

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361

Regular Meeting Agenda
Monday, June 15, 2020 at 5:00 PM
Electronic Meeting held Via ZOOM

Mission Statement: *In partnership with parents and the community, the International Falls School District will prepare every student to become a productive citizen by developing their maximum potential within a safe climate of mutual respect and trust.*

Due to COVID-19 this meeting will be held via electronic meeting using Zoom. The meeting link will be included in the agenda when it is released.

Join Zoom Meeting

<https://isd361.zoom.us/j/84425204513?pwd=cjR0OStldDZyZEtFYmlkQmVlcVpKQT09>

Meeting ID: 844 2520 4513

Password: 1QYNKP

One tap mobile

+13126266799,,84425204513#,,1#,034979# US (Chicago)

+19292056099,,84425204513#,,1#,034979# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 844 2520 4513

Password: 034979

Find your local number: <https://isd361.zoom.us/j/84425204513?pwd=cjR0OStldDZyZEtFYmlkQmVlcVpKQT09>

CALL TO ORDER

1. Roll Call:

___ Mike Holden

___ Michelle Hebner

___ Toni Korpi

___ Jennifer Windels

___ Ted Saxton

___ Terry Murray

___ Roxanne Skogstad-Ditsch

___ Kevin Grover

___ Ella Bahr-Jeffries, Student Representative

2. Pledge of Allegiance

APPROVAL OF AGENDA

1. Approve agenda as presented. Motion by __, second by __. Motion carried / failed.

OPEN FORUM

1. Public Open Forum

CONSENT AGENDA

Approve the Consent Agenda as presented. Motion by ____; second by _____. Motion carried / failed.

1. Approve past meeting minutes for the regular school board meeting on May 18, 2020.

2. Approve current accounts payable due in the amount of \$1,118,963.38.

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361

Regular Meeting Agenda

Monday, June 15, 2020 at 5:00 PM

Electronic Meeting held Via ZOOM

3. Approve payroll in the amount of \$606,151.88 for pay periods May 22, 2020, June 5, 2020 and special payroll May 29, 2020 and June 3, 2020.
4. Second reading of School Board Policy 203.5 - School Board Meeting Agenda
5. Second reading of School Board Policy 204 - School Board Meeting Minutes
6. Second reading of School Board Policy 207 - Public Hearings
7. Second reading of School Board Policy 209 - Code of Ethics
8. Second reading of School Board Policy 212 - School Board Member Development
9. Second reading of School Board Policy 213 - School Board Committees
10. Second reading of School Board Policy 214 - Out of State Travel by School Board Members
11. Second reading of School Board Policy 203.7 - School Board Member Attendance
12. Second reading of School Board Policy 203.6 - Consent Agendas
13. Approve use of school field by City of International Falls Fire Department for fireworks in the event a celebration is able to be held in July or August.
14. Receive update the 2019 KAPE report from BethAnne Slatinski, P&I Coordinator.
15. Receive the 10 year Long Term Facility Maintenance Plan (LTFM) for approval at the July 20, 2020 meeting.
16. Approve agreement with CLA for fiscal year 2019-2020 audit services.
17. Approve PSEO and concurrent enrollment agreement with Bemidji State University for the 2020-2021 school year.
18. Approve concurrent enrollment agreement with Lake Superior College.
19. Amend hire terms for Don Rolando, Boys' Head Basketball Coach to include the following language: This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
20. Approve hire of Lori Potter as Boys' Basketball Cheerleader Advisor for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
21. Approve hire of Paul Hjelle as Head Cross Country Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
22. Approve hire of Sheryl Hendrickson as Assistant Cross Country Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
23. Approve hire of Jared Kostiuik as Assistant Football Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
24. Approve the hire of Charlie Anderson as Assistant Boys' Basketball Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
25. Approve hire of Jacob Etestad as Assistant Football Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
26. Approve hire of Steve Joslyn as Head Boys Swimming Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
27. Approve hire of Josh Sobkowicz as Assistant Boys Swimming Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361

Regular Meeting Agenda

Monday, June 15, 2020 at 5:00 PM

Electronic Meeting held Via ZOOM

shortened season due to COVID-19.

28. Approve hire of Ariana Cipriano as Knowledge Bowl Advisor for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
29. Approve hire of Jay Boyle as Math Advisor for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
30. Approve Sarah Peterson as Head Volleyball Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
31. Accept resignation from Kacey Kujala, Social Studies Teacher effective May 29, 2020.
32. Approve hire of Kyle Schmidt as 1.0 FTE Elementary Physical Education teacher for the 2020-2021 school year.
33. Approve the Memorandum Of Understanding with L331 regarding stranding of the ALC licensed position.
34. Approve hire of Anne Sullivan as 1.0 FTE Licensed Instructor for the ALC effective the 2020-2021 school year contingent upon approval of stranding MOU with L331.
35. Approve hire of Angela Schwartz as 1.0 Early Childhood Special Education Teacher effective 2020-2021 school year.
36. Approve hire of Nathan Harnit as 1.0 FTE Social Studies Teacher effective the 2020-2021 school year.
37. Approve property, automobile insurance and liability insurance renewal for fiscal year 2020-2021 with TruInsure. Property/Auto/General Liability - \$98,697 and Workers Compensation - \$44,480.
38. Receive the FHS 2020-2021 Student Handbook for adoption at the July 20, 2020 meeting.
39. Receive the FES 2020-2021 Student Handbook for adoption at the July 20, 2020 meeting.
40. Approve MREA membership for the 2020-2021 and 2021-2022 fiscal years.
41. Approve the following project estimates and contractors:
 - 1) Morrison Sealcoating: Sealcoating at FES per project description at a cost estimate of \$22,280
 - 2) Morrison Sealcoating: Sealcoating at FHS per project description at a cost estimate of \$18,600.
 - 3) Kantor Electric: LED Lighting project at a cost estimate of \$35,952.
 - 4) Hiller Commercial Floors: FES gym resurface project at a cost estimate of \$51,000.

ACTION ITEMS

1. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / failed.
2. Resolution Authorizing Investment Manager for 2020A Bond Proceeds. Motion by ____, second by ____. Motion carried / failed
3. Approve the 2020-2021 MSHSL Resolution for Membership. Motion by __, second by ____. Motion carried / failed.
Watch required video.
4. Receive Superintendent year end performance evaluation summary and form. Evaluation form due back June 30th to Jennifer Horne.
5. Approve the general fund final revenue and expense budgets as follows:
 - 1) Final FY2019-2020 revenue budget in the amount of \$13,239,840 and final expense budget in the amount of \$13,801,449. Budget amounts include donation fund 11 revenue budget in amount of \$160,000 and expense budget in amount of \$160,000.
 - 2) Adopted FY2020-2021 revenue budget in amount of \$13,071,718 and final expense budget in the amount of \$14,217,727. Budget amounts include donation fund 11 revenue budget in amount of \$150,000 and expense budget in amount of \$150,000.

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361

Regular Meeting Agenda

Monday, June 15, 2020 at 5:00 PM

Electronic Meeting held Via ZOOM

Motion by ____, second by ____. Motion carried / failed.

6. Approve the community education fund 04 revenue and expense budgets as follows:

- 1) Final FY2019-2020 revenue budget in the amount of \$358,729 and final expense budget in the amount of \$376,986.
- 2) Adopted FY2020-2021 revenue budget in amount of \$390,357 and final expense budget in the amount of \$390,314.

Motion by ____, second by ____. Motion carried / failed.

7. Approve the food service fund revenue and expense budgets as follows:

- 1) Final FY2019-2020 revenue budget in the amount of \$540,566 and final expense budget in the amount of \$535,509.
- 2) Adopted FY2020-2021 revenue budget in amount of \$560,500 and final expense budget in the amount of \$575,961.

Motion by ____, second by ____. Motion carried / failed.

ADMINISTRATIVE REPORTS

1. Melissa Tate, Elementary Principal
 2. Tim Everson, Secondary Principal
 3. Kevin Grover, Superintendent:
 4. Committee Reports:
 - a. Community Education Advisory Board
 - b. Recreation Commission
 - c. Student Council
-

ADJOURNMENT

Motion by ____, second by ____, to adjourn meeting at ____ pm. Motion carried / failed.

MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, May 18, 2020 at 5:00 p.m.
Falls High School Library

A Regular Meeting of the Board of Trustees of Independent School District #361 was held Monday, May 18, 2020, beginning at 5:00 PM in the FHS Library via remote using Zoom meeting.

Ted Saxton, Board Chair, called the meeting to order at 5:00 pm. Members present were: Jennifer Windels, Mike Holden, Toni Korpi, Ted Saxton, Terry Murray, Roxanne Skogstad-Ditsch, Michelle Hebner, and Kevin Grover. Members absent: Ella Bahr-Jefferis.

Pledge of Allegiance.

Approval of Agenda:

Motion by Roxanne Skogstad-Ditsch then second by Terry Murray to approve agenda as presented. Motion carried by roll call 7-0.

Open Forum:

1. Approve the resolution awarding the sale, determining the form and details, authorizing the execution, delivery, and registration, and providing for the payment of general obligation alternative facilities refunding and facilities maintenance bonds, series 2020A in the amount of \$3,075,000. Motion by Michelle Hebner, then second by Mike Holden. Motion carried by roll call 7-0 at 5:23 p.m.

Tenure Recognition

1. Resolution awarding contract tenure to Kacey Kujala. Motion by Roxanne Skogstad-Ditsch, second by Jennifer Windels. Motion carried by roll call 7-0.
2. Resolution awarding contract tenure to Michele McDonald. Motion by Roxanne Skogstad-Ditsch, second by Jennifer Windels. Motion carried by roll call 7-0.
3. Resolution awarding contract tenure to Ariana Cipriano. Motion by Roxanne Skogstad-Ditsch, second by Jennifer Windels. Motion carried by roll call 7-0.

Consent Agenda

Motion by Michelle Hebner then second by Toni Korpi to accept Consent Agenda as presented. Motion carried by roll call 7-0.

1. Approve past meeting minutes for the regular School Board meeting on Monday, April 20, 2020.
2. Approve current accounts payable due in amount of \$857,837.86.
3. Approve payroll in the amount of \$374,136 for pay periods April 24th and May 8th.
4. Second reading of School Board Policy 103 - Complaints - Students, Parents, Other Persons
5. Second reading of School Board Policy 104 - School District Mission Statement
6. Second reading of School Board Policy 201 - Legal Status of the School Board
7. Second reading of School Board Policy 202 - School Board Officers
8. Second reading of School Board Policy 203 - Operation of the School Board - Governing Rules
9. Second reading of School Board Policy 203.1 - School Board Procedures; Rules of Order
10. Second reading of School Board Policy 203.2 - Order of the Regular School Board Meeting
11. Second reading of School Board Policy 400 - Substitute Pay Policy
12. Second reading of School Board Policy 806 - Crisis Management Policy
13. First reading of School Board Policy 203.5 - School Board Meeting Agenda
14. First reading of School Board Policy 204 - School Board Meeting Minutes
15. First reading of School Board Policy 207 - Public Hearings
16. First reading of School Board Policy 209 - Code of Ethics

17. First reading of School Board Policy 212 - School Board Member Development
18. First reading of School Board Policy 213 - School Board Committees
19. First reading of School Board Policy 214 - Out of State Travel by School Board Members
20. First reading of School Board Policy 203.6 - Consent Agendas
21. First reading of School Board Policy 203.7 - School Board Member Attendance
22. Approve AbateTek, Inc. for asbestos removal at Falls Elementary in the amount of \$39,100.
23. Approve contract with IEA, Environmental, Health and Safety Mgt. services for 2021-23.
24. Approve The Design Group, Inc., for the commissioning of the FES HVAC project.
25. Approve the termination of Brook Cipriano, paraprofessional, effective 5/4/20.
26. Approve FES classroom furniture purchase from Premier F&E Furniture in the amount of \$67,936.50.
27. Approve the waiver of fourth quarter School Readiness and ECFE fee's due to school closure.
28. Approve the hire of Karla Olson-Line for the 2020-2021 MHS advisor position.
29. Approve the resignation of Shelby Nosan as FES physical education teacher effective at the end of the 2019-20 school year.
30. Approve hire of Don Rolando for the head boys' basketball coach for the 2020-21 school year.
31. Approve Qcomp program for 2020-21 school year.
32. Approve bill of sale of items listed in attached agreement to Backus Community Center.

Budget Item

Receive final fiscal year 2019-2020 revenue and expense budgets, and tentative fiscal year 2020-2021.

Action Items:

1. Resolution Acceptance of Gifts and Donations. Motion by Mike Holden, second by Roxanne Skogstad-Ditsch. Motion carried by roll call 7-0.
2. Approve the hire of Jordan Bright as Social Worker/Counselor for the 2020-2021 school year, pending the securing of proper licensing, for the new social worker/counselor position at Falls Elementary School. Motion by Jennifer Windels, then second by Terry Murray. Motion carried by roll call 6-0, Toni Korpi abstained.

Administrative Reports:

1. Melissa Tate, Elementary Principal:
2. Tim Everson, Secondary Principal:
3. Kevin Grover, Superintendent:
 COVID-19 update and discussion.
 Safety Manual
 Arena locker facility – Chad Baldwin and Glenn Marcotte exploring options.
4. Committee Reports:
 - 4.1. Community Ed Advisory Board: plots full at Community Garden, paused advisory board meetings given Covid-19, received money from a donor and looking at a memorial fund possibly for special Olympic activity, looking at doing some outdoor summer education activities.
 - 4.2. Recreation Commission: Financial Zoom meeting
 - 4.3. Student Council:

Adjournment:

Motion by Terry Murray then second by Mike Holden to adjourn the meeting at 6:24 pm. Motion carried by roll call 7-0.

