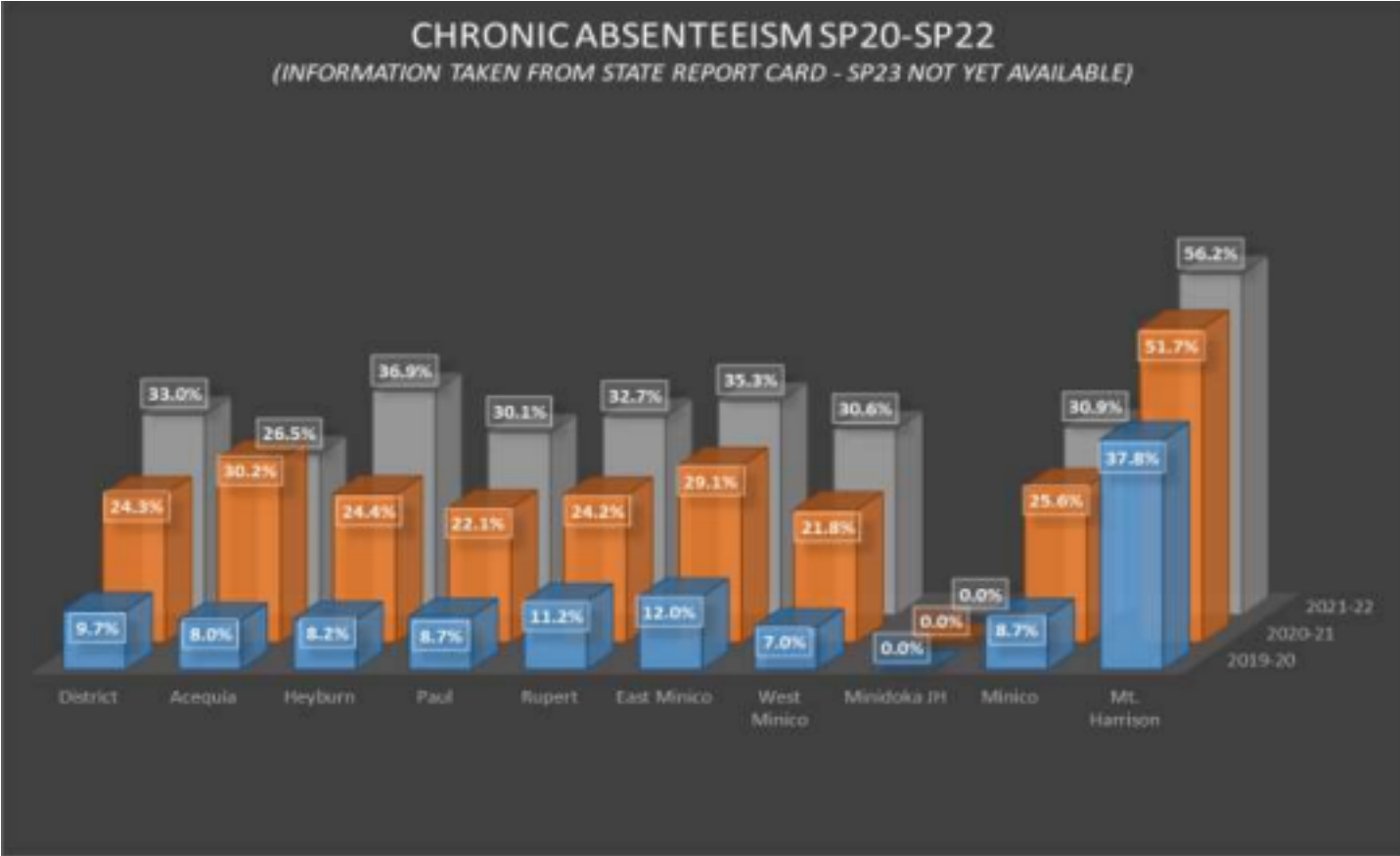




Michele

Widmier | 2023 ISAT DATA REPORT_BOARD





Michele

Widmier | 2023 ISAT DATA REPORT_BOARD

Spring 2023 Data Comparison – ISAT 2.0

NOTE: All data below is based on preliminary results, which includes all students tested in our district, regardless of their attendance. State Report Card data will only include those students who attended our schools 80% or more of the school year and therefore may reflect a slightly different proficiency percentage when it is posted.

District ELA Proficiency Comparison - (same color indicates similar group of students)

SP23 State Proficiency Target = 68.7% (all students)

Red line = gap year, no scores due to COVID

* Shortened version of ISAT

Grade Level	SP2021* SP2022*		to SP23		Growth		2023 District ELA		Closing the Gap with			
	SP2021	SP2022	SP19-State	SP21-State*	Performance from SP22	Performance from SP22	Performance Compared the State	Performance Compared the State	to State	to State		
3rd	35%	37%	31%	34%	3%	50%	48%	49%	43%	-6%	-9%	Y
4th	42%	34%	37%	28%	-9%	52%	50%	52%	46%	-6%	-18%	N
5th	49%	38%	44%	37%	-7%	57%	55%	57%	49%	-8%	-12%	Y
6th	42%	38%	31%	27%	-4%	55%	52%	53%	47%	-6%	-20%	Y
7th	43%	43%	46%	33%	-13%	58%	58%	58%	51%	-7%	-18%	N
8th	43%	38%	36%	33%	-3%	54%	55%	54%	49%	-5%	-16%	Y
10th	49%	39%	50%	59%	60%	61%						
11th	46%	-4%	39%	-22%	7%	N/A						

District Math Proficiency Comparison - (same color indicates similar group of students)

SP23 State Proficiency Target = 61.1% (all students)

Red line = gap year, no scores due to COVID

*Shortened version of ISAT

	SP2021* SP2022*	to SP23	Performance from SP22	Performance Compared the State
	SP2023	SP19-State SP21-State*	to SP23	to State
	District Math Growth	SP22-State* SP23-State	2023 District Math	Closing the Gap with
Grade Level SP2019	Performance from SP22	State Math Growth		
3rd	36% 34% 32% 35% 3%	53% 48% 51% 46% -5% -11%	4th 40% 24% 31% 28% -3% 50% 45% 49% 44% -5% -16%	5th 36% 25% 25% 25% 0% 45%
	40% 43% 38% -5% -13%	6th 31% 19% 19% 19% 0% 43% 37% 41% 37% -4% -18%	7th 33% 25% 27% 24% -3% 46% 40% 42% 39% -3% -15%	8th 24%
	23% 18% 22% 4% 41% 36% 36% 34% -2% -12%	10th 24% 22% 26% 33% 33% 33%		
	11th 20% -6% 17% -16% 3%			

Our Elementary Schools

Acequia ELA Proficiency Comparison - (same color indicates similar group of students) **SP23 State Proficiency Target = 68.7% (all students)**

Red line = gap year, no scores due to COVID

* Shortened version of ISAT

	SP2022* SP2023	School ELA Performance Compared to District	SP23-State
	School ELA Growth	Performance SP23	2023 School ELA Performance Compared to State
Grade Level SP2019 SP2021*	Performance from SP22 to SP23	Performance SP23	SP19-State SP21-State* SP22-State*

3rd 27% 33% 37% 37% 0% 3% 50% 48% 49% 43% -6% **4th** 48% 43% 38% 36% -2% 8% 52% 50% 52% 46% -10% **5th** 37% 33% 40% 28% -12% -9% 57% 55% 57% 49% -21%

Acequia Math Proficiency Comparison - (same color indicates similar group of students)

SP23 State Proficiency Target = 61.1% (all students)

Red line = gap year, no scores due to COVID

* Shortened version of ISAT

	SP2022* SP2023	School Math Performance Compared to District	SP23-State
	School Math Growth	Performance SP23	2023 School Math Performance Compared to State
Grade Level SP2019 SP2021*	Performance from SP22 to SP23	Performance SP23	SP19-State SP21-State* SP22-State*

3rd 42% 29% 47% 29% -18% -6% 53% 48% 51% 46% -17% **4th** 41% 28% 23% 32% 9% 4% 50% 45% 49% 44% -12% **5th** 27% 33% 29% 17% -12% -8% 45% 40% 43% 38% -21%

Heyburn ELA Proficiency Comparison - (same color indicates similar group of students)

SP23 State Proficiency Target = 68.7% (all students)

Red line = gap year, no scores due to COVID

* Shortened version of ISAT

	SP2022* SP2023	School ELA Performance Compared to District	SP23-State
	School ELA Growth	Performance SP23	2023 School ELA Performance Compared to State
Grade Level SP2019 SP2021*	Performance from SP22 to SP23	Performance SP23	SP19-State SP21-State* SP22-State*

3rd 34% 29% 28% 27% -1% -7% 50% 48% 49% 43% -16% **4th** 38% 28% 28% 25% -3% -3% 52% 50% 52% 46% -21% **5th** 44% 33% 36% 28% -8% -9% 57% 55% 57% 49% -21%

Heyburn Math Proficiency Comparison - (same color indicates similar group of students)

SP23 State Proficiency Target = 61.1% (all students)

Red line = gap year, no scores due to COVID

* Shortened version of ISAT

	SP2022* SP2023	School Math Performance Compared to District	SP23-State
	School Math Growth	Performance SP23	2023 School Math Performance Compared to State
Grade Level SP2019 SP2021*	Performance from SP22 to SP23	Performance SP23	SP19-State SP21-State* SP22-State*

3rd 33% 36% 31% 30% -1% -4% 53% 48% 51% 46% -16% **4th** 39% 24% 29% 32% 3% 4% 50% 45% 49% 44% -12% **5th** 31% 27% 17% 14% -3% -23% 45% 40% 43% 38% -24%

Paul ELA Proficiency Comparison - (same color indicates similar group of students) SP23 State Proficiency Target = 68.7% (all students)

Red line = gap year, no scores due to COVID

*** Shortened version of ISAT**

SP2022* SP2023 School ELA Performance Compared to District **SP23-State**

School ELA Growth Performance from SP22 to SP23 Performance SP23 **2023 School ELA Performance**

Grade Level SP2019 SP2021* **SP19-State SP21-State* SP22-State*** Compared to State

3rd 41% 49% 41% 38% -3% 4% 50% 48% 49% 43% -5% 4th 40% 44% 46% 36% -10% 8% 52% 50% 52% 46% -10% 5th 55% 46% 57% 48% -9% 11% 57% 55% 57% 49% -1%

Paul Math Proficiency Comparison - (same color indicates similar group of students)

SP23 State Proficiency Target = 61.1% (all students)

Red line = gap year, no scores due to COVID

*** Shortened version of ISAT**

SP2022* SP2023 School Math Performance Compared to District **SP23-State**

School Math Growth Performance from SP22 to SP23 Performance SP23 **2023 School Math**

Grade Level SP2019 SP2021* **SP19-State SP21-State* SP22-State*** Performance Compared to State

3rd 44% 43% 32% 42% -12% 7% 53% 48% 51% 46% -4% 4th 41% 29% 41% 32% 0% 4% 50% 45% 49% 44% -12% 5th 42% 26% 38% 36% -4% 11% 45% 40% 43% 38% -2%

Rupert ELA Proficiency Comparison - (same color indicates similar group of students)

SP23 State Proficiency Target = 68.7% (all students)

Red line = gap year, no scores due to COVID

*** Shortened version of IS+A59:L60AT**

SP2022* SP2023 School ELA Performance Compared to District **State* SP23-State**

School ELA Growth Performance from SP22 to SP23 Performance SP23 **2023 School ELA Performance**

Grade Level SP2019 SP2021* **SP19-State SP21-State* SP22-** Compared to State

3rd 35% 35% 24% 34% 10% 0% 50% 48% 49% 43% -9% 4th 44% 27% 37% 20% -17% -8% 52% 50% 52% 46% -26% 5th 53% 39% 43% 39% -4% 2% 57% 55% 57% 49% -10%

Rupert Math Proficiency Comparison - (same color indicates similar group of students)

SP23 State Proficiency Target = 61.1% (all students)

Red line = gap year, no scores due to COVID

*** Shortened version of ISAT**

SP2022* SP2023 School Math Performance Compared to District **State* SP23-State**

School Math Growth Performance from SP22 to SP23 Performance SP23 **2023 School Math**

Grade Level SP2019 SP2021* **SP19-State SP21-State* SP22-** Performance Compared to State

3rd 27% 29% 27% 34% 7% -1% 53% 48% 51% 46% -12% 4th 40% 18% 27% 18% -9% -10% 50% 45% 49% 44% -26% 5th 38% 18% 21% 27% 6% 2% 45% 40% 43% 38% -11%

Our Middle Schools

East Minico ELA Proficiency Comparison - (same color indicates similar group of students)

SP23 State Proficiency Target = 68.7% (all students)

Red line = gap year, no scores due to COVID

*** Shortened version of ISAT**

SP2022* SP2023 School ELA Performance Compared to District **SP23-State**

School ELA Growth Performance from SP22 to SP23 Performance SP23 **2023 School ELA Performance**

Grade Level SP2019 SP2021* **SP19-State SP21-State* SP22-State*** Compared to State

6th 43% 43% 29% 28% -1% 1% 55% 52% 53% 47% -19% 7th 45% 49% 48% 35% -13% 2% 58% 58% 58% 51% -16% 8th 41% 45% 35% 33% -2% 0% 54% 55% 54% 49% -16%

East Minico Math Proficiency Comparison - (same color indicates similar group of students)

SP23 State Proficiency Target = 61.1% (all students)

Red line = gap year, no scores due to COVID

* Shortened version of ISAT

SP2022* SP2023

School Math Performance

SP23-State

School Math Growth

Compared to District

2023 School Math

Grade Level SP2019 SP2021*

Performance from SP22 to SP23

Performance SP23

SP19-State SP21-State* SP22-State* Performance Compared to State

6th 32% 21% 21% 21% 0% 2% 43% 37% 41% 37% -16% 7th 34% 26% 24% 24% 0% 0% 46% 40% 42% 39% -15% 8th 23% 23% 17% 19% 2% -3% 41% 36% 36% 34% -15%

Minidoka Jr (formerly Mt. Harrison Jr.) ELA Proficiency Comparison - (same color indicates similar group of students)

SP23 State Proficiency Target = 68.7% (all students)

Red line = gap year, no scores due to COVID

* Shortened version of ISAT

SP2022* SP2023

School ELA Performance Compared

SP23-State

School ELA Growth

to District

2023 School ELA Performance

Grade Level SP2019 SP2021*

Performance from SP22 to SP23

Performance SP23

SP19-State SP21-State* SP22-State* Compared to State

6th 20% 10% 0% 55% 52% 53% 47% 7th 7% 9% 15% 11% -4% -22% 58% 58% 58% 51% -40% 8th 14% 0% 17% 19% 2% -14% 54% 55% 54% 49% -30%

Minidoka Jr. (formerly Mt. Harrison Jr.) Math Proficiency Comparison - (same color indicates similar group of students)

SP23 State Proficiency Target = 61.1% (all students)

Red line = gap year, no scores due to COVID

* Shortened version of ISAT

SP2022* SP2023

School Math Performance

SP23-State

School Math Growth

Compared to District

2023 School Math

Grade Level SP2019 SP2021*

Performance from SP22 to SP23

Performance SP23

SP19-State SP21-State* SP22-State* Performance Compared to State

6th 10% 0% 0% 43% 37% 41% 37% 7th 7% 18% 31% 0% -31% -24% 46% 40% 42% 39% -39% 8th 14% 0% 9% 4% -5% -18% 41% 36% 36% 34% -30%

Michele Widmier | 2023 ISAT DATA

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West Minico ELA Proficiency Comparison - (same color indicates similar group of students)

SP23 State Proficiency Target = 68.7% (all students)

Red line = gap year, no scores due to COVID

* Shortened version of ISAT

SP2022* SP2023

School ELA Performance Compared

SP23-State

School ELA Growth

to District

2023 School ELA Performance

Grade Level SP2019 SP2021*

Performance from SP22 to SP23

Performance SP23

SP19-State SP21-State* SP22-State* Compared to State

6th 43% 34% 34% 27% -7% 0% 55% 52% 53% 47% -20% 7th 45% 38% 46% 33% -13% 0% 58% 58% 58% 51% -18% 8th 48% 35% 39% 36% -3% 3% 54% 55% 54% 49% -13%

West Minico Math Proficiency Comparison - (same color indicates similar group of students)

SP23 State Proficiency Target = 61.1% (all students)

Red line = gap year, no scores due to COVID

* Shortened version of ISAT

SP2022* SP2023

School Math Performance

SP23-State

School Math Growth

Compared to District

2023 School Math

Grade Level SP2019 SP2021*

Performance from SP22 to SP23

Performance SP23

SP19-State SP21-State* SP22-State* Performance Compared to State

6th 31% 18% 18% 18% 0% -1% 43% 37% 41% 37% -19% 7th 34% 24% 31% 26% -5% 2% 46% 40% 42% 39% -13% 8th 27% 24% 19% 27% 8% 5% 41% 36% 36% 34% -7%

Our High Schools

Minico ELA Proficiency Comparison - (same color indicates similar group of students) **SP23 State Proficiency Target = 68.7% (all students)**

Red line = gap year, no scores due to COVID

* Shortened version of ISAT

SP2022* SP2023

School ELA Performance Compared to District

SP23-State

School ELA Growth

Performance SP23

2023 School ELA Performance Compared to State

Grade Level SP2019 SP2021*

10th 56% 43% 55% Not tested 59% 60% 61% Not Tested 11th Not tested Not tested Not tested 51% -4% 5% Not tested Not tested Not tested 39% 12%

Minico Math Proficiency Comparison - (same color indicates similar group of students)

SP23 State Proficiency Target = 61.1% (all students)

Red line = gap year, no scores due to COVID

* Shortened version of ISAT

SP2022* SP2023

School Math Performance Compared to District

SP23-State

School Math Growth

Performance SP23

2023 School Math

Grade Level SP2019 SP2021*

SP19-State SP21-State* SP22-State* Performance Compared to State

10th 28% 25% 29% Not tested 33% 33% 33% Not Tested 11th Not tested Not tested Not tested 22% -7% 2% Not tested Not tested Not tested 17% 5%

Mt. Harrison ELA Proficiency Comparison - (same color indicates similar group of students)

SP23 State Proficiency Target = 68.7% (all students)

Red line = gap year, no scores due to COVID

* Shortened version of ISAT

SP2022* SP2023

School ELA Performance Compared to District

State* SP23-State

School ELA Growth

Performance SP23

2023 School ELA Performance Compared to State

Grade Level SP2019 SP2021*

SP19-State SP21-State* SP22-

10th 7% 13% 13% Not tested 59% 60% 61% Not Tested 11th Not tested Not tested Not tested 7% -6% -39% Not tested Not tested Not tested 39% -32%

Mt. Harrison Math Proficiency Comparison - (same color indicates similar group of students)

SP23 State Proficiency Target = 61.1% (all students)

Red line = gap year, no scores due to COVID

* Shortened version of ISAT

SP2022* SP2023

School Math Performance Compared to District

State* SP23-State

School Math Growth

Performance SP23

2023 School Math

Grade Level SP2019 SP2021*

SP19-State SP21-State* SP22- Performance Compared to State

10th 2% 0% 3% Not tested 33% 33% 33% Not Tested 11th Not tested Not tested Not tested 2% -1% -18% Not tested Not tested Not tested 17% -15%

Trends Over Time – A Look at Historical Data

Grade level student performance over time is highlighted the same color so that performance for similar cohorts can be analyzed.

All Grades Combined Percent Proficient on ELA Summative ISAT 2.0

Based on Grades 3,4,5,6,7,8, & 10 Overall ISAT Performance Reports

Red line signifies gap in scores due to COVID.

SP23 State Proficiency Target = 68.7%

2014-15 2015-16 2016-17 2017-18 2018-19 2020-2021 **66.1%** 2021-22 **68.7%**
2022-23 **68.7%**

District 39% 43% 42% 43% 41% 39% 40% 34%

District Percent Proficient on ELA Summative ISAT 2.0

Based on District ISAT Performance Reports

Red line signifies gap in scores due to COVID.

SP23 State ELA Proficiency Target = 68.7%

2014-15 2015-16 2016-17 2017-18 2018-19 2020-2021 **66.1%** 2021-22 **68.7%**
2022-23 **68.7%**

3rd grade 38% 46% 41% 44% 35% 37% 31% 34% **4th grade** 39% 44% 48% 43% 42% 34% 37% 28% **5th grade** 53% 51% 48% 54% 49% 38% 44% 37% **6th grade** 36% 37% 35%

37% 42% 38% 31% 27% **7th grade** 42% 45% 44% 39% 43% 43% 46% 33% **8th grade** 38% 47% 44% 47% 43% 38% 36% 33% **10th grade** 33% 35% 41% 42% 49% 39% 50% Not

Tested

11th grade Not tested Not tested Not tested Not tested Not tested Not tested Not tested 46%

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REPORT_BOARD

District Percent Proficient on MATH Summative ISAT 2.0

Based on District ISAT Performance Reports

Red line signifies gap in scores due to COVID.

SP23 State MATH Proficiency Target = 61.1%

sp23 2014-15 2015-16 2016-17 2017-18 2018-19 2020-2021 **57.8%** 2021-22 **61.1%**
2022-23 **61.1%**

3rd grade 40% 49% 43% 48% 36% 34% 32% 35% **4th grade** 38% 43% 45% 46% 40% 24% 31% 28% **5th grade** 31% 36% 38% 45% 36% 25% 25% 25% **6th grade** 27%

23% 28% 27% 31% 19% 19% 19% **7th grade** 26% 29% 27% 30% 33% 25% 27% 24% **8th grade** 18% 26% 28% 28% 24% 23% 18% 22% **10th grade** 18% 16% 14% 17% 24%

Understanding ISAT 2.0 Scores & Data

After students take the ISAT 2.0, their results are reported in two primary ways: scaled scores and achievement levels. A scaled score is the student’s overall numerical score. These scores fall on a continuous scale (from approximately 2000 to 3000) that increases across grade levels. Scaled scores can be used to illustrate students’ current level of achievement and their growth over time. When combined together across a student population, scaled scores can also describe school- and district-level changes in performance, as well as reveal gaps in achievement among different groups of students. Based on their scaled scores, students fall into one of four categories of performance called achievement levels. The tables below show the range of scaled scores for each achievement level for mathematics and English language arts/literacy:

1=Below Basic Level 2=Basic Level 3=Proficient Level 4=Advanced

Level

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District Average Scale Score on ELA Summative ISAT 2.0

*Based on District ISAT Performance Reports
Red line signifies gap in scores due to COVID.*

Grade & Minimum

Proficient Score **2014-15 2015-16 2016-17 2017-18 2018-19 2020-21 2021-22 2022-23**

3rd grade

2432 2414 2426 2418 2417 2407 2395 2396 2389

4th grade

2473 2450 2463 2460 2457 2452 2437 2437 2425

5th grade

24

2502 2502 2506 2497 2506 2496 2481 2480 2464

6th grade

2531 2500 2503 2500 2505 2515 2500 2486 2474

7th grade

2552 2531 2537 2532 2529 2533 2530 2539 2512

8th grade

2567 2545 2561 2554 2551 2547 2541 2540 2527

10th grade

2577 2531 2540 2552 2558 2570 2553 2573 Not Tested

11th grade

2583 Not tested Not tested Not tested Not tested Not tested Not tested Not tested 2562

NOTE: The first column shows the grade level and the minimum score needed to be proficient on the ISAT in red. The colored columns represent the MCSD district average score for that grade level. The same color indicates a similar group, which allows you to see their growth from year to year. For example, the 3rd graders (green) in 2014-15 would be the same group as 4th graders (green) in 2015-16. A comparison by schools is also available.

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District Average Scale Score on MATH Summative ISAT 2.0

*Based on District ISAT Performance Reports
Red line signifies gap in scores due to COVID.*

Grade & Minimum

Proficient Score 2014-15 2015-16 2016-17 2017-18 2018-19 2020-21 2021-22 2022-23

3rd grade

2436 2419 2434 2430 2427 2410 2399 2396 2398

4th grade

2485 2468 2472 2472 2473 2467 2432 2439 2431

5th grade

2528 2490 2501 2500 2516 2495 2469 2468 2458

6th grade

2552 2493 2491 2508 2504 2505 2473 2465 2469

7th grade

2567 2511 2524 2511 2519 2517 2493 2501 2492

8th grade

2586 2508 2526 2526 2527 2525 2510 2498 2501

10th grade

2614 2528 2519 2515 2521 2543 2523 2538 Not Tested

11th grade

2628 Not tested Not tested Not tested Not tested Not tested Not tested Not tested 2523

NOTE: The first column shows the grade level and the minimum score needed to be proficient on the ISAT in red. The colored columns represent the MCSD district average score for that grade level. The same color indicates a similar group, which allows you to see their growth from year to year. For example, the 3rd graders (green) in 2014-15 would be the same group as 4th graders (green) in 2015-16. A comparison by schools is also available.

Trends Over Time – A Look at Historical Data Percent Proficient School Comparison

English Language Arts – Elementary Schools

Michele

Widmier | 2023 ISAT DATA REPORT_BOARD

English Language Arts – Middle Schools

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NOTE: *The 2022-23 11th graders were the 2021-22 10th graders.*

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Math – Elementary Schools

Math – Middle Schools

Math – High Schools

NOTE: *The 11th graders in 2022-23 were the 10th graders in 2021-22.*

State Achievement Recognitions & School Improvement Identifications*

Schools 2017-2018 2018-2019 2021-2022

Goal Maker-English
Acequia Heyburn & English Lang. Maker

Paul Goal Maker Goal

Rupert Maker
Lang. Growth; Growth & Long
Long Term Prog.- term Goal Prog
Math ELA & Math
Goal Maker-
English Lang.
Goal Maker- English Lang.
Growth; Long
Growth; Long Term Prog.-Math
Term Prog.-Math Goal Maker Goal
Goal Maker-Math

West Minico East Minico CSI UP*
Minidoka Jr. White, SPED) TSI* (ELA prof. -
Goal Maker-ELA & ED, EL, Hisp.,
Long Term Goal White, SPED)
TSI* (ELA prof. - Achiev.-ELA
ED, EL, Hisp., Goal Maker-Grad; TSI/CSI UP*
Long Term Prog Grad
Goal Maker Goal Maker

Minico

Mt. Harrison CSI Grad*/ Top
Performer
CSI Grad*/Top
Performer Math CSI Grad*Top
Performer
(8th grade)

Note:

- Schools are identified for Comprehensive Support and Improvement (CSI)
 - o Lowest-Performing (**CSI Up**)
 - o Low High School Graduation Rates (**CSI Grad**)
 - o Chronically Low-Performing Subgroup
 - o Targeted Support and Improvement (**TSI**)
 - o Consistently Underperforming Subgroup (**TSI**)
 - o Additional Targeted Support and Improvement (**ATSI**)
 - o Low-Performing Subgroup (ATSI)
- Performance Recognition
 - o High Performer
 - o Goal Maker

July 17, 2023

Regular Board Meeting Addendum- Stipends

Personnel Recommendation/Requests for Board Consideration

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

Stipend(s), 2022-2023

Michele Widmier recommends the following stipends for St Nickolas staff as part of the Equitable Services requirement for federal programs. These will be paid from Title IIA (271) funding.

Teacher Name	Training	Stipend Amount	Employed By	PO & 1099 Needed
Maren Knopp	ELA/Math	\$ 156.00	St. Nick	Y
Arlette Iturra	ELA/Math	\$ 156.00	St. Nick	Y
Charity Portillo	ELA/Math	\$ 156.00	St. Nick	Y
Christina Arroyo	ELA/Math	\$ 156.00	St. Nick	Y
Christina Arroyo	ELA/Math	\$ 150.00	St. Nick	Y
Karren Charles	ELA/Math with MCSD	\$ 150.00	St. Nick	Y
Page Eberhardt	ELA/Math	\$ 156.00	St. Nick	Y
Justine Lynch	ELA/Math	\$ 156.00	St. Nick	Y
Colleen Johnson	ELA/Math	\$ 156.00	St. Nick	Y
Tricia Buckley	MCSD Trainer	\$ 500.00	MCSD	N

Sherry Bingham is requesting the School Psychologist and Speech Language Pathologist stipends at \$10,000 each to be taken from the SPED budget for the following:

- Shelly Ashbocker
- Chelsey Ball
- Tiffany Bliss
- Savanna Condie
- JaeLee Crane
- Rachel Durrant
- Felicia Johnson
- Kolbee Page

Kim Kidd is requesting Brent Van Every receive a stipend of \$800 for overseeing senior projects.

Ashley Johnson is requesting Krysta Haugeberg receive a \$500 stipend for mentoring a new teacher.

Amber,

I know we are not moving lanes this year. but please understand why I put this in. When Carrie was hired I wanted her to be on the VIII on the SStep E. because she was helping me train when she was a driver. I would get them passed and then she would take them on a bus and do the 10 hours behind the wheel and train them on a bus. but was told by the business office I could not do that. but if you read the bottom of our classified salary schedule. it says step E for 5 years of experience in a similar position which she was doing. this is the only reason I would like to get this done. to be fair to her.

Thank you for your time.

Coleen Jones

July 17, 2023

Regular Board Meeting

Personnel Recommendation/Requests for Board Consideration

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

Certified New Hire(s), 2023-2024

Emilee Cole	Part Time Kindergarten at Heyburn- Recommended by Danelle Stutzman
AmyLynn Miller	2 nd Grade teacher at Paul – Recommended by Ellen Austin
Nicole Young	Kindergarten teacher at Paul – Recommended by Ellen Austin
Sadie Foote	1 st Grade teacher at Paul – Recommended by Ellen Austin
Jennifer Struchen	1 st Grade teacher at Paul – Recommended by Ellen Austin

Certified Change(s), 2023-2024

Angela Jarvis	From: 2 nd Grade teacher at Paul To: SPED teacher at Paul
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Coaching 2023-2024

David Repke	Boys/Girls Basketball and Track Coach
David Repke/Stafford Gillette	Splitting Athletic Director Duties

Classified New Hire(s), 2023-2024

Travis Cody Anderson	8 hour Grounds/Custodian – Recommended by Jason Van Every
Gary Smith	8 hour Grounds/Custodian – Recommended by Jason Van Every
Carmen Tovar	8 hour Custodian – Recommended by Jason Van Every

Classified Change(s) 2023-2024

Sobeida Rocha	From: Maintenance Rover To: West Custodian
---------------	---

Recommend Advisors 2023-2024

Kallie O’Neal	Minico Concession Stand/Agora Store
Dawn Garza	Minico Concession Stand/Agora Store

Resignation(s), 2022-2023

Lauren Gordon	Preschool Para
Casey Bronson	West Minico ELA
Doris Roseborough	JDC Computer Lab Assistant

MCSD #331 Board of Trustees

Board Meeting Minutes

July 17, 2023

The regular board meeting held at the District Service Center, 310 10th St., Rupert, Idaho was called to order by Chair Heins, at 6:13 p.m.

Board Members Present

The following trustees were present: Chair Bonnie Heins; Vice Chair Suchan; Trustees Claridge, Perez and Andersen

Executive Session

A motion to move into Executive Session for the purpose of Idaho Code 74-206 (1) (a) personnel, and (f) legal counsel; was made by Trustee Claridge, seconded by Vice Chair Suchan. Motion carried.

A declaration was made that Executive Session was completed.

Bonnie Heins, Chair of School Board

Attest: August 21, 2023 kt

Kerri Tibbitts, Board Clerk

MCSD #331 Board of Trustees

Regular Board Meeting Minutes

July 17, 2023

Work Session: CTE staff informed the Board of funding needed for classroom supplies. The State increased their funding, but it has to be spent on equipment. The District is able to only fund very little for supplies or maintenance of equipment. Rick Stimpson - oil to run equipment and welding supplies; Donna Cameron – her computer lab is outdated; Bobby Ryan – software to run his multi-media classes; Brent Van Every – wood for projects. CTE staff asked the Board to please speak to legislature to update the formula used for funding.

Board Members Present

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

Call to Order & Roll Call

Prayer, Pledge of Allegiance and Welcome to Meeting

Prayer was given Chair Heins and the pledge led by Vice Chair Suchan.

Agenda Approval (Action Item)

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

Amber Rosenstengel presented Dr. Rick Parker with a gift and thanked him for helping our District as Interim Superintendent.

Consent Agenda (action item) The Board unanimously approved the following as part of the Consent Agenda:

Minutes of previous board minutes

The minutes noted above are herein incorporated into the board minutes by reference to the date of the board meeting.

Bills and Payroll was Approved

The School Board approved bills, with addendum, and payroll for payment.

Accounts Payable: \$773,393.44

Payroll: \$

The monthly reports are herein incorporated into these minutes by reference to Exhibits: “Board Revenue Report”, and “Accounts Payable Runs”

Travel Requests

Approval of new Personnel

Patron Comments: There were no patron comments.

Discussion

ISBA Training (July 24th): Chair Heins reminded the Board of the training ISBA will provide on July 24, 2023 at 5:00 p.m.

Detailed Audit: It has been suggested a different audit company look more thoroughly through our finances. Harris CPA was suggested for doing this. Board members felt this was a good idea. When the information is received and cost, if over \$50,000 it may need to go out for a bid.

Policy Discussion:

Policy 302.00 Open Enrollment – This will be brought back to the Board after the Policy Review Committee looks at the policy.

Policy 320.00 Attendance and Policy 266.00 Secondary Grading Alternative – The survey sent out to parents showed approximately 95% did not want the attendance percentage changed. They wanted it to remain at 90%. Chair Heins stated the State has decided to do funding with ADA not the District. It was discussed the hardship of having a doctor’s note for every time your child is sick. Patrons also where frustrated with tardies. The Board felt they needed to review the policy once more. Ellen Austin suggested we have a district attendance court. Perhaps with this in place parents will understand how important attendance is for students.

Superintendent Report: Mr. Larsen informed the Board that there are many times policies are not followed and educating administrators is necessary. He stated there were issues with the IRS and form 941 dealing with quarterly taxes. It was not reported correctly a few years ago and we currently owe approximately \$40,000. The District also owes \$20,000 to PERSI in regards to the \$1,000 bonus from the Governor.

Administrator/Department/Committee Reports: Questions were asked with regard to the concession stand. Michelle Van Leuven informed the Board the lockers were there ready to install. The concession part is completed and hopefully the entire project will be done in August.

She also informed the Board HVAC units on buildings sustained major damage in the hail storm last month. Chair Heins asked for a complete report on damages done next month.

Tracks at East and West should be completed before school starts. The windows, when received, replacement will be done on Fridays.

Migrant Summer School: Angela Davidson shared the highlights of Migrant Summer School. There were 159 students who participated.

Business

Approval of Organizational Chart: A motion to approve the Organizational Chart as presented was made by Trustee Andersen, seconded by Vice Chair Suchan. Motion carried.

Detailed Audit: A motion for Mr. Larsen to proceed with more information on a detailed audit was made by Vice Chair Suchan, seconded by Trustee Claridge. Motion carried.

Approval of In-Person Learning Plan: A motion to approve the In-Person Learning Plan as presented was made by Vice Chair Suchan, seconded by Trustee Perez. Motion carried.

Approval of Rate Increase for Use of Buses: A motion to approve the rate increase for use of buses was made by Trustee Perez, seconded by Vice Chair Suchan. Motion carried.

Approval of 2023-2024 Fees/Fundraisers: A motion to approve Fees and Fundraisers was made by Trustee Andersen, seconded by Vice Chair Suchan. Motion carried.

Approval of 2023-2024 District Staff Handbook: A motion to approve the District Staff Handbook was made by Vice Chair Suchan, seconded by Trustee Perez. Motion carried.

Approval of Student Handbooks (with the exception of West Minico): A motion to approve student handbooks, with Minico making the change in their attendance to reflect 90%, was made by Trustee Claridge, seconded by Vice Chair Suchan. Motion carried.

Rupert Supply List: A motion to approve Rupert Elementary Supply List was made by Trustee Andersen, seconded by Trustee Claridge. Motion carried.

New/Amended/Deleted Policies:

Policy 130.00 District Planning (First Reading)

Policy 140.00 Code of Conduct – School Employees (First Reading)

Policy 542.90 Vacation Full Time Personnel (First Reading)

Policy 806.00P Activity Busing Procedure (First Reading)

A motion to approve policies as read by Board Chair 130.00; 140.00; 542.90 and 806.00P was made by Trustee Perez, seconded by Trustee Andersen. Motion carried.

Trustee Andersen took a moment to ask for clarification on the AED machines. Were some needing to be replaced? Sherry Bingham stated there were old ones to be replaced and others needed batteries.

Furniture – where did it go? It was stated it went to Heyburn Elementary. Some of the old furniture went to Paul to replace older equipment. The Board informed admin there is a policy when getting rid of equipment etc. that needs to be followed. Disposal of equipment still needs to be put on a Disposition Sheet.

Adjournment:

A motion for adjournment was made by Trustee Andersen, seconded by Trustee Perez. Motion carried. Adjournment was 8:51 p.m.

Bonnie Heins, Chair of School Board

Attest: August 21, 2023

Kerri Tibbitts, Board Clerk

MCSD #331 Board of Trustees

Special Board Meeting Minutes

July 29, 2023

The special board meeting held at the District Service Center, 310 10th St., Rupert, Idaho was called to order by Chair Heins at 6:16 p.m.

Board Members Present

The following trustees were present: Chair Bonnie Heins; Vice Chair Suchan; Trustees Claridge, Perez and Andersen/.

Executive Session

A motion to move into 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 Claridge, seconded by Trustee Perez. Motion carried.

A declaration was made that Executive Session was completed.

Business

Personnel: A motion to reverse the decision of not renewing the work agreement on employee 7-29-23-1 was made by Trustee Perez. Vote: Trustee Perez – Yes; Vice Chair Suchan – Yes; Trustee Andersen – No; Trustee Claridge – No; Chair Heins – No. Motion did not pass.

Adjournment:

A motion to adjourn was made by Trustee Andersen, seconded by Trustee Claridge. Motion carried. Meeting concluded at 10:40 p.m.

Bonnie Heins, Chair of School Board

Attest: August 21, 2023 kt

Kerri Tibbitts, Board Clerk

MCSD #331 Board of Trustees

Board Meeting Minutes

July 17, 2023

The regular board meeting held at the District Service Center, 310 10th St., Rupert, Idaho was called to order by Chair Heins, at 6:13 p.m.

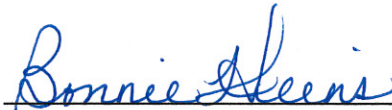
Board Members Present

The following trustees were present: Chair Bonnie Heins; Vice Chair Suchan; Trustees Claridge and Perez and Andersen

Executive Session

A motion to move into Executive Session for the purpose of Idaho Code 74-206 (1) (a) personnel, and (f) legal counsel; was made by Trustee Claridge, seconded by Vice Chair Suchan. Motion carried.

A declaration was made that Executive Session was completed.



Bonnie Heins, Chair of School Board

Attest: August 21, 2023 kt



Kerri Tibbitts, Board Clerk

MCSO #331 Board of Trustees

Regular Board Meeting Minutes

July 17, 2023

Work Session: CTE staff informed the Board of funding needed for classroom supplies. The State increased their funding, but it has to be spent on equipment. The District is able to only fund very little for supplies or maintenance of equipment. Rick Stimpson - oil to run equipment and welding supplies; Donna Cameron - her computer lab is outdated; Bobby Ryan - software to run his multi-media classes; Brent Van Every - wood for projects. CTE staff asked the Board to please speak to legislature to update the formula used for funding.

Board Members Present

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

Call to Order & Roll Call

Prayer, Pledge of Allegiance and Welcome to Meeting

Prayer was given Chair Heins and the pledge led by Vice Chair Suchan.

Agenda Approval (Action Item)

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

Amber Rosenstengel presented Dr. Rick Parker with a gift and thanked him for helping our District as Interim Superintendent.

Consent Agenda (action item) The Board unanimously approved the following as part of the Consent Agenda:

Minutes of previous board minutes

The minutes noted above are herein incorporated into the board minutes by reference to the date of the board meeting.

Bills and Payroll was Approved

The School Board approved bills, with addendum, and payroll for payment.

Accounts Payable: \$773,393.44

Payroll: \$

The monthly reports are herein incorporated into these minutes by reference to Exhibits: "Board Revenue Report", and "Accounts Payable Runs"

Travel Requests

Approval of new Personnel

Patron Comments: There were no patron comments.

Discussion

ISBA Training (July 24th): Chair Heins reminded the Board of the training ISBA will provide on July 24, 2023 at 5:00 p.m.

Detailed Audit: It has been suggested a different audit company look more thoroughly through our finances. Harris CPA was suggested for doing this. Board members felt this was a good idea. When the information is received and cost, if over \$50,000 it may need to go out for a bid.

Policy Discussion:

Policy 302.00 Open Enrollment – This will be brought back to the Board after the Policy Review Committee look at the policy.

Policy 320.00 Attendance and Policy 266.00 Secondary Grading Alternative – The survey sent out to parents showed approximately 95% did not want the attendance percentage changed. They wanted it to remain at 90%. Chair Heins stated the State has decided to do funding with ADA not the District. It was discussed the hardship of having a doctor's note for every time your child is sick. Patrons also where frustrated with tardies. The Board felt they needed to review the policy once more. Ellen Austin suggested we have a district attendance court. Perhaps with this in place parents will understand how important attendance is for students.

Superintendent Report: Mr. Larsen informed the Board that there are many times policies are not followed and educating administrators is necessary. He stated there were issues with the IRS and form 941 dealing with quarterly taxes. It was not reported correctly a few years ago and we currently owe approximately \$40,000. The District also owes \$20,000 to PERSI in regards to the \$1,000 bonus from the Governor.

Administrator/Department/Committee Reports: Questions were asked with regard to the concession stand. Michelle Van Leuven informed the Board the lockers were there ready to install. The concession part is completed and hopefully the entire project will be done in August.

She also informed the Board HVAC units on buildings sustained major damage in the hail storm last month. Chair Heins asked for a complete report on damages done next month.

Tracks at East and West should be completed before school starts. The windows, when received, replacement will be done on Fridays.

Migrant Summer School: Angela Davidson shared the highlights of Migrant Summer School. There were 159 students who participated.

Business

Approval of Organizational Chart: A motion to approve the Organizational Chart as presented was made by Trustee Andersen, seconded by Vice Chair Suchan. Motion carried.

Detailed Audit: A motion for Mr. Larsen to proceed with more information on a detailed audit was made by Vice Chair Suchan, seconded by Trustee Claridge. Motion carried.

Approval of In-Person Learning Plan: A motion to approve the In-Person Learning Plan as presented was made by Vice Chair Suchan, seconded by Trustee Perez. Motion carried.

Approval of Rate Increase for Use of Buses: A motion to approve the rate increase for use of buses was made by Trustee Perez, seconded by Vice Chair Suchan. Motion carried.

Approval of 2023-2024 Fees/Fundraisers: A motion to approve Fees and Fundraisers was made by Trustee Andersen, seconded by Vice Chair Suchan. Motion carried.

Approval of 2023-2024 District Staff Handbook: A motion to approve the District Staff Handbook was made by Vice Chair Suchan, seconded by Trustee Perez. Motion carried.

Approval of Student Handbooks (with the exception of West Minico): A motion to approve student handbooks, with Minico making the change in their attendance to reflect 90%, was made by Trustee Claridge, seconded by Vice Chair Suchan. Motion carried.

Rupert Supply List: A motion to approve Rupert Elementary Supply List was made by Trustee Andersen, seconded by Trustee Claridge. Motion carried.

New/Amended/Deleted Policies:

Policy 130.00 District Planning (First Reading)

Policy 140.00 Code of Conduct – School Employees (First Reading)

Policy 542.90 Vacation Full Time Personnel (First Reading)

Policy 806.00P Activity Busing Procedure (First Reading)

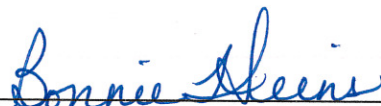
A motion to approve policies as read by Board Chair 130.00; 140.00; 542.90 and 806.00P was made by Trustee Perez, seconded by Trustee Andersen. Motion carried.

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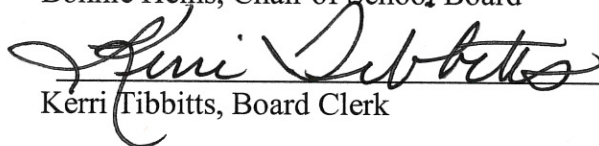
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Adjournment:

A motion for adjournment was made by Trustee Andersen, seconded by Trustee Perez. Motion carried. Adjournment was 8:51 p.m.



Bonnie Heins, Chair of School Board



Kerri Tibbitts, Board Clerk

Attest: August 21, 2023

MCSO #331 Board of Trustees

Special Board Meeting Minutes

July 29, 2023

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Board Members Present

The following trustees were present: Chair Bonnie Heins; Vice Chair Suchan; Trustees Claridge, Perez and Andersen/.

Executive Session

A motion to move into 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 Claridge, seconded by Trustee Perez. Motion carried.

A declaration was made that Executive Session was completed.

Business

Personnel: A motion to reverse the decision of not renewing the work agreement on employee 7-29-23-1 was made by Trustee Perez. Vote: Trustee Perez – Yes; Vice Chair Suchan – Yes; Trustee Andersen – No; Trustee Claridge – No; Chair Heinz – No. Motion did not pass.

Adjournment:

A motion to adjourn was made by Trustee Andersen, seconded by Trustee Claridge. Motion carried. Meeting concluded at 10:40 p.m.



Bonnie Heins, Chair of School Board

Attest: August 21, 2023 kt



Kerri Tibbitts, Board Clerk

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6103

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TRENKLE, BRADY 2282 TANNIE AVE HEYBURN	ID 83336					
Check Group:						
AD MEETING TWIN FALLS 5/1/23		94	232794	MILEAGE MAY 23 7/21/2023	100.531.0380.380.000.301	\$53.58
DISTRICT TENNIS TWIN FALLS 5/9/23		94	232794	MILEAGE MAY 23 7/21/2023	100.531.0380.380.000.301	\$53.58
DISTRICT TENNIS TWIN FALLS 5/10/23		94	232794	MILEAGE MAY 23 7/21/2023	100.531.0380.380.000.301	\$53.58
DISTRICT TRACK MTN HOME 5/12/23		244	232794	MILEAGE MAY 23 7/21/2023	100.531.0380.380.000.301	\$139.08
STATE TENNIS/TRACK BOISE 5/18/23		330	232794	MILEAGE MAY 23 7/21/2023	100.531.0380.380.000.301	\$188.10
AD MEETING JEROME 5/23/23		100	232794	MILEAGE MAY 23 7/21/2023	100.531.0380.380.000.301	\$57.00
AD MEETING MTN HOME 5/30/23		244	232794	MILEAGE MAY 23 7/21/2023	100.531.0380.380.000.301	\$139.08

Check #: 68015

PO/InvoiceTotal:	<u>\$684.00</u>
Vendor Total:	<u>\$684.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6103

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$684.00

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6104

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AIRGAS INTERMOUNTAIN,INC 400 N OVERLAND						
BURLEY	ID 83318					
Check Group:						
DMTR 8OZ GRIT ANGD PHNLC BCKNG		1	233063	9140105922 7/17/2023	243.519.0410.000.301.301	\$51.59
				Check #: 68036		
					PO/InvoiceTotal:	\$51.59
					Vendor Total:	\$51.59

51

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6104

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AMAZON/GEMB PO BOX 035184 SEATTLE	WA 98124-5184					
Check Group:						
WIRELESS REMOTE CLICKER/KEYBOARD MOUSE COMBO/HDMI CORD		1	237052	1JMM-4WRT-7G C7 6/15/2023	290.710.0410.000.000.000	\$67.97

Check #: 68037

PO/InvoiceTotal:	<u> </u>	\$67.97
Vendor Total:	<u> </u>	\$67.97

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6104

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ANDERSON, LISA 229 N 850 W						
PAUL	ID 83347					
Check Group:						
HOTEL CHARGE		1	231312	CAESARS 7/5/2023	100.621.0380.382.000.105	\$34.04
					Check #: 68038	
						PO/InvoiceTotal: <u> </u> \$34.04
						Vendor Total: <u> </u> \$34.04

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6104

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BORDEN, JENNIFER						
328 B WEST 100 S						
RUPERT	ID 83350					
Check Group:						
INNOVATION CONFERENCE IN LAS VEGAS JENNIFER BORDEN JULY 6-9 2023BAGEAGE SHUTTLE PARKING		1	231380	4648 7/9/2023	100.621.0380.382.000.301	\$39.71
INNOVATION CONFERENCE IN LAS VEGAS JENNIFER BORDEN JULY 6-9 2023BAGEAGE SHUTTLE PARKING		1	231380	7885 7/6/2023	100.621.0380.382.000.301	\$33.09
					Check #: 68039	
						PO/InvoiceTotal: <u>\$72.80</u>
						Vendor Total: <u>\$72.80</u>
						54

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6104

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DELL DIRECT SALES L.P.						
% DELL USA L.P.						
PO BOX 802816						
CHICAGO IL 60680-2816						
Check Group:						
DELL COMPUTER- MT HARRISON HIGH		1	233448	10677230296 6/8/2023	251.517.0550.000.054.492	\$1,111.78
					Check #: 68040	
PO/InvoiceTotal:						\$1,111.78
Vendor Total:						\$1,111.78

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6104

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DUNCAN, SARA 484 RIVERSIDE DRIVE						
BURLEY	ID 83318					
Check Group:						
GEAR UP PARKING AND BAGGAGE		1	231474	BAGGAGE 7/15/2023	284.621.0380.382.000.000	\$123.00
GEAR UP SHUTTLE-		1	231474	BAGGAGE 7/15/2023	284.621.0380.382.000.000	\$75.25
				Check #: 68041		
					PO/InvoiceTotal:	\$198.25
					Vendor Total:	\$198.25

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6104

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
JARVIS, ANGELA 711 ELM ST HEYBURN	ID 83336					
Check Group: HOTEL CHARGE		1	231313	CAESARS 7/5/2023	100.621.0380.382.000.105	\$34.04
					Check #: 68042	
						PO/InvoiceTotal: <u>\$34.04</u>
						Vendor Total: <u>\$34.04</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6104

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
KRONOS SAASHR INC.						
900 CHELMSFORD STREET						
LOWELL MA 01851						
Check Group:						
KRONOS LICENSE AND SUPPORT FEES		1	232030	12099201 7/8/2023	100.656.0460.000.000.001	\$786.30
					Check #: 68043	
PO/InvoiceTotal:						\$786.30
Vendor Total:						\$786.30

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6104

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MERCADO, BRAYLYN						
1						
1	1	1				
Check Group:						
GEAR UP BAGGAGE		1	231475	BAGGAGE 7/15/2023	284.621.0380.382.000.000	\$60.00
					Check #: 68044	
					PO/InvoiceTotal:	<u>\$60.00</u>
					Vendor Total:	<u>\$60.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6104

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MOUNATIN WEST ASSOCIATES						
1213 N. HARRISON BLVD						
BOISE	ID	83702				
Check Group:						
PROF DEV PROFESSIONAL SERVICES TEACHERS READING BY DESIGN TRAINING		2	231494	061101 6/11/2023	100.621.0310.313.012.101	\$2,400.00
PROF DEV PROFESSIONAL SERVICES TEACHERS READING BY DESIGN TRAINING		7	231494	061101 6/11/2023	100.621.0310.313.012.102	\$8,400.00
PROF DEV PROFESSIONAL SERVICES TEACHERS READING BY DESIGN TRAINING		5	231494	061101 6/11/2023	100.621.0310.313.012.105	\$6,000.00
PROF DEV PROFESSIONAL SERVICES TEACHERS READING BY DESIGN TRAINING		2	231494	061101 6/11/2023	100.621.0310.313.012.107	\$2,400.00
LITERACY PROF DEVELOPMENT		1	231494	08/01/2022 7/25/2023	100.621.0310.313.021.101	\$5,500.00
LITERACY PROFESSIONAL SERVICES-HEYBURN		1	231494	08/01/2022 7/25/2023	100.621.0310.313.021.102	\$5,500.00
LITERACY PROFESSIONAL SERVICES-PAUL		1	231494	08/01/2022 7/25/2023	100.621.0310.313.021.105	\$5,500.00
LITERACY PROFESSIONAL SERVICES-RUPERT		1	231494	08/01/2022 7/25/2023	100.621.0310.313.021.107	\$5,500.00

Check #: 68045

PO/InvoiceTotal:	<u>\$41,200.00</u>
Vendor Total:	<u>\$41,200.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6104

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SCHINDLER ELEVATOR CORP PO BOX 93050 CHICAGO IL 60673-3050						
Check Group:						
ELEVATOR SERVICE MINICO		1	236063	8106242284 5/1/2023	100.664.0320.000.000.301	\$679.73
					Check #: 68046	
					PO/InvoiceTotal:	<u>\$679.73</u>
					Vendor Total:	<u>\$679.73</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6104

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SCHOOL SPECIALTY SUPPLY						
PO BOX 825640						
PHILADELPHIA PA 19182-5640						
Check Group:						
OTG LAMINATE STORAGE CABINET W/LOCK		4	231408	208132628553 7/20/2023	100.811.0550.567.420.000	\$1,153.44
					Check #: 68047	
						PO/InvoiceTotal: \$1,153.44
Check Group:						
CHAIR AIS GRAFTON SIDE CHAIR- BLACK MESH BACK CULP WELLESLEY		2	231425	208132525264 7/7/2023	100.811.0411.000.420.000	\$482.54
DESK WITH STEEL BLACK LEGS		1	231425	208132525264 7/7/2023	100.811.0411.000.420.000	\$2,260.32
					Check #: 68047	62
						PO/InvoiceTotal: \$2,742.86
						Vendor Total: \$3,896.30

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6104

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
STEPHENS, CELESTE						
809 W 100 N						
PAUL	ID	83347				
Check Group:						
LYFT		1	231316	UBER VEGAS TRIP 7/5/2023	100.621.0380.382.000.105	\$46.41
					Check #: 68048	
						PO/InvoiceTotal: <u>\$46.41</u>
						Vendor Total: <u>\$46.41</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6104

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TEACHER COLLEGE PRESS						
22883 QUICKSILVER DR						
DULLES VA 20166						
Check Group:						
TRAUMA -SENSITIVE SCHOOLS K-5		30	231440	BW16558 5/4/2023	100.621.0310.313.000.101	\$687.53
TRAUMA -SENSITIVE SCHOOLS K-5		40	231440	BW16558 5/4/2023	100.621.0310.313.000.102	\$916.70
TRAUMA -SENSITIVE SCHOOLS K-5		45	231440	BW16558 5/4/2023	100.621.0310.313.000.105	\$1,031.29
TRAUMA -SENSITIVE SCHOOLS K-5		50	231440	BW16558 5/4/2023	100.621.0310.313.000.107	\$1,145.88
TRAUMA -SENSITIVE SCHOOLS K-5		15	231440	BW16558 5/4/2023	100.621.0310.313.000.000	\$343.76 64
TRAUMA -SENSITIVE SCHOOLS SECONDARY		40	231440	BW16558 5/4/2023	100.621.0310.313.000.201	\$886.67
TRAUMA -SENSITIVE SCHOOLS SECONDARY		40	231440	BW16558 5/4/2023	100.621.0310.313.000.202	\$886.67
TRAUMA -SENSITIVE SCHOOLS SECONDARY		85	231440	BW16558 5/4/2023	100.621.0310.313.000.301	\$1,884.17
TRAUMA -SENSITIVE SCHOOLS SECONDARY		9	231440	BW16558 5/4/2023	100.621.0310.313.000.000	\$199.50
TRAUMA -SENSITIVE SCHOOLS SECONDARY MHHS		26	231440	BW16558 5/4/2023	100.621.0310.313.000.492	\$576.33

Check #: 68049

PO/InvoiceTotal:	<u>\$8,558.50</u>
Vendor Total:	\$8,558.50

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6104

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$56,797.71

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6105

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WELLS FARGO REMITTANCE CTR						
PO BOX 23003						
COLUMBUS GA 31902-3003						
Check Group:						
BUSINESS CARDS FOR AMBER		1	231045	06/26/23	100.651.0410.000.000.001	\$31.15
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/26/2023		
					Check #: 0	
						PO/InvoiceTotal: \$31.15
Check Group:						
PROF DEV LODGING JUNE 24-29		1	231393	54977770	100.621.0380.381.000.000	\$1,656.60
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/29/2023		
PROF DEV LODGING JUNE 24-29		1	231393	54977770	100.621.0380.381.000.000	\$1,656.60
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/29/2023		
					Check #: 0	66
						PO/InvoiceTotal: \$3,313.20
Check Group:						
CPM CONFERENCE JUNE 25TH - JUNE 30TH LUIZA FOWLER		1	231420	70956	100.621.0380.381.000.202	\$1,189.45
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/30/2023		
					Check #: 0	
						PO/InvoiceTotal: \$1,189.45
Check Group:						
RENTAL FOR IDAHO SCHOOL NURSE CONFERENCE ANNIE BINGHAM JUNE14TH-15TH		1	231428	28836669US1	100.621.0380.382.000.000	\$199.99
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/16/2023		
LODGING FOR IDAHO SCHOOL NURSE CONFERENCE ANNIE BINGHAM JUNE14TH-15TH		1	231428	29942121	100.621.0380.381.000.000	\$362.88
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/15/2023		
LODGING FOR IDAHO SCHOOL NURSE CONFERENCE ANNIE BINGHAM JUNE14TH-15TH		1	231428	36674624	100.621.0380.381.000.000	\$189.00
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/16/2023		
					Check #: 0	

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6105

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$751.87
Check Group:						
CRACKING THE AAC CODE 2.0 JUNE 12-13 JAELEE CRANE		1	231471	2475542564NJ3F 92Y 6/14/2023	100.621.0380.382.000.000	\$181.11
P-Card Payee: WELLS FARGO REMITTANCE CTR						
CRACKING THE AAC CODE 2.0 JUNE 12-13 SAVANNA CONDIE		1	231471	2475542564NJ3F 92Y 6/14/2023	100.621.0380.382.000.000	\$181.11
P-Card Payee: WELLS FARGO REMITTANCE CTR						
CRACKING THE AAC CODE 2.0 JUNE 12-13 JAELEE CRANE		1	231471	AAC/6/12-13/23 6/13/2023	100.621.0380.382.000.000	\$299.00
P-Card Payee: WELLS FARGO REMITTANCE CTR						
CRACKING THE AAC CODE 2.0 JUNE 12-13 SAVANNA CONDIE		1	231471	AAC/6/12-13/23 6/13/2023	100.621.0380.382.000.000	\$299.00
P-Card Payee: WELLS FARGO REMITTANCE CTR						
						Check #: 0
						PO/InvoiceTotal: 67 \$960.22
Check Group:						
LODGING ISABO CONFERENCE 6/28-6/30 AMBER AND LEXI		1	231498	85529553 6/30/2023	100.651.0380.381.000.001	\$641.84
P-Card Payee: WELLS FARGO REMITTANCE CTR						
						Check #: 0
						PO/InvoiceTotal: \$641.84
Check Group:						
CRASH PLAN		1	232019	125391252400 6/15/2023	100.656.0460.000.000.011	\$259.74
P-Card Payee: WELLS FARGO REMITTANCE CTR						
DROPBOX		1	232019	24204294wet58qj mk 6/5/2023	100.656.0460.000.000.001	\$54.00
P-Card Payee: WELLS FARGO REMITTANCE CTR						
1PASSWORD - TEAM STARTER PACK FOR 10 USERS		1	232019	in_1NNhUpHBax7 L5HDFI 6/27/2023	100.656.0460.000.000.011	\$239.40
P-Card Payee: WELLS FARGO REMITTANCE CTR						
						Check #: 0
						PO/InvoiceTotal: \$553.14
Check Group:						

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6105

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AUTOMATION DIRECT-PLC STARTING COMPONENTS-SEE ATTACHED LIST		1	233044	15166201	243.519.0410.000.315.301	\$1,891.50
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/5/2023		
					Check #: 0	
						PO/InvoiceTotal: \$1,891.50
Check Group:						
BEST WESTERN COEUR D'ALENE-LODGING JESSICA STAPELMAN/SOPHIE COWGILL IATA SUMMER CONFERENCE JUNE 19-21, 2023		1	233077	06-19-23	263.519.0380.381.301.301	\$396.90
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/21/2023		
					Check #: 0	
						PO/InvoiceTotal: \$396.90
Check Group:						
SPRINGHILL SUITES-LODGING JEANNIE COULSON FCS CONFERENCE RIGBY, IDAHO JUNE 18-20, 2023		1	233081	06/20/23	243.519.0380.381.307.301	\$458.00 68
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/20/2023		
					Check #: 0	
						PO/InvoiceTotal: \$458.00
Check Group:						
ICE CAVES		1	233210	021659	253.541.0410.000.000.000	\$404.00
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/21/2023		
SUPPLIES FROM WALMART		1	233210	2000111-7302078 2	253.541.0410.000.000.000	\$94.29
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/14/2023		
AQUARIUM BOISE		1	233210	304125	253.541.0410.000.000.000	\$682.00
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/26/2023		
MAMMOTH CAVES		1	233210	31010	253.541.0410.000.000.000	\$162.00
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/21/2023		
					Check #: 0	
						PO/InvoiceTotal: \$1,342.29
Check Group:						

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6105

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
2023 CPM EDUCATIONAL PROGRAM- HOTEL- KRISSY D, DONNA M, CAMI P, JULIE K- EAST		1	233460	2023RI	251.621.0380.381.051.201	\$713.67
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/30/2023		
2023 CPM EDUCATIONAL PROGRAM- HOTEL DONNA M		1	233460	RI2023	251.621.0380.381.051.201	\$1,189.45
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/30/2023		
2023 CPM EDUCATIONAL PROGRAM- HOTEL JULIE K- EAST		1	233460	RI2023-	251.621.0380.381.051.201	\$1,189.45
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/30/2023		
Check #: 0						
PO/InvoiceTotal:						\$3,092.57
Check Group:						
2023 INSTITUTE FOR MIDDLE LEVEL LEADERSHIP- HOTEL- SHELLY M- OVERCHARGE FOR PO# 233363 REIMBURSED BY HOTEL		1	233519	146552	251.515.0380.381.051.201	\$1,374.90
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/22/2023		69
2023 INSTITUTE FOR MIDDLE LEVEL LEADERSHIP- PARKING- JOE F- TO BE REIMBURSED BY JOE F		1	233519	146552	251.515.0380.382.052.202	\$125.00
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/22/2023		
Check #: 0						
PO/InvoiceTotal:						\$1,499.90
Check Group:						
FUEL FOR (SHORT MINIBUSES (071, 072 ,064)		1	235034	01780273	100.681.0420.420.000.500	\$87.03
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/6/2023		
FUEL FOR (SHORT MINIBUSES (071, 072 ,064)		1	235034	06880678	100.681.0420.420.000.500	\$40.01
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/7/2023		
FUEL FOR (SHORT MINIBUSES (071, 072 ,064)		1	235034	092954	100.681.0420.420.000.500	\$95.38
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/21/2023		
, 072		1	235034	094548	100.681.0420.420.000.500	\$68.14
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/9/2023		
072		1	235034	124220	100.681.0420.420.000.500	\$93.09
P-Card Payee: WELLS FARGO REMITTANCE CTR				6/6/2023		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6105

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FUEL FOR (SHORT MINIBUSES (071, 072 ,064) P-Card Payee: WELLS FARGO REMITTANCE CTR		1	235034	160130 6/21/2023	100.681.0420.420.000.500	\$151.46
FUEL FOR (SHORT MINIBUSES (071, 072 ,064) P-Card Payee: WELLS FARGO REMITTANCE CTR		1	235034	2462801500073A N1F 6/9/2023	100.681.0420.420.000.500	\$69.22
FUEL FOR DISTRICT VEHICLES (DISTRICT CARS, SUPERINTENDENT VEHICLE ETC) P-Card Payee: WELLS FARGO REMITTANCE CTR		1	235034	3543279303 6/6/2023	100.683.0420.420.000.500	\$62.83
FUEL FOR DISTRICT VEHICLES (DISTRICT CARS, SUPERINTENDENT VEHICLE ETC) P-Card Payee: WELLS FARGO REMITTANCE CTR		1	235034	3543279894 6/6/2023	100.683.0420.420.000.500	\$83.04
FUEL FOR DISTRICT VEHICLES (DISTRICT CARS, SUPERINTENDENT VEHICLE ETC) P-Card Payee: WELLS FARGO REMITTANCE CTR		1	235034	3543287160 6/9/2023	100.683.0420.420.000.500	\$60.27
FUEL FOR DISTRICT VEHICLES (DISTRICT CARS, SUPERINTENDENT VEHICLE ETC) P-Card Payee: WELLS FARGO REMITTANCE CTR		1	235034	3543300838 6/14/2023	100.683.0420.420.000.500	\$87.96 70
FOOD SERVICE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	235034	3543318616 6/21/2023	290.710.0420.420.000.000	\$90.93
MOUNTAIN HOME P-Card Payee: WELLS FARGO REMITTANCE CTR		1	235034	5587 6/24/2023	100.681.0420.420.000.500	\$110.00
FUEL DRIVERS ED CARS P-Card Payee: WELLS FARGO REMITTANCE CTR		1	235034	847165 6/12/2023	241.515.0420.420.000.000	\$42.64
FUEL DRIVERS ED CARS P-Card Payee: WELLS FARGO REMITTANCE CTR		1	235034	859855 6/22/2023	241.515.0420.420.000.000	\$42.92
072 P-Card Payee: WELLS FARGO REMITTANCE CTR		1	235034	E/3558671 6/6/2023	100.681.0420.420.000.500	\$69.36
CHEVRON P-Card Payee: WELLS FARGO REMITTANCE CTR		1	235034	E/3560700 6/8/2023	100.681.0420.420.000.500	\$121.47
FUEL FOR (SHORT MINIBUSES (071, 072 ,064) P-Card Payee: WELLS FARGO REMITTANCE CTR		1	235034	E/7449480 6/9/2023	100.681.0420.420.000.500	\$63.19

Check #: 0

PO/InvoiceTotal: \$1,438.94

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6105

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
MAVERIK SALINA		1	235035	6373325736	100.681.0420.420.050.500	\$159.33
P-Card Payee:	WELLS FARGO REMITTANCE CTR			6/15/2023		
					Check #: 0	
					PO/InvoiceTotal:	\$159.33
Check Group:						
15000.MAINTENANCE FUEL		1	236089	06/15/23	100.663.0420.420.000.600	\$110.00
P-Card Payee:	WELLS FARGO REMITTANCE CTR			6/15/2023		
15000.MAINTENANCE FUEL		1	236089	060623	100.663.0420.420.000.600	\$135.50
P-Card Payee:	WELLS FARGO REMITTANCE CTR			6/6/2023		
15000.MAINTENANCE FUEL		1	236089	1588848	100.663.0420.420.000.600	\$74.13
P-Card Payee:	WELLS FARGO REMITTANCE CTR			6/6/2023		
15000.MAINTENANCE FUEL		1	236089	1589268	100.665.0420.420.000.600	\$91.65
P-Card Payee:	WELLS FARGO REMITTANCE CTR			6/7/2023		
15000.MAINTENANCE FUEL		1	236089	1592267	100.663.0420.420.000.600	\$73.94
P-Card Payee:	WELLS FARGO REMITTANCE CTR			6/13/2023		
15000.MAINTENANCE FUEL		1	236089	1592523	100.663.0420.420.000.600	\$144.03
P-Card Payee:	WELLS FARGO REMITTANCE CTR			6/13/2023		
15000.MAINTENANCE FUEL		1	236089	1595278	100.663.0420.420.000.600	\$77.66
P-Card Payee:	WELLS FARGO REMITTANCE CTR			6/19/2023		
15000.MAINTENANCE FUEL		1	236089	1596095	100.663.0420.420.000.600	\$124.37
P-Card Payee:	WELLS FARGO REMITTANCE CTR			6/21/2023		
15000.MAINTENANCE FUEL		1	236089	1596096	100.665.0420.420.000.600	\$88.83
P-Card Payee:	WELLS FARGO REMITTANCE CTR			6/21/2023		
15000.MAINTENANCE FUEL		1	236089	1596099	100.663.0420.420.000.600	\$45.95
P-Card Payee:	WELLS FARGO REMITTANCE CTR			6/21/2023		
15000.MAINTENANCE FUEL		1	236089	1596285	100.665.0420.420.000.600	\$42.44
P-Card Payee:	WELLS FARGO REMITTANCE CTR			6/21/2023		
15000.MAINTENANCE FUEL		1	236089	1597254	100.663.0420.420.000.600	\$79.21
P-Card Payee:	WELLS FARGO REMITTANCE CTR			6/23/2023		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6105

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	1597260 6/23/2023	100.663.0420.420.000.600	\$57.84
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	1599160 6/27/2023	100.663.0420.420.000.600	\$30.70
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	1599592 6/28/2023	100.663.0420.420.000.600	\$61.10
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	3543276542 6/5/2023	100.665.0420.420.000.600	\$56.99
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	3543277246 6/5/2023	100.665.0420.420.000.600	\$77.93
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	3543280426 6/6/2023	100.663.0420.420.000.600	\$114.61
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	3543282603 6/7/2023	100.663.0420.420.000.600	\$46.10 72
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	3543294749 6/12/2023	100.663.0420.420.000.600	\$46.11
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	3543297726 6/13/2023	100.663.0420.420.000.600	\$115.94
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	3543305418 6/16/2023	100.663.0420.420.000.600	\$47.45
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	3543305446 6/16/2023	100.665.0420.420.000.600	\$117.67
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	3543317356 6/20/2023	100.663.0420.420.000.600	\$140.53
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	3543318610 6/21/2023	100.663.0420.420.000.600	\$116.53
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	3543324257 6/23/2023	100.665.0420.420.000.600	\$27.32
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	3543324656 6/23/2023	100.665.0420.420.000.600	\$81.42

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6105

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	3543334571 6/27/2023	100.663.0420.420.000.600	\$38.95
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	3543334655 6/27/2023	100.663.0420.420.000.600	\$117.73
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	3543338173 6/28/2023	100.663.0420.420.000.600	\$76.01
15000.MAINTENANCE FUEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236089	3543339331 6/28/2023	100.663.0420.420.000.600	\$105.12
Check #: 0						
PO/InvoiceTotal:						\$2,563.76
Check Group: RETIREMENT P-Card Payee: WELLS FARGO REMITTANCE CTR		1	236232	46318155473383 6 6/30/2023	100.663.0410.000.000.600	\$80.64 73
Check #: 0						
PO/InvoiceTotal:						\$80.64
Check Group: ISNACON HOTEL P-Card Payee: WELLS FARGO REMITTANCE CTR		2	237062	RSBH4B764 6/22/2023	290.710.0380.381.000.000	\$706.32
ISNACON HOTEL P-Card Payee: WELLS FARGO REMITTANCE CTR		1	237062	RSBH4B764 6/22/2023	290.710.0380.381.000.000	\$117.72
Check #: 0						
PO/InvoiceTotal:						\$824.04
Vendor Total:						\$21,188.74

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6105

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$21,188.74

End of Report

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
6/19/2023	Regular Run Travel	6095	\$37,062.22
6/19/2023	CLEAN UP	6096	\$59,338.42
6/28/2023	SPECIAL REIMBURSEMENT CHECK	6097	\$1,967.28
6/29/2023	ACH Run - Wells Fargo & State Tax Commission	6098	\$26,940.33
6/30/2023	Regular Run - Utilities	6099	\$33,673.96
6/30/2023	Regular Run - Travel	6100	\$1,642.02
6/30/2023	Regular Run	6102	\$ 612,769.21

GRAND TOTAL FOR JUNE

\$773,393.44

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL
FOR THE MONTH JULY

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
6/30/2023	BRADY TRINKLE MILEAGE	6103	\$ 684.00
6/30/2023	FINAL CLEAN UP FOR 22-23 SCHOOL YEAR	6104	\$ 56,797.71
6/30/2023	WELLS FARGO FROM JUNE 23 TRANSACTIONS	6105	\$ 21,188.74
07/07/2023	PMT UTILITY BILL	6101	\$ 16,526.44
07/21/2023	TRAVEL	7000	\$ 3,668.99
7/24/2023	JULY CLEAN UP	7100	\$ 237,480.19
08/04/23	UTILITIES	7101	\$ 59,009.91
8/8/2023	SCHOLARSHIPS/BOARD MEALS	7102	\$ 14,090.00
8/10/2023	INSURANCE	7103	\$ 261,971.50
8/18/2023	REGULAR RUN	7104	\$ 543,850.13

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GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR AUGUST

\$ 1,215,267.61

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL
 FOR THE MONTH AUGUST

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
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SPECIAL RUN - SALES TAX

SPECIAL RUN - CLEAN UP

SPECIAL RUN - WELLS FARGO

REGULAR RUN - UTILITIES

REGULAR RUN - INVOICES

REGULAR RUN - TRAVEL

GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR AUGUST

\$ -

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL

FOR THE MONTH OF SEPTEMBER

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
	SPECIAL RUN - SALES TAX		
	SPECIAL RUN - CLEAN UP		
	SPECIAL RUN - WELLS FARGO		
	REGULAR RUN - UTILITIES		
	REGULAR RUN - INVOICES		
	REGULAR RUN - TRAVEL		
	 GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR SEPTEMBER		\$ -

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL
FOR THE MONTH OF OCTOBER

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
	SPECIAL RUN - SALES TAX		
	SPECIAL RUN - CLEAN UP		
	SPECIAL RUN - WELLS FARGO		
	SPECIAL RUN - CLEAN UP		
	REGULAR RUN - UTILITIES		
	REGULAR RUN - INVOICES		
	REGULAR RUN - TRAVEL		
	GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR OCTOBER		\$ -

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL
FOR THE MONTH OF NOVEMBER

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
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GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR NOVEMBER

\$	-
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ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL

FOR THE MONTH OF JANUARY

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
12/22/2022	Regular Run - Clean Up, Amazon, Travel, & Walmart	6058	\$18,426.95
12/30/2022	ACH Run - Wells Fargo & State Tax Commission	6059	\$34,021.79
1/6/2023	Regular Run - Utilities	6060	\$86,048.74
1/5/2023	Regular Run - Travel	6061	\$671.23
1/11/2023	Regular Run	6062	\$ 232,038.64

JANUARY

\$371,207.35

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL

FOR THE MONTH OF FEBRUARY

	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
	01/25/23 Regular Run - Travel	6063	\$ 3,869.16
	01/26/23 Clean Up Run	6064	\$ 47,077.16
	01/31/23 ACH Run - Wells Fargo & State	6065	\$ 14,985.53
	02/06/23 Regular Run - Utilities	6066	\$ 94,916.74
	02/07/23 Regular Run - Travel	6067	\$ 1,773.32
	02/22/23 Regular Run - Invoices	6068	\$ 919,358.32

GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR FEBRUARY

\$ 1,081,980.23

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL

FOR THE MONTH OF MARCH

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
23-Feb-23	Regular Run - Travel	6069	\$1,732.07
28-Feb-23	State Tax Commission	6070	\$2,447.60
22-Feb-23	Young Automotive Group	6071	\$86,890.00
1-Mar-23	ACH Run - Wells Fargo	6072	\$30,260.65
7-Mar-23	Regular Run - Utilities	6073	\$96,850.22
7-Mar-23	Regular Run - Travel	6074	\$2,076.01
16-Mar-23	Regular Run	6075	\$822,093.99

.....
FEBRUARY

\$ 1,042,350.54

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL

FOR THE MONTH OF APRIL

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
27-Mar-23	Clean Up, Amazon, & Walmart	6076	\$12,306.07
27-Mar-23	Regular Run - Travel	6077	\$1,963.63
30-Mar-23	ACH RUN - State Tax & Wells Fargo	6078	\$17,212.62
5-Apr-23	Regular Run - Utilities	6079	\$110,820.22
6-Apr-23	Regular Run - Travel	6080	\$2,985.22
12-Apr-23	Regular Run	6081	\$410,244.89

GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR APRIL

\$ 555,532.65

**ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL
FOR THE MONTH OF FEBRUARY**

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #
1-Apr-22	ARTEC - APRIL INVOICES	3505
1-Apr-22	ARTEI - APRIL INVOICES	1046

GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR
FEBRUARY

AMOUNT OF RUN

\$425,019.49

\$332,384.52

\$ 757,404.01

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL

FOR THE MONTH OF MAY

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
26-Apr-23	Regular Run - Travel	6082	\$4,758.09
26-Apr-23	Clean Up Run - Walmart & Amazon	6083	\$114,166.74
28-Apr-23	ACH Run - State Tax Commission	6084	\$2,073.22
2-May-23	ACH Run - Wells Fargo	6085	\$37,656.49
4-May-23	Regular Run - Utilities	6086	\$78,139.80
5-May-23	Regular Run - Travel	6087	\$901.53
10-May-23	Regular Run	6088	\$508,869.94

GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR MAY

\$ 746,565.81

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL

FOR THE MONTH OF MAY

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
25-May-23	SPECIAL RUN TRAVEL	6090	\$6,188.07
25-May-23	Clean Up Run - Walmart & Amazon	6089	\$32,034.13
31-May-23	ACH Run - Wells Fargo/SALES TAX	6091	\$11,884.12
6-Jun-23	Regular Run - Utilities	6092	\$67,764.19
6-Jun-23	Regular Run - Travel	6093	\$10,012.56
14-Jun-23	Regular Run	6094	\$984,178.61

GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR MAY

\$1,112,061.68

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL
FOR THE MONTH OF MAY

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
19-Jun-23	Regular Run - Travel	6082	\$37,062.22
	Clean Up Run - Walmart		
19-Jun-23	& Amazon special remibursement	6083	\$59,338.42
28-Jun-23	check	6084	\$1,967.28
29-Jun-23	ACH Run - Wells Fargo	6085	\$26,940.33
30-Jun-23	Regular Run - Utilities	6086	\$33,673.96
30-Jun-23	Regular Run - Travel	6087	\$1,642.02
30-Jun-23	Regular Run	6088	\$612,769.21

GRAND TOTAL
 ACCOUNTS PAYABLE
 RUNS FOR MAY

\$773,393.44

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ACE HARDWARE P.O. BOX 35 RUPERT	ID 83350					
Check Group:						
BLACK SPRAY PAINT		1	245002	371004/1 7/26/2023	100.681.0420.422.085.500	\$14.18
GRAY SPRAY PAINT		1	245002	371108/1 7/27/2023	100.681.0420.422.050.500	\$10.78
CABLE TIES/BLOW OFF SHOP DUSTER-8		1	245002	371499/1 8/3/2023	100.681.0420.422.050.500	\$48.53
YEAR REPAIR ITEMS FOR SHOP SUPPLIES AND TRANSPORTATION VEHICLES FOR YEAR		1	245002	371762/1 8/8/2023	100.681.0420.422.050.500	\$43.15
					Check #: 68063	<u>90</u>
						PO/InvoiceTotal: \$116.64
Check Group:						
HOSE FLEXOGEN		1	246002	371526 8/3/2023	100.664.0410.000.000.301	\$52.35
					Check #: 68063	<u>\$52.35</u>
						PO/InvoiceTotal: \$52.35
Check Group:						
1' SLIP FIX/SOLENOD/IMPACT GLOVE		1	246004	371921/1 8/10/2023	100.665.0410.000.000.301	\$33.63
SOLENOID		1	246004	372015 8/11/2023	100.665.0410.000.000.301	(\$12.59)
					Check #: 68063	<u>\$21.04</u>
						PO/InvoiceTotal: \$21.04
						Vendor Total: \$190.03

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ALL VALLEY FIRE INSPECTIONS & SERVICES						
6401 S EISENMAN #101						
BOISE	ID	83716				
Check Group:						
SCHOOL CONTRACTED SERVICES - MINICO		1	246094	40724 7/25/2023	100.664.0320.000.000.301	\$1,118.75
SCHOOL CONTRACTED SERVICES - ACEQUIA		1	246094	40724 7/25/2023	100.664.0320.000.000.101	\$1,118.75
SCHOOL CONTRACTED SERVICES - RUPERT		1	246094	40724 7/25/2023	100.664.0320.000.000.107	\$1,118.75
SCHOOL CONTRACTED SERVICES - EAST MINICO		1	246094	40724 7/25/2023	100.664.0320.000.000.201	\$1,118.75

Check #: 68064

PO/Invoice Total:	<u>91</u> \$4,475.00
Vendor Total:	\$4,475.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AMAZON/GEMB PO BOX 035184 SEATTLE	WA 98124-5184					
Check Group:						
IPAD CASES		45	242005	13P9-3FNP-9T6L 7/25/2023	100.623.0410.000.000.000	\$687.85
LAPTOP CASES STUDENT DEVICES EAST MINICO		130	242005	13P9-3FNP-9T6L 7/25/2023	245.623.0410.000.000.201	\$1,428.28
LAPTOP CASES STUDENT DEVICES WEST MINICO		130	242005	13P9-3FNP-9T6L 7/25/2023	245.623.0410.000.000.202	\$1,428.28
LAPTOP CASES STUDENT DEVICES MINICO		350	242005	13P9-3FNP-9T6L 7/25/2023	245.623.0410.000.000.301	\$3,845.36
LAPTOP CASES STUDENT DEVICES MHHS		40	242005	13P9-3FNP-9T6L 7/25/2023	245.623.0410.000.000.492	\$439.47 92
BARCODE SCANNERS		3	242005	13P9-3FNP-9T6L 7/25/2023	100.623.0410.000.000.000	\$119.63
SAMSUNG 27 IN MONITORS MR LARSEN		2	242005	13P9-3FNP-9T6L 7/25/2023	100.632.0411.000.000.001	\$278.50
MONITOR STANDS MR LARSEN		2	242005	13P9-3FNP-9T6L 7/25/2023	100.632.0411.000.000.001	\$49.37
ADAPTER DOCKING STATION MR LARSEN		1	242005	13P9-3FNP-9T6L 7/25/2023	100.632.0411.000.000.001	\$36.96
Check #: 68065						
						PO/InvoiceTotal: <u>\$8,313.70</u>
Check Group:						
DESK/CHAIRS/SHELVES		1	247015	1KDW-7PHX-RM MY 7/2/2023	290.710.0410.000.000.000	\$774.34
Check #: 68065						
						PO/InvoiceTotal: <u>\$774.34</u>
						Vendor Total: <u>\$9,088.04</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ANIXTER INC P O BOX 847428 DALLAS TX 75284-7428						
Check Group:						
FREIGHT		0	246114	26K173873 7/18/2023	100.810.0540.000.420.301	\$22.52
NDEB RHODES LEVER WIRELESS		2	246114	26k174894 8/7/2023	100.810.0540.000.420.105	\$1,267.08
				Check #: 68066		
					PO/InvoiceTotal:	\$1,289.60
					Vendor Total:	\$1,289.60

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
APPLE COMPUTER-PO REPAIR: MAIL IN						
PO BOX 846095						
DALLAS TX 75284-6095						
Check Group:						
APPLE REPAIR PARTS AND LABOR		1	242004	MA09466028 7/26/2023	100.623.0320.000.000.011	\$617.95
					Check #: 68067	
PO/InvoiceTotal:						<u>\$617.95</u>
Vendor Total:						<u>\$617.95</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
APPLE, INC P.O. BOX 846095 DALLAS TX 75284-6095						
Check Group:						
APPLE PENCILS		15	231009	MA07900084 7/18/2023	100.656.0550.000.000.011	\$1,335.00
					Check #: 68068	
						PO/InvoiceTotal: \$1,335.00
Check Group:						
MAC PRO TOWER: APPLE M2 ULTRA		1	242011	MA13155144 8/14/2023	100.623.0550.000.000.000	\$7,679.00
					Check #: 68068	
						PO/InvoiceTotal: \$7,679.00
						Vendor Total: \$9,014.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BAILEY OIL CO., INC.						
P.O. BOX 1264						
BURLEY	ID	83318				
Check Group:						
(218) GALLONS GASTROL 15/40 OIL FOR USE IN BUSES		1	245041	9926-7 7/14/2023	100.681.0420.421.085.500	\$426.76
					Check #: 68069	
					PO/InvoiceTotal:	\$426.76
Check Group:						
GROUND FUEL		1	246006	9921-7 7/17/2023	100.665.0420.420.000.600	\$754.30
					Check #: 68069	
					PO/InvoiceTotal:	\$754.30
					Vendor Total:	\$1,181.06

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BARCLAY MECHANICAL						
PO BOX 360						
PAUL	ID	83347				
Check Group:						
LABOR		0.25	246009	24758 8/9/2023	100.663.0320.000.000.600	\$16.25
WATER JET/20 GA B2 SHEET		1	246009	24758 8/9/2023	100.663.0410.000.000.600	\$69.04
					Check #: 68070	
						PO/InvoiceTotal: <u>\$85.29</u>
						Vendor Total: <u>\$85.29</u>

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BEAR NECESSITIES PORTABLE RESTROOM						
PO BOX 1952						
TWIN FALLS	ID	83303				
Check Group:						
PORTABLE RESTROOM RENTAL SOFTBALL, SOCCER, BASEBALL, FOOTBALL PRACTICE FIELDS		1	242706	18592 6/21/2023	100.531.0320.000.000.301	\$109.40
					Check #: 68071	
PO/InvoiceTotal:						<u>\$109.40</u>
Vendor Total:						<u>\$109.40</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BRYSON SALES & SERVICE, INC						
P O BOX 1246						
CENTERVILLE UT 84014						
Check Group:						
ELEMENT/FILTER,AIR CLEANER, BBCV		1	245086	193994 7/5/2023	100.681.0420.422.085.500	\$334.52
LIGHTS/FAN/PAINT/MOTOR,HEATER/		1	245086	194500 8/2/2023	100.681.0420.422.085.500	\$1,698.16
MUDFLAPS		1	245086	194501 8/2/2023	100.681.0420.422.085.500	\$89.46
3 CIRC CONNECTOR		1	245086	194502 8/2/2023	100.681.0420.422.085.500	\$9.64
RESISTOR, CONNECTOR, TERMINAL		1	245086	194541 8/4/2023	100.681.0420.422.085.500	\$43.69 99

Check #: 68072

PO/InvoiceTotal:	<u>\$2,175.47</u>
Vendor Total:	<u>\$2,175.47</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BUSRIGHT 64 BREVOORT RD CHAPPAQUA NY 10514						
Check Group:						
BusRight Suite - 1 Year of Service Software, Samsung Tab Active Tablets, all ancillary hardware and mounting kits included - Implementation and ongoing service support included		1	245017	715 6/1/2023	100.681.0360.000.050.500	\$43,500.00
					Check #: 68073	
						PO/InvoiceTotal: <u>\$43,500.00</u>
						Vendor Total: <u>\$43,500.00</u>

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BUTTE IRRIGATION						
P.O. BOX 790						
PAUL	ID	83347				
Check Group:						
MINICO PIPE REPAIR BROKEN LINE		1	246117	313728 8/1/2023	100.665.0410.000.000.301	\$145.27
MINICO PIPE REPAIR BROKEN LINE		1	246117	313730 8/1/2023	100.665.0410.000.000.301	\$69.40
MINICO PIPE REPAIR BROKEN LINE/REPAIR COUPLER		1	246117	313818 8/2/2023	100.665.0410.000.000.301	\$128.48

Check #: 68074

PO/InvoiceTotal:	<u>\$343.15</u>
Vendor Total:	<u>\$343.15</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CAXTON PRINTERS						
312 MAIN STREET						
CALDWELL	ID	83605				
Check Group:						
SEC SOC STUD CURRICULUM FOR MHHS		22	231005	1049044 8/8/2023	100.515.0441.451.000.000	\$2,668.05
					Check #: 68075	
PO/InvoiceTotal:						<u>\$2,668.05</u>
Vendor Total:						<u>\$2,668.05</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CDW GOVERNMENT, INC.						
75 REMITTANCE DRIVE						
SUITE 1515						
CHICAGO	IL	60675-1515				
Check Group:						
SWIVL CX SERIES ROBOT SW4138-CX1 SUPPORT SYSTEM		2	231000	KR25980 7/12/2023	100.623.0550.000.000.105	\$1,538.00
UAG SCOUT SERIES RUGGED SURFACE W HANDSTRAP		1	231000	KR73128 7/13/2023	100.656.0460.000.000.001	\$28.00
MICROSOFT SURFACE PRO SIGNATURE KEYBOARD WITH TOUCHPAD		1	231000	LB53504 8/1/2023	100.656.0460.000.000.001	\$110.00
					Check #: 68076	<u>103</u>
					PO/InvoiceTotal:	\$1,676.00
Check Group:						
ANYWHERE 30 BAY PRE-WRIED CART WITH 45 WATT SECURE CYCLE CHARGE		13	242008	KS38441 7/17/2023	100.623.0411.000.000.000	\$20,800.00
					Check #: 68076	
					PO/InvoiceTotal:	<u>\$20,800.00</u>
Check Group:						
ADOBE LICENSE		1	242010	KT33261 7/19/2023	100.656.0460.000.000.011	\$15,000.00
MS OFFICE LICENSE		1	242010	LC91749 8/3/2023	100.656.0460.000.000.011	\$24,245.62
					Check #: 68076	
					PO/InvoiceTotal:	<u>\$39,245.62</u>
					Vendor Total:	<u>\$61,721.62</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CHARLIE'S PRODUCE TRIPLE B CORPORATION P O BOX 24606 SEATTLE WA 98124						
Check Group:						
EAST MINICO PRODUCE		1	247012	10067993 6/22/2023	290.710.0450.000.000.201	\$75.40
EAST MINICO PRODUCE		1	247012	10069812 6/29/2023	290.710.0450.000.000.201	\$128.90
PRODUCE FOR THE SCHOOLS		1	247012	10071229 7/4/2023	290.710.0450.000.000.000	\$399.05
PRODUCE FOR THE SCHOOLS		1	247012	10071259 7/4/2023	290.710.0450.000.000.000	\$843.00
MINICO PRODUCE		1	247012	10071619 7/6/2023	290.710.0450.000.000.301	\$961.00
EAST MINICO PRODUCE		1	247012	10071620 7/6/2023	290.710.0450.000.000.201	\$81.44
MINICO PRODUCE		1	247012	10073471 7/13/2023	290.710.0450.000.000.301	\$571.20
MINICO PRODUCE		1	247012	10075334 7/20/2023	290.710.0450.000.000.301	\$1,027.85

Check #: 68077

PO/InvoiceTotal:	<u>\$4,087.84</u>
Vendor Total:	<u>\$4,087.84</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CINTAS CORP P.O. BOX 88005 CHICAGO	IL 60680-1005					
Check Group:						
SHIRTS/JEANS		1	245113	4161540814 7/13/2023	100.681.0420.425.050.500	\$101.65
SHIRTS/JEANS		1	245113	4162188825 7/20/2023	100.681.0420.425.050.500	\$101.65
JEANS/SHIRT		1	245113	4162939891 7/27/2023	100.681.0420.425.050.500	\$101.65
YEAR FOR SHIRTS, COVERALLS, TOWELS ETC FOR TRANSPORTATION DEPT FOR YEAR		1	245113	4163642826 8/3/2023	100.681.0420.425.050.500	\$101.65
YEAR FOR SHIRTS, COVERALLS, TOWELS ETC FOR TRANSPORTATION DEPT FOR YEAR		1	245113	4164333539 8/10/2023	100.681.0420.425.050.500	\$101.65

Check #: 68078

PO/InvoiceTotal:	<u> </u>	\$508.25
Vendor Total:	<u> </u>	\$508.25

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CONRAD & BISCHOFF						
P O BOX 790						
BURLEY	ID	83318				
Check Group:						
FINANCE CHARGE		1	245048	FC 07/31 7/31/2023	100.681.0420.420.050.500	\$9.06
FUEL FOR BUSES (ON SITE)		1	245048	IN-560848-23 7/10/2023	100.681.0420.420.050.500	\$443.94
FUEL FOR BUSES (ON SITE)		1	245048	IN-565257-23 7/10/2023	100.681.0420.420.050.500	\$392.94
FUEL FOR BUSES (ON SITE)		1	245048	IN-580552-23 7/7/2023	100.681.0420.420.050.500	\$143.40

Check #: 68079

PO/Invoice Total:	<u>106</u> \$989.34
Vendor Total:	\$989.34

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DEAN DAIRY COPRORATE, LLC						
P O BOX 746496						
ATLANTA	GA		30374-6496			
Check Group:						
EAST - MILK		1	247014	120523155 5/30/2023	290.710.0450.000.000.201	\$37.59
MINICO - MILK		1	247014	120524621 7/3/2023	290.710.0450.000.000.301	\$253.82
MINICO - MILK		1	247014	120524973 7/10/2023	290.710.0450.000.000.301	\$126.91
EAST - MILK		1	247014	120525082 7/5/2023	290.710.0450.000.000.201	\$579.91
EAST - MILK		1	247014	120525082-1 7/5/2023	290.710.0450.000.000.201	\$470.13 107
MINICO - MILK		1	247014	120525318 7/17/2023	290.710.0450.000.000.301	\$415.99
MINICO - MILK		1	247014	120525446 7/13/2023	290.710.0450.000.000.301	\$289.71
MINICO - MILK		1	247014	120525467 7/14/2023	290.710.0450.000.000.301	\$217.56
MINICO - MILK		1	247014	120525469 7/14/2023	290.710.0450.000.000.301	\$18.01
MINICO - MILK		1	247014	120525691 7/18/2023	290.710.0450.000.000.301	\$402.12
MINICO - MILK		1	247014	120525703 7/24/2023	290.710.0450.000.000.301	\$181.30
MINICO - MILK		1	247014	120526383 7/31/2023	290.710.0450.000.000.301	(\$217.19)

Check #: 68080

PO/InvoiceTotal: \$2,775.86

Vendor Total: \$2,775.86

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DIVISION OF OCCUPATIONAL & PROFESSIONAL						
11341 W. CHINDEN BLVD. - 4						
BOISE	ID	83714				
Check Group:						
ANNUAL CERTIFICATION FEE - HEYBURN		1	246074	M000493-2023 7/28/2023	100.663.0390.000.000.600	\$100.00
ANNUAL CERTIFICATION FEE ACEQUIA		1	246074	M000494-2023 7/28/2023	100.663.0390.000.000.600	\$100.00
				Check #: 68081		
					PO/InvoiceTotal:	\$200.00
					Vendor Total:	\$200.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
EDNETICS INC						
971 S CLEARWATER LOOP						
POST FALLS	ID 83854					
Check Group:						
SNTC-8X5XNBD NEXUS		2	242012	122032 5/31/2023	100.656.0410.000.000.011	\$3,270.02
10 GBASE-CU SFP+ CABLE 1 METER		20	242012	122032 5/31/2023	100.656.0410.000.000.011	\$979.40
10 GBASE-CU SFP+ CABLE 5 METER		10	242012	122032 5/31/2023	100.656.0410.000.000.011	\$732.40
ACADEMIC VMWARE V CENTER SERVER 8 STANDARD		1	242012	122032 5/31/2023	100.656.0460.000.000.011	\$3,570.58
ACADEMIC PRODUCTION SUPPORT/SUBSCRIPTION		1	242012	122032 5/31/2023	100.656.0460.000.000.011	\$4,025.17 109
ACADEMIC VMWARE VSPHERE 8 STANDARD FOR 1 PROCESSOR		6	242012	122032 5/31/2023	100.656.0460.000.000.011	\$3,799.02
ACADEMIC PRODUCTION/SUBSCRIPTION		6	242012	122032 5/31/2023	100.656.0460.000.000.011	\$5,552.82
POWERSTORE 500T		1	242012	122208 6/13/2023	420.811.0555.552.000.011	\$67,094.89
POWEREDGE R 660XS		1	242012	122208 6/13/2023	420.811.0555.552.000.011	\$36,493.02
NEXUS 3524-XL SFP+PORTS ENHANCED MEMORY		2	242012	122208 6/13/2023	100.656.0410.000.000.011	\$12,419.40
					Check #: 68082	
					PO/InvoiceTotal:	\$137,936.72
Check Group:						
SECURITY CAMERA UPGRADE AND INSTALLATION		1	246127	123289 7/31/2023	100.810.0540.000.420.301	\$14,133.98
					Check #: 68082	

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$14,133.98
						Vendor Total: \$152,070.70

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ELEMENT HEATING AND COOLING INC						
347 LOCUST ST. S						
TWIN FALLS	ID	83301				
Check Group:						
MINICO HVAC LABOR		1	246111	45063422 5/30/2023	100.664.0320.000.000.301	\$677.00
					Check #: 68083	
PO/InvoiceTotal:						<u>\$677.00</u>
Vendor Total:						<u>\$677.00</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
EQ COUNSELING LLC P.O. Box 653 RUPERT	ID 83350					
Check Group: MEDICAID GROUP COUNSELING		1	241063	23-0713 MCD 7/13/2023	260.621.0320.000.000.000	\$216.00
					Check #: 68084	
					PO/InvoiceTotal:	<u>\$216.00</u>
					Vendor Total:	<u>\$216.00</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
EQ THERAPY FOR KIDS, LLC 523 S MAPLE STREET RUPERT	ID 83350					
Check Group: CBRS & BI SERVICES (MEDICAID)		1	241828	23-0807 8/7/2023	260.621.0320.000.000.000	\$1,018.13
					Check #: 68085	
					PO/InvoiceTotal:	<u>\$1,018.13</u>
					Vendor Total:	<u>\$1,018.13</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
GEM STATE PAPER CO, INC.						
P.O. BOX 469						
TWIN FALLS	ID		83303-0469			
Check Group:						
SOLENOID VALVE/NOSSLE ASSEMBLY FOR MINICO CUSTODIAL EQUIPMENT		1	246118	1100783 7/21/2023	100.661.0410.000.000.600	\$124.80
					Check #: 68086	
PO/InvoiceTotal:						\$124.80
Vendor Total:						\$124.80

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
GREAT MINDS						
ATTN: ACCOUNTS RECEIVABLE						
55 M STREET S. E., STE 340						
WASHINGTON DC 20003-3568						
Check Group:						
EUREKA MATH SQUARED PL: POWER UP- TRANSITIONING TO EUREKA MATH SQUARED K-5 (VIRTUAL)- ST NICK		1	243201	146031 7/31/2023	271.621.0310.000.000.810	\$2,500.00
					Check #: 68087	
PO/InvoiceTotal:						<u>\$2,500.00</u>
Vendor Total:						<u>\$2,500.00</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HAUNS HARDWARE						
PO BOX 86						
PAUL	ID	83347				
Check Group:						
GALVE NIPPLE		1	246036	A437658 7/19/2023	100.665.0410.000.000.202	\$10.28
GRADE 5 BOLTS		1	246036	A438153 7/25/2023	100.665.0410.000.000.600	\$9.91
ROLL PIN		1	246036	A439986 8/15/2023	100.665.0410.000.000.102	\$0.35
KNIT COVER W/FRAME		1	246036	B435597 7/12/2023	100.665.0410.000.000.301	\$30.14
STAND N SPRAY		1	246036	B436577 7/25/2023	100.665.0410.000.000.105	\$59.98 116
1 1/2 PVC PIPE AND FITTINGS		1	246036	B436897 7/28/2023	100.665.0410.000.000.301	\$103.24
2 CYCLE OIL		1	246036	B437951 8/11/2023	100.665.0410.000.000.600	\$13.16
THREADED ADAPTER/GALV UNION/SAFTEY GLASSES		1	246036	B437979 8/11/2023	100.665.0410.000.000.105	\$115.33
GALVE NIPPLE		1	246036	B437984 8/11/2023	100.665.0410.000.000.105	\$25.49
GALVE PIPE		1	246036	B438000 8/11/2023	100.665.0410.000.000.105	\$11.22
POLY TUBE/COMPRESSION SLEEVE/BRASS INSERT		1	246036	C15180 7/18/2023	100.665.0410.000.000.101	\$4.70
					Check #: 68088	
						PO/InvoiceTotal: \$383.80
Check Group:						
CONTACT CEMENT/DRILL EXTRACTOR SET		1	246037	A438305 7/26/2023	100.664.0410.000.000.301	\$79.54

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
STRAIGHT CUT SNIP/GRADE 5 BOLTS		1	246037	A438675 7/31/2023	100.664.0410.000.000.301	\$28.59
2" UNION		1	246037	A439091 8/4/2023	100.664.0410.000.000.108	\$38.77
1 1/2 INCH COUPLING		1	246037	A439112 8/4/2023	100.664.0410.000.000.108	\$12.79
RED BRS NIPPLE		1	246037	A439987 8/15/2023	100.664.0410.000.000.202	\$11.08
UTILITY KNIFE		1	246037	B436592 7/25/2023	100.664.0410.000.000.301	\$7.49
Check #: 68088						
						PO/InvoiceTotal: <u>\$178.26</u>
Check Group:						117
STARTING FLUID		1	246038	A438898 8/2/2023	100.663.0410.000.000.600	\$15.87
BRASS SWEEPER NOZZLE		1	246038	A439506 8/9/2023	100.663.0410.000.000.600	\$5.49
WIRE CUTTER/STRIPPER		1	246038	B437362 8/3/2023	100.663.0410.000.000.600	\$30.57
Check #: 68088						
						PO/InvoiceTotal: <u>\$51.93</u>
						Vendor Total: <u>\$613.99</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HOME 2 SUITES BY HILTON 202 SOUTH 6TH STREET BOISE	ID 83702					
Check Group:						
BSU MATH PROJECT DAVE REPKE JULY 31-AUG 1 2023		1	231016	1691505951 8/8/2023	100.621.0380.381.066.492	\$181.11
IASA CONFERENCE IN BOISE AUG 1-AUG 3 LODGING TAMARA CARTER		1	231016	1691505951 8/8/2023	100.621.0380.381.000.107	\$568.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 GREG DURRANT		1	231016	1691505951 8/8/2023	100.621.0380.381.000.201	\$553.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 DUSTIN HEATH		1	231016	1691505951 8/8/2023	100.621.0380.381.000.201	\$568.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 HEATHER HEPWORTH		1	231016	1691505951 8/8/2023	100.621.0380.381.000.102	\$568.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 ANGELA DAVIDSON		1	231016	1691505951 8/8/2023	100.621.0380.381.000.107	\$553.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 MAGGI SPAGNOLO		1	231016	1691505951 8/8/2023	100.621.0380.381.000.492	\$538.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 DANELLE STUTZMAN		1	231016	1691505951 8/8/2023	100.621.0380.381.000.102	\$538.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 SHERRY BINGHAM		1	231016	1691505951 8/8/2023	100.621.0380.381.000.000	\$568.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 KIM KIDD		1	231016	1691505951 8/8/2023	100.621.0380.381.000.301	\$553.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 JOE FAIRCHILD		1	231016	1691505951 8/8/2023	100.621.0380.381.000.492	\$553.00

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IASA CONFERENCE IN BOISE AUG 1-AUG 3 TERRY MERRILL		1	231016	1691505951 8/8/2023	100.621.0380.381.000.301	\$568.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 JOSH GREENWALT		1	231016	1691505951 8/8/2023	100.621.0380.381.000.105	\$284.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 CORY KNIEP		1	231016	1691505951 8/8/2023	100.621.0380.381.000.202	\$553.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 ASHLEY JOHNSON		1	231016	1691505951 8/8/2023	100.621.0380.381.000.000	\$538.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 GARY SPENCER LARSEN		1	231016	1691505951 8/8/2023	100.621.0380.381.000.000	\$568.00

Check #: 68089

	<u>119</u>
PO/InvoiceTotal:	\$8,252.11
Vendor Total:	\$8,252.11

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IASA						
777 S LATAH STREET						
BOISE	ID	83705-1548				
Check Group:						
IASA CONFERENCE IN BOISE AUG 1-AUG 3 ASHLEY JOHNSON		1	231015	200008595 4/4/2023	100.621.0390.392.000.000	\$260.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 MAGGI SPAGNOLO		1	231015	200008596 4/4/2023	100.621.0390.392.000.492	\$260.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 DANELLE STUTZMAN		1	231015	200008597 4/4/2023	100.621.0390.392.000.102	\$260.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 KIM KIDD		1	231015	200008598 4/4/2023	100.621.0390.392.000.301	\$260.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 JOE FAIRCHILD		1	231015	200008599 4/4/2023	100.621.0390.392.000.492	\$260.00 120
IASA CONFERENCE IN BOISE AUG 1-AUG 3 GREG DURRANT		1	231015	200008601 4/4/2023	100.621.0390.392.000.201	\$260.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 DUSTIN HEATH		1	231015	200008602 4/4/2023	100.621.0390.392.000.201	\$260.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 HEATHER HEPWORTH		1	231015	200008603 4/4/2023	100.621.0390.392.000.101	\$260.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 ANGELA DAVIDSON		1	231015	200008604 4/4/2023	100.621.0390.392.000.107	\$260.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 GARY SPENCER LARSEN		1	231015	200008737 5/22/2023	100.621.0390.392.000.000	\$300.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 TERRY MERRILL		1	231015	200008739 5/22/2023	100.621.0390.392.000.301	\$300.00

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IASA CONFERENCE IN BOISE AUG 1-AUG 3 JOSH GREENWALT		1	231015	200008741 5/22/2023	100.621.0390.392.000.105	\$300.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 CORY KNIEP		1	231015	200008742 5/22/2023	100.621.0390.392.000.202	\$300.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 SHERRY BINGHAM		1	231015	200008954 8/7/2023	100.621.0390.392.000.000	\$300.00
IASA CONFERENCE IN BOISE AUG 1-AUG 3 TAMARA CARTER		1	231015	20008600 4/4/2023	100.621.0390.392.000.107	\$260.00
Check #: 68090						
PO/InvoiceTotal:						\$4,100.00
Check Group:						
IASA ANNUAL MEMBERSHIP DUES FOR ASHLEY JOHNSON		1	241071	300007217 4/2/2023	100.632.0390.391.000.001	\$455.00 ¹²¹
IASA ANNUAL MEMBERSHIP DUES FOR SPENCER LARSEN		1	241071	300007400 5/22/2023	100.632.0390.391.000.001	\$925.00
IASA ANNUAL MEMBERSHIP DUES FOR KAILEE HANSEN		1	241071	300007548 7/10/2023	257.621.0390.391.000.000	\$663.00
IASA ANNUAL MEMBERSHIP DUES FOR SHERRY BINGHAM		1	241071	300007596 8/7/2023	257.621.0390.391.000.000	\$660.00
Check #: 68090						
PO/InvoiceTotal:						\$2,703.00
Check Group:						
SCHL ADM DUES & FEES-PAUL JOSH GREENWALT		1	242301	300007404 5/22/2023	100.641.0390.000.000.105	\$714.00
SCHL ADM DUES & FEES-PAUL ELLEN AUSTIN		1	242301	300007593 8/2/2023	100.641.0390.000.000.105	\$714.00
Check #: 68090						

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						PO/InvoiceTotal: \$1,428.00
Check Group:						
FEEES AND DUES FOR IDAHO ASSOCIATION OF SCHOOL ADMINISTRATORS 2023-2024		1	242501	300007246 4/4/2023	100.641.0390.000.000.201	\$705.00
						Check #: 68090
						PO/InvoiceTotal: \$705.00
Check Group:						
SCHL ADM DUES & FEES COREY KNIEP DUES		1	242601	300006481 4/25/2023	100.641.0390.000.000.202	\$705.00
						Check #: 68090
						PO/InvoiceTotal: \$705.00
Check Group:						
2023-2024 MEMBERSHIP DUES/FEES KIMBERLEY KIDD		1	242700	300007243 4/4/2023	100.641.0390.000.000.301	\$705.00 ¹²²
2023-2024 MEMBERSHIP DUES/FEES TERRY MERRILL		1	242700	300007402 5/22/2023	100.641.0390.000.000.301	\$705.00
2023-2024 MEMBERSHIP DUES/FEES LAURIE COPMANN		1	242700	300007587 7/26/2023	100.641.0390.000.000.301	\$705.00
						Check #: 68090
						PO/InvoiceTotal: \$2,115.00
Check Group:						
SCHL ADM DUES & FEESMAGGI FORTNER		1	243100	300006476 4/25/2023	100.641.0390.000.000.492	\$705.00
						Check #: 68090
						PO/InvoiceTotal: \$705.00
						Vendor Total: \$12,461.00

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IDAHO HIGH SCHOOL ACTIVITIES ASSOC						
8011 USTICK ROAD						
BOISE	ID	83704				
Check Group:						
2023-2024 ACTIVITY FEES		22	242701	07/01/23 8/1/2023	100.515.0390.000.000.301	\$550.00
2023-2024 NWCA WR WEIGHT CERTIFICATION DUES		1	242701	07/01/23 8/1/2023	100.515.0390.000.000.301	\$30.00
2023-2024 ANNUAL MEMBERSHIP DUES		1	242701	07/01/23 8/1/2023	100.515.0390.391.000.301	\$150.00
2023-2024 CATASTROPHIC INSURANCE		1	242701	07/01/23 8/1/2023	100.515.0390.000.000.301	\$1,386.00
2023-2024 ACTIVITY CARDS		89	242701	07/01/23 8/1/2023	100.515.0390.000.000.301	\$3,115.00 123

Check #: 68091

PO/InvoiceTotal:	<u>\$5,231.00</u>
Vendor Total:	<u>\$5,231.00</u>

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IDAHO RURAL WATER ASSOCIATION						
6395 W GOWEN RD.						
BOISE	ID	83709				
Check Group:						
IRWA MEMBERSHIP DUES		1	246033	1895 6/30/2023	100.663.0390.000.000.600	\$130.00
					Check #: 68092	
PO/InvoiceTotal:						<u>\$130.00</u>
Vendor Total:						<u>\$130.00</u>

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IMAGINE LEARNING INC 382 W PARK CIRCLE PROVO	UT 84604					
Check Group:						
ELEM MATH CURRICULUM-IMAGINE LEARNING GRADE 2		1	241075	937580 6/8/2023	100.512.0441.447.000.105	\$28,250.00
					Check #: 68093	
						PO/InvoiceTotal: <u>\$28,250.00</u>
						Vendor Total: <u>\$28,250.00</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
IN TOUCH 420 N MERIDIAN SUITE B PUYALLUP WA 98371						
Check Group:						
TOUCHBASE TRANSACTION FEE SCHOOL TERM JULY 1 - JUNE 30 ACTUAL TRANSACTIONS (CC)		3070	242014	IN020958 7/21/2023	100.656.0360.000.000.011	\$1,228.00
IT RECEIPTING HOSTING SERVICES		1	242014	IN021065 7/24/2023	100.656.0360.000.000.011	\$1,134.00
IT RECEIPTING HELP DESK FOR SCHOOLS - 5 SEC 4 ELEM) G/L & LIBRARIES		1	242014	IN021065 7/24/2023	100.656.0360.000.000.011	\$5,483.00
INCIDENT IQ AP SETUP/POWERSCHOOL API ADM		1	242014	IN021065 7/24/2023	100.656.0460.000.000.011	\$658.95 126
					Check #: 68094	
						PO/InvoiceTotal: <u>\$8,503.95</u>
						Vendor Total: <u>\$8,503.95</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
JACKSON GROUP PETERBILT						
PO BOX 27634						
SALT LAKE CITY UT 84127						
Check Group:						
HYDRAULIC FILTER, FUEL FILTER, AIR FILTER CYLINDER		1	245098	63890MV 7/27/2023	100.681.0420.422.085.500	\$533.30
FILTER-AIR CYLINDR		1	245098	63890MVX1 8/8/2023	100.681.0420.422.050.000	\$490.56
EXHAUST FILTER, HYDRAULIC FILTER, OIL FILTER, FUEL FILTER		1	245098	63891MV 7/27/2023	100.681.0420.422.085.500	\$1,036.63
FUEL FILTER		1	245098	63916MV 7/27/2023	100.681.0420.422.085.500	\$473.88
PAD-BRAKE DISC		1	245098	63918MV 7/27/2023	100.681.0420.422.085.500	\$211.28
PAD-BRAKE DISC		1	245098	64216MV 7/27/2023	100.681.0420.422.085.500	\$962.01
FILTER,SEPARATOR-FUEL/WAT,FILTER-OIL		1	245098	64456MV 7/27/2023	100.681.0420.422.085.500	\$68.56
FILTER		6	245098	64456MVX1 8/2/2023	100.681.0420.422.085.500	\$1,106.88
FUEL FILTER		1	245098	64712MV 8/1/2023	100.681.0420.422.085.500	\$1,116.84
ELEMENT		1	245098	64723MV 8/2/2023	100.681.0420.422.085.500	\$181.38

Check #: 68095

PO/InvoiceTotal:	<u>\$6,183.82</u>
Vendor Total:	\$6,183.82

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
K & R RENT-ALL, INC 256-A SOUTH 600 WEST HEYBURN	ID 83336					
Check Group:						
SAND PAPER		1	246022	197742 7/17/2023	100.664.0410.000.000.301	\$99.50
					Check #: 68096	
						PO/InvoiceTotal: <u>\$99.50</u>
Check Group:						
YANMAR EXCAVATOR		1	246023	197355 7/11/2023	100.665.0320.000.000.108	\$149.50
TRACK TRENCHER		1	246023	198389 7/28/2023	100.665.0320.000.000.301	\$60.00
EXCAVATOR RENTAL		1	246023	198483 8/2/2023	100.665.0320.000.000.301	\$564.62 ¹²⁸
V-BELT CUTTER DECK-SMST-72		1	246023	198585 8/1/2023	100.665.0410.000.000.600	\$84.92
TRASH PUMP		1	246023	198670 8/2/2023	100.665.0320.000.000.301	\$14.00
EXCAVATOR		1	246023	199019 8/10/2023	100.665.0320.000.000.107	\$60.00
ASPHALT ROLLER		1	246023	199086 8/11/2023	100.665.0320.000.000.301	\$148.00
WALK BEHIND SAW		1	246023	199182 8/11/2023	100.665.0320.000.000.105	\$36.35
					Check #: 68096	
						PO/InvoiceTotal: <u>\$1,117.39</u>
						Vendor Total: <u>\$1,216.89</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
KELLY'S BEARING SUPPLY						
1407 EAST MAIN STREET						
BURLEY	ID	83318				
Check Group:						
TRIPLE LIP BEARING INSERT		1	246024	140514 8/11/2023	100.665.0410.000.000.600	\$31.25
					Check #: 68097	
PO/InvoiceTotal:						\$31.25
Vendor Total:						\$31.25

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
LRP PUBLICATIONS						
360 HIATT DRIVE, DEPT 150F						
PALM BEACH GARDENS FL 33418						
Check Group:						
SPECIAL ED CONNECTION - PRACTICAL PACKAGE		1	241806	4577655 5/9/2023	257.621.0410.000.000.000	\$1,785.00
					Check #: 68098	
PO/InvoiceTotal:						<u>\$1,785.00</u>
Vendor Total:						<u>\$1,785.00</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAGIC VALLEY CARPET 613 D ST RUPERT	ID 83350					
Check Group:						
TRANSPORTATION WALK OFF MAT		1	246115	10074-10352 7/5/2023	100.663.0540.000.420.000	\$3,601.87
HEYBURN CARPET REPAIRS 21 RMS. #180,183,176,174,172,170,169,163,167,168,166,MEDIA CENTER, 131, 128, 126, 127, 124,120,118,116 ***		1	246115	10074-10632 7/19/2023	100.664.0410.540.420.102	\$1,713.75
ACEQUIA REPAIRS 5 ROOMS - #170,160,164,158,120		1	246115	10074-10633 7/19/2023	100.664.0410.540.420.101	\$960.92
					Check #: 68099	
						PO/InvoiceTotal: <u>\$6,276.54</u>
						Vendor Total: \$6,276.54

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAGIC VALLEY LABS,INC P.O. BOX 1867 TWIN FALLS	ID 83301					
Check Group:						
DRINKING WATER WASTE WATER TESTING -ACEQUIA		1	246065	28514 7/26/2023	100.664.0320.000.000.101	\$2,358.00
DRINKING WATER TESTING - MINICO		1	246065	28514 7/26/2023	100.664.0320.000.000.301	\$74.00
					Check #: 68100	
						PO/InvoiceTotal: <u>\$2,432.00</u>
						Vendor Total: <u>\$2,432.00</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAGIC VALLEY TIRE PAUL P.O. BOX 600 PAUL	ID 83347					
Check Group:						
TIRES FOR BIG BLACK TRAILER		1	246029	74700270721 8/9/2023	100.665.0410.000.000.600	\$329.88
TIRE OF SCAG MOWER		1	246029	74700271492 8/16/2023	100.665.0410.000.000.600	\$285.98
					Check #: 68101	
						PO/InvoiceTotal: <u>\$615.86</u>
						Vendor Total: <u>\$615.86</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MENDENHALL EQUIPMENT CO 880 W 100 N NORTH SALT LAKE CITY UT 84054						
Check Group:						
EAST - FUSE		3	246121	1143044 7/27/2023	100.664.0410.000.000.201	\$14.14
1/2" DUOVAL 240 V HAYS3108-6121		1	246121	1143044 7/27/2023	100.664.0410.000.000.201	\$465.00
LABOR		4.5	246121	1143044 7/27/2023	100.664.0320.000.000.201	\$587.74
TRUCK /TRIP CHARGE		1	246121	1143044 7/27/2023	100.664.0320.000.000.201	\$60.68

Check #: 68102

PO/Invoice Total:	<u>134</u> \$1,127.56
Vendor Total:	\$1,127.56

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MOUNATIN WEST ASSOCIATES						
1213 N. HARRISON BLVD						
BOISE	ID	83702				
Check Group:						
PARTICIPATION IN READING BY DESIGNS TRAINING- JULY 24- 28- ST NICK		3	243202	051802 5/17/2023	271.621.0310.000.000.810	\$3,600.00
					Check #: 68103	
PO/InvoiceTotal:						\$3,600.00
Vendor Total:						\$3,600.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NANCY'S RUPERT FLORAL						
508 6TH ST.						
RUPERT	ID 83350					
Check Group:						
FLOWERS FOR FAIRCHILD AND FRIEBURGER FAMILY LOSS		1	241074	42992 7/26/2023	100.631.0410.000.015.001	\$119.95
FLOWERS FOR FAIRCHILD AND FRIEBURGER FAMILY LOSS		1	241074	43004 7/31/2023	100.631.0410.000.015.001	\$110.00
					Check #: 68104	

PO/InvoiceTotal: \$229.95

Vendor Total: \$229.95

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NEWMAN, G. ROBERT						
233 PLEASANT WAY						
RUPERT	ID	83350				
Check Group:						
PAINTING - MINICO		1	246070	171287 7/23/2023	100.664.0410.541.420.301	\$5,145.00
PAINTING WEST		1	246070	171287 7/23/2023	100.664.0410.541.420.202	\$1,155.00
PAINTING PAUL		1	246070	171287 7/23/2023	100.664.0410.541.420.105	\$2,555.00
PAINT SUPPLIE DISTRICT WIDE - ROLLERS, SPACKLE, ETC		1	246070	171287 7/23/2023	100.664.0410.541.420.000	\$3,062.00
PAINTING		1	246070	171287 7/23/2023	100.663.0410.541.000.000	\$1,365.00

Check #: 68105

PO/InvoiceTotal:	<u>\$13,282.00</u>
Vendor Total:	\$13,282.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NICHOLAS & CO PO BOX 45005 SALT LAKE CITY	UT 84145-0005					
Check Group:						
TORTILLA/RANCH/PUDDING		1	247010	8419755 7/17/2023	290.710.0450.000.000.000	\$1,784.18

Check #: 68106

PO/InvoiceTotal:	<u>\$1,784.18</u>
Vendor Total:	<u>\$1,784.18</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NPC INTERNATIONAL						
ATTN ACCOUNTS RECEIVABLE						
720 W 20TH ST						
PITTSBURG	KS	66762				
Check Group:						
FOOD FOR SUB TRAINING 8/10/23		1	243204	21762308100000 0201 8/10/2023	271.621.0410.000.000.000	\$101.63
					Check #: 68107	
PO/InvoiceTotal:						\$101.63
Vendor Total:						\$101.63

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NU VU GLASS, INC. 1601 OVERLAND AVENUE BURLEY ID 83318 Check Group:						
YEARLY - GLASS REPAIRS PERFORMED BY RUPERT GLASS ON BUSES FOR YEAR		1	245066	15214 7/26/2023	100.681.0320.000.085.500	\$400.00
REPAIR-DRIVER SIDE, PASSENGER SIDE		1	245066	15215 7/26/2023	100.681.0320.000.085.500	\$60.00
YEARLY - GLASS REPAIRS PERFORMED BY RUPERT GLASS ON BUSES FOR YEAR		1	245066	15216 7/26/2023	100.681.0320.000.085.500	\$120.00
YEARLY - GLASS REPAIRS PERFORMED BY RUPERT GLASS ON BUSES FOR YEAR		1	245066	15217 7/26/2023	100.681.0320.000.085.500	\$340.00
YEARLY - GLASS REPAIRS PERFORMED BY RUPERT GLASS ON BUSES FOR YEAR		1	245066	15218 7/26/2023	100.681.0320.000.085.500	\$40.00 140
YEARLY - GLASS REPAIRS PERFORMED BY RUPERT GLASS ON BUSES FOR YEAR		1	245066	15219 7/26/2023	100.681.0320.000.085.500	\$60.00
YEARLY - GLASS REPAIRS PERFORMED BY RUPERT GLASS ON BUSES FOR YEAR		1	245066	15220 7/26/2023	100.681.0320.000.085.500	\$125.00
YEARLY - GLASS REPAIRS PERFORMED BY RUPERT GLASS ON BUSES FOR YEAR		1	245066	15223 7/26/2023	100.681.0320.000.085.500	\$120.00
YEARLY - GLASS REPAIRS PERFORMED BY RUPERT GLASS ON BUSES FOR YEAR		1	245066	15225 7/26/2023	100.681.0320.000.085.500	\$60.00
YEARLY - GLASS REPAIRS PERFORMED BY RUPERT GLASS ON BUSES FOR YEAR		1	245066	15226 7/26/2023	100.681.0320.000.085.500	\$60.00
YEARLY - GLASS REPAIRS PERFORMED BY RUPERT GLASS ON BUSES FOR YEAR		1	245066	15227 7/26/2023	100.681.0320.000.085.500	\$40.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
YEARLY - GLASS REPAIRS PERFORMED BY RUPERT GLASS ON BUSES FOR YEAR		1	245066	15255 7/26/2023	100.681.0320.000.085.500	\$140.00
YEARLY - GLASS REPAIRS PERFORMED BY RUPERT GLASS ON BUSES FOR YEAR		1	245066	15256 7/26/2023	100.681.0320.000.085.500	\$60.00
WSREPAIR		1	245066	15259 7/26/2023	100.681.0320.000.085.500	\$40.00
YEARLY - GLASS REPAIRS PERFORMED BY RUPERT GLASS ON BUSES FOR YEAR		1	245066	15263 7/26/2023	100.681.0320.000.085.500	\$300.00
YEARLY - GLASS REPAIRS PERFORMED BY RUPERT GLASS ON BUSES FOR YEAR		1	245066	15264 7/26/2023	100.681.0320.000.085.500	\$300.00
YEARLY - GLASS REPAIRS PERFORMED BY RUPERT GLASS ON BUSES FOR YEAR		1	245066	15265 7/26/2023	100.681.0320.000.085.500	\$300.00 141
YEARLY - GLASS REPAIRS PERFORMED BY RUPERT GLASS ON BUSES FOR YEAR		1	245066	15268 7/26/2023	100.681.0320.000.085.500	\$300.00
Check #: 68108						
PO/InvoiceTotal:						\$2,865.00
Check Group:						
DOOR FOR THE BUSINESS OFFICE		1	246119	20045-1 7/5/2023	100.811.0540.000.420.000	\$1,203.70
Check #: 68108						
PO/InvoiceTotal:						\$1,203.70
Vendor Total:						\$4,068.70

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PEARSON EDUCATION						
PO BOX 409496						
ATLANTA	GA	30384-9496				
Check Group:						
GOLDMAN FRISTOE TEST OF ARTICULATION - 3		2	241804	22198681 7/24/2023	257.616.0410.000.000.000	\$343.44
					Check #: 68109	
PO/InvoiceTotal:						<u>\$343.44</u>
Vendor Total:						<u>\$343.44</u>

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PITNEY BOWES/RESERVE ACCT						
PO BOX 981039						
BOSTON	MA		02298-1039			
Check Group:						
POSTAGE BOARD		1	241066	JUNE-JULY23 8/3/2023	100.631.0350.000.000.001	\$0.60
POSTAGE BUSINESS		1	241066	JUNE-JULY23 8/3/2023	100.651.0350.000.000.001	\$503.17
POSTAGE SPECIAL SERVICES		1	241066	JUNE-JULY23 8/3/2023	257.621.0350.000.000.000	\$101.13
POSTAGE MHHS		1	241066	JUNE-JULY23 8/3/2023	100.641.0350.000.000.492	\$55.02
POSTAGE FOOD SERVICES		1	241066	JUNE-JULY23 8/3/2023	290.710.0350.000.000.000	\$179.55 143
POSTAGE EAST		1	241066	JUNE-JULY23 8/3/2023	100.515.0350.000.000.201	\$18.68
POSTAGE MHJH		1	241066	JUNE-JULY23 8/3/2023	100.641.0320.000.000.108	\$41.85

Check #: 68110

PO/InvoiceTotal:	<u>\$900.00</u>
Vendor Total:	\$900.00

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PREMIERE SPEAKERS BUREAU, INC						
109 INTERNATIONAL DRIVE, STE 300						
FRANKLIN TN 37067						
Check Group:						
PROF DEV PROFESSIONAL	TODD NELSON	1	231002	142868B 8/18/2023	100.621.0310.313.000.000	\$3,000.00
08/18/2023					Check #: 68111	
					PO/Invoice Total:	\$3,000.00
					Vendor Total:	\$3,000.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PRO ED, INC PO BOX 679029 DALLAS TX 75267-9029						
Check Group:						
TEST OF LANUAGE DEVELOPMENT - PRIMARY:5		2	241800	2998491 7/23/2023	257.616.0410.000.000.000	\$277.20
TEST OF LANGUAGE DEVELOPMENT - INTERMEDIATE:5		1	241800	2998491 7/23/2023	257.616.0410.000.000.000	\$100.10
EXPRESSIVE ONE WORD PICTURE VOCABULARY TEST:4		3	241800	2998491 7/23/2023	257.616.0410.000.000.000	\$148.50
RECEPTIVE ONE WORD PICTURE VOCABULARY TEST:4		3	241800	2998491 7/23/2023	257.616.0410.000.000.000	\$148.50
					Check #: 68112	145
						PO/InvoiceTotal: <u>\$674.30</u>
						Vendor Total: \$674.30

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PUMP SERVICE INC. 103 WEST 500 SOUTH BURLEY	ID 83318					
Check Group:						
MINICO PUMP FOR THE CONCESSION AND BATHROOMS		1	246126	32840-S 7/1/2023	420.811.0540.000.000.301	\$3,000.00
					Check #: 68113	
						PO/InvoiceTotal: <u>\$3,000.00</u>
						Vendor Total: <u>\$3,000.00</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
REPKE, DAVID 1914 CONANT AVE						
BURLEY	ID 83318					
Check Group:						
BADGING GRANT GRANT OUT OF DIST MILEAGE BSU MATH PROJECT JULY 31- AUG 1 2023		1	241073	BSU MP 07/31-08/01 8/14/2023	100.621.0380.380.066.492	\$206.00
BADGING GRANT GRANT MEALS		1	241073	BSU MP 07/31-08/01 8/14/2023	100.621.0380.381.066.492	\$55.00
					Check #: 68114	

PO/InvoiceTotal: \$261.00

Vendor Total: \$261.00

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RIDLEY'S FOOD & DRUG						
621 WASHINGTON STREET SOUTH						
TWIN FALLS	ID 83301					
Check Group:						
CUSTODIAL SUPPLIES		1	246047	1308 7/19/2023	100.661.0410.000.000.600	\$149.02
SIRLOIN		1	246047	1822 7/17/2023	100.661.0410.000.000.600	\$75.28
					Check #: 68115	
						PO/InvoiceTotal: <u>\$224.30</u>
						Vendor Total: <u>\$224.30</u>

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RIVERSIDE HOTEL 2900 CHINDEN BLVD BOISE	ID 83714					
Check Group:						
Sarah Pelayo & Sheryl Stevenson Riverside Hotel Boise, CONNECT Conference		1	242903	471047 8/9/2023	243.519.0380.381.303.492	\$971.55
					Check #: 68116	
						PO/InvoiceTotal: <u>\$971.55</u>
						Vendor Total: <u>\$971.55</u>

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08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount						
RMT EQUIPMENT PO BOX 57246 SALT LAKE CITY	UT 84157											
Check Group:												
GROUND SUPPLIES		1	246048	P24430 6/22/2023	100.665.0410.000.000.600	\$817.02						
GROUND SUPPLIES		1	246048	P24635 7/11/2023	100.665.0410.000.000.600	(\$642.34)						
IDLER PULLEY/IDLER ARM ASSEM		1	246048	P44497 7/11/2023	100.665.0410.000.000.600	\$166.79						
IDLER ARM ASSEM/SPRING		1	246048	P44627 7/14/2023	100.665.0410.000.000.600	\$115.03						
					Check #: 68117							
						<table border="0"> <tr> <td>PO/Invoice Total:</td> <td align="right"><u>150</u></td> </tr> <tr> <td></td> <td align="right">\$456.50</td> </tr> <tr> <td>Vendor Total:</td> <td align="right">\$456.50</td> </tr> </table>	PO/Invoice Total:	<u>150</u>		\$456.50	Vendor Total:	\$456.50
PO/Invoice Total:	<u>150</u>											
	\$456.50											
Vendor Total:	\$456.50											

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
RUPERT LUMBER & PAINT						
320 6TH STREET						
RUPERT	ID 83350					
Check Group:						
2 BY 4 BY 8		1	246076	240435 7/26/2023	100.664.0410.000.000.301	\$9.38
1-1/4 X 1-1/4 X 8' CORNER		1	246076	240506 7/28/2023	100.664.0410.000.000.301	\$7.38
					Check #: 68118	
						PO/InvoiceTotal: <u>\$16.76</u>
						Vendor Total: <u>\$16.76</u>

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SANTANDER PO BOX 847386 BOSTON MA 02284-7386						
Check Group:						
PO3 1BABNCSH8LF363818		1	241065	6358582 7/11/2023	420.811.0565.000.000.500	\$68,008.00

Check #: 68119

PO/InvoiceTotal:	<u>\$68,008.00</u>
Vendor Total:	<u>\$68,008.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SCHINDLER ELEVATOR CORP PO BOX 93050 CHICAGO IL 60673-3050						
Check Group:						
ELEVATOR SERVICE MINICO		1	246120	8106319462 8/1/2023	100.664.0320.000.000.301	\$679.73
					Check #: 68120	
					PO/InvoiceTotal:	<u>\$679.73</u>
					Vendor Total:	<u>\$679.73</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SCHOWS, INC INTERSTATE BILLING SERVICE, INC. PO BOX 2208 DECATUR	AL 35609-2208					
Check Group: GLOVES		1	245075	6550-366974 7/25/2023	100.681.0420.422.050.500	\$64.35
				Check #: 68121		
					PO/InvoiceTotal:	\$64.35
					Vendor Total:	\$64.35

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SEESAW LEARNING INC						
PO BOX 7023						
SAN FRANCISCO CA 94120-7023						
Check Group:						
SEESAW SUBSCRIPTION ACEQUIA		30	242009	2023-86225 8/1/2023	245.623.0460.000.000.101	\$85.50
SEESAW SUBSCRIPTION HEYBURN		100	242009	2023-86225 8/1/2023	245.623.0460.000.000.102	\$285.00
SEESAW SUBSCRIPTION PAUL		100	242009	2023-86225 8/1/2023	245.623.0460.000.000.105	\$285.00
SEESAW SUBSCRIPTION RUPERT		100	242009	2023-86225 8/1/2023	245.623.0460.000.000.107	\$285.00
					Check #: 68122	
						155
PO/Invoice Total:						\$940.50
Vendor Total:						\$940.50

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SHAMROCK FOODS COMPANY						
P O BOX 34846						
SEATTLE	WA		98124-1846			
Check Group:						
GLOVES/SNDWCH SADDLE		1	247013	28757442 7/31/2023	290.710.0410.000.000.000	\$4,547.84
					Check #: 68123	
PO/InvoiceTotal:						<u>\$4,547.84</u>
Vendor Total:						<u>\$4,547.84</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SHERWIN WILLIAMS 1936 KIMBERLY RD TWIN FALLS	ID 83301-7426					
Check Group:						
FLEX HOSE/HIGHWAY YEL		1	246063	0810-1 8/11/2023	100.665.0410.000.000.600	\$248.67
					Check #: 68124	
					PO/InvoiceTotal:	<u>\$248.67</u>
					Vendor Total:	<u>\$248.67</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SMALL ENGINES THAT CAN 535 WEST MAIN BURLEY	ID 83318					
Check Group:						
GATORLINE		1	246107	08/01/23 8/1/2023	100.665.0410.000.000.600	\$201.96
SPEED FEED HEAD 375		1	246107	08/01/23 8/1/2023	100.665.0410.000.000.107	\$55.99
				Check #: 68125		
					PO/InvoiceTotal:	<u>\$257.95</u>
					Vendor Total:	<u>\$257.95</u>

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SNYDER'S PAUL AUTOMOTIVE						
P O BOX 310						
PAUL	ID	83347				
Check Group:						
LAWN BELT		1	246080	24184 7/18/2023	100.665.0410.000.000.600	\$38.99
AIR FILTER		1	246080	24263 7/26/2023	100.665.0410.000.000.600	\$7.99
LUBE FILTER		1	246080	24362 8/2/2023	100.665.0410.000.000.600	\$8.81
BRAKE CLEANER		1	246080	24471 8/11/2023	100.665.0410.000.000.600	\$17.75
BOLTS/LOCKNUT		1	246080	24477 8/11/2023	100.665.0410.000.000.600	\$13.56 159

Check #: 68126

PO/InvoiceTotal:	<u> </u>	\$87.10
Vendor Total:	<u> </u>	\$87.10

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
STANDARD PLUMBING CO						
PO BOX 708490						
SANDY	UT	84070				
Check Group:						
REVERSE FLOAT SWITCH		1	246055	UGNK65 7/17/2023	100.665.0410.000.000.101	\$152.00
RAINBIRD GEAR DRIVEN		2	246055	UKCJ25 8/10/2023	100.665.0410.000.000.105	\$24.98
REPLACEMENT SOLENOID		2	246055	UKJW61 8/14/2023	100.665.0410.000.000.107	\$32.16
REPLACEMENT SOLENOID		2	246055	UKK834 8/14/2023	100.665.0410.000.000.107	(\$32.16)
TORO VALVE SOLENOID		2	246055	UKK850 8/14/2023	100.665.0410.000.000.107	\$46.00 160
					Check #: 68127	
						PO/InvoiceTotal: \$222.98
Check Group:						
MODEL 65 REPAIR KIT		1	246056	UGCX30 7/20/2023	100.664.0410.000.000.301	\$90.00
1 FPT RAINBIRD STR VALVE W/F		1	246056	UGXB91 7/20/2023	100.664.0410.000.000.101	\$89.99
HIGH BACK PRES VB RK		1	246056	UJV329 8/8/2023	100.664.0410.000.000.301	\$19.20
1250 CHECK		1	246056	UKJY70 8/14/2023	100.664.0410.000.000.301	\$380.00
					Check #: 68127	
						PO/InvoiceTotal: \$579.19
						Vendor Total: \$802.17

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
STARS FERRY BUILDING SUP						
20 S. 300 W.						
BURLEY	ID	83318				
Check Group:						
JOINT TAPE/CMPND		1	246058	2307-762927 7/31/2023	100.664.0410.000.000.301	\$54.75
1 BY 4 BY 12		1	246058	2308-762952 8/1/2023	100.664.0410.000.000.301	\$70.40
JOINT COMPOUND		1	246058	2308-763047 8/3/2023	100.664.0410.000.000.301	\$12.99

Check #: 68128

PO/InvoiceTotal:	<u>\$138.14</u>
Vendor Total:	\$138.14

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
STERLING BATTERY COMPANY						
P.O. BOX 4947						
BOISE	ID		83711-4947			
Check Group:						
YEARLY - BATTERIES, ETC FOR DISTRICT VEHICLES		1	245076	80736 8/9/2023	100.683.0420.422.000.500	\$277.90
					Check #: 68129	
PO/InvoiceTotal:						\$277.90
Vendor Total:						\$277.90

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SUPER DUPER PUBLICATIONS						
DEPT. SDM 99						
PO BOX 24997						
GREENVILLE	SC		29616-2497			
Check Group:						
EXPRESSIVE ONE WORD PICTURE VOCAB TEST:4 SPANISH-BILINGUAL		1	241801	2838890A 7/24/2023	257.616.0410.000.000.000	\$45.00
RECEPTIVE ONE WORD PICTURE VICAB TEST:4 SPANISH-BILINGUAL		1	241801	2838890A 7/24/2023	257.616.0410.000.000.000	\$45.00

Check #: 68130

PO/InvoiceTotal:	<u>\$90.00</u>
Vendor Total:	\$90.00 163

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TEXAS ASSOCIATION OF SCHOOL BOARDS						
PO BOX 975112						
DALLAS	TX		75397-5112			
Check Group:						
BOARDBOOK LICENSE		1	242013	648327 9/1/2023	100.656.0460.000.000.001	\$3,250.00
					Check #: 68131	
PO/InvoiceTotal:						<u>\$3,250.00</u>
Vendor Total:						<u>\$3,250.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TOOLS FOR SCHOOLS, INC						
1321 UPLAND DR. SUITE 8524						
HOUSTON TX 77043						
Check Group:						
EAST BOOK CREATOR 1000 BOOK LICENCES 12 MONTH SUBSCRIPTION		5	241039	R-23-INV-1973 7/31/2023	100.623.0460.000.000.201	\$480.00
WEST BOOK CREATOR 1000 BOOK LICENCES 12 MONTH SUBSCRIPTION		5	241039	R-23-INV-1973 7/31/2023	100.623.0460.000.000.202	\$480.00
MINICO BOOK CREATOR 1000 BOOK LICENCES 12 MONTH SUBSCRIPTION		10	241039	R-23-INV-1973 7/31/2023	100.623.0460.000.000.301	\$960.00
					Check #: 68132	
						PO/InvoiceTotal: <u>\$1,920.00</u>
						Vendor Total: \$1,920.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TYLER TECHNOLOGIES, INC.						
PO BOX 203556						
DALLAS	TX		75320-3556			
Check Group:						
DATA SUPPORT FOR A/P- G/L- P/R INFINITE VISIONS- GENERAL FIXED ASSETS		1	242015	025-424212 7/1/2023	100.656.0360.000.000.011	\$42,118.55
SUPPORT STUDENT ACTIVITIES -MODULE		1	242015	025-424212 7/1/2023	100.656.0360.000.000.011	\$2,684.80
					Check #: 68133	
						PO/InvoiceTotal: \$44,803.35
						Vendor Total: \$44,803.35

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
VALLEY WIDE COOP 2114 N 20TH ST NAMPA	ID 83687					
Check Group: PROPANE		1	246083	122883/H 7/21/2023	100.663.0410.000.000.600	\$41.57
					Check #: 68134	
					PO/InvoiceTotal:	<u>\$41.57</u>
					Vendor Total:	<u>\$41.57</u>

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WESTERN RECORDS DESTRUCTION						
1990 S COLE ROAD						
BOISE	ID	83709				
Check Group:						
RECORD DESTRUCTION CONTAINER JULY-JUNE SHRED EVERY OTHER MONTH 64 GAL CONTAINER		1	242704	0651814 8/1/2023	100.641.0320.000.000.301	\$41.00
					Check #: 68135	
PO/InvoiceTotal:						\$41.00
Vendor Total:						\$41.00

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7104

08/18/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$543,850.13

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7104

Voucher Date: 08/18/2023

Prepared By: _____

Printed: 08/18/2023 01:33:13 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$543,850.13 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (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

BONNIE HEINS Chairman

RUSS SUCHAN Vice Chairman

JUAN PEREZ Board Member

MARY ANDERSON Board Member

JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$334,298.54
243	PROFESSIONAL TECHNICAL - STATE	\$971.55
245	PUBLIC SCHOOL TECHNOLOGY FUND	\$8,081.89
257	TITLE VI-B IDEA SPECIAL ED FUND	\$4,316.87
260	MEDICAID	\$1,234.13
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$6,201.63
290	FOOD SERVICE FUND	\$14,149.61
420	PLANT FACILITY FUND	\$174,595.91
		\$543,850.13

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7103

08/10/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MORETON & COMPANY PO BOX 191030 BOISE	ID 83719					
Check Group:						
PROPERTY GENERAL LIABILITY, ABUSE, & EDUCATORS LEGAL LIABILITY FAITHFUL		1	241064	344912 6/5/2023	100.661.0710.000.000.000	\$260,334.00
SAFESCHOOLS TRAINING MODULES		1	241064	345927 6/28/2023	246.621.0410.000.000.000	\$1,637.50
					Check #: 68062	
						PO/InvoiceTotal: \$261,971.50
						Vendor Total: \$261,971.50

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7103

08/10/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$261,971.50

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7103

Voucher Date: 08/10/2023

Prepared By: _____

Printed: 08/18/2023 01:32:59 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$261,971.50 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (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

BONNIE HEINS Chairman

RUSS SUCHAN Vice Chairman

JUAN PEREZ Board Member

MARY ANDERSON Board Member

JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$260,334.00
246	STATE SUBSTANCE ABUSE FUND	\$1,637.50
		\$261,971.50

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
517 CATERING 742 SCHODDE AVE BURLEY	ID 83318					
Check Group: MEALS FOR BOARD MEETINGS		1	241057	MEALS JULY 23 7/1/2023	100.631.0410.000.000.001	\$90.00

Check #: 68050

PO/InvoiceTotal:	<u> </u>	\$90.00
Vendor Total:	<u> </u>	\$90.00

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DAVIS, ETHAN 78 E 400 N						
RUPERT	ID 83350					
Check Group:						
2023-2024 BIRRER SCHOLARSHIP		1	241058	SCHOLARSHIP 23 8/3/2023	710.621.0690.000.000.000	\$1,500.00
					Check #: 68051	
						PO/InvoiceTotal: <u>\$1,500.00</u>
						Vendor Total: <u>\$1,500.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DAVIS, LYNNA 915 W 200 S						
PAUL	ID 83347					
Check Group:						
2023-2024 AWARDS BIRRER SCHOLARSHIP		1	241048	23-24 SCHOLARSHIP 8/1/2023	710.621.0690.000.000.000	\$1,000.00
					Check #: 68052	
						PO/InvoiceTotal: <u>\$1,000.00</u>
						Vendor Total: <u>\$1,000.00</u>

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
JAQUEZ, JUAN LUIS						
818 18TH STREET						
rUPERT	ID	83350				
Check Group:						
2023-2024 AWARDS BIRRER SCHOLARSHIP		1	241052	23-24 SCHOLARSHIP 8/1/2023	710.621.0690.000.000.000	\$1,000.00
					Check #: 68053	
PO/InvoiceTotal:						\$1,000.00
Vendor Total:						\$1,000.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
JUAREZ, CLARISSA 297 E 1100 N						
RUPERT	ID 83350					
Check Group:						
2023-2024 BIRRER SCHOLARSHIP		1	241061	SCHOLARSHIP 23 8/3/2023	710.621.0690.000.000.000	\$1,500.00
					Check #: 68054	
						PO/InvoiceTotal: <u>\$1,500.00</u>
						Vendor Total: <u>\$1,500.00</u>

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
KRAUS, ANDREW						
1004 W ROYAL BLVD APT #217						
BOISE	ID	83706				
Check Group:						
2023-2024 AWARDS BIRRER SCHOLARSHIP		1	241049	23-24 SCHOLARSHIP 8/1/2023	710.621.0690.000.000.000	\$500.00
					Check #: 68055	
PO/InvoiceTotal:						\$500.00
Vendor Total:						\$500.00

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
LEON, BRIANNA PO BOX 566 RUPERT	ID 83350					
Check Group: 2023-2024 AWARDS BIRRER SCHOLARSHIP		1	241053	23-24 SCHOLARSHIP 8/1/2023	710.621.0690.000.000.000	\$1,000.00
				Check #: 68056		
					PO/InvoiceTotal:	\$1,000.00
					Vendor Total:	\$1,000.00

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAUGHAN, ZAYNE						
127 W 100 N						
RUPERT	ID 83350					
Check Group:						
2023-2024 AWARDS BIRRER SCHOLARSHIP		1	241050	23-24 SCHOLARSHIP 8/1/2023	710.621.0690.000.000.000	\$1,000.00
					Check #: 68057	
PO/InvoiceTotal:						\$1,000.00
Vendor Total:						\$1,000.00

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MERRILL, KENT 1710 CEDAR STREET						
RUPERT	ID 83350					
Check Group:						
2023-2024 AWARDS BIRRER SCHOLARSHIP		1	241051	23-24 SCHOLARSHIP 8/1/2023	710.621.0690.000.000.000	\$500.00
					Check #: 68058	
						PO/InvoiceTotal: <u>\$500.00</u>
						Vendor Total: <u>\$500.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PATTERSON, BRYAN						
875 W 300 N						
PAUL	ID	83347				
Check Group:						
2023-2024 BIRRER SCHOLARSHIP		1	241059	SCHOLARSHIP 23 8/3/2023	710.621.0690.000.000.000	\$2,500.00
					Check #: 68059	
						PO/InvoiceTotal: <u>\$2,500.00</u>
						Vendor Total: <u>\$2,500.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TERRY, JONAHN ZERA 29 S 200 W						
PAUL	ID 83347					
Check Group:						
2023-2024 BIRRER SCHOLARSHIP		1	241060	SCHOLARSHIP 23 8/3/2023	710.621.0690.000.000.000	\$2,500.00
					Check #: 68060	
						PO/InvoiceTotal: \$2,500.00
						Vendor Total: \$2,500.00

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
VAN LEUVEN, KENDRA						
719 E 700 N						
RUPERT	ID 83350					
Check Group:						
2023-2024 AWARDS BIRRER SCHOLARSHIP		1	241054	23-24 SCHOLARSHIP 8/1/2023	710.621.0690.000.000.000	\$1,000.00
					Check #: 68061	
PO/InvoiceTotal:						\$1,000.00
Vendor Total:						\$1,000.00

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$14,090.00

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
517 CATERING 742 SCHODDE AVE BURLEY	ID 83318					
Check Group: MEALS FOR BOARD MEETINGS		1	241057	MEALS JULY 23 7/1/2023	100.631.0410.000.000.001	\$90.00

Check #: 68050

PO/InvoiceTotal:	<u> </u>	\$90.00
Vendor Total:	<u> </u>	\$90.00

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DAVIS, ETHAN 78 E 400 N						
RUPERT	ID 83350					
Check Group:						
2023-2024 BIRRER SCHOLARSHIP		1	241058	SCHOLARSHIP 23 8/3/2023	710.621.0690.000.000.000	\$1,500.00
					Check #: 68051	
						PO/InvoiceTotal: <u>\$1,500.00</u>
						Vendor Total: <u>\$1,500.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DAVIS, LYNNA 915 W 200 S						
PAUL	ID 83347					
Check Group:						
2023-2024 AWARDS BIRRER SCHOLARSHIP		1	241048	23-24 SCHOLARSHIP 8/1/2023	710.621.0690.000.000.000	\$1,000.00
					Check #: 68052	
						PO/InvoiceTotal: <u>\$1,000.00</u>
						Vendor Total: <u>\$1,000.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
JAQUEZ, JUAN LUIS 818 18TH STREET rUPERT	ID 83350					
Check Group: 2023-2024 AWARDS BIRRER SCHOLARSHIP		1	241052	23-24 SCHOLARSHIP 8/1/2023	710.621.0690.000.000.000	\$1,000.00
				Check #: 68053		
					PO/InvoiceTotal:	\$1,000.00
					Vendor Total:	\$1,000.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
JUAREZ, CLARISSA 297 E 1100 N						
RUPERT	ID 83350					
Check Group:						
2023-2024 BIRRER SCHOLARSHIP		1	241061	SCHOLARSHIP 23 8/3/2023	710.621.0690.000.000.000	\$1,500.00
					Check #: 68054	
						PO/InvoiceTotal: <u>\$1,500.00</u>
						Vendor Total: <u>\$1,500.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
KRAUS, ANDREW						
1004 W ROYAL BLVD APT #217						
BOISE	ID	83706				
Check Group:						
2023-2024 AWARDS BIRRER SCHOLARSHIP		1	241049	23-24 SCHOLARSHIP 8/1/2023	710.621.0690.000.000.000	\$500.00
					Check #: 68055	
					PO/InvoiceTotal:	<u>\$500.00</u>
					Vendor Total:	<u>\$500.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
LEON, BRIANNA PO BOX 566 RUPERT	ID 83350					
Check Group: 2023-2024 AWARDS BIRRER SCHOLARSHIP		1	241053	23-24 SCHOLARSHIP 8/1/2023	710.621.0690.000.000.000	\$1,000.00
				Check #: 68056		
					PO/InvoiceTotal:	\$1,000.00
					Vendor Total:	\$1,000.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAUGHAN, ZAYNE						
127 W 100 N						
RUPERT	ID	83350				
Check Group:						
2023-2024 AWARDS BIRRER SCHOLARSHIP		1	241050	23-24 SCHOLARSHIP 8/1/2023	710.621.0690.000.000.000	\$1,000.00
					Check #: 68057	
PO/InvoiceTotal:						\$1,000.00
Vendor Total:						\$1,000.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MERRILL, KENT 1710 CEDAR STREET						
RUPERT	ID 83350					
Check Group:						
2023-2024 AWARDS BIRRER SCHOLARSHIP		1	241051	23-24 SCHOLARSHIP 8/1/2023	710.621.0690.000.000.000	\$500.00
					Check #: 68058	
						PO/InvoiceTotal: <u>\$500.00</u>
						Vendor Total: <u>\$500.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PATTERSON, BRYAN						
875 W 300 N						
PAUL	ID	83347				
Check Group:						
2023-2024 BIRRER SCHOLARSHIP		1	241059	SCHOLARSHIP 23 8/3/2023	710.621.0690.000.000.000	\$2,500.00
					Check #: 68059	
						PO/InvoiceTotal: <u>\$2,500.00</u>
						Vendor Total: <u>\$2,500.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TERRY, JONAHN ZERA 29 S 200 W						
PAUL	ID 83347					
Check Group:						
2023-2024 BIRRER SCHOLARSHIP		1	241060	SCHOLARSHIP 23 8/3/2023	710.621.0690.000.000.000	\$2,500.00
					Check #: 68060	
						PO/InvoiceTotal: <u>\$2,500.00</u>
						Vendor Total: <u>\$2,500.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
VAN LEUVEN, KENDRA						
719 E 700 N						
RUPERT	ID	83350				
Check Group:						
2023-2024 AWARDS BIRRER SCHOLARSHIP		1	241054	23-24 SCHOLARSHIP 8/1/2023	710.621.0690.000.000.000	\$1,000.00
					Check #: 68061	
PO/InvoiceTotal:						\$1,000.00
Vendor Total:						\$1,000.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7102

08/08/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$14,090.00

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7101

08/04/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HEYBURN, CITY OF						
PO BOX 147						
HEYBURN	ID	83336				
Check Group:						
HEYBURN UTILITIES		1	241041	UTILITIES JULY 23 7/31/2023	100.661.0330.331.000.102	\$1,170.91
HEYBURN IRRIGATION		1	241041	UTILITIES JULY 23 7/31/2023	100.661.0330.331.000.102	\$423.20
MT HARRISON UTILITIES		1	241041	UTILITIES JULY 23 7/31/2023	100.661.0330.331.000.492	\$1,029.20
				Check #: 68027		
					PO/InvoiceTotal:	<u>\$2,623.31</u>
					Vendor Total:	\$2,623.31

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7101

08/04/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
IDAHO SCHOOL BOARDS ASSN						
PO BOX 9797						
BOISE	ID		83707-9797			
Check Group:						
MEMBERSHIP DUES		1	241055	2770 5/24/2023	100.631.0390.391.000.001	\$9,929.50
					Check #: 68028	
PO/InvoiceTotal:						\$9,929.50
Vendor Total:						\$9,929.50

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7101

08/04/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
INTERMOUNTAIN GAS CO.						
MONTANA-DAKOTA UTILITIES COMPANY						
P O BOX 5600						
BISMARCK	ND		58506-5600			
Check Group:						
DISTRICT WIDE GAS INCLUDING FOOD SERVICE/ MAINT BLDG		1	241045	GAS JULY 23 7/19/2023	100.661.0330.331.000.000	\$83.15
MT HARRISON GAS		1	241045	GAS JULY 23 7/19/2023	100.661.0330.331.000.492	\$19.95
TRANSPORTATION GAS		1	241045	GAS JULY 23 7/19/2023	100.681.0330.331.050.500	\$39.01
HEYBURN GAS		1	241045	GAS JULY 23 7/19/2023	100.661.0330.331.000.102	\$55.08
PAUL GAS		1	241045	GAS JULY 23 7/19/2023	100.661.0330.331.000.105	\$202 \$66.16
RUPERT GAS		1	241045	GAS JULY 23 7/19/2023	100.661.0330.331.000.107	\$347.59
EAST GAS		1	241045	GAS JULY 23 7/19/2023	100.661.0330.331.000.201	\$156.86
WEST GAS		1	241045	GAS JULY 23 7/19/2023	100.661.0330.331.000.202	\$326.51
MINICO GAS		1	241045	GAS JULY 23 7/19/2023	100.661.0330.331.000.301	\$575.76

Check #: 68029

PO/InvoiceTotal:	<u>\$1,670.07</u>
Vendor Total:	<u>\$1,670.07</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7101

08/04/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAUL, CITY OF P.O. BOX 130 PAUL	ID 83347					
Check Group:						
PAUL WATER/SEWER/GARBAGE		1	241042	UTILITIES JULY 23 7/31/2023	100.661.0330.331.000.105	\$730.00
WEST WATER/ SEWER/ GARBAGE		1	241042	UTILITIES JULY 23 7/31/2023	100.661.0330.331.000.202	\$480.00
					Check #: 68030	
						PO/InvoiceTotal: \$1,210.00
						Vendor Total: \$1,210.00
						203

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7101

08/04/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PROJECT MUTUAL TELEPHONE						
PO BOX 366						
RUPERT	ID 83350					
Check Group:						
DISTRICT PHONE SERVICE		1	231013	PHONE AUG 23 7/31/2023	100.661.0330.350.000.000	\$1,058.76
ACEQUIA PHONE SERVICE		1	231013	PHONE AUG 23 7/31/2023	100.661.0330.350.000.101	\$162.14
HEYBURN PHONE SERVICE		1	231013	PHONE AUG 23 7/31/2023	100.661.0330.350.000.102	\$102.57
PAUL PHONE SERVICE		1	231013	PHONE AUG 23 7/31/2023	100.661.0330.350.000.105	\$104.68
RUPERT PHONE SERVICE		1	231013	PHONE AUG 23 7/31/2023	100.661.0330.350.000.107	\$105.17 204
EAST PHONE SERVICE		1	231013	PHONE AUG 23 7/31/2023	100.661.0330.350.000.201	\$113.54
WEST PHONE SERVICE		1	231013	PHONE AUG 23 7/31/2023	100.661.0330.350.000.202	\$104.84
MINICO PHONE SERVICE		1	231013	PHONE AUG 23 7/31/2023	100.661.0330.350.000.301	\$908.95
MT HARRISON PHONE SERVICE		1	231013	PHONE AUG 23 7/31/2023	100.661.0330.350.000.492	\$157.21
MAINTENANCE TELEPHONES		1	231013	PHONE AUG 23 7/31/2023	100.661.0330.350.000.600	\$56.68
TRANSPORTATION TELEPHONES		1	231013	PHONE AUG 23 7/31/2023	100.681.0330.350.050.500	\$128.26
FOOD SERVICE TELEPHONES		1	231013	PHONE AUG 23 7/31/2023	290.710.0330.350.000.000	\$56.68
HVAC ENERGY DSL LINE FOR MINICO		1	231013	PHONE AUG 23 7/31/2023	100.661.0330.351.000.000	\$113.63

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7101

08/04/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DISTRICT WIDE INTERNET		1	231013	PHONE AUG 23 7/31/2023	100.661.0330.351.000.000	\$13,136.15

Check #: 68031

PO/InvoiceTotal: \$16,309.26

Vendor Total: \$16,309.26

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7101

08/04/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
RUPERT, CITY OF P.O. BOX 426 RUPERT	ID 83350					
Check Group:						
DISTRICT WIDE UTILITIES INCLUDING FOOD SERVICE & MAINT BLDG		1	241046	UTILITIES JULY 23 7/31/2023	100.661.0330.331.000.000	\$991.04
TRANSPORTATION UTILITIES		1	241046	UTILITIES JULY 23 7/31/2023	100.681.0330.331.050.500	\$680.05
RUPERT UTILITIES		1	241046	UTILITIES JULY 23 7/31/2023	100.661.0330.331.000.107	\$4,130.81
EAST UTILITIES		1	241046	UTILITIES JULY 23 7/31/2023	100.661.0330.331.000.201	\$2,660.94
TLC UTILITIES		1	241046	UTILITIES JULY 23 7/31/2023	100.661.0330.331.000.108	\$1,507.65
MINICO SEWER TRANSFER		1	241046	UTILITIES JULY 23 7/31/2023	100.661.0330.331.000.301	\$579.91

Check #: 68032

PO/InvoiceTotal: \$10,550.40

Vendor Total: \$10,550.40

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7101

08/04/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TOTAL WASTE MANAGEMENT						
PO BOX 309						
HEYBURN	ID	83336				
Check Group:						
ACEQUIA GARBAGE SERVICE		1	241043	UTILITIES JULY 23 7/31/2023	100.661.0330.331.000.101	\$215.26
HEYBURN GARBAGE SERVICE		1	241043	UTILITIES JULY 23 7/31/2023	100.661.0330.331.000.102	\$215.26
WEST GARBAGE SERVICE		1	241043	UTILITIES JULY 23 7/31/2023	100.661.0330.331.000.202	\$738.67
MINICO GARBAGE SERVICE		1	241043	UTILITIES JULY 23 7/31/2023	100.661.0330.331.000.301	\$2,124.93
MT HARRISON GARBAGE SERVICE		1	241043	UTILITIES JULY 23 7/31/2023	100.661.0330.331.000.492	\$101.96

Check #: 68033

PO/InvoiceTotal:	<u>\$3,396.08</u>
Vendor Total:	<u>\$3,396.08</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7101

08/04/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount				
UNITED ELECTRIC COOP										
1330 21ST STREET										
HEYBURN	ID	83336								
Check Group:										
ACEQUIA ELECTRIC		1	241047	UTILITIES JULY 23 8/1/2023	100.661.0330.331.000.101	\$2,303.83				
PAUL ELECTRIC		1	241047	UTILITIES JULY 23 8/1/2023	100.661.0330.331.000.105	\$1,415.19				
MINICO ELECTRIC		1	241047	UTILITIES JULY 23 8/1/2023	100.661.0330.331.000.301	\$5,413.53				
WEST ELECTRIC		1	241047	UTILITIES JULY 23 8/1/2023	100.661.0330.331.000.202	\$1,954.81				
						208				
					Check #: 68034					
						<table border="0"> <tr> <td>PO/InvoiceTotal:</td> <td align="right"><u>\$11,087.36</u></td> </tr> <tr> <td>Vendor Total:</td> <td align="right"><u>\$11,087.36</u></td> </tr> </table>	PO/InvoiceTotal:	<u>\$11,087.36</u>	Vendor Total:	<u>\$11,087.36</u>
PO/InvoiceTotal:	<u>\$11,087.36</u>									
Vendor Total:	<u>\$11,087.36</u>									

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7101

08/04/2023

Fiscal Year: 2023-2024

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	241044	CELL PHONE JULY 23 7/31/2023	100.661.0330.350.000.000	(\$48.63)
RUPERT CELL PHONES		1	241044	CELL PHONE JULY 23 7/31/2023	100.661.0330.350.000.107	\$51.37
WEST CELL PHONES		1	241044	CELL PHONE JULY 23 7/31/2023	100.661.0330.350.000.202	\$51.37
MINICO CELL PHONES		1	241044	CELL PHONE JULY 23 7/31/2023	100.661.0330.350.000.301	\$309.58
MT HARRISON CELL PHONES		1	241044	CELL PHONE JULY 23 7/31/2023	100.661.0330.350.000.492	\$112.74
MAINTENANCE AND CUSTODIAL CELL PHONES		1	241044	CELL PHONE JULY 23 7/31/2023	100.661.0330.350.000.600	\$933.29
TECHNOLOGY CELL PHONES		1	241044	CELL PHONE JULY 23 7/31/2023	100.661.0330.350.000.011	\$310.51
NURSE CELL PHONES		1	241044	CELL PHONE JULY 23 7/31/2023	100.611.0330.350.008.003	\$154.11
FEDERAL PROGRAMS CELL PHONES		1	241044	CELL PHONE JULY 23 7/31/2023	251.661.0330.350.000.000	\$154.11
SPECIAL SERVICES CELL PHONES		1	241044	CELL PHONE JULY 23 7/31/2023	100.661.0330.350.000.003	\$51.37
TRANSPORTATION CELL PHONES		1	241044	CELL PHONE JULY 23 7/31/2023	100.681.0330.350.050.500	\$154.11

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7101

08/04/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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Check #: 68035

PO/InvoiceTotal:	\$2,233.93
Vendor Total:	\$2,233.93

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7101

08/04/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$59,009.91

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7101

Voucher Date: 08/04/2023

Prepared By: _____

Printed: 08/18/2023 01:32:28 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$59,009.91 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (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

BONNIE HEINS Chairman

RUSS SUCHAN Vice Chairman

JUAN PEREZ Board Member

MARY ANDERSON Board Member

JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$58,799.12
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$154.11
290	FOOD SERVICE FUND	\$56.68
		<hr/> <hr/>
		\$59,009.91

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7100

07/24/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
APPLE, INC P.O. BOX 846095 DALLAS TX 75284-6095						
Check Group:						
24IN IMAC WITH RETINA KAILEE HANSEN 4.5		1	231009	MA05827595 7/11/2023	100.656.0550.000.000.000	\$1,809.00
10.9 INCH IPAD WIFI 64GB SILVER		50	231009	MA06235297 7/12/2023	100.656.0550.000.000.011	\$20,700.00
APPLETV 4K WI-FI WITH 64 GB STORAGE		4	231009	MA06326826 7/11/2023	100.623.0411.000.000.301	\$516.00
APPLETV 4K WI-FI WITH 64 GB STORAGE		2	231009	MA06326826 7/11/2023	100.623.0411.000.000.201	\$258.00
APPLETV 4K WI-FI WITH 64 GB STORAGE		2	231009	MA06326826 7/11/2023	100.623.0411.000.000.202	\$258.00 213
10.2 INCH IPAD WI-FI 64 GB SPACE GRAY		82.5	231009	MA07131060 7/14/2023	100.623.0411.000.000.105	\$24,255.00
10.2 INCH IPAD WI-FI 64 GB SPACE GRAY		82.5	231009	MA07131060 7/14/2023	100.623.0411.000.000.102	\$24,255.00
10.2 INCH IPAD WI-FI 64 GB SPACE GRAY		82.5	231009	MA07131060 7/14/2023	100.623.0411.000.000.107	\$24,255.00
10.2 INCH IPAD WI-FI 64 GB SPACE GRAY		82.5	231009	MA07131060 7/14/2023	100.623.0411.000.000.101	\$24,255.00

Check #: 68016

PO/InvoiceTotal:	<u>\$120,561.00</u>
Vendor Total:	\$120,561.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7100

07/24/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
APPTEGY, INC 2201 BROOKWOOD DR. LITTLE ROCK	AR 72202					
Check Group: NEW MINIDOKA WEBSITE		1	231008	12611 7/1/2023	100.656.0460.000.000.000	\$24,741.92

Check #: 68017

PO/InvoiceTotal:	<u>\$24,741.92</u>
Vendor Total:	<u>\$24,741.92</u>

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7100

07/24/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CDW GOVERNMENT, INC. 75 REMITTANCE DRIVE SUITE 1515 CHICAGO	IL 60675-1515					
Check Group:						
MICROSOFT SURFACE PRO-9 16 GB RAM		1	231000	KP14797 7/6/2023	100.656.0460.000.000.001	\$1,720.00
PROTECTIVE CASE FOR TABLETS		55	231000	KQ21257 7/10/2023	100.623.0410.000.000.101	\$1,045.00
PROTECTIVE CASE FOR TABLETS		100	231000	KQ21257 7/10/2023	100.623.0410.000.000.102	\$1,900.00
PROTECTIVE CASE FOR TABLETS		85	231000	KQ21257 7/10/2023	100.623.0410.000.000.105	\$1,615.00
PROTECTIVE CASE FOR TABLETS		100	231000	KQ21257 7/10/2023	100.623.0410.000.000.107	\$1,900.00

Check #: 68018

PO/InvoiceTotal:	<u>\$8,180.00</u>
Vendor Total:	<u>\$8,180.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7100

07/24/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
COGNIA INC P O BOX 746805 ATLANTA	GA 30374-6805					
Check Group:						
2023-2024 ADVANCED ED IMPROVEMENT NETWORK FEE		1	242707	00159203 4/15/2023	100.515.0390.000.000.301	\$1,200.00
					Check #: 68019	
						PO/InvoiceTotal: <u>\$1,200.00</u>
						Vendor Total: <u>\$1,200.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7100

07/24/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
GOGUARDIAN 2030 MAPLE AVE SUITE 100 EL SEGUNDO CA 90245						
Check Group:						
GOGUARDIAN TEACHER		575	242003	103497 7/10/2023	100.623.0460.000.000.202	\$3,323.50
GOGUARDIAN TEACHER		575	242003	103497 7/10/2023	100.623.0460.000.000.201	\$3,323.50
					Check #: 68020	
						PO/InvoiceTotal: <u>\$6,647.00</u>
						Vendor Total: <u>\$6,647.00</u>
						217

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7100

07/24/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PITNEY BOWES PO BOX 1039 BOSTON MA 02298-1039						
Check Group:						
2023-2024 POSTAGE MACHINE RENTAL		1	242703	3317728151 7/2/2023	100.641.0350.000.000.301	\$193.80

Check #: 68021

PO/InvoiceTotal:	<u>\$193.80</u>
Vendor Total:	<u>\$193.80</u>

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7100

07/24/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
POWERSCHOOL GROUP LLC						
SEVERIN INTERMEDIATE HOLDING, LLC						
PO BOX 888408						
LOS ANGELES	CA		90088-8408			
Check Group:						
POWERSCHOOL SPECIAL PROGRAMS		1	242000	INV341392 3/13/2023	100.656.0460.000.000.011	\$877.50
POWERSCHOOL SPECIAL ED- IEP		1	242000	INV342007 3/17/2023	100.656.0460.000.000.011	\$11,466.00
POWERSCHOOL REGISTRATION		1	242000	INV342297 3/22/2023	100.656.0460.000.000.011	\$21,630.00
POWERSCHOOL SPANISH REGISTRATION PORTAL		1	242000	INV342297 3/22/2023	100.656.0460.000.000.000	\$1,107.75
POWERSCHOOL PREMIUM LICENSE		1	242000	INV342402 3/23/2023	100.656.0460.000.000.011	\$28,438.72
					Check #: 68022	
						PO/InvoiceTotal: <u>\$63,514.97</u>
						Vendor Total: <u>\$63,514.97</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7100

07/24/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
RAPTOR TECHNOLOGIES LLC						
DEPT 141						
PO BOX 4458						
HOUSTON TX 77210-4458						
Check Group:						
ANNUAL SUBSCRIPTION FOR RAPTOR ALERT MONITORING		9	243200	52857 5/1/2023	246.667.0360.000.000.000	\$5,625.00
RAPTOR LINK API SUITE		9	243200	52857 5/1/2023	246.667.0390.000.000.000	\$1,125.00
RAPTOR ANNUAL SELF SERVE KIOSK ACCESS FEE		4	243200	52857 5/1/2023	246.667.0360.000.000.000	\$800.00
					Check #: 68023	
						PO/InvoiceTotal: <u>\$7,550.00</u>
						Vendor Total: \$7,550.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7100

07/24/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
RIVERSIDE INSIGHTS P O BOX 7410058 CHICAGO	IL 60674-5058					
Check Group:						
EASY CBM INITIAL STUDENT LICENSE		70	231004	171937 7/3/2023	100.623.0460.000.000.011	\$500.50

Check #: 68024

PO/InvoiceTotal:	<u>\$500.50</u>
Vendor Total:	<u>\$500.50</u>

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7100

07/24/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
sKILL STRUCK						
826 EXPRESSWAY LA PMB 816						
SPANISH FORK UT 84660						
Check Group:						
SKILL STRUCK VIRTUAL IMPLEMENTATION SOFTWARE		150	231006	1339 7/1/2023	100.623.0460.000.000.202	\$4,350.00
					Check #: 68025	
PO/InvoiceTotal:						<u>\$4,350.00</u>
Vendor Total:						<u>\$4,350.00</u>

222

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7100 07/24/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WESTERN RECORDS DESTRUCTION						
1990 S COLE ROAD						
BOISE	ID	83709				
Check Group:						
RECORD DESTRUCTION CONTAINER JULY-JUNE SHRED EVERY OTHER MONTH 64 GAL CONTAINER		1	242704	0647396 7/1/2023	100.641.0320.000.000.301	\$41.00
					Check #: 68026	
PO/InvoiceTotal:						<u>\$41.00</u>
Vendor Total:						<u>\$41.00</u>

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7100

07/24/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$237,480.19

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7100

Voucher Date: 07/24/2023

Prepared By: _____

Printed: 08/18/2023 01:32:15 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$237,480.19 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (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

BONNIE HEINS Chairman

RUSS SUCHAN Vice Chairman

JUAN PEREZ Board Member

MARY ANDERSON Board Member

JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$229,930.19
246	STATE SUBSTANCE ABUSE FUND	\$7,550.00
		\$237,480.19

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BINGHAM, SHERRY						
1003 N MERIDIAN						
RUPERT	ID 83350					
Check Group:						
MEALS FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231021	IASA/08/1-3/23 7/18/2023	100.621.0380.381.000.000	\$40.00

Check #: 67995

PO/InvoiceTotal:	<u> </u>	\$40.00
Vendor Total:	<u> </u>	\$40.00

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CARTER, TAMARA 74 W 100 N						
RUPERT	ID 83350					
Check Group:						
MEALS FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231025	IASA/08/1-3/23 7/18/2023	100.621.0380.381.000.107	\$40.00
				Check #: 67996		
					PO/InvoiceTotal:	\$40.00
					Vendor Total:	\$40.00

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DAVIDSON, ANGELA						
276 N 100 W						
RUPERT	ID 83350					
Check Group:						
MEALS FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231019	IASA-8/1-3/23 7/18/2023	100.621.0380.381.000.107	\$40.00
MILEAGE FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231019	IASA-8/1-3/23 7/18/2023	100.621.0380.380.000.107	\$214.50
					Check #: 67997	
						PO/InvoiceTotal: <u>\$254.50</u>
						Vendor Total: <u>\$254.50</u>
						228

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DURRANT, GREG 164 N 200 W						
RUPERT	ID 83350					
Check Group:						
MEALS FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231023	IASA-8/1-3/23 7/18/2023	100.621.0380.381.000.201	\$40.00
MILEAGE FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231023	IASA-8/1-3/23 7/18/2023	100.621.0380.380.000.201	\$107.25
					Check #: 67998	
						PO/InvoiceTotal: <u>\$147.25</u>
						Vendor Total: <u>\$147.25</u>
						229

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FAIRCHILD, JOE 310 10th St. Rupert	ID 83350					
Check Group:						
MILEAGE FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231029	IASA-8/1-3/23 7/18/2023	100.621.0380.380.000.492	\$107.25
MEALS FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231029	IASA-8/1-3/23 7/18/2023	100.621.0380.381.000.492	\$40.00
Check #: 67999						
PO/InvoiceTotal:						\$147.25
Vendor Total:						\$147.25
						230

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
GOODSELL, KAYLA 31 W 200 S						
RUPERT	ID 83350					
Check Group:						
TABLE REPLACEMENT REFUND MONEY PER DYANN BLOOD		1 1		TABLE 7/21/2023	100.517.0410.000.000.492	\$235.49
					Check #: 68000	
						PO/InvoiceTotal: <u>\$235.49</u>
						Vendor Total: <u>\$235.49</u>

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
GREENWALT, JOSHUA J. 1921 20th ST						
HEYBURN	ID 83336					
Check Group:						
MILEAGE FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231026	IASA-8/1-3/23 7/18/2023	100.621.0380.380.000.105	\$214.50
MEALS FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231026	IASA-8/1-3/23 7/18/2023	100.621.0380.381.000.105	\$20.00
				Check #: 68001		
					PO/InvoiceTotal:	\$234.50
					Vendor Total:	\$234.50
						232

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HEATH, DUSTIN						
114 APPLE BLOSSOM DR						
RUPERT	ID 83350					
Check Group:						
MILEAGE FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231028	IASA-8/1-3/23 7/18/2023	100.621.0380.380.000.201	\$107.25
MEALS FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231028	IASA-8/1-3/23 7/18/2023	100.621.0380.381.000.201	\$40.00
					Check #: 68002	
PO/InvoiceTotal:						\$147.25
Vendor Total:						\$147.25
						233

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HEPWORTH, HEATHER						
864 N 700 E						
RUPERT	ID 83350					
Check Group:						
MEALS FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231024	IASA-8/1-3/23 7/18/2023	100.621.0380.381.000.101	\$40.00

Check #: 68003

PO/InvoiceTotal:	<u> </u>	\$40.00
Vendor Total:	<u> </u>	\$40.00

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
JOHNSON, ASHLEY						
1090 W 200 S						
HEYBURN	ID	83336				
Check Group:						
MILEAGE FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231022	IASA-8/1-3/23 7/18/2023	100.621.0380.380.000.000	\$214.50
MEALS FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231022	IASA-8/1-3/23 7/18/2023	100.621.0380.381.000.000	\$40.00
					Check #: 68004	
PO/InvoiceTotal:						\$254.50
Vendor Total:						\$254.50
						235

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
KIDD, KIMBERLEY						
871 E 350 N						
DECLO	ID	83323				
Check Group:						
MILEAGE FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231018	IASA-8/1-3/23 7/18/2023	100.621.0380.380.000.301	\$107.25
MEALS FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231018	IASA-8/1-3/23 7/18/2023	100.621.0380.381.000.301	\$40.00
					Check #: 68005	
PO/InvoiceTotal:						\$147.25
Vendor Total:						\$147.25
						236

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
KNIEP, CORY 506 N BIRCH SHOSHONE	ID 83352					
Check Group:						
MEALS FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231030	IASA-8/1-3/23 7/18/2023	100.621.0380.381.000.202	\$40.00
MILEAGE FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231030	IASA-8/1-3/23 7/18/2023	100.621.0380.380.000.202	\$107.25
					Check #: 68006	
PO/InvoiceTotal:						\$147.25
Vendor Total:						\$147.25
						237

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
LARSEN, SPENCER						
..						
RUPERT	ID 83350					
Check Group:						
MILEAGE FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231031	IASA-8/1-3/23 7/18/2023	100.621.0380.380.000.000	\$214.50
MEALS FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231031	IASA-8/1-3/23 7/18/2023	100.621.0380.381.000.000	\$40.00
				Check #: 68007		
					PO/InvoiceTotal:	\$254.50
					Vendor Total:	\$254.50
						238

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MERRILL, TERRY 1710 CEDAR STREET						
RUPERT	ID 83350					
Check Group:						
MILEAGE FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231017	IASA-8/1-3/23 7/18/2023	100.621.0380.380.000.301	\$107.25
MEALS FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231017	IASA-8/1-3/23 7/18/2023	100.621.0380.381.000.301	\$40.00
				Check #: 68008		
					PO/InvoiceTotal:	\$147.25
					Vendor Total:	\$147.25
						239

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PELAYO, SARAH						
210 CRESCENT ROAD						
RUPERT	ID	83350				
Check Group:						
Sarah Pelayo Mileage for MICRO-MAX Training: Boise		1	242901	MICROMAX/7/18- 19/23 7/18/2023	243.519.0380.380.303.492	\$187.00
Sarah Pelayo Meals for MICRO-MAX Training in Boise		1	242901	MICROMAX/7/18- 19/23 7/18/2023	243.519.0380.381.303.492	\$35.00
				Check #: 68009		
					PO/InvoiceTotal:	\$222.00
Check Group:						
Sarah Pelayo Mileage to CONNECT: Boise		1	242902	IDCTE/8/1-4/23 7/18/2023	243.519.0380.380.303.492	\$206.00 240
Sarah Pelayo Meals for CONNECT in Boise		1	242902	IDCTE/8/1-4/23 7/18/2023	243.519.0380.381.303.492	\$120.00
				Check #: 68009		
					PO/InvoiceTotal:	\$326.00
					Vendor Total:	\$548.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000 07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ROGERS, KATIE 248 W 300 N						
RUPERT	ID 83350					
Check Group:						
CACFP TRAINING		1	247001	CACFP/7/30-31/2 3 7/18/2023	290.710.0380.380.000.000	\$255.00
					Check #: 68010	
						PO/InvoiceTotal: <u>\$255.00</u>
						Vendor Total: <u>\$255.00</u>

241

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SPAGNOLO, MAGGI						
901 WEST 300 SOUTH						
HEYBURN	ID	83336				
Check Group:						
MEALS FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231027	IASA-8/1-3/23 7/18/2023	100.621.0380.381.000.492	\$40.00
MILEAGE FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231027	IASA-8/1-3/23 7/18/2023	100.621.0380.380.000.492	\$214.50
					Check #: 68011	
						PO/InvoiceTotal: <u>\$254.50</u>
						Vendor Total: <u>\$254.50</u>
						242

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
STEVENSON, SHERYL						
718 N 1100 E						
RUPERT	ID	83350				
Check Group:						
Sheryl Stevenson Meals for CONNECT in Boise		1	242900	IDCTE/8/1-4/23 7/18/2023	243.519.0380.381.303.492	\$120.00
					Check #: 68012	
PO/InvoiceTotal:						\$120.00
Vendor Total:						\$120.00

243

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
STUTZMAN, DANELLE						
772 W 100 S						
PAUL	ID	83347				
Check Group:						
MILEAGE FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231020	IASA-8/1-3/23 7/18/2023	100.621.0380.380.000.102	\$214.50
MEALS FOR IASA CONFERENCE IN BOISE AUG 1-AUG 3		1	231020	IASA-8/1-3/23 7/18/2023	100.621.0380.381.000.102	\$40.00
				Check #: 68013		
					PO/InvoiceTotal:	\$254.50
					Vendor Total:	\$254.50
						244

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 7000

07/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$3,668.99

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7000 Voucher Date: 07/21/2023 Prepared By: _____

Printed: 08/18/2023 01:32:03 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$3,668.99 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (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

BONNIE HEINS Chairman

RUSS SUCHAN Vice Chairman

JUAN PEREZ Board Member

MARY ANDERSON Board Member

JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$2,745.99
243	PROFESSIONAL TECHNICAL - STATE	\$668.00
290	FOOD SERVICE FUND	\$255.00
		<hr/>
		\$3,668.99

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6101

07/07/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PROJECT MUTUAL TELEPHONE						
PO BOX 366						
RUPERT	ID 83350					
Check Group:						
DISTRICT PHONE SERVICE		1	231013	UTILITIES/07/1-3 1/23 7/1/2023	100.661.0330.350.000.000	\$1,131.09
ACEQUIA PHONE SERVICE		1	231013	UTILITIES/07/1-3 1/23 7/1/2023	100.661.0330.350.000.101	\$171.77
HEYBURN PHONE SERVICE		1	231013	UTILITIES/07/1-3 1/23 7/1/2023	100.661.0330.350.000.102	\$115.77
PAUL PHONE SERVICE		1	231013	UTILITIES/07/1-3 1/23 7/1/2023	100.661.0330.350.000.105	\$117.93
RUPERT PHONE SERVICE		1	231013	UTILITIES/07/1-3 1/23 7/1/2023	100.661.0330.350.000.107	\$130.39
EAST PHONE SERVICE		1	231013	UTILITIES/07/1-3 1/23 7/1/2023	100.661.0330.350.000.201	\$135.05
WEST PHONE SERVICE		1	231013	UTILITIES/07/1-3 1/23 7/1/2023	100.661.0330.350.000.202	\$119.24
MINICO PHONE SERVICE		1	231013	UTILITIES/07/1-3 1/23 7/1/2023	100.661.0330.350.000.301	\$942.79
MT HARRISON PHONE SERVICE		1	231013	UTILITIES/07/1-3 1/23 7/1/2023	100.661.0330.350.000.492	\$171.01
MAINTENANCE TELEPHONES		1	231013	UTILITIES/07/1-3 1/23 7/1/2023	100.661.0330.350.000.600	\$56.68
TRANSPORTATION TELEPHONES		1	231013	UTILITIES/07/1-3 1/23 7/1/2023	100.681.0330.350.050.500	\$128.26

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6101

07/07/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FOOD SERVICE TELEPHONES		1	231013	UTILITIES/07/1-3 1/23 7/1/2023	290.710.0330.350.000.000	\$56.68
HVAC ENERGY DSL LINE FOR MINICO		1	231013	UTILITIES/07/1-3 1/23 7/1/2023	100.661.0330.351.000.000	\$113.63
DISTRICT WIDE INTERNET		1	231013	UTILITIES/07/1-3 1/23 7/1/2023	100.661.0330.351.000.000	\$13,136.15

Check #: 67924

PO/InvoiceTotal:	<u>\$16,526.44</u>
Vendor Total:	\$16,526.44

248

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6101 07/07/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$16,526.44

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 6101

Voucher Date: 07/07/2023

Prepared By: _____

Printed: 08/18/2023 01:31:44 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$16,526.44 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (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

BONNIE HEINS Chairman

RUSS SUCHAN Vice Chairman

JUAN PEREZ Board Member

MARY ANDERSON Board Member

JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$16,469.76
290	FOOD SERVICE FUND	\$56.68
		<hr/> <hr/>
		\$16,526.44



MINIDOKA COUNTY SCHOOL DISTRICT

DISPOSITION OF DISTRICT PROPERTY/FIXED ASSETS

BUILDING: Heyburn

	TAG NO.	ITEM DESCRIPTION	SERIAL NO.	COST	CURRENT VALUE	SURPLUS / DONATE / DISPOSE / TRANSFER
1	217710	NEC PROJECTOR	1600 501 EB	\$300.00		TRANSFER
2	217011	ELMO TT-02RX	616025	\$585.00		TRANSFER
3	216901	ELMO TT-02RX	616006	\$585.00		TRANSFER
4	208875	DVD PLAYER - RCA	PC292	\$69.99	\$0.00	DISPOSE
5	230217	APPLE TV HD	C07YT6UBJG2X	\$149.00	\$0.00	DISPOSE
6						
7						
8						
9						
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11						
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14						
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16						
17						
18						
19						
20						
21						

SIGNATURE

(Building Principal)

08/07/23

SIGNATURE

(Removal From Building - Maintenance Work Order)

DATE

SIGNATURE

VALUE AUTHORIZATION

(Maintenance/Technology/Curriculum Supervisor)

DATE

8/16/23

SIGNATURE

* REQUIRES BOARD APPROVAL

(Board Authorization)

DATE

DELETED FROM GFA LISTING BY

DATE



MINIDOKA COUNTY SCHOOL DISTRICT

DISPOSITION OF DISTRICT PROPERTY/FIXED ASSETS

BUILDING: RUPERT ELEMENTARY

	TAG NO.	ITEM DESCRIPTION	SERIAL NO.	COST
1		4 Drawer Filing Cabinet (Qty: 5)	<i>going to Maintenance Storage</i>	
2		2 Drawer Filing Cabinet (Qty: 2)		
3				
4				
5				
6				
7				
8				
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11				
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13				
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16				
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18				
19				
20				
21				
SIGNATURE				
(Building Principal)				
SIGNATURE <i>[Signature]</i>				
(Removal From Building - Maintenance Work Order)				



DSC

MINIDOKA COUNTY SCHOOL DISTRICT
DISPOSITION OF DISTRICT PROPERTY/FIXED ASSETS

BUILDING: DSC

	TAG NO.	ITEM DESCRIPTION	SERIAL NO.	COST	CURRENT VALUE	SURPLUS / DONATE / DISPOSE / TRANSFER
1		3 4-Drawer cabinets				
2						
3		2- tables				
4						
5		1- chair				
6						
7		1- rolling stool				
8						
9		1- office chair				
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

SIGNATURE

(Building Principal)

DATE

SIGNATURE

(Removal From Building - Maintenance Work Order)

DATE

SIGNATURE

VALUE AUTHORIZATION (Maintenance/Technology/Curriculum Supervisor)

DATE

SIGNATURE

* REQUIRES BOARD APPROVAL (Board Authorization)

DATE

DELETED FROM GFA LISTING BY

DATE



MINIDOKA COUNTY SCHOOL DISTRICT

DISPOSITION OF DISTRICT PROPERTY/FIXED ASSETS

BUILDING ~~BSC~~ *Mt. Harrison High School*

	TAG NO.	ITEM DESCRIPTION	SERIAL NO.	COST	CURRENT VALUE	SURPLUS / DONATE / DISPOSE / TRANSFER
1	<i>N/A</i>	<i>Canon iFF610</i>	<i>N/A</i>	<i>3895</i>	0	<i>Dispose</i>
2		<i>poster printer P0155831</i>		<i>995.</i>	0	<i>Donate</i>
3		<i>Computer Workstation & Scanner</i>	<i>N/A</i>			
4	<i>N/A</i>					
5						
6						
7						
8						<i>purchase in 2014-2015 parts of support discontinued per vendor email 8/15/23</i>
9						
10						
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17						
18						
19						

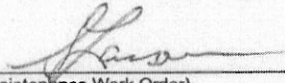
SIGNATURE <i>Maggi Spagnolo</i> <small>(Building Principal)</small>	DATE <i>8/16/23</i>
SIGNATURE <i>[Signature]</i> <small>(Approval From Building - Maintenance Work Order)</small>	DATE <i>8/16/23</i>
SIGNATURE _____ <small>(Maintenance/Technology/Curriculum Supervisor)</small>	DATE _____
SIGNATURE _____ <small>* REQUIRES BOARD APPROVAL (Board Authorization)</small>	DATE _____
DELETED FROM GFA LISTING BY _____	DATE _____



MINIDOKA COUNTY SCHOOL DISTRICT

DISPOSITION OF DISTRICT PROPERTY/FIXED ASSETS

BUILDING: RUPERT ELEMENTARY

	TAG NO.	ITEM DESCRIPTION	SERIAL NO.	COST
1		4 Drawer Filing Cabinet (Qty: 5)	<i>going to Maintenance Storage</i>	
2		2 Drawer Filing Cabinet (Qty: 2)		
3				
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7				
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21				
SIGNATURE				
(Building Principal)				
SIGNATURE				
				
(Removal From Building - Maintenance Work Order)				



MINIDOKA COUNTY SCHOOL DISTRICT

DISPOSITION OF DISTRICT PROPERTY/FIXED ASSETS

BUILDING: Heyburn

	TAG NO.	ITEM DESCRIPTION	SERIAL NO.	COST	CURRENT VALUE	SURPLUS / DONATE / DISPOSE / TRANSFER
1	217710	NEC PROJECTOR	1600 501 EB	\$300.00		TRANSFER
2	217011	ELMO TT-02RX	616025	\$585.00		TRANSFER
3	216901	ELMO TT-02RX	616006	\$585.00		TRANSFER
4	208875	DVD PLAYER - RCA	PC292	\$69.99	\$0.00	DISPOSE
5	230217	APPLE TV HD	C07YT6UBJG2X	\$149.00	\$0.00	DISPOSE
6						
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18						
19						
20						
21						

SIGNATURE

(Building Principal)

08/07/23

SIGNATURE

(Removal From Building - Maintenance Work Order)

DATE

SIGNATURE

VALUE AUTHORIZATION

(Maintenance/Technology/Curriculum Supervisor)

DATE

8/16/23

SIGNATURE

* REQUIRES BOARD APPROVAL

(Board Authorization)

DATE

DELETED FROM GFA LISTING BY

DATE

8/14/23

Dear Administrators and School Board Members,

This week we were informed that Clay Stapelman and Naveah Villalobos-Studer did qualify to receive their American Degrees. This is the highest award presented by the National FFA Organization and they have the opportunity to walk across the stage at the National FFA Convention November 1-4 in Indianapolis, IN.

We are asking for permission and support to take a delegation of Minico FFA Members to support and cheer them on as well as experience this amazing opportunity of attending the National FFA Convention. Not only does this trip allow our FFA members to cheer on Clay & Naveah, it also builds their resumes for future awards and scholarships. Our proposal is to fly the group into Indianapolis to attend the opening sessions, attend leadership and career development workshops, and visit the college and career convention and then travel to the surrounding area to experience a few tours of agriculture in that area,

If you have any questions, please feel free to contact me at jstapelman@minidokaschools.org or 208-312-8220.

Thank you for your continued support of our students and our program.

Mrs. Jessica Stapelman
Minico Agriculture Education and FFA Advisor

Minidoka County School District
Transportation's Report
August Board Report

To Mr. Larsen and our School Board:

Ashley Jobe, our secretary, is doing a great job.

Carrie Martsch has all the routes put into Bus Right. We hope to have a soft launch very soon.

Our shop is working hard to get our buses ready for school again, doing services on all buses, and installing hardware for Bus Right for the GPS system

We have three new drivers, and all three of them are filling vacancy spots already.... so we will need sub drivers.

August Birthdays are: Shelbie Draper: August 7

Jimmy Stone: August 12

Please be very patience with us this year. We are trying to meet everyone's needs.

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

Thank you,

Coleen Jones

TECHNOLOGY DEPARTMENT

BOARD REPORT

August 2023

SUMMER PROJECTS

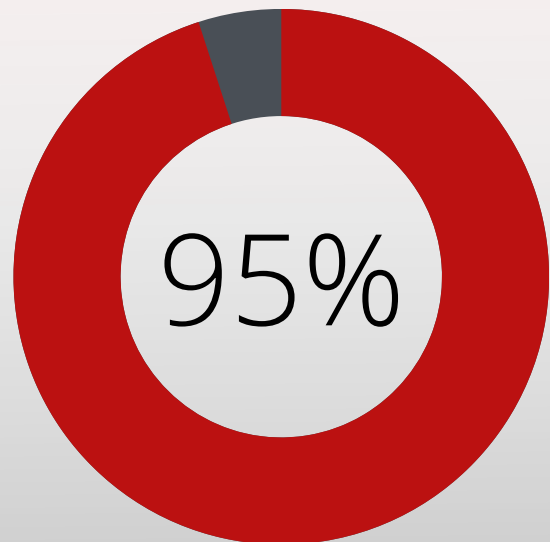
- ✓ Heyburn Lab Removal
- ✓ Minico Mac Lab Replacement
- ✓ iPad Cart Pickup
- ✓ New Hire Device Setup
- ✓ Install On-Prem Jump boxes
- ✓ Camera Audit
- ✓ Esports Network
- ✓ Disaster Recovery Plan
- ✓ Device Audit
- ✓ Student Password Security Changes
- ✓ Google OU Cleanup
- ✓ Filewave OU Cleanup
- ✓ Network Closet Cleanups
- ✓ New Server Installation
 - ✓ ESX Install
 - Migration
 - ✓ San Install
 - ✓ Switch Install
 - ✓ VMWare Upgrade
 - Server Upgrades
- ✓ 380 Chromebooks Set up
- ✓ 380 iPads Set up
- ✓ 400 Dell Laptops Set up
- ✓ PowerSchool Update
- ✓ Move Students and Start 23-24 Year
- ✓ Registration Set up
- ✓ Computer Labs Set up
- ✓ Secretary Replacements
- ✓ iPad Carts

- ✓ Graduate Students
- ✓ AD Expired Students
- ✓ GPA Set up
- ✓ Honor Roll Set up
- ✓ Final Grade Set up
- ✓ Calendar
- ✓ Bell Schedule
- ✓ School Info
- ✓ Default Teacher

523 submitted

502 resolved

(6/1/23-8/11/23)



Minidoka County School District #331

School Nutrition Programs

Administrative Board Report

Report Date: August 21, 2023

Are we ready for school to start? We have been working long nights at our office trying to get prepped for school to start. We started this week off with a manager meeting on the 14th where we covered all the important details of this coming year and on the 16th, we had an all SNP meeting at the Burley Inn. I was eager to receive feedback from our staff on the meeting which turned out very positive. Our staff had not had a meeting at that caliber before. We went over our handbook (which you will see in the board packet), civil rights training, offer vs serve training, food safety and all the new details for this year.

Meal Charge Policy

After meeting with Mr. Larsen, we review our meal charge policy, which was voted on in June, and have a few revisions to consider.

Delinquent or Uncollectible Accounts

~~After one year~~ **At the finish of the school year and** of collection efforts **have been exhausted**, the unpaid balance will be considered uncollectable. **Uncollectable balances will be forwarded to a collection agency at the District's discretion. It is USDA policy for which time Non-federal funds will cover the bad debt.**

~~All enrolled students will be allowed to charge a maximum of \$50.00.~~ **Minidoka School District is committed to keeping students fed with a nutritious meal. No student shall be denied a meal.**

- ~~1. Negative account balances of (\$50.00) per student and/or household account will be sent to the designated debt collection agency used by the district.~~
- ~~2. At the end of the school year, all unpaid balances will be sent to Bonneville Collections (or designated debt collect agency used by the District.)~~

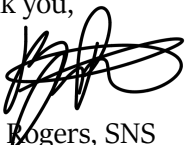
Handbook

I created a handbook for our program staff in Jerome that I have transferred to Minidoka and would like to have board approval to implement it. We went through this handbook line for line at our staff meeting and I found that our staff were pleased with knowing what the expectation is for our employee conduct, kitchen operations, meal service, etc. We also provide a Spanish translation for those who would prefer.

Procurement Procedure

Idaho Code added a section referring specifically to contracts with China this year. Because this was added after our procurement procedure was reviewed, I added this section into the end of our procedure and need a new signature to recognize our procurement procedure. SNP is a little stricter than the district procurement, so we are required to have our own set of procedures.

Thank you,



Katie Rogers, SNS
School Nutrition Programs Director

MINIDOKA COUNTY
SCHOOL DISTRICT # 331

SCHOOL NUTRITION PROGRAMS HANDBOOK



S Y 2 0 2 3²⁶⁶ - 2 0 2 4





MINIDOKA COUNTY SCHOOL DIST. #331

Healthy Meals, Healthy Kids



We proudly support our local growers. Our menus feature many locally sourced food and ingredients ranging from milk to sugar to produce. We focus on implementing Farm-to-School procurement so our community benefits as well as our students.



"Research show schools meals are the healthiest meals children each in a day." (FNS-841). We offer multiple ways for children to access to fresh fruits and vegetables, whole grain rich breads, low-fat milk and low-sodium meats, all while balancing calories.



We take pride in our meal quality. We aim to provide all students will an enjoyable, fresh meal. We face many constraints when it comes to quality. Nevertheless, we go above and beyond to serve our customers.



Student development improves when school meals flourish. A well fed student has better attendance, better participation and less behavior issues. We take the initiative to ensure that all Minidoka students have access to a free or low-cost meal to help improve their school experience.



If a student has enriching experiences through their school career, they will be more successful in school and after school. School meals build the foundation of nutritional habits. By bringing in local food, ensuring meals are healthy and of high quality, students will be better off through school and more successful in life.



This is our Minidoka School Nutrition Programs promise.

School Nutrition Program Employee Handbook

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Introduction

This Procedure Manual, also known as the Employee Handbook, is for all School Nutrition employees and supersedes any and all previous editions noted in footer. All employees are subject to the terms and conditions of the Policy and Procedure Manual. It is the responsibility of every School Nutrition employee to read and understand this manual.

This manual provides procedures to establish a standard that guides how we conduct ourselves as employees, including how we work, interact with others, and manage the business of Minidoka School District School Nutrition. The procedures contained in this manual are in keeping with the values and goals of the Minidoka School Nutrition Department.

The School Nutrition Program is committed to fair and equitable treatment of employees, teaching staff, visitors and students in accordance with established policies; thus the Procedure Manual/Employee Handbook is designed to be the primary reference document for communicating and interpreting policies and standard operating procedures (SOP's) to School Nutrition employees. This manual is the organizational tool used for efficient program operations. Failure to follow guidelines and policies as outlined in this manual could result in disciplinary action and/or termination.

Separate documents with respect to the operation or administration of other related functions, and programs, may be distributed to augment the provisions of this manual. This manual supersedes all inconsistent communications as well as prior policies and procedures.

The School Nutrition Program reserves the right to interpret, alter, reduce, or eliminate any practice, policy or benefit, in whole or in part, where changes in federal regulation, local school policy, and/or other circumstances render change. As changes are made to the School Nutrition Procedure Manual/Employee Handbook, the appropriate pages in the manual will be brought up to date. A detailed log of these changes is maintained in the School Nutrition Office.

In addition to materials contained in this manual, employees will receive a copy of essential duties as outlined in their job description.

Who we are

As School Nutrition Programs, it is our responsibility to provide fresh, nutritious and tasty meals to our customers, the students. This program is federally funded which means we have several strict policies and regulations to follow. For each reimbursable meal served we are paid a dollar amount from USDA. This is our largest source of income. We have to pay for the meal, labor and administrative costs out of each meal. When the meals are not as tasty, not eye appealing, we have poor customer service, or the students don't like the meal our bottom dollar is affected. It is subsequently important to ensure we are taking our time and doing our best to serve our best meals.

We also serve a few other items outside of our reimbursable meals. These include adult meals, Fresh Fruit and Vegetable Program, After School Snack Program and various ala carte options. Occasionally we will cater meals for district events or provide snacks, meals or food items for events. These are all additional ways to provide revenue for our program.

We are the ones who are on the ground level with the students. As a member of the School Nutrition department, you will see the students who struggle, the students who are hungry and the students who have it all. We are *not* ones to judge those students but only give them a warm and delicious meal. We are always friendly to each and every student and free of discrimination. It is often heard that the School Nutrition workers are providing some students with their only meal or their only smile for the day. Yes, we are lunch ladies but at the end of the day we are so much more!

Code of Conduct

Guidelines regarding acceptable conduct are necessary for orderly operations and for the benefit and protection of the rights and safety of our students, staff, visitors and employees. The following guidelines, and others, which might be established from time-to-time, are designed to provide you with examples of the types of conduct that are considered to be acceptable and the types of disciplinary action which may be taken up to and including possible termination. The following are examples of what are considered to be unacceptable types of conduct and performance problems.

- Disorderly conduct on Minidoka School District property such as fighting, horseplay or attempting to cause bodily injury, threatening or the use of profane language towards others. *MSD Policy 500.10*
- Insubordination, including refusal or intentional failure to perform assigned work, or lack of cooperation *MSD Policy 500.10*
- Waste, neglect or damage to Minidoka School District property; unauthorized removal or use of any Minidoka School District School Nutrition Program property. (Equipment, food, non-food supplies and inventory)
- Negligence
- Possession, transfer, sale, distribution or use of any controlled substances or reporting for work under the influence of intoxicating liquors, drugs or any mind-altering agents, or otherwise being incapable of working *MSD Policy 524.00*
- Use or possession of tobacco *MSD Policy 524.00*
- Carrying a weapon while on Minidoka School District property without written permission from administration
- Violation of any Federal, State or Local laws which are determined by Minidoka School District to adversely affect it; conviction in any court of law, which may cause you to be regarded by Minidoka School District as an unsuitable employee.
- Failure to report any absence from duty, or to give appropriate notice or obtain permission from your supervisor to be absent, except when circumstances beyond your control prevent your giving such notice; loitering or going off duty without permission
- Interfering with the work of other employees
- Excessive absenteeism (whether or not paid sick leave is available); repeated failure to be at your workstation on time
- Unacceptable or unsatisfactory job performance
- Failure to observe security, traffic parking or health and safety regulations and/or practices
- Threatening, bullying, intimidating, coercing or abusing a supervisor, another employee, students or the public
- Improper grooming *MSD Policy 526.10*
- Sexual harassment *MSD Policy 526.00*
- Violation our no-solicitation policy
- Misconduct

The type of disciplinary action, which may be taken in response to unacceptable employee conduct or poor job performance, depends on all of the circumstances of the individual case. While no specific order of discipline is required, disciplinary action may take a number of forms including but not limited to the following: warnings, formal write-ups, individual improvement plan, suspension without pay, recommendation for dismissal, administrative leave or immediate discharge.

Employee Conduct

Performance

School Nutrition staff will receive biannual performance evaluations per district policy. The evaluation will include employee performance over the two semesters. This measurement tool identifies strengths, weaknesses, goals and successes. The evaluations are scored 1-100 on a weighted percentage for each standard and are completed by their supervisor. Employees scoring below a 70% on their performance evaluation will be required to submit an improvement plan to demonstrate how they will improve above a 70% by the next evaluation.

All kitchen staff will have an opportunity to evaluate their managers on a biannual basis. This evaluation will also be scored 1-100 on a weighted percentage for each standard. Managers scoring below a 70% on their performance evaluation will be required to submit an improvement plan to demonstrate how they will improve above a 70% by the next evaluation.

Any individual receiving a 70% or lower on both evaluations in the same year may result in not continuing with the district.

Expectations

Quality/Quantity:

Food is prepared in a fast manner with 99.9% accuracy and is plated or displayed in an attractive manner. Serving areas are maintained throughout the serving period, will remain free of debris and fully stocked. All lines will be full and presentable for the first customer to the last customer.

Initiative:

Employees are given proper training and use that training to perform all tasks without wasting time. Employees will know their responsibilities. Employees are willing to assist in other areas as needed or requested.

Personal Grooming:

Employees will come to work properly dressed in appropriate clothes. Athletic wear is not acceptable. Clothing is clean and free of wrinkles and holes. Employees practice good hygiene by bathing daily and wearing deodorant. Hair is restrained using approved restraint method. Nails are manicured in a clean fashion with no nail showing from the palm side of the hand, absolutely no artificial nails. Jewelry is to remain to: a wedding band, secure earrings, a chain neckless that can be tucked in.

Attendance/Punctuality:

Employees will arrive at work with enough time to get apron and hair net on, wash hands and glove before or at their scheduled time. Overtime is **not** permitted unless approved by School Nutrition Director. Hours scheduled are sufficient to perform job duties. Employee will stay on task until all work is complete. Employees check out daily with immediate supervisor prior to leaving. Employees give proper notice when missing work. Excess absences may result in disciplinary action and/or termination.

Relationship with Others:

Yelling, screaming, inappropriate touching, inappropriate conversations and altercations with staff and/ or students is not tolerated and will result in disciplinary action and/or termination. Staff will work together with respect fellow to co-workers and supervisors.

Overall Behavior:

Employees will keep all conversations held at work school appropriate. This included private conversations and use of profanity. Each and every employee is a representative of the Minidoka School District, conduct yourselves accordingly both inside and outside the building. Both positive and negative attitudes are contagious. Which one will you choose?

All School Nutrition Staff are “classified” employees. Classified staff are considered “at will” employees. Idaho is an “employment at will” state. This means that either the employer or employee may terminate an employment relationship at any time and for any reason unless a law or contract exists to the contrary. At will employment is outlined in the school district policy.

Education

The State Department of Education School Nutrition Program training opportunities are provided to all staff at no charge. Minidoka School Nutrition staff trainings and/or workshops are a mandatory requirement for all employees. These trainings are designed to provide information, program updates and education that help develop and improve job performance. Notification of meetings will take place no later than 1 week prior to meeting date.

All staff are required to maintain professional development hours as determined by the USDA. See the following table for reference. All training is required to be approved and monitored on an annual basis.

In addition to professional development, employees are required to attend food safety training and complete the USDA Civil Rights training annually. School Nutrition Managers are encouraged to hold a ServSafe Certificate within a year of employment.

Training Standards for School Nutrition Program Professionals (All LEA Sizes)

Job Category	Annual Training Requirements ¹
All Directors	At least 12 hours of annual continuing education/training. This required continuing education/training is in addition to the food safety training required in the first year of employment.
All Managers	At least 10 hours of annual continuing education/training.
All Other Staff (Work at least 20 hours or more per week)	At least 6 hours of annual continuing education/training.
Part-Time Staff (Work <20 hours per week)	At least 4 hours of annual continuing education/training, regardless of the number of part-time hours worked.

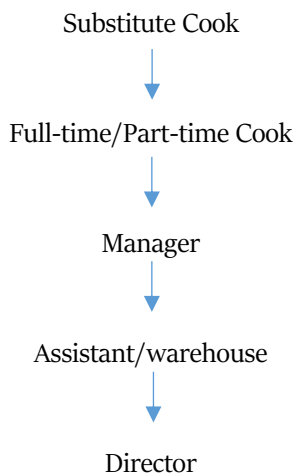
¹ Annual training requirements apply to the 12 months between July 1 and June 30.

NOTE: If hired January 1 or later, an employee must only complete half of the required training hours.

All staff also have the opportunity to become a School Nutrition Association (SNA) member and have further opportunities to become certified through the association.

Opportunity for Growth

All employees have an equal opportunity for growth throughout the Minidoka School Nutrition Program. Our informal flow of work is as follows:



Attendance & Time Clock Procedures

When employees are absent from work, it creates disruptions for the school and the kitchen. Excessive absence from work can affect your ability to bid on new positions and are an element of the biannual evaluations. Excessive absence could also result in disciplinary action and/or termination.

All fulltime Minidoka employees receive personal leave and sick days per district policy. *Refer to MSD policy 544.00 and 544.10.*

Personal leave requests are granted on a first come, first serve basis. Last minute personal leave requests may not be granted if staffing is shorthanded. Personal leave will not be used during the first two weeks or last two weeks of the school year. Any personal leave requested during the weeks before and/or after a holiday break *must* be approved at least 2 months prior to the date of absence. Multiple leave requests in the same kitchen for the same time will not be granted.

Please schedule appointments outside of work hours.

In case of illness, the employee will contact their kitchen manager at a reasonable time before their shift begins. Kitchen managers will contact the School Nutrition Assistant and a decision will be made to request a substitute. There may be times when substitutes are unavailable or hours that can be absorbed based on the daily menu.

Please schedule appointments outside of your working hours. If you must schedule an appointment during the day, please consider the needs of your kitchen and service time.

Request for time off

All time is approved by the kitchen manager and finalized by the School Nutrition director through Red Rover. Each employee is given a unique username and password at the beginning of employment. This is used to request sick days and personal days. Days that are not put into Red Rover are considered denied time and may result in disciplinary action.

EACH EMPLOYEE IS RESPONSIBLE FOR THEIR OWN PASSWORDS!

Time Clock

Employees are required to clock in and out using the computerized system. All employees will arrive to work with sufficient time to prepare for the day (hairnets, gloves, apron, wash hands) and are working at their schedule time. NO employee, including kitchen managers, may independently add time to their shift by arriving at work 30 minutes early or staying 30 minutes late.

There are times when overtime is necessary. No employee, including kitchen managers, may independently assign overtime. Overtime *must* be approved by the School Nutrition director. All staff has ample time to complete specific job duties. Excessive visiting is poor time management and leads to the failure of completing assigned tasks. Overtime and over employee's scheduled hours are two separate occasions.

Each pay period ends on the last day of each month, payday is the 25th or previous business day if the 25th falls on the weekend or holiday.

Uniforms – Dress Code

All kitchen staff will wear shirts that are fitting, clean and professional. Pants will be jeans or colored pants free of rips or holes. Scrubs are acceptable. Sweatpants or leggings are not allowed. Clothing will be free of wrinkles and stains. No sleeveless shirts, tank tops, or open mid sections. Shoes will be closed toe with no perforations.

Employees will be sent home to change for attire violations.

On school theme days you may dress up to show school spirit. For example, Homecoming Week, Halloween, Cinco de Mayo, ect. Kitchen Managers are responsible for modeling and supervising proper attire in their kitchens.

Aprons are worn during food prep, cooking, and baking. Soiled aprons are placed in laundry buckets in dry storage room. It is everyone's responsibility to make sure laundry is done. Your kitchen manager may delegate or appoint laundry duties. Laundry is cleaned at the SNP office; it is each kitchen's responsibility to ensure enough linens inventoried for the week.

Personal Hygiene

Personal hygiene is of the utmost importance in the kitchen. Employees must come to work clean in appearance, free from dirt or other contaminants, free of any open injuries, wear clean protective clothing, keep hair restrained and follow proper handwashing techniques.

IDAHO HEALTH RULES AND REGULATIONS PROHIBIT ANY PERSON WHO IS INFECTED WITH A DISEASE WHICH CAN BE TRANSMITTED BY FOOD TO WORK AS A FOOD HANDLER AS LONG AS THE DISEASE IS IN A COMMUNICABLE STAGE.

Employees are responsible of informing the School Nutrition Programs Department of such illness. It is the responsibility of the district to comply with regulations and to notify health officials if a disease or outbreak is suspected. Symptoms of these diseases can include nausea, vomiting, diarrhea, fever, jaundice, sore throat with fever, and/or abdominal pain. Workers with these symptoms must not be allowed to work with the food because the worker can easily transmit the disease through contact with the food. It is the responsibility of the person in charge to exclude food workers with any of these symptoms.

Injuries on the job

Injuries happen when staff are moving too fast or not paying attention to detail. It is important to move at a pace you are comfortable with, pay attention to detail and not rush. A driver who passes you speeding will most likely end up at the same stoplight. It is imperative that all staff follow proper safety protocol.

If an injury does take place, no matter how big or small, the first step of action is to file a first accident report. This form must be filled out in its entirety and returned to the Business Office within one business day. If medical attention is needed, you must contact the School Nutrition director or Payroll Specialist to be directed as to where to seek medical attention. If you seek medical treatment without following this step, you may be liable for all charges **with the exception of acute emergency care.

ALL ACUTE CASES NEED TO GO DIRECTLY TO THE EMERGENCY ROOM. THE FIRST ACCIDENT REPORT CAN BE COMPLETED AFTER MEDICAL ATTENTION.

Cell Phones

Cell phone use by staff is restricted and not permitted during work hours. Personal phone calls are made outside work hours. Failure to comply may result in disciplinary action and/or termination.

Social media is our biggest challenge. Students and parents may post negative things on social media about our program. Do not engage with these posts. If you feel the School Nutrition director needs to be informed, screenshot the post and forward to the director. Please remember, you are an employee of the district and a member of the Minidoka School Nutrition family. How we conduct ourselves during and outside of work directly reflects on our program.

Communication

Communication in the department is a critical role in our success. All staff members are given a Minidoka School District email. It is your responsibility to remember your password and check your email frequently. The district sends important information directly to each person's email, some being time sensitive. It is not the responsibility of the manager, Assistant, nor director to direct each employee to their email.

If a message needs to be sent out to each member of the School Nutrition team, the School Nutrition director or Assistant will communicate that with each kitchen manager which is then responsible to communicate that to their individual kitchens.

Starting in the fall of 2023, all staff communications will be held using a free application called “GroupMe”. Staff will need to download the app and connect to the group.

In the Kitchen

Quality

All school meals meet and/or exceed national standards. Employees are required to follow standardized recipes as written. Standardized recipes assure consistency and quality. Recipes have been nutritionally analyzed to meet Federal Regulations.

Food is attractive at all times across all points of service. The ideology of “it’s bad, oh well” is unacceptable in this district. Our goal is to prepare tasty and attractive food for our customers.

Some foods may require “batch” cooking to maintain quality in appearance and taste. All food is prepared, served and put away according to safe food handling and HACCP standards. Temperatures are taken through-out meal preparation, service and clean up. Temperatures are documented on production records and/or temperature logs.

Milk coolers are kept full throughout the meal service. A variety of flavors are available to all students throughout the meal service period, restock as needed. To assure safety and quality of milk, temperatures are documented on production records.

Expiration dates are checked and documented prior to restocking cafeteria milk coolers.

Standardized Recipes & Production Records

Kitchen Managers are held responsible for the use of standardized recipes and completion of production records. Staff must use the printed copy of the standardized recipes and production records. No additions or modifications are allowed.

All standardized recipes have been analyzed for nutrients and cost. Modifying a recipe changes the nutrient analysis and cost placing them out of compliance with local, state, and federal regulation.

Production records are required by USDA regulation. Production records will reflect each item prepared, total prepared and log food waste. Production records are proof that reimbursable meals were served.

Each day end, the kitchen manager will complete production records in MenuLogic. Paying close attention to detail, all items placed on production record are accounted for. If a substitution is made, the production record reflects the substitution and dated.

For example: Projections on the production record is 375 hamburger patties, 375 buns, 375 (½ cup) servings of green beans and 375 hp (half-pints) of milk.

Staff members preparing the main line items indicate how many cases or servings are prepared for each item listed on the production record. If a substitution is made for the green beans, the proper substitution is noted on the production record.

Leftovers are entered on the production record at the end of the day and what was done with the leftovers. Discarded, placed back into freezer, placed back in dry storage, etc.

Beginning and ending weights for healthy choice bars, and specialty bars, are entered on production records. If an item runs out on the healthy choice bar or specialty bar, it is replaced with a similar item. The substitution is noted on the production record and beginning weights are entered prior to placing the item into service.

Failure to follow standardized recipes as written will result in disciplinary action and/or termination.

Free & Reduced Lunch

A student's free and reduced status is confidential per federal regulation.

New applications are required each school year. *Online Free & Reduced applications are available at www.myschoolapps.com. Applications are completed by *household* and not by *student*.

Approved households from the previous school year are provided a short grace period to turn in new applications. Previous year meal status, expires annually 30 days after the first day of school. Should a previously qualified household fail to complete a new application and expire, students will be charged full price for meals until a new application is received and approved.

Applications are accepted throughout the school year and approved at the School Nutrition Central Office. When a kitchen or building office receives an application, the recipient will stamp with a date stamp and initial. Turn in all applications you receive to by the end of the day to avoid delay in approval process. Approvals are not retroactive; they are based on the date an application is received. Applications must be approved within 10 business days from receipt.

Any and all inquiries regarding free and reduced status regardless of whom is requesting the information is referred to the School Nutrition Director and/or Assistant for support.

Direct Certification

The SNP Office received a list of prequalified students through a process called direct certification (DC). Students on the list are households with SNAP or TAFI, Students in the Migrant Program, Homeless or Foster students. Students on this list are notified before the start of school and DO NOT have to complete an application due to their prequalification.

Civil Rights

No person will be discriminated against. Civil Rights posters are required to be displayed in your kitchens within customer's view (2019 green statue of liberty).

In case of complaint, take the person's contact information. Stay calm and treat the individual respectfully.

- 1). Provide the individual with civil right complaint form.
- 2). Document the name of the person and complaint on formal log sheet.
- 3). Contact the School Nutrition Director immediately at 208.320.3985
- 4). School Nutrition Director - 3 days to notify State Department of Education.
- 5). State Department of Education - 3 days to notify to USDA Western Region.
- 6). USDA Western Region - 3 days to notify the incident to USDA Washington, DC.

The Civil Rights policy and procedure can be found at minidokaschools.org

The Civil Rights Logbook and Complaint form is located in the Kitchen Manager's office and Central Office. It is your responsibility to know where to locate it. ALL employees will know where to locate the logbook and the correct process to follow when taking a complaint. During the summer months, Civil Rights Log Books are located at each meal service site. Any staff participating in service of meals in any capacity will complete at minimum the Frontline Civil Rights Training.

Poster Requirements

Posters and signs will look neat, clean, and tidy. Replace as deemed necessary. Posters are attached using tack strips, hidden tape, or other mechanism that is hidden. Meal pricing posters and menus are visible to customers. Hand washing posters are located above all hand washing sinks

Catering

Catering is an additional source of revenue for our department and plays a vital role in the financial support of our program. Catering is available for all school & classroom events. Kitchen managers will forward all catering requests to School Nutrition Director or School Nutrition Assistant for approval. Best practice is a two-week notice prior to all catering requests. Later notice makes it difficult to accommodate requests.

School Use of Kitchen, Refrigerators, and Freezers

No school group, individual, or employee may use the school kitchen, freezer, and/or refrigerator without prior permission from School Nutrition Director. Employees have a designated space for personal items they may use.

In general, the department concern is adequate space to accommodate meal service, storage, food safety, and security.

Kitchen facility rental fees and labor costs may apply to all inside & outside groups, per school district policy. An approved School Nutrition staff member must be on site when kitchen equipment is in use. Any group using the kitchen must pay the School Nutrition department to cover cost of labor. For more information, please refer people to School Nutrition Director or Assistant.

Field Trips – Sack Lunches

Breakfast and lunch meals are available for all school field trip and out of town activities.

Teachers will notify staff no later than 1 week prior to school activity and teachers will turn in student rosters with requests for lunches no later than one day prior to activity. Meals are available for pick up from the school kitchen. All meals transported adhere to strict food safety guidelines.

Food is packed in insulated coolers and temperatures are documented at pick up and upon return. Any perishable leftover food is discarded after 4 hours.

Sack lunches contain: peanut butter and jelly sandwich*, cheese stick or yogurt, pretzels or baked crackers, pudding, fruit, vegetable, and milk. **An alternative menu will be used for grade levels with peanut allergies.*

Emergency Lunches

An inventory of pizza, Uncrustables and disposable trays are always kept on hand. If a school runs out of meals during meal service, emergency pizza can be used as an entrée. An emergency meal consists of pizza, fruit, veggies, and milk. IN CASE OF POWER OUTAGE: EMERGENCY MEAL MAY CONSIST OF 1 large PBJ, or 1 small PBJ (*small PBJ's require a String Cheese or yogurt to meet the M/MA minimums*), Fruit, Veggie, and Milk. Meals will be served on foam trays.

Estimating Meals for Breakfast & Lunch

NO more than 20 meals should be left over at the end of the serving period for breakfast and lunch. Kitchen managers are responsible for assuring the quantity of food served is adequate for meal service and follows serving sized specified on production records. Food is not over or under portioned. Meal estimates should closely match meals served. Kitchen Managers will monitor and adjust meal projections accordingly. All production matters directly affect inventory and nutritional analysis.

DO NOT WASTE FOOD and do not prepare with leftovers and/or seconds in mind. We are federally funded based on reimbursement of 1 meal served to a student. Second meals served must be charged at the adult price regardless of their free or reduced status.

If a kitchen manager experiences a high degree of waste, contact School Nutrition Central Office to discuss better estimation practices.

All food disposed of will be logged on the food waste sheet or production record. If large amounts of food waste are noted disciplinary action and training will occur.

Extra food

NO leftovers or fresh food, cookies, milk, and/or entrees may be given to staff for free. This is a Gift of Public Funds and could result in Disciplinary action and/or termination. **Do NOT take food home – Regardless of your position.**

Staff is allowed a labor meal through the day. Meals prepared specifically for kitchen consumption using federally procured food items is unallowable. Quality control is allowed to ensure tastiness of meals. Staff may pay for food items that are taken home or consumed off site.

Costing

All menus have been analyzed for cost. Only approved items will be served. Modification of any type is never allowed to any recipe or menu unless previously approved by the School Nutrition director, prior to meal service, with the exception of fresh produce.

Inventory Control

Kitchen managers are responsible for their kitchens. Transfer sheets are required for any product transported from one kitchen to another. Food products used and food deliveries will be reflected daily in production records or requisition forms. Warehouse requisition forms will be submitted to the warehouse manager by Monday the week prior to delivery.

There is a specific location for food and supply items, ALWAYS return unused items to their proper location. Products are used according to FIFO (First in, First Out). Freight is rotated as it is received. Produce is used in a timely fashion to avoid excess waste. For example, if fresh apples are placed on production records, but bananas are ripe and need to be served, a substitution is made and noted on daily production record. Pay attention to detail. Do not forget to check expiration dates for milk and other foods.

All storage is required to be 6 inches off the ground. Storage areas are to be kept tidy and free of debris, empty boxes or other hazards.

Facilities

Keep kitchens and serving areas clean, tidy, and in good repair. If your kitchen needs repair, contact the School Nutrition Director.

- Sweep, mop, and dispose of trash each day. Break down all cardboard boxes to avoid overcrowding in trash receptacles.
- Serving carts, pan racks, and proofers are washed and sanitized daily paying close attention to tops, sides and underneath shelves.
- Can opener is cleaned daily
- Food Preparation areas, serving lines, food bars, and milk coolers are clean, dry, and free of debris daily.
- All food equipment, walls, ovens, sinks, and dishwashers are washed and sanitized daily.
- Dishwashers and steamers are de-scaled as needed.
- Clean towels and fresh sanitation water is accessible throughout the school day.
- Mixing bowls, pots, pans, and utensils are stored correctly in their place.

- All equipment not in use is clean and free of debris.
- Meat slicer and knives are cleaned and sanitized between uses.
- Cutting boards are cleaned and sanitized between uses.
- Garbage cans are washed and sanitized at the end of each week.
- Clear salad bar containers and squeeze bottle are soaked in sanitizing solution once per month over the weekend.
- Table legs are cleaned weekly or more often as needed.
- Drains are cleaned weekly.

Clean facilities send a message to customers that they are important.

Staff Special Menu

Each school will prepare entrée salads or cold boxed meals. These are primarily targeted to staff but are also a student meal. If a student selects this product as their first meal option, they are charged account to the point of sale. Other sales, these entrées will be at the adult price of \$5.00.

Adult meals on the general line are in the same portion and quantity as student meals. Extra items can be charged as an ala carte price.

School BBQ

Each school has the option of participating in an end of the year BBQ. Scheduling of BBQ is made through the district office. All BBQ's are left up to the discretion of their building principals. All School Nutrition staff is required to be in attendance on BBQ days. Food is closely monitored for safety and sanitation.

Set Up of Meal Service

Set up of service lines and equipment must be approved by the School Nutrition Director. Lines are set up to maximize speed. The approved layout may not be changed by the school, or principal without the involvement of the School Nutrition Director. As a matter of interest, this information must be approved by the USDA.

Customer Service

Teaching staff, students, parents and visitors are customers. All visitors and customers are greeted with a smile and given assistance if/when needed.

All meals are served at designated times. Serving lines and choice bars are set up and ready to serve prior to meal service. Be prepared, communicate and practice time management to avoid long line waits. Students should not have wait for us to get ready.

Remember we are here because of our customers and customer service are our top priority. Students and staff alike deserve the utmost respect from each and every one of us. Be friendly, make them feel welcome and appreciated. Put yourself in the customer's shoes. How would you expect to be treated on the other side of the serving line? What would you expect your food to look and taste like? Keep in mind that the students lunch time is their breacktime and not another class period.

Our customers deserve our full attention. Our customers do not see how busy or tired we are. They are only concerned with what is on the menu and how they are treated. We will never give anyone the impression we are too busy or too tired. Be friendly, courteous, and polite. Use please and thank you. Treat **all customers** (students, teachers, staff & visitors) with kindness and respect no matter who they are and no matter ~~how~~ tired you are. Don't forget to smile.

Yelling at students, staff and/or co-workers will **not** be tolerated and will result in disciplinary action and/or termination.

POS – Point of Service

POS stations must be set up at the end of the serving line unless prior approval by the State Department of Education. When POS is at the end of the serving line the cashier checks meals for reimbursement. If the POS is at the beginning of the serving line the last server checks for reimbursement.

Cashier – School Start Up

All cashiers will refresh their memory on program operations, problem solving, and reporting. Cashiers prepare computers and printers to make sure they are operating correctly. Cashiers will log in, bring meal program up, and run a report. Till balancing is the managers responsibility and will receive training in cash balancing prior to start of school year.

Manager – End of the Day Reports & Balances

Managers are responsible for accurate record keeping. Short or Long deposits are unacceptable and managers are responsible to locate balance errors. Each deposit requires a summary report. If you need assistance, notify School Nutrition Assistant for further assistance. Failure to keep accurate books could result in disciplinary action and/or termination.

Manager - End of the Day SOP

End of the day reports are printed and matched to daily deposits. Daily cash & check information is entered into computer. End of day cash balancing can be completed in approximately 15 minutes. Deposits with daily reports are due at the Monday following the week to the School Nutrition Assistant or Director. Deposits should be made before the last day of the month if the end of the month falls during the week.

No more than \$100.00 will remain in cashier boxes and receipt of deposits will be given to customers at time of payment.

The POS (Point of Sale) Computer is backed up to network daily. Failure to do so will result in inaccuracy of meal counts & charges. Leave computer power on to allow for district office computer to communicate with it. If you have trouble backing up the computer, please contact the School Nutrition Director.

Adults/Adult Visitors

Adult meals include milk and may be sold only at posted prices as a complete meal. If the adult does not take milk the price does not change. You may not deduct .75 cents.

Adult meals are not subsidized by USDA (*United States Department of Agriculture*), therefore Adult meals are priced higher than student lunches. Charge accounts are NOT allowed for substitute teachers, PSR workers, or anyone that is not considered regular staff at Minidoka School District.

Minidoka School District offers automatic payroll deduction. Adult Charge accounts are NOT allowed without a payroll deduction form on file. All balances will be collected in full on a monthly basis and reconciled by year end (June 30).

Employees

All full-time School Nutrition employees working through regular meal service are entitled to one standard meal at no cost. Meals are consumed at work. No portion of a meal can be taken home. All labor meals must be consumed on site. Lunch breaks are taken during designated times as outlined by your Kitchen Manager.

Part-time employees may eat prior to work shift or immediately following their workday.

Food and drinks are not allowed anywhere in food prep or serving areas. Keep all food and drinks in designated areas.

Students

Payments on accounts are accepted anytime throughout the school day and must have a positive balance in order to be served a meal. However, we will never deny a student a meal regardless of eligibility. *Refer to MSD Policy 844.00*

Students that have applied for free & reduced lunch are responsible for meal payments until their application is approved.

No student will be denied a meal.

Low balance memos are email to the primary contact. After a negative balance is reached then an email and/or phone call will be made. After a -\$20.00 balance has been reached a memo will be mailed to the primary contact.

Online payments are available at www.myschoolbucks.com. Parents are able to make automatic payments, set low balance reminders and more.

These methods of communication help serve as a reminder for busy parents. All accounts must be paid in full at the end of the school year unless arrangements are made with the School Nutrition director. Any outstanding account balance will be turned over to collections on the last operating day of the budget year (June 30).

Program Explanations

Offer vs Serve (OVS)

Minidoka School District participates in “Offer vs. Serve,” and are regulated by the items/components served. Offer vs. Serve is a Federal regulation that allows students to decline some of the food offered. The goals of OVS are to reduce food waste in the school meals programs while permitting students to decline foods they do not intend to eat (fns.usda.gov). Staff (teachers included) cannot make students take every item under the offer vs. serve regulation. Students must have the choice of taking a variety of items and only those they desire (items qualifying as a reimbursable meal). Items required are based on the number of components offered.

Offer vs Serve (O vs S) Definitions

A **food component** is one of five **food groups** that comprise **reimbursable lunches**. These are meats/meat alternates; grains; fruits; vegetables; and fluid milk. Schools must always offer all five, food components in at least the minimum required quantities.

A **food item** is a specific food offered within the five food **components**. For example, a hamburger patty on a bun is one food item with two of the five food components (meat/meat alternate and grains). Separate ½ cup servings of peaches, applesauce and pears are three food items that when selected, comprise one component (fruit).

School Breakfast Program (SBP)

The SBP provides cash assistance to states to operate nonprofit **breakfast programs** in **schools** and residential childcare institutions. The Food and Nutrition service administers the SBP at the Federal level.

Minidoka School District offers free breakfast in all schools. Breakfast is served during designated times as determined by building principals. After the time is set at the beginning of the year, it cannot be changed unless approved by SNP Director.

Breakfast – Elementary & Secondary SOP

Elementary breakfast is served in the cafeteria prior to the beginning of the school day.

Temperatures are documented prior to service.

Paper goods including trash bags, napkins, plates/boats, and silverware etc. are available every day.

Breakfast, leftovers, and garbage is cleaned up from the cafeteria no later than 8:30 am.

Documentation of temperatures is mandatory.

Proper handling of items will be conducted immediately.

Foods outside the approved temperature range will be disposed of properly.

Meal counts are taken as students move through the line, not by items served.

Adults and teachers may help monitor stations, checking for reimbursable meals at the end of the line. Monitors can also count students as they leave the station using clickers and report the count to the kitchen manager or cashier at the end of meal service. If a student does not select a reimbursable meal, they are encouraged to take additional items to complete their meal. Any student refusing a reimbursable meal is not included in the count and will be charged an ala carte price. Adult helpers are entitled to a free breakfast.

OVS at Breakfast:

Breakfast has 4 items offered. Students must take 3 items. ONE ITEM MUST include the fruit/vegetable component.

The meal pattern for breakfast consists of three meal components

GR (grain; meat/meat alternate),

F/V (fruit/vegetable)

M (*Milk*).

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Reimbursable Breakfast Example: A breakfast sandwich counts as 2 items (grain & meat).

If the student takes the breakfast sandwich and a fruit, it is considered a reimbursable meal, *even though it would appear that the student only took 2 things.*

If the student took the breakfast sandwich and milk, it would not be reimbursable *because that student is missing the fruit component.*

If the student took a fruit, a juice & milk, it would be considered a reimbursable meal *because that student has 3 items and one is the fruit.*

Provision 2 Breakfast

Provision 2 breakfast provides all students with a free breakfast as part of a 4-year plan. The first year, or base year, students must still go through the point of sale to receive correct free and reduced participation data. The following 3 years, students do not have to go through the point of sale and will be tallied, like summer feeding.

Reimbursable meals do not change, only the pricing. Reimbursement is received taking the total meals served and paying the percentage of free meals then reduced and paid. For example, during the base year we served 60% free, 20% reduced and 20% paid meals and that morning we served 2,000 meals then we would receive 1,200 meals paid at the free reimbursement rate, 400 meals at the reduced reimbursement rate and 400 meals at the reduced reimbursement rate. Provision 2 is only an equitable program if our free and reduced participation is high. General funds must cover any loss in revenue.

National School Lunch Program (NSLP)

NSLP is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day.

OVS at Lunch:

Students must take 3 of the 5 components offered. ONE of those components MUST include ½ cup of fruit OR vegetable. The meal pattern for lunch consists of five food components.

- Fruit
- Vegetables
- Grains
- Meat/Meat alternate
- Milk

The age/grade groups fruit/vegetable **offered** requirement for lunches are

- K-5 (3/4 cup) – student must select at least ½ cup
- 6-8 (3/4 cup) – student must select at least ½ cup
- 9-12 (1 cup) – student must select at least ½ cup

Fruit & Vegetable Component at lunch:

One of the choices selected must be at least a ½ cup serving of the fruit or vegetable component OR ½ cup total serving of both fruit and vegetable.

If a student only selects 3 components and 2 are a fruit and a vegetable, they must select the **full required serving size for either the fruit or the vegetable to have both credited as a reimbursable meal.**

For example, a high school student selects ½ cup fruit and ½ cup vegetables and milk. This student does NOT have a reimbursable meal. Either the fruit OR the vegetable selection/component must be ONE FULL CUP to credit it as a full component. Alternately, the student could select a grain, or the meat/meat alternate choice as the third component instead of more fruits or vegetables. 286

The cost of a school meal is the same whether a student selects 3, 4, or 5 items and qualifies as a reimbursable meal. Reimbursable meals are checked at the end of the serving line. If a student does not take a reimbursable meal, they are sent back to the healthy choice bar to complete the meal. It is everyone's responsibility to make sure reimbursable meals are checked the end of the serving line. Failure to do so will result in disciplinary action and/or termination.

Remember ½ cup + 2.

Fresh Fruit and Vegetable Program (FFVP):

The Fresh Fruit and Vegetable Program (FFVP) provides all children in participating schools with a variety of free fresh fruits and vegetables throughout the school day. It is an effective and creative way of introducing fresh fruits and vegetables as healthy snack options. The goal of this program is to expand the variety of fruits and vegetables children experience, increase children's fruit and vegetable consumption, make a difference in children's diets to impact their present and future health.

To apply for the grant, the school must have about a 40% f/r eligibility. Acequia, Heyburn and Rupert all have applied for the grant. Award notifications are typically announced around August but sometimes as late as September. FFVP will be served at a minimum of 2 days per week but more if time permits. The time FFVP is served will depend on the classrooms lunch time. The idea is to complement lunch time and not to compete. I.e. If a classroom has lunch at 12:45 or later then FFVP will be served in the morning. If a classroom eats lunch at 11:00 then FFVP will be served later in the day.

Each classroom will receive a bucket with enough produce for each student and the teacher/helpers in the classroom. Temperatures will be taken at the time the buckets are completed then stored in a temperature appropriate location. Leftovers will be returned 1 hour after the bucket is picked up from the cafeteria. Trash bags are also given with the bucket and SNP will collect trash.

Summer Food Service Program (SFSP):

The Summer Food Service Program (SFSP) ensures that low-income children continue to receive nutritious meals when school is not in session and ensure that no child goes hungry during the summer.

OVS Summer:

Breakfast: Must take at least 3 DIFFERENT food "items" out of the 4 food items offered

The meal pattern for Summer Breakfast consists of four food items, one from each "**component**."

- Fruit/Vegetables
- Grains
- Meat/Meat alternate
- Milk

Lunch: Must take at least 3 food "components" out of the 5 food items offered.

The meal pattern for Summer Lunch consists of five food items, from the four food components.

- Fruit/Vegetables
- Fruit/Vegetables
- Grains
- Meat/Meat alternate
- Milk

Children **ARE NOT** required to take the fruit/vegetable component or food items.

Food Safety

Food Safety - Education

All School Nutrition Managers will be required to obtain their ServSafe Certification. Beginning in the fall of 2023, the Idaho food safety course will be an annual requirement for all kitchen staff and completed by the first 3 months of school. All employees are required to pass the class with a B or higher. You may retake the exam as often as necessary. You can access the study guide and exam at <https://foodsafetyexams.dhw.idaho.gov/>. Spanish materials are available.

Health Inspections

South Central District Health will conduct no less than two health inspections per year. Kitchen managers are required to have a current food handler certification and adhere to all safety and sanitation guidelines per Idaho Code each day. Managers monitor staff throughout the workday to assure safe food handling practices are followed.

The most recent Health Inspection Licenses are posted in a visible location in all district kitchens. Major failures to pass health inspection will result in disciplinary action and/or termination.

Per Federal Regulations, all school districts are required to have a certified “person-in-charge” on site. The School Nutrition Director is ServSafe Certified. Please refer the Health Inspector to the School Nutrition Director for any questions related to food safety certification.

Food Safety - Temperatures

Time and temperature control refers to a combination of both time and temperature to control for bacterial growth. This process is critical during thawing, holding, preparation, cooling and during the transportation of foods. Foods, that have been maintained at unsafe temperatures for more than 4 hours **MUST** be discarded. This 4-hour time frame is cumulative and includes the time necessary for receiving, storing, preparation, cooking, cooling, holding, and reheating (*Ref: Idaho Food Code, Section 3-5*).

Food temperatures **cannot** be accurately determined by touching the container with the hand. Just a few degrees in the "danger zone," is enough to allow some disease bacteria to grow. Use a metal or plastic stem thermometer to check food temperatures. **Use it often** (*Ref: Idaho Food Code, Section 3-5*).

Food Safety - Thawing

Potentially hazardous foods must be thawed as fast as possible to limit bacterial growth during the process. The following methods of thawing potentially hazardous foods are acceptable:

Under refrigeration;

Under running water 70°F or less with continuous water flow; or

As part of a continuous cooking process.

Thawing at room temperature is NEVER acceptable.

Food Safety – Meal Preparation

Potentially hazardous ingredients for foods that will be consumed without further cooking (salads, sandwiches, filled pastry products, etc.) and reconstituted and fortified foods must be pre-chilled to 41°F OR BELOW prior to preparation. Failure to do so may contribute to increased bacterial growth.

Food Safety - Holding

Potentially hazardous foods must be held outside of the bacteria optimum growth temperature zone (TEMPERATURE DANGER ZONE), which is 41°F to 135°F. Remember:

HOT HOLDING - 135°F OR ABOVE

COLD HOLDING - 41°F OR BELOW

Potentially hazardous foods held in the danger zone for MORE THAN 4 HOURS are considered adulterated and may cause a foodborne outbreak if consumed. Adulterated foods MUST be discarded. Frozen food must be held in the frozen state in such a manner to preclude thawing. Any foods that will be cold held for more than 24 hours, must be date marked and used or discarded within 7 days!

Food Safety – Leftover Foods

In order to keep food safe for our students and staff, all leftovers are properly cooled. Cooling food is very important because improper cooling is one of the most frequent causes of foodborne disease outbreaks. The main consideration is cooling food fast enough so bacteria will not have enough time to multiply sufficiently to cause a problem. Below is the procedure for all Minidoka Schools for all foods served from steam table pans. For example, chili, sloppy joes, spaghetti sauce, cheese sauces, gravies, rice, etc.

Cooling: 6-hour method for foods above 135 degrees:

Cool foods from 135°F to 70°F within 2 hours and then 70°F to 41°F within 4 hours, for a total of 6 hours. This method takes a time and effort. Check the temperature of the food regularly, perhaps every 20-30 minutes, and document that temperature on your production records (*Ref: Idaho Food Code, Section 3-5*).

Cooling: 4-hour method for foods between 135 degrees - 41 degrees:

Place food in shallow pans or containers (maximum depth of 2 inches) in order to reduce the volume and/or increase the surface area, and breaking the food down into smaller or thinner portions (*Ref: Idaho Food Code, Section 3-5*).

Reheating:

Reheated foods must reach 165 degrees for 15 seconds. Reheated leftover foods are discarded in their entirety. Schools may not save leftover reheated food. *All reheated foods are discarded and noted on the production records. Minidoka School District employees are NOT allowed to take food home.*

Food products may only cross the TDZ a maximum of 3 times before getting thrown away. Consider precooked products.

Food Safety - Transportation

The same temperature considerations mentioned above also apply when potentially hazardous foods are being transported.

Special Diets

Requests for special diets are not accepted until parent contact is made and approved by the School Nutrition director. Special diet request forms are available from the district office and school nurse. All special diet forms require a physician's signature.

The school nurse will work closely with School Nutrition director and kitchen staff in identifying students with allergies and intolerances. The school nurse will provide the School Nutrition department with a current list of diet modification requests

as they are received. The School Nutrition office will work with the School Nurses to contact households for the medical statement form, if they do not currently have one on file. Medical statement forms must be updated as the student moves schools (graduating from Rupert to East).

In cases of special diets, in all instances, the School Nutrition director involves the kitchen manager in the process of setting up the diet order. No School Nutrition employee may diagnose, treat, or make dietary modifications to any meal without physician approved instructions and approval.

The kitchen manager will meet with staff regarding and identification of the student(s) with special diets. The kitchen manager continuously works and train staff on special diet regulations and identification of students as they are identified throughout the year. Documentation of these trainings will be kept on file in the central office. All staff will attend a mandatory annual meeting relating to special diets and federal regulations. Annual training is conducted at the central office by the School Nutrition Director.

Visitors & Volunteers

Personal visitors are **NOT** permitted in kitchen and **ALL** visitors are required to check in through the front office of each school they are visiting. Volunteers are great assets to our program. All volunteers must complete proper paperwork, per district policy, prior to service.

OSHA has strict rules regarding visitors in the kitchen and safety. Employees are required to abide by the local, state and federal rules. Failure to do so may result in disciplinary action and/or termination.

Purchasing & Procurement

All purchases in the School Nutrition program are made through the district office. No staff member may purchase items without prior approval of School Nutrition Director. This includes donated foods. Large item purchases are made with board and state approval per district policy.

Once in a while, we must purchase a food item in an emergency from the local grocery. All purchases must follow procurement regulations and be pre-approved by the School Nutrition Director prior to purchase. Be sure all charge slips are free of tax prior to leaving the store. Our program is exempt from taxes. Be sure to charge to the correct account.

Invoices of food products delivered to school buildings must be turned into the SNP office the following Monday.

Procurement Plan- School Nutrition Program

Minidoka School District #331 plan for procuring items for use in the School Nutrition Program is as follows. The procurement plan provides free and open competition, transparency in transactions, comparability, and documentation of all procurement.

- A. If the amount of purchases is \$100,000 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 \$50,000 to \$99,999 **Semi-Formal** procurement procedures will be used as required by IC §67-2806 (1)
- C. If the amount of purchases is \$10,001 to \$49,999 **Small Purchase** procurement procedures will be used as required by 2 CFR 200.320 (b)
- 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.

CATEGORY	PROCUREMENT METHOD	AWARD METHOD	TIME FRAME
Food & Non Food Supplies	Formal	Line Item	Annually
Food & Non Food Supplies	Formal	Bottom Line	Annually
Produce	Semi Formal	Bottom Line	Annually
Locally Grown Produce	Informal (Small purchase)	Bottom Line	Annually
Chemicals for cleaning	Informal (Small purchase)	Line Item	Annually
Pest Management	Informal (Micro purchase)	Bottom Line	Annually
Hood Cleaning	Informal (Micro purchase)	Bottom Line	Annually
Equipment	Informal (Small or Semi Formal purchase)	Bottom Line	As Needed
Technology	Informal (Small or Semi Formal purchase)	Bottom Line	As Needed

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en línea en: de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

- (1) **correo:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- (2) **fax:**
(833) 256-1665 o (202) 690-7442; o
- (3) **correo electrónico:**
program.intake@usda.gov

Esta institución es un proveedor que brinda igualdad de oportunidades.



MINIDOKA COUNTY SCHOOL DISTRICT #331
SCHOOL NUTRITION PROGRAMS

PROCUREMENT PLAN
SY2023-2024



This Procurement plan will be implemented July 1, 2023, 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

PROCUREMENT POLICY AND PROCEDURE

The Minidoka County School District’s plan for procuring items for use in the School Nutrition Program (SNP) is as follows. The procurement plan provides for free-and-open competition, transparency in transactions, comparability, and documentation of all procurement. Minidoka County School District is a current member of the Magic Valley Purchasing Cooperative (MVC) and utilizes the MVC procurement procedures.

- A. If the amount of purchases is \$50,000 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 \$25,000 to \$49,999 **Semi-Formal** procurement procedures will be used as required by IC §67-2806 (1)
- C. If the amount of purchases is \$10,001 to \$24,999 **Small Purchase** procurement procedures will be used as required by 2 CFR 200.320 (b)
- 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

The following procedures will be used for all other purchases.

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

CATEGORY	PROCUREMENT METHOD	EVALUATION USED	CONTRACT AWARD TYPE	TIME FRAME OF BID
FOOD & NON-FOOD SUPPLIES	FORMAL	LINE ITEMS/IFP BOTTOM LINE/PRIME VENDOR	FIXED PRICE	ANNUAL
FOOD & NON-FOOD SUPPLIES	FORMAL	LINE ITEMS/IFP BOTTOM LINE/PRIME VENDOR	FIXED PRICE	ANNUAL
PRODUCE	FORMAL	RFP	COST + FIXED FEE	ANNUAL
MILK AND DAIRY	FORMAL	BOTTOM LINE	FIXED PRICE	ANNUAL
PIZZA	FORMAL	RFP	FIXED PRICE	ANNUAL
CHEMICALS FOR CLEANING	FORMAL (SMALL PURCHASE)	LINE ITEM/IFP	FIXED PRICE	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/ DISTRICT APPROVED



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

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

Because of the potential for purchasing more than \$50,000, it will be the responsibility of Minidoka County School District to document the amounts to be purchased so the correct method of procurement will be followed.

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:

An announcement of an **Invitation for Bid (IFB) or a Request for Proposal (RFP)** will be placed through a Minidoka County School District to purchase needed items. The advertisement for bids/proposals or legal notice will be run for 2 Weeks.

1. An advertisement is required for all purchases over the threshold of 7 CFR 200.319 and IC §67-2806 (2) \$50,000. 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.
2. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
3. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
4. 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) Discloser for conflict of interest of 5% or more in a bidder's firm
 - (8) Benefits to which the School Food Authority will be entitled if the contractor can not or will not perform as required
 - (9) Notification after award has been made to provide certificates of insurance documentation
 - (10) Statement assuring positive efforts will be made to involve minority and small businesses
 - (11) Statement assuring positive efforts will be made to involve locally sourced products
 - (12) Statement regarding the return of purchase incentives to the School Food Authority's non-profit School Nutrition account
 - (13) Termination provisions and the basis for any settlement for all procurement over \$10,000.00



- (14) 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
 - (15) Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding
 - (16) Escalation/De-escalation clause based on appropriate standard or cost index
 - (17) Specific bid protest procedures
 - (18) 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
 - (19) Method of shipment or delivery upon Contract award
 - (20) 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
 - (21) Description of process for enabling vendors receive or pick up orders upon Contract award
 - (22) 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)
 - (23) All contracts over \$100, 000.00 will require compliance with the Clean Air Act issued under Section 306, Executive Order 11738
 - (24) All contracts over \$100,000.00 will require to follow the Hold Harmless Clause
 - (25) Signed Certificate of Lobbying for all contracts over \$100,000
 - (26) Signed statement of non-collusion
 - (27) Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS).
 - (28) Provision requiring "Buy American" as outlined in Policy Memorandum 210.21-14; specific instructions for prior approval of any and all of nondomestic product.
 - (29) 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 based off the preliminary bid tabulations:
 - a. Pricing
 - b. Service
 - c. Quality
 - d. Geographic Preference
 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 Minidoka County School District Representative, Katie Rogers, SNS.
 8. The Minidoka County School District will be responsible for securing all bids or proposals.
 9. The Minidoka County School District 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 for (IFB) bids.
 - a. Pricing
 - b. Service
 - c. Quality

- d. Geographic Preference
11. The following criteria will be used in awarding contracts as a result for (RFP) bids.
 - a. Pricing
 - b. Delivery
 - c. Service and Quality
 - d. Geographic Preference
 12. Should a price change occur, the vendor must:
 - i. Provide copies of signed Manufacture letter(s) addressed to explaining the reasons why they are increasing their prices, and to provide documentation of the actual increase. This letter and supporting documents must also identify the date the price increase(s) becomes effective and the exact amount of the price per case, each, pound, etc., whichever applies to the item(s) subject to the price increase(s).
 - ii. Provide written documentation identifying the prices the bidder has received from its vendor(s) upon which the bidder has based its bids that we submitted to Minidoka Schools and later awarded for the term of the current bid award. In other words, the District requests evidence that the bids in question were based on actual prices available to the bidder at the time of the contract bid; and were not a “low-ball” estimate submitted to obtain the contract with the expectation that the prices would be increased after the contract was awarded.
 - b. Both documentations must be provided to the District Thirty (30) days prior to change in pricing. If the District declines the price increase request and the bidder refuses to supply the product at that price; the district may, in its sole discretion, submit the entire contract to the public bid process under law, and to award the contract or item to the lowest bidder. This process does not limit the bidder’s liability for failing to perform under the supply agreement; and the bidder acknowledges that it may be liable to compensate the District for the price difference between the original bid price and the new price paid by the District to secure the replacement produce from an alternate source.
13. *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.*
 14. 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.
 15. The Minidoka County School District 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.
 16. The Minidoka County School District will review the procurement system to check ensure compliance with applicable laws.
 17. The Minidoka County School District will be responsible for documentation that the actual product specified is received.
 18. Any time an accepted item is not available, the Minidoka County School District will select the acceptable alternate. The contractor must inform Minidoka County School District 30 days prior to a product is not 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.

19. 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 Katie Rogers, SNS or MVC.
 18. Katie Rogers, SNS, SNP Director 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 then 1 day for objections.
- C.** If the amount of purchases for items is less than the district's than the 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 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.
 3. Katie Rogers, SNS, SNP Director will be responsible for contacting potential vendors when price quotes are needed.
 4. The price quotes will receive appropriate confidentiality before award.
 5. 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.*
 6. Katie Rogers, SNS, SNP Director 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**.
 7. Katie Rogers, SNS, SNP Director will be responsible for documentation that the actual product specified is received.
 8. Any time an accepted item is not available, the Minidoka County School District will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
 9. Bids will be awarded on the following criteria:
 - a. Pricing
 - b. Service
 - c. Quality
 - d. Geographic Preference
 10. Katie Rogers, SNS, SNP Director 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. Katie Rogers, SNS, SNP Director 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 School Nutrition Director.

The following emergency procedures shall be followed. All emergency procurements shall be approved by the Minidoka County 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

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

1. No employee, officer or agent of the Minidoka County 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 County 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 County School District School Nutrition Program should be:
 - a. Reprimand by Board of Education;
 - b. Dismissal by Board of Education;
 - c. Any legal action necessary.

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 County 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/>

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:

(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.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.



Minidoka County School District
Monthly Maintenance Report
August 15, 2023

July – 59 New Requests
376 Work in Progress
69 Complete

August – 34 New Requests
376 Work in Progress
29 Complete

Maintenance Department Updates

Current Projects:

Minico

1. Concession/Restrooms currently working on finishing the mechanical and we are hoping to install the benches, lockers are in the building, and the countertop was put in. Final Inspection is complete. Brent and Rick are helping with the benches. Sod will be installed in September. Open house will be announced.



2. Convergent is waiting for parts to come it to finish the install. Parts are expected to be here in August. Convergent is in the final stages of setting up Genetic for security.

Mt. Harrison

1. HVAC - Gary Jones Construction ordered the units. Started work in the building on June 5. Installation in the building will be complete by August 21. Waiting for the HVAC units to complete the project.



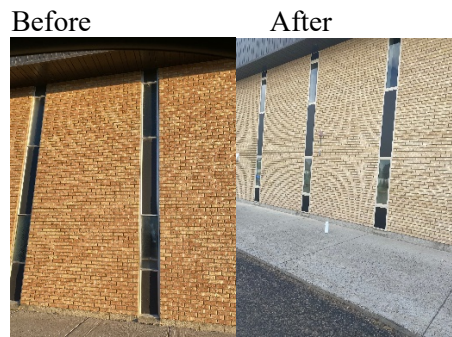
Minidoka County School District
Monthly Maintenance Report
August 15, 2023

Acequia

1. ADA shower – Plumbing has been started waiting on a part to continue.

East

1. Track – Bids awaiting approval.
2. Windows will be complete Sept 1st.



West

1. Track – Finalizing the project.
2. Windows will be installed in September.

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
- snow/flood/weather conditions approved by the District

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.

A student who misses more than 20% of an individual class period will be considered absent for that period unless it is for an excused absence as outlined above.

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 Board of Trustees 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. 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.



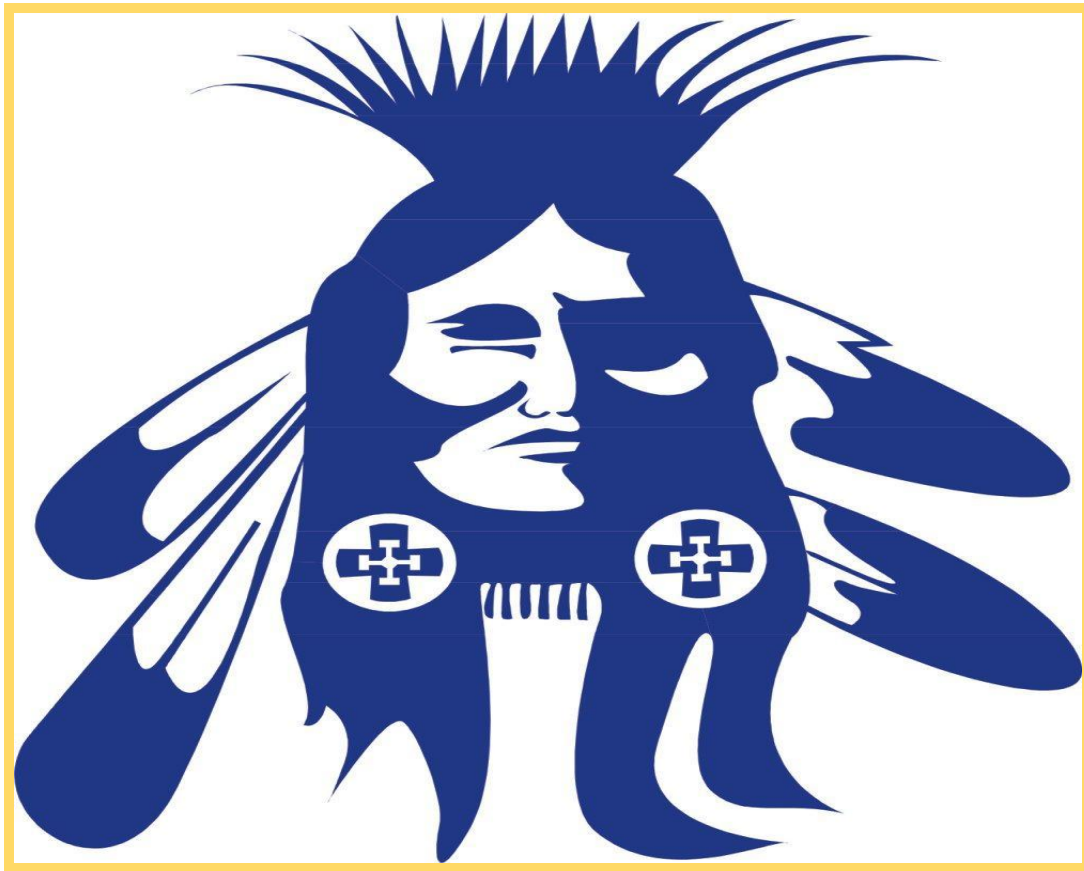
LEGAL REFERENCE: Idaho Code 33-202; 33-204; 33-205; 33-207
Idaho Constitution Article IX 9

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

WEST MINICO STUDENT HANDBOOK

2023 - 2024



MISSION STATEMENT

**THE MISSION OF WEST MINICO MIDDLE SCHOOL IS TO PROVIDE A
POSITIVE LEARNING ATMOSPHERE IN WHICH OUR STUDENTS
ACHIEVE SUCCESS IN BOTH SCHOOL AND LIFE.**

ATTENDANCE

- Students are required by state law and district policy to be in attendance at least 90% of the days school is in session.
- When a student is absent for any reason, the parent or guardian must call the school (208-438-5018) for each day of absence.
- A student is required to check in at the office before going to class if he/she enters school late in the morning or throughout the day. The student still receives a tardy, even if excused by the parent. If a student is tardy for more than 15 minutes, it is considered an absence.
- Parents are required to check their child out of school throughout the school day by signing the checkout sheet in the office.

TRUANCY

Truancies occur when:

- Students leave school without permission after reporting to school. (Law enforcement may be involved)
- Students are absent from school without the knowledge or permission of their parents, guardians, or school personnel.
- There is an absence from any class that is not authorized.
- Students are found in an area they neglected to get permission to be in.

DISCIPLINE POLICY FOR TARDIES,

ABSENCES AND TRUANCY

- Students are expected to be in class and ready to learn prior to the tardy bell. Students who are habitually tardy (6 or more times), will be referred to administration and appropriate disciplinary action will be taken.
- If a student has excessive absences, he/she may be referred to the court system.
- Students who are truant may be subject to the following disciplinary action: Truancy may result in one day of in-school suspension (PASS room). If truancy is considered habitually truant, appropriate disciplinary action will be taken, and the student may be referred to the court system.

BEHAVIOR ON SCHOOL BUSES

Students are expected to conduct themselves on school buses in a manner that is consistent with appropriate classroom behavior. Students not following bus rules may be subject to disciplinary action from the director of transportation, school administrators, or both.

BACKPACKS/BOOKBAGS

- Students may carry a backpack/bookbag to and from school; however, backpacks/bookbags must be stored in school lockers or in the classroom with teacher permission during the school day.
- Backpacks are to be in student lockers or in a classroom with teacher permission during lunchtime.
- Backpacks/bookbags are not allowed in bathrooms.
- Lockers, backpacks, and bookbags are subject to search at any time.

BUILDING HOURS

The school main entrances will be opened at times consistent with bus arrival and departure.

- The main entrance into the front foyer will be unlocked at 7:20am. Entrances into the school will be unlocked at 7:30.
- Halls are closed during lunch times.
- Students waiting for rides after school are only allowed in the front foyer.
- Students participating in after school activities should have rides arranged for in advance and should not loiter in the building.
- Students not participating in school activities need to be off the school grounds by 4:00 p.m.
- The school office closes and front doors are locked at 4:30pm.

CHEATING

- Students are expected to do their own work.
- Students who are caught cheating in their classes may receive a zero on that assignment/test without the option of a retake and could be given a 60 minute detention.
- If the problem persists, the student will be referred to the building administrator.

DETENTION

- If a student is given detention, he/she will receive a copy of the detention notice which will inform the student and parent/guardian of the reason for the detention.
- This notice student will begin serving detention during lunch time or after school within **three** school days.
- Details of the detention will be worked out between the student, staff member and/or administration.
- Any student not complying with the expectations outlined in the detention within **three** days may serve one day of in school suspension.
- An accumulation of disciplinary occurrences may result in the removal of activity privileges, which may also include extra-curricular activities.

GRADING

The following grading scale is used:

100-97	A+	76-73	C
96-93	A	72-70	C-
92-90	A-	69-67	D+
89-87	B+	66-63	D
86-83	B	62-60	D-
82-80	B-	Below 60	F
79-77	C+	Pass/Fail	Non- Academic Classes

CREDIT REQUIREMENTS

MCSD middle schools require students to attain a minimum of eighty percent (80%) of the total available credits.

- To be considered for promotion to the next grade, students must earn 2 credits of Math, 2 credits of ELA, and at least 1 credit in Science and 1 credit in Social Studies during a school year.
- Students must also earn a total of 10/12 credits overall.
- In order to obtain credit, students must achieve a 60% (D- or better) in each class.

DRESS CODE

Student dress and personal appearance are required to be of such character as not to disrupt or distract from the educational environment of the school.

Basic guidelines for student dress are:

- No head coverings in building
- No sleepwear or slippers
- Pants/shorts must be worn at the waist
- Skirts and shorts should be fingertip length or mid-thigh (determined by the staff and/or building administration). If leggings or shorts are worn beneath the garment, they must be dark or white in color and/or patterned.
- Holes in jeans must also be below the above length stated for skirts and shorts or have other garments beneath them. If leggings or shorts are worn beneath the garment, they must be dark or white in color and/or patterned.
- Shirts must cover waist at all times
- Attire or grooming depicting or advocating
 - Violence
 - Criminal Activity
 - Alcohol, drugs, tobacco or vaping
 - Pornography
 - Obscenity
 - Indecency
 - Offensive
 - Profanity
 - Gang Reference
- No blankets
- No trench coats

School administration may add to this policy as needed for specific situations causing distractions to the school environment. Parents may be contacted to bring appropriate clothing.

For further information, see district policy #344.00 Standard of Dress Students

EXTRA CURRICULAR ACTIVITIES

- Students must attend at least 3 full classes of the school day to participate in any extracurricular activity.
- Students must have a 2.0 GPA with no more than 2 Fs from the previous semester and maintain at least a 2.0 GPA with no more than 2 Fs throughout the season.
- Any student who is on academic probation will not be allowed to wear their sports uniform or go on away trips until academically cleared by the Athletic Director.
- Student athletes must be on their best behavior throughout competitions.
- Respect for coaches, other participants, and officials will be shown at all times.
 - Any infractions of this rule may lead to disciplinary action.
 - Any student who is found guilty of an infraction of school rules may be suspended from the extracurricular activity.
 - Additional requirements or special modifications may be provided by the coach, advisor, or building administrator.

FEES

Fees may be charged for special projects made in the elective classes based on the student's choice of project and supplies needed. **All fees for elective classes must be paid by the end of the first week of each semester.**

SUPERVISION OF STUDENTS

No students shall be in the gym, classrooms or any other location in the school building unless there is a supervisor in that particular area. Students will be informed of designated areas for outside recess. **Locker rooms are off limits unless directed by a staff member.**

BULLYING/HARASSMENT/INTIMIDATION/AGGRESSIVE BEHAVIOR

Bullying, Harassment, Intimidation, and Aggressive Behavior are never tolerated at West Minico Middle School. If behavior is perceived as such, it is the responsibility of the victim to notify staff personnel immediately. If it occurs in the classroom, notify the teacher or person on duty immediately.

MCSD policy #372 is defined as follows:

- Harassment
- Hazing
- Intimidation
- Coercion
- Bullying
- Discrimination

Bullying occurs when:

- Harm is intended
- Imbalance of power
- Repeated

All instances are taken seriously and resolved at the discretion of the building administration. **For further information, see district policy #372.00 Hazing Harassment Intimidation Bullying Cyber Bullying**

LOCKERS

- Food and drinks are only allowed in lockers while school is in session.
- Periodic inspections may be made by the faculty and/or administration to see that lockers are kept neat and orderly.
- Students only use their assigned locker and keep lockers locked at all times.
- Students should not share locker combinations with others.
- Students who fail to follow locker rules may be subject to disciplinary action.

ELECTRONIC DEVICES

- School provided chrome books will be distributed to students at the beginning of the school year.
 - Students are expected to bring the device to school each day, charged and ready to use.
 - Students who mistreat school issued electronics will be disciplined appropriately.
- The school is not responsible for personal or school issued electronic devices if the device is lost, stolen, or broken.
- All personal electronic devices are to be turned off when arriving on school property.
 - This includes passing time and lunch.
 - Students are only allowed to use PEDs (Personal Electronic Device) if the student has specifically been directed by a staff member or has received permission by a staff member.

If a student violates the expectations above, the following procedures will be followed:

- **1st Offense:** PED may be confiscated and kept by the teacher until the end of the day. The student can pick it up after school is dismissed.
- **Additional Offense:** PED may be confiscated and parents may be contacted. The device may be kept by the teacher or in the office until parents/guardians pick it up and may be referred to administration.

Students are expected to follow Minidoka School Board Policy 362.00 in regards to proper use of Personal Electronic Devices (PEDs) on campus.

[362.00 Student Use of Personal Electronic Devices](#)
[362.00P Student Use of Personal Electronic Devices Procedure](#)

PROFANITY

Vulgar, profane, or abusive language will not be tolerated on campus or at any school activities. Any infraction may result in a detention or in school suspension at staff member or administrator's discretion.

RESPECT FOR SCHOOL STAFF

Any student who refuses to obey a reasonable request made by any member of the school/district staff or who shows disrespect for any member of the school/district staff may be subject to detention and/or suspension.

RESPECT FOR PEERS

Students are expected to remain courteous and respectful when interacting with their peers.

SCHEDULING POLICY

Students must have a VALID reason for a schedule change before meeting with the counselor. Once the semester has started, students must **also** have administrative approval and involve teacher approval. After the fifth day of the semester, if a parent and student desire to have a schedule change, a parent meeting must occur with the principal and involved teachers. This meeting does not guarantee a schedule change.

SCHOOL CAFETERIA

- The breakfast/lunch program is maintained as a vital part of the health program of the school.
 - Students are expected to keep the commons area clean and to follow all cafeteria rules.
- Students at the middle schools will be allowed three charges.
 - Students are asked to make lunch payments in the morning before school or online
- No energy drinks or energy shots are allowed at school.
- No food or drinks are to be consumed in the hallways or classrooms except when a special activity has been planned by the classroom teacher.

SCHOOL GROUNDS

Each student is expected to accept personal responsibility for maintaining a clean campus. Any student, with staff permission, who takes food outdoors is expected to properly clean up after themselves. Students who do not meet this expectation will be referred to administration and appropriate disciplinary action will be taken.

OFFICE PHONE

The office phone is available for student use. A student must have permission from the office staff prior to using the office phone.

TEXTBOOKS/LIBRARY BOOKS

All books are loaned to students for their use throughout the school year. Books are to be kept clean and handled carefully. A fine may be assessed for abused or misused books. Replacement cost will be charged for lost books and/or excessively damaged books.

STUDENT DISPLAYS OF AFFECTION

Kissing, cuddling, prolonged hugging, and other public displays of affection between students are not appropriate in school, on school grounds, or at school-sponsored activities. Students who fail to follow these guidelines may serve detention.

VANDALISM

Any student who steals Minidoka County Joint School District No. 331 property, enters a locked building or enclosure, or destroys or defaces any district property, including destruction to any and all posters and decorations, shall receive prompt and decisive action. The proper authorities will be notified and disciplinary action will be taken.

WEATHER

Students are expected to dress appropriately for weather conditions while still following the school dress code. On school days with adverse weather conditions, the building principal may decide to have students stay inside for recess. Recess may be called inside for the following reasons:

- Temperature with wind chill is below 10 degrees
- Rain
- Excess mud, water, or snow on the ground
- Lightning

ZERO TOLERANCE OFFENSES

When any of the offenses below occur, the student in question will be immediately removed from the school and turned over to the authorities for further action.

- Possession, use or sale of illegal drugs on school grounds
- Possession of deadly weapons of all kinds
- An act involving the use or possession of a deadly weapon
- Possession of explosives, ammunition, or other flammable devices (fire crackers are explosives)
- Assault or battery of a sexual nature
- Assault or battery on any school employee or other students
- Threats of violence toward administrators, teachers, other school employees, or students
- Threats of serious injury to students
- Any act that did, or could reasonably have resulted in serious bodily injury to another
- Damage or threats of serious damage to school/staff property

GANG ACTIVITY

All gangs and gang activities are prohibited on all school premises and at any school sponsored activity, regardless of location.

This includes, but is not limited to:

- creating intimidation or fear graffiti
- Wearing, possessing, using, distributing, displaying or selling any:
 - Clothing
 - Jewelry
 - Emblem
 - Badge
 - Symbol
 - Sign
 - Gesture
 - Code
 - Other evidence of membership or affiliation with any gang.
- No flashing gang signs with hands in any school photos.

ALCOHOL/DRUGS/TOBACCO/VAPING

- Law enforcement and parents/guardians will be contacted upon verification of the violation.
- On first offense, the student may receive suspension for up to 5 school days by school administration. Additional days may be recommended by the Superintendent or the Board of Trustees.
- The student will be subject to the consequences outlined in the school code of conduct for all school sponsored activities (all sports teams, cheerleading, dance team, etc.).
- Repeated violation of this policy may result in additional consequences.

FIGHTING

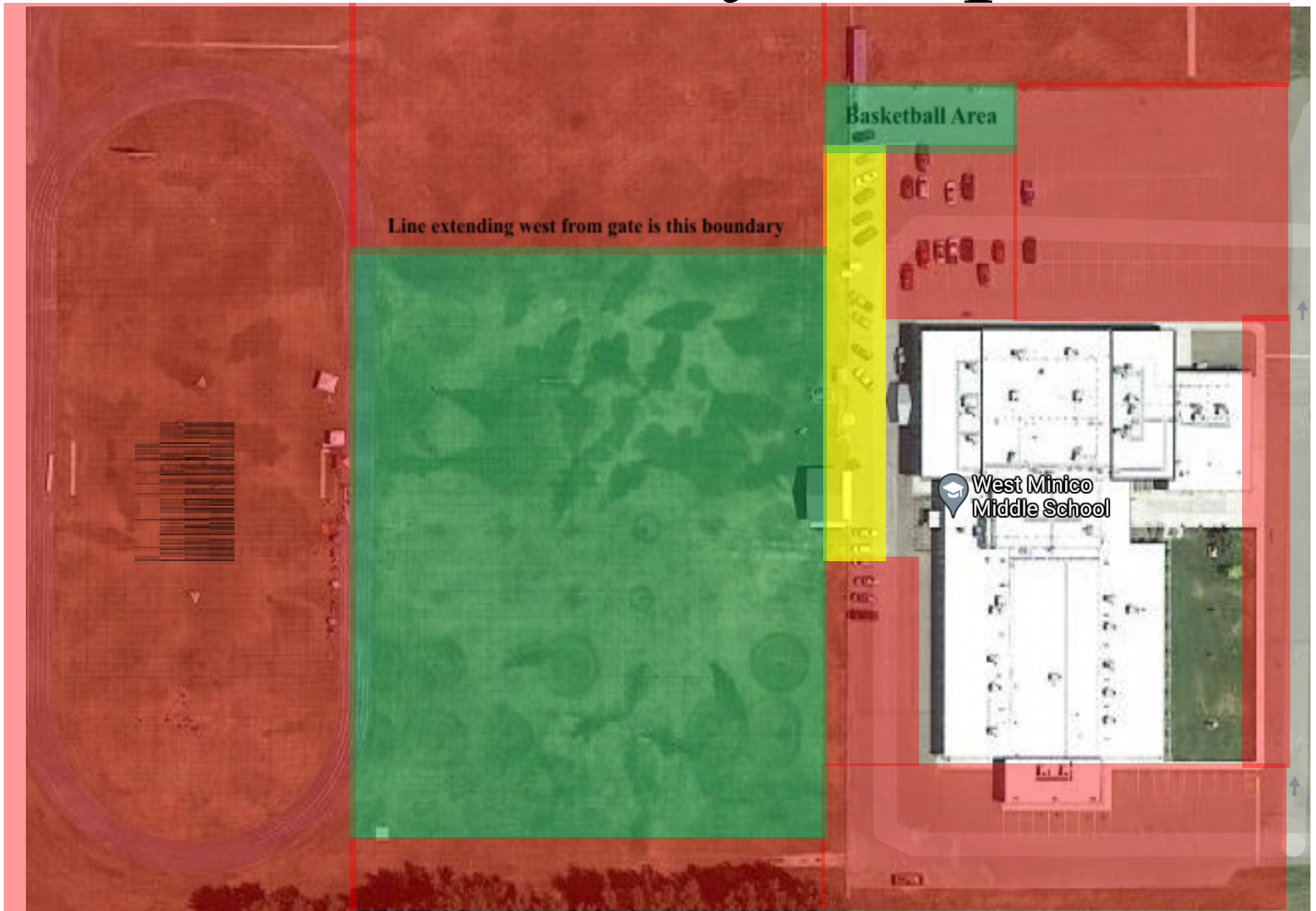
Fighting is defined as mutual participation in a physical conflict involving two (2) or more persons

- Students who engage in fighting will be suspended from school for up to 5 days.
- Parents/guardians will be contacted by the administration.
- Based on the severity of the "fight", law enforcement may be consulted.
- Continued fighting may result in the student being referred to the District Discipline Referral Committee.

FIRE AND EVACUATION DRILLS:

- Fire drills will be held monthly.
- Evacuation drills will be conducted once per semester.

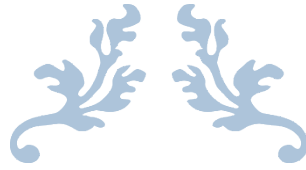
Free Time Activity Boundary Map



Red Zones - Students are expected to stay out of red zones unless given permission by a staff member.

Yellow Zone - This area is for passing only. No more than 20-30 seconds should be spent in this area as students move to one of the designated free time (green) zones.

Green Zones - Students are free to participate in responsible activities in these areas.



GUEST TEACHER HANDBOOK

2023 -2024



JULY 2023

MINIDOKA COUNTY SCHOOL DISTRICT

310 10th Street

Rupert, Idaho 83350

208-316-4727

www.minidokaschools.org

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Minidoka County School District #331

"Empowering Students for Success"

Welcome to the Minidoka County School District!

We are very pleased that you have chosen to join our guest teaching team. We are looking forward to working with you and making this year a positive experience for you, our teachers, and especially for our students. We have put the information in this handbook together to help support and guide you while you are working as a guest teacher in all Minidoka Schools.

Our primary goal is to ensure our guest teachers have the knowledge and skills to successfully engage and support our students in their teacher's absence. We encourage you to ask questions and make use of the experts in the field (nearby teachers, administrators, and our office) whenever possible. Our commitment to you is to provide you with the training and support you need to be successful instructing and managing the classroom. Throughout the year we will offer opportunities to work with experts from our district on developing your classroom management and curriculum delivery skills. Please take advantage of these opportunities as they benefit both you and our students.

Please know your feedback is critical to the success of our overall program. We welcome constructive feedback and encourage you to utilize our feedback forms to share your guest teaching experiences and complete any surveys we may send you for your input. This information will help us to provide you with the best possible experiences in the future.

As we continue to navigate these challenging times, please know that we are looking forward to a great year with all of you. We are so happy you have decided to be part of our team. Thank you, thank you, thank you for your willingness to serve our district!

With sincere gratitude,

Michele Widmier

Michele Widmier
Guest Teacher Administrator
Minidoka County Schools

Hiring Checklist

First Things First:

- Complete an online **Guest Teacher** application
- Attend the group **Guest Teacher Orientation/Interview**
- Review and sign the **Memorandum of Understanding** for Guest Teacher Conduct
- **Pick up a STEDI** license from District Service Center front desk receptionist
- Set up a **final paperwork appointment** with the Business Office
- **OPTIONAL:** Set up **para-pro testing** with **the Guest Teacher** Coordinator (*\$55 fee paid by the district. Only required if you do not have a degree or 32 post-secondary credits and you wish to be considered for full-time paraprofessional work.*)

Next...Training:

(You will be **paid \$75** to complete the Safe Schools and STEDI training, if approved for hire by the Board **and** you work a minimum of 2 day)

- Complete **Safe Schools** training & print off completion certificates
- Complete **STEDI** training & print off completion certificate
- **OPTIONAL:** Complete the **para-pro test** (*Only if you do not have a degree or 32 post-secondary credits and you wish to be considered for full-time paraprofessional or **permanent part-time substitute** work.*)

Final Employment Steps... **REQUIRED AFTER approval from the Board:**

- Confirm your **appointment** with the Business Office (208) 436-4727, ext. 1108
- Bring **2 forms of ID** and all training certificates (**Safe Schools and STEDI**) with you to your appointment at the Business Office (*You will be asked to sign a Personnel Policy Acknowledgement form that verifies you reviewed and agree to abide by the personnel policies assigned to you in the Safe Schools program & your STEDI certificate must demonstrate 80% or higher proficiency*)
- Provide copies of any **transcripts** showing degrees and post-secondary coursework to the Human Resource Department (Required to ensure that your pay accurately reflects your degree status)
- Complete your **fingerprinting and background investigation check** with the Business Office (Idaho requires background investigation checks for all personnel hired to work in school districts - *Bring \$28 in **exact cash** for the fingerprint fee, and also \$5 in **exact cash** to the Sheriff's Office for the actual fingerprinting.*)
- Complete **I-9** and **W4** employment paperwork
- Complete the setup of your MCS D Absence Management System account
- If interested, set up **direct deposit paperwork** with the Business Office (*Otherwise, your paycheck will be mailed to you.*)

AFTER you have completed the above items on this list, you may start guest teaching in Minidoka Schools!

Guest Teacher Memorandum of Understanding

This Memorandum of Understanding provides guest teachers with general guidelines for professional conduct. It is not intended to be an exhaustive list of dos and don'ts. Sound judgment is, and always will be, needed in professional relationships.

Every employee serves as a role model for students and is expected to conduct themselves accordingly. As such, all guest teachers are expected to: *(Please initial each item and sign at the bottom.)*

- 1. Work a full day, this includes arriving and leaving at the scheduled times.*
- 2. Maintain a high standard of conduct and dress professionally.*
- 3. Contact a nearby teacher or the administrator if there are questions or help is needed at any time during the day.*
- 4. Follow the teacher's lesson plan as closely as possible.*
- 5. Grade assignments as per the teacher's direction.*
- 6. Use appropriate discipline techniques. The use of corporal punishment and physical force and/or restraint is prohibited.*
- 7. Use school time for school purposes. Personal tasks, such as checking emails, browsing the internet, word processing not related to your assignment, social networking, reading magazines or books, balancing checkbooks, knitting, making and taking calls (personal and business related), texting, tweeting, or conducting any other personal business, is inappropriate during school time.*
- 8. Use school and/or personal computers, iPads, Smartphones, iPhones, etc. for school related tasks as directed by the teacher. Accessing inappropriate internet sites or engaging in the use of pornography in any form will result in immediate termination.*
- 9. Keep all matters pertaining to the district, the school and students confidential.*
- 10. Maintain positive communications by voicing opinions and/or concerns professionally and respectfully.*
- 11. Follow the proper channels of communication (Teacher →, Building Administrator → Guest Teacher Coordinator → Guest Teacher Administrator → Superintendent → Board).*
- 12. Follow the Idaho Teaching Professional Code of Ethics.*
- 13. Never be alone with a student.*
- 14. Never use sarcastic and/or inappropriate language, such as profanity, put downs, sexual innuendoes, jokes, gossip or teasing.*
- 15. Never share personal information that isn't relevant to the teacher's lesson.*
- 16. Never reference personal religious beliefs or doctrines.*
- 17. Comply with the drug free workplace requirement and do not use and/or possess drugs, alcohol, and/or tobacco products (including vaping products), on any school premises.*
- 18. Weapons of any kind are prohibited, including those for which a concealed carry permit is held and knives with a blade longer than 2 ½ inches.*



Guest Teacher Salary Schedule Minidoka School District

Guest Teacher Salary Schedule

Current Idaho Teaching Certificate = **\$12 2.00**

Bachelor's Degree or Higher = \$ **115.00**

Associate's Degree, **32** Credits or Parapro Test = \$ **108.00**

No Degree = \$ **100.00**

Full Day = more than **4** hours

Elementary: 7:15-11:15 or 11:15-3:15 (unpaid lunch)

Secondary: 7:30-11:30 or 11:30-4:00 (paid lunch)

*Any guest teacher that is employed for **8** continuous days for the same certificated teacher, on the **9th** day they will be paid an additional \$ **5.00** per day, retroactive back to the time they started the assignment for said teacher.*

Any guest teacher wishing to be a permanent part-time guest teacher in a specific building will be required to be highly qualified, which would mean they either need to take and pass the Para-Pro test with a minimum score of 460 or have 32 credits. The pay for this commitment to the district will be at a rate of \$111.25 per day for 74 days and eligibility for the loyalty bonus will be based on attendance as outlined below.

You are encouraged to keep a written record of your teaching activities (i.e. days, building, and teacher). If you have questions regarding your paycheck, please contact the Payroll Department at (208)436-4727.

2023- 24 Guest Teacher **Loyalty Bonus**

Guest teacher bonuses are based on the availability of extra district funds and will be re-evaluated annually.

Number of Jobs Taken + Training	Work Dates	Bonus
<i>80 or more jobs + August or January training</i>	<i>8/21/2023 – 5/23/2024</i>	<i>\$ 400</i>
<i>100 or more jobs + August or January training</i>	<i>8/21/2023 – 5/23/2024</i>	<i>\$500</i>
<i>All loyalty bonuses will be paid out in the June 2024 paycheck. Permanent subs qualify for the bonus based on attendance. Those with perfect attendance qualify for the \$500 bonus, those with 2 or less absences qualify for the \$400 bonus.</i>		

Payroll

- ◇ Monthly pay periods run from the 1st through the end of the month and will be **paid out in the following month.**
- ◇ 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.
- ◇ Checks will automatically be mailed to the address on file **one day prior to the scheduled pay date** unless you inform the Payroll & Benefits Specialist at 208-436-4727 of other arrangements **ahead of time.**
- ◇ You can sign up for direct deposit by getting the appropriate paperwork from the Business Office and returning it to the Payroll & Benefits Specialist.

2023- 2024 Payroll Schedule

Payroll Date 2023-2024	Pay Cycle	Pay Period	Month
July 25, 2023	1	1	07/01/23---07/31/23
August 25, 2023	1	2	08/01/23---08/31/23
September 25, 2023	1	3	09/01/2.---09/30/23
October 25, 2023	1	4	10/01/23---10/31/23
November 22, 2023	1	5	11/01/23---11/30/23
December 22, 2023	1	6	12/01/23---12/31/23
January 25, 2024	1	7	01/01/24---01/31/24
February 23, 2024	1	8	02/01/24---02/29/24
March 25, 2024	1	9	03/01/24---03/31/24
April 25, 2024	1	10	04/01/24---04/30/24
May 24, 2024	1	11	05/01/24---05/31/24
June 25, 2024	1	12	06/01/24---06/30/24
July 25, 2024	1	13	07/01/24---07/31/24
August 23, 2024	1	14	08/01/24---08/31/24

Please inform our Human Resource staff and our Guest Teacher Support if you no longer plan to guest teach for Minidoka Schools or you will be unavailable to guest teach for an extended period of time at 208-436-4727, ext. 1155. NOTE: Any guest teacher who has not taken at least 1 job a month for three consecutive months, will be dropped from the MCSD guest teacher list and required to reapply.

Minidoka 2023-2024 School Calendar

August

7 Registration at East Minico (Acequia, Rupert, East, MHJH)
 7 Registration: Minico/MHHS New Students
 8 Registration at West Minico (Heyburn, Paul, West)
 8-9 Registration Minico/MHHS
 17 Orientation 8th & 9th
 21 First Day of School

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January

1 New Year's Day
 2 2nd Sem/3rd Qtr Begins

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

4 Labor Day, No School

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February

19 Presidents Day, No School

FEBRUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

October

12 PTC 4:30 - 8:30 p.m.
 13 PTC 8 a.m.-12:00 p.m. (half Day)
 19 Mt. Harrison PTC 4:30-8:30 p.m.
 23 Mt. Harrison 2nd Quarter Starts

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March

14 PTC 4:30 - 8:30 p.m.
 14 Mt. Harrison PTC 4:30-8:30 p.m.
 15 PTC 8 a.m.-12:00 p.m. (half Day)
 18 Mt. Harrison 4th Quarter Starts
 25-29 Spring Break, No School

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

22-24 Thanksgiving Break, No School

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April

26 Kindergarten Pre-Registration

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December



14 Mt. Harrison PTC 4:30-8:30 p.m.
 20 Early Dismissal
 21-29 Christmas Break, No School

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May

16 Last Day for Preschool
 21 Mt. Harrison Graduation
 23 Minico Graduation
 23 Last Day of School, Early Dismissal
 24 Teacher Work Day
 27 Memorial Day

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

LEGEND:	
	Highlighted Dates Indicate "No School"
	Indicates Early Release, 1:00 Dismissal
NO Preschool or Kindergarten on early dismissal days	

Changes may occur, pending Legislative actions
 Excessive emergency closures may necessitate a change in the Spring Break

Approved 03/28/2023

Required Training

STEDI Training <https://stedi.org>

Founded as the Substitute Teaching Institute at Utah State University in 1995, STEDI provides research-based training materials and services designed to improve student achievement when students are taught by guest teachers. STEDI has forged ahead implementing research-based practices to improve recruiting, training, and retention efforts in school districts.

- ◇ *MCSD guest teachers must **complete the STEDI training with an 80% grade or higher** before they can begin guest teaching. This **training is funded by the district.** **Pick up the license in the front office at the District Service Center** .*
- ◇ *Certified teachers are not required to take the STEDI course.*
- ◇ *STEDI training is a valuable resource and builds confidence in those desiring better preparation and skills for the position.*
- ◇ *Please bring your certificate of completion **showing a score of 80% or higher** to the District Service Center and deliver it to the Business Office Assistant so that it may be officially recorded and you may begin guest teaching.*



1. Go to the Minidoka County School District website at www.minidokaschools.org.
2. **Click on the Menu**
3. **Under Employees, click on Employee Portal.**
4. Click on Safe Schools (**it is highly recommended that you bookmark this page for easier access**)
 - ✓ **Username** = use the first part of your email (ie. if your email is zsmith@minidokaschools.org, you would use *zsmith*). NOTE: If you have a common last name like Smith, you may need to check your district email address.
 - ✓ Click on **Log Me In!**
 - ✓ If you have trouble logging in, please call the Safety Coordinator at the number below.
5. **Choose one of the mandatory courses listed for you to take and click on Start I.**
6. Review the full course or policy and take any quizzes that may be presented. Most quizzes require an 80% or higher.
7. Print your certificate upon completion.
8. Suggested courses can be completed at any time for additional training.
9. Bring your certificates to the District Office and deliver them to the HR assistant at the time of your new-hire appointment.

*If you have questions or problems with Safe Schools, please contact **Larry Choffin** at 208-436-4727 ext. **1155***

Phone Directory

Report to work at least 15 minutes before the scheduled start of school.

Minidoka County School District #331	(208) 436-4727
<p style="color: red;">Amber Rosenstangel</p> - Human Resources <i>Ext. 1107</i> <p style="color: red;">Jonatan Padron</p> – Business Office Assistant/Red Rover Specialist <i>Ext. 1108</i> Larry Choffin – Guest Teacher Coordinator <i>Ext. 1155</i> Michele Widmier – Guest Teacher Administrator <i>Ext. 1154</i>	
Acequia Elementary (School Hours 7:45-2:45)	(208) 436-6985
360 N 350 E Acequia Heather Hepworth, Principal <i>Cheri Kontos, Secretary</i>	
Heyburn Elementary School (School Hours 7:45-2:45)	(208) 679-2400
1151 7th Street, Heyburn Danelle Stutzman, Principal Josh Greenwalt, Asst. Principal <i>Melinda Vorwaller & Elva Reyes, Secretaries</i>	
Paul Elementary School (School Hours 7:45-2:45)	(208) 438-2211
201 N 1st Street West, Paul Ellen Austin, Principal Josh Greenwalt, Asst. Principal Tara Mabey & Karen McManus Secretaries	
Rupert Elementary School (School Hours 7:45-2:45)	(208) 436-9707
202 18th Street, Rupert Angela Davidson, Principal Tamara Carter, Asst. Principal <i>Kate Hartley & Tina Lara, Secretaries</i>	
East Minico Middle School (School Hours 7:50-3:45)	(208) 436-3178
1805 H Street, Rupert Greg Durrant, Principal Dustin Heath, Asst. Principal <i>Nichole Jones, Bookkeeper & Pat Vigil, Secretary</i>	
West Minico Middle School (School Hours 7:50-3:45)	(208) 438-5018

<p>155 S. 600 W. Paul</p> <p>Cory Kniep, Principal Joseph Fairchild, Asst. Principal</p> <p><i>Michelle Killoy, Bookkeeper & Rosa Nunez, Secretary</i></p>		
<p>Minico High School (School Hours 7: 50-3:50) (208) 436-4721</p>		
<p>292 W. 100 S. Rupert</p> <p>Kimberley Kidd, Principal Laurie Copmann & Terry Merrill, Asst. Principals</p> <p><i>Jessica Grisman & Dawna Reddington - Secretaries, Brandi Perez – attendance, Kris Christensen – Bookkeeper</i></p>		
<p>Mt. Harrison Sr. High (School Hours 7:55-3: 30) (208) 436-6252</p>		
<p>1431 17th Street, Heyburn</p> <p>Maggie Fortner, Principal</p> <p><i>Irma Castillo, Secretary</i></p>		
<p>Minidoka Jr. High/MPC (School Hours 7:55- 3:30) (208) 436-4728</p>		
<p>310 10th Street, Rupert</p> <p>Dyann Blood, Principal</p> <p><i>Jennifer Gonzalez, Secretary</i></p>		
<p>Juvenile Detention Center (School Hours 7:45-3:15) (208) 436-4727, ext. 1155</p>		
<p>718 H Street, Rupert</p> <p><i>Larry Choffin, Coordinator TBD, Teacher</i></p>		

Rt 413 Bus 164 - Red
 Rt 43 Bus 453 - Pink
 Rt 48 Bus 165 - Brown.

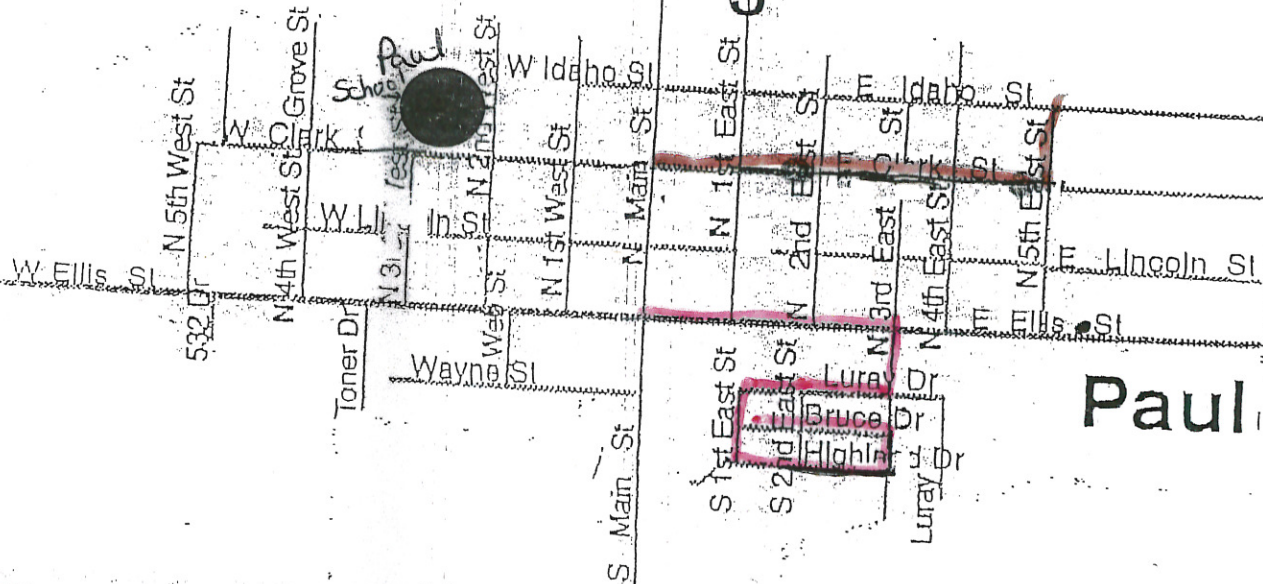
A.m. Paul intown

2

3

4

Primrose Dr
 Bluebell Ln
 Lumbiho Dr
 Crocus Dr



Paul

25

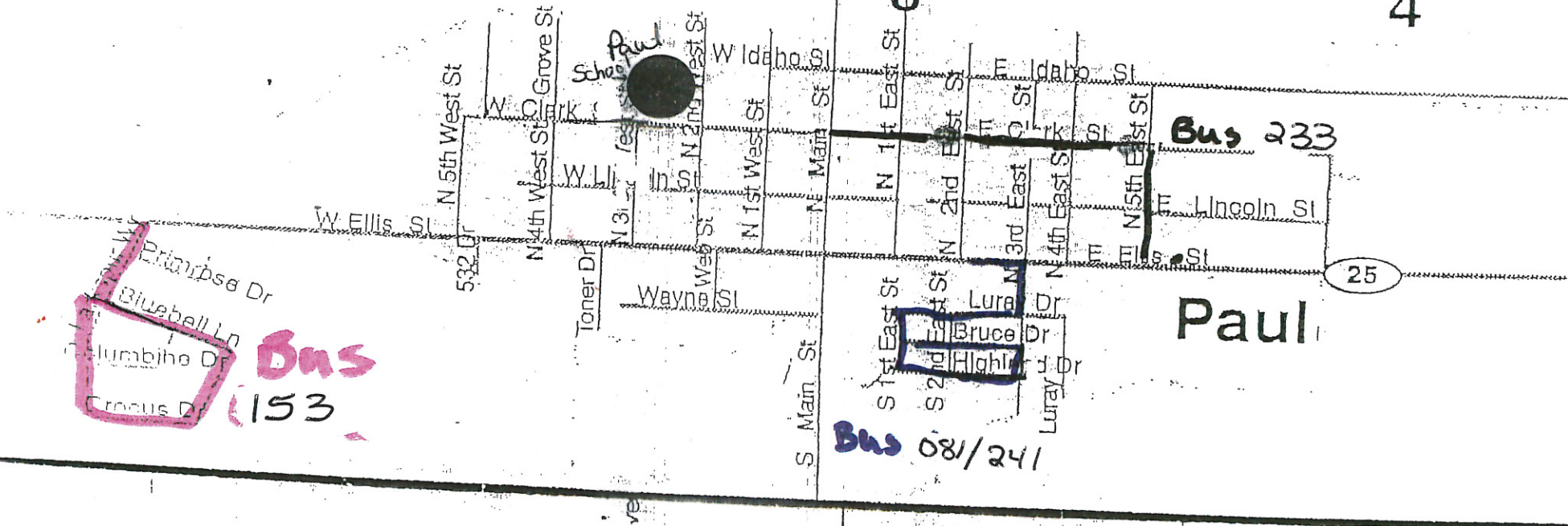
410 Bus 081/241 Blue
 43 Bus 153 Pink
 41 Bus 233 Black

P.M. Paul.

2

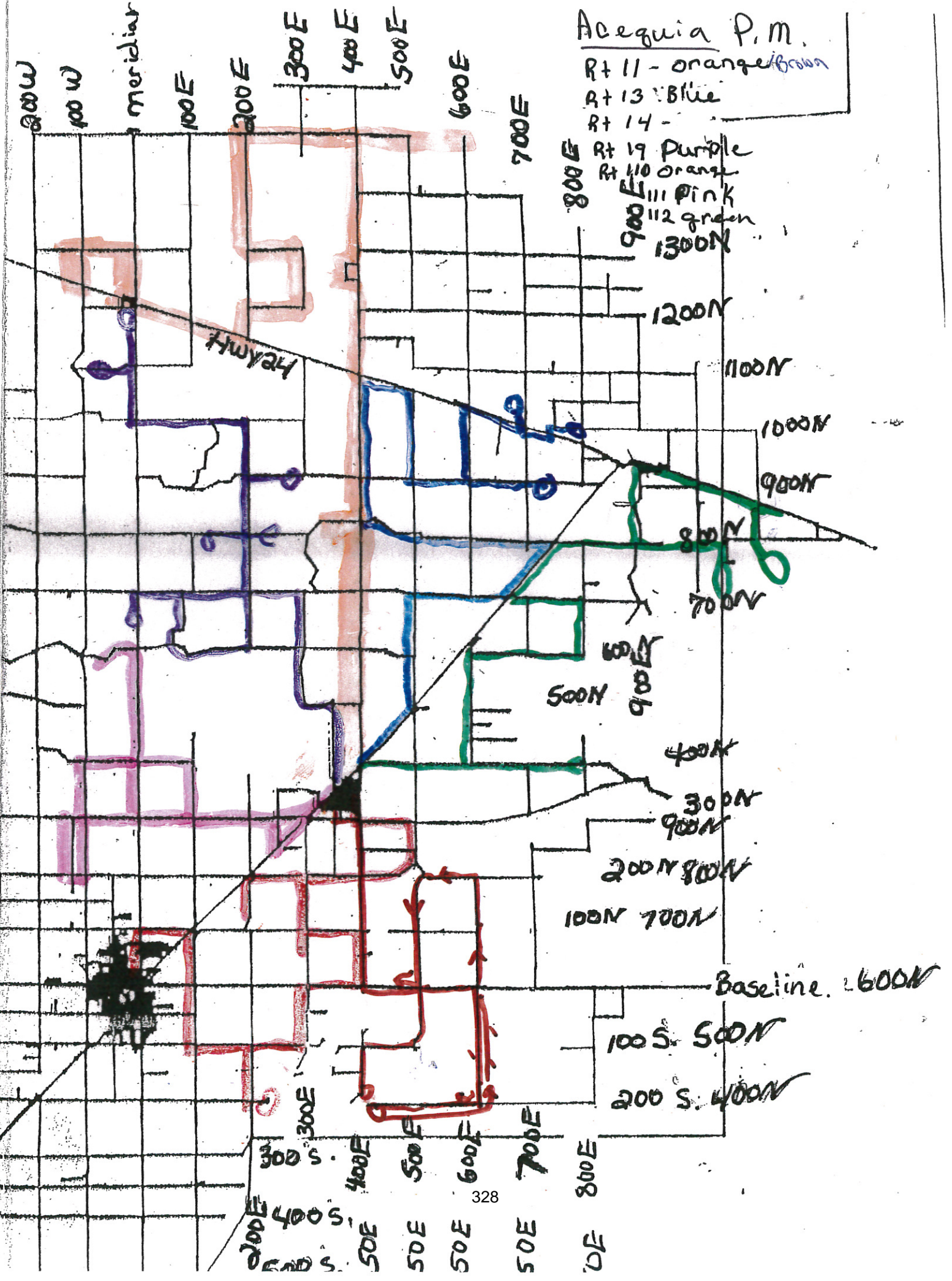
3

4



Acequia P.M.

- Rt 11 - orange/brown
- Rt 13 - Blue
- Rt 14 -
- Rt 19 - Purple
- Rt 110 - Orange
- 111 - Pink
- 112 - Green
- 1300N



Bus 163 Lali Pink

Bus 232 Jackie Blue

Bus 155 Chris Green

Bus 113 Susan ~~Red~~

Purple

Rupert Elementary

County Rd. 100 North

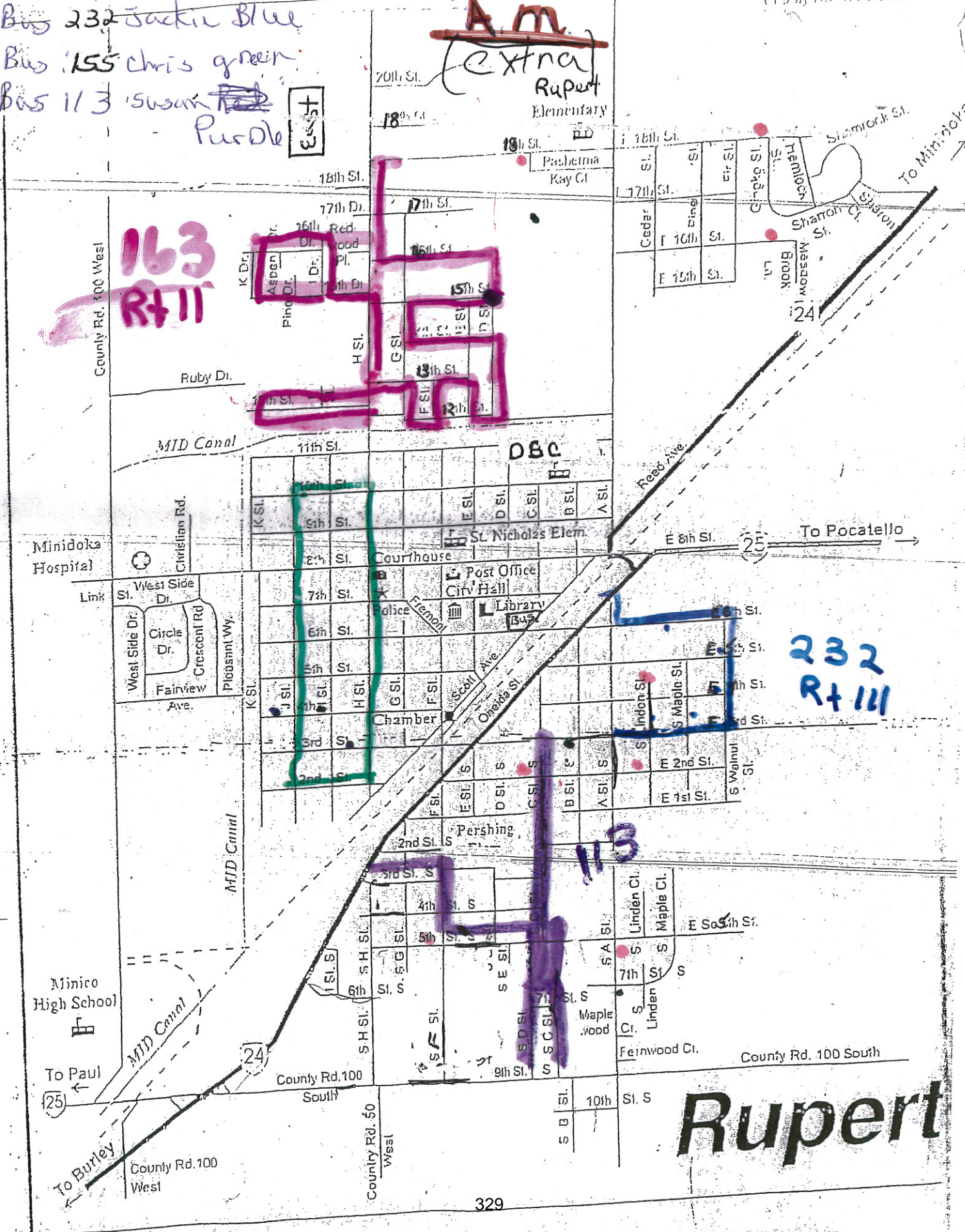
A.M.
(extra)
Rupert
Elementary

East

163
R+11

232
R+111

113



Rupert

- 31 Blue Bus 201
- 33 Red Bus 175
- 32 green Bus 202
- 35 pink Bus 144
- 13 Orange Bus 13
- 60 special need Bus 135

Rupert Elementary P.M.

Rupert Elementary

Rt 35 BUS 144

144

202 Bus

135 MOC

Bus 202 Rt 32

Bus 134 Rt 13

Bus 175 Rt 33

Bus 201

Rt 31

Rupert



Jr. High

Rt 32 Bus 202 Northside Tracks red
Rt 22 Bus 175 Southside Tracks
Rt 13 Bus 134 orange

East

Rupert Elementary

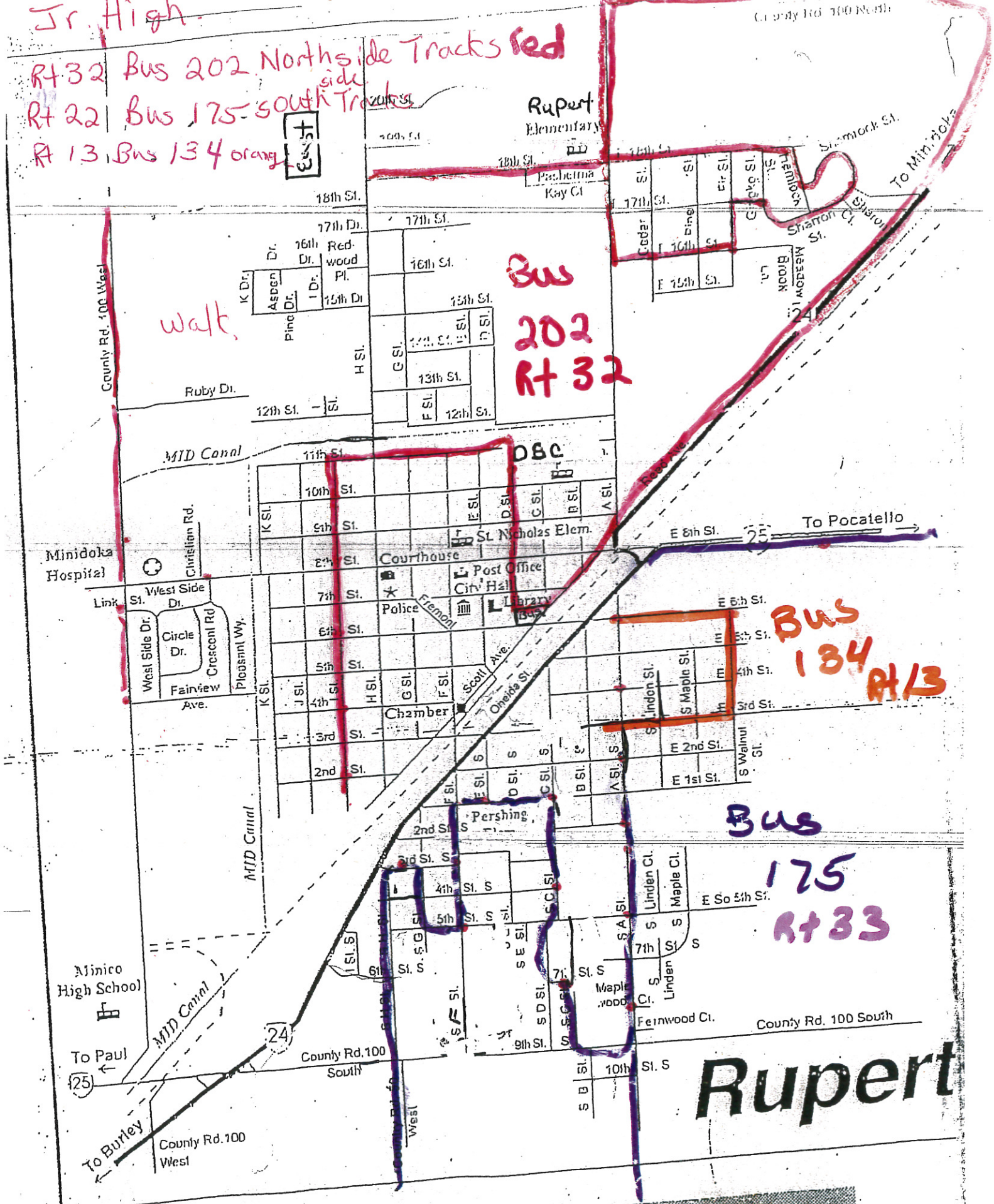
walk

Bus 202 Rt 32

Bus 134 Rt 13

Bus 175 Rt 33

Rupert



High School

Rt 21 Bus 201 South side of Tracks
Rt 35 Bus 144 Northside of Tracks

County Rd. 100 North

East

Rupert Elementary

Pauletina Kay Ct

To Minidoka

BUS 144
RT 35

MID Canal

DBC

Minidoka Hospital

Courthouse
Post Office
City Hall

To Pocatello

BW
201
Rt 31

Minico High School

To Paul

To Burrely

County Rd. 100 South

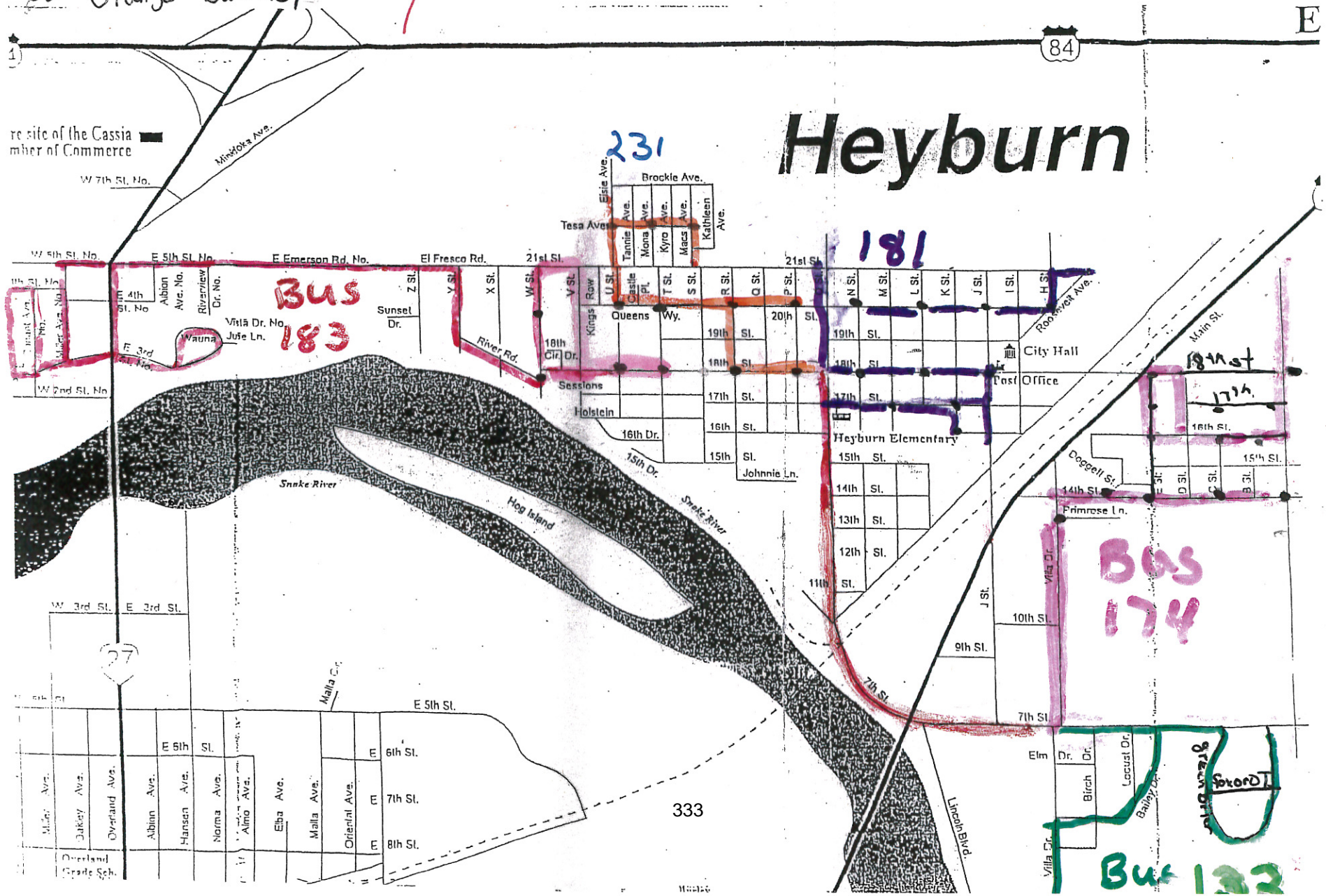
County Rd. 50 West

County Rd. 100 South

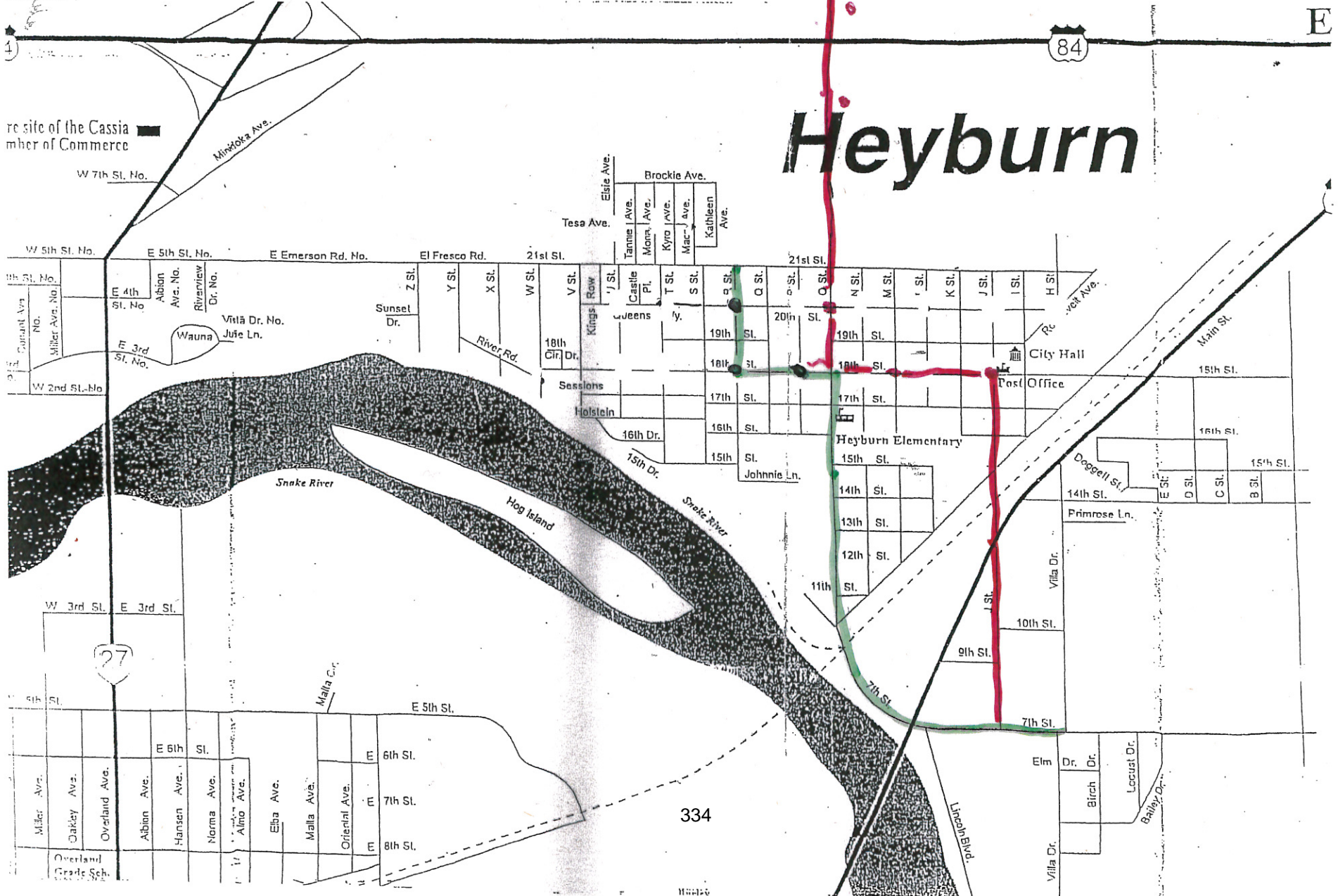
Rupert

Rt 53 green Bus 133
 Rt 57 Pink Bus 174
 Rt 52 Purple Bus 181
 Rt 58 Red Bus 183
 Rt 56 Orange Bus 231

For Heyburn
 Elementary P.M.



Jr High.
Rt 57 Bus 174 Green
Rt 50 Bus 192 Red.

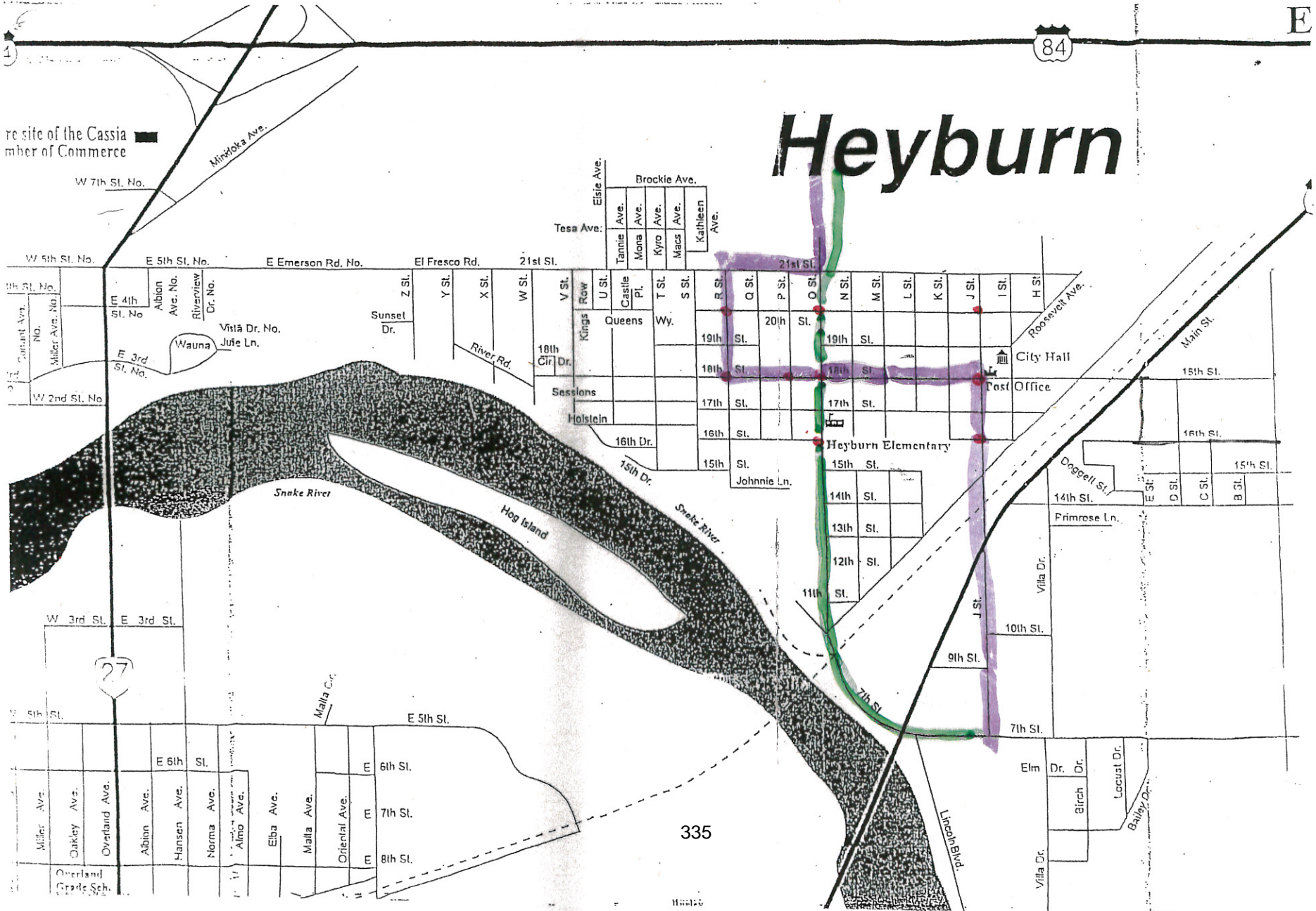


re site of the Cassia
mber of Commerce

Heyburn

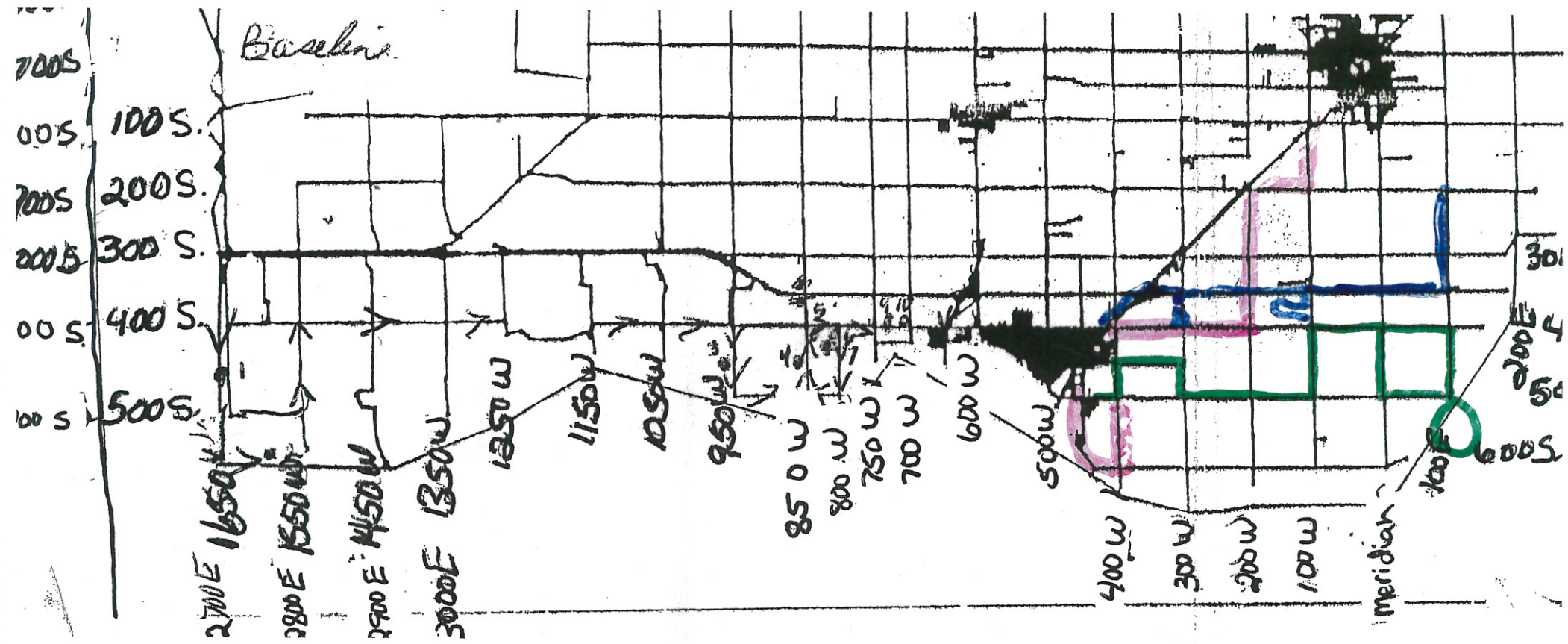
334

High school
 Rt 52 Bus 181 on ~~st~~ J Purple
 Rt 53 Bus 133 on ~~st~~ O Green



Heyburn

335



- Bus 192 Rt 50 - Blue. Heyburn Elementary
- Bus 133 Rt 53 - Green
- Bus 174 Rt 57 - Pink

Emergency/Early Out Plan

RUPERT 12:20 p.m.	EAST 12:45 – 1:15 p.m.
134	163 to Acequia @ 12:45p.m.
175	242 to Acequia @ 12:45p.m.
201	202 @ 12:45p.m.
202	175 @ 12:45p.m.
144	
135	
	West 12:45p.m.
Heyburn 12:20p.m.	183 to Heyburn
181	192 to Heyburn
192	174 to Heyburn
174	243 to Paul
183	165 to Paul
133	153 to Paul
231	
	Minico 12:50 p.m.
MHJH 12:30 p.m.	181 to Heyburn
163 to Acequia	231 to Heyburn
243 to Paul	233 to Paul
175 To East	145 to Paul
	232 to Acequia
MHHS 12:40 p.m.	144 to Rupert
145	201 to Rupert
Paul 1:15 p.m.	Acequia 1:15
191	163
164	155
233	113
243	134
145	242
165	154
182	232
153	
183 Early 12:45p.m.	
241 Early 12:45p.m.	

2023-2024 School Resource Officer Agreement

This Agreement is made and entered into this **1st** day of **July, 2023**, by and between the Minidoka County Joint School District No. 331, a constitutional corporation and body politic, hereafter referred to as the "District", and the City, a duly incorporated political subdivision of the State of Idaho, hereafter referred to as the "City of Rupert", hereafter referred to as "Rupert City Police."

WHEREAS, The District desires School Resource Officer services through the Rupert City Police; and

WHEREAS, the City desires to provide School Resource Officer services to the District; and

WHEREAS, the parties recognize their mutual interest in the protection of persons at the District's schools, and the protection of the District's property; and

WHEREAS, the District desires to be furnished one (1) commissioned School Resource Officer for working within the District's schools, or;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. No Repeal of Rupert City Police Office Authority. This agreement is not intended in any way to void, limit, or restrict any of the authority vested in the Rupert City Police Office. The District does specifically acknowledge that any School Resource Officer is to remain at all times under the authority of the Rupert City Police.

2. Decrease of City's Surveillance. This agreement is not intended to decrease the routine law enforcement protection in the area of the District's schools, or other properties within and under the authority of the District.

3. No Repeal of District's Authority. This agreement is not intended to limit the authority vested in the Board of Trustees of Minidoka County Joint School District No. 331 by the Idaho Constitution, Statutes, or laws to exercise general supervision of the schools within the District.

4. Services Contracted. The School Resource Officer as determined, shall provide the following services to the District, as directed by the Rupert City Police, with duties including, but not limited to: investigating and preventing crimes against persons or property; identifying and arresting violators of State and local laws; filing investigative reports and other required reports or documents. For purposes of this contract, the School Resource Officer shall enforce all traffic laws, statutes, ordinances and regulations that pertain to streets and general campus areas of the District, and all applicable laws governing activities thereon. See attached Appendix: School Resource Officer Expectations for additional clarification.

5. Personnel. It shall be the responsibility of the City, through the Rupert City Police Department, to provide one (1) Deputized Officer to serve as School Resource Officers on the campuses of the above-described schools. The selection of the School Resource Officers to be

2023-2024 School Resource Officer Agreement

provided under this agreement will be subject to approval by the District. In the event the parties cannot agree upon the selection of the School Resource Officer, this agreement shall be void.

6. Duration. The School Resource Officer will serve primarily on the campuses of the above-described schools, eight (8) hours per day, commencing **July 1, 2023**, and ending **June 30, 2024**, except as noted below, and unless sooner terminated as provided by this agreement. This agreement may be renewed and extended under the same terms for subsequent years thereafter, however said renewal shall be in writing and signed by all parties before taking effect. See attached Appendix: School Resource Officer Renewal.

7. Authority. The Rupert City Police shall have the discretion to determine how the Officer performing the duties under this agreement will be deployed, and the manner in which the services contemplated by this agreement shall be provided. The School Resource Officer shall have the right to exercise due discretion in the performance of this agreement, including but not limited to the type, nature, extent, and result of any response or activity undertaken by the same. The conduct of the School Resource Officer will be governed by the Rupert City Police Policy and Procedure Manual, hereafter referred to as "Manual." In the event that the District's procedures conflict with the procedures set forth in the Manual, the provisions of the Manual shall prevail. For all administrative and child welfare functions, authority will rest with the Principal of the appropriate school. The School Resource Officer is to be a suitably trained Rupert City Police officer, and meet the obligation herein, and will be physically assigned to the Rupert City Police Office for forty (40) hours per week, in accordance with a schedule that is mutually agreeable to school Principals, and the City of Rupert in accordance with City employment policies. (See attached Appendix: School Resource Officer Expectations for additional clarification.)

8. Liaison. For the purposes of this agreement, official liaison between the District and the City shall be between the Superintendent of the District, and the Rupert City Police. To promote efficiency, informal liaison is expected to occur between the School Resource Officer and the Principal of the appropriate schools.

9. Investigation Authority. The District, under normal circumstances, shall defer to the appropriate law enforcement agency, the conduct of any investigation in matters involving criminal offenses. The City of Rupert Police Department, the City of Heyburn Police Department, and the Minidoka County Sheriff's Office have the right of first investigation in order to discover and preserve evidence, and to ensure the constitutional rights of individuals. Matters involving academic affairs, student behavior, and discipline shall be solely the province of the District.

10. Violations. All violations of City, County, and State laws will be processed as provided by laws of the County of Minidoka and the State of Idaho. However, the District retains authority to establish the rules and regulations for parking and parking lots on campuses within the District. The enforcement of parking rules and regulations on District-owned campus parking lots may be

2023-2024 School Resource Officer Agreement

jointly enforced by the District and the Rupert City Police. This responsibility may be extended to other areas of authority as may be defined by School Board policy. The parties recognize that the District may from time to time adopt policies, procedures, rules and regulations affecting the conduct of persons present on the campuses referenced above. To the extent that violations of those policies, procedures, rules and regulations constitutes a violation of law, including breach of the peace, or a threat to public health or safety, those policies, procedures, rules and regulations will be enforced by the School Resource Officer. To the extent that violation of those policies, procedures, rules, and regulations does not constitute a violation of the law, the School Resource Officer is not required to take law enforcement action and may leave the enforcement thereof to the District.

11. Officer Identification. The School Resource Officer, while providing School Resource Officer services under the terms of this agreement, will customarily be dressed in appropriate attire, but on occasion will wear the standard Rupert City Police uniform. Determination of occasions requiring the wearing of the Rupert Police Office uniform will be left to the discretion of the Resource Officer.

12. Contract Costs. The District shall pay the sum of Thirty Thousand Dollars and Zero Cents (\$30000.00) in monthly payments of Two Thousand five hundreds dollars (\$2,500.00) to the City in exchange for services provided by the School Resource Officer, pursuant to the terms of this agreement. The District will be billed by the City on or before the 5th day of each month for said services. The City shall pay the School Resource Officers' benefits, including any insurance costs, retirement benefits, access to transportation, reimbursement for travel, equipment, and all other costs associated with the School Resource Officers' duties.

13. Independent Contractor Status. It is acknowledged by the parties that the School Resource Officer, acting pursuant to this agreement, are not employees or agents of the District or schools within the District, but remain employees of the City.

14. Holiday Leave. The School Resource Officer, acting pursuant to this agreement, may be absent from his or her assigned campus/es on the following observed holidays observed by the City: Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, News Year's Day, Martin Luther King, Jr./Human Rights Day, Presidents' Day, Memorial Day, Independence Day.

The School Resource Officer will not be working under the terms and conditions of this agreement on those dates which students are not attending school, with the exception of the following: dates prior to the beginning of school, during teacher in-service days, and subsequent to the end of the school year. On days when students are not attending school, other than the above-stated exceptions, the School Resource Officer will be available for services to the Rupert Police.

2023-2024 School Resource Officer Agreement

15. Training. The School Resource Officer may be required to attend additional training on days when school is not in session.

16. Suspension or Termination of Officer. The Rupert City Police may remove or suspend the School Resource Officers' law enforcement authority at any time, in accordance with and as authorized by the law. In the event a School Resource Officer appears not to be suited for assigned duty in the judgment of the District or the Rupert Police, that party will so inform the other party in writing, to include reason/s for such evaluation.

17. Availability for City/County Emergencies. In the event an emergency arises within the City or County the School Resources Officer may be called away from his or her School Resource duties to respond to such emergency, as determined to be necessary by the Rupert Police and/or a member of his or her staff or designee. The School Resource Officer will return to his or her School Resource duties as soon as the emergency situation reasonably permits. Such emergency service may result in service beyond his or her School Resource Officer obligations under this agreement.

18. Regular Meetings with District Regarding School Services Officers. The Rupert City Police will meet at least once yearly with a representative from the District to report and discuss the School Resource Officers' activities of the preceding year, and to discuss the renewal of the School Resource Officer agreement. The Rupert City Police Chief and/or a member of his or her staff will initiate such meeting.

19. Indemnity. In the event the City, the Rupert City Police, or the Resource Officer have any claim, demand, suit or judgment against them which arises from acts or omissions of the District, the District shall indemnify the City, the Rupert Police, and/or the School Resource Officer and hold them harmless in the premises. In the event the District has any claim, demand, suit or judgment against them which arises from acts or omissions of the Rupert City Police, and/or the School Resource Officer, the Rupert City Police, and/or the School Resource Officer shall indemnify the District and hold it harmless in the premises.

20. Terms of Contract. This agreement may be terminated by either party upon sixty (60) days prior written notice to the receiving party. In the event of cancellation of this agreement, the District shall pay the City the consideration set out in Paragraph 13, adjusted for the number of school days on which services were actually performed by the School Resource Officer.

20. Attorney Fees. In the event any action is filed in relation to this agreement, the unsuccessful party shall pay to the successful party its reimbursable attorney fees and costs.

21. Agreement. This instrument contains the entire agreement between the parties in relationship to providing School Resource Officer services.

Minidoka County School District #331
2023-2024 School Resource Officer Agreement

BOARD OF MINIDOKA COUNTY JOINT SCHOOL DISTRICT NO. 331

By: _____
Bonnie Heins, Chairman

Date

MINIDOKA COUNTY JOINT SCHOOL DISTRICT NO. 331

By: _____
Spencer Larsen, Superintendent

Date

MAYOR, CITY OF RUPERT

By: _____
Michael D. Brown

Date

CLERK, CITY OF RUPERT

By: _____
Bayley Maughn

Date

Minidoka County School District #331
2023-2024 School Resource Officer Agreement

School Resource Officer Expectations

The following list of expectation are incorporated as part of the School Resource Officer Agreement between the Minidoka County Joint School District, the City of Rupert, and Rupert City Police.

The Role of the School Resource Officer in Minidoka County schools is to:

- Supervise the school facility and school grounds before, during and after school.
- Prevent juvenile delinquency and promote positive student behavior.
- Assist other law enforcement officers with outside investigations concerning students attending the school in which the School Resource Officer is assigned.
- Act as a liaison with juvenile probation when feasible.
- Build relationships with students in assigned schools by participating in school activities, student organizations and athletic events when feasible and appropriate.
- Promote a positive and safe school environment/culture
- Work closely with parents, students, staff and members of the community to:
 - Provide law and safety training,
 - Encourage individual and small group discussions about law enforcement and safety related matters, and
 - Solicit input on ways to create a safer school environment.
- Provide students with strategies for improvement as related to juvenile delinquency and juvenile delinquency prevention.

Specific School Resource Officer Expectations:

1. Be available by phone at all times while on duty.
2. Establish and share a schedule to visit each building at least once each week, being visible before school, during lunch, between classes, or after school.
3. Promote drug awareness by bringing the drug dogs to each secondary school monthly.
4. Refrain completely from functioning as a school disciplinarian. The School Resource Officer is not to be involved in the enforcement of disciplinary infractions that do not constitute violations of the law.
5. Actively participate in all safety end emergency practice drills in the district.
6. Prepare a monthly activity report and submit it to the District Superintendent by the 5th of each month.

2023-2024 School Resource Officer Agreement

This Agreement is made and entered into this **1st** day of **July, 2023**, by and between the Minidoka County Joint School District No. 331, a constitutional corporation and body politic, hereafter referred to as the "District", and the County of Minidoka, a duly incorporated political subdivision of the State of Idaho, hereafter referred to as the "County", and the Minidoka County Sheriff's Office, hereafter referred to as "Sheriff's Office."

WHEREAS, The District desires School Resource Officer services through the Sheriff's Office; and

WHEREAS, the County desires to provide School Resource Officer services to the District; and

WHEREAS, the parties recognize their mutual interest in the protection of persons at the District's schools, and the protection of the District's property; and

WHEREAS, the District desires to be furnished one (1) commissioned School Resource Officer for working within all of the District's schools, but primarily Acequia Elementary School, Paul Elementary School, West Minico Junior High School, and Minico High School;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. No Repeal of Sheriff's Office Authority. This agreement is not intended in any way to void, limit, or restrict any of the authority vested in the Sheriff's Office. The District does specifically acknowledge that any School Resource Officer is to remain at all times under the authority of the Sheriff's Office.

2. Decrease of Sheriff's Surveillance. This agreement is not intended to decrease the routine law enforcement protection in the area of the District's schools, or other properties within and under the authority of the District.

3. No Repeal of District's Authority. This agreement is not intended to limit the authority vested in the Board of Trustees of Minidoka County Joint School District No. 331 by the Idaho Constitution, Statutes, or laws to exercise general supervision of the schools within the District.

4. Services Contracted. The School Resource Officer as determined, shall provide the following services to the District, as directed by the Minidoka County Sheriff, with duties including, but not limited to: investigating and preventing crimes against persons or property; identifying and arresting violators of State and local laws; filing investigative reports and other required reports or documents. For purposes of this contract, the School Resource Officer shall enforce all traffic laws, statutes, ordinances and regulations that pertain to streets and general campus areas of the District, and all applicable laws governing activities thereon. See attached Appendix: School Resource Officer Expectations for additional clarification.

2023-2024 School Resource Officer Agreement

5. Personnel. It shall be the responsibility of the County, through the Sheriff's Office, to provide one (1) Deputized Sheriff's Officer to serve as School Resource Officers on the campuses of the above-described schools. The selection of the School Resource Officers to be provided under this agreement will be subject to approval by the District. In the event the parties cannot agree upon the selection of the School Resource Officer, this agreement shall be void.

6. Duration. The School Resource Officer will serve primarily on the campuses of the above-described schools, eight (8) hours per day, commencing **July 1, 2023**, and ending **June 30, 2024**, except as noted below, and unless sooner terminated as provided by this agreement. This agreement may be renewed and extended under the same terms for subsequent years thereafter, however said renewal shall be in writing and signed by all parties before taking effect. See attached Appendix: School Resource Officer Renewal.

7. Authority. The Sheriff's Office shall have the discretion to determine how the Officer performing the duties under this agreement will be deployed, and the manner in which the services contemplated by this agreement shall be provided. The School Resource Officer shall have the right to exercise due discretion in the performance of this agreement, including but not limited to the type, nature, extent, and result of any response or activity undertaken by the same. The conduct of the School Resource Officer will be governed by the Minidoka County Sheriff's Office Policy and Procedure Manual, hereafter referred to as "Manual." In the event that the District's procedures conflict with the procedures set forth in the Manual, the provisions of the Manual shall prevail. For all administrative and child welfare functions, authority will rest with the Principal of the appropriate school. The School Resource Officer thus provided will maintain an office at the West Minico Junior High School and Minico High School during those hours as determined by mutual agreement to be those to be worked. The School Resource Officer is to be suitably trained Sheriff's Office officers, and meet the obligation herein, and will be physically assigned to the Sheriff's Office for forty (40) hours per week, in accordance with a schedule that is mutually agreeable to school Principals, the Manual, and County employment policies. (See attached Appendix: School Resource Officer Expectations for additional clarification.)

8. Liaison. For the purposes of this agreement, official liaison between the District and the County shall be between the Superintendent of the District, and the County Sheriff. To promote efficiency, informal liaison is expected to occur between the School Resource Officer and the Principal of the appropriate schools.

9. Investigation Authority. The District, under normal circumstances, shall defer to the appropriate law enforcement agency, the conduct of any investigation in matters involving criminal offenses. The City of Rupert Police Department, the City of Heyburn Police Department, and the Minidoka County Sheriff's Office have the right of first investigation in order to discover

2023-2024 School Resource Officer Agreement

and preserve evidence, and to ensure the constitutional rights of individuals. Matters involving academic affairs, student behavior, and discipline shall be solely the province of the District.

10. Violations. All violations of City, County, and State laws will be processed as provided by laws of the County of Minidoka and the State of Idaho. However, the District retains authority to establish the rules and regulations for parking and parking lots on campuses within the District. The enforcement of parking rules and regulations on District-owned campus parking lots may be jointly enforced by the District and the Sheriff's Office. This responsibility may be extended to other areas of authority as may be defined by School Board policy. The parties recognize that the District may from time to time adopt policies, procedures, rules and regulations affecting the conduct of persons present on the campuses referenced above. To the extent that violations of those policies, procedures, rules and regulations constitutes a violation of law, including breach of the peace, or a threat to public health or safety, those policies, procedures, rules and regulations will be enforced by the School Resource Officer. To the extent that violation of those policies, procedures, rules, and regulations does not constitute a violation of the law, the School Resource Officer is not required to take law enforcement action and may leave the enforcement thereof to the District.

11. Officer Identification. The School Resource Officer, while providing School Resource Officer services under the terms of this agreement, will customarily be dressed in appropriate attire, but on occasion will wear the standard Sheriff's Office uniform. Determination of occasions requiring the wearing of the Sheriff's Office uniform will be left to the discretion of the Resource Officer.

12. Contract Costs. The District shall pay the sum of Thirty two thousand, one hundred dollars and Zero Cents(\$32,100) at a rate of Two thousand, six hundred, seventy five dollars (\$2,675.00) monthly to the County in exchange for services provided by the School Resource Officer, pursuant to the terms of this agreement. The District will be billed by the County on or before the 5th day of each month for said services. The County shall pay the School Resource Officers' benefits, including any insurance costs, retirement benefits, access to transportation, reimbursement for travel, equipment, and all other costs associated with the School Resource Officers' duties.

13. Independent Contractor Status. It is acknowledged by the parties that the School Resource Officer, acting pursuant to this agreement, are not employees or agents of the District or schools within the District, but remain employees of the County.

14. Holiday Leave. The School Resource Officer, acting pursuant to this agreement, may be absent from his or her assigned campus/es on the following observed holidays observed by the County: Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, News Year's Day, Martin Luther King, Jr./Human Rights Day, Presidents' Day, Memorial Day, Independence Day.

2023-2024 School Resource Officer Agreement

The School Resource Officer will not be working under the terms and conditions of this agreement on those dates which students are not attending school, with the exception of the following: dates prior to the beginning of school, during teacher in-service days, and subsequent to the end of the school year. On days when students are not attending school, other than the above-stated exceptions, the School Resource Officer will be available for services to the Sheriff's Office.

15. Training. The School Resource Officer may be required to attend additional training on days when school is not in session.

16. Suspension or Termination of Officer. The Sheriff's Office may remove or suspend the School Resource Officers' law enforcement authority at any time, in accordance with and as authorized by the Manual. In the event a School Resource Officer appears not to be suited for assigned duty in the judgment of the District or the Sheriff's Office, that party will so inform the other party in writing, to include reason/s for such evaluation.

17. Availability for County Emergencies. In the event an emergency arises within the County the School Resources Officer may be called away from his or her School Resource duties to respond to such emergency, as determined to be necessary by the County Sheriff and/or a member of his or her staff or designee. The School Resource Officer will return to his or her School Resource duties as soon as the emergency situation reasonably permits. Such emergency service may result in service beyond his or her School Resource Officer obligations under this agreement.

18. Regular Meetings with District Regarding School Services Officers. The Sheriff's Office will meet at least once yearly with a representative from the District to report and discuss the School Resource Officers' activities of the preceding year, and to discuss the renewal of the School Resource Officer agreement. The County Sheriff and/or a member of his or her staff will initiate such meeting.

19. Indemnity. In the event the County, the Sheriff's Office, or the Resource Officer have any claim, demand, suit or judgment against them which arises from acts or omissions of the District, the District shall indemnify the County, the Sheriff's Office, and/or the School Resource Officer and hold them harmless in the premises. In the event the District has any claim, demand, suit or judgment against them which arises from acts or omissions of the County, the Sheriff's Office, and/or the School Resource Officer, the County, the Sheriff's Office, and/or the School Resource Officer shall indemnify the District and hold it harmless in the premises.

20. Terms of Contract. This agreement may be terminated by either party upon sixty (60) days prior written notice to the receiving party. In the event of cancellation of this agreement, the District shall pay the County the consideration set out in Paragraph 13, adjusted for the number of school days on which services were actually performed by the School Resource Officer.

2023-2024 School Resource Officer Agreement

20. Attorney Fees. In the event any action is filed in relation to this agreement, the unsuccessful party shall pay to the successful party its reimbursable attorney fees and costs.

21. Agreement. This instrument contains the entire agreement between the parties in relationship to providing School Resource Officer services.

BOARD OF MINIDOKA COUNTY JOINT SCHOOL DISTRICT NO. 331

By: _____
Bonnie Heins, Chairman Date _____

MINIDOKA COUNTY JOINT SCHOOL DISTRICT NO. 331

By: _____
G. Spencer Larsen, Superintendent Date _____

BOARD OF MINIDOKA COUNTY COMMISSIONERS

By: _____
Wayne Schenk, Chairman Date _____

MINIDOKA COUNTY SHERIFF'S OFFICE

By: _____
David Pinter, Sheriff Date _____

2023-2024 School Resource Officer Agreement

School Resource Officer Expectations

The following list of expectation are incorporated as part of the School Resource Officer Agreement between the Minidoka County Joint School District, the County of Minidoka, and the Minidoka County Sheriff's Office.

The Role of the School Resource Officer in Minidoka County schools is to:

- Supervise the school facility and school grounds before, during and after school.
- Prevent juvenile delinquency and promote positive student behavior.
- Assist other law enforcement officers with outside investigations concerning students attending the school in which the School Resource Officer is assigned.
- Act as a liaison with juvenile probation when feasible.

- Build relationships with students in assigned schools by participating in school activities, student organizations and athletic events when feasible and appropriate.
- Promote a positive and safe school environment/culture
- Work closely with parents, students, staff and members of the community to:
 - Provide law and safety training,
 - Encourage individual and small group discussions about law enforcement and safety related matters, and
 - Solicit input on ways to create a safer school environment.
- Provide students with strategies for improvement as related to juvenile delinquency and juvenile delinquency prevention.

Specific School Resource Officer Expectations:

1. Be available by phone at all times while on duty.
2. Establish and share a schedule to visit each building at least once each week, being visible before school, during lunch, between classes, or after school.
3. Promote drug awareness by bringing the drug dogs to each secondary school monthly.
4. Refrain completely from functioning as a school disciplinarian. The School Resource Officer is not to be involved in the enforcement of disciplinary infractions that do not constitute violations of the law.
5. Actively participate in all safety end emergency practice drills in the district.
6. Prepare a monthly activity report and submit it to the District Superintendent by the 5th of each month.

Minidoka County School District #331
2023-2024 School Resource Officer Agreement

School Resource Officer Renewal Agreement

The Minidoka County Joint School District, the County of Minidoka, and the Minidoka County Sheriff's Office hereby agree to extend the 2021-2022 School Resource Officer Agreement for one additional year commencing July 1, 2022 through June 30, 2023.

Any changes to the agreement will be done in accordance with the above referenced agreement.

BOARD OF MINIDOKA COUNTY JOINT SCHOOL DISTRICT NO. 331

By: _____
Bonnie Heins, Chairman Date

MINIDOKA COUNTY JOINT SCHOOL DISTRICT NO. 331

By: _____
Mr. Spencer Larson, Superintendent Date

BOARD OF MINIDOKA COUNTY COMMISSIONERS

By: _____
Kent McClellan, Chairman Date

MINIDOKA COUNTY SHERIFF'S OFFICE

By: _____
David Pinter, Sheriff Date

It is the policy of the Board of Trustees of Minidoka County Joint School District No. 331 to follow the Idaho State Constitution in forming the Board of Trustees for Minidoka County. The District is governed by a Board of Trustees consisting of five (5) members. Each member represents a different Trustee zone unless a Trustee was appointed at-large to fill a vacancy. Except as otherwise provided by law, Trustees shall hold office for terms of four (4) years until January 1 of the year in which the Trustee's term expires.

Provisions:

The following provisions are to be delineated:

1. Membership of the Board shall consist of the following:
 - a. The Board of Trustees shall consist of five members nominated and elected by the qualified voters of Zone in which the Trustees live for a term of four years. The Trustee election shall be held on the first Tuesday following the first Monday in November in odd-numbered years.
 - ~~i.~~ Each Trustee shall be a school district elector of his\her district at the time of his or —her nomination and a resident of the Trustee Zone from which nominated and elected, —or appointed. When a change in the boundaries of a duly elected Trustee's zone causes them to no longer reside in the zone they were elected to serve, the Trustee shall be allowed to remain in office for the remainder of their term. This shall not apply to a Trustee who resides at a different address from the one they resided at when the election took place. In such cases and in cases where the Trustee was appointed to represent a zone they no longer reside within, a vacancy shall be declared.
 - b. The Board of Trustees shall have authority to fill (appoint) any vacancies which may occur in that body. The person appointed shall serve until January 1 of the year in which the original term expires for the Trustee Zone that was filled by the appointee.
2. The Board of Trustees shall organize at the Annual Meeting and elect a Chairman, a Vice-Chairman, a Clerk, and a Treasurer.
3. It shall be the duty of each member of the Board of Trustees to attend all meetings, both regular and special. The Board shall have the following powers and duties:
 - a. To make bylaws, rules and regulations for its governance and that of the District, consistent with the laws of the State of Idaho and the rules and regulations of the State Board of Education.
 - b. To call special meetings or elections for such purpose as may be necessary for the proper conduct and management of the schools of the District.
 - c. To employ an attorney or attorneys when deemed the best interest of the District, or the purpose of defending the District against any suit or bringing action deemed necessary to be commenced by the Board.

4. Governing authority is granted to the Board, not to the individual members. The Board actually is not in existence unless it is sitting in a legal session. It is only at that time that a Board has legal authority. Members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of an individual Board Member except when such statement or action is in pursuance of specific instructions from the Board. No Board Member, by virtue of his/her office, shall exercise any administrative responsibility with respect to the schools, or as an individual, command the services of any school employee. School Board Members, as individuals, have no authority over school affairs or personnel, except as provided by law or authorized the Board.
5. Major functions of the Board of Trustees are the following:
 - a. Provide the best educational program possible within the financial means available.
 - b. To establish the educational policies of the District.
 - c. To determine the personnel policies of the District.
 - d. To select and employ a well-qualified professional school administrator to manage the system.
 - e. To employ the necessary personnel upon recommendation of the Superintendent of Schools.
 - f. To establish the educational and administrative structure of the school system external and internal.
 - g. To provide and maintain the physical plant and equipment.
 - h. To assume and carry out the responsibility for the raising, spending, and accounting of the funds to support the school system.
 - i. To evaluate the accomplishments of the school system.
 - j. To plan for the continued effectiveness and further improvement of the school system.

Elections:

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

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

If, after expiration of the date for filing written nominations, it appears that only one (1) qualified candidate has been nominated for a position or if only one (1) candidate has filed a write-in declaration of intent, no election shall be held for that position, and the Board of Trustees or the Clerk with the written permission of the Board, shall within thirteen (13) days before the date of the election declare such candidate elected as a Trustee. The Clerk shall immediately prepare and deliver to the person a certificate of election signed by him bearing the seal of the district. All other scheduled Trustee elections will move forward under the regular procedures.

In each Trustee zone, the person receiving the greatest number of votes cast within his Trustee Zone shall be declared by the Board of Trustees as the Trustee elected from that Zone.

If any two (2) or more persons have an equal number of votes in any Trustee Zones and a greater number than any other nominee in that Zone, the Board of Trustees shall determine the winner by a toss of a coin.

Taking Office:

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

Each Trustee shall qualify for and assume office on the next January 1 following his or her election, or, if appointed, at the regular meeting of the Board of Trustees next following such appointment.

An oath of office shall be administered to each Trustee, whether elected, re-elected or appointed. The oath may be administered by the Clerk, or by a Trustee of the District. The records of the district shall show such oath of office to have been taken, by whom the oath was administered and shall be filed with the official records of the District.

A Trustee holds office from January 1 in the year in which he or she is elected until January 1 in the year in which his or her term of office expires, unless he or she:

- a. Dies;
 - b. Resigns as Trustee;
 - c. Removes him or herself from the trustee zone of residence;
 - d. Refuses to serve as Trustee;
 - e. Fails to attend four consecutive regular meetings of the Board without an acceptable excuse to the Board of Trustees; or
1. Is recalled and discharged from office.

If the Trustee is appointed, he or she holds office from the time he or she takes the oath of office until January 1 in the year in which the original term of office to which he or she was appointed expires, unless he or she:

- a. Dies;
- b. Resigns as Trustee;
- c. Removes him or herself from the trustee zone of residence;

- d. Is no longer a resident or school district elector of the District;
- e. Refuses to serve as Trustee;
- f. Fails to attend four consecutive regular meetings of the Board without an acceptable excuse to the Board; or
- g. Is recalled and discharged from office.



LEGAL REFERENCE: I.C. § 33-401 Legislative Intent,
I.C. § 33-501 Board of Trustees,
I.C. § 33-313 Trustee Zones
I.C. § 33-501 Board of Trustees [Effective January 1, 2011]
I.C. § 33-502 Declaration of Candidacy for Trustees
I.C. § 33-502B Board of Trustees-One nomination-No election
I.C. § 33-503 Election of Trustees-Uniform Date
I.C. § 33-504 Vacancies on Boards of Trustees
I.C. § 67-2341 Open Public Meetings – Definitions
I.C. § 34-1404 Declaration of Candidacy
I.C. § 34-1407 Write-in Candidates
I.C. Title 34 Elections

ADOPTED: Original Adoption Date Unknown

RATIFIED: July 17, 2017

AMENDED/REVISED: July 19, 2010; January 17, 2011; January 16, 2012; August 20, 2018; October 15, 2018

Open Enrollment by Students Who Reside Within and Outside the District

The Board of Trustees recognizes that some of its patrons may want to enroll their children in a different school than the school that serves the attendance area in which they reside. The Board also recognizes that some out-of-District parents/guardians may want to send their child to a District school. Therefore, this policy is adopted to allow all in-District and out-of-District patrons to choose among this District's schools under specified conditions. In making a decision on a student's open enrollment application, the Board of Trustees District shall consider the needs of the student requesting the transfer as well as the other students affected by the transfer and will accept students if capacity allows.

The District will prioritize applications from students who live within the District and may deny students for one or more of the following reasons:

1. The student was expelled by the previous District;
2. The student has a documented history of significant disciplinary issues or history of chronic absenteeism. However, students applying who have a 504 plan or IEP may not be denied enrollment or have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.
3. The receiving school within the District does not have space available according to the capacity limits set by the Board of Trustees.

~~A student currently under suspension or expulsion in this District or another district is not eligible for open enrollment under this policy.~~

The process outlined in this policy is required for admission to any school within the District, and shall be initiated again when a change in grade warrants a change in school – such as when the pupil wishes to continue open enrollment into middle school or high school.

Due process for all students remains the same regardless of which school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy.

Transportation

Parents/guardians of a student accepted under this open enrollment policy will be responsible for transporting the accepted student. If bus space is available, then students accepted under the open enrollment policy may be transported from an appropriate, established bus stop within District boundaries. However, this may not apply to students with disabilities who have transportation identified in their IEP as a related service need.

Sports

Eligibility rules for participating in extracurricular activities shall apply to students who request to attend a different school as described in this policy and any related procedures.

It is recommended that a student who is considering submitting an open enrollment application to this District, and who anticipates participating in a sport governed by the Idaho High School Activities Association (IHSAA) review IHSAA rules prior to submitting their open enrollment application. Certain school transfers could lead to a student being ineligible to play at the varsity level for one year.

Application/Approval Process

~~An open enrollment application must be submitted for admission to a specific school. Applications will be accepted on a form provided by the District (which must be substantially similar to the State's form) from January 1 to until February 1 of each year for enrollment in the subsequent school year. This deadline shall be waived in the case of students who move out of their attendance zone during the school year. The District may also consider other applications submitted after February 1.~~

~~At the time of application, the District will provide the student's parent/guardian a list of eligible reasons for denial or revocation of open enrollment.~~

Maximum Capacity

~~The District will only accept an open enrollment student if the grade level and/or programs they require are below the capacity limits specified in 3010P. The District shall report, at least four times during the school year, the space available at each grade level, by school, using these capacity limits and will post it prominently on the District website.~~

~~The Superintendent shall establish a procedure for:~~

- ~~1. The method of determining which students are chosen when classroom space allows the admission of some, but not all, qualified applicants is limited;~~
- ~~2. Notifying parents/guardians of the possible reasons for denial or revocation;~~
- ~~3. Notifying parents of the action taken on the open enrollment application, including the reasons for the denial of any application;
The factors which may cause an open enrollment application to be denied; and~~
- ~~4. The process for removing a student from a transfer school, including the grounds for removal, parent notification, and the appeal process; and~~
- ~~5. Notifying parents/guardians of the appeal process available to them in the event their student's application is denied.~~

Re-enrollment

~~As long as a transfer student continues to reapply for enrollment, the Superintendent shall treat that student as if he or she resides in that school's attendance area, except in the circumstances described below. To the extent possible, the Superintendent shall expedite the enrollment process. Open Enrollment students do not need to re-apply to maintain their enrollment at the school in which they're enrolled; However, the parent/guardian shall notify the District of their intention to re-enroll on an annual basis no later than February 1. The District will provide a form for parents/guardians that will serve as a notice of intent to re-enroll.]~~

~~Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school.~~

~~The Superintendent may deny an open enrollment request when such enrollment would negatively impact the efficient use of the District resources as described in 3010P.~~

Revocation of a Transfer Open Enrollment

~~Transfer Open enrollment students are required to comply with all District policies. Unacceptable behaviors by a transfer student or false or misleading information on their open enrollment application are grounds for the District to remove an open enrollment transfer student at any time. The District may revoke a student's enrollment if one or more of the following occurs:~~

2. The student commits repeated, serious disciplinary infractions.
3. The student has been expelled.
4. The number of resident students exceeds the capacity limits set in Procedure 302.00P. A student's open enrollment cannot be revoked on these grounds if a student has attended the receiving school for more than two consecutive school years. If a student's enrollment is revoked for this reason, the District shall offer information about other District schools that may be accepting open enrollment students.

Students under consideration of revocation who have a 504 plan or IEP may not have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.

If a student's open enrollment transfer is revoked, the parent/guardian may request an administrative review by the Superintendent. The Board may review the Superintendent's decision.

Student Appeals

If an open enrollment application request is denied or revoked, a parent/guardian may request an administrative review by the Board. The parent/guardian must request the review within five school days of receiving the written denial notice. The Board shall consider the appeal at its next regularly scheduled meeting, and issue its decision in writing.

Student Rights and Responsibilities

All student's rights and responsibilities remain the same regardless of what school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy.

Preventing or Recruiting Potential Open Enrollment Students

Neither the District nor its employees will ~~not~~ take any action to prohibit or prevent application by a student to attend school in another school district or to attend another school within the District. In no event is the District, or an employee of the District to recruit students outside of their attendance area. Violation of this policy may involve disciplinary action up to and including dismissal.

Evaluation of Policy

Annually, the Superintendent shall report to the Board the effect of this policy. ~~His or her~~The report should include the number of open enrollment requests accepted or denied by each school, the reasons for denial, and any unanticipated results of this policy.

<u>Cross Reference:</u>	<u>2240</u>	<u>Class Size</u>
	<u>3080</u>	<u>Nonresident Student Attendance by Out of State Students</u>

<u>Legal Reference:</u>	<u>IC §33-512</u>	<u>Governance of Schools</u>
	<u>IC §33-1401</u>	<u>Transfer of Pupils - Definitions</u>
	<u>IC §33-1402</u>	<u>Enrollment Options</u>
	<u>IC §33-1404</u>	<u>Districts to Receive Pupils</u>
	<u>IC § 33-1409</u>	<u>Measuring and Reporting Capacity</u>
	<u>IC § 33-1410</u>	<u>Student Appeals</u>
	<u>IC §33-2001</u>	<u>Education of Exceptional Children - Definitions</u>

Minidoka County Joint School District # 331 requires that prior to consideration of a request for transfer to a school located outside of the designated zone in district or admission of a non-resident student from out of district, an Open Enrollment application form must be submitted by the student's parent/guardian or appropriate designee if such is required, and approved by the building principal and superintendent.

Guidelines:

The primary responsibility of the District is to deliver the district's educational program to the resident students of the district. The District encourages open enrollment and parental choice as long as the admission of non-resident students is not detrimental to the education of resident students. The District has the option of accepting a student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the District.

These circumstances may include but are not limited to a lack of space and/or staff in a school, grade or program such as special education. Students with disabilities are not treated differently from non-disabled students with respect to consideration for placement in the school of their choice, unless the District has made an individual determination that disability-related needs of a particular student with a disability cannot be reasonably met at the school of their choice due to staffing, resources, program availability, hardship to the District, Declaration of Hardship and/or other factors.

No tuition shall be charged when a student attends a non-resident school under the State's Enrollment Options Program

Any student wishing to transfer in-district to a school located out of his/her zone of attendance must have parent/guardian or other designee make application. **ALL IN AND OUT OF DISTRICT OPEN ENROLLMENTS MUST BE RENEWED ANNUALLY.**

1. For both in-district and out-of-district applications principals will consider: 1) enrollment capacities based upon available staff and space; 2) the behavioral records of applying non-resident students; 3) adequacy of transportation arrangements.
2. **TRANSPORTATION WILL NOT BE PROVIDED BY THE DISTRICT. PARENTS ARE RESPONSIBLE FOR TRANSPORTATION TO AND FROM THE REQUESTED SCHOOL UNLESS ON A REGULAR BUS ROUTE.**
3. Out-of-district or non-resident Open Enrollment applications and approvals must be renewed annually. The out-of-district application accompanied by the pupil's accumulative record special education file, IEP, 504 or other applicable documents, if any, must be submitted to the District by February 1 for enrollment during the following year, and notice of such application given to the home district. This deadline shall be waived in the case of students who move out of their attendance zone during the school year
4. Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school.
5. Open Enrollment application forms can be picked up at the individual schools, obtained on the district website at www.minidokaschools.org, or picked up at the District Service Center. Completed applications are to be turned into the school the student is requesting to attend.

~~Principals will recommend admission or denial of admission for all in-district and out-of-district Open Enrollment applications and forward their recommendations to the superintendent for approval. Each application will also be reviewed by the Special Services Director.~~

- ~~6. A student under suspension or expulsion will not be eligible for out-of-district enrollment. New or continued enrollment of such open enrollment students will be subject to the District's discretion and such students may be denied enrollment, re-enrollment, or continued enrollment in accordance with the District's Open Enrollment Policy, this District's Hardship Declaration and/or other factors such as:~~
- ~~a. Whether the student in good standing with the most recently attended school in terms of conduct and attendance~~
 - ~~b. Whether the student demonstrates a record free of truancy~~
 - ~~c. Whether the student demonstrates a clean behavior record in the school last attended for a period of at least once year~~
 - ~~d. Whether the student's presence poses a detriment to the health and safety of other students and/or staff.~~
- ~~7. After the application has been reviewed by the appropriate district personnel, and a decision has been reached, the applicant will be notified by mail if the open enrollment is **denied** with a written explanation within sixty (60) days if the application is denied, otherwise the school designee will contact the parent/guardian notifying them of the open enrollment being approved.~~
- ~~8. The District may deny out-of-district student enrollment for circumstances that constitute a hardship, or fall within the scope of any Hardship Declaration including, but not limited to, enlarged student-teacher ratios; require the hiring of additional staff, the provision of educational services not currently provided in the school, overcapacity of any program such as special education, classes, as well as overcapacity of any grade level, or building; or any other factors pertaining to staffing, student-teacher ratios, case load and/or to protect the health, safety, and welfare of its existing students and/or its educational processes:~~
- ~~• Kindergarten ————— 20 Students~~
 - ~~• Grades 1, 2, 3 ————— 20 Students~~
 - ~~• Grades 4, 5 ————— 26 Students~~
 - ~~• Middle Schools ————— 27 students per period~~
 - ~~• High School ————— 27 students per period~~
 - ~~• High School Alternative (6-12) — 13 Students~~
 - ~~• Behavior ————— 11 Students~~
 - ~~• Extended Resource ————— 12 Students~~
 - ~~• Special Education Resource — 17 Students~~
 - ~~• Developmental Preschool — 15 Students~~
 - ~~• Special Ed Self-Contained — 7 Students~~
 - ~~• English Language Learner — 21 Students~~

- ~~9. The Board of Trustees or Superintendent shall not be prohibited from prescribing nondiscriminatory preconditions or standards for admission where necessary to protect the health, safety, and welfare of existing students and/or protect the educational processes.~~
- ~~10. Whenever an out-of-district pupil enrolls in and attends a school within the District, the parent or guardian shall be responsible for transporting the pupil to and from the requested school or an appropriate bus stop within the District.~~
- ~~11. Homeless children as defined by the Steward B. McKinney Homeless Assistance Act (P.L. 100-77), may attend any school district or school within a district without payment of tuition when it is determined to be in the best interest of such homeless child and youth in transition will remain at their schools of origin, unless that is against the parent or youth's wishes. Students may remain at their schools of origin the entire time they are in transition and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing during the summer. Any non-resident student placed by court order under the Idaho Youth Rehabilitation Act or the Child Protection Act and residing in a licensed home, agency, or institution located within the District shall be enrolled and shall not be charged tuition.~~
- ~~12. An open enrollment out-of-district student who becomes eligible for special education during the school year will be allowed to complete the school year as an open enrollment student, however, the student may be re-evaluated and/or his or her enrollment status may be reviewed prior to enrollment for the following year, and depending upon circumstances, such enrollment may be denied in accordance with the District's Open Enrollment Policy, this District's Hardship Declaration and/or other factors.~~

Sports

~~Eligibility rules for participating in extracurricular activities shall apply to students who request to attend a different school as described in this policy and any related procedures.~~

~~It is recommended that a student who is considering submitting an open enrollment application to this District, and who anticipates participating in a sport governed by the Idaho High School Activities Association (IHSAA) review IHSAA rules prior to submitting their open enrollment application. Certain school transfers could lead to a student being ineligible to play at the varsity level for one year.~~



LEGAL REFERENCE: ~~Idaho Code 33-1402, 33-1403, 33-1404, 33-506, 33-1401 Transfers of Pupils – Definitions, 33-2001 Education of Exceptional Children~~

ADOPTED: September 1993

AMENDED/REVISED: March 2001; September 19, 2011; November 16, 2015; June 19, 2017; October 15, 2018; January 20, 2020; August 17, 2020; May 15, 2023

CROSS REFERENCE: 2240 Class Size; 2080 Nonresident Student Attendance by Out of State Students

Open Enrollment Procedures

Open Enrollment Application forms are available on the District's website. Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school. The application, together with the student's cumulative record, special education file, IEP, or other applicable documents, if any, shall be submitted to the receiving district no later than February 1 for enrollment during the following school year. The District will not admit any student prior to viewing that student's records from their previous school districts.

The District has the option of accepting a student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the District.

No tuition shall be charged when a student from another school attendance area or other Idaho school district attends a school as described in this procedure and the related District policy.

Application for District Students

For students who reside in the Minidoka School District, the parent/guardian completes the Open Enrollment Application form and submits it to the principal of their attendance zone school (home school).

Application for Out-of-District Students

For students who reside outside the District boundary, the parent/guardian shall complete the Open Enrollment Application form and submit it to the principal of the school they wish to attend (receiving school).

Decision Regarding Application

Once the receiving school principal receives the application from an in-District or out-of-District parent/guardian, along with the student's file from their home district, the principal or designee makes a recommendation to approve or not approve the transfer using the criteria set forth in Policy 302.00.

The Designate an administrator to evaluate data, if any, and/or the placement options. After reviewing the student's file, the designee has discretion to review and accept or deny the open enrollment applications on a case by case basis, considering and applying the factors noted above. The administrator, if possible, should be knowledgeable and/or review the applicable records concerning:

- I. The student.

2. The student’s disciplinary record;
3. The student’s attendance record;
4. The student’s disability, if applicable;
5. The placement options, given The student’s academic history;
6. The student’s disability evaluation data, if any; and/or
7. The placement options.

Applications will normally be considered on a “first-come first-serve” basis.

Any non-resident student placed by court order under the Idaho Youth Rehabilitation Act or the Child Protection Act and residing in a licensed home, agency, or institution located within the District shall be enrolled and shall not be charged tuition.

Homeless children as defined by the Steward B. McKinney Homeless Assistance Act (P.L. 100-77), may attend any school district or school within a district without payment of tuition when it is determined to be in the best interest of the homeless child.

The Superintendent will notify the parent/guardian of their decision no later than March 31.

If the request for open enrollment is denied, the denial will include a written explanation. If the application is denied because classroom capacity has been reached at the school of choice, the denial will include information about other schools in the District that are below capacity. All parents/guardians whose open enrollment application for a student is denied shall be provided with notice of the denial and information about their options to appeal the denial.

If the request for open enrollment is approved, the notification will inform the parents of the following:

1. Parents must provide transportation or get student to the nearest District bus stop, if space is available;
2. Parents must notify the District by February 1 of each year regarding their intention to re-enroll their child under the Open Enrollment program.
3. That open enrollment may be revoked if the student presents issues of chronic absenteeism, commits serious disciplinary infractions, is expelled, or if the receiving school exceeds maximum capacity with resident students within their first two years of admission.

Grounds for Denial of Application

Factors which may cause an Open Enrollment Application to be denied include:

Grade	Class Size
K-1	20
2-3	20
4-6	26

7-12	160 students per teacher per
Special Education classroom, Self-Contained	An average of 6 students per teacher
English Language Learners (ELL)	20 per full-time ELL teacher
Alternative Schools	18 students per classroom

1. A school, grade, or program(s) has lack of available classroom space and/or staff, such as when the current enrollment is at or above the following capacity limits:
2. The student has been suspended or expelled in their home district. The student has a documented history of repeated serious disciplinary infractions. This includes infractions which could be grounds for suspension or exclusion.
3. The student has issues of chronic absenteeism. A student is considered chronically absent if the student is absent 10% or more school days during the school year.
4. It is determined that information on the Open Enrollment Application has been misrepresented or was incomplete.

However, if the student has a 504 plan or IEP and the disciplinary or absenteeism issues are a manifestation of the disability, this shall not be grounds for denial of the application.

Revocation of Open Enrollment

As long as an open enrollment student’s parent/guardian has, before the preceding February, notified the District of their intention to re-enroll the student, the Superintendent shall treat that student as if they reside in that school’s attendance area. However, the District reserves the right to remove an open enrollment student if:

1. The student has a documented history of chronic absenteeism;
2. The student has a documented history of repeated serious disciplinary infractions;
3. The student has been expelled.
4. The number of resident students exceeds the capacity limits set in this procedure. A student’s open enrollment cannot be revoked on these grounds if a student has attended the receiving school for more than two consecutive school years. If a student’s enrollment is revoked for this reason, the District may offer information about other District schools that may be able to accept open enrollment students.

If a student’s open enrollment is revoked, the parent/guardian the revocation to the Board within five school days.

The Board of the receiving school must render a decision to the parent/guardian at their next regular meeting, and the Board must issue their decision in writing. The decision of the Board may be appealed to the State Board of Education.

If a student who is a resident of another district applies to this District and is accepted under the terms of this policy and fails to attend they shall be ineligible to apply again for open; enrollment in this District.

Students with Disabilities

In-district and out-of-district students with disabilities are not treated differently from students without disabilities with respect to consideration for placement in the school of their choice, unless the District has made an individual determination that disability-related needs of a particular student with a disability cannot be reasonably met at the school of their choice. Additionally, students applying who have a 504 plan or IEP may not be denied enrollment or have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.

ADOPTED:

REVISED:

POLICY TITLE: Open Enrollment form	POLICY NO: 320.00F of 2
Minidoka County Joint School District # 331	

Date: _____
 Requested School: _____ Zoned School: _____
 Current School _____

OPEN ENROLLMENT FORM

Student Information	
Student Name	School year for request:
Last First	
Grade	Date of Birth
Street Address	City Zip Code
Parent/Legal Guardian Name	Home Phone
Parent/Legal Guardian Email	Cell Phone

Reason for student transfer: _____

Is your student on an IEP? YES _____ NO _____
 Has your student had a history of attendance infractions within the past three years? YES _____ NO _____
 Has your student had a history of disciplinary infractions within the past three years? YES _____ NO _____
 Are the attendance/disciplinary infractions related to a disability? YES _____ NO _____

Please explain attendance and/or disciplinary infractions: _____

Will your student participate in IHSAA sanctioned activities? YES _____ NO _____
 If yes, which sport/activities: _____

Considerations:

- Priority will be given to open enrollment applications of students living within the district.
- If the student participates in any athletic program governed by IHSAA, he/she may not be eligible to participate at the new school. The parent or guardian should check [IHSAA rules](#) before submitting an application.
- The transfer request is not complete until the resident school has released the student, submitted the request to the requested school and it has been accepted. The student should remain enrolled in the resident school until there is an effective start date at the requested school.
- The district will notify parents of acceptance and the effective start date or denial.
- Transportation of open-enrolled students is the responsibility of the parent/guardian.

Decision-Making Criteria, Revocation, and Appeals:

Space Availability

All applications will be considered on a space-available basis. The district will use their maximum enrollment to determine the space availability according to the state law and district policy. When there is a transition from one school to another, such as elementary school to middle/junior high school, a new application is required due to different capacity limits.

Attendance and Disciplinary Infractions

Open enrolled students are expected to follow all discipline and attendance policies and regulations applicable to all Minidoka School District students. Failure to meet these conditions may result in revocation of this Open Enrollment transfer and return to his/her resident school.

Appeals

Appeals of an administrator’s denial or revocation of open enrollment for students wanting to attend Minidoka School District will be directed to the district’s Board of Trustees for administrative review. The appeals process will follow the district’s policy and process for appeals and must be aligned to Idaho Code 33-1410.

Acknowledgements:

- I certify the information provided is accurate and complete.
- I understand the approval of this request shall be dependent upon the acceptance and rejection standards stated in the district’s policy, and revocation of this transfer may occur in accordance to the conditions listed in the district’s policy. This includes over-enrollment within the first two years of the transfer.
- I understand my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.
- I understand I am responsible for providing transportation to and from school for my student.
- I understand the transfer can be revoked at any time if there are attendance or discipline issues.
- I understand I must complete the Intent for Re-enrollment each year in order to continue to attend the school.
- I have requested the transfer of my student’s records from _____ district to _____ district.

I have read the school district policies and procedures on Open Enrollment and hereby request that my son/daughter be permitted to attend the request schools.

Parent/Legal Guardian Signature _____ Date _____

Student Signature (6-12 only) _____ Date _____

For District/School Use Only
Date application received by the district:
Receiving Administrator’s Comments:
Receiving Administrator’s Signature and Date:
Transfer request: Approved _____ Denied _____ Reason for denial: _____
Date of Parent Notification:

POLICY TITLE:**Classified Supervision Procedures****POLICY NO:****590.00****Minidoka County Joint School District # 331****PAGE 1 of 2****Progressive Supervision General Guide:**

Employees may be disciplined by the Superintendent, designee, or any administrator/supervisor. Progressive supervision will normally be used as follows:

- 1.— Discussion/counseling
- 2.— Written notice
- 3.— Plan of Improvement with terms and conditions
- 4.— Suspension
- 5.— Dismissal

However, the employer may use reasonable alternative supervisory measures at any step including suspension, with or without salary, and dismissal, as the employer deems appropriate. Major infractions as outlined under "Disciplinary/Dismissal Grounds" may result in immediate dismissal or other appropriate actions rather than in the progressive supervision described above.

Corrective supervision in the form of oral warning or oral reprimand, written warning or written reprimand, suspension with or without salary may be used, sequentially, in any combination, or singularly at the administrative level prior to a recommendation for termination of employment. This policy is intended to offer options for corrective supervision and the full application of this policy, or the application of any part therein, will not be a precondition to the district's right to terminate or suspend an employee.

Discipline of classified employees will not be caused or affected by the employee's religious beliefs, disability or racial or ethnic background, sex, age or exercise of constitutionally protected rights.

An employee may be suspended without salary as a disciplinary action by the Board of Trustees.

Any employee who has been dismissed for cause (related to job performance) will be ineligible for re-employment.

A classified employee may be reprimanded and suspended with salary until the next regular board meeting by his or her immediate supervisor, building level supervisor, assistant superintendent, or superintendent.

Any classified employee may appeal supervisory decisions according to the Grievance Policy, #590.50.

Before the district dismisses a classified employee, it will give the employee reasonable notice in writing of the proposed action and the grounds.

~~If an employee desires an informal hearing prior to the Board's decision in a proposed dismissal, the employee will submit written notice to the district within ten days after receipt of the notice of the proposed dismissal.~~

~~Within ten days after receipt of the employee's request, the district will set a date and time for the dismissal informal hearing.~~

Disciplinary/Dismissal Grounds

~~The employer may terminate an employee's employment for any of the following reasons:~~

- ~~1. failure to perform duties in a satisfactory manner as per job description~~
- ~~2. insubordination~~
- ~~3. falsification of district records~~
- ~~4. commission of criminal acts, related to job assignment~~
- ~~5. conduct which is detrimental or harmful to any student(s)~~
- ~~6. acts considered by the employer to be detrimental to the school district~~
- ~~7. acts which are contrary to the adopted mission of the school district~~
- ~~8. acts which are contrary to harmonious working relations~~
- ~~9. violation of district policies or reasonable **documented** directives from supervisors~~

~~Each infraction listed above as grounds for dismissal shall be considered a major infraction resulting in possible immediate dismissal, with the exception of "Failure to perform duties in a satisfactory manner as per job description."~~

Suspension with Salary

~~The supervisor may suspend an employee with salary for any of the reasons listed under "Disciplinary/Dismissal Grounds." The supervisor will investigate the factual situation relative to any allegations involving the employee and will offer the employee an informal hearing prior to a final decision for suspension with salary.~~

~~See Policy 588.50 Reduction in Force.~~



LEGAL REFERENCE:

ADOPTED: May 22, 1996

AMENDED/REVISED: May 19, 1998

REVIEWED: January 18, 2021