

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361

Regular School Board Meeting Agenda
Monday, October 19, 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.*

Topic: October School Board Meeting
Time: Oct 19, 2020 05:00 PM Central Time (US and Canada)

Join Zoom Meeting
<https://isd361.zoom.us/j/84731065129?pwd=QU5pNVdTS2V3WDNNTWlzdIVWdIFVUT09>

Meeting ID: 847 3106 5129
Passcode: 233099
One tap mobile
+19292056099,,84731065129#,,,,,0#,,233099# US (New York)
+13017158592,,84731065129#,,,,,0#,,233099# US (Germantown)

Dial by your location
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

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CALL TO ORDER

1. Roll Call:
- | | |
|--|---|
| <input type="checkbox"/> Mike Holden | <input type="checkbox"/> Michelle Hebner |
| <input type="checkbox"/> Toni Korpi | <input type="checkbox"/> Jennifer Windels |
| <input type="checkbox"/> Ted Saxton | <input type="checkbox"/> Terry Murray |
| <input type="checkbox"/> Roxanne Skogstad-Ditsch | |
| <input type="checkbox"/> Kevin Grover | <input type="checkbox"/> 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. Presentation of September Elk's Students of the Month: Anna Windels and Mitchell Nemec
2. Presentation of October Elk's Students of the Month: Rachel Schoon and Jack Maxwell
3. Public Open Forum
 - a. Jessica Crosby on Football Cheerleader Travel

Consent Agenda

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361

Regular School Board Meeting Agenda

Monday, October 19, 2020 at 5:00 PM

Electronic Meeting held Via ZOOM

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 April 2, 2020 and September 21, 2020. 4
2. Approve current accounts payable due in the amount of \$1,055,016.78. 8
3. Approve payroll in the amount of \$405,664.08 for pay periods September 25th and October 9th.
4. Approve hire of Jon McDonald as Assistant Boy's Hockey 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.
5. Approve hire of Eric Olson as Assistant Boy's Hockey 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.
6. Approve hire of Alexis Graves as Paraprofessional effective September 1, 2020.
7. Approve hire Brandon Barras as Paraprofessional effective September 1, 2020.
8. Approve hire of Sabra Shevich as Paraprofessional effective September 3, 2020.
9. Approve hire of Pacey Rousseau as Paraprofessional effective September 3, 2020.
10. Approve hire of Michael Seegart as Paraprofessional effective September 11, 2020.
11. Approve hire of Trista Haberle as Paraprofessional effective September 1, 2020.
12. Approve hire of Karen Salo as Assistant Cook effective September 1, 2020.
13. Approve hire of Jennifer Thompson as temporary Cafe Helper effective September 1, 2020.
14. Approve hire of Lorraine Vacura as temporary Cafe Helper effective September 1, 2020.
15. Approve hire of Kristina Huffaker as temporary Paraprofessional effective September 22, 2020.
16. Acknowledge Arena startup for November 9, 2020.
17. Approve purchase of network servers and technical support in amount of \$75,086.57. 36
18. Approve "Per" cycle purchases for Health and Industrial Arts at \$50,664 and FACS amount to be finalized. 41
19. Approve purchase of service agreement for the transportation of children and youth in foster care placement. 42
20. Approve purchase of 2020 10 passenger Van at cost of \$39,089.13 through state contract. 48
21. First reading of School Board Policy 301 - School District Administration 49
22. First reading of School Board Policy 302 - Superintendent 50
23. First reading of School Board Policy 304 - Superintendent Contract, Duties, and Evaluation 51
24. First reading of School Board Policy 305 - Policy Implementation 52
25. First reading of School Board Policy 306 - Administrator Code of Ethics 53
26. First reading of School Board Policy 401 - Equal Employment Opportunity 55
27. First reading of School Board Policy 403 - Discipline, Suspension, and Dismissal of School District Employees 57
28. First reading of School Board Policy 407 - Employee Right to Know - Exposure to Hazardous Substances 61
29. First reading of School Board Policy 408 - Subpoena of a School District Employee 64
30. First reading of School Board Policy 409 - Empl. Publications, Inst. Materials, Inventions, and Creations 66
31. First reading of School Board Policy 412 - Expense Reimbursement 67
32. First reading of School Board Policy 413 - Harassment and Violence (Annual Review) 69
33. Second reading of School Board Policy 422 - Policies Incorporated by Reference 80
34. Second reading of School Board Policy 522 - Sex Nondiscrimination Policy 81

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361

Regular School Board Meeting Agenda

Monday, October 19, 2020 at 5:00 PM

Electronic Meeting held Via ZOOM

Action Items

1. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / failed. 100
2. Adopt Strategic Plan update and recommendations. Motion by __, second by __. Motion carried / failed. 101
3. Approve Superintendent Goals per attachment. Motion by __, second by __. Motion carried / failed. 102
4. Discussion and action on amount of travel allowed for the rest of the school year for extracurricular activities: who can travel and to what extent pertaining to limiting possible exposure, what the district can accommodate for transportation, guidance from state and neighboring districts, etc. Motion by __, second by __. Motion carried / failed. 103

Administrative Reports

1. Melissa Tate, Elementary Principal
2. Tim Everson, Secondary Principal
3. Dan McGonigle, Community Education Director
4. Kevin Grover, Superintendent:
5. 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, September 21, 2020 at 5:00 p.m.
Meeting Held Via Zoom Meeting

Topic: 9-21-2020 school board meeting
Time: Sep 21, 2020 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://isd361.zoom.us/j/89152837748?pwd=YkVrK1VjRTlOQUROOE1LVFZpTkg1UT09>

Meeting ID: 891 5283 7748

Passcode: 245531

CALL TO ORDER

Michelle Hebner: Present
Mike Holden: Present
Toni Korpi: Present
Terry Murray: Present
Ted Saxton: Present
Roxanne Skogstad-Ditsch: Present
Jennifer Windels: Present

Present: 7.

2. Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented.

Motion by Michelle Hebner, then second by Terry Murray. Motion Carried.

Michelle Hebner: Yea, Mike Holden: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea

Yea: 7, Nay: 0

Open Forum

1. Public Open Forum: None

Consent Agenda

Motion by Michelle Hebner, then second by Roxanne Skogstad-Ditsch. Motion Carried.

Michelle Hebner: Yea, Mike Holden: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea

Yea: 7, Nay: 0

1. Approve past meeting minutes for the regular school board meeting on August 17th and special school board meeting on August 27th.

2. Approve current accounts payable due in the amount of \$1,055,016.78.

3. Approve payroll in the amount of \$318,571.33 for pay periods August 28th and September 11th.

MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, September 21, 2020 at 5:00 p.m.
Meeting Held Via Zoom Meeting

4. Set truth and taxation meeting for December 21, 2020 at 6:00 pm. Location will be in the FHS Library with capacity limitations per state guidance and/or held via electronic meeting.
5. Approve the hire of Jodi Lindvall for a full time custodian position effective 9/14/20.
6. Approve hire of Chad Baldwin as Head Boys Hockey 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.
7. Approve hire of Brandon Vang as Student Council Advisor for the 2020-2021 school year. 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.
8. Approve Keith Boelk and Steve Battalion as volunteer Trap Team coaches for the 2020-2021 season.
9. Approve Melinda Mayer and Dave Sutherland as volunteer robotics coaches for the 2020-2021 season.
10. Approve hire of Justin Carney as junior varsity girls Hockey Coach 2020-2021 season contingent upon: (1) There is enough student athletes to form a team for the majority of scheduled games, and/or (2) if part way through the season there are not enough players for a team the position would no longer be needed, therefore, would be paid on a prorated basis for days worked. (3) Hire and payment for duties upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
11. Approve the milk quotation from Sandstrom's for the 2020-2021 school year.
12. Second reading of School Board Policy 522 - Sex Non-Discrimination
13. Second reading of School Board Policy 422 - Policies Incorporated by Reference
14. Receive wire transfer report from Business Manager.

Action Items

1. Resolution Acceptance of Gifts and Donations.
Motion by Roxanne Skogstad-Ditsch, then second by Toni Korpi. Motion Carried.
Michelle Hebner: Yea, Mike Holden: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0
2. Approve the Proposed 20 Pay 21 Levy (fiscal year 22) at Maximum.
Motion by Mike Holden, then second by Terry Murray. Motion Carried.
Michelle Hebner: Yea, Mike Holden: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0
3. Set Superintendent goals for school year 2020-2021.

MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, September 21, 2020 at 5:00 p.m.
Meeting Held Via Zoom Meeting

Administrative Reports

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

Adjournment

Motion by Roxanne Skogstad-Ditsch, then second by Terry Murray. Motion Carried.
Michelle Hebner: Yea, Mike Holden: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0

Approved Minutes:

	10/19/2020		10/19/2020
District Clerk	Date	Board Chair	Date

MINUTES
SPECIAL MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Thursday, April 2, 2020 at 4:00 p.m.
Falls High School Library via Zoom

A special meeting of the Board of Trustees of Independent School District #361 was held Thursday, April 2, 2020, beginning at 4:00 PM in the FHS Library via Zoom.

Ted Saxton, Board Chair, called the meeting to order at 4:00 pm. Members present were: Michelle Hebner, Toni Korpi, Jennifer Windels, Terry Murray, Mike Holden, Ted Saxton, and Kevin Grover. Absent: Roxanne Skogstad-Ditsch.

Pledge of Allegiance

Approval of Agenda:

Motion by Michelle Hebner then second by Mike Holden to approve agenda as presented. Motion carried 6-0.

Work Session Agenda:

1. Award bid for the general construction portion of the HVAC upgrade project to Lenci for an amount of \$344,500.

Motion by Terry Murray, second by Jennifer Windels. Motion carried 6-0 by roll call.

2. Award bid for the HVAC portion of the HVAC upgrade to Shannon's for an amount of \$1,980,400.

Motion by Mike Holden, second by Michelle Hebner. Motion carried 6-0 by roll call.

3. Award bid for the electrical portion of the HVAC upgrade to Kantor Electric for an amount of \$120,599.

Motion by Terry Murray, second by Mike Holden. Motion carried 6-0 by roll call.

4. Award bid for the controls portion of the HVAC upgrade to UHL for an amount of \$203,000.

Motion by Mike Holden, second by Terry Murray. Motion carried 6-0 by roll call.

Adjournment:

Motion by Jennifer Windels then second by Terry Murray to adjourn meeting at 4:19 pm. Motion carried 6-0 by roll call.

Approved Minutes:

District Clerk

Date

Board Chair

Date

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8319	09/22/2020	6406	HUMBELAU002	Humbert Laurie A	Smore.Com, 8317776673, PA, 1520		09/28/2020		Invoiced	A	149.00
	2	Smore Subscription			1302100104	Missy's C/C00000	10/03/2020	149.00			
	09/16/2020	6405	HUMBELAU002	Humbert Laurie A	Papa Murphys Mn103, Virginia, M	PAPA MUR000	09/28/2020		Invoiced	A	670.00
	2					Missy's C/C00001	10/03/2020	670.00			
					2 transaction(s) for XXXXXXXXXXXX8319. Total Amount ==>						819.00
XXXXXXXXXXXX8327	09/25/2020	6421	ERICKJEN000	Erickson Jennifer L	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	28.24
	2	Bounce Sheets 80ct			3002100027	Tim's C/C00000	10/03/2020	3.36			
	3	40oz Dawn Ultra Apple dish soap			3002100027	Tim's C/C00000	10/03/2020	4.94			
	4	154oz Tide laundry detergent			3002100027	Tim's C/C00000	10/03/2020	19.94			
	09/25/2020	6422	ERICKJEN000	Erickson Jennifer L	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	30.46
	2	Bounce Sheets 80ct			3002100027	Tim's C/C00002	10/03/2020	3.36			
	3	40oz Dawn Ultra Apple dish soap			3002100027	Tim's C/C00002	10/03/2020	4.94			
	4	154oz Tide laundry detergent			3002100027	Tim's C/C00002	10/03/2020	19.94			
	5	Tax-- Refund has been processed				Tim's C/C00001	10/03/2020	2.22			
	09/18/2020	6420	ERICKJEN000	Erickson Jennifer L	Usps Po 2647200549, Intl Falls,	POSTMAST000	09/28/2020		Invoiced	A	261.05
	2	\$1 Stamps			3002100024	Tim's C/C00003	10/03/2020	100.00			
	3	Parcel Postage (to Bemidji)/Josie			3002100024	Tim's C/C00003	10/03/2020	8.25			
	4	70 cent stamps			3002100024	Tim's C/C00003	10/03/2020	70.00			
	5	55 cent stamps			3002100024	Tim's C/C00003	10/03/2020	55.00			
	6	15 cent stamps			3002100024	Tim's C/C00003	10/03/2020	15.00			
	7	5 cent stamps			3002100024	Tim's C/C00003	10/03/2020	5.00			
	8	4 cent stamps			3002100024	Tim's C/C00003	10/03/2020	4.00			
	9	3 cent stamps			3002100024	Tim's C/C00003	10/03/2020	3.00			
	10	1 cent stamps			3002100024	Tim's C/C00003	10/03/2020	0.80			
	09/16/2020	6419	ERICKJEN000	Erickson Jennifer L	Minnesota Historical S, 651-259	MN HISTO001	09/28/2020		Invoiced	A	25.00
	2	Minnesota Module: Interactive Digital Engageme			3002100022	Tim's C/C00004	10/03/2020	25.00			
	09/15/2020	6418	ERICKJEN000	Erickson Jennifer L	Flocabulary, 7188520105, NY, 11	FLOCABUL000	09/28/2020		Invoiced	A	120.00
	3	Flocabulary online Lite Subscription for vocab			2702100001	Tim's C/C00005	10/03/2020	120.00			
	09/14/2020	6417	ERICKJEN000	Erickson Jennifer L	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	53.43
	3	Latex gloves for staff COVID			3002100021	Tim's C/C00006	10/03/2020	53.43			
					6 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==>						518.18
XXXXXXXXXXXX8335	09/25/2020	6429	SteelEug000	Steele Eugene L	Northern Lumber Yard I, Intl Fa	NORTHERN005	09/28/2020		Invoiced	A	8.04
	1	Misc. Nuts and bolts				Gene's C/C00000	10/03/2020	8.04			
	09/21/2020	6428	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	09/28/2020		Invoiced	A	-793.09
	1	Returned DEF tank				Gene's C/C00001	10/03/2020	-793.09			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount						
XXXXXXXXXXXX8335	continued...											
	09/16/2020	6426	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	09/28/2020		Invoiced	A	8.18	
	1	Brake kleen			Gene's C/C00002	10/03/2020	8.18					
	09/16/2020	6427	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	09/28/2020		Invoiced	A	255.56	
	1	Window assemble for bus			Gene's C/C00001	10/03/2020	255.56					
	09/14/2020	6424	SteelEug000	Steele Eugene L	Auto Value International, Interna	AUTO VAL000	09/28/2020		Invoiced	A	13.63	
	1	Hose clamps and permatex			Gene's C/C00003	10/03/2020	13.63					
	09/14/2020	6425	SteelEug000	Steele Eugene L	Northern Lumber Yard I, Intl Fa	NORTHERN005	09/28/2020		Invoiced	A	12.66	
	1	Misc. coolant supplies			Gene's C/C00000	10/03/2020	12.66					
	09/10/2020	6423	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	09/28/2020		Invoiced	A	793.09	
	1	15 gal DEF tank replacement			Gene's C/C00001	10/03/2020	793.09					
	09/01/2020	6431	SteelEug000	Steele Eugene L	Waschke Family Gm Cent, Interna	WASCHKE 000	09/28/2020		Invoiced	A	63.90	
	1	Scan fault code			Gene's C/C00004	10/03/2020	63.90					
	08/28/2020	6430	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	09/28/2020		Invoiced	A	352.71	
	1	Batterie for bus			Gene's C/C00002	10/03/2020	352.71					
					9 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>							714.68
XXXXXXXXXXXX7362	09/24/2020	6442			Cts Frontier Onlinepay, 800-921	FRONTIER000	09/28/2020		Invoiced	A	183.36	
	2	Arena Phone Service			8102100015 Stacy's C/C00000	10/03/2020	183.36					
	09/22/2020	6440			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	09/28/2020		Invoiced	A	8.72	
	1				Stacy's C/C00001	10/03/2020	8.72					
	09/22/2020	6441			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	09/28/2020		Invoiced	A	85.00	
	2	Internet Service for Bus Garage			7602100005 Stacy's C/C00002	10/03/2020	85.00					
	09/18/2020	6439			Amzn Mktp US M44p00pal, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	48.85	
	2	Better Office Products Poly 2 Pocket Folders w			1302100076 Stacy's C/C00003	10/03/2020	48.85					
	09/14/2020	6438			Innovative Office Solu, 9528089	INNOVATI000	09/28/2020		Invoiced	A	51.47	
	2	INKCART,HP711,80 ML,BK			2552100001 Stacy's C/C00004	10/03/2020	51.47					
	09/07/2020	6437			Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	68.89	
	1				Stacy's C/C00005	10/03/2020	68.89					
	09/03/2020	6434			Impact Applications In, 412-567	IMPACT A000	09/28/2020		Invoiced	A	655.00	
	2	Concussion Software Renewal			2922100006 Stacy's C/C00006	10/03/2020	655.00					
	09/03/2020	6435			Paul Bunyan Communicat, 2184441	PAUL BUN000	09/28/2020		Invoiced	A	650.00	
	2	36 Month Contract for 1000Mbps, Midnight-4pm/5			6052100000 Stacy's C/C00007	10/03/2020	650.00					
	09/03/2020	6436			Amzn Mktp US Mu5f10og0, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	27.92	
	2	Fun Express - Happy Birthday Pencils, 2 Dz. fo			1302100052 Stacy's C/C00008	10/03/2020	27.92					
	09/02/2020	6444			Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	26.08	
	2	Staff In-service supplies, coffee, creamer, wa			3002100012 Stacy's C/C00009	10/03/2020	26.08					