Approved Minutes:

District Clerk

Date

Board Chair

Date

Payables Summary
June 15, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
7944	AT & T Mobility	5/18/2020	42520	IT Direct Phone and Bus Wifi	0	\$ 103.03
	AT & T Mobility	5/18/2020	42520	IT Direct Phone and Bus Wifi	0	\$ 49.65
7945	FRONTIER	5/18/2020	51920	Telephone Maintenance Agreement	8102000019	\$ 284.10
7946	KANTOR ELECTRIC INC	5/18/2020	15854	Batting cage installation electrical	8102000057	\$ 1,100.07
	KANTOR ELECTRIC INC	5/18/2020	15857	Repair Pool Clorinator	0	\$ 188.00
	KANTOR ELECTRIC INC	5/18/2020	15867	FHS; Light Fixture Repair	0	\$ 104.72
	KANTOR ELECTRIC INC	5/18/2020	15873	FHS; Repair Basketball Hoop Winch	0	\$ 206.00
7947	KOOCHICHING COUNTY	5/18/2020	37291	April Tipping Fees	0	\$ 12.00
7948	MEDTOX LABORATORIES	5/18/2020	42020665124	Employee Drug Test	0	\$ 55.00
7949	MN ENERGY RESOURCES CORP	5/18/2020	50720	Natural Gas Services	8102000013	\$ 1,615.10
	MN ENERGY RESOURCES CORP	5/18/2020	50720	Natural Gas Services	8102000013	\$ 1,884.48
	MN ENERGY RESOURCES CORP	5/18/2020	50720	Natural Gas Services	8102000013	\$ 628.16
	MN ENERGY RESOURCES CORP	5/18/2020	50720	Natural Gas Services	8102000013	\$ 19.24
7950	US FOODSERVICE	5/19/2020	4588922	FHS; Food for Meal Service	0	\$ 69.93
	US FOODSERVICE	5/19/2020	4588921	FHS; Food for Meal Service	0	\$ 66.60
	US FOODSERVICE	5/19/2020	4417905	FHS; Food for Meal Service	0	\$ 1,708.89
	US FOODSERVICE	5/19/2020	4461141	FHS; Food for Meal Service	0	\$ 2,117.14
	US FOODSERVICE	5/19/2020	4501880	FHS; Food for Meal Service	0	\$ 802.51
	US FOODSERVICE	5/19/2020	4546235	FHS; Food for Meal Service	0	\$ 2,515.90
	US FOODSERVICE	5/19/2020	4588917	FHS; Food for Meal Service	0	\$ 926.03
	US FOODSERVICE	5/19/2020	4640195	FHS; Food for Meal Service	0	\$ 1,627.38
	US FOODSERVICE	5/19/2020	4640203	FHS; Food for Meal Service	0	\$ 65.33
	US FOODSERVICE	5/19/2020	4683535	FHS; Food for Meal Service	0	\$ 1,169.71
	US FOODSERVICE	5/19/2020	4683543	FHS; Food for Meal Service	0	\$ 65.33
	US FOODSERVICE	5/19/2020	4731000	FHS; Food for Meal Service	0	\$ 861.21
7951	ARROWHEAD LIBRARY SYSTEM	5/21/2020	7320	Library Catalog System	6202000000	\$ 625.00
7952	HIBBING COMMUNITY COLLEGE	5/21/2020	113616	Intro to Nursing Tuition	0	\$ 2,500.00
7953	K&K MEYERS INC	5/21/2020	358	Band Pallet/Computer	0	\$ 50.00
	K&K MEYERS INC	5/21/2020	360	Softball dugouts	8102000125	\$ 14,340.00

Payables Summary
June 15, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
7954	Marco Technologies LLC	5/21/2020	INV7591654	Guid Office Cost per Copy	7102000000	\$ 13.77
	Marco Technologies LLC	5/21/2020	INV7595633	Bus Office Copy Per Copy	1102000004	\$ 24.62
	Marco Technologies LLC	5/21/2020	Inv7591655	FES; Canon 1025N Copier	1302000020	\$ 142.91
7955	Marco Technologies LLC	5/21/2020	413949801	FHS; B & W Copy Machine 754E	3002000009	\$ 1,559.23
	Marco Technologies LLC	5/21/2020	413950304	Comm Ed; Canon 1025N Copier	5002000001	\$ 200.47
	Marco Technologies LLC	5/21/2020	413950072	Printer in C Anderson's Room	0	\$ 114.72
7956	MN POWER	5/21/2020	51220	Electricity Bill	8102000012	\$ 512.58
	MN POWER	5/21/2020	51220	Electricity Bill	8102000012	\$ 1,535.04
	MN POWER	5/21/2020	51220	Electricity Bill	8102000012	\$ 1,540.00
	MN POWER	5/21/2020	51220	Electricity Bill	8102000012	\$ 2,231.71
	MN POWER	5/21/2020	51220	Electricity Bill	8102000012	\$ 4,620.87
	MN POWER	5/21/2020	51220	Electricity Bill	8102000012	\$ 202.41
7957	ROCHE'S TOWING	5/21/2020	2/8/2232	Lift Rental to Clean Pool	0	\$ 300.00
				Wals		
7958	SHANNONS INC	5/21/2020	19487		0	\$ 45.00
7959	TIERNEY BROTHERS INC	5/21/2020	821218	Smart Board Learning Suite	6052000115	\$ 6,198.00
7960	AFSCME Council 65	5/22/2020	20200522ADA	Payroll accrual	0	\$ 898.75
	AFSCME Council 65	5/22/2020	20200522ADA	Payroll accrual	0	\$ 289.91
	AFSCME Council 65	5/22/2020	20200522ADA	Payroll accrual	0	\$ 12.77
	AFSCME Council 65	5/22/2020	20200522ADA	Payroll accrual	0	\$ 16.67
	AFSCME Council 65	5/22/2020	20200522ADA	Payroll accrual	0	\$ 9.00
	AFSCME Council 65	5/22/2020	20200522ADA	Payroll accrual	0	\$ 0.33
7961	AFT Local #331	5/22/2020	20200522ADD	Payroll accrual	0	\$ 3,007.74
	AFT Local #331	5/22/2020	20200522ADD	Payroll accrual	0	\$ 93.66
7962	Falls Education Foundation	5/22/2020	20200522ADFI	Payroll accrual	0	\$ 50.00
7963	Gurstel Law Firm PC	5/22/2020	20200522ADG	Payroll accrual	0	\$ 246.53
7964	ND Child Support Division	5/22/2020	20200522ADC	Child Support	0	\$ 276.93
7965	Para Local #4798	5/22/2020	20200522ADD	Payroll accrual	0	\$ 745.17
	Para Local #4798	5/22/2020	20200522ADD	Payroll accrual	0	\$ 16.40
7966	Range Credit Bureau, Inc.	5/22/2020	20200522ADG	Payroll accrual	0	\$ 229.90
7967	United Way of Northeastern MN	5/22/2020	20200522ADU	Payroll accrual	0	\$ 8.00
7968	Aili, Daisy	5/27/2020	4/29/2020	Refund for Spring Boys' Track	0	\$ 75.00

- Kian Gonzales

Payables Summary
June 15, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aili, Daisy	5/27/2020	Refund	Kian's Lunch Acct Refund	0	\$ 44.35
7969	Anderson, Charles	5/27/2020	4/28/2020	Refund for Spring Girls' Golf	0	\$ 75.00
7970	Bowles, Shawn	5/27/2020	4/29/2020	Refund for Spring Girl's Softball - Gracie	0	\$ 75.00
7971	Harder, Gigie	5/27/2020	4/28/2020	Refund for Spring Boys' Track	0	\$ 75.00
7972	Hielsher, Sarah	5/27/2020	4/29/2020	Refund for Spring Boys' Track - Ashton	0	\$ 75.00
7973	KGHS-AM	5/27/2020	V2	Coalition Publicity (12f)	0	\$ 5,280.00
7974	Maish, Angel	5/27/2020	4/29/2020	Refund for Spring Boys' Baseball - Julius	0	\$ 75.00
7975	Nelson, Stacia	5/27/2020	7-May-20	Prom 2020 Reimbursement, Kady Ruport, minus \$3.85 lunch fee	0	\$ 56.15
7976	Pelland, Darci	5/27/2020	4/29/2020	Refund for Spring Girls' Softball - Havyn	0	\$ 75.00
7977	Schulz, Darcie	5/27/2020	4-May-20	Prom 2020 Reimbursement, Jackson Schulz (Transferred \$10 for Cameron's Book Fine)	0	\$ 60.00
	Schulz, Darcie	5/27/2020	4-May-20	Prom 2020 Reimbursement, Jackson Schulz (Transferred \$10 for Cameron's Book Fine)	0	\$ (10.00)
7978	Sivonen, Bobbi	5/27/2020	4/29/2020	Refund for Spring Boys' Track - Parker	0	\$ 75.00
7979	Skifstad, Nikki	5/27/2020	4-May-20	Prom 2020 Reimbursement, Ben Skifstad	0	\$ 60.00
7980	Sturm, Michelle	5/27/2020	4/29/2020	Refund for Spring Girls' Softball - Ayla Nieken	0	\$ 75.00
7981	Wherley, Trisha	5/27/2020	Baseball Refun	Baseball Refund (\$21.40 went to foodservice acct)	0	\$ 53.60
7982	Wold, Kristen	5/27/2020	4-May-20	Prom 2020 Reimbursement, Holly Wold	0	\$ 60.00
7983	ADAM J MCINTYRE	5/29/2020	510886	Arena locker rooms ceiling painting	8102000134	\$ 4,500.00
	ADAM J MCINTYRE	5/29/2020	510885	Hallway metal shop and Wood	8102000133	\$ 1,600.00

Payables Summary
June 15, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				shop painting		
	ADAM J MCINTYRE	5/29/2020	310863	FHS corridor painting	8102000132	\$ 11,915.00
7984	CliftonLarsonAllen LLP	5/29/2020	2468302	HR Consulting Services	0	\$ 2,168.25
7985	Falls Advanced Chiropractic Center	5/29/2020	51920	Employee DOT Physicals (D.S,R.L)	0	\$ 180.00
	Falls Advanced Chiropractic Center	5/29/2020	51320	Employee Drug Test (R.H,K.B,J.T)	0	\$ 105.00
7986	GUARDIAN PEST CONTROL INC	5/29/2020	2131617	Pest Control Service	8102000016	\$ 64.65
7987	Inland Leasing	5/29/2020	58970767	Cafeteria Vending Rental	7702000001	\$ 182.13
7988	Kuffenkam, Margaret	5/29/2020	20520	Early Retirement Incentive	0	\$ 3,154.80
7989	Marco Technologies LLC	5/29/2020	414613356	FES; Color Copier and FHS; Mailroom Copier	3002000010	\$ 523.91
	Marco Technologies LLC	5/29/2020	414613356	FES; Color Copier and FHS; Mailroom Copier	3002000010	\$ 817.92
7990	RATWIK ROSZAK & MALONEY PA	5/29/2020	50120	Attorney Consultations	0	\$ 414.00
7991	SOUND NORTH	5/29/2020	9478	Mini USB Cable	6052000120	\$ 9.99
7992	Angel Fund	5/29/2020	1234	Money raised from basketball fundraiser.	0	\$ 22.00
7993	Fire Up Video	5/29/2020	420	Payment for FireFly SS Screen	0	\$ 3,999.00
7994	Madison National Life	5/29/2020	1394855	LTD - April, May and June	0	\$ 439.17
					2020	
	Madison National Life	5/29/2020	1390861	Life - April, May and June	0	\$ 4,944.81
					2020	
7995	AFT Local #331	6/2/2020	20200605ADD	Payroll accrual	0	\$ 2,842.53
	AFT Local #331	6/2/2020	20200605ADD	Payroll accrual	0	\$ 93.66
7996	Falls Education Foundation	6/2/2020	20200605ADFI	Payroll accrual	0	\$ 50.00
7997	Gurstel Law Firm PC	6/2/2020	20200605ADG	Payroll accrual	0	\$ 246.54
7998	ND Child Support Division	6/2/2020	20200605ADC	Child Support	0	\$ 276.93
7999	Para Local #4798	6/2/2020	20200605ADD	Payroll accrual	0	\$ 742.86
	Para Local #4798	6/2/2020	20200605ADD	Payroll accrual	0	\$ 16.34
8000	Range Credit Bureau, Inc.	6/2/2020	20200605ADG	Payroll accrual	0	\$ 92.69
8001	United Way of Northeastern MN	6/2/2020	20200605ADU	Payroll accrual	0	\$ 8.00
8002	MN PEIP	6/2/2020	966872	April and May Health	0	\$ 227,169.14

