

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361

Regular School Board Meeting Agenda  
Monday, December 21, 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: School Board Meeting  
Time: Dec 21, 2020 05:00 PM Central Time (US and Canada)

Join Zoom Meeting  
<https://isd361.zoom.us/j/88232227049?pwd=TUJDaW0yNEdCQ0NhSThQSStWT3J6Zz09>

Meeting ID: 882 3222 7049  
Passcode: 129169  
One tap mobile  
+13126266799,,88232227049#,,,,,0#,,129169# US (Chicago)  
+19292056099,,88232227049#,,,,,0#,,129169# US (New York)

Dial by your location  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)  
+1 301 715 8592 US (Washington D.C)  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
Meeting ID: 882 3222 7049  
Passcode: 129169  
Find your local number: <https://isd361.zoom.us/j/88232227049>

**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 Elk's December Students of the Month: Holden Sutherland and Emma Erickson  
2. Public Open Forum

**Consent Agenda**

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361

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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 November 16th, November 23rd and December 9th. 4
2. Approve current accounts payable due in the amount of \$1,029,923.15 . 12
3. Approve payroll in the amount of \$438,267.45 for pay periods December 4th and December 18th.
4. Approve adjustment for Michelle Hopkins from level 5 to level 6 on the At Will Full Time Schedule effective 7/1/2020. 40
5. Approve hire of Phil Talmage as Head Baseball 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 Will Awe as Assistant Baseball 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 Paul Hjelle as Head Boy's Track 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.
8. Approve hire of Dan Zika as Assistant Boy's Track 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.
9. Approve hire of Sheryl Hendrickson as Head Girl's Track 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.
10. Approve hire of Alicia Hendrickson as Assistant Girl's Track 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.
11. Approve hire of Tony Casareto as Head Golf 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.
12. Acknowledge Glenn Marcotte as a volunteer coach for Girls Hockey during the 2020-2021 season.
13. Acknowledge Macey Marcotte as a volunteer coach for Girls Hockey during the 2020-2021 season.
14. Approve agreement with IEA for Chemical Inventory and SDS Compilation project. 41
15. Approve service agreement with IEA for AHERA Inspections. 47
16. Accept the Annual Compliance Vote of Concurrence from the American Indian Parent Advisory Committee (AIPAC). 53
17. First reading of School Board Policy 518 - DNR-DNI Orders 55
18. First reading of School Board Policy 519 - Interviews of Students by Outside Agencies 57
19. First reading of School Board Policy 520 - Student Surveys 60
20. First reading of School Board Policy 521 - Student Disability Nondiscrimination 66
21. First reading of School Board Policy 523 - Policies Incorporated by Reference 70
22. First reading of School Board Policy 527 - Student Use and Parking of Motor Vehicles; Parols, Inspections, and Searches 72
23. First reading of School Board Policy 528 - Student Parental, Family, and Marital Status Nondiscrimination 76
24. First reading of School Board Policy 531 - The Pledge of Allegiance 78
25. First reading of School Board Policy 601 - School District Curriculum and Instructional Goals 80

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361

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26. Second reading of School Board Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices	87
27. Second reading of School Board Policy 507 - Corporal Punishment	91
28. Second reading of School Board Policy 511.5 - Raffles	93
29. Second reading of School Board Policy 511.6 - Vendors of Student Products	94
30. Second reading of School Board Policy 512 - School-Sponsored Student Publications and Activities	95
31. Second reading of School Board Policy 513.5 - Kindergarten Early Entrance	99
32. Second reading of School Board Policy 513.6 - Gifted and Talented	107
33. Second reading of School Board Policy 516 - Student Medication	108
34. Second reading of School Board Policy 516.5 - Guidelines for Administration of Student Medication	114
35. Second reading of School Board Policy 517- Student Recruiting	116

**Action Items**

1. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / failed.	118
2. Set School Board Organizational Meeting for Monday, January 4th at 5:00 p.m. Motion by __, carried by __. Motion carried / failed.	
3. Accept FY21 General Fund Revised Revenue Budget in amount of \$13,595,259. Motion by __, second by __. Motion carried / failed.	119
4. Accept Food Service Fund 02 Revised Revenue budget in amount of \$365,413. Motion by __, second by __. Motion carried / failed.	
5. Accept Community Education Revised Revenue budget in the amount of \$368,571. Motion by __, second by __. Motion carried / failed.	

**Administrative Reports**

1. Committee Report: Student Council
2. Melissa Tate, Elementary Principal
3. Tim Everson, Secondary Principal
4. Kevin Grover, Superintendent:
  - a. COVID-19 Update
  - b. Board Member Recognition
5. Committee Reports:
  - a. Community Education Advisory Board
  - b. Recreation Commission

**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, November 16, 2020 at 5:00 p.m.**  
**Meeting Held Via Zoom Meeting**

Topic: 11-16-2020 School board meeting  
Time: Nov 16, 2020 05:00 PM Central Time (US and Canada)

**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 with modifications. 1) Move Student Council under Administrative reports to be the first item; 2) Modify Action item 3 to read "the 2nd and 4th Wednesday of every month to a distance learning day for FES grades Kindergarten through grade 5 when in person learning. 3) note addition of action item 5 prior to meeting.

Motion by Michelle Hebner, then second by Jennifer Windels. 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. Presentation of November Elk's Students of the Month: Joseph Talmage and Samantha Christie

2. Public Open Forum

Canceling athletics during distance learning: Seth Ettestad, Head Football Coach, regarding canceling football during distance learning. Josh Koenig, regarding cancelled activities.

**Consent Agenda**

approve. Motion by Mike Holden, 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 October 19th, and special board meetings of October 26th, November 2nd, and November 13th.
2. Approve current accounts payable due in the amount of \$690,172.16.
3. Approve payroll in the amount of \$432,451.94 for pay periods October 23rd and November 6th.
4. Accept resignation of Randy Hart, Custodian, effective last day of work January 20, 2021.
5. Approve hire of Keri Norton as paraprofessional effective 10/22/2020.
6. Approve FACS adoption cycle request.
7. Approve Non-Profit Agency Agreement to host food bank with Second Harvest North Central Food Bank.
8. First reading of School Board Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco
9. First reading of School Board Policy 507 - Corporal Punishment
10. First reading of School Board Policy 511.5 - Raffles
11. First reading of School Board Policy 511.6 - Vendors of Student Products
12. First reading of School Board Policy 512 - School-Sponsored Student Publ. & Activities
13. First reading of School Board Policy 513.5 - Kindergarten Early Entrance
14. First reading of School Board Policy 513.6 - Gifted and Talented
15. First reading of School Board Policy 516 - Student Medication
16. First reading of School Board Policy 516.5 - Guidelines for Administration
17. First reading of School Board Policy 517 - Student Recruiting
18. Second reading of School Board Policy 301 - School District Administration
19. Second reading of School Board Policy 302 - Superintendent
20. Second reading of School Board Policy 304 - Superintendent Contract, Duties, Eval.
21. Second reading of School Board Policy 305 - Policy Implementation
22. Second reading of School Board Policy 306 - Administrator Code of Ethics
23. Second reading of School Board Policy 401 - Equal Employment Opportunity
24. Second reading of School Board Policy 403 - Discipline, Susp., & Dismissal of School Dist. Employee
25. Second reading of School Board Policy 407 - Employee Right to Know-Exposure to Hazardous Substances
26. Second reading of School Board Policy 408 - Subpoena of a School District Employee

27. Second reading of School Board Policy 409 - Employee Publications, Inst. Materials, Inventions, and Creations

28. Second reading of School Board Policy 412 - Expense Reimbursements

29. Second reading of School Board Policy 413 - Harassment and Violence

### **Action Items**

1. Resolution Acceptance of Gifts and Donations.

Motion by Roxanne Skogstad-Ditsch, then second by Jennifer Windels. 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. Adopt District Goals for November 2020 through June 2021 per attached.

Motion by Michelle Hebner, then second by Mike Holden. 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. Change the ~~first Wednesday~~ of every month to a Distance Learning Day for FES grades Kindergarten through grade five. Effective December 2, 2020.

Amend to read: Change the 2nd and 4th Wednesday of every month to be a distance learning day while in person learning for Grades K-5 at FES.  
Motion by Jennifer Windels, 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

4. Per Superintendent contract, Article IV, section 2, subd. 2, offer subsequent contract to Superintendent Kevin Grover.

Motion by Mike Holden, then second by Michelle Hebner. 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

5. Direct Administration to stay/return to learning model registered with the State per more guidance from MDH/MDE and Regional Team in a consultative meeting today (11/16/2020).

Motion by Michelle Hebner, 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

### **Administrative Reports**

4.c.- Student Council, Ella – Starting a little library, held virtual homecoming, finished PIE fundraiser with MHS, doing a food drive with FHS students for backus food shelf and at high school, clothing drive and participating in virtual student council summit meeting.

1. Melissa Tate, Elementary Principal; donation from PCA for a book vending machine, students happy to be in school and want to be in school.

2. Tim Everson, Secondary Principal; first day of distance learning;

3. Kevin Grover, Superintendent:

3.a. Student enrollment projections.

3.b. Audit presentation and budget presentation December 9, 2020 at 5:00 pm.

Additional items: TNT meeting December 21, 2020 at 6:00 pm; set meeting for Nov 23<sup>rd</sup> at 5:00 pm to discuss distance learning blueprint plan updates and status of athletics during distance learning.

4. Committee Reports:

4.a. Community Education Advisory Board

4.b. Recreation Commission

**Adjournment**

Motion by Terry Murray, then second by Michelle Hebner. 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:**

	12/21/2020		12/21/2020
District Clerk	Date	Board Chair	Date

**MINUTES**  
**SPECIAL MEETING OF THE BOARD OF EDUCATION**  
**INDEPENDENT SCHOOL DISTRICT NO. 361**  
**Monday, November 23, 2020 at 5:00 p.m.**  
**Meeting Held Via Zoom Meeting**

Topic: Special School Board Meeting  
Time: Nov 23, 2020 05:00 PM Central Time (US and Canada)

**CALL TO ORDER**

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

Present: 6, Absent: 1.

2. Pledge of Allegiance

**Approval of Agenda**

1. Approve agenda as presented. Motion by Michelle Hebner, then second by Roxanne Skogstad-Ditsch. Motion Carried.

Mike Holden: Absent, Michelle Hebner: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea  
Yea: 6, Nay: 0, Absent: 1

**Action Items**

1. Approve Resolution of School Board Supporting Form A Application to Minnesota State High School League Foundation.

Motion by Jennifer Windels, then second by Michelle Hebner. Motion Carried.

Mike Holden: Absent, Michelle Hebner: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea  
Yea: 6, Nay: 0, Absent: 1

2. Direct Administration to cease in-person co and extracurricular activities if the high school is in a distance learning model.

Motion by Roxanne Skogstad-Ditsch, then second by Toni Korpi. Motion Carried.

Mike Holden: Absent, Michelle Hebner: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea  
Yea: 6, Nay: 0, Absent: 1

**Discussion**

1. Update on COVID-19.

**Adjournment**

Motion by Michelle Hebner, then second by Roxanne Skogstad-Ditsch to adjourn at 6:47 p.m. Motion Carried.

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

Yea: 6, Nay: 0, Absent: 1

**Approved Minutes:**

	12/21/2020		12/21/2020
District Clerk	Date	Board Chair	Date

**MINUTES**  
**SPECIAL MEETING OF THE BOARD OF EDUCATION**  
**INDEPENDENT SCHOOL DISTRICT NO. 361**  
**Wednesday, December 9, 2020 at 5:00 p.m.**  
**Meeting Held Via Zoom Meeting**

Join Zoom Meeting

<https://isd361.zoom.us/j/81468019111?pwd=ZW5WUDNVMkw2UGpwT3NBdGFPWFkwUT0>

**CALL TO ORDER**

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

Present: 6, Absent: 1.

Toni Korpi arrived electronically to meeting just after agenda approved.

2. Pledge of Allegiance

**Approval of Agenda**

1. Approve agenda as presented.

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

Mike Holden: Absent, Michelle Hebner: Yea, Terry Murray: Yea, Ted Saxton: Yea,

Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea

Yea: 5, Nay: 0, Absent: 2

**Presentation**

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

Mike Holden: Absent, Michelle Hebner: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted

Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea

Yea: 6, Nay: 0, Absent: 1

1. Presentation of the fiscal year 2020 Audit by Mary Reedy, Principal, State and Local Government at CliftonLarsonAllen LLP.

2. Discussion of audit and budgets presented by Business Manager, Stacy Grover.

**Action Items**

1. Approve the June 30, 2020 financial statement as prepared.

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

Mike Holden: Absent, Michelle Hebner: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted

Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea

Yea: 6, Nay: 0, Absent: 1

2. Approve the 2019-2020 World's Best Workforce Summary.

Motion by Terry Murray, then second by Toni Korpi. Motion Carried.

Mike Holden: Absent, Michelle Hebner: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea  
Yea: 6, Nay: 0, Absent: 1

3. Approve the 2020 2021 World's Best Work Force Plan.

Motion by Roxanne Skogstad-Ditsch, then second by Jennifer Windels. Motion Carried.  
Mike Holden: Absent, Michelle Hebner: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea  
Yea: 6, Nay: 0, Absent: 1

4. Receive preliminary revised revenue budget projections for fund 01, fund 02 and fund 04 to be adopted at December 21, 2020 regular school board meeting.

**Adjournment**

Motion by Roxanne Skogstad-Ditsch, then second by Toni Korpi to adjourn meeting at 6:27 pm. Motion Carried.  
Mike Holden: Absent, Michelle Hebner: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea  
Yea: 6, Nay: 0, Absent: 1

**Approved Minutes:**

	12/21/2020		12/21/2020
_____ 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			
XXXXXXXXXXXX8327	11/24/2020	6722	ERICKJEN000	Erickson Jennifer L	Super One Foods #578, Internati	SUPER ON000	11/30/2020		Invoiced	A	29.32
	2	Groceries for cooking in Sped classes			3002100028	Tim's C/C00000	11/30/2020	29.32			
XXXXXXXXXXXX8335	11/25/2020	6728	SteelEug000	Steele Eugene L	Pelican Bay Foods, Orr, MN, 557		11/30/2020		Invoiced	A	25.00
	1	Fuel for bus to make it home				Gene's00000	11/30/2020	25.00			
	11/18/2020	6727	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	11/30/2020		Invoiced	A	63.46
	1	Glass assy, for bus				Gene's00001	11/30/2020	63.46			
	11/16/2020	6725	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	11/30/2020		Invoiced	A	617.00
	1	Nitrogen Oxide sensor				Gene's00001	11/30/2020	617.00			
	11/16/2020	6726	SteelEug000	Steele Eugene L	Northern Lumber Yard I, Intl Fa	NORTHERN005	11/30/2020		Invoiced	A	32.57
	1	Misc. nuts and bolts				Gene's00002	11/30/2020	32.57			
	11/11/2020	6724	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	11/30/2020		Invoiced	A	-611.07
	1	Parts return				Gene's00001	11/30/2020	-611.07			
	11/03/2020	6723	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	11/30/2020		Invoiced	A	58.35
	1	Misc. parts for buses				Gene's00003	11/30/2020	58.35			
	10/30/2020	6729	SteelEug000	Steele Eugene L	Auto Value International, Interna	AUTO VAL000	11/30/2020		Invoiced	A	36.99
	1	Seals /hubcap				Gene's00004	11/30/2020	36.99			
											7 transaction(s) for XXXXXXXXXXXXXXX8335. Total Amount ==>
											222.30
XXXXXXXXXXXX7362	11/26/2020	6736			Lamar Media Corp, 225-237-1068,	LAMAR CO000	11/30/2020		Invoiced	A	965.00
	2	Billboard Contract Services.			7902100000	Stacy's C/C00000	11/30/2020	965.00			
	11/26/2020	6737			Amazon.Com Ay9qf33d3, Amzn.Com/	AMAZON B000	11/30/2020		Invoiced	A	265.08
	3	Sharpie Permanent Markers, Ultra Fine Point, B			1102100022	Stacy's C/C00001	11/30/2020	6.99			
	4	Smead Desk File/Sorter, Alphabetic (A-Z), 20 D			1102100022	Stacy's C/C00001	11/30/2020	26.64			
	5	AmazonBasics File Folders, Letter Size, 1/3 Cu			1102100022	Stacy's C/C00001	11/30/2020	8.49			
	6	BIC Wite-Out Brand EZ Correct Correction Tape,			1102100022	Stacy's C/C00001	11/30/2020	14.53			
	7	AmazonBasics File Folders, Letter Size, 1/3 Cu			1102100022	Stacy's C/C00001	11/30/2020	8.49			
	8	BIC Brite Liner Highlighter, Chisel Tip, Assor			1102100022	Stacy's C/C00001	11/30/2020	2.98			
	9	AmazonBasics 1/3-Cut Tab, Assorted Positions F			1102100022	Stacy's C/C00001	11/30/2020	19.98			
	10	AmazonBasics Narrow Ruled 5 x 8-Inch Writing P			1102100022	Stacy's C/C00001	11/30/2020	6.99			
	11	Brother Easy-to-Use Compact Desktop Scanner, A			1102100022	Stacy's C/C00001	11/30/2020	169.99			
	11/24/2020	6734			Cts Frontier Onlinepay, 800-921	FRONTIER000	11/30/2020		Invoiced	A	183.56
	2	Arena Phone Service			8102100015	Stacy's C/C00002	11/30/2020	183.56			
	11/24/2020	6735			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	11/30/2020		Invoiced	A	85.00
	2	Internet Service for Bus Garage			7602100005	Stacy's C/C00003	11/30/2020	85.00			
	11/19/2020	6733			Amzn Mktp US Ph6mc4uz3, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	10.29
	2	2021 Desk Calendar by AT-A-GLANCE, Monthly Des			1102100022	Stacy's C/C00004	11/30/2020	10.29			

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...											
	11/10/2020	6732			Lamar Media Corp, 225-237-1068,	LAMAR CO000	11/30/2020		Invoiced	A	500.00	
	2	Billboard Contract Services.			7902100000 Stacy's C/C00005		11/30/2020	500.00				
	11/09/2020	6731			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	11/30/2020		Invoiced	A	8.72	
	1	HD Receiver			Stacy's C/C00006		11/30/2020	8.72				
	11/04/2020	6730			Paul Bunyan Communicat, 2184441	PAUL BUN000	11/30/2020		Invoiced	A	650.00	
	2	36 Month Contract for 1000Mbps, Midnight-4pm/5			6052100000 Stacy's C/C00007		11/30/2020	650.00				
	10/29/2020	6738			Cts Frontier Onlinepay, 800-921	FRONTIER000	11/30/2020		Invoiced	A	183.56	
	2	Arena Phone Service			8102100015 Stacy's C/C00008		11/30/2020	183.56				
					9 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>							2,851.21
XXXXXXXXXXXX7124	11/25/2020	6765	BLESIMIC000	Blesi Michael E	Adminremix.Com, Tomball, TX, 77		11/30/2020		Invoiced	A	7.99	
	1				Mike's C/C00000		11/30/2020	7.99				
	11/23/2020	6763	BLESIMIC000	Blesi Michael E	Amzn Mktp US O57b05sd3, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	574.00	
	2	Elmo 1433-6 Model OX-1 Visual Presenter with W			6052100058 Mike's C/C00001		11/30/2020	574.00				
	11/23/2020	6764	BLESIMIC000	Blesi Michael E	Amzn Mktp US Wq08x5bx3, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	1,689.00	
	2	Casio XJ-S400UN Lampfree 4000-Lumen WUXGA R-La			6052100058 Mike's C/C00002		11/30/2020	1,689.00				
	11/13/2020	6762	BLESIMIC000	Blesi Michael E	Screen Surgeons, 5203059892, AZ	SCREEN S000	11/30/2020		Invoiced	A	1,195.00	
	1	Screen Repair			Mike's C/C00003		11/30/2020	1,195.00				
	11/05/2020	6761	BLESIMIC000	Blesi Michael E	Amzn Mktp US 282b85b31, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	569.50	
	2	Elmo 1433 Model OX-1 Visual Presenter, 1/3.2"			6052100052 Mike's C/C00004		11/30/2020	569.50				
	11/02/2020	6767	BLESIMIC000	Blesi Michael E	Amzn Mktp US 288qd7fr2, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	145.40	
	2	ZTHY New 5R9DD Battery Replacement for Dell Ch			6052100051 Mike's C/C00005		11/30/2020	145.40				
	10/30/2020	6766	BLESIMIC000	Blesi Michael E	Amazon.Com 288xv8ly0, Amzn.Com/	AMAZON B000	11/30/2020		Invoiced	A	465.33	
	2	Crest Power 280-WATT at 8 Ohms (PROLITE2.0DSP)			6052100047 Mike's C/C00006		11/30/2020	465.33				
					7 transaction(s) for XXXXXXXXXXXX7124. Total Amount ==>							4,646.22
XXXXXXXXXXXX7132	11/18/2020	6769	ANDERJER000	Anderson Jeremy R	Northern Lumber Yard I, Intl Fa	NORTHERN005	11/30/2020		Invoiced	A	29.99	
	1	Misc. nuts and bolts			Jeremy's00000		11/30/2020	29.99				
	11/03/2020	6768	ANDERJER000	Anderson Jeremy R	Northern Lumber Yard I, Intl Fa	NORTHERN005	11/30/2020		Invoiced	A	39.25	
	1	Misc. nuts&bolts			Jeremy's00000		11/30/2020	39.25				
					2 transaction(s) for XXXXXXXXXXXX7132. Total Amount ==>							69.24
XXXXXXXXXXXX7648	11/20/2020	6775	SLATIBET000	Slatinski BethAnne K	Battalion Distributing, Intl Fa	BATTALIO000	11/30/2020		Invoiced	A	90.05	
	2	Youth Group Refreshments			7902100026 Beth's C/C00000		11/30/2020	90.05				
	11/20/2020	6776	SLATIBET000	Slatinski BethAnne K	County Mkt. #574, International	COUNTY M000	11/30/2020		Invoiced	A	54.90	
	2	Youth Group Refreshments			7902100025 Beth's C/C00001		11/30/2020	54.90				

