

**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, November 20, 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. CALL TO ORDER & ROLL CALL	
2. VISITOR WELCOME, PRAYER & PLEDGE OF ALLEGIANCE	
3. AGENDA APPROVAL (Action Item)	
4. CONSENT AGENDA (Action Item)	
A. Minutes of Previous Meeting	2
B. Payment of Bills, Payroll & Treasurer's Reports, SBF & Activity Reports	8
C. Disposition of District Property/Fixed Assets	
D. Travel Requests	59
E. Personnel	
1. Revised Salary Schedule (Change in Activity Classified/Certified Pay)	72
5. STUDENT REPRESENTATIVE REPORTS	
6. GOOD NEWS - Hispanic Youth Leadership Summit (Veronica Granillo) & East Minico	73
7. PATRON COMMENTS	
8. DISCUSSION ITEMS	
A. Administrator/Department/Committee Reports	74
1. ISBA Convention Report	
B. Policy Discussion	
C. Superintendent Report	
D. BusRight Presentation - Carrie Martsch & Coleen Jones	
9. BUSINESS (Action Items)	
A. West Fundraiser Request	87
B. Appointment of Assistant Board Treasurer	
C. Approval of Bus Bid	
D. Approval of Change in Guest Teacher Handbook	88
E. New/Amended/Deleted Policies	
1. Policy R226.00 Idaho Digital Learning Academy IDLA Classes (First Reading)	89
2. Policy 424.00 Public Access to District Records (First Reading)	92
3. Policy 426.00 Community Patron Visits at Schools (Second Reading)	99
4. Replacement Policy R370.50 Suicide (Second Reading) Delete Policies 370.50P1;370.50P2;37.50P3	102
5. Policy R340.40 Student Searches, Questioning and Arrest (Second Reading)	116
6. Policy R340.50 Use of Restraint and Seclusion Techniques and Form (Second Reading)	122
7. Policy R352.30 Student Health Physical Screenings Examinations (First Reading)	132
8. Policy R382.00 Student and Family Privacy Rights (Second Reading)	135
9. Policy R383.00P Efforts to Notify Parent/Guardian of Changes in Student Health or Well-being Procedure and Form (Second Reading)	139
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

MCSD #331 Board of Trustees

Special Meeting Minutes

October 30, 2023

The special board meeting held at the District Service Center, 310 10th St., Rupert, Idaho was called to order by Chair Heins, at 5:09 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 Andersen, seconded by Trustee Claridge. Motion carried. Those in attendance: Anne Magnelli, LouAnne Young, Josiah Young, Shaylynn Young, Amy Martz.

A declaration was made that Executive Session was completed.

Business

A motion was made by Trustee Perez – After reviewing the evidence presented during Executive Session and reviewing the minutes of the DDRC meeting, I would entertain a motion to uphold the decision of the DDRC recommendation of the expulsion of student 10-3—23-1, seconded by Vice Chair Suchan. Vote: Trustee Claridge – Yes; Vice Chair Suchan – Yes; Chair Heins – Yes; Trustee Andersen – Yes; Trustee Perez – Yes. Motion carried.

Board Training

David Brinkman, IASA, offered training on the Roles of Trustees, CIP Plan. He asked the Board to submit their ideas of what the Chair, Vice Chair, Board Clerk and Assistant Board Treasurer (new) roles should be. He and Mr. Larsen will create a policy that outlines the Board’s responsibilities

Adjournment

A motion for adjournment was made by Trustee Andersen, seconded by Trustee Claridge. Motion carried. Adjourned at 9:20 p.m.

Bonnie Heins, Chair of School Board

Attest: November 20, 2023 kt

Kerri Tibbitts, Board Clerk

MCSD #331 Board of Trustees

Board Meeting Minutes

October 16, 2023

The regular board meeting held at the District Service Center, 310 10th St., Rupert, Idaho was called to order by Chair Heins, at 6:02 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 (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; (f) legal counsel was made by Trustee Perez, seconded by Trustee Andersen. Motion carried.

A declaration was made that Executive Session was completed.

Work Session - Policy Discussion

1. Policy 340.40 Student Searching, Questioning and Arrest (First Reading)
2. Policy 340.50 Use of Restraint and Seclusion Techniques and Form (First Reading)
3. Replacement Policy 370.50 Suicide (First Reading)
 - A. Delete Current Suicide Policies: 370.50 Suicide; 370.50P1; 370.50P2; 570.50P3
4. Policy 382.00 Parental Rights (First Reading)
5. Policy 383.00P Efforts to Notify Parent/Guardian of Changes in Student Health or Well-being Procedure and Form (First Reading)
6. Policy 426.00 Community Patron Visits at Schools (First Reading)

Adjournment

A motion for adjournment was made by Trustee Perez, seconded by Vice Chair Suchan. Motion carried.

Bonnie Heins, Chair of School Board

Attest: November 20, 2023 kt

Kerri Tibbitts, Board Clerk

MCSD #331 Board of Trustees

Regular Board Meeting Minutes

October 16, 2023 DRAFT

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 Mr. Larsen and the pledge led by Joseph Thomas.

Agenda Approval (Action Item)

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

Consent Agenda (action item) Trustee Claridge asked for clarification on some items on the financial report listing Cozy Coffee and Soda Frenzy. Daryl Kent explained there were expenses for teacher appreciation. With that clarification, 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: \$1,282,274.14

Payroll: \$2,091,663.97

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

Student Representative Reports:

Mt. Harrison: Student Council members shared events at Mt. Harrison High School. They asked the Board why credit recovery was being cancelled. Chair Heins stated that would be discussed later on the agenda. Students will have student showcases on the 19th and Veteran's dinner on November 9th.

Minico: Italy Jensen reported on homecoming and parent teacher conferences. Trustee Perez shared a picture of the new baseball field.

MCEA:

Brandi Milliron and Nicole Toner shared the many classes available to staff. If you are a member, the classes are free, otherwise you will have to pay. You can get an ISU credit. The dyslexia classes have been approved by the State.

Good News:

Students from Mrs. Milliron's class shared a presentation of their trip to the Kennedy Space Center.

Minico: The ag teachers informed the Board of the 4.9 million grant received from the state to help build the new ag building. They are short \$150,000 for the project to be completely funded. No district funds have been used for the building.

Terry Merrill informed the Board their enforced cell phone requirements have been successful. They find student interacting more.

Patron Comments:

Michael Christiansen submitted a patron comment regarding possible layoffs.

Discussion

Supplemental Levy: A flyer has been sent home at parent teacher conferences, and a posting on our website and Facebook explaining our levy. There will be staff informational meetings held at East, West and Minico. A town hall will be held the 24th at the Wilson theatre from 6:00 – 7:00 p.m.

Ready Program for Kindergarten: Kailee Hansen presented this program that will be implemented in schools. It is a school readiness program and free to parents. Childcare and a meal will be provided to parents who attend. They are hoping for donations to help with the dinner portion. The hope is to have five Spanish and five English classes offered at each school.

East Minico Advisory Curriculum: East is wanting to use the 2nd Step program they learned about when attending the conference in San Diego. It will help to form relationships with students while teaching social skills and problem solving.

Administrator/Department/Committee Reports: Mr. Larsen stated we received a safety grant from the state. The funds were lumped together for one grant. Any projects submitted will have to be completed by June.

Financial Report: Daryl Kent shared with the Board the budget for this year. He stated we did not reduce our budget by the 93-94% the state suggested. We have more staff than what the state reimburses us for. Currently it appears the budget will be extremely tight. Mr. Larsen informed the Board he has asked admin to reduce spending, only order the necessities and only as needed personnel, i.e. bus drivers, cooks, custodians.

There is a concern with ESSR funds, staff was moved around to help receive more funding from the State, and the District is not sure who was hired with ESSR funds.

When the audit is completed in November, we will know more where we stand with the budget.

Superintendent Report: Mr. Larsen informed the Board a boiler went out at Minico, cost will be around \$2,600; the walk through with adjusters showed the roofs were not as bad as they thought, but HVAC systems are worse; the elevator at Minico needs inspection which costs a couple of thousand along with the cost of the fire Marshall inspection but will be good for five years; and the signs in regards to sex offenders are here, and will be posted around our buildings.

Policy Discussion:

No discussion was held.

Business

Declaration of Emergency Staffing: A motion to declare that emergency staff was needed was made by Trustee Claridge, seconded by Vice Chair Suchan. Motion carried.

A motion to approve emergency hires was made by Vice Chair Suchan, seconded by Trustee Andersen. Motion carried.

Approval of Fuel Bid: A motion to approve the only fuel bid submitted (Bailey's Oil) was made by Trustee Perez, seconded by Trustee Andersen. Motion carried.

Approval of Declaration of Candidacy for Zones 2 and 3 (only one candidate): A motion was made to approve the Declaration of Candidacy in zones 2 and 3 by Trustee Perez, seconded by Trustee Andersen. Motion carried.

Approval of East Minico Advisory Curriculum: A motion to approve the advisory curriculum for East Minico was made by Vice Chair Suchan, seconded by Trustee Claridge. Motion carried.

Approval of Student Achievement Goals (East/West): A motion to approve the student achievement goals was made by Trustee Andersen, seconded by Trustee Perez. Motion carried. The goals are the same as last year. Schools felt they would be more beneficial for students.

New/Amended/Deleted Policies: The Board will hold the policies below for a second reading.

1. Policy 340.40 Student Searching, Questioning and Arrest (First Reading)
2. Policy 340.50 Use of Restraint and Seclusion Techniques and Form (First Reading)
3. Replacement Policy 370.50 Suicide (First Reading)
 - a. Delete Current Suicide Policies: 370.50 Suicide; 370.50P1; 370.50P2; 370.50P3
4. Policy 382.00 Parental Rights (First Reading)
5. Policy 383.00P Efforts to Notify Parent/Guardian of Changes in Student Health or Well-being Procedure and Form (First Reading)
6. Policy 426.00 Community Patron Visits at Schools (First Reading)

Adjournment:

A motion for adjournment was made by Trustee Andersen, seconded by Trustee Claridge. Motion carried. Adjournment was 8:50 p.m.

Bonnie Heins, Chair of School Board

Attest: November 20, 2023

Kerri Tibbitts, Board Clerk

**October 2023
Regular Board Meeting
Personnel Recommendation/Requests for Board Consideration**

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

Classified New Hire(s), 2023-2024

Christopher Davis	SPED Para at Rupert
James Devall	Bus Driver
Samvel Gevorkyan	Custodian
Amber Tuck	Custodian
Daisy Diaz	Para for Preschool

Guest Teacher 2023-2024

Gabriela Ayala
Victoria Sethunya
Karina Nunez
Derek Thomas
Vanu William Barrett
Clarissa Sanchez

Misc 2023-2024

Mark Rico	Assist. Wrestling Coach at East
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Resignation(s), 2022-2023

Angelica Silva	Minico Custodian
Hayley Andrew	Guest Teacher
Jamie Walker	Cheer Coach
Taylor Lowder	Guest Teacher
Kim Teague	Guest Teacher
Lindsey Smith	Bus Driver
Jessica Gee	Guest Teacher

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7116

Voucher Date: 10/19/2023

Prepared By:

Eric VanEvery

Printed: 10/19/2023 02:23:17 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$68,119.71 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	\$19,567.71
243	PROFESSIONAL TECHNICAL - STATE	\$84.68
246	STATE SUBSTANCE ABUSE FUND	\$596.95
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$5,553.00
253	TITLE I-C ESEA MIGRANT FUND	\$278.10
260	MEDICAID	\$3,162.90
261	TITLE VI ESEA - INNOVATIVE PRACTICES FUND	\$2,949.75
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$2,204.26
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$13,980.00
284	GEAR UP GRANT	\$1,777.74

Voucher No: 7116

Voucher Date: 10/19/2023

Fund		Amount
290	FOOD SERVICE FUND	\$17,964.62
		<hr/>
		\$68,119.71

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE
CLEARING 6-94005043

From Date: 10/19/2023

To Date: 10/19/2023

From Check: 68469

To Check: 68515

From Voucher: 7116

To Voucher: 7116

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68469	10/19/2023	ACE HARDWARE	\$312.31	7116	Printed	Expense	<input type="checkbox"/>		
68470	10/19/2023	AIRGAS INTERMOUNTAIN,INC	\$860.68	7116	Printed	Expense	<input type="checkbox"/>		
68471	10/19/2023	ALL WIRELESS COMMUNICATIONS	\$596.95	7116	Printed	Expense	<input type="checkbox"/>		
68472	10/19/2023	AMAZON/GEMB	\$1,983.91	7116	Printed	Expense	<input type="checkbox"/>		
68473	10/19/2023	ARTHUR, SAMARA	\$367.48	7116	Printed	Expense	<input type="checkbox"/>		
68474	10/19/2023	ASSOCIATION FOR MIDDLE LEVEL EDUCATION	\$3,599.94	7116	Printed	Expense	<input type="checkbox"/>		10
68475	10/19/2023	AUTOZONE	\$296.84	7116	Printed	Expense	<input type="checkbox"/>		
68476	10/19/2023	BARKES, J	\$367.48	7116	Printed	Expense	<input type="checkbox"/>		
68477	10/19/2023	BEAR NECESSITIES PORTABLE RESTROOM	\$109.40	7116	Printed	Expense	<input type="checkbox"/>		
68478	10/19/2023	BRYSON SALES & SERVICE, INC	\$1,058.55	7116	Printed	Expense	<input type="checkbox"/>		
68479	10/19/2023	C-A-L STORES - BURLEY	\$140.87	7116	Printed	Expense	<input type="checkbox"/>		
68480	10/19/2023	CHRISTENSEN, TYNA	\$160.00	7116	Printed	Expense	<input type="checkbox"/>		
68481	10/19/2023	CHRISTIANSEN, JUANITA	\$160.00	7116	Printed	Expense	<input type="checkbox"/>		
68482	10/19/2023	CINTAS CORP	\$203.30	7116	Printed	Expense	<input type="checkbox"/>		
68483	10/19/2023	CONRAD & BISCHOFF	\$10,090.53	7116	Printed	Expense	<input type="checkbox"/>		
68484	10/19/2023	COULSON, JEANNIE	\$393.14	7116	Printed	Expense	<input type="checkbox"/>		
68485	10/19/2023	DAD'S BATTERY INC.	\$8.00	7116	Printed	Expense	<input type="checkbox"/>		
68486	10/19/2023	DEAN DAIRY COPROPRATE, LLC	\$17,728.82	7116	Printed	Expense	<input type="checkbox"/>		
68487	10/19/2023	DIVISION OF OCCUPATIONAL & PROFESSIONAL	\$125.00	7116	Printed	Expense	<input type="checkbox"/>		
68488	10/19/2023	DURRANT, GREG	\$235.00	7116	Printed	Expense	<input type="checkbox"/>		
68489	10/19/2023	ELLIS, MICAH	\$105.00	7116	Printed	Expense	<input type="checkbox"/>		
68490	10/19/2023	FAIRCHILD, JOE	\$235.00	7116	Printed	Expense	<input type="checkbox"/>		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE
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From Date: 10/19/2023

To Date: 10/19/2023

From Check: 68469

To Check: 68515

From Voucher: 7116

To Voucher: 7116

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68491	10/19/2023	FLEET PRIDE TRUCK & TRAILER PARTS	\$1,625.23	7116	Printed	Expense	<input type="checkbox"/>		
68492	10/19/2023	GEM STATE PAPER CO, INC.	\$347.70	7116	Printed	Expense	<input type="checkbox"/>		
68493	10/19/2023	GENIUS POTENTIAL	\$1,700.00	7116	Printed	Expense	<input type="checkbox"/>		
68494	10/19/2023	GRANILLO, VERONICA	\$278.10	7116	Printed	Expense	<input type="checkbox"/>		
68495	10/19/2023	HEATH, DUSTIN	\$296.57	7116	Printed	Expense	<input type="checkbox"/>		
68496	10/19/2023	HOPE SQUAD LLC	\$400.00	7116	Printed	Expense	<input type="checkbox"/>		
68497	10/19/2023	KNIEP, CORY	\$296.57	7116	Printed	Expense	<input type="checkbox"/>		
68498	10/19/2023	LARRY'S ELECTRIC AND HEATING	\$1,117.28	7116	Printed	Expense	<input type="checkbox"/>		
68499	10/19/2023	MERRILL, SHELLEY	\$160.00	7116	Printed	Expense	<input type="checkbox"/>		
68500	10/19/2023	NELSON, MIRANDA	\$160.00	7116	Printed	Expense	<input type="checkbox"/>		
68501	10/19/2023	NORTHWEST NAZARENE UNIV	\$13,980.00	7116	Printed	Expense	<input type="checkbox"/>		
68502	10/19/2023	OSBORN, JAMES M	\$205.00	7116	Printed	Expense	<input type="checkbox"/>		
68503	10/19/2023	PITNEY BOWES/RESERVE ACCT	\$100.00	7116	Printed	Expense	<input type="checkbox"/>		
68504	10/19/2023	PRIMARY THERAPY SOURCE	\$3,162.90	7116	Printed	Expense	<input type="checkbox"/>		
68505	10/19/2023	QPR INSTITUTE, INC	\$2,549.75	7116	Printed	Expense	<input type="checkbox"/>		
68506	10/19/2023	RICH, LACEY	\$293.10	7116	Printed	Expense	<input type="checkbox"/>		
68507	10/19/2023	ROGERS, KATIE	\$235.80	7116	Printed	Expense	<input type="checkbox"/>		
68508	10/19/2023	SAGE SUPPLY, INC	\$381.00	7116	Printed	Expense	<input type="checkbox"/>		
68509	10/19/2023	SCHOWS, INC	\$80.98	7116	Printed	Expense	<input type="checkbox"/>		
68510	10/19/2023	STANDARD PLUMBING CO	\$189.79	7116	Printed	Expense	<input type="checkbox"/>		
68511	10/19/2023	STERLING BATTERY COMPANY	\$643.98	7116	Printed	Expense	<input type="checkbox"/>		
68512	10/19/2023	TRENKLE, BRADY	\$437.76	7116	Printed	Expense	<input type="checkbox"/>		
68513	10/19/2023	VEGA, GERALDINE	\$90.00	7116	Printed	Expense	<input type="checkbox"/>		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE
CLEARING 6-94005043

From Date: 10/19/2023

To Date: 10/19/2023

From Check: 68469

To Check: 68515

From Voucher: 7116

To Voucher: 7116

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68514	10/19/2023	WILSON, JOAN	\$90.00	7116	Printed	Expense	<input type="checkbox"/>		
68515	10/19/2023	YOUNG, KATHERINE	\$160.00	7116	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$68,119.71						
End of Report									

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7117

Voucher Date: 10/27/2023

Prepared By:

Eric VanEvery

Printed: 10/27/2023 09:38:34 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$571,952.89 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	\$74,832.05
243	PROFESSIONAL TECHNICAL - STATE	\$70.00
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$68.56
257	TITLE VI-B IDEA SPECIAL ED FUND	\$3,215.01
258	TITLE VI-B IDEA PRESCHOOL FUND	\$66.50
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$201.45
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$6,338.60
290	FOOD SERVICE FUND	\$116,669.72
420	PLANT FACILITY FUND	\$370,491.00
		<hr/> <hr/>
		\$571,952.89

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE
CLEARING 6-94005043

From Date: 10/27/2023

To Date: 10/27/2023

From Check: 68516

To Check: 68549

From Voucher: 7117

To Voucher: 7117

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68516	10/27/2023	A TO B MOTOR COACH, LLC	\$13,707.28	7117	Printed	Expense	<input type="checkbox"/>		
68517	10/27/2023	ACE HARDWARE	\$125.76	7117	Printed	Expense	<input type="checkbox"/>		
68518	10/27/2023	AIRGAS INTERMOUNTAIN,INC	\$4,870.03	7117	Printed	Expense	<input type="checkbox"/>		
68519	10/27/2023	AMAZON/GEMB	\$676.46	7117	Printed	Expense	<input type="checkbox"/>		
68520	10/27/2023	ANIXTER INC	\$1,417.82	7117	Printed	Expense	<input type="checkbox"/>		
68521	10/27/2023	BIRD, MARIA C.	\$90.00	7117	Printed	Expense	<input type="checkbox"/>		
68522	10/27/2023	BRYSON SALES & SERVICE, INC	\$373,757.36	7117	Printed	Expense	<input type="checkbox"/>		
68523	10/27/2023	BUSINESS PROFESSIONALS OF AMERICA-NATION	\$50.00	7117	Printed	Expense	<input type="checkbox"/>		
68524	10/27/2023	CHARLIE'S PRODUCE	\$6,409.72	7117	Printed	Expense	<input type="checkbox"/>		
68525	10/27/2023	CINTAS CORP	\$101.65	7117	Printed	Expense	<input type="checkbox"/>		
68526	10/27/2023	CONRAD & BISCHOFF	\$4,517.59	7117	Printed	Expense	<input type="checkbox"/>		
68527	10/27/2023	CRISIS PREVENTION INSTITUTE INC	\$6,338.60	7117	Printed	Expense	<input type="checkbox"/>		
68528	10/27/2023	DEAN DAIRY COPRORATE, LLC	\$4,987.98	7117	Printed	Expense	<input type="checkbox"/>		
68529	10/27/2023	ENSIGN WHOLESALE FLORAL	\$201.45	7117	Printed	Expense	<input type="checkbox"/>		
68530	10/27/2023	GEM STATE PAPER CO, INC.	\$273.78	7117	Printed	Expense	<input type="checkbox"/>		
68531	10/27/2023	GOOD SOURCE SOLUTIONS, INC	\$87,315.14	7117	Printed	Expense	<input type="checkbox"/>		
68532	10/27/2023	HEPWORTH, HEATHER	\$349.50	7117	Printed	Expense	<input type="checkbox"/>		
68533	10/27/2023	IDAHO BUSINESS EDUC ASSOC.	\$20.00	7117	Printed	Expense	<input type="checkbox"/>		
68534	10/27/2023	JOHNSON, ASHLEY	\$135.00	7117	Printed	Expense	<input type="checkbox"/>		
68535	10/27/2023	K & R RENT-ALL, INC	\$762.33	7117	Printed	Expense	<input type="checkbox"/>		
68536	10/27/2023	KENT, DARYL	\$150.00	7117	Printed	Expense	<input type="checkbox"/>		
68537	10/27/2023	KRONOS SAASHR INC.	\$927.15	7117	Printed	Expense	<input type="checkbox"/>		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE
CLEARING 6-94005043

From Date: 10/27/2023

To Date: 10/27/2023

From Check: 68516

To Check: 68549

From Voucher: 7117

To Voucher: 7117

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68538	10/27/2023	LAWSON PRODUCTS	\$619.24	7117	Printed	Expense	<input type="checkbox"/>		
68539	10/27/2023	MIKEY'S REFRIGERATION INC	\$6,359.79	7117	Printed	Expense	<input type="checkbox"/>		
68540	10/27/2023	MOOSMAN, SHANILLE H	\$100.00	7117	Printed	Expense	<input type="checkbox"/>		
68541	10/27/2023	NPC INTERNATIONAL	\$375.54	7117	Printed	Expense	<input type="checkbox"/>		
68542	10/27/2023	PEARSON EDUCATION	\$3,186.51	7117	Printed	Expense	<input type="checkbox"/>		
68543	10/27/2023	PITNEY BOWES	\$91.29	7117	Printed	Expense	<input type="checkbox"/>		15
68544	10/27/2023	RENAISSANCE LEARNING	\$26,271.00	7117	Printed	Expense	<input type="checkbox"/>		
68545	10/27/2023	ROCKY MOUNTAIN SERVICE SOLUTIONS	\$10,761.18	7117	Printed	Expense	<input type="checkbox"/>		
68546	10/27/2023	SODA FRENZY	\$500.00	7117	Printed	Expense	<input type="checkbox"/>		
68547	10/27/2023	STANDARD PLUMBING CO	\$1,303.55	7117	Printed	Expense	<input type="checkbox"/>		
68548	10/27/2023	VALLEY OFFICE SYSTEMS	\$15,131.63	7117	Printed	Expense	<input type="checkbox"/>		
68549	10/27/2023	WALMART	\$68.56	7117	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$571,952.89

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7118

Voucher Date: 11/02/2023

Prepared By: Eric VanEvery

Printed: 11/02/2023 03:45:33 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$156,158.64 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	\$74,802.96
243	PROFESSIONAL TECHNICAL - STATE	\$239.00
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$1,125.38
253	TITLE I-C ESEA MIGRANT FUND	\$725.31
257	TITLE VI-B IDEA SPECIAL ED FUND	\$960.19
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$9,437.58
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$205.00
290	FOOD SERVICE FUND	\$68,663.22
		\$156,158.64