Payables Summary
June 15, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
8003	NCPERS Group Life Ins.	6/3/2020	1.64913E+11	MAY PERA Life	0	\$ 144.00
8004	Davenport Group	6/4/2020	105730	FES; Chromebooks and charging stations	6052000104	\$ 22,258.00
8005	Education Innovation Partners	6/4/2020	1363	Monthly EIP	6052000001	\$ 206.25
8006	FRONTIER	6/4/2020	51620	Monthly Telephone Service	8102000019	\$ 34.46
	FRONTIER	6/4/2020	51620	Monthly Telephone Service	8102000019	\$ 1,157.07
	FRONTIER	6/4/2020	51620	Monthly Telephone Service	8102000019	\$ 11.75
8007	HAWKINS INC	6/4/2020	4714402	Pool Chemicals	8102000039	\$ 506.73
8008	LOFFLER	6/4/2020	3431946	FHS; Black Toner	0	\$ 199.99
8009	MN ENERGY RESOURCES CORP	6/4/2020	51820	GARAGE; Natural Gas Services	8102000013	\$ 136.64
	MN ENERGY RESOURCES CORP	6/4/2020	52820	Arena; Natural Gas Services	8102000013	\$ 1,452.28
8010	NORTH STAR PUBLISHING	6/4/2020	47536	PBIS Post Cards	2502000021	\$ 259.51
8011	PAN O GOLD BAKING CO	6/4/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 71.40
	PAN O GOLD BAKING CO	6/4/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 42.00
	PAN O GOLD BAKING CO	6/4/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 64.25
	PAN O GOLD BAKING CO	6/4/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 91.00
	PAN O GOLD BAKING CO	6/4/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 82.04
8012	ROCHESTER TELECOM SYSTEMS I	6/4/2020	52220	Long Distance Phone Calls	8102000033	\$ 31.70
	ROCHESTER TELECOM SYSTEMS I	6/4/2020	52220	Long Distance Phone Calls	8102000033	\$ 31.69
8013	SANDSTROM'S INC	6/4/2020	307076	FHS; Milk for Meal Service	0	\$ 1,102.00
	SANDSTROM'S INC	6/4/2020	306175	FHS; Milk for Meal Service	0	\$ 399.00
8014	SCHOOL SPECIALTY	6/4/2020	2.08125E+11	FES Attendance Calendars for 2020-2021	1302000266	\$ 22.86
	SCHOOL SPECIALTY	6/4/2020	2.08125E+11	FES 2nd Grade Supplies	1302000267	\$ 247.21
8015	SHANNONS INC	6/4/2020	51820	FES HVAC project	8102000138	\$ 243,920.00
	SHANNONS INC	6/4/2020	19523	Labor	0	\$ 330.00
	SHANNONS INC	6/4/2020	19523	Labor	0	\$ 67.10
8016	US FOODSERVICE	6/4/2020	4826227	FHS; Food for Meal Service	0	\$ 3.33
	US FOODSERVICE	6/4/2020	4826236	FHS; Food for Meal Service	0	\$ 808.17
	US FOODSERVICE	6/4/2020	4775096	FHS; Food for Meal Service	0	\$ 554.01
	US FOODSERVICE	6/4/2020	4775096	FHS; Food for Meal Service	0	\$ 349.24
8017	WATER DEPT	6/4/2020	52020	Water Usage	8102000014	\$ 315.30
	WATER DEPT	6/4/2020	52020	Water Usage	8102000014	\$ 669.86

Payables Summary
June 15, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	WATER DEPT	6/4/2020	52020	Water Usage	8102000014	\$ 337.46
	WATER DEPT	6/4/2020	52020	Water Usage	8102000014	\$ 50.44
	WATER DEPT	6/4/2020	52020	Water Usage	8102000014	\$ 121.11
8018	Arnold, Desiree	6/4/2020	Devin	Senior Foodservice Account Refund	0	\$ 40.35
8019	Blanchard, Lisa	6/4/2020	Gage	Senior Foodservice Account Refund	0	\$ 68.35
8020	Braaten, Darin	6/4/2020	Taryn	Senior Foodservice Account Refund	0	\$ 44.28
8021	Budris, Alicia	6/4/2020	Deelyla	Senior Foodservice Account Refund	0	\$ 17.15
8022	Busch, Melanie	6/4/2020	Dayton	Senior Foodservice Account Refund	0	\$ 30.35
8023	Covel, Allan	6/4/2020	Logan	Senior Foodservice Account Refund	0	\$ 10.00
8024	Germain, Ashley	6/4/2020	Jaxon	Senior Foodservice Account Refund	0	\$ 91.30
8025	Griffith, Deborah	6/4/2020	David	Senior Foodservice Account Refund	0	\$ 18.06
8026	Hahnenberg, James	6/4/2020	Briana	Senior Foodservice Account Refund	0	\$ 7.95
8027	Hallin, Katrina	6/4/2020	Jace	Senior Foodservice Account Refund	0	\$ 19.70
8028	Hansen, Jennifer	6/4/2020	Odin & Kjersti	Moving out of the District--Lunch Acct Refund	0	\$ 187.15
8029	Johns, Tammy	6/4/2020	Emma	Senior Foodservice Account Refund	0	\$ 9.60
8030	Keeney, Judy	6/4/2020	Emerald	Senior Foodservice Account Refund	0	\$ 143.65
8031	KING OF THE ROAD ENTERTAINM	6/4/2020	6/1/2020	GRADUATION CEREMONY/SOUND SYSTEM	0	\$ 600.00
8032	Larson, Brad	6/4/2020	Shania	Senior Foodservice Account Refund	0	\$ 23.70

Payables Summary
June 15, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
8033	Laverdure, Jayme	6/4/2020	Melody	Senior Foodservice Account Refund	0	\$ 13.51
8034	McClellan, Karina	6/4/2020	Keisha	Senior Foodservice Account Refund	0	\$ 39.75
8035	McMichael, Barbara	6/4/2020	Natasha	Senior Foodservice Account Refund	0	\$ 7.00
8036	Nelson, Calvin	6/4/2020	Connor Tymen	Senior Foodservice Account Refund	0	\$ 17.35
8037	Ohlquist, Sandra	6/4/2020	Jennifer	Senior Foodservice Account Refund	0	\$ 21.05
8038	Pearson, Sheryl	6/4/2020	Noah	Senior Foodservice Account Refund	0	\$ 19.21
8039	Saari, Traci	6/4/2020	Anthony	Senior Foodservice Account Refund	0	\$ 87.05
8040	Wold, Kristen	6/4/2020	Holly	Senior Foodservice Account Refund	0	\$ 10.40
8041	Woods, Barry	6/4/2020	Mackenzie	Senior Foodservice Account Refund	0	\$ 4.11
8042	BEMIDJI STEEL COMPANY	6/16/2020	159771	METALS SUPPLIES (OLSON ALI FUNDS)	2552000023	\$ 2,481.42
8043	BEMIDJI WELDERS SUPPLY	6/16/2020	430082-00	METALS SUPPLIES-OLSON	2552000022	\$ 4,800.00
8044	CITIZENS FOR BACKUS	6/16/2020	60120	ALC Lease Agreement	3002000015	\$ 703.73
8045	CliftonLarsonAllen LLP	6/16/2020	2495226	HR Consulting Services	0	\$ 330.75
8046	Education Innovation Partners	6/16/2020	1377	Monthly EIP Billing	6052000001	\$ 206.25
8047	Educator Benefit Consultants, LLC	6/16/2020	14564	403b Third Party Admin Svc	1102000007	\$ 164.63
8048	FLEETPRIDE TRUCK & TRAILER PA	6/16/2020	51842951	Bus Filters	0	\$ 82.63
8049	FRIENDS GARBAGE SERVICE, LLC	6/16/2020	53120	Garbage Pickups	8102000034	\$ 1,790.10
8050	JOSTENS INC	6/16/2020	1206119	2020 Yearbook Payment	0	\$ 1,831.93
8051	LAMAR COMPANIES	6/16/2020	111471730	Billboard	7902000021	\$ 965.00
8052	MacGill School Nurse Supplies	6/16/2020	IN0718839	FES Nurses Office (COVID)	1302000265	\$ 89.40
8053	Mahle, Joan	6/16/2020	52720	2020 HOF Ticket Refund	0	\$ 175.00
8054	MIDCONTINENT COMMUNICATIO	6/16/2020	52720	ALC Phone & Data	3002000007	\$ 167.39
8055	MN GRADUATE SERVICES LTD	6/16/2020	4559372	Stoles for Graduations	0	\$ 1,116.00

Payables Summary
June 15, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MN GRADUATE SERVICES LTD	6/16/2020	4560511	Diploma	0	\$ 22.47
8056	NORTHEAST SERVICE COOPERATI	6/16/2020	2146	Apr 2020 IEA Contract	0	\$ 840.00
8057	NORTHEAST SERVICE UNIT	6/16/2020	647	FY20 ALI Membership Dues	0	\$ 3,498.31
8058	NORTHERN LUMBER CO	6/16/2020	755080	ALI FUNDS WOOD SHOP SUPPLIES	2552000018	\$ 1,000.00
8059	PAUL BUNYAN COMMUNICATION	6/16/2020	61020	Monthly Internet Services	6052000003	\$ 650.00
8060	POMP'S TIRE SERVICE	6/16/2020	530100033	Recap tires	7602000023	\$ 766.76
8061	RAINY LAKE MEDICAL CENTER	6/16/2020	3527	PT/OT Therapies Services	3002000014	\$ 12,525.76
	RAINY LAKE MEDICAL CENTER	6/16/2020	3527	PT/OT Therapies Services	3002000014	\$ 2,438.62
8062	Screen Surgeons	6/16/2020	4490	Chromebook Replacement Battery	6052000118	\$ 100.00
8063	SKYWARD INC MN BRANCH	6/16/2020	205207	FY21 Software License	1102000034	\$ 59.50
	SKYWARD INC MN BRANCH	6/16/2020	205207	FY21 Software License	1102000034	\$ 59.50
	SKYWARD INC MN BRANCH	6/16/2020	203238	FY21 Software License	1102000034	\$ 22,058.00
	SKYWARD INC MN BRANCH	6/16/2020	203238	FY21 Software License	1102000034	\$ 22,058.00
8064	Thompson, Sara	6/16/2020	60120	P & I Grant Marketing Consultant	7902000008	\$ 1,230.00
8065	VARSITY GROUP SIGNS & MARKE	6/16/2020	8487	Images for Touch Pro Screen	3002000083	\$ 1,240.00
8066	MESPA (MN Elem. School Princip.	6/10/2020	10256	Elementary School Principal Membership Renewal	0	\$ 934.00
192000100	Anderson, Jeremy	5/27/2020	4-May-20	Prom 2020 Reimbursement, Cole Anderson	0	\$ 60.00
192000101	Grover, Stacy	5/27/2020	4-May-20	Prom 2020 Reimbursement, Tessa Frederickson	0	\$ 60.00
192000102	Harder, Gigie	5/27/2020	4-May-20	Prom 2020 Reimbursement, Paul Harder	0	\$ 60.00
192000103	Koenig, Joshua	5/27/2020	4-May-20	Prom 2020 Reimbursement, Bryant Koenig	0	\$ 60.00
192000104	McBride, Heather	5/27/2020	4-May-20	Prom 2020 Reimbursement, Olivia McBride	0	\$ 60.00
192000105	Vang, Brandon	6/16/2020	51820	Registration fee for Coronavirus 5k.	9012000009	\$ 160.06
201901323	Educator Benefit Consultants, LLC	5/22/2020	20200522ADT!	Payroll accrual	0	\$ 53.08
	Educator Benefit Consultants, LLC	5/22/2020	20200522ADT!	Payroll accrual	0	\$ 196.17

Payables Summary
June 15, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Educator Benefit Consultants, LLC	5/22/2020	20200522ADT	Payroll accrual	0	\$ 1,351.95
	Educator Benefit Consultants, LLC	5/22/2020	20200522ADT	Payroll accrual	0	\$ 2,631.39
	Educator Benefit Consultants, LLC	5/22/2020	20200522ADT	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	5/22/2020	20200522ADT	Payroll accrual	0	\$ 2,408.14
	Educator Benefit Consultants, LLC	5/22/2020	20200522ADT	Payroll accrual	0	\$ 480.78
	Educator Benefit Consultants, LLC	5/22/2020	20200522ADT	Payroll accrual	0	\$ 150.51
	Educator Benefit Consultants, LLC	5/22/2020	20200522ADT	Payroll accrual	0	\$ 181.62
	Educator Benefit Consultants, LLC	5/22/2020	20200522ADT	Payroll accrual	0	\$ 250.00
	Educator Benefit Consultants, LLC	5/22/2020	20200522ADT	Payroll accrual	0	\$ 3,460.05
	Educator Benefit Consultants, LLC	5/22/2020	20200522ADT	Payroll accrual	0	\$ 65.39
	Educator Benefit Consultants, LLC	5/22/2020	20200522AFT	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	5/22/2020	20200522AFT	Payroll accrual	0	\$ 265.48
	Educator Benefit Consultants, LLC	5/22/2020	20200522AFT	Payroll accrual	0	\$ 1,374.66
	Educator Benefit Consultants, LLC	5/22/2020	20200522AFT	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	5/22/2020	20200522AFT	Payroll accrual	0	\$ 709.95
	Educator Benefit Consultants, LLC	5/22/2020	20200522AFT	Payroll accrual	0	\$ 111.55
	Educator Benefit Consultants, LLC	5/22/2020	20200522AFT	Payroll accrual	0	\$ 52.18
	Educator Benefit Consultants, LLC	5/22/2020	20200522AFT	Payroll accrual	0	\$ 141.71
	Educator Benefit Consultants, LLC	5/22/2020	20200522AFT	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	5/22/2020	20200522AFT	Payroll accrual	0	\$ 1,505.20
	Educator Benefit Consultants, LLC	5/22/2020	20200522AFT	Payroll accrual	0	\$ 65.39
201901324	Empower Retirement	5/22/2020	20200522ADD	Payroll accrual	0	\$ 135.00
	Empower Retirement	5/22/2020	20200522ADD	Payroll accrual	0	\$ 15.00
	Empower Retirement	5/22/2020	20200522ADG	Payroll accrual	0	\$ 10.89
	Empower Retirement	5/22/2020	20200522ADG	Payroll accrual	0	\$ 20.69
	Empower Retirement	5/22/2020	20200522AFDI	Payroll accrual	0	\$ 10.89
	Empower Retirement	5/22/2020	20200522AFDI	Payroll accrual	0	\$ 20.69
	Empower Retirement	5/22/2020	20200522AFH	Payroll accrual	0	\$ 2,967.88
	Empower Retirement	5/22/2020	20200522AFH	Payroll accrual	0	\$ 6.92
201901325	Internal Revenue Service	5/22/2020	20200522ADFI	Payroll accrual	0	\$ 19,568.03
	Internal Revenue Service	5/22/2020	20200522ADFI	Payroll accrual	0	\$ 553.51
	Internal Revenue Service	5/22/2020	20200522ADFI	Payroll accrual	0	\$ 642.81
	Internal Revenue Service	5/22/2020	20200522ADF	Payroll accrual	0	\$ 200.00

