

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361

Regular School Board Meeting Agenda  
Tuesday, February 16, 2021 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.*

**Join Zoom Meeting**

<https://isd361.zoom.us/j/82432191769?pwd=bDZ4Rkc5LzlPbzltc2V3R0tDaFZCQT09>

Meeting ID: 824 3219 1769

Passcode: 324294

One tap mobile

+19292056099,,82432191769#,,,,\*324294# US (New York)

+13017158592,,82432191769#,,,,\*324294# US (Washington DC)

Dial by your location

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Tuesday, February 16, 2021 at 5:00 PM  
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**CALL TO ORDER**

1. Roll Call:

- |                             |  |
|-----------------------------|--|
| ___ Toni Korpi              | ___ Emily McGonigle                            |
| ___ Bruce Raboin            | ___ Ted Saxton                                 |
| ___ Roxanne Skogstad-Ditsch | ___ JoAnn Smith                                |
| ___ Jennifer Windels        |  |
| ___ Kevin Grover            | ___ Ella Bahr-Jeffries, Student Representative |

2. Pledge of Allegiance

**Approval of Agenda**

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

**Open Forum**

1. Presentation of Elk's February Students of Month: Ashton Hielscher and Kaitlyn Hostetter
2. Presentation of Elk's January Student of Month: Bryant Koenig
3. Public Open Forum

**Consent Agenda**

Approve the Consent Agenda as presented. Motion by \_\_\_\_\_; second by \_\_\_\_\_. Motion carried / failed.

1. Approve past meeting minutes for the regular school board meeting on January 19th and special board meeting on January 28th. 5
2. Approve current accounts payable due in the amount of \$481,923.58. 10
3. Approve payroll in the amount of \$434,980.17 for pay periods January 29th and February 12th.
4. Accept resignation of Lela Renberg, Special Education Teacher, effective June 4, 2020.
5. Accept resignation of Dawn Schindeldecker, Elementary Teacher, effective June 4, 2021 and contingent upon approval of MOU with L331.
6. Approve facility use agreement with Minnesota State on behalf of RRCC for use of Scheela Field. 35
7. Accept resignation of John Reller, Paraprofessional, effective February 5, 2021.
8. Accept resignation of Trista Haberle, Paraprofessional, effective February 10, 2021.
9. Approve hire of Charlie Anderson as Boy's and Girl's Assistant Golf coach for the 2020-2021 season at year 1 wage placement. 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 three (3) year agreement with smoothwall (web filtering) company at a cost of \$20,304.
11. First reading of School Board Policy #534 - Unpaid Meal Charges, revised 2/11/2021. 43
12. First reading of School Board Policy 409.5 - Laptop Checkout Policy 49
13. First reading of School Board Policy 409.6 - School District Security/Website Electronic Publishing 51
14. First reading of School Board Policy 424.5 - Coaches/Advisors 55
15. First reading of School Board Policy 424.6 - Professional Standards Varsity Coaches 57
16. First reading of School Board Policy 702 - Accounting 60
17. First reading of School Board Policy 704 - Development & Maintenance of an Inventory of Fixed Assets 62
18. First reading of School Board Policy 705 - Investments 64
19. First reading of School Board Policy 706 - Acceptance of Gifts 70
20. First reading of School Board Policy 710 - Extracurricular Transportation 72
21. First reading of School Board Policy 711 - Video Recording on School Buses 75
22. First reading of School Board Policy 712 - Video Surveillance Other Than On Buses 77
23. Second reading of School Board Policy 605 - Alternative Programs 79

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361

Regular School Board Meeting Agenda

Tuesday, February 16, 2021 at 5:00 PM

Electronic Meeting held Via ZOOM

24. Second reading of School Board Policy 606 - Textbooks and Instructional Materials	81
25. Second reading of School Board Policy 606.5 - Library Media Center Material Selection Review	88
26. Second reading of School Board Policy 607 - Organization of Grade Levels	98
27. Second reading of School Board Policy 608 - Instructional Services - Special Education	100
28. Second reading of School Board Policy 609 - Religion	102
29. Second reading of School Board Policy 610 - Field Trips	105
30. Second reading of School Board Policy 617 - School Dist. Ensurance of Prep. and High School Standards (TO BE REMOVED)	108
31. Second reading of School Board Policy 621 - Non-School District Credits for Graduation	110

**Action Items**

1. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / failed.	112
2. Approve a purchase order for FY2021-2022 to order a new 2021 Blue Bird 35 passenger bus to be used solely for special education transportation. Bus will be purchased using state special education fund. Cost of quote from United Truck Body is \$102,302.53 excluding tax and licensing. Approximate delivery will be Fall of 2021. Motion by __, second by __. Motion carried / failed.	
3. Approve MOU with L331 for retirement incentive per the attached language. HCSP has been approved by the MSRS. Motion by __, carried by __. Motion carried / failed.	113
4. Approve uncollectible account write off's in the amount of: \$12,037.24 for preschool fees against the fund 04 school readiness program; \$4,245.59 for food service meal accounts against the general fund 01; \$686 in FES student fines against the general fund 01. Total amount of write off due to uncollectible accounts is \$16,968.83. Motion by __, second by __. Motion carried / failed.	
5. Approve One Act Play for the 2021-2022 school year. Motion by __, second by __. Motion carried / failed.	114
6. Approve opening Arena for ice rental during summer of 2021. Dates to include July 12 to August 6th. Ice time and rental agreements will be entered into with Kevin Gorden, IFFSC and Erin Hall. Motion by __, second by __. Motion carried / failed.	
7. Approve rental of Bronco Arena for August 21, 2021 from 4:00 pm to 12:00 pm by Jon McDonald and Tylyn Nault. Rate of \$50/hour; District to have custodian on duty, Renters will provide insurance coverage and obtain a liquor license permit from the City of International Falls. Motion by __, second by __. Motion carried / failed.	
8. Approve a three (3) year leave of absence request from Jeannie Strand, Music Teacher, starting July 1, 2021 through June 30, 2024 under MN Statute MN 122A.46, subd. 1-6. Motion by __, second by __. Motion carried / failed.	
9. Award request for proposal insurance/broker agent to Marsh & McLennan Agency. Motion by __, second by __. Motion carried / failed.	

**Committee and Administrative Reports**

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

**Adjournment**

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

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Tuesday, February 16, 2021 at 5:00 PM  
Electronic Meeting held Via ZOOM

**REGULAR MINUTES**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**INDEPENDENT SCHOOL DISTRICT NO. 361**  
**Monday, January 19, 2021 at 5:00 p.m.**  
**Meeting Held Via Zoom Meeting**

**Zoom Meeting Information:**

Topic: School Board Zoom Meeting

Time: Jan 19, 2021 05:00 PM Central Time (US and Canada)

**CALL TO ORDER**

Toni Korpi:	Present
Emily McGonigle:	Present
Bruce Raboin:	Absent
Ted Saxton:	Present
Roxanne Skogstad-Ditsch:	Present
Joann Smith:	Present
Jennifer Windels:	Present

Present: 6, Absent: 1.

2. Pledge of Allegiance

**Approval of Agenda**

1. Approve agenda as presented with addition of Consent Agenda item #8. Motion by Roxanne Skogstad-Ditsch, then second by Toni Korpi. Motion Carried.

Bruce Raboin: Absent, Toni Korpi: Yea, Emily McGonigle: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea  
Yea: 6, Nay: 0, Absent: 1

**Open Forum**

1. Presentation of Elk's January Students of the Month: Chloe Sullivan

Move presentation to Bryant Koenig to February meeting.

2. Public Open Forum: None

**Consent Agenda**

Motion by Emily McGonigle, then second by Joann Smith to approve consent agenda as presented. Motion Carried.

Bruce Raboin: Absent, Toni Korpi: Yea, Emily McGonigle: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea  
Yea: 6, Nay: 0, Absent: 1

1. Approve past meeting minutes for the regular and special school board meetings on December 19, 2020, December 19, 2020 and January 4, 2021.

2. Approve current accounts payable due in the amount of \$1,089,851.05.

3. Approve payroll in the amount of \$384,897.69 for pay periods January 1 and January 15, 2021.

4. Approve hire of Kari Benedix-Obermaier as Temporary Custodian effective January 8, 2021 and ending June 3, 2020.
5. Approve hire of Dylan Holt as Temporary Custodian effective January 6, 2021 and ending June 3, 2020.
6. Acknowledge Maddie Olson as a volunteer coach for Girls Basketball during the 2020-2021 season.
7. Accept resignation of Sandy LaVigne, PALS Coordinator, effective Monday January 18th 2021.
8. Approve Koochiching County Family Collaborative Joint Powers Agreement.
9. First reading of School Board Policy 605 - Alternative Programs
10. First reading of School Board Policy 606 - Textbooks and Instructional Materials
11. First reading of School Board Policy 606 Form - Textbooks and Instructional Materials
12. First reading of School Board Policy 606.5 - Library Media Center Material Selection
13. First reading of School Board Policy 607 - Organization of Grade Levels
14. First reading of School Board Policy 608 - Instructional Services - Special Education
15. First reading of School Board Policy 609 - Religion
16. First reading of School Board Policy 610 - Field Trips
17. First reading of School Board Policy 617 - TO BE REMOVED - School District Insurance of Preparatory and High School Standards
18. First reading of School Board Policy 621 - Non-School District Credits for Graduation
19. Second reading of School Board Policy 518 - DNR-DNI Orders
20. Second reading of School Board Policy 519 - Interviews of Students by Outside Agencies
21. Second reading of School Board Policy 520 - Student Surveys
22. Second reading of School Board Policy 521 - Student Disability Nondiscrimination
23. Second reading of School Board Policy 523 - Policies Incorporated by Reference
24. Second reading of School Board Policy 527 - Student Use and Parking of Motor Vehicles; Parols, Inspections, and Searches
25. Second reading of School Board Policy 528 - Student Parental, Family, and Marital Status Nondiscrimination
26. Second reading of School Board Policy 531 - The Pledge of Allegiance
27. Second reading of School Board Policy 601 - School District Curriculum and Instructional Goals

**Action Items**

1. Resolution Acceptance of Gifts and Donations. Motion by Jennifer Windels, then second by Roxanne Skogstad-Ditsch. Motion Carried.

Bruce Raboin: Absent, Toni Korpi: Yea, Emily McGonigle: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea  
Yea: 6, Nay: 0, Absent: 1

2. Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore. Motion by Roxanne Skogstad-Ditsch, then second by Jennifer Windels. Motion Carried.

Bruce Raboin: Absent, Toni Korpi: Yea, Emily McGonigle: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea  
Yea: 6, Nay: 0, Absent: 1

3. Adopt resolution to extend deadline for leaves granted by the Families First Coronavirus Recover Act (FFCRA). Motion by Joann Smith, then second by Emily McGonigle. Motion Carried.

Bruce Raboin: Absent, Toni Korpi: Yea, Emily McGonigle: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea  
Yea: 6, Nay: 0, Absent: 1

4. Approve addition of Section A-1 Substitute Postion with Prior District Experience to At Will Policy. Motion by Toni Korpi, then second by Jennifer Windels. Motion Carried.

Bruce Raboin: Absent, Toni Korpi: Yea, Emily McGonigle: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea  
Yea: 6, Nay: 0, Absent: 1

5. Set budget work session dates for February 22 and March 8 at 5:00 p.m.

### **Administrative Reports**

1. Student Council, - Welcome to new school board members; February will hold winter sports week, pep fest via video, and valentines day. March may host another blood drive.

2. Melissa Tate, Elementary Principal: Report given on enrollment, preschool and kindergarten registration.

3. Tim Everson, Secondary Principal: Report given on enrollment, doing on-line class registration and winter sports week.

4. Kevin Grover, Superintendent: Report given on staff saliva testing, vaccine for school staff, MSBA online convention reschedule work session to January 28<sup>th</sup> at 5:00 pm via zoom, arena advertising, conference call with regional Superintendents and Senator Klobuchar, LCTS board and student member needed, activity fees, goals, and Ted Saxton achieved 100 MSBA credit hours.

5. Committee Reports:

5.a. Community Education Advisory Board: Dan McGonigle reported on ECFE program update and fee structure, current activity status updates and thank you to Sandy LaVigne for service.

5.b. Recreation Commission: No updates

**Adjournment**

Motion by Roxanne Skogstad-Ditsch, second by Toni Korpi to adjourn meeting at 6:16 pm.

**Approved Minutes:**

\_\_\_\_\_  
District Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

**SPECIAL MEETING MINUTES**  
**SPECIAL MEETING OF THE BOARD OF EDUCATION**  
**INDEPENDENT SCHOOL DISTRICT NO. 361**  
**Monday, January 28, 2021 at 5:30 p.m.**  
**Meeting Held Via Zoom Meeting**

**Join Zoom Meeting**

<https://isd361.zoom.us/j/86334149224?pwd=TUE2SGRmVldOSHVVScjdUVVhUbGhhZz09>  
Meeting ID: 863 3414 9224

**CALL TO ORDER**

Toni Korpi: Absent  
Emily McGonigle: Present  
Bruce Raboin: Absent  
Ted Saxton: Present  
Roxanne Skogstad-Ditsch: Present  
Joann Smith: Present  
Jennifer Windels: Present  
Present: 5, Absent: 2.

2. Pledge of Allegiance

**Approval of Agenda**

1. Motion by Roxanne Skogstad-Ditsch then second by JoAnne Smith to approve agenda as presented. Motion Carried  
Bruce Raboin: Absent, Toni Korpi: Absent, Emily McGonigle: Yea, Ted Saxton: Yea,  
Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea  
Yea: 5, Nay: 0, Absent: 2

**Discussion:**

1. Discussion and sharing of information from school board member's participation in the MSBA Convention held via online meetings.

**Adjournment**

Motion by Roxanne Skogstad-Ditsch second by Jennifer Windels to adjourn meeting at 6:43 p.m.  
Bruce Raboin: Absent, Toni Korpi: Absent, Emily McGonigle: Yea, Ted Saxton: Yea,  
Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea  
Yea: 5, Nay: 0, Absent: 2

**Approved Minutes:**

	2/16/2021		2/16/2021
District Clerk	Date	Board Chair	Date

February 16, 2021  
Payables Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201123569	AFT Local #331	1/15/2021	20210115ADDUE	Payroll accrual	0	\$ 3,300.83
	AFT Local #331	1/15/2021	20210115ADDUE	Payroll accrual	0	\$ 93.66
201123570	ND Child Support Division	1/15/2021	20210115ADCSP	Child Support	0	\$ 276.93
201123571	BOLF, BRIAN	1/15/2021	GHockey 1/15/21	Girls Hockey V Ref vs North Shore on 1/15/21	0	\$ 102.00
201123572	Clement, David Brian	1/15/2021	Bbball 1/15/21	Boys Basketball Ref vs Mesabi East on 1/15/21	0	\$ 80.00
	Clement, David Brian	1/15/2021	Bbball 1/15/21	Boys Basketball Ref vs Mesabi East on 1/15/21	0	\$ 40.00
201123573	DOHERTY, Jake	1/15/2021	BHockey 1/16/21	Boys Hockey Ref vs Kittson on 1/16/2021	0	\$ 102.00
	DOHERTY, Jake	1/15/2021	BHockey 1/16/21	Boys Hockey Ref vs Kittson on 1/16/2021	0	\$ 75.00
	DOHERTY, Jake	1/20/2021	BHockey 1/16/21	Boys Hockey Ref vs Kittson on 1/16/2021	0	\$ (102.00)
	DOHERTY, Jake	1/20/2021	BHockey 1/16/21	Boys Hockey Ref vs Kittson on 1/16/2021	0	\$ (75.00)
201123574	GLUMACK, BABE	1/15/2021	Bbball 1/15/21	Boys Basketball Ref vs Mesabi East 1/15/21	0	\$ 80.00
	GLUMACK, BABE	1/15/2021	Bbball 1/15/21	Boys Basketball Ref vs Mesabi East 1/15/21	0	\$ 40.00
	GLUMACK, BABE	1/15/2021	Bbball 1/15/21	Boys Basketball Ref vs Mesabi East 1/15/21	0	\$ 113.85
201123576	SCAIA, TODD	1/15/2021	GHockey 1/15/21	Girls Hockey V Ref vs North Shore on 1/15/21	0	\$ 102.00
	SCAIA, TODD	1/15/2021	GHockey 1/15/21	Girls Hockey V Ref vs North Shore on 1/15/21	0	\$ 113.85
201123577	Steinberg, Jamie	1/15/2021	BHockey 1/16/21	Boys Hockey Ref vs Kittson on 1/16/2021	0	\$ 102.00
	Steinberg, Jamie	1/15/2021	BHockey 1/16/21	Boys Hockey Ref vs Kittson on 1/16/2021	0	\$ 113.85
201123578	VAKE, TRAVIS	1/15/2021	Bbball 1/15/21	Boys Basketball Ref vs Mesabi	0	\$ 80.00

February 16, 2021  
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				East on 1/15/21		
	VAKE, TRAVIS	1/15/2021	Bbball 1/15/21	Boys Basketball Ref vs Mesabi	0 \$	40.00
				East on 1/15/21		
201123579	Blais, TRAVIS	1/21/2021	Bhockey 1/21/21	Boys Hockey JV Ref/V Linesman	0 \$	75.00
				1/21/21 vs North Shore		
	Blais, TRAVIS	1/21/2021	Bhockey 1/21/21	Boys Hockey JV Ref/V Linesman	0 \$	75.00
				1/21/21 vs North Shore		
201123580	HODGSON, JON	1/21/2021	Gbball 1/21/21	Girls Basketball JV/V Ref	0 \$	80.00
				1/21/21 vs Mesabi East		
	HODGSON, JON	1/21/2021	Gbball 1/21/21	Girls Basketball JV/V Ref	0 \$	55.00
				1/21/21 vs Mesabi East		
201123581	KEHOE, Rick	1/21/2021	Gbball 1/21/21	Girls Basketball JV/V Ref on	0 \$	80.00
				1/21/21 vs Mesabi East		
	KEHOE, Rick	1/21/2021	Gbball 1/21/21	Girls Basketball JV/V Ref on	0 \$	55.00
				1/21/21 vs Mesabi East		
201123582	Ringle, Theodore	1/21/2021	Gbball 1/21/21	Girls Basketball JV/V Ref on	0 \$	80.00
				1/21/21 vs Mesabi East		
	Ringle, Theodore	1/21/2021	Gbball 1/21/21	Girls Basketball JV/V Ref on	0 \$	55.00
				1/21/21 vs Mesabi East		
	Ringle, Theodore	1/21/2021	Gbball 1/21/21	Girls Basketball JV/V Ref on	0 \$	132.25
				1/21/21 vs Mesabi East		
201123584	Shikowsky, Chad	1/21/2021	BHockey	Varsity Boys Hockey Ref on	0 \$	102.00
				1/16/21 vs Kittson		
	Shikowsky, Chad	1/21/2021	Bhockey 1/21/21	Boys Hockey JV/V Ref on	0 \$	102.00
				1/21/21 vs North Shore		
	Shikowsky, Chad	1/21/2021	Bhockey 1/21/21	Boys Hockey JV/V Ref on	0 \$	75.00
				1/21/21 vs North Shore		
201123585	Steinberg, Jamie	1/21/2021	BJVHockey 1/16/	Boys JV Hockey Ref on 1/16/21	0 \$	75.00
				vs Kittson		
201123586	ARROWHEAD LIBRARY SYSTEM	1/22/2021	7424	Library Catalog System	6202100000	\$ 625.00
201123587	Aviben	1/22/2021	17139	403b Third Party Admin Svc	1102100003	\$ 166.93
201123588	CHILED A INSTITUTE INC	1/22/2021	123120	December Tuition	0 \$	6,352.05
201123589	COCA-COLA BOTTLING CO	1/22/2021	29289	FHS; Beverage for Meal	0 \$	235.00

February 16, 2021  
Payables Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				Service		
	COCA-COLA BOTTLING CO	1/22/2021	510321	FHS; Beverages for AlaCarte	0	\$ 184.75
201123590	HAWKINS INC	1/22/2021	4856056	Pool Chemicals	8102100044	\$ 407.62
201123591	JOSTENS INC	1/22/2021	20-21 1st Payme	1st Payment 20-21	0	\$ 585.00
201123592	LVC Companies Inc	1/22/2021	51280	Kitchen; Semi Annual Fire Suppression Service	8102100034	\$ 581.34
201123593	Marco Technologies LLC	1/22/2021	INV8338459	Bus Office Copy Per Copy	1102100005	\$ 26.28
	Marco Technologies LLC	1/22/2021	INV8334281	Guid Office Cost per Copy	7102100000	\$ 9.35
201123594	Marco Technologies LLC	1/22/2021	433176989	Comm Ed; Minolta C458 Copier	5002100000	\$ 238.25
	Marco Technologies LLC	1/22/2021	433178623	Printer in Business Classroom	3002100003	\$ 147.55
	Marco Technologies LLC	1/22/2021	433176567	FHS; B & W Copy Machine 754E	3002100002	\$ 1,675.09
	Marco Technologies LLC	1/22/2021	433885399	FES; Color Copier and FHS; Mailroom Copier	3002100004	\$ 523.62
	Marco Technologies LLC	1/22/2021	433885399	FES; Color Copier and FHS; Mailroom Copier	3002100004	\$ 658.32
201123595	MN ENERGY RESOURCES CORP	1/22/2021	11421	Natural Gas Services	8102100036	\$ 295.71
201123596	MN POWER	1/22/2021	11421	Electricity Bill	8102100037	\$ 623.83
	MN POWER	1/22/2021	11421	Electricity Bill	8102100037	\$ 7,101.41
	MN POWER	1/22/2021	11421	Electricity Bill	8102100037	\$ 1,827.85
	MN POWER	1/22/2021	11421	Electricity Bill	8102100037	\$ 3,786.90
	MN POWER	1/22/2021	11421	Electricity Bill	8102100037	\$ 5,485.53
	MN POWER	1/22/2021	11421	Electricity Bill	8102100037	\$ 74.79
201123597	MN TELECOMMUNICATIONS	1/22/2021	7006	Monthly Broadband Services	6052100007	\$ 1,512.50
201123598	PAN O GOLD BAKING CO	1/22/2021	1.00099E+13	FES; Bread for Meal Service	0	\$ 49.00
	PAN O GOLD BAKING CO	1/22/2021	1.00099E+13	FHS; Bread for Meal Service	0	\$ 130.26
201123598	PAN O GOLD BAKING CO	1/22/2021	1.00099E+13	FES; Bread for Meal Service	0	\$ 95.76
	PAN O GOLD BAKING CO	1/22/2021	1.00099E+13	FHS; Bread for Meal Service	0	\$ 82.36
	PAN O GOLD BAKING CO	1/22/2021	1.00099E+13	FHS; Bread for Meal Service	0	\$ 49.00
	PAN O GOLD BAKING CO	1/22/2021	1.00099E+13	FES; Bread for Meal Service	0	\$ 70.00
201123599	PEARSON CLINICAL ASSESSMENT	1/22/2021	12457618	SpEd Forms for FES	1302100226	\$ 221.76
201123600	PELLAND, WANDA	1/22/2021	11421	Wanda Pelland Insurance	0	\$ 2,680.80
201123601	RAINY LAKE MEDICAL CENTER	1/22/2021	3622	OT/PT & Speech Services	1102100008	\$ 6,466.98
	RAINY LAKE MEDICAL CENTER	1/22/2021	3622	OT/PT & Speech Services	1102100008	\$ 1,669.95