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE
CLEARING 6-94005043

From Date: 11/2/2023

To Date: 11/2/2023

From Check: 68550

To Check: 68605

From Voucher: 7118

To Voucher: 7118

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68550	11/02/2023	ACE HARDWARE	\$9.57	7118	Printed	Expense	<input type="checkbox"/>		
68551	11/02/2023	AIRGAS INTERMOUNTAIN,INC	\$239.00	7118	Printed	Expense	<input type="checkbox"/>		
68552	11/02/2023	ANGELITA P. RODRIGUEZ	\$131.44	7118	Printed	Expense	<input type="checkbox"/>		
68553	11/02/2023	ANIXTER INC	\$332.08	7118	Printed	Expense	<input type="checkbox"/>		
68554	11/02/2023	ARCTIC REFRIGERATION & HEATING, INC.	\$932.20	7118	Printed	Expense	<input type="checkbox"/>		
68555	11/02/2023	B&H FOTO & ELECTRONICS	\$4,144.00	7118	Printed	Expense	<input type="checkbox"/>		
68556	11/02/2023	BELL, BRITTON	\$9.35	7118	Printed	Expense	<input type="checkbox"/>		
68557	11/02/2023	BEST WESTERN PEPPERTREE	\$861.84	7118	Printed	Expense	<input type="checkbox"/>		
68558	11/02/2023	BLISS, TIFFANY	\$156.09	7118	Printed	Expense	<input type="checkbox"/>		
68559	11/02/2023	BRYSON SALES & SERVICE, INC	\$1,356.70	7118	Printed	Expense	<input type="checkbox"/>		
68560	11/02/2023	BUSINESS U	\$5,120.00	7118	Printed	Expense	<input type="checkbox"/>		
68561	11/02/2023	CASILLAS, JAZLYN	\$3.80	7118	Printed	Expense	<input type="checkbox"/>		
68562	11/02/2023	CHARLIE'S PRODUCE	\$18,523.53	7118	Printed	Expense	<input type="checkbox"/>		
68563	11/02/2023	CINTAS CORP	\$101.65	7118	Printed	Expense	<input type="checkbox"/>		
68564	11/02/2023	CLARIS INTERNATIONAL INC	\$13,324.00	7118	Printed	Expense	<input type="checkbox"/>		
68565	11/02/2023	CONRAD & BISCHOFF, LLC	\$5,095.70	7118	Printed	Expense	<input type="checkbox"/>		
68566	11/02/2023	CONSOLIDATED ELECTRIC DIST.INC	\$63.03	7118	Printed	Expense	<input type="checkbox"/>		
68567	11/02/2023	CONTRACT PAPER GROUP, INC	\$29,534.00	7118	Printed	Expense	<input type="checkbox"/>		
68568	11/02/2023	COULSON, JEANNIE	\$173.58	7118	Printed	Expense	<input type="checkbox"/>		
68569	11/02/2023	CUMULUS GLOBAL	\$13,425.00	7118	Printed	Expense	<input type="checkbox"/>		
68570	11/02/2023	DAVIS, MARY	\$150.45	7118	Printed	Expense	<input type="checkbox"/>		
68571	11/02/2023	DEAN DAIRY COPRORATE, LLC	\$19,767.31	7118	Printed	Expense	<input type="checkbox"/>		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE
CLEARING 6-94005043

From Date: 11/2/2023
From Check: 68550
From Voucher: 7118

To Date: 11/2/2023
To Check: 68605
To Voucher: 7118

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68572	11/02/2023	DIGI INTERNATIONAL INC	\$3,285.00	7118	Printed	Expense	<input type="checkbox"/>		
68573	11/02/2023	FIX IT RIGHT PARTS AND REPAIR, LLC	\$11.99	7118	Printed	Expense	<input type="checkbox"/>		
68574	11/02/2023	GARZA, DAWN	\$166.57	7118	Printed	Expense	<input type="checkbox"/>		
68575	11/02/2023	GOMEZ, GEMA	\$119.80	7118	Printed	Expense	<input type="checkbox"/>		
68576	11/02/2023	GOMEZ, LAYLA	\$118.21	7118	Printed	Expense	<input type="checkbox"/>		
68577	11/02/2023	GOOD SOURCE SOLUTIONS, INC	\$25,813.60	7118	Printed	Expense	<input type="checkbox"/>		
68578	11/02/2023	GRANILLO, VERONICA	\$345.82	7118	Printed	Expense	<input type="checkbox"/>		
68579	11/02/2023	HARO, MARINA	\$60.50	7118	Printed	Expense	<input type="checkbox"/>		
68580	11/02/2023	HAUNS HARDWARE	\$414.36	7118	Printed	Expense	<input type="checkbox"/>		
68581	11/02/2023	HERNANDEZ, LETICIA	\$92.14	7118	Printed	Expense	<input type="checkbox"/>		
68582	11/02/2023	HOLIDAY INN BOISE AIRPORT	\$494.94	7118	Printed	Expense	<input type="checkbox"/>		
68583	11/02/2023	IDAHO SCHOOL BOARDS ASSN	\$4,400.00	7118	Printed	Expense	<input type="checkbox"/>		
68584	11/02/2023	JOHNSON, FELICIA	\$69.81	7118	Printed	Expense	<input type="checkbox"/>		
68585	11/02/2023	MAGIC VALLEY LABS, INC	\$124.00	7118	Printed	Expense	<input type="checkbox"/>		
68586	11/02/2023	MAGIC VALLEY PRODUCE	\$256.00	7118	Printed	Expense	<input type="checkbox"/>		
68587	11/02/2023	MCLEAN, WENDY	\$37.59	7118	Printed	Expense	<input type="checkbox"/>		
68588	11/02/2023	MHS INC.	\$500.00	7118	Printed	Expense	<input type="checkbox"/>		
68589	11/02/2023	MINIDOKA MEMORIAL HOSPITAL	\$350.00	7118	Printed	Expense	<input type="checkbox"/>		
68590	11/02/2023	NEGRETE, MIGUEL	\$83.84	7118	Printed	Expense	<input type="checkbox"/>		
68591	11/02/2023	NEWMAN, G. ROBERT	\$770.00	7118	Printed	Expense	<input type="checkbox"/>		
68592	11/02/2023	NPC INTERNATIONAL	\$92.21	7118	Printed	Expense	<input type="checkbox"/>		
68593	11/02/2023	PETERSON, WENDY	\$19.39	7118	Printed	Expense	<input type="checkbox"/>		
68594	11/02/2023	REYNOLDS, CHERIE LUANN	\$48.17	7118	Printed	Expense	<input type="checkbox"/>		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE
CLEARING 6-94005043

From Date: 11/2/2023
From Check: 68550
From Voucher: 7118

To Date: 11/2/2023
To Check: 68605
To Voucher: 7118

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68595	11/02/2023	RICH, LACEY	\$390.82	7118	Printed	Expense	<input type="checkbox"/>		
68596	11/02/2023	SCHINDLER ELEVATOR CORP	\$672.81	7118	Printed	Expense	<input type="checkbox"/>		
68597	11/02/2023	SCHOOL SPECIALTY SUPPLY	\$1,273.62	7118	Printed	Expense	<input type="checkbox"/>		
68598	11/02/2023	SCHOWS, INC	\$596.96	7118	Printed	Expense	<input type="checkbox"/>		
68599	11/02/2023	SHEPHERD'S PLACE	\$239.56	7118	Printed	Expense	<input type="checkbox"/>		
68600	11/02/2023	SMITH, LINDSEY	\$316.00	7118	Printed	Expense	<input type="checkbox"/>		
68601	11/02/2023	SPAGNOLO, MAGGI	\$205.00	7118	Printed	Expense	<input type="checkbox"/>		
68602	11/02/2023	STANDARD PLUMBING CO	\$410.06	7118	Printed	Expense	<input type="checkbox"/>		
68603	11/02/2023	STARS FERRY BUILDING SUP	\$640.55	7118	Printed	Expense	<input type="checkbox"/>		
68604	11/02/2023	VEGA, GERALDINE	\$160.00	7118	Printed	Expense	<input type="checkbox"/>		
68605	11/02/2023	WESTERN RECORDS DESTRUCTION	\$125.00	7118	Printed	Expense	<input type="checkbox"/>		

19

Total Amount: \$156,158.64

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7119

Voucher Date: 11/08/2023

Prepared By:

Eric Van Eury

Printed: 11/08/2023 09:27:09 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$464,643.92 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	\$404,875.29
243	PROFESSIONAL TECHNICAL - STATE	\$2,148.95
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$9,754.37
253	TITLE I-C ESEA MIGRANT FUND	\$607.62
260	MEDICAID	\$30,354.70
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$241.98
290	FOOD SERVICE FUND	\$16,661.01
		<hr/>
		\$464,643.92

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE
CLEARING 6-94005043

From Date: 11/8/2023

To Date: 11/8/2023

From Check: 68606

To Check: 68653

From Voucher: 7119

To Voucher: 7119

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68606	11/08/2023	A TO B MOTOR COACH, LLC	\$18,341.24	7119	Printed	Expense	<input type="checkbox"/>		
68607	11/08/2023	A TO B SERVICES	\$6,200.00	7119	Printed	Expense	<input type="checkbox"/>		
68608	11/08/2023	AIRGAS INTERMOUNTAIN,INC	\$152,739.06	7119	Printed	Expense	<input type="checkbox"/>		
68609	11/08/2023	AMAZON/GEMB	\$8,006.54	7119	Printed	Expense	<input type="checkbox"/>		
68610	11/08/2023	ANDERSEN, MARY	\$20.00	7119	Printed	Expense	<input type="checkbox"/>		
68611	11/08/2023	ANIXTER INC	\$1,111.50	7119	Printed	Expense	<input type="checkbox"/>		
68612	11/08/2023	BAILEY OIL CO., INC.	\$539.52	7119	Printed	Expense	<input type="checkbox"/>		
68613	11/08/2023	BRYSON SALES & SERVICE, INC	\$315.96	7119	Printed	Expense	<input type="checkbox"/>		
68614	11/08/2023	CAXTON PRINTERS	\$499.50	7119	Printed	Expense	<input type="checkbox"/>		
68615	11/08/2023	CDW GOVERNMENT, INC.	\$5,010.00	7119	Printed	Expense	<input type="checkbox"/>		
68616	11/08/2023	CHARLIE'S PRODUCE	\$9,623.46	7119	Printed	Expense	<input type="checkbox"/>		
68617	11/08/2023	CINTAS CORP	\$101.65	7119	Printed	Expense	<input type="checkbox"/>		
68618	11/08/2023	CLARIDGE, JAKE	\$20.00	7119	Printed	Expense	<input type="checkbox"/>		
68619	11/08/2023	COMMITTEE FOR CHILDREN	\$2,997.00	7119	Printed	Expense	<input type="checkbox"/>		
68620	11/08/2023	COTTON, REED	\$20.00	7119	Printed	Expense	<input type="checkbox"/>		
68621	11/08/2023	EQ THERAPY FOR KIDS, LLC	\$30,354.70	7119	Printed	Expense	<input type="checkbox"/>		
68622	11/08/2023	FIX IT RIGHT PARTS AND REPAIR, LLC	\$3.00	7119	Printed	Expense	<input type="checkbox"/>		
68623	11/08/2023	GARY D JONES CONSTRUCTION, INC	\$141,546.44	7119	Printed	Expense	<input type="checkbox"/>		
68624	11/08/2023	GOOD SOURCE SOLUTIONS, INC	\$6,762.25	7119	Printed	Expense	<input type="checkbox"/>		
68625	11/08/2023	HANSEN, KAILEE	\$157.91	7119	Printed	Expense	<input type="checkbox"/>		
68626	11/08/2023	HEINS, BONNIE	\$236.15	7119	Printed	Expense	<input type="checkbox"/>		
68627	11/08/2023	HEYBURN, CITY OF	\$3,204.99	7119	Printed	Expense	<input type="checkbox"/>		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE
CLEARING 6-94005043

From Date: 11/8/2023

To Date: 11/8/2023

From Check: 68606

To Check: 68653

From Voucher: 7119

To Voucher: 7119

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68628	11/08/2023	INTERMOUNTAIN GAS CO.	\$6,072.57	7119	Printed	Expense	<input type="checkbox"/>		
68629	11/08/2023	JACKSON GROUP PETERBILT	\$929.50	7119	Printed	Expense	<input type="checkbox"/>		
68630	11/08/2023	JOHNSON, JAYNA	\$176.39	7119	Printed	Expense	<input type="checkbox"/>		
68631	11/08/2023	Julie Koyle	\$1,966.90	7119	Printed	Expense	<input type="checkbox"/>		
68632	11/08/2023	K & R RENT-ALL, INC	\$309.60	7119	Printed	Expense	<input type="checkbox"/>		
68633	11/08/2023	LAND VIEW INC	\$1,116.50	7119	Printed	Expense	<input type="checkbox"/>		22
68634	11/08/2023	LARRY'S ELECTRIC & HEATNG, INC	\$836.68	7119	Printed	Expense	<input type="checkbox"/>		
68635	11/08/2023	LARRY'S ELECTRIC AND HEATING	\$815.00	7119	Printed	Expense	<input type="checkbox"/>		
68636	11/08/2023	LARSEN, SPENCER	\$584.00	7119	Printed	Expense	<input type="checkbox"/>		
68637	11/08/2023	MAGIC VALLEY CARPET	\$4,015.64	7119	Printed	Expense	<input type="checkbox"/>		
68638	11/08/2023	MAGIC VALLEY TIRE PAUL	\$111.91	7119	Printed	Expense	<input type="checkbox"/>		
68639	11/08/2023	MERRILL, TERRY	\$150.00	7119	Printed	Expense	<input type="checkbox"/>		
68640	11/08/2023	MINIDOKA IRRIGATION DIST	\$4,920.76	7119	Printed	Expense	<input type="checkbox"/>		
68641	11/08/2023	PAUL, CITY OF	\$1,210.00	7119	Printed	Expense	<input type="checkbox"/>		
68642	11/08/2023	PEREZ, JUAN	\$20.00	7119	Printed	Expense	<input type="checkbox"/>		
68643	11/08/2023	PROJECT MUTUAL TELEPHONE	\$16,682.22	7119	Printed	Expense	<input type="checkbox"/>		
68644	11/08/2023	RAMSEY HEATING & ELECTRIC, INC	\$1,899.90	7119	Printed	Expense	<input type="checkbox"/>		
68645	11/08/2023	RUPERT LUMBER & PAINT	\$44.98	7119	Printed	Expense	<input type="checkbox"/>		
68646	11/08/2023	RUPERT, CITY OF	\$13,011.31	7119	Printed	Expense	<input type="checkbox"/>		
68647	11/08/2023	RUSSELL SIGLER INC	\$343.00	7119	Printed	Expense	<input type="checkbox"/>		
68648	11/08/2023	SCHOWS, INC	\$7.07	7119	Printed	Expense	<input type="checkbox"/>		
68649	11/08/2023	SUCHAN, RUSS	\$20.00	7119	Printed	Expense	<input type="checkbox"/>		
68650	11/08/2023	THE LAMPO GROUP, INC.	\$2,148.95	7119	Printed	Expense	<input type="checkbox"/>		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS ACCOUNTS PAYABLE
CLEARING 6-94005043

From Date: 11/8/2023

To Date: 11/8/2023

From Check: 68606

To Check: 68653

From Voucher: 7119

To Voucher: 7119

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68651	11/08/2023	TOTAL WASTE MANAGEMENT	\$2,604.01	7119	Printed	Expense	<input type="checkbox"/>		
68652	11/08/2023	UNITED ELECTRIC COOP	\$14,574.02	7119	Printed	Expense	<input type="checkbox"/>		
68653	11/08/2023	VERIZON	\$2,262.14	7119	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$464,643.92

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7120

Voucher Date: 11/08/2023

Prepared By:

Eric VanEvery

Printed: 11/08/2023 03:26:32 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$21,398.98 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	\$11,320.01
243	PROFESSIONAL TECHNICAL - STATE	\$785.47
245	PUBLIC SCHOOL TECHNOLOGY FUND	\$1,360.28
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$5,608.46
253	TITLE I-C ESEA MIGRANT FUND	\$997.60
257	TITLE VI-B IDEA SPECIAL ED FUND	\$187.20
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$799.00
290	FOOD SERVICE FUND	\$340.96
		\$21,398.98

Oct. Wells Fargo

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 13

Voucher Date: 10/25/2023

Prepared By:

Abaker

Printed: 10/23/2023 04:38:25 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$75,793.47 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	\$57,081.03
243	PROFESSIONAL TECHNICAL - STATE	\$0.00
250	ESSER III ARPA	\$2,080.40
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$4,051.58
253	TITLE I-C ESEA MIGRANT FUND	\$856.92
254	ESSER II CRSSA	\$0.00
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$0.00
257	TITLE VI-B IDEA SPECIAL ED FUND	\$1,601.68
258	TITLE VI-B IDEA PRESCHOOL FUND	\$616.92
259	TITLE VI- IDEA SPECIAL ED AARP	\$0.00
260	MEDICAID	\$2,775.25

Voucher No: 13

Voucher Date: 10/25/2023

Fund		Amount
263	PERKINS III PRFESSIONAL TECHNICAL ACT	\$0.00
270	TITLE III ESEA FED LEP	\$0.00
274	Stronger Connections Grant	\$0.00
284	GEAR UP GRANT	\$0.00
290	FOOD SERVICE FUND	\$6,729.69
		<hr/> <hr/> \$75,793.47

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS PAYROLL CLEARING
7-94004934

From Date: 10/25/2023

To Date: 10/25/2023

From Check: 118527

To Check: 118601

From Voucher: 13

To Voucher: 13

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
118527	10/25/2023	DIAZ, DAISY	\$721.01	13	Printed	Payroll	<input type="checkbox"/>		
118528	10/25/2023	MCLEAN, WENDY KAY	\$1,368.25	13	Printed	Payroll	<input type="checkbox"/>		
118529	10/25/2023	ANDERSON, KELSEY LYNN	\$1,233.83	13	Printed	Payroll	<input type="checkbox"/>		
118530	10/25/2023	BINGHAM, TAMRA D	\$25.39	13	Printed	Payroll	<input type="checkbox"/>		
118531	10/25/2023	BRIDGES, WYATT EUGENE	\$35.00	13	Printed	Payroll	<input type="checkbox"/>		
118532	10/25/2023	CLARIDGE, ISAIAH RAMZEE	\$30.01	13	Printed	Payroll	<input type="checkbox"/>		
118533	10/25/2023	FOWLER, KYRA RASHAE	\$110.82	13	Printed	Payroll	<input type="checkbox"/>		
118534	10/25/2023	HANSEN, LORELEA JOY	\$41.56	13	Printed	Payroll	<input type="checkbox"/>		
118535	10/25/2023	JIMENEZ, JASMIN	\$25.39	13	Printed	Payroll	<input type="checkbox"/>		
118536	10/25/2023	KNIGHT, TRAYDEN M	\$37.50	13	Printed	Payroll	<input type="checkbox"/>		
118537	10/25/2023	GARNER, BEVERLY JOAN	\$1,312.61	13	Printed	Payroll	<input type="checkbox"/>		
118538	10/25/2023	KNIGHT, KENDRA BROOKE	\$1,002.24	13	Printed	Payroll	<input type="checkbox"/>		
118539	10/25/2023	RAY, BRITTANY LYNN	\$1,345.57	13	Printed	Payroll	<input type="checkbox"/>		
118540	10/25/2023	SORIANO LOPEZ, NATALIE	\$1,206.95	13	Printed	Payroll	<input type="checkbox"/>		
118541	10/25/2023	ZAMPEDRI, SHAYLA	\$1,574.70	13	Printed	Payroll	<input type="checkbox"/>		
118542	10/25/2023	BAIRD, CAROLYN	\$1,519.33	13	Printed	Payroll	<input type="checkbox"/>		
118543	10/25/2023	CHRISTENSEN, KIM B	\$1,736.50	13	Printed	Payroll	<input type="checkbox"/>		
118544	10/25/2023	MITCHELL, MITZI DEAN	\$983.42	13	Printed	Payroll	<input type="checkbox"/>		
118545	10/25/2023	SOLAKIEWICZ, KASSIDEE	\$1,273.07	13	Printed	Payroll	<input type="checkbox"/>		
118546	10/25/2023	LOPEZ TOVAR, BRENDA	\$1,219.64	13	Printed	Payroll	<input type="checkbox"/>		
118547	10/25/2023	BRISBIN, MARY EVELYN	\$1,540.44	13	Printed	Payroll	<input type="checkbox"/>		
118548	10/25/2023	THOMAS, JAMES NICHOLAS	\$3,569.25	13	Printed	Payroll	<input type="checkbox"/>		
118549	10/25/2023	ANTONE, STEVEN BRENNER	\$1,428.83	13	Printed	Payroll	<input type="checkbox"/>		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS PAYROLL CLEARING
7-94004934

From Date: 10/25/2023
From Check: 118527
From Voucher: 13

To Date: 10/25/2023
To Check: 118601
To Voucher: 13

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
118550	10/25/2023	ARTHUR, CINDY V	\$359.33	13	Printed	Payroll	<input type="checkbox"/>		
118551	10/25/2023	BEAMES, TAMARA RAE	\$27.70	13	Printed	Payroll	<input type="checkbox"/>		
118552	10/25/2023	BELNAP, KATIE ANN	\$651.07	13	Printed	Payroll	<input type="checkbox"/>		
118553	10/25/2023	BESSIRE, JACOB LEE	\$496.38	13	Printed	Payroll	<input type="checkbox"/>		
118554	10/25/2023	BESSIRE, KURTIS RAY	\$639.52	13	Printed	Payroll	<input type="checkbox"/>		
118555	10/25/2023	BOTT, BRET ALLEN	\$1,094.35	13	Printed	Payroll	<input type="checkbox"/>		
118556	10/25/2023	CASIANO TAPIA, ISMAEL	\$761.89	13	Printed	Payroll	<input type="checkbox"/>		
118557	10/25/2023	CHAVEZ, MANUEL ALBERT	\$1,492.25	13	Printed	Payroll	<input type="checkbox"/>		
118558	10/25/2023	CORLESS, DANIEL STEWART	\$621.05	13	Printed	Payroll	<input type="checkbox"/>		
118559	10/25/2023	FIGUEROA, WILFREDO JR	\$1,528.39	13	Printed	Payroll	<input type="checkbox"/>		
118560	10/25/2023	FOWLER, RYKA B	\$138.52	13	Printed	Payroll	<input type="checkbox"/>		
118561	10/25/2023	GILCHRIST, JAMES WILLIAM	\$1,122.05	13	Printed	Payroll	<input type="checkbox"/>		
118562	10/25/2023	GILLETTE, LANCE DAYLEY	\$784.97	13	Printed	Payroll	<input type="checkbox"/>		
118563	10/25/2023	GILLETTE, STAFFORD	\$226.26	13	Printed	Payroll	<input type="checkbox"/>		
118564	10/25/2023	HARWOOD, GREGORY S	\$1,454.51	13	Printed	Payroll	<input type="checkbox"/>		
118565	10/25/2023	HITT, CAMEON	\$840.38	13	Printed	Payroll	<input type="checkbox"/>		
118566	10/25/2023	LATTA, JENNIFER NICHOLE	\$845.00	13	Printed	Payroll	<input type="checkbox"/>		
118567	10/25/2023	LATTA, STEVEN ALLEN	\$2,255.60	13	Printed	Payroll	<input type="checkbox"/>		
118568	10/25/2023	MARTINEZ, VIVIAN	\$230.87	13	Printed	Payroll	<input type="checkbox"/>		
118569	10/25/2023	MATSEN, HANNAH NIKOLE	\$164.68	13	Printed	Payroll	<input type="checkbox"/>		
118570	10/25/2023	PERRIGOT, JOHN F	\$845.00	13	Printed	Payroll	<input type="checkbox"/>		
118571	10/25/2023	PINCOCK, MARLYN	\$197.29	13	Printed	Payroll	<input type="checkbox"/>		
118572	10/25/2023	RIGBY, DUSTIN J	\$360.16	13	Printed	Payroll	<input type="checkbox"/>		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS PAYROLL CLEARING
7-94004934