Payables Summary
June 15, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	5/22/2020	20200522ADF	Payroll accrual	0	\$ 93.56
	Internal Revenue Service	5/22/2020	20200522ADF	Payroll accrual	0	\$ 23,706.89
201901325	Internal Revenue Service	5/22/2020	20200522ADF	Payroll accrual	0	\$ 660.82
	Internal Revenue Service	5/22/2020	20200522ADF	Payroll accrual	0	\$ 588.05
	Internal Revenue Service	5/22/2020	20200522ADN	Payroll accrual	0	\$ 4,576.34
	Internal Revenue Service	5/22/2020	20200522ADN	Payroll accrual	0	\$ 129.47
	Internal Revenue Service	5/22/2020	20200522ADN	Payroll accrual	0	\$ 150.32
	Internal Revenue Service	5/22/2020	20200522AFFI	Payroll accrual	0	\$ 19,568.03
	Internal Revenue Service	5/22/2020	20200522AFFI	Payroll accrual	0	\$ 553.51
	Internal Revenue Service	5/22/2020	20200522AFFI	Payroll accrual	0	\$ 642.81
	Internal Revenue Service	5/22/2020	20200522AFM	Payroll accrual	0	\$ 4,576.34
	Internal Revenue Service	5/22/2020	20200522AFM	Payroll accrual	0	\$ 129.47
	Internal Revenue Service	5/22/2020	20200522AFM	Payroll accrual	0	\$ 150.32
201901326	MINNESOTA REVENUE	5/22/2020	20200522ADSI	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	5/22/2020	20200522ADSI	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	5/22/2020	20200522ADSI	Payroll accrual	0	\$ 11,232.13
	MINNESOTA REVENUE	5/22/2020	20200522ADSI	Payroll accrual	0	\$ 308.60
	MINNESOTA REVENUE	5/22/2020	20200522ADSI	Payroll accrual	0	\$ 299.85
	MINNESOTA REVENUE	5/22/2020	20200522ADSI	Payroll accrual	0	\$ 12.00
201901327	MN Teachers Retirement Associa	5/22/2020	20200522ADTI	Payroll accrual	0	\$ 15,505.67
	MN Teachers Retirement Associa	5/22/2020	20200522ADTI	Payroll accrual	0	\$ 542.48
	MN Teachers Retirement Associa	5/22/2020	20200522ADTI	Payroll accrual	0	\$ 43.88
	MN Teachers Retirement Associa	5/22/2020	20200522AFTF	Payroll accrual	0	\$ 16,374.03
	MN Teachers Retirement Associa	5/22/2020	20200522AFTF	Payroll accrual	0	\$ 572.86
	MN Teachers Retirement Associa	5/22/2020	20200522AFTF	Payroll accrual	0	\$ 46.33
201901328	Public Employees Retirement Ass	5/22/2020	20200522ADPI	Payroll accrual	0	\$ 6,444.37
	Public Employees Retirement Ass	5/22/2020	20200522ADPI	Payroll accrual	0	\$ 128.35
	Public Employees Retirement Ass	5/22/2020	20200522ADPI	Payroll accrual	0	\$ 695.78
	Public Employees Retirement Ass	5/22/2020	20200522AFPE	Payroll accrual	0	\$ 7,435.85
	Public Employees Retirement Ass	5/22/2020	20200522AFPE	Payroll accrual	0	\$ 148.10
	Public Employees Retirement Ass	5/22/2020	20200522AFPE	Payroll accrual	0	\$ 802.84
201901329	Public Employees Retirement-DC	5/22/2020	20200522ADD	Payroll accrual	0	\$ 24.00
	Public Employees Retirement-DC	5/22/2020	20200522AFD	Payroll accrual	0	\$ 24.00

Payables Summary
June 15, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201901330	Internal Revenue Service	5/22/2020	20200522BDFI	Payroll accrual	0	\$ 117.10
	Internal Revenue Service	5/22/2020	20200522BDFI	Payroll accrual	0	\$ -
	Internal Revenue Service	5/22/2020	20200522BDN	Payroll accrual	0	\$ 27.39
201901330	Internal Revenue Service	5/22/2020	20200522BFFI	Payroll accrual	0	\$ 117.10
	Internal Revenue Service	5/22/2020	20200522BFM	Payroll accrual	0	\$ 27.39
201901331	MINNESOTA REVENUE	5/22/2020	20200522BDSI	Payroll accrual	0	\$ -
201901332	MN Teachers Retirement Associa	5/22/2020	20200522BDTI	Payroll accrual	0	\$ 141.65
	MN Teachers Retirement Associa	5/22/2020	20200522BFTF	Payroll accrual	0	\$ 149.58
201901333	Internal Revenue Service	5/29/2020	20200529ADFI	Payroll accrual	0	\$ 14,973.00
	Internal Revenue Service	5/29/2020	20200529ADF	Payroll accrual	0	\$ 120.00
	Internal Revenue Service	5/29/2020	20200529ADF	Payroll accrual	0	\$ 16,387.50
	Internal Revenue Service	5/29/2020	20200529ADN	Payroll accrual	0	\$ 3,501.75
	Internal Revenue Service	5/29/2020	20200529AFFI	Payroll accrual	0	\$ 14,973.00
	Internal Revenue Service	5/29/2020	20200529AFM	Payroll accrual	0	\$ 3,501.75
201901334	MINNESOTA REVENUE	5/29/2020	20200529ADSI	Payroll accrual	0	\$ 10.00
	MINNESOTA REVENUE	5/29/2020	20200529ADSI	Payroll accrual	0	\$ 8,321.19
201901335	MN Teachers Retirement Associa	5/29/2020	20200529ADTI	Payroll accrual	0	\$ 18,112.50
	MN Teachers Retirement Associa	5/29/2020	20200529AFTF	Payroll accrual	0	\$ 19,126.80
201901336	Educator Benefit Consultants, LLC	6/5/2020	20200605ADT!	Payroll accrual	0	\$ 53.08
	Educator Benefit Consultants, LLC	6/5/2020	20200605ADT!	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	6/5/2020	20200605ADT!	Payroll accrual	0	\$ 426.76
	Educator Benefit Consultants, LLC	6/5/2020	20200605ADT!	Payroll accrual	0	\$ 2,630.93
	Educator Benefit Consultants, LLC	6/5/2020	20200605ADT!	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/5/2020	20200605ADT!	Payroll accrual	0	\$ 2,348.14
	Educator Benefit Consultants, LLC	6/5/2020	20200605ADT!	Payroll accrual	0	\$ 480.78
	Educator Benefit Consultants, LLC	6/5/2020	20200605ADT!	Payroll accrual	0	\$ 150.51
	Educator Benefit Consultants, LLC	6/5/2020	20200605ADT!	Payroll accrual	0	\$ 181.54
	Educator Benefit Consultants, LLC	6/5/2020	20200605ADT!	Payroll accrual	0	\$ 250.00
	Educator Benefit Consultants, LLC	6/5/2020	20200605ADT!	Payroll accrual	0	\$ 3,460.05
	Educator Benefit Consultants, LLC	6/5/2020	20200605ADT!	Payroll accrual	0	\$ 65.39
	Educator Benefit Consultants, LLC	6/5/2020	20200605AFTS	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	6/5/2020	20200605AFTS	Payroll accrual	0	\$ 205.44
	Educator Benefit Consultants, LLC	6/5/2020	20200605AFTS	Payroll accrual	0	\$ 1,374.27

Payables Summary
June 15, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Educator Benefit Consultants, LLC	6/5/2020	20200605AFTS	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/5/2020	20200605AFTS	Payroll accrual	0	\$ 649.93
	Educator Benefit Consultants, LLC	6/5/2020	20200605AFTS	Payroll accrual	0	\$ 111.55
201901336	Educator Benefit Consultants, LLC	6/5/2020	20200605AFTS	Payroll accrual	0	\$ 52.18
	Educator Benefit Consultants, LLC	6/5/2020	20200605AFTS	Payroll accrual	0	\$ 141.63
	Educator Benefit Consultants, LLC	6/5/2020	20200605AFTS	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/5/2020	20200605AFTS	Payroll accrual	0	\$ 1,504.79
	Educator Benefit Consultants, LLC	6/5/2020	20200605AFTS	Payroll accrual	0	\$ 65.39
201901337	Empower Retirement	6/5/2020	20200605ADD	Payroll accrual	0	\$ 135.00
	Empower Retirement	6/5/2020	20200605ADD	Payroll accrual	0	\$ 15.00
	Empower Retirement	6/5/2020	20200605ADG	Payroll accrual	0	\$ 10.88
	Empower Retirement	6/5/2020	20200605ADG	Payroll accrual	0	\$ 20.68
	Empower Retirement	6/5/2020	20200605AFDI	Payroll accrual	0	\$ 10.88
	Empower Retirement	6/5/2020	20200605AFDI	Payroll accrual	0	\$ 20.68
	Empower Retirement	6/5/2020	20200605AFH	Payroll accrual	0	\$ 2,967.88
	Empower Retirement	6/5/2020	20200605AFH	Payroll accrual	0	\$ 6.92
201901338	Internal Revenue Service	6/5/2020	20200605ADFI	Payroll accrual	0	\$ 15,985.31
	Internal Revenue Service	6/5/2020	20200605ADFI	Payroll accrual	0	\$ 552.81
	Internal Revenue Service	6/5/2020	20200605ADFI	Payroll accrual	0	\$ 623.89
	Internal Revenue Service	6/5/2020	20200605ADF	Payroll accrual	0	\$ 200.00
	Internal Revenue Service	6/5/2020	20200605ADF	Payroll accrual	0	\$ 83.88
	Internal Revenue Service	6/5/2020	20200605ADF	Payroll accrual	0	\$ 19,878.12
	Internal Revenue Service	6/5/2020	20200605ADF	Payroll accrual	0	\$ 659.55
	Internal Revenue Service	6/5/2020	20200605ADF	Payroll accrual	0	\$ 574.63
	Internal Revenue Service	6/5/2020	20200605ADM	Payroll accrual	0	\$ 3,738.50
	Internal Revenue Service	6/5/2020	20200605ADM	Payroll accrual	0	\$ 129.27
	Internal Revenue Service	6/5/2020	20200605ADM	Payroll accrual	0	\$ 145.89
	Internal Revenue Service	6/5/2020	20200605AFFI	Payroll accrual	0	\$ 15,985.31
	Internal Revenue Service	6/5/2020	20200605AFFI	Payroll accrual	0	\$ 552.81
	Internal Revenue Service	6/5/2020	20200605AFFI	Payroll accrual	0	\$ 623.89
	Internal Revenue Service	6/5/2020	20200605AFM	Payroll accrual	0	\$ 3,738.50
	Internal Revenue Service	6/5/2020	20200605AFM	Payroll accrual	0	\$ 129.27
	Internal Revenue Service	6/5/2020	20200605AFM	Payroll accrual	0	\$ 145.89

Payables Summary
June 15, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201901339	MINNESOTA REVENUE	6/5/2020	20200605ADSI	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	6/5/2020	20200605ADSI	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	6/5/2020	20200605ADSI	Payroll accrual	0	\$ 9,487.94
	MINNESOTA REVENUE	6/5/2020	20200605ADSI	Payroll accrual	0	\$ 308.02
	MINNESOTA REVENUE	6/5/2020	20200605ADSI	Payroll accrual	0	\$ 292.96
	MINNESOTA REVENUE	6/5/2020	20200605ADSI	Payroll accrual	0	\$ 12.00
201901340	MN Teachers Retirement Associa	6/5/2020	20200605ADTI	Payroll accrual	0	\$ 13,235.33
	MN Teachers Retirement Associa	6/5/2020	20200605ADTI	Payroll accrual	0	\$ 542.48
	MN Teachers Retirement Associa	6/5/2020	20200605ADTI	Payroll accrual	0	\$ 36.08
	MN Teachers Retirement Associa	6/5/2020	20200605AFTF	Payroll accrual	0	\$ 13,976.55
	MN Teachers Retirement Associa	6/5/2020	20200605AFTF	Payroll accrual	0	\$ 572.86
	MN Teachers Retirement Associa	6/5/2020	20200605AFTF	Payroll accrual	0	\$ 38.10
201901341	Public Employees Retirement Ass	6/5/2020	20200605ADP	Payroll accrual	0	\$ 6,001.23
	Public Employees Retirement Ass	6/5/2020	20200605ADP	Payroll accrual	0	\$ 127.60
	Public Employees Retirement Ass	6/5/2020	20200605ADP	Payroll accrual	0	\$ 679.92
	Public Employees Retirement Ass	6/5/2020	20200605AFPE	Payroll accrual	0	\$ 6,924.45
	Public Employees Retirement Ass	6/5/2020	20200605AFPE	Payroll accrual	0	\$ 147.23
	Public Employees Retirement Ass	6/5/2020	20200605AFPE	Payroll accrual	0	\$ 784.52
201901342	Public Employees Retirement-DC	6/5/2020	20200605ADD	Payroll accrual	0	\$ 24.00
	Public Employees Retirement-DC	6/5/2020	20200605AFD	Payroll accrual	0	\$ 24.00
201901343	Internal Revenue Service	6/3/2020	20200603ADFI	Payroll accrual	0	\$ 396.80
	Internal Revenue Service	6/3/2020	20200603ADF	Payroll accrual	0	\$ 50.00
	Internal Revenue Service	6/3/2020	20200603ADF	Payroll accrual	0	\$ -
	Internal Revenue Service	6/3/2020	20200603ADN	Payroll accrual	0	\$ 92.80
	Internal Revenue Service	6/3/2020	20200603AFF	Payroll accrual	0	\$ 396.80
	Internal Revenue Service	6/3/2020	20200603AFM	Payroll accrual	0	\$ 92.80
201901344	MINNESOTA REVENUE	6/3/2020	20200603ADSI	Payroll accrual	0	\$ -
201901345	MN Teachers Retirement Associa	6/3/2020	20200603ADTI	Payroll accrual	0	\$ 480.00
	MN Teachers Retirement Associa	6/3/2020	20200603AFTF	Payroll accrual	0	\$ 506.88
201901348- 201901438	BMO	6/3/2020		See Attached Report		
					0	\$ 30,020.40
Total						\$ 1,118,963.38

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 203.5
School Board Meeting Agenda**

Adopted ___ By Reference _____

Revised ___ February 2020 _____

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input it shall be the responsibility of the school board chair and superintendent to develop, prepare and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

[Note: The Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]

- C. The tentative agenda and supporting documents shall be sent to the school board members **three (3) days** prior to the scheduled school board meeting.

- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, **including electronic communications**, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (School Board powers)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 204
School Board Meeting Minutes**

Adopted___By Reference_____

Revised___February 2020_____

[Note: The provisions of this policy are required by statute.]

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by

the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a) Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b) Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c) Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d) All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e) Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected on-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a) Recordings of labor negotiations strategy meetings shall be classified as public data and be made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b) Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c) Recordings of any other closed meetings shall be classified and released as required by court order.

4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 - a) The date of the closed meeting;
 - b) The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c) The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3.above.

III. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall,

to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting law)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)
Op. Atty. Gen. 161-a-20, December 17, 1970;
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W. 2d 428 (1956).

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 207
Public Hearings**

Adopted ___ By Reference ___

Revised ___ February 2020 ___

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

III. PROCEDURES

A. Public Hearings.

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

B. Notice of Public Hearings.

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation.

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file

with the clerk of the school board an appropriate request card prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

Legal References: Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.15 (Education District Establishment)
Minn. Stat. § 123B.51 (School Closings)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 209
Code of Ethics**

Adopted ___ By Reference _____

Revised ___ February 2020 _____

I. PURPOSE

The purpose of this policy is to assist the individual school board members in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.

8. Inform myself ~~on~~ about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.

2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ~~on an~~ ethical and open. ~~and above board basis.~~
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent to keep the school board adequately informed at all times. ~~through both oral and written reports.~~
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER I WILL:

1. Comply with all federal, state, and local laws relating to my ~~work function~~ as a school board member.

2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other **state and** federal ~~and state~~ agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 212
School Board Member Development**

Adopted ___ By Reference ___

Revised ___ February 2020 ___

I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). **School board members shall receive training in school finance and management developed in consultation with MSBA.**
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School board member training)

Cross References: **MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)**
MSBA/MASA Model Policy 412 (Expense Reimbursement)

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 213
School Board Committees**

Adopted___By Reference_____

Revised___February 2020_____

[Note: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.

- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 1. Administrative Salary Committee
 2. Local 510 Salary Committee
 3. Local 331 Salary Committee
 4. Local 4798 Salary Committee
 5. Recreation Commission (~~2~~ 3 members, minimum of 2 shall be school board members)
 6. MSBA Legislative Representative
 7. MSHSL Representative
 8. Continuing Education Committee
 9. Community Education Advisory Committee (~~to include 1 recreation Board member~~ 2 members)
 10. Meet and Confer Committee
 11. Grievance Committee
 12. Finance Committee
 13. Facility Committee
 14. Labor Management Committee

[Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]

- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be

consistent with the governing rules of the school board.

- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board -
Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 214
Out-of-State Travel by School Board Members**

Adopted ___ By Reference _____

Revised ___ February 2020 _____

[Note: School districts are required by statute to adopt a policy addressing this issue.]

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 203.7
School Board Member Meeting Attendance**

Adopted ___ By Reference ___

Revised ___ June 2007 _____

I. PURPOSE

Purpose of this policy is to provide guidance to school board relative to school board meeting attendance and school board stipend.

II. GENERAL STATEMENT OF POLICY

It is the position of the school board that regularly scheduled monthly school board meetings are a primary duty of the school board and should be directly related to receiving school board stipends.

III. REGULAR SCHOOL BOARD MEETING ATTENDANCE AND STIPEND

Board members shall be provided regular school board meeting leave for no more than two regularly scheduled school board meetings, exclusive of leaves necessitated by illness, injury, or family emergency. Upon the third absence from a regularly scheduled school board meeting, the stipend for that month shall be withheld from payment.

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 203.6
Consent Agendas**

Adopted ___ By Reference ___

Revised ___ 1999 _____

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board.

The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board powers)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)



1515 11th Street
International Falls, MN 56649
218-283-2571 Ext. 1176

Attached you find an annual report from the Planning and Implementation grant. The KAPE (Koochiching Area Prevention and Education) coalition and the Spirit of the Borderland youth group did a lot of great work this year!

As you can see the report is very youth focused. We believe that the youth are our future and should be applauded for their work in the community!

We are starting year 5 of a 5 year grant. We are preparing to write another grant to continue funding prevention work in International Falls!

I hope once the COVID-19 pandemic I can attend a meeting and give an update in person.

If you have any questions about the P&I grant or the work that we are doing in the community, please do not hesitate to reach out.

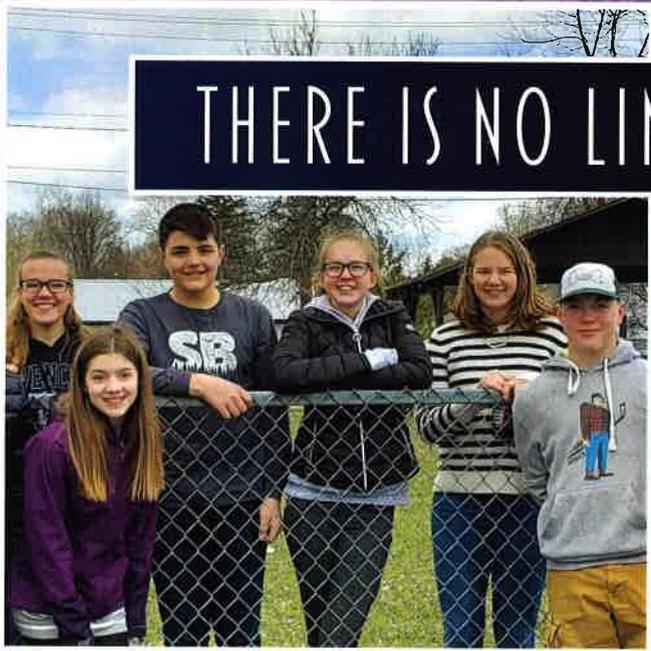
BethAnne Slatinski
P&I Coordinator
ISD 361
1515 11th Street
International Falls, MN 56649



Koochiching Area Prevention in Education

2019
ANNUAL
REPORT

THERE IS NO LIMIT



TO WHAT WE CAN



ACHIEVE TOGETHER



WE ENVISION SAFE AND HEALTHY
COMMUNITIES FREE FROM SUBSTANCE ABUSE.

MOST STUDENTS ARE MAKING HEALTHY CHOICES MANY MISPERCEIVE THIS NORM.

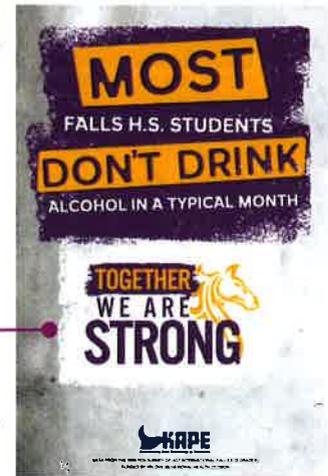
86% (most) of Falls 6-12 grade students report they do NOT drink alcohol monthly or more often.

58% think DO drink monthly or more often.

Students who think **MOST** students drink alcohol monthly or more often are over **14 times MORE** likely to drink themselves.



The "Together we are Strong" campaign aims to correct misperceptions and increase the number of students who choose **NOT** to use alcohol and other drugs.



MOST STUDENTS AGREE: PARENTS AND GUARDIANS SHOULD TALK WITH THEM ABOUT THE IMPORTANCE OF NOT USING ALCOHOL.

MOST FALLS STUDENTS AGREE that PARENTS AND GUARDIANS should **TALK WITH THEM** about the importance of **NOT** using alcohol.

LET'S TALK
CONVERSATION STARTERS
FOR FAMILY AND FRIENDS

- What do you like most about yourself?
- What would you say to help a friend choose **NOT** to drink alcohol?
- What made you laugh today?
- If you had \$1000, what would you spend it on?

Students agree that conversation is key to helping youth make healthy choices when it comes to not using alcohol and other drugs. To help spur conversation among adults and youth, the KAPE coalition has created a series of "Let's Talk" stickers that you'll find placed on local pizza boxes. Parents and other adults are encouraged to use these prompts as a way to talk to kids about a variety of topics including important thoughts and ideas around underage alcohol use.

MOST FALLS STUDENTS AGREE that PARENTS AND GUARDIANS should **TALK WITH THEM** about the importance of **NOT** using alcohol.

LET'S TALK
CONVERSATION STARTERS
FOR FAMILY AND FRIENDS

- What makes you the happiest?
- Why would someone pressure their friends to drink alcohol?
- Who do you count on the most for help?

According to a recent survey, International Falls students who say their parents would feel it was wrong for them to drink alcohol are over 8 times LESS LIKELY to drink alcohol than students who report their parents would feel it was a little bit wrong or not at all wrong.



SPIRIT OF THE BORDERLAND

Projects

The Spirit of the Borderland student group has been making a difference in the community and encouraging students to make healthy and safe choices when it comes to NOT using alcohol and other drugs.

The focus for 2019 was to make a positive impact on the International Falls community. Together they cleaned up Kerry Park, volunteered at local events, left inspirational messages throughout town, and helped ensure that area students had enough to eat over the long winter break.

In the Spring of 2019 the Spirit of the Borderland Youth Group and KAPE coalition members went to Kerry Park and cleaned up the grounds. The youth feel strongly that the community areas of International Falls are important and need to be taken care of.

The youth group also created inspirational rocks that were placed around town to put a smile on someone's face and encourage community members to be kind!

Kerry Park



Treat Street



WE CAN CHANGE THE WORLD AND MAKE IT A BETTER PLACE. IT IS IN YOUR HANDS TO MAKE A DIFFERENCE.

-NELSON MANDELA



The Koochiching Area Prevention in Education coalition participated in the Backus Community Center's Treat Street on October 31, 2019. The Spirit of the Borderland youth group helped decorate a table and hand out candy to many monsters, princesses, and goblins! The event was a great success and over 20 students from the Spirit of the Borderland youth group, Student Council, and Minnesota Honor Society helped hand out candy to all the littles that came to the event!



SPIRIT OF THE BORDERLAND

Projects

CONTINUED...



In November 2019 the Spirit of the Borderland youth group members wanted to help students that received Buddy Backpacks over the winter break. They reached out to June Wilson (youth group leader and local Paraprofessional president) asking if she could see if the school staff would like to help by donating food. The response was overwhelming. The youth group not only was able to help the Buddy Backpack program but was also able to donate items to the local food shelf.



Buddy Backpacks

This all started because one youth group member asked a simple question about how kids that are in the Buddy Backpack program make it through the winter break!



Holiday Parade

Students in the Spirit of the Borderland youth group were excited to participate in the annual Holiday Parade. The students came up with a theme and helped create a float. Eleven youth participated in the parade. These students are learning how they can be involved in community activities and beginning to understand that community involvement is an important part of being a community citizen!

JOIN US!

KAPE Coalition meetings are at 10 a.m. the second Wednesday of every month at Rainy River Community College, Room H124.

We welcome everyone who is passionate about inspiring healthy decisions in young people. Please join us in making our area safer and healthier for you, your family, and all residents!

CONTACT: Beth Slatinski-Coalition Coordinator
218-283-2527, bslatinski@isd361.org



May 11, 2020

The School Board and Management of
Independent School District No. 361
1515 Eleventh Street
International Falls, MN 56649

Dear Board Members:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for Independent School District No. 361 (“you,” “your,” or “the entity”) for the year ended June 30, 2020.

Mary L. Reedy is responsible for the performance of the audit engagement.