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	11/16/2020	6771	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US 208pn7zhl, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	18.49
	2	Fun Express Adventure Bulletin Board Set - 284			7902100024	Beth's C/C00002	11/30/2020	18.49			
	11/16/2020	6772	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US 287lm3r42, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	79.98
	2	NEO CHAIR Office Chair Ergonomic Desk Chair Me			7902100024	Beth's C/C00003	11/30/2020	79.98			
	11/16/2020	6773	SLATIBET000	Slatinski BethAnne K	Amazon.Com 208jn4z10, Amzn.Com/	AMAZON B000	11/30/2020		Invoiced	A	68.96
	2	Eureka All-in-One Door DÄfcor Kits			7902100024	Beth's C/C00004	11/30/2020	25.98			
	3	Teacher Created Resources Home Sweet Classroom			7902100024	Beth's C/C00004	11/30/2020	7.99			
	4	Crave Coffee Flavored Coffee Variety Pack, Com			7902100024	Beth's C/C00004	11/30/2020	34.99			
	11/16/2020	6774	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US 206uc2zo2, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	45.00
	2	Folgers Classic Roast Medium Roast Coffee, 72			7902100024	Beth's C/C00005	11/30/2020	45.00			
	11/05/2020	6770	SLATIBET000	Slatinski BethAnne K	Eb Youth Work In The, 801413720	AMAZON B000	11/30/2020		Invoiced	A	11.53
	1					Beth's C/C00006	11/30/2020	11.53			
	11/02/2020	6779	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	11/30/2020		Invoiced	A	61.69
	2	Youth Group Activities (12i)			7902100023	Beth's C/C00007	11/30/2020	61.69			
	10/30/2020	6778	SLATIBET000	Slatinski BethAnne K	Amazon.Com 281m53cj2 A, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	129.99
	2	BUNN CSB2G Speed Brew Elite Coffee Maker Gray			7902100022	Beth's C/C00008	11/30/2020	129.99			
	10/29/2020	6777	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US 2800024i1, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	99.99
	2	FLEXISPOT Stand Up Desk Converter 28 Inches St			7902100022	Beth's C/C00009	11/30/2020	99.99			
											10 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>>
											660.58
XXXXXXXXXXXX2314	11/19/2020	6790	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	11/30/2020		Invoiced	A	36.94
	1	supplies for class				Karla's C/C00000	11/30/2020	36.94			
	11/16/2020	6789	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	11/30/2020		Invoiced	A	23.01
	1	Supplies for class				Karla's C/C00000	11/30/2020	23.01			
	11/13/2020	6788	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US 286vblul2, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	114.83
	2	Makone Crystal Crowns and Tiaras with Comb for			2502100012	Karla's C/C00001	11/30/2020	9.99			
	3	Siser EasyWeed Stretch Matte HTV 11.8"x5ft Rol			2502100012	Karla's C/C00001	11/30/2020	19.99			
	4	2 Pack Tiara Crown Jewelry Gift for Women Girl			2502100012	Karla's C/C00001	11/30/2020	19.98			
	5	12 Pack Winter Beanie Hats for Men Women, Warm			2502100012	Karla's C/C00001	11/30/2020	24.99			
	6	SOMOLUX HTV Matte Purple Iron on Vinyl Compati			2502100012	Karla's C/C00001	11/30/2020	19.89			
	7	Siser EasyWeed Stretch Shiny HTV 11.8"x5ft Rol			2502100012	Karla's C/C00001	11/30/2020	19.99			
	11/11/2020	6787	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	11/30/2020		Invoiced	A	17.00
	1	Supplies for class				Karla's C/C00000	11/30/2020	17.00			
	11/09/2020	6782	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US 280oq56v0, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	49.90
	2	Baby Lock Sewing Machine Spool Pin XA1786051			2502100010	Karla's C/C00002	11/30/2020	49.90			
	11/09/2020	6783	OLSONKAR000	Olson-Line Karla A	Teamleader, Plano, TX, 75074, U	TEAMLEAD000	11/30/2020		Invoiced	A	1,892.26
	2	Cheerleading Uniforms			2502100011	Karla's C/C00003	11/30/2020	1,892.26			

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	11/09/2020	6784	OLSONKAR000	Olson-Line Karla A	Teamleader, Plano, TX, 75074, U	TEAMLEAD000	11/30/2020		Invoiced	A	395.55	
		2	Cheer bodyliners		2502100009	Karla's C/C00004	11/30/2020	395.55				
	11/09/2020	6785	OLSONKAR000	Olson-Line Karla A	Studio 53, International, MN, 5	STUDIO 5000	11/30/2020		Invoiced	A	135.00	
		1	Supplies for class			Karla's C/C00005	11/30/2020	135.00				
	11/09/2020	6786	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	11/30/2020		Invoiced	A	83.26	
		1	Supplies for class			Karla's C/C00000	11/30/2020	83.26				
	11/04/2020	6781	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	11/30/2020		Invoiced	A	26.87	
		1	supplies for class			Karla's C/C00000	11/30/2020	26.87				
	11/02/2020	6780	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	11/30/2020		Invoiced	A	81.46	
		1	Supplies for class			Karla's C/C00000	11/30/2020	81.46				
	11/02/2020	6791	OLSONKAR000	Olson-Line Karla A	County Mkt. #574, International	COUNTY M000	11/30/2020		Invoiced	A	15.41	
		1	Supplies for class			Karla's C/C00006	11/30/2020	15.41				
					12 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>							2,871.49
XXXXXXXXXXXX2322	11/09/2020	6792	ERICKJEN000	Erickson Jennifer L	Northern Lumber Yard I, Intl Fa	NORTHERN005	11/30/2020		Invoiced	A	58.26	
		2	TWP Clear #100 Gallon		2552100013	George's C/C00000	11/30/2020	42.99				
		3	Paint Care Recovery Fee		2552100013	George's C/C00000	11/30/2020	0.99				
		4	Brush, Poly 3"		2552100013	George's C/C00000	11/30/2020	14.28				
XXXXXXXXXXXX3600	11/27/2020	6704	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	11/30/2020		Invoiced	A	131.52	
		2	FILM,LAM,25"X250',3M,CLR		1302100180	Laurie's C/C00000	11/30/2020	131.52				
	11/25/2020	6703	HUMBELAU002	Humbert Laurie A	Amazon.Com Es2hg69m3, Amzn.Com/	AMAZON B000	11/30/2020		Invoiced	A	173.50	
		2	The Invention of Hugo Cabret		1302100182	Laurie's C/C00001	11/30/2020	173.50				
	11/24/2020	6701	HUMBELAU002	Humbert Laurie A	Falls Lumber, International, MN	FALLS LU000	11/30/2020		Invoiced	A	48.20	
		2				Laurie's C/C00002	11/30/2020	48.20				
	11/24/2020	6702	HUMBELAU002	Humbert Laurie A	Northern Lumber Yard I, Intl Fa	NORTHERN005	11/30/2020		Invoiced	A	63.16	
		2	Plaster of Paris 25# bag		1302100172	Laurie's C/C00003	11/30/2020	63.16				
	11/23/2020	6699	HUMBELAU002	Humbert Laurie A	Heggerty Literacy Res, Oak Park	HEGGERTY000	11/30/2020		Invoiced	A	1,682.89	
		2	Phonemic Awareness Curriculum: Primary 2020 (		1302100151	Laurie's C/C00004	11/30/2020	239.97				
		3	ABC Letter Cards		1302100151	Laurie's C/C00004	11/30/2020	209.93				
		4	Consonant Blends & Diagraphs Cards		1302100151	Laurie's C/C00004	11/30/2020	209.93				
		5	Daily Lesson Videos: Primary		1302100151	Laurie's C/C00004	11/30/2020	239.97				
		6	Phonemic Awareness Curriculum: Kindergarten 2		1302100151	Laurie's C/C00004	11/30/2020	319.96				
		7	Daily Lesson Videos: Kindergarten		1302100151	Laurie's C/C00004	11/30/2020	319.96				
		8	Bridge the Gap: Intervention Lessons		1302100151	Laurie's C/C00004	11/30/2020	59.99				
		9	S&H		1302100151	Laurie's C/C00004	11/30/2020	83.18				

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	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
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	11/23/2020	6700 HUMBELAU002 Humbert Laurie A	Amzn Mktp US D28w45643, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A			37.97
	2	Christmas Cotton Fabric Plaid Print Bundle Squ	1302100177 Laurie's C/C00005		11/30/2020	11.99					
	4	Natural Wood Slices TICIOSH 50 Pcs 2.4-2.8 inc	1302100177 Laurie's C/C00005		11/30/2020	18.99					
	5	Decora 20 Gauge Brown Floral Wire 16 inch,50/P	1302100177 Laurie's C/C00005		11/30/2020	6.99					
	11/20/2020	6696 HUMBELAU002 Humbert Laurie A	Amazon.Com Shlau0fn3, Amzn.Com/	AMAZON B000	11/30/2020		Invoiced	A			79.33
	2		Laurie's C/C00006		11/30/2020	79.33					
	11/20/2020	6697 HUMBELAU002 Humbert Laurie A	Usps Po 2647200549, Intl Falls,	POSTMAST000	11/30/2020		Invoiced	A			111.00
	2	FES Postage	1302100184 Laurie's C/C00007		11/30/2020	111.00					
	11/20/2020	6698 HUMBELAU002 Humbert Laurie A	Amzn Mktp US Qu4r70g83, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A			25.50
	3	3mm 1/8" x 6" x 6" B/BB Baltic Birch Plywood (	1302100177 Laurie's C/C00008		11/30/2020	25.50					
	11/19/2020	6694 HUMBELAU002 Humbert Laurie A	Amzn Mktp US N94qs46i3, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A			21.98
	2	NextX Button Art Toy Color Matching Mosaic Peg	1302100170 Laurie's C/C00009		11/30/2020	15.99					
	3	Shipping - Cost of shipping, not including shi	1302100170 Laurie's C/C00009		11/30/2020	5.99					
	11/19/2020	6695 HUMBELAU002 Humbert Laurie A	Amazon.Com Zq2bl2n43, Amzn.Com/	AMAZON B000	11/30/2020		Invoiced	A			30.98
	2	Play-Doh Modeling Compound 36-Pack Case of Col	1302100167 Laurie's C/C00010		11/30/2020	24.99					
	3	Shipping - Cost of shipping, not including shi	1302100167 Laurie's C/C00010		11/30/2020	5.99					
	11/18/2020	6690 HUMBELAU002 Humbert Laurie A	Amzn Mktp US R46393g63, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A			21.98
	2	NextX Button Art Toy Color Matching Mosaic Peg	1302100169 Laurie's C/C00011		11/30/2020	15.99					
	3	Shipping - Cost of shipping, not including shi	1302100169 Laurie's C/C00011		11/30/2020	5.99					
	11/18/2020	6691 HUMBELAU002 Humbert Laurie A	Amazon.Com 209ej9ao2 A, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A			21.34
	2	TheraBand Resistance Tubes, Professional Latex	1302100166 Laurie's C/C00012		11/30/2020	15.35					
	3	Shipping - Cost of shipping, not including shi	1302100166 Laurie's C/C00012		11/30/2020	5.99					
	11/18/2020	6692 HUMBELAU002 Humbert Laurie A	American Library Assoc, Alphare		11/30/2020		Invoiced	A			-0.79
	1		Laurie's C/C00013		11/30/2020	-0.79					
	11/18/2020	6693 HUMBELAU002 Humbert Laurie A	Amzn Mktp US 1q6xc0hn3, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A			21.98
	2	NextX Button Art Toy Color Matching Mosaic Peg	1302100168 Laurie's C/C00014		11/30/2020	15.99					
	3	Shipping - Cost of shipping, not including shi	1302100168 Laurie's C/C00014		11/30/2020	5.99					
	11/16/2020	6689 HUMBELAU002 Humbert Laurie A	Usps Po 2647200549, Intl Falls,	POSTMAST000	11/30/2020		Invoiced	A			4.60
	2	FES Mailings	1302100174 Laurie's C/C00015		11/30/2020	4.60					
	11/13/2020	6688 HUMBELAU002 Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	11/30/2020		Invoiced	A			307.62
	2	SHARPENER,PNCL,MLSV	1302100161 Laurie's C/C00016		11/30/2020	9.48					
	3	SHARPENER,ELEC PENCIL,BK	1302100161 Laurie's C/C00016		11/30/2020	64.28					
	4	INDEX,BNDR,11X8.5,5CLRDR	1302100161 Laurie's C/C00016		11/30/2020	3.84					
	5	NOTE,4"X4",LINED,PAD,5,PK	1302100161 Laurie's C/C00016		11/30/2020	18.28					
	6	PAPER,ASTROBRIGHT GRV,GPE	1302100161 Laurie's C/C00016		11/30/2020	25.26					
	7	PAPER,ASTROBRIGHT GALX,GD	1302100161 Laurie's C/C00016		11/30/2020	25.26					
	8	PAPER,ASTROBRIGHT BLST,BE	1302100161 Laurie's C/C00016		11/30/2020	25.26					

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
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	9	PAPER,ASTROBRIGHTORBIT,OE			1302100161	Laurie's C/C00016	11/30/2020	12.63			
	10	PAPER,LTR 250SH 65#,FPK			1302100161	Laurie's C/C00016	11/30/2020	12.63			
	11	PAPER,LTR 250SH 65#,YW			1302100161	Laurie's C/C00016	11/30/2020	12.63			
	12	PAPER,LTR 250SH 65#,BE			1302100161	Laurie's C/C00016	11/30/2020	12.63			
	13	PAPER,LTR 250SH 65#,RD			1302100161	Laurie's C/C00016	11/30/2020	25.26			
	14	PAPER,LTR 250SH 65#,BGN			1302100161	Laurie's C/C00016	11/30/2020	25.26			
	15	PAPER,500SH24/60#,RD			1302100161	Laurie's C/C00016	11/30/2020	34.92			
11/12/2020	6686	HUMBELAU002	Humbert	Laurie A	Amazon.Com	2854s5kq2, Amzn.Com/	AMAZON B000	11/30/2020	Invoiced	A	24.97
	2	My Friend is Sad (An Elephant and Piggie Book)			1302100160	Laurie's C/C00017	11/30/2020	8.99			
	3	When Virona the Corona Came to Town			1302100160	Laurie's C/C00017	11/30/2020	9.99			
	4	Shipping - Cost of shipping, not including shi			1302100160	Laurie's C/C00017	11/30/2020	5.99			
11/12/2020	6687	HUMBELAU002	Humbert	Laurie A	Amazon.Com	202gdlom1, Amzn.Com/	AMAZON B000	11/30/2020	Invoiced	A	199.99
	2	Hampton Nautical RMS Titanic 32" Wood Replica			1302100163	Laurie's C/C00018	11/30/2020	199.99			
11/11/2020	6684	HUMBELAU002	Humbert	Laurie A	Amzn Mktp	US 289z54wd1, Amzn.Co	AMAZON B000	11/30/2020	Invoiced	A	190.97
	2	10 Pack - Voyage Yoga Mat by Sunshine Yoga (72			1302100162	Laurie's C/C00019	11/30/2020	179.98			
	3	Shipping - Cost of shipping, not including shi			1302100162	Laurie's C/C00019	11/30/2020	10.99			
11/11/2020	6685	HUMBELAU002	Humbert	Laurie A	Amzn Mktp	US 289yw8wl0, Amzn.Co	AMAZON B000	11/30/2020	Invoiced	A	547.97
	2	Don't Think About Purple Elephants			1302100155	Laurie's C/C00020	11/30/2020	11.59			
	3	The Jelly Donut Difference: Sharing Kindness w			1302100155	Laurie's C/C00020	11/30/2020	9.95			
	4	Penguin Problems (Animal Problems)			1302100155	Laurie's C/C00020	11/30/2020	13.51			
	5	Dragon and The Bully: Teach Your Dragon How To			1302100155	Laurie's C/C00020	11/30/2020	11.69			
	6	Do Unto Otters: A Book About Manners			1302100155	Laurie's C/C00020	11/30/2020	8.49			
	7	Stick and Stone			1302100155	Laurie's C/C00020	11/30/2020	14.99			
	8	Enemy Pie : (Reading Rainbow Book, Childrenâ€			1302100155	Laurie's C/C00020	11/30/2020	13.99			
	9	We're All Wonders: Read Together Edition (Read			1302100155	Laurie's C/C00020	11/30/2020	8.98			
	10	Not Your Typical Dragon			1302100155	Laurie's C/C00020	11/30/2020	9.93			
	11	The Dot			1302100155	Laurie's C/C00020	11/30/2020	12.11			
	12	Grumpy Bird			1302100155	Laurie's C/C00020	11/30/2020	9.76			
	13	Stand Tall, Molly Lou Melon			1302100155	Laurie's C/C00020	11/30/2020	12.99			
	14	Wilma Jean - The Worry Machine			1302100155	Laurie's C/C00020	11/30/2020	9.69			
	15	A Little SPOT of Confidence: A Story About Bel			1302100155	Laurie's C/C00020	11/30/2020	11.99			
	16	The Recess Queen			1302100155	Laurie's C/C00020	11/30/2020	13.69			
	17	You, Me and Empathy: Teaching children about e			1302100155	Laurie's C/C00020	11/30/2020	9.25			
	18	Help Your Dragon Learn From Mistakes: Teach Yo			1302100155	Laurie's C/C00020	11/30/2020	12.95			
	19	A Little SPOT of Anxiety: A Story About Calmin			1302100155	Laurie's C/C00020	11/30/2020	11.56			
	20	The Juice Box Bully: Empowering Kids to Stand			1302100155	Laurie's C/C00020	11/30/2020	9.95			
	21	The Book of Mistakes			1302100155	Laurie's C/C00020	11/30/2020	14.89			

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	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX3600	continued...										
	22	The Girl Who Never Made Mistakes: A Growth Min	1302100155	Laurie's C/C00020	11/30/2020	12.98					
	23	A Little SPOT of Anger: A Story About Managing	1302100155	Laurie's C/C00020	11/30/2020	11.59					
	24	The Bad Seed	1302100155	Laurie's C/C00020	11/30/2020	11.73					
	25	Chrysanthemum	1302100155	Laurie's C/C00020	11/30/2020	8.99					
	26	Moody Cow Meditates	1302100155	Laurie's C/C00020	11/30/2020	12.69					
	27	Only One You	1302100155	Laurie's C/C00020	11/30/2020	8.90					
	28	Spaghetti in a Hot Dog Bun: Having the Courage	1302100155	Laurie's C/C00020	11/30/2020	9.69					
	29	When Sophie Gets Angry - Really, Really Angryâ	1302100155	Laurie's C/C00020	11/30/2020	6.99					
	30	Peanut Butter & Cupcake	1302100155	Laurie's C/C00020	11/30/2020	9.68					
	31	Those Shoes	1302100155	Laurie's C/C00020	11/30/2020	6.99					
	32	You Be You	1302100155	Laurie's C/C00020	11/30/2020	11.49					
	33	The Color Monster: A Story About Emotions	1302100155	Laurie's C/C00020	11/30/2020	10.20					
	34	The Invisible Boy	1302100155	Laurie's C/C00020	11/30/2020	10.59					
	35	The Cool Bean	1302100155	Laurie's C/C00020	11/30/2020	7.50					
	36	But Its Not My Fault (Responsible Me!)	1302100155	Laurie's C/C00020	11/30/2020	9.95					
	37	What If Everybody Did That?	1302100155	Laurie's C/C00020	11/30/2020	7.89					
	38	Tease Monster: A Book About Teasing vs. Bullyi	1302100155	Laurie's C/C00020	11/30/2020	10.36					
	39	Interrupting Chicken	1302100155	Laurie's C/C00020	11/30/2020	7.99					
	40	Even Superheroes Have Bad Days	1302100155	Laurie's C/C00020	11/30/2020	14.95					
	41	Even Superheroes Make Mistakes	1302100155	Laurie's C/C00020	11/30/2020	9.14					
	42	My Mouth Is A Volcano	1302100155	Laurie's C/C00020	11/30/2020	9.95					
	43	Elmer (Elmer Books)	1302100155	Laurie's C/C00020	11/30/2020	13.99					
	44	Just Because: Where Another Point of View Make	1302100155	Laurie's C/C00020	11/30/2020	10.95					
	45	Lacey Walker, Nonstop Talker (Little Boost)	1302100155	Laurie's C/C00020	11/30/2020	12.86					
	46	Kindness Is Cooler, Mrs. Ruler	1302100155	Laurie's C/C00020	11/30/2020	18.99					
	47	Ordinary Mary's Extraordinary Deed	1302100155	Laurie's C/C00020	11/30/2020	7.99					
	48	How Do I Stand In Your Shoes?	1302100155	Laurie's C/C00020	11/30/2020	16.95					
	49	Have You Filled a Bucket Today?: A Guide to Da	1302100155	Laurie's C/C00020	11/30/2020	7.79					
	50	The Little Engine That Could (Original Classic	1302100155	Laurie's C/C00020	11/30/2020	8.47					
	51	Too Shy for Show-and-Tell (Little Boost)	1302100155	Laurie's C/C00020	11/30/2020	7.79					
11/06/2020	6683	HUMBELAU002 Humbert Laurie A	U Of O Pbis Apps, 541-3462460,	UNIVERSI010	11/30/2020				Invoiced	A	350.00
	2	Falls Elementary School SWIS Annual License	1302100156	Laurie's C/C00021	11/30/2020	350.00					
11/05/2020	6680	HUMBELAU002 Humbert Laurie A	Acmetools.Com, 8773452263, ND,	ACME TOO000	11/30/2020				Invoiced	A	797.00
	1		Laurie's C/C00022		11/30/2020	797.00					
11/05/2020	6681	HUMBELAU002 Humbert Laurie A	Amazon.Com 2899555g0 A, Amzn.Co	AMAZON B000	11/30/2020				Invoiced	A	80.21
	2	What Was the Holocaust?	1302100152	Laurie's C/C00023	11/30/2020	3.99					
	3	What Was the Underground Railroad?	1302100152	Laurie's C/C00023	11/30/2020	4.99					

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX3600	continued...										
	4	Pentel Arts Oil Pastels, 432 Piece Classroom S			1302100152	Laurie's C/C00023	11/30/2020	55.29			
	5	We the People: The Story of Our Constitution			1302100152	Laurie's C/C00023	11/30/2020	7.99			
	6	Jars of Hope: How One Woman Helped Save 2,500			1302100152	Laurie's C/C00023	11/30/2020	7.95			
	11/05/2020	6682	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 281id65j0, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	19.95
	1					Laurie's C/C00006	11/30/2020	19.95			
	11/04/2020	6677	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 285allet2, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	41.97
	2	50Pcs Kids Disposable 3 Ply Breathable & Comfo			1302100153	Laurie's C/C00024	11/30/2020	41.97			
	11/04/2020	6678	HUMBELAU002	Humbert Laurie A	Acmetools.Com, 8773452263, ND,	ACME TOO000	11/30/2020		Invoiced	A	-859.76
	1					Laurie's C/C00022	11/30/2020	-859.76			
	11/04/2020	6679	HUMBELAU002	Humbert Laurie A	Global Vending Group I, 716-674	GLOBAL V000	11/30/2020		Invoiced	A	4,685.00
	2	Bookworm Vending Machine Custom Full Wrap - Cu			1302100154	Laurie's C/C00025	11/30/2020	3,995.00			
	3	Custom Picture Tray - Option 2			1302100154	Laurie's C/C00025	11/30/2020	125.00			
	4	Custom Picture Tray - Option 4			1302100154	Laurie's C/C00025	11/30/2020	0.00			
	5	Shipping: Lift Gate delivery to the door			1302100154	Laurie's C/C00025	11/30/2020	565.00			
	11/03/2020	6676	HUMBELAU002	Humbert Laurie A	Gumballscom, 800-3077900, WY, 8	GUMBALLS000	11/30/2020		Invoiced	A	628.50
	2					Laurie's C/C00026	11/30/2020	628.50			
	11/02/2020	6714	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 285t17jrl, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	99.10
	2	Crayola Washable Watercolor Paints, 8 Primary			1302100149	Laurie's C/C00027	11/30/2020	99.10			
	11/02/2020	6715	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	11/30/2020		Invoiced	A	134.44
	2	SHARPENER,ELEC PENCIL,BK			1302100150	Laurie's C/C00028	11/30/2020	32.14			
	3	BATTERY,COPPERTP,AA,24/BX			1302100150	Laurie's C/C00028	11/30/2020	31.16			
	4	CLIP,STIKKICLPS,20/PK,WHT			1302100150	Laurie's C/C00028	11/30/2020	36.84			
	5	CHALK,ALPHA12/PK,WE			1302100150	Laurie's C/C00028	11/30/2020	20.04			
	6	FOLDER,MLA,1/3 CT,LTR,100			1302100150	Laurie's C/C00028	11/30/2020	14.26			
	10/30/2020	6711	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	11/30/2020		Invoiced	A	2,416.77
	2	PAPER,XERO/DUP,11X17,92WE			1302100144	Laurie's C/C00029	11/30/2020	48.94			
	3	PAPER,XEROX,WHT,8X11,20#			1302100144	Laurie's C/C00029	11/30/2020	2,367.83			
	10/30/2020	6712	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 285us5ngl, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	92.45
	2	Crayola Washable Watercolor Paints, 8 Primary			1302100145	Laurie's C/C00030	11/30/2020	92.45			
	10/30/2020	6713	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	11/30/2020		Invoiced	A	393.64
	2	PAPER,CNST,9X12,50PK,BK			1302100142	Laurie's C/C00031	11/30/2020	8.52			
	3	PAPER,CNST,12X18,50PK,BK			1302100142	Laurie's C/C00031	11/30/2020	17.04			
	4	MARKER,CLSC,WASH,BRD,8/ST			1302100142	Laurie's C/C00031	11/30/2020	40.05			
	5	REINFORCEMENT,2C/PK			1302100142	Laurie's C/C00031	11/30/2020	6.54			
	6	CARTRIDGE,DUAL LAMNTE,RFL			1302100142	Laurie's C/C00031	11/30/2020	78.10			
	7	RUBBERBANDS,SIZE117,1/4LB			1302100142	Laurie's C/C00031	11/30/2020	0.63			
	8	PAPER,CNST,9X12,50PK,WE			1302100142	Laurie's C/C00031	11/30/2020	8.28			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
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	9	PAPER,CNST,9X12,50PK,RD			1302100142	Laurie's C/C00031	11/30/2020	10.56			
	10	PAPER,CONST,50/PK,RD			1302100142	Laurie's C/C00031	11/30/2020	26.76			
	11	PAPER,CNST,12X18,50PK,DBE			1302100142	Laurie's C/C00031	11/30/2020	8.70			
	12	PAPER,CNST,9X12,50PK,DBE			1302100142	Laurie's C/C00031	11/30/2020	8.52			
	13	PAPER,CNST,9X12,50PK,OE			1302100142	Laurie's C/C00031	11/30/2020	7.80			
	14	PAINT,TMPRA,ARTSTA 11,BK			1302100142	Laurie's C/C00031	11/30/2020	13.50			
	15	PAINT,TMPRA,ARTSTA II,YL			1302100142	Laurie's C/C00031	11/30/2020	13.50			
	16	PAINT,TMPRA,ARTSTA II,GN			1302100142	Laurie's C/C00031	11/30/2020	17.52			
	17	PAINT,TMPRA,ARTSTA II,OR			1302100142	Laurie's C/C00031	11/30/2020	13.50			
	18	PAINT,TMPRA,ARTSTA II,BE			1302100142	Laurie's C/C00031	11/30/2020	13.50			
	19	PAINT,TMPRA,ARTSTA II,RD			1302100142	Laurie's C/C00031	11/30/2020	13.50			
	20	PAINT,TMPRA,ARTSTA II,BR			1302100142	Laurie's C/C00031	11/30/2020	17.52			
	21	PADFOLIO,LETTER,AST			1302100142	Laurie's C/C00031	11/30/2020	69.60			
10/29/2020	6709	HUMBELAU002	Humbert Laurie A	Amazon.Com	289d90f01 A, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	93.72
	2	Ever Ready First Instant Cold Pack, 4.5x7, 125			1302100139	Laurie's C/C00032	11/30/2020	93.72			
10/29/2020	6710	HUMBELAU002	Humbert Laurie A	Amazon.Com	286a86c10 A, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	17.98
	2				Laurie's C/C00006	11/30/2020	17.98				
10/28/2020	6705	HUMBELAU002	Humbert Laurie A	Amzn Mktp	US 2t5b649u2, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	116.57
	2				Laurie's C/C00006	11/30/2020	116.57				
10/28/2020	6706	HUMBELAU002	Humbert Laurie A	Amzn Mktp	US 2t0ek77d2, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	17.98
	2				Laurie's C/C00006	11/30/2020	17.98				
10/28/2020	6707	HUMBELAU002	Humbert Laurie A	Amzn Mktp	US 2t4crlrv0, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	40.00
	2				Laurie's C/C00006	11/30/2020	40.00				
10/28/2020	6708	HUMBELAU002	Humbert Laurie A	Amzn Mktp	US 284wm8cpl, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	13.62
	2				Laurie's C/C00006	11/30/2020	13.62				
					40 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>>						12,925.80
XXXXXXXXXXXX2606	11/26/2020	6747	HOLT THO000	Holt Thomas T	State Supply, 6517745985, MN, 5	STATE SU000	11/30/2020		Invoiced	A	121.16
	2	1 1/2 spud assemble			8102100100	Tom's C/C00000	11/30/2020	107.76			
	3	shipping			8102100100	Tom's C/C00000	11/30/2020	13.40			
11/24/2020	6746	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO	000	11/30/2020		Invoiced	A	864.60
	2	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8102100098	Tom's C/C00001	11/30/2020	664.56			
	3	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8102100098	Tom's C/C00001	11/30/2020	200.04			
11/23/2020	6745	HOLT THO000	Holt Thomas T	Amzn Mktp	US 0j9fi7uu3, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	79.98
	2	24x Heavy Duty Trigger Sprayers Chemical Resis			8102100097	Tom's C/C00002	11/30/2020	79.98			
11/18/2020	6743	HOLT THO000	Holt Thomas T	Smallwood Lock Supply, 91337156	SMALLWOOD000		11/30/2020		Invoiced	A	67.64
	2	6- keyed alike pad locks			8102100093	Tom's C/C00004	11/30/2020	55.00			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2606	continued...										
	3	shipping			8102100093	Tom's C/C00004	11/30/2020	15.00			
	4	credit				Tom's C/C00003	11/30/2020	-2.36			
	11/18/2020	6744	HOLT	THO000	Holt Thomas T	Uline Ship Supplies, 800-295-55	ULINE 000	11/30/2020	Invoiced	A	168.76
	2	Mop replacement head			8102100096	Tom's C/C00005	11/30/2020	72.00			
	3	Dust mop kit			8102100096	Tom's C/C00005	11/30/2020	64.00			
	4	Shipping			8102100096	Tom's C/C00005	11/30/2020	32.76			
	11/13/2020	6742	HOLT	THO000	Holt Thomas T	Midwest Bus Parts Inc, Big Lake	MIDWEST 000	11/30/2020	Invoiced	A	134.95
	1	Bus parts				Tom's C/C00006	11/30/2020	134.95			
	11/11/2020	6740	HOLT	THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	11/30/2020	Invoiced	A	107.82
	2	JP 100823906 OXIVIR WIPES4X160CA REFILL			8102100038	Tom's C/C00007	11/30/2020	107.82			
	11/11/2020	6741	HOLT	THO000	Holt Thomas T	Little Falls Machine, 320-632-9	LITTLE F000	11/30/2020	Invoiced	A	535.90
	2	2way cylinder			8102100085	Tom's C/C00009	11/30/2020	504.00			
	3	Shipping			8102100085	Tom's C/C00009	11/30/2020	31.00			
	4	shipping				Tom's C/C00008	11/30/2020	0.90			
	11/05/2020	6739	HOLT	THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	11/30/2020	Invoiced	A	38.10
	2	DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN			8102100083	Tom's C/C00010	11/30/2020	38.10			
	11/02/2020	6753	HOLT	THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	11/30/2020	Invoiced	A	323.46
	2	JP 100823906 OXIVIR WIPES4X160CA REFILL			8102100038	Tom's C/C00011	11/30/2020	323.46			
	11/02/2020	6754	HOLT	THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	11/30/2020	Invoiced	A	38.10
	2	DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN			8102100083	Tom's C/C00012	11/30/2020	38.10			
	11/02/2020	6755	HOLT	THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	11/30/2020	Invoiced	A	142.10
	2	IM 8644L GLOVE NITRILE 10X100LRG BLUE GP POWDE			8102100082	Tom's C/C00013	11/30/2020	142.10			
	10/30/2020	6751	HOLT	THO000	Holt Thomas T	Midwest Bus Parts Inc, Big Lake	MIDWEST 000	11/30/2020	Invoiced	A	314.75
	1	Wastebasket, Vinyl repair kit, \$465.25 minus a				Tom's C/C00006	11/30/2020	314.75			
	10/30/2020	6752	HOLT	THO000	Holt Thomas T	Decker Equipment, 800-7624899,	DECKER I000	11/30/2020	Invoiced	A	74.65
	2	2 - Do not enter children at play, signs for W			8102100088	Tom's C/C00015	11/30/2020	59.70			
	3	Shipping			8102100088	Tom's C/C00015	11/30/2020	14.90			
	4	shipping				Tom's C/C00014	11/30/2020	0.05			
	10/29/2020	6749	HOLT	THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	11/30/2020	Invoiced	A	768.84
	2	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8102100082	Tom's C/C00016	11/30/2020	332.28			
	3	CP LBR4046X4B BLACK 100CA40X46 1.7M ROLL CAN L			8102100082	Tom's C/C00016	11/30/2020	201.30			
	4	DAL DAL2432XB BLACK 500CA24X32 1M ROLL CAN LIN			8102100082	Tom's C/C00016	11/30/2020	132.78			
	5	SCA MK520A TORK TOWEL 16X25ONATURAL MULTIFOLD			8102100082	Tom's C/C00016	11/30/2020	102.48			
	10/29/2020	6750	HOLT	THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	11/30/2020	Invoiced	A	1,059.09
	2	DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN			8102100083	Tom's C/C00017	11/30/2020	190.50			
	3	DAL 20" RED BUFFING PAD 5CAFLOR PAD			8102100083	Tom's C/C00017	11/30/2020	44.50			
	4	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8102100083	Tom's C/C00017	11/30/2020	276.90			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2606	continued...										
	5	IM 8645L GLOVE NITRILE 10X100LRG BLUE EXAM POW			8102100083	Tom's C/C00017	11/30/2020	140.06			
	6	DAL DAL2432XB BLACK 500CA24X32 1M ROLL CAN LIN			8102100083	Tom's C/C00017	11/30/2020	221.30			
	7	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8102100083	Tom's C/C00017	11/30/2020	83.35			
	8	SCA MK520A TORK TOWEL 16X250NATURAL MULTIFOLD			8102100083	Tom's C/C00017	11/30/2020	102.48			
	10/28/2020	6748 HOLT THO000 Holt Thomas T			Amazon.Com	2t00f5yq1, Amzn.Com/	AMAZON B000	11/30/2020	Invoiced	A	315.99
	3	Quartet Porcelain Whiteboard, Magnetic Dry Era			8102100086	Tom's C/C00018	11/30/2020	315.99			
					17 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>						5,155.89
XXXXXXXXXXXX5690	11/25/2020	6717 HEISSVIC000 Heiss Victoria L			Sp Mn Hist Scty Shop, 651259301	MN HISTO001	11/30/2020		Invoiced	A	165.63
	1	FEF - Lisa West				Vicki's C/C00000	11/30/2020	165.63			
	11/10/2020	6716 HEISSVIC000 Heiss Victoria L			Quizlet.Com, 8778877815, CA, 94	QUIZLET 000	11/30/2020		Invoiced	A	-13.00
	1	PARTIAL REFUND FOR INCORRECT CHARGE				Vicki's C/C00001	11/30/2020	-13.00			
	10/28/2020	6718 HEISSVIC000 Heiss Victoria L			Quizlet.Com, 8778877815, CA, 94	QUIZLET 000	11/30/2020		Invoiced	A	47.88
	1					Vicki's C/C00001	11/30/2020	47.88			
					3 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>						200.51
XXXXXXXXXXXX8863	11/23/2020	6759 HOLT THO000 Holt Thomas T			Menards Intl Falls, Intl Falls	MENARDS 000	11/30/2020		Invoiced	A	12.90
	1	Stadium, RV, anti freeze				FHS Cust C/C00000	11/30/2020	12.90			
	11/19/2020	6758 HOLT THO000 Holt Thomas T			Menards Intl Falls, Intl Falls	MENARDS 000	11/30/2020		Invoiced	A	49.83
	1	Mop bucket for Basketball to use large mop				FHS Cust C/C00000	11/30/2020	49.83			
	11/13/2020	6757 HOLT THO000 Holt Thomas T			Menards Intl Falls, Intl Falls	MENARDS 000	11/30/2020		Invoiced	A	26.63
	1	mouse traps				FHS Cust C/C00000	11/30/2020	26.63			
	11/09/2020	6756 HOLT THO000 Holt Thomas T			Menards Intl Falls, Intl Falls	MENARDS 000	11/30/2020		Invoiced	A	24.44
	1	Misc. plumbing parts				FHS Cust C/C00000	11/30/2020	24.44			
	10/28/2020	6760 HOLT THO000 Holt Thomas T			Oreilly Auto Parts 39, Internat	O'REILLY000	11/30/2020		Invoiced	A	1.40
	1	Belt				FHS Cust C/C00001	11/30/2020	1.40			
					5 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>						115.20
XXXXXXXXXXXX9069	11/20/2020	6800 HOPKIMIC000 Hopkins Michelle L			Super One Foods #578, Internati	SUPER ON000	11/30/2020		Invoiced	A	4.71
	2	FES; Cauliflower				FES Cafe C/C00000	11/30/2020	4.71			
	11/13/2020	6799 HOPKIMIC000 Hopkins Michelle L			Super One Foods #578, Internati	SUPER ON000	11/30/2020		Invoiced	A	22.41
	1	FES; Olives				FES Cafe C/C00000	11/30/2020	22.41			
	11/06/2020	6798 HOPKIMIC000 Hopkins Michelle L			Super One Foods #578, Internati	SUPER ON000	11/30/2020		Invoiced	A	29.76
	1	FES; Miracle Whip and Bread				FES Cafe C/C00000	11/30/2020	29.76			
					3 transaction(s) for XXXXXXXXXXXX9069. Total Amount ==>						56.88

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				
XXXXXXXXXXXX9022	11/23/2020	6795	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	11/30/2020		Invoiced	A	46.30	
	2	Menards Blanket PO for Industrial Arts/Dave Ol			2552100003	Dave O's C/C00000	11/30/2020	46.30				
	11/20/2020	6794	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	11/30/2020		Invoiced	A	44.87	
	2	Menards Blanket PO for Industrial Arts/Dave Ol			2552100003	Dave O's C/C00001	11/30/2020	44.87				
	11/18/2020	6793	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	11/30/2020		Invoiced	A	71.79	
	2	Menards Blanket PO for Industrial Arts/Dave Ol			2552100003	Dave O's C/C00002	11/30/2020	71.79				
											3 transaction(s) for XXXXXXXXXXXX9022. Total Amount ==>	162.96
XXXXXXXXXXXX8122	11/26/2020	6796	MCGONDAN000	McGonigle Daniel	Amzn Mktp US Sn6jy0sz3, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	9.08	
	1					Dan's C/C00000	11/30/2020	9.08				
	11/26/2020	6797	MCGONDAN000	McGonigle Daniel	Amazon.Com 8z8ff51a3, Amzn.Com/	AMAZON B000	11/30/2020		Invoiced	A	20.87	
	1					Dan's C/C00000	11/30/2020	20.87				
											2 transaction(s) for XXXXXXXXXXXX8122. Total Amount ==>	29.95
XXXXXXXXXXXX5253	10/30/2020	6721	VANG BRA000	Vang Brandon T	Dollar General 15619, Internati	DOLLAR G000	11/30/2020		Invoiced	A	31.00	
	2	Student Council Supplies.			9012100001	Brandon's C/C00000	11/30/2020	31.00				
	10/29/2020	6720	VANG BRA000	Vang Brandon T	Menards Intl Falls, Intl Falls	MENARDS 000	11/30/2020		Invoiced	A	34.53	
	2	Student Council Supplies			9012100003	Brandon's C/C00001	11/30/2020	34.53				
											2 transaction(s) for XXXXXXXXXXXX5253. Total Amount ==>	65.53
XXXXXXXXXXXX3468	11/24/2020	6719	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US Sg4r41u23, Amzn.Co	AMAZON B000	11/30/2020		Invoiced	A	472.50	
	2	HALYARD Purple Nitrile Exam Gloves, Powder-Fre			3002100046	Jen Es C/C00000	11/30/2020	472.50				
											125 transaction(s). Total Amount ==>	30,593.84

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

Payables Summary  
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8139	MacIntyre, Stacy	11/30/2020	John Glover	Foodservice Acct Refund		0 \$ (40.55)
8240	MN GRADUATE SERVICES LTD	12/3/2020	4561343	Graduation Gowns		0 \$ (2,175.00)
	MN GRADUATE SERVICES LTD	12/3/2020	4562733	19/20 Diplomas & Covers		0 \$ (1,048.61)
201123349	Garrity, Terry	11/13/2020	11-Nov-20	Football Ref 11/12 vs Greenway		0 \$ 95.00
	Garrity, Terry	11/13/2020	11-Nov-20	Football Ref 11/12 vs Greenway		0 \$ 113.95
201123350	GLUMACK, BABE	11/13/2020	11/11/2020	Football Ref on 11/12/20 vs Greenway		0 \$ 95.00
201123351	PASSERI, JEFF	11/13/2020	11/11/2020	Football Ref on 11/12/20 vs Greenway		0 \$ 95.00
201123352	Sklors, Steph	11/13/2020	11/12/2020	Football Ref on 11/12/20 vs Greenway		0 \$ 95.00
	Sklors, Steph	11/13/2020	11/12/2020	Football Ref on 11/12/20 vs Greenway		0 \$ 73.60
201123353	VAKE, TRAVIS	11/13/2020	11/11/2020	Football Ref on 11/12/20 vs Greenway		0 \$ 95.00
201123354	Annie's Frozen Yogurt	11/13/2020	24755	Frozen Yogurt	7702100000	\$ 124.00
	Annie's Frozen Yogurt	11/13/2020	24767	Frozen Yogurt	7702100000	\$ 100.00
201123355	FRONTIER	11/13/2020	102520	Monthly Telephone Maint Agreement	8102100015	\$ 284.10
201123356	KANTOR ELECTRIC INC	11/13/2020	16090	Garage; Outdoors lights	7602100013	\$ 485.00
	KANTOR ELECTRIC INC	11/13/2020	16090	Garage; Outdoors lights	7602100013	\$ 718.00
	KANTOR ELECTRIC INC	11/13/2020	16100	Labor on Switch for Table Saw		0 \$ 97.00
	KANTOR ELECTRIC INC	11/13/2020	16095	Labor to Disconnect Power on Machine in FHS Wood Shop		0 \$ 145.50
	KANTOR ELECTRIC INC	11/13/2020	16074	Labor to Turn Power on to Sign		0 \$ 97.00
	KANTOR ELECTRIC INC	11/13/2020	16129	Labor on Boilers		0 \$ 97.00
	KANTOR ELECTRIC INC	11/13/2020	16126	Labor on kitchen oven		0 \$ 97.00
201123357	MN ENERGY RESOURCES CORP	11/13/2020	102820	Arena; Natural Gas Services	8102100036	\$ 3,258.22
	MN ENERGY RESOURCES CORP	11/13/2020	110220	FHS; Natural Gas Services	8102100036	\$ 3,543.85
	MN ENERGY RESOURCES CORP	11/13/2020	110220	FHS; Natural Gas Services	8102100036	\$ 1,181.28

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201123358	US FOODSERVICE	11/16/2020	4278466	FES; Food for Meal Service	0	\$ 480.53
	US FOODSERVICE	11/16/2020	4343321	FES; Food for Meal Service	0	\$ 1,142.71
	US FOODSERVICE	11/16/2020	4343322	FES; Snacks for Kindergarten	0	\$ 69.46
	US FOODSERVICE	11/16/2020	4398700	FES; Food for Meal Service	0	\$ 970.49
	US FOODSERVICE	11/16/2020	4398701	FES; Snacks for Kindergarten	0	\$ 119.25
	US FOODSERVICE	11/16/2020	4462633	FES; Food for Meal Service	0	\$ 706.60
	US FOODSERVICE	11/16/2020	4479955	FES; Food for Meal Service	0	\$ 171.04
	US FOODSERVICE	11/16/2020	4515067	FES; Food for Meal Service	0	\$ 1,463.32
	US FOODSERVICE	11/16/2020	4581684	FES; Food for Meal Service	0	\$ 556.26
	US FOODSERVICE	11/16/2020	4634635	FES; Food for Meal Service	0	\$ 989.99
	US FOODSERVICE	11/16/2020	4634636	FES; Food for Meal Service	0	\$ 108.30
	US FOODSERVICE	11/16/2020	4278453	FES; Commodities for Meals Service	0	\$ 12.50
	US FOODSERVICE	11/16/2020	4343318	FES; Commodities for Meals Service	0	\$ 128.95
	US FOODSERVICE	11/16/2020	4278452	FHS; Commodities for Meals Service	0	\$ 10.00
	US FOODSERVICE	11/16/2020	4343317	FHS; Commodities for Meals Service	0	\$ 118.90
	US FOODSERVICE	11/16/2020	4278454	FHS; Food for Meals Service	0	\$ 70.50
	US FOODSERVICE	11/16/2020	4278455	FHS; Food for Meals Service	0	\$ 225.75
	US FOODSERVICE	11/16/2020	4278455	FHS; Food for Meals Service	0	\$ 738.77
	US FOODSERVICE	11/16/2020	4278456	Pre-school Snacks	0	\$ 108.97
	US FOODSERVICE	11/16/2020	4343313	FHS; Food for Meals Service	0	\$ 1,254.15
	US FOODSERVICE	11/16/2020	4398694	FHS; Food for Meals Service	0	\$ 505.84
	US FOODSERVICE	11/16/2020	4462635	FHS; Food for Meals Service	0	\$ 1,169.91
	US FOODSERVICE	11/16/2020	4515066	FHS; Food for Meals Service	0	\$ 1,184.77
	US FOODSERVICE	11/16/2020	4533567	FHS; Food for Meals Service	0	\$ 93.70
	US FOODSERVICE	11/16/2020	4581686	FHS; Supplies for Meals Service	0	\$ 645.12
	US FOODSERVICE	11/16/2020	4581690	Pre-school Snacks	0	\$ 125.84
	US FOODSERVICE	11/16/2020	4634634	FHS; Food for Meals Service	0	\$ 354.81
	US FOODSERVICE	11/16/2020	4701430	FHS; Food for Meals Service	0	\$ 1,266.59

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201123359	FELTON, Nicole	11/17/2020	11/17/2020	Volleyball ref 11/17 vs Chisholm	0	\$ 95.00
	FELTON, Nicole	11/17/2020	11/17/2020	Volleyball ref 11/17 vs Chisholm	0	\$ 113.85
201123360	SCAIA, Melissa	11/17/2020	11/17/2020	Volleyball Ref 11/17 vs Chisholm	0	\$ 95.00
201123361	CXTec	11/20/2020	7062935	Supplies	6052100039	\$ 1,750.00
201123362	DEMCO INC	11/20/2020	6865488	FES Laminate for Books	1302100123	\$ 96.59
201123363	Digital Wood Carver	11/20/2020	3913	Wood Carving Machine	2552100007	\$ 18,645.00
201123364	HEINEMANN	11/20/2020	7265348	SpEd Book Sets (Peterson)	1302100121	\$ 1,782.00
201123365	Marco Technologies LLC	11/20/2020	428418487	Comm Ed; Minolta C458 Copier	5002100000	\$ 261.68
	Marco Technologies LLC	11/20/2020	428417794	FHS; B & W Copy Machine 754E	3002100002	\$ 1,675.09
	Marco Technologies LLC	11/20/2020	428418164	Printer in Business Classroom	3002100003	\$ 130.98
	Marco Technologies LLC	11/20/2020	428978084	FHS; B & W Copy Machine 754E	3002100002	\$ 1,541.81
201123366	MEDTOX LABORATORIES	11/20/2020	1.02021E+11		0	\$ 118.03
201123367	Midwest Impressions	11/20/2020	68825	Student Council Apparel	9012100005	\$ 381.55
201123368	MN DEPT OF HEALTH	11/20/2020	FBL-14656-1642	FHS; 2021 Foodservice License Renewal	0	\$ 1,055.00
	MN DEPT OF HEALTH	11/20/2020	FBL-14657-1642	FES; 2021 Foodservice License Renewal	0	\$ 700.00
201123369	MN TELECOMMUNICATIONS	11/20/2020	6839	Monthly Broadband Services	6052100007	\$ 1,512.50
201123370	O'DAY EQUIPMENT INC	11/20/2020	SRVCE0092653	Annual Fuel tank testing.	7602100016	\$ 741.50
201123371	PELLAND WELDING INC	11/20/2020	97111	plow work	8102100094	\$ 717.34
201123372	PRO-ED	11/20/2020	2852222	SpEd Forms and Booklets for FES OT/PT	1302100125	\$ 611.60
201123373	Pro-Vision	11/20/2020	336235	Scanner Thermometer	8102100091	\$ 366.40
201123374	RAINY LAKE MEDICAL CENTER	11/20/2020	3595	OT/PT & Speech Services	1102100008	\$ 11,339.88
	RAINY LAKE MEDICAL CENTER	11/20/2020	3595	OT/PT & Speech Services	1102100008	\$ 1,333.98
	RAINY LAKE MEDICAL CENTER	11/20/2020	3595	OT/PT & Speech Services	1102100008	\$ 5,421.13
	RAINY LAKE MEDICAL CENTER	11/20/2020	3595	OT/PT & Speech Services	1102100008	\$ 150.00
201123375	SCHOOL SPECIALTY	11/20/2020	2.08126E+11	FES Supplies	1302100143	\$ 300.88
201123376	SKYWARD INC MN BRANCH	11/20/2020	207805	System Support	0	\$ 536.25
201123377	TIERNEY BROTHERS INC	11/20/2020	832475	Supplies	6052100029	\$ 1,215.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	TIERNEY BROTHERS INC	11/20/2020	833036	Supplies	6052100048	\$ 2,999.70
201123378	UNITED TRUCK BODY	11/20/2020	11504	Title Transfer Fee Unit F516968	0	\$ 75.00
	UNITED TRUCK BODY	11/20/2020	544067	DOT Trailer Repair	0	\$ 105.00
	UNITED TRUCK BODY	11/20/2020	544460	Vehicle Repair	0	\$ 727.50
	UNITED TRUCK BODY	11/20/2020	543915	Window Assembly	0	\$ 199.59
201123379	Village Inn	11/20/2020	111920	Stu Co/MHS Pie Fundraiser	9012100006	\$ 3,285.00
	Village Inn	11/20/2020	111920	Stu Co/MHS Pie Fundraiser	9012100006	\$ 3,285.00
201123380	Bachschneider, Holly	11/19/2020	11/19/2020	Volleyball Ref 11/19/20 vs Eveleth	0	\$ 95.00
	Bachschneider, Holly	11/19/2020	11/19/2020	Volleyball Ref 11/19/20 vs Eveleth	0	\$ 113.85
201123381	Sandberg, DEE ANN	11/19/2020	11/19/2020	Volleyball Ref 11/19/20 vs Eveleth	0	\$ 95.00
201123382	Section 7A	11/19/2020	11/18/2020	Football 7AA Quarterfinal Ticket Sales 11/17/20	0	\$ 720.00
201123384	MN POWER	11/19/2020	117600000	Electricity Bill	8102100037	\$ 442.85
	MN POWER	11/19/2020	117600000	Electricity Bill	8102100037	\$ 1,179.51
	MN POWER	11/19/2020	117600000	Electricity Bill	8102100037	\$ 2,056.37
	MN POWER	11/19/2020	117600000	Electricity Bill	8102100037	\$ 2,256.50
	MN POWER	11/19/2020	117600000	Electricity Bill	8102100037	\$ 4,169.12
	MN POWER	11/19/2020	117600000	Electricity Bill	8102100037	\$ 352.01
201123385	AFSCME Council 65	11/20/2020	20201120ADAF	Payroll accrual	0	\$ 929.68
	AFSCME Council 65	11/20/2020	20201120ADAF	Payroll accrual	0	\$ 332.56
	AFSCME Council 65	11/20/2020	20201120ADAF	Payroll accrual	0	\$ 12.97
	AFSCME Council 65	11/20/2020	20201120ADAF	Payroll accrual	0	\$ 16.67
	AFSCME Council 65	11/20/2020	20201120ADAF	Payroll accrual	0	\$ 11.00
	AFSCME Council 65	11/20/2020	20201120ADAF	Payroll accrual	0	\$ 0.33
201123386	AFT Local #331	11/20/2020	20201120ADDU	Payroll accrual	0	\$ 3,286.79
	AFT Local #331	11/20/2020	20201120ADDU	Payroll accrual	0	\$ 93.66
201123387	ND Child Support Division	11/20/2020	20201120ADCSF	Child Support	0	\$ 276.93
201123388	Para Local #4798	11/20/2020	20201120ADDU	Payroll accrual	0	\$ 834.95
	Para Local #4798	11/20/2020	20201120ADDU	Payroll accrual	0	\$ 16.52

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201123389	Tenvoorde Ford,Inc.	11/23/2020	2020Van	2020 full size van	7602100014	\$ 36,525.90
201123390	FALLS LICENSE BUREAU	11/23/2020	11/23/2020	Registration and titling for 2020 Ford Transit	0	\$ 2,431.18
201123391	Education Innovation Partners	11/27/2020	1470	Monthly EIP Billing	6052100002	\$ 206.25
201123392	HAWKINS INC	11/27/2020	4823430	Pool Chemicals	8102100044	\$ 229.61
201123393	Inland Leasing	11/27/2020	58988425	Cafeteria Vending Rental	7702100001	\$ 182.13
201123394	Marco Technologies LLC	11/27/2020	INV8157262	Bus Office Copy Per Copy	1102100005	\$ 36.54
	Marco Technologies LLC	11/27/2020	INV8157261	Guid Office Cost per Copy	7102100000	\$ 18.96
	Marco Technologies LLC	11/27/2020	INV8157263	FES; Canon 1025N Copier	1302100037	\$ 170.21
201123395	MIDCONTINENT COMMUNICATION	11/27/2020	111620	ALC Phone & Data	3002100001	\$ 148.63
201123396	MN ENERGY RESOURCES CORP	11/27/2020	0504762905-00	Stadium; Natural Gas Services	8102100036	\$ 497.64
201123397	MUSIC IS ELEMENTARY	11/27/2020	INV-10770	FES Music Supplies	1302100058	\$ 445.49
201123398	PEARSON CLINICAL ASSESSMENT	11/27/2020	12186835	PK Screening Supplies	1302100147	\$ 141.70
201123399	PERMA BOUND	11/27/2020	1872890-01	FES Library Books	1302100132	\$ 62.27
201123400	SCHOLASTIC	11/27/2020	M7051460	Scholastic News Digital (West)	2702100002	\$ 160.50
201123401	The Sport Shop	11/27/2020	11202020	Hockey Helmets/Gloves B&G	2922100015	\$ 1,188.00
	The Sport Shop	11/27/2020	11202020	Hockey Helmets/Gloves B&G	2922100015	\$ 1,344.00
	The Sport Shop	11/27/2020	11202020	Hockey Helmets/Gloves B&G	2922100015	\$ 1,104.00
201123402	WOODWORKERS SUPPLY INC	11/27/2020	9489570-3	Ind. Arts supplies - Wood shop George McDonald	2552100012	\$ 513.27
	WOODWORKERS SUPPLY INC	11/27/2020	9489570-7	Ind. Arts supplies - Wood shop George McDonald	2552100012	\$ 85.52
	WOODWORKERS SUPPLY INC	11/27/2020	9489570-8	Ind. Arts supplies - Wood shop George McDonald	2552100012	\$ 42.76
	WOODWORKERS SUPPLY INC	11/27/2020	9489570-9	Ind. Arts supplies - Wood shop George McDonald	2552100012	\$ 53.82
201123403	CHILED A INSTITUTE INC	12/2/2020	786	Tuition for account #0000786	0	\$ 7,846.65
201123404	Falls Advanced Chiropractic Center	12/2/2020	10292020	Employee Drug Testing (KB,HH,KS)	0	\$ 105.00
201123405	FLEETPRIDE TRUCK & TRAILER PAR	12/2/2020	56909321	Parts	0	\$ 1,504.15
	FLEETPRIDE TRUCK & TRAILER PAR	12/2/2020	63882480	Credit on Inv. 56909321	0	\$ (862.15)
201123406	FRONTIER	12/2/2020	218-283-4741-0	Monthly Telephone Service	8102100015	\$ 35.37

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	FRONTIER	12/2/2020	218-283-3133-1	Monthly Telephone Service	8102100015	\$ 38.44
	FRONTIER	12/2/2020	218-283-5579-0	Monthly Telephone Service	8102100015	\$ 38.44
	FRONTIER	12/2/2020	218-283-2571-0	Monthly Telephone Service	8102100015	\$ 1,097.97
	FRONTIER	12/2/2020	218-283-2424-1	Monthly Telephone Service	8102100015	\$ 11.75
201123407	Blackstone Industries Olson Saw	12/4/2020	INV342054	Saw Blades for Industrial Tech	2552100009	\$ 112.13
201123408	CliftonLarsonAllen LLP	12/4/2020	2645718	Audit Services	1102100014	\$ 12,600.00
	CliftonLarsonAllen LLP	12/4/2020	2678494	Audit Services	1102100014	\$ 7,087.50
201123409	HAWKINS INC	12/4/2020	4826571	Pool Chemicals	8102100044	\$ 777.94
201123410	Hildi Inc	12/4/2020	12297	Fee for work performed	0	\$ 1,975.00
201123411	HILLYARD HUTCHINSON	12/4/2020	604127898	FES cleaning Supplies	8102100089	\$ 36.00
	HILLYARD HUTCHINSON	12/4/2020	700443979	Clean and repair scrubber	0	\$ 620.00
	HILLYARD HUTCHINSON	12/4/2020	604115991	FES cleaning Supplies	8102100089	\$ 599.28
	HILLYARD HUTCHINSON	12/4/2020	604126139	FES cleaning Supplies	8102100089	\$ 193.60
	HILLYARD HUTCHINSON	12/4/2020	604115990	FHS cleaning supplies	8102100090	\$ 625.48
201123412	Innovative	12/4/2020	IN3123947	Freight on PO 7602100006 and	0	\$ 360.00
201123413	INTERQUEST DETECTION CANINES	12/4/2020	114NM Nov 202	Canine Detection Services	3002100044	\$ 320.00
201123414	KANTOR ELECTRIC INC	12/4/2020	16134	FHS Oven Lights	0	\$ 52.91
	KANTOR ELECTRIC INC	12/4/2020	16159	Outside lights FES	8102100087	\$ 1,224.00
	KANTOR ELECTRIC INC	12/4/2020	16145	Wood Shop CNC Machine	0	\$ 117.78
	KANTOR ELECTRIC INC	12/4/2020	16142	Wood Shop Switches, Table Saw, Sander	0	\$ 194.00
	KANTOR ELECTRIC INC	12/4/2020	16160	Lift Rental	0	\$ 150.00
	KANTOR ELECTRIC INC	12/4/2020	16174	FHS Rm 219 Power Strip	0	\$ 97.00
	KANTOR ELECTRIC INC	12/4/2020	16177	Breaker in Rec Room	0	\$ 145.50
201123415	LOFFLER	12/4/2020	3569390	FHS; Magenta Toner	0	\$ 279.99
201123416	MN ENERGY RESOURCES CORP	12/4/2020	0505015015-00	Garage; Natural Gas Services	8102100036	\$ 301.09
201123417	NORTH STAR PUBLISHING	12/4/2020	49629	KAPE "Freezing River"	0	\$ 207.48
201123418	NORTHEAST SERVICE COOPERATIVE	12/4/2020	2394	IEA Contract Days	0	\$ 840.00
201123419	NORTHLAND LEARNING CENTER	12/4/2020	5394	Speech Partners Services 9/21/20 - 10/4/20	0	\$ 2,039.80
	NORTHLAND LEARNING CENTER	12/4/2020	5396	Speech Partners Services 10/19/20 - 11/1/20	0	\$ 1,060.20

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	NORTHLAND LEARNING CENTER	12/4/2020	5395	Speech Partners Services 10/5/20 - 10/18/20	0	\$ 1,835.20
	NORTHLAND LEARNING CENTER	12/4/2020	5337	Speech Partners Services 8/24/20 - 9/20/20	0	\$ 229.40
	NORTHLAND LEARNING CENTER	12/4/2020	5377	Psychologist Services	1102100010	\$ 15,412.94
	NORTHLAND LEARNING CENTER	12/4/2020	5377	Psychologist Services	1102100010	\$ 5,158.10
201123420	PEPPER JW & SON INC	12/4/2020	363056995	Music for Winter for 7/8 and 9-12 Band	2582100003	\$ 65.00
	PEPPER JW & SON INC	12/4/2020	363056838	Music for Winter for 7/8 and 9-12 Band	2582100003	\$ 125.00
	PEPPER JW & SON INC	12/4/2020	363055653	Music for Winter for 7/8 and 9-12 Band	2582100003	\$ 310.99
201123421	RATWIK ROSZAK & MALONEY PA	12/4/2020	67748	Professional Services	0	\$ 2,378.45
201123422	WATER DEPT	12/4/2020	74-006700-00	Bus Garage; Water Usage	8102100062	\$ 50.21
	WATER DEPT	12/4/2020	13-014700-00	FHS; Water Usage	8102100062	\$ 1,401.14
	WATER DEPT	12/4/2020	13-014800-00	FES; Water Usage	8102100062	\$ 1,667.06
	WATER DEPT	12/4/2020	13-014900-00	Arena; Water Usage	8102100062	\$ 980.10
	WATER DEPT	12/4/2020	30-007100-02	Stadium; Water Usage	8102100062	\$ 50.39
201123423	Rolando, Nikki	12/4/2020	120120	Reimbursement for 10/26/2020	0	\$ 30.36
201123424	US FOODSERVICE	12/8/2020	4701428	FES; Food for Meal Service	0	\$ 806.49
	US FOODSERVICE	12/8/2020	4755285	FES; Food for Meal Service	0	\$ 366.82
	US FOODSERVICE	12/8/2020	4821801	FES; Food for Meal Service	0	\$ 773.19
	US FOODSERVICE	12/8/2020	4821802	Kindergarten Snacks	0	\$ 162.22
201123424	US FOODSERVICE	12/8/2020	4902753	FES; Supplies for Meal Service	0	\$ 689.01
	US FOODSERVICE	12/8/2020	4969458	Kindergarten Snacks	0	\$ 23.12
	US FOODSERVICE	12/8/2020	4969459	FES; Food for Meal Service	0	\$ 1,212.41
	US FOODSERVICE	12/8/2020	4969481	FES; Food for Meal Service	0	\$ 213.71
	US FOODSERVICE	12/8/2020	4755276	FHS; Food for Meal Service	0	\$ 110.55
	US FOODSERVICE	12/8/2020	4755275	FHS; Food for Meal Service	0	\$ 113.90
	US FOODSERVICE	12/8/2020	5940207	FHS; Food for Meal Service	0	\$ (32.56)
	US FOODSERVICE	12/8/2020	4755274	FHS; Food for Meal Service	0	\$ 439.95
	US FOODSERVICE	12/8/2020	4821804	FHS; Food for Meal Service	0	\$ 742.65

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	US FOODSERVICE	12/8/2020	4902752	FHS; Food for Meal Service	0	\$ 1,606.15
	US FOODSERVICE	12/8/2020	4969457	FHS; Food for Meal Service	0	\$ 995.28
	US FOODSERVICE	12/8/2020	5967820	FHS; Food for Meal Service	0	\$ (35.22)
	US FOODSERVICE	12/8/2020	4969468	FHS; Food for Meal Service	0	\$ 206.36
	US FOODSERVICE	12/8/2020	4969483	Preschool Snacks	0	\$ 75.53
	US FOODSERVICE	12/8/2020	5031055	FACS; Food for Labs	0	\$ 798.64
	US FOODSERVICE	12/8/2020	5031052	FES; Supplies for Meal Service	0	\$ 757.96
201123425	National Recognition Products	12/8/2020	4561343	Graduation Gowns	0	\$ 2,175.00
	National Recognition Products	12/8/2020	4562733	19/20 Diplomas & Covers	0	\$ 1,048.61
201123426	AFT Local #331	12/4/2020	20201204ADDU	Payroll accrual	0	\$ 3,286.79
	AFT Local #331	12/4/2020	20201204ADDU	Payroll accrual	0	\$ 93.66
201123427	ND Child Support Division	12/4/2020	20201204ADCSF	Child Support	0	\$ 276.93
201123428	Para Local #4798	12/4/2020	20201204ADDU	Payroll accrual	0	\$ 820.77
	Para Local #4798	12/4/2020	20201204ADDU	Payroll accrual	0	\$ 16.52
201123429	Annie's Frozen Yogurt	12/11/2020	24790	Frozen Yogurt	7702100000	\$ 100.00
201123430	AUTO-JET MUFFLER CORP	12/11/2020	462500	Equipment Parts	0	\$ 120.14
	AUTO-JET MUFFLER CORP	12/11/2020	462500	Equipment Parts	0	\$ 65.43
	AUTO-JET MUFFLER CORP	12/11/2020	462500	Equipment Parts	0	\$ 56.64
	AUTO-JET MUFFLER CORP	12/11/2020	462500	Equipment Parts	0	\$ 17.64
	AUTO-JET MUFFLER CORP	12/11/2020	462501	4" accuseal w/insert	0	\$ 15.52
201123431	CXTec	12/11/2020	7066575	Supplies	6052100059	\$ 8,240.00
201123431	CXTec	12/11/2020	7066541	Supplies	6052100059	\$ 103.82
201123432	Davenport Group	12/11/2020	106993	Supplies	6052100050	\$ 2,337.00
201123433	GUARDIAN PEST CONTROL INC	12/11/2020	2193926	Pest Control Service	8102100030	\$ 64.65
201123434	LVC Companies Inc	12/11/2020	48188	Smoke detector	8102100064	\$ 183.06
201123435	MIDCONTINENT COMMUNICATION	12/11/2020	1.51403E+13	ALC Phone & Data	3002100001	\$ 169.17
201123436	MN DEPT OF HEALTH CFPM	12/11/2020	Sweney/Bobst	Certificate Renewal Fee of Food Manager C Sweney & L Bobst	0	\$ 70.00
201123437	Netop	12/11/2020	201609	Supplies	6052100062	\$ 3,612.40
201123438	NORTHERN LUMBER CO	12/11/2020	768322	Iron Pipe, Clamps, Caps	2552100011	\$ 713.78
201123439	OFFICE DEPOT	12/11/2020	1.34729E+11	HP Laserjet printer cartridge	7102100005	\$ 92.31

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				for Thane Grewatz printer CE278A; pens for Josie		
	OFFICE DEPOT	12/11/2020	1.36978E+11	FHS; OFFICE SUPPLIES	3002100045	\$ 158.49
201123440	PAN O GOLD BAKING CO	12/11/2020	1.00099E+13	FES; Bread for Meal Service	0	\$ 40.89
	PAN O GOLD BAKING CO	12/11/2020	1.00099E+13	FES; Bread for Meal Service	0	\$ 119.00
	PAN O GOLD BAKING CO	12/11/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 42.00
	PAN O GOLD BAKING CO	12/11/2020	1.00099E+13	FES; Bread for Meal Service	0	\$ 24.50
	PAN O GOLD BAKING CO	12/11/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 7.00
	PAN O GOLD BAKING CO	12/11/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 21.00
	PAN O GOLD BAKING CO	12/11/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 24.55
	PAN O GOLD BAKING CO	12/11/2020	1.00099E+13	FES; Bread for Meal Service	0	\$ 21.00
	PAN O GOLD BAKING CO	12/11/2020	1.00099E+13	FES; Bread for Meal Service	0	\$ 42.00
	PAN O GOLD BAKING CO	12/11/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 14.00
201123441	RCN Technologies	12/11/2020	INV-34623	Supplies	6052100017	\$ 6,148.45
201123442	ROCHESTER TELECOM SYSTEMS INC	12/11/2020	2843	Long Distance Phone Calls	8102100042	\$ 77.46
	ROCHESTER TELECOM SYSTEMS INC	12/11/2020	2843	Long Distance Phone Calls	8102100042	\$ 77.46
201123443	SANDSTROM'S INC	12/11/2020	331043	FHS; Milk for Meal Service	0	\$ 286.00
	SANDSTROM'S INC	12/11/2020	331044	FES; Milk for Meal Service	0	\$ 352.00
	SANDSTROM'S INC	12/11/2020	331980	FES; Milk for Meal Service	0	\$ 550.00
	SANDSTROM'S INC	12/11/2020	331870	FHS; Milk for Meal Service	0	\$ 231.00
	SANDSTROM'S INC	12/11/2020	332765	FHS; Milk for Meal Service	0	\$ 220.00
	SANDSTROM'S INC	12/11/2020	332760	FES; Milk for Meal Service	0	\$ 264.00
	SANDSTROM'S INC	12/11/2020	333431	FHS; Milk for Meal Service	0	\$ 241.50
	SANDSTROM'S INC	12/11/2020	333466	FES; Milk for Meal Service	0	\$ 552.00
	SANDSTROM'S INC	12/11/2020	334310	FHS; Milk for Meal Service	0	\$ 437.00
201123444	SCHOLASTIC EQUIPMENT COMPAN	12/11/2020	13919	White boards for FES	8102100057	\$ 1,238.48
201123445	SOFTCHOICE	12/11/2020	90056031	Supplies	6052100042	\$ 5,472.22
	SOFTCHOICE	12/11/2020	90062749	Supplies	6052100056	\$ 1,281.64
201123446	TRAVELERS INSUR AGENCIES	12/11/2020	11/11/2020	2020 Van Policy Acct3557D8195	0	\$ 1,398.00
201123447	IRON RANGE CONFERENCE	12/11/2020	12/9/20	IRC Dues IRC Annual Dues for Fall, Winter, Spring Activities	0	\$ 750.00
201123448	Terracai	12/11/2020	C144856	Supplies	6052100038	\$ 71,741.57
201123449	Madison National Life	12/15/2020	1419826	LTD-December	0	\$ 151.22

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	Madison National Life	12/15/2020	1419827	Life-December	0	\$ 1,628.07
201123454	APPLE INC	12/22/2020	AD31782589	Supplies	6052100043	\$ 5,880.00
201123455	Apptegy	12/22/2020	INV-04105	Supplies	6052100053	\$ 7,650.00
201123456	Aviben	12/22/2020	16786	403b Third Party Admin Svc	1102100003	\$ 164.63
201123457	Baldwin, Chad	12/22/2020	120220	Reimbursement	0	\$ 170.00
201123458	BSN SPORTS	12/22/2020	910791187	FES Physical Education (Schmidt)	1302100175	\$ 114.99
	BSN SPORTS	12/22/2020	302999038	Spalding Boys Basketballs	2922100010	\$ 873.88
	BSN SPORTS	12/22/2020	910631957	Football Splash Shields	2922100016	\$ 1,311.98
	BSN SPORTS	12/22/2020	910726237	First Aid Kit Basketball	2922100012	\$ 675.12
	BSN SPORTS	12/22/2020	910819461	Girls Basketballs & Scorebooks	2922100011	\$ 497.73
	BSN SPORTS	12/22/2020	910905258	First Aid Kit Basketball	2922100012	\$ 675.12
201123459	Bulk Bookstore	12/22/2020	72646	FEF Dawn Schindeldecker	3002100052	\$ 150.85
201123460	CITIZENS FOR BACKUS	12/22/2020	12302020	Lease	1102100009	\$ 722.60
	CITIZENS FOR BACKUS	12/22/2020	4369	ServSafe Class	0	\$ 133.90
201123461	COCA-COLA BOTTLING CO	12/22/2020	29011	FHS; Beverage for Meal Service	0	\$ 137.00
201123462	DEPT OF HUMAN SERVICES	12/22/2020	634280	IEP Admin Fee	0	\$ 353.00
201123463	DISCOUNT SCHOOL SUPPLY	12/22/2020	P39712570102	FES School Supplies - Walls	1302100015	\$ 546.05
201123464	Forecast5 Analytics	12/22/2020	INV13694	Forecast5	1102100024	\$ 6,574.17
201123465	FRIENDS GARBAGE SERVICE, LLC	12/22/2020	9207322	Garbage Pickups	8102100043	\$ 1,790.10
201123466	Fun Express, LLC	12/22/2020	706616057-01	Funexpress-ECFE supplies	5002100013	\$ 117.17
201123467	ISD #031	12/22/2020	10308	June16 -July 23,2020 Student Tuition	0	\$ 615.60
201123468	K&K MEYERS INC	12/22/2020	447	Lock repair on the arena door	0	\$ 85.00
	K&K MEYERS INC	12/22/2020	22230	2 x 4 Acrylic	0	\$ 432.00
201123469	KGHS-AM	12/22/2020	11/30/2020	School Matters	102100001	\$ 198.00
201123470	KOOCHICHING COUNTY TREASURER	12/22/2020	11302020	Tax Notices	0	\$ 1,808.11
201123471	MN DEPT LABOR & INDUSTRY	12/22/2020	ALR0113706X	Arena Elevator	0	\$ 100.00
201123472	MN POWER	12/22/2020	120820	Electricity Bill	8102100037	\$ 620.02
	MN POWER	12/22/2020	120820	Electricity Bill	8102100037	\$ 4,711.45
	MN POWER	12/22/2020	120820	Electricity Bill	8102100037	\$ 2,065.47

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	MN POWER	12/22/2020	120820	Electricity Bill	8102100037	\$ 3,844.51
	MN POWER	12/22/2020	120820	Electricity Bill	8102100037	\$ 6,196.42
	MN POWER	12/22/2020	120820	Electricity Bill	8102100037	\$ 292.27
201123473	RAINY LAKE MEDICAL CENTER	12/22/2020	3609	OT/PT & Speech Services	1102100008	\$ 7,000.83
	RAINY LAKE MEDICAL CENTER	12/22/2020	3609	OT/PT & Speech Services	1102100008	\$ 2,233.40
	RAINY LAKE MEDICAL CENTER	12/22/2020	3609	OT/PT & Speech Services	1102100008	\$ 4,880.95
	RAINY LAKE MEDICAL CENTER	12/22/2020	3609	OT/PT & Speech Services	1102100008	\$ 150.00
201123474	SAFE SITTER INC	12/22/2020	64086	Supplies	5002100012	\$ 332.00
201123475	SHANNONS INC	12/22/2020	20393	Replace Steam Coil FHS	7602100007	\$ 22,850.00
201123476	Smoothwall Inc	12/22/2020	103861	Supplies	6052100054	\$ 580.50
201123477	The Design Group Inc	12/22/2020	2952	FES HVAC Mechanical Commissioning	7602100000	\$ 8,900.00
201123478	THE JOURNAL	12/22/2020	11/30/2020	Advertising Local Newspaper	1102100019	\$ 590.13
	THE JOURNAL	12/22/2020	11/30/2020	Advertising Local Newspaper	1102100019	\$ 382.57
201123479	Thompson, Sara	12/22/2020	12072020	KAPE Marketing Consultant	7902100001	\$ 1,250.00
201123480	THYSSENKRUPP ELEVATOR	12/22/2020	3005636240	Yearly Elevator Inspection	0	\$ 1,328.35
201123481	TIERNEY BROTHERS INC	12/22/2020	834157	Supplies	6052100057	\$ 3,099.00
202000569	MN PEIP	11/12/2020	1016114	HEALTH INSURANCE - DECEMBER COVERAGE	0	\$ 107,720.72
202000570	Aviben	11/20/2020	20201120ADTS/	Payroll accrual	0	\$ 119.23
	Aviben	11/20/2020	20201120ADTS/	Payroll accrual	0	\$ 196.14
	Aviben	11/20/2020	20201120ADTS/	Payroll accrual	0	\$ 1,371.07
	Aviben	11/20/2020	20201120ADTSE	Payroll accrual	0	\$ 2,979.41
	Aviben	11/20/2020	20201120ADTSE	Payroll accrual	0	\$ 46.15
	Aviben	11/20/2020	20201120ADTSF	Payroll accrual	0	\$ 2,427.65
	Aviben	11/20/2020	20201120ADTSC	Payroll accrual	0	\$ 430.77
	Aviben	11/20/2020	20201120ADTSF	Payroll accrual	0	\$ 300.51
	Aviben	11/20/2020	20201120ADTSI	Payroll accrual	0	\$ 476.50
	Aviben	11/20/2020	20201120ADTSI	Payroll accrual	0	\$ 203.61
	Aviben	11/20/2020	20201120ADTSS	Payroll accrual	0	\$ 250.00
	Aviben	11/20/2020	20201120ADTS\	Payroll accrual	0	\$ 3,117.88
202000570	Aviben	11/20/2020	20201120ADTS\	Payroll accrual	0	\$ 65.38
	Aviben	11/20/2020	20201120AFTSA	Payroll accrual	0	\$ 92.30

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Aviben	11/20/2020	20201120AFTSA	Payroll accrual	0	\$ 196.14
	Aviben	11/20/2020	20201120AFTSA	Payroll accrual	0	\$ 272.89
	Aviben	11/20/2020	20201120AFTSE	Payroll accrual	0	\$ 1,490.23
	Aviben	11/20/2020	20201120AFTSE	Payroll accrual	0	\$ 46.15
	Aviben	11/20/2020	20201120AFTSF	Payroll accrual	0	\$ 723.66
	Aviben	11/20/2020	20201120AFTSG	Payroll accrual	0	\$ 111.53
	Aviben	11/20/2020	20201120AFTSH	Payroll accrual	0	\$ 46.15
	Aviben	11/20/2020	20201120AFTSII	Payroll accrual	0	\$ 167.91
	Aviben	11/20/2020	20201120AFTSI	Payroll accrual	0	\$ 182.18
	Aviben	11/20/2020	20201120AFTSS	Payroll accrual	0	\$ 65.38
	Aviben	11/20/2020	20201120AFTSV	Payroll accrual	0	\$ 1,278.67
	Aviben	11/20/2020	20201120AFTSV	Payroll accrual	0	\$ 65.38
202000571	Empower Retirement	11/20/2020	20201120ADDEI	Payroll accrual	0	\$ 310.00
	Empower Retirement	11/20/2020	20201120ADDEI	Payroll accrual	0	\$ 20.00
	Empower Retirement	11/20/2020	20201120ADG-4	Payroll accrual	0	\$ 12.17
	Empower Retirement	11/20/2020	20201120ADG-4	Payroll accrual	0	\$ 23.12
	Empower Retirement	11/20/2020	20201120AFDEF	Payroll accrual	0	\$ 12.17
	Empower Retirement	11/20/2020	20201120AFDEF	Payroll accrual	0	\$ 23.12
	Empower Retirement	11/20/2020	20201120AFHCS	Payroll accrual	0	\$ 2,684.63
	Empower Retirement	11/20/2020	20201120AFHCS	Payroll accrual	0	\$ 83.84
202000572	Internal Revenue Service	11/20/2020	20201120ADFIC	Payroll accrual	0	\$ 18,479.81
	Internal Revenue Service	11/20/2020	20201120ADFIC	Payroll accrual	0	\$ 581.51
	Internal Revenue Service	11/20/2020	20201120ADFIC	Payroll accrual	0	\$ 649.93
	Internal Revenue Service	11/20/2020	20201120ADFT/	Payroll accrual	0	\$ 360.00
	Internal Revenue Service	11/20/2020	20201120ADFTF	Payroll accrual	0	\$ 150.27
	Internal Revenue Service	11/20/2020	20201120ADFT>	Payroll accrual	0	\$ 22,808.26
	Internal Revenue Service	11/20/2020	20201120ADFT>	Payroll accrual	0	\$ 774.61
	Internal Revenue Service	11/20/2020	20201120ADFT>	Payroll accrual	0	\$ 450.72
	Internal Revenue Service	11/20/2020	20201120ADME	Payroll accrual	0	\$ 4,321.84
	Internal Revenue Service	11/20/2020	20201120ADME	Payroll accrual	0	\$ 136.03
	Internal Revenue Service	11/20/2020	20201120ADME	Payroll accrual	0	\$ 152.02
	Internal Revenue Service	11/20/2020	20201120AFFIC,	Payroll accrual	0	\$ 18,479.81
	Internal Revenue Service	11/20/2020	20201120AFFIC,	Payroll accrual	0	\$ 581.51

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Internal Revenue Service	11/20/2020	20201120AFFIC	Payroll accrual	0	\$ 649.93
	Internal Revenue Service	11/20/2020	20201120AFMD	Payroll accrual	0	\$ 4,321.84
202000572	Internal Revenue Service	11/20/2020	20201120AFMD	Payroll accrual	0	\$ 136.03
	Internal Revenue Service	11/20/2020	20201120AFMD	Payroll accrual	0	\$ 152.02
202000573	MINNESOTA REVENUE	11/20/2020	20201120ADSIT	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	11/20/2020	20201120ADSIT	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	11/20/2020	20201120ADSIT	Payroll accrual	0	\$ 11,086.16
	MINNESOTA REVENUE	11/20/2020	20201120ADSIT	Payroll accrual	0	\$ 359.30
	MINNESOTA REVENUE	11/20/2020	20201120ADSIT	Payroll accrual	0	\$ 249.18
	MINNESOTA REVENUE	11/20/2020	20201120ADSIT	Payroll accrual	0	\$ 108.00
202000574	MN Teachers Retirement Associati	11/20/2020	20201120ADTR	Payroll accrual	0	\$ 14,746.74
	MN Teachers Retirement Associati	11/20/2020	20201120ADTR	Payroll accrual	0	\$ 557.31
	MN Teachers Retirement Associati	11/20/2020	20201120ADTR	Payroll accrual	0	\$ 40.58
	MN Teachers Retirement Associati	11/20/2020	20201120AFTR	Payroll accrual	0	\$ 15,985.36
	MN Teachers Retirement Associati	11/20/2020	20201120AFTR	Payroll accrual	0	\$ 604.12
	MN Teachers Retirement Associati	11/20/2020	20201120AFTR	Payroll accrual	0	\$ 43.98
	MN Teachers Retirement Associati	11/20/2020	20201120AFTR	Payroll accrual	0	\$ 6.02
202000575	MN TEACHERS RETIREMENT ASSN	11/20/2020	20201120ADTR	Payroll accrual	0	\$ 5.55
202000576	Public Employees Retirement Assoc	11/20/2020	20201120ADPE	Payroll accrual	0	\$ 6,924.26
	Public Employees Retirement Assoc	11/20/2020	20201120ADPE	Payroll accrual	0	\$ 138.32
	Public Employees Retirement Assoc	11/20/2020	20201120ADPE	Payroll accrual	0	\$ 712.00
	Public Employees Retirement Assoc	11/20/2020	20201120AFPER	Payroll accrual	0	\$ 7,989.59
	Public Employees Retirement Assoc	11/20/2020	20201120AFPER	Payroll accrual	0	\$ 159.61
	Public Employees Retirement Assoc	11/20/2020	20201120AFPER	Payroll accrual	0	\$ 821.54
202000577	Public Employees Retirement-DCP	11/20/2020	20201120ADDC	Payroll accrual	0	\$ 24.00
	Public Employees Retirement-DCP	11/20/2020	20201120AFDC	Payroll accrual	0	\$ 24.00
202000578	Internal Revenue Service	12/1/2020	CP161	Tax Payment	0	\$ 1,376.77
202000579	Aviben	12/4/2020	20201204ADTS	Payroll accrual	0	\$ 119.23
	Aviben	12/4/2020	20201204ADTS	Payroll accrual	0	\$ 196.14
	Aviben	12/4/2020	20201204ADTS	Payroll accrual	0	\$ 1,371.07
	Aviben	12/4/2020	20201204ADTSE	Payroll accrual	0	\$ 2,979.41
	Aviben	12/4/2020	20201204ADTSE	Payroll accrual	0	\$ 46.15
	Aviben	12/4/2020	20201204ADTSF	Payroll accrual	0	\$ 2,427.65

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Aviben	12/4/2020	20201204ADTSC	Payroll accrual	0	\$ 430.77
202000579	Aviben	12/4/2020	20201204ADTSD	Payroll accrual	0	\$ 300.51
	Aviben	12/4/2020	20201204ADTSE	Payroll accrual	0	\$ 476.50
	Aviben	12/4/2020	20201204ADTSM	Payroll accrual	0	\$ 203.61
	Aviben	12/4/2020	20201204ADTSS	Payroll accrual	0	\$ 250.00
	Aviben	12/4/2020	20201204ADTSL	Payroll accrual	0	\$ 3,117.88
	Aviben	12/4/2020	20201204ADTSS	Payroll accrual	0	\$ 65.38
	Aviben	12/4/2020	20201204AFTSA	Payroll accrual	0	\$ 92.30
	Aviben	12/4/2020	20201204AFTSA	Payroll accrual	0	\$ 196.14
	Aviben	12/4/2020	20201204AFTSA	Payroll accrual	0	\$ 272.89
	Aviben	12/4/2020	20201204AFTSE	Payroll accrual	0	\$ 1,490.23
	Aviben	12/4/2020	20201204AFTSE	Payroll accrual	0	\$ 46.15
	Aviben	12/4/2020	20201204AFTSF	Payroll accrual	0	\$ 723.66
	Aviben	12/4/2020	20201204AFTSG	Payroll accrual	0	\$ 111.53
	Aviben	12/4/2020	20201204AFTSH	Payroll accrual	0	\$ 46.15
	Aviben	12/4/2020	20201204AFTSII	Payroll accrual	0	\$ 167.91
	Aviben	12/4/2020	20201204AFTSIN	Payroll accrual	0	\$ 182.18
	Aviben	12/4/2020	20201204AFTSS	Payroll accrual	0	\$ 65.38
	Aviben	12/4/2020	20201204AFTSV	Payroll accrual	0	\$ 1,278.67
	Aviben	12/4/2020	20201204AFTSV	Payroll accrual	0	\$ 65.38
202000580	Empower Retirement	12/4/2020	20201204ADDEI	Payroll accrual	0	\$ 310.00
	Empower Retirement	12/4/2020	20201204ADDEI	Payroll accrual	0	\$ 20.00
	Empower Retirement	12/4/2020	20201204ADG-4	Payroll accrual	0	\$ 12.17
	Empower Retirement	12/4/2020	20201204ADG-4	Payroll accrual	0	\$ 23.12
	Empower Retirement	12/4/2020	20201204AFDEF	Payroll accrual	0	\$ 12.17
	Empower Retirement	12/4/2020	20201204AFDEF	Payroll accrual	0	\$ 23.12
	Empower Retirement	12/4/2020	20201204AFHCS	Payroll accrual	0	\$ 2,684.63
	Empower Retirement	12/4/2020	20201204AFHCS	Payroll accrual	0	\$ 83.84
202000581	Internal Revenue Service	12/4/2020	20201204ADFIC	Payroll accrual	0	\$ 19,690.55
	Internal Revenue Service	12/4/2020	20201204ADFIC	Payroll accrual	0	\$ 571.79
	Internal Revenue Service	12/4/2020	20201204ADFIC	Payroll accrual	0	\$ 633.33
	Internal Revenue Service	12/4/2020	20201204ADFTF	Payroll accrual	0	\$ 360.00
	Internal Revenue Service	12/4/2020	20201204ADFTF	Payroll accrual	0	\$ 65.20

Payables Summary  
December 21, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Internal Revenue Service	12/4/2020	20201204ADFT	Payroll accrual	0	\$ 24,366.22
	Internal Revenue Service	12/4/2020	20201204ADFT	Payroll accrual	0	\$ 768.37
	Internal Revenue Service	12/4/2020	20201204ADFT	Payroll accrual	0	\$ 401.38
	Internal Revenue Service	12/4/2020	20201204ADME	Payroll accrual	0	\$ 4,605.03
	Internal Revenue Service	12/4/2020	20201204ADME	Payroll accrual	0	\$ 133.75
202000581	Internal Revenue Service	12/4/2020	20201204ADME	Payroll accrual	0	\$ 148.11
	Internal Revenue Service	12/4/2020	20201204AFFIC	Payroll accrual	0	\$ 19,690.55
	Internal Revenue Service	12/4/2020	20201204AFFIC	Payroll accrual	0	\$ 571.79
	Internal Revenue Service	12/4/2020	20201204AFFIC	Payroll accrual	0	\$ 633.33
	Internal Revenue Service	12/4/2020	20201204AFMD	Payroll accrual	0	\$ 4,605.03
	Internal Revenue Service	12/4/2020	20201204AFMD	Payroll accrual	0	\$ 133.75
	Internal Revenue Service	12/4/2020	20201204AFMD	Payroll accrual	0	\$ 148.11
202000582	MINNESOTA REVENUE	12/4/2020	20201204ADSIT	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	12/4/2020	20201204ADSIT	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	12/4/2020	20201204ADSIT	Payroll accrual	0	\$ 11,648.29
	MINNESOTA REVENUE	12/4/2020	20201204ADSIT	Payroll accrual	0	\$ 354.73
	MINNESOTA REVENUE	12/4/2020	20201204ADSIT	Payroll accrual	0	\$ 228.34
	MINNESOTA REVENUE	12/4/2020	20201204ADSIT	Payroll accrual	0	\$ 87.96
202000583	MN Teachers Retirement Associati	12/4/2020	20201204ADTR	Payroll accrual	0	\$ 15,755.91
	MN Teachers Retirement Associati	12/4/2020	20201204ADTR	Payroll accrual	0	\$ 557.31
	MN Teachers Retirement Associati	12/4/2020	20201204ADTR	Payroll accrual	0	\$ 35.50
	MN Teachers Retirement Associati	12/4/2020	20201204AFTR	Payroll accrual	0	\$ 17,079.31
	MN Teachers Retirement Associati	12/4/2020	20201204AFTR	Payroll accrual	0	\$ 604.12
	MN Teachers Retirement Associati	12/4/2020	20201204AFTR	Payroll accrual	0	\$ 38.49
202000584	Public Employees Retirement Assoc	12/4/2020	20201204ADPE	Payroll accrual	0	\$ 6,532.42
	Public Employees Retirement Assoc	12/4/2020	20201204ADPE	Payroll accrual	0	\$ 129.95
	Public Employees Retirement Assoc	12/4/2020	20201204ADPE	Payroll accrual	0	\$ 703.05
	Public Employees Retirement Assoc	12/4/2020	20201204AFPER	Payroll accrual	0	\$ 7,537.38
	Public Employees Retirement Assoc	12/4/2020	20201204AFPER	Payroll accrual	0	\$ 149.94
	Public Employees Retirement Assoc	12/4/2020	20201204AFPER	Payroll accrual	0	\$ 811.23
202000585	Public Employees Retirement-DCP	12/4/2020	20201204ADDC	Payroll accrual	0	\$ 24.00
	Public Employees Retirement-DCP	12/4/2020	20201204AFDC	Payroll accrual	0	\$ 24.00
202000593-	BMO	12/10/2020		Credit Card Payments (See	0	

Payables Summary  
December 21, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
202000697		11/30/2020	Tim's C/C00000	Credit Card Summary Report)		\$ 30,593.84
202000698	MN PEIP	12/14/2020	1030994	Health Insurance-January Premium		0 \$ 124,375.70
202121133	Anderson, Charles	12/2/2020	10/30/2020	October Mileage		0 \$ 10.93
202121134	Boe, Angel	12/2/2020	10/30/2020	October Mileage		0 \$ 22.14
202121135	Mankus, Linda	12/2/2020	10/30/2020	October Mileage		0 \$ 26.45
202121136	Peterson, Paul	12/2/2020	10/30/2020	October Mileage		0 \$ 13.81
202121137	Rousseau, Abby	12/2/2020	10/30/2020	October Mileage		0 \$ 6.90
202121138	Scholler, Angela	12/2/2020	10/30/2020	October Mileage		0 \$ 24.15
202121139	Wenberg-Anderson, Jennifer	12/2/2020	10/30/2020	October Mileage		0 \$ 13.80
202121140	Wilson, June	12/2/2020	10/30/2020	October Mileage		0 \$ 46.00
202121141	Anderson, Charles	12/22/2020	11/30/2020	November Mileage		0 \$ 10.35
202121142	Boe, Angel	12/22/2020	113020	Mileage		0 \$ 22.14
202121143	Huffaker, Kristina	12/22/2020	113020	Mileage		0 \$ 59.80
202121144	Mankus, Linda	12/22/2020	11/30/2020	November Mileage		0 \$ 12.65
202121145	Norton, Keri	12/22/2020	113020	Mileage		0 \$ 2.59
202121146	Peterson, Paul	12/22/2020	11/30/2020	November Mileage		0 \$ 12.65
202121147	Rousseau, Abby	12/22/2020	113020	Mileage		0 \$ 9.20
202121148	Scholler, Angela	12/22/2020	11/30/2020	November Mileage		0 \$ 24.15
202121149	VOYAGEUR CHARTER COACH	12/22/2020	3022	Charter Bus Football	2922100014	\$ 672.74
	VOYAGEUR CHARTER COACH	12/22/2020	3022	Charter Bus Football	2922100014	\$ 658.46
202121150	Wenberg-Anderson, Jennifer	12/22/2020	11/30/2020	November Mileage		0 \$ 15.64
202121151	Wilson, June	12/22/2020	11/30/2020	November Mileage		0 \$ 52.90
<b>TOTAL</b>						<b>\$ 1,029,923.15</b>

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**At Will Schedule Level Request**

---

**Michelle Hopkins** <mhopkins@isd361.org>

Mon, Dec 14, 2020 at 9:06 AM

To: Kevin Grover &lt;kgrover@isd361.org&gt;

Cc: Stacy Grover &lt;sgrover@isd361.org&gt;

Superintendent Grover and the ISD 361 School Board Wage Committee Members,

I'm writing today to follow up on a wage adjustment request that I asked the School Board Wage Committee to consider two years ago. I requested this wage increase because of the MARSS and Foodservice Coordinator responsibilities I had taken on after the retirement of the Superintendent Administrative Assistant.

At that time the Wage Committee asked to table the request until I had performed the duties and gained more knowledge and independence with the new tasks. In the past two years I have simultaneously gained knowledge and skills for both coordinator positions. Many of these tasks have been learned independently on my own by attending webinars and researching through MDE manuals. So for this reason I'm asking the Wage Committee to reconsider this request at this time.

If the committee consents to this request, I propose a At Will Wage Schedule movement from my current level 5 to level 6 effective July 1, 2020.

I feel very privileged to have this position here at ISD #361 and will always do my best to serve the school district staff and students.

Thank you for your time and consideration on this matter.

Respectfully,

*Michelle Hopkins*

ISD # 361

MARSS/Foodservice Accts Coordinator

Accounts Receivable/Payable

[1515 11th St](#)

[International Falls MN 56649](#)

Phone: 218-283-2571 Ext 1181

Fax: 218-283-2384

*This email message is intended only for the use of the individual, individuals, or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or an employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please delete it immediately. Thank you.*

IEA, INC.

# PROPOSAL



## Contact Us:

### BROOKLYN PARK OFFICE

9201 W. BROADWAY, #600  
BROOKLYN PARK, MN 55445  
763-315-7900

### MANKATO OFFICE

610 N. RIVERFRONT DRIVE  
MANKATO, MN 56001  
507-345-8818

### ROCHESTER OFFICE

210 WOOD LAKE DRIVE SE  
ROCHESTER, MN 55904  
507-281-6664

### BRAINERD OFFICE

601 NW 5TH ST. SUITE #4  
BRAINERD, MN 56401  
218-454-0703

### MARSHALL OFFICE

1420 EAST COLLEGE DRIVE  
MARSHALL, MN 56258  
507-476-3599

### VIRGINIA OFFICE

5525 EMERALD AVENUE  
MOUNTAIN IRON, MN 55768  
218-410-9521

[www.ieasafety.com](http://www.ieasafety.com)

[info@ieasafety.com](mailto:info@ieasafety.com)

800-233-9513

## Chemical Inventory and Safety Data Sheet (SDS) Compilation for International Falls Public Schools

MARCH 6, 2020

**PROPOSAL #8827**

# Chemical Inventory and SDS Compilation

---

Tom Holt  
Facilities Director  
International Falls Public Schools  
1515 11<sup>th</sup> Street  
International Falls, MN 56649  
Phone: (218) 283-2571 x1185  
Email: tholt@isd361.org

## Project Introduction

IEA, Inc. is pleased to provide International Falls Public Schools this proposal for a Chemical Inventory and Safety Data Sheet (SDS) Compilation for the purpose of complying with Minnesota OSHA's (MNOSHA) Employee Right-to-Know Chapter 5206 and Federal OSHA 29 CFR 1910.1200.

Employers are required to identify potentially hazardous chemicals employees may be exposed to, reduce the potential for injury associated with exposure to hazardous substances, and educate employees. These regulations require that a chemical inventory and Safety Data Sheets (SDSs) be accessible to employees.

## Scope of Work

IEA will conduct a chemical inventory to document information related to the chemicals used. The inventory will utilize a Microsoft© Excel spreadsheet to document information in the following locations:

- High School Maintenance/Custodial
- High School Pool Area
- High School Food Service
- High School Metal Shop
- High School Wood Shop
- High School Chemistry Storeroom
- High School Art Room
- Falls Elementary Maintenance/Custodial
- Falls Elementary Food Service
- Bronco Arena
- Bus Garage

IEA will locate an SDS for each chemical on the inventory. When necessary, IEA may utilize a Material Safety Data Sheet (MSDS) that will be noted on the inventory spreadsheet. IEA will populate the District's Google Drive with the inventories and the corresponding SDS.

The district will be provided with:

- All files uploaded and saved onto the district's Google Drive
- A printed 3-ring binder for each department with the inventory and corresponding SDS

## Limitations & Assumptions

IEA will inventory chemicals in areas identified by International Falls Public Schools and accessible to our staff.

A reasonable attempt will be made to find each SDS. If SDSs are unable to be located, a note will be made on the chemical inventory containing the chemical name.

IEA will not be responsible for changes that may occur after the files have been delivered.

# Chemical Inventory and SDS Compilation

## Compensation

IEA's fee associated with this project as outlined above is **\$6,300**. This fee includes inventory services, transportation expenses, project management and coordination, printing supplies, and documentation time.

For project work beyond the services outlined in this proposal and/or changes to the agreed upon scope of work, IEA will obtain approval through a client-authorized change order.

## Schedule

IEA's services will commence within thirty days of the signed proposal. IEA will schedule this project through, Tom Holt.

We anticipate completing the project within 30 days upon receipt of authorization to proceed.

## Proposal Terms

Terms on payment of services are net 30 days after invoicing, with interest added to unpaid balances. Please review Appendix A: General Conditions, which are part of this proposal, for more detail.

## Authorization to Proceed

### Authorization to Proceed – Client Signature Required

We appreciate the opportunity to present this proposal for a Chemical Inventory. Please sign this authorization to proceed and send this proposal to Taylor Dickinson at [Taylor.Dickinson@ieasafety.com](mailto:Taylor.Dickinson@ieasafety.com). Retain the original for your records. We will begin the project at the time we receive this written documentation to proceed.

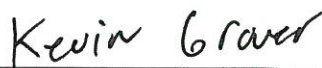
IEA, Inc.



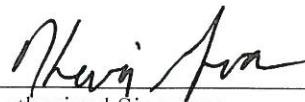
Taylor Dickinson, CSP  
Virginia & Brainerd Regional Manager

\* \* \*

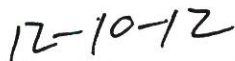
Please proceed according to the above stated fees, terms, attached General Conditions, and proposal #8827 dated March 6, 2020.



Printed Name



Authorized Signature



Date

UFARS code or PO number

# **Appendix A**

## *General Conditions*

# General Conditions

The word "Consultant" refers to the Institute for Environmental Assessment ("IEA"), the contracting company is referred to as the "Client". Client agrees to be bound by these General Conditions by accepting the Proposal and engaging Consultant.

The Agreement with you, the Client, is comprised of this Agreement and accompanying written proposal.

## 1. Scope of Work

Consultant will furnish and perform the professional services specified in Consultant's proposal (the "Proposal"). The services as set forth in the Proposal (the "Services") will be provided by Consultant's personnel at the location of the Client (the "Site") (hereinafter referred to as the "Project"). If any portion of the Proposal is inconsistent with this Agreement, the terms of this Agreement shall control:

Consultant's obligation to perform the Services shall terminate upon delivery of a final report within 45 days of Project completion.

In addition to the Proposal, Consultant and Client agree as follows:

### A. Right of Access

Unless otherwise agreed in writing, Client will furnish Consultant with right-of-access to the Site and accurate information necessary to conduct the Services, as requested by Consultant.

### B. Confidential & Proprietary Information

The Consultant and Client agree not to disclose to others or use any confidential or proprietary information or trade secrets of the other, which may become known to each prior to, during or after the performance of this Agreement without the prior written consent of the other. "Confidential or propriety information" and "trade secrets" shall mean any information about the other which is neither publicly known nor legally accessible to the other parties from third parties. Prior to the disclosure of any such confidential or proprietary information or trade secrets, each shall obtain the written approval of the other.

### C. General

Consultant warrants that the Services it performs under this Agreement will be performed with the care and skill ordinarily exercised by reputable members of its profession practicing under similar conditions during the period of this Agreement and in the same or similar locality. The AIHA-certified IEA laboratory will perform PCM analysis if specified. Other field PCM analysis will be completed

by laboratory-approved field technicians, generally under AAR Guidelines.

## 2. Payment for Services

### A. Fee Schedule & Maximum

#### Costs

The fee schedule in the Proposal specifies the amounts due to Consultant from Client for its Services performed under this Agreement.

### B. Schedule of Payment

Invoices will be submitted to Client once a month for services performed during the prior month. Payment to Consultant is due upon presentation to Client, and past due after thirty (30) days of receipt of the invoice, in which case a service fee of 1.5% monthly shall be added to the invoice, unless specifically arranged otherwise by Consultant and communicated in writing. Client reserves the right to question any item on any invoice and Consultant agrees, upon Client's request, to supply such documentation as is necessary to reasonably justify such invoice amount to Client's reasonable satisfaction. Client agrees to pay Consultant any costs of collection including reasonable attorneys' fees and costs if payment for Services are not made when due.

### C. Expert Fee Expenses

If Client requests Consultant to participate on behalf of Client in litigation regarding the subject matter of this Agreement, Client agrees to pay all of Consultant's expenses arising therefrom at the prevailing rate for Consultant's time plus out-of-pocket costs and expenses, including reasonable attorney fees incurred by Consultant in conjunction with the participation.

## 3. Indemnity & Insurance

### A. Indemnity

Consultant shall indemnify and hold harmless Client against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Consultant, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Consultant, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Consultant's proportion of the total fault which directly caused the damages.

Client shall indemnify and hold harmless Consultant against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Client, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Client, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Client's proportion of the total fault which directly caused the damages.

### B. Limitation of Liability

EXCEPT AS EXPRESSLY SET FORTH IN SECTION 1(C) HEREOF, CONSULTANT DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL EITHER CONSULTANT OR CLIENT BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHETHER FOR BREACH OF ANY WARRANTY, FOR BREACH OR REPUDIATION OF ANY OTHER TERM OR CONDITION OF THIS AGREEMENT, FOR NEGLIGENCE ON THE BASIS OF STRICT LIABILITY OR OTHERWISE.

### C. Insurance

(1) Consultant carries coverage and limits of liability insurance as follows:

- (a) Workers Compensation with statutory limits.
- (b) Employers' Liability with a minimum policy limit of \$1,000,000.00.
- (c) Comprehensive General Liability with the following coverage:
  - I. Limit \$1,000,000.00 per occurrence
  - II. \$2,000,000.00 general aggregate
  - III. \$2,000,000.00 products completed/ operations aggregate
  - IV. \$1,000,000.00 personal and advertising injury
  - V. \$300,000.00 fire Damage (any one fire)
  - VI. \$25,000.00 medical expenses (any one person)

## General Conditions (cont'd)

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- (d) Automobile insurance covering all owned, non-owned or hired automobiles used in connection with the work covering bodily injury and property damage with a minimum combined occurrence limit of \$1,000,000.00
- (e) Professional Liability (claims made) with the following coverage:  
\$1,000,000.00 per occurrence
- (f) Contractor Pollution Liability (claims made):  
\$1,000,000.00 each occurrence
- (g) Umbrella Liability.  
\$5,000,000.00 each occurrence

(2) Client (or Owner if applicable), Subcontractors and Agents agree to provide Consultant, upon request, Certificate(s) of Insurance signed by the insurer evidencing insurance for premise liability, general liability, auto and workers comp. equal or greater than those limits carried by the Consultant.

(3) Consultant shall promptly deliver to Client (or Owner if applicable), upon request, certificate(s) of insurance signed by the insurer for the policies described in (3) (C) above, or certified copies of such insurance policies indicating the existence of such coverage. IEA must be listed as both certificate holder and insured, or additional insured on each certificate of insurance.

#### 4. Assignment

This Agreement shall not be assigned by Consultant without prior written consent of the Client.

#### 5. Independent Contractor

Consultant is an independent Contractor and shall not be considered an employee, partner or joint venturer of the Client for any purpose.

#### 6. Restriction to hire employees of Consultant

Client agrees to refrain from hiring, contracting, or retaining the services of Consultant's employees during or within 12 months after the termination of Consultant's services. If Client hires an employee of Consultant in violation of this Section 6 without Consultant's written consent, Client shall pay Consultant a placement fee equal to twenty-five percent (25%) of such employee's annual wages.

#### 7. Notices

Any notice under this Agreement shall be in writing and shall be deemed to be properly given when delivered to an officer of Client or the Consultant's Chief Financial Officer, as the case may be, at their addresses as set forth in the Proposal. The courts located in the State of Minnesota shall have exclusive jurisdiction in any actions commenced by Consultant or Client in connection with this Agreement, the Project or the Services.

#### 8. Applicable Law

This Agreement shall be governed by and construed under the laws of the State of Minnesota. Parties agree to participate in pre-suit mediation prior to commencement of an action.

#### 9. Extent of Agreement

This Agreement, together with the Proposal, represents the entire Agreement between Client and Consultant, and supersedes all prior obligations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument, dated and executed by both Client and Consultant.

#### 10. Termination

Upon completion of the Project, Consultant will, at Client's request, deliver to Client or its designee all records, documents or materials in its possession or control of Consultant which are owned by Client. The obligations and provisions of Sections 1B, 2, 3, 5, 6 and 10 shall survive completion of the Project or termination of this Agreement.

IEA, INC.

# PROPOSAL



## Contact Us:

**BROOKLYN PARK OFFICE**  
9201 W. BROADWAY, #600  
BROOKLYN PARK, MN 55445  
763-315-7900

**MANKATO OFFICE**  
610 N. RIVERFRONT DRIVE  
MANKATO, MN 56001  
507-345-8818

**ROCHESTER OFFICE**  
210 WOOD LAKE DRIVE SE  
ROCHESTER, MN 55904  
507-281-6654

**BRAINERD OFFICE**  
601 NW 5TH ST. SUITE #4  
BRAINERD, MN 56401  
218-454-0703

**MARSHALL OFFICE**  
1420 EAST COLLEGE DRIVE  
MARSHALL, MN 56258  
507-476-3599

**VIRGINIA OFFICE**  
5525 EMERALD AVENUE  
MOUNTAIN IRON, MN 55768  
218-410-9521

[www.ieasafety.com](http://www.ieasafety.com)

800-233-9513

## Third-Year AHERA Inspections for International Falls Public Schools

OCTOBER 14, 2020

PROPOSAL #9277

## Third-Year AHERA Inspections

### PROPOSAL PROVIDED TO:

Tom Holt  
International Falls Public Schools  
1515 Eleventh Street  
International Falls, MN 56649  
Phone: (218) 283-2571 x1185  
E-mail: tholt@isd361.org

### PROPOSAL CONTACT:

Taylor Dickinson, CSP  
Virginia & Brainerd Regional Manager  
5525 Emerald Avenue  
Mountain Iron, MN 55768  
Phone: (218) 410-9521  
E-mail: Taylor.Dickinson@ieasafety.com

### PROJECT INTRODUCTION

Third-year AHERA inspections are required by the Environmental Protection Agency's (EPA's) Asbestos Hazard Emergency Response Act (AHERA) – 40 CFR Part 763.85, for all buildings owned or leased by non-profit K-12 school districts that contain asbestos-containing building materials (ACBM). All buildings covered by the Rule are to be re-inspected every three years by an accredited asbestos building inspector.

### SCOPE OF WORK

#### ***Third-Year Re-Inspection***

IEA will conduct an AHERA Third Year Re-Inspection, which is due to be completed within three years of the last inspection which was completed on December 28, 2017. IEA will inspect the following buildings: Falls Elementary, Falls High School, Bronco Arena and the bus garage.

This service includes the following:

- Re-inspect previously identified ACBM and update changes in quantity, amount of damage, EPA condition assessment category, laboratory analysis, and other relevant issues. This work will be performed by a state-certified asbestos building inspector.
- Review inspection data and provide recommended response actions for friable, damaged ACBM. This work will be performed by a state-certified asbestos management planner.
- Provide a district copy of the reports in a three-ring binder as well as individual building copies in separate binders. These reports include three sections identifying damaged ACBM (Chart A), identified ACBM (Chart B), and identified suspect materials (Chart C). Each binder contains numbered tabs for the inclusion of the required periodic surveillance reports.
- Provide inspection report in electronic format, upon request.

#### ***Laboratory Analysis***

- Any client-requested bulk samples collected and analyzed (by PLM) during the contracted inspection will be invoiced at \$18 per sample layer.

### LIMITATIONS & ASSUMPTIONS

The intent of the AHERA inspections are to comply with the requirements of the Environmental Protection Agency's (EPA's) Asbestos Hazard Emergency Response Act (AHERA) – 40 CFR Part 763.85. They are not intended to fulfill the requirements of the EPA's National Emissions Standard for Hazardous Air Pollutants (NESHAP) for required renovation or demolition inspections.

## Third-Year AHERA Inspections

### COMPENSATION

IEA's fee associated with this project as outlined above is, \$6,000. This fee includes project management, project review, on site inspections and transportation expenses.

The above cost does not include any bulk sample analytical fees. If bulk samples are collected, they will be invoiced at an additional \$18/per layer.

### SCHEDULE

IEA's services will commence upon receipt of the signed proposal. IEA will schedule this project through, Tom Holt.

### PROPOSAL TERMS

Terms on payment of services are net 30 days after invoicing, with interest added to unpaid balances. Please review the attached General Conditions, which are a part of this proposal, for more detail.

### AUTHORIZATION TO PROCEED

We appreciate the opportunity to present this proposal for Third-Year AHERA Inspections. Please sign this authorization to proceed and e-mail to [Taylor.Dickinson@ieasafety.com](mailto:Taylor.Dickinson@ieasafety.com). Retain the original for your records. We will begin the project at the time we receive this written documentation to proceed.  
IEA, Inc.



Taylor Dickinson, CSP  
Virginia & Brainerd Regional Manager

\*\*\*

Please proceed according to the above stated fees, terms, attached General Conditions, and proposal #9277 dated October 14, 2020.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PO Number (if applicable)

# **Appendix A**

## *General Conditions*

# General Conditions

The word "Consultant" refers to the Institute for Environmental Assessment ("IEA"), the contracting company is referred to as the "Client". Client agrees to be bound by these General Conditions by accepting the Proposal and engaging Consultant.

The Agreement with you, the Client, is comprised of this Agreement and accompanying written proposal.

## 1. Scope of Work

Consultant will furnish and perform the professional services specified in Consultant's proposal (the "Proposal"). The services as set forth in the Proposal (the "Services") will be provided by Consultant's personnel at the location of the Client (the "Site") (hereinafter referred to as the "Project"). If any portion of the Proposal is inconsistent with this Agreement, the terms of this Agreement shall control:

Consultant's obligation to perform the Services shall terminate upon delivery of a final report within 45 days of Project completion.

In addition to the Proposal, Consultant and Client agree as follows:

### A. Right of Access

Unless otherwise agreed in writing, Client will furnish Consultant with right-of-access to the Site and accurate information necessary to conduct the Services, as requested by Consultant.

### B. Confidential & Proprietary Information

The Consultant and Client agree not to disclose to others or use any confidential or proprietary information or trade secrets of the other, which may become known to each prior to, during or after the performance of this Agreement without the prior written consent of the other. "Confidential or proprietary information" and "trade secrets" shall mean any information about the other which is neither publicly known nor legally accessible to the other parties from third parties. Prior to the disclosure of any such confidential or proprietary information or trade secrets, each shall obtain the written approval of the other.

## C. General

Consultant warrants that the Services it performs under this Agreement will be performed with the care and skill ordinarily exercised by reputable members of its profession practicing under similar conditions during the period of this Agreement and in the same or similar locality. The AIHA-certified IEA laboratory will perform PCM analysis if specified. Other field PCM analysis will be completed by laboratory-approved field technicians, generally under AAR Guidelines.

## 2. Payment for Services

### A. Fee Schedule & Maximum Costs

The fee schedule in the Proposal specifies the amounts due to Consultant from Client for its Services performed under this Agreement.

### B. Schedule of Payment

Invoices will be submitted to Client once a month for services performed during the prior month. Payment to Consultant is due upon presentation to Client, and past due after thirty (30) days of receipt of the invoice, in which case a service fee of 1.5% monthly shall be added to the invoice, unless specifically arranged otherwise by Consultant and communicated in writing. Client reserves the right to question any item on any invoice and Consultant agrees, upon Client's request, to supply such documentation as is necessary to reasonably justify such invoice amount to Client's reasonable satisfaction. Client agrees to pay Consultant any costs of collection including reasonable attorneys' fees and costs if payment for Services are not made when due.

### C. Expert Fee Expenses

If Client requests Consultant to participate on behalf of Client in litigation regarding the subject matter of this Agreement, Client agrees to pay all of Consultant's expenses arising therefrom at the prevailing rate for Consultant's time plus out-of-pocket costs and expenses, including reasonable attorney fees incurred by Consultant in conjunction with the participation.

## 3. Indemnity & Insurance

### A. Indemnity

Consultant shall indemnify and hold harmless Client against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Consultant, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Consultant, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Consultant's proportion of the total fault which directly caused the damages. Client shall indemnify and hold harmless Consultant against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Client, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Client, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Client's proportion of the total fault which directly caused the damages.

### B. Limitation of Liability

EXCEPT AS EXPRESSLY SET FORTH IN SECTION 1(C) HEREOF, CONSULTANT DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL EITHER CONSULTANT OR CLIENT BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHETHER FOR BREACH OF ANY WARRANTY, FOR BREACH OR REPUTATION OF ANY OTHER TERM OR CONDITION OF THIS AGREEMENT, FOR NEGLIGENCE ON THE BASIS OF STRICT LIABILITY OR OTHERWISE.

# General Conditions (cont'd)

## C. Insurance

(1) Consultant carries coverage and limits of liability insurance as follows:

- (a) Workers Compensation with statutory limits.
- (b) Employers' Liability with a minimum policy limit of \$1,000,000.00.
- (c) Comprehensive General Liability with the following coverage:
  - I. Limit \$1,000,000.00 per occurrence
  - II. \$2,000,000.00 general aggregate
  - III. \$2,000,000.00 products completed/ operations aggregate
  - IV. \$1,000,000.00 personal and advertising injury
  - V. \$300,000.00 fire Damage (any one fire)
  - VI. \$25,000.00 medical expenses (any one person)
- (d) Automobile insurance covering all owned, non-owned or hired automobiles used in connection with the work covering bodily injury and property damage with a minimum combined occurrence limit of \$1,000,000.00
- (e) Professional Liability (claims made) with the following coverage:

\$1,000,000.00 per occurrence
- (f) Contractor Pollution Liability (claims made):

\$1,000,000.00 each occurrence
- (g) Umbrella Liability.

\$5,000,000.00 each occurrence

(2) Client (or Owner if applicable), Subcontractors and Agents agree to provide Consultant, upon request, Certificate(s) of Insurance signed by the insurer evidencing insurance for premise liability, general liability, auto and workers comp. equal or greater than those limits carried by the Consultant.

(3) Consultant shall promptly deliver to Client (or Owner if applicable), upon request, certificate(s) of insurance signed by the insurer for the policies described in (3) (C) above, or certified copies of such insurance policies indicating the existence of such coverage. IEA must be listed as both certificate holder and insured, or additional insured on each certificate of insurance.

## 4. Assignment

This Agreement shall not be assigned by Consultant without prior written consent of the Client.

## 5. Independent Contractor

Consultant is an independent Contractor and shall not be considered an employee, partner or joint venturer of the Client for any purpose.

## 6. Restriction to hire employees of Consultant

Client agrees to refrain from hiring, contracting, or retaining the services of Consultant's employees during or within 12 months after the termination of Consultant's services. If Client hires an employee of Consultant in violation of this Section 6 without Consultant's written consent, Client shall pay Consultant a placement fee equal to twenty-five percent (25%) of such employee's annual wages.

## 7. Notices

Any notice under this Agreement shall be in writing and shall be deemed to be properly given when delivered to an officer of Client or the Consultant's Chief Financial Officer, as the case may be, at their addresses as set forth in the Proposal. The courts located in the State of Minnesota shall have exclusive jurisdiction in any actions commenced by Consultant or Client in connection with this Agreement, the Project or the Services.

## 8. Applicable Law

This Agreement shall be governed by and construed under the laws of the State of Minnesota. Parties agree to participate in pre-suit mediation prior to commencement of an action.

## 9. Extent of Agreement

This Agreement, together with the Proposal, represents the entire Agreement between Client and Consultant, and supersedes all prior obligations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument, dated and executed by both Client and Consultant.

## 10. Termination

Upon completion of the Project, Consultant will, at Client's request, deliver to Client or its designee all records, documents or materials in its possession or control of Consultant which are owned by Client. The obligations and provisions of Sections 1B, 2, 3, 5, 6 and 10 shall survive completion of the Project or termination of this Agreement.



## The American Indian Parent Advisory Committee Resolution

**WHEREAS**, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

**WHEREAS**, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

**WHEREAS**, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

**WHEREAS**, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

**THEREFORE BE IT RESOLVED**, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

**We, the American Indian Parent Advisory Committee**, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

**We, the American Indian Parent Advisory Committee**, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

BethAnne Slatinski      BethAnne Slatinski  
AIPAC Chairperson Printed Name and Signature

12-09-2020  
Date

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

**BOARD POLICY 518  
DNR-DNI Orders**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ 2003 \_\_\_\_\_

**I. PURPOSE**

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

**II. GENERAL STATEMENT OF POLICY**

- A. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

***Legal References:*** 29 U.S.C. § 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

***Cross References:***

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

**BOARD POLICY 519  
Interviews of Students by Outside Agencies**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ 2002 \_\_\_

**I. PURPOSE**

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

**II. GENERAL STATEMENT OF POLICY**

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

**III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT**

- A. In the case of an investigation pursuant to the Maltreatment of Minors Act, Minn. Stat. § 626.556, Subd. 10, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or

law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.

- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minn. Stat. § 626.556, Subd. 10 (c) may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosures regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.

- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 626.556, Subd. 10(c) and (d) (Duties of Local Welfare Agency and Local Law Enforcement Agency Upon Receipt of a Report)

**Cross References:** MSBA/MASA Model Policy 103 (Complaints - Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

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

**BOARD POLICY 520  
Student Surveys**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ April 2020 \_\_\_\_\_

*[Note: School districts are required by statute to have a policy addressing student surveys.]*

**I. PURPOSE**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

**II. GENERAL STATEMENT OF POLICY**

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

**III. STUDENT SURVEYS IN GENERAL**

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. ~~There will be~~ No requirement that the student return the survey **shall exist**, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of

the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.

- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.
- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

#### **IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM**

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
  - 1. political affiliations or beliefs of the student or the student's parent;
  - 2. mental and psychological problems of the student or the student's family;
  - 3. sex behavior or attitudes;
  - 4. illegal, antisocial, self-incriminating, or demeaning behavior;
  - 5. critical appraisals of other individuals with whom respondents have close family relationships;
  - 6. legally recognized privileged or analogous relationships, such as those of

lawyers, physicians, and ministers;

7. religious practices, affiliations, or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

- a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

"Instructional material" means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).
- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.
  - (1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
  - (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
    - (a) college or other postsecondary education recruitment or military;
    - (b) book clubs, magazines, and programs providing access to low cost literary products;
    - (c) curriculum and instructional materials used by elementary and secondary schools;
    - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
    - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
    - (f) student recognition programs.

- (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.
2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
  - a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
  - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
    - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
    - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
    - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
  - c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.

- d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

**V. NOTICE**

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information;  
Parent Notice and Opportunity for Opting Out)  
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. 1232h (Protection of Pupil Rights)  
34 C.F.R. Part 99  
*Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d  
309 (2002)  
*C.N. v. Ridgewood Bd. Of Educ.*, 430 F.3d. 159 (3<sup>rd</sup> Cir. 2005)  
*Fields v. Palmdale School Dist.*, 427 F.3d. 1197 (9<sup>th</sup> Cir. 2005)

**Cross References:** 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)

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

**BOARD POLICY 521  
Student Disability Nondiscrimination**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ April 2020 \_\_\_\_\_

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

**I. PURPOSE**

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need ~~special~~ services, accommodations, or programs in order that such learners may receive a free appropriate public education.

**II. GENERAL STATEMENT OF POLICY**

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. ~~It is~~ The responsibility of the school district ~~is~~ to identify and evaluate learners who, within the intent of Section 504, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities, ~~including learning~~; or
  - 2. has a record of such impairment; or
  - 3. is regarded as having such ~~an~~ impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

### III. COORDINATOR

Persons who have questions or comments, ~~or complaints~~ should contact the district's ADA/504 Coordinator(s) ~~regarding grievances or hearing requests regarding disability issues.~~ Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator. Contact information is as follows:

Elementary Section 504 Officer  
Melissa Tate, Elementary Principal  
1414 15<sup>th</sup> Avenue  
International Falls, MN 56649  
218-283-2571 ext 1232  
Alternate: Marc Glowack

Secondary Section 504 Officer  
Marc Glowack, Dean of Students  
1515 11<sup>th</sup> Street  
International Falls, MN 56649  
218-283-2571 ext 1110  
Alternate: Melissa Tate

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](http://www.isd361.k12.mn.us) under "School Board"; policies; Policy #401 Procedure.

**Legal References:** Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)  
29 U.S.C. § 794 *et. seq.* (§ 504 of Rehabilitation Act of 1973)  
34 C.F.R. Part 104 (Implementing Regulations)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_

STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. \_\_\_\_\_ maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because \_\_\_\_\_  
\_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

Name of person you believe discriminated against you or another person: \_\_\_\_\_  
\_\_\_\_\_

If the alleged discrimination was toward another person, identify that person: \_\_\_\_\_  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of the incident(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has

discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

Received by: \_\_\_\_\_

\_\_\_\_\_  
(Date)

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

**BOARD POLICY 523  
Policies Incorporated by Reference**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ April 2020 \_\_\_\_\_

**PURPOSE**

Certain policies as contained in ~~this policy reference manual~~ the school district's policies are applicable to students as well as to employees. 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 students:

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 413	Harassment and Violence
Model Policy 417	Chemical Use and Abuse
Model Policy 418	Drug-Free Workplace/Drug-Free School
Model Policy 419	Tobacco-Free Environment; <del>Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices</del> )
Model Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
Model Policy 511	Student Fundraising
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 610	Field Trips
Model Policy 613	Graduation Requirements
Model Policy 614	School District Testing Plan and Procedure
Model Policy 615	<del>Basic Standards</del> Testing, Accommodations, Modifications, and Exemptions for IEPs, Section 504 <del>Plans Accommodation</del> , and LEP

	Students
Model Policy 616	School District System Accountability
Model Policy 707	Transportation of Public School Students
Model Policy 708	Transportation of Nonpublic School Students
Model Policy 709	Student Transportation Safety Policy
Model Policy 710	Extracurricular Transportation
Model Policy 711	Videotaping on School Buses
<b>Model Policy 712</b>	<b>Video Surveillance Other Than on Buses</b>
Model Policy 801	Equal Access to Facilities of Secondary Schools

Students are charged with notice that the above cited policies are also applicable to students; however, students 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:***

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

**BOARD POLICY 527**

**Student Use and Parking of Motor Vehicles; Parols, Inspections, and Searches**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ April 2020 \_\_\_\_\_

**I. PURPOSE**

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

**II. GENERAL STATEMENT OF POLICY**

~~It is~~ The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. ~~It is~~ The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student’s educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

**III. DEFINITIONS**

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent, or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in

determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.

- D. “School district location” means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

#### IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus during the school day only [during the designated lunch period, release for open hour](#), or if there is an emergency and permission has been granted to the student by the [building principal](#). Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus.

*[Note: This portion of the policy may need to be modified depending upon the designation of the high school campus as open or closed. For example, the school district may choose to adopt language for an open campus in the second sentence such as “Students may use motor vehicles on the high school campus[es] during the school day only during the student’s designated lunch period or if there is an emergency and permission has been granted to the student by [the building principal](#) to use a motor vehicle during the school day.”]*

#### V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, [the staff parking lot or in the fifteen minute parking zone across from school](#).
- B. [Student vehicles must display a student parking permit. Permits are available in the high school office.](#)
- C. When there are unauthorized vehicles parked on school district property, school officials may:
  - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or

2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off school district property.

## VI. PATROLS, INSPECTIONS AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

### A. Patrols and Inspections.

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### B. Search of Interior of Student Motor Vehicle.

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

### C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures.

~~It shall be~~ A violation of this policy ~~occurs when for~~ students ~~to~~ store or carry contraband in motor vehicles in a school district location or ~~to~~ interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

### D. Seizure of Contraband.

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

### E. Dissemination of Policy.

A copy of this policy will be [provided to each student applying for a parking permit.](#)

## VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

*[Note: Some school districts may choose to allow students to park their cars in school district locations, such as designated student parking lots, by permit only. Such a permit system can be used to assist in the dissemination and enforcement of the motor vehicle policy. For example, school districts instituting a permit system can advise students who apply for a permit that the motor vehicle policy exists and that their motor vehicles are subject to inspection and search by school officials. An acknowledgment form, such as the sample attached to this policy, can then be utilized to document the notice given and the student's receipt of the policy.]*

*[Note: If a school district institutes a permit system and intends to charge students a fee for parking permits, the procedures in Minn. Stat. § 123B.38 must be followed before the fees are implemented.]*

## VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

**Legal References:** U.S. Const., amend. IV  
Minn. Const., art. I, §10  
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)  
*New Jersey v. T.L.O.*, 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

**Cross References:** MSBA/MASA Model Policy 417 (Chemical Use/Abuse)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
**MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)**

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

**BOARD POLICY 528  
Student Parental, Family, and Marital Status Nondiscrimination**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ 2003 \_\_\_\_\_

**I. PURPOSE**

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this

policy.

- F. The school board has designated [the Superintendent](#) as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522 – Student Sex Nondiscrimination.

**Legal References:** Minn. Stat. § 363.01 *et seq.* (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)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

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

**BOARD POLICY 531  
The Pledge of Allegiance**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ 2003 \_\_\_\_\_

***[Note: Recitation of the Pledge of Allegiance by students and instruction of students as provided in this policy are required by statute. Also, the statement in Part III., below, must be included in the student handbook or a policy guide. A local school board or a charter school board of directors may waive these statutory requirements by a majority vote taken annually. If the local school board or charter school board of directors waives the requirement to recite the Pledge of Allegiance, it may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.]***

**I. PURPOSE**

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

**II. GENERAL STATEMENT OF POLICY**

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

**III. EXCEPTIONS**

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

#### **IV. INSTRUCTION**

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

***Legal References:*** Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)  
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

***Cross References:***

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

**BOARD POLICY 601  
School District Curriculum and Instructional Goals**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ September 2020 \_\_\_\_\_

*[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]*

**I. PURPOSE**

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world's best workforce.

**II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

**III. DEFINITIONS**

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills and career and college readiness.

- D. “Instruction” means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. “Performance measures” are measures to determine school district and school site progress in striving to create the world’s best workforce and must include at least the following:
  - 1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs and enrichment experiences by student subgroup;
  - 2. student performance on the Minnesota Comprehensive Assessments;
  - 3. high school graduation rates; and
  - 4. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F. “World’s best workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

#### IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
  - 1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;

**[Note: MSBA/MASA Model Policy 601, Section IV.B. and MSBA/MASA Model Policy 616 address this requirement.]**

2. a process to assess and evaluate each student's progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce;

***[Note: MSBA/MASA Model Policy 618 addresses this requirement.]***

3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minn. Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;

***[Note: MSBA/MASA Model Policy 616 addresses this requirement.]***

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;

***[Note: MSBA/MASA Model Policy 616 addresses this requirement.]***

5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and;
7. an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.\* These skills include:

***[\*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or***

***Rehabilitation Act Section 504 Accommodation plan.]***

- a. reading, writing, speaking, listening and viewing in the English language;
  - b. mathematical and scientific concepts;
  - c. locating, organizing, communicating and evaluating information and developing methods of inquiry (i.e. problem solving);
  - d. creative and critical thinking, decision making, and study skills;
  - e. work readiness skills;
  - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
- a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
  - b. bring many perspectives, including historical, to contemporary issues;
  - c. develop an appreciation and respect for democratic institutions;
  - d. communicate and relate effectively in languages and with cultures other than the student's own;
  - e. practice stewardship of the land, natural resources, and environment;
  - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
- a. establishing and achieving personal and career goals;
  - b. adapting to change;

- c. leading a healthy and fulfilling life, both physically and mentally;
  - d. living a life that will contribute to the well-being of society;
  - e. becoming a self-directed learner;
  - f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills necessary to:
- a. appreciate, understand, and accept human diversity and interdependence;
  - b. address human problems through team effort;
  - c. resolve conflicts with and among others;
  - d. function constructively within a family unit;
  - e. promote a multicultural, gender-fair, disability-sensitive society.

***[Note: School district and site goals example courtesy of the Winona School District.]***

- C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.
- 1. The school district must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
  - 2. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.

***[Note: According to Minnesota statutes, dyslexia screening is to be conducted in***

*a locally determined manner.]*

3. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment and annually report summary assessment results to the Commissioner of Education by July 1.
4. The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students ~~with who demonstrate characteristics of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist.~~ With respect to students screened or identified under paragraph (1), the report must include:
  - ~~(a) dyslexia, using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist; or~~ a summary of the district's efforts to screen for dyslexia;
  - (b) the number of students screened for that reporting year; and
  - (c) the number of students demonstrating characteristics of dyslexia for that year.

~~b. convergence insufficiency disorder.~~
5. A student identified as having a reading difficulty must be provided with alternate instruction under Minn. Stat. § 125A.56, Subd. 1.
6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
  - a. the student's reading proficiency as measured by a locally adopted assessment;
  - b. reading-related services currently being provided to the student and the student's progress; and
  - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student's right to a special education evaluation.

7. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections.

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)  
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)  
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)  
Minn. Stat. § 122A.40., Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required)  
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEP's, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

INTERNATIONAL FALLS PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 419  
TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF  
TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC  
DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION  
INSTRUCTION

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ September 2020 \_\_\_\_\_

*[Note: School Districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minn. Stat. § 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]*

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

*[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]*

- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.**

### **III. ~~TOBACCO AND TOBACCO-RELATED DEVICES DEFINED-DEFINITIONS~~**

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance ~~whether natural or synthetic~~, intended for human consumption ~~that can be used by a person to simulate smoking in the delivery of nicotine or any other substance~~ through inhalation of ~~vapor aerosol or vapor~~ from the product. ~~Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor.~~ Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. ~~Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose~~ excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- ~~BC.~~ “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. ~~Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.~~
- ~~CD.~~ “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or ~~g~~intended to be used in a manner which enables

the chewing, sniffing, smoking, or inhalation of **vapers aerosol or vapor** of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

- DE.** “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F.** “Vaping” means using an activated electronic delivery device or heated tobacco product.”

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

#### **V. VAPING PREVENTION INSTRUCTION**

- A.** The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B.** The school district may use instructional materials based upon the Minnesota Department of Health’s school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district’s locally developed health standards.

**[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]**

#### **VI. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any other manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

## **VI. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

***Legal References:***     **Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)**  
Minn. Stat. §§ 144.411 – 144.417 (Minnesota Clean Indoor Air Act)  
Minn. Stat. § 609.685 (Sale of Tobacco to Children)  
2007 Minn. Laws. Ch.82 (Freedom to Breathe Act of 2007)

***Cross References:***     MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

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

**BOARD POLICY 507  
Corporal Punishment**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ April 2020 \_\_\_\_\_

*[Note: The provisions of this policy substantially reflect statutory requirements.]*

**I. PURPOSE**

The purpose of this policy is to describe limitations on corporal punishment of students.

**II. GENERAL STATEMENT OF POLICY**

No employee or agent of the school district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term “corporal punishment” means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

**III. EXCEPTIONS**

A teacher or school principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

**IV. VIOLATION**

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

**Legal References:** Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)

Minn. Stat. § 609.06, Subd. 1 (6)(7) (Authorized Use of Force)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)

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

**BOARD POLICY 511.5  
Raffles**

**Adopted** \_\_\_ June 27, 1991 \_\_\_

**Revised** \_\_\_\_\_

**I. PURPOSE**

The purpose of this policy is to address raffles conducted on school property and at school events.

- A. Raffles may be held in a legal manner by adult booster groups. Said raffles will be held for the express purpose of raising money to be used for student activities.
- B. Booster groups may set up a booth or table at an event to take donation, but may not directly solicit those people in attendance.
- C. Permission for said raffle must be obtained from the administer of the event.
- D. Priority will be given to the booster group of the event for which the raffle tickets are being sold.
- E. The winner of the raffle may be announced at the event if it can be done at a reasonable time.
- F. School-aged students may not sell or buy the raffle tickets.

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

**BOARD POLICY 511.6  
Vendors of Student Products**

**Adopted** \_\_\_ August, 1986 \_\_\_

**Revised** \_\_\_\_\_

**I. PURPOSE**

The purpose of this policy is to provide guidance for vendors who provide products and/or services to student in the school of Independent School District No. 361.

- A. Vendors will be discouraged from selling products to students unless these products are clearly needed and wanted by the students and their parents.
- B. Generally, vendors are discouraged from making presentations to students during the school day unless it is clearly in the best interest of the students and parents.
- C. In the event that it is in the best interest of the students to have a vendor(s) make a presentation, reasonable effort will be made to have all vendors do so at the same time. Each known local vendor should be notified and given an opportunity to make a presentation. The building principal shall schedule the time of any presentations.
- D. Selection of a vendor may be made by the student representatives of those student groups in grades 9-12 with approval by the building principal or his designee. Approval for grades K-8 will be made by the building principal or his/her designee.
- E. Every effort should be made to insure that high quality products and service be provided. Prices, quality and services shall be the criteria for selecting a vendor.
- F. In the event that the product is provided on a district wide basis, the superintendent shall coordinate the efforts to select vendors.
- G. Parents may be asked for input into a decision on a vendor through a committee, a poll or other methods of communication.
- H. The selling of products and services should interfere as little as possible with the educational process.
- I. A fee may be charged by the school to facilitate the selling of a product or service.

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

**BOARD POLICY 512  
School-Sponsored Student Publications and Activities**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ April 2020 \_\_\_\_\_

**I. PURPOSE**

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

**II. GENERAL STATEMENT OF POLICY**

*[Note: A school district generally will wish to reserve a forum it sponsors for its intended purpose in light of the special characteristics of the school environment. By doing so, the school district will have more authority/editorial control over student expression in such a forum. Sponsorship alone may not be enough, however. If the exercise of control is challenged, courts will examine factors such as whether the school district's purpose in creating the forum was educational, whether school officials supervised the publication or activity and exercised editorial control over the contents, whether the materials were produced as part of the curriculum, and whether students received grades and academic credit for the publication or activity. If a forum is reserved, regulation of student expression as in Section IV.B. of this policy will be permissible. If a forum is not reserved, but rather is opened for public communication by tradition or designation, then only the limited regulation of speech as described in Section IV.A. of this policy will be permissible.]*

- A. The school district may exercise editorial control over the style and content of student expressions in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.

1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
2. Official school publications may be distributed at reasonable times and locations.

### **III. DEFINITIONS**

- A. “Distribution” means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.
- B. “Official school publications” means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as a part of the curriculum.
- C. “Obscene to minors” means:
  1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
  1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event,

participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. “School activities” means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material:
  - 1. is obscene to minors;
  - 2. is libelous or slanderous;
  - 3. advertises or promotes any product or service not permitted for minors by law;
  - 4. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
  - 5. expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
  - 6. is distributed or displayed in violation of time, place, and manner regulations.
- B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content as long as the school district’s actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:
  - 1. assuring that participants learn whatever lessons the activity is designed to teach;
  - 2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;

3. assuring that the views of the individual speaker are not erroneously attributed to the school;
4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

C. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Bystrom v. Fridley High School, I.S.D. No. 14*, 822 F.2d 747 (8th Cir. 1987)  
*Morse v. Frederick*, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed.2d 290 (2007)

**Cross References:** MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
 MSBA/MASA Model Policy 506 (Student Discipline)  
 MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

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

**BOARD POLICY 513.5  
Kindergarten Early Entrance**

Adopted July, 2014

Revised \_\_\_\_\_

**I. PURPOSE**

The purpose of this policy is to provide guidance to the School Board, professional staff and parents regarding early entrance of children into kindergarten prior to reaching the age of five by September 1.

**II. GENERAL STATEMENT OF POLICY**

The International Falls Schools recognizes that some students may be ready for early entrance into kindergarten with a September or October birthday.

**III. PROCEDURES**

Children who turn five on September 1 or thereafter through October 31 may be considered for admission into kindergarten based on the following procedures:

1. Parent requests will be reviewed after the April 15th school request deadline. (see request form)
2. A school team will conduct a standardized assessment of the student's social/emotional/behavioral functioning. Children who appear socially/emotionally ready for kindergarten will be referred to district staff for completion of the assessment process. District and Northland Special Education Co-op staff will assess academic readiness for kindergarten. Prior testing results may be reviewed by the district in the event a family has participated in assessments prior to applying for early entrance to Kindergarten.
3. Children must demonstrate superior intellectual ability, defined as performance at or above the 90%ile on a nationally normed, individually administered test of cognitive ability, +/- the standard error of measurement.
4. A fee of \$100.00 is collected to cover pre-assessment and consultation time with an assessment team. This fee may be waived if the district decides it does not have to do an assessment. A birth certificate also needs to be presented for age verification. The assessment team will consist of Early Childhood teacher(s), special needs teacher(s), principal and psychologist.

5. The assessment team will review all information from all members and provide a recommendation concerning the early entrance request to the superintendent. The superintendent's decision is final.
6. Special requests made on behalf of students whose birthdates are beyond the October 31<sup>st</sup> date will be handled on a case-by-case basis and are subject to the Superintendent's discretion and approval.

***Legal References:*** Minn. Stat. § 120A.20, 124D.02



# International Falls Public Schools

## Independent School District 361

### Early Kindergarten Admission

#### **DISTRICT POLICY REGARDING EARLY ADMISSION INTO KINDERGARTEN**

After careful consideration, the International Falls Public School District has adopted the following criteria for early admission into Kindergarten:

- Children who turn five on September 1 or thereafter through October 31 may be considered for admission into Kindergarten based on the following procedures. A birth certificate must be presented for age verification.
- Parents must request by April 15<sup>th</sup> of the previous school year. Parent requests will be reviewed after the deadline and will be honored on a space-available basis.
- A school team will conduct a standardized assessment of the student's social, emotional, behavioral functioning. The assessment team will consist of Early childhood teacher(s), special needs teacher(s), principal and psychologist. Children who appear socially and emotionally ready for kindergarten will be referred to district staff for completion of the assessment process. District and Northland Special Education Co-op Staff will assess academic readiness for kindergarten. Prior testing results may be reviewed by the district in the event a family has participated in assessments prior to applying for early entrance to kindergarten.
- Children must demonstrate superior intellectual ability, defined as performance at or above the 90 percentile on a nationally normed, individually administered test of cognitive ability, +/- the standard error of measurement.
- Cognitive ability assessed to be within the superior range as measured by a standardized individually administered test.
- Academic readiness/achievement assessed to be within the superior range as measured by a standardized and individually administered test.
- Superior social maturity as measured by a school team with information gathered from parent/guardian reports, daycare and teacher observations, and any other developmental checklists as appropriate.
- A fee of \$100.00 is collected to cover pre-assessment and consultation time with an assessment team. This fee may be waived if the district determines it does not have to complete an additional assessment.
- The assessment team will review all information from all members and provide a recommendation concerning the early entrance request to the Superintendent. The Superintendent's decision is final.

## **DEVELOPMENTAL CHECKLIST**

Early admission to Kindergarten is only considered for children who are thought to be exceptional (total development being superior to most children of the same age).

In order to help parents/guardians determine whether they should apply for the early admission program, the following checklist can be used. It helps parents/guardians to determine a child's strengths by comparing his/her behavior with the list of descriptors.

Please remember this is only a guide to help you sort out your feelings as to your child's potential. If you apply for early admission, the school district will still be the determiner of whether the child will start Kindergarten early.

### **GENERAL INTELLECTUAL ABILITY**

- \_\_\_\_\_ Asks many specific questions and seriously attends to the answers.
- \_\_\_\_\_ Has a good memory.
- \_\_\_\_\_ Frequently prefers playing with older children.
- \_\_\_\_\_ Has a mature sense of humor. Is likely to understand puns or plays on words before other children.
- \_\_\_\_\_ Is exceptionally curious. May either use a "scatter shot" approach of exploring many areas of interest simultaneously, or focus on one at a time.
- \_\_\_\_\_ Has a high energy level; is restless in mind and body.
- \_\_\_\_\_ Is interested in cause-effect relationships. Likes to explore possible explanations. May insist that his/her explanation makes more sense than the "real" one.
- \_\_\_\_\_ Has a long attention span for activities of own choosing.
- \_\_\_\_\_ Knows many things about which other children the same age are unaware.
- \_\_\_\_\_ Applies concepts of reading and math in contexts other than those in which they were introduced.
- \_\_\_\_\_ Is sensitive to emotional issues at an early age. Asks many questions about pain, death, anger, love, violence, etc...
- \_\_\_\_\_ Is eager to try new activities and/or to perform familiar activities in new ways.

## **SPECIFIC ACADEMIC ACHIEVEMENT**

### **LINGUISTIC APTITUDE**

- \_\_\_\_\_ Uses advanced vocabulary.
- \_\_\_\_\_ Employs advanced sentence structure (i.e. uses conjunctions like “however” and “although”).
- \_\_\_\_\_ Makes up elaborate stories or fantasies.
- \_\_\_\_\_ Memorizes many poems or stories. Recites poems or rhymes using rhythm and cadence.
- \_\_\_\_\_ Prefers story books with many words and fewer pictures.
- \_\_\_\_\_ Has taught (or is teaching) self to read by asking parents or other nearby adults. “What is this letter?” or read aloud again and again.
- \_\_\_\_\_ Has an early interest in printing letters, names and words.

### **MATH/LOGIC APTITUDE**

- \_\_\_\_\_ Is very interested in maps, charts, globes, calendars, and clocks. Asks many questions about abstract terms, such as time and space. (Example: “When is today really tomorrow or yesterday?”)
- \_\_\_\_\_ Enjoys assembling new or difficult puzzles.
- \_\_\_\_\_ Likes to count, weigh, measure, or categorize objects.
- \_\_\_\_\_ Recognizes one and two digit numbers. Is able to count objects and choose the correct numeral to represent the number. (Example: Counts 11 blocks and points to the numeral 11.)
- \_\_\_\_\_ Understands concepts of money. (Example: Knows that 10 pennies equal to a dime.)

### **SCIENTIFIC APTITUDE**

- \_\_\_\_\_ Constantly wants to know how and why things work.
- \_\_\_\_\_ Collects things.
- \_\_\_\_\_ Likes to classify and categorize objects and ideas.
- \_\_\_\_\_ Has an advanced understanding of cause-and-effect relationships.
- \_\_\_\_\_ Chooses “how-to” books or nature books over stories and fairy tales.
- \_\_\_\_\_ Likes to take things apart—toys, clocks, flashlights, appliances. May or may not be able to put them back together.

**CREATIVE PRODUCTIVE THINKING**

- \_\_\_\_\_ May have an "imaginary friend" and be able to describe him/her in great detail.
- \_\_\_\_\_ Is constantly asking questions.
- \_\_\_\_\_ Responds to questions with a list of possible answers.
- \_\_\_\_\_ See solutions that rarely occur to other children or to adults.
- \_\_\_\_\_ Effectively uses materials in ways other than those from which they were intended.  
(Example: Invents a new game around Lotte cards.)
- \_\_\_\_\_ Has a spontaneous sense of humor.
- \_\_\_\_\_ Makes up elaborate excuses for behavior, finds "loopholes." (Example: "I am sorry I bit Ralph, but didn't mean to bite his skin. I only meant to chew his clothes.")

**LEADERSHIP ABILITY**

- \_\_\_\_\_ Interacts easily with both children and adults.
- \_\_\_\_\_ Is often sought out by other children for play.
- \_\_\_\_\_ Is able to enter an already-playing group of children and be easily accepted.
- \_\_\_\_\_ Offers play suggestions to other children toward his/her own goals, positive or negative.
- \_\_\_\_\_ Understands cause-effect as it relates to behavior and consequences.
- \_\_\_\_\_ Recognizes when his/her behavior yields certain predictable results.
- \_\_\_\_\_ Has a sense of justice and fair play for both self and others.

Has your child had experience with groups of children away from his or her parents/guardians, such as in daycare or early childhood classes? Please list:

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Why do you feel your child would benefit from early entrance?

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If necessary I consent to an assessment of my child to determine his or her readiness to enter Kindergarten early.

I HAVE READ AND UNDERSTAND THE INFORMATION ON THIS FORM.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

REQUIRED ENCLOSURES: COPY OF YOUR CHILD'S BIRTH CERTIFICATE AND IMMUNIZATION AND PHYSICAL RECORDS.

Please return to:

Melissa Tate, Falls Elementary Principal  
Falls Elementary School  
1414 15<sup>th</sup> Avenue  
International Falls, MN 56649

**Student Information: (Please Print)**

Student Name: \_\_\_\_\_  
Last First Middle

Male  Female (check one) Birthdate \_\_\_\_\_

Does your child have a serious health condition requiring care/assistance during the school day?

YES  NO If "yes", what is your child's health condition? \_\_\_\_\_

**Student Language Information:** In order to help your child learn, we need to determine which language your child uses most. Please check the appropriate box below for each question:

Which language did your child first learn?  English  Other (specify) \_\_\_\_\_

Which language is spoken most in your home?  English  Other (specify) \_\_\_\_\_

Which language does your child usually speak  English  Other (specify) \_\_\_\_\_

**Student Ethnic Group:**

Is the student Hispanic/Latino?  Yes  NO

What is the student's primary race?  American Indian or Alaska Native  Asian

Black or African American  Native Hawaiian or Pacific Islander  White

Mark all other races that apply.  American Indian or Alaska Native  Asian

Black or African American  Native Hawaiian or Pacific Islander  White

**Parent/Guardian Information: (please print)**

Parent/Guardian name: \_\_\_\_\_

Relationship to Student:  Mother  Father  Guardian

Home Address: \_\_\_\_\_ Apt # \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

**BOARD POLICY 513.6  
Gifted and Talented**

**Adopted** \_\_\_ July, 2014 \_\_\_

**Revised** \_\_\_\_\_

**I. PURPOSE**

The purpose of this policy is to provide guidance to professional staff that may identify students, locally develop programs addressing instructional and effective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs.

**II. GENERAL STATEMENT OF POLICY**

The School Board recognizes the need to adopt guidelines for assessing and identifying students for participation in gifted and talented program.

**III. PROCEDURES**

The district must have in place procedures for the academic acceleration of gifted and talented students. These procedures must include how the district will:

1. Assess a student's readiness and motivation for acceleration;
2. Match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
3. The procedures must be time sensitive to underrepresented and racial groups.

**Legal References:** Minn. Stat. § 120B.15

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

**BOARD POLICY 516  
Student Medication**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ September 2020 \_\_\_\_\_

*[Note: The necessary provisions for complying with Minn. Stat. §§ 121A.22, Administration of Drugs and Medicine, and 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students age 18 and over or other nonprescription medications. Please note that §121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]*

**I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

**II. GENERAL STATEMENT OF POLICY**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district’s licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications except any form of medical cannabis, in accordance with law and school district procedures.

**III. REQUIREMENTS**

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student’s parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An “Administering Prescription Medications” form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.

- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.
- JK. Specific Exceptions:

1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
  - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
  - b. the inhaler is properly labeled for that student; and
  - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
  - a. that are used off school grounds;
  - b. that are used in connection with athletics or extracurricular activities; or
  - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

***[Note: The provisions of paragraph 6 are optional and the school board may choose to include or exclude any of the provisions specified.]***

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

***[Note: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]***

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
  - a. possess epinephrine auto-injectors; or
  - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

**KL.** "Parent" for students 18 years old or older is the student.

- LM.** Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

**N. Procedure regarding unclaimed drugs or medications.**

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

***Legal References:***

Minn. Stat. § 13.32 (Student Health Data)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)  
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
**Minn. Stat. § 152.01 (Definitions)**  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
20 U.S.C. 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. 794, *et seq.* (Rehabilitation Act of 1973, § 504)

***Cross References:*** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

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

**BOARD POLICY 516.5  
Guidelines for Administration of Student Medication**

**Adopted** \_\_\_ February 19, 2002 \_\_\_

**Revised** \_\_\_\_\_

**I. PURPOSE**

The following guidelines for administering student medication have been developed to promote a safe, healthy school environment, providing for the medical needs of all students.

- A. The administration of medication to students at school by school personnel shall be done only in circumstances wherein the student's health or learning may be jeopardized without it.
- B. All students requiring medications in school shall be identified by parents and/or health care professionals to school personnel, and always to the school nurse.
- C. High school students will be allowed to self-administer over the counter and uncontrolled medications prescribed to them in school, with their parent/guardian permission. They are to bring only small amounts of these medications to school at a time. Elementary students will be allowed to self-administer only their inhalers described in E below.
- D. High school students self-administering prescribed Schedule I-V medications in school will bring only one-day's dose with them. Any amount more than that is to be stored with school personnel in consultation with the school nurse.
- E. Prescriptive asthma or reactive airway disease medications self-administered by the student with an inhaler are allowed with annual written authorization from the student's parent/guardian only (no health care provider) for both elementary and secondary school students, provided the inhaler is properly labeled for that student.
- F. All medications for elementary students (except those described in E above), all controlled substances prescribed for high school-age students, and all medications to be administered by school personnel require a written order from the student's health care provider and a written authorization from the student's parent or guardian, to allow them to be administered in school.

- G. The school nurse must assess and document the student's knowledge and skills to safely possess and use an inhaler in the school setting, according to state statute.
- H. The administration of subcutaneous, intramuscular, intravenous, or rectal medications at school will be performed by a licensed school nurse, registered nurse, or licensed practical nurse under the direction of the licensed school nurse. A trained designee may administer emergency auto-injectables.
- I. Students with diabetes may self-administer their insulin at school with written permission from their health care provider and parent.
- J. An oral request for medication administration in school by school personnel may be honored only with permission from the school nurse.  
  
If honored, that oral request must be reduced to writing within 2 school days.
- K. The completed health care provider's order and parental authorization form shall be filed in the student's record and/or cumulative folder.
- L. The individual giving the medication must:
  - a. Properly identify the student.
  - b. Record the date, time, dose after giving the medication, as instructed by the school nurse.
- M. Parents/guardians will supply medication in an appropriately labeled container including the student's name, name of medication, dosage, name of prescribing health care provider.
- N. All medication is to be stored in a safe place with access restricted to the designated school personnel or student self-administering it.
- O. For each student whose health condition requires a prescribed emergency medication, parents, students, school nurse, and health care provider will formulate a written health plan. The plan will identify which trained school personnel can give emergency medication to this student and under what circumstances.
- P. School personnel may not administer over-the-counter medications (aspirin, ibuprofen) to a student without a health care provider's written order and parental permission.
- Q. If the dose or type of medication is changed, new orders from the health care provider and written parental authorization are required if applicable.

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

**BOARD POLICY 517  
Student Recruiting**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ 2000 \_\_\_\_\_

**I. PURPOSE**

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

**III. DEFINITION**

- A. The terms “undue influence” or “competing for enrollment” shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student’s transfer to participate in a sport or activity.

- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

#### **IV. PROCEDURES**

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.
- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

***Legal References:*** Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minn. State High School League Bylaws

***Cross References:*** MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)  
MSBA Service Manual, Chapter 10, Minnesota State High School League (MSHSL)

**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:

PCA Safety Process Bucks	
For Gun Safety Training	\$240.00
PCA Mill of International Falls	
For FES Book Vending Machine	\$4500.00
Track Boosters	
For Track Event Tent	\$1502.92
Arena Scoreboard Sponsorships	
PCA Mill of International Falls	\$2000.00
Shannon’s Inc	\$500.00
Falls Lumber Company	\$1000.00
Midco	\$500.00
Waschke Family GM Center	\$500.00
Rainy River Medical Center	\$500.00
Border State Bank	\$1000.00
Football Boosters	
For Assistant Football Coach	\$2000.00
Falls Public Library	
Journalism Class for Advertising in Ink	\$50.00

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the gifts and donations.

The following voted in favor:

Voting against:

**Whereupon**, the resolution was declared adopted.

**FY 2020-2021 Revised Revenue Summary of Significant Changes**  
**December 17, 2020**

**General Fund Revised Revenue Significant Budget Changes:**

REVENUE SOURCES	FY 20-21 REVISED			FY21 Original	FY 19-20	FY 18-19
	Revised Budget	Net Change FY21 Revised from Original	Net Change FY21 Revised from FY20 Actual	BUDGET	ACTUAL	ACTUAL
<b>LOCAL REVENUE</b>						
Student Fees / Gates	42,850	(44,000)	(27,127)	86,850	69,977	89,901
<b>STATE AIDS</b>						
Gen Ed Aid (incl Apport)	8,168,056	(132,799)	(341,774)	8,300,855	8,509,830	8,568,321
Spec Ed	890,000	70,000	4,584	820,000	885,416	842,995
TRA Aid Adj	30,000	30,000	(50)	-	30,050	30,832
Abatement	9,491	9,027	9,016	464	475	241
<b>FEDERAL AIDS</b>						
ESSER	278,476	278,476	278,476	-	-	
GEER	512	512	(13,744)	-	14,256	
CFR	255,752	255,752	255,752	-	-	
County CARES	124,399	124,399	124,399	-	-	
Title I, II & III	462,619	52,719	45,053	409,900	417,566	
<b>OTHER MISC</b>	45,404	30,404	19,071	15,000	26,333	12,961
<b>Total of Significant Changes:</b>		674,490				

**FY 2020-2021 Revised Revenue Summary of Significant Changes**  
December 17, 2020

**Food Service Fund Revised Revenue Significant Budget Changes:**

REVENUE SOURCES	FY 20-21 REVISED			FY21 Original	FY 19-20	FY 18-19
	Revised Budget	Net Change FY21 Revised from Original	Net Change FY21 Revised from FY20 Actual	BUDGET	ACTUAL	ACTUAL
<b>STATE AIDS</b>						
Breakfast Aid	-	(13,480)	(9,879)	13,480	9,879	13,119
Milk	1,185	(835)	(231)	2,020	1,416	1,701
Lunch	7,562	(10,438)	(5,918)	18,000	13,480	13,119
<b>FEDERAL AIDS</b>						
Lunch Reg, F/R	216,579	20,764	77,428	195,815	139,151	196,143
Summer Food	-	-	(125,348)	-	125,348	-
Breakfast	85,387	29,387	42,129	56,000	43,258	62,741
PUPIL SALES & MISC	16,700	(217,300)	(158,403)	234,000	175,103	229,738
<b>TOTAL REVENUE SOURCES</b>		(191,902)				

**Community Service Fund Budgeted Revenues & Percentage by Source**

REVENUE SOURCES	FY 20-21 REVISED			FY21 Original	FY 19-20	FY 18-19
	Revised Budget	Net Change FY21 Revised from Original	Net Change FY21 Revised from FY20 Actual	BUDGET	ACTUAL	ACTUAL
<b>LOCAL REVENUE</b>						
Comm Ed. Tuition	12,500	(17,500)	(4,510)	30,000	17,010	37,655
PALS	-	(3,000)	(4,052)	3,000	4,052	6,401
School Readiness	45,442	(9,558)	10,917	55,000	34,525	56,635
ECFE	1,200	(4,800)	(1,353)	6,000	2,553	7,463
<b>STATE AIDS</b>						
Pathway I	20,000	12,500	(1,869)	7,500	21,869	22,580
<b>TOTAL REVENUE SOURCES</b>		(22,358)				