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7362	continued...										
	09/01/2020	6432			Quality Logo Products, 86631256	QUALITY 000	09/28/2020		Invoiced	A	674.45
	2	Black Bulldog Clip, Lanyard Attachment			7202100003 Stacy's C/C00010	QUALITY 000	10/03/2020	674.45			
	09/01/2020	6433			Quality Logo Products, 86631256	QUALITY 000	09/28/2020		Invoiced	A	1,175.55
	2	Yellow Polyester Mask Keeper Lanyard Q76842			7202100003 Stacy's C/C00011	QUALITY 000	10/03/2020	1,175.55			
	08/28/2020	6443			Amzn Mktp US Mm2z99qf0, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	194.40
	1				Stacy's C/C00012	QUALITY 000	10/03/2020	194.40			
	13 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>										3,849.69
XXXXXXXXXXXX7124	09/24/2020	6503	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	18.41
	1	Computer Supplies			Mike's C/C00000	MENARDS 000	10/03/2020	18.41			
	09/22/2020	6502	BLESIMIC000	Blesi Michael E	Small Town Tech Inc, Intl Falls	SMALL T0000	09/28/2020		Invoiced	A	87.75
	1				Mike's C/C00001	SMALL T0000	10/03/2020	87.75			
	09/18/2020	6501	BLESIMIC000	Blesi Michael E	Wal-Mart #4849, Mountain Iron,	WALMART.000	09/28/2020		Invoiced	A	73.84
	1				Mike's C/C00002	WALMART.000	10/03/2020	73.84			
	09/14/2020	6497	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	35.96
	1				Mike's C/C00000	MENARDS 000	10/03/2020	35.96			
	09/14/2020	6498	BLESIMIC000	Blesi Michael E	Small Town Tech Inc, Intl Falls	SMALL T0000	09/28/2020		Invoiced	A	154.00
	1				Mike's C/C00001	SMALL T0000	10/03/2020	154.00			
	09/14/2020	6499	BLESIMIC000	Blesi Michael E	Best Buy 00000430, Duluth, MN,	BEST BUY001	09/28/2020		Invoiced	A	1,349.77
	1				Mike's C/C00003	BEST BUY001	10/03/2020	1,349.77			
	09/14/2020	6500	BLESIMIC000	Blesi Michael E	Wal-Mart #1757, Hermantown, MN,	WALMART.000	09/28/2020		Invoiced	A	129.70
	1				Mike's C/C00002	WALMART.000	10/03/2020	129.70			
	09/08/2020	6496	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	13.73
	1				Mike's C/C00000	MENARDS 000	10/03/2020	13.73			
	09/07/2020	6493	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	199.00
	1				Mike's C/C00000	MENARDS 000	10/03/2020	199.00			
	09/07/2020	6494	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	60.39
	1				Mike's C/C00000	MENARDS 000	10/03/2020	60.39			
	09/07/2020	6495	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	10.78
	1				Mike's C/C00000	MENARDS 000	10/03/2020	10.78			
	09/04/2020	6491	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	4.26
	1				Mike's C/C00000	MENARDS 000	10/03/2020	4.26			
	09/04/2020	6492	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	3.87
	1				Mike's C/C00000	MENARDS 000	10/03/2020	3.87			
	09/03/2020	6490	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	62.12
	1				Mike's C/C00000	MENARDS 000	10/03/2020	62.12			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
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	09/02/2020	6507	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	167.04
	1					Mike's C/C00000	10/03/2020	167.04			
	09/01/2020	6506	BLESIMIC000	Blesi Michael E	Amazon.Com Mu0yk3402, Amzn.Com/	AMAZON B000	09/28/2020		Invoiced	A	229.98
	2	Western Digital 2TB WD Black Performance Inter			6052100025	Mike's C/C00004	10/03/2020	229.98			
	08/31/2020	6505	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	53.97
	1					Mike's C/C00000	10/03/2020	53.97			
	08/28/2020	6504	BLESIMIC000	Blesi Michael E	Paypal Jiayidianzi, 4029357733,		09/28/2020		Invoiced	A	3,581.83
	2	Fifine Wireless USB Lapelle Microphones.			6052100023	Mike's C/C00005	10/03/2020	3,581.83			
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											6,236.40
XXXXXXXXXXXX7132	09/04/2020	6509	ANDERJER000	Anderson Jeremy R	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	16.93
	1	Misc. supplies AC				Jeremy's C/C00000	10/03/2020	16.93			
	09/03/2020	6508	ANDERJER000	Anderson Jeremy R	Northern Lumber Yard I, Intl Fa	NORTHERN005	09/28/2020		Invoiced	A	8.58
	1	Marking tape for buses (covid)				Jeremy's C/C00001	10/03/2020	8.58			
	08/31/2020	6510	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	09/28/2020		Invoiced	A	145.15
	1	Hub sensor van				Jeremy's C/C00002	10/03/2020	145.15			
											3 transaction(s) for XXXXXXXXXXXX7132. Total Amount ==>
											170.66
XXXXXXXXXXXX5747	09/22/2020	6404	GROVEKEV000	Grover Kevin K	Minnesota School Board, 507-934	MN SCHOO000	09/28/2020		Invoiced	A	195.00
	1					Kevin's C/C00000	10/03/2020	195.00			
XXXXXXXXXXXX7648	09/17/2020	6520	SLATIBET000	Slatinski BethAnne K	Ifalls Journal Adv, 2182857411,	THE JOUR000	09/28/2020		Invoiced	A	67.00
	1					Beth's C/C00000	10/03/2020	67.00			
	09/17/2020	6521	SLATIBET000	Slatinski BethAnne K	Eb Copy Of Youth Work, 80141372	AMAZON B000	09/28/2020		Invoiced	A	23.06
	1					Beth's C/C00001	10/03/2020	23.06			
	09/14/2020	6517	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	81.03
	2	12 h Youth Group Refreshments			7902100011	Beth's C/C00002	10/03/2020	81.03			
	09/14/2020	6518	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	09/28/2020		Invoiced	A	28.00
	2	12 i (Youth Group Activities)			7902100012	Beth's C/C00003	10/03/2020	28.00			
	09/14/2020	6519	SLATIBET000	Slatinski BethAnne K	County Mkt. #574, International	COUNTY M000	09/28/2020		Invoiced	A	25.95
	2	12 h Youth Group Refreshments			7902100010	Beth's C/C00004	10/03/2020	25.95			
	09/07/2020	6516	SLATIBET000	Slatinski BethAnne K	Amazon.Com Mu8570zt0, Amzn.Com/	AMAZON B000	09/28/2020		Invoiced	A	156.56
	2	Keurig K-Classic Coffee Maker, Single Serve K-			7902100008	Beth's C/C00005	10/03/2020	156.56			
	09/04/2020	6514	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	95.89
	2	Volunteer Recognition (12e)			7902100009	Beth's C/C00006	10/03/2020	95.89			
	09/04/2020	6515	SLATIBET000	Slatinski BethAnne K	Sammy S Pizza & Restau, Interna	SAMMY'S 000	09/28/2020		Invoiced	A	44.94
	1					Beth's C/C00007	10/03/2020	44.94			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7648	continued...										
	09/03/2020	6513	SLATIBET000	Slatinski BethAnne K	Minnesota Youth Interv, 7634344		09/28/2020		Invoiced	A	30.00
	1					Beth's C/C00008	10/03/2020	30.00			
	09/02/2020	6511	SLATIBET000	Slatinski BethAnne K	Eb Youth Work In The, 801413720	AMAZON B000	09/28/2020		Invoiced	A	23.06
	1					Beth's C/C00001	10/03/2020	23.06			
	09/02/2020	6512	SLATIBET000	Slatinski BethAnne K	Cadca Alexandria Va, 7037060560	AMAZON B000	09/28/2020		Invoiced	A	200.00
	1					Beth's C/C00001	10/03/2020	200.00			
	08/31/2020	6522	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Mu44k7ag1, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	139.95
	1	Office Supplies 12U				Beth's C/C00001	10/03/2020	139.95			
											12 transaction(s) for XXXXXXXXXXXX7648. Total Amount =====>
											915.44
XXXXXXXXXXXX2314	09/22/2020	6530	OLSONKAR000	Olson-Line Karla A	Teacherspayteachers.Co, 6465880	TEACHERS007	09/28/2020		Invoiced	A	52.65
	2	Distance learning materials			2502100006	Karla's C/C00000	10/03/2020	52.65			
	09/21/2020	6528	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US M413nlai2, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	121.11
	4	Omnigrid R125 Quilter's Square, 12-1/2 x 12-1/			2502100005	Karla's C/C00001	10/03/2020	70.14			
	5	Winlyn Felt Sheets 12" x 8" Set 45 Colors Felt			2502100005	Karla's C/C00001	10/03/2020	50.97			
	09/21/2020	6529	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US M46zi8nr0, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	140.26
	2	8Pcs Sewing Seam Rippers, Handy Stitch Rippers			2502100004	Karla's C/C00002	10/03/2020	13.05			
	3	Color Scissor 250 Pieces Sewing Pins Ball Glas			2502100004	Karla's C/C00002	10/03/2020	20.37			
	4	12Pcs U Sewing Scissors Clippers, Embroidery T			2502100004	Karla's C/C00002	10/03/2020	11.99			
	5	Tulip One-Step Tie-Dye Kit Super Big 12 Colors			2502100004	Karla's C/C00002	10/03/2020	63.09			
	6	100 PCS Multipurpose Sewing Clips in Different			2502100004	Karla's C/C00002	10/03/2020	15.98			
	7	YEQIN 20 pk"L" Metal Bobbins for Sewing Machin			2502100004	Karla's C/C00002	10/03/2020	15.78			
	09/07/2020	6526	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Mu56n5zz0, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	505.25
	2	Dynatomy Face Shields 5-pack, Made in USA, Ful			7702100002	Karla's C/C00003	10/03/2020	67.80			
	4	Winco ICD-12 No.12 Ice Cream Disher with Plast			7702100002	Karla's C/C00003	10/03/2020	9.94			
	5	Winco No.10 Ice Cream Disher with Plastic Hand			7702100002	Karla's C/C00003	10/03/2020	9.99			
	6	Portion Control Serving Spoons (6-Piece Ladle			7702100002	Karla's C/C00003	10/03/2020	49.98			
	7	12-pack Social Distancing Floor Decals Sticker			7702100002	Karla's C/C00003	10/03/2020	65.97			
	8	Utopia Towels Kitchen Bar Mops Towels, Pack of			7702100002	Karla's C/C00003	10/03/2020	44.82			
	9	HOMWE Extra Long Professional Silicone Oven Mi			7702100002	Karla's C/C00003	10/03/2020	55.88			
	10	NOBONDO 12 Pack Bib Apron - Unisex Black Apron			7702100002	Karla's C/C00003	10/03/2020	25.95			
	11	Candy Cottons Kitchen Towels,100% Cotton Super			7702100002	Karla's C/C00003	10/03/2020	43.98			
	12	NZ Home Food Delivery Bag, Insulated Reusable			7702100002	Karla's C/C00003	10/03/2020	119.95			
	13	20 Pieces Please Wash Your Hands Stickers Wear			7702100002	Karla's C/C00003	10/03/2020	10.99			
	09/07/2020	6527	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Mu51s43r0, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	401.48
	2	FACS COVID Instructional Supplies			2502100002	Karla's C/C00004	10/03/2020	401.48			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2314	continued...										
	09/04/2020	6525	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Mu47e5f70, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	15.60
	2	Winco ICD-8 No.8 Ice Cream Disher with Plastic			7702100002	Karla's C/C00005	10/03/2020	15.60			
	09/03/2020	6523	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Mu3f55c50, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	39.99
	2	60 PC New Cotton Blend White Restaurant Bar Mo			7702100002	Karla's C/C00006	10/03/2020	39.99			
	09/03/2020	6524	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Mullq3e82, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	16.95
	2	10PCS 3D Mask Brackets Kit with Adjustable Lan			7702100002	Karla's C/C00007	10/03/2020	16.95			
	8 transaction(s) for XXXXXXXXXXXXX2314. Total Amount ==>										1,293.29
XXXXXXXXXXXX3600	09/25/2020	6390	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	09/28/2020		Invoiced	A	484.14
	1	FHS; Colored Paper				Laurie's C/C00000	10/03/2020	484.14			
	09/24/2020	6389	HUMBELAU002	Humbert Laurie A	Amzn Mktp US M48xh3b62, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	12.71
	3	Luvs Ultra Leakguards, Stage 6 Disposable Diap			1302100101	Laurie's C/C00001	10/03/2020	12.71			
	09/23/2020	6385	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	09/28/2020		Invoiced	A	21.17
	1	Comm Ed; Green Folders				Laurie's C/C00000	10/03/2020	21.17			
	09/23/2020	6386	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	09/28/2020		Invoiced	A	248.14
	2	TAPE,MAGIC,.75X1M,10RL,CR			1302100100	Laurie's C/C00002	10/03/2020	59.58			
	3	PEN,VELOCITY,BOLD,36PK,BK			1302100100	Laurie's C/C00002	10/03/2020	41.82			
	4	CLIP,BINDER,MED,DZ			1302100100	Laurie's C/C00002	10/03/2020	7.92			
	5	PAD,F/FINGER,RUBR,SZ 12			1302100100	Laurie's C/C00002	10/03/2020	5.32			
	6	MARKER,EXPO 2,CHISEL,BE			1302100100	Laurie's C/C00002	10/03/2020	70.02			
	7	ERASER,DRY ERASE SURFACES			1302100100	Laurie's C/C00002	10/03/2020	29.88			
	8	PUNCH,1-HOLE,RUBBR GRP			1302100100	Laurie's C/C00002	10/03/2020	19.92			
	9	BOOK,STENO,GREGG,80SH,WH			1302100100	Laurie's C/C00002	10/03/2020	13.68			
	09/23/2020	6387	HUMBELAU002	Humbert Laurie A	Teacherspayteachers.Co, 6465880	TEACHERS007	09/28/2020		Invoiced	A	5.39
	2	Journeys First Grade Weekly Assessment Unit 1			1302100108	Laurie's C/C00003	10/03/2020	5.39			
	09/23/2020	6388	HUMBELAU002	Humbert Laurie A	Amzn Mktp US M45hb5dpl, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	16.49
	2	Belcol 5Pcs Kids Reusable Face Bandanas Breath			1302100098	Laurie's C/C00004	10/03/2020	16.49			
	09/22/2020	6384	HUMBELAU002	Humbert Laurie A	Amazon.Com M42357811, Amzn.Com/	AMAZON B000	09/28/2020		Invoiced	A	64.50
	2	Safco Products Wood/Corrugated Literature Orga			1302100097	Laurie's C/C00005	10/03/2020	64.50			
	09/21/2020	6379	HUMBELAU002	Humbert Laurie A	Amzn Mktp US M47d94oo0, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	39.96
	2	500 PCS Plastic Disposable Gloves, Transparent			1302100094	Laurie's C/C00006	10/03/2020	39.96			
	09/21/2020	6380	HUMBELAU002	Humbert Laurie A	Amzn Mktp US M46mq8oy0, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	1,623.70
	2	Powder Free Disposable Gloves Medium - 100 Pac			1302100096	Laurie's C/C00007	10/03/2020	499.60			
	3	Powder Free Disposable Gloves X Large - 100 Pa			1302100096	Laurie's C/C00007	10/03/2020	624.50			
	4	Powder Free Disposable Gloves Large - 100 Pack			1302100096	Laurie's C/C00007	10/03/2020	499.60			
	09/21/2020	6381	HUMBELAU002	Humbert Laurie A	Amzn Mktp US M400u7x11, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	82.51
	3	GREATMAG Magnetic Hooks,100 lbs Heavy Duty Mag			1302100078	Laurie's C/C00008	10/03/2020	38.55			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX3600	continued...										
	4	AmazonBasics 3-Ring Binder, 1 Inch - White, 4-			1302100078	Laurie's C/C00008	10/03/2020	43.96			
	09/21/2020	6382 HUMBELAU002	Humbert	Laurie A	Amzn Mktp US M423z8mz1,	Amzn.Co	AMAZON B000	09/28/2020	Invoiced	A	14.99
	3	Gottifusion The Coolest Face Shields for Adult			1302100098	Laurie's C/C00009	10/03/2020	14.99			
	09/21/2020	6383 HUMBELAU002	Humbert	Laurie A	Amzn Mktp US M45ep4zq0,	Amzn.Co	AMAZON B000	09/28/2020	Invoiced	A	39.90
	2	GadgetMarket Fingertip Oxygen Monitor, Pediatr			1302100101	Laurie's C/C00010	10/03/2020	39.90			
	09/18/2020	6378 HUMBELAU002	Humbert	Laurie A	Innovative Office Solu,	9528089	INNOVATI000	09/28/2020	Invoiced	A	553.86
	2	MARKER,EXPO 2,CHISEL,BK			1302100086	Laurie's C/C00011	10/03/2020	70.02			
	3	MARKER,EXPO 2,CHISEL,RD			1302100086	Laurie's C/C00011	10/03/2020	46.68			
	4	MARKER,SHARPE FN,36/PK,BK			1302100086	Laurie's C/C00011	10/03/2020	53.52			
	5	SCISSORS,ECON,8,STR,SS			1302100086	Laurie's C/C00011	10/03/2020	7.32			
	6	CARD,INDEX,RULED,3X5,WE			1302100086	Laurie's C/C00011	10/03/2020	4.68			
	7	CLIP,STIKKICLPS,20/PK,WHT			1302100086	Laurie's C/C00011	10/03/2020	36.84			
	8	TAPE,MLNG,2"X800",6/PK,CR			1302100086	Laurie's C/C00011	10/03/2020	78.18			
	9	NOTE,POST-IT,18PD/PK,YW			1302100086	Laurie's C/C00011	10/03/2020	118.86			
	10	GLUE,ALL,WHT,4OZ			1302100086	Laurie's C/C00011	10/03/2020	20.64			
	11	PAPER,500SH,24#,YW			1302100086	Laurie's C/C00011	10/03/2020	46.56			
	12	PAPER,ASTRO SUNBURST,YL			1302100086	Laurie's C/C00011	10/03/2020	46.56			
	13	PAPER,CNST,9X12,50PK,YW			1302100086	Laurie's C/C00011	10/03/2020	8.28			
	14	PAPER,CNST,12X18,50PK,YW			1302100086	Laurie's C/C00011	10/03/2020	15.72			
	09/17/2020	6374 HUMBELAU002	Humbert	Laurie A	Innovative Office Solu,	9528089	INNOVATI000	09/28/2020	Invoiced	A	459.05
	2					Laurie's C/C00000	10/03/2020	459.05			
	09/17/2020	6375 HUMBELAU002	Humbert	Laurie A	Amzn Mktp US Mu36r7ic0,	Amzn.Co	AMAZON B000	09/28/2020	Invoiced	A	21.18
	2	10x10 12 Pcs. Large Multi Color, Bright Neon C			1302100078	Laurie's C/C00012	10/03/2020	16.24			
	5	Shipping - Cost of shipping, not including shi			1302100078	Laurie's C/C00012	10/03/2020	4.94			
	09/17/2020	6376 HUMBELAU002	Humbert	Laurie A	Amzn Mktp US Mulkn5ik0,	Amzn.Co	AMAZON B000	09/28/2020	Invoiced	A	19.37
	2	Learning Resources Jumbo Tweezers, Sorting & C			1302100071	Laurie's C/C00013	10/03/2020	19.37			
	09/17/2020	6377 HUMBELAU002	Humbert	Laurie A	Innovative Office Solu,	9528089	INNOVATI000	09/28/2020	Invoiced	A	228.85
	1	FHS; Office Supplies				Laurie's C/C00000	10/03/2020	228.85			
	09/16/2020	6373 HUMBELAU002	Humbert	Laurie A	Menards Intl Falls, Intl Falls		MENARDS 000	09/28/2020	Invoiced	A	119.84
	2	Bus sign supplies			1302100087	Laurie's C/C00014	10/03/2020	89.88			
	3	Bus sign supplies			1302100087	Laurie's C/C00014	10/03/2020	29.96			
	09/15/2020	6371 HUMBELAU002	Humbert	Laurie A	Amzn Mktp US Mu38slsf0,	Amzn.Co	AMAZON B000	09/28/2020	Invoiced	A	233.34
	2	Seville Classics 10-Drawer Organizer Cart, Mul			1302100072	Laurie's C/C00015	10/03/2020	233.34			
	09/15/2020	6372 HUMBELAU002	Humbert	Laurie A	Acmetools.Com, 8773452263,	ND,	ACME TOO000	09/28/2020	Invoiced	A	859.76
	2	#2820-20PS - M18 Switch Tank 4 Gallon Backpack			1302100085	Laurie's C/C00017	10/03/2020	598.00			
	3	#48-11-1862 -M18 Redlithium High Output XC 6.0			1302100085	Laurie's C/C00017	10/03/2020	199.00			
	4					Laurie's C/C00016	10/03/2020	62.76			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
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	09/14/2020	6368	HUMBELAU002	Humbert Laurie A	Amzn Mktp US M475q64a1, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	558.44
	2					Laurie's C/C00018	10/03/2020	558.44			
	09/14/2020	6369	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	09/28/2020		Invoiced	A	142.93
	2	FILM,3.0MIL GLOSS,2,CR			1302100079	Laurie's C/C00019	10/03/2020	142.93			
	09/14/2020	6370	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	09/28/2020		Invoiced	A	112.47
	2					Laurie's C/C00000	10/03/2020	112.47			
	09/11/2020	6366	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Mu8vt6mh0, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	25.95
	1					Laurie's C/C00018	10/03/2020	25.95			
	09/11/2020	6367	HUMBELAU002	Humbert Laurie A	Amzn Mktp US M47m87f61, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	32.74
	1					Laurie's C/C00018	10/03/2020	32.74			
	09/10/2020	6362	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	09/28/2020		Invoiced	A	99.04
	2	FOLDER,PCKT,POLY,10PK,RD			1302100059	Laurie's C/C00020	10/03/2020	33.40			
	3	SCISSORS,ECON,8,STR,SS			1302100059	Laurie's C/C00020	10/03/2020	14.64			
	4	STAPLER,ECON,FULL			1302100059	Laurie's C/C00020	10/03/2020	28.68			
	5	REMOVER,STAPLE,WAND,BK			1302100059	Laurie's C/C00020	10/03/2020	22.32			
	09/10/2020	6363	HUMBELAU002	Humbert Laurie A	Super One Foods #578, Internati	SUPER ON000	09/28/2020		Invoiced	A	15.00
	2	Gallon Size Baggies for Student Packets			1302100082	Laurie's C/C00021	10/03/2020	15.00			
	09/10/2020	6364	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	09/28/2020		Invoiced	A	405.70
	2	PUNCH,3 HOLE,75SHT CAP,PY			1302100063	Laurie's C/C00022	10/03/2020	130.86			
	3	CLIP,STIKKICLPS,20/PK,WHT			1302100063	Laurie's C/C00022	10/03/2020	61.40			
	4	STAPLES,CHSEL PT,25TH/PK			1302100063	Laurie's C/C00022	10/03/2020	5.60			
	5	ERASER,DRY ERASE SURFACES			1302100063	Laurie's C/C00022	10/03/2020	29.88			
	6	TAPE,PACKG,2"X800",6PK,CR			1302100063	Laurie's C/C00022	10/03/2020	79.20			
	7	PAPER,XEROX/LASR20#LTR,OD			1302100063	Laurie's C/C00022	10/03/2020	20.88			
	8	PAPER,500SH,24LB,LN			1302100063	Laurie's C/C00022	10/03/2020	46.56			
	9	PAPER,MULTI,HYPER,24#,HLE			1302100063	Laurie's C/C00022	10/03/2020	31.32			
	09/10/2020	6365	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Mu3sk5dz2, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	104.97
	2	Caresour Advanced 75% Alcohol Hand Sanitizer W			1302100073	Laurie's C/C00023	10/03/2020	104.97			
	09/09/2020	6358	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Mu0rp3ph0, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	223.29
	2	Command Picture & Frame Hanging Strips, Large			1302100062	Laurie's C/C00024	10/03/2020	12.78			
	3	Storex Storage Tray, Letter Size, 10 x 13 x 5			1302100062	Laurie's C/C00024	10/03/2020	61.64			
	4	Storex Storage Tray, Letter Size, 10 x 13 x 5			1302100062	Laurie's C/C00024	10/03/2020	66.40			
	5	Storex Deep Storage Tray, Letter Size, 10 x 13			1302100062	Laurie's C/C00024	10/03/2020	72.48			
	6	YourGift 20 Pack Flat S Hooks Stainless Steel			1302100062	Laurie's C/C00024	10/03/2020	9.99			
	09/09/2020	6359	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Mu8h09po0, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	164.00
	2	Stonecock Eco Friendly Non Slip TPE Yoga Mat Y			1302100061	Laurie's C/C00025	10/03/2020	164.00			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
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	09/09/2020	6360	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Mu9295p40, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	159.60
	2					Laurie's C/C00018	10/03/2020	159.60			
	09/09/2020	6361	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Mu4057ps0, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	20.58
	2	Reicety Face Shield for Kids, Children Cartoon			1302100067	Laurie's C/C00026	10/03/2020	10.29			
	4	Reicety Face Shield for Kids, Children Cartoon			1302100067	Laurie's C/C00026	10/03/2020	10.29			
	09/08/2020	6357	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Mu02n9bu2, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	119.94
	9	Ashoping 9PCS Face-Madks With Clear Window Vis			1302100064	Laurie's C/C00027	10/03/2020	119.94			
	09/07/2020	6354	HUMBELAU002	Humbert Laurie A	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	56.97
	2					Laurie's C/C00028	10/03/2020	56.97			
	09/07/2020	6355	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Mu5smltt0, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	256.93
	2					Laurie's C/C00018	10/03/2020	256.93			
	09/07/2020	6356	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Mu3kp4knl, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	20.99
	1					Laurie's C/C00018	10/03/2020	20.99			
	09/04/2020	6349	HUMBELAU002	Humbert Laurie A	Amazon.Com Mu0vn8012, Amzn.Com/	AMAZON B000	09/28/2020		Invoiced	A	154.68
	2	Westcott School Left and Right Handed Kids Sci			1302100048	Laurie's C/C00029	10/03/2020	24.04			
	3	Crayola Crayon Classpack, School Supplies, 16			1302100048	Laurie's C/C00029	10/03/2020	130.64			
	09/04/2020	6350	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	09/28/2020		Invoiced	A	412.25
	1	FHS; Office Supplies				Laurie's C/C00000	10/03/2020	412.25			
	09/04/2020	6351	HUMBELAU002	Humbert Laurie A	Usps Po 2647200549, Intl Falls,	POSTMAST000	09/28/2020		Invoiced	A	7.50
	2	FES Mailing			1302100068	Laurie's C/C00030	10/03/2020	7.50			
	09/04/2020	6352	HUMBELAU002	Humbert Laurie A	Super One Foods #578, Internati	SUPER ON000	09/28/2020		Invoiced	A	3.82
	2	Gallon Size Zip Lock Baggies			1302100069	Laurie's C/C00031	10/03/2020	3.82			
	09/04/2020	6353	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	09/28/2020		Invoiced	A	64.59
	1	FHS; Envelopes				Laurie's C/C00000	10/03/2020	64.59			
	09/03/2020	6347	HUMBELAU002	Humbert Laurie A	Amazon.Com Mu3zg3cc0 A, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	62.97
	2	Play-Doh Modeling Compound 24-Pack Case of Col			1302100051	Laurie's C/C00032	10/03/2020	62.97			
	09/03/2020	6348	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Mu8u90cx0, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	29.98
	2	12-Pack Classroom Pen and Pencil Basket Trays,			1302100057	Laurie's C/C00033	10/03/2020	29.98			
	09/02/2020	6346	HUMBELAU002	Humbert Laurie A	Super One Foods #578, Internati	SUPER ON000	09/28/2020		Invoiced	A	87.92
	2					Laurie's C/C00034	10/03/2020	87.92			
	09/02/2020	6401	HUMBELAU002	Humbert Laurie A	Minnesota Industries, Internati	MN INDUS000	09/28/2020		Invoiced	A	416.00
	2					Laurie's C/C00035	10/03/2020	416.00			
	09/01/2020	6399	HUMBELAU002	Humbert Laurie A	Super One Foods #578, Internati	SUPER ON000	09/28/2020		Invoiced	A	6.35
	2					Laurie's C/C00034	10/03/2020	6.35			
	09/01/2020	6400	HUMBELAU002	Humbert Laurie A	Super One Foods #578, Internati	SUPER ON000	09/28/2020		Invoiced	A	21.16
	2					Laurie's C/C00034	10/03/2020	21.16			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
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	08/31/2020	6397	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	09/28/2020		Invoiced	A	6.86
	2					Laurie's C/C00000	10/03/2020	6.86			
	08/31/2020	6398	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Mu4yi3191, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	27.95
	2	Trade Quest Letter Size Clipboard Low Profile			1302100042	Laurie's C/C00036	10/03/2020	27.95			
	08/28/2020	6391	HUMBELAU002	Humbert Laurie A	Amazon.Com Mm6y54qh0 A, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	356.82
	2	Sterilite 17531712 15 Quart/14 Liter ClearView			1302100041	Laurie's C/C00037	10/03/2020	356.82			
	08/28/2020	6392	HUMBELAU002	Humbert Laurie A	Amazon.Com Mu3jg5151 A, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	257.59
	3	Metiko Surgical Mask, Case of 500 Masks			1302100046	Laurie's C/C00038	10/03/2020	257.59			
	08/28/2020	6393	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Mu8eb7z51, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	23.99
	2	50 Pairs Gloves Ship From USA, Soft Industrial			1302100046	Laurie's C/C00039	10/03/2020	23.99			
	08/28/2020	6394	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	09/28/2020		Invoiced	A	256.73
	2	PAPER,BOND,PKN8.5X11,20#			1302100044	Laurie's C/C00040	10/03/2020	20.08			
	3	PORTFOLIO,2 PCKT 25,GN			1302100044	Laurie's C/C00040	10/03/2020	10.77			
	4	MARKER,SHARPIE,FINE PT,BK			1302100044	Laurie's C/C00040	10/03/2020	32.88			
	6	MARKER,MARKSALOT,REG,BK			1302100044	Laurie's C/C00040	10/03/2020	29.72			
	7	BATTERY,COPPRTP,AAA,24/BX			1302100044	Laurie's C/C00040	10/03/2020	31.16			
	8	BATTERY,COPPERTP,AA,24/BX			1302100044	Laurie's C/C00040	10/03/2020	31.16			
	9	TAPE,PACKG,2"X800",6PK,CR			1302100044	Laurie's C/C00040	10/03/2020	79.20			
	10	BINDER,BIOBSD,ECON,4",PP			1302100044	Laurie's C/C00040	10/03/2020	21.76			
	08/28/2020	6395	HUMBELAU002	Humbert Laurie A	Amazon.Com Mu9vk0zt1, Amzn.Com/	AMAZON B000	09/28/2020		Invoiced	A	47.77
	3	Krispy, Saltine Crackers, Original, Single Ser			1302100038	Laurie's C/C00041	10/03/2020	16.30			
	4	Amazon Brand - Solimo Slider Quart Food Storag			1302100038	Laurie's C/C00041	10/03/2020	31.47			
	08/28/2020	6396	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Mu68f3zc1, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	21.97
	4	50 Pairs Gloves Ship from USA, Soft Industrial			1302100046	Laurie's C/C00042	10/03/2020	21.97			
											56 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>>
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XXXXXXXXXXXX2606	09/25/2020	6471	HOLT THO000	Holt Thomas T	Amazon.Com M48ta27x1, Amzn.Com/	AMAZON B000	09/28/2020		Invoiced	A	2,221.14
	2	Elkay LZS8WSLK EZH2O Bottle Filling Station wi			8102100074	Tom's C/C00000	10/03/2020	2,221.14			
	09/23/2020	6469	HOLT THO000	Holt Thomas T	Decker Equipment, 800-7624899,	DECKER I000	09/28/2020		Invoiced	A	1,311.99
	2	sign mounting brackets for Ray tree farm			8102100058	Tom's C/C00002	10/03/2020	41.55			
	3	Felt base chair glides CAD room			8102100058	Tom's C/C00002	10/03/2020	44.50			
	4	Delineators for student parking lot			8102100058	Tom's C/C00002	10/03/2020	557.00			
	5	Shipping			8102100058	Tom's C/C00002	10/03/2020	103.32			
	6	Heavy duty parking cones. for WEE preschool pa			8102100058	Tom's C/C00002	10/03/2020	277.50			
	7	Student pick up drop off no parking, WEE presc			8102100058	Tom's C/C00002	10/03/2020	117.50			
	8	Heavy duty bus loading zone no parking WEE pre			8102100058	Tom's C/C00002	10/03/2020	159.85			
	9	shipping				Tom's C/C00001	10/03/2020	10.77			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
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	09/23/2020	6470	HOLT THO000	Holt Thomas T	Hillyard Inc Hutchinso, 3205873	HILLYARD000	09/28/2020		Invoiced	A	125.43
	2	sanitizer Gel 16oz				Tom's C/C00003	10/03/2020	125.43			
	09/21/2020	6467	HOLT THO000	Holt Thomas T	State Supply, 6517745985, MN, 5	STATE SU000	09/28/2020		Invoiced	A	124.97
	2	Vac. breaker			8102100070	Tom's C/C00004	10/03/2020	14.46			
	3	Seal kits			8102100070	Tom's C/C00004	10/03/2020	91.20			
	4	O-Rings			8102100070	Tom's C/C00004	10/03/2020	5.70			
	5	Shipping			8102100070	Tom's C/C00004	10/03/2020	13.61			
	09/21/2020	6468	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	09/28/2020		Invoiced	A	630.04
	2	SCA MK520A TORK TOWEL 16X25ONATURAL MULTIFOLD			8102100065	Tom's C/C00005	10/03/2020	256.20			
	3	JP 4277285 OXIVIR TB RTU 12X1QTDISINFECTANT CL			8102100065	Tom's C/C00005	10/03/2020	373.84			
	09/18/2020	6464	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	11.50
	1	Magnetic vent covers for Karla line				Tom's C/C00006	10/03/2020	11.50			
	09/18/2020	6465	HOLT THO000	Holt Thomas T	Amzn Mktp US Mu2bblyy0, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	11.79
	2	Office Desk Name Plate or Wall/Door Sign - 2"x			8102100071	Tom's C/C00007	10/03/2020	6.85			
	3	Shipping - Cost of shipping, not including shi			8102100071	Tom's C/C00007	10/03/2020	4.94			
	09/18/2020	6466	HOLT THO000	Holt Thomas T	Hillyard Inc Hutchinso, 3205873	HILLYARD000	09/28/2020		Invoiced	A	436.00
	2	Refill for foaming hand sanitizer			8102100028	Tom's C/C00008	10/03/2020	436.00			
	09/17/2020	6462	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	22.95
	1	Dawn dish soap and spray bottles for pre schoo				Tom's C/C00006	10/03/2020	22.95			
	09/17/2020	6463	HOLT THO000	Holt Thomas T	Amzn Mktp US M40p380f1, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	174.90
	2	Plasticpro Disposable Vinyl Gloves Powder Free			8102100066	Tom's C/C00009	10/03/2020	174.90			
	09/16/2020	6460	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	39.89
	1	cleaning supplies for buses.				Tom's C/C00006	10/03/2020	39.89			
	09/16/2020	6461	HOLT THO000	Holt Thomas T	Amzn Mktp US M43hd3412, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	211.67
	2	Koala Kare KB200-01 Horizontal Wall Mounted Ba			8102100067	Tom's C/C00010	10/03/2020	211.67			
	09/15/2020	6458	HOLT THO000	Holt Thomas T	Amzn Mktp US M43nc0cy2, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	139.98
	2	24x Heavy Duty Trigger Sprayers Chemical Resis			8102100066	Tom's C/C00011	10/03/2020	139.98			
	09/15/2020	6459	HOLT THO000	Holt Thomas T	Keyme 888-380-0394, 8883800394,		09/28/2020		Invoiced	A	9.67
	1	spare keys for batting cage				Tom's C/C00012	10/03/2020	9.67			
	09/14/2020	6457	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	69.30
	1	Plastic, tape, extension cord. supplies for ro				Tom's C/C00006	10/03/2020	69.30			
	09/11/2020	6455	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	63.19
	1	Misc. supplies for marking and traffic				Tom's C/C00006	10/03/2020	63.19			
	09/11/2020	6456	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	09/28/2020		Invoiced	A	27.97
	2	SP 329003 SIGNOFF 12X1QTCRT & PLEXI GLASS CLEA			8102100051	Tom's C/C00013	10/03/2020	27.97			
	09/10/2020	6454	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	09/28/2020		Invoiced	A	340.44
	2	SP 943700 FOAMYIQMOUNTING BRACKET			7602100010	Tom's C/C00014	10/03/2020	0.00			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
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	3	SP 460400 FOAMYIQ 4X1250MLLEMON BLOSSOM HAND S			7602100010	Tom's C/C00014	10/03/2020	340.44			
	09/07/2020	6451	HOLT THO000	Holt Thomas T	Bobcat Of Bemidji, Bemidji, MN,	BOBCAT 0000	09/28/2020		Invoiced	A	43.51
	1	Air filter and bushing for toolcat Bobcat				Tom's C/C00015	10/03/2020	43.51			
	09/07/2020	6452	HOLT THO000	Holt Thomas T	Amzn Mktp US Mu82k21j0, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	59.28
	2	National Hardware N245-837 V165 Undershelf Coa			8102100059	Tom's C/C00016	10/03/2020	59.28			
	09/07/2020	6453	HOLT THO000	Holt Thomas T	Amzn Mktp US Mu5933zr0, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	359.60
	2	Plastic Spray Bottle (4 Pack, 24 Oz, All-Purpo			8102100059	Tom's C/C00017	10/03/2020	99.85			
	3	E-Senior Wall Hooks Coat Hooks Towel Hook for			8102100059	Tom's C/C00017	10/03/2020	59.95			
	4	UXglove Chemical Resistant Gloves,Waterproof C			8102100059	Tom's C/C00017	10/03/2020	199.80			
	09/04/2020	6450	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	09/28/2020		Invoiced	A	264.60
	2	Gloves exam large vinyl				Tom's C/C00018	10/03/2020	264.60			
	09/03/2020	6448	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	09/28/2020		Invoiced	A	256.20
	2	SCA MK520A TORK TOWEL 16X25ONATURAL MULTIFOLD			7602100011	Tom's C/C00019	10/03/2020	256.20			
	09/03/2020	6449	HOLT THO000	Holt Thomas T	County Market Liquor, Internati	AMAZON B000	09/28/2020		Invoiced	A	18.75
	1	Wrong card was used. I reimbursed.				Tom's C/C00020	10/03/2020	18.75			
	09/02/2020	6445	HOLT THO000	Holt Thomas T	State Supply, 6517745985, MN, 5	STATE SU000	09/28/2020		Invoiced	A	348.46
	17	Spud coupling			8102100060	Tom's C/C00021	10/03/2020	45.60			
	18	Tailpiece			8102100060	Tom's C/C00021	10/03/2020	45.15			
	19	Control stop			8102100060	Tom's C/C00021	10/03/2020	193.95			
	20	1 1/2 spud			8102100060	Tom's C/C00021	10/03/2020	35.92			
	21	1 1/4 spud			8102100060	Tom's C/C00021	10/03/2020	27.84			
	09/02/2020	6446	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	09/28/2020		Invoiced	A	1,503.95
	2	CP LBR4046X4B BLACK 100CA40X46 1.7M ROLL CAN L			8102100051	Tom's C/C00022	10/03/2020	193.56			
	3	SP 329003 SIGNOFF 12X1QTCRT & PLEXI GLASS CLEA			8102100051	Tom's C/C00022	10/03/2020	83.91			
	4	DAL 14868 MICRO CLOTH BLUE12PK 16X16 MICROFIBE			8102100051	Tom's C/C00022	10/03/2020	32.00			
	5	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8102100051	Tom's C/C00022	10/03/2020	100.02			
	6	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8102100051	Tom's C/C00022	10/03/2020	332.28			
	7	DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN			8102100051	Tom's C/C00022	10/03/2020	225.96			
	8	DAL DAL2432XB BLACK 500CA24X32 1M ROLL CAN LIN			8102100051	Tom's C/C00022	10/03/2020	255.84			
	9	JP 4277285 OXIVIR TB RTU 12X1QTDISINFECTANT CL			8102100051	Tom's C/C00022	10/03/2020	280.38			
	09/02/2020	6447	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	09/28/2020		Invoiced	A	519.20
	2	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8102100050	Tom's C/C00023	10/03/2020	332.28			
	3	JP 4277285 OXIVIR TB RTU 12X1QTDISINFECTANT CL			8102100050	Tom's C/C00023	10/03/2020	186.92			
	09/01/2020	6475	HOLT THO000	Holt Thomas T	Amzn Mktp US Mu7sk04g2, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	541.72
	2	Madison Electric Products W-12 Jack Chain-PLTD			8102100052	Tom's C/C00024	10/03/2020	20.99			
	3	Gardening Sprayer Top Trigger Replacement Nozz			8102100052	Tom's C/C00024	10/03/2020	49.95			
	4	Pack of 50 Pairs - High Strength Aluminum Two			8102100052	Tom's C/C00024	10/03/2020	24.99			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX2606	continued...										
	5	Nydotd 180 Pcs 1 Inch S Hook Connectors, Mini	8102100052	Tom's C/C00024	10/03/2020	11.49					
	6	MedPride Powder-Free Nitrile Exam Gloves, Larg	8102100052	Tom's C/C00024	10/03/2020	196.80					
	7	MedPride Powder-Free Nitrile Exam Gloves, X-La	8102100052	Tom's C/C00024	10/03/2020	237.50					
08/31/2020		6473 HOLT THO000 Holt Thomas T	Amazon.Com	Mm5vf3rm2, Amzn.Com/	AMAZON B000	09/28/2020			Invoiced	A	162.74
	2	Annin Flagmakers Model 2710 American Flag Toug	8102100055	Tom's C/C00025	10/03/2020	70.78					
	3	Annin Flagmakers Model 142760 Minnesota State	8102100055	Tom's C/C00025	10/03/2020	91.96					
08/31/2020		6474 HOLT THO000 Holt Thomas T	Grainger,	877-2022594, IL, 6004	GRAINGER000	09/28/2020			Invoiced	A	12.85
	1	Yellow and black tape the last part of po 8102		Tom's C/C00026	10/03/2020	12.85					
08/28/2020		6472 HOLT THO000 Holt Thomas T	Hillyard Inc	Hutchinso, 3205873	HILLYARD000	09/28/2020			Invoiced	A	224.59
	2	Foaming instant hand sanitizer		Tom's C/C00003	10/03/2020	224.59					
			31 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>								10,288.27
XXXXXXXXXXXX5690	09/21/2020	6403 HEISSVIC000 Heiss Victoria L	Quizlet.Com,	8778877815, CA, 94	QUIZLET 000	09/28/2020			Invoiced	A	34.99
	1	Unauthorized Auto Renew Charge--Working on ref		Vicki's C/C00000	10/03/2020	34.99					
09/14/2020		6402 HEISSVIC000 Heiss Victoria L	Amzn Mktp US	Mu39a0wk2, Amzn.Co	AMAZON B000	09/28/2020			Invoiced	A	399.00
	2	DELL KM636 Keyboard Cover Skins Compatible wit	3002100017	Vicki's C/C00001	10/03/2020	399.00					
			2 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>								433.99
XXXXXXXXXXXX8863	09/25/2020	6483 HOLT THO000 Holt Thomas T	Koerters,	International, MN, 56	KOERTER'000	09/28/2020			Invoiced	A	47.78
	1	Lawn mower gas		FHS Cust C/C00000	10/03/2020	47.78					
09/18/2020		6482 HOLT THO000 Holt Thomas T	Menards Intl	Falls, Intl Falls	MENARDS 000	09/28/2020			Invoiced	A	179.34
	1	Boards for pre-school coat hooks, mouse traps,		FHS Cust C/C00001	10/03/2020	179.34					
09/17/2020		6481 HOLT THO000 Holt Thomas T	Menards Intl	Falls, Intl Falls	MENARDS 000	09/28/2020			Invoiced	A	34.46
	1	Drill bits and cements scews		FHS Cust C/C00001	10/03/2020	34.46					
09/14/2020		6479 HOLT THO000 Holt Thomas T	Menards Intl	Falls, Intl Falls	MENARDS 000	09/28/2020			Invoiced	A	30.24
	1	Plumbing fittings		FHS Cust C/C00001	10/03/2020	30.24					
09/14/2020		6480 HOLT THO000 Holt Thomas T	Menards Intl	Falls, Intl Falls	MENARDS 000	09/28/2020			Invoiced	A	40.98
	1	cement anchor screw		FHS Cust C/C00001	10/03/2020	40.98					
09/10/2020		6478 HOLT THO000 Holt Thomas T	Menards Intl	Falls, Intl Falls	MENARDS 000	09/28/2020			Invoiced	A	22.36
	1	plumbing fittings		FHS Cust C/C00001	10/03/2020	22.36					
09/07/2020		6477 HOLT THO000 Holt Thomas T	Menards Intl	Falls, Intl Falls	MENARDS 000	09/28/2020			Invoiced	A	213.02
	1	Covid supplies/reg supplies		FHS Cust C/C00001	10/03/2020	213.02					
09/03/2020		6476 HOLT THO000 Holt Thomas T	Menards Intl	Falls, Intl Falls	MENARDS 000	09/28/2020			Invoiced	A	109.19
	1	Shelving for pre school rooms		FHS Cust C/C00001	10/03/2020	109.19					
09/02/2020		6486 HOLT THO000 Holt Thomas T	Menards Intl	Falls, Intl Falls	MENARDS 000	09/28/2020			Invoiced	A	257.96
	1	Beams to set shipping containers on		FHS Cust C/C00001	10/03/2020	257.96					