Audit services

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Independent School District No. 361, as of and for the year ended June 30, 2020, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity’s basic financial statements.. The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements, schedule of expenditures of federal awards, and related notes.
- Preparation of adjusting journal entries.

Audit objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will

apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions on the financial statements or the single audit compliance opinion are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements and compliance in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those

controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take

prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes in conformity with U.S. GAAP and the Uniform Guidance based on information provided by you. Since the preparation and fair presentation of the financial statements and schedule of expenditures of federal awards is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements and schedule of expenditures of federal awards.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of financial statements

With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or bond offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to

Minnesota Department of Education, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies and legislative staff.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the June 30, 2020. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Mediation

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice

("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. Based on our preliminary estimates, the total fees and expenses for the engagement should approximate \$21,050 for the audit and for entering the information in the Data Collection Form SF-SAC and creating the single audit reporting package. These estimates are based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee and expense estimates. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and related fees and to reimburse us for all out-of-pocket expenditures through the date of termination.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

HIPAA Business Associate Agreement

To protect the privacy and provide for the security of any protected health information, as such is defined by the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the regulations and policy guidances thereunder (HIPAA), we acknowledge that Independent School District No. 361 and CLA have entered into a HIPAA Business Associate Agreement (BAA) as dated April 20, 2016.

Consent

Consent to use financial information

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of Independent School District No. 361's information in these cost comparison, performance indicator, and/or benchmarking reports.

Subcontractors

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement and the BAA.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return the copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP



Mary L. Reedy, CPA, CGFM
Principal
320-203-5534
Mary.reedy@CLAconnect.com

Response:

This letter correctly sets forth the understanding of Independent School District No. 361.

Authorized governance signature: _____

Title: _____

Date: _____

Authorized management signature: _____

Title: _____

Date: _____

**STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

***BEMIDJI STATE UNIVERSITY & FALLS HIGH SCHOOL
CONCURRENT ENROLLMENT AGREEMENT***

THIS CONCURRENT ENROLLMENT AGREEMENT, and amendments and supplements thereto, (hereinafter “contract”) is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities (hereinafter “MinnState”), on behalf of Bemidji State University (hereinafter “University”) and Falls High School (hereinafter “High School”).

Definitions:

Post-Secondary Enrollment Options Program or “PSEO”. The Post-Secondary Enrollment Options program is the program established by Minnesota Statutes Section 124D.09 to “promote rigorous educational pursuits and provide a wider variety of options for students.” Through PSEO, high school students may earn both secondary and post-secondary credit for college or university courses completed on a college or university campus, at a high school, or at another location.

PSEO Concurrent Enrollment Course. A PSEO concurrent enrollment course is a college or university course made available through the PSEO program, offered through a secondary school, and taught by a secondary teacher.

Falls High School and Bemidji State University wish to enter into this Agreement through their respective agents for the delivery of concurrent enrollment courses which the parties agree will be of mutual benefit;

NOW, THEREFORE, it is agreed:

I. DUTIES & RESPONSIBILITIES

A. Bemidji State University shall:

Provide appropriate registration, withdrawal, and drop-add information:

- Provide necessary College in the High School Student Admission and Registration forms.
- Provide necessary registration, withdrawal, and drop-add information for all concurrent enrollment courses.
- Assist Falls High School with administration of Accuplacer testing if requested.
- Maintain appropriate academic records documenting each concurrent enrollment course.
- Provide student orientation sessions, print and/or electronic materials information concerning academic and student support services available to all students at the University which also outlines BSU academic policies

and student responsibilities. (MinnState Policy Chapter 3.5.1 Part 3 Subpart A.)

Ensure that the BSU records office:

- Creates course lists and grade sheets.
- Makes appropriate record adjustments for students in accordance to Drop/Add and Withdrawal policies.
- Provides student transcripts upon receipt of written request.
- Maintains university course records for high school students, and awards University credit for successfully completed courses.

Ensure that each university faculty mentor:

- Initiates an orientation session with concurrent enrollment high school teachers prior to the start of any concurrent enrollment course offering.
- Collaborates with the high school concurrent enrollment teacher to clarify the approved university course outline and to create a course syllabus for the concurrent enrollment course.
- Provides current university information and/or exam copies of the text, course outlines, sample syllabi, sample exams, assignments, and exercises for the high school teacher's use.
- Provides teachers who have taught the course previously with copies of new course outlines, new calendars, schedules or other information as courses change.
- Collaborates with high school concurrent enrollment teachers to assure that assessment meets academic department criteria.
- Visits the class at least once during the academic year to observe teaching and student response to instruction, meeting with the teacher after each classroom observation.
- Communicates regularly (face-to-face, on-line, by telephone, etc.) with the high school concurrent enrollment teacher and monitors assignments, exams, projects, student academic achievement, and instructional effectiveness to ensure that the course meets the learning outcomes contained in the course outline approved by the university and that the students are held to university-level standards.
- Arranges to serve as a guest lecturer during the semester if requested by the high school teacher.
- Reviews selected graded assignments, tests and papers.
- Extends to high school concurrent enrollment teachers, invitations to participate in appropriate campus-based faculty development activities. (MinnState Policy Chapter 3.5.1 Part 4 Subpart D Number 2).

B. Falls High School shall ensure the following program logistics:

- By May 1 of each year for Fall Semester and by December 1 of each year for Spring Semester, send a request for course offerings to the University's Center for Extended Learning.
- Within 5 days of the beginning of each course, provide the enrollment list for each concurrent enrollment course, to include the full name of each

student who plans to enroll in the course, with the understanding that in order to be listed, the student meets the criteria to be eligible for participation in a concurrent enrollment course (see “Student Qualifications” section). The high school shall be responsible for ensuring that the student meets the eligibility requirements for concurrent enrollment courses.

- In order to register for a course, all students must submit a signed/completed College in the High School Student Admission and Registration Form.
- Assist in student compliance with the Drop-Add and Withdrawal Policies (see “Other Provisions” section), sign off on forms as student advisor, and submit forms to the University’s Center for Extended Learning.
- To the extent possible, provide counseling services to students and their parents (or guardian) before students enroll in BSU College in the High School courses. This ensures that the student and their parents (or guardian) are fully aware of the risks and possible consequences of enrolling in concurrent enrollment courses.
- Work with University staff to schedule and administer the Accuplacer exam for students interested in concurrent enrollment courses prior to student admission and registration.
- Provide all textbooks and other instructional materials/equipment required for the course as determined by the sponsoring academic department and faculty mentor.

Ensure the following course scheduling requirements:

- The maximum enrollment of a concurrent enrollment course (concurrent enrollment students and non-concurrent enrollment students combined) must not exceed 25 without prior approval of the faculty mentor.
- Concurrent enrollment courses shall not simultaneously enroll concurrent enrollment and non-concurrent enrollment students except as follows:
 - A high school that wishes to have the University offer a PSEO concurrent enrollment course to its students, but cannot generate sufficient enrollment to offer that course only to concurrent enrollment students, may request approval for an exception from the University’s President, who shall approve or deny the request after the appropriate University consultation process (MinnState Policy Chapter 3.5.1, Part 4, Subpart H).
 - Enrollment of concurrent enrollment students in a course must be greater than the enrollment of non-concurrent enrollment students in the same class. (MinnState Policy Chapter 3.5.1 Part 4 Subpart H).
 - Students may choose to be non-current enrollment students and not receive university credit, even if they are eligible and qualify for the course.

Ensure that each high school concurrent enrollment teacher does the following:

- Uses the course syllabus for the concurrent enrollment course provided by the University.
- Provides the University faculty mentor with documentation that ensures each concurrent enrollment course is equivalent in content and rigor to the same course offered on campus. This documentation should include copies of quizzes, exams, and completed homework assignments that are examples of student A-level work, B-level work, and C-level work. A student's grade in a course is to be based on their academic performance on assignments and tests or other factors as mutually agreed upon by the high school teacher and faculty mentor and as stated in the syllabus. Testing should cover the full curriculum of the course.
- Assigns final, whole letter grades to each student on the class list. The completed grade sheet is to be signed and sent to the faculty mentor immediately after the semester ends.
- Attends a yearly orientation/faculty meeting at BSU to discuss issues, policies and procedures.
- Participates in University provided annual discipline specific professional development, as determined by the University faculty mentor and funded (in part) by BSU, with advanced approval.

II. OTHER PROVISIONS

The following is to be understood and agreed to by both the High School and the University.

Teacher Qualifications

- High school concurrent enrollment teachers must meet the education requirements for part-time faculty at Bemidji State University. High school concurrent enrollment teachers must have obtained a Master's degree in the area of instruction, or a Master's degree with 18 graduate semester credits which would apply to a major in the area of instruction.
- Falls High School shall forward a Concurrent Enrollment Teacher Data Form, copies of transcripts and corresponding resume of all proposed concurrent enrollment teachers to the University's Center for Extended Learning.
- Each high school teacher selected to teach a concurrent enrollment course requires the approval of the teacher's principal and of the University's sponsoring academic department. (per MinnState Policy Chapter 3.5.1, Part 4, Subpart E).

Student Requirements

- Eligible students are currently enrolled seniors in the top 50% of their class or score at or above the 50th percentile on a nationally standardized test (ACT or SAT) and currently enrolled juniors in the upper one third of their class or score at or above the 70th percentile on a nationally standardized test (ACT or SAT). Approval must be granted by a high school counselor and the instructor of each course prior to a determination of admission. (per MinnState Policy Chapter 3.5.1, Part 2, Subpart A)

Students must complete the College Board Accuplacer exam to be eligible for registration.

- Potential concurrent enrollment students must return to their high school counselor their completed College in the High School Student Admission and Registration Form.
- Potential concurrent enrollment students must indicate the courses in which they intend to enroll by way of the high school's designated registration system.
- The University's Drop-Add and Withdrawal Policy applies to enrolled concurrent enrollment students. It is understood that adjustments will be made to the student's record by the University's records office in accordance with the Drop/Add and Withdrawal policies outlined below. Students must notify their high school current enrollment teacher along with their high school counselor of their intent to drop or withdraw from a concurrent enrollment course. The high school current enrollment teacher or counselor must notify in writing the University's Center for Extended Learning of the student's request to drop or withdraw from the concurrent enrollment course.

Dropping and Adding a Course

Students may make a change(s) in their course schedules only through the fifth (5th) class day of the high school's calendar. Dropped classes do not appear on the student's transcript.

Withdrawal

The last date to withdraw from a course is up to 80% of the course meetings. Grades of "W" for withdrawal will be recorded on the student's official transcript. No course may be dropped during the 20% of the course meetings. Withdrawals that are not officially processed through the Extended Learning will be recorded on the student's permanent record with a grade of "F".

III. CONSIDERATION AND TERMS OF PAYMENT.

- A. Consideration for all service performed by Bemidji State University pursuant to this Agreement shall be paid by the high school as follows:

Falls High School agrees to pay the University \$2800 per concurrent enrollment course. With permission of the sponsoring BSU academic department, up to two sections of each course may be offered by the High School per semester. Proposed course offerings for the 2020-21 academic year include:

Fall Semester 2020

ECON 2100 Macroeconomics
ENGL 1151 Composition
MATH 1100 Mathematical Reasoning
MATH 1470 Precalculus

Spring Semester 2021

ACCT 2101 Principles of Accounting
ENGL 2152 Argument and Exposition
ENGL 2337 American Literature
MATH 1170 College Algebra
MATH 2471 Calculus I
POL 1200 Introduction to American Politics

- B. **Terms of Payment.** Payment shall be made by the high school within thirty (30) days after the University has presented invoices for services performed to the high school.
- IV. **TERMS OF AGREEMENT.** This agreement shall be effective July 1, 2020, or upon the date that the final required signature is obtained by the University, whichever occurs later, and shall remain in effect until June 30, 2021, or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.
- V. **CANCELLATION.** This Agreement may be cancelled during its term only by mutual agreement between the High School and the University. In the event of such a cancellation, the University shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
- VI. **ASSIGNMENT.** Neither the University nor the High School may assign or transfer any rights or obligations under this Agreement without the prior consent of the other part.
- VII. **AMENDMENTS.** Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original agreement, or their successors in office.
- VIII. **LIABILITY.** The High School agrees to indemnify and save and hold the University, its representatives and employees, harmless from any and all claims or cause of action arising from the performance of this contract by the High School or the High School's agents or employees. This clause shall not be construed to bar any legal remedies the high school may have for the University's failure to fulfill its obligations pursuant to this contract.
- IX. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE.** The High School agrees that in fulfilling the duties of this contract, the High School is responsible for complying with the applicable provisions of the American with Disabilities Act, 42 U.S.C. Section 12101, et seq. and regulations promulgated pursuant to it. The University is not responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

X. GOVERNMENT DATA PRACTICES ACT. The High School must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the University in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the High School in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either the High School or the University.

In the event the High School receives a request to release the data referred to in this Article, the High School, must immediately notify the University. The University will give the High School instructions concerning the release of the data to the requesting party before the data is released.

XII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS. The University shall own all rights, including all intellectual property rights, in all original materials, including any curriculum materials, inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically or magnetically recorded materials, and other work in whatever form, developed by the University and its employees and contractors individually or jointly. Materials developed jointly between any University employee and/or contractor and any high school employee in the performance of its obligation under this contract shall be jointly owned by the University and the High School. Materials developed individually by any high school employee in performance of his/her duties under this contract shall belong to the High School; however, the University shall have a non-exclusive, unrestricted right to use such materials in the future. This provision shall not apply to materials developed by the High School, its contractors and/or employees, or those developed by the High School or any high school employee prior to the existence of this contract.

XIII. PUBLICITY. Any publicity given the program, publications, or services provided resulting from this Agreement, including, but not limited to, notices, information pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the High School or its employees individually or jointly with others, or any subcontractors shall identify the University as the sponsoring agency and shall not be released prior to approval by the University's authorized representative.

XIV. CONTACT INFORMATION. The High School's authorized representative for the purpose of administration of this contract is:

Name: Tim Everson

Address: 1515 11th St, International Falls, MN 55649

Telephone: 218-283-2571, ext. 104

E-Mail: teverson@isd361.k12.mn.us

BSU's authorized representative for the purpose of administration of this contract is:

Name: Lynn Johnson, Extended Learning

Address: 1500 Birchmont Dr NE #4, Bemidji, MN 56601

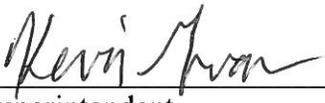
Telephone: 218-755-2068

E-Mail: ljohnson@bemidjistate.edu

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed
intending to be bound thereby.

APPROVED:

FALLS HIGH SCHOOL

By 
Superintendent

Dated: 6-1-2020

BEMIDJI STATE UNIVERSITY

By _____
Associate Vice President, Academic Affairs

Dated: _____

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
CONCURRENT ENROLLMENT CONTRACT

This contract is by and between *International Falls School District, 1515 Eleventh St, International Falls MN 56649* (hereinafter DISTRICT) and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of *Lake Superior College, 2101 Trinity Road, Duluth, MN 55811* (hereinafter MINNESOTA STATE, LAKE SUPERIOR COLLEGE).

WHEREAS, the DISTRICT has a need for a specific service; and

WHEREAS, MINNESOTA STATE, is empowered to enter into contracts pursuant to Minnesota Statutes, Chapter 136F; and

WHEREAS, The Concurrent Enrollment or College in the Schools (CITS) program is available as part of the Post-Secondary Enrollment Option program in accordance with Minn. Stat. § 124D.09 and Minnesota State Board Policy 3.5 which governs the implementation of the Post-Secondary Enrollment Options program by system colleges and universities. Concurrent Enrollment allows high school students to earn both high school and college credit for classes offered through a high school and taught by a high school teacher; and,

NOW, THEREFORE, it is agreed:

1. DUTIES OF MINNESOTA STATE. The MINNESOTA STATE agrees to provide the following:

Lake Superior College (LSC) CITS Staff shall:

- Lake Superior College will work cooperatively and in partnership with high school personnel and students to process registrations, validate course competencies, and transcribe grades.
- Adhere to all Minnesota State, Higher Learning Commission (HLC), and National Alliance of Concurrent Enrollment Partnerships (NACEP) policies and standards.
- Complete credential review process of high school instructors according to guidelines from Minnesota State Colleges and Universities Policy 3.32 found on the MinnState website: <https://www.minnstate.edu/system/asa/academicaffairs/cfc/>
- Communicate student eligibility requirements to the school district.
- Process CITS registrations and send class lists to high school as soon as the registrations are complete.
- Adjust records for student in accordance with add/drop and withdrawal policies.
- Maintain registration, waiver, and grade records for all completed CITS classes.
- Work with each high school to ensure that CITS class lists are correct and that all grades are submitted and transcribed.
- Provide to CITS students and partners access to online information to include information on LSC's student conduct code, academic and student support services, registration policies, transcript requests, and more.

Lake Superior College Instructor Mentors shall:

- Collaborate with the high school CITS instructor to clarify approved college course outline and outcomes, to create a syllabus for each course, and to verify the syllabus meets college criteria.
- Extend invitations to CITS teachers to participate in appropriate campus-based faculty development activities.

- Meet regularly (face-to-face, email, telephone or via other technology) with high school CITS instructor and monitor assignments, exams, projects, and instructional effectiveness to ensure course meets the learning outcomes in the LSC course outline.
- Make at least one visit per course if requested by the high school instructor.
- Provide current college text information, course outlines, sample syllabi, sample exams, assignments, and exercises for the high school CITS teacher's use.
- Provide instructors who have taught the course previously with copies of new course outlines, new calendars, schedules, or other information as courses change.
- Create records of site visits and course evaluations per NACEP accreditation requirements.
- Support CITS instructors, giving additional time and attention to instructors new to the program.

2. DUTIES OF DISTRICT. The DISTRICT agrees to provide the following:

High School Instructors, Administrators, and Staff shall:

- Ensure students meet minimum CITS eligibility requirements as stated in Lake Superior College policy 3.5: <https://www.lsc.edu/policies/3-5-post-secondary-enrollment-option/>
- Provide qualified faculty to teach concurrent courses at the high school.
- Abide by the policies and procedures (e.g. add/drop, withdraw, course alignment) detailed in the CITS handbooks available at www.lsc.edu/cits.
- Notify parents/students of CITS course offerings and student eligibility.
- To the extent possible, provide counseling services to students and their parents/guardian before students enroll in CITS courses to ensure awareness of risks and possible consequences of enrollment.
- Collaborate with LSC staff to administer Accuplacer test to potential CITS students and/or provide relevant test scores or GPA to assure compliance with PSEO eligibility requirements.
- Ensure completion of LSC registration forms and verify class rosters.
- Assign final, whole letter grades to each student on the class rosters provided by LSC's CITS staff and share grades with LSC CITS staff for recording.
- Meet regularly (face-to-face, email, telephone or via other technology) with LSC faculty mentor.
- Collaborate with LSC faculty to align course syllabi, assignments, grading, and assessments and ensure each course meets the LSC learning outcomes.
- Provide LSC CITS staff with a copy of each course's syllabus for transfer purposes.
- Assist LSC staff in administering course evaluations for each CITS course in keeping with NACEP accreditation requirements.
- Participate in professional development opportunities offered by LSC in keeping with NACEP accreditation requirements.

3. CONSIDERATION AND TERMS OF PAYMENT.

- a. Consideration for all services performed and goods or materials supplied by MINNESOTA STATE pursuant to this contract shall be paid by the DISTRICT as follows: The DISTRICT shall pay Two thousand seven hundred fifty and 00/100 dollars (\$2,750.00) per course per teacher. If one teacher teaches multiple sections, it is one fee; if more than one teacher is assigned to separate sections of the same course, there is an additional fee to be paid by the DISTRICT of Two thousand seven hundred fifty and 00/100 dollars (\$2,750.00) per teacher. The billing date for courses is October 30, 2020 with payment by the DISTRICT due 30 days later. (See attachment A for course and cost details).

There is no cost to the student.

b. Terms of Payment. LAKE SUPERIOR COLLEGE will bill for courses on October 30, 2020 with payment by DISTRICT due 30 days later.

4. TERM OF CONTRACT. This contract shall be effective on *April 23, 2020, or upon the date that the final required signature is obtained by MINNESOTA STATE*, whichever occurs later, and shall remain in effect until *June 30, 2021* or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.
5. CANCELLATION. This contract may be canceled by the DISTRICT or MINNESOTA STATE at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the MINNESOTA STATE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
6. AUTHORIZED REPRESENTATIVES.

a. The DISTRICT'S Authorized Representative for the purposes of administration of this contract is:

Name: Tim Everson
Title: Principal
Address: 1515 Eleventh St, International Falls MN 56649
Telephone: (218) 283-2571 x1104
E-Mail: teverson@isd361.org

b. MINNESOTA STATE 'S Authorized Representative for the purposes of administration of this contract is:

Name: Sanna Shields
Title: College in the Schools Coordinator
Address: 2101 Trinity Road, Duluth MN 55811
Telephone: (218) 733-6910
E-Mail: sanna.shields@lsc.edu

Each authorized representative shall have final authority for acceptance of services of the other party and shall have responsibility to ensure that all payments due to the other party are paid pursuant to the terms of this contract.

7. ASSIGNMENT. Neither the DISTRICT nor MINNESOTA STATE shall assign or transfer any rights or obligations under this contract without the prior written approval of the other party.
8. LIABILITY. Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The STATE's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes sections 3.732 and 3.736, et seq., and other applicable law.
9. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The DISTRICT is responsible for complying with the Americans with Disabilities Act, 42 U. S. C. 12101, et. seq. and regulations promulgated pursuant to it. MINNESOTA STATE IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

10. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
11. GOVERNMENT DATA PRACTICES ACT. The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The DISTRICT and MINNESOTA STATE must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by MINNESOTA STATE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the DISTRICT in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the DISTRICT or MINNESOTA STATE. In the event the DISTRICT receives a request to release the data referred to in this clause, the DISTRICT must immediately notify MINNESOTA STATE. MINNESOTA STATE will give the DISTRICT instructions concerning the release of the data to the requesting party before the data is released.

The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.
12. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be located only in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
13. STATE AUDITS. The books, records, documents, and accounting procedures and practices of the DISTRICT relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
14. FORCE MAJEURE. No party to this Contract shall be responsible for any delays or failure to perform any obligation under this Contract due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure the parties' duty to perform obligations shall be suspended.
15. OTHER PROVISIONS. (Attach additional page(s) if necessary): NONE.

The rest of this page intentionally left blank. Signature page to follow.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

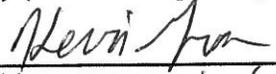
APPROVED:

1. MINNESOTA STATE COLLEGES AND UNIVERSITIES

Lake Superior College

By (authorized signature)	
Title	VP of Academic & Student Affairs
Date	4/23/2020

2. DISTRICT: International Falls School District
DISTRICT certifies that the appropriate person(s) have executed the contract on behalf of DISTRICT as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)	
Title	Superintendent
Date	6-2-2020

By (authorized signature)	
Title	Counselor
Date	6-3-20

3. AS TO FORM AND EXECUTION: Lake Superior College

By (authorized college/university/system office initiating agreement)	
Title	
Date	

Attachment A - 2020-2021 LSC CITS COURSES**Cost: \$8,250 (3 x \$2,750)**

- Please pay close attention to designated terms of course offerings as LSC faculty mentor assignments must be made prior to start of terms. If marked terms are incorrect, please make corrections prior to signing and returning to LSC.
- Accurate course end dates help us appropriately schedule course evaluations. Please review end date for each course listed and notify LSC if incorrect or missing.
- Changes/amendments to this contract must be made by August 1, 2020 for fall semester courses and December 1, 2020 for spring semester courses.

The following courses will be covered under this Concurrent Enrollment agreement:

Course	Title	Credits	HS Instructor	Terms Offered			Course End Date
				Fall (Sept-Jan.)	Spring (Jan-June)	All Year (Sept-June)	
HIST 1110	European History: Ancient-1815	3	John Sandberg	X			1/22/2021
HIST 1120	European History: 1815-Present	3	John Sandberg		X		6/3/2021
COMM 1110	Public Speaking	3	Katie Hamers	X			1/22/2021

Falls High School

District Name	International Falls School District
District #	361
CITS Contact	Thane Grewatz
CITS Contact Email	tgrewatz@isd361.k12.mn.us
Principal	Principal Tim Everson
Principal Email	teverson@isd361.k12.mn.us
Superintendent	Superintendent Kevin Grover
Superintendent Email	kgrover@isd361.org



Voice for Greater Minnesota Education

June 5, 2020

Superintendent Kevin Grover
International Falls Public Schools
1515 - 11th St
International Falls MN 56649-2501

Dear Kevin,

During the COVID-19 pandemic MREA has remained steadfast to our mission to advocate for Greater Minnesota education, providing extensive support for the move to distance learning and assistance for pandemic planning. Our team has remained actively engaged with legislators and state officials to address E-12 distance learning funding and policy issues, track tax and budget issues with new federal funds, and advocate for flexible financing tools.

New Membership Fee Reductions

While we continue navigating this ever-changing environment and advocate for International Falls Public Schools, we also seek to support our members with membership fee reductions for 2020-21 and 2021-22:

In the new membership year beginning July 1, members will receive a 10% membership fee reduction for 2020-21 and a 15% reduction for 2020-22, when paid by July 30, 2020.

See your enclosed invoice for details, and know we are grateful for your district's membership that helps us guide rural schools like yours through immediate and ongoing COVID-19 impacts.

Your Voice at the Capitol

MREA's constant presence at the Capitol on behalf of International Falls Public Schools is a cornerstone of our educational advocacy. As the Legislature moves into special session this summer, we'll continue leading and collaborating to gain critical legislative approvals. Key outcomes in the past session include:

- Preserve SPED and other categorical program funding despite distance learning service interruptions
• Provide school board fund transfer authority for fiscal years 2020-21
• Reduce youth vaping by raising the tobacco-purchasing age to 21
• Promote COVID-19 educational guideline flexibility and clarity

Nearly 98% of MREA members are satisfied with MREA's advocacy. See more about our key advocacy efforts on the enclosed flyer or at MREAvoice.org/progressreport.

Advocating Together for Greater Minnesota

As you look forward to the 20-21 school year, now is the time to renew your MREA membership, because only together are we the Voice for Greater Minnesota Education. Renew by July 30 to take advantage of special membership discounts. Contact Diane Vosen, Administrative Coordinator, with questions.

Thank you for the privilege of representing International Falls Public Schools.

Sincerely,

[Signature of Lance Bagstad]

Lance Bagstad, Board President
Superintendent, Park Rapids Area Schools

[Signature of Fred Nolan]

Fred Nolan, Executive Director



MAIL

PO Box 187
St. Cloud, MN 56302-0187

VISIT

2233 Roosevelt Rd, Suite 7
St. Cloud, MN 56301

CALL

(320) 762-6574
Toll-Free (833)-MNVOICE

LEARN

MREAvoice.org



MEMBERSHIP RENEWAL INVOICE

2020-21 MEMBERSHIP YEAR

~ Special 1- and 2-Year Renewal Discounts~

BILL TO:

Kevin Grover, Superintendent
International Falls Public Schools
1515 - 11th St
International Falls MN 56649-2501

Date: June 5, 2020
Invoice #: 2021-1504
Due: **July 30, 2020**

Current expiration: June 30, 2020
New membership year: July 1, 2020-June 30, 2021
2020-21 Membership type: Full ISD Membership
APU = 1036
****Shared District:** NA

**\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum, based on MDE APU estimates for 2020-21.*

***If sharing superintendent with another district, \$275 discount has already been applied to Base Fee. Districts with shared Superintendents must each join MREA to qualify for discount. Please notify MREA if your Shared District information has changed.*

Base Fee:\$1100
Legislative Fee:+1036*
Standard FY21 Dues **\$2136**

CHECK DUES ENCLOSED:

2020-21 Discount-\$10%

1 Yr. Enclosed:..... **\$1922**

******* OR *******

2020-22 Discount-\$15%

Dues each year\$1816

2 Yrs. Enclosed: **\$3631**

CORRECT the information below and on your enclosed subscription list as needed for 2020-21:

Organization: International Falls Public Schools
Superintendent: Kevin Grover
Email Address: kgrover@isd361.org
Address: 1515 - 11th St

City, State, Zip: International Falls MN 56649-2501
Phone: 218 - 283-2571
Website: www.isd361.k12.mn.us

Update and return this form with membership dues payment.

MREA is a nonprofit 501(c)(4) membership association and dues are not tax deductible as charitable contributions. We estimate 45.1% of FY21 dues will be attributable to nondeductible lobbying activity and are NOT deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Provide a copy of this notice to your accountant and/or tax preparer.

Questions? Contact Diane Vosen, Administrative Coordinator
info@mreavoices.org or (833)-MNVOICE



MAIL

PO Box 187
St. Cloud, MN 56302 0187

VISIT

73
2233 Roosevelt Rd, Suite 7
St. Cloud, MN 56301

CALL

320 762 6571
Toll Free 833 MNVOICE

LEARN

MREAVoice.org

Subscriber List

Please mark corrections, additions, and deletions on this page and email to info@mreavoice.org

	Dist. #	Dist./Org. Name	First Name	Last Name	Position	Email Address
	361	International Falls	Jennifer	Windels	School Board	jwindels@isd361.org
	361	International Falls	Toni	Korpi	Board Member	tkorpi@isd361.org
	361	International Falls	Kevin	Grover	Superintendent	kgrover@isd361.org
	361	International Falls	Terry	Murray	Board Member	tmurray@isd361.org
	361	International Falls	Michelle	Hebner	School Board	mhebner70@gmail.com
361 Count	5					

We encourage you to add all district, school board, teacher and administrative leaders.

RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS

Whereas, School Board Policy 706 establishes the guidelines for the acceptance of gifts or donations to the District;

Whereas, the International Falls School District Board encourages the support of the District’s educational programs through gifts or donations that meet the goals and objectives of the School District;

Whereas, Minnesota Statute §465.03 states the School Board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

Therefore, be it resolved, the School Board of International Falls Public Schools, ISD #361, accepts with appreciation the following gifts, donations or grants received by the School District:

District donations received:

FHS Scholarship	
From Rainy Lake Sport Fishing Club	\$1000.00
Falls Elementary School	
In Memory of Kenneth “Buzz” Hultman	\$100.00
Mr. Pete Foundation	\$1851.72
Alumni Touch Screen Project	
From Ladd and Onida Kocinski	\$3000.00
ISD #361 Community Ed Special Olympics	
In Memory of Randi Mark	\$120.00
Larry Ross Arena Shadow Box Project	
From Andrew and Kelly Shermoen	\$200.00
From J.S. Amidon	\$200.00
Baseball Field Scoreboard Sponsorship	
From Bronco Baseball Boosters	\$250.00

Motion by _____, seconded by _____, to accept the gifts and donations.

The following voted in favor:

Voting against:

Whereupon, the resolution was declared adopted.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING INVESTMENT MANAGER FOR 2020A BOND PROCEEDS

BE IT RESOLVED by the School Board of Independent School District No. 361, State of Minnesota, as follows:

That the School Board of International Falls ISD No. 361 hereby names Ehlers Investment Partners as the District's investment manager and TD Ameritrade Institutional as an official depository for the 2020A bond proceed funds belonging to the District.

The motion for the adoption of the resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted by Independent School District No. 361 this ___ day of June 2020.

School District Clerk



2020-2021 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

RESOLVED, that the Governing Board of School District Number 361, County of Koochiching, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

International Falls High School

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

- Renew its membership in the Minnesota State High School League; and,
OR;
 Make new application for membership in the Minnesota State High School League;
School Enrollment (9-12): **Click or tap here to enter text.**
- Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: **Jennifer Windels**
(Clerk/Secretary - Local Governing Board)

Signed: **Kevin Grover**
(Superintendent or Head of School)

Date: 6/15/2020

Date: 6/15/2020

District Office address, City, Zip: **1515 11th Street, International Falls, MN 56649**

School Superintendent's Phone: **218-283-2571 ext 1112**

School Superintendent's Email: **kgrover@isd361.org**

2020-2021 RESOLUTION FOR MEMBERSHIP

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Name of School: **International Falls High School**

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Designated School Board Member: **Mike Holden**
Email Address: **mike.thedeerhunter@gmail.com**

Designated School Representative: **Bill Mason**
Email Address: **bmason@isd361.org**

208.02 ACTIVITY REPRESENTATIVES

Boys Sports: **Bill Mason, bmason@isd361.org**
Girls Sports: **Bill Mason, bmason@isd361.org**
Speech: **Bill Mason, bmason@isd361.org**
Music: **Bill Mason, bmason@isd361.org**
*Mailing Representative: **Bill Mason, bmason@isd361.org**

*The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings and email messages.

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Board Member: **Mike Holden**
Student: **Miles Mason**
Parent: **Don Rolando**
Faculty Member: **Marc Glowack**

Please complete and submit this form with your school's 2020-2021 Resolution for Membership to mshsl_info@mshsl.org If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Submit this form to mshsl_info@mshsl.org
2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262 | www.mshsl.org

GENERAL FUND 01: REVENUE AND EXPENSE BUDGETS

As of 5/14/20

GENERAL FUND 01 (excludes Donations)

REVENUE:	FY19	FY20	FY20 5/14/20	Net Change2	FY21	FY21 5/14/20	Net Change
Levy	2,431,356	2,278,957	2,278,957	-	2,154,422	2,154,422	-
Aide	8,568,321	8,284,030	8,284,030	-	8,300,855	8,300,855	-
Misc Taxes Levy	-	130,000	130,000	-	130,000	130,000	-
Sped (State & Federal)	1,039,980	1,005,000	989,333	(15,667)	1,005,000	989,000	(16,000)
State Other Aide	453,349	444,050	432,960	(11,090)	422,967	402,967	(20,000)
Title	380,021	438,434	438,434	-	405,200	409,900	4,700
3rd Party Revenue	80,903	120,000	120,000	-	120,000	120,000	-
P&I Grant	177,140	188,045	188,045	-	189,224	189,224	-
Grants & Misc Federal	52,871	54,151	35,808	(18,343)	31,810	30,000	(1,810)
Athletics	89,901	86,850	72,433	(14,417)	86,850	86,850	-
Rental, Interest, Misc	180,866	91,500	109,840	18,340	91,500	108,500	17,000
TOTAL:	13,454,708	13,121,017	13,079,840	(41,177)	12,937,828	12,921,718	(16,110)

EXPENSE:	FY19	FY20	FY20 5/14/20	Net Change	FY21	FY21 5/14/20	Net Change
Aide	8,017,038	8,433,991	8,535,437	101,446	8,597,919	8,922,036	324,117
Restricted/Committed	1,853,106	1,530,767	1,687,827	157,060	1,339,269	1,672,798	333,529
Tution Out	345,258	386,000	374,772	(11,228)	386,000	374,772	(11,228)
Sped (State & Federal)	1,626,896	1,736,704	1,757,573	20,869	1,738,068	1,821,700	83,632
Title	380,021	438,434	438,433	(1)	405,200	409,900	4,700
3rd Party Revenue	170,777	136,651	145,768	9,117	138,559	145,214	6,655
P&I Grant	177,140	188,045	188,045	-	188,045	188,415	370
Athletics	555,965	461,152	411,862	(49,290)	465,679	437,198	(28,481)
Rec Commission Levy	85,159	82,732	82,732	-	76,694	76,694	-
TRA Accounting Adjustment	30,832	-	-	-	-	-	-
OPEB	27,734	27,000	19,000	(8,000)	26,000	19,000	(7,000)
TOTAL:	13,269,926	13,421,476	13,641,449	219,973	13,361,433	14,067,727	706,294

Summary:	FY19	FY20	FY20 5/14/20	Net Change	FY21	FY21 5/14/20	Net Change
Revenue Total:	13,454,708	13,121,017	13,079,840	(41,177)	12,937,828	12,921,718	(16,110)
Expense Total:	13,269,926	13,421,476	13,641,449	219,973	13,361,433	14,067,727	706,294
Revenue Over (Under) Exp:	184,782	(300,459)	(561,609)	(261,150)	(423,605)	(1,146,009)	(722,404)

	FY19	FY20	FY20 5/14/20	Net Change	FY21	FY21 5/14/20	Net Change
PC Set Aside			75,000	75,000		75,000	
Total Fund Balance All:	4,212,972	3,912,513	3,726,363	(186,150)	3,488,908	2,655,354	(833,554)

Note 1 - FY21 Revenue: There are two new one time revenue sources not reflected in these figures. Both are preliminary figures.
 1) New federal funding. Estimating potential of \$200,000; 2) New power line tax revenue. Estimating \$450,000.

FUND 04 - COMMUNITY SERVICE
ISD 361 Budget Report with Fund Balance
June 15, 2020

	FY 19 - 20 Final Budget 06/15/20	FY20 - 21 Adopted 06/15/20
<u>COMMUNITY ED PROGRAMS:</u>		
<u>Revenue:</u>		
Local, Levy and State Aid	144,136	146,956
Class Tuition/Fee's	21,552	33,000
	165,688	179,956
 <u>Expense:</u>		
Community Ed Programs	154,348	168,147
ECFE / School Readiness	10,895	5,905
Grant Programs	7,888	0
Preschool Screening	3,374	3,500
NonPublic Program	3,568	3,500
Total Expense:	180,073	181,052
 <u>Fund Balance Summary:</u>		
Beginning Fund Balance (7/01/20XX):	45,991	31,606
Revenue Over (Under) Expense:	-14,385	-1,096
Ending Fund Balance (6/30/20XX):	31,606	30,510

<u>ECFE:</u>		
<u>Revenue:</u>		
Levy & Local Revenue	23,338	23,395
Class Tuition/Fee's	2,639	6,000
State Revenue	39,968	38,210
Total Revenue:	65,945	67,605
 <u>Expense:</u>		
Wages & Benefits:	68,733	65,855
Purchased Services, Supplies:	934	1,000
Total Expense:	69,667	66,855
 <u>Fund Balance Summary:</u>		
Beginning Fund Balance (7/01/20XX):	4,160	438
Revenue Over (Under) Expense:	-3,722	750
Ending Fund Balance (6/30/20XX):	438	1,188

<u>SCHOOL READINESS:</u>		
<u>Revenue:</u>		
Tuition	38,021	55,000
Tuition A/R Due		
State Revenue	46,575	42,793
Grant: Pathway I	5,000	7,500
Grant: Pathway II	37,500	37,500
Total Revenue:	127,096	142,793
 <u>Expense:</u>		
Wages & Benefits:	122,896	139,907
Purchased Services, Supplies:	4,350	2,500
Total Expense:	127,246	142,407
 <u>Fund Balance Summary:</u>		
Beginning Fund Balance (7/01/20XX):	247	97
Revenue Over (Under) Expense:	-150	386
Ending Fund Balance (6/30/20XX):	97	80 483

FUND 02 - FOOD SERVICE FUND
ISD 361 Budget Report with Fund Balance
As of June 15, 2020

	FY 2019 - 2020 FINAL BUDGET 06/15/2020	FY 2020 - 2021 ADOPTED BUDGET 06/15/20
REVENUE:		
State Sources	33,500	33,500
Federal Sources	324,798	293,000
Sales to Students/Adults	182,268	234,000
Total Revenue:	540,566	560,500
EXPENSE:		
Food Service Staff Wages	202,191	212,826
Food Service Staff Benefits	43,703	46,130
Purchased Services	5,860	7,250
Interdepartment Chargebacks	(4,000)	(4,000)
Supplies	19,000	19,000
Food, Commodities & Milk	267,000	293,000
Equipment	-	-
Dues / Memberships	1,755	1,755
Total Expense:	535,509	575,961
Revenues Over (Under) Expense:	5,057	(15,461)
Restricted Fund Balance:		
Beginning Fund Balance:	55,882	60,939
Revenue Over (Under) Expense:	5,057	(15,461)
Inventory Adjustment (nonspendable):	-	-
Ending Fund Balance 6/30/XX	60,939	45,478