February 16, 2021  
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	RAINY LAKE MEDICAL CENTER	1/22/2021	3622	OT/PT & Speech Services	1102100008	\$ 5,722.90
201123602	ROCHESTER TELECOM SYSTEMS INC	1/22/2021	3677	Long Distance Phone Calls	8102100042	\$ 69.66
	ROCHESTER TELECOM SYSTEMS INC	1/22/2021	3677	Long Distance Phone Calls	8102100042	\$ 69.65
201123603	SANDSTROM'S INC	1/22/2021	336504	FHS; Milk for Meal Service	0	\$ 310.50
	SANDSTROM'S INC	1/22/2021	337332	FHS; Milk for Meal Service	0	\$ 494.50
	SANDSTROM'S INC	1/22/2021	337331	FES; Milk for Meal Service	0	\$ 690.00
	SANDSTROM'S INC	1/22/2021	336505	FES; Milk for Meal Service	0	\$ 299.00
	SANDSTROM'S INC	1/22/2021	338175	FHS; Milk for Meal Service	0	\$ 425.50
	SANDSTROM'S INC	1/22/2021	338975	FHS; Milk for Meal Service	0	\$ 598.00
	SANDSTROM'S INC	1/22/2021	338176	FES: Milk for Meal Service	0	\$ 483.00
201123604	SCHOOL NURSE SUPPLY INC	1/22/2021	0820337-IN	Nitrile Gloves	3002100065	\$ 369.95
201123605	SCHOOL SPECIALTY	1/22/2021	2.08127E+11	1st Semester Supplies 2020-2021	2122100000	\$ 5.52
	SCHOOL SPECIALTY	1/22/2021	2.08127E+11	1st Semester Supplies 2020-2021	2122100000	\$ 72.43
	SCHOOL SPECIALTY	1/22/2021	2.08127E+11	1st Semester Supplies 2020-2021	2122100000	\$ 7.17
	SCHOOL SPECIALTY	1/22/2021	2.08127E+11	1st Semester Supplies 2020-2021	2122100000	\$ 94.21
	SCHOOL SPECIALTY	1/22/2021	2.08127E+11	FEF (Baron, Johnson)	1302100199	\$ 42.90
201123606	TAYLOR'S PLUMBING & HEATING LLC	1/22/2021	2157	Install Drinking/bottle fill stations at FES	8102100115	\$ 639.10
201123607	TIERNEY BROTHERS INC	1/22/2021	836378	Supplies	6052100072	\$ 425.00
201123608	UNITED TRUCK BODY	1/22/2021	545312A	Update ECM	0	\$ 52.50
201123609	Vig Solutions	1/22/2021	9882	Supplies	6052100071	\$ 11,970.00
201123610	VOYAGEUR REFRIGERATION ICE INC	1/22/2021	7180	Service Call - FES Water Cooler	0	\$ 78.00
201123611	ZIEGLER INC	1/22/2021	SW180008659	Work on CAT motor	7602100017	\$ 1,297.91
201123612	Blais, TRAVIS	1/22/2021	GHockey 1/22/2:	Girls Hockey Linesman on 1/22/21 vs Detroit Lakes	0	\$ 75.00
201123613	Dremmel, Bradyn	1/22/2021	GHockey 1/22/2:	Girls JV Hockey Rev on 1/22/21 vs Detroit Lakes	0	\$ 75.00
201123614	Hasbargen Customs LLC	1/22/2021	2	Reorder of facemasks	0	\$ 192.00

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201123616	Shikowsky, Chad	1/22/2021	GHockey 1/22/21	Girls Hockey Varsity Referee on 1/22/21 vs Detroit Lakes	0	\$ 102.00
201123617	HODGSON, JON	1/25/2021	Gbasketball 1/25	Girls JV/V Ref vs Cherry on 1/25/2021	0	\$ 80.00
	HODGSON, JON	1/25/2021	Gbasketball 1/25	Girls JV/V Ref vs Cherry on 1/25/2021	0	\$ 55.00
201123618	Schultz, Brian	1/25/2021	Gbasketball 1/25	Girls Basketball JV/V Ref vs Cherry on 1/25/21	0	\$ 80.00
	Schultz, Brian	1/25/2021	Gbasketball 1/25	Girls Basketball JV/V Ref vs Cherry on 1/25/21	0	\$ 55.00
	Schultz, Brian	1/25/2021	Gbasketball 1/25	Girls Basketball JV/V Ref vs Cherry on 1/25/21	0	\$ 132.25
201123619	SLOUGH, Tim	1/25/2021	Gbasketball 1/25	Girls JV/V Basketball Ref vs Cherry on 1/25/21	0	\$ 80.00
	SLOUGH, Tim	1/25/2021	Gbasketball 1/25	Girls JV/V Basketball Ref vs Cherry on 1/25/21	0	\$ 55.00
201123620	AFSCME Council 65	1/29/2021	20210129ADAFS	Payroll accrual	0	\$ 996.48
	AFSCME Council 65	1/29/2021	20210129ADAFS	Payroll accrual	0	\$ 357.23
	AFSCME Council 65	1/29/2021	20210129ADAFS	Payroll accrual	0	\$ 12.97
	AFSCME Council 65	1/29/2021	20210129ADAFS	Payroll accrual	0	\$ 17.67
	AFSCME Council 65	1/29/2021	20210129ADAFS	Payroll accrual	0	\$ 12.00
	AFSCME Council 65	1/29/2021	20210129ADAFS	Payroll accrual	0	\$ 0.33
201123621	AFT Local #331	1/29/2021	20210129ADDUE	Payroll accrual	0	\$ 3,300.83
	AFT Local #331	1/29/2021	20210129ADDUE	Payroll accrual	0	\$ 93.66
201123622	ND Child Support Division	1/29/2021	20210129ADCSP	Child Support	0	\$ 276.93
201123623	Para Local #4798	1/29/2021	20210129ADDUE	Payroll accrual	0	\$ 855.65
	Para Local #4798	1/29/2021	20210129ADDUE	Payroll accrual	0	\$ 16.52
201123624	US FOODSERVICE	1/27/2021	5490957	FES; Commodity Proessing Fee	0	\$ 10.00
	US FOODSERVICE	1/27/2021	5490956	FHS; Commodity Proessing Fee	0	\$ 12.50
	US FOODSERVICE	1/27/2021	5490954	FHS; Food for Meal Service	0	\$ 2,380.84
	US FOODSERVICE	1/27/2021	5490955	Preschool Snacks	0	\$ 124.43
	US FOODSERVICE	1/27/2021	5554274	FHS; Food for Meal Service	0	\$ 703.27
	US FOODSERVICE	1/27/2021	5604513	FHS; Food for Meal Service	0	\$ 1,215.34

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	US FOODSERVICE	1/27/2021	5669042	FHS; Food for Meal Service	0	\$ 57.46
	US FOODSERVICE	1/27/2021	5669045	FHS; Food for Meal Service	0	\$ 2,043.58
	US FOODSERVICE	1/27/2021	5719620	FHS; Food for Meal Service	0	\$ 659.79
	US FOODSERVICE	1/27/2021	5719630	FHS; Food for Meal Service	0	\$ 88.66
	US FOODSERVICE	1/27/2021	5787970	FHS; Food for Meal Service	0	\$ 31.70
	US FOODSERVICE	1/27/2021	5787970	FHS; Food for Meal Service	0	\$ 312.14
	US FOODSERVICE	1/27/2021	5787970	FHS; Food for Meal Service	0	\$ 987.25
	US FOODSERVICE	1/27/2021	5787977	Preschool Snacks	0	\$ 158.18
	US FOODSERVICE	1/27/2021	5490951	Kindergarten Snacks	0	\$ 95.84
	US FOODSERVICE	1/27/2021	5490952	FES; Food for Meal Service	0	\$ 1,688.56
	US FOODSERVICE	1/27/2021	5554273	FES; Disposables for Meal Service	0	\$ 35.00
	US FOODSERVICE	1/27/2021	5554273	FES; Disposables for Meal Service	0	\$ 2,201.81
	US FOODSERVICE	1/27/2021	5604514	FES; Food for Meal Service	0	\$ 888.97
	US FOODSERVICE	1/27/2021	5669039	FES; Food for Meal Service	0	\$ 1,139.38
	US FOODSERVICE	1/27/2021	5719619	FES; Food for Meal Service	0	\$ 1,090.06
	US FOODSERVICE	1/27/2021	5840125	FHS; Food for Meal Service	0	\$ 59.76
201123624	US FOODSERVICE	1/27/2021	5840125	FHS; Food for Meal Service	0	\$ 1,054.38
201123625	NCPERS Group Life Ins.	1/27/2021	1.64913E+11	February 2021 Premium	0	\$ 128.00
201123626	Erickson, Rod	1/29/2021		Bbasketball 1/29 Boys Basketball Ref JH/V on 1/29/21 vs MIB	0	\$ 80.00
	Erickson, Rod	1/29/2021		Bbasketball 1/29 Boys Basketball Ref JH/V on 1/29/21 vs MIB	0	\$ 55.00
	Erickson, Rod	1/29/2021		Bbasketball 1/29 Boys Basketball Ref JH/V on 1/29/21 vs MIB	0	\$ 135.70
201123627	LAWRENCE, TOM	1/29/2021		Bbasketball 1/29 Boys Basketball Ref JH/V on 1/29/21 vs MIB	0	\$ 80.00
	LAWRENCE, TOM	1/29/2021		Bbasketball 1/29 Boys Basketball Ref JH/V on 1/29/21 vs MIB	0	\$ 55.00
201123628	YODER, KYLE	1/29/2021		Bbasketball 1/29 Boys Basketball Ref JH/V on 1/29/21 vs MIB	0	\$ 80.00
	YODER, KYLE	1/29/2021		Bbasketball 1/29 Boys Basketball Ref JH/V on	0	\$ 55.00

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				1/29/21 vs MIB		
201123629	Align Chiropractic & Wellness Center,	1/29/2021	41-C01	DOT Physical	0	\$ 95.00
	Align Chiropractic & Wellness Center,	1/29/2021	72-C01	Drug Test	0	\$ 25.00
	Align Chiropractic & Wellness Center,	1/29/2021	70-C01	Drug Test	0	\$ 25.00
	Align Chiropractic & Wellness Center,	1/29/2021	71-C01	Alcohol Test	0	\$ 25.00
	Align Chiropractic & Wellness Center,	1/29/2021	65-C01	Drug Test	0	\$ 25.00
201123630	APPLE INC	1/29/2021	AE14308460	IPad Replacement (Ettestad)	1302100223	\$ 299.00
201123631	DISTRIBUTED WEBSITE CORP	1/29/2021	56484	rSchool Today Activity Scheduler Renewal	2922100025	\$ 895.00
201123632	Falls Advanced Chiropractic Center	1/29/2021	111720	DOT Physical - #896	0	\$ 90.00
	Falls Advanced Chiropractic Center	1/29/2021	123020	DOT Physical - #1206	0	\$ 90.00
201123633	Filtration Systems Inc	1/29/2021	100918	Metal shop AHV - Filters	8102100114	\$ 67.74
201123634	FRONTIER	1/29/2021	218-283-2424-12	Monthly Telephone Service	8102100015	\$ 11.75
	FRONTIER	1/29/2021	218-283-3133-10	Monthly Telephone Service	8102100015	\$ 39.06
201123634	FRONTIER	1/29/2021	218-283-4741-09	Monthly Telephone Service	8102100015	\$ 35.95
	FRONTIER	1/29/2021	218-283-5579-08	Monthly Telephone Service	8102100015	\$ 39.06
	FRONTIER	1/29/2021	218-283-2571-09	Monthly Telephone Service	8102100015	\$ 823.88
201123635	Inland Leasing	1/29/2021	58994158	Cafeteria Vending Rental	7702100001	\$ 182.13
201123636	K&K MEYERS INC	1/29/2021	22243	Door repair FES	8102100121	\$ 564.78
	K&K MEYERS INC	1/29/2021	22234	2x4 acrylic	8102100120	\$ 288.00
	K&K MEYERS INC	1/29/2021	22248	2x4 acrylic	8102100119	\$ 144.00
201123637	KOOCHICHING COUNTY	1/29/2021	11121	Tipping fee	0	\$ 15.00
201123638	LOFFLER	1/29/2021	3616444	Toner - Upstairs Computer Lab	0	\$ 173.71
201123639	MIDCONTINENT COMMUNICATIONS	1/29/2021	11621	ALC Phone & Data	3002100001	\$ 148.63
201123640	NORTHEAST SERVICE COOPERATIVE	1/29/2021	2455	Chemical Inventory and SDS Compilation	8102100105	\$ 6,300.00
	NORTHEAST SERVICE COOPERATIVE	1/29/2021	2455-1	3rd year AHERA Inspections	8102100127	\$ 6,000.00
201123641	Playworks	1/29/2021	INV0007814	FES Playground	1302100221	\$ 2,000.00
201123642	RATWIK ROSZAK & MALONEY PA	1/29/2021	68034	Attorney Consultation	1102100006	\$ 184.00
201123643	UHL	1/29/2021	26190	FHS; Roof top unit down	8102100122	\$ 612.13
201123644	WATER DEPT	1/29/2021	74-006700-00	Water Usage	8102100062	\$ 50.32
	WATER DEPT	1/29/2021	13-014700-00	FHS; Water Usage	8102100062	\$ 1,113.06
	WATER DEPT	1/29/2021	13-014800-00	FES; Water Usage	8102100062	\$ 1,223.86

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	WATER DEPT	1/29/2021	13-014900-00	Arena; Water Usage	8102100062	\$ 847.14
201123645	Clement, David Brian	2/1/2021	Gbasketball 2/1/	Girls Basketball JV/V Ref on 2/1/21 vs Eveleth	0	\$ 80.00
	Clement, David Brian	2/1/2021	Gbasketball 2/1/	Girls Basketball JV/V Ref on 2/1/21 vs Eveleth	0	\$ 55.00
201123646	GLUMACK, BABE	2/1/2021	Gbasketball 2/1/	Girls Basketball Ref JV/V on 1/2/21 vs Eveleth	0	\$ 80.00
	GLUMACK, BABE	2/1/2021	Gbasketball 2/1/	Girls Basketball Ref JV/V on 1/2/21 vs Eveleth	0	\$ 55.00
	GLUMACK, BABE	2/1/2021	Gbasketball 2/1/	Girls Basketball Ref JV/V on 1/2/21 vs Eveleth	0	\$ 113.85
201123647	VAKE, TRAVIS	2/1/2021	Gbasketball 2/1/	Girls Basketball Ref JV/V on 2/1/21 vs Eveleth	0	\$ 80.00
	VAKE, TRAVIS	2/1/2021	Gbasketball 2/1/	Girls Basketball Ref JV/V on 2/1/21 vs Eveleth	0	\$ 55.00
201123648	Blais, TRAVIS	2/2/2021	Bhockey 2/2/21	Boys Hockey V Linesman on 2/2/21 vs LOW	0	\$ 75.00
201123649	HAFDAHL, Jim	2/2/2021	Bswim 2/2/21	Boys Swim Official on 2/2/21 vs Chisholm	0	\$ 90.00
	HAFDAHL, Jim	2/2/2021	Bswim 2/2/21	Boys Swim Official on 2/2/21 vs Chisholm	0	\$ 113.85
201123650	KEHOE, Rick	2/2/2021	Bbasketball 2/2/	Boys basketball ref JV/V on 2/2/21 vs LFB	0	\$ 80.00
	KEHOE, Rick	2/2/2021	Bbasketball 2/2/	Boys basketball ref JV/V on 2/2/21 vs LFB	0	\$ 55.00
	KEHOE, Rick	2/2/2021	Bbasketball 2/2/	Boys basketball ref JV/V on 2/2/21 vs LFB	0	\$ 132.25
201123652	SEATON, SCOTT	2/2/2021	Bbasketball 2/2/	Boys basketball JV/V ref 2/2/21 vs LFB	0	\$ 80.00
	SEATON, SCOTT	2/2/2021	Bbasketball 2/2/	Boys basketball JV/V ref 2/2/21 vs LFB	0	\$ 55.00
201123653	Shikowsky, Chad	2/2/2021	BHockey 2/2/21	Boys Hockey V Ref on 2/2/21 vs LOW	0	\$ 102.00

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201123654	SLOUGH, Tim	2/2/2021	Bbasketball 2/2/	Boys Basketball ref JV/Varsity 2/2/21 vs LFB	0	\$ 80.00
	SLOUGH, Tim	2/2/2021	Bbasketball 2/2/	Boys Basketball ref JV/Varsity 2/2/21 vs LFB	0	\$ 55.00
201123655	POSTMASTER	2/4/2021	20421	Bulk mailing for ECFE/Pre-school Flyer	5002100020	\$ 60.40
201123656	Benham, Damon	2/4/2021	Gbasketball 2/4/	Girls Basketball Ref JV/V on 2/4/21 vs Chisholm	0	\$ 80.00
	Benham, Damon	2/4/2021	Gbasketball 2/4/	Girls Basketball Ref JV/V on 2/4/21 vs Chisholm	0	\$ 55.00
201123657	ESTEY, STEVE	2/4/2021	Bhockey 2/4/21	Boys Hockey V Ref on 2/4/21 vs Greenway	0	\$ 102.00
	ESTEY, STEVE	2/4/2021	Bhockey 2/4/21	Boys Hockey V Ref on 2/4/21 vs Greenway	0	\$ 113.85
201123658	Pellinen, Matthew	2/4/2021	Gbaseketball 2/4	Girls Basketball Ref JV/V on 2/4/21 vs Chisholm	0	\$ 80.00
	Pellinen, Matthew	2/4/2021	Gbaseketball 2/4	Girls Basketball Ref JV/V on 2/4/21 vs Chisholm	0	\$ 55.00
	Pellinen, Matthew	2/4/2021	Gbaseketball 2/4	Girls Basketball Ref JV/V on 2/4/21 vs Chisholm	0	\$ 133.40
201123660	SCAIA, TODD	2/4/2021	Bhockey 2/4/21	Boys Hockey V Ref on 2/4/21 vs Greenway	0	\$ 102.00
201123661	Shikowsky, Chad	2/4/2021	Bhockey 2/4/21	Boys Hockey JV Ref on 2/4/21 vs Greenway	0	\$ 75.00
	Shikowsky, Chad	2/4/2021	Bhockey 2/4/21	Boys Hockey JV Ref on 2/4/21 vs Greenway	0	\$ 75.00
201123662	WASCHKE FAMILY CENTER	2/4/2021	20321	Refund for arena ad	0	\$ 500.00
201123663	White, Jon	2/4/2021	Gbasketball 2/4/	Girls Basketball JV/V Ref on 2/4/21 vs Chisholm	0	\$ 80.00
	White, Jon	2/4/2021	Gbasketball 2/4/	Girls Basketball JV/V Ref on 2/4/21 vs Chisholm	0	\$ 55.00
201123664	BUYSHADE.COM	2/5/2021	97278	CC Team Steel Tent	2922100013	\$ 494.08
	BUYSHADE.COM	2/5/2021	97278	CC Team Steel Tent	2922100013	\$ 1,502.92