From Date: 10/25/2023

To Date: 10/25/2023

From Check: 118527

To Check: 118601

From Voucher: 13

To Voucher: 13

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
118573	10/25/2023	SEAMONS, STEVE GEORGE	\$900.41	13	Printed	Payroll	<input type="checkbox"/>		
118574	10/25/2023	SHOCKEY, JASMINE JUSTINE	\$1,394.48	13	Printed	Payroll	<input type="checkbox"/>		
118575	10/25/2023	STAPELMAN, JODI LEE	\$570.79	13	Printed	Payroll	<input type="checkbox"/>		
118576	10/25/2023	WALKER, TRISTA DAWN	\$253.96	13	Printed	Payroll	<input type="checkbox"/>		
118577	10/25/2023	YOUNG, KRYSTAL CATHARINA	\$1,392.48	13	Printed	Payroll	<input type="checkbox"/>		
118578	10/25/2023	ZAMPEDRI, KARTER N	\$422.50	13	Printed	Payroll	<input type="checkbox"/>		
118579	10/25/2023	MORGAN, CHARLEEN	\$1,096.98	13	Printed	Payroll	<input type="checkbox"/>		
118580	10/25/2023	DAYLEY, DALE E	\$1,346.34	13	Printed	Payroll	<input type="checkbox"/>		
118581	10/25/2023	GARZA, JAIDEN	\$1,182.20	13	Printed	Payroll	<input type="checkbox"/>		
118582	10/25/2023	GARDNER, CANDICE LEIGH	\$3,320.49	13	Printed	Payroll	<input type="checkbox"/>		
118583	10/25/2023	HERNANDEZ, LETICIA	\$1,272.73	13	Printed	Payroll	<input type="checkbox"/>		
118584	10/25/2023	O'PRY, DAVID GARLAND	\$2,925.66	13	Printed	Payroll	<input type="checkbox"/>		
118585	10/25/2023	ODONAHUE, HEATHER O	\$1,261.66	13	Printed	Payroll	<input type="checkbox"/>		
118586	10/25/2023	HERNANDEZ, LESLIE PAOLA	\$135.91	13	Printed	Payroll	<input type="checkbox"/>		
118587	10/25/2023	NELSON, JACQUE	\$1,547.26	13	Printed	Payroll	<input type="checkbox"/>		
118588	10/25/2023	BEAL, RACHEL LYNN	\$106.20	13	Printed	Payroll	<input type="checkbox"/>		
118589	10/25/2023	COLE, MELODIE	\$83.11	13	Printed	Payroll	<input type="checkbox"/>		
118590	10/25/2023	DAYTON, COURTNIIE	\$1,173.66	13	Printed	Payroll	<input type="checkbox"/>		
118591	10/25/2023	LARSEN, KATIE JO	\$424.81	13	Printed	Payroll	<input type="checkbox"/>		
118592	10/25/2023	STANGER, STEVEN	\$103.01	13	Printed	Payroll	<input type="checkbox"/>		
118593	10/25/2023	CRIST, TERRY THOMPSON	\$1,716.95	13	Printed	Payroll	<input type="checkbox"/>		
118594	10/25/2023	KOYLE, GORDON B	\$1,962.28	13	Printed	Payroll	<input type="checkbox"/>		
118595	10/25/2023	MCCANN, TERRY M	\$1,547.85	13	Printed	Payroll	<input type="checkbox"/>		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS PAYROLL CLEARING
7-94004934

From Date: 10/25/2023

To Date: 10/25/2023

From Check: 118527

To Check: 118601

From Voucher: 13

To Voucher: 13

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
118596	10/25/2023	SMITH, LINDSEY LOUISE	\$1,575.78	13	Printed	Payroll	<input type="checkbox"/>		
118597	10/25/2023	STAUFFER, ELIZABETH	\$1,233.10	13	Printed	Payroll	<input type="checkbox"/>		
118598	10/25/2023	STUMPH, PHYLLIS RHONDA	\$1,417.65	13	Printed	Payroll	<input type="checkbox"/>		
118599	10/25/2023	BAKER, DARREN G	\$3,338.87	13	Printed	Payroll	<input type="checkbox"/>		
118600	10/25/2023	MARTSCH, SHIRLEE LOUISE	\$290.90	13	Printed	Payroll	<input type="checkbox"/>		
118601	10/25/2023	REYNOLDS, TAYLOR SHAY	\$1,316.92	13	Printed	Payroll	<input type="checkbox"/>		
Total Amount:			<u>\$75,793.47</u>						
End of Report									

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 14

Voucher Date: 10/25/2023

Prepared By:

ABaker

Printed: 10/24/2023 02:55:48 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$1,508.13 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	\$1,508.13
	<hr/>
	\$1,508.13

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS PAYROLL CLEARING
7-94004934

From Date: 10/25/2023

To Date: 10/25/2023

From Check: 118624

To Check: 118624

From Voucher: 14

To Voucher: 14

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
118624	10/25/2023	DE VALL, JAMES L	\$1,508.13	14	Printed	Payroll	<input type="checkbox"/>		
Total Amount:			\$1,508.13						
End of Report									

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2420

Voucher Date: 10/25/2023

Prepared By:

Abaker
Printed: 10/23/2023 04:39:39 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$2,434,600.09 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	\$2,035,775.04
243	PROFESSIONAL TECHNICAL - STATE	\$8,883.39
250	ESSER III ARPA	\$146,548.78
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$65,916.43
253	TITLE I-C ESEA MIGRANT FUND	\$19,515.73
254	ESSER II CRSSA	\$10,122.99
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$5,511.99
257	TITLE VI-B IDEA SPECIAL ED FUND	\$53,676.20
258	TITLE VI-B IDEA PRESCHOOL FUND	\$1,962.39
259	TITLE VI- IDEA SPECIAL ED AARP	\$4,936.70
260	MEDICAID	\$12,628.67

ACH

Voucher No: 2420

Voucher Date: 10/25/2023

Fund		Amount
263	PERKINS III PRFESSIONAL TECHNICAL ACT	\$356.94
270	TITLE III ESEA FED LEP	\$3,043.47
274	Stronger Connections Grant	\$2,061.95
284	GEAR UP GRANT	\$2,977.41
290	FOOD SERVICE FUND	\$60,682.01
		<hr/> <hr/> \$2,434,600.09

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Supplement Account Summary

Voucher Batch Number: 2420

10/25/2023

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
AMERICAN FAMILY LIFE				
		100.218.2180.039.000.000	PAYROLL LIABILITY	\$375.76
		251.218.2180.039.000.000	PAYROLL LIABILITY	\$13.25
			Vendor Total:	\$389.01
ASPIRE FINANCIAL SERVICES				
		100.218.2180.032.000.000	PAYROLL LIABILITY	\$350.00
			Vendor Total:	\$350.00
D.L. EVANS BANK				
		100.217.2170.000.000.000	DIRECT DEPOSIT	\$1,221,080.01
		243.217.2170.000.000.000	DIRECT DEPOSIT	\$5,385.18
		250.217.2170.000.000.000	DIRECT DEPOSIT	\$88,164.01
		251.217.2170.000.000.000	DIRECT DEPOSIT	\$38,973.77
		253.217.2170.000.000.000	DIRECT DEPOSIT	\$11,833.83
		254.217.2170.000.000.000	DIRECT DEPOSIT	\$6,494.63
		255.217.2170.000.000.000	DIRECT DEPOSIT	\$3,092.78
		257.217.2170.000.000.000	DIRECT DEPOSIT	\$32,900.27
		258.217.2170.000.000.000	DIRECT DEPOSIT	\$1,111.81
		259.217.2170.000.000.000	DIRECT DEPOSIT	\$3,226.78
		260.217.2170.000.000.000	DIRECT DEPOSIT	\$6,887.26
		263.217.2170.000.000.000	DIRECT DEPOSIT	\$221.16
		270.217.2170.000.000.000	DIRECT DEPOSIT	\$1,926.39
		274.217.2170.000.000.000	DIRECT DEPOSIT	\$1,407.58
		284.217.2170.000.000.000	DIRECT DEPOSIT	\$2,123.79
		290.217.2170.000.000.000	DIRECT DEPOSIT	\$36,577.11
			Vendor Total:	\$1,461,406.16
D.L.EVANS BANK				
		100.217.2170.000.000.000	DIRECT DEPOSIT	\$9,134.46
		243.217.2170.000.000.000	DIRECT DEPOSIT	\$18.02
		250.217.2170.000.000.000	DIRECT DEPOSIT	\$1,434.47

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Supplement Account Summary

Voucher Batch Number: 2420

10/25/2023

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
		254.217.2170.000.000.000	DIRECT DEPOSIT	\$32.16
		255.217.2170.000.000.000	DIRECT DEPOSIT	\$37.50
		257.217.2170.000.000.000	DIRECT DEPOSIT	\$360.40
		260.217.2170.000.000.000	DIRECT DEPOSIT	\$111.60
		290.217.2170.000.000.000	DIRECT DEPOSIT	\$350.00
			Vendor Total:	\$11,478.61
FEDERAL RESERVE BANK CHICAGO		100.218.2180.022.000.000	PAYROLL LIABILITY	\$103,709.72
		243.218.2180.022.000.000	PAYROLL LIABILITY	\$512.40
		250.218.2180.022.000.000	PAYROLL LIABILITY	\$6,635.09
		251.218.2180.022.000.000	PAYROLL LIABILITY	\$3,052.24
		253.218.2180.022.000.000	PAYROLL LIABILITY	\$621.23
		254.218.2180.022.000.000	PAYROLL LIABILITY	\$325.80
		255.218.2180.022.000.000	PAYROLL LIABILITY	\$362.59
		257.218.2180.022.000.000	PAYROLL LIABILITY	\$1,639.14
		258.218.2180.022.000.000	PAYROLL LIABILITY	\$5.13
		259.218.2180.022.000.000	PAYROLL LIABILITY	\$158.13
		260.218.2180.022.000.000	PAYROLL LIABILITY	\$249.02
		263.218.2180.022.000.000	PAYROLL LIABILITY	\$14.39
		270.218.2180.022.000.000	PAYROLL LIABILITY	\$159.52
		274.218.2180.022.000.000	PAYROLL LIABILITY	\$44.46
		290.218.2180.022.000.000	PAYROLL LIABILITY	\$1,510.48
			Vendor Total:	\$118,999.34
HEALTH SERVICES ADMINISTRATION (AFHSA)		100.218.2180.029.000.000	PAYROLL LIABILITY	\$34,397.44
		250.218.2180.029.000.000	PAYROLL LIABILITY	\$3,089.37
		251.218.2180.029.000.000	PAYROLL LIABILITY	\$1,535.10
		253.218.2180.029.000.000	PAYROLL LIABILITY	\$715.05

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Supplement Account Summary

Voucher Batch Number: 2420

10/25/2023

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
		257.218.2180.029.000.000	PAYROLL LIABILITY	\$333.69
		258.218.2180.029.000.000	PAYROLL LIABILITY	\$238.35
		260.218.2180.029.000.000	PAYROLL LIABILITY	\$948.06
		290.218.2180.029.000.000	PAYROLL LIABILITY	\$2,966.42
			Vendor Total:	<u>\$44,223.48</u>
ID PUBLIC RETIREMENT		100.218.2180.033.000.000	PAYROLL LIABILITY	\$14,147.98
		243.218.2180.033.000.000	PAYROLL LIABILITY	\$84.19
		250.218.2180.033.000.000	PAYROLL LIABILITY	\$933.08
		251.218.2180.033.000.000	PAYROLL LIABILITY	\$718.42
		253.218.2180.033.000.000	PAYROLL LIABILITY	\$71.55
		257.218.2180.033.000.000	PAYROLL LIABILITY	\$2,029.47
		260.218.2180.033.000.000	PAYROLL LIABILITY	\$166.30
		263.218.2180.033.000.000	PAYROLL LIABILITY	\$10.39
		274.218.2180.033.000.000	PAYROLL LIABILITY	\$20.00
		290.218.2180.033.000.000	PAYROLL LIABILITY	\$684.32
			Vendor Total:	<u>\$18,865.70</u>
IDAHO CHILD SUPPORT SERVICE		100.218.2180.039.000.000	PAYROLL LIABILITY	\$162.07
			Vendor Total:	<u>\$162.07</u>
IDAHO TAX COMMISSION		100.218.2180.023.000.000	PAYROLL LIABILITY	\$44,201.42
		243.218.2180.023.000.000	PAYROLL LIABILITY	\$254.85
		250.218.2180.023.000.000	PAYROLL LIABILITY	\$2,966.21
		251.218.2180.023.000.000	PAYROLL LIABILITY	\$1,170.75
		253.218.2180.023.000.000	PAYROLL LIABILITY	\$318.15
		254.218.2180.023.000.000	PAYROLL LIABILITY	\$212.30
		255.218.2180.023.000.000	PAYROLL LIABILITY	\$202.25
		257.218.2180.023.000.000	PAYROLL LIABILITY	\$703.79

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Supplement Account Summary

Voucher Batch Number: 2420

10/25/2023

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
		258.218.2180.023.000.000	PAYROLL LIABILITY	\$3.85
		259.218.2180.023.000.000	PAYROLL LIABILITY	\$65.06
		260.218.2180.023.000.000	PAYROLL LIABILITY	\$89.02
		263.218.2180.023.000.000	PAYROLL LIABILITY	\$6.60
		270.218.2180.023.000.000	PAYROLL LIABILITY	\$12.75
		274.218.2180.023.000.000	PAYROLL LIABILITY	\$14.00
		284.218.2180.023.000.000	PAYROLL LIABILITY	\$22.00
		290.218.2180.023.000.000	PAYROLL LIABILITY	\$443.00
			Vendor Total:	\$50,686.00
PUBLIC EMP. RETIREMENT SYS				
		100.218.2180.024.000.000	PAYROLL LIABILITY	\$339,971.08
		243.218.2180.024.000.000	PAYROLL LIABILITY	\$1,521.49
		250.218.2180.024.000.000	PAYROLL LIABILITY	\$24,424.95
		251.218.2180.024.000.000	PAYROLL LIABILITY	\$11,465.14
		253.218.2180.024.000.000	PAYROLL LIABILITY	\$3,377.72
		254.218.2180.024.000.000	PAYROLL LIABILITY	\$1,757.82
		255.218.2180.024.000.000	PAYROLL LIABILITY	\$1,036.25
		257.218.2180.024.000.000	PAYROLL LIABILITY	\$8,572.06
		258.218.2180.024.000.000	PAYROLL LIABILITY	\$277.15
		259.218.2180.024.000.000	PAYROLL LIABILITY	\$847.95
		260.218.2180.024.000.000	PAYROLL LIABILITY	\$2,263.65
		263.218.2180.024.000.000	PAYROLL LIABILITY	\$60.22
		270.218.2180.024.000.000	PAYROLL LIABILITY	\$516.09
		274.218.2180.024.000.000	PAYROLL LIABILITY	\$310.43
		284.218.2180.024.000.000	PAYROLL LIABILITY	\$448.26
		290.218.2180.024.000.000	PAYROLL LIABILITY	\$9,583.36
			Vendor Total:	\$406,433.62
SOCIAL SECURITY TRUST FUND				
		100.218.2180.020.000.000	PAYROLL LIABILITY	\$217,459.58

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Supplement Account Summary

Voucher Batch Number: 2420

10/25/2023

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.218.2180.021.000.000	PAYROLL LIABILITY	\$50,785.52
		243.218.2180.020.000.000	PAYROLL LIABILITY	\$897.36
		243.218.2180.021.000.000	PAYROLL LIABILITY	\$209.90
		250.218.2180.020.000.000	PAYROLL LIABILITY	\$15,318.98
		250.218.2180.021.000.000	PAYROLL LIABILITY	\$3,582.62
		251.218.2180.020.000.000	PAYROLL LIABILITY	\$7,284.22
		251.218.2180.021.000.000	PAYROLL LIABILITY	\$1,703.54
		253.218.2180.020.000.000	PAYROLL LIABILITY	\$2,089.66
		253.218.2180.021.000.000	PAYROLL LIABILITY	\$488.74
		254.218.2180.020.000.000	PAYROLL LIABILITY	\$1,053.80
		254.218.2180.021.000.000	PAYROLL LIABILITY	\$246.48
		255.218.2180.020.000.000	PAYROLL LIABILITY	\$632.66
		255.218.2180.021.000.000	PAYROLL LIABILITY	\$147.96
		257.218.2180.020.000.000	PAYROLL LIABILITY	\$5,784.48
		257.218.2180.021.000.000	PAYROLL LIABILITY	\$1,352.90
		258.218.2180.020.000.000	PAYROLL LIABILITY	\$264.26
		258.218.2180.021.000.000	PAYROLL LIABILITY	\$61.84
		259.218.2180.020.000.000	PAYROLL LIABILITY	\$517.70
		259.218.2180.021.000.000	PAYROLL LIABILITY	\$121.08
		260.218.2180.020.000.000	PAYROLL LIABILITY	\$1,551.04
		260.218.2180.021.000.000	PAYROLL LIABILITY	\$362.72
		263.218.2180.020.000.000	PAYROLL LIABILITY	\$35.80
		263.218.2180.021.000.000	PAYROLL LIABILITY	\$8.38
		270.218.2180.020.000.000	PAYROLL LIABILITY	\$347.46
		270.218.2180.021.000.000	PAYROLL LIABILITY	\$81.26
		274.218.2180.020.000.000	PAYROLL LIABILITY	\$215.16
		274.218.2180.021.000.000	PAYROLL LIABILITY	\$50.32
		284.218.2180.020.000.000	PAYROLL LIABILITY	\$310.70
		284.218.2180.021.000.000	PAYROLL LIABILITY	\$72.66

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Supplement Account Summary

Voucher Batch Number: 2420

10/25/2023

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
		290.218.2180.020.000.000	PAYROLL LIABILITY	\$6,943.46
		290.218.2180.021.000.000	PAYROLL LIABILITY	\$1,623.86
			Vendor Total:	\$321,606.10
			Grand Total:	\$2,434,600.09

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2421

Voucher Date: 10/25/2023

Prepared By:

Abaker
Printed: 10/23/2023 04:39:58 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$49,235.57 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.

[Signature]

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

ACH

Fund		Amount
100	GENERAL FUND	\$42,340.69
243	PROFESSIONAL TECHNICAL - STATE	\$104.33
250	ESSER III ARPA	\$1,828.05
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$1,528.23
253	TITLE I-C ESEA MIGRANT FUND	\$219.64
254	ESSER II CRSSA	\$258.23
257	TITLE VI-B IDEA SPECIAL ED FUND	\$713.30
258	TITLE VI-B IDEA PRESCHOOL FUND	\$126.50
260	MEDICAID	\$256.91
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$5.40
270	TITLE III ESEA FED LEP	\$284.60
290	FOOD SERVICE FUND	\$1,569.69

Voucher No: 2421

Voucher Date: 10/25/2023

Fund

Amount

\$49,235.57

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Supplement Account Summary

Voucher Batch Number: 2421

10/25/2023

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
AMERICAN FIDELITY				
		100.218.2180.039.000.000	PAYROLL LIABILITY	\$26,879.74
		243.218.2180.039.000.000	PAYROLL LIABILITY	\$59.17
		250.218.2180.039.000.000	PAYROLL LIABILITY	\$1,459.82
		251.218.2180.039.000.000	PAYROLL LIABILITY	\$1,208.40
		253.218.2180.039.000.000	PAYROLL LIABILITY	\$139.97
		254.218.2180.039.000.000	PAYROLL LIABILITY	\$258.23
		257.218.2180.039.000.000	PAYROLL LIABILITY	\$356.60
		260.218.2180.039.000.000	PAYROLL LIABILITY	\$138.01
		270.218.2180.039.000.000	PAYROLL LIABILITY	\$192.67
		290.218.2180.039.000.000	PAYROLL LIABILITY	\$984.69
			Vendor Total:	\$31,677.30
AMERICAN FIDELITY ASSURANCE				
		100.218.2180.032.000.000	PAYROLL LIABILITY	\$1,180.00
		251.218.2180.032.000.000	PAYROLL LIABILITY	\$50.00
		258.218.2180.032.000.000	PAYROLL LIABILITY	\$103.10
		260.218.2180.032.000.000	PAYROLL LIABILITY	\$96.90
			Vendor Total:	\$1,430.00
AMERICAN FIDELITY FLEX				
		100.218.2180.039.000.000	PAYROLL LIABILITY	\$6,164.61
		243.218.2180.039.000.000	PAYROLL LIABILITY	\$9.25
		250.218.2180.039.000.000	PAYROLL LIABILITY	\$63.87
		253.218.2180.039.000.000	PAYROLL LIABILITY	\$72.86
		257.218.2180.039.000.000	PAYROLL LIABILITY	\$101.33
		270.218.2180.039.000.000	PAYROLL LIABILITY	\$53.34
			Vendor Total:	\$6,465.26
WASHINGTON NATIONAL INS CO				
		100.218.2180.039.000.000	PAYROLL LIABILITY	\$8,116.34
		243.218.2180.039.000.000	PAYROLL LIABILITY	\$35.91

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Supplement Account Summary

Voucher Batch Number: 2421

10/25/2023

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
		250.218.2180.039.000.000	PAYROLL LIABILITY	\$304.36
		251.218.2180.039.000.000	PAYROLL LIABILITY	\$269.83
		253.218.2180.039.000.000	PAYROLL LIABILITY	\$6.81
		257.218.2180.039.000.000	PAYROLL LIABILITY	\$255.37
		258.218.2180.039.000.000	PAYROLL LIABILITY	\$23.40
		260.218.2180.039.000.000	PAYROLL LIABILITY	\$22.00
		263.218.2180.039.000.000	PAYROLL LIABILITY	\$5.40
		270.218.2180.039.000.000	PAYROLL LIABILITY	\$38.59
		290.218.2180.039.000.000	PAYROLL LIABILITY	\$585.00

Vendor Total: \$9,663.01

Grand Total: \$49,235.57

End of Report

44

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2422

Voucher Date: 10/25/2023

Prepared By:

ABaker
Printed: 10/23/2023 04:47:30 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$517,415.04 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.

[Signature]

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	\$405,485.99
243	PROFESSIONAL TECHNICAL - STATE	\$73.03
250	ESSER III ARPA	\$29,378.02
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$17,259.03
253	TITLE I-C ESEA MIGRANT FUND	\$6,128.39
254	ESSER II CRSSA	\$1,008.03
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$1,901.32
257	TITLE VI-B IDEA SPECIAL ED FUND	\$14,697.02
258	TITLE VI-B IDEA PRESCHOOL FUND	\$732.70
259	TITLE VI- IDEA SPECIAL ED AARP	\$1,063.46
260	MEDICAID	\$6,290.14

Voucher No: 2422

Voucher Date: 10/25/2023

Fund		Amount
263	PERKINS III PRFESSIONAL TECHNICAL ACT	\$6.88
270	TITLE III ESEA FED LEP	\$1,752.66
274	Stronger Connections Grant	\$975.96
284	GEAR UP GRANT	\$9.15
290	FOOD SERVICE FUND	\$30,653.26
		<hr/> <hr/> \$517,415.04

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS PAYROLL CLEARING
7-94004934

From Date: 10/25/2023

To Date: 10/25/2023

From Check: 118602

To Check: 118622

From Voucher: 2422

To Voucher: 2422

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
118602	10/25/2023	411 ISU CREDIT UNION	\$915.00	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118603	10/25/2023	AIG VALIC/COREBRIDGE	\$425.00	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118604	10/25/2023	BLUE CROSS OF IDAHO	\$457,603.98	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118605	10/25/2023	DELTA DENTAL	\$26,957.47	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118606	10/25/2023	DENTAL BLUE CONNECT	\$6,400.65	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118607	10/25/2023	FIDUCIARY TRUST COMPANY	\$775.00	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118608	10/25/2023	IEA NEA	\$4,988.58	2422	Printed	Payroll Ded	<input type="checkbox"/>		47
118609	10/25/2023	IMPACT ATHLETIC	\$1,241.90	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118610	10/25/2023	LIFEMAP ASSURANCE CO - VISION	\$4,641.38	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118611	10/25/2023	LIFEMAP ASSURANCE COMPANY	\$3,441.29	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118612	10/25/2023	MC FITNESS AND COMMUNITY CENTER	\$265.50	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118613	10/25/2023	MCEA MINDOKA CNTY TEACHERS ASC	\$3,297.00	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118614	10/25/2023	MIDLAND NATIONAL	\$64.00	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118615	10/25/2023	MINIDOKA COUNTY SCHOOL DIST	\$84.00	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118616	10/25/2023	MINIDOKA COUNTY SHERIFF GARN	\$489.67	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118617	10/25/2023	NCPERS IDAHO	\$288.00	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118618	10/25/2023	NORTHWEST PROFESSIONAL EDUCATORS	\$88.50	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118619	10/25/2023	PRIMEPAY, LLC	\$351.56	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118620	10/25/2023	PROVIDENT LIFE	\$26.46	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118621	10/25/2023	REGENCE LIFE	\$4,520.10	2422	Printed	Payroll Ded	<input type="checkbox"/>		
118622	10/25/2023	RELIASTAR LIFE INS COMPANY	\$550.00	2422	Printed	Payroll Ded	<input type="checkbox"/>		
Total Amount:			\$517,415.04						

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS PAYROLL CLEARING
7-94004934

From Date: 10/25/2023

To Date: 10/25/2023

From Check: 118602

To Check: 118622

From Voucher: 2422

To Voucher: 2422

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2423

Voucher Date: 10/25/2023

Prepared By:

Abaker

Printed: 10/24/2023 02:53:11 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$342.91 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	\$342.91
	\$342.91

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Supplement Account Summary

Voucher Batch Number: 2423

10/25/2023

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
FEDERAL RESERVE BANK CHICAGO		100.218.2180.022.000.000	PAYROLL LIABILITY	\$57.83
			Vendor Total:	\$57.83
IDAHO TAX COMMISSION		100.218.2180.023.000.000	PAYROLL LIABILITY	\$20.00
			Vendor Total:	\$20.00
SOCIAL SECURITY TRUST FUND		100.218.2180.020.000.000	PAYROLL LIABILITY	\$214.84
		100.218.2180.021.000.000	PAYROLL LIABILITY	\$50.24
			Vendor Total:	\$265.08
			Grand Total:	\$342.91

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2424

Voucher Date: 10/25/2023

Prepared By:

Abaker

Printed: 10/24/2023 02:56:39 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$14.00 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

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	\$14.00
	\$14.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS PAYROLL CLEARING
7-94004934

From Date: 10/25/2023

To Date: 10/25/2023

From Check: 118625

To Check: 118625

From Voucher: 2424

To Voucher: 2424

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
118625	10/25/2023	MINIDOKA COUNTY SCHOOL DIST	\$14.00	2424	Printed	Payroll Ded	<input type="checkbox"/>		
Total Amount:			\$14.00						
End of Report									

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS PAYROLL CLEARING
7-94004934

From Date: 10/25/2023

To Date: 10/25/2023

From Check: 118627

To Check: 118627

From Voucher: 13849

To Voucher: 13849

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
118627	10/25/2023	ESPOSITO, VIVIAN	\$1,940.32	13849	Printed	Manual	<input type="checkbox"/>		
Total Amount:			\$1,940.32						
End of Report									

Minidoka_FY2024 - [Payroll Journal]

File Edit View Help

Clipboard Clipboard Procedures Sort and Filter Find Sub Columns Records 1 of 2

Sort Ascending Filter excluding selection Remove filter and sort Find Save Column Hide Columns Add Header Row
 Sort Descending Filter for Filter for Regularity
 Filter by Selection Filter by Selection
 Hide Columns Add Header Row
 Hide Columns Delete Header Row
 Show Columns
 Choose Columns
 Grid Layout

Minidoka_2024 Check Manager Process Payroll Payroll Voucher Processing Employee Maintenance Employee Positions and Pay Employee Time Card Entry Employee Deductions and Benefits Employee Leave Plans Payroll Journal

Filter Criteria
 Employee: ESPOSITO, VIVIAN ANN
 Day Cycle: Monthly Pay Periods Pay Period: 5 Start: 11/01/23 End: 11/30/23 Pay: 11/22/23
 Show Detail Show Zero Pay

Apply Selection
 Clear Selection

Employee Pay Journal

Regular	Other	O/T Hrs	Gross	Overtime	Description	Account	Position	DAC	Position Type	Adjustment	Pay Cycle	Rate	Pay Date	Position
0	0	0	\$2,182.13	\$0.00	PARA EDUCATOR	253.522.0130.000.000.000	CLASS-PARA EDUC	DISTRICT SERVICE	FULL TIME	<input type="checkbox"/>	Monthly Pay Period	\$0.00	11/22/2023	57418
0	0	0	\$0.00	\$0.00	PARA EDUCATOR	253.522.0130.000.000.000	OTHER PAY OVER/	DISTRICT SERVICE		<input type="checkbox"/>	Monthly Pay Period	\$0.00	11/22/2023	58970

Regular Hrs: 0.00 Other Hrs: 0.00 OTHrs: 0.00 Total Regular: \$2,182.13 Total Overtime: \$0.00

Employee Deduction Journal

Deduction	Amount	Match	Wage Basis	Deduction Type
101 FEDERAL WITHHOLDING INCOME TAX	\$44.88	\$0.00	\$2,182.13	Federal Income Tax
102 FICA - SOC SEC	\$135.29	\$135.29	\$2,182.13	FICA - Social Security
103 STATE INCOME TAX	\$30.00	\$0.00	\$2,182.13	State Tax - Idaho
104 FICA - MEDICARE	\$31.64	\$31.64	\$2,182.13	FICA - Medicare
190 FLOW THROUGH SALARY	\$0.00	\$0.00	\$2,182.13	Deduction - Regular
SIF 886800 Teachers, Aides, Clerical	\$0.00	\$0.00	\$2,182.13	Workers Compensation
UNEMPLOYMENT	\$0.00	\$0.00	\$2,182.13	Unemployment Tax

Total Amount: \$241.81 Total Match: \$166.93 Net Pay: \$1,940.32

Ready | Entry: Minidoka | Group: Minidoka-FY2024 | FY: 2024 | IDAD: 001 | UserID: abaker | Version: 2023.1.13

\$1940.32

253.522.0130.000.000.000

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account: D.L. EVANS PAYROLL CLEARING
7-94004934

From Date: 10/25/2023

To Date: 10/25/2023

From Check: 118628

To Check: 118628

From Voucher: 13850

To Voucher: 13850

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
118628	10/25/2023	PEREZ, MARY	\$565.71	13850	Printed	Manual	<input type="checkbox"/>		
Total Amount:			\$565.71						
End of Report									

MINIDOKA COUNTY SCHOOL DISTRICT #331

Labor Summary Report

Fiscal Year: 2023-2024 **Pay Period:** 5 **Pay Cycle:** Monthly Pay Periods
Starting: 11/01/2023 **Ending:** 11/30/2023 **Pay Date:** 11/22/2023

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Gross Pay	\$1,526,080.54	\$565,583.43	\$2,091,663.97
<u>Employee Deductions:</u>			
Federal Income Tax	\$96,121.74	\$20,754.09	\$116,875.83
FICA - Social Security	\$92,817.94	\$32,312.33	\$125,130.27
FICA - Medicare	\$21,671.25	\$7,556.98	\$29,228.23
Deduction - Regular (Not Tax Exempt)	\$40,209.32	\$18,837.48	\$59,046.80
Deduction - TSA (Fed Tax Exempt)	\$3,144.00	\$450.00	\$3,594.00
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$48,772.17	\$16,488.82	\$65,260.99
Direct Deposit Deduction	\$6,950.00	\$6,978.61	\$13,928.61
State Tax - Idaho	\$41,250.00	\$8,448.00	\$49,698.00
Retirement - Idaho PERSI	\$114,032.41	\$35,424.80	\$149,457.21
Retirement - Idaho Choice 401(k) Employee	\$13,959.32	\$4,793.05	\$18,752.37
Retirement - Idaho PERSI Loan Repayment	\$0.00	\$88.60	\$88.60
<u>Total Employee Deductions:</u>	\$478,928.15	\$152,132.76	\$631,060.91
<u>Total Net Pay:</u>	\$1,047,152.39	\$413,450.67	\$1,460,603.06
<u>Direct Deposit:</u>	\$1,057,029.62	\$357,104.35	\$1,414,133.97
<u>Net Pay Checks:</u>	(\$9,877.23)	\$56,346.32	\$46,469.09
<u>Employer Paid Benefits:</u>			
FICA - Social Security	\$92,817.94	\$32,312.33	\$125,130.27
FICA - Medicare	\$21,671.25	\$7,556.98	\$29,228.23
Deduction - Regular (Not Tax Exempt)	\$94,629.46	\$86,512.73	\$181,142.19
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$192,194.33	\$110,606.98	\$302,801.31
Retirement - Idaho PERSI	\$192,367.69	\$59,023.13	\$251,390.82
<u>Total Employer Benefits:</u>	\$593,680.67	\$296,012.15	\$889,692.82
<u>Gross:</u>	\$1,526,080.54	\$565,583.43	\$2,091,663.97
<u>Total Payroll Expense:</u>	\$2,119,761.21	\$861,595.58	\$2,981,356.79
<hr/>			
Number of Employees Paid	323	260	583
Number of Males	71	45	116

MINIDOKA COUNTY SCHOOL DISTRICT #331

Labor Summary Report

Fiscal Year: 2023-2024
Pay Period: 5
Pay Cycle: Monthly Pay Periods
Starting: 11/01/2023
Ending: 11/30/2023
Pay Date: 11/22/2023

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Number of Females	252	215	467

Payroll Balancing Data

		Direct Deposit	\$1,414,133.97
		Employee Checks	\$46,469.09
Gross Pay	\$2,091,663.97	Total Net Pay	\$1,460,603.06
		EE Deductions	\$631,060.91
ER Contributions	\$889,692.82	ER Contributions	\$889,692.82
Total Payroll Expense	\$2,981,356.79	Total Payroll Expense	\$2,981,356.79

End of Report

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE Idaho Transition Institute	DESTINATION BOISE	CHECK ONE	
PURPOSE OF CONFERENCE	REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM	IN-RADIUS	OUT-RADIUS
		<input checked="" type="checkbox"/>	
		STUDENT TRAVEL OVERNIGHT Y/N	
		# STUDENTS	# CHAPERONES
<small>REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.</small>		FUNDING SOURCE (MARK ONE)	
		DISTRICT PD FEDERAL	SPECIAL ED SAFETY

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
		BREAKFAST \$10	LUNCH \$15	DINNER IN-STATE \$20 OUT-STATE \$30	DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL PER MILE .65							
Crystal Allen	13-Nov-23			\$ 20	\$ 20										
	14-Nov-23	\$ 10		\$ 20	\$ 30										
	15-Nov-23	\$ 10	\$ 15		\$ 25										
					\$ -										
					\$ -										
					\$ -									\$ 348	\$ 75
Jamie McLean	13-Nov-23			\$ 20	\$ 20										
	14-Nov-23	\$ 10		\$ 20	\$ 30										
	15-Nov-23	\$ 10	\$ 15		\$ 25										
					\$ -										
					\$ -										
					\$ -										\$ 75
Jessica Etherington	13-Nov-23			\$ 20	\$ 20										
	14-Nov-23	\$ 10		\$ 20	\$ 30										
	15-Nov-23	\$ 10	\$ 15		\$ 25										
					\$ -										
					\$ -										
					\$ -										\$ 75
Kaylen Anderson	13-Nov-23			\$ 20	\$ 20										
	14-Nov-23	\$ 10		\$ 20	\$ 30										
	15-Nov-23	\$ 10	\$ 15		\$ 25										
					\$ -										
					\$ -										
					\$ -										\$ 75
					\$ -										\$ -
					\$ 300										\$ -

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

BUDGET CODE: JEA Mentor Program/CTE Funds	PROGRAM DIRECTOR INITIAL: _____	TOTAL COST OF REQUEST: \$ 648
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>Sherry Burgher</i>		BOARD APPROVAL DATE: _____
SIGNATURE OF SUPERINTENDENT: <i>Ashley J. [Signature]</i>		\$ 300

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

CLASSIFIED SALARY SCHEDULE 2023-2024
RANGES

	III	III.1	III.2	IV	IV.1	IV.2	V	V.1	V.2	VI	VI.1	VI.2	VII	VII.1	VII.2	VIII	VII.1	VII.2	IX	IX.1	IX.2	X	X.1	X.2
A	\$14.70	\$15.07	\$15.43	\$15.87	\$16.27	\$16.67	\$17.14	\$17.57	\$18.00	\$18.52	\$18.98	\$19.44	\$20.00	\$20.50	\$21.00	\$21.60	\$22.14	\$22.68	\$23.32	\$23.91	\$24.49	\$25.19	\$25.82	\$26.45
B	\$14.92	\$15.29	\$15.66	\$16.11	\$16.51	\$16.92	\$17.40	\$17.84	\$18.27	\$18.79	\$19.26	\$19.73	\$20.30	\$20.80	\$21.31	\$21.92	\$22.47	\$23.02	\$23.67	\$24.27	\$24.86	\$25.57	\$26.21	\$26.85
C	\$15.14	\$15.52	\$15.90	\$16.35	\$16.76	\$17.17	\$17.66	\$18.10	\$18.54	\$19.07	\$19.55	\$20.03	\$20.60	\$21.12	\$21.63	\$22.25	\$22.80	\$23.36	\$24.03	\$24.63	\$25.23	\$25.95	\$26.60	\$27.25
D	\$15.37	\$15.75	\$16.14	\$16.60	\$17.01	\$17.43	\$17.93	\$18.37	\$18.82	\$19.36	\$19.84	\$20.33	\$20.91	\$21.43	\$21.96	\$22.58	\$23.15	\$23.71	\$24.39	\$25.00	\$25.61	\$26.34	\$27.00	\$27.66
E	\$15.60	\$15.99	\$16.38	\$16.85	\$17.27	\$17.69	\$18.20	\$18.65	\$19.11	\$19.65	\$20.14	\$20.63	\$21.22	\$21.75	\$22.28	\$22.92	\$23.49	\$24.07	\$24.75	\$25.37	\$25.99	\$26.74	\$27.40	\$28.07
F	\$15.83	\$16.23	\$16.63	\$17.10	\$17.53	\$17.96	\$18.47	\$18.93	\$19.39	\$19.95	\$20.44	\$20.94	\$21.54	\$22.08	\$22.62	\$23.27	\$23.85	\$24.43	\$25.13	\$25.75	\$26.38	\$27.14	\$27.81	\$28.49
G	\$16.07	\$16.47	\$16.87	\$17.36	\$17.79	\$18.22	\$18.75	\$19.21	\$19.68	\$20.25	\$20.75	\$21.26	\$21.86	\$22.41	\$22.96	\$23.61	\$24.20	\$24.79	\$25.50	\$26.14	\$26.78	\$27.54	\$28.23	\$28.92
H	\$16.31	\$16.72	\$17.13	\$17.62	\$18.06	\$18.50	\$19.03	\$19.50	\$19.98	\$20.55	\$21.06	\$21.58	\$22.19	\$22.75	\$23.30	\$23.97	\$24.57	\$25.17	\$25.89	\$26.53	\$27.18	\$27.96	\$28.66	\$29.35
I	\$16.56	\$16.97	\$17.38	\$17.88	\$18.33	\$18.78	\$19.31	\$19.79	\$20.28	\$20.86	\$21.38	\$21.90	\$22.53	\$23.09	\$23.65	\$24.33	\$24.94	\$25.54	\$26.27	\$26.93	\$27.59	\$28.38	\$29.09	\$29.79
J	\$16.81	\$17.23	\$17.65	\$18.15	\$18.60	\$19.06	\$19.60	\$20.09	\$20.58	\$21.17	\$21.70	\$22.23	\$22.86	\$23.44	\$24.01	\$24.69	\$25.31	\$25.93	\$26.67	\$27.33	\$28.00	\$28.80	\$29.52	\$30.24
K	\$17.06	\$17.48	\$17.91	\$18.42	\$18.88	\$19.34	\$19.90	\$20.39	\$20.89	\$21.49	\$22.02	\$22.56	\$23.21	\$23.79	\$24.37	\$25.06	\$25.69	\$26.32	\$27.07	\$27.74	\$28.42	\$29.23	\$29.96	\$30.70
L	\$17.31	\$17.75	\$18.18	\$18.70	\$19.17	\$19.63	\$20.19	\$20.70	\$21.20	\$21.81	\$22.36	\$22.90	\$23.55	\$24.14	\$24.73	\$25.44	\$26.08	\$26.71	\$27.47	\$28.16	\$28.85	\$29.67	\$30.41	\$31.16
M	\$17.57	\$18.01	\$18.45	\$18.98	\$19.45	\$19.93	\$20.50	\$21.01	\$21.52	\$22.14	\$22.69	\$23.24	\$23.91	\$24.51	\$25.10	\$25.82	\$26.47	\$27.11	\$27.89	\$28.58	\$29.28	\$30.12	\$30.87	\$31.62
N	\$17.84	\$18.28	\$18.73	\$19.26	\$19.75	\$20.23	\$20.80	\$21.32	\$21.84	\$22.47	\$23.03	\$23.59	\$24.27	\$24.87	\$25.48	\$26.21	\$26.86	\$27.52	\$28.30	\$29.01	\$29.72	\$30.57	\$31.33	\$32.10
O	\$18.10	\$18.56	\$19.01	\$19.55	\$20.04	\$20.53	\$21.12	\$21.64	\$22.17	\$22.81	\$23.38	\$23.95	\$24.63	\$25.25	\$25.86	\$26.60	\$27.27	\$27.93	\$28.73	\$29.45	\$30.17	\$31.03	\$31.80	\$32.58
P	\$18.38	\$18.84	\$19.29	\$19.85	\$20.34	\$20.84	\$21.43	\$21.97	\$22.51	\$23.15	\$23.73	\$24.31	\$25.00	\$25.63	\$26.25	\$27.00	\$27.68	\$28.35	\$29.16	\$29.89	\$30.62	\$31.49	\$32.28	\$33.07
Q	\$18.65	\$19.12	\$19.58	\$20.14	\$20.65	\$21.15	\$21.76	\$22.30	\$22.84	\$23.50	\$24.08	\$24.67	\$25.38	\$26.01	\$26.64	\$27.41	\$28.09	\$28.78	\$29.60	\$30.34	\$31.08	\$31.97	\$32.76	\$33.56
R	\$18.93	\$19.40	\$19.88	\$20.45	\$20.96	\$21.47	\$22.08	\$22.63	\$23.19	\$23.85	\$24.44	\$25.04	\$25.76	\$26.40	\$27.04	\$27.82	\$28.51	\$29.21	\$30.04	\$30.79	\$31.54	\$32.44	\$33.26	\$34.07

12

Cook/Cashier	College & Career Asst	Behavior Technician	School Secretary	School Bookkeepers	High School Bookkeeper	Program Sec/Coordinator	SL Interpreter/Certified
Para Educator	Daycare Provider	Computer Lab Asst	Special Serv Secretary	District Office Reception/Scty	HVAC Technician	Accounts Payable	HVAC, Lic Journeyman
Special Ed. Aide I	Special Ed Aide II	Librarian	Kitchen Manager	Head Custodian	Electrician Technician	Supt Sect/Board Clerk	Electrician, Lic Journey
Instructional Aide	Migrant/Eng Learner Asst	Speech Lang Tech	Food Serv Secretary	Bus Driver	Plumber Technician	Data Finance Specialist	Plumber, Lic Journey
School Bus Assistant	Custodian	Prep/Kinder Provider	Maintenance Secretary	Bus Driver, Sp Ed	Mechanic	Business Office Assistant	
	Custodian/Grounds	Maintenance/Custodian	Trans Sec/Dispatcher		Bus Driver Trainer		
	GEAR UP Program Assistant	Custodian Foreman			Warehouse Manager		

Additional Ranges for College Credits and/or Professional Development CEU .1= 32 Credits or 10 CEUs and .2= .64+ Credits or 20 CEU *CEU cannot be older than 5 years

Flat Hourly Rates 2022-2023					
Certified Provider	\$ 30.00	Prof Dev Daily Rate	\$180.00	Transportation Substitute Drivers	\$ 15.00
Driver Education Instructor	\$ 30.00	Prep Pay per Prep	\$30.00	Transportation Activity/Field Trips	\$ 15.00
Homebound Teachers	\$ 30.00			Transportation Training Meetings	\$ 15.00
Certificated Activity Pay, Per Activity	\$ 30.00	Referee Rates:	per game per night	Transportation Substitute Aide	\$ 13.00
Classified Activity Pay, Per hour	\$ 10.00	Middle School Basketball	\$50.00 \$100.00	Ski Bus Drivers	\$ 15.00
Student Employees	\$10.00	Middle School Soccer	\$40.00 \$90.00	Substitute Food Service	\$ 14.00

Summer School		A maximum of "Step E" for five years of experience or more, for similar position, will be allowed for newly hired employees.	
Secretaries - Rate of pay if currently working in column VI during the regular school year, otherwise, A/VI.		Inter-district employees hired in a position in a higher range will be placed in a cell that yields at least a 5% increase.	
Kinder/Prep Providers - If currently working in column V during the regular school year, otherwise, A/V.		If an employee involuntarily moves back columns, they will be placed on the row that is closest to their previous rate of pay.	
Classified Staff	\$ 15.00	If an employee voluntarily moves back columns, they will be placed on the row that reflects their experience for that position	
Certified Staff	\$ 30.00	If an employee leaves the District and returns within 1 year, they will be placed at their previous placement	
Administator	Per Admin salary schedule	If an employee leaves the District and returns after 1 year the highest they can be placed in is an "E"	

This salary schedule supersedes all previous salary schedules

Steps: 1.5% increase per step. Lanes: .1 is 2.5% from base salary and .2 is 5% from base salary

SCHOLARSHIP WINNERS

Gabby Dominguez -

- **Boise State \$3000 for 4 years,**
- **Idaho State\$1000 for 4 years**

Lizzando Leon ISU- \$1000

Wendy Valiente - Diversity Scholarship U of I -\$1500

Gilbert Rodriguez - Diversity Scholarship U of I-\$1500

Alejandro Olives Diversity Scholarship U of I - \$1500

Bryan Doroteo - Lewis and Clark State College-\$1000

Josue Lopez - Diversity Scholarship U of I-\$1500

Cynthia Orozco - Diversity Scholarship U of I -\$1500

MCSD Parent Teacher Conference 2023-2024

School	1 st Semester	2 nd Semester
Acequia Elementary	90%	
Heyburn Elementary	92%	
Rupert Elementary	91%	
Paul Elementary	92%	
East Minico	62%	
West Minico	33%	
Mt. Harrison Junior High Preschool Center	99%	
Minico High School -teachers reported % of parents they saw in all classes	60%	
Mount Harrison High School		

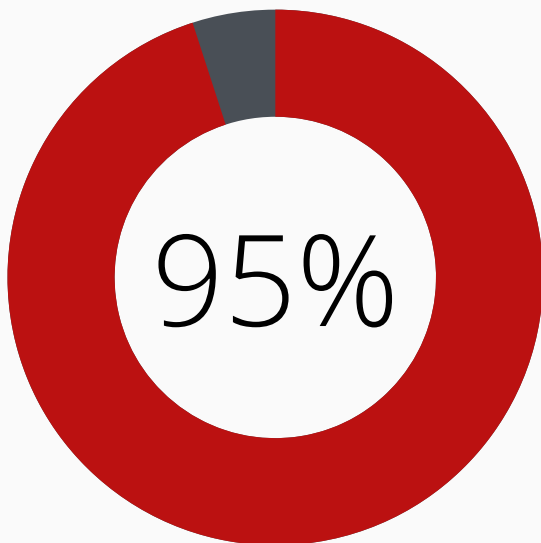
TECHNOLOGY DEPARTMENT

BOARD REPORT

November 2023

Projects

- Stored Q1 Grades
- ISEE
- Meeting with PMT
- Google App Approvals
- HES Bell System Restore
- Filtering System Changes



Tickets

382 submitted

363 resolved

Minidoka County School District
Monthly Maintenance Report
November 8, 2023

October – 103 New Requests
443 Work in Progress
87 Complete

November – 99 New Requests
443 Work in Progress
109 Complete

Maintenance Department Updates

Current Projects:

Minico

1. Convergent is waiting for parts to come in to finish the install. Parts are expected to be here in August. Convergent is in the final stages of setting up Genetic for security. Finished electrical work waiting to set up.

Mt. Harrison

1. HVAC - Gary Jones Construction has HVAC units on the roof and are working on getting the units put together. We are hoping to be done at the end of December.



Acequia

1. ADA shower – Shower complete. Flooring to be installed.

East

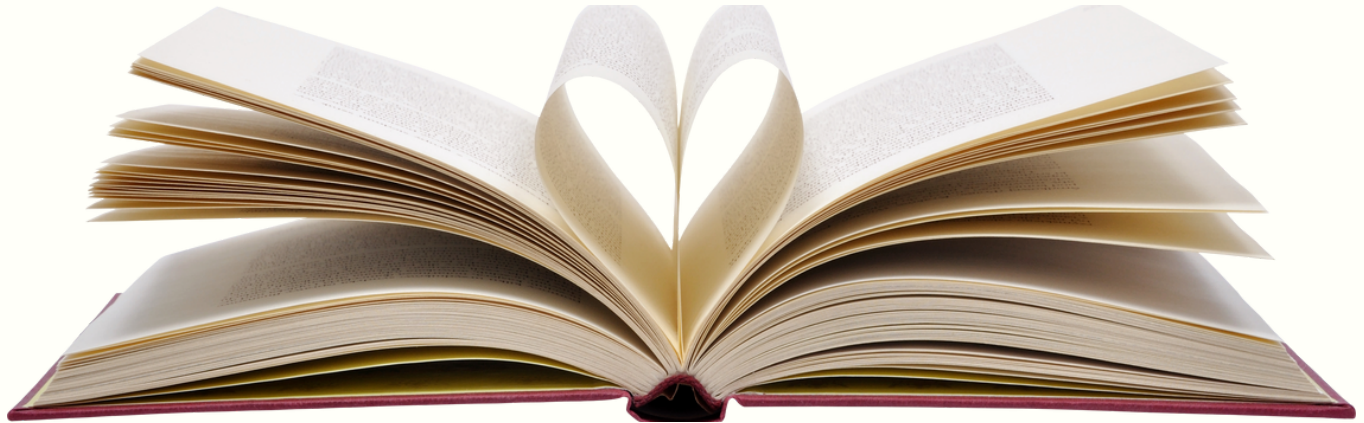
1. Track – Project to be started in the spring.

West

1. Track – Project to be started in the spring.
2. Windows will be installed on Friday's.

LITERACY NEWS

Minidoka County School District



Visualizing & Verbalizing

On November 9, 36 staff members from all elementary schools were trained in Visualizing and Verbalizing, which will be used as an intervention program.

The Visualizing and Verbalizing program is a cognitive development approach designed to enhance students' reading comprehension and language processing skills. Developed by educational therapist Nanci Bell, the program focuses on strengthening the connection between visual and verbal processing, enabling students to create mental images while reading and express them verbally. By honing these skills, students can improve their comprehension, critical thinking, and overall proficiency in understanding and expressing ideas.

Interventions

A focus this year is providing quality interventions for students. In addition, the elementary schools are reviewing data to determine the intervention students need and then continuing to monitor student progress.