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount						
XXXXXXXXXXXX8863	continued...											
	08/31/2020	6485	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	8.67	
	1	oil and funnel			FHS Cust C/C00001	10/03/2020		8.67				
	08/28/2020	6484	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	39.95	
	1	Misc. supplies			FHS Cust C/C00001	10/03/2020		39.95				
					11 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>							983.95
XXXXXXXXXXXX9069	09/24/2020	6535	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	09/28/2020		Invoiced	A	4.74	
	1	FES; Cauliflower			Cafe's C/C00000	10/03/2020		4.74				
	09/22/2020	6534	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	09/28/2020		Invoiced	A	8.98	
	1	FES; Peppers & Celery			Cafe's C/C00000	10/03/2020		8.98				
	09/17/2020	6533	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	09/28/2020		Invoiced	A	8.99	
	1	FES; Sour Cream			Cafe's C/C00000	10/03/2020		8.99				
					3 transaction(s) for XXXXXXXXXXXX9069. Total Amount ==>							22.71
XXXXXXXXXXXX9077	09/23/2020	6536	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	09/28/2020		Invoiced	A	16.99	
	1	FHS; Mayo			Cafe's C/C00000	10/03/2020		16.99				
XXXXXXXXXXXX7691	09/14/2020	6489	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	20.28	
	1	Spray bottles (Covid)			FES Cust's C/C00000	10/03/2020		20.28				
	09/10/2020	6487	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	63.57	
	1	Cleaning supplies			FES Cust's C/C00000	10/03/2020		63.57				
	09/10/2020	6488	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/28/2020		Invoiced	A	27.80	
	1	Shelving brackets			FES Cust's C/C00000	10/03/2020		27.80				
					3 transaction(s) for XXXXXXXXXXXX7691. Total Amount ==>							111.65
XXXXXXXXXXXX8122	09/11/2020	6532	MCGONDAN000	McGonigle Daniel	Mncouncilnonprofits, 6517573081		09/28/2020		Invoiced	A	417.00	
	2	Grant writing workshop for Jenn Windels, Toni			5002100006 Dan's C/C00000	10/03/2020		417.00				
	09/09/2020	6531	MCGONDAN000	McGonigle Daniel	Usps Po 2647200549, Intl Falls,	POSTMAST000	09/28/2020		Invoiced	A	245.36	
	2	Bulk Mailer			5002100005 Dan's C/C00001	10/03/2020		245.36				
					2 transaction(s) for XXXXXXXXXXXX8122. Total Amount ==>							662.36
XXXXXXXXXXXX3468	09/25/2020	6416	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US M42g84971, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	66.97	
	2	ExcelMark Premium Self-Inking Stamp Refill Ink			6202100002 Jen E's C/C00000	10/03/2020		5.99				
	3	Pack of 1008, 1/2" x 3/4" Rectangle Color Codi			6202100002 Jen E's C/C00000	10/03/2020		6.60				
	4	The Diary Of Anne Frank (1959)			6202100002 Jen E's C/C00000	10/03/2020		19.99				
	5	Hoot			6202100002 Jen E's C/C00000	10/03/2020		9.99				
	6	Scotch 845 Book Tape, 2 Inches x 15 Yards, 3 I			6202100002 Jen E's C/C00000	10/03/2020		10.05				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX3468	continued...											
	7	Pride & Prejudice			6202100002	Jen E's C/C00000	10/03/2020	5.10				
	8	MaxMark Dater 2000, Self Inking Small Date Sta			6202100002	Jen E's C/C00000	10/03/2020	9.25				
09/18/2020	6413	ERICKJEN000 Erickson Jennifer L			Amzn Mktp US Mu4yb5w20, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	67.84	
	2	Holt Science & Technology: Life Science			2602100001	Jen E's C/C00001	10/03/2020	59.86				
	3	Shipping - Cost of shipping, not including shi			2602100001	Jen E's C/C00001	10/03/2020	7.98				
09/18/2020	6414	ERICKJEN000 Erickson Jennifer L			Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	09/28/2020		Invoiced	A	-33.92	
	2				Jen E's C/C00002		10/03/2020	-33.92				
09/18/2020	6415	ERICKJEN000 Erickson Jennifer L			Amzn Mktp US Mu3xw0w30, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	5.99	
	2	ExcelMark Premium Self-Inking Stamp Refill Ink			6202100002	Jen E's C/C00003	10/03/2020	5.99				
09/17/2020	6411	ERICKJEN000 Erickson Jennifer L			Amzn Mktp US M45aj9101, Amzn.Co		09/28/2020		Invoiced	A	32.63	
	2	Scotch Book Tape, 1-1/2"x15 yds, 4 Pack (84511			6202100002	Jen E's C/C00004	10/03/2020	32.63				
09/17/2020	6412	ERICKJEN000 Erickson Jennifer L			Amazon.Com M49rv9na2, Amzn.Com/	AMAZON B000	09/28/2020		Invoiced	A	733.60	
	5	Holt Science & Technology: Life Science			2602100001	Jen E's C/C00005	10/03/2020	733.60				
09/16/2020	6409	ERICKJEN000 Erickson Jennifer L			Amzn Mktp US M49ln2422, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	72.20	
	2	Holt Science & Technology: Life Science			2602100001	Jen E's C/C00006	10/03/2020	64.24				
	3	Shipping - Cost of shipping, not including shi			2602100001	Jen E's C/C00006	10/03/2020	7.96				
09/16/2020	6410	ERICKJEN000 Erickson Jennifer L			Amzn Mktp US Mu74a19x0, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	53.00	
	2	Holt Science & Technology: Life Science			2602100001	Jen E's C/C00007	10/03/2020	49.15				
	3	Shipping - Cost of shipping, not including shi			2602100001	Jen E's C/C00007	10/03/2020	3.85				
09/11/2020	6408	ERICKJEN000 Erickson Jennifer L			Amzn Mktp US Mu31o52u2, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	46.33	
	2	One-Stop Planner CD-ROM for Holt Earth Science			2602100000	Jen E's C/C00008	10/03/2020	42.37				
	3	Shipping - Cost of shipping, not including shi			2602100000	Jen E's C/C00008	10/03/2020	3.96				
09/07/2020	6407	ERICKJEN000 Erickson Jennifer L			Amzn Mktp US Mu5368t10, Amzn.Co	AMAZON B000	09/28/2020		Invoiced	A	79.92	
	2	Spray Bottle,Fine Mist Mini Clear 80ml/2.7oz S			2582100002	Jen E's C/C00009	10/03/2020	79.92				
											10 transaction(s) for XXXXXXXXXXXX3468. Total Amount ==>>	1,124.56
											191 transaction(s). Total Amount ==>>	38,292.11

***** End of report *****

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Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO Number	Amount
8257	ND Child Support Division	8/14/2020	20200814ADCSF	Child Support	0	\$ 276.93
8258	ARROWHEAD LIBRARY SYSTEM	8/21/2020	7359	Library Catalog System	6202100000	\$ 625.00
8259	Education Innovation Partners	8/21/2020	1405	Monthly EIP Billing	6052100002	\$ 206.25
8260	GUARDIAN PEST CONTROL INC	8/21/2020	2163347	Pest Control Service	8102100030	\$ 64.65
8261	HAWKINS INC	8/21/2020	4770073	Pool Chemicals	8102100044	\$ 33.69
8262	KOOCHICHING COUNTY	8/21/2020	37941	July 2020 Tipping Fees	0	\$ 24.00
8263	KOOCHICHING COUNTY TREASURER	8/21/2020	2020	2021 Solid Waste Fee	0	\$ 1,510.00
8264	Marco Technologies LLC	8/21/2020	7847360	FES; Canon 1025N Copier	1302100037	\$ 44.65
	Marco Technologies LLC	8/21/2020	7847359	Guid Office Cost per Copy	7102100000	\$ 20.69
	Marco Technologies LLC	8/21/2020	7856961	Bus Office Copy Per Copy	1102100005	\$ 31.94
8265	Marco Technologies LLC	8/21/2020	421150012	Printer in Business Classroom	3002100003	\$ 114.66
	Marco Technologies LLC	8/21/2020	421150228	Comm Ed; Minolta C458 Copier	5002100000	\$ 199.00
	Marco Technologies LLC	8/21/2020	421149758	FHS; B & W Copy Machine 754E	3002100002	\$ 1,559.23
	Marco Technologies LLC	8/21/2020	421728445	FES; Color Copier and FHS; Mailroom Copier	3002100004	\$ 459.24
	Marco Technologies LLC	8/21/2020	421728445	FES; Color Copier and FHS; Mailroom Copier	3002100004	\$ 351.93
8266	MN POWER	8/21/2020	81020	Electricity Bill	8102100037	\$ 271.03
	MN POWER	8/21/2020	81020	Electricity Bill	8102100037	\$ 1,432.54
	MN POWER	8/21/2020	81020	Electricity Bill	8102100037	\$ 1,517.19
	MN POWER	8/21/2020	81020	Electricity Bill	8102100037	\$ 1,742.29
	MN POWER	8/21/2020	81020	Electricity Bill	8102100037	\$ 4,551.55
	MN POWER	8/21/2020	81020	Electricity Bill	8102100037	\$ 128.44
8267	MN TELECOMMUNICATIONS	8/21/2020	6589	Monthly Broadband Services	6052100007	\$ 1,512.50
8268	THE JOURNAL	8/21/2020	73120	Advertising Local Newspaper	1102100019	\$ 516.59
8269	Wissota Supply Company, inc	8/21/2020	8064	FY21 FHS lockers	8102100049	\$ 49,000.00
8270	Dornak, Kristina	8/26/2020	81920	Food Service Account Refunds	0	\$ 47.50
8271	George, Holly	8/26/2020	82520	Food Service Account Refund	0	\$ 37.35
8272	NICHOLSON, EMILY	8/26/2020	82420	Food Service Account Refund	0	\$ 56.20
8273	MN ENERGY RESOURCES CORP	8/27/2020	81020	Natural Gas Services	8102100036	\$ 361.42
	MN ENERGY RESOURCES CORP	8/27/2020	81020	Natural Gas Services	8102100036	\$ 19.24
	MN ENERGY RESOURCES CORP	8/27/2020	81820	Natural Gas Services	8102100036	\$ 57.71
	MN ENERGY RESOURCES CORP	8/27/2020	81820	Natural Gas Services	8102100036	\$ 36.07

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	MN ENERGY RESOURCES CORP	8/27/2020	81820	Natural Gas Services	8102100036	\$ 12.02
8274	OFFICE DEPOT	8/27/2020	1.15243E+11	Office Supplies	3002100010	\$ 53.98
	OFFICE DEPOT	8/27/2020	1.15243E+11	Office Supplies	3002100010	\$ 416.43
8275	SCHOLASTIC CLASSROOM MAGAZINE	8/27/2020	M6955435	FES Scholastic Classroom Magazines	1302100014	\$ 3,884.17
8276	SHANNONS INC	8/27/2020	83120	FES HVAC project	8102100000	\$ 205,912.50
	SHANNONS INC	8/27/2020	81720	FES HVAC project (Change Order)	8102100000	\$ 6,000.00
8277	Themes & Variations	8/27/2020	115320	FES Renewal for Musicplay (Strand)	1302100017	\$ 149.95
8278	UHL	8/27/2020	Draw 4	Controls for FES HVAC project	8102100003	\$ 53,641.75
8279	ARCC	8/27/2020	2021 MASA	20/21 MASA Dues	0	\$ 150.00
8280	BSN SPORTS	8/27/2020	909515941	Football Supplies	2922100002	\$ 414.62
	BSN SPORTS	8/27/2020	909515941	Football Supplies	2922100002	\$ 2,375.00
	BSN SPORTS	8/27/2020	909569883	Volleyball Jerseys	2922100001	\$ 1,052.00
8281	Falls Advanced Chiropractic Center	8/27/2020	80620	DOT Physicals (ES,RF,PF, MH)	0	\$ 360.00
8282	LOFFLER	8/27/2020	3482630	Printer Toner for Beth's Office	0	\$ 150.00
	LOFFLER	8/27/2020	3492402	Printer Toner for Accts Payable	0	\$ 229.99
8282	LOFFLER	8/27/2020	3493616	Printer Toner for FHS Office	0	\$ 163.00
8283	OFFICE DEPOT	8/27/2020	1.00122E+11	KAPE; Disinfectant Wipes	7902000120	\$ 68.29
	OFFICE DEPOT	8/27/2020	1.00122E+11	KAPE; Nesting Table	7902000120	\$ 239.99
	OFFICE DEPOT	8/27/2020	1.15721E+11	FES School Supplies	1302100025	\$ 133.04
	OFFICE DEPOT	8/27/2020	1.15721E+11	FES School Supplies	1302100025	\$ 39.98
	OFFICE DEPOT	8/27/2020	1.15275E+11	Command Hooks (COVID)	3002100011	\$ 46.29
	OFFICE DEPOT	8/27/2020	1.15243E+11	Office Supplies	3002100010	\$ 20.18
8284	KGHS-AM	8/26/2020	12811A	Coalition Directed Activities (12I)	0	\$ 4,500.00
8286	AFSCME Council 65	8/28/2020	20200828ADAF	Payroll accrual	0	\$ 928.11
	AFSCME Council 65	8/28/2020	20200828ADAF	Payroll accrual	0	\$ 12.97
	AFSCME Council 65	8/28/2020	20200828ADAF	Payroll accrual	0	\$ 17.58
	AFSCME Council 65	8/28/2020	20200828ADAF	Payroll accrual	0	\$ 0.33

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Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO Number	Amount
8287	AFT Local #331	8/28/2020	20200828	ADDU Payroll accrual	0	\$ 2,348.33
	AFT Local #331	8/28/2020	20200828	ADDU Payroll accrual	0	\$ 81.63
8288	ND Child Support Division	8/28/2020	20200828	ADCSF Child Support	0	\$ 276.93
8289	POSTMASTER	8/28/2020	82820	School Mailing	0	\$ 602.32
201123063	Filtration Systems Inc	9/4/2020	98783	District wide air filters	8102100035	\$ 233.13
	Filtration Systems Inc	9/4/2020	98578	District wide air filters	8102100035	\$ 1,494.84
201123064	FRONTIER	9/4/2020	82520	Monthly Telephone Service.	8102100015	\$ 35.31
	FRONTIER	9/4/2020	82520	Monthly Telephone Service.	8102100015	\$ 851.10
	FRONTIER	9/4/2020	82520	Monthly Telephone Service.	8102100015	\$ 11.75
	FRONTIER	9/4/2020	82520	Monthly Telephone Service.	8102100015	\$ 284.13
	FRONTIER	9/4/2020	82520	Monthly Telephone Service.	8102100015	\$ 38.38
201123065	HILLYARD HUTCHINSON	9/4/2020	504007083	Covid supplies	8102100046	\$ 451.84
201123066	Inland Leasing	9/4/2020	58976772	Cafeteria Vending Rental	7702100001	\$ 182.13
201123067	KANTOR ELECTRIC INC	9/4/2020	Draw 4	Electrical FES HVAC	8102100002	\$ 17,860.00
201123067	KANTOR ELECTRIC INC	9/4/2020	16008	Dive pool lights	8102100026	\$ 210.20
	KANTOR ELECTRIC INC	9/4/2020	16004	FES; Move Computers Jacks for HVAC Project	6052100019	\$ 6,850.15
201123068	Morrison Sealcoating	9/4/2020	1076	FHS Faculty parking lot and roadway sealing	8102100007	\$ 18,600.00
201123069	RAPTOR TECHNOLOGIES	9/4/2020	62829	Badge Printer & Software Printer	0	\$ 1,255.00
201123070	SCHOOL SPECIALTY	9/4/2020	2.08126E+11	FES Science Kit Refill	1302100009	\$ 73.63
	SCHOOL SPECIALTY	9/4/2020	2.08126E+11	FES; Washable Markers (PCA Donation)	1302100031	\$ 243.90
201123071	TIERNEY BROTHERS INC	9/4/2020	827468	Smartboards	6052100016	\$ 9,397.00
201123072	VARSITY GROUP SIGNS & MARKETING	9/4/2020	9001	Touch Pro Monitor & Cart	2922100004	\$ 9,700.00
201123073	WATER DEPT	9/4/2020	72020	Water Usage	8102100062	\$ 502.30
	WATER DEPT	9/4/2020	72020	Water Usage	8102100062	\$ 236.38
	WATER DEPT	9/4/2020	72020	Water Usage	8102100062	\$ 391.50
	WATER DEPT	9/4/2020	72020	Water Usage	8102100062	\$ 58.48
	WATER DEPT	9/4/2020	72020	Water Usage	8102100062	\$ 294.72
	WATER DEPT	9/4/2020	82020	Water Usage	8102100062	\$ 448.26
	WATER DEPT	9/4/2020	82020	Water Usage	8102100062	\$ 559.06

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Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO Number	Amount
	WATER DEPT	9/4/2020	82020	Water Usage	8102100062	\$ 448.26
	WATER DEPT	9/4/2020	82020	Water Usage	8102100062	\$ 49.09
	WATER DEPT	9/4/2020	82020	Water Usage	8102100062	\$ 246.93
201123074	UMD	9/4/2020	Anthony Saari	2019-2020 Scholarship Award for Anthony Saari - William McPherson award		0 \$ 250.00
201123075	Convenience Driveways	9/4/2020	58	Repairs to FES playground after Damage	8102100063	\$ 31,500.00
201123076	ND Child Support Division	9/11/2020	20200911ADCSF	Child Support		0 \$ 276.93
201123077	ABATETEK	9/11/2020	83120	FES HVAC Change order #2	8102100039	\$ 5,705.25
201123078	AT & T Mobility	9/11/2020	82520	IT Dir. Phone and Bus WI-FI	1102100000	\$ 114.69
	AT & T Mobility	9/11/2020	82520	IT Dir. Phone and Bus WI-FI	1102100000	\$ 50.32
201123079	CDW Government	9/11/2020	ZWT8716	IPAD Cases	6052100020	\$ 2,856.60
201123080	CHILEDA INSTITUTE INC	9/11/2020	32996	July Out of State Tuition		0 \$ 7,502.04
201123081	EAI Education	9/11/2020	1026795	Sceintific Calculators	3002100006	\$ 334.79
201123082	Educator Benefit Consultants, LLC	9/11/2020	15694	403b Third Party Admin Svc	1102100003	\$ 164.63
201123083	JOHN R GREENE	9/11/2020	458424	FES - Grade 4 (Zika)	1302100008	\$ 75.01
201123084	K&K MEYERS INC	9/11/2020	415	Arena; Fork Lift Rental		0 \$ 220.00
	K&K MEYERS INC	9/11/2020	22192	20 2X4 STV		0 \$ 720.00
201123085	KANTOR ELECTRIC INC	9/11/2020	16005	Pool Air Handler		0 \$ 299.25
	KANTOR ELECTRIC INC	9/11/2020	16007	Relocate Gym Camera Outlet		0 \$ 1,166.50
	KANTOR ELECTRIC INC	9/11/2020	16007	Relocate Gym Camera Outlet		0 \$ 259.66
	KANTOR ELECTRIC INC	9/11/2020	16006	New WEE Entry Light		0 \$ 97.00
	KANTOR ELECTRIC INC	9/11/2020	16047	WEE; Demo Floor Boxes		0 \$ 244.00
201123086	Lenci Enterprises, Inc.	9/11/2020	83120	General Contractor	8102100001	\$ 84,430.90
201123087	MIDCONTINENT COMMUNICATIONS	9/11/2020	82720	ALC Phone & Data	3002100001	\$ 168.06
201123088	MN Drivers Manuals.com	9/11/2020	4049	Drivers Training Manuals	5002100003	\$ 274.97
201123089	MN ENERGY RESOURCES CORP	9/11/2020	82720	Natural Gas Services	8102100036	\$ 919.49
	MN ENERGY RESOURCES CORP	9/11/2020	82720	Natural Gas Services	8102100036	\$ 166.34
	MN ENERGY RESOURCES CORP	9/11/2020	902120	FHS; Natural Gas Services	8102100036	\$ 72.14
	MN ENERGY RESOURCES CORP	9/11/2020	902120	FHS; Natural Gas Services	8102100036	\$ 24.04
201123090	ROCHESTER TELECOM SYSTEMS INC	9/11/2020	8220	Long Distance Phone Calls	8102100042	\$ 34.43
	ROCHESTER TELECOM SYSTEMS INC	9/11/2020	8220	Long Distance Phone Calls	8102100042	\$ 34.42

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201123091	Rotary Club of International Falls	9/11/2020	714	FY21 Corporate Dues	0	\$ 320.00
201123092	Zoom Video Communications	9/11/2020	82620	Annual Subscription	6052100022	\$ 7,500.00
201123093	Hasbargen Customs LLC	9/10/2020	30	Publicity for the Coalition (12f)	0	\$ 1,500.00
201123094	ISD #690	9/10/2020	9/9/2020	CC Meet Entry Fee	0	\$ 125.00
201123095	Meininger, Jerry	9/10/2020	9/8/2020	Swim Meet Referee	0	\$ 85.00
	Meininger, Jerry	9/10/2020	9/8/2020	Swim Meet Referee	0	\$ 133.40
201123096	Roseau High School	9/10/2020	4-Sep-20	Roseau CC Invite Entry Fee	0	\$ 125.00
201123097	Gouin, Matthew	9/11/2020	refund0904	Food service Refund; P.G.	0	\$ 157.05
201123098	First Dakota Indemnity Co	9/15/2020	3612359	FY20 Work Comp Final	0	\$ 5,752.00
201123099	ISD #709	9/15/2020	1002100036	FY20 Student Tuition	0	\$ 41,648.13
201123100	Premier Furniture and Equipmnet	9/15/2020	3153	FES Furniture	1302100001	\$ 67,936.50
	Premier Furniture and Equipmnet	9/15/2020	3157	Lounge Chairs for (P& I Grant) 19/20 PO	0	\$ 1,644.00
201123101	Schmidt, Bruce	9/15/2020	83020	Early Retirement Incentive	0	\$ 1,968.00
201123102	CITIZENS FOR BACKUS	9/22/2020	90120	Sept ALC Lease	1102100009	\$ 722.60
201123103	CliftonLarsonAllen LLP	9/22/2020	2577231	Payroll Assessment	0	\$ 787.50
	CliftonLarsonAllen LLP	9/22/2020	2591707	HR Consulting Services	1102100013	\$ 257.25
201123104	Follett School Solutions, Inc.	9/22/2020	2514234A	DNealian Handwriting Consumable - Grade K & 1	1302100007	\$ 776.00
201123105	FRIENDS GARBAGE SERVICE, LLC	9/22/2020	9197294	Garbage Pickups	8102100043	\$ 1,790.10
201123106	Fun Express, LLC	9/22/2020	704822680-02	ECFE Supplies	1302100049	\$ 165.41
201123107	HOUGHTON MIFFLIN	9/22/2020	954946518	FES HMH Journey Consumable Readers	1302100011	\$ 6,601.04
201123108	Innovative	9/22/2020	in30889094	Batteries	3002100013	\$ 42.86
201123109	KEEP ENTERPRISES INC	9/22/2020	28680	55 gal 15-40 oil	7602100012	\$ 464.75
201123110	KGHS-AM	9/22/2020	12784	School Matters	102100001	\$ 348.00
201123111	Marco Technologies LLC	9/22/2020	423415272	FHS; B & W Copy Machine 754E	3002100002	\$ 1,675.09
	Marco Technologies LLC	9/22/2020	423415629	Printer in Business Classroom	3002100003	\$ 117.84
	Marco Technologies LLC	9/22/2020	423415819	Comm Ed; Minolta C458 Copier	5002100000	\$ 349.35
201123112	MN TELECOMMUNICATIONS	9/22/2020	6666	Monthly Broadband Services	6052100007	\$ 1,512.50
201123113	NORTH STAR PUBLISHING	9/22/2020	48786	Back to School Packet Envelopes	0	\$ 239.42

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201123114	OFFICE DEPOT	9/22/2020	1.19917E+11	Printer cartridge for Guidance Office printer	7102100003	\$ 119.20
201123115	RAINY LAKE MEDICAL CENTER	9/22/2020	3564	OT Services	1102100008	\$ 1,560.55
	RAINY LAKE MEDICAL CENTER	9/22/2020	3564	PT Services	1102100008	\$ 975.20
	RAINY LAKE MEDICAL CENTER	9/22/2020	3564	Speech Services	1102100008	\$ 677.93
201123116	ROCHE'S TOWING	9/22/2020	90920	Storage containers	8102100047	\$ 6,400.00
201123117	SCHOOL NURSE SUPPLY INC	9/22/2020	0805463-IN	FES Nurse Supplies	1302100045	\$ 371.95
	SCHOOL NURSE SUPPLY INC	9/22/2020	0804807-IN	FES School Nurse	1302100033	\$ 724.94
201123118	SKYWARD INC MN BRANCH	9/22/2020	207197	Accounts Receivable Module	1102100015	\$ 953.00
201123119	The Design Group Inc	9/22/2020	2896	FES HVAC Mechanical Commissioning	7602100000	\$ 6,000.00
201123120	THE JOURNAL	9/22/2020	83120	Advertising Local Newspaper	1102100019	\$ 412.38
201123121	Thompson, Sara	9/22/2020	90320	KAPE Marketing Cunsultant	7902100001	\$ 1,250.00
201123122	TIERNEY BROTHERS INC	9/22/2020	829094	Smart Board	6052100021	\$ 9,597.00
	TIERNEY BROTHERS INC	9/22/2020	829639	Flat Screens	6052100016	\$ 1,215.00
201123122	TIERNEY BROTHERS INC	9/22/2020	829198	Smart Boards	6052100026	\$ 3,199.00
201123123	UPPER LAKES FOODS	9/22/2020	708145	Dish Machine Detergent	0	\$ 730.98
202000090	Educator Benefit Consultants, LLC	8/14/2020	20200814ADTS/	Payroll accrual	0	\$ 288.16
	Educator Benefit Consultants, LLC	8/14/2020	20200814ADTSE	Payroll accrual	0	\$ 290.39
	Educator Benefit Consultants, LLC	8/14/2020	20200814ADTSF	Payroll accrual	0	\$ 50.00
	Educator Benefit Consultants, LLC	8/14/2020	20200814ADTS+	Payroll accrual	0	\$ 196.16
	Educator Benefit Consultants, LLC	8/14/2020	20200814ADTSS	Payroll accrual	0	\$ 150.00
	Educator Benefit Consultants, LLC	8/14/2020	20200814ADTS\	Payroll accrual	0	\$ 244.62
	Educator Benefit Consultants, LLC	8/14/2020	20200814AFTSA	Payroll accrual	0	\$ 96.16
	Educator Benefit Consultants, LLC	8/14/2020	20200814AFTSE	Payroll accrual	0	\$ 230.78
	Educator Benefit Consultants, LLC	8/14/2020	20200814AFTSV	Payroll accrual	0	\$ 156.16
202000091	Empower Retirement	8/14/2020	20200814ADDEI	Payroll accrual	0	\$ 135.00
	Empower Retirement	8/14/2020	20200814ADDEI	Payroll accrual	0	\$ 15.00
	Empower Retirement	8/14/2020	20200814AFHCS	Payroll accrual	0	\$ 293.08
	Empower Retirement	8/14/2020	20200814AFHCS	Payroll accrual	0	\$ 6.92
202000092	Internal Revenue Service	8/14/2020	20200814ADFIC	Payroll accrual	0	\$ 3,142.91
	Internal Revenue Service	8/14/2020	20200814ADFIC	Payroll accrual	0	\$ 242.96
	Internal Revenue Service	8/14/2020	20200814ADFIC	Payroll accrual	0	\$ 16.21

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	Internal Revenue Service	8/14/2020	20200814ADFTF	Payroll accrual	0	\$ 12.00
	Internal Revenue Service	8/14/2020	20200814ADFTV	Payroll accrual	0	\$ 4,433.33
	Internal Revenue Service	8/14/2020	20200814ADFTV	Payroll accrual	0	\$ 332.06
	Internal Revenue Service	8/14/2020	20200814ADFTV	Payroll accrual	0	\$ -
	Internal Revenue Service	8/14/2020	20200814ADMC	Payroll accrual	0	\$ 735.04
	Internal Revenue Service	8/14/2020	20200814ADMC	Payroll accrual	0	\$ 56.82
	Internal Revenue Service	8/14/2020	20200814ADMC	Payroll accrual	0	\$ 3.79
	Internal Revenue Service	8/14/2020	20200814AFFIC	Payroll accrual	0	\$ 3,142.91
	Internal Revenue Service	8/14/2020	20200814AFFIC	Payroll accrual	0	\$ 242.96
	Internal Revenue Service	8/14/2020	20200814AFFIC	Payroll accrual	0	\$ 16.21
	Internal Revenue Service	8/14/2020	20200814AFMD	Payroll accrual	0	\$ 735.04
	Internal Revenue Service	8/14/2020	20200814AFMD	Payroll accrual	0	\$ 56.82
	Internal Revenue Service	8/14/2020	20200814AFMD	Payroll accrual	0	\$ 3.79
202000093	MINNESOTA REVENUE	8/14/2020	20200814ADSIT	Payroll accrual	0	\$ 1,978.01
	MINNESOTA REVENUE	8/14/2020	20200814ADSIT	Payroll accrual	0	\$ 139.28
	MINNESOTA REVENUE	8/14/2020	20200814ADSIT	Payroll accrual	0	\$ -
202000093	MINNESOTA REVENUE	8/14/2020	20200814ADSIT	Payroll accrual	0	\$ 12.00
202000094	MN Teachers Retirement Association	8/14/2020	20200814ADTRV	Payroll accrual	0	\$ 1,064.05
	MN Teachers Retirement Association	8/14/2020	20200814ADTRV	Payroll accrual	0	\$ 161.82
	MN Teachers Retirement Association	8/14/2020	20200814AFTRA	Payroll accrual	0	\$ 1,153.43
	MN Teachers Retirement Association	8/14/2020	20200814AFTRA	Payroll accrual	0	\$ 175.41
202000095	Public Employees Retirement Associat	8/14/2020	20200814ADPEF	Payroll accrual	0	\$ 2,488.30
	Public Employees Retirement Associat	8/14/2020	20200814ADPEF	Payroll accrual	0	\$ 43.09
	Public Employees Retirement Associat	8/14/2020	20200814ADPEF	Payroll accrual	0	\$ 16.99
	Public Employees Retirement Associat	8/14/2020	20200814AFPER	Payroll accrual	0	\$ 2,871.08
	Public Employees Retirement Associat	8/14/2020	20200814AFPER	Payroll accrual	0	\$ 49.73
	Public Employees Retirement Associat	8/14/2020	20200814AFPER	Payroll accrual	0	\$ 19.61
202000096	Public Employees Retirement-DCP	8/14/2020	20200814ADDC	Payroll accrual	0	\$ 24.00
	Public Employees Retirement-DCP	8/14/2020	20200814AFDC	Payroll accrual	0	\$ 24.00
202000098	Educator Benefit Consultants, LLC	8/28/2020	20200828ADTSV	Payroll accrual	0	\$ 119.23
	Educator Benefit Consultants, LLC	8/28/2020	20200828ADTSV	Payroll accrual	0	\$ 196.14
	Educator Benefit Consultants, LLC	8/28/2020	20200828ADTSV	Payroll accrual	0	\$ 1,259.31
	Educator Benefit Consultants, LLC	8/28/2020	20200828ADTSE	Payroll accrual	0	\$ 2,258.82

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Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO Number	Amount
	Educator Benefit Consultants, LLC	8/28/2020	20200828ADTSE	Payroll accrual	0 \$	46.15
	Educator Benefit Consultants, LLC	8/28/2020	20200828ADTSF	Payroll accrual	0 \$	2,371.77
	Educator Benefit Consultants, LLC	8/28/2020	20200828ADTSC	Payroll accrual	0 \$	430.77
	Educator Benefit Consultants, LLC	8/28/2020	20200828ADTSH	Payroll accrual	0 \$	300.51
	Educator Benefit Consultants, LLC	8/28/2020	20200828ADTSI	Payroll accrual	0 \$	96.15
	Educator Benefit Consultants, LLC	8/28/2020	20200828ADTSM	Payroll accrual	0 \$	65.38
	Educator Benefit Consultants, LLC	8/28/2020	20200828ADTSS	Payroll accrual	0 \$	250.00
	Educator Benefit Consultants, LLC	8/28/2020	20200828ADTSV	Payroll accrual	0 \$	2,898.48
	Educator Benefit Consultants, LLC	8/28/2020	20200828ADTSA	Payroll accrual	0 \$	65.38
	Educator Benefit Consultants, LLC	8/28/2020	20200828AFTSA	Payroll accrual	0 \$	92.30
	Educator Benefit Consultants, LLC	8/28/2020	20200828AFTSA	Payroll accrual	0 \$	196.14
	Educator Benefit Consultants, LLC	8/28/2020	20200828AFTSA	Payroll accrual	0 \$	202.31
	Educator Benefit Consultants, LLC	8/28/2020	20200828AFTSE	Payroll accrual	0 \$	1,352.00
	Educator Benefit Consultants, LLC	8/28/2020	20200828AFTSE	Payroll accrual	0 \$	46.15
	Educator Benefit Consultants, LLC	8/28/2020	20200828AFTSF	Payroll accrual	0 \$	688.37
	Educator Benefit Consultants, LLC	8/28/2020	20200828AFTSG	Payroll accrual	0 \$	111.53
	Educator Benefit Consultants, LLC	8/28/2020	20200828AFTSH	Payroll accrual	0 \$	46.15
	Educator Benefit Consultants, LLC	8/28/2020	20200828AFTSH	Payroll accrual	0 \$	46.15
202000098	Educator Benefit Consultants, LLC	8/28/2020	20200828AFTSN	Payroll accrual	0 \$	65.38
	Educator Benefit Consultants, LLC	8/28/2020	20200828AFTSS	Payroll accrual	0 \$	65.38
	Educator Benefit Consultants, LLC	8/28/2020	20200828AFTSV	Payroll accrual	0 \$	1,182.79
	Educator Benefit Consultants, LLC	8/28/2020	20200828AFTSV	Payroll accrual	0 \$	65.38
202000099	Empower Retirement	8/28/2020	20200828ADDEI	Payroll accrual	0 \$	310.00
	Empower Retirement	8/28/2020	20200828ADDEI	Payroll accrual	0 \$	20.00
	Empower Retirement	8/28/2020	20200828AFHCS	Payroll accrual	0 \$	2,684.63
	Empower Retirement	8/28/2020	20200828AFHCS	Payroll accrual	0 \$	83.84
202000100	Internal Revenue Service	8/28/2020	20200828ADFIC	Payroll accrual	0 \$	13,847.00
	Internal Revenue Service	8/28/2020	20200828ADFIC	Payroll accrual	0 \$	518.34
	Internal Revenue Service	8/28/2020	20200828ADFIC	Payroll accrual	0 \$	37.20
	Internal Revenue Service	8/28/2020	20200828ADFTV	Payroll accrual	0 \$	360.00
	Internal Revenue Service	8/28/2020	20200828ADFTF	Payroll accrual	0 \$	12.00
	Internal Revenue Service	8/28/2020	20200828ADFTV	Payroll accrual	0 \$	19,278.63
	Internal Revenue Service	8/28/2020	20200828ADFTV	Payroll accrual	0 \$	693.35

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	Internal Revenue Service	8/28/2020	20200828ADFT	Payroll accrual	0	\$ 30.95
	Internal Revenue Service	8/28/2020	20200828ADMC	Payroll accrual	0	\$ 3,238.36
	Internal Revenue Service	8/28/2020	20200828ADMC	Payroll accrual	0	\$ 121.24
	Internal Revenue Service	8/28/2020	20200828ADMC	Payroll accrual	0	\$ 8.70
	Internal Revenue Service	8/28/2020	20200828AFFIC	Payroll accrual	0	\$ 13,847.00
	Internal Revenue Service	8/28/2020	20200828AFFIC	Payroll accrual	0	\$ 518.34
	Internal Revenue Service	8/28/2020	20200828AFFIC	Payroll accrual	0	\$ 37.20
	Internal Revenue Service	8/28/2020	20200828AFMD	Payroll accrual	0	\$ 3,238.36
	Internal Revenue Service	8/28/2020	20200828AFMD	Payroll accrual	0	\$ 121.24
	Internal Revenue Service	8/28/2020	20200828AFMD	Payroll accrual	0	\$ 8.70
202000101	MINNESOTA REVENUE	8/28/2020	20200828ADSIT	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	8/28/2020	20200828ADSIT	Payroll accrual	0	\$ 8,976.37
	MINNESOTA REVENUE	8/28/2020	20200828ADSIT	Payroll accrual	0	\$ 318.70
	MINNESOTA REVENUE	8/28/2020	20200828ADSIT	Payroll accrual	0	\$ 15.43
	MINNESOTA REVENUE	8/28/2020	20200828ADSIT	Payroll accrual	0	\$ 12.00
202000102	MN Teachers Retirement Association	8/28/2020	20200828ADTR	Payroll accrual	0	\$ 14,233.40
	MN Teachers Retirement Association	8/28/2020	20200828ADTR	Payroll accrual	0	\$ 557.31
	MN Teachers Retirement Association	8/28/2020	20200828ADTR	Payroll accrual	0	\$ 33.48
	MN Teachers Retirement Association	8/28/2020	20200828AFTR	Payroll accrual	0	\$ 15,428.90
	MN Teachers Retirement Association	8/28/2020	20200828AFTR	Payroll accrual	0	\$ 604.12
202000102	MN Teachers Retirement Association	8/28/2020	20200828AFTR	Payroll accrual	0	\$ 36.29
202000103	Public Employees Retirement Associat	8/28/2020	20200828ADPE	Payroll accrual	0	\$ 2,697.98
	Public Employees Retirement Associat	8/28/2020	20200828ADPE	Payroll accrual	0	\$ 62.15
	Public Employees Retirement Associat	8/28/2020	20200828ADPE	Payroll accrual	0	\$ 10.17
	Public Employees Retirement Associat	8/28/2020	20200828AFPER	Payroll accrual	0	\$ 3,113.06
	Public Employees Retirement Associat	8/28/2020	20200828AFPER	Payroll accrual	0	\$ 71.72
	Public Employees Retirement Associat	8/28/2020	20200828AFPER	Payroll accrual	0	\$ 11.74
202000104	Public Employees Retirement-DCP	8/28/2020	20200828ADDC	Payroll accrual	0	\$ 24.00
	Public Employees Retirement-DCP	8/28/2020	20200828AFDC	Payroll accrual	0	\$ 24.00
202000105	Educator Benefit Consultants, LLC	8/28/2020	20200828BDTSI	Payroll accrual	0	\$ (50.00)
202000106	Empower Retirement	8/28/2020	20200828BDDEI	Payroll accrual	0	\$ (10.00)
202000107	Internal Revenue Service	8/28/2020	20200828BDFIC	Payroll accrual	0	\$ (131.51)
	Internal Revenue Service	8/28/2020	20200828BDFT	Payroll accrual	0	\$ (160.00)

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	Internal Revenue Service	8/28/2020	20200828BDFT	Payroll accrual	0	\$ (124.96)
	Internal Revenue Service	8/28/2020	20200828BDMC	Payroll accrual	0	\$ (30.76)
	Internal Revenue Service	8/28/2020	20200828BFFIC	Payroll accrual	0	\$ (131.51)
	Internal Revenue Service	8/28/2020	20200828BFMD	Payroll accrual	0	\$ (30.76)
202000108	MINNESOTA REVENUE	8/28/2020	20200828BDSIT	Payroll accrual	0	\$ (41.88)
202000109	MN Teachers Retirement Association	8/28/2020	20200828BDTR	Payroll accrual	0	\$ (159.12)
	MN Teachers Retirement Association	8/28/2020	20200828BFTRA	Payroll accrual	0	\$ (172.48)
202000110	Educator Benefit Consultants, LLC	8/28/2020	20200828CDTSI	Payroll accrual	0	\$ 50.00
202000111	Empower Retirement	8/28/2020	20200828CDDEI	Payroll accrual	0	\$ 10.00
202000112	Internal Revenue Service	8/28/2020	20200828CDFIC	Payroll accrual	0	\$ 131.51
	Internal Revenue Service	8/28/2020	20200828CDFTA	Payroll accrual	0	\$ 160.00
	Internal Revenue Service	8/28/2020	20200828CDFTX	Payroll accrual	0	\$ 124.96
	Internal Revenue Service	8/28/2020	20200828CDMC	Payroll accrual	0	\$ 30.76
	Internal Revenue Service	8/28/2020	20200828CFFIC	Payroll accrual	0	\$ 131.51
	Internal Revenue Service	8/28/2020	20200828CFMD	Payroll accrual	0	\$ 30.76
202000113	MINNESOTA REVENUE	8/28/2020	20200828CDSIT	Payroll accrual	0	\$ 41.88
202000114	MN Teachers Retirement Association	8/28/2020	20200828CDTR	Payroll accrual	0	\$ 159.12
	MN Teachers Retirement Association	8/28/2020	20200828CFTRA	Payroll accrual	0	\$ 172.48
202000115	Educator Benefit Consultants, LLC	8/28/2020	20200828DDTSI	Payroll accrual	0	\$ (50.00)
202000116	Empower Retirement	8/28/2020	20200828DDDEI	Payroll accrual	0	\$ (10.00)
202000117	Internal Revenue Service	8/28/2020	20200828DDFIC	Payroll accrual	0	\$ (131.51)
	Internal Revenue Service	8/28/2020	20200828DDFTA	Payroll accrual	0	\$ (160.00)
	Internal Revenue Service	8/28/2020	20200828DDFTX	Payroll accrual	0	\$ (124.96)
	Internal Revenue Service	8/28/2020	20200828DDMC	Payroll accrual	0	\$ (30.76)
	Internal Revenue Service	8/28/2020	20200828DDFIC	Payroll accrual	0	\$ (131.51)
	Internal Revenue Service	8/28/2020	20200828DFMD	Payroll accrual	0	\$ (30.76)
202000118	MINNESOTA REVENUE	8/28/2020	20200828DDSIT	Payroll accrual	0	\$ (41.88)
202000119	MN Teachers Retirement Association	8/28/2020	20200828DDTR	Payroll accrual	0	\$ (159.12)
	MN Teachers Retirement Association	8/28/2020	20200828DFTRA	Payroll accrual	0	\$ (172.48)
202000120	Educator Benefit Consultants, LLC	8/28/2020	20200828EDTSI	Payroll accrual	0	\$ 50.00
202000121	Empower Retirement	8/28/2020	20200828EDDEI	Payroll accrual	0	\$ 10.00
202000122	Internal Revenue Service	8/28/2020	20200828EDFIC	Payroll accrual	0	\$ 131.51
	Internal Revenue Service	8/28/2020	20200828EDFTA	Payroll accrual	0	\$ 160.00

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Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO Number	Amount
	Internal Revenue Service	8/28/2020	20200828EDFTX	Payroll accrual	0 \$	124.96
	Internal Revenue Service	8/28/2020	20200828EDMD	Payroll accrual	0 \$	30.76
	Internal Revenue Service	8/28/2020	20200828EFFIC	Payroll accrual	0 \$	131.51
	Internal Revenue Service	8/28/2020	20200828EFMD	Payroll accrual	0 \$	30.76
202000123	MINNESOTA REVENUE	8/28/2020	20200828EDSIT	Payroll accrual	0 \$	41.88
202000124	MN Teachers Retirement Association	8/28/2020	20200828EDTR	Payroll accrual	0 \$	159.12
	MN Teachers Retirement Association	8/28/2020	20200828EFTRA	Payroll accrual	0 \$	172.48
202000125	Educator Benefit Consultants, LLC	9/11/2020	20200911ADTS	Payroll accrual	0 \$	119.23
	Educator Benefit Consultants, LLC	9/11/2020	20200911ADTS	Payroll accrual	0 \$	196.14
202000125	Educator Benefit Consultants, LLC	9/11/2020	20200911ADTS	Payroll accrual	0 \$	1,259.31
	Educator Benefit Consultants, LLC	9/11/2020	20200911ADTSE	Payroll accrual	0 \$	2,308.82
	Educator Benefit Consultants, LLC	9/11/2020	20200911ADTSE	Payroll accrual	0 \$	46.15
	Educator Benefit Consultants, LLC	9/11/2020	20200911ADTSF	Payroll accrual	0 \$	2,371.77
	Educator Benefit Consultants, LLC	9/11/2020	20200911ADTS	Payroll accrual	0 \$	430.77
	Educator Benefit Consultants, LLC	9/11/2020	20200911ADTS	Payroll accrual	0 \$	300.51
	Educator Benefit Consultants, LLC	9/11/2020	20200911ADTSI	Payroll accrual	0 \$	296.15
	Educator Benefit Consultants, LLC	9/11/2020	20200911ADTSI	Payroll accrual	0 \$	65.38
	Educator Benefit Consultants, LLC	9/11/2020	20200911ADTS	Payroll accrual	0 \$	250.00
	Educator Benefit Consultants, LLC	9/11/2020	20200911ADTS	Payroll accrual	0 \$	2,898.48
	Educator Benefit Consultants, LLC	9/11/2020	20200911ADTS	Payroll accrual	0 \$	65.38
	Educator Benefit Consultants, LLC	9/11/2020	20200911AFTSA	Payroll accrual	0 \$	92.30
	Educator Benefit Consultants, LLC	9/11/2020	20200911AFTSA	Payroll accrual	0 \$	196.14
	Educator Benefit Consultants, LLC	9/11/2020	20200911AFTSA	Payroll accrual	0 \$	202.31
	Educator Benefit Consultants, LLC	9/11/2020	20200911AFTSE	Payroll accrual	0 \$	1,352.00
	Educator Benefit Consultants, LLC	9/11/2020	20200911AFTSE	Payroll accrual	0 \$	46.15
	Educator Benefit Consultants, LLC	9/11/2020	20200911AFTSF	Payroll accrual	0 \$	688.37
	Educator Benefit Consultants, LLC	9/11/2020	20200911AFTSG	Payroll accrual	0 \$	111.53
	Educator Benefit Consultants, LLC	9/11/2020	20200911AFTSH	Payroll accrual	0 \$	46.15
	Educator Benefit Consultants, LLC	9/11/2020	20200911AFTSII	Payroll accrual	0 \$	46.15
	Educator Benefit Consultants, LLC	9/11/2020	20200911AFTSN	Payroll accrual	0 \$	65.38
	Educator Benefit Consultants, LLC	9/11/2020	20200911AFTSS	Payroll accrual	0 \$	65.38
	Educator Benefit Consultants, LLC	9/11/2020	20200911AFTSV	Payroll accrual	0 \$	1,182.79
	Educator Benefit Consultants, LLC	9/11/2020	20200911AFTSV	Payroll accrual	0 \$	65.38

September 21, 2020
Payables Summary

Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO Number	Amount
202000126	Empower Retirement	9/11/2020	20200911ADDEI	Payroll accrual	0	\$ 310.00
	Empower Retirement	9/11/2020	20200911ADDEI	Payroll accrual	0	\$ 20.00
	Empower Retirement	9/11/2020	20200911AFHCS	Payroll accrual	0	\$ 2,684.63
	Empower Retirement	9/11/2020	20200911AFHCS	Payroll accrual	0	\$ 83.84
202000127	Internal Revenue Service	9/11/2020	20200911ADFIC	Payroll accrual	0	\$ 14,675.79
	Internal Revenue Service	9/11/2020	20200911ADFIC	Payroll accrual	0	\$ 533.37
	Internal Revenue Service	9/11/2020	20200911ADFIC	Payroll accrual	0	\$ 44.85
	Internal Revenue Service	9/11/2020	20200911ADFT/	Payroll accrual	0	\$ 360.00
	Internal Revenue Service	9/11/2020	20200911ADFTF	Payroll accrual	0	\$ 12.00
	Internal Revenue Service	9/11/2020	20200911ADFT>	Payroll accrual	0	\$ 20,200.00
	Internal Revenue Service	9/11/2020	20200911ADFT>	Payroll accrual	0	\$ 724.22
	Internal Revenue Service	9/11/2020	20200911ADFT>	Payroll accrual	0	\$ 23.88
	Internal Revenue Service	9/11/2020	20200911ADMC	Payroll accrual	0	\$ 3,432.24
202000127	Internal Revenue Service	9/11/2020	20200911ADMC	Payroll accrual	0	\$ 124.75
	Internal Revenue Service	9/11/2020	20200911ADMC	Payroll accrual	0	\$ 10.49
	Internal Revenue Service	9/11/2020	20200911AFFIC/	Payroll accrual	0	\$ 14,675.79
	Internal Revenue Service	9/11/2020	20200911AFFIC/	Payroll accrual	0	\$ 533.37
	Internal Revenue Service	9/11/2020	20200911AFFIC/	Payroll accrual	0	\$ 44.85
	Internal Revenue Service	9/11/2020	20200911AFMD	Payroll accrual	0	\$ 3,432.24
	Internal Revenue Service	9/11/2020	20200911AFMD	Payroll accrual	0	\$ 124.75
	Internal Revenue Service	9/11/2020	20200911AFMD	Payroll accrual	0	\$ 10.49
202000128	MINNESOTA REVENUE	9/11/2020	20200911ADSIT.	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	9/11/2020	20200911ADSIT.	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	9/11/2020	20200911ADSIT	Payroll accrual	0	\$ 9,514.19
	MINNESOTA REVENUE	9/11/2020	20200911ADSIT	Payroll accrual	0	\$ 333.60
	MINNESOTA REVENUE	9/11/2020	20200911ADSIT	Payroll accrual	0	\$ 11.81
	MINNESOTA REVENUE	9/11/2020	20200911ADSIT	Payroll accrual	0	\$ 12.00
202000129	MN Teachers Retirement Association	9/11/2020	20200911ADTR/	Payroll accrual	0	\$ 14,617.01
	MN Teachers Retirement Association	9/11/2020	20200911ADTR/	Payroll accrual	0	\$ 557.31
	MN Teachers Retirement Association	9/11/2020	20200911ADTR/	Payroll accrual	0	\$ 26.37
	MN Teachers Retirement Association	9/11/2020	20200911AFTRA^	Payroll accrual	0	\$ 15,844.73
	MN Teachers Retirement Association	9/11/2020	20200911AFTRA^	Payroll accrual	0	\$ 604.12
	MN Teachers Retirement Association	9/11/2020	20200911AFTRA^	Payroll accrual	0	\$ 28.59

September 21, 2020
Payables Summary

Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO Number	Amount
	MN Teachers Retirement Association	9/11/2020	20200911AFTR	Payroll accrual	0	\$ (1.60)
202000130	MN TEACHERS RETIREMENT ASSN	9/11/2020	20200911ADTR	Payroll accrual	0	\$ (1.48)
202000131	Public Employees Retirement Associat	9/11/2020	20200911ADPE	Payroll accrual	0	\$ 2,886.72
	Public Employees Retirement Associat	9/11/2020	20200911ADPE	Payroll accrual	0	\$ 81.51
	Public Employees Retirement Associat	9/11/2020	20200911ADPE	Payroll accrual	0	\$ 24.32
	Public Employees Retirement Associat	9/11/2020	20200911AFPER	Payroll accrual	0	\$ 3,330.85
	Public Employees Retirement Associat	9/11/2020	20200911AFPER	Payroll accrual	0	\$ 94.04
	Public Employees Retirement Associat	9/11/2020	20200911AFPER	Payroll accrual	0	\$ 28.06
202000132	Public Employees Retirement-DCP	9/11/2020	20200911ADDC	Payroll accrual	0	\$ 24.00
	Public Employees Retirement-DCP	9/11/2020	20200911AFDC	Payroll accrual	0	\$ 24.00
202000133- 202000223	BMO	9/3/2020		See C/C Detail Report	0	\$ 45,485.75
202121116	Blesi, Michael	9/22/2020	ERIN20200916A	9/12/2020 Travel for supplies	0	\$ 136.00
202121117	Grover, Kevin	9/22/2020	81820	Meal Reimbursment	0	\$ 68.51
202121118	Schindeldecker, Dawn	9/22/2020	91120	Reimbursement for purchase of power cord	0	\$ 15.89
TOTAL						\$ 1,055,016.78



ATLANTIX Global | **CABLEExpress**
DIVISIONS OF CXTEC

Quote# 11183415
Expires: 10/23/2020

Prepared By: Jeff Adams
315-883-3769
jadams@cxtec.com

Requested By:	Ship To:	Bill To:
International Falls Public Schools Michael Blesi Fax:	Michael Blesi 1515 11th St International Falls, MN 56649 United States	Michael Blesi 1515 11th St International Falls, MN 56649 United States

QTY	CX Part No.	Description	Unit Price	Ext Price
1	285425	equal2new 8 PORT 10 GBE NETWORK MODULE FOR CATALYST 4500-X	\$1,595.00	\$1,595.00
10	231540	PROFESSIONAL SERVICES HOURLY SUPPORT BLOCK TIME	\$175.00	\$1,750.00

Subtotal \$3,345.00

Payment Terms: 30 Days

Combined Subtotals \$3,345.00

Tax \$0.00

TOTAL PURCHASE PRICE \$3,345.00
(Purchase Order Must Be For This Amount)

Shipping Information

Priority GROUND
Carrier UPS

Terms Prepaid & Add
FOB Origin/Shipping



Terms & Conditions

Shipping Information: To accommodate your shipping preferences, CXtec will make every effort to bill your freight carrier account directly. Sometimes we are unable to comply with this request due to limitations based on carrier availability, shipment weight, or other circumstances. When this occurs, CXtec will ensure that the product is shipped to you in the most economical way and will inform you of any associated costs subject to additional billing.

Freight charges are prepaid & add, Syracuse, NY.

Warranty Information: equal2new® Products carry a lifetime warranty on parts and labor to the original End User purchaser.

CABLEExpress® products carry a limited lifetime warranty on parts and labor to the original End User purchaser.

New Equipment and Premise Wiring Product: CXtec warrants that any item will be in compliance with the original manufacturer's warranty from the date of shipment.

CXtec
5404 South Bay Road

Syracuse NY 13212-3801
www.cxtec.com
www.cablexpress.com

North American Offices: 315.476.3000
North American Fax: 315.455.1800
International Offices: 011.315.476.3100
International Fax: 011.315.455.1800

Alteration, abuse or misuse voids all warranties. Some products may have extended warranties available or may have warranties exceeding the standards listed.

Return Information: All returns must be pre-approved, issued a Return Material Authorization # prior to returning, and shipped prepaid to CXtec. Returnable items may be subject to a restocking fee. Opened products, custom cables, bulk cable, connectors, tools, test equipment, configured products, special orders, discontinued items, and items held more than 30 days are not returnable.

Payment Information: CXtec standard terms are net 30 for customers with approved credit. An account can be established by submitting a completed credit application (available upon request). Instant credit will be extended for companies favorably rated by D&B. All purchase orders must be for the full purchase price plus taxes and freight as applicable. To expedite your order and keep order processing costs down, we request all orders under \$50 be billed to your MasterCard, Visa, Discover, American Express or Diners Club.

Billing Information: CXtec utilizes electronic invoicing practices, and will email all invoices to the "Bill To" contact referenced on the customer's purchase order.

Confidentiality Notice: This document, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender and destroy all copies of the original document.

All orders subject to Terms and Conditions located at <http://www.cxtec.com/cxtecterms>.

Exempt from sales tax? If so, please forward a copy of your company's sales tax exemption forms when placing your order, to avoid being charged sales tax.

Customer Signature for Quote 11183415

Date

Purchase Order Number

The person signing above is authorized to approve this purchase.

All amounts are in US Dollars.

equal2new prices and product availability are subject to market fluctuations. Prices on new items are subject to manufacturer price variations.



Quote#	40087601	Prepared By:	Nate Spaulding
Expires:	11/08/2020		315-883-3567 nate.spaulding@teracai.com

Requested By:	Ship To:	Bill To:
International Falls Public Schools Nate Spaulding Fax:	Mike Blesi 1515 11th St International Falls Ericsburg, MN 56649 United States	Mike Blesi 1515 11th St International Falls Ericsburg, MN 56649 United States

Servers				
QTY	Mfr Part No.	Description	Unit Price	Ext Price
2	SPECIAL_ORDER	SPECIAL ORDER PRODUCT - SEE DESCRIPTION BELOW HPE DL360 Gen10 8SFF CTO Server 2x Intel Silver 4210 2.2Ghz 10-Core Processors 384GB RAM (12x)HPE 32GB 2Rx4 PC4-2933Y-R Smart Kit 1x HPE 10GbE 2p FLR-SFP+ BCM57414 Adptr 2x HPE 500W FS Plat Ht Plg LH Pwr Sply Kit 1x HPE iLO Adv 1-svr Lic 3yr Support 1x HPE 32GB microSD RAID 1 USB Boot Drive 1x HPE 1U Gen10 SFF Easy Install Rail Kit HPE 3Y Foundation Care NBD Service HPE DL360 Gen10 Support HPE Installation and Startup Service HPE Startup Entry 300 Series OS SVC	\$9,530.00	\$19,060.00
Servers Subtotal				\$19,060.00

Storage Array				
QTY	Mfr Part No.	Description	Unit Price	Ext Price
1	SPECIAL_ORDER	SPECIAL ORDER PRODUCT - SEE DESCRIPTION BELOW HPE NS HF20 Hybrid CTO Base Array HPE NS HF20/20C Hybrid 21TB FIO HDD Bndl HPE NS 2x10GbE 2p FIO Adptr Kit HPE NS NOS Default FIO Software 2x HPE NS C13 to C14 FIO Power Cord HPE NS HF20 R2 5.76TB FIO Cache Bndl HPE NS AF/HF Array Standard Trk HPE Cloud Volumes Bronze Pack Bdl E-RTU HPE NS 3Y 4H Parts Exchange Support HPE NS HF20/20C Hybrid 21TBHDD Bndl Supp HPE NS HF20 5.76TB Cache Supp HPE NS HF20 Hybrid Base Array Supp HPE NS 2x10GbE 2p Adptr Supp HPE Installation and Startup Service HPE Nimble Array Startup SVC 8x HPE X240 10G SFP+ SFP+ 5m DAC Cable	\$45,230.00	\$45,230.00
Storage Array Subtotal				\$45,230.00

VMware Essentials Plus Licenses				
QTY	Mfr Part No.	Description	Unit Price	Ext Price
1	SPECIAL_ORDER	SPECIAL ORDER PRODUCT - SEE DESCRIPTION BELOW VS7-ESPKIT-C VSPHERE 7 ESSLPL KIT 3 HOSTS LICs MAX 2 PROCS PER HOST	\$4,499.00	\$4,499.00

TERACAI
217 Lawrence Road East
P.O. Box 4715
Syracuse NY 13221-4715
www.teracai.com
www.cablexpress.com

North American Offices: 315.883.3500
North American Fax: 315.883.3510
International Offices: 011-315-883-3500
International Fax: 011-315-883-3510

1	SPECIAL_ORDER	SPECIAL ORDER PRODUCT - SEE DESCRIPTION BELOW VS7-ESPKIT-3G-SSSC BASIC SNS VSPHERE 7 ESSLPL KIT LICS 3 HOSTS MAX 2 PROCS PER HOST 3YR	\$2,635.00	\$2,635.00
			VMware Essentials Plus Licenses Subtotal	\$7,134.00
Payment Terms: 30 Days			Combined Subtotals	\$71,424.00
			Freight	\$317.57
			Tax	\$0.00
			TOTAL PURCHASE PRICE (Purchase Order Must Be For This Amount)	\$71,741.57

Shipping Information

Priority GROUND
Carrier UPS

Terms Prepaid & Add
FOB Origin/Shipping

Terms & Conditions

Shipping Information:

Billing Your Freight Carrier's Account: In order to accommodate your shipping preferences, TERACAI will make every effort to bill your freight carrier account directly. Sometimes however, we are unable to comply with this request due to limitations based on carrier availability, shipment weight, or other circumstances. When this occurs, TERACAI will ensure that the product is shipped to you in the most economical way possible, and will inform you of any associated costs subject to additional billing.

Prepaid & Add: All freight charges from Syracuse, NY are separately billed.

Warranty Information:

New Equipment and Premise Wiring Product: TERACAI warrants that any item will be in compliance with the original manufacturer's warranty from the date of shipment.

Alteration, abuse or misuse voids all warranties. Some products have extended warranties available or may have warranties exceeding the standards listed.

Return Information:

All returns must be pre-approved, issued a Return Material Authorization # prior to returning, and shipped prepaid to TERACAI.

Returnable items may be subject to a restocking fee. Opened products, custom cables, bulk cable, connectors, tools, test equipment, configured products, special orders, discontinued items, and items held more than 30 days are not returnable.

Payment Information:

TERACAI standard terms are net 30 for customers with approved credit. An account can be established by submitting a completed credit application (available upon request). Instant credit will be extended for companies favorably rated by D&B. All purchase orders must be for the full purchase price plus taxes and freight as applicable. To expedite your order and keep order processing costs down, we request all orders under \$50 be billed to your MasterCard, Visa, Discover, American Express or Diners Club.

Billing Information: TERACAI utilizes electronic invoicing practices, and will email all invoices to the "Bill To" contact referenced on the customer's purchase order.

Confidentiality Notice: This document, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender and destroy all copies of the original document.

All orders subject to Terms and Conditions located at <http://www.teracai.com/teracaiterms>, and if applicable, TERACAI's Master Service Agreement.

Exempt from sales tax? If so, please forward a copy of your company's sales tax exemption forms when placing your order, to avoid being charged sales tax.

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North American Offices: 315.883.3500
North American Fax: 315.883.3510
International Offices: 011-315-883-3500
International Fax: 011-315-883-3510

Customer Signature for Quote 40087601

Date

Purchase Order Number

The person signing above is authorized to approve this purchase.
All amounts are in US Dollars.

All prices are subject to manufacturer price variations and this price quote may contain special pricing established for the customer's particular requirement. Please note that individual pricing for products in this bid may not be available for the price listed here.

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North American Fax: 315.883.3510
International Offices: 011-315-883-3500
International Fax: 011-315-883-3510

Health	online books	\$	14,682.60
Industrial Tech	dust collector, small bandsaw, e	\$	1,858.58
	bandsaw blades	\$	133.50
	Digital Woodcarver 5100	\$	15,250.00
	Software	\$	1,995.00
	8 piece bit set	\$	300.00
	shipping	\$	1,000.00
		\$	18,545.00
	Dell computer for woodcarver	\$	1,787.00
	Kreg Jig kits	\$	604.85
	supplies	\$	1,848.16
	tools/supplies	\$	2,532.82
	Pipe clamps	\$	776.08
Ind. Tech Total		\$	28,085.99
FACS			
Financial & Managerial Accounting	Books 25 @ \$249.95	\$	6,248.75
	cameras 3@549	\$	1,647.00
		\$	7,895.75
Grand Total			50664.34

**PURCHASE OF SERVICE AGREEMENT FOR THE TRANSPORTATION OF CHILDREN AND YOUTH
IN FOSTER CARE PLACEMENT**

This Agreement is entered into by and between International Falls (hereinafter referred to as the District) and **Koochiching County**.

WHEREAS, the parties desire for the District to provide certain transportation services for students in foster care placement under the terms and conditions hereinafter set forth;

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), youth placed in a foster care placement will remain enrolled in their school of origin, unless a determination is made that it is not in their best interest. Best interest factors include timeliness, consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement.

WHEREAS, the term foster care is defined as 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. This definition is consistent with the Fostering Connections Act (45 CFR 1355.20).

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act, the District is required to collaborate with child welfare agency to develop and implement procedures for how transportation for youth in foster care will be provided, arranged and funded, including the use of child welfare funding to cover costs for such transportation provided by the District and **Koochiching county** agree to share the costs of the transportation. This agreement outlines the developed agreement about shared costs of transporting youth in foster care to and from school.

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein, it is agreed by and between the parties hereto as follows:

1. TERM:

The term of this Agreement shall be in effect from July 1, 2020 – June 30, 2021

2. EDUCATIONAL PLACEMENT DECISIONS:

Koochiching County is responsible for determining appropriate education placement and the presumption should be that the child will remain in the school of origin to provide school stability and educational continuity for the child, unless contrary to the child's best interests.

Koochiching County and/or representative of the school in which the child is currently enrolled will work with the **Koochiching County** foster care contact to determine, based on the child's best interest, whether the child should remain in the school of origin or consider a transfer to the local zoned school for the child's new residence.

If **Koochiching County** considering moving a child to a new educational placement, **Koochiching**

County will have a phone consultation with the school contact prior to gathering input about the best interests of the child in relation to their school placement. **Koochiching County** and District Transition Education Services Liaison responsible for students in foster care will work collaboratively to inform this school placement decision-making process. The school will provide information about the appropriateness of the child’s current educational placement. **Koochiching County** shall take into consideration this information and other best interest factors found in paragraph three in making educational decision. The District Transition Education Services Liaison and /or a representative of the school in which the child is enrolled will be asked to participate in the meeting, either by phone or in person. **Koochiching County** will identify a point of contact from the agency to work directly with the District Transition Education Services Liaison to ensure a smooth transition.

3. BEST INTEREST FACTORS:

When considering placement the following best interest factors should be considered:

- The student’s age
- The school attended by the student’s siblings
- Length of time student is expected to remain at the current placement and the possible location of housing intended to be long-term
- Distance of commute and the impact it may have on the student’s education and other student-centered, transportation-related factors, including travel time
- The preferences of the student, the birth parents or prior custodians as appropriate, and the students foster care parent(s) or current placement provider
- School stability and educational continuity
- Time remain in in the academic year
- Personal safety, attendance, academic progress and social involvement of the students in the current school
- The impact transferring the student to a new school may have on his or her needs and progress academically, emotionally, socially and physically
- Availability of classes to avoid credit loss and for timely graduation or promotion
- Documentation of the best interest determination shall be maintained in the **Koochiching County** case file and student’s cumulative record.

4. SERVICES

Transportation Services will be provided by the District in the following manner:

- a. Students who are able to be transported to school on an existing route: When feasible, students placed in foster care will be transported to school on an existing bus route. Feasibility considerations will include the location, length of bus ride, space available on the route and availability of any needed accommodations. District will cover the associated costs.
- b. Students who have an IEP indicating the need for specialized transportation: If students are residing and attending school within the District, the District will assume costs required for transporting the student to school. District will cover the associated costs.

- c. Students who are unable to be transported on an existing route: If a route does not exist or is not a feasible option for the student placed in foster care, the District will negotiate with **Koochiching County** to determine the best possible means of transportation. The District and **Koochiching County** will share the transportation costs identified in Section 5a.
 - d. Students residing in a foster care placement outside of District boundaries, but attending a District School: If students are residing in a foster care placement outside of District boundaries, but are attending school within the District, transportation will be arranged by the District. The District will negotiate with Koochiching County to determine the best possible means of transportation. The District and Koochiching County will share the transportation costs identified in Section 5a.
 - e. Students placed in foster care within District and attending a non-ISD 361 Area Schools: The District will bear no financial responsibility for this student. **Koochiching County** and the School District where the student attends are expected to make arrangements for transportation and the associated costs.
5. PAYMENT FOR SERVICES:
- a. The District and **Koochiching County** agree to split the costs of the transportation described in Section 4, including but not limited to staff time and third party carriers as appropriate. Mileage reimbursement is to be set at the current IRS rate. All transportation costs identified in this agreement are to be split equally; the District and the **Koochiching County** agree to each assume pay 50% of the costs.
 - b. **Koochiching County** will identify a point of contact from the agency to work directly with the District Transition Education Services Liaison to ensure transportation arrangements are timely and authentic. All transportation requests are to be requested by the **Koochiching County** point of contact to be honored.
 - c. Transportation services will be provided by the District and its contracted transportation providers, when possible. If due to driver or vehicle unavailability, Koochiching County will be responsible for transportation of the student placed in foster care.
 - d. **Koochiching County** will compensate the District for transportation provided outside of the district pursuant to this agreement at the rate billed to the district by the private transportation company. Copies of the invoices from the private transportation company will be provided to **Koochiching County**.
 - e. The District will submit itemized invoices to the **Koochiching County** contact on a quarterly basis. The invoices will detail each trip provided by the District, the total time for each trip and the associated charge. Payment shall be made within 35 days of receipt of the invoice.
 - f. In situations where transportation is being funded by Koochiching County, Koochiching County point of contact will notify the District Transition Education Services Liaison when foster care placements end.

6. DISPUTE RESOLUTION:

It is the responsibility of **Koochiching County** and the District to collaborate in determining the child's best interest for school transportation and to resolve any conflicts. Whenever possible, the parties will attempt to informally resolve any dispute involving the best means and costs of transportation of a child in foster care.

Koochiching County and the District will pursue the formal dispute resolution procedures below when informal resolution is not possible, or when informal resolution would result in disruptions to the child's education.

To formally dispute a decision regarding transportation for a student in foster care the following steps should be taken:

1. The process for resolution between the two parties requires a written explanation of the conflict from the disputing party within 24 hours.
2. Upon receipt of the explanation, the decision be reviewed by the District and the **[DIRECTOR/SUPERVISOR]** of **Children's Human Services of Koochiching County**. Input will be reviewed from all parties and a decision by the **[DIRECTOR/SUPERVISOR]** will be communicated within three business days. A decision could be made to uphold the decision, reverse the decision or require the parties to participate in a **Dispute Resolution Decision Making Team** meeting.
3. County will determine the placement of the child until the dispute resolution process has concluded. During this time the transportation costs will be divided equally between the District and **Koochiching County**.
4. If disagreement on school transportation remains, guidance from the Minnesota Department of Education will be requested.

7. PROVIDER NOT AN EMPLOYEE:

It is agreed by the parties that at all times and for all purposes herein, District and its subcontractors are independent providers and not employees of **Koochiching County**. No statement contained in this Agreement shall be construed so as to find the District shall be entitled to none of the rights, privileges, or benefits of **Koochiching County** employees except as otherwise stated herein.

8. INDEMNIFICATION:

Each party shall be liable for its own acts and the acts of its representatives to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend each other, its officers, employees and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the others, its officers, employees and volunteers may hereinafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Party, its agents, employees or volunteers, in the execution, performance, or failure to adequately perform its obligation pursuant to this Agreement.

9. TERMINATION OF CONTRACT:

Either party may terminate this Agreement, with or without cause, upon a thirty (30) days written notice to the other party.

10. STANDARDS:

The District and **Koochiching County** shall comply with all applicable State statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted.

11. DATA PRACTICES:

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the District or **Koochiching County** because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

12. AMENDMENTS:

This agreement may be supplemented, amended or revised only in writing by agreement of both parties.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates written below.

COUNTY OF **Koochiching**
STATE OF MINNESOTA

Koochiching County
BOARD OF COMMISSIONERS

International Falls Area School District
ISD 361 AREA SCHOOLS

BY: _____

BY: _____

[NAME]
Chairperson of the **[DEPARTMENT]**

Melissa Tate
Elementary Principal

DATED: _____

DATED: _____

ATTESTED TO:

BY: _____

BY: _____

County Administrator

Executive Director of Finance

DATED: _____

DATED: _____

CNGP530

VEHICLE ORDER CONFIRMATION

02/03/20 10:28:12

==>

Dealer: F58584

2020 TRANSIT NA

Page: 1 of 2

Order No: 1040 Priority: D4 Ord FIN: QH073 Order Type: 5B Price Level: 035

Ord Code: 301A Cust/Flt Name: INTER PO Number:

	RETAIL	DLR INV		RETAIL	DLR INV
K2Y LR PASS XL AWD	\$44875	\$42632.00	20F 8550# GVWR	NC	NC
130" WHEELBASE			41H ENG BLK HEATER	75	69.00
YZ OXFORD WHITE			425 50 STATE EMISS	NC	NC
C CLOTH			43R REVR SENS SYSTM	295	269.00
B EBONY			545 SHRT PWR HT MIR	160	145.00
301A PREF EQUIP PKG			55D FRONT FOG LAMPS	NC	NC
.XL TRIM			57N RR WIN DEFROSTR	NC	NC
57B .MANUAL A/C	NC	NC	60C CRUISE CONTROL	325	296.00
998 3.5L PFDI V6					
44U .10-SPEED TRANS			TOTAL BASE AND OPTIONS	48665	42891.85
TC8 .235/65R16C BSW			TOTAL	48665	42891.85
X7L 3.73 LS	NC	NC	*THIS IS NOT AN INVOICE*		

JOB #1 ORDER

FLEET SPCL ADJ NC (430.00) * MORE ORDER INFO NEXT PAGE *

FRT LICENSE BKT NC NC F8=Next

F1=Help F2=Return to Order F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

S006 - MORE DATA IS AVAILABLE.

QC09473

medium roof All wheel Drive 10 passenger Wagon

Order: \$37,391.85 plus tax, title, lic.

\$39,089.13 AWD

- 5,000

\$34,089.13 2WD roughly

P.O # 7602100014

01-E-005-760-000-154-548

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

**BOARD POLICY 301
School District Administration**

Adopted ___ By Reference ___

Revised ___ 2011 _____

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)

Cross References: MSBA Service Manual, Chapter 3, Superintendent of Schools

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

**BOARD POLICY 302
Superintendent**

Adopted ___ By Reference ___

Revised ___ 2011 _____

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, non-voting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MABA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

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

**BOARD POLICY 304
Superintendent Contract, Duties, and Evaluation**

Adopted ___ By Reference ___

Revised ___ 1999 _____

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)

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

**BOARD POLICY 305
Policy Implementation**

Adopted ___ By Reference ___

Revised ___ 1999 _____

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school board policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall not be inconsistent with said policies. At least annually, these written procedures shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption and Implementation of Policies)

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

**BOARD POLICY 306
Administrator Code of Ethics**

Adopted ___ By Reference ___

Revised ___ 2002 _____

I. PURPOSE

The purpose of this policy is to establish the requirement of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

- A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.
- B. The educational administrator:
1. Makes the well-being of students the fundamental value of all decision-making and actions.
 2. Fulfills professional responsibilities with honesty and integrity.
 3. Supports the principle of due process and protects the civil and human rights of all individuals.
 4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
 5. Implements the school board's policies.

6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

Legal References: Minn. Stat. 122A.14, Subd. 4 (Code of Ethics)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References:

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

**BOARD POLICY 401
Equal Employment Opportunity**

Adopted ___ By Reference ___

Revised ___ June 2018 _____

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. It is the school district's policy to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]

- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having any questions regarding this policy should discuss it with the one of the following individuals:

Title IX Officer - Kevin Grover, Superintendent of Schools
ISD #361 District Office; 1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 1112 **OR** Tim Everson, Falls High School Principal (alternate) at 218-283-2571 ext. 1104.

Human Rights –Tim Everson, Falls High School Principal at 218-283-2571 ext. 1104 **OR** Melissa Tate, Falls Elementary Principal (alternate) at 218-283-2571 ext. 1232.

Section 504 Officer (Gr. 6-12) – Marc Glowack, Dean of Students Falls High School; 1515 11th Street; International Falls, MN 56649 218-283-2571 ext. 1110 or Melissa Tate, Elementary Principal (alternate) at 218-283-2571 ext. 1232.

Section 504 Officer (Gr. K-5) – Melissa Tate, Elementary Principal Falls Elementary School; 1414 15th Avenue; International Falls, MN 56649 218-283-2571 ext. 1232 **OR** Marc Glowack, Dean of Students Falls High School; 1515 11th Street; International Falls, MN 56649; 218-283-2571 ext. 1110

A grievance procedure for complaints of discrimination may be found in the District Office and on the District website at www.isd361.k12.mn.us under “School Board”; policies; Policy #401 Procedure.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 et. seq. (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 et. seq. (Employment and Training of Veterans)
38 U.S.C. § 4301 et seq. (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran’s Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

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

**BOARD POLICY 403
Discipline, Suspension, and Dismissal of School District Employees**

Adopted ___ By Reference ___

Revised ___ May 2017 _____

I. PURPOSE

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules.

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance.

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct.

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by the school district include, but are not limited to:
1. oral warning;
 2. written warning or reprimand;
 3. probation;
 4. disciplinary suspension, demotion or leave of absence with pay;
 5. disciplinary suspension, demotion or leave of absence without pay; and
 6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. In an instance where any form of discipline is imposed, the employee's supervisor will:
1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
 2. Provide directives to the employee to correct the conduct or performance.
 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

Legal References: Minn. Stat. § 122A.40 (Teachers – Employment; contracts; termination)
Minn. Stat. § 122A.41 (Teacher tenure)

Minn. Stat. § 122A.58 (Coaches)
Minn. Stat. § 122A.44 (Contracting with teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; contracts for services)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 et seq. (Veterans Preference Act)

Cross References: MSBA Service Manual, Chapter 3, Employees

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

**BOARD POLICY 407
Employee Right to Know – Exposure to Hazardous Substances**

Adopted ___ By Reference ___

Revised ___ May 2015 _____

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

II. GENERAL STATEMENT OF POLICY

The policy of this school district to provide information and training to employees who may be routinely exposed to a hazardous substance, harmful physical agent or infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury

or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or

3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.

- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogens” means pathogenic microorganisms that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full and part-time employees who are routinely exposed to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Safety and Health Standards)
Minn. Rules Ch. 5206 (Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)

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

**BOARD POLICY 408
Subpoena of a School District Employee**

Adopted ___ By Reference ___

Revised ___ 2007 _____

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that private data on individuals may not be released, except pursuant to informed consent by the subject of the data or pursuant to a valid court order. A subpoena is not a court order under the MGDPA.

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of

age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)

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

**BOARD POLICY 409
Employee Publications, Instructional Materials, Inventions, and
Creations**

Adopted ___ By Reference ___

Revised ___ 2008 _____

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment ***and for five years thereafter***. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: 17 U.S.C. § 101 et seq. (Copyrights)
Minn Stat. § 181.78 (Agreements; Terms Relating to Inventions)

Cross References:

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

**BOARD POLICY 412
Expense Reimbursement**

Adopted ___ By Reference ___

Revised ___ 2008 _____

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee, and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. 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.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of

receipt of the credit or benefit.

2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. 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. § 15.435 (Airline Travel Credits)***
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)

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

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

**BOARD POLICY 413
Harassment and Violence**

Adopted ___ By Reference ___

Revised ___ June 2018 ___

413 HARASSMENT AND VIOLENCE

[Note: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with

regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance,

sexual orientation, including gender identity or expression, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an

orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute

harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates [Tim Everson, High School Principal](#), as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint

involves a human rights officer, the complaint shall be filed directly with the Alternate, Melissa Tate, Falls Elementary School Principal.

Contact information is as follows:

1. Human Rights Officer: Tim Everson, Falls High School Principal
Falls High School; 1515 11th Street; International Falls, MN 56649
218-283-2571 ext. 1104 or Melissa Tate, Falls Elementary Principal
(alternate) at 218-283-2571 ext. 1232.
 2. Title IX Officer: Kevin Grover, Superintendent of Schools
ISD #361 District Office; 1515 11th Street; International Falls, MN 56649
218-283-2571 ext. 1112 or Tim Everson, Falls High School Principal at 218-
283-2571 ext. 1104.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may

include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. §121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

Board Policy: 422 -Policies Incorporated by Reference

Adopted: By Reference

Revised: 08/17/2020

PURPOSE:

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints – Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process Policy
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 535	Service Animals in Schools
Model Policy 610	Field Trips
Model Policy 710	Extracurricular Transportation
Model Policy 711	Video Recording on School Buses
Model Policy 712	Video Surveillance Other Than on Buses
Model Policy 802	Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References:
Cross References:

Adopted: _____

Orig. 1995

Revised: _____

Rev. 2020

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

[Note: On May 6, 2020, the U.S. Department of Education, Office for Civil Rights (OCR), released the long-awaited final rule amending Title IX regulations at 34 C.F.R. Part 106. These regulations, which go into effect on August 14, 2020, are the first Title IX regulations applicable to sexual harassment and are applicable to complaints by both school district students and employees. The extensive regulations will require districts to revise their policies and procedures with respect to sexual harassment and ensure that administration and staff are trained on the new requirements.

The final rule requires school districts to provide notice of its nondiscrimination policy and grievance procedures, including how to file or report sexual harassment and how the school district will respond to the following groups: applicants for admission and employment; students; parents or legal guardians; and unions or professional organizations holding agreements with the school district. 34 C.F.R. § 106.8(b). The provisions of this policy generally conform to the requirements of the new regulations].

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic

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boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

Kevin Grover – Superintendent, (218)-283-2571 ext 1112
1515 11th Street
International Falls, MN 56649
kgrover@isd361.org

Alternate:

Tim Everson – FHS Principal, (218)-283-2571 ext 1104
1515 11th Street
International Falls, MN 56649
teverson@isd361.org

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. “Complainant” means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. “Day” or “days” means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- A. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to

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sexual harassment is clearly unreasonable in light of the known circumstances.

- B. “Education program or activity” means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- C. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
 - 1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 - 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- D. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- E. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- F. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- G. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

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- H. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).
- I. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- J. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administrating the grievance process.
 2. “Investigator” means a person who investigates a formal complaint. The

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investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.

3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

[NOTE: It is recommended that school districts designate a primary Title IX Coordinator and at least one alternate Title IX Coordinator so that the alternate can undertake Title IX Coordinator responsibilities in the event the primary Title IX Coordinator is a party to a complaint, or is otherwise not qualified under this policy to serve in that role in a particular case.]

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent

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has been found responsible.

3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or

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respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard

(i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

[NOTE: The Title IX regulations require reasonably prompt timeframes for conclusion of the grievance process, but do not specify any particular timeframes. The time periods below are suggested. School districts may establish their own district-specific timeline, although it is recommended that legal counsel be consulted before adjusting time periods.]

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility:

counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

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- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
 5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
 6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

[NOTE: The interrelationship between the Title IX regulations authorizing the emergency removal of student and the Minnesota Pupil Fair Dismissal Act (MPFDA) is unclear at this time. School districts should consult with legal counsel regarding the emergency removal of a student. At a minimum, it is recommended that school districts provide alternative educational services, as defined in the MPFDA, to any student so removed under the Title IX regulations.]

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans

with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an information resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the

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- complainant desires to withdraw the formal complaint or allegations therein;
2. The respondent is no longer enrolled or employed by the school district; or
 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

[NOTE: For example, school districts are reminded of the obligation under Minn. Stat. § 122A.20, subd. 2, to make a mandatory report to PELSB concerning any teacher who resigns during the course of an investigation of misconduct.]

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any

inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.

- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

[NOTE: The Title IX regulations do not require school districts to conduct live hearings as part of the decision-making phase of the grievance process. Accordingly, this Policy does not include procedures for a live hearing. If a school district desires to create such procedures, legal counsel should be consulted.]

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3. Findings of fact supporting the determination;

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4. Conclusions regarding the application of the school district's code of conduct to the facts;
 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the

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matter.

- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

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XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of the school district's education program or activity;
 - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
 - 1. The name or title, office address, electronic mail address, and telephone

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number of the Title IX Coordinator;

2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

[NOTE: School districts should consider amending their respective retention schedules to reflect the recordkeeping requirements discussed below].

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
 1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
 3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
 4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:

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1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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:

From PCA Mill of International Falls	
For Pandemic Technology Expenses	\$1500.00
6 th Grade Backpacks	\$500.00
From Wells Fargo Your Cause	
Falls Elementary School	\$310.00
From Parent Involvement Committee	
Storage Shed and Classroom Supplies	\$5744.27
From Stuart & Susan Nordquist	
Mobile Touch Screen Project	\$700.00
Arena Shadow Box Project	\$300.00
From Football Booster	
Football Field Fertilizing	\$900.00
HUDL Software	\$2000.00
For HUDL Software	
From Volleyball Boosters	\$700.00
Basketball Boosters	\$3000.00
Girls Hockey Boosters	\$500.00
Boys Hockey Boosters	\$500.00

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

The following voted in favor:

Voting against:

Whereupon, the resolution was declared adopted.

October 2020 Update from Strategic Planning Committee
Ted Saxton, Roxanne Skogstad-Ditsch, Jenn Windels

Public forum committee update and suggestions

Goal: Update district's Strategic Plan including 3-5 year goals and objectives.

In July, this committee consulted Gail Gilman at the MSBA and suggests the following plan to the rest of the board:

Considering the following:

- The District formally developed a Strategic Plan in 2015, re-writing Mission, Vision, Beliefs, Goals & Objectives.
- The current Board determined our Mission and Vision (and, likely our Beliefs) are still appropriate but the Goals/Objectives need to be updated.
- Significant changes in Board Membership are expected this fall.

MSBA recommends

- Establishing 3-5 focus areas (our district has 7) for a 3-5 year plan. Think quality over quantity.
- District goals should be consistently in front of the board to best align decisions with the Plan. The Board should receive regular updates on progress towards the Plan.
- District goals should help shape Superintendent and Board goals.

The committee would like to submit the following actions for consideration by the Board.

Oct/Nov 2020: the Board takes an in-depth look at the state of the District by:

- Holding 1-2 work sessions to gather information about the current state of the district in relation to the Goals and Objectives established in 2015.

October 26th @ 5:00, November 2nd @ 5:00

- Sessions would include detailed reports with objective data from the administrative team on the current state of the District in relation to the previous strategic plan. (What goals were met? Where did the District fall short? What's left to do? New Issues?)
- From findings, establish interim objectives, 6 month, (November-May) from unmet objectives. This Plan would offer the District a clear picture of the current state of the district while using valuable input from veteran Board Members before they finish their terms.

Spring 2021: the Board could plan to update the 3-5 year Strategic Plan by:

- Completing a Strategic Plan "Refresh" with input from the community and support from the MSBA.
 - MSBA describes this process as keeping the current Mission, Vision, and Beliefs while revisiting the Goals and Objectives with community involvement and establishing an updated 3 year Strategic Plan.
 - This process would likely involve two in-person or virtual meetings with a diverse group from the community and staff. MSBA would host the meetings and provide a report of the findings.
 - The Board would then hold work sessions to set 3-5 year Goals and Objectives.

Superintendent goals for 2020 - 21

- 1) We will assess all students that attended ISD 361 for grades 2-10 both 1st and 2nd semester using the Star Reading and Math assessments.

The percentage of all students in grades 2-10 at ISD #361 who meet or exceed the 40% Spring Cut Score on the Star Assessment in reading will be at or above 65.5% in 2021. This is baseline data.

The percentage of all students in grades 2-10 at ISD #361 who meet or exceed the 40% Spring Cut Score on the Star Assessment in math will be at or above 71.5% in 2021. This is baseline data.

- 2) Strategic Plan update: Coordinate follow through of new plan to get short term goals updated in October and November. Coordinate board to work through long range planning in the spring with assistance from MSBA.
- 3) Weekly update on district webpage/Facebook. Put information out from the district on a consistent basis. Some of this would come from me and some would be getting others to post information.
- 4) All things Covid, dedicate needed time to coordination of programming, develop and execute Geer, Esser, Cares (school and county application) request and procurement, and ongoing evaluation of our situation.

<u>School</u>	<u>This year</u>	<u>normal year</u>
Eveleth	home only	home only
Virginia	home only	home only
Grand Rapids	home only	
Deer River	home only	home only
Greenway	home only	travel
Mesabi East	home only	travel
Hibbing	home only	travel
Chisholm	home only	travel
Two Harbors	travel	travel

travel for playoff games on normal year
travel for playoff games on normal year
most of Lake Superior Conference doesn't allow
travel

no visiting cheerleaders this year