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	BUYSHADE.COM	2/5/2021	97278	CC Team Steel Tent	2922100013	\$ 1,000.00
201123665	FRONTIER	2/5/2021	218-711-0190-08	Monthly Telephone Maint	8102100015	\$ 181.53
	FRONTIER	2/5/2021	218-711-0561-08	Monthly Telephone Maint	8102100015	\$ 102.57
201123666	Fun Express, LLC	2/5/2021	707608141-01	ECFE order	5002100017	\$ 67.44
201123667	GOPHER SPORT	2/5/2021	IN12038	FEF Grant/Track Mats	3002100049	\$ 1,124.23
201123668	INTERQUEST DETECTION CANINES	2/5/2021	114NM Jan 2021	Canine Detection Services	3002100044	\$ 325.00
201123669	MIDCONTINENT COMMUNICATIONS	2/5/2021	21621	ALC Phone & Data	3002100001	\$ 168.90
201123670	MN ENERGY RESOURCES CORP	2/5/2021	12721	Natural Gas Services	8102100036	\$ 1,187.61
	MN ENERGY RESOURCES CORP	2/5/2021	12921	Natural Gas Services	8102100036	\$ 1,844.50
	MN ENERGY RESOURCES CORP	2/5/2021	12921	Natural Gas Services	8102100036	\$ 2,240.17
201123671	MSHSL	2/5/2021	37017	MSHSL Activity/Membership	2922100026	\$ 3,490.00
				Dues August 2020 Invoice Summary		
201123672	NORTHLAND LEARNING CENTER	2/5/2021	5480	PI Teacher Contracted	0	\$ 457.11
201123673	PERMA BOUND	2/5/2021	1879626-00	FEF BRENDA HJELLE-FHS LIBRAR	3002100048	\$ 415.82
	PERMA BOUND	2/5/2021	1879626-01	FEF BRENDA HJELLE-FHS LIBRAR	3002100048	\$ 26.95
201123674	ROCHESTER TELECOM SYSTEMS INC	2/5/2021	4785	Long Distance Phone Calls	8102100042	\$ 41.44
	ROCHESTER TELECOM SYSTEMS INC	2/5/2021	4785	Long Distance Phone Calls	8102100042	\$ 41.44
201123675	Schoolnurse.com	2/5/2021	X38009	Digital Subscription School	3002100068	\$ 107.25
201123676	The Sport Shop	2/5/2021	122320	Hockey Pucks	2922100022	\$ 298.00
201123677	Clement, David Brian	2/8/2021	Gbasketball 2/8/	Girls Basketball Ref JV/V on 2/8/21 vs Big Fork	0	\$ 80.00
	Clement, David Brian	2/8/2021	Gbasketball 2/8/	Girls Basketball Ref JV/V on 2/8/21 vs Big Fork	0	\$ 55.00
201123678	GLUMACK, BABE	2/8/2021	Gbasketball 2/8/	Girls Basketball Ref JV/V on 2/8/21 vs Big Fork	0	\$ 80.00
201123678	GLUMACK, BABE	2/8/2021	Gbasketball 2/8/	Girls Basketball Ref JV/V on 2/8/21 vs Big Fork	0	\$ 55.00
201123679	Madison National Life	2/8/2021	1247406	FEBRUARY '21 LIFE INSURANCE PREMIUM	0	\$ 1,679.37
	Madison National Life	2/8/2021	1427405	FEBRUARY '21 LTD PREMIUM	0	\$ 151.22
201123680	VAKE, TRAVIS	2/8/2021	Gbasketball 2/8/	Girls Basketball JV/V on 2/8/21 vs Big Fork	0	\$ 80.00

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	VAKE, TRAVIS	2/8/2021	Gbasketball 2/8/	Girls Basketball JV/V on 2/8/21 vs Big Fork	0	\$ 55.00
	VAKE, TRAVIS	2/8/2021	Gbasketball 2/8/	Girls Basketball JV/V on 2/8/21 vs Big Fork	0	\$ 113.85
201123685	Clement, David Brian	2/9/2021	Bbasketball 2/9/	Boys Basketball JV/V Ref on 2/9/21 vs North Woods	0	\$ 80.00
	Clement, David Brian	2/9/2021	Bbasketball 2/9/	Boys Basketball JV/V Ref on 2/9/21 vs North Woods	0	\$ 55.00
201123686	GLUMACK, BABE	2/9/2021	Bbasketball 2/9/	Boys Basketball JV/V Ref on 2/9/21 vs North Woods	0	\$ 80.00
	GLUMACK, BABE	2/9/2021	Bbasketball 2/9/	Boys Basketball JV/V Ref on 2/9/21 vs North Woods	0	\$ 55.00
	GLUMACK, BABE	2/9/2021	Bbasketball 2/9/	Boys Basketball JV/V Ref on 2/9/21 vs North Woods	0	\$ 113.85
201123687	HAFDAHL, Jim	2/9/2021	Bswimming 2/9/	Boys Swimming Official on 2/9/21 vs Rock Ridge	0	\$ 90.00
	HAFDAHL, Jim	2/9/2021	Bswimming 2/9/	Boys Swimming Official on 2/9/21 vs Rock Ridge	0	\$ 113.85
201123688	VAKE, TRAVIS	2/9/2021	Bbasketball 2/9/	Boys Basketball JV/V Ref on 2/9/21 vs North Woods	0	\$ 80.00
	VAKE, TRAVIS	2/9/2021	Bbasketball 2/9/	Boys Basketball JV/V Ref on 2/9/21 vs North Woods	0	\$ 55.00
201123689	Annie's Frozen Yogurt	2/16/2021	24831	Frozen Yogurt	7702100000	\$ 100.00
201123690	AT & T Mobility	2/16/2021	287297713167X	IT Dir. Phone and Bus WI-FI	1102100000	\$ 114.69
201123690	AT & T Mobility	2/16/2021	287297713167X	IT Dir. Phone and Bus WI-FI	1102100000	\$ 49.93
	AT & T Mobility	2/16/2021	287297713167X	IT Dir. Phone and Bus WI-FI	1102100000	\$ 2,484.44
201123691	CITIZENS FOR BACKUS	2/16/2021	20121	Lease	1102100009	\$ 722.60
201123692	CliftonLarsonAllen LLP	2/16/2021	2722103	HR Consulting Services	1102100013	\$ 73.50
201123693	DEMCO INC	2/16/2021	6896452	FES Library	1302100237	\$ 89.25
201123694	Education Innovation Partners	2/16/2021	1513	Monthly EIP Billing	6052100002	\$ 206.25
201123695	EHLERS & ASSC, INC	2/16/2021	85775	Continuing Disclosure Services	1102100028	\$ 750.00
201123696	FRIENDS GARBAGE SERVICE, LLC	2/16/2021	9213873	Garbage Pickups	8102100043	\$ 1,790.10

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201123697	John Wiley & Sons, Inc.	2/16/2021	4187031	ACCOUNTING - Charlie Anderson	2152100000	\$ 2,808.72
201123698	KANTOR ELECTRIC INC	2/16/2021	16266	Woodshop Power for new CNC machine	8102100126	\$ 1,022.30
	KANTOR ELECTRIC INC	2/16/2021	16282	Arena Pull 2 Cat 6 Runs	0	\$ 1,095.00
	KANTOR ELECTRIC INC	2/16/2021	16295	FES Breakers	0	\$ 407.51
	KANTOR ELECTRIC INC	2/16/2021	16278	FES Lights	0	\$ 524.48
	KANTOR ELECTRIC INC	2/16/2021	16305	Pool Exhaust Fan	0	\$ 97.00
201123699	KGHS-AM	2/16/2021	13121	School Matters	102100001	\$ 198.00
201123700	Midwest Technology Products	2/16/2021	2118337-00	Supplies	6052100074	\$ 89.10
201123701	MN ENERGY RESOURCES CORP	2/16/2021	0507263223-00C	Natural Gas Services	8102100036	\$ 5,945.22
	MN ENERGY RESOURCES CORP	2/16/2021	0507263223-00C	Natural Gas Services	8102100036	\$ 1,981.74
201123702	NORTHEAST SERVICE COOPERATIVE	2/16/2021	2468	Covid 19 Restart Blueprint consulting Service	8102100019	\$ 840.00
201123703	Northwest Service Co-op	2/16/2021	4823	Staff Development Day Registration (St. Thomas)	1302100259	\$ 245.00
201123704	PAN O GOLD BAKING CO	2/16/2021	1.00099E+13	Bread for Meal Service	7702100012	\$ 49.28
201123704	PAN O GOLD BAKING CO	2/16/2021	1.00099E+13	Bread for Meal Service	7702100012	\$ 97.30
	PAN O GOLD BAKING CO	2/16/2021	1.00099E+13	Bread for Meal Service	7702100012	\$ 100.84
	PAN O GOLD BAKING CO	2/16/2021	1.00099E+13	FHS; Bread for Meal Service	7702100012	\$ 35.00
201123705	SANDSTROM'S INC	2/16/2021	339942	Milk for Meal Service	7702100011	\$ 471.50
	SANDSTROM'S INC	2/16/2021	338976	Milk for Meal Service	7702100011	\$ 253.00
	SANDSTROM'S INC	2/16/2021	339943	Milk for Meal Service	7702100011	\$ 494.50
	SANDSTROM'S INC	2/16/2021	340649	Milk for Meal Service	7702100011	\$ 448.50
	SANDSTROM'S INC	2/16/2021	341767	FHS; Milk for Meal Service	7702100011	\$ 437.00
201123706	Shred-N-Go	2/16/2021	114597	Confidential Shredding	1102100027	\$ 125.29
201123707	THE JOURNAL	2/16/2021	13121	Advertising Local Newspaper	1102100019	\$ 327.06
201123708	Thompson, Sara	2/16/2021	13121	KAPE Marketing Consultant	7902100001	\$ 1,250.00
202000859	Aviben	1/15/2021	20210115ADTSA	Payroll accrual	0	\$ 119.23
	Aviben	1/15/2021	20210115ADTSA	Payroll accrual	0	\$ 196.14
	Aviben	1/15/2021	20210115ADTSA	Payroll accrual	0	\$ 1,259.31
	Aviben	1/15/2021	20210115ADTSEI	Payroll accrual	0	\$ 2,458.66
	Aviben	1/15/2021	20210115ADTSEI	Payroll accrual	0	\$ 46.15
	Aviben	1/15/2021	20210115ADTSFI	Payroll accrual	0	\$ 2,371.77

February 16, 2021  
Payables Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	1/15/2021	20210115ADTSG	Payroll accrual	0	\$ 430.77
	Aviben	1/15/2021	20210115ADTSH	Payroll accrual	0	\$ 280.96
	Aviben	1/15/2021	20210115ADTSM	Payroll accrual	0	\$ 350.70
	Aviben	1/15/2021	20210115ADTSS	Payroll accrual	0	\$ 65.38
	Aviben	1/15/2021	20210115ADTSS	Payroll accrual	0	\$ 250.00
	Aviben	1/15/2021	20210115ADTSV	Payroll accrual	0	\$ 2,673.10
	Aviben	1/15/2021	20210115ADTSV	Payroll accrual	0	\$ 65.38
	Aviben	1/15/2021	20210115AFTSAI	Payroll accrual	0	\$ 92.30
	Aviben	1/15/2021	20210115AFTSAI	Payroll accrual	0	\$ 196.14
	Aviben	1/15/2021	20210115AFTSAI	Payroll accrual	0	\$ 202.31
	Aviben	1/15/2021	20210115AFTSEI	Payroll accrual	0	\$ 1,351.93
	Aviben	1/15/2021	20210115AFTSEI	Payroll accrual	0	\$ 46.15
	Aviben	1/15/2021	20210115AFTSFF	Payroll accrual	0	\$ 688.37
	Aviben	1/15/2021	20210115AFTSGI	Payroll accrual	0	\$ 111.53
	Aviben	1/15/2021	20210115AFTSHI	Payroll accrual	0	\$ 46.15
	Aviben	1/15/2021	20210115AFTSIN	Payroll accrual	0	\$ 171.53
	Aviben	1/15/2021	20210115AFTSM	Payroll accrual	0	\$ 65.38
202000859	Aviben	1/15/2021	20210115AFTSST	Payroll accrual	0	\$ 65.38
	Aviben	1/15/2021	20210115AFTSVI	Payroll accrual	0	\$ 1,057.41
	Aviben	1/15/2021	20210115AFTSVI	Payroll accrual	0	\$ 65.38
202000860	Empower Retirement	1/15/2021	20210115ADDEF	Payroll accrual	0	\$ 310.00
	Empower Retirement	1/15/2021	20210115ADDEF	Payroll accrual	0	\$ 20.00
	Empower Retirement	1/15/2021	20210115AFHCS	Payroll accrual	0	\$ 2,684.63
	Empower Retirement	1/15/2021	20210115AFHCS	Payroll accrual	0	\$ 83.84
202000861	Internal Revenue Service	1/15/2021	20210115ADFIC/	Payroll accrual	0	\$ 14,864.92
	Internal Revenue Service	1/15/2021	20210115ADFIC/	Payroll accrual	0	\$ 505.26
	Internal Revenue Service	1/15/2021	20210115ADFIC/	Payroll accrual	0	\$ 244.87
	Internal Revenue Service	1/15/2021	20210115ADFTA	Payroll accrual	0	\$ 360.00
	Internal Revenue Service	1/15/2021	20210115ADFTP	Payroll accrual	0	\$ 8.81
	Internal Revenue Service	1/15/2021	20210115ADFTX	Payroll accrual	0	\$ 19,172.91
	Internal Revenue Service	1/15/2021	20210115ADFTX	Payroll accrual	0	\$ 652.17
	Internal Revenue Service	1/15/2021	20210115ADFTX	Payroll accrual	0	\$ 78.94
	Internal Revenue Service	1/15/2021	20210115ADMD	Payroll accrual	0	\$ 3,476.47

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Payables Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	1/15/2021	20210115ADMD	Payroll accrual	0	\$ 118.18
	Internal Revenue Service	1/15/2021	20210115ADMD	Payroll accrual	0	\$ 57.27
	Internal Revenue Service	1/15/2021	20210115AFFICA	Payroll accrual	0	\$ 14,864.92
	Internal Revenue Service	1/15/2021	20210115AFFICA	Payroll accrual	0	\$ 505.26
	Internal Revenue Service	1/15/2021	20210115AFFICA	Payroll accrual	0	\$ 244.87
	Internal Revenue Service	1/15/2021	20210115AFMD	Payroll accrual	0	\$ 3,476.47
	Internal Revenue Service	1/15/2021	20210115AFMD	Payroll accrual	0	\$ 118.18
	Internal Revenue Service	1/15/2021	20210115AFMD	Payroll accrual	0	\$ 57.27
202000862	MINNESOTA REVENUE	1/15/2021	20210115ADSIT	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	1/15/2021	20210115ADSIT	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	1/15/2021	20210115ADSIT	Payroll accrual	0	\$ 9,206.91
	MINNESOTA REVENUE	1/15/2021	20210115ADSIT	Payroll accrual	0	\$ 299.61
	MINNESOTA REVENUE	1/15/2021	20210115ADSIT	Payroll accrual	0	\$ 43.96
	MINNESOTA REVENUE	1/15/2021	20210115ADSIT	Payroll accrual	0	\$ 24.00
202000863	MN Teachers Retirement Association	1/15/2021	20210115ADTRA	Payroll accrual	0	\$ 14,635.35
	MN Teachers Retirement Association	1/15/2021	20210115ADTRA	Payroll accrual	0	\$ 548.31
	MN Teachers Retirement Association	1/15/2021	20210115ADTRA	Payroll accrual	0	\$ 25.36
	MN Teachers Retirement Association	1/15/2021	20210115AFTRA	Payroll accrual	0	\$ 15,864.63
	MN Teachers Retirement Association	1/15/2021	20210115AFTRA	Payroll accrual	0	\$ 594.36
202000863	MN Teachers Retirement Association	1/15/2021	20210115AFTRA	Payroll accrual	0	\$ 27.49
202000864	Public Employees Retirement Associat	1/15/2021	20210115ADPER	Payroll accrual	0	\$ 3,512.65
	Public Employees Retirement Associat	1/15/2021	20210115ADPER	Payroll accrual	0	\$ 63.60
	Public Employees Retirement Associat	1/15/2021	20210115ADPER	Payroll accrual	0	\$ 187.25
	Public Employees Retirement Associat	1/15/2021	20210115AFPER	Payroll accrual	0	\$ 4,053.06
	Public Employees Retirement Associat	1/15/2021	20210115AFPER	Payroll accrual	0	\$ 73.39
	Public Employees Retirement Associat	1/15/2021	20210115AFPER	Payroll accrual	0	\$ 216.04
202000865	DELTA DENTAL	1/15/2021	615162	FEBRUARY DENTAL PREMIUMS	0	\$ 4,052.84
	DELTA DENTAL	1/15/2021	615162	FEBRUARY DENTAL PREMIUMS	0	\$ 1,984.92
202000867	Internal Revenue Service	1/20/2021	CP161	Tax Payment	0	\$ 1,275.14
202000868	Public Employees Retirement Associat	1/15/2021	20210115ADDCF	Payroll accrual	0	\$ 30.00
202000869	Public Employees Retirement Associat	1/15/2021	20210115AFDCP	Payroll accrual	0	\$ 30.00
202000893	Aviben	1/29/2021	20210129ADTSA	Payroll accrual	0	\$ 119.23
	Aviben	1/29/2021	20210129ADTSA	Payroll accrual	0	\$ 196.14

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	1/29/2021	20210129ADTSA	Payroll accrual	0	\$ 1,371.07
	Aviben	1/29/2021	20210129ADTSE	Payroll accrual	0	\$ 2,979.41
	Aviben	1/29/2021	20210129ADTSE	Payroll accrual	0	\$ 46.15
	Aviben	1/29/2021	20210129ADTSF	Payroll accrual	0	\$ 2,427.65
	Aviben	1/29/2021	20210129ADTSG	Payroll accrual	0	\$ 430.77
	Aviben	1/29/2021	20210129ADTSH	Payroll accrual	0	\$ 280.94
	Aviben	1/29/2021	20210129ADTSI	Payroll accrual	0	\$ 541.88
	Aviben	1/29/2021	20210129ADTSM	Payroll accrual	0	\$ 203.61
	Aviben	1/29/2021	20210129ADTSS	Payroll accrual	0	\$ 250.00
	Aviben	1/29/2021	20210129ADTSV	Payroll accrual	0	\$ 3,052.50
	Aviben	1/29/2021	20210129ADTSV	Payroll accrual	0	\$ 65.38
	Aviben	1/29/2021	20210129AFTSAI	TSA Benefit	0	\$ 92.30
	Aviben	1/29/2021	20210129AFTSAI	TSA Benefit	0	\$ 196.14
	Aviben	1/29/2021	20210129AFTSAI	TSA Benefit	0	\$ 272.89
	Aviben	1/29/2021	20210129AFTSE	TSA Benefit	0	\$ 1,490.23
	Aviben	1/29/2021	20210129AFTSE	TSA Benefit	0	\$ 46.15
	Aviben	1/29/2021	20210129AFTSFF	TSA Benefit	0	\$ 723.66
	Aviben	1/29/2021	20210129AFTSGI	Payroll accrual	0	\$ 111.53
	Aviben	1/29/2021	20210129AFTSHI	TSA Benefit	0	\$ 46.15
202000893	Aviben	1/29/2021	20210129AFTSIN	TSA Benefits	0	\$ 233.29
	Aviben	1/29/2021	20210129AFTSM	TSA Benefit	0	\$ 182.18
	Aviben	1/29/2021	20210129AFTSSI	TSA Benefit	0	\$ 65.38
	Aviben	1/29/2021	20210129AFTSVI	TSA Benefit	0	\$ 1,213.29
	Aviben	1/29/2021	20210129AFTSVI	TSA Benefit	0	\$ 65.38
202000894	Empower Retirement	1/29/2021	20210129ADDEF	Payroll accrual	0	\$ 310.00
	Empower Retirement	1/29/2021	20210129ADDEF	Payroll accrual	0	\$ 20.00
	Empower Retirement	1/29/2021	20210129ADG-4	Payroll accrual	0	\$ 12.17
	Empower Retirement	1/29/2021	20210129ADG-4	Payroll accrual	0	\$ 23.12
	Empower Retirement	1/29/2021	20210129AFDEFI	Deferred Comp 457 Benefit	0	\$ 12.17
	Empower Retirement	1/29/2021	20210129AFDEFI	Deferred Comp 457 Benefit	0	\$ 23.12
	Empower Retirement	1/29/2021	20210129AFHCS	HCSP	0	\$ 2,684.63
	Empower Retirement	1/29/2021	20210129AFHCS	HCSP	0	\$ 83.84
202000895	Internal Revenue Service	1/29/2021	20210129ADFIC	Payroll accrual	0	\$ 18,408.11

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	1/29/2021	20210129ADFIC/	Payroll accrual	0	\$ 577.25
	Internal Revenue Service	1/29/2021	20210129ADFIC/	Payroll accrual	0	\$ 749.33
	Internal Revenue Service	1/29/2021	20210129ADFTA	Payroll accrual	0	\$ 360.00
	Internal Revenue Service	1/29/2021	20210129ADFTP	Payroll accrual	0	\$ 142.68
	Internal Revenue Service	1/29/2021	20210129ADFTX	Payroll accrual	0	\$ 22,372.04
	Internal Revenue Service	1/29/2021	20210129ADFTX	Payroll accrual	0	\$ 752.11
	Internal Revenue Service	1/29/2021	20210129ADFTX	Payroll accrual	0	\$ 532.59
	Internal Revenue Service	1/29/2021	20210129ADMD	Payroll accrual	0	\$ 4,305.15
	Internal Revenue Service	1/29/2021	20210129ADMD	Payroll accrual	0	\$ 135.00
	Internal Revenue Service	1/29/2021	20210129ADMD	Payroll accrual	0	\$ 175.25
	Internal Revenue Service	1/29/2021	20210129AFFICA	FICA Benefit	0	\$ 18,408.11
	Internal Revenue Service	1/29/2021	20210129AFFICA	FICA Benefit	0	\$ 577.25
	Internal Revenue Service	1/29/2021	20210129AFFICA	FICA Benefit	0	\$ 749.33
	Internal Revenue Service	1/29/2021	20210129AFMD(	Medicare Benefit	0	\$ 4,305.15
	Internal Revenue Service	1/29/2021	20210129AFMD(	Medicare Benefit	0	\$ 135.00
	Internal Revenue Service	1/29/2021	20210129AFMD(	Medicare Benefit	0	\$ 175.25
202000896	MINNESOTA REVENUE	1/29/2021	20210129ADSIT/	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	1/29/2021	20210129ADSIT/	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	1/29/2021	20210129ADSIT/	Payroll accrual	0	\$ 11,007.66
	MINNESOTA REVENUE	1/29/2021	20210129ADSIT/	Payroll accrual	0	\$ 351.45
	MINNESOTA REVENUE	1/29/2021	20210129ADSIT/	Payroll accrual	0	\$ 294.28
	MINNESOTA REVENUE	1/29/2021	20210129ADSIT/	Payroll accrual	0	\$ 24.00
202000897	MN Teachers Retirement Association	1/29/2021	20210129ADTRA	Payroll accrual	0	\$ 14,738.22
	MN Teachers Retirement Association	1/29/2021	20210129ADTRA	Payroll accrual	0	\$ 557.31
	MN Teachers Retirement Association	1/29/2021	20210129ADTRA	Payroll accrual	0	\$ 32.46
	MN Teachers Retirement Association	1/29/2021	20210129AFTRA	TRA Benefit	0	\$ 15,976.15
	MN Teachers Retirement Association	1/29/2021	20210129AFTRA	TRA Benefit	0	\$ 604.12
	MN Teachers Retirement Association	1/29/2021	20210129AFTRA	TRA Benefit	0	\$ 35.19
202000898	Public Employees Retirement Associat	1/29/2021	20210129ADPER	Payroll accrual	0	\$ 7,095.97
	Public Employees Retirement Associat	1/29/2021	20210129ADPER	Payroll accrual	0	\$ 140.33
	Public Employees Retirement Associat	1/29/2021	20210129ADPER	Payroll accrual	0	\$ 797.74
	Public Employees Retirement Associat	1/29/2021	20210129AFDCP	DCP Benefit	0	\$ 30.00
	Public Employees Retirement Associat	1/29/2021	20210129AFPER/	PERA Benefit	0	\$ 8,187.62

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Public Employees Retirement Associat	1/29/2021	20210129AFPER	PERA Benefit		0 \$ 161.92
	Public Employees Retirement Associat	1/29/2021	20210129AFPER	PERA Benefit		0 \$ 920.50
202000899	Public Employees Retirement Associat	1/29/2021	20210129ADDCF	Payroll accrual		0 \$ 30.00
202000907-	BMO	2/3/2021		See CC Transaction Report		\$ 20,218.58
202000986						0
202000987	Further	2/5/2021	39661317	Med/Dep Reimbursements		0 \$ 822.39
202000988	Further	2/5/2021	39667988	Med/Dep Reimbursements		0 \$ 185.69
202000989	Further	2/5/2021	39675119	Med/Dep Reimbursements		0 \$ 883.30
202000990	Further	2/5/2021	39683849	Med/Dep Reimbursements		0 \$ 1,221.67
202000991	Further	2/5/2021	39692372	Med/Dep Reimbursements		0 \$ 2,516.45
202121170	Anderson, Charles	2/16/2021	13121	January Mileage		0 \$ 7.84
202121171	Huffaker, Kristina	2/16/2021	13121	January Mileage		0 \$ 38.08
202121172	Lindvall, JoDee	2/16/2021	11321	Mileage		0 \$ 8.20
202121173	Mankus, Linda	2/16/2021	13121	January Mileage		0 \$ 7.84
202121174	Peterson, Paul	2/16/2021	13121	January Mileage		0 \$ 16.80
202121175	Rousseau, Abby	2/16/2021	123020	December Mileage		0 \$ 5.46
202121176	Scholler, Angela	2/16/2021	13121	January Mileage		0 \$ 22.40
202121177	Vang, Brandon	2/16/2021	20321	Student Council Supplies.	9012100001	\$ 83.00
202121178	Wenberg-Anderson, Jennifer	2/16/2021	13121	January Mileage		0 \$ 15.23
202121179	Wilson, June	2/16/2021	13121	January Mileage		0 \$ 54.88
<b>Total</b>						<b>\$ 481,923.58</b>

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	01/26/2021	6988	ERICKJEN000	Erickson Jennifer L	Lake Superior College, 218-7337	LAKE SUP001	01/28/2021		Invoiced	A	-92.00
	2	Returned book (Sociology in Action) to LSC				Tim's C/C00000	02/03/2021	-92.00			
	01/26/2021	6993	ERICKJEN000	Erickson Jennifer L	Super One Foods #578, Internati	SUPER ON000	01/28/2021		Invoiced	A	102.48
	2	Halos			3002100076	Tim's C/C00001	02/03/2021	13.76			
	3	Variety pack raised donuts			3002100076	Tim's C/C00001	02/03/2021	88.72			
	01/22/2021	6991	ERICKJEN000	Erickson Jennifer L	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	01/28/2021		Invoiced	A	6.00
	2	Plated Tong 12"			3002100074	Tim's C/C00002	02/03/2021	4.00			
	3	Bowl 6" 2pk Clr Disp			3002100074	Tim's C/C00002	02/03/2021	1.00			
	4	Tongs clear 6" 4pk			3002100074	Tim's C/C00002	02/03/2021	1.00			
	01/22/2021	6992	ERICKJEN000	Erickson Jennifer L	Nwsc-Learning, 3472153202, NY,	AMAZON B000	01/28/2021		Invoiced	A	249.00
	2	MN Relicensure Bundle for Sarah Staples, PDT			3002100075	Tim's C/C00003	02/03/2021	249.00			
	01/21/2021	6989	ERICKJEN000	Erickson Jennifer L	Menards Virginia Mn, Virginia,	AMAZON B000	01/28/2021		Invoiced	A	-5.75
	2	Reimbursed for a sales tax charge				Tim's C/C00004	02/03/2021	-5.75			
	01/21/2021	6990	ERICKJEN000	Erickson Jennifer L	County Mkt. #574, International	COUNTY M000	01/28/2021		Invoiced	A	60.77
	2	Chinet Comfort Cups			3002100073	Tim's C/C00005	02/03/2021	19.96			
	3	LOL Mini Moos			3002100073	Tim's C/C00005	02/03/2021	7.94			
	4	Int'l DLT Frch Van			3002100073	Tim's C/C00005	02/03/2021	7.94			
	5	Essential FS spoons			3002100073	Tim's C/C00005	02/03/2021	3.00			
	6	Vanity fair napkins			3002100073	Tim's C/C00005	02/03/2021	2.89			
	7	Splenda packets			3002100073	Tim's C/C00005	02/03/2021	2.79			
	8	C&H sugar cubes			3002100073	Tim's C/C00005	02/03/2021	2.29			
	9	Easy Ware plates			3002100073	Tim's C/C00005	02/03/2021	5.98			
	10	Essential Evday Water			3002100073	Tim's C/C00005	02/03/2021	7.98			
	01/18/2021	6987	ERICKJEN000	Erickson Jennifer L	Menards Virginia Mn, Virginia,	AMAZON B000	01/28/2021		Invoiced	A	74.39
	2	Mega Boggan Board			3002100069	Tim's C/C00006	02/03/2021	59.97			
	3	Delivery charge of \$8.67 and tax was charged \$				Tim's C/C00004	02/03/2021	14.42			
	01/15/2021	6986	ERICKJEN000	Erickson Jennifer L	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021		Invoiced	A	39.98
	2	Mega Boggan Board			3002100069	Tim's C/C00007	02/03/2021	39.98			
	01/14/2021	6985	ERICKJEN000	Erickson Jennifer L	Nwsc-Learning, 3472153202, NY,	AMAZON B000	01/28/2021		Invoiced	A	249.00
	2	MN Relicensure Bundle - 6 courses PBIS, Cultur			3002100072	Tim's C/C00008	02/03/2021	249.00			
	01/08/2021	6984	ERICKJEN000	Erickson Jennifer L	Nwsc-Learning, 3472153202, NY,	AMAZON B000	01/28/2021		Invoiced	A	79.00
	2	Cultural Competency Course, ID: 677028 Order			3002100067	Tim's C/C00009	02/03/2021	79.00			
											10 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==>>
											762.87
XXXXXXXXXXXX8335	01/15/2021	6995	SteelEug000	Steele Eugene L	Interstate Batteries, Superior,	AMAZON B000	01/28/2021		Invoiced	A	137.95
	2	1-heavy duty snow plow battery			7602100022	Gene's C/C00000	02/03/2021	137.95			
	01/14/2021	6994	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	01/28/2021		Invoiced	A	82.63
	1	Hitch, ball and wiring items for over the road				Gene's C/C00001	02/03/2021	82.63			

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			
2 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>											220.58
XXXXXXXXXXXX7362	01/27/2021	7000			Lamar Media Corp, 225-237-1068,	LAMAR C0000	01/28/2021		Invoiced	A	965.00
	2	Billboard Contract Services.			7902100000 Stacy's C/C00000	02/03/2021		965.00			
	01/25/2021	6999			Cts Frontier Onlinepay, 800-921	FRONTIER000	01/28/2021		Invoiced	A	185.42
	2	Arena Phone Service			8102100015 Stacy's C/C00001	02/03/2021		185.42			
	01/08/2021	6998			Masbo, Saint Paul, MN, 55114, U	MASBO 000	01/28/2021		Invoiced	A	110.00
	1	Business Mgr Yearly Dues			Stacy's C/C00002	02/03/2021		110.00			
	01/05/2021	6996			Paul Bunyan Communicat, 2184441	PAUL BUN000	01/28/2021		Invoiced	A	2,901.67
	2	36 Month Contract for 1000Mbps, Midnight-4pm/5			6052100000 Stacy's C/C00003	02/03/2021		2,901.67			
	01/05/2021	6997			Lamar Media Corp, 225-237-1068,	LAMAR C0000	01/28/2021		Invoiced	A	1,465.00
	2	Billboard Contract Services.			7902100000 Stacy's C/C00004	02/03/2021		1,465.00			
	12/29/2020	7001			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	01/28/2021		Invoiced	A	85.00
	2	Internet Service for Bus Garage			7602100005 Stacy's C/C00005	02/03/2021		85.00			
6 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>											5,712.09
XXXXXXXXXXXX7124	01/22/2021	7034	BLESIMIC000	Blesi Michael E	Amzn Mktp US Tx2112w13, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	173.08
	2	BOWEIRUI 5R9DD (11.1V 43Wh 3800mAh) Laptop Bat			6052100077 Mike's C/C00000	02/03/2021		133.10			
	3	IPOW iPad Tripod Mount Adapter Universal Table			6052100077 Mike's C/C00000	02/03/2021		39.98			
	01/18/2021	7032	BLESIMIC000	Blesi Michael E	Amzn Mktp US L679r2st3, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	462.02
	2	SanDisk 16GB Flash Ultra (50 Pack) 3.0 USB Fla			6052100075 Mike's C/C00001	02/03/2021		462.02			
	01/18/2021	7033	BLESIMIC000	Blesi Michael E	Small Town Tech Inc, Intl Falls	SMALL T0000	01/28/2021		Invoiced	A	383.75
	1	2 Ipad Repairs			Mike's C/C00002	02/03/2021		383.75			
	01/11/2021	7031	BLESIMIC000	Blesi Michael E	Ifixit.Com, 8054640573, CA, 934	AMAZON B000	01/28/2021		Invoiced	A	179.86
	1	Chromebook repair			Mike's C/C00003	02/03/2021		179.86			
4 transaction(s) for XXXXXXXXXXXX7124. Total Amount ==>											1,198.71
XXXXXXXXXXXX5747	01/21/2021	6978	GROVEKEV000	Grover Kevin K	Minnesota School Board, Saint P	AMAZON B000	01/28/2021		Invoiced	A	195.00
	1				Kevin's C/C00000	02/03/2021		195.00			
	01/21/2021	6979	GROVEKEV000	Grover Kevin K	Minnesota School Board, Saint P	AMAZON B000	01/28/2021		Invoiced	A	195.00
	1				Kevin's C/C00000	02/03/2021		195.00			
2 transaction(s) for XXXXXXXXXXXX5747. Total Amount ==>											390.00
XXXXXXXXXXXX7648	01/25/2021	7039	SLATIBET000	Slatinski BethAnne K	Battalion Distributing, Intl Fa	BATTALIO000	01/28/2021		Invoiced	A	98.95
	2	Youth Group Refreshments (12h)			7902100043 Beth's C/C00000	02/03/2021		98.95			
	01/25/2021	7040	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	01/28/2021		Invoiced	A	17.00
	2	Office Supplies (12m)			7902100044 Beth's C/C00001	02/03/2021		17.00			

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			
XXXXXXXXXXXX7648	continued...										
	01/14/2021	7038	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021		Invoiced	A	31.37
	2	Youth Group Refreshments (12h)			7902100040	Beth's C/C00002	02/03/2021	31.37			
	01/13/2021	7036	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	01/28/2021		Invoiced	A	11.00
	2	Youth Group Activities (12i) Kindness Week			7902100038	Beth's C/C00003	02/03/2021	11.00			
	01/13/2021	7037	SLATIBET000	Slatinski BethAnne K	Usps Po 2647200549, Intl Falls,	POSTMAST000	01/28/2021		Invoiced	A	55.00
	2	Postage (9c)			7902100041	Beth's C/C00004	02/03/2021	55.00			
	01/07/2021	7035	SLATIBET000	Slatinski BethAnne K	Battalion Distributing, Intl Fa	BATTALIO000	01/28/2021		Invoiced	A	64.10
	2	Youth Group Refreshments (12h)			7902100039	Beth's C/C00005	02/03/2021	64.10			
	6 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>										277.42
XXXXXXXXXXXX2314	01/27/2021	7047	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	01/28/2021		Invoiced	A	47.02
	2	For FCS classes			2502100015	Karla's C/C00000	02/03/2021	47.02			
	01/18/2021	7046	OLSONKAR000	Olson-Line Karla A	County Mkt. #574, International	COUNTY M000	01/28/2021		Invoiced	A	98.20
	1	Foods for class				Karla's C/C00001	02/03/2021	98.20			
	01/14/2021	7045	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Zh8ne3ap3, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	99.95
	3	NZ Home Food Delivery Bag, Insulated Reusable			7702100010	Karla's C/C00002	02/03/2021	99.95			
	01/11/2021	7043	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	01/28/2021		Invoiced	A	130.87
	2	For FCS classes			2502100015	Karla's C/C00003	02/03/2021	130.87			
	01/11/2021	7044	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	01/28/2021		Invoiced	A	72.20
	2	For FCS classes			2502100015	Karla's C/C00004	02/03/2021	72.20			
	01/05/2021	7042	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	01/28/2021		Invoiced	A	108.89
	2	For FCS classes			2502100015	Karla's C/C00005	02/03/2021	108.89			
	01/04/2021	7041	OLSONKAR000	Olson-Line Karla A	County Mkt. #574, International	COUNTY M000	01/28/2021		Invoiced	A	26.22
	1	Foods for class				Karla's C/C00001	02/03/2021	26.22			
	7 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>										583.35
XXXXXXXXXXXX2322	01/25/2021	7051	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021		Invoiced	A	21.88
	1					George's C/C00000	02/03/2021	21.88			
	01/22/2021	7050	HEISSVIC000	Heiss Victoria L	Northern Lumber Yard I, Intl Fa	NORTHERN005	01/28/2021		Invoiced	A	60.94
	1					George's C/C00001	02/03/2021	60.94			
	01/15/2021	7049	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021		Invoiced	A	33.31
	1					George's C/C00000	02/03/2021	33.31			
	01/08/2021	7048	HEISSVIC000	Heiss Victoria L	Northern Lumber Yard I, Intl Fa	NORTHERN005	01/28/2021		Invoiced	A	22.61
	1					George's C/C00001	02/03/2021	22.61			
	4 transaction(s) for XXXXXXXXXXXX2322. Total Amount ==>										138.74

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			
XXXXXXXXXXXX3600	01/27/2021	6976	HUMBELAU002	Humbert Laurie A	Teacherspayteachers.Co, 6465880	TEACHERS007	01/28/2021		Invoiced	A	-5.50
	2					Laurie's C/C00000	02/03/2021	-5.50			
	01/26/2021	6975	HUMBELAU002	Humbert Laurie A	Super One Foods #578, Internati	SUPER ON000	01/28/2021		Invoiced	A	64.35
	2					Laurie's C/C00001	02/03/2021	64.35			
	01/25/2021	6974	HUMBELAU002	Humbert Laurie A	Super One Foods #578, Internati	SUPER ON000	01/28/2021		Invoiced	A	16.39
	1					Laurie's C/C00001	02/03/2021	16.39			
	01/21/2021	6973	HUMBELAU002	Humbert Laurie A	Usps Po 2647200549, Intl Falls,	POSTMAST000	01/28/2021		Invoiced	A	18.15
	2	FES Mailings			1302100250	Laurie's C/C00002	02/03/2021	18.15			
	01/20/2021	6971	HUMBELAU002	Humbert Laurie A	Amzn Mktpl US 5278d6um3, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	403.20
	2	TCP Global Salon World Safety - Kids Face Mask			1302100235	Laurie's C/C00003	02/03/2021	403.20			
	01/20/2021	6972	HUMBELAU002	Humbert Laurie A	Amzn Mktpl US Sn6ol2b23, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	21.94
	2	ProCase Kids Case for iPad 10.2 8th Gen 2020 /			1302100239	Laurie's C/C00004	02/03/2021	15.95			
	3	Shipping - Cost of shipping, not including shi			1302100239	Laurie's C/C00004	02/03/2021	5.99			
	01/18/2021	6965	HUMBELAU002	Humbert Laurie A	Amzn Mktpl US 082jm62n3, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	62.67
	2	Tatuo 10 Pieces Colorful Dry Erase Circles Whi			1302100233	Laurie's C/C00005	02/03/2021	12.69			
	3	Play-Doh Modeling Compound 36-Pack Case of Col			1302100233	Laurie's C/C00005	02/03/2021	49.98			
	01/18/2021	6966	HUMBELAU002	Humbert Laurie A	Amazon.Com Lc0tc3313, Amzn.Com/	AMAZON B000	01/28/2021		Invoiced	A	57.99
	1					Laurie's C/C00006	02/03/2021	57.99			
	01/18/2021	6967	HUMBELAU002	Humbert Laurie A	Teacherspayteachers.Co, 6465880	TEACHERS007	01/28/2021		Invoiced	A	85.50
	2					Laurie's C/C00000	02/03/2021	85.50			
	01/18/2021	6968	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	01/28/2021		Invoiced	A	446.07
	2	MARKER, EXPO 2, CHISEL, BK			1302100228	Laurie's C/C00007	02/03/2021	46.68			
	3	DESK PAD, MNTH, 21.75X17, WE			1302100228	Laurie's C/C00007	02/03/2021	4.89			
	4	MARKER, EXPO 2, CHISEL, BE			1302100228	Laurie's C/C00007	02/03/2021	46.68			
	5	MARKER, MARKSALOT, REG, BK			1302100228	Laurie's C/C00007	02/03/2021	14.86			
	6	MARKER, MARKSALOT, LRG, OR			1302100228	Laurie's C/C00007	02/03/2021	18.08			
	7	MARKER, MARKSALOT, LRG, YL			1302100228	Laurie's C/C00007	02/03/2021	18.08			
	8	CLIP, JUMBO, NON-SKID, 1M/PK			1302100228	Laurie's C/C00007	02/03/2021	8.92			
	9	CLIP, BINDER, MED, DZ			1302100228	Laurie's C/C00007	02/03/2021	7.92			
	10	CLIP, STIKKICLPS, 20/PK, WHT			1302100228	Laurie's C/C00007	02/03/2021	36.84			
	11	NOTE, POST-IT, 3X3, 12/PK, YW			1302100228	Laurie's C/C00007	02/03/2021	57.60			
	12	NOTE, POP UP 3X3 6 PK, AST			1302100228	Laurie's C/C00007	02/03/2021	16.04			
	13	GLUE, STCK, .24OZ, 30/BX, CLR			1302100228	Laurie's C/C00007	02/03/2021	48.60			
	14	TAPE, MSK BULK .5X60			1302100228	Laurie's C/C00007	02/03/2021	58.10			
	15	FOLDER, REIN, 1/3CT, MLA, LTR			1302100228	Laurie's C/C00007	02/03/2021	33.30			
	16	PROTECTOR, SHEET, CLR			1302100228	Laurie's C/C00007	02/03/2021	7.18			
	17	PAPER, LASER, 250SH, 65#, BRW			1302100228	Laurie's C/C00007	02/03/2021	22.30			

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			
XXXXXXXXXXXX3600		continued...									
	01/18/2021	6969	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 066vv8st3, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	29.94
	2	Boley 52 Piece Alphabet Dinosaurs - Educationa			1302100234	Laurie's C/C00008	02/03/2021	23.95			
	3	Shipping - Cost of shipping, not including shi			1302100234	Laurie's C/C00008	02/03/2021	5.99			
	01/18/2021	6970	HUMBELAU002	Humbert Laurie A	Nwsc-Learning, 3472153202, NY,	AMAZON B000	01/28/2021		Invoiced	A	249.00
	2	Online Teacher Conference			1302100243	Laurie's C/C00009	02/03/2021	249.00			
	01/15/2021	6963	HUMBELAU002	Humbert Laurie A	Nwsc-Learning, 3472153202, NY,	AMAZON B000	01/28/2021		Invoiced	A	49.00
	2	Online enrollment for Teacher Conference			1302100242	Laurie's C/C00010	02/03/2021	49.00			
	01/15/2021	6964	HUMBELAU002	Humbert Laurie A	Amzn Mktp US K94ej4wj3, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	61.50
	2	DURO Duro White Paper Bag 4 Lb, 500 Count			1302100230	Laurie's C/C00011	02/03/2021	43.94			
	3	Charles Leonard Creative Arts Flat Tip Paint B			1302100230	Laurie's C/C00011	02/03/2021	17.56			
	01/14/2021	6961	HUMBELAU002	Humbert Laurie A	Nwsc-Learning, 3472153202, NY,	AMAZON B000	01/28/2021		Invoiced	A	49.00
	2	#651657 - Teacher Online Conference			1302100241	Laurie's C/C00012	02/03/2021	49.00			
	01/14/2021	6962	HUMBELAU002	Humbert Laurie A	Nwsc-Learning, 3472153202, NY,	AMAZON B000	01/28/2021		Invoiced	A	59.00
	3	#1133710 - Teacher Online Conference			1302100241	Laurie's C/C00013	02/03/2021	59.00			
	01/13/2021	6960	HUMBELAU002	Humbert Laurie A	Usps Po 2647200549, Intl Falls,	POSTMAST000	01/28/2021		Invoiced	A	9.20
	2	FES Mailing			1302100238	Laurie's C/C00014	02/03/2021	9.20			
	01/12/2021	6958	HUMBELAU002	Humbert Laurie A	Teacherspayteachers.Co, 6465880	TEACHERS007	01/28/2021		Invoiced	A	-6.73
	1					Laurie's C/C00000	02/03/2021	-6.73			
	01/12/2021	6959	HUMBELAU002	Humbert Laurie A	Teacherspayteachers.Co, 6465880	TEACHERS007	01/28/2021		Invoiced	A	-11.87
	1					Laurie's C/C00000	02/03/2021	-11.87			
	01/11/2021	6955	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	01/28/2021		Invoiced	A	200.27
	1	FHS; Office Suuplies PO # 3002100066				Laurie's C/C00015	02/03/2021	200.27			
	01/11/2021	6956	HUMBELAU002	Humbert Laurie A	Usps Po 2647200549, Intl Falls,	POSTMAST000	01/28/2021		Invoiced	A	10.95
	2	FES Mailing			1302100231	Laurie's C/C00016	02/03/2021	10.95			
	01/11/2021	6957	HUMBELAU002	Humbert Laurie A	Amazon.Com Hz5un2ca3 A, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	20.98
	2	Charles Leonard Magnetic Pockets, 9-1/2W x 11-			1302100227	Laurie's C/C00017	02/03/2021	14.99			
	3	Shipping - Cost of shipping, not including shi			1302100227	Laurie's C/C00017	02/03/2021	5.99			
	01/07/2021	6954	HUMBELAU002	Humbert Laurie A	Teacherspayteachers.Co, 6465880	TEACHERS007	01/28/2021		Invoiced	A	92.22
	1					Laurie's C/C00000	02/03/2021	92.22			
	01/06/2021	6952	HUMBELAU002	Humbert Laurie A	Paypal Teachyourhe, 4029357733,	AMAZON B000	01/28/2021		Invoiced	A	102.75
	1					Laurie's C/C00006	02/03/2021	102.75			
	01/06/2021	6953	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Kh0605523, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	245.91
	1					Laurie's C/C00006	02/03/2021	245.91			
	01/04/2021	6948	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	01/28/2021		Invoiced	A	-166.86
	1					Laurie's C/C00015	02/03/2021	-166.86			
	01/04/2021	6949	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	01/28/2021		Invoiced	A	-83.43
	1					Laurie's C/C00015	02/03/2021	-83.43			

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			
XXXXXXXXXXXX3600	continued...										
	01/04/2021	6950	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	01/28/2021		Invoiced	A	-142.93
	1					Laurie's C/C00015	02/03/2021	-142.93			
	01/04/2021	6951	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	01/28/2021		Invoiced	A	-131.52
	1					Laurie's C/C00015	02/03/2021	-131.52			
	12/29/2020	6977	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 7522n2j3, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	227.11
	1					Laurie's C/C00006	02/03/2021	227.11			
	30 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>										2,034.25
XXXXXXXXXXXX2606	01/27/2021	7011	HOLT THO000	Holt Thomas T	Amzn Mktp US Hx0mu6j03, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	179.98
	3	Big and Tall Office Chair 400lbs Wide Seat Erg			8102100124	Tom's C/C00000	02/03/2021	159.99			
	4	Shipping - Cost of shipping, not including shi			8102100124	Tom's C/C00000	02/03/2021	19.99			
	01/26/2021	7010	HOLT THO000	Holt Thomas T	Amzn Mktp US A55ou9cj3, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	199.99
	2	Suncast Commercial 24" x 36" Heavy Duty Struct			8102100124	Tom's C/C00001	02/03/2021	199.99			
	01/21/2021	7009	HOLT THO000	Holt Thomas T	Uhl Storage Depot, Internationa	AMAZON B000	01/28/2021		Invoiced	A	29.95
	1	U-Haul trailer rental for Girls Hockey				Tom's C/C00002	02/03/2021	29.95			
	01/20/2021	7007	HOLT THO000	Holt Thomas T	Amazon.Com J83nn7e63, Amzn.Com/	AMAZON B000	01/28/2021		Invoiced	A	196.99
	2	Serta 43675 Big & Tall Executive Office Chair			8102100118	Tom's C/C00003	02/03/2021	196.99			
	01/20/2021	7008	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	01/28/2021		Invoiced	A	1,291.46
	2	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8102100116	Tom's C/C00004	02/03/2021	332.28			
	3	VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA			8102100116	Tom's C/C00004	02/03/2021	257.60			
	4	DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN			8102100116	Tom's C/C00004	02/03/2021	114.30			
	5	DAL DAL2432XB BLACK 500CA24X32 1M ROLL CAN LIN			8102100116	Tom's C/C00004	02/03/2021	284.76			
	6	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8102100116	Tom's C/C00004	02/03/2021	200.04			
	7	SCA MK520A TORK TOWEL 16X25ONATURAL MULTIFOLD			8102100116	Tom's C/C00004	02/03/2021	102.48			
	01/18/2021	7006	HOLT THO000	Holt Thomas T	Amazon.Com Nalx34qv3, Amzn.Com/	AMAZON B000	01/28/2021		Invoiced	A	49.13
	2	Carlisle 3690804 Commercial Mop Bucket with Si			7602100023	Tom's C/C00005	02/03/2021	49.13			
	01/14/2021	7005	HOLT THO000	Holt Thomas T	Amzn Mktp US J39wy8743, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	21.98
	2	Tidy Monster Loop-End Cotton String Mop Head,			7602100023	Tom's C/C00006	02/03/2021	21.98			
	01/12/2021	7004	HOLT THO000	Holt Thomas T	Amzn Mktp US 3w7jr5cf3, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	27.74
	2	CF Clean Fairy 2pcs Motor Filters 1044 Compati			8102100113	Tom's C/C00007	02/03/2021	8.99			
	3	Eiko Enx 82V 360W/MR16 GY5.3 Base Overhead Pro			8102100113	Tom's C/C00007	02/03/2021	18.75			
	01/08/2021	7003	HOLT THO000	Holt Thomas T	Tessman Company Fargo, Fargo, N	TESSMAN 000	01/28/2021		Invoiced	A	622.99
	2	1 pallet of walk way salt.			8102100112	Tom's C/C00008	02/03/2021	512.50			
	3	Shipping			8102100112	Tom's C/C00008	02/03/2021	110.49			
	01/01/2021	7014	HOLT THO000	Holt Thomas T	Husky Springs Virginia, 218-741	HUSKEY S000	01/28/2021		Invoiced	A	-621.58
	1	Credit to card for double charging				Tom's C/C00009	02/03/2021	-621.58			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2606	continued...										
	01/01/2021	7015	HOLT	THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	01/28/2021	Invoiced	A	6,006.00
	2	JP 101104053 OXIVIR TB 55GARTU DISINFECTANT DS			8102100104	Tom's C/C00010	02/03/2021	6,006.00			
	12/30/2020	7013	HOLT	THO000	Holt Thomas T	State Supply, 6517745985, MN, 5	STATE SU000	01/28/2021	Invoiced	A	43.75
	2	Washer,basin			8102100107	Tom's C/C00012	02/03/2021	19.44			
	3	Shipping			8102100107	Tom's C/C00012	02/03/2021	12.00			
	4	shipping & handling				Tom's C/C00011	02/03/2021	12.31			
	12/29/2020	7012	HOLT	THO000	Holt Thomas T	Amzn Mktp US Hk3bw3jg3, Amzn.Co	AMAZON B000	01/28/2021	Invoiced	A	174.96
	2	Genuine Windsor Versamatic 2003 Filter Bags 10			7602100021	Tom's C/C00013	02/03/2021	79.98			
	3	CF Clean Fairy 2pcs Motor Filters 1044 Compati			7602100021	Tom's C/C00013	02/03/2021	8.99			
	4	POWERWORKS Replaces# 000940 Steering Shaft Ass			7602100021	Tom's C/C00013	02/03/2021	85.99			
											13 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>>
											8,223.34
XXXXXXXXXXXX8855	01/20/2021	7002	HOLT	THO000	Holt Thomas T	Cenex Crooksto07060890, Crookst	AMAZON B000	01/28/2021	Invoiced	A	83.25
	1	Fuel for out of town bus to get home.				Fuel 2 C/C00000	02/03/2021	83.25			
XXXXXXXXXXXX8863	01/27/2021	7021	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021	Invoiced	A	9.99
	1	Piping for fuel pump				FHS Cust C/C00000	02/03/2021	9.99			
	01/27/2021	7022	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021	Invoiced	A	3.29
	1	Pipe sealant				FHS Cust C/C00000	02/03/2021	3.29			
	01/21/2021	7020	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021	Invoiced	A	14.47
	1	Blue lights and Mouse trap				FHS Cust C/C00000	02/03/2021	14.47			
	01/20/2021	7019	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021	Invoiced	A	15.56
	1	Blue lights				FHS Cust C/C00000	02/03/2021	15.56			
	01/18/2021	7018	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021	Invoiced	A	68.59
	1	supplies to make a drying rack in basketball s				FHS Cust C/C00000	02/03/2021	68.59			
	01/13/2021	7017	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021	Invoiced	A	42.96
	1	Led bulbs and broom, dust pan				FHS Cust C/C00000	02/03/2021	42.96			
	01/11/2021	7016	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021	Invoiced	A	31.32
	1	Glue mouse traps, washer and dryer supplies, s				FHS Cust C/C00000	02/03/2021	31.32			
	01/04/2021	7024	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021	Invoiced	A	33.41
	1	Paint supplies				FHS Cust C/C00000	02/03/2021	33.41			
	01/01/2021	7023	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021	Invoiced	A	61.94
	1	Paint for library				FHS Cust C/C00000	02/03/2021	61.94			
											9 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>>
											281.53
XXXXXXXXXXXX9069	01/15/2021	7053	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	01/28/2021	Invoiced	A	24.11	
	2	Last Minute Groceries			7702100013	FES Cafe C/C00000	02/03/2021	24.11			

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				
XXXXXXXXXXXX9077	01/11/2021	7055	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	01/28/2021		Invoiced	A	-1.25	
	2	Last Minute Groceries			7702100013	FHS Cafe C/C00000	02/03/2021	-1.25				
	01/08/2021	7054	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	01/28/2021		Invoiced	A	6.64	
	2	Last Minute Groceries			7702100013	FHS Cafe C/C00001	02/03/2021	6.64				
											2 transaction(s) for XXXXXXXXXXXX9077. Total Amount ==>>	5.39
XXXXXXXXXXXX7691	01/27/2021	7030	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021		Invoiced	A	40.75	
	1	painting and cleaning supplies				FES Cust C/C00000	02/03/2021	40.75				
	01/15/2021	7029	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021		Invoiced	A	24.54	
	1	Misc. operating supplies				FES Cust C/C00000	02/03/2021	24.54				
	01/13/2021	7028	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021		Invoiced	A	7.61	
	1	Cleaner				FES Cust C/C00000	02/03/2021	7.61				
	01/11/2021	7026	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021		Invoiced	A	-5.99	
	1	Exchange roller mop				FES Cust C/C00000	02/03/2021	-5.99				
	01/11/2021	7027	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021		Invoiced	A	15.29	
	1	6' 50A wired cord for Ms. Johnsons oven				FES Cust C/C00000	02/03/2021	15.29				
	01/08/2021	7025	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2021		Invoiced	A	4.49	
	1	Mop refill				FES Cust C/C00000	02/03/2021	4.49				
											6 transaction(s) for XXXXXXXXXXXX7691. Total Amount ==>>	86.69
XXXXXXXXXXXX8122	01/21/2021	7052	MCGONDAN000	McGonigle Daniel	Usps Po 2647200549, Intl Falls,	POSTMAST000	01/28/2021		Invoiced	A	66.00	
	1					Dan's C/C00000	02/03/2021	66.00				
XXXXXXXXXXXX3468	01/15/2021	6983	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US 974af47n3, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	21.94	
	2	ProCase Kids Case for iPad 10.2 8th Gen 2020 /			3002100071	Jen's C/C00000	02/03/2021	15.95				
	3	Shipping - Cost of shipping, not including shi			3002100071	Jen's C/C00000	02/03/2021	5.99				
	01/11/2021	6982	ERICKJEN000	Erickson Jennifer L	Usps.Com Clicknship, 800-782-67	US POSTA000	01/28/2021		Invoiced	A	8.70	
	2	Shipping return cost on LSC Sociology book for			3002100070	Jen's C/C00001	02/03/2021	8.70				
	01/08/2021	6981	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US 2k0be6jx3, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	70.40	
	3	WMS Wisconsin Medical Supplies, 3-Layer Face M			3002100064	Jen's C/C00002	02/03/2021	70.40				
	01/06/2021	6980	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US J04cd66d3, Amzn.Co	AMAZON B000	01/28/2021		Invoiced	A	29.22	
	2	COVIDIEN 5110pk6 5110 Webcol Alcohol Prep, Ste			3002100064	Jen's C/C00003	02/03/2021	29.22				
											4 transaction(s) for XXXXXXXXXXXX3468. Total Amount ==>>	130.26
											108 transaction(s). Total Amount ==>>	20,218.58

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

Contract Number: RRCC-2021-012525

F.Y.	Cost Center	Obj. Code	Amount	Vendor#	P.O #
2021	151075	1010	2800.00		P0234186



## MINNESOTA STATE

### FACILITIES USE AGREEMENT OFF-CAMPUS FACILITIES ONLY

THIS FACILITIES USE AGREEMENT is between the **ISD 0361** (“Licensor”), 1515 11TH ST, INTL FALLS, Minnesota 56649-2488 and the State of Minnesota, by and through the Board of Trustees of the Minnesota State Colleges and Universities, on behalf of **RAINY RIVER COMMUNITY COLLEGE**(“Minnesota State”).

1. **PERMITTED USE.** Licensor agrees to allow Minnesota State use of the following (hereinafter defined as the “Space”):

**Location:** Scheela Field  
International Falls High School  
1515 11<sup>th</sup> Street  
International Falls, MN 56649  
*See **Exhibit A** for sketch/map identifying location*

**Date and Time:** Intermittent use of the space for baseball practices and games. Scheduling of field time will be communicated and coordinated through the Falls High School Athletic Director. Minnesota State understands that Falls High School activities will receive priority scheduling rights. This agreement is not based on a specific number of practices or events, rather it is based on typical usage.

**Description of Activity or Event:** Use of Scheela Field for baseball practices and games. This agreement is for field usage only.

2. **FEE.** For its use of the Space, Minnesota State agrees to pay an annual rental fee of One Thousand Two-Hundred and 00/100 Dollars (\$1,200.00) and an annual maintenance fee of One Thousand Six Hundred and 00/100 Dollars (\$1,600.00) which shall be payable in arrears within thirty (30) days of Minnesota State’s receipt of Licensor’s invoice, in the

amount of \$2,800.00 to be paid upon receipt of invoice from ISD 0361. Payment will be for the previous academic year. *Prepayment by Minnesota State is prohibited by Minnesota Statute.*

- a. Licensor’s monthly invoice shall detail the rental rate of \$1,200.00.
- b. Included as part of the maintenance fee is Minnesota State’s portion of the weed control applications at an estimated \$300.00 per application. If the weed control application exceeds \$300.00, the Licensor will bill Minnesota State agrees to pay the actual amount paid.

3. **TERM OF AGREEMENT; CANCELLATION.** This agreement shall be effective as of January 1, 2021 or the date when the final required signature is obtained by Minnesota State, and shall remain in effect until December 31, 2021. This agreement may be canceled by either party at any time, for any reason, upon 30 (Thirty) days written notice to the other party. Licensor expressly understands and agrees that this agreement is not intended to and does not create a landlord-tenant relationship between the parties.

4. **AUTHORIZED REPRESENTATIVES.**

All notices, requests, and other communications between Licensor and Minnesota State that are required or that Licensor or Minnesota State elect to deliver shall be deemed sufficiently given or rendered if in writing and delivered to either party personally, by a recognized overnight courier service or by United States mail, first-class, certified or registered, postage prepaid, (return receipt required) addressed as follows:

Minnesota State’s authorized agent:  
 Name/Title: Bradley Krasaway  
 Address: 1501 Highway 71, International Falls, Minnesota 56649  
 Telephone: +1 218-285-2202  
 Email Address: bradley.krasaway@rainyriver.edu

With a copy to:  
 Minnesota State  
 ATTN: Real Estate Services  
 30 E. 7th Street, Suite 350  
 St. Paul, MN 55101

Licensor’s authorized agent:  
 Name: Kevin Grover  
 Address: 1515 11TH ST, INTL FALLS, Minnesota 56649-2488  
 Telephone: +1 218-283-2571  
 Email Address: kgrover@isd361.org

5. **MAINTENANCE OF SPACE.** Minnesota State agrees to maintain the Space in a reasonably clean and sanitary condition. Licensor shall provide the following:

- a. All utilities reasonably required to use the Space, including heating, cooling, and electricity;
- b. Parking;
- c. Building security customarily provided by Licensor; Minnesota State may provide additional security at its own expense;
- d. Janitorial services;
- e. Any necessary keys or access codes – N/A
- f. Other: Field Maintenance services including, but not limited to mowing and weed control applications.

Licensor shall allow Minnesota State to place temporary signs directing students and other attendees to its event.

6. **BUILDING HOURS.** Minnesota State may access the space during the specified hours.
7. **RULES AND REGULATIONS.** Minnesota State agrees to comply with the building rules and regulations attached as **Exhibit C** during its use of the Space which are not inconsistent with this agreement, Minnesota State board policies and applicable laws.
8. **LIABILITY.** Each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law and shall not be responsible for the other party's acts and omissions and the results thereof. The State's and Minnesota State's liability under this Agreement is governed by the Minnesota Tort Claims Act, Minnesota Statutes §3.736 and other applicable laws.
9. **INSURANCE.** Minnesota State maintains commercial general liability insurance in compliance with the Tort Claims limits set forth in Minn. Stat. §3.736, subd. 4, as amended. Minnesota State shall name Licensor as an additional insured upon request. Minnesota State shall maintain this coverage at its sole expense during its use of the Space. For purposes of this Agreement, Licensor shall maintain applicable insurance coverage consistent with the coverages outlined on **Exhibit B**, attached hereto and made a part of this Facilities Use Agreement. Licensor shall maintain coverages at its sole expense during the term of this Agreement. Minnesota State and Licensor shall provide each other with certificates of insurance, upon request. Coverage afforded under these policies shall not be cancelled without at least thirty (30) days advance written notice to the certificate holder. Each party, at its sole expense, shall provide and maintain workers' compensation insurance as such party may be required to obtain by law. Minnesota State is self-insured for workers' compensation purposes, and any such insurance extends only to employees of Minnesota State, not to students.
10. **MINNESOTA DATA PRACTICES ACT.** Minnesota State and Licensor agree to comply with the terms of the Minnesota Data Practices Act, Minnesota Statutes, Chapter 13, with regard to data related to this Agreement.

11. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE.** Licensor is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. section 12101, et seq., and any regulations promulgated pursuant to the Act.
12. **AUDIT.** The books, records, documents, and accounting procedures and practices of the Licensor relevant to this contract shall be subject to examination by Minnesota State and the Legislative Auditor for a minimum of six (6) years from the end of the agreement.
13. **ASSIGNMENT; AMENDMENTS.** Neither party shall assign nor transfer any rights or obligations under this agreement without the prior written consent of the other party. All amendments to this agreement shall be in writing and executed by a duly authorized representative of each party.
14. **BREACH.** In the event that Licensor breaches this Agreement, Minnesota State shall have the right to immediately terminate this Agreement, as well as any other remedy available at law or equity.
15. **GOVERNING LAW; VENUE.** This Agreement, including all exhibits, amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
16. **ENTIRE AGREEMENT.** This Agreement (including all exhibits, as shown below intended by the parties as the final and binding expression of their agreement and as the complete and exclusive statement of its terms. This Agreement supersedes all prior negotiations, representations and agreements between the parties, whether oral or written, relating to the subject matter of this Agreement.
  - Agreement
  - **EXHIBIT A**, Facilities sketch/map identifying Location
  - **EXHIBIT B**, General Insurance Requirements
  - **EXHIBIT C**, Rules (if applicable)
  - **Any Subsequent amendments, addendum properly executed by the parties.**
17. **SPECIAL PROVISIONS.** None.

*SIGNATURE BLOCK IS ON NEXT PAGE*

**Signature Page for Facilities Use Agreement – Off-Campus Facilities Only**

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

**APPROVED:**

**1. LICENSOR: ISD 0361**

Licensor certifies that the appropriate person(s) have executed the Agreement on behalf of Licensor as required by applicable articles, bylaws, resolutions, or ordinances.

**2. Minnesota State: STATE OF MINNESOTA BY AND THROUGH THE BOARD OF TRUSTEES OF MINNESOTA STATE COLLEGES AND UNIVERSITIES, ON BEHALF OF RAINY RIVER COMMUNITY COLLEGE**

By (authorized signature)
DocuSigned by: <i>Kevin Grover</i> Kevin Grover
Title Superintendent
Date 1/29/2021   7:07:03 AM PST

By (authorized signature)
Title
Date

**3. AS TO ENCUMBRANCE:**

**4. AS TO FORM AND EXECUTION:**

By (authorized signature)
Title
Date

By (authorized signature)
Title
Date

### EXHIBIT A

Facilities Sketch/Map Identifying Location (including suite or room numbers)



**EXHIBIT B**  
**GENERAL INSURANCE REQUIREMENTS**

1. Workers' Compensation Insurance

A. Statutory Compensation Coverage

B. Coverage B – Employers Liability with limits of not less than:

\$100,000 Bodily Injury by Disease per Employee

\$500,000 Bodily Injury by Disease Aggregate

\$100,000 Bodily Injury by Accident

2. General Liability Insurance

A. Minimum Limits of Liability:

\$2,000,000 – Per Occurrence

\$2,000,000 – Annual Aggregate

\$2,000,000 – Annual Aggregate applying to Products/Completed Operations

B. Coverages:

Premises and Operations Bodily Injury and Property Damage

Personal & Advertising Injury

Blanket Contractual

Products and Completed Operations

Other; if applicable, please list \_\_\_\_\_

State of Minnesota or Minnesota State Colleges and Universities named as Additional Insured

Additional Insurance Conditions

- Licensors' policy(ies) shall be primary insurance to any other valid and collectible insurance available to the State of Minnesota with respect to any claim arising out of the Licensors' performance under this Agreement.
- Licensors agree to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless Licensors' policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to the State of Minnesota
- Licensors are responsible for payment of Agreement related insurance premiums and deductibles.
- If Licensors are self-insured, a Certification of Self-Insurance must be attached.
- Licensors' policy(ies) shall include legal defense fees in addition to the liability policy limits.
- Licensors shall obtain insurance policy(ies) from insurance company(ies) having an "AM Best" rating of A- (minus), Financial Size Category of VII or better, and authorized to do business in the State of Minnesota.
- An Umbrella or Excess Liability insurance policy may be used to supplement the Licensors' policy limits to satisfy the full policy limits required by the Agreement.

**EXHIBIT C**  
**RULES AND REGULATIONS**

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

**BOARD POLICY 534  
Unpaid Meal Charges**

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

Revised: March 16, 2020, February 11, 2021

**I. PURPOSE**

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

**II. GENERAL STATEMENT OF POLICY**

- A. The goal of Independent School District No. 361 is to provide nutritious meals to students to promote healthy eating habits and enhance learning, as well as, maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges.
- B. It is the policy of Independent School District No. 361 to offer breakfast and lunch meals that meet state and federal regulations.
- C. The school district receives school lunch aid under Minn. Stat. § 124D.111, therefore, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- D. Families may apply for free/reduced price meals any time during the school year. Meal applications are distributed to all families in the school district prior to the start of the school year, and are included in enrollment packets. Meal applications are also available at the both school offices and on the district website. If household income or size change, families can apply for meal benefits anytime during the school year.

Parent(s) or guardian(s) are responsible for meal charges prior to qualifying for meal benefits. Families who qualify for meal benefits are required each school year to complete a new meal application form. District staff will work diligently with parents in this process, however, it is the parent/guardian responsibility to ensure they

complete and respond to the annual meal application notification which is sent in August of each school year. A parent/guardian who loses their meal benefit is responsible for meal charges until such time they requalify for meal benefits.

### III. PAYMENT OF MEALS

- A. All meal purchases are to be prepaid before meal service begins. Students are assigned a meal account when they enroll in International Falls Public Schools. It is the parent/guardians responsibility to make sure adequate funds are available in their student(s) account each day for breakfast and/or lunch. It is recommended to have at least a week's worth of meals prepaid in the student's account.
- B. Parent(s) or guardian(s) can manage their student(s) meal accounts through online access via Skyward Family Access. The link for Skyward Family Access is found on the district website at [www.isd361.k12.mn.us](http://www.isd361.k12.mn.us) under "Quick Links" then select "Skyward Portal". Family Access allows parent(s) or guardian(s) the ability to:
1. View meal account balances
  2. Make payments to student account(s)
  3. Set a low balance message
  4. View student meal account purchases

If parent(s) or guardian(s) do not have a user name setup for Skyward Family Access they can contact the school office to have this setup.

- C. Student meal account payments can be made as follows:
1. Pay by credit or debit card online through Skyward Family Access or via ISD 361 web store offered through RevTrak. The link to either system is located on district website under "Quick Links". There is a \$1 transaction fee applied to all online payments.
  2. Send cash or check with student to school.
  3. Mail or drop off cash or check to your student's school.
  4. By setting up reoccurring payments:
    - a) Reoccurring payments allow parent(s) or guardian(s) to set a minimum meal account balance which will trigger an automatic payment to the student(s) account. An email notification is sent to the parent(s) or guardian(s) each time a payment is made.
    - b) To setup reoccurring payments go to ISD 361 web store.
    - c) Log into personal account then setup reoccurring payments for each student. If parent(s) or guardian(s) do not have a web store account setup they can contact the school office to have this setup.
- D. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the student's accounts.

- E. Transferring of funds between student sibling accounts requires the approval of the parent or guardian. Graduating senior student account balances will be automatically transferred to a sibling at the end of school year.
  - 1. Parent(s) or guardian(s) with graduating students will be requested to advise the school office if they want their positive senior students account balance refunded, or transferred to the districts meal donation account.

#### **IV. MEAL ACCOUNT PURCHASES**

Students may purchase meals or ala carte items when funds have been deposited into their meal account.

- A. Kindergarten Breakfast: All kindergarten students qualify to receive one free breakfast each day school is in session. Kindergarten students are always eligible for free breakfast regardless of unpaid meal account balance.
- B. Free/Reduced Breakfast and Lunch Meals: Students who qualify for free/reduced meal benefits will receive the first breakfast and/or lunch meal at no charge. Students eligible for free/reduced meals will always be served a first (1<sup>st</sup>) quantity breakfast and/or lunch meal regardless of unpaid food service accounts.
- C. Full Paid Breakfast and Lunch Meals: Students who pay the full price for breakfast and lunch meals are required to prepay for those meals prior to being served. When a student who is full paid has “cash in hand” to pay for first meal, the student will be served a first meal regardless of unpaid meal account balance. The “cash in hand” will not be applied towards past due meal account balances.
- D. Ala Carte Purchases: The Falls High School cafeteria offers ala carte items for purchase. Students will not be allowed ala carte purchases if their meal account does not have a prepaid balance to cover the cost of purchase.

Parent(s) or guardian(s) may choose to block items from being purchased, such as extra milk and ala carte items by contacting Michelle Hopkins at 218-283-2571 ext. 1181 or via email at [mhopkins@isd361.org](mailto:mhopkins@isd361.org)

- E. Second Meal Purchases: Any second (2<sup>nd</sup>) breakfast or lunch meal purchased by any student regardless of meal application status or kindergarten free breakfast status will be charged at the second meal price. Students must have positive meal account balance to purchase the second (2<sup>nd</sup>) meal.

#### **V. LOW OR NEGATIVE ACCOUNT BALANCE NOTIFICATION**

- A. Parent(s) or guardian(s) are encouraged to utilize Skyward Family Access to manage their student(s) meal account(s). A mobile application for Family Access is also offered by Skyward.
- B. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero as follows. Parent(s) or guardian(s) can also set a low balance email notification via Skyward Family Access.

- C. Parent(s) or guardian(s) will be notified when the student account is at \$10.00 or less via the district telephone and e-mail notification system on Tuesday of each week.
- D. Parent(s) or guardian(s) will be notified when a student account is at negative -\$10.00 via the district telephone/e-mail notification system on Monday of each week.
- E. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

**Policy for Meal Accounts with \$0 or Negative Balances:**

Meal Account Balances at negative -\$25.00

~~When a student's meal account balance is negative -\$25 the districts' nutrition director or designee will call the parent(s) or guardian(s).~~

A meal statement will be sent requesting payment within 30 days. Invoices will be sent electronically to the parent(s) or guardian(s) guardians email address on file. If no email address is on file an invoice will be mailed to the address on file.

The district will continue to serve these students a first quantity breakfast and/or lunch meal. Second quantity meals and ala carte purchases will be denied.

Meal Account Balances at Negative -\$50.00 or more

~~When a student's meal account balance is negative -\$50.00 the building principal or school social worker will call the parent(s) or guardian(s). An invoice will be sent requesting payment within 30 days.~~

A meal statement will be sent requesting payment within 30 days. Invoices will be sent electronically to the parent(s) or guardian(s) guardians email address on file. If no email address is on file an invoice will be mailed to the address on file.

The district will continue to serve these students a first quantity breakfast and/or lunch meal. Second quantity meals and ala carte purchases will be denied.

Meal Account Balances at Negative -\$100 or more

When a student's meal account balance reaches negative -\$100 the parent/guardian will receive a final notification from the Districts Business Manager to make payment to resolve the outstanding balance due to District within 10 days. If this notification does not result in a consistent payment plan by the parent(s) or guardian(s) then any amounts owed at negative -\$100 or more will be sent to collections.

The district will continue to serve these students a first quantity breakfast and/or lunch meal. Second quantity meals and ala carte purchases will be denied.

**VI. UNPAID MEAL CHARGES**

The school district will make reasonable efforts to communicate and work with families to resolve the matter of unpaid meal charges. When appropriate, families will be encouraged to apply for meal benefits for their students.

Assistance from county social services may be requested by the building principal, food service director, school social worker or superintendent of schools for possible neglect when attempts to resolve the unpaid meal debt are not successful or disregarded by the parent(s) or guardian(s).

The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

Collection options for delinquent unpaid meal accounts may include, but are not limited to, use of collection agencies, claims in conciliation court, or any other legal methods permitted by law.

During the year ~~invoices~~ **meal statements** will be sent **monthly** to families with unpaid balances due to non-payment of meal charges, meal charges incurred prior to qualifying for meal benefits, negative balances incurred during a lapse in meal benefits, or the student has left the district with a negative lunch balance. **Meal statements will be sent electronically to the parent(s) or guardian(s) email account on file. If no email account is on file meal statements will be mailed.** Invoices will request payment within 30 days. If no payment is received within 30 days, ~~a second invoice will be sent requesting payment within 15 days.~~

At the end of the school year, regardless if the meal account is “stale” or not, unpaid meal account balances ~~of negative \$50 or more~~, will be sent ~~an invoice~~ **meal statement** requesting payment within 10 days. If no payment is made after 10 days, ~~the invoice~~ **accounts that owe \$50 or more** will be referred to ~~a~~ **the District’s** collection agency. **Accounts owing under \$50 will have a permanent ala carte block put on the students account and the amount will be written off as uncollectible.**

If attempts by the Districts collection agency are unsuccessful ~~within 45 days~~ the unpaid balance is sent to a credit agency for impact to the family’s credit score.

The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

The school district may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

## **VII. STAFF MEALS**

- A. Staff have the option of purchasing meals or ala carte items through a staff meal account. This option is offered to staff as a prepayment meal account. Staff meal accounts must maintain a positive balance. Staff with negative meal account balances will be refused service.
- B. The district provides a reoccurring payment option to staff through the online payment system via RevTrak. Staff are encouraged to utilize this option if they struggle to maintain a positive meal account.

- C. At the termination of employment any outstanding negative meal account balance will be required to be paid in full or the amount owed will be deducted from the employee's last paycheck. Any positive meal account balance will be refunded to the staff member, or the staff member may elect to donate the balance to the districts meal donation account.

## **VIII. COMMUNICATION OF POLICY**

This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back to school packet, student handbook, etc.) to:

1. All households at or before the start of each school year;
2. Students and families who transfer into the school district, at the time of enrollment; and
3. All school district personnel who are responsible for enforcing this policy.

The school district will post the policy on the school district's website, in addition to providing the required written notification described above.

### ***Legal References:***

Minn. Stat. § 124D.111, Subd. 4  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)  
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)  
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)  
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

## Laptop Checkout Form

NAME:

BUILDING:

SERVICE TAG:

DATE Checked Out:

DATE Checked In:

SIGNATURE:

1. DO NOT remove batteries with the power on and use the "Safely Remove Hardware" icon in the system tray to remove drives.
2. The only place you can store files, permanently, is on drive T:. This is a virtual drive that actually points to a location on the hard drive. If you save files in My Documents, they will disappear the next time you turn on the computer. When you return to school in the fall you will need to transfer these files to your H: drive.

Use AC power whenever possible to preserve battery life.

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

**BOARD POLICY 409.5  
Laptop Checkout Policy  
*Specific to ISD 361***

Adopted \_\_\_ May 19, 2003 \_\_\_

Revised \_\_\_ December 2020 \_\_\_

**Laptop Checkout Policy for Teachers**

1. Users (lendees) must comply with all existing district policies that cover technology. (<http://www.isd361.k12.mn.us/districtwide/iaup.shtml>, under the heading "**District Technology Policies**")
2. Laptops will be checked out ~~with a full compliment of components:~~ for summer on an as needed basis.
  - a. ~~Dell Latitude C610 Laptop~~
  - b. ~~Two batteries~~
  - c. ~~Charger~~
  - d. ~~3½" floppy drive~~
  - e. ~~CDROM drive~~
  - f. ~~Travel Case~~
3. Laptops and accessories must be returned to the Technology Director ~~on the first Teacher Workshop Day in the fall.~~ prior to first teacher workshop day in the Fall.
4. All users must sign the *Laptop Checkout Form*.
5. Any components not returned are the fiscal responsibility of the lendeer.

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

**BOARD POLICY 409.6  
School District Security**

**Adopted** \_\_\_ June 1989 \_\_\_

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

**I. GENERAL STATEMENT OF POLICY**

The following are general policies to be followed regarding security and these policies should be deviated from only for very important reasons.

- A. Personal Property:
  - 1. Personal property should not be brought to or left in school facilities. An employee is completely responsible for any of their personal property in school facilities.
- B. Securing of School Property:
  - 1. All buildings should be locked when not in use.
  - 2. All rooms should be locked when the employee is not in them.
  - 3. All valuable property easily lost or stolen should be locked in a closet, cabinet, or area that will be difficult to break into. The school vaults may be used as necessary, as room allows.
  - 4. No monies are to be left in desks, drawers, closets, etc. Monies should be turned in immediately to the appropriate office where it is to be receipted. All checks should be stamped when received. Monies may be left in the night depositories.
  - 5. All pieces of equipment are to be tagged and inventoried according to normal procedures. If any equipment is lost, stolen, or disposed of, it is to be taken off the inventory. The building secretaries can brief you on the procedures.
- C. Keys
  - 1. Keys are to be issued only to those people who need them on a daily basis.
  - 2. Keys should be issued only to school employees, unless special permission is obtained from the building principals.
  - 3. If anyone loses keys, they have the responsibility to find them.
  - 4. Keys are not to be duplicated without permission.
  - 5. Keys are not to be loaned to students or non-authorized personnel.
  - 6. Keys must be checked out at the building office and each key is to be recorded.
  - 7. Generally speaking, administrators and custodians are the only ones to have outside door keys.
  - 8. All employees are to check in their keys when they have long breaks in their employment, such as summer or long vacations

9. Keys are not to be left in drawers, lockers, or anywhere except on the employee person.
  10. All spare keys are to be locked in a vault.
- D. Personal Use of Facilities and Equipment
1. Employees are not to use school facilities for personal use. This includes gymnasiums, shops, etc., unless special permission is granted.
  2. Employees are not to take school property home for personal use. Special permission should be requested for taking property home for professional use.
  3. Only the building principal may authorize use of school property for personal or professional use.
  4. Anyone using school property outside o the school building is responsible for any damage that is done to the property.
- E. Securing School Buildings:
1. Custodians are to open school buildings and lock school buildings under normal conditions. The buildings are to be left unlocked only during the times they are in use by the pubic. All inside and outside doors are to be locked at the end of the day.
  2. An employee who enters the building is to see that all doors are securely closed and locked. If students are in the building with an employee, the employee must make sure they enter and leave by one door or check every outside door. Students are to be confined to an authorized area and are not allowed to wander about the building.
- F. Reporting of Theft:
1. All significant thefts must be reported to the police.
  2. The police should be encouraged to prosecute.

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

**BOARD POLICY 409.6  
Website and Electronic Publishing**

Adopted \_\_\_ October 17, 2005 \_\_\_

Revised \_\_\_\_\_

**I. Purpose**

The International Falls Public School District is concerned that we continue to have a high degree of integrity in all our publications as we move from a paper-based to an electronic-based media for publishing. As we realize the benefits schools can achieve from exhibiting staff and student creativity using electronic publishing, we need to have high standards for quality and content as well as for student safety. Realizing our materials are published globally in an instant, it is essential we have editorial standards.

**II. General Statement of Policy**

A. Publisher Standards

1. Authors for publishing include anyone who creates content for electronic publishing. Only teachers employed by ISD361 will be allowed to publish. Student created web sites will not be hosted by ISD361.
2. All material should pass through an editorial stage of production. Spelling, grammar and content (see the District Internet Acceptable Use Policy) should have high standards with no sub-standard work being published.

B. Safety Standards

ISD 361 has district policies pertaining to "directory information" which may allow the release of some personal data about students; we have chosen to establish the following guidelines.

1. E-mail addresses shall be restricted to staff only.
2. No student work shall be published without permission of the student and parent or guardian.
3. Use our District **Web Content Consent Form**. The District will keep written permission on file.
4. Personal information about students, including photographs with associated names, addresses; telephone numbers, etc. shall not be published. **Use First names only.**

### C. Content Standards

1. All material must relate to curriculum or instruction, school-authorized activities, or information about our school district or your classroom in general.
2. Material may not be objectionable or point directly to objectionable material. (It must meet the standards for instructional resources specified in other district policies and guidelines.)
3. Staff work may be published only as it relates to a class project, course or other school-related activity. *Students, staff, or other individuals may not use the district's web pages to provide access to their personal pages on other servers or online services.*
4. Time sensitive material on web pages should be updated in a timely manner during the school year.
5. Copyright laws apply to web publication. Publishers must have permission to publish information, graphics, or photographs on their pages if the publisher is not the author or creator.
6. The contents of the district's web pages must be consistent with all policies of the district, local, state, and federal laws. Web publications are subject to the same district policies and standards as printed publications.
7. Standard publication information should appear on each page. Name of author, author's district contact information including phone number, extension, and email address, links back to district home page, and date of the last update are required.

### D. Permissions and Authority

1. Permission for publication must come from the District Technology Director.
2. Failure to comply with aforementioned standards will result in immediate termination of author's web site. Other possible consequences may result that are in accordance with existing District policies.

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

**BOARD POLICY 424.5  
Coaches/Advisors**

**Adopted \_\_\_ June 16, 2003 \_\_\_**

**Revised \_\_\_ August 17, 2009**

District 361 makes every effort to provide quality coaches and advisors for its extra- and co-curricular activities.

Coaches/advisors are hired on a yearly contract and must abide by all school board and district rules, regulations and policies. All coaching and advisor contracts shall terminate at the end of the coaching season as this date is established by MSHSL or at the end of the advisor's activity. Recommendation for hire will be made annually by the administration to the superintendent who will then make his/her recommendations to the school board for their consideration and action.

The school board may accept the recommendation of the administration or reject the administration's recommendation. In the case of rejection of administration's recommendation, the specific position shall be declared open and the administration will bring forth another recommendation. In those instances where the school board may have determined a specific candidate shall be their choice for either coaching or advisor position, the school board shall by majority vote at a regularly scheduled board meeting resolve to remove the administration from their recommendation responsibility and name the coach or advisor for the subsequent season or activity year.

Nothing in this policy is intended to grant coaching/advising positions beyond an annual appointment. The school district shall comply with M.S. 122a.33 and 122a.58 with regard to decision to non-renew the coaching contract of a licensed or non-licensed varsity coach. In the event a varsity coach's contract is not the individual to be recommended by the administration to be renewed for the subsequent season, or school year activity in the case of advisors, all assistant coaching positions in that sport or activity shall be declared vacant and shall be posted in accord with the collective bargaining agreement between ISD 361 and EdMN Local 331. In the event a varsity coach's or advisor's contract is recommended to be renewed, all assistant coaches who served in these capacities the prior season and are recommended by the head coach and administration to the superintendent shall be presented to the school board for their consideration and action. Any assistant coaching positions not approved by the school board shall be declared vacant and shall be posted appropriately.

A true vacancy occurs in a head varsity coaching position or advisor's position when the head varsity coach or advisor is informed by the administration that they will not be recommended for the subsequent season or activity, or the head varsity coach or advisor informs the administration they do not wish to return for the subsequent season or activity year. In such instances administration will post the vacant position in accord with collective bargaining agreement between ISD 361 and EdMN Local 331. When a vacancy occurs in a head coaching position, existing assistant coach(es) contracts will not be renewed until a head coach is hired. This allows for the assistant coaches to apply for the head position as well as allowing the head coach to be part of the process recommending assistant coaches.

Head varsity coaches and advisors who are to be recommended for subsequent season or activity shall not be required to re-apply for their prior positions, the administration is not required to define the position as a true vacancy, and no posting shall be required.

In those instances whereby a head varsity coach is not hired for the subsequent season, the head varsity coach may request a hearing before the school board pursuant to MS 122A.33. Hearing will be held in accord with MS 122A.33 and shall only be granted following action of a school board to not renew the subsequent year contract for the varsity coach. School board action supporting the administration's recommendation for a head varsity coach other than the prior year's head varsity coach shall constitute a "decline to renew" or "not renewing" under MS 122A.33.

It is understood that MS 122A.58 refers specifically to the termination of coaching duties during the head varsity coach's current contract period and does not apply to the question of nonrenewal or rehire.

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

**BOARD POLICY 424.6  
Professional Standards Varsity Coaches**

Adopted \_\_\_ August 21, 2006 \_\_\_

Revised \_\_\_\_\_

- I. **Purpose:** It is the position of ISD 361 that varsity head coaches perform a unique and critical service to the school district's high school students, Falls High School, and the school district and community as a whole. Professional standards in terms of professional competence; adherence to school district philosophy; loyalty to programs, school, and community; moral character; and a commitment to excellence shall be demonstrated by all varsity head coaches as a condition for continuance in these positions.
- II. **General Information:** Varsity head coaches shall demonstrate all of the following professional standards:
- a. Exceptional demonstration of communication skills while interacting with athletes, parents, school personnel, other district programs and coaches, and the media.
  - b. Exceptional organizational skills demonstrated by thorough implementation of a consistent and effective program in terms of the programs outcomes, expectations, and procedures as these apply to all subordinate coaches, beginning with the first school district-recognized level of implementation for the particular program.
  - c. Exceptional articulation of the school district's philosophy of equity in terms of coaching, playing time, self-discipline, and adherence to the athletic code as espoused by the Minnesota State High School League, as these apply to all young athletes from beginning of the program through the 8<sup>th</sup> grade, or until the athlete enters state high school league levels of inter-school competition.
  - d. Exceptional articulation of the school district's philosophy that a cornerstone of high school athletics and other MSHSL activities is premised upon competition, which distinguished high school participation from earlier activities where the basic premise is participation in and of itself.

- e. Exceptional commitment to the competitive growth of the individual program and the ability to translate this commitment to the enhanced development of the individual student athlete.
- f. Exceptional demonstration of the need for the continued professional development of all varsity head coaches and assistant coaches.

III. **Professional Duties:** Varsity head coaches shall demonstrate their ability to effectively perform all of the following duties:

- a. Recognize the student athlete as a learner, first, last and always.
- b. Adhere to Falls High School athletic rules and regulations and school district policy.
- c. Initiate, establish, and maintain an effective relationship with parents, administration, and community in a manner that best serves the growth of the program.
- d. Encourage the true spirit of competition with the goal to provide the coaching, training, and opportunity for growth necessary for the high school athlete's continued success in competition.
- e. Commit to the effective organization, management, and administration of the program under the varsity head coach's direction.

IV. **Professional Responsibilities:** Varsity head coaches shall effectively perform all of the following responsibilities:

- a. Develop, implement, and execute an effective practice schedule, recognizing the exigencies which come to bear on student athletes, their parents, and other programs in Falls High School.
- b. Develop an effective long-range program plan inclusive of budget resources, program development goals, and personnel goals for all assistant coaches, whether school personnel or Recreation Department personnel.
- c. Serve as a model for athletes and assistant coaches in terms of commitment to excellence, self-development, and leadership necessary for success in a competitive environment.
- d. Provide the administration in an effective, timely, and professional manner, recommendations, reports, and program analysis data as requested and as required by the Falls High School coaching handbook.
- e. Provide effective guidance, and support for all assistant coaches at all levels, varsity, junior varsity, and below, and be able to be recognized by

all the program's participants and competitors, their parents, and the community at large as the person providing the necessary leadership for a program of excellence.

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

**BOARD POLICY 702  
Accounting**

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

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

*[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]*

**I. PURPOSE**

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

**III. MAINTENANCE OF BOOKS AND ACCOUNTS**

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

**IV. PERMANENT FUND TRANSFERS**

Unless otherwise authorized pursuant to Minn. Stat. § 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. §123B.79, as amended, or other applicable statute.

**V. REPORTING**

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. ~~Each year,~~ the school district shall also, ~~on or before October 1 of each year,~~ provide for the publication of the financial information specified in Minn. Stat. §123B.10 ~~in the manner specified therein.~~

***Legal References:*** Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)  
Minn. Stat. § 123B.75 (Revenue)  
Minn. Stat. § 123B.76 (Expenditures)  
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)  
Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)  
Minn. Stat. § 123B.79 (Permanent Fund Transfers)  
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

***Cross References:*** MSBA/MASA Model Policy 703 (Annual Audit)  
MSBA Service Manual, Chapter 7, Education Funding

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

**BOARD POLICY 704  
Development and Maintenance of an Inventory of Fixed Assets and a  
Fixed Asset Accounting System**

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

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

**I. PURPOSE**

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

**II. GENERAL STATEMENT OF POLICY**

~~It is~~ The policy of this school district ~~is~~ that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

**III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM**

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district, and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

**IV. REPORT**

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board. ~~This inventory may be utilized to prepare the annual report to the Commissioner required by Minn. Stat. §123B.14, Subd. 7.~~

***Legal References:*** Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
~~Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)~~  
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

***Cross References:*** MSBA/MASA Model Policy 702 (Accounting)  
MSBA Service Manual, Chapter 7, Education Funding

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

**BOARD POLICY 705  
Investments**

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

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

**I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of school district funds.

**II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

**III. SCOPE**

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

**IV. AUTHORITY; OBJECTIVES**

A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Chapter 118A and any other applicable law or written administrative procedures.

B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows

1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable and debt service.
3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles,

while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

## **V. DELEGATION OF AUTHORITY**

- A. The business manager of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

## **VI. STANDARD OF CONDUCT**

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

## **VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets and the relative value of competing investment instruments.

## **VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by officers, employees or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping,

avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

## **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of a trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or §356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

## **X. PORTFOLIO DIVERSIFICATION; MATURITIES**

- A. Limitations on instruments, diversification and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
  - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
  - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
  - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a

specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

## **XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally, all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

## **XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

## **XIII. SAFEKEEPING AND COLLATERALIZATION**

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing

marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

#### **XIV. REPORTING REQUIREMENTS**

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter, and describe the investment portfolio in terms of investment securities, maturities, risk characteristics and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

#### **XV. DEPOSITORIES**

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also

exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

## **XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

***Legal References:*** Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)  
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)  
Minn. Stat. § 118A.03 (Depositories and Collateral)  
Minn. Stat. § 118A.04 (Investments)  
Minn. Stat. § 118A.05 (Contracts and Agreements)  
Minn. Stat. § 118A.06 (Delivery and Safekeeping)  
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)  
Minn. Stat. § 471.38 (Claims)  
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

***Cross References:*** MSBA/MASA Model Policy 703 (Annual Audit)  
MSBA Service Manual, Chapter 7, Education Funding  
Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

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

**BOARD POLICY 706  
Acceptance of Gifts**

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 provide guidelines for the acceptance of gifts by the school board.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to accept gifts only in compliance with state law.

**III. ACCEPTANCE OF GIFTS GENERALLY**

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

**IV. GIFTS OF REAL OR PERSONAL PROPERTY**

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. *The resolution must fully describe any conditions placed on the gift.* The real or personal property so accepted may not be used for religious or sectarian purposes.

*[Note: This voting requirement and gift use provision is specified by Minn. Stat. § 465.03.]*

**V. ADMINISTRATION IN ACCORDANCE WITH TERMS**

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

***Legal References:*** Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)  
Minn. Stat. § 465.03 (Gifts)

***Cross References:***

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

**BOARD POLICY 710  
Extracurricular Transportation**

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

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

**I. PURPOSE**

The purpose of this policy is to make clear to students, parents and staff the school district's policy regarding extracurricular transportation.

**II. GENERAL STATEMENT OF POLICY**

The determination as to whether to provide transportation for students, spectators or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

**III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION**

School district employees shall undertake independent arrangement, scheduling or coordination of transportation for extracurricular activities only when specifically directed or approved by the school district administration. School district employees will notify a building administrator of all transportation arrangements made. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

**IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES**

~~In the event of an emergency or other unforeseeable circumstances, employees are authorized to make appropriate transportation arrangements for students as necessary. Employees will transport students in nonemergency circumstances only when such extracurricular transportation is approved by the administration. If any transportation arrangements are made by employees pursuant to this section, the relevant facts and~~

~~circumstances shall be reported to the administration.~~

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

*[Note: This policy provides that employees may use a personal vehicle to transport students in an emergency or other unforeseeable circumstance. An “emergency or other unforeseeable circumstance” does not include situations where regular transportation is available or scheduled.*

*For example, if a scheduled extracurricular event occurs outside of the school district and the school district transports a team or group of students to and from the event, an employee would be prohibited by law from using a personal vehicle to transport some students to the event. In contrast, if a student attending this same event became ill or injured and required immediate transportation home or to a health care facility, the exigent need to transport one student would not constitute regular or scheduled transportation. An employee would have authority to transport the student in a personal vehicle under these circumstances, is using a vehicle that is properly registered and insured. The expectation of the school district is that the employee would immediately contact administration about these circumstances to ensure oversight of the employee’s use of the exception.*

*Nonregular and nonscheduled transportation also would include situations where some notice may be provided of the need for transportation to a nonscheduled event for which transportation generally is not provided by the school district. For example, a group of students may participate in a scheduled debate competition for which regular school district transportation is provided. Two students advance to a regional competition the following day. Transportation would not have been scheduled to the regional competition as the students’ advancement was not predicted. These circumstances may justify an employee’s use of a personal vehicle to transport the two students to the regional competition, if the vehicle is properly registered and insured. Because the employee has sufficient time to contact an administrator, advance written permission by an administrator would be expected for the purpose of overseeing that the reasons for an employee using a personal vehicle comply with the requirements of the law.*

## V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

***Legal References:*** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)  
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)

***Cross References:*** MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA Service Manual, Chapter 2, Transportation

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

**BOARD POLICY 711  
Video Recording on School Buses**

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

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

**I. PURPOSE**

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students **and employees** on the bus is a significant factor in the safety and efficiency of school bus transportation. Student **and employee** misbehavior increases the potential risks of injury. Therefore, the school district believes that video **taping recording** student passengers **and employees** on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video **taping recording** system.

**II. GENERAL STATEMENT OF POLICY**

A. Placement.

1. Each and every school bus owned, leased, contracted and/or operated by the school district shall be equipped with a fully-enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded on tape.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video **tape Recordings**.

1. A video **tape recording** of the actions of student passengers **and/or employees** may be used by the school district as evidence in any

disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.

2. A videotape recording will be released to the public only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations promulgated thereunder.
3. Videotapes recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A videotape recording will be retained by the school district for a period of six (6) weeks, until relooped or until the conclusion of disciplinary proceedings in which the video tape is used for evidence.

*[Note: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule, adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.]*

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.585 (Notice of Recording Device)  
**Minn. Stat. § 138.17 (Government Records, Administration)**  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. ~~Sees.~~ §§ 99.1-99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of ~~Student~~ Pupil Records)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
**MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)**  
MSBA Service Manual, Chapter 2, Transportation

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

**BOARD POLICY 712  
Video Surveillance Other Than on Buses**

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

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

**[See Model Policy 711 for Video Recording on School Buses]**

**I. PURPOSE**

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

**II. GENERAL STATEMENT OF POLICY**

A. Placement.

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Videotape Recordings.

1. Videotapes recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
- 2.3. A videotape recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.585 (Notice of Recording Device)  
Minn. Stat. § 138.17 (Government Records; Administration)  
Minn. Stat. § 609.746 (Interference with Privacy)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. ~~Sees:~~ §§ 99.1-99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of **Student Pupil** Records)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Videotaping on School Buses)  
MSBA Service Manual, Chapter 2, Transportation

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

**BOARD POLICY 605  
Alternative Programs**

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

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

**I. PURPOSE**

The purpose of this policy is to recognize the need for alternative education programs for some school district students.

**II. GENERAL STATEMENT OF POLICY**

The school board recognizes the importance of alternative program options for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

**III. RESPONSIBILITY**

- A. It shall be the responsibility of the superintendent to identify alternative program opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative programs. The superintendent shall, through cooperative efforts with other schools, agencies and organizations, periodically recommend additional or modified alternative educational programs to the school board.
  
- B. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

**Legal References:** Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)

Minn. Stat. § 121A.41, Subd. 11 (Definitions)  
Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)  
Minn. Stat. § 123A.06 (~~Center~~ State-Approved Alternative Programs and Services)  
~~Minn. Stat. § 124D.32 (Learn and Earn Graduation Achievement Program)~~  
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)  
Minn. Stat. § 124D.68 (Graduation Incentives Programs)  
Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)  
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

***Cross References:*** MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)

## **PROCEDURE FOR REVIEW OF CURRICULUM CONTENT AND ALTERNATIVE INSTRUCTION**

### **Statement of Intent**

Independent School District 361 believes in the principles of intellectual freedom. Members of the community are welcome to review curriculum and instructional materials. Any parent, guardian or adult student in District 361 may express concerns about the content of instructional materials in the district's educational program. Whenever a concern is expressed, the district will respond with the procedure described below.

The intent of the procedure is to provide parents, guardians, and adult students the opportunity to review instructional materials, address concerns and propose alternative instruction for the individual student.

The intent is NOT to interfere with the rights of others to receive the instruction in question, nor does it relieve the student from meeting state and district-level essential learner outcomes.

### **Procedure**

When a parent, guardian or adult student (hereafter referred to as "person") indicates a concern regarding the content of instructional materials; this procedure shall be followed:

- I. **Request for review of material**
  - A. Each request for review of material shall be directed to the building principal.
  - B. The building principal will:
    1. Treat each concerned person's request with confidentiality.
    2. Try to resolve the questions of the concerned person(s) during the initial contact.
    3. Provide and explain the Minnesota State Statute and the school district's policy and procedure.
    4. Inform the concerned person(s) that the student is not required to be exposed to the questioned material but will be required to meet the essential learner outcome.
    5. Inform the classroom instructor(s), (and the affected department, if appropriate), of the materials in question.
  
- II. **Opportunity to review materials**
  - A. School Responsibility
    1. All adopted curricular and instructional materials (including adopted learner outcomes, print, film/video with descriptive narrative) will be available for review:
      - a. By appointment with the principal.
      - b. In the principal's office.
      - c. And for checkout through the building principal for five days.

2. Outside speakers, spontaneous classroom discussion and current events materials are not considered part of the planned content of instruction and are therefore exempt from the requirement for prior review.
- B. Parent, guardian, or adult student responsibility.
1. Review materials during designated times.
  2. If a concern is identified, fill out Policy 606 Form, “Statement of Concern Regarding Instructional Content”, specifically detailing portions of instructional content to which objection is made.
- III. **Alternative Instruction**
- A. School Responsibility
1. Upon receipt of a statement of concern, school personnel may propose one alternative form of instruction in place of the material in question.
  2. The building principal will facilitate a meeting among the concerned parties and, if appropriate, present the school proposal for alternative instruction as described in Policy 606 Form, “Alternative Instruction Contract”.
- B. Parent, guardian or adult student responsibility
1. The person(s) will respond to the school proposal for alternative instruction.
  2. If the school proposal is rejected, the person(s) will develop an alternative plan at no cost to the district.
  3. The proposed plan must address the district learner outcomes.
- IV. **Assessment Procedures**
- A. School responsibility
1. School personnel will determine an appropriate assessment.
  2. The school will not impose academic or social penalties as a result of alternative assessment.
- B. Student Responsibility
1. The student will complete the appropriate assessment in accordance with the agreed upon alternative instructional contract.
  2. When the contract is completed and the specified outcome met, the student will be granted completion credit or a grade for the work.

**STATEMENT OF CONCERN REGARDING INSTRUCTIONAL MATERIALS**

Request initiated by:

Address:

Telephone: Work-

Home-

Course/Subject:

1. District learner outcome addressed by the material in questions:

2. Specific description of instructional material in question:

3. Have you examined the material in its entirety?                      YES                      NO  
If no, please explain.

4. What is your concern(s) about this material? Please be specific.

---

Signature of Concerned Person(s)

---

Date

**ALTERNATIVE INSTRUCTION CONTRACT**

Date: \_\_\_\_\_

Parent Proposal

School Proposal

Person initiating request: \_\_\_\_\_

Student name: \_\_\_\_\_

School student is attending: \_\_\_\_\_

Course/subject affected by request: \_\_\_\_\_

Specific content or materials in question:

Learner outcome to be addressed:

Materials to be used:

Method of instruction:

Method of evaluation and assessment of the quality of the student's work (to be completed by school personnel):

Completion date: \_\_\_\_\_

Agreed by: \_\_\_\_\_

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

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

**BOARD POLICY 606  
Textbooks and Instructional Materials**

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

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

**I. PURPOSE**

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

**II. GENERAL STATEMENT OF POLICY**

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

**III. RESPONSIBILITY OF SELECTION**

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials which:
1. support the goals and objectives of the education programs;
  2. consider the needs, age and maturity of students;
  3. foster respect and appreciation for cultural diversity and varied opinion;  
and

4. fit within the constraints of the school district budget.
  5. are in the English language. Another language may be used, pursuant to Minn. Stat. § 124D.61;
  6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
  7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

#### **IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS**

- A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

#### **V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS**

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.

- C. The superintendent shall ~~develop~~ present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

**Legal References:** Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction – Curriculum)  
Minn. Stat. § 120B.235 (American Heritage Education)  
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)  
Minn. Stat. § 124D.59-12D.61 (Limited English Proficiency)  
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)  
*Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)  
*Pratt v. Independent Sch. Dist. No. 831*, 670 F.2d 771 (8<sup>th</sup> Cir. 1982)

**Cross References:** MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)

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

**BOARD POLICY 606.5  
Library Media Center Material Selection Review**

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

Revised \_\_\_ 2005 \_\_\_

**General Policy Statement**

Media Center resources are defined as books, periodicals, pamphlets, filmstrips, films, records, tapes, graphic materials, globes, maps, microfilms, transparencies, and other print and non-print material.

This procedure is intended to apply to all community members, parents, concerned citizens, students and staff.

**I. Principles and Objectives of Selection**

In order to implement the procedure stated above, the following objectives and guiding principles are adopted for selecting and reviewing media center resources:

- A. Materials should be selected which meet the needs, interests, abilities, and maturity level of students;
- B. Materials should be selected which represent a diversity of views and expression in order to promote critical thinking and objective evaluation under professional guidance. Selection of a work does not constitute agreement with the content;
- C. Materials should, as far as possible, accurately reflect contributions and achievement of women and men, as well as individuals and groups of various racial, social, ethnic and religious backgrounds;
- D. Materials selected should be of the highest quality appropriate to the level of students while considering curriculum objectives and availability of materials;
- E. Materials selected should be considered by the impact of each work as a whole—not a part. Few works are totally perfect; works

- containing a single flaw, flawed passage, or a number of flawed passages are not necessarily works of poor quality;
- F. Materials should be considered on the basis of reason and principle rather than personal opinion and bias.

## **II. Responsibility for Selection**

The responsibility for the selection of resources is delegated by the administrator to the professionally trained personnel employed by the school system.

## **III. Criteria for Selection**

Materials for purchase are considered on the basis of overall purpose, timeliness, or permanence, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, etc., and format and price.

Requests from faculty and students are given high priority.

## **IV. Procedure for Selection**

In selecting media center resources, the responsible personnel will:

- A. Evaluate the existing resources;
- B. Assess curricular needs;
- C. Evaluate the resource being considered by one or more of the following means;
  - 1. Examine the materials being considered,
  - 2. Consult reputable, professionally prepared reviews,
  - 3. Consult qualified personnel;
- D. Out-of-date materials or no longer useful are withdrawn from the collection.

Donated materials should be judged by the criteria listed above and should be accepted or rejected on the basis of those criteria.

It should be understood that selection is an ongoing process which should include the replacement of lost or worn materials still of educational value.

## **V. Procedure for Weeding**

A balanced, up-to-date collection of materials is essential to a quality

library media center. Constant evaluation of materials will result in a highly effective and quality collection. Therefore, weeding is a valuable and integral part, and one of the best techniques available for the long-range building of useful collections.

The following statements provide rationale for weeding:

- To utilize the space in the library media center in the best and most efficient way.
- To give the library media center a reputation for reliability.
- To remove an outward illusion of a well-stocked library media center which rebuffs pleas for improved budgets for materials in all formats.
- To cull material which need repairing, rebinding, and or replacing.
- To provide the best possible service through a collection of quality materials.
- To give the library media center a fresh, inviting appearance, where patrons can find up-to-date information.
- To correct mistakes in selection.

The following criteria are to be used in weeding undesirable materials:

A. Record of use – Has the item been checked out in the last ten years?

B. Currency of content – Is the subject matter out-of-date?

1. Geography books become outdated in seven years
2. Computer materials have a useful shelf-life of three years.
3. Bibliographies are outdated within ten years.
4. Career materials are outdated within five years.
5. Pure Science (500) materials over five years must be closely examined for currency.
6. Technology/applied science (600) are outdated after five to ten years.
7. Faculty collections become inappropriate after eight to ten years.
8. General encyclopedias are dated after five years.
9. Almanacs, yearbooks, statistical publications are superseded by each new title.
10. Atlases have a five year useful shelf-life.
11. Dictionaries twelve or twenty-five years old are outdated.
12. Coin and postage stamp materials must be new or none.

C. Technical quality – Is the material visually poor, faded, off color, or scratched?

D. Physical Condition – Is it torn, worn, soiled, or generally ragged?

E. Dispensability – Is it a duplicate copy? Does it duplicate other materials?

## VI. Procedure for Reconsideration of Material Within Five Years

The right of any individual to free access to materials is basic to a democratic society and to the educational growth of its members. The individual who has access to all material is freed from the bonds of discovering all things, facts, and truths through the narrow confines of his/her own direct experience.

In spite of this, occasional objections to instructional materials will be made. The school board supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States. The right of any individual to free access to materials is basic to a democratic society and to the educational growth of its members. The individual who has access to all material is freed from the bonds of discovering all things, facts, and truths through the narrow confines of his/her own direct experience.

In and expressed in the “Library Bill of Rights” of the American Library Association. “The Right to Read” published by the National Council of Teachers of English, and “The Freedom to View” written by the Educational Film Library Association. In the event that materials are questioned, the principles of intellectual freedom, the right to access to materials, and the integrity of the licensed staff must be upheld while reevaluating the material in question.

Procedures:

### A. Initial Response to Materials Challenged:

When materials are challenged, they will be carefully reviewed in the light of specific objections which have been raised. The administrator will schedule an initial meeting with the complainant to discuss their concern, to explain the “Reconsideration Procedure”, and to provide them with the Request for Reconsideration Form (RFRF). Copies will be sent to the staff member involved, the Media Generalist, and the Superintendent.

### B. Status of Challenged Materials:

The materials in question will continue to be available for use in the Library Media Center during the reconsideration process.

### C. Completed Complaint Form:

The administrator will send copies of the completed RFRF to the Media Generalist, Department Chairperson(s), the Superintendent and the staff person involved.

### D. Meeting of Informal Review Committee

After individual study of the completed RFRF, the administrator will hold a meeting of the Department Chairperson(s), the Media Generalist, and the staff person involved to discuss the rationale for the use of the challenged material. Of concern to the Committee should be the Objectives and Principles of Selection, Specific Criteria for Selection, and professional review of the material.

E. Report of Conclusion:

After this informal meeting with the complainant, the administrator, the Department Chairperson(s), the Media Generalist, and the staff person will come to a decision regarding the future use of this material in the school program. The decision should be based on the stated objectives, principles, and criteria listed in this document. The administrator will notify the complainant, the Superintendent, and all other appropriate personnel of the decision.

F. Appeal:

If either the complainant or the licensed staff concerned is not satisfied with the decision of the Informal Review Committee, an appeal may be filed with the District Review Committee headed by the Superintendent.

G. District Review Committee:

1. Membership: Membership shall consist of the Superintendent, one District Media Generalist, one administrator, two classroom teachers, two members of the public, and two students (optional depending on the situation).
2. Procedure: Prior to meeting, it will be the responsibility of the Media Generalist to provide copies of the challenged material (and equipment if needed) and qualified reviews.
  - a. The District Review Committee will request a written rationale from the staff person concerned as well as the RFRF from the complainant. Additional statements by the complainant may be added to this request form.
  - b. The Review Committee will read, view, or listen to the challenged material in its entirety.
  - c. The Review Committee will check general acceptance of this material if possible by reading reviews by the qualified sources.
  - d. The Review Committee will determine the extent to which the material meets the Objectives and

Principles of Selection and the Criteria for Selection elsewhere in this document.

- e. The Review Committee will present a written decision to the staff member concerned, the administrator and the complainant.
  - f. The Review Committee will send copies of its decision to the appropriate district personnel and the Board of Education.
3. Final Appeal: If the complainant, the certified staff, or the administrator is not satisfied with this decision, an appeal may be made directly to the School Board. All written materials gathered by the Review Committee will then be made available to the Board.

## **VII. Procedure Review**

Ongoing review and evaluation are necessary to keep District policy vital and current. Therefore, it shall be the responsibility of the Superintendent to conduct a review of the Media Center Selection Procedure within five years.

## GIFT FORM

I hereby transfer and deliver all of my rights, title and interest in and to the property described below to the International Falls School District as an unrestricted gift.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Donator's signature \_\_\_\_\_

Donator's address \_\_\_\_\_

The International Falls School District hereby accepts and acknowledges as an unrestricted gift the collection or item(s) described below and agrees to administer it/them in accordance with established selection procedures.

Accepted by \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Title)

Description of the collection/item(s):

REQUEST FOR RECONSIDERATION FORM  
(RFRF)

Type of Material:

<input type="checkbox"/> Book	<input type="checkbox"/> Recording
<input type="checkbox"/> Film	<input type="checkbox"/> Software
<input type="checkbox"/> Video	<input type="checkbox"/> Periodical
	<input type="checkbox"/> Other _____

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher/Producer: \_\_\_\_\_

Reevaluation requested by: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Do you represent:

<input type="checkbox"/> Yourself	
<input type="checkbox"/> Other group or organization (name): _____	
<input type="checkbox"/> Other	(identify):

1. Have you read or examined this material in its entirety? \_\_\_ Yes \_\_\_ No
2. To what in the material do you object? Please be specific (cite pages, etc.)
3. Why do you object to this material and/or what do you feel to be the result of reading, listening, or viewing this material?
4. What do you believe to be the theme or purpose of this work?
5. What value do you believe this material may have?
6. In its place, what material would you recommend?

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

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

## FIRST AMENDMENT TO THE UNITED STATES CONSTITUTION

“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof, or abridging the freedom of speech or of the press; or the right of the people peaceable to assemble, and to petition the government for redress of grievances.”

### *SCHOOL LIBRARY BILL OF RIGHTS For School Library Media Center Programs*

The American Association of School Librarians reaffirms its belief in the Library Bill of Rights of the American Library Association. Media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians asserts that the responsibility of the school library media center is:

- To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials.
- To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socioeconomic backgrounds, and ethical standards.
- To provide materials for teachers and students that will encourage growth in knowledge and that will develop literary, cultural and aesthetic appreciation, and ethical standards.
- To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop and intellectual integrity in forming judgments.
- To provide a written statement, approved by the local Boards of Education, of the procedures for meeting the challenge of censorship of materials in school library media centers.
- To provide qualified professional personnel to serve teachers and students.

Endorsed by the American Association of School Librarians at the Atlantic Conference, 1969

## STATEMENT ON INTELLECTUAL FREEDOM

The *First Amendment to the Constitution* of the United States is a cornerstone of our liberty, supporting our rights and responsibilities regarding free speech both written and oral.

The Association for Educational Communications and Technology believes this same protection applies also to the use of sound and image in our society.

Therefore, we affirm that:

- Freedom of inquiry and access to information—regardless of the format or viewpoints of the presentation—is fundamental to the development of our society. These rights must not be denied or abridged because of age, sex, race, religion, national origin, or social or political views.
- Children have the right to freedom of inquiry and access to information; responsibility for abridgment of that right is solely between an individual child and the parent(s) of that child.
- The need for information and the interests, growth, and enlightenment of the user should govern the selection and development of educational media, not the age, sex, race, nationality, politics, or religious doctrine of the author, producer, or publisher.
- Attempts to restrict or deprive a learner's access to information representing a variety of viewpoints must be resisted as a threat to learning in a free democratic society. Recognizing that within a pluralistic society efforts to censor may exist, such challenges should be met calmly with proper respect for the beliefs of their challengers. Further, since attempts to censor sound and image material frequently arise out of misunderstanding of the rationale for using these formats, we shall attempt to help both user and censor to recognize the purpose and dynamics of communication in modern times regardless of the format.
- The Association for Educational Communications and Technology is ready to cooperate with other persons or groups committed to resisting censorship or abridgment of free expression and free access to ideas and information.

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

**BOARD POLICY 607  
Organization of Grade Levels**

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

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

**I. PURPOSE**

The purpose of this policy is to address the grade level organization of schools within the school district.

**II. GENERAL STATEMENT OF POLICY**

A. ~~It is~~ The policy of the school district **is** to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

*[Note: Each school district should identify within the groupings as defined in Minn. Stat. § 120A.05, how grade levels shall be organized within the school district]*

Elementary:	Grades prekindergarten through 5
Secondary:	Grades 6 through 12

B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

C. The school district may request documentation that verifies a student falls within the school's minimum and maximum age requirements for admission to publicly funded prekindergarten, preschool, kindergarten, or grades 1 through 12. Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

**III. DEFINITIONS**

- A. “Kindergarten” means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.
- B. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

***Legal References:*** Minn. Stat. § 120A.05, Subds. 9, 11, 13, 17 (Public Schools)  
Minn. Stat. § 120A.20, Subd. 4 (Verification of Age for Admission to Public School)  
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

***Cross References:***

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

**BOARD POLICY 608  
Instructional Services – Special Education**

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

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

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

**I. PURPOSE**

The purpose of this policy is to set forth the position of the school board on the need to ~~provide for~~ special educational services ~~on the part of~~ to some students in the school district.

**II. GENERAL STATEMENT OF POLICY**

The school board recognizes that some students need special education and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

**III. RESPONSIBILITIES**

- A. The school board accepts its responsibility to identify, evaluate and provide special instruction and services for disabled children who are properly the responsibility of the school district and who meet the criteria to qualify for special instruction and services as set forth in Minnesota and federal law.
- B. The school district shall ensure that all qualified disabled children are provided the special instruction and services which are appropriate to their educational needs.
- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with law.

***Legal References:*** Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 125A.02 (Definition of Child with a Disability)

Minn. Stat. §§ 125A.027, 125A.03, 125A.08, 125A.15, and 125A.29  
(District Obligations)  
~~29 U.S.C. § 794 et. seq. (§ 504 of Rehabilitation Act of 1973)~~  
20 U.S.C. 1400 et. seq. (~~IDEA~~, Individuals with Disabilities Education  
Act of 2004)

***Cross References:*** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 508 (Extended School Year for Certain  
Students with Individual Education Plans)  
MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

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

**BOARD POLICY 609  
Religion**

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

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

**I. PURPOSE**

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs and beliefs may be explained in an unbiased and nonsectarian manner.

**III. RESPONSIBILITY**

- A. It shall be the responsibility of the superintendent to ensure that the study of religious materials, customs, beliefs and holidays in the school district is in keeping with the following guidelines:

1. The proposed activity must have a secular purpose.
  2. The primary objective of the activity must be one that neither advances nor inhibits religion.
  3. The activity must not foster excessive governmental relationships with religion.
  4. Notwithstanding the foregoing guidelines, reasonable efforts will be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or observance of religious holidays.
- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

**Legal References:** U. S. Const., amend. I  
Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)  
Minn. Stat. § 120A.35 (Absence From School for Religious Observance)  
Minn. Stat. § 121A.10 (Moment of Silence)  
*Good News Club v. Milford Central School*, 533 U.S. 98, 121 S.Ct. 2093, 150 L.Ed.2d 151 (2001)  
*Santa Fe Indep. Sch. Dist. v. Doe*, 530 U.S. 290, 120 S.Ct. 2266 (2000)  
*Tangipahoa Parish Bd. of Educ. v. Freiler*, 530 U.S. 1251, 120 S.Ct. 2706, 2266 (2000)  
*Lemon v. Kurtzman*, 403 U.S.602, 91 S.Ct. 2105, 29 L.Ed.2d 745 (1971)  
*Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1*, 690 F.3d 996 (8<sup>th</sup> Cir. 2012)  
*Wigg v. Sioux Falls Sch. Dist.*, 382 F.3d 807 (8<sup>th</sup> Cir. 2004)  
*Doe v. School Dist. Of City of Norfolk*, 340 F.3d 605 (8<sup>th</sup> Cir. 2003)  
*Stark v. Independent Sch. Dist. No. 640*, 123 F.3d 1068 (8<sup>th</sup> Cir. 1997) ~~cert. denied~~, 118 S.Ct. 1560, 140 L.Ed.2d 792 (1997)  
*Florey v. Sioux Falls Sch. Dist.* 49-5, 619 F.2d 1311 (8<sup>th</sup> Cir. 1980) ~~cert. denied~~, 449 U.S. 987, 101 S.Ct. 409, 66 L.Ed.2d 251 (1980)  
*Roark v. South Iron R-1 Sch. Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)  
*Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728*, 599 F.Supp.2d 1136 (D. Minn. 2009)  
*LeVake v. Independent School District No. 656*, 625 N.W.2d 502 (Minn. App. 2001), ~~cert. denied~~, 534 U.S. 1081, 122 S.Ct. 814, 151 L.Ed.2d 698 (2002)  
~~*Good News Club v. Milford Central School*, 533 U.S. 98, 121 S.Ct. 2093, 150 L.Ed.2d 151 (2001)~~  
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)  
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)

Minn. Op. Atty. Gen. No. 63 (1940)  
Minn. Op. Atty. Gen. No. 120 (1924)  
Minn. Op. Atty. Gen. No. 121 (1924)

***Cross References:*** MSBA/MASA Model Policy 801 (Equal Access to Facilities of Secondary Schools)

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

**BOARD POLICY 610  
Field Trips**

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

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

**I. PURPOSE**

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

**II. GENERAL STATEMENT OF POLICY**

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).
2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

### III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle. ~~In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office and such use must be approved in accordance with Policy 710, Extracurricular Transportation.~~
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
  1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
  2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and

circumstances for use of a personal vehicle shall be documented by administration.

#### **IV. SCHOOL BOARD REVIEW**

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities;  
610-3 Insurance)  
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)  
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards –  
Exemption)  
*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327  
F.3d 675 (8th Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8th Cir. 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and  
Dismissal of School District Employees)  
MSBA/MASA Model Policy 423 (Employee – Student  
Relationships)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 707 (Transportation of Public School  
Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety  
Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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

<b>BOARD POLICY</b>	<b>617</b>
<b>SERIES: 600</b>	<b>Education Programs</b>
<b>SUBJECT: School District Ensurance of Preparatory and High School Standards</b>	
<b>ADOPTED: By reference</b>	
<b>REVISED: 2000</b>	<b>Page 1 of 2</b>

**I. PURPOSE**

The purpose of this policy is to ensure that all preparatory and high school content standards of the Profile of Learning are addressed directly in both curriculum and assessment for all students, including those with special needs, in compliance with the requirements set forth in the Rules Relating to Graduation Standards, Minnesota Rules Chapter 3501.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district to implement the Minnesota Graduation Standards.
- B. This policy ensures that all students will receive instruction, curriculum and assessment which addresses the required preparatory and high school content standards of the Profile of Learning. This policy also defines how technology will be integrated across student learning areas. In implementing the preparatory and high school content standards, the school district will work to improve the scope and sequences of curriculum, research-based instructional skills of teachers and other district staff who work with students, and alternative assessments of student achievement.

**III. ESTABLISHMENT OF CURRICULUM AND INSTRUCTION**

- A. Preparatory Content Standards.  
All standards will be outlined annually in the district's Annual Report on Curriculum, Instruction and Student Performance.
- B. High School Content Standards.  
The school district will follow Policy 613 Graduation Requirements as it implements the graduation standards. This policy ensures that all students will receive instruction, curriculum and assessment which addresses the high school

content standards of the Profile of Learning in all learning areas and that the uses of technology are integrated across student learning areas.

- C. Assessment of Content Standards.  
All content standard assessments will be outlined annually in the district's Annual Report on Curriculum, Instruction and Student Performance.
- D. Additional Requirements.  
9-12 grade students must earn 27 graduation credits.
- E. Special Needs Students.  
Under the direction of the district testing coordinator, accommodations will be made for students with special needs.
- F. Integration of Technology.  
Technology will be integrated across all learning areas where ever possible.
- G. Evaluation and Remediation of Student Difficulties and Achievement.  
The District's Annual Report on Curriculum, Instruction and Student Performance outlines evaluation and remediation efforts to be made for student difficulties and achievement.

**Legal References:** Minn. Stat. § 120B.02 (Results-Oriented Graduation Rule)  
Minn. Stat. § 120B.031 (Implementing of the Profile of Learning)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Rule Parts 3501.0010 – 3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading)  
Minn. Rule Parts 3501.0200 – 3501.0290 (Rules Relating to Graduation Standards - Written Composition)  
Minn. Rule Parts 3501.0300 – 3501.0469 (Rules Relating to Graduation Standards - Profile of Learning)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)

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

**BOARD POLICY 621  
Non-School District Credits for Graduation**

Adopted \_\_\_ January 16, 2007 \_\_\_

Revised \_\_\_\_\_

*[Note: This policy is specific to ISD 361]*

I. Purpose

The purpose of this policy is to provide guidance to administration in their responsibility to assure that credits earned through non-school district providers meet or exceed the credits established for receiving ISD 361, Falls High School Diploma.

II. General Statement of Policy

- A. The school district shall not discriminate against, nor promote or discourage, the credit validity of a course of study based upon its mode of delivery.
- B. The school district shall require all courses of study to be considered for meeting ISD 361 requirements for credit and thus graduation, both internal as well as external courses, to be taught by teachers licensed by Minnesota Board of Teaching.
- C. The school district shall require all courses of study to be considered for meeting ISD 361 requirements for credit and graduation to meet or exceed standards established by the state of Minnesota, and by ISD 361.
- D. The school district shall require all students to participate in courses of study provided by ISD 361, and through ISD 361 membership in consortia established by joint powers agreements, for purposes of meeting ISD 361 graduation requirements.
- E. The school district shall allow student participation in courses not provided by ISD 361 or through membership in joint powers established consortia for purposes of acquiring credits necessary to receive ISD 361 Falls High

School diploma if the course of study is not available to the student through ISD 361 or through consortia membership, if circumstances declare the student's situation to preclude enrollment in these courses, and the course of study has been assured by ISD 361 administration to meet or exceed Minnesota Standards, and ISD 361 requirements for credit toward graduation.

- F. The school district shall require student participation in both non-school district, non-consortia courses of study to comply with the school district's instructional calendar, and to comply with the school district's registration, and add and drop administrative rules as defined by Falls High School and Falls Elementary School student/parent handbooks, as these are approved by the school board.
- G. The school district shall require that students comply with course and credit requirements in terms of attendance, completion, and outcome standards as requisites to credit and transcript entry.
- H. The school district shall require that all courses and credit earned by a student while enrolled in ISD 361 schools via non-school district, and non-consortia providers be evaluated using the same procedures and criteria as are used for evaluating courses offered by the school district for its own courses, and by consortia in which the school district is a member.

### III Responsibility

It shall be the responsibility of the superintendent to ensure the implementation of this policy in a manner best meeting the needs of the students, as these needs are determined by administration, faculty, student, and parents.

**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:

Ladd & Onida Kocinski

Carter Herberg Memorial Fund	\$10.00
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Arena Scoreboard Sponsorship

Trustar Federal Credit Union	\$1000.00
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Coca-Cola of International Falls	\$1000.00
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PCA of International Falls

To purchase books for FES Book Vending Machine	\$2500.00
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Wells Fargo Your Cause to FES	\$70.00
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Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the gifts and donations.

The following voted in favor:

Voting against:

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

**1.** General information

Employer name <b>International Falls Public Schools, ISD 361</b>	Minnesota tax ID number <b>8006588</b>
Your name and title <b>Stacy Grover, Business Manager</b>	E-mail <b>sgrover@isd361.org</b>
Phone number <b>218-283-2571 x1194</b>	Date <b>2/2/2021</b>

**2.** HCSP contract details

This HCSP contract is for:

- New employer enrollment - employer has not previously participated in HCSP
- Enrolled employer - adding new employee group
- Renewal of existing employee group - select the appropriate option below:
  - Contract language has been revised and supersedes previous language
  - Contract language is in addition to the existing contract language
  - No change to contract language

Effective dates of contract 07 / 01 / 2019 to 06 / 30 / 2021  
Start date End date



*MSRS requires a minimum 2-year commitment before modifying the existing HCSP contract language.*

**3.** Bargaining unit/group information

1. Please select one (a separate form must be completed for each employee group)

- AFSCME       Teamsters       Other Union \_\_\_\_\_
- Education MN       IUOE       Non-Union \_\_\_\_\_
- LELS

2. Local/Chapter # (if applicable) 331

3. Approximate number of employees in this group/unit 74

**4.** Funding source(s)

- Severance
- Vacation at termination
- PTO at termination
- Payroll deductions
- Excessive leave balance
- Other \_\_\_\_\_
- Employer contributions
- Incentive pay

Internal use only	ER ID: _____	Approved: _____	Declined: _____	Emailed ER: _____
Reviewer: _____	Field Rep: _____	113		
Notes:				

Competition One Act Presentation: Tuesday, Feb. 16 @ 5pm

One Act: What is it:

Competition One Act is competitive theater. It is a MSHSL sanctioned event. Plays are 30-35 minutes in length and there are parameters upon which teams are judged. Teams can be comprised of students grades 7-12. However, teams cannot be larger than 20 members. This includes stage managers, lights sound students...etc...

When is it:

Rehearsals typically begin in early November. We would plan to rehearse from the beginning of November up to Christmas break with the normal days off that the students receive. Competitions are usually the second, third and fourth weekends (Saturdays) of January. State competitions are held the second week of February.

Who is it:

We would join section 7A. We would be seated in the north. We would compete against schools from our region, including Rock Ridge, Littlefork, Esko, Mountain Iron, etc...

Where is it:

We would travel for competitions to Ely.

Why me/now:

I have four years of experience directing competition one act. Students heard this and reached out asking if it is something I would be willing to bring to the Falls...it is. We have six sophomores (next year) and two 7<sup>th</sup> graders (2021-22) who have already expressed a willingness to join the team without even marketing it yet to the full student body. I believe the student interest is there for a program like this.

Hurdles:

The arrangement with Bakus looms large in this. The lack of our own independent theater space does create a little bit of a challenge to this program overall. However, Kevin and Tim have been great in proposing possible solutions to some of the obstacles that not having our own theater space would create. We will work together to keep our rental costs of Bakus space to a minimal and will emphasize to the students the need for flexibility in regards to the spaces in which we rehearse.

#### Costs:

There is usually about \$400-\$450 in costs for scripts (depending on number of students). This includes the fees, etc...that come with performing copyrighted works. Additionally, there will be transportation costs to out of town locations (in normal, non-COVID years). I would also request that I be compensated per the standard compensation structure for a position such as this i.e. requisite what the speech coach, mock trial or knowledge bowl instructors are paid. Set/prop costs should be minimal as relationships are in place which should allow usage of much of the props that exist in other theater departments located in the falls.

#### COVID:

This season, the students were allowed to compete in One Act via recordings of their performances. I would think the same would be true in 2022 should COVID continue to be part of our reality moving forward.

#### QUESTIONS: