

## Regular School Board Meeting

Monday, May 17, 2021 5:00 PM

Electronic Meeting held Via ZOOM, 1515 11th Street, International Falls,  
Minnesota 56649

**Topic: Regular School Board Meeting 3rd Monday**  
**Time: May 17, 2021 05:00 PM Central Time (US and**  
**Canada)**

### Join Zoom Meeting

[https://isd361.zoom.us/j/83385794340?pwd=Q1RzRkxh  
aHM5QXZaRnNlTUsvQ0ZPZz09](https://isd361.zoom.us/j/83385794340?pwd=Q1RzRkxh<br/>aHM5QXZaRnNlTUsvQ0ZPZz09)

Meeting ID: 833 8579 4340

Passcode: 418803

One tap mobile

+13017158592,,83385794340#,,,,\*418803# US  
(Washington DC)

+13126266799,,83385794340#,,,,\*418803# US  
(Chicago)

### Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 833 8579 4340

Passcode: 418803

Find your local number:

<https://isd361.zoom.us/j/kbmQVXiE71>

### 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. Public Open Forum

### **Tenure Recognition**

1. Resolution awarding tenure to Julie Talmage.  
Motion by \_\_, second by \_\_. Motion carried / failed.
2. Resolution awarding tenure to Brandon Vang.  
Motion by \_\_, second by \_\_. Motion carried / failed.
3. Resolution awarding tenure to Anne Sullivan.  
Motion by \_\_, second by \_\_. Motion carried / failed.
4. Resolution awarding tenure to Angie Schwartz.  
Motion by \_\_, second by \_\_. Motion carried / failed.

### **Consent Agenda**

1. Approve past meeting minutes for the regular school board meeting on April 19, 2021.
2. Approve current accounts payable due in the amount of \$976,478.94 .
3. Approve payroll in the amount of \$439,853.46 for pay periods April 23rd and May 7th.
4. Place Jennifer Thompson, Cafe Helper, on unrequested leave of absence due to position elimination as of June 3, 2021.
5. Place Lorraine Vacura, Cafe Helper, on unrequested leave of absence due to position elimination as of June 3, 2021.
6. The following head coach's, assistant coach's and advisors are hired contingent upon the activity season being held during the 2021-2022 school year. Payment of wages may be prorated based upon whether the season is cut short due to COVID.
  - a. Approve hire of Paul Hjelle as Head Cross Country Coach for the 2021-2022 season at step year 10+.
  - b. Approve hire of Sheryl Hendrickson as Assistant Cross Country Coach for the 2021-2022 season at step year 10+.
  - c. Approve hire of Seth Etestad as Head Football Coach for the 2021-2022 season at step year 5.
  - d. Approve hire of Seth Bjornrud as Assistant Football Coach for the 2021-2022 season at step year 2.
  - e. Approve hire of Jerad Kostuik as Assistant Football Coach for the 2021-2022 season at step year 4.
  - f. Approve hire of Jacob Etestad as Assistant Football Coach for the 2021-2022 season at step year 3.
  - g. Approve hire of Jennifer (JJ) McBride as Head Girls Swim Coach for the 2021-2022 season at step year 2.
  - h. Approve hire of Ariana Zahradka as Assistant Girls Swim Coach for the 2021-2022 season at step year 4.

- i. Approve hire of Sarah Peterson as Head Volleyball Coach for the 2021-2022 season at step year 2.
- j. Approve hire of Andrea Kappleman as Assistant Volleyball Coach for the 2021-2022 season at step year 2.
- k. Approve hire of Jay Boyle as Head Girls Basketball Coach for the 2021-2022 season at step year 10+.
- l. Approve hire of Michele McDonald as Head Girls Hockey Coach for the 2021-2022 season at step year 4.
- m. Approve hire of Kevin Erickson as Assistant Girls Hockey Coach for the 2021-2022 season at step year 10+.
- n. Approve hire of Justin Carney as Assistant Girls Hockey Coach contingent upon having a junior varsity team for the 2021-2022 season at step year 2.
- o. Approve hire of Don Rolando as Head Boys Basketball Coach for the 2021-2022 season at step year 6.
- p. Approve hire of Charlie Anderson as Assistant Boys Basketball Coach for the 2021-2022 season at step year 8.
- q. Approve hire of Chad Baldwin as Head Boys Hockey Coach for the 2021-2022 season at step year 7.
- r. Approve hire of Jon McDonald Assistant Boys Hockey Coach for the 2021-2022 season at step year 2.
- s. Approve hire of Eric Olson Assistant Boys Hockey Coach for the 2021-2022 season at step year 3.
- t. Approve hire of Steve Joslyn as Head Boys Swim Coach for the 2021-2022 season at step year 7.
- u. Approve hire of Josh Sobkowicz Assistant Boys Swim Coach for the 2021-2022 season at step year 4.
- v. Approve hire of Charlie Anderson as Annual Advisor for the 2021-2022 school year.
- w. Approve hire of Brandon Vang as Knowledge Bowl Advisor for the 2021-2022 school year.
- x. Approve hire of Karla Olson-Line as MHS Advisor for the 2021-2022 school year.
- y. Approve hire of Jay Boyle as Math Team Advisor for the 2021-2022 school year.
- z. Approve hire of Brandon Vang as Student Council Advisor for the 2021-2022 school year.
- 7. **Receive Accounting and Financials Procedures Manual for review then adoption at the June 21st meeting**
- 8. Approve Concurrent Enrollment Agreement with Bemidji State University for the 2021-2022 school year.
- 9. Approve Renaissance Learning three year package as part of multi District buying group at cost of

\$47,977.50

10. Approve the engagement letter with CliftonLarsonAllen, LLP for the 2020-2021 audit.
11. . Receive the final FY2020-2021 fund 01 revenue budget in the amount of \$13,463,966 and expense budget in the amount of \$14,122,568 for formal adoption at the June 21st school board meeting.
12. Receive the final FY2020-2021 fund 11 donations tentative revenue budget in amount of \$150,000 and expense budget in the amount of \$150,000 for formal adoption at the June 21st school board meeting.
13. Receive the final FY2021-2022 fund 01 tentative revenue budget in amount of \$12,460,848 and expense budget in the amount of \$13,374,785 for formal adoption at the June 21st school board meeting.
14. Receive the final FY2021-2022 fund 11 donations tentative revenue budget in amount of \$150,000 and expense budget in the amount of \$150,000 for formal adoption at the June 21st school board meeting.
15. Receive the final FY2020-2021 fund 02 food service revenue budget in amount of \$500,696 and expense budget in amount of \$533,638 for formal adoption at the June 21st school board meeting.
16. Receive the final FY2021-2022 fund 02 - food service tentative revenue budget in the amount of \$509,156 and expense budget in the amount of \$530,254 for formal adoption at the June 21st school board meeting.
17. Receive the final FY2021-2022 fund 04 - community education tentative revenue budget in the amount of \$383,047 and expense budget in the amount of \$405,010 for formal adoption at the June 21st school board meeting.
18. Receive the final FY2020-2021 fund 04 - community education revenue budget in the amount of \$378,433 and expense budget in the amount of \$417,326 for formal adoption at the June 21st school board meeting.
19. Receive the final FY2020-2021 fund 06 - construction fund revenue in amount of \$375 and expense budget in the amount of \$1,156,413 for formal adoption at the June 21st school board meeting.
20. Receive the final FY2020-2021 fund 07 - debt service revenue in amount of \$290,924 and expense budget in amount of \$1,254,513 for formal adoption at the June 21st school board meeting.
21. Receive the final FY2021-2022 fund 07- debt service tentative revenue in the amount of \$499,783 and expense

budget in the amount of \$520,220 for formal adoption at the June 21st school board meeting.

22. Receive the final FY2020-2021 fund 18 - custodial fund revenue in the amount of \$820 and expense budget in the amount of \$5,250 for formal adoption at the June 21st school board meeting.

23. Receive the final FY2021-2022 fund 18 - custodial fund tentative revenue in the amount of \$1,000 and expense budget in the amount of \$5,250 for formal adoption at the June 21st school board meeting.

24. Second reading of School Board Policy 410 - Family and Medical Leave (Annual Review)

25. Second reading of School Board Policy 413 - Harassment and Violence (Annual Review)

26. Second reading of School Board Policy 414 - Mandated Reporting of Child Neglect (Annual Review)

27. Second reading of School Board Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults (Annual Review)

28. Second reading of School Board Policy 506 - Student Discipline (Annual Review)

29. Second reading of School Board Policy 514 - Bullying Prohibition Policy (Annual Review)

30. Second reading of School Board Policy 520 - Student Surveys (Annual Review)

31. Second reading of School Board Policy 522 - Student Sex Nondiscrimination (Annual Review)

32. Second reading of School Board Policy 524 - Internet Acceptable Use and Safety Policy (Annual Review)

33. Second reading of School Board Policy 616 - School District System Accountability (Annual Review)

34. Second reading of School Board Policy 806 - Crisis Management Policy (Annual Review)

**Action Items**

1. Resolution Acceptance of Gifts and Donations. Motion by \_\_, second by \_\_. Motion carried / failed.

2. Approve increasing Jenesa Casareto, Elementary Teacher, from a .57 FTE to 1.0 FTE for the 2021-2022 school year at BA-2.

3. Resolution Designation of Identified Official with Authority for Education Identity Access Management. Motion by \_\_, second by \_\_. Motion carried/failed

4. Approve hire of Steve Windels as Assistant Girls Basketball Coach for the 2021-2022 season at step year 3. Board Member, Jennifer Windels to abstain from voting. Motion by \_\_, second by \_\_. Motion carried / failed.

5. Approve hire of Dan McGonigle as One Act Play Advisor for the 2021-2022 school year. Board Member Emily McGonigle to abstain from voting. Motion by \_\_, second by \_\_. Motion carried / failed.
6. Amend graduation policy for 2020-21 school year to allow students who were on track to graduate on time in June 2021 to be able to participate in the graduation ceremony regardless of credit total. 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**

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION FOR AWARDING CONTRACT LEADING TO “CONTINUING CONTRACT RIGHTS”, OR, “TENURE”:**

**Whereas**, Julie Talmage has served the required number of years of probationary teaching, as prescribed by MS 122A.40, and

**Whereas**, Julie Talmage has successfully met the instructional and professional standards of ISD 361, International Falls Public Schools, as determined by her immediate supervisor Tim Everson, and

**Whereas**, Melissa Tate, Principal, and Kevin Grover, Superintendent, now recommend Julie Talmage to the school board to faculty tenure,

**Be it resolved**, that Julie Talmage upon recommendation of the administration be granted faculty tenure to the extent of 1.0 FTE with all its privileges and responsibilities, effective the 2021 - 2022 school year.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_. The following voted in favor:

And the following voted against the same:

**Whereupon**, said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION FOR AWARDING CONTRACT LEADING TO “CONTINUING CONTRACT RIGHTS”, OR, “TENURE”:**

**Whereas**, Brandon Vang has served the required number of years of probationary teaching, as prescribed by MS 122A.40, and

**Whereas**, Brandon Vang has successfully met the instructional and professional standards of ISD 361, International Falls Public Schools, as determined by his immediate supervisor Tim Everson, and

**Whereas**, Tim Everson, Principal, and Kevin Grover, Superintendent, now recommend Brandon Vang to the school board to faculty tenure,

**Be it resolved**, that Brandon Vang upon recommendation of the administration be granted faculty tenure to the extent of 1.0 FTE with all its privileges and responsibilities, effective the 2021 - 2022 school year.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_. The following voted in favor:

And the following voted against the same:

**Whereupon**, said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION FOR AWARDING CONTRACT LEADING TO “CONTINUING CONTRACT RIGHTS”, OR, “TENURE”:**

**Whereas**, Anne Sullivan has served the required number of years of probationary teaching, as prescribed by MS 122A.40, and

**Whereas**, Anne Sullivan has successfully met the instructional and professional standards of ISD 361, International Falls Public Schools, as determined by her immediate supervisor Tim Everson, and

**Whereas**, Tim Everson, Principal, and Kevin Grover, Superintendent, now recommend Anne Sullivan to the school board to faculty tenure,

**Be it resolved**, that Anne Sullivan upon recommendation of the administration be granted faculty tenure to the extent of 1.0 FTE with all its privileges and responsibilities, effective the 2021 - 2022 school year.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_. The following voted in favor:

And the following voted against the same:

**Whereupon**, said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION FOR AWARDING CONTRACT LEADING TO “CONTINUING CONTRACT RIGHTS”, OR, “TENURE”:**

**Whereas**, Angie Schwartz has served the required number of years of probationary teaching, as prescribed by MS 122A.40, and

**Whereas**, Angie Schwartz has successfully met the instructional and professional standards of ISD 361, International Falls Public Schools, as determined by her immediate supervisor Tim Everson, and

**Whereas**, Melissa Tate, Principal, and Kevin Grover, Superintendent, now recommend Angie Schwartz to the school board to faculty tenure,

**Be it resolved**, that Angie Schwartz upon recommendation of the administration be granted faculty tenure to the extent of 1.0 FTE with all its privileges and responsibilities, effective the 2021 - 2022 school year.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_. The following voted in favor:

And the following voted against the same:

**Whereupon**, said resolution was declared duly passed and adopted.

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

**CALL TO ORDER**

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

Present: 7.

Meeting started late at 5:18 pm due to technical difficulties.

**Join Zoom Meeting**

Topic: Regular School Board Meeting - 3rd Monday each Month

Meeting ID: 890 6697 3168

**Approval of Agenda**

1. Motion by Roxanne Skogstad-Ditsch, then second by Jennifer Windels. Motion Carried.

Toni Korpi: Yea, Emily McGonigle: Yea, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea  
Yea: 7, Nay: 0

**Open Forum**

1. Presentation of Elk's March Student of the Month: Parker Flesland

2. Presentation of Elk's April Students of the Month: Olivia McBride and Max Marcotte

3. Presentation of Elk's May Students of the Month: Jake Slatinksi

May student of month, Jessica Kulig, was absent

4. Public Open Forum

**Presentations**

1. Presentation regarding a potential cooperative with Ft. Frances for boy's and girls hockey programs. Presented by Marty Goulet

2. Presentation from Brian Yuretich, Special Education Director, on update of Virginia building.

**Consent Agenda**

Motion by Toni Korpi, then second by Emily McGonigle. Motion Carried.

Toni Korpi: Yea, Emily McGonigle: Yea, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea  
Yea: 7, Nay: 0

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

1. Approve past meeting minutes for the regular school board meeting on March 15th and special board meeting on March 29.
2. Approve current accounts payable due in the amount of \$910,242.58.
3. Approve payroll in the amount of \$447,626.60 for pay periods March 23rd and April 9th.
4. Accept retirement notice from Lillian Walls, Cafe Helper, effective immediately.
5. Approve a leave of absence request from Nick Kaviuk, Custodian, pursuant to Local 510 Collective Bargaining agreement, Article 10, section I, effective May 12, 2021 for one calendar year.
6. Hire Jeff Kerry as Head Softball Coach for the 2020-2021 Season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
7. Approve hire of Casey Meyers as Assistant Softball Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
8. Acknowledge the following volunteer coaches for baseball junior varsity and varsity during the 2020-2021 season: Mike Coffield, Darrin Kittleson and Paul Joslyn.
9. Acknowledge the following as volunteer coaches for softball during the 2020-2021 season: Mike Pelland and Patrick Swenson.
10. Approve a three (3) year online subscription with from McGraw Hill in amount of \$26,000 for supplemental instructional materials for FHS English (adoption/PER cycle materials).
11. Award quote for playground resurfacing to Bowman Construction in the amount of \$41,834.
12. Approve quotation from Shannon's for modifications to the HVAC system in the amount of \$20,875.
13. Approve Memorandum of Understanding with Northland Counseling for providing telemedicine to individuals located in a District building.
14. Approve copier lease with Marco for two Konica Minolta copiers for FHS office and FES office effective July 1, 2021. Lease includes parts, labor, travel, drums, toner and staples.
15. Accept proposal for copier services with Marco for maintenance, toner, printer replacement, and printer software/network support services for District printers effective July 1, 2021. Base agreement \$366.25 per month for 40 printers.
16. Approve lease termination for food service vending machine due to lack of funding and appropriations for the 2021-2022 fiscal year.
17. Second reading of School Board Policy 801 - Equal Access to School Facilities

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

18. Second reading of School Board Policy 803 - Warning Systems and Emergency Plans (to be removed)

19. Second reading of School Board Policy 804 - Bomb Threats (to be removed)

20. Second reading of School Board Policy 901 - Community Education

21. Second reading of School Board Policy 902 - Use of School District Facilities and Equipment

22. Second reading of School Board Policy 906 - Community Notification of Predatory Offenders

23. Second reading of School Board Policy 907 - Rewards

24. Second reading of School Board Policy 910.5 - Media

25. First reading of School Board Policy 410 - Family and Medical Leave Act (Annual Review)

26. First reading of School Board Policy 413 - Harassment and Violence (Annual Review)

27. First reading of School Board Policy 414 - Mandated Report of Child Neglect or Physical or Sexual Abuse (Annual Review)

28. First reading of School Board Policy 415 - Mandated Report of Maltreatment of Vulnerable Adults (Annual Review)

29. First reading of School Board Policy 506 - Student Discipline (Annual Review)

30. First reading of School Board Policy 514 - Bullying Prohibition Policy (Annual Review)

31. First reading of School Board Policy 520 - Student Surveys (Annual Review)

32. First reading of School Board Policy 522 - Student Sex Nondiscrimination (Annual Review)

33. First reading of School Board Policy 524 - Internet Acceptable Use and Safety Policy (Annual Review)

34. First reading of School Board Policy 616 - School District System Accountability (Annual Review)

35. First reading of School Board Policy 806 - Crisis Management Policy (Annual Review)

**Action Items**

1. Resolution Acceptance of Gifts and Donations.

Motion by Jennifer Windels, then second by Toni Korpi. Motion Carried.

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

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

Yea: 7, Nay: 0

2. Adopt revised school year calendar 2021-2022 correcting MEA to October 21st and 22nd.

Motion by Roxanne Skogstad-Ditsch, then second by Joann Smith. Motion Carried.

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

Yea: 7, Nay: 0

3. Resolution relating to the non-renewal of Michelle Koenig, a probationary teacher at the end of the 2020-2021 school year due to return of teacher on leave of absence.

Motion by Roxanne Skogstad-Ditsch, then second by Bruce Raboin. Motion Carried.

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

Yea: 7, Nay: 0

4. Resolution relating to the non-renewal of Cheyenne Korpi, a probationary teacher at the end of the 2020-2021 school year due to lack of pupils, financial limitations and discontinuance of position added for the 2020-2021 school year.

Motion by Bruce Raboin, then second by Jennifer Windels. Motion Carried.

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

Yea: 7, Nay: 0

5. Resolution relating to the non-renewal of Jenesa Casareto, a probationary teacher at the end of the 2020-2021 school year due to lack of pupils, financial limitations and discontinuance of position added for the 2020-2021 school year.

Motion by Joann Smith, then second by Jennifer Windels. Motion Carried.

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

Yea: 7, Nay: 0

6. Approve hire of Jenesa Casareto as an Elementary Teacher at a .57 FTE for the 2021-2022 school year.

Motion by Joann Smith, then second by Roxanne Skogstad-Ditsch. Motion Carried.

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

Yea: 7, Nay: 0

**Committee and Administrative Reports**

1. Ella Bahr-Jeffries, Student Council – gave update on events; had highest participation on record for a blood drive

2. Melissa Tate, Elementary Principal – 457 enrollment; MCA starting K-5; planning track and field day for 4<sup>th</sup> & 5<sup>th</sup> grade, planning end of year carnival for K-5.

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

3. Tim Everson, Secondary Principal – 537 enrollment; MCA starting; spring sports starting and finishing student schedules for next school year.

4. Kevin Grover, Superintendent – negotiations starting to plan dates, request absence to be gone for graduation, board retreat planning, planning meeting for COVID and learning model review;

5. Committee Reports:

5.a. Community Education Advisory Board – no report.

5.b. Recreation Commission – no report.

**Adjournment**

Motion by Roxanne Skogstad-Ditsch, then second by Emily McGonigle to adjourn at 6:44 p.m. Motion Carried.

Toni Korpi: Yea, Emily McGonigle: Yea, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea  
Yea: 7, Nay: 0

**Approved Minutes:**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8319	04/01/2021	7340	HUMBELAU002	Humbert Laurie A	Scholastic Book Fairs, Lake Mar	SCHOLAST001	04/28/2021		Invoiced	A	1,276.51
	3	Books for Book Vending Machine			1302100325	Missy's C/C00000	05/03/2021	1,276.51			
	04/01/2021	7341	HUMBELAU002	Humbert Laurie A	Scholastic Book Fairs, Lake Mar	SCHOLAST001	04/28/2021		Invoiced	A	1,221.61
	2	Books for FES Book Vending Machine			1302100325	Missy's C/C00001	05/03/2021	1,221.61			
									2 transaction(s) for XXXXXXXXXXXX8319. Total Amount ==>		2,498.12
XXXXXXXXXXXX8327	04/27/2021	7354	ERICKJEN000	Erickson Jennifer L	Super One Foods #578, Internati	SUPER ON000	04/28/2021		Invoiced	A	16.14
	2	Essential Parchment paper			3002100109	Tim's C/C00000	05/03/2021	16.14			
	04/13/2021	7353	ERICKJEN000	Erickson Jennifer L	Super One Foods #578, Internati	SUPER ON000	04/28/2021		Invoiced	A	64.32
	2	Diamond Round Toothpicks			3002100100	Tim's C/C00001	05/03/2021	18.96			
	3	Diamond Round Toothpicks			3002100100	Tim's C/C00001	05/03/2021	18.96			
	4	Essential Round toothpicks			3002100100	Tim's C/C00001	05/03/2021	13.20			
	5	Essential Round Toothpicks			3002100100	Tim's C/C00001	05/03/2021	13.20			
									2 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==>		80.46
XXXXXXXXXXXX8335	04/23/2021	7358	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	04/28/2021		Invoiced	A	22.56
	2	Misc. transportation parts			7602100027	Gene's C/C00000	05/03/2021	22.56			
	04/19/2021	7357	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	04/28/2021		Invoiced	A	206.32
	1	PO # 7062100039				Gene's C/C00001	05/03/2021	206.32			
	04/14/2021	7356	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	04/28/2021		Invoiced	A	86.00
	1	Wiper arm assembly				Gene's C/C00001	05/03/2021	86.00			
	04/02/2021	7355	SteelEug000	Steele Eugene L	Rainy Lake Oil Inc, Internation	KEEP ENT000	04/28/2021		Invoiced	A	110.75
	2	2 tubes, dismount old tires and mount 2 new ti			8102100183	Gene's C/C00002	05/03/2021	110.75			
	04/01/2021	7360	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	04/28/2021		Invoiced	A	11.06
	2	Misc. Transportation parts			7602100026	Gene's C/C00003	05/03/2021	11.06			
	03/29/2021	7359	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	04/28/2021		Invoiced	A	13.89
	2	Misc. transportation parts			7602100027	Gene's C/C00004	05/03/2021	13.89			
									6 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>		450.58
XXXXXXXXXXXX7362	04/26/2021	7369			Cts Frontier Onlinepay, 800-921	FRONTIER000	04/28/2021		Invoiced	A	185.96
	2	FHS Phone Service			8102100015	Stacy's C/C00000	05/03/2021	185.96			
	04/26/2021	7370			Lamar Media Corp, 225-237-1068,	LAMAR CO000	04/28/2021		Invoiced	A	965.00
	3	Billboard Contract Services.			7902100000	Stacy's C/C00001	05/03/2021	965.00			
	04/23/2021	7368			Asbo, 847-686-2250, VA, 20147,		04/28/2021		Invoiced	A	349.00
	3	Annual Professional Development Training Semin			1102100047	Stacy's C/C00002	05/03/2021	349.00			
	04/22/2021	7367			Usps.Com Postal Store, 800-782-	US POSTA000	04/28/2021		Invoiced	A	1,955.95
	4	Return Addressed Stamped Envelopes			1102100046	Stacy's C/C00003	05/03/2021	1,938.90			
	5	Shipping			1102100046	Stacy's C/C00003	05/03/2021	17.05			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7362	continued...										
	04/21/2021	7366			Masbo, Saint Paul, MN, 55114, U	MASBO 000	04/28/2021		Invoiced	A	340.00
	3	MASBO & ASBO Membership Dues			1102100044 Stacy's C/C00004	05/03/2021		340.00			
	04/16/2021	7365			Poolwebaquatictech, 2078777900,	POOL WEB000	04/28/2021		Invoiced	A	22,657.10
	3	Starting Blocks			7902100063 Stacy's C/C00005	05/03/2021		22,657.10			
	04/15/2021	7364			Ferrellgas L P, 800-8747699, MO	FERRELLG000	04/28/2021		Invoiced	A	400.51
	2	Zamboni Propane			8102100142 Stacy's C/C00006	05/03/2021		400.51			
	04/08/2021	7363			Masbo, Saint Paul, MN, 55114, U	MASBO 000	04/28/2021		Invoiced	A	110.00
	3	Spring Conference MASBO			1102100040 Stacy's C/C00007	05/03/2021		110.00			
	04/07/2021	7362			Masbo, Saint Paul, MN, 55114, U	MASBO 000	04/28/2021		Invoiced	A	25.00
	3	PDT Webinar			1102100039 Stacy's C/C00008	05/03/2021		25.00			
	04/02/2021	7361			Paul Bunyan Communicat, 2184441	PAUL BUN000	04/28/2021		Invoiced	A	1,200.00
	2	36 Month Contract for 1000Mbps, Midnight-4pm/5			6052100000 Stacy's C/C00009	05/03/2021		1,200.00			
	03/30/2021	7371			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	04/28/2021		Invoiced	A	85.00
	2	Internet Service for Bus Garage			7602100005 Stacy's C/C00010	05/03/2021		85.00			
	03/30/2021	7372			Ferrellgas L P, 800-8747699, MO	FERRELLG000	04/28/2021		Invoiced	A	314.68
	2	Zamboni Propane			8102100142 Stacy's C/C00011	05/03/2021		314.68			
					12 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>						28,588.20
XXXXXXXXXXXX7132	04/23/2021	7400	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	04/28/2021		Invoiced	A	17.34
	2	Misc. Transportation parts			7602100026 Jeremy's C/C00000	05/03/2021		17.34			
	04/13/2021	7399	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	04/28/2021		Invoiced	A	10.99
	2	Misc. Transportation parts			7602100026 Jeremy's C/C00001	05/03/2021		10.99			
					2 transaction(s) for XXXXXXXXXXXX7132. Total Amount ==>						28.33
XXXXXXXXXXXX5747	04/06/2021	7338	GROVEKEV000	Grover Kevin K	Mn Board Of School Adm, 651-582	MN BOARD000	04/28/2021		Invoiced	A	400.00
	1				Kevin's C/C00000	05/03/2021		400.00			
	04/06/2021	7339	GROVEKEV000	Grover Kevin K	Mn Board Of School Adm, 651-582	MN BOARD000	04/28/2021		Invoiced	A	9.96
	1				Kevin's C/C00000	05/03/2021		9.96			
					2 transaction(s) for XXXXXXXXXXXX5747. Total Amount ==>						409.96
XXXXXXXXXXXX7648	04/27/2021	7406	SLATIBET000	Slatinski BethAnne K	Battalion Distributing, Intl Fa	BATTALIO000	04/28/2021		Invoiced	A	64.30
	2	Youth Group Refreshments 12h			7902100071 Beth's C/C00000	05/03/2021		64.30			
	04/26/2021	7404	SLATIBET000	Slatinski BethAnne K	Borderbar, Intl Falls, MN, 5664	BORDER B002	04/28/2021		Invoiced	A	156.31
	2	Coalition Directed Activities (121)			7902100069 Beth's C/C00001	05/03/2021		156.31			
	04/23/2021	7405	SLATIBET000	Slatinski BethAnne K	Quality Logo Products, 86631256	QUALITY 000	04/28/2021		Invoiced	A	3,254.75
	2	PCN (12a) Reorder of water bottles			7902100068 Beth's C/C00002	05/03/2021		3,254.75			

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...										
	04/22/2021	7403	SLATIBET000	Slatinski BethAnne K	Amazon.Com Ak84w9bp3, Amzn.Com/	AMAZON B000	04/28/2021		Invoiced	A	159.99
	2	Big and Tall Office Chair 400lbs Cheap Desk Ch			7902100066	Beth's C/C00003	05/03/2021	159.99			
	04/21/2021	7402	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Sz5g784o3, Amzn.Co	AMAZON B000	04/28/2021		Invoiced	A	159.98
	2	BERLMAN Mid Back Mesh Office Chair Adjustable			7902100064	Beth's C/C00004	05/03/2021	159.98			
	04/16/2021	7401	SLATIBET000	Slatinski BethAnne K	Battalion Distributing, Intl Fa	BATTALIO000	04/28/2021		Invoiced	A	125.35
	2	Youth Group Refreshments (12h)			7902100065	Beth's C/C00005	05/03/2021	125.35			
	04/01/2021	7408	SLATIBET000	Slatinski BethAnne K	Ronnings Inc, International, MN	RONNINGS000	04/28/2021		Invoiced	A	25.00
	2	12 e (Volunteer Recognition)			7902100062	Beth's C/C00006	05/03/2021	25.00			
	03/29/2021	7407	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2021		Invoiced	A	15.76
	2	Office supplies			7902100060	Beth's C/C00007	05/03/2021	15.76			
	8 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>										3,961.44
XXXXXXXXXXXX2314	04/26/2021	7418	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	04/28/2021		Invoiced	A	236.63
	2	For FCS classes			2502100015	Karla's C/C00000	05/03/2021	236.63			
	04/23/2021	7417	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	04/28/2021		Invoiced	A	24.27
	2	For FCS classes			2502100015	Karla's C/C00001	05/03/2021	24.27			
	04/21/2021	7415	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	04/28/2021		Invoiced	A	18.31
	2	For FCS classes			2502100015	Karla's C/C00002	05/03/2021	18.31			
	04/21/2021	7416	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	04/28/2021		Invoiced	A	31.88
	2	For FCS classes			2502100015	Karla's C/C00003	05/03/2021	31.88			
	04/19/2021	7414	OLSONKAR000	Olson-Line Karla A	County Mkt. #574, International	COUNTY M000	04/28/2021		Invoiced	A	24.58
	2	For FCS classes			2502100015	Karla's C/C00004	05/03/2021	24.58			
	04/15/2021	7413	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	04/28/2021		Invoiced	A	16.13
	2	For FCS classes			2502100015	Karla's C/C00005	05/03/2021	16.13			
	04/14/2021	7412	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	04/28/2021		Invoiced	A	18.42
	2	For FCS classes			2502100015	Karla's C/C00006	05/03/2021	18.42			
	04/12/2021	7411	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	04/28/2021		Invoiced	A	124.07
	2	For FCS classes			2502100015	Karla's C/C00007	05/03/2021	124.07			
	04/07/2021	7410	OLSONKAR000	Olson-Line Karla A	School Nutrition Assoc, 7038243		04/28/2021		Invoiced	A	182.50
	2	School Nutrition Dues			7702100018	Karla's C/C00008	05/03/2021	182.50			
	04/02/2021	7409	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	04/28/2021		Invoiced	A	15.96
	2	For FCS classes			2502100015	Karla's C/C00009	05/03/2021	15.96			
	10 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>										692.75
XXXXXXXXXXXX2322	04/27/2021	7422	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2021		Invoiced	A	56.99
	1	Wood shop supplies			George's C/C00000		05/03/2021	56.99			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2322	continued...										
	04/23/2021	7421	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2021		Invoiced	A	8.16
	1	WOOD SHOP SUPPLIES GM				George's C/C00000	05/03/2021	8.16			
	04/15/2021	7420	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2021		Invoiced	A	10.56
	1	WOOD SHOP SUPPLIES GM				George's C/C00000	05/03/2021	10.56			
	04/13/2021	7419	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2021		Invoiced	A	43.14
	1	WOOD SHOP SUPPLIES				George's C/C00000	05/03/2021	43.14			
											4 transaction(s) for XXXXXXXXXXXX2322. Total Amount ==>
											118.85
XXXXXXXXXXXX3600	04/27/2021	7330	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Shld99sa3, Amzn.Co	AMAZON B000	04/28/2021		Invoiced	A	30.55
	2	BestTong 15PCS 10mmx2mm Mini Tiny Vibration Mo			1302100340	Laurie's C/C00000	05/03/2021	24.56			
	3	Shipping - Cost of shipping, not including shi			1302100340	Laurie's C/C00000	05/03/2021	5.99			
	04/26/2021	7329	HUMBELAU002	Humbert Laurie A	Usps Po 2647200549, Intl Falls,	POSTMAST000	04/28/2021		Invoiced	A	8.10
	2	FES Mailing			1302100341	Laurie's C/C00001	05/03/2021	8.10			
	04/21/2021	7327	HUMBELAU002	Humbert Laurie A	Amzn Mktp US W58hqlzc3, Amzn.Co	AMAZON B000	04/28/2021		Invoiced	A	71.88
	2	WODTRUE 50 Pcs Kids Disposable Face Masks,Prot			1302100337	Laurie's C/C00002	05/03/2021	71.88			
	04/21/2021	7328	HUMBELAU002	Humbert Laurie A	Ssi Deltacpofreyneosci, 800-258		04/28/2021		Invoiced	A	197.28
	2	#270-0170 - Butterfly Culture Card			1302100334	Laurie's C/C00003	05/03/2021	156.50			
	3	Live Material Charge			1302100334	Laurie's C/C00003	05/03/2021	12.00			
	4	S&H			1302100334	Laurie's C/C00003	05/03/2021	28.78			
	04/20/2021	7326	HUMBELAU002	Humbert Laurie A	Amazon.Com 5g8fi7ji3, Amzn.Com/	AMAZON B000	04/28/2021		Invoiced	A	59.34
	2	The Running Dream (Schneider Family Book Award			1302100335	Laurie's C/C00004	05/03/2021	59.34			
	04/19/2021	7323	HUMBELAU002	Humbert Laurie A	The Library Store Inc., Tremont	THE LIBR000	04/28/2021		Invoiced	A	-5.01
	2					Laurie's C/C00005	05/03/2021	-5.01			
	04/19/2021	7324	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	04/28/2021		Invoiced	A	71.76
	2	SHARPENER,ELEC PENCIL,BK			1302100331	Laurie's C/C00006	05/03/2021	54.96			
	3	MARKER,SHARPIE,ULTRAFN,BK			1302100331	Laurie's C/C00006	05/03/2021	16.80			
	04/19/2021	7325	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	04/28/2021		Invoiced	A	71.24
	1	PO #3002100099				Laurie's C/C00007	05/03/2021	71.24			
	04/16/2021	7322	HUMBELAU002	Humbert Laurie A	The Library Store Inc., Tremont	THE LIBR000	04/28/2021		Invoiced	A	68.46
	2					Laurie's C/C00005	05/03/2021	68.46			
	04/15/2021	7320	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	04/28/2021		Invoiced	A	184.76
	2	TONER,58A,LASERJET,BK			1302100320	Laurie's C/C00008	05/03/2021	184.76			
	04/15/2021	7321	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	04/28/2021		Invoiced	A	2,799.78
	2	PAPER,XEROX,WHT,8X11,20#			1302100322	Laurie's C/C00009	05/03/2021	2,799.78			
	04/14/2021	7319	HUMBELAU002	Humbert Laurie A	Usps Po 2647200549, Intl Falls,	POSTMAST000	04/28/2021		Invoiced	A	11.25
	2	FES Mailings			1302100333	Laurie's C/C00010	05/03/2021	11.25			

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...										
	04/13/2021	7317	HUMBELAU002	Humbert Laurie A	Speech Language Servic, 651-201		04/28/2021		Invoiced	A	4.98
	2					Laurie's C/C00011	05/03/2021	4.98			
	04/13/2021	7318	HUMBELAU002	Humbert Laurie A	Dept Hlth Speech Lang, 651-2013	MN DEPT 002	04/28/2021		Invoiced	A	200.00
	2					Laurie's C/C00012	05/03/2021	200.00			
	04/09/2021	7316	HUMBELAU002	Humbert Laurie A	Usps Po 2647200549, Intl Falls,	POSTMAST000	04/28/2021		Invoiced	A	9.55
	2	FES School Mailing			1302100329	Laurie's C/C00013	05/03/2021	9.55			
	04/08/2021	7315	HUMBELAU002	Humbert Laurie A	Amazon.Com La45h6843, Amzn.Com/	AMAZON B000	04/28/2021		Invoiced	A	87.89
	2	Leepike Ridge			1302100324	Laurie's C/C00014	05/03/2021	87.89			
	04/07/2021	7314	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Ja4ms8vo3, Amzn.Co	AMAZON B000	04/28/2021		Invoiced	A	42.29
	2	Fun Express - Mortarboard Paper Crowns (dz) fo			1302100323	Laurie's C/C00015	05/03/2021	35.30			
	3	Shipping - Cost of shipping, not including shi			1302100323	Laurie's C/C00015	05/03/2021	6.99			
	04/05/2021	7313	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	04/28/2021		Invoiced	A	2,799.78
	3	PAPER,XEROX,WHT,8X11,20#			1302100322	Laurie's C/C00016	05/03/2021	2,799.78			
					18 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>						6,713.88
XXXXXXXXXXXX2606	04/26/2021	7382	HOLT THO000	Holt Thomas T	State Supply, 6517745985, MN, 5	STATE SU000	04/28/2021		Invoiced	A	926.91
	2	faucets to replace worn ones at WEE bathrooms			8102100193	Tom's C/C00000	05/03/2021	926.91			
	04/22/2021	7381	HOLT THO000	Holt Thomas T	Amazon.Com 6c39p8563 A, Amzn.Co	AMAZON B000	04/28/2021		Invoiced	A	211.37
	2	Low Pressure Boilers Fifth Edition			8102100189	Tom's C/C00001	05/03/2021	99.37			
	3	Safe Boiler Operation Operation Fundamentals:			8102100189	Tom's C/C00001	05/03/2021	112.00			
	04/20/2021	7380	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	04/28/2021		Invoiced	A	35.19
	2	1 pack toilet paper for small bathroom. (Gary			8102100188	Tom's C/C00002	05/03/2021	35.19			
	04/19/2021	7379	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2021		Invoiced	A	8.99
	2	Misc. operating supplies			8102100139	Tom's C/C00003	05/03/2021	8.99			
	04/15/2021	7377	HOLT THO000	Holt Thomas T	Amzn Mktp US E93z62fr3, Amzn.Co	AMAZON B000	04/28/2021		Invoiced	A	138.74
	2	Low Pressure Boilers Study Guide (5th) Fifth E			8102100189	Tom's C/C00004	05/03/2021	134.75			
	3	Shipping - Cost of shipping, not including shi			8102100189	Tom's C/C00004	05/03/2021	3.99			
	04/15/2021	7378	HOLT THO000	Holt Thomas T	Amzn Mktp US Sy0ha9993, Amzn.Co	AMAZON B000	04/28/2021		Invoiced	A	10.93
	2	Name Plate Choose Color 2 x 8 - Laser Engraved			8102100190	Tom's C/C00005	05/03/2021	5.99			
	3	Shipping - Cost of shipping, not including shi			8102100190	Tom's C/C00005	05/03/2021	4.94			
	04/12/2021	7376	HOLT THO000	Holt Thomas T	Amzn Mktp US Zv0aw9la3, Amzn.Co	AMAZON B000	04/28/2021		Invoiced	A	79.96
	2	Hikemax 30 Pack Plastic Tent Stakes - 9 Inch H			8102100185	Tom's C/C00006	05/03/2021	79.96			
	04/09/2021	7375	HOLT THO000	Holt Thomas T	3m Credit, 877-752-2741, MN, 55		04/28/2021		Invoiced	A	29.00
	2	Online Medical evaluation for pool respirator			8102100187	Tom's C/C00007	05/03/2021	29.00			
	04/08/2021	7374	HOLT THO000	Holt Thomas T	Amazon.Com 7zljc0653, Amzn.Com/	AMAZON B000	04/28/2021		Invoiced	A	164.28
	2	Elkay 51300C_3PK WaterSentry Plus Replacement			8102100184	Tom's C/C00008	05/03/2021	164.28			

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...										
	04/02/2021	7373	HOLT	THO000 Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO	000	04/28/2021	Invoiced	A	86.44
	2	DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN			8102100175	Tom's C/C00009	05/03/2021	86.44			
	04/01/2021	7387	HOLT	THO000 Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO	000	04/28/2021	Invoiced	A	16.67
	2	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8102100175	Tom's C/C00010	05/03/2021	16.67			
	03/31/2021	7384	HOLT	THO000 Holt Thomas T	Amazon.Com Jxlzf8rn3, Amzn.Com/	AMAZON	B000	04/28/2021	Invoiced	A	164.62
	2	Carlisle Turf Master Lawn & Garden Tire - 24X1			8102100180	Tom's C/C00011	05/03/2021	164.62			
	03/31/2021	7385	HOLT	THO000 Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO	000	04/28/2021	Invoiced	A	-16.67
	2	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8102100175	Tom's C/C00012	05/03/2021	-16.67			
	03/31/2021	7386	HOLT	THO000 Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO	000	04/28/2021	Invoiced	A	332.28
	2	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8102100175	Tom's C/C00013	05/03/2021	332.28			
	03/29/2021	7383	HOLT	THO000 Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO	000	04/28/2021	Invoiced	A	1,207.58
	2	DAL 7579 60" DUST MOP HANDLE QCFIBERGLASS YELL			8102100175	Tom's C/C00014	05/03/2021	26.18			
	3	SP 106205 DMQ CLEANER 5GADISINFECTANT CLEANER			8102100175	Tom's C/C00014	05/03/2021	82.96			
	4	DAL DAL2432XB BLACK 500CA24X32 1M ROLL CAN LIN			8102100175	Tom's C/C00014	05/03/2021	95.68			
	5	VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA			8102100175	Tom's C/C00014	05/03/2021	154.56			
	6	HS GL-N135FX GLOVE NITRILE 4MIL10X100 XLARGE P			8102100175	Tom's C/C00014	05/03/2021	227.50			
	7	IM 8644L GLOVE NITRILE 10X100LRG BLUE GP POWDE			8102100175	Tom's C/C00014	05/03/2021	411.84			
	8	SCA MK520A TORK TOWEL 16X25ONATURAL MULTIFOLD			8102100175	Tom's C/C00014	05/03/2021	108.84			
	9	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8102100175	Tom's C/C00014	05/03/2021	100.02			
	15 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>										3,396.29
XXXXXXXXXXXX5690	04/19/2021	7334	HEISSVIC000	Heiss Victoria L	Amzn Mktp US T711k8bv3, Amzn.Co	AMAZON	B000	04/28/2021	Invoiced	A	29.89
	2	OA100 Compatible Toner Cartridge Replacement f			3002100097	Vicki's C/C00000	05/03/2021	29.89			
	04/19/2021	7335	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Tp81g2mx3, Amzn.Co	AMAZON	B000	04/28/2021	Invoiced	A	15.98
	2	Bottled beverages for prom			2122100003	Vicki's C/C00001	05/03/2021	15.98			
	04/15/2021	7333	HEISSVIC000	Heiss Victoria L	Hometown Hobby & Craft, Interna	HOMETOWN000		04/28/2021	Invoiced	A	16.99
	1	SCIENCE SUPPLIES CH				Vicki's C/C00002	05/03/2021	16.99			
	04/13/2021	7332	HEISSVIC000	Heiss Victoria L	Usps Po 2647200549, Intl Falls,	POSTMAST000		04/28/2021	Invoiced	A	49.85
	2	postage for 5 packages Ojibway Quiz Bowl			3002100098	Vicki's C/C00003	05/03/2021	49.85			
	04/12/2021	7331	HEISSVIC000	Heiss Victoria L	Amazon.Com Fq9fflqv3 A, Amzn.Co	AMAZON	B000	04/28/2021	Invoiced	A	11.06
	2	Fellowes Plastic Comb Binding Spines, 3/8 Inch			3002100095	Vicki's C/C00004	05/03/2021	5.07			
	3	Shipping - Cost of shipping, not including shi			3002100095	Vicki's C/C00004	05/03/2021	5.99			
	04/01/2021	7336	HEISSVIC000	Heiss Victoria L	Soundnorth., International, MN,	SOUND	NO000	04/28/2021	Invoiced	A	372.50
	1	STUDENT PASSES/ADMIT SLIPS VH				Vicki's C/C00005	05/03/2021	372.50			
	04/01/2021	7337	HEISSVIC000	Heiss Victoria L	Usps Po 2647200549, Intl Falls,	POSTMAST000		04/28/2021	Invoiced	A	233.00
	1	OFFICE STAMPS VH				Vicki's C/C00006	05/03/2021	233.00			
	7 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>										729.27

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX8863	04/21/2021	7391	HOLT THO000	Holt Thomas T	Forestland Sales & Ser, Interna	FORESTLA000	04/28/2021		Invoiced	A	22.00	
	2	Tire repair			8102100191	FHS Cust C/C00000	05/03/2021	22.00				
	04/15/2021	7390	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2021		Invoiced	A	4.07	
	2	Misc. operating supplies			8102100139	FHS Cust C/C00001	05/03/2021	4.07				
	04/14/2021	7389	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2021		Invoiced	A	39.59	
	2	Misc. operating supplies			8102100139	FHS Cust C/C00002	05/03/2021	39.59				
	04/08/2021	7388	HOLT THO000	Holt Thomas T	Falls Lumber Company I, Interna	FALLS LU000	04/28/2021		Invoiced	A	95.94	
	2	Chalk for ball fields			8102100186	FHS Cust C/C00004	05/03/2021	103.50				
	3	po was made out for more return \$7.56 back to				FHS Cust C/C00003	05/03/2021	-7.56				
											4 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>	161.60
XXXXXXXXXXXX9069	04/01/2021	7427	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	04/28/2021		Invoiced	A	11.39	
	2	Last Minute Groceries			7702100013	FES Cafe C/C00000	05/03/2021	11.39				
XXXXXXXXXXXX9077	04/27/2021	7428	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	04/28/2021		Invoiced	A	45.57	
	2	Last Minute Groceries			7702100013	FHS Cafe C/C00000	05/03/2021	45.57				
XXXXXXXXXXXX7691	04/21/2021	7393	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2021		Invoiced	A	7.88	
	2	FES Misc. operating supplies			8102100140	Fes Cust C/C00000	05/03/2021	7.88				
	04/12/2021	7392	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2021		Invoiced	A	59.96	
	2	FES Misc. operating supplies			8102100140	Fes Cust C/C00001	05/03/2021	59.96				
	04/01/2021	7394	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2021		Invoiced	A	24.53	
	2	FES Misc. operating supplies			8102100140	Fes Cust C/C00002	05/03/2021	24.53				
											3 transaction(s) for XXXXXXXXXXXX7691. Total Amount ==>	92.37
XXXXXXXXXXXX9022	04/26/2021	7424	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2021		Invoiced	A	32.85	
	4	Blanket PO for Menards - Dave Olson			2552100027	Dave's C/C00000	05/03/2021	32.85				
	04/23/2021	7423	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2021		Invoiced	A	98.67	
	3	Blanket PO for Menards - Dave Olson			2552100027	Dave's C/C00001	05/03/2021	98.67				
											2 transaction(s) for XXXXXXXXXXXX9022. Total Amount ==>	131.52
XXXXXXXXXXXX8122	04/21/2021	7426	MCGONDAN000	McGonigle Daniel	American Red Cross, 800-733-276	AMERICAN029	04/28/2021		Invoiced	A	75.39	
	2	Red Cross Breathing devices			5002100036	Dan's C/C00001	05/03/2021	71.80				
	3	Shipping				Dan's C/C00000	05/03/2021	3.59				
	04/02/2021	7425	MCGONDAN000	McGonigle Daniel	American Red Cross, 800-733-276	AMERICAN029	04/28/2021		Invoiced	A	175.99	
	2	Prestan Professional AED Trainer PLUS			5002100034	Dan's C/C00002	05/03/2021	165.00				
	3	Shipping				Dan's C/C00000	05/03/2021	10.99				
											2 transaction(s) for XXXXXXXXXXXX8122. Total Amount ==>	251.38

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			
XXXXXXXXXXXX5253	03/30/2021	7352	VANG	BRA000 Vang Brandon T	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	04/28/2021		Invoiced	A	37.00
	2	Student Council Supplies			9012100009	Brandon's C/C00000	05/03/2021	37.00			
XXXXXXXXXXXX3468	04/21/2021	7350	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US Qz1rn8fp3, Amzn.Co	AMAZON B000	04/28/2021		Invoiced	A	539.90
	2	Louisville Slugger 2019 PXT X19 (-10) Fastpitc			2922100039	Jen's C/C00000	05/03/2021	269.95			
	3	Louisville Slugger 2020 RXT X20 (-10) Fastpitc			2922100039	Jen's C/C00000	05/03/2021	269.95			
	04/21/2021	7351	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US 4m8dp3dk3, Amzn.Co	AMAZON B000	04/28/2021		Invoiced	A	249.95
	2	Rawlings 2020 Quatro Pro Fastpitch Softball Ba			2922100039	Jen's C/C00001	05/03/2021	249.95			
	04/20/2021	7349	ERICKJEN000	Erickson Jennifer L	Dominos 7380, 218-324-0367, MN,	DOMINO'S000	04/28/2021		Invoiced	A	45.49
	2	Prom food, pizza			3002100102	Jen's C/C00002	05/03/2021	45.49			
	04/19/2021	7344	ERICKJEN000	Erickson Jennifer L	Battalion Distributing, Intl Fa	BATTALIO000	04/28/2021		Invoiced	A	60.74
	3	Supplies and food for Prom			3002100093	Jen's C/C00003	05/03/2021	60.74			
	04/19/2021	7345	ERICKJEN000	Erickson Jennifer L	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	04/28/2021		Invoiced	A	28.00
	2	Prom food, pizza			3002100102	Jen's C/C00004	05/03/2021	28.00			
	04/19/2021	7346	ERICKJEN000	Erickson Jennifer L	Ronnings Inc, International, MN	RONNINGS000	04/28/2021		Invoiced	A	247.94
	2	Prom Prizes			3002100103	Jen's C/C00005	05/03/2021	247.94			
	04/19/2021	7347	ERICKJEN000	Erickson Jennifer L	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2021		Invoiced	A	530.14
	2	Prom supplies			3002100105	Jen's C/C00006	05/03/2021	530.14			
	04/19/2021	7348	ERICKJEN000	Erickson Jennifer L	County Mkt. #574, International	COUNTY M000	04/28/2021		Invoiced	A	109.19
	2	Food for Prom			3002100092	Jen's C/C00007	05/03/2021	109.19			
	04/16/2021	7342	ERICKJEN000	Erickson Jennifer L	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2021		Invoiced	A	44.33
	2	Prizes used for Prom			3002100090	Jen's C/C00008	05/03/2021	44.33			
	04/16/2021	7343	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US O76872bj3, Amzn.Co	AMAZON B000	04/28/2021		Invoiced	A	1,191.63
	2	Frabill Magnum Bait Station 19 Quart Live Bait			3002100096	Jen's C/C00009	05/03/2021	67.99			
	3	mittaGonG [Improved Version] Slim Waist Readin			3002100096	Jen's C/C00009	05/03/2021	37.99			
	4	BEAUTURAL Steamer for Clothes with Pump Steam			3002100096	Jen's C/C00009	05/03/2021	29.97			
	5	Magic Bullet Blender, Small, Silver, 1l Piece			3002100096	Jen's C/C00009	05/03/2021	29.99			
	6	TCL 32-inch 3-Series 720p Roku Smart TV - 32S3			3002100096	Jen's C/C00009	05/03/2021	296.00			
	7	LED Desk Lamp Light with 4 USB Charging Port a			3002100096	Jen's C/C00009	05/03/2021	33.99			
	8	Kan Jam Original Disc Toss Game			3002100096	Jen's C/C00009	05/03/2021	39.99			
	9	Sboly Coffee Machine 3 in 1, Tea & Coffee Make			3002100096	Jen's C/C00009	05/03/2021	55.24			
	10	GoSports Slammo Game Set (Includes 3 Balls, Ca			3002100096	Jen's C/C00009	05/03/2021	34.40			
	11	Dezin Electric Hot Pot Upgraded, Non-Stick Sau			3002100096	Jen's C/C00009	05/03/2021	36.99			
	12	Big Joe Dorm Bean Bag Chair, Two Tone Gray			3002100096	Jen's C/C00009	05/03/2021	49.00			
	13	Coleman Gas Camping Stove   Classic Propane St			3002100096	Jen's C/C00009	05/03/2021	43.88			
	14	Inflatable Lounger Air Sofa Hammock-Inflatable			3002100096	Jen's C/C00009	05/03/2021	47.86			
	15	Thermacell MR300 Portable Mosquito Repeller, G			3002100096	Jen's C/C00009	05/03/2021	19.97			
	16	SKLZ Pro Mini Basketball Hoop with Ball, Stand			3002100096	Jen's C/C00009	05/03/2021	29.99			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
		Line	Description	PO Number	Invoice Number	Invoice Dt		Amount			
XXXXXXXXXXXX3468	continued...										
		17	Daybetter Led Strip Lights 50ft Smart Light St	3002100096	Jen's C/C00009	05/03/2021		43.98			
		18	Mr. Heater F232000 MH9BX Buddy 4,000-9,000-BTU	3002100096	Jen's C/C00009	05/03/2021		74.00			
		19	Thermacell Patio Shield Mosquito Repeller; Hig	3002100096	Jen's C/C00009	05/03/2021		21.79			
		20	Dash DCAF150GBBK02 Compact Air Fryer Oven Cook	3002100096	Jen's C/C00009	05/03/2021		44.99			
		21	GoSports Classic Cornhole Set - Includes 8 Bea	3002100096	Jen's C/C00009	05/03/2021		59.68			
		22	Big Joe Dorm Bean Bag Chair, Two Tone Black	3002100096	Jen's C/C00009	05/03/2021		53.99			
		23	JBL Go 3: Portable Speaker with Bluetooth, Bui	3002100096	Jen's C/C00009	05/03/2021		39.95			
		10 transaction(s) for XXXXXXXXXXXX3468. Total Amount ==>									3,047.31
XXXXXXXXXXXX2560	04/21/2021	7398	BLESIMIC000 Blesi Michael E	Amzn Mktp US 6w3to0jk3, Amzn.Co	AMAZON B000	04/28/2021			Invoiced	A	123.38
		2	Primera 53334 High Yield Tri-Color Ink Cartrid	6052100112	Mike's C/C00000	05/03/2021		115.50			
		3	Shipping - Cost of shipping, not including shi	6052100112	Mike's C/C00000	05/03/2021		7.88			
	04/14/2021	7397	BLESIMIC000 Blesi Michael E	Menards Intnl Falls, Intl Falls	MENARDS 000	04/28/2021			Invoiced	A	11.28
		2	AAA Batteries	6052100111	Mike's C/C00001	05/03/2021		5.49			
		3	9V Batteries	6052100111	Mike's C/C00001	05/03/2021		5.79			
	04/08/2021	7396	BLESIMIC000 Blesi Michael E	Projector Lamps Llc, 6104443056	PROJECTO001	04/28/2021			Invoiced	A	97.20
		2	Epson ELPLP80 Replacement lamp.	6052100107	Mike's C/C00002	05/03/2021		97.20			
	04/02/2021	7395	BLESIMIC000 Blesi Michael E	C1st Technologies Llc, 847-541-	C1STTECH000	04/28/2021			Invoiced	A	3,720.00
		2	Unitrends Backup Standard Server License 3 yea	6052100104	Mike's C/C00003	05/03/2021		2,232.00			
		3	Untrends Backup Standard Socket License 3 year	6052100104	Mike's C/C00003	05/03/2021		1,488.00			
		4 transaction(s) for XXXXXXXXXXXX2560. Total Amount ==>									3,951.86
		116 transaction(s). Total Amount ==>									55,398.13

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

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	PO NUMBER	AMOUNT	FD	FD
201123965	ARROWHEAD LIBRARY SYSTEM	04/23/2021	7489	Library Catalog System	6202100000	625.00	01	01
				Totals for 201123965		625.00		
201123966	Aviben	04/23/2021	18321	403b Third Party Admin Svc	1102100003	166.93	01	01
				Totals for 201123966		166.93		
201123967	BECKER ARENA PRODUCTS INC	04/23/2021	600707	Net kits	8102100176	514.00	01	01
				Totals for 201123967		514.00		
201123968	Bemidji State University	04/23/2021	00257394	Concurrent Enrollment	0	16,800.00	01	01
				Totals for 201123968		16,800.00		
201123969	COMMITTEE FOR CHILDREN	04/23/2021	2018287	St. Thomas Title IV - Online	1302100319	843.00	01	01
	COMMITTEE FOR CHILDREN	04/23/2021	2018287	St. Thomas Title IV - Online	1302100319	1,416.00	01	01
				Totals for 201123969		2,259.00		
201123970	CXTec	04/23/2021	7083805	HP X240 DAC Cable	6052100103	268.30	01	01
				Totals for 201123970		268.30		
201123971	D ERVASTI SALES CO LLC (DBA)	04/23/2021	14987	Baseball Mound Clay & Infield Conditioner	2922100037	750.87	01	01
				Totals for 201123971		750.87		
201123972	EHLERS & ASSC, INC	04/23/2021	86441	services	1102100041	3,000.00	01	01
				Totals for 201123972		3,000.00		
201123973	FARGO PUBLIC SCHOOL DISTRICT	04/23/2021	INV0000059	Student Tuition	0	748.08	01	01
				Totals for 201123973		748.08		
201123974	FLAGSHIP RECREATION	04/23/2021	F8739	Playground repair	8102100162	511.35	01	01
				Totals for 201123974		511.35		
201123975	Fun Express, LLC	04/23/2021	708907296-	ECFE-spring items	5002100033	343.98	04	04
				Totals for 201123975		343.98		
201123976	HILLYARD HUTCHINSON	04/23/2021	604269728	FES supplies	8102100164	112.00	01	01
	HILLYARD HUTCHINSON	04/23/2021	604268259	FES supplies	8102100164	420.00	01	01
	HILLYARD HUTCHINSON	04/23/2021	604266860	FES supplies	8102100164	658.00	01	01
	HILLYARD HUTCHINSON	04/23/2021	700456090	Service and repair of floor scrubber FES	8102100160	672.00	01	01
	HILLYARD HUTCHINSON	04/23/2021	700456090	Service and repair of floor scrubber FES	8102100160	395.90	01	01
	HILLYARD HUTCHINSON	04/23/2021	700456989	Service and repair of floor scrubber FES	8102100160	764.00	01	01
	HILLYARD HUTCHINSON	04/23/2021	604277696	FHS supplies Hillyard	8102100177	395.00	01	01
				Totals for 201123976		3,416.90		
201123977	INTERMEDIATE DISTRICT 287	04/23/2021	0002100351	20/21 ALC Billing	0	962.29	01	01
				Totals for 201123977		962.29		
201123978	LOFFLER	04/23/2021	3684639	Xerox Toner-Magenta/Black Upstairs Computer Lab	0	185.66	01	01

CHECK		CHECK	INVOICE	INVOICE	PO			
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	NUMBER	AMOUNT	FD	FD
201123978	LOFFLER	04/23/2021	3684639	Xerox Toner-Magenta/Black Upstairs Computer Lab	0	173.71	01	01
	LOFFLER	04/23/2021	3684638	HP Toner- Magenta WE Copy Room	0	195.00	01	01
	LOFFLER	04/23/2021	3694008	HP Laserjet M630 Toner	0	163.00	01	01
	LOFFLER	04/23/2021	3699668	MICR Toner	1102100042	356.00	01	01
Totals for 201123978						1,073.37		
201123979	Marco Technologies LLC	04/23/2021	UNV8638555	Bus Office Copy Per Copy	1102100005	34.87	01	01
	Marco Technologies LLC	04/23/2021	INV8638554	Guid Office Cost per Copy	7102100000	18.82	01	01
Totals for 201123979						53.69		
201123980	Marco Technologies LLC	04/23/2021	440422236	FHS; B & W Copy Machine 754E	3002100002	1,757.34	01	01
	Marco Technologies LLC	04/23/2021	440422533	Printer in Business Classroom	3002100003	184.89	01	01
	Marco Technologies LLC	04/23/2021	440422806	Comm Ed; Minolta C458 Copier	5002100000	256.99	04	04
Totals for 201123980						2,199.22		
201123981	MN Chapter of NIGP	04/23/2021	2021	Int'l Membership	1102100043	30.00	01	01
Totals for 201123981						30.00		
201123982	MN DEPT LABOR & INDUSTRY	04/23/2021	ABR0257394	Presser Vessel/Boiler	0	40.00	01	01
	MN DEPT LABOR & INDUSTRY	04/23/2021	ALR0120016	Elevator Inspection	0	100.00	01	01
	MN DEPT LABOR & INDUSTRY	04/23/2021	ABR0257121	Pressure Vessel	0	20.00	01	01
	MN DEPT LABOR & INDUSTRY	04/23/2021	ABR0256918	Boiler	0	50.00	01	01
	MN DEPT LABOR & INDUSTRY	04/23/2021	ABR0257071	Pressure Vessel	0	10.00	01	01
Totals for 201123982						220.00		
201123983	MN TELECOMMUNICATIONS	04/23/2021	7249	Monthly Broadband Services	6052100007	1,512.50	01	01
Totals for 201123983						1,512.50		
201123984	NORTH STAR PUBLISHING	04/23/2021	51169	KAPE Blood Drive Posters	0	162.00	01	01
Totals for 201123984						162.00		
201123985	NORTHEAST SERVICE COOPERATIVE	04/23/2021	2554	IEA Services	8102100161	1,680.00	01	01
Totals for 201123985						1,680.00		
201123986	RAINY LAKE MEDICAL CENTER	04/23/2021	3666	OT/PT & Speech Services	1102100008	6,887.99	01	01
	RAINY LAKE MEDICAL CENTER	04/23/2021	3666	OT/PT & Speech Services	1102100008	1,739.35	01	01
	RAINY LAKE MEDICAL CENTER	04/23/2021	3666	OT/PT & Speech Services	1102100008	6,928.97	01	01
Totals for 201123986						15,556.31		
201123987	Rainy Lake Oil, Inc.	04/23/2021	139094C	6000 gal. #2 died low sulfur fuel, 2000 gal unleaded.	7602100037	4,326.76	01	01
	Rainy Lake Oil, Inc.	04/23/2021	58268	6000 gal. #2 died low sulfur fuel, 2000 gal unleaded.	7602100037	14,233.68	01	01
Totals for 201123987						18,560.44		
201123988	SAVVAS LEARNING CO	04/23/2021	7027458941	Textbooks for St Thomas School	1102100037	2,215.50	04	04

CHECK		CHECK	INVOICE	INVOICE	PO		
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	NUMBER	AMOUNT	FD FD
201123988	SAVVAS LEARNING CO	04/23/2021	4026038957	Textbooks for St Thomas School	1102100037	584.08	04 04
				Totals for 201123988		2,799.58	
201123989	TechCheck	04/23/2021	43617	Exacqvision Security Camera System	6052100096	27,573.59	01 01
				Totals for 201123989		27,573.59	
201123990	THE RIVER GOLF	04/23/2021	2021	The River Golf Course Rental Fee	2922100041	1,500.00	01 01
				Totals for 201123990		1,500.00	
201123991	The Sport Shop	04/23/2021	041921	Girls Hockey Socks	2922100032	496.00	01 01
	The Sport Shop	04/23/2021	041921	Girls Hockey Socks	2922100032	194.00	11 11
				Totals for 201123991		690.00	
201123992	TONINATO JOSEPHINE	04/23/2021	033121	Postage Reimbursement	0	8.85	01 01
				Totals for 201123992		8.85	
201123993	Anderson, Randy	04/23/2021	Baseball 4	Baseball Ump JV on 4/23/21 vs Hermantown	0	50.00	01 01
				Totals for 201123993		50.00	
201123994	GREENWAY HIGH SCHOOL	04/23/2021	Softball 4	Softball IRC Tournament Entry Fee	0	240.00	01 01
				Totals for 201123994		240.00	
201123995	KARICH, Brian	04/23/2021	Baseball 4	Baseball Varsity Ump on 4/23/21 vs Hermantown	0	85.00	01 01
	KARICH, Brian	04/23/2021	Baseball 4	Baseball Varsity Ump on 4/23/21 vs Hermantown	0	113.85	01 01
				Totals for 201123995		198.85	
201123996	MESABI EAST SCHOOLS	04/23/2021	T&F4/22/21	Entry Fee Boys & Girls Track Teams @ ME	0	90.00	01 01
	MESABI EAST SCHOOLS	04/23/2021	T&F4/22/21	Entry Fee Boys & Girls Track Teams @ ME	0	90.00	01 01
				Totals for 201123996		180.00	
201123997	RECREATION COMMISSION	04/23/2021	04212021	Fees Collected for JH Track and JH Baseball	0	50.00	01 01
	RECREATION COMMISSION	04/23/2021	04212021	Fees Collected for JH Track and JH Baseball	0	50.00	01 01
	RECREATION COMMISSION	04/23/2021	04212021	Fees Collected for JH Track and JH Baseball	0	50.00	01 01
				Totals for 201123997		150.00	
201123998	Sether, Todd	04/23/2021	Baseball 4	Baseball Ump JV on 4/23/21 vs Hermantown	0	50.00	01 01

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	PO NUMBER	AMOUNT	FD	FD
						Totals for 201123998	50.00	
201123999	SIMONS, David	04/23/2021	Baseball 4	Baseball Varsity Ump on 4/23/21 vs Hermantown	0	85.00	01	01
						Totals for 201123999	85.00	
201124000	VIRGINIA GOLF	04/23/2021	G/B Golf M	Golf Entry Fees for Meets hosted by Virginia Golf Boosters in May	0	48.00	01	01
	VIRGINIA GOLF	04/23/2021	G/B Golf M	Golf Entry Fees for Meets hosted by Virginia Golf Boosters in May	0	40.00	01	01
	VIRGINIA GOLF	04/23/2021	G/B Golf M	Golf Entry Fees for Meets hosted by Virginia Golf Boosters in May	0	132.00	01	01
	VIRGINIA GOLF	04/23/2021	G/B Golf M	Golf Entry Fees for Meets hosted by Virginia Golf Boosters in May	0	144.00	01	01
	VIRGINIA GOLF	04/23/2021	G/B Golf M	Golf Entry Fees for Meets hosted by Virginia Golf Boosters in May	0	120.00	01	01
						Totals for 201124000	484.00	
201124001	AFSCME Council 65	04/23/2021	20210423AD	Payroll accrual	0	938.78	01	01
	AFSCME Council 65	04/23/2021	20210423AD	Payroll accrual	0	357.23	02	02
	AFSCME Council 65	04/23/2021	20210423AD	Payroll accrual	0	12.97	04	04
	AFSCME Council 65	04/23/2021	20210423AD	Payroll accrual	0	16.67	01	01
	AFSCME Council 65	04/23/2021	20210423AD	Payroll accrual	0	12.00	02	02
	AFSCME Council 65	04/23/2021	20210423AD	Payroll accrual	0	0.33	04	04
						Totals for 201124001	1,337.98	
201124002	AFT Local #331	04/23/2021	20210423AD	Payroll accrual	0	3,300.83	01	01
	AFT Local #331	04/23/2021	20210423AD	Payroll accrual	0	93.66	04	04
						Totals for 201124002	3,394.49	
201124003	ND Child Support Division	04/23/2021	20210423AD	Child Support	0	276.93	01	01
						Totals for 201124003	276.93	
201124004	Para Local #4798	04/23/2021	20210423AD	Payroll accrual	0	797.22	01	01
	Para Local #4798	04/23/2021	20210423AD	Payroll accrual	0	16.52	04	04
						Totals for 201124004	813.74	
201124005	MN POWER	04/27/2021	8532133741	Rental for Joint Use Pole	0	99.00	01	01
				Attachments				
	MN POWER	04/27/2021	041521	Electricity Bill	8102100037	622.73	01	01
	MN POWER	04/27/2021	041521	Electricity Bill	8102100037	6,204.29	01	01

CHECK		CHECK	INVOICE	INVOICE	PO			
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	NUMBER	AMOUNT	FD	FD
201124005	MN POWER	04/27/2021	041521	Electricity Bill	8102100037	2,125.54	01	01
	MN POWER	04/27/2021	041521	Electricity Bill	8102100037	4,440.66	01	01
	MN POWER	04/27/2021	041521	Electricity Bill	8102100037	6,376.60	01	01
	MN POWER	04/27/2021	041521	Electricity Bill	8102100037	56.99	01	01
	MN POWER	04/26/2021	041521	Electricity Bill	8102100037	-622.73	01	01
	MN POWER	04/26/2021	041521	Electricity Bill	8102100037	-6,204.29	01	01
	MN POWER	04/26/2021	041521	Electricity Bill	8102100037	-2,125.54	01	01
	MN POWER	04/26/2021	041521	Electricity Bill	8102100037	-4,440.66	01	01
	MN POWER	04/26/2021	041521	Electricity Bill	8102100037	-6,376.60	01	01
	MN POWER	04/26/2021	041521	Electricity Bill	8102100037	-56.99	01	01
	MN POWER	04/26/2021	8532133741	Rental for Joint Use Pole	0	-99.00	01	01
				Attachments				
Totals for 201124005						0.00		
201124006	Kuffenkam, Margaret	04/26/2021	04202021	Final reimbursement health insurance fund	0	2,244.72	01	01
Totals for 201124006						2,244.72		
201124007	MN POWER	04/26/2021	041521	Electricity Bill	8102100037	622.73	01	01
	MN POWER	04/26/2021	041521	Electricity Bill	8102100037	6,204.29	01	01
	MN POWER	04/26/2021	041521	Electricity Bill	8102100037	2,125.54	01	01
	MN POWER	04/26/2021	041521	Electricity Bill	8102100037	4,440.66	01	01
	MN POWER	04/26/2021	041521	Electricity Bill	8102100037	6,376.60	01	01
	MN POWER	04/26/2021	041521	Electricity Bill	8102100037	56.99	01	01
	MN POWER	04/26/2021	8532133741	Rental for Joint Use Pole	0	99.00	01	01
				Attachments				
Totals for 201124007						19,925.81		
201124008	Anderson, Randy	04/27/2021	Baseball 4	Baseball V Ump on 4/27/21 vs Hibbing	0	85.00	01	01
Totals for 201124008						85.00		
201124009	GLUMACK, BABE	04/27/2021	Softball 4	Softball V/JV Ump on 4/27/21 vs Cherry	0	80.00	01	01
	GLUMACK, BABE	04/27/2021	Softball 4	Softball V/JV Ump on 4/27/21 vs Cherry	0	45.00	01	01
	GLUMACK, BABE	04/27/2021	Softball 4	Softball V/JV Ump on 4/27/21 vs Cherry	0	113.85	01	01
Totals for 201124009						238.85		
201124010	Sether, Todd	04/27/2021	Baseball 4	Baseball JV Ump on 4/27/21 vs Hibbing	0	65.00	01	01
Totals for 201124010						65.00		
201124011	SIMONS, David	04/27/2021	Softball 4	Softball V/JV Ump on 4/27/21	0	80.00	01	01

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	PO NUMBER	AMOUNT	FD	FD
				vs Cherry				
	SIMONS, David	04/27/2021	Softball 4	Softball V/JV Ump on 4/27/21	0	45.00	01	01
				vs Cherry				
				Totals for 201124011		125.00		
201124012	TAUS, Dave	04/27/2021	Baseball 4	Baseball V Ump on 4/27/21 vs	0	85.00	01	01
				Hibbing				
	TAUS, Dave	04/27/2021	Baseball 4	Baseball V Ump on 4/27/21 vs	0	113.85	01	01
				Hibbing				
				Totals for 201124012		198.85		
201124013	Madison National Life	04/28/2021	1440140	May Life Premium	0	1,658.70	01	01
	Madison National Life	04/28/2021	1440141	May LTD Premium	0	151.22	01	01
				Totals for 201124013		1,809.92		
201124014	NCPERS Group Life Ins.	04/28/2021	1649130520	May 2021 Premium	0	128.00	01	01
				Totals for 201124014		128.00		
201124015	US FOODSERVICE	04/28/2021	4304852	Food for Meal Services	7702100015	683.93	02	02
	US FOODSERVICE	04/28/2021	4363801	Food for Meal Services	7702100015	1,032.90	02	02
	US FOODSERVICE	04/28/2021	4363801	Food for Meal Services	7702100015	195.00	02	02
	US FOODSERVICE	04/28/2021	4440935	Food for Meal Services	7702100015	960.05	02	02
	US FOODSERVICE	04/28/2021	4440935	Food for Meal Services	7702100015	78.75	02	02
	US FOODSERVICE	04/28/2021	4502574	Food for Meal Services	7702100015	1,201.69	02	02
	US FOODSERVICE	04/28/2021	4502574	Food for Meal Services	7702100015	244.10	02	02
	US FOODSERVICE	04/28/2021	4579473	Food for Meal Services	7702100015	1,336.42	02	02
	US FOODSERVICE	04/28/2021	4579473	Food for Meal Services	7702100015	43.97	02	02
	US FOODSERVICE	04/28/2021	4579481	Commodity Food Delivery	7702100015	134.00	02	02
	US FOODSERVICE	04/28/2021	4304855	Commodity Food Delivery	7702100015	7.50	02	02
	US FOODSERVICE	04/28/2021	4579479	FACS Class Supplies	0	26.65	01	01
	US FOODSERVICE	04/28/2021	4579485	Pre School Snacks	1302100278	107.37	04	04
	US FOODSERVICE	04/28/2021	4502573	Pre School Snacks	1302100278	148.06	04	04
	US FOODSERVICE	04/28/2021	4502572	Kindergarten Snacks	1302100278	69.46	01	01
	US FOODSERVICE	04/28/2021	4579472	Food for Meal Services	7702100015	1,207.37	02	02
	US FOODSERVICE	04/28/2021	4579472	Food for Meal Services	7702100015	177.81	02	02
	US FOODSERVICE	04/28/2021	4502571	Food for Meal Services	7702100015	803.38	02	02
	US FOODSERVICE	04/28/2021	4502571	Food for Meal Services	7702100015	108.80	02	02
	US FOODSERVICE	04/28/2021	4363800	Food for Meal Services	7702100015	331.97	02	02
	US FOODSERVICE	04/28/2021	4363800	Food for Meal Services	7702100015	152.94	02	02
	US FOODSERVICE	04/28/2021	4440932	Food for Meal Services	7702100015	1,020.72	02	02
	US FOODSERVICE	04/28/2021	4440932	Food for Meal Services	7702100015	85.11	02	02
	US FOODSERVICE	04/28/2021	4304862	Commodity Food Delivery	7702100015	7.50	02	02
	US FOODSERVICE	04/28/2021	4226338	Food for Meal Services	7702100015	892.87	02	02

CHECK		CHECK	INVOICE	INVOICE	PO		
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	NUMBER	AMOUNT	FD FD
201124015	US FOODSERVICE	04/28/2021	4226338	Food for Meal Services	7702100015	113.50	02 02
	US FOODSERVICE	04/28/2021	4304851	Food for Meal Services	7702100015	1,331.73	02 02
	US FOODSERVICE	04/28/2021	4304851	Food for Meal Services	7702100015	281.00	02 02
	US FOODSERVICE	04/28/2021	4579482	Commodity Food Delivery	7702100015	140.70	02 02
	US FOODSERVICE	04/28/2021	5999725	Invoice Credits	7702100015	-62.74	02 02
				Totals for 201124015		12,862.51	
201124016	Align Chiropractic & Wellness Center, PL	04/30/2021	636-C01	Drug Test	0	25.00	01 01
	Align Chiropractic & Wellness Center, PL	04/30/2021	637-C01	Drug Test	0	25.00	01 01
	Align Chiropractic & Wellness Center, PL	04/30/2021	638-C01	Drug Test	0	25.00	01 01
	Align Chiropractic & Wellness Center, PL	04/30/2021	639-C01	Drug Test	0	25.00	01 01
				Totals for 201124016		100.00	
201124017	FRONTIER	04/30/2021	218-283-55	Monthly Telephone Service	8102100015	39.24	01 01
	FRONTIER	04/30/2021	218-283-24	Monthly Telephone Service	8102100015	11.75	01 01
	FRONTIER	04/30/2021	218-283-47	Monthly Telephone Service	8102100015	36.11	01 01
	FRONTIER	04/30/2021	218-283-31	Monthly Telephone Service	8102100015	39.24	01 01
	FRONTIER	04/30/2021	218-283-25	Monthly Telephone Service	8102100015	828.53	01 01
				Totals for 201124017		954.87	
201124018	HAWKINS INC	04/30/2021	4911328	Pool Chemicals	8102100044	691.78	01 01
				Totals for 201124018		691.78	
201124019	Inland Leasing	04/30/2021	59002988	Cafeteria Vending Rental	7702100001	182.13	02 02
				Totals for 201124019		182.13	
201124020	INTERQUEST DETECTION CANINES	04/30/2021	114NM Mar/	Canine Detection Services	3002100044	650.00	01 01
				Totals for 201124020		650.00	
201124021	Marco Technologies LLC	04/30/2021	441074127	FES; Color Copier and FHS; Mailroom Copier	3002100004	1,116.96	01 01
	Marco Technologies LLC	04/30/2021	441074127	FES; Color Copier and FHS; Mailroom Copier	3002100004	642.17	01 01
				Totals for 201124021		1,759.13	
201124022	MENARDS	04/30/2021	51610	Prom Prizes	3002100090	371.48	11 11
				Totals for 201124022		371.48	
201124023	MIDCONTINENT COMMUNICATIONS	04/30/2021	041621	Internet for Baseball Field	1102100051	148.63	01 01
				Totals for 201124023		148.63	
201124024	MN ENERGY RESOURCES CORP	04/30/2021	0505015015	Garage; Natural Gas Services	8102100036	404.59	01 01
	MN ENERGY RESOURCES CORP	04/30/2021	0503526034	Natural Gas Services	8102100036	1,502.01	01 01
				Totals for 201124024		1,906.60	
201124025	RATWIK ROSZAK & MALONEY PA	04/30/2021	68626	services	1102100006	2,797.64	01 01
				Totals for 201124025		2,797.64	
201124026	SCHOOL SPECIALTY	04/30/2021	2081272270	FES Supplies	1302100317	31.15	01 01
				Totals for 201124026		31.15	

CHECK		CHECK	INVOICE	INVOICE	PO			
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	NUMBER	AMOUNT	FD	FD
201124027	SHANNONS INC	04/30/2021	20937	Munchkin repairs	8102100157	1,236.00	01	01
	SHANNONS INC	04/30/2021	20936	Arena Dehumidifier issues	8102100152	447.65	01	01
				Totals for 201124027		1,683.65		
201124028	Smoothwall Inc	04/30/2021	103933	3 yr agreement	6052100110	5,288.00	01	01
	Smoothwall Inc	04/30/2021	103933	3 yr agreement	6052100110	5,288.00	01	01
	Smoothwall Inc	04/30/2021	103933	3 yr agreement	6052100110	5,288.00	01	01
	Smoothwall Inc	04/30/2021	103933	3 yr agreement	6052100110	4,440.00	01	01
				Totals for 201124028		20,304.00		
201124029	WATER DEPT	04/30/2021	74-006700-	Water Usage	8102100062	51.60	01	01
	WATER DEPT	04/30/2021	13-014700-	FHS; Water Usage	8102100062	1,373.21	01	01
	WATER DEPT	04/30/2021	13-014800-	FES; Water Usage	8102100062	1,350.75	01	01
	WATER DEPT	04/30/2021	13-014900-	Arena; Water Usage	8102100062	1,463.05	01	01
				Totals for 201124029		4,238.61		
201124030	Anderson, Randy	04/29/2021	Softball 4	Softball JV Ump on 4/30/21 vs LBF	0	55.00	01	01
				Totals for 201124030		55.00		
201124031	GLUMACK, BABE	04/29/2021	Softball 4	Softball V Ump on 4/30/21 vs LBF	0	80.00	01	01
	GLUMACK, BABE	04/29/2021	Softball 4	Softball V Ump on 4/30/21 vs LBF	0	113.85	01	01
				Totals for 201124031		193.85		
201124032	KARICH, Brian	04/29/2021	Baseball 4	Baseball Ump V on 4/29/21 vs Virginia	0	85.00	01	01
	KARICH, Brian	04/29/2021	Baseball 4	Baseball Ump V on 4/29/21 vs Virginia	0	113.85	01	01
				Totals for 201124032		198.85		
201124033	KING, WILLIAM	04/29/2021	Baseball 4	Baseball Ump V on 4/29/21 vs Virginia	0	85.00	01	01
				Totals for 201124033		85.00		
201124034	Sether, Todd	04/29/2021	Baseball 4	Baseball Ump JV on 4/29/21 vs Virginia	0	65.00	01	01
				Totals for 201124034		65.00		
201124035	SIMONS, David	04/29/2021	Softball 4	Softball V Ump on 4/30/21 vs LBF	0	80.00	01	01
				Totals for 201124035		80.00		
201124036	Anderson, Randy	05/03/2021	Softball 5	Softball JV Ump on 5/3/21 vs Ely	0	55.00	01	01
				Totals for 201124036		55.00		
201124037	KARICH, Brian	05/03/2021	Softball 5	Softball V Ump on 5/3/21 vs	0	80.00	01	01

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	PO NUMBER	AMOUNT	FD	FD
				Ely				
				Totals for	201124037	80.00		
201124038	KING, WILLIAM	05/03/2021	Softball 5	Softball V Ump on 5/3/21 vs	0	80.00	01	01
				Ely				
	KING, WILLIAM	05/03/2021	Softball 5	Softball V Ump on 5/3/21 vs	0	126.50	01	01
				Ely				
				Totals for	201124038	206.50		
201124039	Schultz, Brian	05/03/2021	Baseball 5	Baseball V Ump on 5/3/21 vs	0	85.00	01	01
				MIB				
	Schultz, Brian	05/03/2021	Baseball 5	Baseball V Ump on 5/3/21 vs	0	132.25	01	01
				MIB				
				Totals for	201124039	217.25		
201124040	Thompson, JOE	05/03/2021	Baseball 5	Baseball V Ump on 5/3/21 vs	0	85.00	01	01
				MIB				
				Totals for	201124040	85.00		
201124041	LAWRENCE, TOM	05/04/2021	Baseball 5	Baseball V Ump on 5/4/21 vs	0	85.00	01	01
				EG				
				Totals for	201124041	85.00		
201124042	Sether, Todd	05/04/2021	Baseball 5	Baseball JV Ump on 5/4/21 vs	0	65.00	01	01
				EG				
				Totals for	201124042	65.00		
201124043	STEENLAND, Richard	05/04/2021	Baseball 5	Baseball V Ump on 5/4/21 vs	0	85.00	01	01
				EG				
	STEENLAND, Richard	05/04/2021	Baseball 5	Baseball V Ump on 5/4/21 vs	0	172.50	01	01
				EG				
				Totals for	201124043	257.50		
201124044	APPLE INC	05/05/2021	AE41683162	STM DUX Plus Duo for iPad	6052100108	349.50	01	01
				Totals for	201124044	349.50		
201124045	ChromebookParts.com	05/05/2021	104024	Lenovo Gen 2 Chromebook 4GB with Google Mget Console License	6052100106	3,335.76	01	01
				Totals for	201124045	3,335.76		
201124046	COCA-COLA BOTTLING CO	05/05/2021	30637	FHS; Ala Carte Beverages	7702100014	172.25	02	02
	COCA-COLA BOTTLING CO	05/05/2021	552605	Prom - Bottled Beverages	2122100003	127.00	11	11
	COCA-COLA BOTTLING CO	05/05/2021	530446	FHS; Ala Carte Beverages	7702100014	87.25	02	02
				Totals for	201124046	386.50		
201124047	FRIENDS GARBAGE SERVICE, LLC	05/05/2021	9223534	Garbage Pickups	8102100043	1,874.34	01	01
				Totals for	201124047	1,874.34		
201124048	FRONTIER	05/05/2021	218-711-01	Monthly Telephone Maint	8102100015	181.53	01	01

CHECK		CHECK	INVOICE	INVOICE	PO		
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	NUMBER	AMOUNT	FD FD
201124048	FRONTIER	05/05/2021	218-711-05	Monthly Telephone Maint	8102100015	102.57	01 01
				Totals for 201124048		284.10	
201124049	Fun Express, LLC	05/05/2021	709228131-	FES Kindergarten Graduation Hats	1302100328	46.85	01 01
				Totals for 201124049		46.85	
201124050	MN ENERGY RESOURCES CORP	05/05/2021	0503526034	Natural Gas Services	8102100036	3,341.54	01 01
	MN ENERGY RESOURCES CORP	05/05/2021	0506435793	Natural Gas Services	8102100036	1,128.01	01 01
	MN ENERGY RESOURCES CORP	05/05/2021	0503196532	Natural Gas Services	8102100036	2,291.05	01 01
				Totals for 201124050		6,760.60	
201124051	NORTHLAND LEARNING CENTER	05/05/2021	5551	JPA Northland Learning Center	1102100010	15,412.94	01 01
	NORTHLAND LEARNING CENTER	05/05/2021	5551	JPA Northland Learning Center	1102100010	5,158.10	01 01
	NORTHLAND LEARNING CENTER	05/05/2021	5574	JPA Northland Learning Center	1102100010	176.88	01 01
	NORTHLAND LEARNING CENTER	05/05/2021	5574	JPA Northland Learning Center	1102100010	58.72	01 01
				Totals for 201124051		20,806.64	
201124052	ROCHESTER TELECOM SYSTEMS INC	05/05/2021	6955	Long Distance Phone Calls	8102100042	50.32	01 01
	ROCHESTER TELECOM SYSTEMS INC	05/05/2021	6955	Long Distance Phone Calls	8102100042	50.32	01 01
				Totals for 201124052		100.64	
201124053	Tyson Foods Inc.	05/05/2021	28060629	Commodity Beef Process	0	196.62	02 02
				Totals for 201124053		196.62	
201124054	Anderson, Randy	05/06/2021	Softball 5	Softball JV Ump on 5/6/21 vs Warroad	0	55.00	01 01
	Anderson, Randy	05/06/2021	Softball 5	Softball JV Ump on 5/7/21 vs Proctor	0	45.00	01 01
				Totals for 201124054		100.00	
201124055	Fish, Dave	05/06/2021	Softball 5	Softball JV Ump on 5/7/21 vs Proctor	0	45.00	01 01
				Totals for 201124055		45.00	
201124056	GRAHAM, MARSHALL	05/06/2021	Softball 5	Softball V Ump on 5/7/21 vs Proctor	0	80.00	01 01
	GRAHAM, MARSHALL	05/06/2021	Softball 5	Softball V Ump on 5/7/21 vs Proctor	0	132.25	01 01
				Totals for 201124056		212.25	
201124057	Jones, Dan	05/06/2021	Softball 5	Softball V Ump on 5/7/21 vs Proctor	0	80.00	01 01
				Totals for 201124057		80.00	
201124058	KARICH, Brian	05/06/2021	Softball 5	Softball V Ump on 5/6/21 vs Warroad	0	80.00	01 01
	KARICH, Brian	05/06/2021	Softball 5	Softball V Ump on 5/6/21 vs Warroad	0	113.85	01 01

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	PO NUMBER	AMOUNT	FD	FD
Totals for 201124058						193.85		
201124059	KGHS-AM	05/06/2021	1145F	PCN 12a Graduation Live Stream	0	1,500.00	01	01
Totals for 201124059						1,500.00		
201124060	KING, WILLIAM	05/06/2021	Softball 5	Softball V Ump on 5/6/21 vs Warroad	0	80.00	01	01
Totals for 201124060						80.00		
201124061	MESABI EAST SCHOOLS	05/06/2021	Golf 5/10/	Mesabi East Golf Invitational Entry Fee on 5/10/21	0	50.00	01	01
	MESABI EAST SCHOOLS	05/06/2021	Golf 5/10/	Mesabi East Golf Invitational Entry Fee on 5/10/21	0	150.00	01	01
Totals for 201124061						200.00		
201124062	RECREATION COMMISSION	05/06/2021	050521	Payment for Sean Kacik Baseball paid to ISD 361 in error.	0	25.00	01	01
Totals for 201124062						25.00		
201124063	AFT Local #331	05/07/2021	20210507AD	Payroll accrual	0	3,300.83	01	01
	AFT Local #331	05/07/2021	20210507AD	Payroll accrual	0	93.66	04	04
Totals for 201124063						3,394.49		
201124064	ND Child Support Division	05/07/2021	20210507AD	Child Support	0	276.93	01	01
Totals for 201124064						276.93		
201124065	Para Local #4798	05/07/2021	20210507AD	Payroll accrual	0	797.22	01	01
	Para Local #4798	05/07/2021	20210507AD	Payroll accrual	0	16.52	04	04
Totals for 201124065						813.74		
201124066	Anderson, Randy	05/12/2021	Baseball 5	Baseball JV Ump on 5/13/21 vs Greenway	0	50.00	01	01
Totals for 201124066						50.00		
201124067	Fish, Dave	05/12/2021	Softball 5	Softball JV Ump on 5/14/21 vs North Woods	0	55.00	01	01
Totals for 201124067						55.00		
201124068	GLUMACK, BABE	05/12/2021	Baseball 5	Baseball V Ump on 5/13/21 vs Greenway	0	85.00	01	01
	GLUMACK, BABE	05/12/2021	Baseball 5	Baseball V Ump on 5/13/21 vs Greenway	0	113.85	01	01
	GLUMACK, BABE	05/12/2021	Softball 5	Softball V Ump on 5/14/21 vs North Woods	0	80.00	01	01
	GLUMACK, BABE	05/12/2021	Softball 5	Softball V Ump on 5/14/21 vs North Woods	0	113.85	01	01
Totals for 201124068						392.70		

CHECK		CHECK	INVOICE	INVOICE	PO			
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	NUMBER	AMOUNT	FD	FD
201124069	GREENWAY HIGH SCHOOL	05/12/2021	Track 5/13	Entry Fee Greenway Track Meet on 5/13/21	0	100.00	01	01
	GREENWAY HIGH SCHOOL	05/12/2021	Track 5/13	Entry Fee Greenway Track Meet on 5/13/21	0	100.00	01	01
Totals for 201124069						200.00		
201124070	ISD #695	05/12/2021	Track 5/6/	Entry fee Chisholm High School Track Meet on 5/6/21	0	90.00	01	01
	ISD #695	05/12/2021	Track 5/6/	Entry fee Chisholm High School Track Meet on 5/6/21	0	90.00	01	01
Totals for 201124070						180.00		
201124071	Section 7A	05/12/2021	Track 6/10	Track & Field Section 7A Entry Fees 6/10/21 in Cloquet	0	200.00	01	01
	Section 7A	05/12/2021	Track 6/10	Track & Field Section 7A Entry Fees 6/10/21 in Cloquet	0	200.00	01	01
Totals for 201124071						400.00		
201124072	Sether, Todd	05/12/2021	Baseball 5	Baseball JV Ump on 5/13/21 vs Greenway	0	50.00	01	01
Totals for 201124072						50.00		
201124073	SIMONS, David	05/12/2021	Baseball 5	Baseball V Ump on 5/13/21 vs Greenway	0	85.00	01	01
	SIMONS, David	05/12/2021	Softball 5	Softball V Ump on 5/14/21 vs North Woods	0	80.00	01	01
Totals for 201124073						165.00		
201124074	Align Chiropractic & Wellness Center, PL	05/14/2021	#693-C01	DOT Physical - #693-C01	0	95.00	01	01
Totals for 201124074						95.00		
201124075	Annie's Frozen Yogurt	05/14/2021	24949	Frozen Yogurt	7702100000	100.00	02	02
Totals for 201124075						100.00		
201124076	BSN SPORTS	05/14/2021	912436440	Baseball Pants Belts	2922100038	20.13	01	01
	BSN SPORTS	05/14/2021	912436440	Baseball Pants Belts	2922100038	178.20	01	01
	BSN SPORTS	05/14/2021	912537693	FEF Football Tackle Wheel	3002100051	439.00	11	11
Totals for 201124076						637.33		
201124077	CITIZENS FOR BACKUS	05/14/2021	053121	Lease	1102100009	722.60	01	01
Totals for 201124077						722.60		
201124078	COCA-COLA BOTTLING CO	05/14/2021	30795	FHS; Ala Carte Beverages	7702100014	21.25	02	02
	COCA-COLA BOTTLING CO	05/14/2021	30857	FHS; Ala Carte Beverages	7702100014	78.00	02	02
	COCA-COLA BOTTLING CO	05/14/2021	30914	FHS; Ala Carte Beverages	7702100014	181.50	02	02
Totals for 201124078						280.75		
201124079	Davenport Group	05/14/2021	108217	St. Thomas ESSER Purchase	1302100326	961.00	01	01
Totals for 201124079						961.00		

CHECK		CHECK	INVOICE	INVOICE	PO		
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	NUMBER	AMOUNT	FD FD
201124080	DISTRIBUTED WEBSITE CORP	05/14/2021	58071	Facilities Scheduler Renewal	1102100048	1,792.00	01 01
	DISTRIBUTED WEBSITE CORP	05/14/2021	58071	Facilities Scheduler Renewal	1102100048	1,600.00	04 04
				Totals for 201124080		3,392.00	
201124081	GUARDIAN PEST CONTROL INC	05/14/2021	2232407	Pest Control Service	8102100030	64.65	01 01
				Totals for 201124081		64.65	
201124082	LOFFLER	05/14/2021	3704126	HP Laserjet Magenta Toner	0	279.99	01 01
	LOFFLER	05/14/2021	3707046	HP LaserJet Cyan Toner	0	279.99	01 01
				Totals for 201124082		559.98	
201124083	MIDCONTINENT COMMUNICATIONS	05/14/2021	1514029011	ALC Phone & Data	3002100001	169.48	01 01
				Totals for 201124083		169.48	
201124084	MN ASSOC OF SECONDARY SCHOOL	05/14/2021	Everson	2021-2022 Membership Dues for Timothy Everson	0	870.00	01 01
				Totals for 201124084		870.00	
201124085	NORTHEAST SERVICE UNIT	05/14/2021	00000734	FY21 ALI Membership Dues	0	3,485.67	01 01
				Totals for 201124085		3,485.67	
201124086	PAN O GOLD BAKING CO	05/14/2021	1000992110	Bread for Meal Service	7702100012	79.52	02 02
	PAN O GOLD BAKING CO	05/14/2021	1000992110	Bread for Meal Service	7702100012	61.74	02 02
	PAN O GOLD BAKING CO	05/14/2021	1000992110	Bread for Meal Service	7702100012	159.74	02 02
	PAN O GOLD BAKING CO	05/14/2021	1000992111	Bread for Meal Service	7702100012	68.10	02 02
	PAN O GOLD BAKING CO	05/14/2021	1000992108	Bread for Meal Service	7702100012	131.74	02 02
	PAN O GOLD BAKING CO	05/14/2021	1000992111	Bread for Meal Service	7702100012	99.25	02 02
	PAN O GOLD BAKING CO	05/14/2021	1000992112	Bread for Meal Service	7702100012	63.28	02 02
	PAN O GOLD BAKING CO	05/14/2021	1000992112	Bread for Meal Service	7702100012	70.00	02 02
	PAN O GOLD BAKING CO	05/14/2021	1000992113	Bread for Meal Service	7702100012	58.58	02 02
				Totals for 201124086		791.95	
201124087	PEPPER JW & SON INC	05/14/2021	363370390	Music for May, pep band work for next year and spring concert material	2582100006	174.61	01 01
				Totals for 201124087		174.61	
201124088	RAINY LAKE MEDICAL CENTER	05/14/2021	3681	OT/PT & Speech Services	1102100008	6,898.96	01 01
	RAINY LAKE MEDICAL CENTER	05/14/2021	3681	OT/PT & Speech Services	1102100008	1,600.07	01 01
	RAINY LAKE MEDICAL CENTER	05/14/2021	3681	OT/PT & Speech Services	1102100008	7,109.23	01 01
				Totals for 201124088		15,608.26	
201124089	SANDSTROM'S INC	05/14/2021	349717	Milk for Meal Service	7702100011	402.50	02 02
	SANDSTROM'S INC	05/14/2021	349718	Milk for Meal Service	7702100011	460.00	02 02
	SANDSTROM'S INC	05/14/2021	350492	Milk for Meal Service	7702100011	402.50	02 02
	SANDSTROM'S INC	05/14/2021	350522	Milk for Meal Service	7702100011	701.50	02 02
	SANDSTROM'S INC	05/14/2021	351359	Milk for Meal Service	7702100011	402.50	02 02
	SANDSTROM'S INC	05/14/2021	351361	Milk for Meal Service	7702100011	379.50	02 02

CHECK		CHECK	INVOICE	INVOICE	PO			
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	NUMBER	AMOUNT	FD	FD
201124089	SANDSTROM'S INC	05/14/2021	352360	Milk for Meal Service	7702100011	716.00	02	02
	SANDSTROM'S INC	05/14/2021	352359	Milk for Meal Service	7702100011	421.50	02	02
	SANDSTROM'S INC	05/14/2021	353439	Milk for Meal Service	7702100011	433.50	02	02
Totals for 201124089						4,319.50		
201124090	SAVVAS LEARNING CO	05/14/2021	353439	St. Thomas Teacher Training	1302100338	1,000.00	01	01
Totals for 201124090						1,000.00		
201124091	SKYWARD INC MN BRANCH	05/14/2021	0000209443	FY22 Software License	1102100036	23,456.00	01	01
	SKYWARD INC MN BRANCH	05/14/2021	0000209443	FY22 Software License	1102100036	23,456.00	01	01
Totals for 201124091						46,912.00		
201124092	Tyson Foods Inc.	05/14/2021	28214021	Commodity Beef Process	0	113.20	02	02
Totals for 201124092						113.20		
201124093	UPPER LAKES FOODS	05/14/2021	808440-00	Frozen Yogurt for Food Service	0	565.72	02	02
	UPPER LAKES FOODS	05/14/2021	816327-00	FHS; Food and Dishwashing Supplies	0	372.72	02	02
	UPPER LAKES FOODS	05/14/2021	816327-00	FHS; Food and Dishwashing Supplies	0	163.78	02	02
Totals for 201124093						1,102.22		
202001281	Aviben	04/23/2021	20210423AD	Payroll accrual	0	119.23	01	01
	Aviben	04/23/2021	20210423AD	Payroll accrual	0	196.14	01	01
	Aviben	04/23/2021	20210423AD	Payroll accrual	0	1,371.07	01	01
	Aviben	04/23/2021	20210423AD	Payroll accrual	0	3,229.41	01	01
	Aviben	04/23/2021	20210423AD	Payroll accrual	0	46.15	04	04
	Aviben	04/23/2021	20210423AD	Payroll accrual	0	2,427.65	01	01
	Aviben	04/23/2021	20210423AD	Payroll accrual	0	430.77	01	01
	Aviben	04/23/2021	20210423AD	Payroll accrual	0	280.94	01	01
	Aviben	04/23/2021	20210423AD	Payroll accrual	0	791.88	01	01
	Aviben	04/23/2021	20210423AD	Payroll accrual	0	203.61	01	01
	Aviben	04/23/2021	20210423AD	Payroll accrual	0	250.00	01	01
	Aviben	04/23/2021	20210423AD	Payroll accrual	0	3,017.88	01	01
	Aviben	04/23/2021	20210423AD	Payroll accrual	0	65.38	04	04
	Aviben	04/23/2021	20210423AF	TSA Benefit	0	92.30	01	01
	Aviben	04/23/2021	20210423AF	TSA Benefit	0	196.14	01	01
	Aviben	04/23/2021	20210423AF	TSA Benefit	0	272.89	01	01
	Aviben	04/23/2021	20210423AF	TSA Benefit	0	1,328.34	01	01
	Aviben	04/23/2021	20210423AF	TSA Benefit	0	46.15	04	04
	Aviben	04/23/2021	20210423AF	TSA Benefit	0	595.85	01	01
	Aviben	04/23/2021	20210423AF	Payroll accrual	0	111.53	01	01
	Aviben	04/23/2021	20210423AF	TSA Benefit	0	46.15	01	01

CHECK		CHECK	INVOICE	INVOICE	PO			
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	NUMBER	AMOUNT	FD	FD
202001281	Aviben	04/23/2021	20210423AF	TSA Benefits	0	298.67	01	01
	Aviben	04/23/2021	20210423AF	TSA Benefit	0	182.18	01	01
	Aviben	04/23/2021	20210423AF	TSA Benefit	0	65.38	01	01
	Aviben	04/23/2021	20210423AF	TSA Benefit	0	874.81	01	01
	Aviben	04/23/2021	20210423AF	TSA Benefit	0	65.38	04	04
Totals for 202001281						16,605.88		
202001282	Empower Retirement	04/23/2021	20210423AD	Payroll accrual	0	310.00	01	01
	Empower Retirement	04/23/2021	20210423AD	Payroll accrual	0	20.00	04	04
	Empower Retirement	04/23/2021	20210423AD	Payroll accrual	0	12.17	01	01
	Empower Retirement	04/23/2021	20210423AD	Payroll accrual	0	23.12	04	04
	Empower Retirement	04/23/2021	20210423AF	Deferred Comp 457 Benefit	0	12.17	01	01
	Empower Retirement	04/23/2021	20210423AF	Deferred Comp 457 Benefit	0	23.12	04	04
	Empower Retirement	04/23/2021	20210423AF	H CSP	0	2,761.55	01	01
	Empower Retirement	04/23/2021	20210423AF	H CSP	0	83.84	04	04
Totals for 202001282						3,245.97		
202001283	Internal Revenue Service	04/23/2021	20210423AD	Payroll accrual	0	17,371.89	01	01
	Internal Revenue Service	04/23/2021	20210423AD	Payroll accrual	0	570.92	04	04
	Internal Revenue Service	04/23/2021	20210423AD	Payroll accrual	0	589.73	02	02
	Internal Revenue Service	04/23/2021	20210423AD	Payroll accrual	0	360.00	01	01
	Internal Revenue Service	04/23/2021	20210423AD	Payroll accrual	0	60.41	01	01
	Internal Revenue Service	04/23/2021	20210423AD	Payroll accrual	0	20,946.70	01	01
	Internal Revenue Service	04/23/2021	20210423AD	Payroll accrual	0	706.98	04	04
	Internal Revenue Service	04/23/2021	20210423AD	Payroll accrual	0	335.16	02	02
	Internal Revenue Service	04/23/2021	20210423AD	Payroll accrual	0	4,062.79	01	01
	Internal Revenue Service	04/23/2021	20210423AD	Payroll accrual	0	133.53	04	04
	Internal Revenue Service	04/23/2021	20210423AD	Payroll accrual	0	137.93	02	02
	Internal Revenue Service	04/23/2021	20210423AF	FICA Benefit	0	17,371.89	01	01
	Internal Revenue Service	04/23/2021	20210423AF	FICA Benefit	0	570.92	04	04
	Internal Revenue Service	04/23/2021	20210423AF	FICA Benefit	0	589.73	02	02
	Internal Revenue Service	04/23/2021	20210423AF	Medicare Benefit	0	4,062.79	01	01
	Internal Revenue Service	04/23/2021	20210423AF	Medicare Benefit	0	133.53	04	04
	Internal Revenue Service	04/23/2021	20210423AF	Medicare Benefit	0	137.93	02	02
Totals for 202001283						68,142.83		
202001284	MINNESOTA REVENUE	04/23/2021	20210423AD	Payroll accrual	0	60.00	01	01
	MINNESOTA REVENUE	04/23/2021	20210423AD	Payroll accrual	0	20.00	02	02
	MINNESOTA REVENUE	04/23/2021	20210423AD	Payroll accrual	0	10,247.91	01	01
	MINNESOTA REVENUE	04/23/2021	20210423AD	Payroll accrual	0	328.90	04	04
	MINNESOTA REVENUE	04/23/2021	20210423AD	Payroll accrual	0	196.42	02	02
Totals for 202001284						10,853.23		

CHECK		CHECK	INVOICE	INVOICE	PO			
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	NUMBER	AMOUNT	FD	FD
202001285	MN Teachers Retirement Association	04/23/2021	20210423AD	Payroll accrual	0	14,923.77	01	01
	MN Teachers Retirement Association	04/23/2021	20210423AD	Payroll accrual	0	565.29	04	04
	MN Teachers Retirement Association	04/23/2021	20210423AD	Payroll accrual	0	36.52	02	02
	MN Teachers Retirement Association	04/23/2021	20210423AF	TRA Benefit	0	16,177.32	01	01
	MN Teachers Retirement Association	04/23/2021	20210423AF	TRA Benefit	0	612.77	04	04
	MN Teachers Retirement Association	04/23/2021	20210423AF	TRA Benefit	0	39.59	02	02
Totals for 202001285						32,355.26		
202001286	Public Employees Retirement Association	04/23/2021	20210423AD	Payroll accrual	0	30.00	01	01
	Public Employees Retirement Association	04/23/2021	20210423AD	Payroll accrual	0	5,914.78	01	01
	Public Employees Retirement Association	04/23/2021	20210423AD	Payroll accrual	0	120.89	04	04
	Public Employees Retirement Association	04/23/2021	20210423AD	Payroll accrual	0	626.92	02	02
	Public Employees Retirement Association	04/23/2021	20210423AF	DCP Benefit	0	30.00	01	01
	Public Employees Retirement Association	04/23/2021	20210423AF	PERA Benefit	0	6,824.73	01	01
	Public Employees Retirement Association	04/23/2021	20210423AF	PERA Benefit	0	139.48	04	04
	Public Employees Retirement Association	04/23/2021	20210423AF	PERA Benefit	0	723.37	02	02
Totals for 202001286						14,410.17		
202001287	MN DEPT OF REVENUE	04/21/2021	1st Qtr 20	1st Qtr Sales Tax	0	68.00	04	04
Totals for 202001287						68.00		
202001288	MN PEIP	04/23/2021	1081246	Health Insurance-May	0	118,773.38	01	01
Totals for 202001288						118,773.38		
202001289	DELTA DENTAL	04/23/2021	673222	MAY PREMIUMS	0	4,289.66	01	01
	DELTA DENTAL	04/23/2021	673222	MAY PREMIUMS	0	1,940.66	01	01
Totals for 202001289						6,230.32		
202001290	Further	04/23/2021	15667265	APRIL 2021 PARTICIPANT FEE	0	237.80	01	01
Totals for 202001290						237.80		
202001291	Further	04/23/2021	39771844	Med/Dep Reimbursements	0	1,120.01	01	01
Totals for 202001291						1,120.01		
202001292	Further	04/23/2021	39780552	Med/Dep Reimbursements	0	3,470.71	01	01
Totals for 202001292						3,470.71		
202001293	Further	04/23/2021	39790476	Med/Dep Reimbursements	0	483.90	01	01
Totals for 202001293						483.90		
202001294	BATTALION DISTRIBUTING LLC	05/03/2021	Beth's C/C	Youth Group Refreshments 12h	7902100071	64.30	01	01
Totals for 202001294						64.30		
202001295	Border Bar	05/03/2021	Beth's C/C	12l (Coalition Directed Activities) Supporting alcohol free events	7902100069	156.31	01	01
Totals for 202001295						156.31		
202001296	Quality Logo Products	05/03/2021	Beth's C/C	PCN (12a) Reorder of water bottles	7902100068	3,254.75	01	01

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	PO NUMBER	AMOUNT	FD	FD
				Totals for 202001296		3,254.75		
202001297	Amazon Business	05/03/2021	Beth's C/C	Office Supplies 12m	7902100066	159.99	01	01
				Totals for 202001297		159.99		
202001298	Amazon Business	05/03/2021	Beth's C/C	Office Chairs	7902100064	159.98	01	01
				Totals for 202001298		159.98		
202001299	BATTALION DISTRIBUTING LLC	05/03/2021	Beth's C/C	Youth Group Refreshments (12h)	7902100065	125.35	01	01
				Totals for 202001299		125.35		
202001300	RONNINGS	05/03/2021	Beth's C/C	12 e (Volunteer Recognition)	7902100062	25.00	01	01
				Totals for 202001300		25.00		
202001301	MENARDS	05/03/2021	Beth's C/C	Office Supplies	7902100060	15.76	01	01
				Totals for 202001301		15.76		
202001302	DOLLAR TREE	05/03/2021	Brandon's	Student Council Supplies	9012100009	37.00	11	11
				Totals for 202001302		37.00		
202001303	FORESTLAND SALES AND SERVICE	05/03/2021	FHS Cust C	Tire repair	8102100191	22.00	01	01
				Totals for 202001303		22.00		
202001304	MENARDS	05/03/2021	FHS Cust C	Menards Blanket	8102100139	4.07	01	01
				Totals for 202001304		4.07		
202001305	MENARDS	05/03/2021	FHS Cust C	Menards Blanket	8102100139	39.59	01	01
				Totals for 202001305		39.59		
202001306	FALLS LUMBER COMPANY INC	05/03/2021	FHS Cust C	Credit Card Payment AP Invoice.	0	-7.56	01	01
				Totals for 202001306		-7.56		
202001307	FALLS LUMBER COMPANY INC	05/03/2021	FHS Cust C	Field chalk for ball fields	8102100186	103.50	01	01
				Totals for 202001307		103.50		
202001308	American Red Cross	05/03/2021	Dan's C/C0	Credit Card Payment AP Invoice.	0	3.59	01	01
				Totals for 202001308		14.58		
	American Red Cross	05/03/2021	Dan's C/C0	Credit Card Payment AP Invoice.	0	10.99	01	01
				Totals for 202001309		71.80		
202001309	AMERICAN RED CROSS	05/03/2021	Dan's C/C0	Breathing devices	5002100036	71.80	01	01
				Totals for 202001309		71.80		
202001310	AMERICAN RED CROSS	05/03/2021	Dan's C/C0	Emergency training equipment needed for our Lifeguard certification classes-due to COVID and disrepair of machines.	5002100034	165.00	01	01
				Totals for 202001310		165.00		
202001311	MENARDS	05/03/2021	Dave's C/C	Blanket PO ~ Dave Olson	2552100027	32.85	01	01

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	PO NUMBER	AMOUNT	FD	FD
				Totals for 202001311		32.85		
202001312	MENARDS	05/03/2021		Dave's C/C Blanket PO ~ Dave Olson	2552100027	98.67	01	01
				Totals for 202001312		98.67		
202001313	SUPER ONE	05/03/2021		FES Cafe C Food for Meal Service (Blanket)	7702100013	11.39	02	02
				Totals for 202001313		11.39		
202001314	SUPER ONE	05/03/2021		FHS Cafe C Food for Meal Service (Blanket)	7702100013	45.57	02	02
				Totals for 202001314		45.57		
202001315	NAPA FALLS SUPPLY	05/03/2021		Gene's C/C NAPA blanket P.O	7602100027	22.56	01	01
				Totals for 202001315		22.56		
202001316	UNITED TRUCK BODY	05/03/2021		Gene's C/C Credit Card Payment AP Invoice.	0	206.32	01	01
	UNITED TRUCK BODY	05/03/2021		Gene's C/C Credit Card Payment AP Invoice.	0	86.00	01	01
				Totals for 202001316		292.32		
202001317	Rainy Lake Oil, Inc.	05/03/2021		Gene's C/C 2 tubes and mount 2 zero turn mower tires.	8102100183	110.75	01	01
				Totals for 202001317		110.75		
202001318	O'REILLY AUTO PARTS	05/03/2021		Gene's C/C O'Reilly Blanket P.O	7602100026	11.06	01	01
				Totals for 202001318		11.06		
202001319	NAPA FALLS SUPPLY	05/03/2021		Gene's C/C NAPA blanket P.O	7602100027	13.89	01	01
				Totals for 202001319		13.89		
202001320	MENARDS	05/03/2021		Fes Cust C Menards FES	8102100140	7.88	01	01
				Totals for 202001320		7.88		
202001321	MENARDS	05/03/2021		Fes Cust C Menards FES	8102100140	59.96	01	01
				Totals for 202001321		59.96		
202001322	MENARDS	05/03/2021		Fes Cust C Menards FES	8102100140	24.53	01	01
				Totals for 202001322		24.53		
202001323	MENARDS	05/03/2021		George's C Credit Card Payment AP Invoice.	0	56.99	01	01
	MENARDS	05/03/2021		George's C Credit Card Payment AP Invoice.	0	8.16	01	01
	MENARDS	05/03/2021		George's C Credit Card Payment AP Invoice.	0	10.56	01	01
	MENARDS	05/03/2021		George's C Credit Card Payment AP Invoice.	0	43.14	01	01
				Totals for 202001323		118.85		
202001324	Amazon Business	05/03/2021		Jen's C/C0 Softball Bats	2922100039	539.90	01	01

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	PO NUMBER	AMOUNT	FD	FD
				Totals for 202001324		539.90		
202001325	Amazon Business	05/03/2021	Jen's C/C0	Softball Bats	2922100039	249.95	01	01
				Totals for 202001325		249.95		
202001326	DOMINO'S PIZZA	05/03/2021	Jen's C/C0	Prom - Food, pizza	3002100102	45.49	11	11
				Totals for 202001326		45.49		
202001327	BATTALION DISTRIBUTING LLC	05/03/2021	Jen's C/C0	Prom - Supplies & Food	3002100093	60.74	11	11
				Totals for 202001327		60.74		
202001328	DOMINO'S PIZZA	05/03/2021	Jen's C/C0	Prom - Food, pizza	3002100102	28.00	11	11
				Totals for 202001328		28.00		
202001329	RONNINGS	05/03/2021	Jen's C/C0	Prom Prizes	3002100103	247.94	11	11
				Totals for 202001329		247.94		
202001330	MENARDS	05/03/2021	Jen's C/C0	Prom - Supplies	3002100105	530.14	11	11
				Totals for 202001330		530.14		
202001331	COUNTY MARKET	05/03/2021	Jen's C/C0	Prom - Food	3002100092	109.19	11	11
				Totals for 202001331		109.19		
202001332	MENARDS	05/03/2021	Jen's C/C0	Prom Prizes	3002100090	44.33	11	11
				Totals for 202001332		44.33		
202001333	Amazon Business	05/03/2021	Jen's C/C0	Prom: Supplies & Raffle Prizes	3002100096	1,191.63	11	11
				Totals for 202001333		1,191.63		
202001334	O'REILLY AUTO PARTS	05/03/2021	Jeremy's C	O'Reilly Blanket P.O	7602100026	17.34	01	01
				Totals for 202001334		17.34		
202001335	O'REILLY AUTO PARTS	05/03/2021	Jeremy's C	O'Reilly Blanket P.O	7602100026	10.99	01	01
				Totals for 202001335		10.99		
202001336	MN BOARD OF SCHOOL ADMINISTRAT	05/03/2021	Kevin's C/	Credit Card Payment AP Invoice.	0	400.00	01	01
				Totals for 202001336		409.96		
	MN BOARD OF SCHOOL ADMINISTRAT	05/03/2021	Kevin's C/	Credit Card Payment AP Invoice.	0	9.96	01	01
				Totals for 202001336		409.96		
202001337	SUPER ONE	05/03/2021	Karla's C/	Blanket PO for FCS classes	2502100015	236.63	01	01
				Totals for 202001337		236.63		
202001338	SUPER ONE	05/03/2021	Karla's C/	Blanket PO for FCS classes	2502100015	24.27	01	01
				Totals for 202001338		24.27		
202001339	SUPER ONE	05/03/2021	Karla's C/	Blanket PO for FCS classes	2502100015	18.31	01	01
				Totals for 202001339		18.31		
202001340	SUPER ONE	05/03/2021	Karla's C/	Blanket PO for FCS classes	2502100015	31.88	01	01
				Totals for 202001340		31.88		
202001341	SUPER ONE	05/03/2021	Karla's C/	Blanket PO for FCS classes	2502100015	24.58	01	01
				Totals for 202001341		24.58		

CHECK		CHECK	INVOICE	INVOICE	PO			
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	NUMBER	AMOUNT	FD	FD
202001342	SUPER ONE	05/03/2021	Karla's C/	Blanket PO for FCS classes	2502100015	16.13	01	01
				Totals for 202001342		16.13		
202001343	SUPER ONE	05/03/2021	Karla's C/	Blanket PO for FCS classes	2502100015	18.42	01	01
				Totals for 202001343		18.42		
202001344	SUPER ONE	05/03/2021	Karla's C/	Blanket PO for FCS classes	2502100015	124.07	01	01
				Totals for 202001344		124.07		
202001345	SCHOOL NUTRITION DIRECTORS OF MN	05/03/2021	Karla's C/	School Nutrition Dues - Membership	7702100018	182.50	02	02
				Totals for 202001345		182.50		
202001346	SUPER ONE	05/03/2021	Karla's C/	Blanket PO for FCS classes	2502100015	15.96	01	01
				Totals for 202001346		15.96		
202001347	Amazon Business	05/03/2021	Laurie's C	FES Library Supplies	1302100340	30.55	01	01
				Totals for 202001347		30.55		
202001348	POSTMASTER	05/03/2021	Laurie's C	FES Mailing	1302100341	8.10	01	01
				Totals for 202001348		8.10		
202001349	Amazon Business	05/03/2021	Laurie's C	FES Face Masks	1302100337	71.88	01	01
				Totals for 202001349		71.88		
202001350	DELTA EDUCATION	05/03/2021	Laurie's C	FES Butterfly Project (1st Grade)	1302100334	197.28	01	01
				Totals for 202001350		197.28		
202001351	Amazon Business	05/03/2021	Laurie's C	FES Books 5th Grade (Erickson)	1302100335	59.34	01	01
				Totals for 202001351		59.34		
202001352	The Library Store	05/03/2021	Laurie's C	Credit Card Payment AP Invoice.	0	-5.01	01	01
	The Library Store	05/03/2021	Laurie's C	Credit Card Payment AP Invoice.	0	68.46	01	01
				Totals for 202001352		63.45		
202001353	Innovative	05/03/2021	Laurie's C	FES Supplies (some for Wood)	1302100331	71.76	01	01
				Totals for 202001353		71.76		
202001354	Innovative	05/03/2021	Laurie's C	Credit Card Payment AP Invoice.	0	71.24	01	01
				Totals for 202001354		71.24		
202001355	Innovative	05/03/2021	Laurie's C	FES Supplies	1302100320	184.76	01	01
				Totals for 202001355		184.76		
202001356	Innovative	05/03/2021	Laurie's C	FES Supplies	1302100322	2,799.78	01	01
				Totals for 202001356		2,799.78		
202001357	POSTMASTER	05/03/2021	Laurie's C	FES Mailings	1302100333	11.25	01	01
				Totals for 202001357		11.25		

CHECK		CHECK	INVOICE	INVOICE	PO			
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	NUMBER	AMOUNT	FD	FD
202001358	BMO	05/03/2021	Laurie's C	Credit Card Payment AP Invoice.	0	4.98	01	01
						Totals for 202001358	4.98	
202001359	MN DEPT OF HEALTH	05/03/2021	Laurie's C	Credit Card Payment AP Invoice.	0	200.00	01	01
						Totals for 202001359	200.00	
202001360	POSTMASTER	05/03/2021	Laurie's C	FES Mailing	1302100329	9.55	01	01
						Totals for 202001360	9.55	
202001361	Amazon Business	05/03/2021	Laurie's C	FES Supplies 5th Grade (Erickson)	1302100324	87.89	01	01
						Totals for 202001361	87.89	
202001362	Amazon Business	05/03/2021	Laurie's C	PK Graduation Caps (Walls)	1302100323	42.29	04	04
						Totals for 202001362	42.29	
202001363	Innovative	05/03/2021	Laurie's C	FES Supplies	1302100322	2,799.78	01	01
						Totals for 202001363	2,799.78	
202001364	SCHOLASTIC CLASSROOM MAGAZINE	05/03/2021	Missy's C/	FES Vending Machine Books	1302100325	1,276.51	11	11
						Totals for 202001364	1,276.51	
202001365	SCHOLASTIC CLASSROOM MAGAZINE	05/03/2021	Missy's C/	FES Vending Machine Books	1302100325	1,221.61	11	11
						Totals for 202001365	1,221.61	
202001366	Amazon Business	05/03/2021	Mike's C/C	Supplies	6052100112	123.38	01	01
						Totals for 202001366	123.38	
202001367	MENARDS	05/03/2021	Mike's C/C	Supplies	6052100111	11.28	01	01
						Totals for 202001367	11.28	
202001368	ProjectorLamps.com	05/03/2021	Mike's C/C	Supplies	6052100107	97.20	01	01
						Totals for 202001368	97.20	
202001369	ClstTechnologies	05/03/2021	Mike's C/C	Supplies	6052100104	3,720.00	01	01
						Totals for 202001369	3,720.00	
202001370	FRONTIER	05/03/2021	Stacy's C/	Monthly Telephone Service	8102100015	185.96	01	01
						Totals for 202001370	185.96	
202001371	LAMAR COMPANIES	05/03/2021	Stacy's C/	Billboard	7902100000	965.00	01	01
						Totals for 202001371	965.00	
202001372	Association of School Business Officials	05/03/2021	Stacy's C/	Professional Development Webinars	1102100047	349.00	01	01
						Totals for 202001372	349.00	
202001373	US POSTAL SERVICE	05/03/2021	Stacy's C/	Return Addressed Stamped Envelopes	1102100046	1,955.95	01	01
						Totals for 202001373	1,955.95	
202001374	MASBO	05/03/2021	Stacy's C/	MASBO / ASBO Membership Annual	1102100044	340.00	01	01

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	PO NUMBER	AMOUNT	FD	FD
				Totals for 202001374		340.00		
202001375	Aquatic Technolog Inc.	05/03/2021	Stacy's C/	Starting Blocks	7902100063	22,657.10	01	01
				Totals for 202001375		22,657.10		
202001376	FERRELLGAS	05/03/2021	Stacy's C/	Arena; Propane for Zamboni	8102100142	400.51	01	01
				Totals for 202001376		400.51		
202001377	MASBO	05/03/2021	Stacy's C/	Spring MASBO Conference	1102100040	110.00	01	01
				Totals for 202001377		110.00		
202001378	MASBO	05/03/2021	Stacy's C/	PDT webinar	1102100039	25.00	01	01
				Totals for 202001378		25.00		
202001379	PAUL BUNYAN COMMUNICATIONS	05/03/2021	Stacy's C/	Monthly Broadband Services	6052100000	1,200.00	01	01
				Totals for 202001379		1,200.00		
202001380	MIDCONTINENT COMMUNICATIONS	05/03/2021	Stacy's C/	Transpor; Internet Service	7602100005	85.00	01	01
				Totals for 202001380		85.00		
202001381	FERRELLGAS	05/03/2021	Stacy's C/	Arena; Propane for Zamboni	8102100142	314.68	01	01
				Totals for 202001381		314.68		
202001382	SUPER ONE	05/03/2021	Tim's C/C0	Science Class Parchment Paper	3002100109	16.14	01	01
				Totals for 202001382		16.14		
202001383	SUPER ONE	05/03/2021	Tim's C/C0	Science Class - Toothpicks	3002100100	64.32	01	01
				Totals for 202001383		64.32		
202001384	STATE SUPPLY CO, INC	05/03/2021	Tom's C/C0	Faucets for WEE and pool bathrooms	8102100193	926.91	01	01
				Totals for 202001384		926.91		
202001385	Amazon Business	05/03/2021	Tom's C/C0	Study books for boilers	8102100189	211.37	01	01
				Totals for 202001385		211.37		
202001386	DALCO	05/03/2021	Tom's C/C0	Toilet paper for small bathroom	8102100188	35.19	01	01
				Totals for 202001386		35.19		
202001387	MENARDS	05/03/2021	Tom's C/C0	Menards Blanket	8102100139	8.99	01	01
				Totals for 202001387		8.99		
202001388	Amazon Business	05/03/2021	Tom's C/C0	Study books for boilers	8102100189	138.74	01	01
				Totals for 202001388		138.74		
202001389	Amazon Business	05/03/2021	Tom's C/C0	Name tag for Ariana Zahradka	8102100190	10.93	01	01
				Totals for 202001389		10.93		
202001390	Amazon Business	05/03/2021	Tom's C/C0	Tent stakes for marking football fields.	8102100185	79.96	01	01
				Totals for 202001390		79.96		
202001391	3M Health and Safety Services	05/03/2021	Tom's C/C0	Cory's online respirator medical evaluation	8102100187	29.00	01	01
				Totals for 202001391		29.00		

CHECK		CHECK	INVOICE	INVOICE	PO			
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	NUMBER	AMOUNT	FD	FD
202001392	Amazon Business	05/03/2021	Tom's C/C0	bottle fill station filters	8102100184	164.28	01	01
				Totals for 202001392		164.28		
202001393	DALCO	05/03/2021	Tom's C/C0	FHS supplies	8102100175	86.44	01	01
				Totals for 202001393		86.44		
202001394	DALCO	05/03/2021	Tom's C/C0	FHS supplies	8102100175	16.67	01	01
				Totals for 202001394		16.67		
202001395	Amazon Business	05/03/2021	Tom's C/C0	Tires for old zero turn.	8102100180	164.62	01	01
				Totals for 202001395		164.62		
202001396	DALCO	05/03/2021	Tom's C/C0	FHS supplies	8102100175	-16.67	01	01
				Totals for 202001396		-16.67		
202001397	DALCO	05/03/2021	Tom's C/C0	FHS supplies	8102100175	332.28	01	01
				Totals for 202001397		332.28		
202001398	DALCO	05/03/2021	Tom's C/C0	FHS supplies	8102100175	1,207.58	01	01
				Totals for 202001398		1,207.58		
202001399	Amazon Business	05/03/2021	Vicki's C/	INK CARTRIDGE/WILL AWE	3002100097	29.89	01	01
				Totals for 202001399		29.89		
202001400	COCA-COLA BOTTLING CO	05/03/2021	Vicki's C/	Prom - Bottled Beverages	2122100003	15.98	11	11
				Totals for 202001400		15.98		
202001401	Hometown Hobby & Craft	05/03/2021	Vicki's C/	Credit Card Payment AP Invoice.	0	16.99	01	01
				Totals for 202001401		16.99		
202001402	POSTMASTER	05/03/2021	Vicki's C/	Postage for Ojibway Quiz bowl mailing-Tom Vollom	3002100098	49.85	01	01
				Totals for 202001402		49.85		
202001403	Amazon Business	05/03/2021	Vicki's C/	BINDER COMBS (BOOKLET MAKER)	3002100095	11.06	01	01
				Totals for 202001403		11.06		
202001404	SOUND NORTH	05/03/2021	Vicki's C/	Credit Card Payment AP Invoice.	0	372.50	01	01
				Totals for 202001404		372.50		
202001405	POSTMASTER	05/03/2021	Vicki's C/	Credit Card Payment AP Invoice.	0	233.00	01	01
				Totals for 202001405		233.00		
202001406	Aviben	05/07/2021	20210507AD	Payroll accrual	0	119.23	01	01
	Aviben	05/07/2021	20210507AD	Payroll accrual	0	196.14	01	01
	Aviben	05/07/2021	20210507AD	Payroll accrual	0	1,371.07	01	01
	Aviben	05/07/2021	20210507AD	Payroll accrual	0	3,229.41	01	01
	Aviben	05/07/2021	20210507AD	Payroll accrual	0	46.15	04	04
	Aviben	05/07/2021	20210507AD	Payroll accrual	0	2,427.65	01	01
	Aviben	05/07/2021	20210507AD	Payroll accrual	0	430.77	01	01

CHECK		CHECK	INVOICE	INVOICE	PO			
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	NUMBER	AMOUNT	FD	FD
202001406	Aviben	05/07/2021	20210507AD	Payroll accrual	0	280.94	01	01
	Aviben	05/07/2021	20210507AD	Payroll accrual	0	791.88	01	01
	Aviben	05/07/2021	20210507AD	Payroll accrual	0	203.61	01	01
	Aviben	05/07/2021	20210507AD	Payroll accrual	0	250.00	01	01
	Aviben	05/07/2021	20210507AD	Payroll accrual	0	3,017.88	01	01
	Aviben	05/07/2021	20210507AD	Payroll accrual	0	65.38	04	04
	Aviben	05/07/2021	20210507AF	TSA Benefit	0	92.30	01	01
	Aviben	05/07/2021	20210507AF	TSA Benefit	0	196.14	01	01
	Aviben	05/07/2021	20210507AF	TSA Benefit	0	272.89	01	01
	Aviben	05/07/2021	20210507AF	TSA Benefit	0	1,328.34	01	01
	Aviben	05/07/2021	20210507AF	TSA Benefit	0	46.15	04	04
	Aviben	05/07/2021	20210507AF	TSA Benefit	0	595.85	01	01
	Aviben	05/07/2021	20210507AF	Payroll accrual	0	111.53	01	01
	Aviben	05/07/2021	20210507AF	TSA Benefit	0	46.15	01	01
	Aviben	05/07/2021	20210507AF	TSA Benefits	0	298.67	01	01
	Aviben	05/07/2021	20210507AF	TSA Benefit	0	182.18	01	01
	Aviben	05/07/2021	20210507AF	TSA Benefit	0	65.38	01	01
	Aviben	05/07/2021	20210507AF	TSA Benefit	0	882.76	01	01
	Aviben	05/07/2021	20210507AF	TSA Benefit	0	65.38	04	04
Totals for 202001406						16,613.83		
202001407	Empower Retirement	05/07/2021	20210507AD	Payroll accrual	0	310.00	01	01
	Empower Retirement	05/07/2021	20210507AD	Payroll accrual	0	20.00	04	04
	Empower Retirement	05/07/2021	20210507AD	Payroll accrual	0	12.17	01	01
	Empower Retirement	05/07/2021	20210507AD	Payroll accrual	0	23.12	04	04
	Empower Retirement	05/07/2021	20210507AF	Deferred Comp 457 Benefit	0	12.17	01	01
	Empower Retirement	05/07/2021	20210507AF	Deferred Comp 457 Benefit	0	23.12	04	04
	Empower Retirement	05/07/2021	20210507AF	HCSP	0	2,761.55	01	01
	Empower Retirement	05/07/2021	20210507AF	HCSP	0	83.84	04	04
Totals for 202001407						3,245.97		
202001408	Internal Revenue Service	05/07/2021	20210507AD	Payroll accrual	0	20,041.51	01	01
	Internal Revenue Service	05/07/2021	20210507AD	Payroll accrual	0	627.48	04	04
	Internal Revenue Service	05/07/2021	20210507AD	Payroll accrual	0	754.03	02	02
	Internal Revenue Service	05/07/2021	20210507AD	Payroll accrual	0	1,235.00	01	01
	Internal Revenue Service	05/07/2021	20210507AD	Payroll accrual	0	157.03	01	01
	Internal Revenue Service	05/07/2021	20210507AD	Payroll accrual	0	23,634.72	01	01
	Internal Revenue Service	05/07/2021	20210507AD	Payroll accrual	0	810.94	04	04
	Internal Revenue Service	05/07/2021	20210507AD	Payroll accrual	0	540.68	02	02
	Internal Revenue Service	05/07/2021	20210507AD	Payroll accrual	0	4,687.15	01	01
	Internal Revenue Service	05/07/2021	20210507AD	Payroll accrual	0	146.76	04	04

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	PO NUMBER	AMOUNT	FD	FD
202001408	Internal Revenue Service	05/07/2021	20210507AD	Payroll accrual	0	176.33	02	02
	Internal Revenue Service	05/07/2021	20210507AF	FICA Benefit	0	20,041.51	01	01
	Internal Revenue Service	05/07/2021	20210507AF	FICA Benefit	0	627.48	04	04
	Internal Revenue Service	05/07/2021	20210507AF	FICA Benefit	0	754.03	02	02
	Internal Revenue Service	05/07/2021	20210507AF	Medicare Benefit	0	4,687.15	01	01
	Internal Revenue Service	05/07/2021	20210507AF	Medicare Benefit	0	146.76	04	04
	Internal Revenue Service	05/07/2021	20210507AF	Medicare Benefit	0	176.33	02	02
Totals for 202001408						79,244.89		
202001409	MINNESOTA REVENUE	05/07/2021	20210507AD	Payroll accrual	0	310.00	01	01
	MINNESOTA REVENUE	05/07/2021	20210507AD	Payroll accrual	0	20.00	02	02
	MINNESOTA REVENUE	05/07/2021	20210507AD	Payroll accrual	0	11,665.69	01	01
	MINNESOTA REVENUE	05/07/2021	20210507AD	Payroll accrual	0	381.74	04	04
	MINNESOTA REVENUE	05/07/2021	20210507AD	Payroll accrual	0	300.70	02	02
Totals for 202001409						12,678.13		
202001410	MN Teachers Retirement Association	05/07/2021	20210507AD	Payroll accrual	0	15,248.61	01	01
	MN Teachers Retirement Association	05/07/2021	20210507AD	Payroll accrual	0	599.84	04	04
	MN Teachers Retirement Association	05/07/2021	20210507AD	Payroll accrual	0	36.52	02	02
	MN Teachers Retirement Association	05/07/2021	20210507AF	TRA Benefit	0	16,529.43	01	01
	MN Teachers Retirement Association	05/07/2021	20210507AF	TRA Benefit	0	650.22	04	04
	MN Teachers Retirement Association	05/07/2021	20210507AF	TRA Benefit	0	39.59	02	02
Totals for 202001410						33,104.21		
202001411	Public Employees Retirement Association	05/07/2021	20210507AD	Payroll accrual	0	30.00	01	01
	Public Employees Retirement Association	05/07/2021	20210507AD	Payroll accrual	0	6,828.54	01	01
	Public Employees Retirement Association	05/07/2021	20210507AD	Payroll accrual	0	140.27	04	04
	Public Employees Retirement Association	05/07/2021	20210507AD	Payroll accrual	0	799.18	02	02
	Public Employees Retirement Association	05/07/2021	20210507AF	DCP Benefit	0	30.00	01	01
	Public Employees Retirement Association	05/07/2021	20210507AF	PERA Benefit	0	7,879.08	01	01
	Public Employees Retirement Association	05/07/2021	20210507AF	PERA Benefit	0	161.86	04	04
	Public Employees Retirement Association	05/07/2021	20210507AF	PERA Benefit	0	922.13	02	02
Totals for 202001411						16,791.06		
202001412	MN PEIP	05/12/2021	1087425	Health Insurance-June	0	117,327.64	01	01
Totals for 202001412						117,327.64		
202121200	Boe, Angel	04/23/2021	033121	March Mileage	0	19.60	01	01
Totals for 202121200						19.60		
202121201	Christianson, Ginger	04/23/2021	033121	March Mileage	0	45.58	01	01
Totals for 202121201						45.58		
202121202	Mankus, Linda	04/23/2021	033121	March Mileage	0	7.84	01	01
Totals for 202121202						7.84		
202121203	Rousseau, Abby	04/23/2021	033121	March Mileage	0	9.80	01	01

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	PO NUMBER	AMOUNT	FD	FD
					Totals for 202121203	9.80		
202121204	Scholler, Angela	04/23/2021	033121	March Mileage	0	16.80	01	01
					Totals for 202121204	16.80		
202121205	McDonald, George	04/29/2021	Track 4/29	Track & Field Official on 4/29/21 vs MIB & Rock Ridge	0	90.00	01	01
					Totals for 202121205	90.00		
202121206	Leseman, Stacey	05/14/2021	043021	April Mileage	0	41.44	01	01
					Totals for 202121206	41.44		
202121207	Mankus, Linda	05/14/2021	043021	April Mileage	0	23.52	01	01
					Totals for 202121207	23.52		
202121208	Norton, Keri	05/14/2021	043021	April Mileage	0	6.16	01	01
					Totals for 202121208	6.16		
202121209	Wilson, June	05/14/2021	043021	April Mileage	0	23.52	01	01
					Totals for 202121209	23.52		
					Totals for checks	921,080.81		

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General Operating Fund	549,702.86	175.00	322,321.79	872,199.65
02	Food Service	8,322.05	0.00	20,096.30	28,418.35
04	Community Service	9,156.50	68.00	5,298.27	14,522.77
11	General Donations Fund	0.00	0.00	5,940.04	5,940.04
***	Fund Summary Totals ***	567,181.41	243.00	353,656.40	921,080.81

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

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

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

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

Definitions:

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

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

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

NOW, THEREFORE, it is agreed:

I. DUTIES & RESPONSIBILITIES

A. Bemidji State University shall:

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

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

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

Ensure that the BSU records office:

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

Ensure that each university faculty mentor:

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

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

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

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

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

Ensure the following course scheduling requirements:

- The maximum enrollment of a concurrent enrollment course (concurrent enrollment students and non-concurrent enrollment students combined) must not exceed 28 without prior approval of the faculty mentor.
- Concurrent enrollment courses shall not simultaneously enroll concurrent enrollment and non-concurrent enrollment students except as follows:
  - A high school that wishes to have the University offer a PSEO concurrent enrollment course to its students, but cannot generate sufficient enrollment to offer that course only to concurrent enrollment students, may request approval for an exception from the University’s President, who shall approve or deny the request after the appropriate University consultation process (MinnState Policy Chapter 3.5.1, Part 4, Subpart H).
  - Enrollment of concurrent enrollment students in a course must be greater than the enrollment of non-concurrent enrollment students in the same class. (MinnState Policy Chapter 3.5.1 Part 4 Subpart H).
  - Students may choose to be non-current enrollment students and not receive university credit, even if they are eligible and qualify for the course.

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

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

## II. OTHER PROVISIONS

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

### Teacher Qualifications

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

### Student Requirements

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

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

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

#### Dropping and Adding a Course

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

#### Withdrawal

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

### III. CONSIDERATION AND TERMS OF PAYMENT.

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

Falls High School agrees to pay the University \$3000 per concurrent enrollment course. With permission of the sponsoring BSU academic department, up to two sections of each course may be offered by the High School per semester. Proposed course offerings for the 2021-22 academic year include:

#### Fall Semester 2021

ECON 2100 Macroeconomics  
ENGL 1151 Composition  
HST 1304 World History 1, Prehistory - 1500  
MATH 1100 Mathematical Reasoning

MATH 1470 Precalculus

Spring Semester 2022

BUAD 1100 Introduction to Business  
ENGL 2152 Argument and Exposition  
ENGL 2337 American Literature  
HST 1305 World History II, 1500-present  
MATH 1170 College Algebra  
MATH 2471 Calculus I  
POL 1200 Introduction to American Politics

- B. Terms of Payment. Payment shall be made by the high school within thirty (30) days after the University has presented invoices for services performed to the high school.
- IV. TERMS OF AGREEMENT. This agreement shall be effective July 1, 2021, or upon the date that the final required signature is obtained by the University, whichever occurs later, and shall remain in effect until June 30, 2022, or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.
- V. CANCELLATION. This Agreement may be cancelled during its term only by mutual agreement between the High School and the University. In the event of such a cancellation, the University shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
- VI. ASSIGNMENT. Neither the University nor the High School may assign or transfer any rights or obligations under this Agreement without the prior consent of the other part.
- VII. AMENDMENTS. Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original agreement, or their successors in office.
- VIII. LIABILITY. The High School agrees to indemnify and save and hold the University, its representatives and employees, harmless from any and all claims or cause of action arising from the performance of this contract by the High School or the High School's agents or employees. This clause shall not be construed to bar any legal remedies the high school may have for the University's failure to fulfill its obligations pursuant to this contract.
- IX. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. The High School agrees that in fulfilling the duties of this contract, the High School is responsible for complying with the applicable provisions of the American with Disabilities Act, 42 U.S.C. Section 12101, et seq. and regulations promulgated pursuant to it. The University is not responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

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

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

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

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

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

Name: Tim Everson

Address: 1515 11<sup>th</sup> St, International Falls, MN 55649

Telephone: 218-283-2571, ext. 104

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

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

Name: Lynn Johnson, Extended Learning

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

Telephone: 218-755-2068

E-Mail: ljohnson@bemidjistate.edu

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

APPROVED:

FALLS HIGH SCHOOL

By \_\_\_\_\_  
Superintendent

Dated: \_\_\_\_\_

BEMIDJI STATE UNIVERSITY

By \_\_\_\_\_  
Associate Vice President, Academic Affairs

Dated: \_\_\_\_\_

# 2021-2024 District Order Form

**District Name: International Falls**

**Thank you for partnering with Renaissance to accelerate learning for all students!  
We look forward to serving your school district in the upcoming school year.**

## Summary

Your Regional Package Includes: Star360 Assessment Suite, Hosting/Platform fee, and professional development for your selected staff.

### STAR360 Includes

- Star Reading
- Star Math
- Star Early Literacy
- Star Custom
- Star Spanish (reading, math, early literacy)
- Planner
- Star CBM Reading
- Star CBM Math

### Professional Development Includes

- (2) 90-minute virtual seminars per school, per year. Sessions are fully customized to district, school, and/or regional goals. Approximately 30 attendees per session.
- (9) 6-hour onsite PD days per year shared among participating districts. All PD is fully customized to meet objectives set by district and school leaders. \*Can be virtual due to covid.

Total Districts: 21  
Total Schools: 56  
Total students 20,000

## District Details

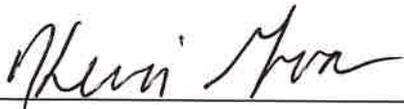
- (935) STAR360 Assessment Licenses
- (2) Hosting/Platform fees (1 per school)
- (4) 90-minute virtual seminars (2 per school), provided yearly
- (9) Shared onsite PD days between Region, provided yearly

**Subscription dates: September 1<sup>st</sup>, 2021 – August 30<sup>th</sup>, 2024**

**Total: \$47,977.50**

Please sign below indicating your commitment to purchasing the above package as part of the regional group purchase.

Signature:



Date:

5-10-2021

Explore additional services to maximize Star data and drive personalized learning in reading and math

Solutions	Price per student /per year * must purchase 3 years to align to regional purchase dates	School	Quantity per school
Accelerated Reader	\$7.00		
Freckle Math	\$12.00		
Freckle ELA	\$12.00		
Freckle Math and ELA	\$20.00		
Freckle Math/ELA/ Science/Social Studies	\$28.00		
myOn Reader	\$12.00		
myOn News	\$3.00		
Lalilo (k-2 foundational literacy)	*prices based on tier system		
Custom Data Integration (district) < 1,500 students	Year 1 = \$5,000 Year 2 = \$2,500		
Custom Data Integration (district) > 1,501 students	Year 1 = \$7,500 Year 2 = \$3,125		
*additional myOn Publisher packages	*prices vary by publisher package		
Added Professional Development (90-minute virtual seminar)	\$450.00 per session		

Please contact your Renaissance Representatives to secure regional pricing at the above 3-year rate.

Nikki Hansen  
[Nikki.hansen@renaissance.com](mailto:Nikki.hansen@renaissance.com)  
 612-357-1025

Rachel Bertagnoli  
[Rachel.bertagnoli@renaissance.com](mailto:Rachel.bertagnoli@renaissance.com)  
 866-898-6331

# **RENAISSANCE GROUP PURCHASING PROPOSAL**

## **March 24, 2021**

### **WHO ARE WE?**

Chisholm Independent School District 695, Cook County School District 166, Crosby School District 182, Deer River School District 317, Ely School District 696, Floodwood School District 698, Grand Rapids ISD 318, Greenway ISD 316, Hibbing Independent School District 701, Hill City Community School, International Falls ISD 361, Lake Superior School District 381, Littlefork-Big Falls District 362, Marquette Elementary School, Mountain Iron-Buhl District 712, Nashwauk-Keewatin District 319, Nett Lake Elementary School, Northland Community Schools, Northland Learning Center, Rock Ridge, St. Louis County ISD 2142

56 Schools and 20,000 students

### **WHAT ARE THE BENEFITS OF DOING THIS TOGETHER?**

These districts are currently using Renaissance at different levels of implementation due to the additional costs of services and training. Also, the cost of the program is discounted based on the number of students, schools and districts so when we work together, we save money. The goal is to cooperatively purchase this program and work together to train staff in using the testing data for instruction. The power of working together on this project would be to bring administrators, subject level teachers, and grade level teachers together. This will also help us as we grow programs, such as our gifted programs, and provide transparency as we look to work together in other areas of education.

### **WHY ARE WE ASKING FOR THIS NOW?**

As we return from the last year and the impact COVID has had on us, this data will be valuable as we look at where students are when they return to school and monitor their progress as we move forward. The ability to create programs and work together using common assessment data would be a powerful tool for the leaders of these districts. This is more than the program, this is consistency across districts and a structure to work together to improve instruction across the region.

### **WHAT ARE THE NEXT STEPS?**

All districts would need to agree to proceed for the current level of discounts. This is a 3 year obligation. This is a cost savings of \$181,000 for the combination of testing and Professional development across the districts. That being said, this is the direction we would need to proceed:

1. All districts sign the contract today and become responsible for the amount on the contract, due this year for the next 3 years. This allows the contracts to begin and districts to move forward with implementation.
2. We decide that we will move forward and ask for the money and if the money is awarded, no amount will be billed to school districts.

The other option is to end these efforts and proceed as individual districts.

If you have questions or concerns, please contact me.

Kristi Berlin, Director of Teaching and Learning  
St. Louis County Schools and Mountain Iron-Buhl Schools  
(218)213-2362  
kberlin@isd2142.k12.mn.us







# Power growth with Renaissance Star 360

Renaissance’s comprehensive assessment solution can bolster the regional integrated learning model supported by Education Innovation Partners (EIP). The **Star 360 assessment suite** uses computer-adaptive technology and interim and formative assessment tools to provide educators with an accurate, unbiased view of academic progress. The solution gives educators the power to assess learning quickly, study performance data to illuminate strengths and challenges, and differentiate learning plans for students of all demographics and at all levels of achievement. What’s more, Star 360 enables educators to monitor progress along personalized learning progressions that are aligned to the Minnesota K–12 Academic Standards. The standards-based assessments of Star 360 include:

To learn more, please contact your strategic field account executive, Nikki Hansen, at (612) 357-1025 or [nikki.hansen@renaissance.com](mailto:nikki.hansen@renaissance.com).

- **Star Early Literacy**, a norm-referenced computer-adaptive assessment that assesses the development of key early literacy and early numeracy skills. It can be used for students in grades pre-K–1 and with struggling readers through grade 3.
- **Star Reading**, a norm-referenced computer-adaptive assessment that assesses the higher-order comprehension skills of independent readers in grades K–12. It measures a student’s understanding of vocabulary, ability to comprehend texts, and ability to analyze, understand, and evaluate texts.
- **Star Math**, a norm-referenced computer-adaptive test for students in grades 1–12. It assesses a student’s grasp of concepts including numbers and operations, algebraic thinking, geometry, measurement, data analysis, statistics, and probability.
- **Star Spanish**, which offers Spanish-language versions of the above assessments. New enhancements included new test items written in authentic Spanish to assess skills and standards that do not exist in English and a new Spanish-language learning progression that pinpoints Spanish-language skills mastery.
- **Star CBM**, a set of curriculum-based measures (CBMs) designed to isolate early learning skills that form a strong foundation for future learning in reading (K–6) and math (K–3). By assessing a student’s development with short one-minute CBMs, teachers gain insight on how to group students for instruction or shape intervention for each learner’s needs.
- **Star Custom**, a custom assessment platform for students in pre-K–grade 12 including pre-developed items and skills quizzes for reading, math, and science.

## Deliver a comprehensive assessment solution with Star 360

The Star 360 computer-adaptive tests are built on sound psychometric theory and years of careful research and development. Teachers and students benefit from the wide range of actionable data that these assessments deliver in minimal testing time.

The Star 360 assessments concentrate content at a student’s current performance level—regardless if that level is at, above, or below grade level. Question difficulty typically increases after a correct answer and decreases after an incorrect answer. This design reduces testing frustration, ensures accurate results in a minimal period of time, and

eliminates guesswork about whether a student has mastered a skill. It also helps teachers to maximize instructional time, as they do not need to re-teach skills that students already know as evidenced by their Star 360 test scores.

## Equip educators with valid, reliable, efficient insights into performance

Star 360 can help educators make data-driven decisions by providing the following:

- **Validity and reliability.** Star Reading and Star Math have met the high standards for reliability and validity that were set forth by the National Center on Response to Intervention, a trusted source for unbiased evaluation of screening assessments and progress monitoring tools, and have also met the high psychometric standards for reliability and validity used for more frequent progress monitoring established by the National Center on Intensive Intervention.
- **Versatility.** Star 360 can be used for several purposes, including: universal screening, progress monitoring, differentiating instruction, predicting state test proficiency, estimating mastery of Minnesota K–12 Academic Standards, projecting performance on The Minnesota Comprehensive Assessments (MCAs), and measuring growth during a school year and longitudinally.
- **Comprehensive skills-based reports.** Available immediately after students complete an assessment, the full complement of reports gives educators and parents essential information about students' learning progress and growth over time. Dashboards, updated nightly, give educators and school and district administrators a clear picture of reading and math skills mastery and achievement across a school or district.
- **Alignment to state standards.** Star 360 computer-adaptive assessments are aligned with the Minnesota K–12 Academic Standards for reading and math, so students are assessed in terms of the content they are learning in today's classrooms.
- **Efficiency.** Average testing times are 10–15 minutes for Star Early Literacy, 15–20 minutes for Star Reading, and 20–30 minutes for Star Math, leaving more classroom time than other assessment systems for learning and skills-based practice. Teachers also gain valuable teaching time because the online system administers and scores the tests.

Star CBM, the new set of new curriculum based measures developed by Renaissance to provide an efficient, accurate assessment of students' emerging abilities, can help educators quickly assess strengths and needs for early learners. Designed to be administered 1:1 in less than one minute per measure, Star CBM provides educators with precise insights into elementary students' development in reading and mathematics.

Star 360 serves as a strong solution for EIP because it is:



### Purposeful

Inform instruction, monitor progress, track mastery, and target practice.



### Proven

Trust research-proven tests to deliver reliable, valid, and actionable data.



### Powerful

See where students stand on the path to proficiency in about 20 minutes.



### Centralized

Track performance across all schools and grades on a unified platform.

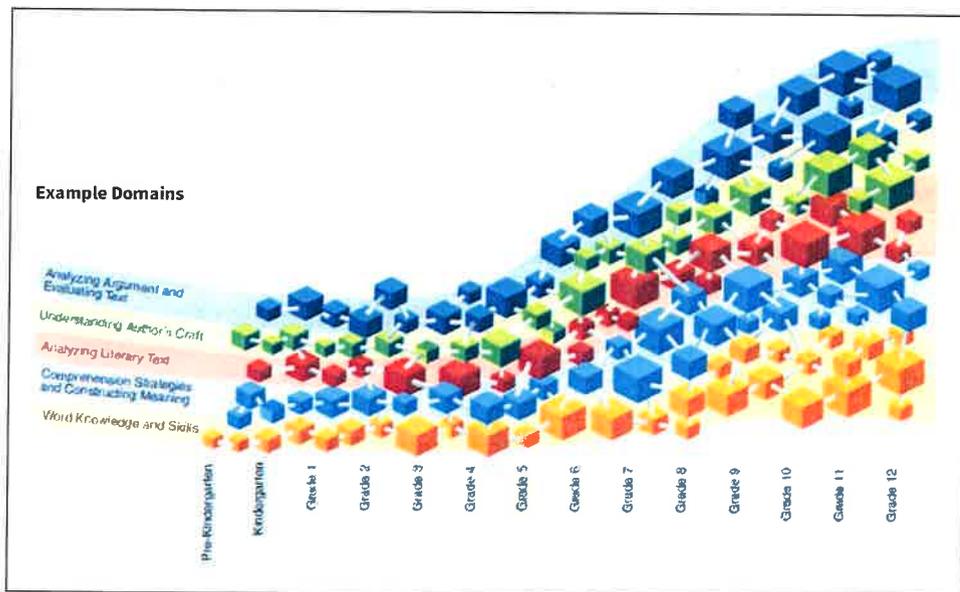
## Guide learning on Minnesota-aligned learning progressions

Star 360 helps teachers understand how their students are performing in relation to skills and state standards, so those teachers can individualize instruction and improve learning outcomes. Renaissance’s learning progressions for reading and math provide educators with suggestions of what students are ready to learn next. These learning progressions have been empirically validated using dynamic calibration and student response data, ordering skill items and cross-linking them into a true mapping of skills that build on each other and serve as prerequisites to one another. The order of skills in the learning progression is based on each state’s standards, analyses of associated item-response data from thousands of students, and research around teachable order.

The high volume of Star 360 assessments administered worldwide and resulting data allow Renaissance to place learning progression skills onto the Star scale, where student individual performance is represented as a scaled score. This makes it easy to find where a student is currently in their learning trajectory. After administering a Star 360 assessment, a student’s scaled score places them on the Minnesota-specific learning progression and identifies how the student is performing in relation to the standards.

Renaissance has built—and updates—learning progressions for every state based on currently assessed state standards (figure 1). As a result, the learning progressions built for Minnesota incorporate the unique skills of Minnesota K–12 Academic Standards. Reported data reflects student performance in relation to Minnesota K–12 Academic Standards’ learning expectations. The learning progressions built for Minnesota help teachers plan

*Figure 1. Guide learning along the Minnesota-specific learning progressions. This sample progression for reading below shows how teachers are able to guide learning along a progression of interrelated, building skills that advance students strategically toward mastery.*



instruction by identifying the specific skills that each student needs to learn to meet the standards’ grade-level expectations, kindergarten through high school.

## Access and share reports to accelerate learning

We designed our reports and dashboards with extensive input from educators and administrators to ensure they are intuitive and easy to use. Reports provide essential information about students' learning progress, areas for improvement, and growth over time, while dashboards display information in at-a-glance widgets, graphs, and charts. Reports and dashboards may be printed, viewed onscreen, or saved as PDF files. Both offer a collection of pre-set reports and results; both can be customized by adding or removing information or customizing criteria to address specific needs. The wealth of norm-referenced, criterion-referenced, and specialized scores that the Star 360 assessments report helps teachers ensure students are on track to meet state benchmarks, drive instruction, and detect and resolve students' gaps in foundational skills via intervention.

To review the variety of data-rich reports available in Star 360, please visit [http://bit.ly/Star360\\_RGPREports](http://bit.ly/Star360_RGPREports).

Star 360's built-in reporting features present assessment data in targeted summaries and support several related functions, including:

- Grouping students for instruction.
- Tracking student achievement by class, grade, school, or specific characteristics.
- Connecting educators to free, relevant instructional resources embedded within the Star 360 system.
- Setting student growth goals.
- Launching and managing student interventions.
- Monitoring student progress and growth.
- Forecasting MCAs and high stakes test proficiency.
- Generating consolidated reports, which draw information from multiple Renaissance programs into a single report to present a more complete view of student achievement.

Standard, pre-set reports help educators answer specific questions to improve instruction, such as "Which students are reaching benchmark, and which need intervention?", "What skills are my students ready to learn next?", "What prerequisite skills do my students need to know to understand the current lesson?", and "Are my students on track to reach proficiency on the state test?" Reports available for the Star Early Literacy, Star Reading, and Star Math computer-adaptive assessments are detailed in table 1.

**Table 1. Access valid, reliable, actionable data immediately.** Star assessment data populates the following reports to inform instruction and help educators best support student growth.

Name	Report Description	Star Early Literacy	Star Reading	Star Math
Student Diagnostic Report	Presents diagnostic and skill information for an individual student	✓	✓	✓
Growth Report	Shows growth for students over time, with an emphasis on student growth percentile	✓	✓	✓
Class Instructional Planning Report	Provides list of recommended skills for class or group instruction based on the most recent assessment	✓	✓	✓

Name	Report Description	Star Early Literacy	Star Reading	Star Math
Student Instructional Planning Report	Provides list of recommended skills for individualized instruction based on most recent assessment	✓	✓	✓
Screening Report—Class	Graphs students' placement above/below benchmarks based on Star 360 scores	✓	✓	✓
Student Progress Monitoring Report	Graphs and individual student's progress toward goal	✓	✓	✓
Summary Report—Class	Summarizes student test results for a specific date range	✓	✓	✓
Annual Progress Report—Class	Graphs class or student progress over the course of a school year	✓	✓	✓
Annual Progress Report—Student	Graphs student progress over the course of a school year	✓	✓	✓
Parent Report—English	English-language informational letter for parents and guardians	✓	✓	✓
Parent Report—Spanish	Spanish-language informational letter for parents and guardians	✓	✓	✓
Reading Range Report	Provides reading range information for each student		✓	
State Performance Report—Class	Graphs the percent of students on the pathway to proficiency on MCAs		✓	✓
State Performance Report—Student	Graphs a student's pathway to proficiency on the MCAs		✓	✓
Test Activity	Shows students who have and have not tested during specific date ranges	✓	✓	✓
Test Record	Shows individual results for tests taken within a specific date range	✓	✓	✓

## Provide a mix of in-person, virtual, and on-demand support

Renaissance and EIP want to ensure all district educators have the ongoing support they need to effectively use Renaissance Star 360 to help enhance educational opportunities for all learners.

Renaissance's customizable professional development services are designed for each district to teach educators new strategies and skills, help them apply what they learn in their local classrooms, and monitor outcomes to drive continuous improvement.

To help EIP and its partners achieve their goals, we will customize a personalized professional learning plan for each district that may include a mix of in-person and remote support.

Forms of professional learning opportunities and ongoing support will include:

- **Custom on-site seminars**, which represent hands-on professional learning opportunities for up to 30 participants per session to prepare teachers and administrators to effectively implement Star 360.

- **Virtual learning sessions**, which serve as an interactive, affordable options to deepen educators' knowledge of effective strategies for using Star 360, delivered by a Renaissance Coach or Consultant.
- **Smart Start product training**, which is are self-paced, on-demand, online training programs that outline critical first steps to start using Star 360; most users can complete each Smart Start training in about 45 minutes and users may revisit training modules as often as they wish
- **Unlimited customer support**, which includes e-mail (answers@renaissance.com), toll-free phone (800-338-4204), and live chat support (accessible within the Renaissance platform) with Renaissance technical experts on weekdays from 6:30 am to 7:00 pm central time

Should EIP or district leaders desire additional services, Renaissance's professional development experts would be delighted to work with the district to create a customized solution that best meets your needs and implementation goals.

More information can be found at <https://www.renaissance.com/services/professional-development/>.

## Partner with an education leader committed to success for all

Renaissance is eager to help EIP implement solutions that are bolstered by targeted, accessible professional development services. Our solution provides comprehensive support for your goals because:

- Our efficient Star 360 assessments pinpoint what students know and provide robust insights into performance to keep educators informed on individual student progress.
- Minnesota-specific learning progressions in Star 360 identify what students know and connect them to educational resources which helps them master what they are ready for next.
- Professional development opportunities and customer support will make certain that every educator served by EIP will have access to the resources they need to make Star 360 an essential tool for accelerating learning of all students.

We appreciate the opportunity to share this information with EIP as we build our partnership. We are eager to continue our dialogue about building a solution that is will help districts support learning at all levels and empower teachers to assess learning, compare results, and maximize growth.



May 10, 2021

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

Dear Board Members:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for Independent School District No. 361 (“you,” “your,” or “the entity”) for the year ended June 30, 2021.

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

#### **Audit services**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Independent School District No. 361, as of and for the year ended June 30, 2021, and the related notes to the financial statements.

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

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

#### **Nonaudit services**

We will also provide the following nonaudit services:

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

#### **Audit objectives**

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

accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

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

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

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

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

### **Auditor responsibilities, procedures, and limitations**

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

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

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

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

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

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

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

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

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

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

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

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

### **Management responsibilities**

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

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

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

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

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

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

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

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

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

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

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

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

### **Responsibilities and limitations related to nonaudit services**

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

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

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

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

### **Use of financial statements**

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

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

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

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

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

**Engagement administration and other matters**

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

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

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

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

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit

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

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

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

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

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

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

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

### **Mediation**

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

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

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

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

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

**Time limitation**

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

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

**Fees**

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. Based on our preliminary estimates, the total fees and expenses for the engagement should approximate \$21,800 for the audit and for entering the information in the Data Collection Form SF-SAC and creating the single audit reporting package, plus the 5% technology fee. These estimates are based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee and expense estimates. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and related fees and to reimburse us for all out-of-pocket expenditures through the date of termination.

***Changes in accounting and audit standards***

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

***Changes related to COVID-19***

COVID-19 continues to have significant direct and indirect impacts on financial reporting, disclosure requirements, and the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in this letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

***Other fees***

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

***Finance charges and collection expenses***

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

***HIPAA Business Associate Agreement***

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

***Consent***

***Consent to use financial information***

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

***Subcontractors***

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

**Agreement**

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

Sincerely,

**CliftonLarsonAllen LLP**



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

**Response:**

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

Authorized governance signature: \_\_\_\_\_

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

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

Authorized management signature: \_\_\_\_\_

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

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

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

**BOARD POLICY 410  
Family and Medical Leave Policy**

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

Revised \_\_\_ April 2016 \_\_\_\_\_

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

**I. PURPOSE**

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

**II. GENERAL STATEMENT OF POLICY**

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

**III. DEFINITIONS**

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered service member” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or

therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.
- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered service member” means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin.
- F. “Outpatient status” means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or

2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
  2. to attend military events and related activities of a covered military member;
  3. to address issues related to childcare and school activities of a covered military member’s child;
  4. to address financial and legal arrangements for a covered military member;
  5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
  6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
  7. to attend post-deployment activities related to a covered military member;
  8. to address parental care needs; and
  9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
  2. continuing treatment by a health care provider.
- I. “Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

J. “Veteran” has the meaning given in 38 U.S.C. § 101.

#### IV. LEAVE ENTITLEMENT

##### A. Twelve-week Leave Under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
  - a. birth of the employee’s child and to care for such child;
  - b. placement of an adopted or foster child with the employee;
  - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
  - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
  - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered duty, or notified of an impending call or order to covered duty, in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement for FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
  - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and

- b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member In the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran. and is:
- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
  - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
  - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
  - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of twelve weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment,

the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Service member Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member.

The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.

2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

## **V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES**

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
  1. take leave for the entire period or periods of the planned medical treatment; or

2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
  2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
  3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

## VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

## IV. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.

- B. This policy will be reviewed at least annually for compliance with state and federal law.

***Legal References:*** Minn. Stat. §§ 181.940-181.944 (Parenting Leave)  
10 U.S.C. §101 *et seq.* (Armed Forces General Military Law)  
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)  
38 U.S.C. § 101 (Definitions)  
29 C.F.R. Part 825 (Family and Medical Leave Act)

***Cross References:*** MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family Medical Leave Act Summary)

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

**BOARD POLICY 413  
Harassment and Violence**

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

Revised \_\_\_ June 2018 \_\_\_

**413 HARASSMENT AND VIOLENCE**

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

**I. PURPOSE**

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

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

**II. GENERAL STATEMENT OF POLICY**

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

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

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

### **III. DEFINITIONS**

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

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

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

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

D. Protected Classifications; Definitions

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

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

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

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

F. Sexual Harassment; Definition

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

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

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

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

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

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

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

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

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

G. Sexual Violence; Definition

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

H. Violence; Definition

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

**IV. REPORTING PROCEDURES**

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

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

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

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

Contact information is as follows:

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

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

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

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

## **V. INVESTIGATION**

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

## **VI. SCHOOL DISTRICT ACTION**

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

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

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

## **VII. RETALIATION OR REPRISAL**

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

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

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

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

**X. DISSEMINATION OF POLICY AND TRAINING**

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

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

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

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

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

**BOARD POLICY 414  
Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

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

Revised \_\_\_ September 2019 \_\_\_\_\_

*[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]*

**I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

**III. DEFINITIONS**

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
  - 1. is not likely to occur and could not have been prevented by exercise of due care; and
  - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the

facility are in compliance with the laws and rules relevant to the occurrence of event.

- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch.260C (child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated Reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
  - 1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical care, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
  - 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
  - 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
  - 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
  - 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
  - 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4 6, Clause (5);
  - 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or

8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake: means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical Abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. §125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any non-accidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in

sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- I. "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- J. "Sexual Abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. §243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- K. "Mental Injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- L. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person

responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any

punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

***[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]***

## **V. INVESTIGATION**

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

**VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

**VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

**VIII. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, Subd.4 6, Clause (5) (Child in Need of Protection)

Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
Minn. Stat. § 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)  
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)  
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

***Cross References:*** MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

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

**BOARD POLICY 415  
Mandated Reporting of Maltreatment of Vulnerable Adults**

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

Revised \_\_\_ April 2016 \_\_\_\_\_

***[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]***

**I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

**III. DEFINITIONS**

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not

limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

- D. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.
- E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- F. "Vulnerable Adult" means any person 18 years of age or older who (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2) (3) receives services from a licensed home care provider or

person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.

- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

## V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

## VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. §13.02 (Collection, Security, and Dissemination of Records; Definitions)  
Minn. Stat. §245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)  
Minn. State. §609.221-609.224 (Assault)  
Minn. Stat. § 609.234 (Crimes Against the Person)  
Minn. Stat. §609.235(Use of Drugs to Injure or Facilitate Crime)  
Minn. Stat. §609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)  
Minn. Stat. §609.341 (Definitions)  
Minn. State. §§609.342-609.3451 (Criminal Sexual Conduct)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Stat. § 626.5572 (Definitions)  
*In re Kleven*, 736 N.W.2d 707 (Minn. App. 2007)

**Cross References:** MSBA/MASA Model Policy 103 (Complaints-Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)  
MSBA/MASA Model Policy 403 (Discipline Suspension and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

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

**BOARD POLICY 506  
Student Discipline**

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

Revised \_\_\_ June 2018 \_\_\_

**I. PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

**II. GENERAL STATEMENT OF POLICY**

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 - 121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

### **III. AREAS OF RESPONSIBILITY**

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice.

They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

#### **IV. STUDENT RIGHTS**

All students have the right to an education and the right to learn.

#### **V. STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

## **VI. CODE OF STUDENT CONDUCT**

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the School District's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;

22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;

36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures; including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **VII. DISCIPLINARY ACTION OPTIONS**

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions

for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;

- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

## **VIII. REMOVAL OF STUDENTS FROM CLASS**

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

- C. The student handbook will be reviewed annually and brought before the board for approval. The handbook will contain procedures and consequences for disciplinary actions.

**[Note: The following Sections D. - L. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences.]**

**D. Procedures for Removal of a Student From a Class.**

1. The initial right and responsibility for the removal of a student from class is that of the classroom teacher. After the initial removal from the class, the student will be sent to the office or ISS room for the remainder of the hour.
2. If a second removal from a class occurs, an informational administrative conference will be held between the teacher and the principal or the principal's designee. At this conference a decision will be reached as to the length of the time that the student will be removed from class.
3. The student shall be returned to the class upon completion of the terms of re-admittance established at the informational administrative conference including, but not limited to, completion of any makeup work and/or a behavior contract.
4. Per direction of the classroom teacher, the student is to report directly to the office or library (ISS), when sent out of class. Failure to do so could result in further disciplinary action. Students sent to ISS may be assigned classroom work by the teacher or work to help them pass their MCA tests and achieve the school academic goal

**E. Responsibility for and Custody of a Student Removed From Class.**

1. Designation of where student is to go when removed;  
Students removed from class are to report to the office or library.
2. Designation of how student is to get to designated destination;  
Teacher will direct student where to go and inform library staff or office that student is on their way.
3. Whether student must be accompanied;  
Staff member in control of room will make determination if student can be sent alone or wait for administrator.
4. Statement of what student is to do when and while removed;  
Student will be removed to ISS or office until situation is determined to be resolved per administration.
5. Designation of who has control over and responsibility for student after removal from class.  
Once office/library is notified, building principal, or his/her designee, will be responsible for student.

**F. Procedures for Return of a Student to a Class From Which the Student Was Removed.**

1. Specification of procedures;  
Student may return to class upon determination of principal, or his/her designee that situation is resolved and conditions have been met.
2. Actions or approvals required such as notes, conferences, readmission plans.

**G. Procedures for Notification.**

1. Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;  
Staff member involved will contact parent and notify them of any situation that results in student being removed.
2. Actions or approvals required, such as notes, conferences, readmission plans.

**H. Disabled Students; Special Provisions.**

1. Procedures for consideration of whether there is a need for further assessment;
2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and
3. Any procedures determined appropriate for referring students in need of special education services to those services.

**I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.**

1. Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
2. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.

**J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.**

**K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.**

**L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.**

**IX. DISMISSAL**

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

- C. Suspension Procedures.

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the student’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school

administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. Strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. Assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. Petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 - 121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures.

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40 - 121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 - 121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student’s own choosing, including legal counsel, at the student’s sole expense. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and

the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

## **II. ADMISSION OR READMISSION PLAN**

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd.1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

## **III. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

## **XII. STUDENT DISCIPLINE RECORDS**

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

### **XIII. DISABLED STUDENTS**

Students who are currently identified as eligible under IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's education program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

### **XIV. OPEN ENROLLED STUDENTS**

The School District may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

### **XV. DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

### **XVI. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40 to 121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. §§ 121A.582 (Reasonable Force)  
Minn. Stat. §§ 121A.60 to 121A.61 (Removal From Class)  
Minn. Stat. § 122A.42 (General Control of Schools)  
Minn. Stat. § 123A.05 (Area Learning Center Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)  
Minn. Stat. Ch.125A (Students With Disabilities)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Court Act)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et. seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.53(e)(1) (Manifestation Determination)

**Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)  
MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

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

**BOARD POLICY 514  
Bullying Prohibition Policy**

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

Revised \_\_\_ April 2016 \_\_\_

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

**I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

**II. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a

student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

For the purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer or a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school related functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
  - F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
  - G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
  - H. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to one of the following individuals:

1. **Building Principals:**  
**Melissa Tate; Falls Elementary School; 218-283-2571 ext.1232**  
**Tim Everson, Head Principal: Falls High School; 218-283-2571 ext. 1104**  
**Marc Glowack, Dean of Students: Falls High School; 218-283-2571 ext. 1110**
2. **Title IX Officer: Kevin Grover, Superintendent of Schools ISD #361 District Office; 1515 11<sup>th</sup> Street; International Falls, MN 56649 218-283-2571 ext. 1112 or alternate Tim Everson, Falls High School Principal at 218-283-2571 ext. 1104.**
3. **Human Rights Officers: Tim Everson, Falls High School Principal at 218-283-2571 ext. 1104 or alternate Melissa Tate, Falls Elementary School Principal at 218-283-2571 ext. 1232.**

If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will

not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of the investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

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

## **VI. RETALIATION OR REPRISAL**

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

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training

materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. §122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  4. The incidence and nature of cyberbullying; and
  5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

## **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

***Legal References:*** Minn. Stat.Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.05 Subds. 9, 11, 13 and 17 (Definition of Public School)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. §121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § Ch. 124E (Charter School)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 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 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

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

**BOARD POLICY 520  
Student Surveys**

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

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

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. STUDENT SURVEYS IN GENERAL**

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

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

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

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

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

lawyers, physicians, and ministers;

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

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

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

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

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

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

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

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

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

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

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

**V. NOTICE**

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

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

**Cross References:** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil  
Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

*Adopted:* \_\_\_\_\_

*Orig. 1995*

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

*Rev. 2020*

**522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS**

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

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

**I. GENERAL STATEMENT OF POLICY**

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

**International Falls Public Schools**

Independent School District #361

School Board Policy: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

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

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

Kevin Grover – Superintendent, (218)-283-2571 ext 1112  
1515 11<sup>th</sup> Street  
International Falls, MN 56649  
[kgrover@isd361.org](mailto:kgrover@isd361.org)

Alternate:

Tim Everson – FHS Principal, (218)-283-2571 ext 1104  
1515 11<sup>th</sup> Street  
International Falls, MN 56649  
[teverson@isd361.org](mailto:teverson@isd361.org)

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

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

**II. DEFINITIONS**

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

**International Falls Public Schools**

Independent School District #361

School Board Policy: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

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

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

## International Falls Public Schools

Independent School District #361

School Board Policy: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

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

## International Falls Public Schools

Independent School District #361

School Board Policy: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

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

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

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

### III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

#### A. Equitable Treatment

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

## International Falls Public Schools

Independent School District #361

School Board Policy: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

has been found responsible.

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

### B. Objective and Unbiased Evaluation of Complaints

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

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

### D. Confidentiality

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

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

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

## **International Falls Public Schools**

Independent School District #361

School Board Policy: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

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

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

### F. Notice

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

### G. Consolidation

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

### H. Evidence

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

### I. Burden of Proof

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

## International Falls Public Schools

Independent School District #361

School Board Policy: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

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

### J. Timelines

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

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

### K. Potential Remedies and Disciplinary Sanctions

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

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

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

#### **IV. REPORTING PROHIBITED CONDUCT**

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

#### **V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR**

## International Falls Public Schools

Independent School District #361

School Board Policy: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

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

## **VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT**

### **A. Emergency Removal of a Student**

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

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

### **B. Employee Administrative Leave**

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

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

## **VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT**

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

## **VIII. DISMISSAL OF A FORMAL COMPLAINT**

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

## International Falls Public Schools

Independent School District #361

School Board Policy: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

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

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

### IX. INVESTIGATION OF A FORMAL COMPLAINT

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

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

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

## **X. DETERMINATION REGARDING RESPONSIBILITY**

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

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

## **International Falls Public Schools**

Independent School District #361

School Board Policy: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

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

## **XI. APPEALS**

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

## **International Falls Public Schools**

Independent School District #361

School Board Policy: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

matter.

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

## **XII. RETALIATION PROHIBITED**

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

## **International Falls Public Schools**

Independent School District #361

School Board Policy: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

### **XIII. TRAINING**

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

### **XIV. DISSEMINATION OF POLICY**

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

## **International Falls Public Schools**

Independent School District #361

School Board Policy: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

number of the Title IX Coordinator;

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

### **XV. RECORDKEEPING**

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

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

**International Falls Public Schools**

Independent School District #361

School Board Policy: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

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

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

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

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

**BOARD POLICY 524  
Internet Acceptable Use and Safety Policy**

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

Revised \_\_\_ September 2019 \_\_\_\_\_

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

**I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

**II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

**III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

**IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a

right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

## V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
    - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
    - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
    - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
    - d. information or materials that could cause damage or danger of disruption to the educational process;
    - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
  2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
  4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
  5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. *[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]*

a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

(2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

b. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," and "Reddit," and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
  10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also

may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## VI. FILTER

*[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seek technology revenue pursuant to Minn. Stat. § 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such finding and the type of funding sought.]*

**School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.**

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
  
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect

to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

***[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]***

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review,

disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

## **IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

## **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

## **XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives, or servers.
    - b. Information retrieved through school district computers, networks,

or online resources.

- c. Personal property used to access school district computers, networks, or online resources.
  - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
  6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
  7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
  8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.

3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

### **XIII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)  
 17 U.S.C. § 101 *et seq.* (Copyrights)  
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))  
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
 Minn. Stat. § 121A.031 (School Student Bullying Policy)  
 Minn. Stat. § 125B.15 (Internet Access for Students)  
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)  
*Doninger v. Niehoff*, 527 F.3d 41 (2<sup>nd</sup> Cir. 2008)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee's Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Kowalski v. Berkeley County Sch.*, 652 F.3d 565 (4<sup>th</sup> Cir. 2011)  
*Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3<sup>rd</sup> Cir. 2011)  
*Parents, Families, and Friends of Lesbians and Gays, Inc. v. Camdenton R-111 Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

***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 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

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

**BOARD POLICY 616  
School District System Accountability**

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

Revised \_\_\_ September 2019 \_\_\_\_\_

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

**I. PURPOSE**

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

**II. GENERAL STATEMENT OF POLICY**

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians and local community members. The school district will be accountable to the public and the state through annual reporting.

**III. DEFINITIONS**

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.

- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

#### **IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING**

##### **A. School District Goals.**

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district’s Advisory Committee.
2. The Advisory Committee will be established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
3. The school district-wide improvement goals should address recommendations identified through the Advisory Committee process. The school district’s goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district’s progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

***[Insert Local Cycle in this space]***

##### **C. Implementation of Graduation Requirements.**

1. The Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues.

Recommendations of the Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (the Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Comprehensive Continuous Improvement of Student Achievement.

1. By October 1st, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:
  - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Academic Standards;
  - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
  - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;

- d. Advising the school board about development of the annual budget.
3. The Advisory Committee shall meet the following criteria:
  - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
  - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
  - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
  - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Included in its membership should be:
  - a. The Director of Curriculum (or similar educational leader)
  - b. Principal
  - c. School Board Member
  - d. Student Representative
  - e. One teacher from each building or instructional level
  - f. Two parents from each building or instructional level
  - g. Two residents without school-aged children, non-representative of local business or industry
  - h. Two residents representative of local business or industry

- i. District Assessment Coordinator (if different from “a.” above)

***[Note: This Advisory Committee composition is a model only.]***

5. Translation services should be provided to the extent appropriate and practicable.
6. The Advisory Committee shall meet the following timeline each year:
  - August: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.
  - Aug/Sept: Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.
  - Sept.: Review evaluation results and prepare recommendations.
  - October: Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency, and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world’s best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

***Legal References:*** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)

Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.35 (Student Achievement Levels)  
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.04 (Site Decision Making Agreement)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

***Cross References:*** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 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 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)  
MSBA/MASA Model Policy 619 (Staff Development for Standards)  
MSBA/MASA Model Policy 620 (Credit for Learning)

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

**BOARD POLICY 806  
Crisis Management Policy**

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

Revised \_\_\_ May 2017 \_\_\_\_\_

*[Note: The Commissioner of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minn. Stat. § 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort between the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]*

**I. Purpose**

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

**II. GENERAL INFORMATION**

**A. The Policy and Plans**

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and

groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

## B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

***[Note: More specific information on planning for children with special needs can be found in the attached Comprehensive School Safety Guide (2011 edition), and United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities". A website link is provided in the resource section of this Policy.]***

a) Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address

system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

***[Note: State law requires a minimum of five school lock-down drills each school year. See Minn. Stat. § 121A.035.]***

- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

***Note: State law requires a minimum of five school fire drills, consistent with Minn. Stat. § 299F.30, and one school tornado drill each school year. See Minn. Stat. § 121A.035.]***

- c) Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

***Note: The Comprehensive School Safety Guide (2011 edition), has sample lock-down procedures, evacuation procedures, and sheltering procedures.***

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

***[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]***

3. School Emergency Response Teams.
  - a) Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

***[Note: The Comprehensive School Safety Guide (2011 edition), has a sample School Emergency Response Team list.]***

- b) Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

### **III. PREPARATION BEFORE AN EMERGENCY**

#### **A. Communication**

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching

school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

***[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]***

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.

5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.

***[Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]***

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

***[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]***

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or is or her designee to meet local fire or law enforcement agents upon their arrival.

***[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]***

#### C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

***[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]***

***[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minn. Stat. § 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]***

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

***[Note: The attached Comprehensive School Safety Guide (2011 edition), under the Preparedness/Planning Section, has a sample Emergency Phone Numbers list.]***

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific

crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

***[Note: The Comprehensive School Safety Guide (2011 edition), under the Response section, provides universal procedures for severe weather shelter.]***

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

***[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]***

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage

situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention procedures.

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery
2. Fiscal recovery
3. Academic recovery
4. Social/emotional recovery

***[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]***

#### IV. MISCELLANEOUS PROCEDURES

A. Chemical Accidents.

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

***[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]***

B. Visitors

The school district shall implement procedures mandating visitor sign in for visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

***[Note: The Every Student Succeeds Act, 20 U.S.C. § 6301, et seq.; Title IX, 20 U.S.C. § 1681, et seq.; and the Unsafe School Choice Option, 20 U.S.C. § 7912, require school districts to establish such transfer procedures.]***

*Legal References:* Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School)  
Minn. Stat. § 326B.02, Subd. 6 (Powers)  
Minn. Stat. § 326B.106 (General Powers of Commissioner Of Labor and Industry)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)  
Minn. Rules Ch. 7511 (Fire Safety)

20 U.S.C. § 1681, et seq. (Title IX)  
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

*Cross References:* MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)  
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

**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:

Lucachick Architecture Inc.	
2 Hours of Design Service	\$200.00
Falls Track Boosters	
Track Poles	\$301.00
Box Top for Education	
Falls High School	\$13.30
Scheela Field Scoreboard Sponsorship	
Coca-Cola of International Falls	\$500.00
2021 Prom Donations	
Border Bank Employee Casual Friday	\$100.00
Falls Fire Dept. Relief Association	\$50.00
Wherley Motors	\$25.00

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

The following voted in favor:

Voting against:

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

**Revised Contract 5.17.2021: BA-2 at 1.0 FTE – Elementary Teacher**

***TEACHER CONTRACT FOR MINNESOTA PUBLIC SCHOOL DISTRICTS***

The School Board of Independent School District No. 361 of the State of Minnesota, International Falls, Minnesota, enters into this Contract, pursuant to M.S. 122A.40, as amended, with Jenesa Casareto, a legally qualified licensed teacher who agrees to teach in the public schools of said District as Elementary Teacher for the school year 2021 to 2022.

The following provisions shall apply and are a part of this Contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the School Board, or its designated representative(s), whether or not such services are specifically described in this Contract, abide by the rules and regulations as established by the School Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** This Contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge of teachers for cause. Thereafter, this Contract shall remain in full force and effect except if modified by mutual consent of the School Board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 122A.40.
3. **Duty Year:** The teacher’s duty year and vacation days shall be as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the School Board.
4. **Additional Services:** The School Board, or its designated representative(s), may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 6. of this Contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The School Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher’s continuing contract rights unless the words, “continuing contract,” are recorded immediately following the assignment.
5. **Reference:** This Contract shall be subject to the agreement between the School District and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.
6. **Special Provisions:** *[insert any other contractual provisions]*.

In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

Additional Service	Additional Compensation
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:
  - \$ 44,074.00 For basic services\*
  - \$ \_\_\_\_\_ For additional services as set forth in paragraph 6.
  - \$ 44,074.00 Total salary, exclusive of fringe benefits
    - Wage is based on the 2019-2021 L331 Contract BA-2 on FY2020-2021 Salary Schedule at a 1.0FTE. Wage will be updated according to any new contract settlement for the fiscal year 2021-2022.

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate School Board regulation. This Contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS WHEREOF, I have subscribed my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

IN WITNESS WHEREOF, we have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Teacher

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

\_\_\_\_\_  
School Board Clerk

# Independent School District #361

1515 11<sup>th</sup> Street, International Falls, MN 56649-2501 www.isd361.k12.mn.us

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**BOARD RESOLUTION FOR APPOINTING AN IDENTIFIED OFFICIAL WITH AUTHORITY (IOwA) FOR THE EXTERNAL USER ACCESS RECERTIFICATION SYSTEM**

Whereas, The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority (Iowa) will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA).

Be it resolved, The School Board recommends to authorize Kevin Grover, Superintendent to act as the Identified Official with Authority (IOwA) for International Falls Public School District 0361-01.

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

and the following voted against: None.

Whereupon said resolution was duly passed.

\_\_\_\_\_ Date: \_\_\_\_\_  
School Board Clerk