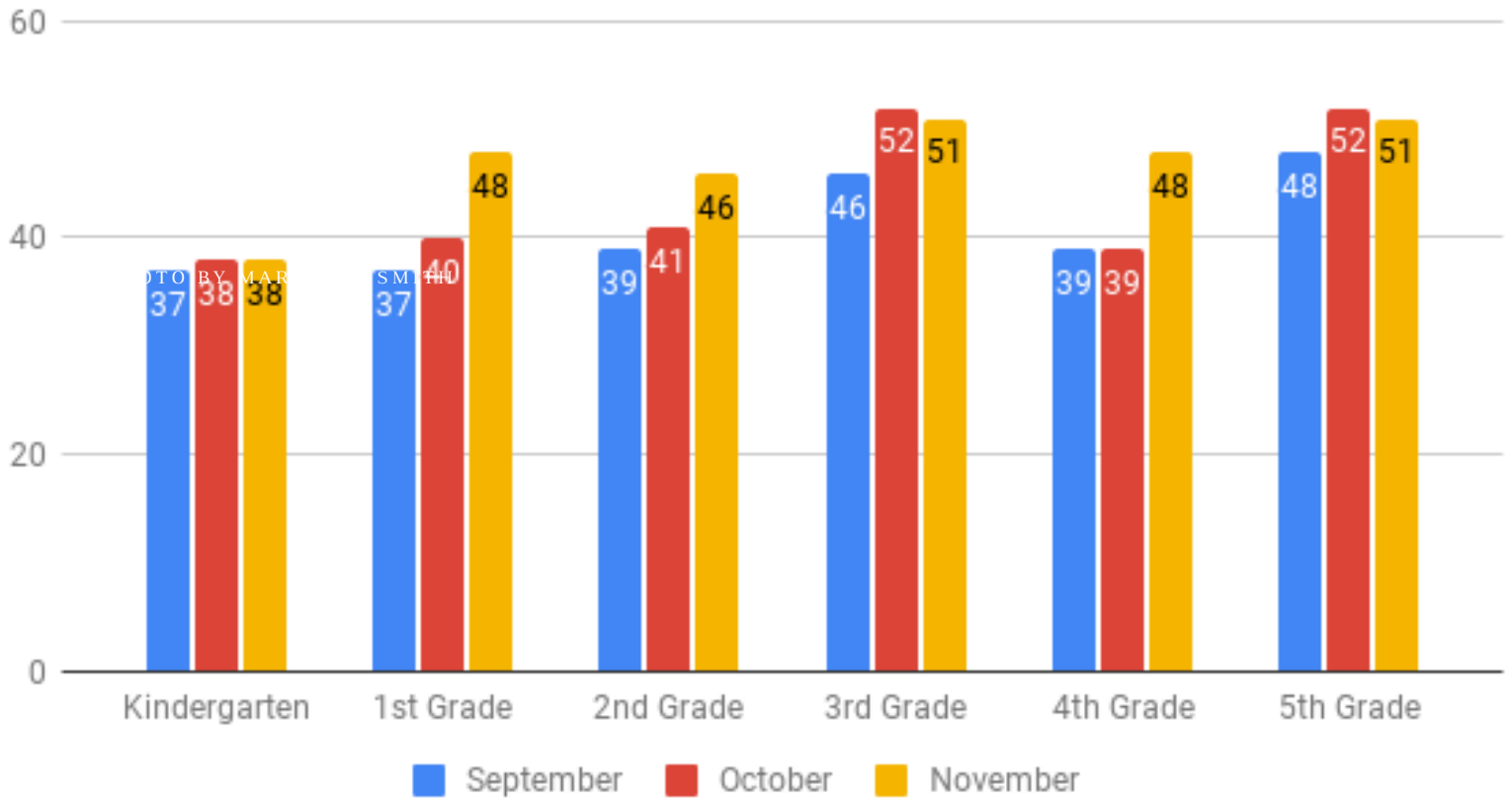


Reading by Design

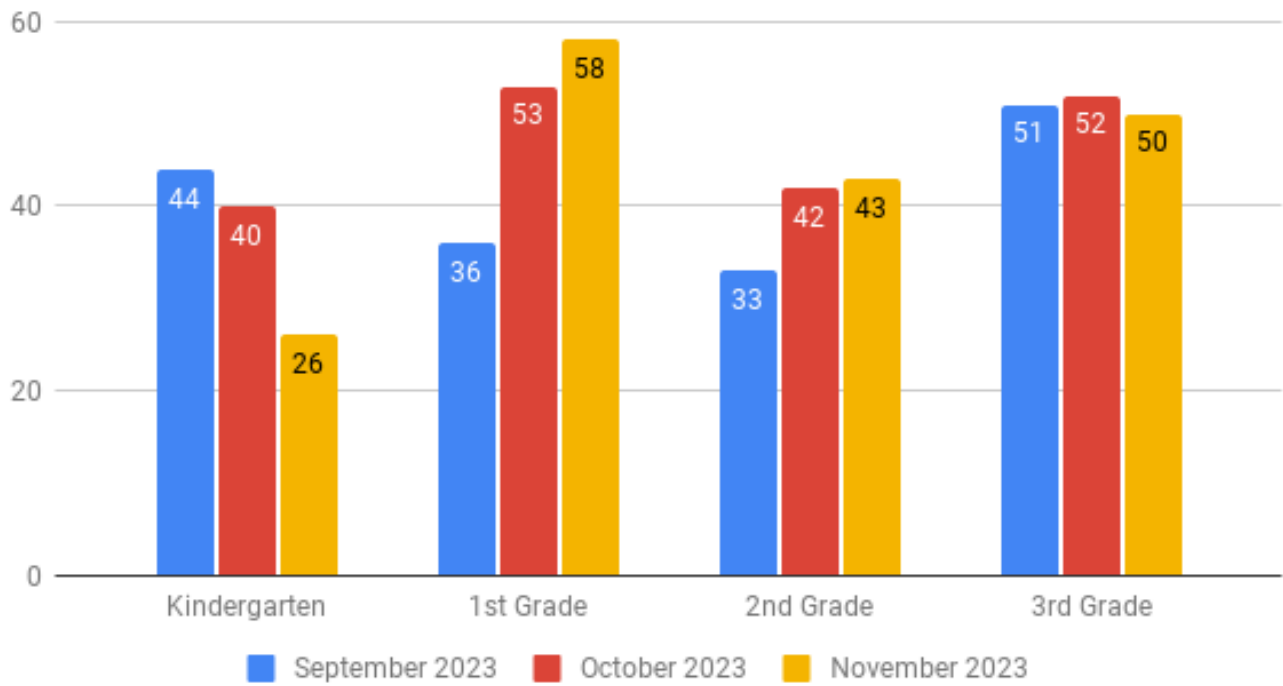
We have 45 current staff members trained in Reading by Design, the program employs a systematic, multisensory approach to support students in mastering phonics, decoding, and word recognition. Through targeted activities and engaging content, Reading by Design strives to empower students with the essential skills necessary for fluent and confident reading. Districtwide we have approximately 350 students in the program.

IRI DATA 2023-2024

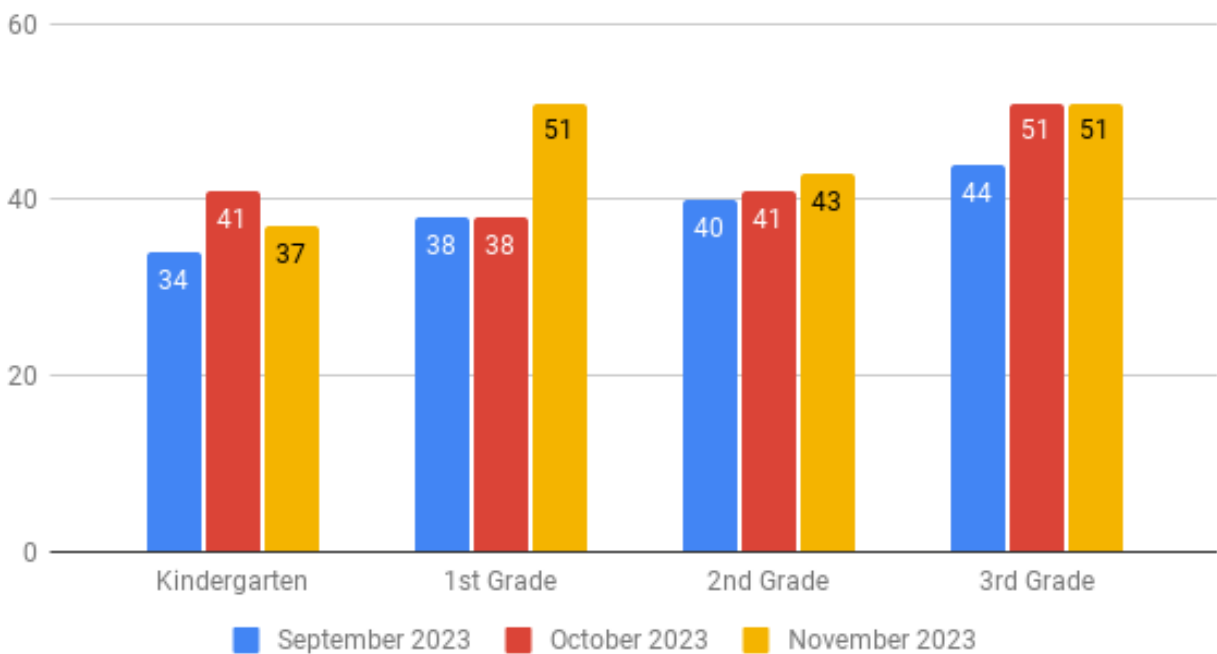
MCS D Districtwide IRI Data 2023-2024



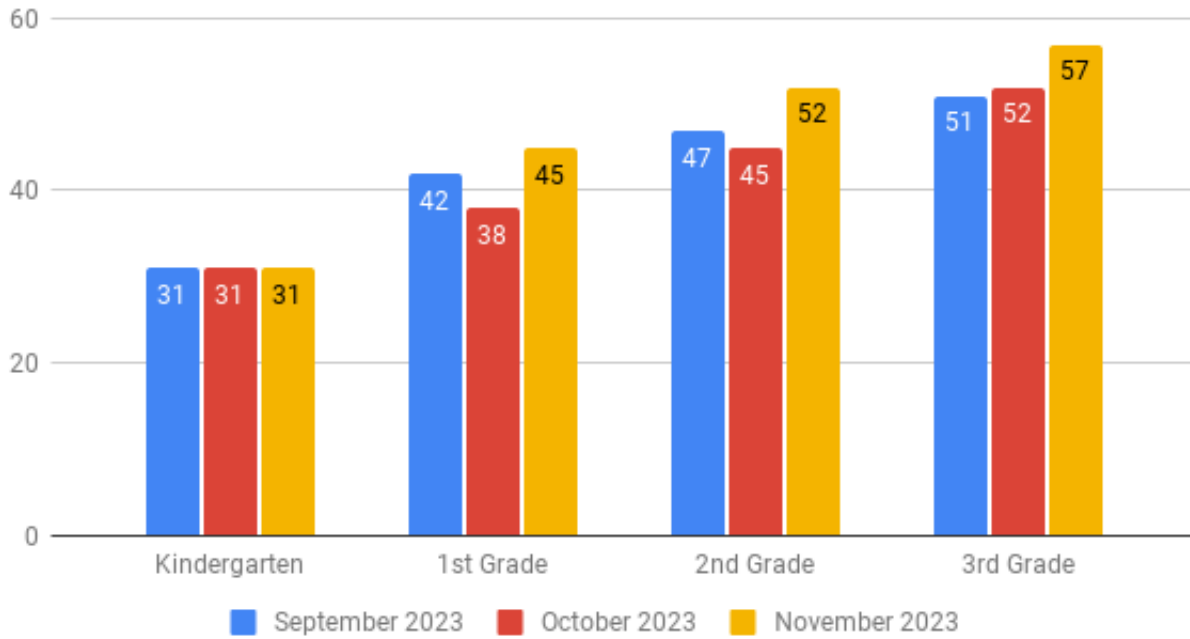
Acequia Elementary IRI Scores 2023-2024



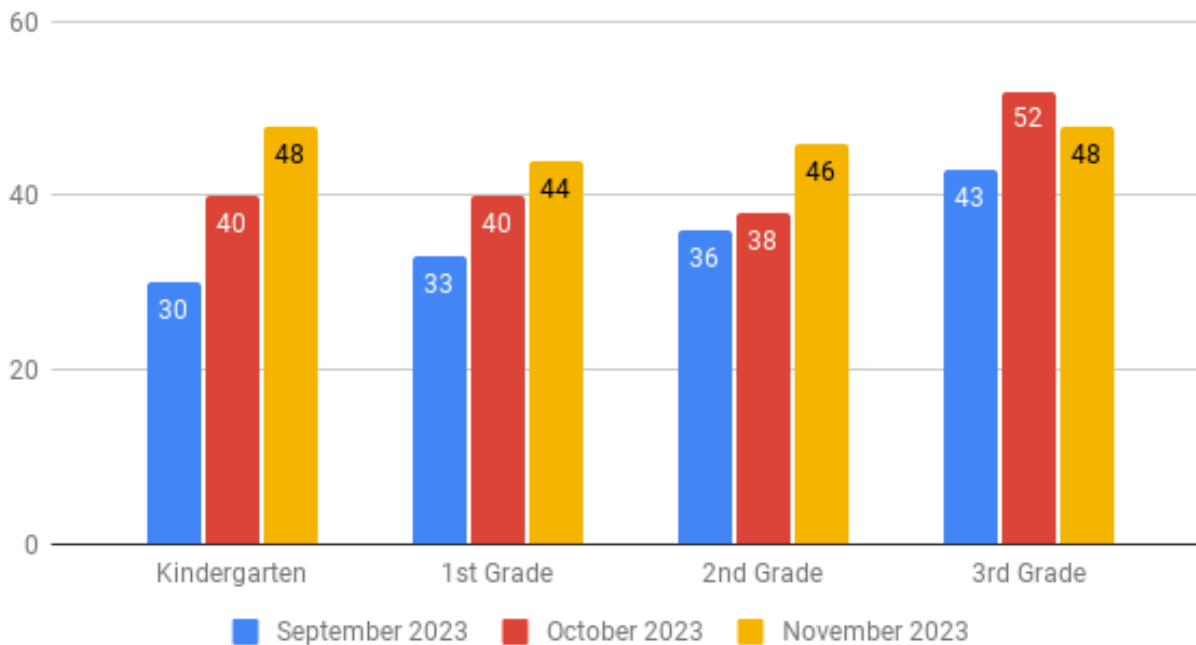
Heyburn IRI Scores 2023-2024



Paul IRI Scores 2023-2024



Rupert IRI Scores 2023-2024



Minidoka County School District #331

School Nutrition Programs

Administrative Board Report

Report Date: November 20, 2023

Happy Thanksgiving!

Revenue

October served 18 days, we served 45,016 lunches and 18,261 breakfasts for a total revenue of \$160,396.83. Our ADP in August was back up to 27% for breakfast and hanging around at 56% for lunch.

ISNA Fall Expo

We had 3 of our kitchen managers attend the expo and had a blast. I really enjoy being able to bring staff to events like this because it breathes new life and creativity into them. Our world can get very dull and monotonous from time to time so to get to meet with other school nutrition professionals, see new products and new ways of serving meals is time well spent.



Spooktacular Halloween!

Our kitchens really enjoyed Halloween. I hope as I get more established in the district, we are able to embrace more of the holidays at the kitchens. My goal is to have each kitchen go all out for one holiday per year. I can be a little expensive and time consuming to have a big festive event for each holiday at each school but its more attainable if Heyburn celebrated Halloween, Paul celebrated Valentine's Day or Acequia celebrated St. Patties Day. For this year, we are embracing as much as we can in the holidays. We had a few kitchens dress up for Halloween, decorate the cafeteria and we all served a spooky chocolate cake with Halloween sprinkles.



Minico Thanksgiving Meal



On Wednesday our schools served the once-a-year Thanksgiving Feast! We prepare all week for this meal and acquire some extra hands in the kitchen to help throughout the day. On the menu we have turkey breast roasts, mashed potatoes & gravy, stuffing, green beans, homemade roll and the most delicious pumpkin cake. Of course, we still have all of our garden bar choices. We have pictured cantaloupe with tain, orange slices and a garden salad.



This year to add a little fun and competition to the kitchens the HR team and SNP team went around to each kitchen to rank the best item and award an overall winner. We don't have a winner just yet since Paul's meal will be tomorrow due to a fieldtrip. I will announce the winner on Monday! The overall winner will have a Soda frenzy gift card and the category winners will receive a certificate to hang in their kitchen.

I look forward to keeping these traditions growing in the district and inviting the board to help serve and eat with our kitchens next year.

Thank you,

Katie Rogers, SNS
School Nutrition Programs Director

Minidoka School Nutrition Programs

NSLP Claim
SY2023-23

Month	October
Days	18

Summary at a Glance

District Wide Summary	Breakfast				Lunch			
	Free	Reduced	Paid	Total	Free	Reduced	Paid	Total
Meals Served	10564	1901	5796	18261	22210	4846	17960	45016
ADP	587	106	322	1015	1234	269	998	2501
Reimbursement	\$28,839.72	\$ 4,619.43	\$ 2,202.48	\$35,661.63	\$94,836.70	\$18,754.02	\$ 7,543.20	\$ 121,133.92

Reimbursement Rates

	Lunch	Breakfast	Stipend	ASSP
Free	\$4.27	\$2.73	\$0.08	\$1.17
Reduced	\$3.87	\$2.43	\$0.08	
Paid	\$0.42	\$0.38	\$0.08	

Meals Served

School	Breakfast				Lunch			
	Free	Reduced	Paid	Total	Free	Reduced	Paid	Total
Acequia	721	155	425	1301	1245	343	1655	3243
East	996	156	486	1638	2401	540	2163	5104
Heyburn	2094	206	897	3197	3797	594	2405	6796
Minico	1344	226	925	2495	3280	743	4033	8056
Minico PreK	138	12	118	268	326	17	140	483
MJH	143	9	55	207	307	25	157	489
Mt. Harrison	250	25	105	380	594	91	273	958
Paul	1534	356	765	2655	3205	837	2124	6166
Rupert	2650	576	1725	4951	4294	945	2974	8213
West	694	180	295	1169	2761	711	2036	5508
Total	10564	1901	5796	18261	22210	4846	17960	45016
Overall	18261				45016			

Enrollment

School	Enrollment	Free	Reduced	Paid	% F/R
Acequia	284	78	27	179	37%
East	532	206	44	282	47%
Heyburn	518	223	36	259	50%
Minico	1226	352	77	429	35%
Minico PreK	70	32	2	36	49%
MJH	35	19	2	14	60%
Mt. Harrison	142	70	9	63	56%
Paul	489	203	59	227	54%
Rupert	647	268	53	326	50%
West	493	192	47	254	48%
Total Enrollment	4436	1643	356	2069	45.06%

Total Reimbursement

School	Breakfast			Lunch			Federal Stipened
	Free	Reduced	Paid	Free	Reduced	Paid	
Acequia	\$ 1,968.33	\$ 376.65	\$ 161.50	\$ 5,316.15	\$ 1,327.41	\$ 695.10	\$ 259.44
East	\$ 2,719.08	\$ 379.08	\$ 184.68	\$ 10,252.27	\$ 2,089.80	\$ 908.46	\$ 408.32
Heyburn	\$ 5,716.62	\$ 500.58	\$ 340.86	\$ 16,213.19	\$ 2,298.78	\$ 1,010.10	\$ 543.68
Minico	\$ 3,669.12	\$ 549.18	\$ 351.50	\$ 14,005.60	\$ 2,875.41	\$ 1,693.86	\$ 644.48
Minico PreK	\$ 376.74	\$ 29.16	\$ 44.84	\$ 1,392.02	\$ 65.79	\$ 58.80	\$ 38.64
MJH	\$ 390.39	\$ 21.87	\$ 20.90	\$ 1,310.89	\$ 96.75	\$ 65.94	\$ 39.12
Mt. Harrison	\$ 682.50	\$ 60.75	\$ 39.90	\$ 2,536.38	\$ 352.17	\$ 114.66	\$ 76.64
Paul	\$ 4,187.82	\$ 865.08	\$ 290.70	\$ 13,685.35	\$ 3,239.19	\$ 892.08	\$ 493.28
Rupert	\$ 7,234.50	\$ 1,399.68	\$ 655.50	\$ 18,335.38	\$ 3,657.15	\$ 1,249.08	\$ 657.04
West	\$ 1,894.62	\$ 437.40	\$ 112.10	\$ 11,789.47	\$ 2,751.57	\$ 855.12	\$ 440.64
Total	\$ 28,839.72	\$ 4,619.43	\$ 2,202.48	\$ 94,836.70	\$ 18,754.02	\$ 7,543.20	\$ 3,601.28
	\$ 35,661.63			\$ 121,133.92			\$ 3,601.28
	\$ 160,396.83						

Average Daily Participation

School	Breakfast					Lunch				
	Free	Reduced	Paid	ADP%	Total	Free	Reduced	Paid	ADP%	Total
Acequia	40	9	24	25%	72	69	19	92	63%	180
East	55	9	27	17%	91	133	30	120	53%	284
Heyburn	116	11	50	34%	178	211	33	134	73%	378
Minico	75	13	51	11%	139	182	41	224	37%	448
Minico PreK	8	1	7	21%	15	18	1	8	38%	27
MJH	8	1	3	33%	12	17	1	9	78%	27
Mt. Harrison	14	1	6	15%	21	33	5	15	37%	53
Paul	85	20	43	30%	148	178	47	118	70%	343
Rupert	147	32	96	43%	275	239	53	165	71%	456
West	39	10	16	13%	65	153	40	113	62%	306
Total	587	106	322	23%	1015	1234	269	998	56%	2501

To Mr. Larsen and our School Board,

We need more drivers! We have 2 drivers that are long term medical and one driver that found a new job. We have combined 4 routes down to 2 routes to keep us running. If we have anymore illness or long term medical, WE WILL NOT BE ABLE TO GET KIDS PICKED UP AND DROPPED OFF

We have issued 13 tickets and out of the 13 tickets 8 were suspended.

Carrie tells me that Heyburn is launched for **Bus Right** and is up for the parents. We are working on Rupert next. She is working very hard to get kid's names put with the stops, so parents can have access to the Bus Right app.

Our mechanics are busy working on buses and helping wherever we need the help.

Ashley is keeping up on trips and doing a great job at her job.

We had 39 trips in the month of October ranging from the pumpkin patch, movies, band, choir, and sports.

In November we honored our Veterans that work in our department. We had a lunch and it was nice to have Mr. Larsen and all who was invited come. Thank you

Our Veterans are: Jimmy Stone, Tracy Draper, Galan DePew, Sheila Barboza, Jim DeVall

We thank them for their service.

We love our department. They are so helpful when we are in a bind. They are the first to say how can we help and we all pull together to get our jobs done no matter the job. Thank you to our department.

November Birthdays: Nils (Boone) Schmidt Nov 18th

We have all of our buses that were ordered. We ordered 6 gas buses.

Here is the strength and weakness of both diesel and gas buses.

Diesel

- We are averaging about 9 miles to the gallon
- We are paying \$3.86 a gallon for Diesel
- Price of a diesel bus is running about \$165,000 right now
- Diesel buses take 16 quarts of oil
- Oil filters are \$25.00
- Def head runs \$1,150 for the older buses
- Def head run \$1,947.75 for the new buses (This can take up to six months go get what's needed.)
- Must be plugged in when it is cold
- Sometimes gel up in the winter

Gas

- We are averaging about 6 miles to the gallon

- We are paying \$3.34 a gallon of gas
- Price for Gas bus is \$140,000 right now
- It takes 7 quarts of oil
- Oil filter is \$4.44
- No DEF
- Does not have to be plugged in

I have visited with the 5 drivers that are running our gas buses. Here is what they had to say:

The strength

- The interior light is wonderful
- The heaters are great
- Love the pedal adjustment
- Emergency brake works well

The weakness of the gas bus

- They do not have the torque that the diesel bus has.
- No VGT break on the gas buses which could mean we might go through breaks more. We will not know this until we have them for a while.

There are strengths and weaknesses for both Diesel and gas buses.

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

Thank you,

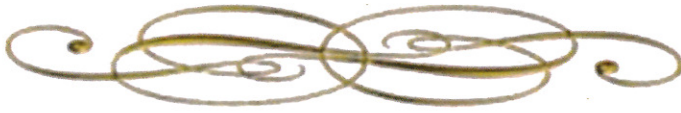
Coleen Jones

To Whom it May Concern,

I, Ryann Anderson (West Minico Dance Coach) Samara Arthur(West Minico Publication Advisor) Kari Anderson(Student Council Advisor). Would like to team up and sell Jacks Links Original Beef Sticks. We are planning on selling a minimum of 1000 beef sticks so that we can earn 50% profit back towards our clubs/team. We have the money in our accounts to cover the expenses that the fundraiser would cost, and plan to spend our profits toward our club's expenses of club wear, club activities, new camera gear, and travel expenses for the dance team/publication/Student Council group ect.. We would split the expenses and profits according to what each team member does.

If you have more questions or concerns please feel free to contact either myself, Samara,or Kari. Either through our emails Ryanderson@minidokaschools.org, Sarahur@minidokaschools.org, kanderson@minidokaschools.org

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.



Updated: July 2023 4

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**

Subs for certified positions will be paid either a half day or a full day as indicated in the sub system. (change made and board approval needed)

Elementary: 7:15-11:15 or 11:15-3:15 (unpaid lunch)

Secondary: 7:30-11:30 or 11:30-4:00 (paid lunch)

POLICY TITLE:	Idaho Digital Learning Alliance IDLA Classes Minidoka County Joint School District # 331	POLICY NO: 226.00 PAGE 1 of 3
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The Idaho Digital Learning Alliance (IDLA) is a legislatively created virtual school designed to provide Idaho students with greater access to an assortment of courses while working in collaboration with public schools. IDLA offers educational opportunities that meet students' changing needs and grants students the flexibility of learning anytime, anyplace, and at a pace that meets their individual learning styles.

The District will use IDLA classes to supplement its curriculum and to provide credit recovery courses for students' progress towards graduation.

Site Coordinator

The District will provide an individual, employed by the District, as a Site Coordinator. In the event that there are students participating at different levels, there will be a Site Coordinator at each participating building. The Site Coordinator is to regularly motivate and monitor the progress of students. The role of the Site Coordinator is to:

1. Advise students on appropriate courses for registration.
2. Ensure that students are completing work on a timely basis, including checking grades online every two weeks.
3. Proctor final exams; and
4. Facilitate communications with students' parents/guardians regarding course progress and the IDLA instructor.

Additionally, the Site Coordinator is a contact for the IDLA instructor and IDLA staff. A Site Coordinator shall be assigned to each participating building. Anyone selected as a Site Coordinator shall successfully complete the IDLA online Site Coordinator Course. The cost of the IDLA online Site Coordinator Course and the stipend shall be paid by the District.

Student and Course Selection

District administrators, counselors, and teachers will identify those students who will benefit from IDLA classes.

At the discretion of the principal or designee, students may be selected to take IDLA courses who:

1. Need to make up credits in order to graduate on schedule;
2. Are eligible for hospital or homebound programs;
3. Are interested in advanced placement or dual credit courses;
4. Want to supplement their curriculum by taking course(s) not offered at their school;
5. Have scheduling conflicts;
6. Want to accelerate their academic program by taking additional courses to facilitate early graduation; Student will be responsible for the cost of the courses if they are choosing to get ahead prior to registering for the course.

SECTION 200: INSTRUCTION

7. Are excused from being physically present on the campus of their school of record for an extended period of time.

Students may be denied the privilege of IDLA enrollment if their academic and behavioral record does not indicate the academic ability and self-discipline needed to succeed in online classes.

The parent or guardian, student, and principal or designee must confer and agree that course(s) selected is (are) academically and developmentally appropriate for the student and that all prerequisites as determined by the student's school of record have been completed before registration in an IDLA course.

Ethical Conduct

Any student attending classes through IDLA shall adhere to District Policy # 502.97 District-Provided Access to Electronic Information, Services, and Networks Use for Students, as well as any acceptable use policy implemented by IDLA. Additionally, the student and the student's parent/guardian shall agree to abide by the District's and IDLA's policies prior to IDLA classes beginning.

In the event of a violation of the acceptable use policy, plagiarism, or other disciplinary issues, IDLA will notify the District. The District shall take any disciplinary measures necessary as provided in District policy.

Tuition/Fees

The District shall abide by the IDLA Fees Policy Statement provided by IDLA. The District shall pay the IDLA cost associated with enrolled students who take IDLA classes as part of their normal school day. The District will pay the tuition and registration fees only for these eligible students including the cost of classes taken for credit recovery or as a retake or remedial course unless the District offers the course directly and the student makes a personal choice to take the course through IDLA instead of the District's offering. If students fail an IDLA course, they are then responsible for paying for the following course(s) if they want to continue to take IDLA courses.

Commented [1]: Can we add: In credit recovery, if the student fails the course, the next credit recovery they will be responsible for covering the cost.

If the student is enrolled in sufficient classes to qualify as full-time in a District high school, the student is responsible for all tuition and registration fees to be paid to IDLA associated with over-enrollment. In other words, if the student has made a personal choice to take more than a full course-load of classes for credit, such is the personal choice and personal cost of the student/family of student.

The student shall also be responsible for any tuition or registration fees for a course taken through IDLA which was offered by the District directly but taken via IDLA at the student's preference.

Credit Recovery

In credit recovery, if the student fails the course, the next credit recovery it will be the responsibility of the student to cover the cost.

-

Grading

IDLA provides a percentage grade to the District. The District transcribes the credit. The grade received from any IDLA class will be averaged into the student’s GPA. The student will be granted high school credit when earned through the IDLA. Grade percentages in courses shall be based on such criteria as mastery of the subject, demonstrated competency, and meeting the standards set for each course.

Advanced Placement Designation on Transcript

If a student of the District takes an IDLA class, the District will specify on the student’s transcript that the advanced placement course was taken through IDLA. The purpose for this is to ensure that the student’s transcript reflects an approved provider of the advanced placement course, such as IDLA.

For all other requirements regarding IDLA, please refer to the Idaho Digital Learning Alliance or the Site Coordinator.



LEGAL REFERENCE: Idaho Code §33-5502 Creation – Legislative Findings
Goal
Idaho Code § 33-505 Definitions
Paulson v. Minidoka School District No. 331, 93 Idaho
469, 470 (1970)

CROSS REFERENCE: 3270 District Provided Access to Electronic Information
Services and Networks.

ADOPTED: May 17, 2004

AMENDED/REVISED: March 18, 2013; January 16, 2023

Pursuant to the Idaho Public Records Act (“Act”), all records maintained by Minidoka County Joint School District are open to the public for inspection and copying at reasonable times, unless the information is specifically exempted from disclosure by Idaho law.

Designated Custodians

Designated custodians are those employees authorized to perform specific responsibilities that are described in this policy, including denying requests for information when appropriate to do so. The following persons are the designated custodians for Minidoka County School District:

Superintendent

Business Manager

Board Clerk

Records Available to Public

Subject to the limitations provided herein, and as provided by law, full access to public records concerning the administration and operations of the District shall be afforded to the public. Public access to District records shall be afforded according to appropriate administrative procedures.

Every person has the right to examine and take a copy of any public record at all reasonable times. All District records except those restricted by state and federal law shall be made available to citizens upon written request for inspection at the Clerk's office.

The Superintendent shall serve, or designate someone to serve, as “Public Records Coordinator” with the responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, retention, and copying requirements of federal law, state law, and this policy. Responsibility and authority for indexing shall include identifying the general subject matter of all public records kept or maintained by the District, the custodian of these records, and their physical location. The identified physical location of the District’s records is provided in the Retention of District Records Policy. The Public Records Coordinator shall authorize the inspection and copying of the District's records only in accordance with the criteria set forth in this policy and in compliance with state and federal laws.

A written copy of the Board’s minutes shall be available to the general public within a reasonable time after the meeting in which they are approved. Drafts of the Board’s minutes are considered to be public records and shall be produced upon request. However, the District shall watermark such public records with the statement “Unofficial Draft Minutes not yet reviewed or approved by Board.”

Definitions

A “public record” includes, but is not limited to, any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by any state agency, independent public body corporate and politic, or local agency regardless of physical form or characteristics.

A "writing" includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing, and every means of recording, including letters, words, pictures, sounds or symbols, or combination thereof; and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, or other documents.

Records Exempt from Disclosure

In accordance with Idaho Code, the following records shall NOT be subject to public inspection or copying:

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulations.
2. All personal records of a current or former employee other than the employee's public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing district.
3. Retired employees' and retired public officials' home addresses, home telephone numbers, and other financial and non-financial membership records.

Records of a current or former employee other than the employee's duration of employment with the District, position held, and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses. However, all other personnel information relating to a public employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, net pay, applications, testing and scoring materials, grievances, correspondence, and performance evaluations shall not be disclosed to the public without the employee's or applicant's written consent.

4. Records relating to the appraisal of real property, timber, or mineral rights prior to its acquisition, sale, or lease by the District.

Any estimate prepared by the District that details the cost of a public project until such time as disclosed, or bids are opened, or upon award of the contract for construction of the public project.

5. Records of any risk retention or self-insurance program prepared in anticipation of litigation, or for analysis of, or settlement of potential or actual money damage claims against the District or its employees except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include but are not limited to claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents, and correspondence relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement from public funds shall be deemed a public record unless otherwise ordered to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body corporate and politic.
6. Computer programs developed or purchased by or for the District for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide

storage, retrieval, and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program.

This does not include:

- a. The original data including but not limited to numbers, text, voice, graphics, and images;
 - b. Analysis, compilation, and other manipulated forms of the original data produced by use of the program; or
 - c. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.
7. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act Idaho Code, and adopted District policy.
 8. Test questions, scoring keys, or other examination data used to administer academic tests.
 9. Records relevant to a controversy to which the District is a party, but which records would not be available to another party under the rules of pretrial discovery for cases pending resolution.
 10. Records of buildings, facilities, infrastructures, and systems when the disclosure of such information would jeopardize the safety of persons or the public safety. Such records may include emergency evacuation, escape, or other emergency response plans; vulnerability assessments; operation and security manuals; plans; blueprints; or security codes.

However, all personnel records of a current or former public official reflecting public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing agency are subject to public inspection and copying.

If the record requested for inspection and/or copying contains both information exempted from disclosure and nonexempt information, the District shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion

Response to Requests

The District shall require that a public records request be submitted in writing upon a form prescribed by the District with the requester's name, mailing address, email address, and telephone number. A request for public records may be conducted by electronic mail on the form entitled "Public Access to District Records" (424.00F). The District may provide the requester information to help the requester narrow the scope of the request or to help the requester make the request more specific when the records requested are voluminous or costly.

The District shall either grant or deny a person's request to examine or copy public records within three working days of the date of the receipt of a request for public records. If a longer period of time is needed to locate or retrieve the records, the District shall notify the person requesting the records of the same and provide the records to such person not later than ten working days following the request. In the event an individual requests a record be provided in electronic format on the District's approved form, the District shall provide the record in electronic format if the record is available in that format. If a record is requested in electronic

format and the record cannot easily be converted to electronic format within ten working days, the District shall notify the person requesting the records of this fact and provide them with an estimate of the time necessary to complete the conversion. The documents shall then be provided at a time mutually agreeable to the parties giving consideration to any limitations that may exist regarding electronic conversion.

If the District fails to respond, the request shall be deemed to be denied within ten working days following the request. If the District denies the request for examination or copying the public records or denies in part and grants in part the request for examination and copying of the public records, the Public Records Coordinator shall notify the person in writing of the denial or partial denial of the request for the public record. The notice of denial or partial denial shall state that the attorney for the District has reviewed the request or shall state that the District has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the right to appeal the denial or partial denial and the time periods for doing so.

The Public Records Coordinator is authorized to seek an injunction to prevent the disclosure of records otherwise suitable for disclosure when it is determined that there is reasonable cause to believe that the disclosure would not be in the public interest and would substantially or irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Fee Waiver

The District will adhere to its copying fee schedule, unless it is determined by the Public Records Coordinator that the individual making such a request has demonstrated information sufficient to fulfill the following test:

1. That the requester's examination and/or copying of public records is likely to contribute significantly to the public's understanding of the operations and activities of the government;
2. That the requester's examination and/or copying of public records is not primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party; and
3. That the requester's examination and/or copying of public records will not occur if fees are charged because the requester has insufficient financial resources to pay such fees.

Upon a request that fees not be charged, and the Public Records Coordinator's consideration of the above factors, the Public Records Coordinator shall notify the requester in writing of their decision within ten working days following the request.

If the fee waiver is denied, the requester shall then have seven days to file an appeal of the denial with the Superintendent. The Superintendent shall review the denial and either affirm or reverse the denial of the Public Records Coordinator in writing within ten working days of receipt of the appeal. In the event that the Superintendent is the Public Records Coordinator then the appeal shall be filed within seven days with the Board. At the Board's next regularly scheduled meeting, the Board shall review the denial of fee waiver and either affirm or reverse it. There shall be no further appeal beyond the Board.

The request shall not be fulfilled or prepared, and the time for response will not begin to run, until such time as the final determination as to fees has been addressed and any fees to be charged have been paid.

A requester may not file multiple requests for public records solely to avoid payment of fees. If the District suspects that this is the case, it can aggregate the related requests and charge based upon its copying fee schedule.

Fee Schedule

The copying fee schedule of the District is as follows:

1. The District shall not charge a fee for the first 100 pages of records or the first two hours of labor in responding to a request.
2. Copies of public records - 5¢ (black and white) 10¢ (color) per page [**CANNOT EXCEED ACTUAL COST**] for copies beyond the first 100 pages or beyond the first two hours of labor in responding to a request.
3. The District will charge for the labor costs associated with locating and copying documents if:
 - a. The request is for more than 100 pages of records;
 - b. The request includes nonpublic information that must be redacted from the public records; or
 - c. The labor associated with locating and copying the records exceeds two hours.
4. The fees for labor associated with responding to a public records request shall be charged at the per hour pay rate of the lowest-paid administrative staff employee of the District who is necessary and qualified to process the request.
5. The fees associated with redactions required to be made by an attorney employed by the District shall be charged at the lowest-paid hourly rate of the lowest paid attorney employed by the District or, if there are no attorneys employed by the District, the rate shall be no more than the usual and customary rate of the attorney retained by the District.
6. Copy of a duplicate computer disc or similar record system the fee shall not exceed:
 - a. The District's cost of copying the information in that form
 - b. The District's cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to electronic form.

Fees shall be collected in advance. The District shall provide requesters with an itemized statement of fees to show the per page costs for copies and the hourly rate of employees and attorneys involved in responding to the request.

Records Containing Both Exempt and Non-Exempt Materials

~~When exempt and non-exempt materials are combined, the district is responsible for separating the exempt from the non-exempt information and supplying the non-exempt record. The Public Records Law prohibits denying access based on the fact that the record contains both types of materials.~~

Even if an exemption applies to a record, the law allows disclosure of statistical information that does not identify any particular person.

Public Records Requests

- ~~1. The district shall provide access to public records as established in Idaho Code.~~
- ~~2. All record requests must be submitted in writing using the form entitled “Public Access to District Records” (424.00F) which is available on the District website at www.minidokaschools.org.~~
- ~~3. The law prohibits asking why the information is needed. It is permissible to explain what records are available to help identify the material that is desired. A request for records must be granted or denied within three (3) working days. The custodian should verify the identification of the individual making the request.~~
- ~~4. If it is determined by an employee of the district that a longer period of time is needed to locate or retrieve the public records, the public agency shall so notify in writing the person requesting to examine or copy the records and shall provide the public records to the person no later than ten (10) working days following the person’s request.~~

Inspection and Correction of an Individual’s Records

~~After providing identification, an individual may inspect, copy and request correction of public records pertaining to that person, except those portions of records that are exempt from disclosure. A correction, or a written refusal to make the correction, must be made within ten (10) calendar days.~~

~~Subsection three (3) of Section 9-342 prohibits access to certain records pertaining to oneself, if the information relates to exempt investigatory records of ongoing investigations, “is compiled in reasonable anticipation of litigation which is not otherwise discoverable” or “is otherwise exempt for disclosure by statute.”~~

Denial Of Request

~~If a request for a record is denied in whole or in part, the Act requires the person who administers the agency or a designated custodian to notify the person in writing.~~

~~If a request to correct an individual’s record is denied, written notification is required within ten (10) calendar days of the receipt of the request. The notice of refusal to amend a record must state the reasons for the refusal, and provide the statement of appeal rights and certificate of mailing mentioned above.~~

~~If a request is denied, the requested records must be retained until the end of the appeal period, until there has been a decision or an appeal, or as otherwise provided by law, whichever is longer. The time limit for filing an appeal is 180 days from the date the notice of denial is mailed.~~

Electronic Request

~~A request for public records may be conducted by electronic mail on the form entitled “Public Access to District Records” (424.00F). In the event an individual requests that a record be provided in electronic format, the District shall provide the record in electronic format if the record is available in that format.~~

LEGAL REFERENCE: Title 74 Chapter 1 Public Records Act
I.C. § 74-204 Written Minutes of Meetings
IDAPA. 08.01.01.100 Procedures for Responding to
Requests for Examination and/or Copying Public
Records
Idaho Public Records Law Manual, July 2015

ADOPTED: January 17, 2011

AMENDED/REVISED: June 20, 2016

REFER TO: 424.00F

CROSS REFERENCE: Policy 380.00 Student Records
Policy 424.50 Public Access to District Website

~~It is the policy of the Board of Trustees of Minidoka County Joint District No. 331 that patrons and other interested parties are welcome and encouraged to volunteer to serve in schools and to visit the schools and administrative offices within the district.~~

Provisions:

~~Visitors, individuals and groups shall by way of courtesy and necessity observe the following:~~

- ~~1. All schools shall have posted on entryways a sign stating that all visitors shall report to the office.~~
- ~~2. All visitors shall report to the respective building's main office when entering any school facility.~~
- ~~3. Large groups should make advance arrangements and secure the approval of the respective principal or designee.~~
- ~~4. Parent visits during class time shall be arranged in advance with the principal or designee.~~
5. Parents are not allowed to be on the playground with their children without express permission from the principal or designee.

~~Each school is required to maintain a log to record all visitations from individuals and groups other than the school's building personnel. This includes, but is not limited to, District staff from other sites, all visitors, all salespersons and business representatives, volunteers and any other non-building staff personnel, including Board members and emergency/law enforcement personnel. Non-site personnel will be required to check each visit. The log will indicate dates and times. The building principal is responsible for maintenance of the visitor log.~~

~~While the District encourages visits by Trustees, parents, and citizens to all District buildings, all visitors are required to report to the administration or principal's office upon entering any District building.~~

~~All building administrators shall ensure that prominent notices are posted at each entrance requiring that all visitors first report to the administrative office. This includes all parents, Trustees, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, salespersons, representatives of the news media, former students, and any other visitors.~~

~~An Visits to individual who wishes to visit a classrooms during instructional time may only do so shall be permitted only with prior approval from the building principal²s and classroom teacher.²s approval and s Parents/guardians of District students shall have reasonable access to observe all school activities during school hours in which the child is enrolled, provided they have received prior permission. Parents/guardians who are otherwise legally prohibited from such access shall not be granted this permission. Such visits shall not be permitted if their~~

occurrence, duration, ~~or~~ frequency, or conduct on campus interferes with the delivery of instruction or disrupts the normal school environment.

Nothing in this section shall prevent a reasonable denial of entry due to emergency or safety drills, situations outlined in school safety plans, an emergency lockdown, periods of statewide testing, school officials' enforcement of the provisions of section IC 33-512, or other specific situations listed in District policy or building rules.

Conferences should be held outside school hours or during the teacher's conference or prep time.

Conduct on School Property

The District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a Trustee, sports official or coach, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface District property;
4. Violate any Idaho law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons except in accordance with Policy 3330;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function, including using cellular phones in a disruptive manner;
8. Make an audio or video recording in the classroom without prior approval of the building principal and classroom teacher;
9. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
10. Operate a motor vehicle:
 - A. In a risky manner;
 - B. In excess of 20 miles per hour; or
 - C. In violation of an authorized District employee's directive;
11. Engage in any risky behavior, including rollerblading, roller skating, or skateboarding; or
12. Violate other District policies or regulations, or an authorized District employee's directive.
13. Parents are not allowed to be on the playground with their children without express permission from the principal or designee.

Enforcement ~~Loitering/Unauthorized Persons~~

The principal has authority to request assistance from law enforcement if any visitor or unauthorized individual refuses to leave school grounds or creates a disturbance. Violation of District policy may lead to removal from the building or grounds and denial of further access to District buildings or grounds.

Anyone observing a person violating this policy shall immediately notify the building principal or designee. ~~Employees shall report to the principal any person loitering on or near a school building or school grounds. The principal or designee may request such unauthorized individual~~ direct the person to leave or remove them ~~him or her~~ from the school premises or area. If the individual does not leave voluntarily or resists removal, law enforcement shall be notified and requested to assist in the removal. The principal or designee shall notify the Superintendent's office immediately if such a situation develops.

Unauthorized persons loitering in or about any school building, or on school grounds shall be asked to leave the premises. Any such person failing to leave the premises shall be considered to be in probable violation of disorderly conduct or trespassing statutes. Law enforcement shall be notified and requested to remove the individual from the building or grounds.



LEGAL REFERENCE:

ADOPTED: Original Adoption Date Unknown

RATIFIED: August 21, 2006

AMENDED/REVISED: December 16, 2019

CROSS REFERENCE: Policy 428.00 Sex Offenders

Suicide

While the District has a responsibility to notify a student's parent/guardian regarding any known changes in the student's mental, physical, or emotional health or well-being, neither a school district nor a teacher has a duty to warn of the suicidal tendencies of a student absent the teacher's or school district's knowledge of direct evidence of such suicidal tendencies. The Board directs the Superintendent or their designee to draft and implement procedures relating to:

1. Suicide prevention;
2. Suicide intervention; and
3. Suicide postvention.

"Postvention" shall mean counseling or other social care given to students after another student's suicide or attempted suicide.

These procedures may include, but are not limited to, the following measures:

1. Prevention:
 - A. Offering and providing help and assistance, including early identification;
 - B. Support and/or counseling by school support personnel for low-risk students;
 - C. Referral to appropriate sources outside the school for high and moderate-risk students;
 - D. The designation of a District-level and school level suicide prevention coordinator(s) by the Superintendent to be responsible for planning and coordinating the implementation of procedures addressing suicide.
 - E. Encouraging staff to report to the coordinator students they believe may be at elevated risk of suicide.
 - F. Education of students on suicide prevention through age-appropriate curriculum.
 - G. Small group suicide prevention programming.
 - H. Offering resources to parents/guardians on suicide prevention.
2. Intervention:
 - A. Contacting the parents/guardians of students identified as at imminent risk of suicide.
 - B. Contacting emergency services to assist a student who is at imminent risk of suicide.
 - C. Providing first aid until emergency personnel arrive, as appropriate.
 - D. Moving other students away from the immediate area of any suicide attempt on District property or at a District event.

3. Postvention:

- A. After care support by the school for faculty, staff, and students after a sudden death has occurred.
- B. The development of a plan for responding to a death by suicide that has a significant impact on the school community.
- C. Notification of the suicide prevention coordinator, if applicable.
- D. The creation of a crisis team to respond to deaths by suicide that have a significant impact on the school community.
- E. Contacting the State Department of Education to report any student deaths by suicide and to seek postvention assistance and/or resources.
- F. Offering mental health services to students likely to be strongly affected by a recent death.
- G. Appointing a spokesperson to handle inquiries related to issues involving suicide in the District.

Following notification of District staff of a suicide attempt by a student or following the identification of a student as being at imminent risk of suicide, the building principal may require a note from the student's doctor or counselor stating that it is the doctor or counselor's opinion that the student is ready to return to school. The student and their parent/guardian may meet with the school counselor to create a plan for the student's return to school, including any appropriate accommodations needed by the student.

District personnel shall attend to the rights of the student and their family.

The District shall comply with all requirements of State law and administrative rules for training by personnel on suicide prevention and awareness. This includes providing annual professional development to staff involved in preventing, intervening, and responding to suicide on:

1. School philosophy regarding school climate and the promotion of protective factors;
2. Data on suicide for the region or state, or both;
3. Risk and protective factors for students;
4. Suicide myths and facts;
5. How to develop community partnerships related to suicide prevention;
6. How to utilize safe and appropriate language and messaging when addressing students;
7. Warning signs of suicide ideation for students;
8. Local and school-based protocols for aiding a suicidal individual;
9. Local protocols for seeking help for self and students;
10. Identification of appropriate mental health services and community resources for referring students and their families;
11. Information about state statutes on responsibility, liability, and duty to warn;
12. Confidentiality issues;
13. The need to ask others directly if they are suicidal; and
14. Evidence-based protocol for responding to a student or staff suicide.

Legal References:	IC § 33-136	Suicide Prevention in Schools
	IC § 33-512B	District Trustees — Suicidal Tendencies — Duty to Warn
	IC § 33-6001	Parental Rights
	IDAPA 08.02.02.112	Suicide Prevention in Schools
	IDAPA 08.02.03.160	Safe Environment and Discipline



ADOPTED: August 17, 2015

RATIFIED:

AMENDED/REVISED: October 21, 2019

The purpose of this policy is to protect the health and well-being of all district students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide.

Neither the District nor a teacher has a duty to warn of the suicidal tendencies of a student absent the teacher's or District's knowledge of direct evidence of such suicidal tendencies.

The District:

1. recognizes that physical, behavioral and emotional health is an integral component of a student's educational outcomes,
2. has a responsibility to take a proactive approach in preventing deaths by suicide, and
3. acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.

Definitions:

1. **At-risk**: a student who is defined as high risk for suicide is one who has made a suicide attempt, has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition. The student may have thoughts about suicide including potential means of death and may have a plan. In addition, the student may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain. This situation would necessitate a referral, as documented in the following procedures.
2. **Crisis team**: a multidisciplinary team of primarily administrative, mental health, safety professionals, and support staff whose primary focus is to address crisis preparedness, intervention/response and recovery. Crisis team members often include someone from the administrative leadership, school psychologist, school counselors, social workers, resource police officer, and others including support staff and/or teachers. These professionals have been specifically trained in crisis preparedness through recovery and take the leadership role in developing crisis plans, ensuring school staff can effectively execute various crisis protocols, and may provide mental health services for effective crisis interventions and recovery supports.
3. **Mental health**: a state of mental, emotional and cognitive health that can impact perceptions, choices and actions that affect wellness and functioning. Mental health problems include mental health conditions such as depression, anxiety disorders, PTSD, and substance use disorders. Mental health can be impacted by the physical health, genes, the home and social environment, and early childhood adversity or trauma.
4. **Postvention**: suicide postvention is a crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a suicide death, address the social stigma associated with suicide, and

disseminate factual information after the suicide death of a member of the school community.

5. **Risk assessment:** an evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (e.g., school psychologist, school counselor, or school social worker). This assessment is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.
6. **Risk factors for suicide:** characteristics or conditions that increase the chance that a person may try to take his or her life. Suicide risk tends to be highest when someone has several risk factors at the same time. Risk factors may encompass biological, psychological, and or social factors in the individual, family, and environment. Risk is highest when several risk factors are present and when the individual has access to lethal means.
7. **Self-harm:** behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. Self-harm can be categorized as either non-suicidal or suicidal. Although self-harm often lacks suicidal intent, youth who engage in self-harm are more likely to attempt suicide.
8. **Suicide:** death caused by self-directed injurious behavior with any intent to die as a result of the behavior. Note: The coroner's or medical examiner's office must first confirm that the death was a suicide before any school official may state this as the cause of death.
9. **Suicide attempt:** a self-injurious behavior for which there is evidence that the person had at least some intent to kill himself or herself. A suicide attempt may result in death, injuries, or no injuries. A mixture of ambivalent feelings such as wish to die and desire to live is a common experience with most suicide attempts. Therefore, ambivalence is not a sign of a less serious or less dangerous suicide attempt.
10. **Suicidal behavior:** suicide attempts, intentional injury to self-associated with at least some level of intent, developing a plan or strategy for suicide, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one's life.
11. **Suicide contagion:** the process by which suicidal behavior or a suicide influences an increase in the suicidal behaviors of others. Guilt, identification, and modeling are each thought to play a role in contagion. Although rare, suicide contagion can result in a cluster of suicides.
12. **Suicidal ideation:** thinking about, considering, or planning for self-injurious behavior which may result in death. A desire to be dead without a plan or intent to end one's life is still considered suicidal ideation and should be taken seriously.

Scope:

This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops, and at school sponsored out of school events where school staff are present.

Prevention:

This policy is meant to be paired with other policies supporting the emotional and behavioral health of students.

The Board directs the Superintendent or his or her designee to draft and implement procedures relating to:

1. Suicide prevention;
2. Suicide intervention; and
3. Suicide postvention.



LEGAL REFERENCE: Idaho Code 33-512; IDAPA 08.02.03.160

ADOPTED: August 17, 2015

RATIFIED:

AMENDED/REVISED: October 21, 2019

This procedure will assist District staff in preventing suicide in the District.

District Policy Implementation:

A district level suicide prevention coordinator shall be designated by the Superintendent. Secondary school counselors will serve as school level suicide prevention coordinators unless an alternate is provided by the Principal. Elementary Principals, or their designee, shall also serve as school level suicide prevention coordinators. The district suicide prevention coordinator will be responsible for planning and coordinating implementation of this policy for the school district. Any teacher with direct evidence of a student's suicidal tendencies shall report this knowledge to their building level suicide prevention coordinator. If any staff member believes a student is at elevated risk; they are encouraged to report this belief to the district suicide coordinator. District personnel shall at all times attend to the rights of the student and his or her family

Staff Professional Development:

All staff/staff who work closely with students will receive professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention. The professional development will include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/ or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian/Alaska Native students, LGBTQ (lesbian, gay, bisexual, transgender, and questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities, suicide prevention, intervention and postvention. Such training shall be provided annually/within the employee's first year of employment. Additional professional development in risk assessment and crisis intervention may be provided to school employed mental health professionals and school nurses. The District shall comply with all requirements of State law and administrative rules for training by personnel on suicide prevention and awareness.

Youth Suicide Prevention Programing:

Developmentally-appropriate, student-centered education materials on suicide prevention will be integrated into the curriculum of all K-12 health classes. The content of these age-appropriate materials may include: 1) the importance of safe and healthy choices and coping strategies, 2) how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others, 3) help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help. In addition, schools may provide supplemental small group suicide prevention programming for students.

Publication and Distribution

A summary of this policy will be distributed annually and be included in all student and teacher handbooks and on the school website. The District will also make this summary and additional resources available to parents/guardians on suicide prevention.



LEGAL REFERENCE: Idaho Code 33-512; IDAPA 08.02.03.160

ADOPTED: October 21, 2019

AMENDED/REVISED:

District staff shall follow the following procedure when it comes to the attention of administrators that there is at risk of suicide in the District.

Assessment and Referral

When a student is identified by a staff person as potentially suicidal, e.g., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self refers, the student will be seen by a school employed mental health professional within the same school day to assess risk and facilitate referral. If there is no mental health professional available, a school staff member will accompany and observe the student until a mental health professional can be brought in or emergency services are engaged. For youth at risk:

1. School staff will continuously supervise the student to ensure their safety until their care is transferred to parents/guardians or emergency services. In situations where the student is deemed to be at high risk of suicide, the student should not be left alone.
2. The principal and school suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.
3. The school employed mental health professional or principal will contact the student's parent or guardian, as described in the Parental Notification and Involvement section, and will assist the family with urgent referral. When appropriate, this may include calling the Idaho Suicide Prevention Hotline (1-208-398-4357), emergency services, bringing the student to the local Emergency Department or setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.
4. Staff will ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate.

In-School Suicide Attempts

In the case of an in-school suicide attempt, the health and safety of the student is paramount. In these situations:

1. First aid will be rendered until professional medical treatment and/or transportation can be received, following district emergency medical procedures.
2. School staff will supervise the student and attempt to ensure their safety, provided doing so does not threaten the safety of the staff member or others.
3. Staff will move all other students out of the immediate area as soon as possible.
4. If appropriate, staff will immediately request a mental health assessment for the youth.
5. The school employed mental health professional or principal will contact the

student's parent or guardian, as described in the Parental Notification and Involvement section.

6. Staff will immediately notify the principal or school suicide prevention coordinator regarding in- school suicide attempts.
7. The school may engage as necessary the crisis team to assess whether additional steps should be taken to ensure student safety and well-being.

Re-entry Procedure

For students returning to school after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization), a school employed mental health professional, the principal, or designee will meet with the student's parent or guardian, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

1. A school employed mental health professional or other designee will be identified to coordinate with the student, their parent or guardian, and any outside mental health care providers.
2. The parent or guardian will provide documentation from a mental health care provider that the student has undergone examination and that they are no longer a danger to themselves or others.
3. The designated staff person will periodically check in with student to help the student readjust to the school community and address any ongoing concerns, including academic or social issues.
4. The administration will disclose to the student's teachers and other relevant staff (without sharing specific details of mental health struggles) that the student is returning after hospitalization/medical treatment and may need adjusted deadlines for assignments. The school employed mental health professional will also be available to teachers to discuss any concerns they have regarding the student after re-entry.
5. The school employed mental health professional will check in with the student and their parents every week either on the phone or in person for three months following re-entry to ensure the student and their parents are supported in the transition.

Out of School Suicide Attempts:

If a staff member becomes aware of a suicide attempt by a student that is in progress in an out-of- school location, the staff member will make reasonable efforts to:

1. Call the police and/or emergency medical services, such as 911.
2. Inform the student's parent or guardian.
3. Inform the school suicide prevention coordinator and principal. If the student contacts

the staff member and expresses suicidal ideation, the staff member shall make a reasonable effort to maintain contact with the student (either in person, online, or on the phone). The staff member can then enlist the assistance of another person to contact the police while maintaining verbal engagement with the student.

Parental Notification and Involvement

In situations where a student is assessed at risk for suicide or has made a suicide attempt, the student's parent or guardian will be informed as soon as practicable by the principal, designee, or mental health professional. The principal or suicide prevention coordinator should provide a list of outside mental health resources to the parents or guardians to support their child. If the student has exhibited any kind of suicidal behavior, the parent or guardian should be counseled on "means restriction," i.e., limiting the child's access to mechanisms for carrying out a suicide attempt. Means restriction counseling should include discussing the student's access to firearms, weapons, prescription and other drugs.

Through discussion with the student, the principal or school employed/contracted mental health professional will assess whether there is further risk of harm due to parent or guardian notification. If the principal, designee, or mental health professional believes, in their professional capacity, that contacting the parent or guardian would endanger the health or well-being of the student, they may delay such contact as appropriate while identifying appropriate resources for the student such as law enforcement or child protective services. If contact is delayed, the reasons for the delay shall be documented.

District personnel shall at all times attend to the rights of the student and his or her family.



LEGAL REFERENCE: Idaho Code 33-512; IDAPA 08.02.03.160

ADOPTED: October 21, 2019

AMENDED/REVISED:

The District shall follow this procedure when a death by suicide occurs in the District.

Development and Implementation of an Action Plan

The District Crisis Team will develop an action plan to guide school response following a death by suicide that has a significant impact on the school community. Ideally, this plan should be developed long before it is needed. A meeting of the crisis team to implement the action plan will take place immediately following news of the suicide death. If the death has not yet been confirmed to be a suicide, the team should still meet while this is being confirmed. (See *After a Suicide: A Toolkit for Schools*).

Postvention Action Plan

The following steps will be taken following a death by suicide in the District:

1. *Verify the death.* Staff will confirm the death and determine the cause of death through communication with a coroner's office, local hospital, the student's parent or guardian, or police department. Even when a case is perceived as being an obvious instance of suicide, it shall not be labeled as such until after a cause of death ruling has been made. If the cause of death has been confirmed as suicide but the parent or guardian will not permit the cause of death to be disclosed, the school will not share the cause of death but may, at an appropriate time, discuss suicide prevention with students.
2. *Alert the State Department of Education (SDE).* Alert the Director of Student Engagement, Career & Technical Readiness about the death (208-332-6961). The SDE tracks student suicides throughout the state and can leverage resources (counselors, guidance, scripts) as well as asserting flexibility around SDE program monitoring activity, SDE trainings and other SDE reporting requirements so school staff can focus on student/staff grieving.
3. *Assess the situation.* The crisis team will meet to prepare the postvention response, to consider how severely the death is likely to affect other students, and to determine which students are most likely to be affected. The crisis team will also consider how recently other traumatic events have occurred within the school community and the time of year of the suicide. If the death occurred during a school vacation, the need for, or scale, of postvention activities may be reduced.
4. *Share information.* Before the death is officially classified as a suicide by the coroner's office, the death can and should be reported to staff, students, and parents/guardians with an acknowledgement that its cause is unknown. Inform the faculty that a sudden death has occurred, preferably in a staff meeting. Write a statement for staff members to share with students. The statement should include the basic facts of the death and known funeral arrangements (**without providing details of the suicide method**), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief. The use of public address system announcements and school-

wide assemblies should be avoided. The crisis team may prepare a letter (with the input and permission from the student's parent or guardian) to send home with students that includes facts about the death, information about what the school is doing to support students, the warning signs of suicidal behavior, and a list of resources available.

5. *Avoid suicide contagion.* It shall be explained in the staff meeting described above that one purpose of trying to identify and give services to other high risk students is to prevent another death. The crisis team will work with teachers to identify students who are most likely to be significantly affected by the death. In the staff meeting, the crisis team will review suicide warning signs and procedures for reporting students who generate concern.
6. *Initiate support services.* Students identified as being more likely to be affected by the death will be assessed by a mental health professional to determine the level of support needed. The crisis team will coordinate support services for students and staff in need of individual and small group counseling as needed. In concert with parents or guardians, crisis team members will refer to community mental healthcare providers to ensure a smooth transition from the crisis intervention phase to meeting underlying or ongoing mental health needs. School administration will monitor crisis team members for signs of 'compassion fatigue' and provide additional supports for staff as needed.
7. *Develop memorial plans.* The school will avoid creating on-campus physical memorials (e.g. photos, flowers), funeral services, or fly the flag at half-mast because it may sensationalize the death and encourage suicide contagion. Avoid canceling school for the funeral. Any school based gatherings should not memorialize the student but rather focus on how to prevent future suicides, prevention resources available and healthy coping mechanisms.

External Communication

The Superintendent will be the sole media spokesperson, unless the school principal is designated by the Superintendent. Staff will refer all inquiries from the media directly to the spokesperson. The spokesperson will:

1. Keep the district suicide prevention coordinator and superintendent informed of school actions relating to the death.
2. Prepare a statement for the media including the facts of the death, postvention plans, and available resources. The statement will not include confidential information, speculation about victim motivation, means of suicide, or personal family information.
3. Answer all media inquiries. If a suicide is to be reported by news media, the spokesperson can encourage reporters to follow safe messaging guidelines (e.g. not to make it a front-page story, not to use pictures of the suicide victim, not to use the word suicide in the caption of the story, not to describe the method of

suicide, and not to use the phrase "suicide epidemic") - as this may elevate the risk of suicide contagion. They should also be encouraged not to link bullying to suicide and not to speculate about the reason for suicide. Media should be asked to offer the community information on suicide risk factors, warning signs, and resources available including the Idaho Suicide Prevention Hotline number.

District personnel shall at all times attend to the rights of the student and his or her family



LEGAL REFERENCE: Idaho Code 33-512; IDAPA 08.02.03.160

ADOPTED: October 21, 2019

AMENDED/REVISED:

POLICY TITLE:	Student Searches, <u>Questioning & Arrests</u>	POLICY NO: 340.40
	Minidoka County Joint School District # 331	PAGE 1 of 6

Students’ constitutional rights do not stop at the schoolhouse gates. However, this board must provide an atmosphere conducive to the pursuit of educational goals. This may include the right to search the student’s personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school, and reasonable suspicion exists for such a search.

Only district personnel authorized by the superintendent may conduct a search pursuant to this policy. Building principals and assistant principals shall be so authorized. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report the situation to the appropriate law enforcement agent. The administrator is not to become the agent of any public law enforcement agent.

STUDENT’S PERSON OR POSSESSIONS

Search of a student’s person or possessions (backpack, purse, etc.) should be limited to situations in which there is a reasonable articulable suspicion that the student is secreting evidence of a district or school rule violation, including, but not limited to possession of weapons, controlled substances, etc.

A student’s person may be searched by a school administrator or the administrator’s designee when reasonable articulable suspicion exists. Reasonable suspicion is satisfied when the search is justified at its inception and the search is reasonably related in scope to the circumstances that justified the search. When feasible and when a student is under 18 years of age, the building principal shall contact a student’s parent/guardian prior to conducting a search of their person and shall attempt to contact the parent/guardian as soon as possible following the search.

Whenever practical, searches of a student shall be conducted by a staff member of that student’s gender. Any time a search of a student must be conducted, a second adult shall be present. Whenever practical, this second adult shall also be of the student’s gender.

Commented [1]: Delete whenever practical

Lockers assigned to students are the property of the school district. The student will be responsible for the proper care and use of the locker assigned for his or her use. Lockers may not be used by a student for the storage of illegal or potentially harmful items, including, but not limited to, weapons, drugs, and alcohol. For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular basis or when reasonable articulable suspicion reveals that the search will disclose evidence of a District policy violation, or illegal possession or activity. School administrators may seize and retain, or turn over to law enforcement officials, any contraband items or evidence found in a school locker. No student shall hinder, obstruct, or prevent any search authorized by this procedure.

A trained canine may be used to sniff the air around lockers, desks, bags, items or vehicles that are on District property or at a District sponsored event. Students are permitted to park on school premises as a matter of privilege, not right. The school retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. The interiors of vehicles on school property may be inspected whenever an authorized school official has reasonable articulable suspicion to believe that illegal materials are contained inside.

SECTION 300: STUDENT

Such patrols and inspections may be conducted without notice, without consent, and without a search warrant. In the event a canine alerts on a locked vehicle, the owner or person bringing it onto District property shall be asked to open it for inspection.

Student Questioning and Arrests

Interviews by School Administrators (Student Victims/Witnesses)

When a violation of Board policy or school rule occurs, the school principal or designee may question a potential student victim or students who may have relevant information without prior consent of the parent/guardian. Another adult should be present during the questioning of students.

Interviews by School Administrators (Student Suspect)

In situations where a student is suspected of violating Board policy or school rule, the principal or designee may interview or question the suspected student without the prior consent of the student's parent/guardian. The school official must first have reasonable grounds to suspect that the student committed such a violation. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies involvement or culpability in any part of the suspected activities, the student will be afforded the opportunity to present their side of the story, orally or in writing.

Interviews and Questioning by Law Enforcement Officials

If a law enforcement officer is present on school property solely to question a specific, identified student, the school's administrative personnel shall bring the student to a designated location for questioning. Law enforcement officers who are present for such an interview should not otherwise roam the school's facility in an effort to locate the student. They should remain in the administration office while school personnel seek out the student. However, if there is a safety concern or other emergency situation involving a student, the school and law enforcement official shall work together on the best way to contact that student.

Any questioning of a student by law enforcement should take place in a private room or area where confidentiality can be maintained.

When reasonably possible, parents/guardians should be given the chance to be present for questioning. A public school shall notify a student's parent or legal guardian by phone call or text message if a minor student has been or may be questioned by a school resource officer or other law enforcement official, unless the child is a victim or suspected victim of physical child abuse, abandonment, and/or neglect.

SECTION 300: STUDENT

The District recognizes that it is not always possible to notify a parent/guardian of a student prior to an interview by law enforcement, whether by an SRO or otherwise. At minimum, when the District is aware that such questioning has occurred, the building principal or designee shall notify the parent/guardian of such event by phone call or text before the end of the day when the interview occurred.

School Board prefers that any interview of a student or a detainment of a student occur outside of school hours and outside the school setting, when possible. However, when such activities cannot occur outside of the school setting, the principal or designee will notify a parent/guardian of an interview or detainment of a minor student by law enforcement officials.

School personnel shall not require any student to subject themselves to any law enforcement interview. If a parent/legal guardian directs that a student is not to be subject to a law enforcement interview, such direction will be honored by the school and law enforcement will have to make other arrangements to conduct such questioning. Such parental direction shall be required for each case in which a law enforcement officer asks to question a student.

The building principal or their designee may request to be present at the interview, but should not take part in any questioning. If present, the principal or designee should at all times remain a neutral observer.

When students are questioned by law enforcement officers, District personnel are not responsible for a police officer's compliance with the law. If a parent/guardian or student refuses to consent to police questioning, it is the law enforcement officer's responsibility to respond appropriately to such refusal.

Questioning by Law Enforcement Officials About School-Related Violations

When a suspected violation of criminal law has occurred on school grounds, at a school sponsored activity, or at an activity involving school operations, law enforcement officers may be notified by school officials to request a criminal investigation. Law enforcement officers may also independently determine that an investigation requiring student interviews is necessary.

School discipline investigations conducted by school administrators and criminal investigations conducted by law enforcement officers – with the exception of SRO personnel – shall be conducted in a parallel manner rather than as a joint investigation. Therefore, a school discipline investigation need not stop as soon as the school administrator believes that a crime has been committed. The results of the parallel investigations may be shared among school officials and the police.

Questioning by Law Enforcement Officers About Non-School-Related Violations

The District strives to maintain cooperative working relations between law enforcement, child protective authorities, and school authorities. Law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to question students who are themselves suspected of engaging in criminal activity. Except when law enforcement officers have a warrant or other court order, or when emergency or other exigent circumstances exist, conducting such interviews during the student's class time is discouraged. Whenever possible, such questioning on matters not related to school should take place away from school and outside of school hours. Whether an interview will be permitted at school during school hours shall be at the discretion of the principal, except when a warrant or court order requires that it be conducted immediately. The principal and principal's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process while at the same time cooperating with law enforcement efforts. Accordingly, the principal or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent such disruption in cases of student interviews. In the event of disagreement, the principal or designee shall immediately contact the area administrator or District legal counsel for assistance.

Before any student interview begins regarding suspected criminal activity, the principal or designee shall ascertain that the law enforcement officer has proper identification evidencing affiliation with an identified law enforcement agency. The Idaho Department of Health and Welfare or law enforcement may exclude school personnel from any child abuse investigations and related interviews and may use a school building to conduct the interview.

Arrests by Law Enforcement Officers

A law enforcement officer may take a student into custody if the student has been placed under arrest, if the officer declares the student to be in imminent danger, or if the student's parent/guardian and the student consent to such release. When practical, the officer must first notify the principal or designee so that the student may be summoned to the principal's office and taken into custody in a manner that is as inconspicuous as possible and minimizes disruption of school operations and the educational process. When an emergency situation arises and the student is taken into custody or arrested on school premises without prior notification to the principal or designee, the law enforcement officer should notify school authorities of the situation as soon as possible.

When a student is removed from school by law enforcement officers for any reason, the building principal or designee will make every reasonable effort to notify the student's parent/guardian, including attempts to contact them by phone call or text message. The school official will document such effort in writing. When law enforcement officers make a formal arrest or the student is otherwise in law enforcement custody, any and all responsibility for that student is transferred to law enforcement personnel. If a school official has reason to believe a student is

wrongly detained or arrested, they shall not interfere in any way but will contact the Superintendent explaining their reason which will be documented by the Superintendent and reported to the parent/guardian.

School officials will notify the appropriate area administrator of the removal of any student from school by law enforcement under any circumstance. District personnel are not responsible for an officer’s legal compliance with respect to said arrest.

Definitions

“Interview” or “questioning” means asking a student about an incident.

“Reasonable Suspicion” means a common-sense belief based on the information at hand that criminal activity or a violation of school rule/policy has happened or will happen.

Cross References:	4400	<u>Relations with Law Enforcement and Child Protective Agencies</u>
	4410	<u>Investigations and Arrests by Police</u>
	5260	<u>Abused and Neglected Child Reporting</u>

Legal References:	IC § 6-904(1)	<u>Tort Claims Against Governmental Entities — Exceptions to Governmental Liability</u>
	IC § 16-1605	<u>Child Protective Act: Reporting of Abuse, Abandonment or Neglect</u>
	IC § 16-1606	<u>Child Protective Act: Immunity</u>
	IC § 16-1607	<u>Child Protective Act: Reporting in Bad Faith—Civil Damages</u>
	IC § 16-1631	<u>Child Protective Act: Authorization for Department to Act</u>
	IC § 20-516	<u>Juvenile Corrections Act — Apprehension and Release of Juveniles — Detention</u>



LEGAL REFERENCE: Idaho Code §18-3302D, §33-512
New Jersey v. TLO, 469 US 325 (1985);
Tinker v. Des Moines, 393 US 503 (1969);
Safford School District #1 v. Redding, 557 U.S. 364 (2009).

ADOPTED: Original Adoption Date Unknown

RATIFIED: September 18, 2006

AMENDED/REVISED: November 16, 2015; February 14, 2022; September 29, 2022

CROSS REFERENCE: Policy 342.20 Student Drug Alcohol and Tobacco Use;
Student Discipline

It is the priority of the Minidoka School District No.331 to promote a safe learning environment for all students and staff. The board recognizes that there may be emergency situations where it becomes necessary for a staff member to physically restrain or place a student in seclusion when the student's behavior poses an imminent risk of serious physical harm to self or others. The purpose of this policy is to ensure that all students and staff are safe in school, and that any student who may have a behavior crisis is free from the inappropriate use of physical restraint or seclusion.

The Board does not condone the use of restraint or seclusion when responding to student behavior and prohibits the use of corporal punishment and unreasonable use of physical force against a student as forms of discipline or methods of classroom governance. The Board recognizes, however, that it may be necessary to use reasonable and appropriate physical restraint and/or seclusion when it is the least restrictive intervention and when the student's behavior poses imminent danger of serious physical harm to self or others. The Board supports school-wide programs and services that promote positive student behavior to improve overall school safety and create an environment that is conducive to learning, while also minimizing the need for the use of physical restraint and seclusion and ensuring that they are only used as a last resort in an emergency.

DEFINITIONS

"Aversive technique" means physical, emotional, or mental distress as a method of redirecting or controlling behavior.

"Chemical Restraint" means using drugs or medication to control behavior; not including those prescribed by and administered in accordance with the directions of a qualified health professional.

"Crisis intervention" means implementation of a predetermined strategy to mitigate immediate harm to students or staff in a behavioral crisis.

"Corporal punishment" means knowingly and purposely inflicting physical pain on a student as a disciplinary measure.

"De-escalate" means utilizing strategically employed verbal or non-verbal interventions to reduce the intensity of threatening behavior before a crisis situation occurs.

"Emergency" means a situation in which a student's conduct creates a reasonable belief in another person that the student's conduct has placed the student or a third person in imminent danger of serious physical harm. An emergency requires an immediate intervention.

"Functional behavioral assessment (FBA)" means the evaluation process of gathering information that can be used to hypothesize about the function of student behavior to develop a behavior intervention plan (BIP) for those students demonstrating, or at risk for demonstrating, challenging behavior.

"Imminent" means likely to happen right away or within a matter of minutes.

“Mechanical Restraint” means the use of any device or equipment to restrict a student’s freedom of movement. This term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- a. Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports
- b. Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle
- c. Restraints for medical immobilization; or
- d. Orthopedically prescribed devices that permit a student to participate in activities without risk of harm

“Physical escort” means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. In addition, physical restraint does not include behavioral interventions used as a response to calm and comfort (e.g., proximity control, verbal soothing) an upset student.

“Physical Restraint” means personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort.

“Life-threatening physical restraint” 1) restricts airflow to a student’s lungs, whether by compressing the student’s chest or otherwise, or 2) immobilizes or reduces a prone student’s ability to freely move his or her arms, legs, or head. The use of prone (i.e., lying face down) physical restraints should be avoided.

“Positive behavioral interventions and supports” means application of a broad range of systematic and individualized strategies for achieving important social and learning outcomes, while preventing challenging behaviors by making them irrelevant, inefficient, and ineffective.

“Seclusion” means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

PROHIBITED PRACTICES

The following are prohibited under all circumstances, including emergency situations:

1. The use of restraint and seclusion, and corporal punishment, as a form of discipline, punishment, or as a method of managing classroom behavior.
2. The use of chemical restraints (i.e., drugs or medication) to control behavior or restrict freedom of movement unless it is (1) prescribed by a qualified health professional, and (2) administered as prescribed by the qualified health professional.

3. School employees may not use a life-threatening physical restraint on a student.

4. The use of physical restraint or seclusion procedures when a known psychiatric, medical or physical condition of the student would make physical restraint or seclusion dangerous for that student. For example, seclusion is inappropriate for students who are severely self-injurious or suicidal.

APPROPRIATE USE OF PHYSICAL RESTRAINT OR SECLUSION

Restraint or seclusion will only be implemented in situations where a student’s behavior poses imminent danger of serious bodily harm to self or others, and not as a routine strategy to address classroom management or inappropriate behavior. School staff will implement positive behavioral interventions and supports, functional behavioral assessments and related behavior and crisis plans, and utilize constructive methods to de-escalate potentially dangerous situations.

Staff members are authorized to restrain a student or place a student in seclusion when an emergency, exists, or when a student’s individualized education program (IEP), behavioral intervention plan (BIP), or crisis plan describes the specific behaviors and circumstances in which restraint and seclusion may be used as a response to imminent danger of serious physical harm to self or others.

The following applies to the use of physical restraint or seclusion:

1. Staff members will take reasonable efforts to prevent the need for the use of physical restraint or seclusion by implementing positive behavioral interventions and supports.

2. Staff members will only use physical restraint or seclusion in situations where (1) the student’s behavior poses imminent danger of serious bodily harm to self or others, and (2) efforts at de-escalation or interventions are ineffective.

3. Staff members will utilize the least restrictive technique necessary to end the threat of imminent danger of serious bodily harm.

4. Any behavioral intervention used by staff members must be consistent with the child’s rights to dignity and to be free from abuse.

5. Staff members will carefully and continuously visually monitor the student when physical restraint or seclusion is used to ensure the appropriateness of its use and the safety of the student and others.

6. Staff members will immediately terminate the use of physical restraint or seclusion as soon as it is determined the student is no longer in imminent danger of serious bodily harm to self or others, or if the student is observed to be in severe distress.

7. Staff members will document in writing each incident requiring physical restraint or incident immediately and no later than 24 hours after the event.

8. All staff members directly assigned to students or classrooms who demonstrate aggressive or dangerous behaviors will receive training in crisis management, de-escalation techniques, classroom behavior management, functional behavior assessment, behavior intervention planning, and when appropriate, the safe use of physical restraint and seclusion. Only trained personnel will employ these interventions whenever possible.

9. Staff members will review and revise behavioral strategies as appropriate to address the underlying cause of the dangerous behavior and to prevent the repeated use of physical restraint or seclusion for managing the dangerous behavior.

10. Parents will be notified verbally regarding physical restraint or seclusion as soon as possible and no later than 24 hours following the restraint or seclusion. (See “Notice to Parent/Guardian” section).

NOTICE TO ADMINISTRATOR

Staff members must notify the building principal and, if appropriate, special education director, immediately when a student is physically restrained or placed in seclusion.

OBSERVATION OF STUDENT

Seclusion will not be used unless a staff member can continuously monitor the student for visual and auditory signs of physiological distress and can communicate with the student. A staff member will maintain continuous, direct visual and auditory contact with the student throughout the duration of any physical restraint or seclusion to ensure the appropriateness of its use and the safety of the student and others.

Students will be permitted to use the restroom upon request and will be escorted to and from the restroom. Students will also be provided with water on request. Students will not be denied access to meals. If the student’s level of escalation prevents the student from participating in planned mealtimes, the student will be permitted access to meals immediately as soon as the risk of serious physical danger to self or others has passed. See Time and Duration section below for information on allowable length of seclusion.

Monitoring will be conducted by a staff member who has received the required training to ensure the safety of the student and that procedures are appropriately implemented and documented.

SECLUSION AREA

If seclusion is to be employed by the district, each school building must designate a clean and safe seclusion area intended for confining a student without causing or allowing the student to harm him- or herself or others. The seclusion area will be of reasonable size; adequately lighted, ventilated, and heated/cooled; free from any objects or potential hazards that unreasonably expose the student or others to harm; permit direct, continuous visual and auditory monitoring of the student; must not be locked; and must comply with state and federal fire safety requirements. A push lock may be used with consistent monitoring but may not prevent the student from exiting the area should an emergency arise.

A staff member will visually inspect the seclusion area before and after each use to determine whether the area is clean and safe and address any concerns by cleaning the area and/or reporting the concerns to maintenance staff.

TIME AND DURATION

Physical restraint and seclusion will not be used any longer than necessary to allow a student to regain control of his/her behavior and may not exceed thirty (30) minutes.

If an emergency seclusion lasts longer than thirty (30) minutes, the following are required: additional support (e.g., change of staff, introducing a nurse or specialist, or obtaining additional expertise) and documentation to explain the extension beyond the time limit.

REINTEGRATION INTO THE CLASSROOM

Staff members will follow the steps outlined in the student’s Crisis Plan to determine when the student is ready to be reintegrated into the classroom or activities. If no Crisis Plan is in place, staff members (at least two staff members) may make an independent judgment about when the student is ready to rejoin classmates or other activities. Reintegration may occur quickly, or may be very gradual, but will depend on the circumstances and the emotional state and readiness of the student to return to the normal situation.

INCIDENT REPORTING

Immediately after the student has restored emotional and behavioral control following the use of physical restraint or seclusion, a staff member not involved with the incident will visually examine the student to ascertain if any injury has been sustained during the physical restraint or seclusion.

The staff member(s) involved with the incident will complete a written incident report immediately and no later than 24 hours after the event. The building principal or designee will place a copy of the report in the student’s education file.

Each staff member involved in an incident will engage in a debriefing session within two (2) days of the incident to determine what could have been done to prevent the need for the use of physical restraint or seclusion for this student specifically and for other students in similar situations.

Incident Report Requirements

The following information will be included in the incident report created after each instance of physical restraint or the use of seclusion:

1. Information about the student (i.e., name, grade, etc.).
2. If the student has a disability (IDEA or Section 504), and the type of disability.
3. The date and start and end times of the restraint or seclusion.
4. The location of the incident.
5. A description of the incident.
6. Possible events that triggered the dangerous behavior that led to restraint or seclusion.
7. Prevention, redirection, or pre-correction strategies that were used during the incident.
8. A description of the dangerous behavior that resulted in the implementation of physical restraint or seclusion.

9. A description of the restraint or seclusion strategies that were used during the incident and a log of the student's behavior during physical restraint or seclusion.
10. A description of any injuries or physical damage that occurred during the incident.
11. How the student was monitored during and after the incident.
12. A description of behaviors displayed demonstrating the student's ability to return to the educational environment.
13. The staff member(s) who participated in the implementation, monitoring, and supervision of physical restraint or seclusion and whether the person(s) had training related to restraint or seclusion.
14. The extent to which the staff member(s) adhered to state and district procedural implementation guidelines.
15. The follow-up that will occur to review or develop the student's positive behavioral interventions and supports in order to avoid the use of restraint or seclusion in the future.
16. The date and time the parent/guardian was notified.

17.

FREQUENT USE OF RESTRAINT OR SECLUSION

Schools must follow these procedures in cases where a student is placed in physical restraint or seclusion four (4) or more times in 20 school days.

In cases where such a student requires, may require, or is being evaluated for special education services or a 504 plan, the student's planning and placement team must meet to (1) conduct or revise the student's functional behavioral assessment and (2) create or revise any applicable behavioral intervention plan, including the student's IEP or 504.

For all other students, a school administrator, at least one of the student's teachers, the student's parent, or guardian, and, if any, a mental health professional must meet to (1) conduct or revise the student's behavioral assessment, (2) create or revise any applicable behavioral intervention plan, and (3) determine if the student may require special education services.

NOTICE TO PARENT/GUARDIAN

The building principal or designee will verbally notify the parent/guardian of a student requiring physical restraint or seclusion as soon as possible and no later than 24 hours following the incident.

Verbal notice will include a brief summary of the incident and contact information for the staff member who will provide additional information. The delivery of the notice will be documented by the district.

Verbal notice will be provided via telephone or in person. In the event a staff member is unable to speak directly to the parent via telephone, a message will be left on the individual's voicemail, if

available. If unable to reach the parent via telephone or leave a message on voicemail, the staff member will send an e-mail to the parent, if the e-mail address is known.

Parents/guardians will receive written, annual notice about the district's policies and procedures for restraint and seclusion. Parents/guardians will be notified within thirty (30) days of any changes to such policies and procedures.

All student handbooks in our schools will contain a statement regarding the use of restraint and seclusion consistent with this policy and outline reporting procedures.

CRISIS INTERVENTION TRAINING

The district will provide all staff directly assigned to students or classrooms with annual professional development training regarding positive behavior supports, de-escalation techniques, and classroom behavior management. This training will be recurrent and will be provided to new staff during orientation.

All staff directly serving students or classrooms with students who demonstrate aggressive or dangerous behaviors will receive annual professional development training in crisis management, de-escalation techniques, the correct use of restraints and seclusion when required, and the implementation of functional behavior assessment, behavior intervention plans, and crisis plans. This training will be recurrent and will be provided to new staff during orientation.

Restraint and seclusion techniques will only be utilized by a person who has been trained in crisis intervention. Untrained staff should request assistance from trained staff as soon as possible.

MONITORING AND REPORTING

The superintendent or designee will oversee the use of physical restraint and seclusion procedures and ensure compliance with this policy in the district. The superintendent or designee will comply with all state and federal requirements for reporting incidents of physical restraint or seclusion.

The building principal or designee will oversee the use of physical restraint and seclusion procedures and ensure compliance with this policy within the school.

ANNUAL POLICY REVIEW

The district will, not less than annually, review this policy and related procedures to determine the efficacy of the policy and procedures; whether modification of the policy or procedures is necessary; and whether selected school staff should receive additional training on positive behavior intervention and supports, or the proper use of restraint, seclusion, and other aversive techniques. The review must include a review of the documentation and reporting of incidents involving physical restraint and seclusion.

In conducting this annual review, the district shall also review the reports of all events of seclusion or restraint that occurred with the district's students in the past school year. This review will include an analysis as to whether or not the district's personnel are following the terms of this policy, whether additional training activities are necessary, or if there is any weakness in the implementation of this policy that can be strengthened.

Annually, the superintendent designee shall submit to the Board a report containing all the following disaggregated data:

- a. The total number of incidents of seclusion during the previous school year.
- b. The total number of students (i.e. students with and without disabilities) who were involved in incidents of seclusion during the previous school year;
- c. The number of students with disabilities who were involved in incidents of seclusion during the previous school year;
- d. The number of incidents of physical restraint during the previous school year;
- e. The total number of students (i.e. students with and without disabilities) who were involved in incidents of physical restraint during the previous school year; and

The number of students with disabilities who were involved in incidents of physical restraint during the previous school year.

Conduct of Employees Directed Toward Students

~~The use of any form of restraint or seclusion as defined in this policy toward or directed at any student, by appropriately trained District personnel is prohibited. The only exceptions would be in circumstances in which a student's conduct creates a reasonable belief in the perspective of a District employee/service provider, that the conduct of the student has placed the student, the employee/service provider or any other individual in imminent danger of serious bodily harm where proportional restraint or seclusion of a student is necessary.~~

~~The employee or any witness to this event shall immediately seek out the assistance of the school's administration and if such administrator is not available a certificated or classified employee with special training in seclusion and restraint. Upon the arrival of such individual, the administrator or if no administrator is available, the most senior trained individual on seclusion or restraint shall take control over the situation.~~

~~Seclusion and/or restraint of a student shall immediately be terminated when it is decided that~~

- ~~1. the student is no longer an immediate danger to him/herself or to any other person(s);~~
- ~~2. the student is exhibiting extreme distress (severe escalation of behavior or physical concerns);~~
- ~~3. appropriate administrative personnel have taken possession of the child;~~
- ~~4. the parent/legal guardian of the child has retaken possession of the child.~~

~~Regardless of employee training status, no District personnel shall use any form of aversive technique (see definition in this policy) against any school student.~~

Training of School Personnel

~~As part of the training and preparation of each certificated administrator, certificated teacher and in-building classified employees that work with students with special needs and behaviors in the District, the following trainings shall occur:~~

- ~~1. Identification of situations and events leading to student seclusion and intervention, including possible preventative alternatives to seclusion and/or restraint, safe physical escort, de-escalation of student crisis situations and positive behavioral intervention techniques and supports.~~
- ~~2. Crisis/conflict management and emergency situations which may occur in the school setting, including examples and demonstrations of proper activities, techniques, and trainers observing employee use of proper activities and techniques in the training setting.~~
- ~~3. Techniques to limit the possibility of injury to the student, the employee and any other third party in the area.~~
- ~~4. Information as to the school's student seclusion areas in each respective school building to which the employee is assigned.~~
- ~~5. Training in CPR and basic first aid.~~
- ~~6. Provision of the employee with a copy of this policy.~~

~~It is a goal that all new employees that work with students with special needs and behaviors are trained in the area of student restraint and seclusion during their first week of employment. However, this may not be able to occur due to realities of the operation of a school district. If an employee has not yet undergone training and a situation necessitating student restraint or seclusion occurs, and another properly trained employee of the District is present at the event, the properly trained employee shall take the lead in addressing the student crisis.~~

Designated Locations

~~Each school building for which students are present must have a building designated location for student seclusion. It is the responsibility of the building's principal, or designee of the principal, to assure that the building's designated seclusion location is a safe and clean location and that such location has appropriate supervision when any student has been placed into seclusion pursuant to this policy.~~

~~Appropriate supervision shall include at least one adult in the seclusion location which has continuous visual observation of the secluded student.~~

Definitions

~~For the purposes of this policy, the following definitions shall apply:~~

~~*Restraint*—the immobilization or reduction of a student's freedom of movement for the purpose of preventing harm to self or others through: chemical, manual method, physical or mechanical device, material or equipment. Restraint is not to be used as a form of punishment and is not to be confused with corporal punishment. According to Policy # 340.50 Corporal punishment shall not be used as a form of punishment of any student in the District. Corporal punishment shall be defined as the use of physical contact inflicted by a school employee upon the body of a student for purposes of punishment.~~

Seclusion—involuntary confinement in a room or other space during which a student is prevented from leaving or reasonably believing that he/she can leave or be prevented from leaving through: manually, mechanically or electronically locked doors that when closed cannot be opened from the inside; blocking or other physical interference by staff; or coercive measures, such as the threat of restraint, sanctions, or the loss of privileges that the student would otherwise have, used for the purpose of keeping the student from leaving the area of seclusion.

Aversive Technique—physical, emotional or mental distress as a method of redirecting or controlling behavior. Again, District personnel shall not use any form of aversive technique against any school student.

Annual Review

On an annual basis, the Superintendent or designee shall review this policy and make a determination as to whether or not any modifications or amendments to this policy are necessary and/or should be proposed to the District's Board.

In conducting this annual review, such individual shall also review the reports of all events of seclusion and/or restraint that occurred with the District's students in the past school year. This review will include an analysis as to whether or not the District's personnel are following the terms of this policy, whether additional training activities are necessary, or if there is any weakness in the implementation of this policy that can be strengthened.



LEGAL REFERENCE:

ADOPTED: September 19, 2011; December 11, 2017

AMENDED/REVISED:

Notice of Health Services

This form is to be provided to students’ parents/guardians at the beginning of each school year.

Dear Parent or Guardian,

The purpose of this form and the attached copy of the District’s policy on Student Health/Physical Screenings/Examinations is to provide notice of all health services offered or made available through at the school by the District or by any private organizations and to provide notice of the District’s policy on physical examinations and screening of students.

This year, the District will provide the following, as appropriate and in accordance with District policy:

1. Preventative health and wellness services and screenings as described in Policy 352.30F;
2. Administering or assisting of the administration of medication as described in Policy 370.20;
- ~~3. First aid and emergency care as described in Policy 370.40; and~~
- ~~4.3.~~ Appropriate management of all health conditions with parental consent.

~~The District will provide the following additional health services or examinations unless the student’s parent opts out:-~~

Health Service or Exam	Approximate Date	Initial only if you do not want your child to receive this health service or exam.
		<i>Opt Out:</i>
		Opt Out:
		Opt Out:

Student Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

**ADOPTED:
AMENDED:**

The Board may arrange each year for health services to be provided to all students. At the start of the school year, each District school shall notify parents/guardians of health services offered or made available through the school or by private organizations partnering with the District that offer services on school property or as a part of a school program. Parents/guardians shall be notified of any new health services that become available after the annual notice is sent.

Such services may include, but are not limited to:

1. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day;
2. The consulting services of a qualified specialist for staff, students, and parents;
3. Vision and hearing screening;
4. Scoliosis screening; and
5. Immunization as provided by the Department of Health and Human Services.

Parents/guardians will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress. Additionally, if a member of the District's staff becomes aware of a change in the student's mental, emotional, or physical health or well-being, the staff member shall address the matter as described in Policy 383.00P

In general, the District will not conduct a physical examination of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the District is conducted which is:

Required as a condition of attendance;

1. Administered by the school and scheduled by the school in advance; and
2. Not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to opt out of the above-described non-emergency, invasive physical examination or screening.

As used in this policy, the term "invasive physical examination" means any medical examination involving the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but this does not include a hearing, vision, or scoliosis screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating

in activities governed by the Idaho High School Activities Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations. All parents will be notified of the requirements of the District’s policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

Abortion-Related Counseling and Referrals Prohibited

All staff are prohibited from providing the following services to any person during working hours or in the course of their work:

1. Providing or performing an abortion;
2. Counseling in favor of abortion;
3. Referring for abortion; or
4. Dispensing emergency contraception, except in the case of rape.

Cross References: 2425 Parental Rights

Legal References: **20 USC § 1232h(b) Protection of Pupil Rights Limits on Survey, Analysis, or Evaluations**
IC § 18-8701, et seq. No Public Funds for Abortion Act
IC § 33-6001 Parental Rights
IDAPA 08.02.03.160 Safe Environment and Discipline

ADOPTED:
AMENDED:

The Board of Trustees of Minidoka County Joint School District No. 331 establishes the following policy with regard to student and family privacy.

Surveys - General

Surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Any non-curricular-related survey, well-being questionnaire, or health screening must be approved by the Superintendent or designee before it is administered by an employee to any student. For the purposes of this policy, non-curricular survey shall mean surveys other than those conducted as part of a student's course of study.

Personally identifiable information from student education records may be disclosed to an educational agency or institution in order to:

1. Develop, validate, or administer predictive tests;
2. Administer student aid programs or
3. Improve instruction.

In such cases, the school or District shall enter into a written agreement with the receiving organization. The study must not allow identification of individual parents or students by anyone other than representatives of the organization with legitimate interests in the information, and the information must be destroyed when it is no longer needed for study purposes.

Surveys Created by a Third Party

Before the District administers or distributes a survey created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time of their request.

This section applies to every survey:

1. That is created by a person or entity other than a District official, staff member, or student;
2. Regardless of whether the student answering the questions can be identified and
3. Regardless of the subject matter of the questions.

Surveys Requesting Personal Information

School officials and staff members shall not request nor disclose the identity of any student who completes ANY survey containing one (1) or more of the following items:

1. Political affiliations or student beliefs or the student's parent/guardian;

2. Mental or psychological problems of the student or the student's family;
3. Behavior or attitudes about sex;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

In the case of such surveys, the student's parent(s)/guardian(s) may:

1. Inspect the survey within a reasonable time of the request, and/or
2. Refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent(s)/guardian(s) exercise this opt-out option.

In the case of surveys, tests, or measuring devices on the following topics, the survey shall be provided to the parent(s)/guardian(s) and written parental permission shall be obtained before the survey is administered to the student.

1. A student's sexuality;
2. Sex;
3. Religion;
4. Personal political beliefs;
5. Mental or psychological problems;
6. Personal family information; and
7. Individual or family financial information.

For the purposes of this policy, personal family information means any of the information in this list or any personally identifiable information about a student or any of their immediate relatives.

The employee overseeing any test, measurement device, survey, questionnaire, or screening for which such permission is required shall maintain documentation that all required parental and/or administrative permission has been given.

Instructional Material

A student's parent(s)/guardian(s) may, within a reasonable time of the request, inspect any instructional material used as part of their child's educational curriculum.

The term "instructional material," for purposes of this policy, means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual

materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Collection of Personal Information from Students for Marketing Prohibited

The term “personal information,” for purposes of this section only, means individually identifiable information including:

1. A student’s or parent’s first and last name;
2. A home or other physical address, including street name and the name of the city or town;
3. Telephone number; or
4. A Social Security identification number.

The District shall not collect, disclose, or use student personal information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

The District, however, is not prohibited from collecting, disclosing, or using personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other post-secondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) ~~and the subsequent analysis~~ and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school-related or education-related activities; and
6. Student recognition programs.

Notification of Rights and Procedures

The Superintendent or designee shall notify students’ parents/guardians of:

1. This policy as well as its availability from the District office upon request;
2. How to opt their child out of participation in activities as provided in this policy;
3. The approximate dates during the school year when an opt-out survey requesting personal information as described above is scheduled or expected to be scheduled;
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns eighteen (18) years of age or is an emancipated minor.

Cross References:	2520	◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆	Selection, Adoption, Use, and Removal of Curricular Materials
	3200		Student Rights and Responsibilities
	3500		Student Health, Physical Screenings, and Examinations
	3575		Student Data Privacy and Security
	4175		Required Annual Notices
	4250		Education Research
Legal References:	20 USC § 1232h		FERPA: Protection of Pupil Rights
	34 CFR Part 99		Implementing FERPA
	IC § 33-6001		Parental Rights

ADOPTED: November 21, 2016

AMENDED/REVISED:

Efforts to Notify Parent/Guardian of Changes in Student Health or Well-being

Staff Member Reporting Change in Student Health or Well-being

Name: _____ Position: _____

Date: _____

Student Name: _____

Date you noticed this change in health or wellbeing: _____

Please explain this change and how you learned about it:

Staff Member Notifying Parent/Guardian of Change in Student Health or Well-being

Name: _____ Position: _____

Date Form Was Received: _____

Please document the efforts made to contact the parent/guardian below:

<u>Date</u>	<u>Time</u>	<u>Person You Tried to Contact</u>	<u>Mode of Communication</u>	<u>Successfully Contacted?</u>

Please describe what you told them.

Please indicate whether you took the following steps:

Yes / No Encouraged the student to discuss issues related to the student's well-being with their parent/guardian

Yes / No Encouraged the parent/guardian to discuss issues related to the student's well-being with the student

Yes / No Offered to facilitate a discussion of the student's wellbeing between the student and the parent/guardian

Parent/Guardian Notification of Changes in Health and Well-being

District staff shall notify the building principal or designee of any known change in a student's mental, emotional, or physical health or well-being using Form 383.00F. For the purposes of this policy:

1. Mental health shall mean the state of health of somebody's mind;
2. Emotional health shall mean a person's ability to cope with and be aware of their own emotions, both positive and negative;
3. Physical health shall mean the condition of a person's body and the extent to which it is free from illness or is able to resist illness; and
4. Well-being shall mean a person's sense of feeling healthy and happy.

The building principal or designee shall notify the student's parent/guardian regarding this change and document their attempts to do so using Form 383.00F.

District staff shall encourage students to discuss issues related to the student's well-being with the student's parent/guardian. At the request of the student or parent/guardian the building principal or designee or their designee shall attempt to facilitate discussion of the student's well-being between the student and the parent/guardian.

ADOPTED:

AMENDED: