

## Regular School Board Meeting

Monday, November 15, 2021 5:00 PM

FHS Library and via Zoom, 1515 11th Street, International Falls, Minnesota 56649

### Regular School Board Meeting

When: Nov 15, 2021 05:00 PM Central Time (US and Canada)

Nov 15, 2021 05:00 PM

Please click the link below to join the webinar:  
<https://isd361.zoom.us/j/88557190335?pwd=T3phejFwUmdGRHY2RUlsNWYreEpLdz09>

Passcode: 137133

Or One tap mobile :

US: +13017158592,,88557190335#,,,,\*137133#

or +13126266799,,88557190335#,,,,\*137133#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799

or +1 929 205 6099 or +1 253 215 8782 or +1

346 248 7799 or +1 669 900 6833

Webinar ID: 885 5719 0335

Passcode: 137133

International numbers available:

<https://isd361.zoom.us/j/kBR1SlpZO>

### Call To Order

#### 1. Roll Call:

\_\_\_ Toni Korpi, Clerk

\_\_\_ Emily McGonigle, Director

\_\_\_ Bruce Raboin, Director

\_\_\_ Ted Saxton, Board Chair

\_\_\_ Roxanne Skogstad-Ditsch, Treasurer

\_\_\_ JoAnn Smith, Director

\_\_\_ Jennifer Windels, Vice Board Chair

Non Voting Members:

\_\_\_ Kevin Grover, Superintendent

\_\_\_ Mitch Erickson, Student Representative

#### 2. Pledge of Allegiance

### Approval of Agenda

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

### Presentation

1. Presentation from MSBA regarding strategic planning

## Open Forum

1. Elk's Student's of the Month:
  - a. September: Anthony Scholler
  - b. October: Kylee Sweney and Parker Sivonen
  - c. November: KayLynn Cronin and Colton Hollis
2. Public Open Forum

## Consent Agenda

1. Approve past meeting minutes for the regular school board meeting on October 18th and November 1st.
2. Approve current accounts payable due in the amount of \$676,769.59.
3. Approve payroll in the amount of \$416,864.68 for pay periods October 22nd and November 5th.
4. Accept resignation of Ruth Reller, Cafe Helper, effective September 1, 2021.
5. Approve hire of Ashley Kostiuik as a Paraprofessional effective November 8, 2021.
6. Approve hire of Katie Miles as the Covid-19 Test Site Coordinator effective October 26, 2021.
7. Approve hire of Jenesa Casareto as Youth Grant Coordinator. Hire is contingent upon finding qualified elementary teacher, and effective date to be determined based upon hiring of replacement teacher.
8. Accept resignation of Lani Anderson, Paraprofessional, effective November 19, 2021.
9. Approve hire of Brandon Barras as Assistant Girls Basketball Coach for the 2021-2022 season. This position is 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.
10. Accept resignation from Paul Hjelle as Head Cross Country Coach and Head Boys Track Coach effective November 15, 2021.
11. First Reading of School Board Policy 102 - Equal Educational Opportunity
12. First Reading of School Board Policy 406 - Public and Private Personnel Data (with forms)
13. First Reading of School Board Policy 413 - Harassment and Violence
14. First Reading of School Board Policy 425 - Staff Development
15. Acknowledge Girls Basketball volunteer coach Darrick Johnson for the 2021-2022 season.
16. Approve FES PA replacement project with LVC Company in amount of \$39,249.

### **Action Items**

1. Resolution Acceptance of Gifts and Donations.  
Motion by \_\_, second by \_\_. Motion carried / failed.
2. Adopt Resolution of Governing Board Supporting Application to MSHSL Foundation. Motion by \_\_, second by \_\_. Motion carried / failed.
3. Approve dissolution of Girls Hockey Cooperative between Rainy River and International Falls.  
Motion by \_\_, second by \_\_. Motion carried / failed.
4. Approve Resolution to form Girls Hockey Cooperative with Rainy River School District, Ontario and Indus School District. Motion by \_\_, second by \_\_. Motion carried / failed.
5. Approve the Principals contract for July 1, 2021 to June 30, 2023. Motion by \_\_, second by \_\_. Motion carried / failed.
6. Acknowledge Girls Basketball volunteer coach Steve Windels for the 2021-2022 season. Motion by \_\_, second by \_\_. Motion carried / failed.  
Jennifer Windels to abstain from voting..

### **Committee and Administrative Reports**

1. Mitch Erickson, Student Representative
2. Melissa Tate, Elementary Principal
  - a. COVID update: Falls Elementary School (FES)
3. Tim Everson, Secondary Principal
  - a. COVID update: Falls High School (FHS)
4. Kevin Grover, Superintendent:
  - a. COVID update: District
  - b. Meeting reminders: November 23rd at 5:30 pm and December 1 at 5:00 pm.
5. Committee Reports:
  - a. Community Education Advisory Board
  - b. Recreation Commission

### **Adjournment**

**REGULAR MEETING MINUTES**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**INDEPENDENT SCHOOL DISTRICT NO. 361**  
**Monday, October 18, 2021 at 5:00 p.m.**  
**Meeting Held Via Zoom Meeting and in FHS Library**

**CALL TO ORDER**

Toni Korpi: Present

Emily McGonigle: Present

Bruce Raboin: Present

Ted Saxton: Present

Roxanne Skogstad-Ditsch: Absent

Joann Smith: Present

Jennifer Windels: Present

Voting Members Present: 6, Absent: 1.

Non Voting Members Present: Kevin Grover, Superintendent; Mitch Erickson, Student Representative

2. Pledge of Allegiance

**Approval of Agenda**

1. Approve agenda as presented. Motion by Bruce Raboin, then second by Jennifer Windels. Motion Carried.

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

**Open Forum**

1. Elks September Students of the Month: Gracie Bowles and Anthony Scholler

2. Public Open Forum: None

**Consent Agenda**

Motion by Jennifer Windels, then second by Toni Korpi to approve consent agenda as presented. Motion Carried.

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

1. Approve past meeting minutes for the regular school board meeting on September 20th and October 4th.

2. Approve current accounts payable due in the amount of \$1,036,500.64 .

3. Approve payroll in the amount of \$400,051.34 for pay periods September 24th and October 8th.

4. Accept resignation of Wyatt Tessier, Paraprofessional, effective September 24, 2021.

5. Approve hire of Treana Schultz, Cafe Helper, effective October 18, 2021.

6. Approve resignation of Sarah Valentine effective Monday, October 11, 2021.

7. Recognize Mitch Erickson as School Board Student Representative.

8. Approve hire of Rachel Helloid as Assistant Girls Hockey Coach for the 2021-2022 season. This position is 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.

9. Recognize the following as volunteer coaches for girls hockey contingent upon background check and completing coaching education requirements from MSHSL.

1. Jim Knapp
2. Todd Sether
3. Glenn Marcotte
4. Megan Deeter
5. Amber Tilander

10. Recognize the following as volunteers for Boy's Hockey:

1. Brady Hjelle
2. Wyatt Boyum

11. Accept retirement of Jeannie Strand, Elementary Music Teacher, effective December 6, 2021.

### **Action Items**

1. Resolution Acceptance of Gifts and Donations. Motion by Emily McGonigle, then second by Jennifer Windels. Motion Carried.

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

2. Approve employment leave request from Sarah Valentine effective Monday, October 11, 2021 for one year. Motion by Bruce Raboin, then second by Toni Korpi. Motion Failed.

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

3. Approve collective bargaining agreement with L331 - Education MN for July 1, 2021 to June 30, 2023. Motion by Jennifer Windels, then second by Joann Smith. Motion Carried.

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

4. Approve collective bargaining agreement with L331 - Education MN for July 1, 2023 to June 30, 2025. Motion by Bruce Raboin, then second by Toni Korpi. Motion Carried.

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

5. Approve Resolution Dissolving the Education Innovation Partners Cooperative Center, ISD 6091-50. Motion by Jennifer Windels, then second by Emily McGonigle. Motion Carried.

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

## **Committee and Administrative Reports**

### 1. Melissa Tate, Elementary Principal

1.a. FES update: Enrollment 446 up by 6 last month; PTC went well; Motivational Speaker coming; Gifted and Talented Math program offered to 9 students; Nov 1<sup>st</sup> training for Para's; Experiencing a lot of discipline issues; Short on sub para's and sub teacher's; Nothing new to report for COVID

### 2. Tim Everson, Secondary Principal

2.a. FHS update: Enrollment 532 down 10 from last month; PTC had low attendance; ALC at max capacity, program is running well; Short on sub para's and sub teacher's; Experiencing a lot of discipline issues;

### 3. Kevin Grover, Superintendent:

3.a. District COVID update: *Numbers are low at 2 students?* County numbers continue to decline; Getting asked about changes to mask policy; Discuss mask policy again at next COVID meeting on Nov 1<sup>st</sup> @ 5:00 pm; Lots of littering of masks on grounds;

3.b. License Update for Community Education: Variance has been requested for Community Education Coordinator through MN Board of School Administrators while Beth works to become licensed.

3.c. Superintendent Goals: Board members - please look over what the subcommittee is providing as a draft of superintendent goals for this year. It would be nice to come to a consensus on Monday if these are acceptable or if there is something the group wants added or adjusted. The thought is that the strategic plan is probably going to encompass many other goals as we look into implementation, but look at the document and have your ideas or questions ready for Monday. Feel free to reach out to Bruce, Emily, Jennifer, or I if you have any immediate questions on this.

3.d Additional items: MSBA conference in January

### 4. Mitch Erickson, Student Representative:

4.a Homecoming successful; held blood drive; highway cleanup; looking for fundraising opportunities; doing Pie fundraiser in November again;

### 4. Committee Reports:

4.a. Community Education Advisory Board: No update

4.b. Recreation Commission: No Update

**Adjournment**

approve at 6:10 pm. Motion by Bruce Raboin, then second by Toni Korpi. Motion Carried.  
Roxanne Skogstad-Ditsch: Absent, Toni Korpi: Yea, Emily McGonigle: Yea, Bruce  
Raboin: Yea, Ted Saxton: Yea, Joann Smith: Yea, Jennifer Windels: Yea  
Yea: 6, Nay: 0, Absent: 1

**Approved Minutes:**

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District Clerk

Date

Board Chair

Date

**SPECIAL MEETING MINUTES**  
**SPECIAL MEETING OF THE BOARD OF EDUCATION**  
**INDEPENDENT SCHOOL DISTRICT NO. 361**  
**Monday, November 1, 2021 at 5:00 p.m.**  
**Meeting Held Via Zoom Meeting and in FHS Library**

**Call to Order:**

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

Present: 5, Absent: 2.

\*Jen Windels and Toni Korpi attended via zoom, however, they did not have voting rights due to not attending in person. Therefore, for purposes of meeting attendance they will not be reflected as attending with voting rights.

Non-Voting Member: Kevin Grover - Present

2. Pledge of Allegiance

**Approval of Agenda**

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

Toni Korpi: Absent, Jennifer Windels: Absent, Emily McGonigle: Yea, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea  
Yea: 5, Nay: 0, Absent: 2

**Discussion / Working Session**

1. Presentation by Nexus Solutions for strategic planning proposal. Dr. Dave Thompson, Retired Superintendent and Educational Consultant and Rob Brown, Client Executive from Nexus solutions presented their proposal to the Board.

Additional presentation will be received from MSBA and Teamworks. MSBA will give their presentation at regular meeting on November 15<sup>th</sup> and Teamworks will give their presentation on November 23<sup>rd</sup> at 5:30.

2. COVID update and discussion.

2.a. District: Superintendent, Kevin Grover, shared COVID tracking graphs; experiencing increase in staff rates; now have COVID tester hired; test kits sent home with students; experiencing staff shortages.

2.b. FES – Missy Tate gave brief summary and reconfirmed staff shortage concerns.

2.c. FHS – Tim Everson gave brief summary, and reconfirmed staff shortage concerns.

**Adjournment**

adjourn at 6:20 pm. Motion by Bruce Raboin, then second by Roxanne Skogstad-Ditsch.

Motion Carried.

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

Yea:

5, Nay: 0, Absent: 2

**Approved Minutes:**

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District Clerk

Date

Board Chair

Date

Payables Summary  
November 10, 2021

Check No	Vendor	Date	Invoice No	Invoice Description	PO Number	Amount
201124530	Section 7A	11/4/2021	9/23/23 OneActPlay	Sub-Section 7A Entry Fee for One Act Play	0	\$ (100.00)
201124627	ARROWHEAD CONFERENCE	10/19/2021	10/13/21 AConf	Arrowhead Conference Membership Dues	0	\$ 75.00
201124628	Chavers, Edward	10/19/2021	10/15/21 Football	Football Official on 10/15/21 vs Rush City	0	\$ 95.00
201124629	IRON RANGE CONFERENCE	10/19/2021	10/13/21 IRC	IRC Annual Assessment Dues	0	\$ 750.00
201124630	Meininger, Jerry	10/19/2021	10/12/21 GSwim	Girls Swimming Official on 10/11/21 vs Warroad	0	\$ 95.00
	Meininger, Jerry	10/19/2021	10/12/21 GSwim	Girls Swimming Official on 10/11/21 vs Warroad	0	\$ 129.92
	Meininger, Jerry	10/19/2021	10/14/21 GSwim	Girls Swimming Official on 10/14/21 vs Chisholm	0	\$ 95.00
	Meininger, Jerry	10/19/2021	10/14/21 GSwim	Girls Swimming Official on 10/14/21 vs Chisholm	0	\$ 129.92
201124631	MESABI EAST SCHOOLS	10/19/2021	10/19/21 CC IRC	Cross Country IRC Meet Entry Fee 2021	0	\$ 150.00
201124632	OSTROOT, DICK	10/19/2021	10/12/21 CC	Cross Country Official on 10/12/21 Hail Pike Meet	0	\$ 95.00
	OSTROOT, DICK	10/19/2021	10/12/21 CC	Cross Country Official on 10/12/21 Hail Pike Meet	0	\$ 132.16
201124633	Sandberg, DEE ANN	10/19/2021	10/4/21 VballMile	Volleyball Official mileage on 10/4/21 vs Hibbing	0	\$ 40.32
201124634	Simonson, Trevor	10/19/2021	10/15/21 Football	Football Official on 10/15/21 vs Rush City	0	\$ 95.00
	Simonson, Trevor	10/19/2021	10/15/21 Football	Football Official on 10/15/21 vs Rush City	0	\$ 110.88
201124635	Skoglund, Taylor	10/19/2021	10/15/21 Football	Football Official on 10/15/21 vs Rush City	0	\$ 95.00
201124636	VAKE, Kathy	10/19/2021	10/11/21 Vball	Volleyball Official on 10/11/21 vs LBF	0	\$ 75.00
201124637	VAKE, TRAVIS	10/19/2021	10/11/21 Vball	Volleyball Official on 10/11/21 vs LBF	0	\$ 75.00

Payables Summary  
November 10, 2021

Check No	Vendor	Date	Invoice No	Invoice Description	PO Number	Amount
	VAKE, TRAVIS	10/19/2021	10/11/21 Vball	Volleyball Official on 10/11/21 vs LBF	0	\$ 106.96
	VAKE, TRAVIS	10/19/2021	10/15/21 Football	Football Official on 10/15/21 vs Rush City	0	\$ 95.00
201124638	MN BOARD OF SCHOOL ADMINISTR	10/19/2021	101921	Administrative Variance for BethAnne Slatinski, Community Ed Director	0	\$ 55.00
201124639	AIM ELECTRONICS INC	10/21/2021	43163	Basketball Control Console	0	\$ 2,100.00
201124640	ARROWHEAD LIBRARY SYSTEM	10/21/2021	7572	Library Catalog System	6202200000	\$ 625.00
201124641	Aviben	10/21/2021	20591	403b Third Party Admin Svc	1102200006	\$ 166.93
201124642	BECKER ARENA PRODUCTS INC	10/21/2021	602693	Arena dasher ad for Beyond Aesthetics	8102200085	\$ 134.22
	BECKER ARENA PRODUCTS INC	10/21/2021	602659	Eckman GMC Dasher board ad panel drop in	8102200075	\$ 179.22
201124643	COCA-COLA BOTTLING CO	10/21/2021	33630	FHS; Ala Carte Beverages	7702200002	\$ 132.10
201124644	CXTec	10/21/2021	7112827	equal2new CISCO 10G Base SR	6052200040	\$ 210.68
201124645	Explore Learning	10/21/2021	1.20028E+11	Online Virtual Lab 1 yr. renewal Carol Jaksa	2602200002	\$ 2,517.50
201124646	First Dakota Indeminity Co	10/21/2021	3645546	Final Payroll Audit	0	\$ 64.00
201124647	Hanover Insurance Group	10/21/2021	1523339587-001-1	Commercial Package Policy - Additional Amount PO 1102200033	0	\$ 25.00
201124648	HAWKINS INC	10/21/2021	6035844	Pool Chemicals	8102200029	\$ 953.54
201124649	Marco Technologies LLC	10/21/2021	INV9220654	Guid Office Cost per Copy	7102200000	\$ 18.04
201124650	Marco Technologies LLC	10/21/2021	455068031	FHS; B & W Copy Machine 754E	3002200002	\$ 138.48
	Marco Technologies LLC	10/21/2021	455068254	Comm Ed; Minolta C458 Copier	5002200000	\$ 297.55
	Marco Technologies LLC	10/21/2021	455266981	Copier Leases	1102200002	\$ 873.99
	Marco Technologies LLC	10/21/2021	455266981	Copier Leases	1102200002	\$ 873.97
201124651	MCGRAW HILL COMPANIES	10/21/2021	1.20028E+11	Online Virtual Lab 1 yr. renewal Carol Jaksa	2602200002	\$ 400.50
201124652	MEEKER & WRIGHT SPEC ED COOP #	10/21/2021	2563	WINGS Junior Summer Services	0	\$ 574.02
201124653	MIDCONTINENT COMMUNICATIONS	10/21/2021	1.24862E+13	FHS, Fax, & Fields; Internet Service	3002200009	\$ 20.72

Payables Summary  
November 10, 2021

Check No	Vendor	Date	Invoice No	Invoice Description	PO Number	Amount
	MIDCONTINENT COMMUNICATIONS	10/21/2021	1.24862E+13	FHS, Fax, & Fields; Internet Service	3002200009	\$ 68.17
201124654	MN POWER	10/21/2021	101121	Electricity Bill	8102200041	\$ 510.06
	MN POWER	10/21/2021	101121	Electricity Bill	8102200041	\$ 1,643.25
	MN POWER	10/21/2021	101121	Electricity Bill	8102200041	\$ 2,336.55
	MN POWER	10/21/2021	101121	Electricity Bill	8102200041	\$ 5,988.26
	MN POWER	10/21/2021	101121	Electricity Bill	8102200041	\$ 7,009.65
	MN POWER	10/21/2021	101121	Electricity Bill	8102200041	\$ 269.96
201124655	MN TELECOMMUNICATIONS	10/21/2021	7789	Monthly Broadband Services	6052200003	\$ 1,512.50
201124656	NORTHEAST SERVICE COOPERATIVE	10/21/2021	2799	IEA annual contract days-Health & Safety	8102200071	\$ 840.00
201124657	PAN O GOLD BAKING CO	10/21/2021	1.00099E+13	Bread for Meal Service	7702200001	\$ 46.80
	PAN O GOLD BAKING CO	10/21/2021	1.00099E+13	Bread for Meal Service	7702200001	\$ 119.84
	PAN O GOLD BAKING CO	10/21/2021	1.00099E+13	Bread for Meal Service	7702200001	\$ 80.22
	PAN O GOLD BAKING CO	10/21/2021	1.00099E+13	Bread for Meal Service	7702200001	\$ 100.44
201124658	PEPPER JW & SON INC	10/21/2021	363578550	BAND EQUIPMENT/SUPPLIES	3002200020	\$ 851.94
	PEPPER JW & SON INC	10/21/2021	363581266	BAND EQUIPMENT/SUPPLIES	3002200020	\$ 219.69
	PEPPER JW & SON INC	10/21/2021	363601028	BAND EQUIPMENT/SUPPLIES	3002200020	\$ 105.98
201124658	PEPPER JW & SON INC	10/21/2021	363639035	BAND EQUIPMENT/SUPPLIES	3002200020	\$ 151.97
	PEPPER JW & SON INC	10/21/2021	363596190	BAND EQUIPMENT/SUPPLIES	3002200020	\$ 13.98
	PEPPER JW & SON INC	10/21/2021	36361371	BAND EQUIPMENT/SUPPLIES	3002200020	\$ 2,256.00
201124659	PERMA BOUND	10/21/2021	1901100-02	FHS BOOK ORDER BRENDA HJELLE	6202200003	\$ 15.78
201124660	RAINY LAKE MEDICAL CENTER	10/21/2021	3752	OT/PT & Speech Services	1102200014	\$ 7,879.09
	RAINY LAKE MEDICAL CENTER	10/21/2021	3752	OT/PT & Speech Services	1102200014	\$ 1,228.35
	RAINY LAKE MEDICAL CENTER	10/21/2021	3752-1	Athletic Training for Football Team	0	\$ 160.00
201124661	Riverside Assessments LLC	10/21/2021	INV094069	FES SpEd Testing Packet (Schwartz)	1302200051	\$ 706.20
201124662	SANDSTROM'S INC	10/21/2021	377035	Milk for Meal Service	7702200003	\$ 660.00
	SANDSTROM'S INC	10/21/2021	378101	Milk for Meal Service	7702200003	\$ 432.00
	SANDSTROM'S INC	10/21/2021	378102	Milk for Meal Service	7702200003	\$ 516.00
201124663	TAYLOR'S PLUMBING & HEATING LL	10/21/2021	2605	Clean drain FES, auger.	8102200088	\$ 180.00
	TAYLOR'S PLUMBING & HEATING LL	10/21/2021	2618	Auger drain in wood shop	8102200091	\$ 300.00

Payables Summary  
November 10, 2021

Check No	Vendor	Date	Invoice No	Invoice Description	PO Number	Amount
201124664	TESSMAN SEED COMPANY	10/21/2021	S344851-IN	Road salt	8102200072	\$ 1,230.70
201124665	Voyager Sopris Learning	10/21/2021	4339235	FES LETRS Material	1302200054	\$ 767.80
201124666	HAFDAHL, Jim	10/21/2021	10/19/21	GSwim Girls Swimming Official on 10/19/21 vs Northeast Range	0	\$ 95.00
	HAFDAHL, Jim	10/21/2021	10/19/21	GSwim Girls Swimming Official on 10/19/21 vs Northeast Range	0	\$ 110.88
201124667	MESPA (MN Elem. School Principals	10/21/2021	12688	School Law Seminar (Tate)	0	\$ 150.00
201124668	Section 7A	10/21/2021	10/28/21	CC Section Cross Country Section 7A Meet Entry Fee	0	\$ 400.00
201124669	AFSCME Council 65	10/22/2021	20211022ADAFS%	Payroll accrual	0	\$ 938.78
	AFSCME Council 65	10/22/2021	20211022ADAFS%	Payroll accrual	0	\$ 286.54
	AFSCME Council 65	10/22/2021	20211022ADAFS%	Payroll accrual	0	\$ 12.97
	AFSCME Council 65	10/22/2021	20211022ADAFSLC	Payroll accrual	0	\$ 16.67
201124669	AFSCME Council 65	10/22/2021	20211022ADAFSLC	Payroll accrual	0	\$ 9.00
	AFSCME Council 65	10/22/2021	20211022ADAFSLC	Payroll accrual	0	\$ 0.33
201124670	AFT Local #331	10/22/2021	20211022ADDUE1A	Payroll accrual	0	\$ 4,120.92
	AFT Local #331	10/22/2021	20211022ADDUE1A	Payroll accrual	0	\$ 56.20
201124671	ND Child Support Division	10/22/2021	20211022ADCSP10	Child Support	0	\$ 332.31
201124672	Para Local #4798	10/22/2021	20211022ADDUE2A	Payroll accrual	0	\$ 797.64
	Para Local #4798	10/22/2021	20211022ADDUE2A	Payroll accrual	0	\$ 16.73
201124673	Range Credit Bureau, Inc.	10/22/2021	20211022ADGARN3	Payroll accrual	0	\$ 24.86
201124674	NED	10/29/2021	11012021	Registration for NED meeting.	0	\$ 27.00
201124675	Section 7A	10/29/2021	10/26/21	FballSEC Football Quarterfinal Playoff Game Gate Receipts	0	\$ 2,690.00
201124676	US FOODSERVICE	11/5/2021	5232312	Food for Meal Services	7702200006	\$ 138.60
	US FOODSERVICE	11/5/2021	5313035	Food for Meal Services	7702200006	\$ 542.69
	US FOODSERVICE	11/5/2021	5313035	Food for Meal Services	7702200006	\$ 92.32
	US FOODSERVICE	11/5/2021	5232310	Food for Meal Services	7702200006	\$ 920.95
	US FOODSERVICE	11/5/2021	5276148	Food for Meal Services	7702200006	\$ 10.77
	US FOODSERVICE	11/5/2021	5313039	Food for Meal Services	7702200006	\$ 1,824.27
	US FOODSERVICE	11/5/2021	5313039	Food for Meal Services	7702200006	\$ 556.63
	US FOODSERVICE	11/5/2021	5375173	Food for Meal Services	7702200006	\$ 1,639.55
	US FOODSERVICE	11/5/2021	5375172	Food for Meal Services	7702200006	\$ 1,237.83

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	US FOODSERVICE	11/5/2021	5375172	Food for Meal Services	7702200006	\$ 260.93
	US FOODSERVICE	11/5/2021	5524003	Food for Meal Services	7702200006	\$ 1,352.18
	US FOODSERVICE	11/5/2021	5524003	Food for Meal Services	7702200006	\$ 91.72
	US FOODSERVICE	11/5/2021	5524001	Food for Meal Services	7702200006	\$ 171.28
	US FOODSERVICE	11/5/2021	5491359	Food for Meal Services	7702200006	\$ 164.88
	US FOODSERVICE	11/5/2021	5491360	Food for Meal Services	7702200006	\$ 164.88
	US FOODSERVICE	11/5/2021	5545009	Food for Meal Services	7702200006	\$ 158.90
	US FOODSERVICE	11/5/2021	5606508	Food for Meal Services	7702200006	\$ 135.25
	US FOODSERVICE	11/5/2021	5606509	Food for Meal Services	7702200006	\$ 188.65
	US FOODSERVICE	11/5/2021	5606520	Food for Meal Services	7702200006	\$ 1,751.80
	US FOODSERVICE	11/5/2021	5606521	Pre School Snacks	1302200068	\$ 157.23
	US FOODSERVICE	11/5/2021	5991583	Food for Meal Services	7702200006	\$ (17.33)
201124676	US FOODSERVICE	11/5/2021	5998460	Food for Meal Services	7702200006	\$ (47.74)
	US FOODSERVICE	11/5/2021	5991584	Pre School Snacks	1302200068	\$ (44.21)
	US FOODSERVICE	11/5/2021	5606510	FES; Supplies for Meal Service	7702200006	\$ 626.41
	US FOODSERVICE	11/5/2021	5606510	FES; Supplies for Meal Service	7702200006	\$ 173.25
	US FOODSERVICE	11/5/2021	5524002	Food for Meal Services	7702200006	\$ 1,328.74
	US FOODSERVICE	11/5/2021	5524002	Food for Meal Services	7702200006	\$ 366.29
	US FOODSERVICE	11/5/2021	5977399	Food for Meal Services	7702200006	\$ 50.07
	US FOODSERVICE	11/5/2021	5977397	Food for Meal Services	7702200006	\$ (68.37)
	US FOODSERVICE	11/5/2021	5524004	Kindergarten Snacks	1302200068	\$ 162.96
201124677	Align Chiropractic & Wellness Cente	11/5/2021	1682-C01	Drug/Alcohol Testing 1682-C01 1683-C01 1684-C01 1685-C01	7602200009	\$ 100.00
201124678	APPLE INC	11/5/2021	AG06138543	STM DUX Plus Duo iPad	6052200036	\$ 149.85
	APPLE INC	11/5/2021	AG06097994	Apple Pencil 1st Generation	6052200036	\$ 2,047.00
201124679	BEMIDJI WELDERS SUPPLY	11/5/2021	10068629	Welding Supplies D OLSON	2552200005	\$ 136.95
201124680	BSN SPORTS	11/5/2021	913371822	Football Helmets Reconditioning	3002200031	\$ 2,640.00
	BSN SPORTS	11/5/2021	914222978	Volleyballs, Athletic Tape, Pre-Wrap	2922200004	\$ 767.64
	BSN SPORTS	11/5/2021	914222978	Volleyballs, Athletic Tape,	2922200004	\$ 649.50

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				Pre-Wrap		
201124681	CliftonLarsonAllen LLP	11/5/2021	3051235	Audit	1102200005	\$ 8,925.00
201124682	COCA-COLA BOTTLING CO	11/5/2021	33733	FHS; Ala Carte Beverages	7702200002	\$ 181.00
	COCA-COLA BOTTLING CO	11/5/2021	530633	FHS; Ala Carte Beverages	7702200002	\$ 257.20
201124683	D ERVASTI SALES CO LLC (DBA)	11/5/2021	15235	Baseball Mound Clay	2922200001	\$ 464.00
201124684	EWALD ENTERPRISES	11/5/2021	5030	Annual inspection and testing of fire alarm system FES, Bronco arena	8102200101	\$ 873.00
201124685	FRONTIER	11/5/2021	218-2831011-092616	Monthly Telephone Service	8102200018	\$ 47.37
201124686	HILLYARD HUTCHINSON	11/5/2021	604477863	Non-Acid Disinfectant	8102200077	\$ 410.13
201124687	HOUGHTON MIFFLIN	11/5/2021	955430392	FES Journey's for K	1302200087	\$ 102.00
201124688	INTERQUEST DETECTION CANINES	11/5/2021	114NM Oct 2021	Canine Detection Services	3002200004	\$ 330.00
201124689	KANTOR ELECTRIC INC	11/5/2021	16749	Troubleshoot Fan in Science room	8102200099	\$ 200.00
201124690	KOOCHICHING COUNTY	11/5/2021	September	Tipping Fees	8102200047	\$ 12.00
201124691	LAKESHORE LEARNING MATERIALS	11/5/2021	2.28622E+11	PK Supplies (LaVigne)	1302200081	\$ 428.98
201124692	Marco Technologies LLC	11/5/2021	INV9261909	Bus Office Copy Per Copy	1102200017	\$ 29.49
201124693	Marco Technologies LLC	11/5/2021	455684498	FES; Color Copier and FHS; Mailroom Copier	3002200008	\$ 1,678.50
	Marco Technologies LLC	11/5/2021	455684498	FES; Color Copier and FHS; Mailroom Copier	3002200008	\$ 376.72
201124694	MIDCONTINENT COMMUNICATION!	11/5/2021	1.24861E+13	Arena Phone Services - Arena	8102200035	\$ 185.10
	MIDCONTINENT COMMUNICATION!	11/5/2021	2.75104E+13	FES Fax	3002200009	\$ 40.40
	MIDCONTINENT COMMUNICATION!	11/5/2021	1.51403E+13	ALC Phone & Data	3002200001	\$ 166.34
201124695	MN ENERGY RESOURCES CORP	11/5/2021	0505015015-00001	Garage; Natural Gas Services	8102200031	\$ 103.28
	MN ENERGY RESOURCES CORP	11/5/2021	0503196532-00001	Arena Water Heater	8102200031	\$ 2,370.58
	MN ENERGY RESOURCES CORP	11/5/2021	0506435793-00001	Arena	8102200031	\$ 1,310.85
	MN ENERGY RESOURCES CORP	11/5/2021	110121F	Natural Gas Services	8102200031	\$ 1,778.10
	MN ENERGY RESOURCES CORP	11/5/2021	110121F	Natural Gas Services	8102200031	\$ 592.70
201124696	National Balsa	11/5/2021	98172	METAL SHOP SUPPLIES DAVID OLSON	2552200008	\$ 147.95
201124697	NORTHERN LUMBER CO	11/5/2021	782957	Supplies for the woodshop George McDonald	2552200001	\$ 881.94

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201124698	NORTHLAND LEARNING CENTER	11/5/2021	5787	JPA Northland Learning Center FY22	1102200009	\$ 27,053.41
201124698	NORTHLAND LEARNING CENTER	11/5/2021	5787	JPA Northland Learning Center FY22	1102200009	\$ 8,987.47
201124699	PAN O GOLD BAKING CO	11/5/2021	1.00099E+13	Bread for Meal Service	7702200001	\$ 118.77
	PAN O GOLD BAKING CO	11/5/2021	1.00099E+13	Bread for Meal Service	7702200001	\$ 63.00
	PAN O GOLD BAKING CO	11/5/2021	1.00099E+13	Bread for Meal Service	7702200001	\$ 105.10
201124700	RATWIK ROSZAK & MALONEY PA	11/5/2021	69636	services	1102200011	\$ 141.00
201124701	ROCHESTER TELECOM SYSTEMS INC	11/5/2021	11744	Long Distance Phone Calls	8102200032	\$ 0.38
	ROCHESTER TELECOM SYSTEMS INC	11/5/2021	11744	Long Distance Phone Calls	8102200032	\$ 0.37
201124702	SANDSTROM'S INC	11/5/2021	379135	Milk for Meal Service	7702200003	\$ 252.00
	SANDSTROM'S INC	11/5/2021	379137	Milk for Meal Service	7702200003	\$ 420.00
	SANDSTROM'S INC	11/5/2021	379981	Milk for Meal Service	7702200003	\$ 408.00
	SANDSTROM'S INC	11/5/2021	379982	Milk for Meal Service	7702200003	\$ 396.00
	SANDSTROM'S INC	11/5/2021	380955	Milk for Meal Service	7702200003	\$ 425.00
201124703	SAVVAS LEARNING CO	11/5/2021	4026514268	St Thomas Textbooks	1102200030	\$ 146.02
201124704	SCHOOL SPECIALTY	11/5/2021	2.08129E+11	FES Supplies	1302200075	\$ 22.03
201124705	VARITRONICS	11/5/2021	PSI-134319	FES - cutting machine	1302200089	\$ 90.67
201124706	WATER DEPT	11/5/2021	30-007100-02	Stadium; Water Usage	8102200021	\$ 109.58
	WATER DEPT	11/5/2021	13-014900-00	Arena; Water Usage	8102200021	\$ 1,328.29
	WATER DEPT	11/5/2021	13-014800-00	FES; Water Usage	8102200021	\$ 2,361.45
	WATER DEPT	11/5/2021	13-014700-00	FHS; Water Usage	8102200021	\$ 2,002.09
	WATER DEPT	11/5/2021	74-006700-00	Water Usage - Garage	8102200021	\$ 52.51
201124707	Section 7A	11/4/2021	9/23/23	OneActPlay Sub-Section 7A Entry Fee for One Act Play	0	\$ 100.00
201124708	AFT Local #331	11/5/2021	20211105ADDUE1A	Payroll accrual	0	\$ 3,184.36
	AFT Local #331	11/5/2021	20211105ADDUE1A	Payroll accrual	0	\$ 56.20
201124709	ND Child Support Division	11/5/2021	20211105ADCSP10	Child Support	0	\$ 332.31
201124710	Para Local #4798	11/5/2021	20211105ADDUE2A	Payroll accrual	0	\$ 772.87
201124710	Para Local #4798	11/5/2021	20211105ADDUE2A	Payroll accrual	0	\$ 16.73
201124711	AT & T Mobility	11/16/2021	287310522499X1103	Hotspots	1102200028	\$ 87.54
	AT & T Mobility	11/16/2021	287297713167X1103	Hotspots, IT Dir. Phone and Bus WI-FI	1102200028	\$ 229.38

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	AT & T Mobility	11/16/2021	287297713167X1103	IT Dir. Phone and	1102200028	\$ 49.70
	AT & T Mobility	11/16/2021	287297713167X1103	Hotspots and Bus WI-FI	1102200028	\$ 382.30
201124712	CITIZENS FOR BACKUS	11/16/2021	110121	ALC Lease Agreement	3002200000	\$ 722.62
201124713	CRANDALLS SEPTIC PUMPING	11/16/2021	7142	Portable Toilets for 2021 Hial Pike CC Meet	2922200020	\$ 340.00
201124714	CXTec	11/16/2021	7114705	350 ft CABLE Express Skinny Trunk 2 Fiber 50/125 Multimode Jumper Cable	6052200040	\$ 383.00
201124715	Education Innovation Partners	11/16/2021	1635	EIP Monthly Billing	6052200025	\$ 206.25
201124716	FRIENDS GARBAGE SERVICE, LLC	11/16/2021	9243623	Garbage Pickups	8102200034	\$ 1,874.34
201124717	INTL FALLS CITY OF	11/16/2021	2021-12	Police Liason	1102200038	\$ 5,160.00
201124718	KANTOR ELECTRIC INC	11/16/2021	16777	Troubleshoot boiler switches	8102200100	\$ 250.00
	KANTOR ELECTRIC INC	11/16/2021	16778	Trouble shoot and repair number 2 lab station in room 119, electrical issue.	8102200104	\$ 100.00
	KANTOR ELECTRIC INC	11/16/2021	16776	replace 2x2 room sensor	8102200106	\$ 485.48
201124719	KEEP ENTERPRISES INC	11/16/2021	32485	Oil and def fluid	7602200018	\$ 644.85
201124720	KGHS-AM	11/16/2021	103121	School Matters	1022000001	\$ 225.00
201124721	MN DEPT OF HEALTH	11/16/2021	FBL-14657-16421	FES; 2022 Foodservice License Renewal	0	\$ 700.00
	MN DEPT OF HEALTH	11/16/2021	FBL-14656-16421	FHS; 2022 Foodservice License Renewal	0	\$ 1,055.00
201124722	MN ENERGY RESOURCES CORP	11/16/2021	0503526034-00001	FES Natural Gas Services	8102200031	\$ 1,385.38
201124723	New Dominion School	11/16/2021	9947	Special Educational Services	0	\$ 2,367.27
201124724	OFFICE DEPOT	11/16/2021	2.0474E+11	FES Supplies	1302200085	\$ 52.58
	OFFICE DEPOT	11/16/2021	2.0474E+11	OFFICE SUPPLIES	3002200048	\$ 413.57
201124725	PEPPER JW & SON INC	11/16/2021	363693362	BAND EQUIPMENT/SUPPLIES	3002200020	\$ 184.75
	PEPPER JW & SON INC	11/16/2021	363731687	BAND EQUIPMENT/SUPPLIES	3002200020	\$ 34.95
	PEPPER JW & SON INC	11/16/2021	363727493	BAND EQUIPMENT/SUPPLIES	3002200020	\$ 39.96
201124726	Pioneer Drama Service	11/16/2021	614974	One Act Play Manual "Soapy Smith's Winter Wish"	2922200017	\$ 123.75
201124727	RAINY LAKE MEDICAL CENTER	11/16/2021	3768	OT/PT & Speech Services	1102200014	\$ 7,932.95

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	RAINY LAKE MEDICAL CENTER	11/16/2021	3768	OT/PT & Speech Services	1102200014	\$ 1,482.73
201124728	RENAISSANCE LEARNING INC	11/16/2021	INV5234210	FES PK myIGDIs Student Assessment Subscription	1302200097	\$ 62.55
201124729	School Mate	11/16/2021	IN000565612	6th GRADE STUDENT PLANNERS LISA WEST	3002200050	\$ 266.25
201124730	SHANNONS INC	11/16/2021	21860	Troubleshooting Air conditioner in server room	8102200046	\$ 432.00
201124731	TechCheck	11/16/2021	45681	3CX Phone System	6052200043	\$ 900.00
201124732	The Sport Shop	11/16/2021	110521	Hockey Practice Pucks	2922200021	\$ 238.50
201124733	TIERNEY BROTHERS INC	11/16/2021	855541	Smart and Copernicus Bundle	6052200006	\$ 32,386.72
201124734	HARVEY, ROSS	11/11/2021	9/25/21 GSwim	Scorer & Timer @ FHS JH Shiverland Swim Meet on 9/25/2021	0	\$ 70.00
	HARVEY, ROSS	11/11/2021	9/25/21 GSwim	Scorer & Timer @ FHS JH Shiverland Swim Meet on 9/25/2021	0	\$ 70.00
201124734	HARVEY, ROSS	11/11/2021	9/25/21 GSwim	Scorer & Timer @ FHS JH Shiverland Swim Meet on 9/25/2021	0	\$ 110.88
202100317	MN DEPT OF REVENUE	10/21/2021	3rd Qtr Sales Tax	3rd Quarter Sales Tax	0	\$ 46.01
	MN DEPT OF REVENUE	10/21/2021	3rd Qtr Sales Tax	3rd Quarter Sales Tax	0	\$ 25.88
202100319	Aviben	10/22/2021	20211022ADTSAID	Payroll accrual	0	\$ 173.08
	Aviben	10/22/2021	20211022ADTSAME	Payroll accrual	0	\$ 196.14
	Aviben	10/22/2021	20211022ADTSASP	Payroll accrual	0	\$ 1,887.86
	Aviben	10/22/2021	20211022ADTSECO	Payroll accrual	0	\$ 3,210.97
	Aviben	10/22/2021	20211022ADTSECO	Payroll accrual	0	\$ 24.84
	Aviben	10/22/2021	20211022ADTSFRA	Payroll accrual	0	\$ 1,677.65
	Aviben	10/22/2021	20211022ADTSGRW	Payroll accrual	0	\$ 384.62
	Aviben	10/22/2021	20211022ADTSHOM	Payroll accrual	0	\$ 138.47
	Aviben	10/22/2021	20211022ADTSINV	Payroll accrual	0	\$ 891.56
	Aviben	10/22/2021	20211022ADTSMGT	Payroll accrual	0	\$ 209.53
	Aviben	10/22/2021	20211022ADTSSYM	Payroll accrual	0	\$ 250.00
	Aviben	10/22/2021	20211022ADTSVAL	Payroll accrual	0	\$ 2,747.00

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	Aviben	10/22/2021	20211022ADTSVAL	Payroll accrual	0	\$ 53.61
	Aviben	10/22/2021	20211022AFTSAID	TSA Benefit	0	\$ 92.30
	Aviben	10/22/2021	20211022AFTSAME	TSA Benefit	0	\$ 196.14
	Aviben	10/22/2021	20211022AFTSASP	TSA Benefit	0	\$ 312.73
	Aviben	10/22/2021	20211022AFTSECO	TSA Benefit	0	\$ 1,321.81
	Aviben	10/22/2021	20211022AFTSECO	TSA Benefit	0	\$ 24.84
	Aviben	10/22/2021	20211022AFTSFRA	TSA Benefit	0	\$ 384.78
	Aviben	10/22/2021	20211022AFTSGRW	Payroll accrual	0	\$ 84.62
	Aviben	10/22/2021	20211022AFTSHOM	TSA Benefit	0	\$ 46.15
	Aviben	10/22/2021	20211022AFTSINV	TSA Benefits	0	\$ 350.73
	Aviben	10/22/2021	20211022AFTSMGT	TSA Benefit	0	\$ 194.82
	Aviben	10/22/2021	20211022AFTSSTA	TSA Benefit	0	\$ 65.38
	Aviben	10/22/2021	20211022AFTSVAL	TSA Benefit	0	\$ 967.76
	Aviben	10/22/2021	20211022AFTSVAL	TSA Benefit	0	\$ 53.61
202100320	Empower Retirement	10/22/2021	20211022ADDEFECO	Payroll accrual	0	\$ 580.00
	Empower Retirement	10/22/2021	20211022ADDEFECO	Payroll accrual	0	\$ 50.00
	Empower Retirement	10/22/2021	20211022ADG-457	Payroll accrual	0	\$ 53.82
	Empower Retirement	10/22/2021	20211022ADG-457	Payroll accrual	0	\$ 25.06
	Empower Retirement	10/22/2021	20211022AFDEFM1	Deferred Comp 457 Benefit	0	\$ 53.82
202100320	Empower Retirement	10/22/2021	20211022AFDEFM1	Deferred Comp 457 Benefit	0	\$ 25.06
	Empower Retirement	10/22/2021	20211022AFHCSP	HCSP	0	\$ 2,718.00
	Empower Retirement	10/22/2021	20211022AFHCSP	HCSP	0	\$ 69.99
202100321	Internal Revenue Service	10/22/2021	20211022ADFICA	Payroll accrual	0	\$ 18,347.34
	Internal Revenue Service	10/22/2021	20211022ADFICA	Payroll accrual	0	\$ 409.30
	Internal Revenue Service	10/22/2021	20211022ADFICA	Payroll accrual	0	\$ 634.25
	Internal Revenue Service	10/22/2021	20211022ADFTA	Payroll accrual	0	\$ 328.01
	Internal Revenue Service	10/22/2021	20211022ADFTA	Payroll accrual	0	\$ 6.99
	Internal Revenue Service	10/22/2021	20211022ADFTP	Payroll accrual	0	\$ 119.62
	Internal Revenue Service	10/22/2021	20211022ADFTX	Payroll accrual	0	\$ 23,653.13
	Internal Revenue Service	10/22/2021	20211022ADFTX	Payroll accrual	0	\$ 466.57
	Internal Revenue Service	10/22/2021	20211022ADFTX	Payroll accrual	0	\$ 513.44
	Internal Revenue Service	10/22/2021	20211022ADMDCR	Payroll accrual	0	\$ 4,290.85
	Internal Revenue Service	10/22/2021	20211022ADMDCR	Payroll accrual	0	\$ 95.70

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	Internal Revenue Service	10/22/2021	20211022ADMDCR	Payroll accrual	0	\$ 148.34
	Internal Revenue Service	10/22/2021	20211022AFFICA	FICA Benefit	0	\$ 18,347.34
	Internal Revenue Service	10/22/2021	20211022AFFICA	FICA Benefit	0	\$ 409.30
	Internal Revenue Service	10/22/2021	20211022AFFICA	FICA Benefit	0	\$ 634.25
	Internal Revenue Service	10/22/2021	20211022AFMDCR	Medicare Benefit	0	\$ 4,290.85
	Internal Revenue Service	10/22/2021	20211022AFMDCR	Medicare Benefit	0	\$ 95.70
	Internal Revenue Service	10/22/2021	20211022AFMDCR	Medicare Benefit	0	\$ 148.34
202100322	MINNESOTA REVENUE	10/22/2021	20211022ADSITA	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	10/22/2021	20211022ADSITA	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	10/22/2021	20211022ADSITMN	Payroll accrual	0	\$ 11,292.42
	MINNESOTA REVENUE	10/22/2021	20211022ADSITMN	Payroll accrual	0	\$ 234.72
	MINNESOTA REVENUE	10/22/2021	20211022ADSITMN	Payroll accrual	0	\$ 266.53
	MINNESOTA REVENUE	10/22/2021	20211022ADSITP	Payroll accrual	0	\$ 97.73
202100323	MN Teachers Retirement Associatio	10/22/2021	20211022ADTRAC	Payroll accrual	0	\$ 15,353.71
	MN Teachers Retirement Associatio	10/22/2021	20211022ADTRAC	Payroll accrual	0	\$ 255.59
	MN Teachers Retirement Associatio	10/22/2021	20211022ADTRAC	Payroll accrual	0	\$ 28.40
	MN Teachers Retirement Associatio	10/22/2021	20211022AFTRAC	TRA Benefit	0	\$ 17,073.18
	MN Teachers Retirement Associatio	10/22/2021	20211022AFTRAC	TRA Benefit	0	\$ 284.22
	MN Teachers Retirement Associatio	10/22/2021	20211022AFTRAC	TRA Benefit	0	\$ 31.58
202100324	Public Employees Retirement Assoc	10/22/2021	20211022ADDCP	Payroll accrual	0	\$ 30.00
	Public Employees Retirement Assoc	10/22/2021	20211022ADPERAC	Payroll accrual	0	\$ 6,269.10
202100324	Public Employees Retirement Assoc	10/22/2021	20211022ADPERAC	Payroll accrual	0	\$ 140.17
	Public Employees Retirement Assoc	10/22/2021	20211022ADPERAC	Payroll accrual	0	\$ 660.54
	Public Employees Retirement Assoc	10/22/2021	20211022ADPERAX	Payroll accrual	0	\$ 6.57
	Public Employees Retirement Assoc	10/22/2021	20211022AFDCP	DCP Benefit	0	\$ 30.00
	Public Employees Retirement Assoc	10/22/2021	20211022AFPERAC	PERA Benefit	0	\$ 7,233.53
	Public Employees Retirement Assoc	10/22/2021	20211022AFPERAC	PERA Benefit	0	\$ 161.75
	Public Employees Retirement Assoc	10/22/2021	20211022AFPERAC	PERA Benefit	0	\$ 762.17
	Public Employees Retirement Assoc	10/22/2021	20211022AFPERAX	Payroll accrual	0	\$ 7.58
202100325	MN PEIP	10/29/2021	1126411	HEALTH INSURANCE-NOVEMBER	0	\$ 112,235.56
202100326	Further	10/29/2021	39986496	Med/Dep Reimbursements	0	\$ 507.21
202100327	Further	10/29/2021	39992712	Med/Dep Reimbursements	0	\$ 1,729.58
202100328	Further	10/29/2021	40001169	Med/Dep Reimbursements	0	\$ 900.64

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202100329	DELTA DENTAL	10/29/2021	cns0000783717	OCTOBER PREMIUMS 2021	0	\$ 4,201.14
	DELTA DENTAL	10/29/2021	cns0000783717	OCTOBER PREMIUMS 2021	0	\$ 1,970.32
202100330	DELTA DENTAL	10/29/2021	CNS0000805374	NOVEMBER PREMIUMS 2021	0	\$ 4,171.48
	DELTA DENTAL	10/29/2021	CNS0000805374	NOVEMBER PREMIUMS 2021	0	\$ 1,940.66
202100331	Aviben	11/5/2021	20211105ADTSAID	Payroll accrual	0	\$ 173.08
	Aviben	11/5/2021	20211105ADTSAME	Payroll accrual	0	\$ 196.14
	Aviben	11/5/2021	20211105ADTSASP	Payroll accrual	0	\$ 1,887.86
	Aviben	11/5/2021	20211105ADTSECO	Payroll accrual	0	\$ 3,210.97
	Aviben	11/5/2021	20211105ADTSECO	Payroll accrual	0	\$ 24.84
	Aviben	11/5/2021	20211105ADTSFRA	Payroll accrual	0	\$ 1,677.65
	Aviben	11/5/2021	20211105ADTSGRW	Payroll accrual	0	\$ 384.62
	Aviben	11/5/2021	20211105ADTSHOM	Payroll accrual	0	\$ 138.47
	Aviben	11/5/2021	20211105ADTSINV	Payroll accrual	0	\$ 891.56
	Aviben	11/5/2021	20211105ADTSMGT	Payroll accrual	0	\$ 209.53
	Aviben	11/5/2021	20211105ADTSSYM	Payroll accrual	0	\$ 250.00
	Aviben	11/5/2021	20211105ADTSVAL	Payroll accrual	0	\$ 2,691.11
	Aviben	11/5/2021	20211105ADTSVAL	Payroll accrual	0	\$ 53.61
	Aviben	11/5/2021	20211105AFTSAID	TSA Benefit	0	\$ 92.30
	Aviben	11/5/2021	20211105AFTSAME	TSA Benefit	0	\$ 196.14
	Aviben	11/5/2021	20211105AFTSASP	TSA Benefit	0	\$ 312.73
202100331	Aviben	11/5/2021	20211105AFTSECO	TSA Benefit	0	\$ 1,321.81
	Aviben	11/5/2021	20211105AFTSECO	TSA Benefit	0	\$ 24.84
	Aviben	11/5/2021	20211105AFTSFRA	TSA Benefit	0	\$ 384.78
	Aviben	11/5/2021	20211105AFTSGRW	Payroll accrual	0	\$ 84.62
	Aviben	11/5/2021	20211105AFTSHOM	TSA Benefit	0	\$ 46.15
	Aviben	11/5/2021	20211105AFTSINV	TSA Benefits	0	\$ 350.73
	Aviben	11/5/2021	20211105AFTSMGT	TSA Benefit	0	\$ 194.82
	Aviben	11/5/2021	20211105AFTSSTA	TSA Benefit	0	\$ 65.38
	Aviben	11/5/2021	20211105AFTSVAL	TSA Benefit	0	\$ 927.18
	Aviben	11/5/2021	20211105AFTSVAL	TSA Benefit	0	\$ 53.61
202100332	Empower Retirement	11/5/2021	20211105ADDEFECO	Payroll accrual	0	\$ 580.00
	Empower Retirement	11/5/2021	20211105ADDEFECO	Payroll accrual	0	\$ 50.00
	Empower Retirement	11/5/2021	20211105ADG-457	Payroll accrual	0	\$ 53.82

Payables Summary  
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Check No	Vendor	Date	Invoice No	Invoice Description	PO Number	Amount
	Empower Retirement	11/5/2021	20211105ADG-457	Payroll accrual	0	\$ 25.06
	Empower Retirement	11/5/2021	20211105AFDEFM1	Deferred Comp 457 Benefit	0	\$ 53.82
	Empower Retirement	11/5/2021	20211105AFDEFM1	Deferred Comp 457 Benefit	0	\$ 25.06
	Empower Retirement	11/5/2021	20211105AFHCSP	HCSP	0	\$ 2,718.00
	Empower Retirement	11/5/2021	20211105AFHCSP	HCSP	0	\$ 69.99
202100333	Internal Revenue Service	11/5/2021	20211105ADFICA	Payroll accrual	0	\$ 18,059.21
	Internal Revenue Service	11/5/2021	20211105ADFICA	Payroll accrual	0	\$ 324.70
	Internal Revenue Service	11/5/2021	20211105ADFICA	Payroll accrual	0	\$ 524.73
	Internal Revenue Service	11/5/2021	20211105ADFTA	Payroll accrual	0	\$ 326.70
	Internal Revenue Service	11/5/2021	20211105ADFTA	Payroll accrual	0	\$ 8.30
	Internal Revenue Service	11/5/2021	20211105ADFTP	Payroll accrual	0	\$ 70.06
	Internal Revenue Service	11/5/2021	20211105ADFTX	Payroll accrual	0	\$ 22,710.29
	Internal Revenue Service	11/5/2021	20211105ADFTX	Payroll accrual	0	\$ 352.65
	Internal Revenue Service	11/5/2021	20211105ADFTX	Payroll accrual	0	\$ 372.29
	Internal Revenue Service	11/5/2021	20211105ADMDCR	Payroll accrual	0	\$ 4,223.50
	Internal Revenue Service	11/5/2021	20211105ADMDCR	Payroll accrual	0	\$ 75.94
	Internal Revenue Service	11/5/2021	20211105ADMDCR	Payroll accrual	0	\$ 122.73
	Internal Revenue Service	11/5/2021	20211105AFFICA	FICA Benefit	0	\$ 18,059.21
	Internal Revenue Service	11/5/2021	20211105AFFICA	FICA Benefit	0	\$ 324.70
	Internal Revenue Service	11/5/2021	20211105AFFICA	FICA Benefit	0	\$ 524.73
	Internal Revenue Service	11/5/2021	20211105AFMDCR	Medicare Benefit	0	\$ 4,223.50
	Internal Revenue Service	11/5/2021	20211105AFMDCR	Medicare Benefit	0	\$ 75.94
	Internal Revenue Service	11/5/2021	20211105AFMDCR	Medicare Benefit	0	\$ 122.73
202100334	MINNESOTA REVENUE	11/5/2021	20211105ADSITA	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	11/5/2021	20211105ADSITA	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	11/5/2021	20211105ADSITMN	Payroll accrual	0	\$ 10,774.61
	MINNESOTA REVENUE	11/5/2021	20211105ADSITMN	Payroll accrual	0	\$ 178.64
	MINNESOTA REVENUE	11/5/2021	20211105ADSITMN	Payroll accrual	0	\$ 197.46
	MINNESOTA REVENUE	11/5/2021	20211105ADSITP	Payroll accrual	0	\$ 83.00
202100335	MN Teachers Retirement Associatio	11/5/2021	20211105ADTRAC	Payroll accrual	0	\$ 15,186.84
	MN Teachers Retirement Associatio	11/5/2021	20211105ADTRAC	Payroll accrual	0	\$ 246.85
	MN Teachers Retirement Associatio	11/5/2021	20211105ADTRAC	Payroll accrual	0	\$ 34.49
	MN Teachers Retirement Associatio	11/5/2021	20211105AFTRAC	TRA Benefit	0	\$ 16,887.66

Payables Summary  
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Check No	Vendor	Date	Invoice No	Invoice Description	PO Number	Amount
	MN Teachers Retirement Associatio	11/5/2021	20211105AFTRAC	TRA Benefit	0	\$ 274.51
	MN Teachers Retirement Associatio	11/5/2021	20211105AFTRAC	TRA Benefit	0	\$ 38.35
202100336	Public Employees Retirement Assoc	11/5/2021	20211105ADDCP	Payroll accrual	0	\$ 30.00
	Public Employees Retirement Assoc	11/5/2021	20211105ADPERAC	Payroll accrual	0	\$ 5,492.64
	Public Employees Retirement Assoc	11/5/2021	20211105ADPERAC	Payroll accrual	0	\$ 128.18
	Public Employees Retirement Assoc	11/5/2021	20211105ADPERAC	Payroll accrual	0	\$ 534.39
	Public Employees Retirement Assoc	11/5/2021	20211105AFDCP	DCP Benefit	0	\$ 30.00
	Public Employees Retirement Assoc	11/5/2021	20211105AFPERAC	PERA Benefit	0	\$ 6,337.66
	Public Employees Retirement Assoc	11/5/2021	20211105AFPERAC	PERA Benefit	0	\$ 147.90
	Public Employees Retirement Assoc	11/5/2021	20211105AFPERAC	PERA Benefit	0	\$ 616.64
	Public Employees Retirement Assoc	11/5/2021	20211105AFPERAX	Payroll accrual	0	\$ -
202100337-	BMO	11/3/2021		See Detail Attachment		
202100463	BMO				0	\$ 34,973.93
212200021	Anderson, Charles	11/16/2021	103121	October Mileage	0	\$ 10.08
212200022	Christianson, Ginger	11/16/2021	103121	October Mileage	0	\$ 99.57
212200023	Christianson, Rosa	11/16/2021	93021	September Mileage	0	\$ 4.76
	Christianson, Rosa	11/16/2021	103121	October Mileage	0	\$ 4.76
212200024	Mankus, Linda	11/16/2021	103121	October Mileage	0	\$ 11.20
212200025	Peterson, Paul	11/16/2021	103121	October Mileage	0	\$ 16.80
212200026	Scholler, Angela	11/16/2021	103121	October Mileage	0	\$ 17.92
212200027	Seegert, Michael	11/16/2021	103121	October Mileage	0	\$ 2.24
212200028	Wilson, June	11/16/2021	103121	October Mileage	0	\$ 63.84
<b>Total</b>						<b>\$ 676,769.59</b>

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8319	10/18/2021	7925	HUMBELAU002	Humbert Laurie A	Canva I03211-20387016, Camden,	AMAZON B000	10/29/2021		Invoiced	A	119.40
	1					Missy's C/C00000	11/03/2021	119.40			
	10/01/2021	7926	HUMBELAU002	Humbert Laurie A	Heggerty Literacy Res, Oak Park	HEGGERTY000	10/29/2021		Invoiced	A	-79.96
	1					Missy's C/C00001	11/03/2021	-79.96			
					2 transaction(s) for XXXXXXXXXXXX8319. Total Amount ==>						39.44
XXXXXXXXXXXX8335	10/19/2021	7946	SteelEug000	Steele Eugene L	Auto Value Internation, Interna	AUTO VAL000	10/29/2021		Invoiced	A	17.64
	2	Transportation Blanket P.O. for Auto Value			7602200019	Gene's C/C00000	11/03/2021	17.64			
	10/18/2021	7945	SteelEug000	Steele Eugene L	Rainy Lake Oil Inc, Internation	KEEP ENT000	10/29/2021		Invoiced	A	58.75
	1	tire repair bus #1				Gene's C/C00001	11/03/2021	58.75			
	10/13/2021	7944	SteelEug000	Steele Eugene L	Auto Value Internation, Interna	AUTO VAL000	10/29/2021		Invoiced	A	63.99
	2	Transportation Blanket P.O. for Auto Value			7602200019	Gene's C/C00002	11/03/2021	63.99			
	10/12/2021	7943	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	10/29/2021		Invoiced	A	12.99
	2	Transportation Supplies			7602200010	Gene's C/C00003	11/03/2021	12.99			
	10/04/2021	7942	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	10/29/2021		Invoiced	A	48.70
	2	Transportation Supplies			7602200010	Gene's C/C00004	11/03/2021	48.70			
					5 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>						202.07
XXXXXXXXXXXX7362	10/21/2021	7952			Hudl, Lincoln, NE, 68508, US	AGILE SP000	10/29/2021		Invoiced	A	8,000.00
	2	Hudl software for the 2021-2022 school year fo			3002200043	Stacy's C/C00000	11/03/2021	8,000.00			
	10/14/2021	7950			Quality Logo Products, 86631256	QUALITY 000	10/29/2021		Invoiced	A	1,950.00
	2	Lanyards for student/staff masks Q76842, Yello			1102200036	Stacy's C/C00001	11/03/2021	1,950.00			
	10/14/2021	7951			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	10/29/2021		Invoiced	A	120.12
	3	Monthly Phone service charge			8102200035	Stacy's C/C00002	11/03/2021	120.12			
	10/11/2021	7949			Masbo, Saint Paul, MN, 55114, U	MASBO 000	10/29/2021		Invoiced	A	80.00
	2	On Line Fall Conference Registration			1102200037	Stacy's C/C00003	11/03/2021	80.00			
	10/06/2021	7948			Paul Bunyan Communicat, 2184441	PAUL BUN000	10/29/2021		Invoiced	A	1,200.00
	2	12 Month Contract for 1000Mbps, Midnight-4pm/5			6052200008	Stacy's C/C00004	11/03/2021	1,200.00			
	10/05/2021	7947			Amzn Mktp US 2c5a566s2, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	30.98
	2	Amazon Basics 8 Tier File Holder Organizer, Me			1102200021	Stacy's C/C00005	11/03/2021	30.98			
	09/29/2021	7953			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	10/29/2021		Invoiced	A	85.00
	2	Internet Service for Bus Garage			7602200016	Stacy's C/C00006	11/03/2021	85.00			
	09/28/2021	8015			Clia Laboratory Progra, 888-291	AMAZON B000	10/29/2021		Invoiced	A	180.00
	2	CLIA Laboratory User Fees COVID Testing			7202200003	Stacy's C/C00007	11/03/2021	180.00			
					8 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>						11,646.10
XXXXXXXXXXXX7132	10/19/2021	7987	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	10/29/2021		Invoiced	A	4.15
	2	Menards Blanket P.O. Transportation			7602200013	Jeremy's C/C00000	11/03/2021	4.15			

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			
XXXXXXXXXXXX7132	continued...										
	10/04/2021	7986	ANDERJER000	Anderson Jeremy R	All Season Equipment, Intl Fall	ALL SEAS000	10/29/2021		Invoiced	A	20.70
	1	Labor tire mount				Jeremy's C/C00001	11/03/2021	20.70			
									2 transaction(s) for XXXXXXXXXXXXX7132. Total Amount ==>		24.85
XXXXXXXXXXXX5747	09/30/2021	7924	GROVEKEV000	Grover Kevin K	Canal Park Lodge, Duluth, MN, 5	AMAZON B000	10/29/2021		Invoiced	A	179.57
	1					Kevin's C/C00000	11/03/2021	179.57			
	09/29/2021	7923	GROVEKEV000	Grover Kevin K	Red Lobster 0630, Duluth, MN, 5		10/29/2021		Invoiced	A	22.99
	1					Kevin's C/C00001	11/03/2021	22.99			
									2 transaction(s) for XXXXXXXXXXXXX5747. Total Amount ==>		202.56
XXXXXXXXXXXX7648	10/18/2021	7991	SLATIBET000	Slatinski BethAnne K	Quality Logo Products, 86631256	QUALITY 000	10/29/2021		Invoiced	A	297.00
	1	DFC Grant				Beth's C/C00000	11/03/2021	297.00			
	10/14/2021	7989	SLATIBET000	Slatinski BethAnne K	Fun Express, Omaha, NE, 68137,	FUN EXPR000	10/29/2021		Invoiced	A	234.27
	3	Supplies for ECFE Halloween Event			5002200013	Beth's C/C00001	11/03/2021	234.27			
	10/14/2021	7990	SLATIBET000	Slatinski BethAnne K	Fun Express, Omaha, NE, 68137,	FUN EXPR000	10/29/2021		Invoiced	A	89.97
	2	Supplies for ECFE Halloween Event			5002200013	Beth's C/C00002	11/03/2021	89.97			
	10/13/2021	7988	SLATIBET000	Slatinski BethAnne K	Cadca Alexandria Va, 7037060560	AMAZON B000	10/29/2021		Invoiced	A	200.00
	1	DFC Grant				Beth's C/C00003	11/03/2021	200.00			
	09/28/2021	7992	SLATIBET000	Slatinski BethAnne K	Minnesota Community Ed, 6512570		10/29/2021		Invoiced	A	379.00
	1	Comm Ed Conference Attendance Fee				Beth's C/C00004	11/03/2021	379.00			
									5 transaction(s) for XXXXXXXXXXXXX7648. Total Amount ==>		1,200.24
XXXXXXXXXXXX2314	10/27/2021	8002	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US 2y07a5282, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	97.69
	2	Kamirola - Queen Crown and Tiara Princess Crow			2502200006	Karla's C/C00000	11/03/2021	17.99			
	3	MIUNIKO 2PCS Fashion King and Queen Skullies H			2502200006	Karla's C/C00000	11/03/2021	18.99			
	4	12 Pack Winter Beanie Hats for Men Women, Warm			2502200006	Karla's C/C00000	11/03/2021	24.99			
	5	FRCOLOR Crystal Crowns and Tiaras, 2 Pack Tiar			2502200006	Karla's C/C00000	11/03/2021	25.98			
	6	Cricut SportFlex Iron On Vinyl, DIY Supplies,			2502200006	Karla's C/C00000	11/03/2021	9.74			
	10/26/2021	8000	OLSONKAR000	Olson-Line Karla A	In J2m Apparel Co., 218-2857143	J2M APPA000	10/29/2021		Invoiced	A	828.00
	2	Mini Leader Sweatshirts			2502200004	Karla's C/C00001	11/03/2021	828.00			
	10/26/2021	8001	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	10/29/2021		Invoiced	A	61.68
	1	Supplies				Karla's C/C00002	11/03/2021	61.68			
	10/20/2021	7998	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	10/29/2021		Invoiced	A	128.75
	1	Supplies				Karla's C/C00002	11/03/2021	128.75			
	10/20/2021	7999	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	10/29/2021		Invoiced	A	48.50
	2	MHS breakfast			2502200007	Karla's C/C00003	11/03/2021	48.50			

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			
XXXXXXXXXXXX2314	continued...										
	10/12/2021	7997	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	10/29/2021		Invoiced	A	27.27
	1	supplies				Karla's C/C00002	11/03/2021	27.27			
	10/06/2021	7996	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	10/29/2021		Invoiced	A	90.36
	1	Supplies				Karla's C/C00002	11/03/2021	90.36			
	10/04/2021	7993	OLSONKAR000	Olson-Line Karla A	Hometown Hobby & Craft, Interna	HOMETOWN000	10/29/2021		Invoiced	A	68.00
	1	Football Cheerleading				Karla's C/C00004	11/03/2021	68.00			
	10/04/2021	7994	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	10/29/2021		Invoiced	A	68.66
	1	Supplies				Karla's C/C00002	11/03/2021	68.66			
	10/04/2021	7995	OLSONKAR000	Olson-Line Karla A	Hometown Hobby & Craft, Interna	HOMETOWN000	10/29/2021		Invoiced	A	39.08
	1	Football Cheerleading				Karla's C/C00004	11/03/2021	39.08			
	09/30/2021	8004	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	10/29/2021		Invoiced	A	43.09
	1	MHS				Karla's C/C00002	11/03/2021	43.09			
	09/28/2021	8003	OLSONKAR000	Olson-Line Karla A	In J2m Apparel Co., 218-2857143	J2M APPA000	10/29/2021		Invoiced	A	853.00
	3	Mini Leaders			2502200003	Karla's C/C00005	11/03/2021	853.00			
											12 transaction(s) for XXXXXXXXXXXX2314. Total Amount ====>
											2,354.08
XXXXXXXXXXXX2322	10/15/2021	8006	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	10/29/2021		Invoiced	A	299.84
	2	BLANKET PO MENARDS G. MCDONALD			2552200002	George's C/C00000	11/03/2021	299.84			
	10/04/2021	8005	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	10/29/2021		Invoiced	A	13.38
	2	BLANKET PO MENARDS G. MCDONALD			2552200002	George's C/C00001	11/03/2021	13.38			
											2 transaction(s) for XXXXXXXXXXXX2322. Total Amount ====>
											313.22
XXXXXXXXXXXX3600	10/27/2021	7908	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 826g64qt3, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	146.79
	2					Laurie's C/C00000	11/03/2021	146.79			
	10/27/2021	7909	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2y24v52w2, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	10.49
	22	Big Shot (Diary of a Wimpy Kid Book 16)			1302200070	Laurie's C/C00001	11/03/2021	10.49			
	10/27/2021	7910	HUMBELAU002	Humbert Laurie A	National Catholic Educ, 571-257	NATIONAL024	10/29/2021		Invoiced	A	-623.24
	2					Laurie's C/C00002	11/03/2021	-623.24			
	10/26/2021	7905	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 6945e7zu3, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	111.96
	2	Wooden Matching Game Puzzle Games Match Family			1302200098	Laurie's C/C00003	11/03/2021	111.96			
	10/26/2021	7906	HUMBELAU002	Humbert Laurie A	National Catholic Educ, 571-257	NATIONAL024	10/29/2021		Invoiced	A	623.24
	1					Laurie's C/C00002	11/03/2021	623.24			
	10/26/2021	7907	HUMBELAU002	Humbert Laurie A	Amazon.Com 2y9d706h2, Amzn.Com/	AMAZON B000	10/29/2021		Invoiced	A	162.16
	2					Laurie's C/C00000	11/03/2021	162.16			
	10/25/2021	7903	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	10/29/2021		Invoiced	A	186.52
	2	SHARPENER,ELEC PENCIL,BK			1302200096	Laurie's C/C00004	11/03/2021	66.32			
	3	TAPE,SCOTCH&MASK 1 1/2"			1302200096	Laurie's C/C00004	11/03/2021	29.42			

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...										
	4	BNDR,VIEW,11X8.5,1",BK			1302200096	Laurie's C/C00004	11/03/2021	19.20			
	5	MARKER,EXPO 2,CHISEL,BE			1302200096	Laurie's C/C00004	11/03/2021	46.68			
	6	NOTE,POP UP 3X3 6 PK,AST			1302200096	Laurie's C/C00004	11/03/2021	24.90			
	10/25/2021	7904	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	10/29/2021		Invoiced	A	402.22
	2	PAPER,CNST,12X18,50PK,WE			1302200099	Laurie's C/C00005	11/03/2021	30.20			
	3	PAPER,CNST,9X12,50PK,WE			1302200099	Laurie's C/C00005	11/03/2021	14.40			
	4	PAPER,CNST,9X12,50PK,BK			1302200099	Laurie's C/C00005	11/03/2021	14.60			
	5	PAPER,CNST,12X18,50PK,BK			1302200099	Laurie's C/C00005	11/03/2021	29.60			
	6	PAPER,CNST,9X12,50PK,RD			1302200099	Laurie's C/C00005	11/03/2021	18.40			
	7	PAPER,CONST,12X18,50PK,GD			1302200099	Laurie's C/C00005	11/03/2021	67.50			
	8	PAPER,CNST,9X12,50PK,YW			1302200099	Laurie's C/C00005	11/03/2021	8.64			
	9	PAPER,CNST,9X12,50PK,OE			1302200099	Laurie's C/C00005	11/03/2021	16.80			
	10	PAPER,CNST,12X18,50PK,OE			1302200099	Laurie's C/C00005	11/03/2021	32.00			
	11	PAPER,CONST.76#,50/PK,OE			1302200099	Laurie's C/C00005	11/03/2021	45.84			
	12	PAINT,TMPRA,ARTSTA II,YL			1302200099	Laurie's C/C00005	11/03/2021	13.92			
	13	PAINT,TMPRA,ARTSTA II,OR			1302200099	Laurie's C/C00005	11/03/2021	13.92			
	14	PAINT,TMPRA,ARTSTA II,BE			1302200099	Laurie's C/C00005	11/03/2021	9.28			
	15	PAINT,TMPRA,ARTSTA II,BR			1302200099	Laurie's C/C00005	11/03/2021	18.12			
	16	PAINT,TMPRA,WSH,16OZ,MG			1302200099	Laurie's C/C00005	11/03/2021	12.08			
	17	PAINT,16 OZ WSHABLE,VL			1302200099	Laurie's C/C00005	11/03/2021	19.44			
	18	PAINT,TMPRA,WS,16OZ,BEGN			1302200099	Laurie's C/C00005	11/03/2021	18.04			
	19	PAINT,WSHBL,16OZ,GN			1302200099	Laurie's C/C00005	11/03/2021	19.44			
	10/22/2021	7900	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2ylwb8js2, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	5.30
	11	Froggy's Best Babysitter			1302200092	Laurie's C/C00006	11/03/2021	5.30			
	10/22/2021	7901	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2y7ng43f2, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	5.87
	2				Laurie's C/C00000	11/03/2021	5.87				
	10/22/2021	7902	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2y0uc98q0, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	7.49
	2				Laurie's C/C00000	11/03/2021	7.49				
	10/21/2021	7890	HUMBELAU002	Humbert Laurie A	Amazon.Com, Amzn.Com/Bill, WA,	AMAZON B000	10/29/2021		Invoiced	A	-45.09
	1				Laurie's C/C00000	11/03/2021	-45.09				
	10/21/2021	7891	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2y6th6lx2, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	81.69
	3	The Arctic Challenge			1302200092	Laurie's C/C00007	11/03/2021	8.98			
	5	The River Challenge (Bear Grylls Adventures)			1302200092	Laurie's C/C00007	11/03/2021	10.95			
	7	The Sea Challenge (Bear Grylls Adventures)			1302200092	Laurie's C/C00007	11/03/2021	10.95			
	12	The Sailing Challenge			1302200092	Laurie's C/C00007	11/03/2021	8.98			
	15	The Mountain Challenge			1302200092	Laurie's C/C00007	11/03/2021	8.98			
	16	The Earthquake Challenge (Bear Grylls Adventur			1302200092	Laurie's C/C00007	11/03/2021	10.95			

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	22	The Volcano Challenge (Bear Grylls Adventures)			1302200092	Laurie's C/C00007	11/03/2021	10.95			
	25	The Desert Challenge (Bear Grylls Adventures)			1302200092	Laurie's C/C00007	11/03/2021	10.95			
		10/21/2021	7892	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2y5vv45a1, Amzn.Co	AMAZON B000	10/29/2021	Invoiced	A	11.99
	2					Laurie's C/C00000	11/03/2021	11.99			
		10/21/2021	7893	HUMBELAU002	Humbert Laurie A	Natgeo Kids 8006475463, 800-647	NATIONAL018	10/29/2021	Invoiced	A	40.00
	2					Laurie's C/C00008	11/03/2021	40.00			
		10/21/2021	7894	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2y5837xr0, Amzn.Co	AMAZON B000	10/29/2021	Invoiced	A	14.97
	2	Come What May (Heartland #5)			1302200094	Laurie's C/C00009	11/03/2021	6.43			
	5	Heartland #20: Always There			1302200094	Laurie's C/C00009	11/03/2021	8.54			
		10/21/2021	7895	HUMBELAU002	Humbert Laurie A	Icanvas, 8009801089, IL, 60053,	ICANVAS 000	10/29/2021	Invoiced	A	38.49
	2					Laurie's C/C00010	11/03/2021	38.49			
		10/21/2021	7896	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2y8d90hl1, Amzn.Co	AMAZON B000	10/29/2021	Invoiced	A	5.98
	2					Laurie's C/C00000	11/03/2021	5.98			
		10/21/2021	7897	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2y90s6mal, Amzn.Co	AMAZON B000	10/29/2021	Invoiced	A	23.98
	2					Laurie's C/C00000	11/03/2021	23.98			
		10/21/2021	7898	HUMBELAU002	Humbert Laurie A	Aep Connections Llc, 815-703018	AEP CONN000	10/29/2021	Invoiced	A	190.00
	2	FES Webinar/Conference (Taylor)			1302200101	Laurie's C/C00011	11/03/2021	190.00			
		10/21/2021	7899	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2y5o18510, Amzn.Co	AMAZON B000	10/29/2021	Invoiced	A	6.62
	2					Laurie's C/C00000	11/03/2021	6.62			
		10/20/2021	7889	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2y6b16gt1, Amzn.Co	AMAZON B000	10/29/2021	Invoiced	A	143.92
	2	Felt-Alphabet Letters Numbers for Toddlers Pre			1302200080	Laurie's C/C00012	11/03/2021	16.99			
	3	144 Pcs Kids Felt Flannel-Boards Shapes Teachi			1302200080	Laurie's C/C00012	11/03/2021	27.99			
	4	Craftstory Zoo Animals Felt Board Story Set fo			1302200080	Laurie's C/C00012	11/03/2021	27.99			
	5	Craftstory Preschool Flannel Felt Board Story			1302200080	Laurie's C/C00012	11/03/2021	27.99			
	6	WATINC Farm Animals Felt Story Board Set 3.5Ft			1302200080	Laurie's C/C00012	11/03/2021	17.99			
	7	Foldable Felt Flannel Board Quiet Book For Kid			1302200080	Laurie's C/C00012	11/03/2021	24.97			
		10/19/2021	7887	HUMBELAU002	Humbert Laurie A	Mystery Science, Walnut, CA, 91	MYSTERY 000	10/29/2021	Invoiced	A	1,499.00
	2	Mystery Science Subscription			1302200040	Laurie's C/C00013	11/03/2021	1,499.00			
		10/19/2021	7888	HUMBELAU002	Humbert Laurie A	Amazon.Com 2y41k8tn0, Amzn.Com/	AMAZON B000	10/29/2021	Invoiced	A	45.09
	3	Pampers Easy Ups Training Pants Boys and Girls			1302200091	Laurie's C/C00014	11/03/2021	45.09			
		10/18/2021	7884	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2y4i47ohl, Amzn.Co	AMAZON B000	10/29/2021	Invoiced	A	42.25
	2					Laurie's C/C00000	11/03/2021	42.25			
		10/18/2021	7885	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2771z2wv0, Amzn.Co	AMAZON B000	10/29/2021	Invoiced	A	190.00
	2	Defender Safety- ASTM Level 3, 4 Layer, 99% PF			1302200090	Laurie's C/C00015	11/03/2021	190.00			
		10/18/2021	7886	HUMBELAU002	Humbert Laurie A	Amazon.Com 2y3tm7cm1, Amzn.Com/	AMAZON B000	10/29/2021	Invoiced	A	59.08
	2	Brach's Star Brites Peppermint Starlight Mints			1302200088	Laurie's C/C00016	11/03/2021	13.99			
	3	Pampers Easy Ups Training Pants Boys and Girls			1302200088	Laurie's C/C00016	11/03/2021	45.09			

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	10/14/2021	7882	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	10/29/2021		Invoiced	A	434.37
	2	NOTE,POST-IT,18PD/PK,YW			1302200084	Laurie's C/C00017	11/03/2021	82.04			
	3	TAPE,MASKING,1"X60YD			1302200084	Laurie's C/C00017	11/03/2021	20.34			
	4	TAPE,MASKNG,1"X60YD,3/PK			1302200084	Laurie's C/C00017	11/03/2021	44.40			
	5	STAPLER,FLT,CLNCH,STND,BK			1302200084	Laurie's C/C00017	11/03/2021	17.33			
	6	CLIP,BNDR,SML,36/PK,BK			1302200084	Laurie's C/C00017	11/03/2021	8.30			
	7	CLIP,BINDER,MED,DZ			1302200084	Laurie's C/C00017	11/03/2021	6.30			
	8	GLUE,WASHBLE,SCHL, 4 OZ			1302200084	Laurie's C/C00017	11/03/2021	24.96			
	9	ENVELOPE,CLSP,6X9,28#,BN			1302200084	Laurie's C/C00017	11/03/2021	18.18			
	10	ENVELOPE,CLSP,9X12,28#,BN			1302200084	Laurie's C/C00017	11/03/2021	14.60			
	11	CLIP,STIKKICLPS,20/PK,WHT			1302200084	Laurie's C/C00017	11/03/2021	31.20			
	12	PAPER,LTR 500 24/60#,VL			1302200084	Laurie's C/C00017	11/03/2021	48.88			
	13	PAPER,11X17,500SH,BRY			1302200084	Laurie's C/C00017	11/03/2021	49.44			
	14	PAPER,MULTI,HYPER,24#,HOE			1302200084	Laurie's C/C00017	11/03/2021	68.40			
	10/14/2021	7883	HUMBELAU002	Humbert Laurie A	Amazon.Com 272wn87a0, Amzn.Com/	AMAZON B000	10/29/2021		Invoiced	A	88.27
	2	Clifford Goes to Kindergarten			1302200083	Laurie's C/C00018	11/03/2021	3.99			
	3	To the Sea			1302200083	Laurie's C/C00018	11/03/2021	16.99			
	4	A Chair for My Mother 25th Anniversary Edition			1302200083	Laurie's C/C00018	11/03/2021	5.39			
	5	Listening to My Body: A guide to helping kids			1302200083	Laurie's C/C00018	11/03/2021	12.99			
	6	My Secret Bully			1302200083	Laurie's C/C00018	11/03/2021	7.99			
	7	Kindergarten, Here I Come!			1302200083	Laurie's C/C00018	11/03/2021	3.01			
	8	Solutions for Cold Feet and Other Little Probl			1302200083	Laurie's C/C00018	11/03/2021	16.99			
	9	Stuck			1302200083	Laurie's C/C00018	11/03/2021	10.93			
	10	After the Fall (How Humpty Dumpty Got Back Up			1302200083	Laurie's C/C00018	11/03/2021	9.99			
	10/13/2021	7880	HUMBELAU002	Humbert Laurie A	Sp Author Kloveggreen, Eagan, MN		10/29/2021		Invoiced	A	138.49
	2					Laurie's C/C00019	11/03/2021	138.49			
	10/13/2021	7881	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 270q42d50, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	588.89
	3	Just a Little Blue (Owly #2) (2)			1302200070	Laurie's C/C00020	11/03/2021	12.79			
	4	Heartwood Hotel, Book 3 Better Together (Heart			1302200070	Laurie's C/C00020	11/03/2021	14.99			
	6	Ember Falls (The Green Ember Series: Book 2)			1302200070	Laurie's C/C00020	11/03/2021	23.46			
	7	The Gift of Dark Hollow (Longburrow)			1302200070	Laurie's C/C00020	11/03/2021	11.75			
	8	The Greatest Gift (Heartwood Hotel, 2)			1302200070	Laurie's C/C00020	11/03/2021	14.99			
	9	Ember Rising (The Green Ember Series: Book 3)			1302200070	Laurie's C/C00020	11/03/2021	25.95			
	10	The Beasts of Grimheart (Longburrow)			1302200070	Laurie's C/C00020	11/03/2021	11.91			
	11	The Secrets of the Pied Piper 1: The Peddler's			1302200070	Laurie's C/C00020	11/03/2021	24.99			
	12	Incredible Origami: 95 Amazing Paper-Folding P			1302200070	Laurie's C/C00020	11/03/2021	16.93			
	16	The Land of Stories Complete Paperback Gift Se			1302200070	Laurie's C/C00020	11/03/2021	33.99			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
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	20	Halloween Hustle			1302200070	Laurie's C/C00020	11/03/2021	9.79			
	21	The Green Ember			1302200070	Laurie's C/C00020	11/03/2021	23.05			
	24	Home Again (Heartwood Hotel, 4)			1302200070	Laurie's C/C00020	11/03/2021	14.99			
	26	The Christmas Miracle of Jonathan Toomey			1302200070	Laurie's C/C00020	11/03/2021	17.99			
	27	The Peanuts Holiday Cookbook: Sweet Treats for			1302200070	Laurie's C/C00020	11/03/2021	24.99			
	34	Elephant & Piggie: The Complete Collection (An			1302200070	Laurie's C/C00020	11/03/2021	99.99			
	35	Mother Bruce (Mother Bruce, Book 1) (Mother Br			1302200070	Laurie's C/C00020	11/03/2021	11.00			
	37	The Redwall Cookbook (Redwall Companion Books)			1302200070	Laurie's C/C00020	11/03/2021	33.99			
	38	The Christmas Quiet Book			1302200070	Laurie's C/C00020	11/03/2021	12.99			
	41	99: Stories of the Game			1302200070	Laurie's C/C00020	11/03/2021	14.45			
	42	Hello Lighthouse			1302200070	Laurie's C/C00020	11/03/2021	11.99			
	43	White Fur Flying			1302200070	Laurie's C/C00020	11/03/2021	13.39			
	44	Mr. Men 40th Anniversary Box Set			1302200070	Laurie's C/C00020	11/03/2021	21.83			
	46	Fablehaven Complete Set (Boxed Set): Fablehave			1302200070	Laurie's C/C00020	11/03/2021	29.49			
	49	Thomas Jefferson Builds a Library			1302200070	Laurie's C/C00020	11/03/2021	17.99			
	50	Pinkalicious Cupcake Cookbook			1302200070	Laurie's C/C00020	11/03/2021	14.99			
	51					Laurie's C/C00000	11/03/2021	24.23			
10/07/2021	7879	HUMBELAU002	Humbert	Laurie A	Amzn Mktp US 278cul3t1l, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	322.99
	2	Flying Lessons (Owly #3) (3)			1302200070	Laurie's C/C00021	11/03/2021	17.49			
	5	The Way Home (Owly #1) (Library Edition) (1)			1302200070	Laurie's C/C00021	11/03/2021	22.99			
	14	Peter & Ernesto: A Tale of Two Sloths (Peter &			1302200070	Laurie's C/C00021	11/03/2021	13.99			
	15	Principal Tate Is Running Late!			1302200070	Laurie's C/C00021	11/03/2021	14.89			
	17	Peter & Ernesto: Sloths in the Night (Peter &			1302200070	Laurie's C/C00021	11/03/2021	15.99			
	18	Hotel Bruce (Mother Bruce series, Book 2) (Mot			1302200070	Laurie's C/C00021	11/03/2021	14.49			
	19	LEGO® Awesome Ideas (Lego Ideas)			1302200070	Laurie's C/C00021	11/03/2021	17.04			
	25	The Cardboard Kingdom #2: Roar of the Beast			1302200070	Laurie's C/C00021	11/03/2021	16.80			
	28	The Big Bad Fox			1302200070	Laurie's C/C00021	11/03/2021	13.59			
	29	The Cardboard Kingdom			1302200070	Laurie's C/C00021	11/03/2021	16.29			
	30	Trapped in Hitler's Web			1302200070	Laurie's C/C00021	11/03/2021	17.99			
	31	Pokémon Adventures Gold & Silver Box Set (Set			1302200070	Laurie's C/C00021	11/03/2021	49.49			
	32	Peter & Ernesto: The Lost Sloths (Peter & Erne			1302200070	Laurie's C/C00021	11/03/2021	13.59			
	36	The Halloween Tree: Build New Traditions with			1302200070	Laurie's C/C00021	11/03/2021	9.89			
	45	The Beginner's Guide to Raising Chickens: How			1302200070	Laurie's C/C00021	11/03/2021	24.99			
	47	Rowley Jefferson's Awesome Friendly Spooky S			1302200070	Laurie's C/C00021	11/03/2021	6.32			
	48	The Little Old Lady Who Was Not Afraid of Anyt			1302200070	Laurie's C/C00021	11/03/2021	16.19			
	51	Super Extra Deluxe Essential Handbook (Pokémon			1302200070	Laurie's C/C00021	11/03/2021	11.98			
	52	Thanks for Nothing (A Little Bruce Book)(Mothe				Laurie's C/C00000	11/03/2021	8.99			

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	2					Laurie's C/C00000	11/03/2021	21.84			
	10/05/2021	7876	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 276mm0op1, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	27.98
	2	Gamenote Dry Erase Pockets 30 Pack with Rings			1302200076	Laurie's C/C00022	11/03/2021	21.99			
	3	Shipping - Cost of shipping, not including shi			1302200076	Laurie's C/C00022	11/03/2021	5.99			
	10/05/2021	7877	HUMBELAU002	Humbert Laurie A	Amazon.Com 271rq4o51 A, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	94.90
	2	Cardinal Economy 3-Ring Binders, 1", Round Rin			1302200079	Laurie's C/C00023	11/03/2021	29.72			
	3	Cardinal Economy 3-Ring Binders, 3", Round Rin			1302200079	Laurie's C/C00023	11/03/2021	45.41			
	4	Rayovac AA Batteries, Alkaline Double A Batter			1302200079	Laurie's C/C00023	11/03/2021	19.77			
	10/04/2021	7871	HUMBELAU002	Humbert Laurie A	Amazon.Com 2c1pp9dx0, Amzn.Com/	AMAZON B000	10/29/2021		Invoiced	A	45.08
	2	The New Camp Cookbook: Gourmet Grub for Camper			1302200074	Laurie's C/C00024	11/03/2021	14.29			
	3	That Monster on the Block			1302200074	Laurie's C/C00024	11/03/2021	10.99			
	4	No More Monsters for Me! (I Can Read Books: Le			1302200074	Laurie's C/C00024	11/03/2021	14.80			
	5	The Bad Guys in Superbad (The Bad Guys #8) (8)			1302200074	Laurie's C/C00024	11/03/2021	5.00			
	10/04/2021	7872	HUMBELAU002	Humbert Laurie A	Amazon.Com 2c8g19731, Amzn.Com/	AMAZON B000	10/29/2021		Invoiced	A	16.65
	2	TREND ENTERPRISES, INC. Easy Addition Fun-to-K			1302200078	Laurie's C/C00025	11/03/2021	10.66			
	3	Shipping - Cost of shipping, not including shi			1302200078	Laurie's C/C00025	11/03/2021	5.99			
	10/04/2021	7873	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2c5nq9du0, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	87.33
	3	Play-Doh Modeling Compound 36 Pack Case of Col			1302200072	Laurie's C/C00026	11/03/2021	49.98			
	4	Scotch Thermal Laminating Pouches, 5 Mil Thick			1302200072	Laurie's C/C00026	11/03/2021	22.36			
	5	Self Adhesive Dots,1100pcs(550 Pairs) 0.59" Di			1302200072	Laurie's C/C00026	11/03/2021	14.99			
	10/04/2021	7874	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2c71r4731, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	79.00
	2	SmithOutlet 25 Pack Over The Head Low Cost Hea			1302200071	Laurie's C/C00027	11/03/2021	79.00			
	10/04/2021	7875	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2c8g48xf2, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	25.04
	2					Laurie's C/C00000	11/03/2021	25.04			
	10/01/2021	7912	HUMBELAU002	Humbert Laurie A	Amazon.Com 2c0xf8840, Amzn.Com/	AMAZON B000	10/29/2021		Invoiced	A	8.49
	2					Laurie's C/C00000	11/03/2021	8.49			
	09/30/2021	7911	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2c1bj1q71, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	28.47
	2	Crayola Crayons Bulk, Classroom Supplies for T			1302200072	Laurie's C/C00028	11/03/2021	28.47			
											42 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>>
											5,394.56
XXXXXXXXXXXX2606	10/27/2021	7966	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	10/29/2021		Invoiced	A	537.04
	2	JP 905779 GLANCE HC 2X2.5LJ FILL GLASS CLEANER			8102200090	Tom's C/C00000	11/03/2021	537.04			
	10/22/2021	7964	HOLT THO000	Holt Thomas T	United Truck Body Co, Hermantow	UNITED T000	10/29/2021		Invoiced	A	102.33
	1	Brake light switch				Tom's C/C00001	11/03/2021	102.33			
	10/22/2021	7965	HOLT THO000	Holt Thomas T	Borderboxes, Intl Falls, MN, 56	BORDERBO000	10/29/2021		Invoiced	A	41.00
	1	Shipping to ship wrong size chair glides back				Tom's C/C00002	11/03/2021	41.00			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2606		continued...									
	10/21/2021	7963	HOLT THO000	Holt Thomas T	Amzn Mktp US 2y9sk8m21, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	183.99
	2	[2000 Masks] Disposable Face Mask, 3-Ply Adult			7602200026	Tom's C/C00003	11/03/2021	183.99			
	10/19/2021	7962	HOLT THO000	Holt Thomas T	Decker Equipment, 800-7624899,	DECKER I000	10/29/2021		Invoiced	A	154.34
	2	Bus lane no student pick up or drop off sign f			8102200097	Tom's C/C00004	11/03/2021	109.85			
	3	Shipping			8102200097	Tom's C/C00004	11/03/2021	44.49			
	10/14/2021	7961	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/29/2021		Invoiced	A	584.00
	2	Refrigerator for Bus garage			7602200024	Tom's C/C00005	11/03/2021	584.00			
	10/13/2021	7960	HOLT THO000	Holt Thomas T	Amzn Mktp US 2753e5knl, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	603.93
	2	Premium Pack of 500 (20 x 25 Masks) Children's			8102200089	Tom's C/C00006	11/03/2021	419.94			
	3	[2000 Masks] Disposable Face Mask, 3-Ply Adult			8102200089	Tom's C/C00006	11/03/2021	183.99			
	10/11/2021	7959	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	10/29/2021		Invoiced	A	730.79
	2	SQS P1420CB 14X20 MICROFIBERCARPET PAD			8102200066	Tom's C/C00007	11/03/2021	39.93			
	3	SQS P1420XTR 14X20 EXTREME 5CASPONGE			8102200066	Tom's C/C00007	11/03/2021	97.72			
	4	SQS P1428RED 14X28 RED PAD5CA LIGHT DUTY			8102200066	Tom's C/C00007	11/03/2021	43.44			
	5	SQS P1428SQP 14X28 PREP PAD10CA			8102200066	Tom's C/C00007	11/03/2021	353.40			
	7	DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN			8102200066	Tom's C/C00007	11/03/2021	102.70			
	8	HS AWUS231 AIRWORKS 6X10CAURINAL SCREEN CITRUS			8102200066	Tom's C/C00007	11/03/2021	93.60			
	10/08/2021	7957	HOLT THO000	Holt Thomas T	Techniques, Inc., 8554633600, M	TECHNIQU000	10/29/2021		Invoiced	A	-428.00
	1	Refund, company sent the wrong parts				Tom's C/C00008	11/03/2021	-428.00			
	10/08/2021	7958	HOLT THO000	Holt Thomas T	Amzn Mktp US 2c6yk3wg2, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	60.57
	2	June Fox Cup Dispenser, Wall Mount Cup Dispens			8102200083	Tom's C/C00009	11/03/2021	16.99			
	3	Tebery 300 Pack White Paper Coffee Cups 7oz Di			8102200083	Tom's C/C00009	11/03/2021	43.58			
	10/07/2021	7956	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	10/29/2021		Invoiced	A	1,164.03
	2	JP 5756034 SANITIZER 2X2.5LJ512 J FILL SANITIZ			8102200084	Tom's C/C00010	11/03/2021	71.53			
	3	JP 95192347 BREAK UP 2X2.5LJ FILL FOAMING DEGR			8102200084	Tom's C/C00010	11/03/2021	102.35			
	4	JP 5773934 MORNING MIST 2X2.5LJ FILL DISINFECT			8102200084	Tom's C/C00010	11/03/2021	120.51			
	5	JP 4963331 OXIVIR FIVE 162X2.5L J FILL DISINFE			8102200084	Tom's C/C00010	11/03/2021	220.80			
	6	JP 95892221 SPITFIRE POWER2X2.5L J FILL GP CLE			8102200084	Tom's C/C00010	11/03/2021	291.42			
	7	JP 94996466 PROMINENCE 2X2.5LJ FILL HD DAILY C			8102200084	Tom's C/C00010	11/03/2021	357.42			
	10/06/2021	7954	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	10/29/2021		Invoiced	A	1,707.31
	2	VJ 1000044369 GERM-X FOAM 4X1GAFRESH GREEN HAN			8102200082	Tom's C/C00011	11/03/2021	72.44			
	3	VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA			8102200082	Tom's C/C00011	11/03/2021	51.52			
	4	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8102200082	Tom's C/C00011	11/03/2021	83.35			
	5	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8102200082	Tom's C/C00011	11/03/2021	1,131.20			
	6	GP 42334 ENMOTION FOAM 2X1000MLFRAGRANCE FREE			8102200082	Tom's C/C00011	11/03/2021	368.80			
	10/06/2021	7955	HOLT THO000	Holt Thomas T	Midwest Bus Parts Inc, Big Lake	MIDWEST 000	10/29/2021		Invoiced	A	141.75
	2	Stop and tail light			7602200021	Tom's C/C00012	11/03/2021	111.00			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2606	continued...										
	3	Grote stop/tail W/license light Red			7602200021	Tom's C/C00012	11/03/2021	19.80			
	4	Shipping			7602200021	Tom's C/C00012	11/03/2021	10.95			
	10/01/2021	7968	HOLT	THO000 Holt Thomas T	Grainger, 877-2022594, IL, 6004	GRAINGER000	10/29/2021		Invoiced	A	270.89
	2	Lock out padlock			8102200081	Tom's C/C00013	11/03/2021	206.64			
	3	Circuit breaker lockout			8102200081	Tom's C/C00013	11/03/2021	17.88			
	4	wall switch lockout			8102200081	Tom's C/C00013	11/03/2021	8.51			
	5	lockout tags			8102200081	Tom's C/C00013	11/03/2021	37.86			
	09/29/2021	7967	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/29/2021		Invoiced	A	12.16
	2	FHS Blanket p.o. for Menards			8102200007	Tom's C/C00014	11/03/2021	12.16			
	15 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>										5,866.13
XXXXXXXXXXXX5690	10/27/2021	7921	HEISSVIC000	Heiss Victoria L	Super One Foods #578, Internati	SUPER ON000	10/29/2021		Invoiced	A	89.97
	2	BLANKET PO SCIENCE DEPT. CAROL JAKSA			2602200001	Vicki's C/C00000	11/03/2021	89.97			
	10/25/2021	7920	HEISSVIC000	Heiss Victoria L	Amazon.Com 2y3j3lhg2 A, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	77.92
	2	Exact Laser, Inkjet Print Index Paper			3002200047	Vicki's C/C00002	11/03/2021	19.48			
	3	EXACT LASER INKJET PAPER				Vicki's C/C00001	11/03/2021	58.44			
	10/20/2021	7919	HEISSVIC000	Heiss Victoria L	Quizlet.Com, 4152956002, CA, 94	QUIZLET 000	10/29/2021		Invoiced	A	35.99
	1	REQUESTING REFUND				Vicki's C/C00003	11/03/2021	35.99			
	10/19/2021	7916	HEISSVIC000	Heiss Victoria L	Amazon.Com 2y4ex7a01 A, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	52.71
	2	Crayola Model Magic White, Modeling Clay Alter			2302200002	Vicki's C/C00004	11/03/2021	32.99			
	3	Sharpie 75846 Permanent Markers, Fine Point, A			2302200002	Vicki's C/C00004	11/03/2021	19.72			
	10/19/2021	7917	HEISSVIC000	Heiss Victoria L	Amazon.Com 2y55aleq1 A, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	38.96
	2	Exact Laser, Inkjet Print Index Paper			3002200047	Vicki's C/C00005	11/03/2021	38.96			
	10/19/2021	7918	HEISSVIC000	Heiss Victoria L	Amzn Mktp US 2y42v0az1, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	29.97
	2	Blue Summit Supplies 30 Plastic Rulers, Bulk S			2552200009	Vicki's C/C00006	11/03/2021	23.98			
	3	Shipping - Cost of shipping, not including shi			2552200009	Vicki's C/C00006	11/03/2021	5.99			
	10/15/2021	7914	HEISSVIC000	Heiss Victoria L	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	10/29/2021		Invoiced	A	15.00
	2	GIFT TISSUE PAPER (COLORFUL)			2302200000	Vicki's C/C00007	11/03/2021	8.00			
	3	CHENILLE STEMS			2302200000	Vicki's C/C00007	11/03/2021	2.00			
	4	GLUE			2302200000	Vicki's C/C00007	11/03/2021	5.00			
	10/15/2021	7915	HEISSVIC000	Heiss Victoria L	Screencast-O-Matic, 2069059308,	SCREEN-O000	10/29/2021		Invoiced	A	19.80
	2	YEAR SUBSCRIPTION ROSA CHRISTIANSON			2302200001	Vicki's C/C00008	11/03/2021	19.80			
	10/14/2021	7913	HEISSVIC000	Heiss Victoria L	Amazon.Com 276y50k30, Amzn.Com/	AMAZON B000	10/29/2021		Invoiced	A	28.71
	2	Eye Drops by Bausch & Lomb, Lubricant Relief f			7202200004	Vicki's C/C00009	11/03/2021	28.71			
	10/01/2021	7922	HEISSVIC000	Heiss Victoria L	Usps Po 2647200549, Intl Falls,	POSTMAST000	10/29/2021		Invoiced	A	68.00
	1	CERTIFIED MAIL COUNSELOR'S OFFICE				Vicki's C/C00010	11/03/2021	68.00			
	10 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>										457.03

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	10/25/2021	7976	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/29/2021		Invoiced	A	25.91
	2	FHS Blanket p.o. for Menards			8102200007	FHS Cust C/C00000	11/03/2021	25.91			
	10/21/2021	7975	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/29/2021		Invoiced	A	26.63
	2	FHS Blanket p.o. for Menards			8102200007	FHS Cust C/C00001	11/03/2021	26.63			
	10/14/2021	7974	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/29/2021		Invoiced	A	110.96
	2	FHS Blanket p.o. for Menards			8102200007	FHS Cust C/C00002	11/03/2021	110.96			
	10/11/2021	7972	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/29/2021		Invoiced	A	63.64
	2	FHS Blanket p.o. for Menards			8102200007	FHS Cust C/C00003	11/03/2021	63.64			
	10/11/2021	7973	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/29/2021		Invoiced	A	6.99
	2	FHS Blanket p.o. for Menards			8102200007	FHS Cust C/C00004	11/03/2021	6.99			
	10/07/2021	7971	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/29/2021		Invoiced	A	64.41
	2	FHS Blanket p.o. for Menards			8102200007	FHS Cust C/C00005	11/03/2021	64.41			
	10/04/2021	7969	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/29/2021		Invoiced	A	6.96
	2	FHS Blanket p.o. for Menards			8102200007	FHS Cust C/C00006	11/03/2021	6.96			
	10/04/2021	7970	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/29/2021		Invoiced	A	258.50
	2	FHS Blanket p.o. for Menards			8102200007	FHS Cust C/C00007	11/03/2021	258.50			
					8 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>						564.00
XXXXXXXXXXXX9069	10/27/2021	8012	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	10/29/2021		Invoiced	A	11.94
	2	Last Minute Groceries			7702200007	FES Cafe C/C00000	11/03/2021	11.94			
	10/20/2021	8011	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	10/29/2021		Invoiced	A	14.31
	2	Last Minute Groceries			7702200007	FES Cafe C/C00001	11/03/2021	14.31			
	10/14/2021	8010	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	10/29/2021		Invoiced	A	30.48
	3	Last Minute Groceries			7702200007	FES Cafe C/C00002	11/03/2021	30.48			
	10/06/2021	8009	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	10/29/2021		Invoiced	A	22.63
	2	Last Minute Groceries			7702200007	FES Cafe C/C00003	11/03/2021	22.63			
	10/04/2021	8008	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	10/29/2021		Invoiced	A	14.37
	2	Last Minute Groceries			7702200007	FES Cafe C/C00004	11/03/2021	14.37			
	09/30/2021	8013	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	10/29/2021		Invoiced	A	4.91
	2	Last Minute Groceries			7702200007	FES Cafe C/C00005	11/03/2021	4.91			
					6 transaction(s) for XXXXXXXXXXXX9069. Total Amount ==>						98.64
XXXXXXXXXXXX9077	10/06/2021	8014	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	10/29/2021		Invoiced	A	28.57
	2	Last Minute Groceries			7702200007	FHS Cafe C/C00000	11/03/2021	28.57			
XXXXXXXXXXXX7691	10/04/2021	7978	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/29/2021		Invoiced	A	16.94
	2	Blanket P.O. for FES supplies			8102200024	FES Cust C/C00000	11/03/2021	16.94			

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			
XXXXXXXXXXXX7691	continued...										
	09/29/2021	7977	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/29/2021	Invoiced	A	23.06
	2	Blanket P.O. for FES supplies			8102200024	FES Cust C/C00001	11/03/2021	23.06			
		2 transaction(s) for XXXXXXXXXXXX7691. Total Amount ==>									40.00
XXXXXXXXXXXX9022	09/29/2021	8007	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	10/29/2021	Invoiced	A		298.18
	2	BLANKET PO MENARDS DAVE OLSON			2552200004	Dave's C/C00000	11/03/2021	298.18			
XXXXXXXXXXXX5253	10/11/2021	7937	VANG BRA000	Vang Brandon T	Gearharts Floral & Gif, Interna	GEARHART000	10/29/2021	Invoiced	A		40.00
	2	Flowers for Student Council Events.			9012200011	Brandon's C/C00000	11/03/2021	40.00			
	10/11/2021	7938	VANG BRA000	Vang Brandon T	Super One Foods #578, Internati	SUPER ON000	10/29/2021	Invoiced	A		23.94
	2	Student Council Supplies/Food			9012200000	Brandon's C/C00001	11/03/2021	23.94			
	10/11/2021	7939	VANG BRA000	Vang Brandon T	Battalion Distributing, Intl Fa	BATTALIO000	10/29/2021	Invoiced	A		31.00
	2	Supplies for Student Council			9012200012	Brandon's C/C00002	11/03/2021	31.00			
	10/08/2021	7936	VANG BRA000	Vang Brandon T	Super One Foods #578, Internati	SUPER ON000	10/29/2021	Invoiced	A		21.58
	2	Student Council Supplies/Food			9012200000	Brandon's C/C00003	11/03/2021	21.58			
	10/06/2021	7933	VANG BRA000	Vang Brandon T	Amzn Mktp US 278ip7lil, Amzn.Co	AMAZON B000	10/29/2021	Invoiced	A		81.80
	2	Party Lights Dj Disco Lights, Strobe Stage Lig			9012200010	Brandon's C/C00004	11/03/2021	73.98			
	3	Shipping - Cost of shipping, not including shi			9012200010	Brandon's C/C00004	11/03/2021	7.82			
	10/06/2021	7934	VANG BRA000	Vang Brandon T	Dominos 7380, 218-324-0367, MN,	DOMINO'S000	10/29/2021	Invoiced	A		24.49
	2	Food for Student Council events.			9012200008	Brandon's C/C00005	11/03/2021	24.49			
	10/06/2021	7935	VANG BRA000	Vang Brandon T	Amzn Mktp US 2c4y587v2, Amzn.Co	AMAZON B000	10/29/2021	Invoiced	A		81.80
	2	Party Lights Dj Disco Lights, Strobe Stage Lig			9012200009	Brandon's C/C00006	11/03/2021	73.98			
	3	Shipping - Cost of shipping, not including shi			9012200009	Brandon's C/C00006	11/03/2021	7.82			
	10/01/2021	7941	VANG BRA000	Vang Brandon T	Super One Foods #578, Internati	SUPER ON000	10/29/2021	Invoiced	A		27.62
	2	Student Council Supplies/Food			9012200000	Brandon's C/C00007	11/03/2021	27.62			
	09/30/2021	7940	VANG BRA000	Vang Brandon T	Tct Andersons, 800-328-9650, MN	ANDERSON003	10/29/2021	Invoiced	A		1,106.86
	2	PO#: 9012200005				Brandon's C/C00008	11/03/2021	1,106.86			
		9 transaction(s) for XXXXXXXXXXXX5253. Total Amount ==>									1,439.09
XXXXXXXXXXXX3468	10/27/2021	7930	ERICKJEN000	Erickson Jennifer L	Super One Foods #578, Internati	SUPER ON000	10/29/2021	Invoiced	A		33.23
	2	Special Ed groceries, cooking supplies, laundr			3002200046	Jen E's C/C00000	11/03/2021	33.23			
	10/15/2021	7928	ERICKJEN000	Erickson Jennifer L	Super One Foods #578, Internati	SUPER ON000	10/29/2021	Invoiced	A		80.17
	2	Special Ed groceries, cooking supplies, laundr			3002200046	Jen E's C/C00001	11/03/2021	80.17			
	10/15/2021	7929	ERICKJEN000	Erickson Jennifer L	Super One Foods #578, Internati	SUPER ON000	10/29/2021	Invoiced	A		18.47
	2	Special Ed groceries, cooking supplies, laundr			3002200046	Jen E's C/C00002	11/03/2021	18.47			
	10/11/2021	7927	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US 278aa5ep0, Amzn.Co	AMAZON B000	10/29/2021	Invoiced	A		21.98
	2	Lion Locks 4 Keyed-Alike Padlocks w/ 2â€ Long			3002200045	Jen E's C/C00003	11/03/2021	15.99			

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...											
	3	Shipping - Cost of shipping, not including shi			3002200045	Jen E's C/C00003	11/03/2021	5.99				
	09/30/2021	7931	ERICKJEN000	Erickson Jennifer L	In Volt Athletics, In, 206-7016	VOLT ATH000	10/29/2021		Invoiced	A	1,750.00	
	1					Jen E's C/C00004	11/03/2021	1,750.00				
	09/30/2021	7932	ERICKJEN000	Erickson Jennifer L	Sp Mshsl, Brooklyn Cent, MN, 55	MSHSL 000	10/29/2021		Invoiced	A	16.86	
	2	MSHSL Spirit Rules Book 2021			2922200014	Jen E's C/C00005	11/03/2021	12.00				
	3	Shipping			2922200014	Jen E's C/C00005	11/03/2021	4.86				
					6 transaction(s) for XXXXXXXXXXXX3468. Total Amount ==>							1,920.71
XXXXXXXXXXXX2560	10/20/2021	7984	BLESIMIC000	Blesi Michael E	Edmentum, Inc., 800-4475286, MN	EDMENTUM000	10/29/2021		Invoiced	A	355.96	
	2	Reading Eggs - Program License			6052200041	Mike's C/C00000	11/03/2021	355.96				
	10/14/2021	7983	BLESIMIC000	Blesi Michael E	Small Town Tech Inc, Intl Falls	SMALL TO000	10/29/2021		Invoiced	A	24.00	
	1					Mike's C/C00001	11/03/2021	24.00				
	10/08/2021	7982	BLESIMIC000	Blesi Michael E	Amazon.Com 2c1615y22, Amzn.Com/	AMAZON B000	10/29/2021		Invoiced	A	25.18	
	2	NOCO GC019 12-Volt Adapter Plug Socket With 12			6052200037	Mike's C/C00002	11/03/2021	25.18				
	10/06/2021	7981	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	10/29/2021		Invoiced	A	14.44	
	2	6' Appliance Extension Cable			6052200038	Mike's C/C00003	11/03/2021	6.98				
	3	DAP Silicone White			6052200038	Mike's C/C00003	11/03/2021	4.48				
	4	Coax cable clamps.			6052200038	Mike's C/C00003	11/03/2021	2.98				
	10/04/2021	7979	BLESIMIC000	Blesi Michael E	Siptrunk Inc, 7702827206, GA, 3		10/29/2021		Invoiced	A	274.62	
	2	VoIP Phone System			6052200000	Mike's C/C00004	11/03/2021	274.62				
	10/04/2021	7980	BLESIMIC000	Blesi Michael E	Web Companyname S, Roseland, NJ		10/29/2021		Invoiced	A	1,828.35	
	1	3 Year Wildcard				Mike's C/C00005	11/03/2021	1,828.35				
	09/29/2021	7985	BLESIMIC000	Blesi Michael E	Amzn Mktp US 2c5h19hp1, Amzn.Co	AMAZON B000	10/29/2021		Invoiced	A	361.91	
	2	Seismic Audio SA-PLATE3 Black Stainless Steel			6052200032	Mike's C/C00006	11/03/2021	12.37				
	3	XLR Microphone Splitter Audio Cables NANYI XLR			6052200032	Mike's C/C00006	11/03/2021	25.98				
	4	Magic&shell RCA Connector 6PCS Black 2 Way RCA			6052200032	Mike's C/C00006	11/03/2021	7.59				
	5	Amazon Basics 2-Male to 2-Male RCA Audio Stere			6052200032	Mike's C/C00006	11/03/2021	10.99				
	6	Shure SCM262 Stereo Microphone Mixer with 12V			6052200032	Mike's C/C00006	11/03/2021	279.00				
	7	VIOY 6.35mm (1/4) TS to 6.35mm (1/4) TS Audio			6052200032	Mike's C/C00006	11/03/2021	25.98				
					7 transaction(s) for XXXXXXXXXXXX2560. Total Amount ==>							2,884.46
					145 transaction(s). Total Amount ==>							34,973.93

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

INTERNATIONAL FALLS PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 102  
Equal Educational Opportunity

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

Revised \_\_\_ August 2021 \_\_\_

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

**I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

**II. GENERAL STATEMENT OF POLICY**

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

***[Note: Part of the definition of "sexual orientation" within the Minnesota Human Rights Act (MHRA) is "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness," which is how gender identity and expression gain protection under the MHRA. Minn. Stat. §363A.03, Subd. 44.1]***

- B. The school district prohibits ~~the~~ harassment and discrimination of any individual based on any of the protected classifications for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to

Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).

- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- F. Every school district employee shall be responsible for complying with this policy ~~conscientiously~~.
- G. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent. Any person having any questions regarding this policy should discuss it with the one of the following individuals:

**Title IX Officer**– Kevin Grover, Superintendent of Schools  
ISD #361 District Office; 1515 11<sup>th</sup> Street; International Falls, MN 56649  
218-283-2571 ext. 1112 **OR** Tim Everson, Falls High School Principal (alternate) at  
218-283-2571 ext. 1104.

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

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

**Section 504 Officer (Gr. K-5)** – Melissa Tate, Elementary Principal  
Falls Elementary School; 1414 15<sup>th</sup> Avenue; International Falls, MN 56649  
218-283-2571 ext. 1232 **OR** Marc Glowack, Dean of Students (alternate) at 218-283-2571 ext. 1110

- F- H. A grievance procedure for complaints of discrimination may be found in the District Office and on the District website at [www.isd361.k12.mn.us](http://www.isd361.k12.mn.us) under “School Board”; policies; Policy #401 Procedure.

***Legal References:*** Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)  
**42 U.S.C. § 2000d et seq. (title VI of the Civil Rights Act of 1964**  
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

***Cross References:*** **MSBA/MASA Model Policy 402 (Disability Nondiscrimination)**  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (~~Student Sex Nondiscrimination~~ **Title IX**)  
**Sex Nondiscrimination Policy, Grievance Procedure and Process**

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

**BOARD POLICY 406  
Public and Private Personnel Data**

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

Revised \_\_\_ August 2021 \_\_\_\_\_

*[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]*

**I. PURPOSE**

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its **personnel employees, volunteers, independent contractors, and applicants (“personnel”)**.

**II. GENERAL STATEMENT OF POLICY**

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

**III. DEFINITIONS**

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is **not public and is available accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject. ~~to school district staff who need it to conduct the business of the school district.~~**
- C. “Confidential” means the data **is are not public and are not available accessible** to the subject.
- D. “Parking space leasing data” means the following government data on an **application applicant** for, or **lease lessee** of, a parking space: residence address,

home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.

- E. “Personnel data” means government data on individuals maintained because they are or were employees ~~of the school district~~, applicants for employment, volunteers or independent contractors for the school district, ~~or members of or applicants for an advisory board or commission~~. Personnel data include data submitted ~~by an employee~~ to the school district ~~by an employee~~ as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. ~~An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~
- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information ~~as defined in 45 C.F.R. § 160.103, that is transmitted in electronic form by a school district acting as a~~ by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, ~~in connection with a transaction covered by 45 C.F.R. Parts 160, 162, and 164.~~ “Protected health information” excludes ~~individually identifiable~~ health information in education records covered by the ~~federal~~ Family Educational Rights and Privacy Act, ~~and~~ employment records held by a school district in its role as employer, ~~and records regarding a person who has been deceased for more than fifty (50) years.~~
- H. “Public officials” means business managers, human resource directors; athletic directors whose duties include at least **fifty (50)** percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; , and individuals defined as superintendents and principals ~~and in a charter school, individuals employed in comparable positions.~~

#### IV. PUBLIC PERSONNEL DATA

- A. The following information on **current and former** employees, ~~including~~ volunteers, and independent contractors ~~of the school district~~, is public:
1. name;
  2. employee identification number, which may not be the employee’s Social Security number;
  3. actual gross salary;
  4. salary range;
  5. terms and conditions of employment relationship;
  6. contract fees;

7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in [Minnesota Statutes, section § 13.43, Subd subdivision 2\(b\)](#), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that

release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- B. The following information on **current and former applicants for employment by the school district** is public:
1. veteran status;
  2. relevant test scores;
  3. rank on eligible list;
  4. job history;
  5. education and training; and
  6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when **they applicants are considered by the school board to be become** finalists for **an a public employment position**.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body **collected by the school district as a result of the applicant's application for employment** are private data on individuals except that the following are public:
    - a. name;
    - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
    - c. education and training;
    - d. employment history;
    - e. volunteer work;
    - f. awards and honors;
    - g. prior government service;
    - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to **Minnesota Statutes, section -§15.097**; and
    - i. veteran status.
  2. Once an individual is appointed to a public body, the following additional items of data are public:

- a. residential address;
  - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
  - c. first and last dates of service on the public body;
  - d. the existence and status of any complaints or charges against an appointee; and
  - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding paragraph 2. any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section ~~–~~§ 13.43, ~~Subd subdivision~~ 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section ~~–~~§ 13.43, ~~Subd subdivision~~ 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- ~~F.~~ Data relating to a complaint or charge against a public official is public only if;
- (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
  - (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement.

Data that is classified as private under another law is not made public by this provision.

## V. PRIVATE PERSONNEL DATA

- A. All other personnel data ~~not listed in Section IV~~ are private ~~and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law. or by the employee's informed written consent.~~
- B. Data pertaining to an employee's dependents are private data on individuals.

- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data, **with regard to data on individuals**, are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the **responsible authority school district** determines **it is the dissemination is** necessary for the labor organization to conduct **its business elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is or when** ordered or authorized by the Commissioner of the **Bureau of Mediation Services BMS**.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if **the its** responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
  1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  2. a pre-petition screening team conducting an investigation of the employee under **Minnesota Statutes, section § 253B.07, Subd. subdivision 1**; or
  3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of **such** a crime or alleged crime **committed by an employee**.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the **school-district responsible authority** determines that the employee's access to that data would:
  1. threaten the personal safety of the complainant or a witness; or
  2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district ~~shall must make any~~ report to the Minnesota Professional Educator Licensing and Standards Board (“PELSB”) or ~~the state board of education~~ the Board of School Administrators (“BOSA”), whichever has jurisdiction over the teacher’s or administrator’s license, as required by Minnesota Statutes, section § 122A.20, ~~Subd.~~ subdivision 2, and shall, upon written request from the licensing board having jurisdiction over a teacher’s license, provide the licensing board with information about the teacher or administrator from the school district’s files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section § 122A.20, ~~Subd.~~ subdivision 2.

*[Note: The obligation to make a report set forth in this section applies equally to charter school boards and their executive directors and charter school authorizers.]*

- M. Private personnel data shall be disclosed to the Department of ~~economic~~ Employment and Economic security Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes Ch. 268.
- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school, or charter school is made to the Commissioner of the Minnesota Department of Education (MDE) under Minnesota Statutes Chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines. ~~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.~~
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
  2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data

about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13.

Data that are released under this paragraph must not include data on the student.

- P. ~~The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.~~ Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestions.
- Q. Protected health information, as defined in 45 C.F.R. Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required ~~unless otherwise provided~~ by law. ~~To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.~~
- R. Personal home contact information for employees may be used by the school district ~~to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations~~ and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a ~~continuing contract~~ teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual ~~abuse offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b)~~ or when the Commissioner of the ~~Minnesota Department of Education~~ (MDE) makes a final determination of child maltreatment involving a teacher ~~under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35,~~ the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section § 13.41, ~~Subd. subdivision 5,~~ and must provide ~~the Minnesota Professional Educator Licensing and Standards Board PELSB~~ and the licensing division at MDE with the necessary and relevant information to

enable ~~the Minnesota Professional Educator Licensing and Standards Board PELSB~~ and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes § section 123B.03, a school board or other school hiring authority must contact ~~the Minnesota Professional Educator Licensing and Standards Board PELSB~~ and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

## **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

## **VII. CHANGE IN CLASSIFICATIONS**

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

## **VIII. RESPONSIBLE AUTHORITY**

The school district has designated the [Superintendent](#) as the authority responsible for personnel data. If you have any questions, contact [him/her at 218-283-2571, ext. 1112](#).

~~The responsible authority, or a school district employee, if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.~~

## **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)  
~~Minn. Stat. § 13.03 (Access to Government Data)~~  
~~Minn. Stat. § 13.05 (Duties of Responsible Authority)~~  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 13.39 (Civil Investigation Data)  
~~Minn. Stat. § 13.41 (Licensing Data – Public Data)~~

Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (~~Elected and Appointed Officials Applicants for Employment~~)  
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)  
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)  
Minn. Stat. § 122A.40, Subds.13 and 16 (Employment; Contracts; Termination)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.143 Subd.2 (Disclose Past Buyouts)  
Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)  
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)  
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. Ch. 268 (Unemployment Insurance)  
Minn. R. Pt. 1205 (Data Practices)  
Minn. Stat. § 626.556, Subd. 7 (~~Reporting of Maltreatment of Minors~~)  
P.L. 104-191 (HIPAA)  
45 C.F.R. Parts 160, 162, and 164 (HIPAA Regulations)

***Cross References:*** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 722 (Public Data Requests)  
MSBA ~~Service Manual, Chapter 13, School~~ Law Bulletin “I” (School Records – Privacy – Access to Data)



## Consent to Release Data – Request from an Individual

*An individual asks the government entity to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed consent.*

### Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to

\_\_\_\_\_ before you sign it.  
[entity contact person name and contact information]

I, \_\_\_\_\_, give my permission for \_\_\_\_\_  
[name of individual data subject] [name of government entity]

to release data about me to \_\_\_\_\_ as described on this form.  
[name of other entity or person]

1. The specific data I want \_\_\_\_\_ to release \_\_\_\_\_.  
[name of government entity] [explanation of data]

2. I understand that I have asked \_\_\_\_\_ to release the data.  
[name of government entity]

3. I understand that although the data are classified as private at \_\_\_\_\_, the  
[name of government entity]

classification/treatment of the data at \_\_\_\_\_ depends on laws or  
[name of other entity or person]

policies that apply to \_\_\_\_\_.  
[name of other entity or person]

This authorization to release expires \_\_\_\_\_.  
[date/time of expiration]

Individual data subject's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian's signature [if needed] \_\_\_\_\_ Date \_\_\_\_\_

INTERNATIONAL FALLS PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 413  
Harassment and Violence

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

Revised \_\_\_ August 2021 \_\_\_

413 HARASSMENT AND VIOLENCE

*[Note: State law (Minnesota Statutes, section § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, ~~Ch~~ section 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 Minnesota Statutes, §section 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 Minnesota Statutes, § section 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 (Protected Class).

~~*[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~~ Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class. ~~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 Protected Class ~~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 Protected Class. ~~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 Protected Class. ~~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, with respect to an individual, who: ~~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 that~~ materially limits one or more major life activities of such individual;
  - 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 or discrimination 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 or discrimination 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 ~~includes 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 that~~ involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes § section 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~~ an individual's Protected Class.

**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~~ Protected Class 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 **targets or victims and alleged perpetrators of harassment or violence**, 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 **or another state or federal agency**, 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 [Minnesota Statutes, Chapter 260E § 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. ~~Ch. 260E § 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 (Section 504 of the 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 (~~Title IX Sex Nondiscrimination, Grievance Procedures and Process 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 425  
Staff Development**

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

Revised \_\_\_ August 2021 \_\_\_\_\_

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

**I. PURPOSE**

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

**II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS**

A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents and administrators.
2. Members of the Advisory Staff Development Committee shall be ~~appointed by the School Board~~ two (2) administrative representatives, six (6) teachers (elected by peers), and up to three (3) paraprofessionals (elected by peers). Committee members shall serve a one-year term\* based upon nominations by teachers and paraprofessionals. The School Board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The School Board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be ~~appointed by the School Board~~ school representatives of the Advisory Committee. Team members shall serve a one-year term\* based upon nominations by teachers and paraprofessionals. The School Board shall appoint replacement members of the Site Professional

Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

### III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

A The Advisory Staff Development Committee will develop a Staff Development Plan ~~which that~~ will be reviewed and subject to approval by the School Board annually.

B. The Staff Development Plan must contain the following elements:

1. Staff development outcomes ~~which that~~ are consistent with the education outcomes as may be determined periodically by the School Board;

*[Note: The board-determined education outcomes for your district could be inserted here.]*

2. The means to achieve the Staff Development outcomes;

3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minnesota Statutes, § section 122A.187 ~~Subd. 4;~~

4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:

- a. Improve student achievement of state and local education standards in all areas of the curriculum , including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
- b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
- c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
- d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
- e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of

harassment, and teach nonviolent alternatives for conflict resolution; and

- f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
- g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.

5. The Staff Development Plan also must:

- a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
- b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
- c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minnesota Statutes, § section 120B.125;
- d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
- e. Reinforce national and state standards of effective teaching practice.

6. Staff development activities must:

- a. Focus on the school classroom and research-based strategies that improve student learning;
- b. Provide opportunities for teachers to practice and improve their instructional skills over time;
- c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
- d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
- e. Align with state and local academic standards;
- f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;

- g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
  - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
  - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
- 7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
  - 8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

***[Note: To the extent the School Board offers K-12 teachers the opportunity for more staff development training under Minnesota Statutes, § section 122A.40, ~~Subds~~ Subdivisions 7 and 7a, or Minnesota Statutes, section § 122A.41, ~~Subds.~~ subdivisions 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]***

- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the School Board **annually** the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. **In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.**

- ~~E-F.~~ The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

#### IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The School Board will review the site plan for consistency with the Staff Development Plan.
- B. The Site Professional Development Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

#### V. STAFF DEVELOPMENT FUNDING

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2) principal development and evaluation under section 123B.147, subdivision 3; (3) professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. ~~violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts.~~ To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. ~~In order~~ To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.

- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.
- D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds, or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:
  - 1. additional stipends as incentives to mentors of color or who are American Indian;
  - 2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;
  - 3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or
  - 4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

To the extent the school district receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school district for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

## **VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS**

- A. On a yearly\* basis the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development **and mentoring** funds reserved for each school site. Such budgets shall include, but not be limited

to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.

- B. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan **on an annual basis**.
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

## VII. REPORTING

- A. The School District and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.
  - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
  - 2. The report will provide a breakdown of expenditures for:
    - a. curriculum development and curriculum training programs;
    - b. staff development training models, workshops, and conferences; and
    - c. the cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- ~~B.~~ 3. The report will be signed by the superintendent and staff development chair.
- B. To the extent the school district receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site

staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

***Legal References:*** Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal learning Plans)  
Minn. Stat. § 120B.22, subd. 2 (Violence Prevention Education)  
Minn. Stat. § 122A.187, ~~Subd. 4~~ (~~Board to Issue Licenses~~; Expiration and Renewal)  
Minn. Stat. § 122A.40, Subds. 7, ~~and 7a~~, ~~and 8~~ (Employment; Contracts; Termination - Additional Staff Development and Salary)  
Minn. Stat. § 122A.41, Subds. 4, ~~and 4a~~, ~~and 5~~ (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)  
Minn. Stat. § 122A.60 (Staff Development Program)  
~~Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)~~  
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)  
~~Minn. Stat. § 123B.147, subd. 3 (Principals)~~  
~~Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)~~  
~~Minn. Stat. § 124D.862 (Achievement and Integration Revenue)~~  
Minn. Stat. § 126C.10, Subd. 2 and 2b (General Education Revenue)  
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

\*This time period may be changed to accommodate individual school district needs.

# PROPOSAL

10.28.2021



## CUSTOMER INFORMATION

### Bid To:

**Mike Blesi**

**Technology Director**

**218-324-1820 cell**

**mblesi@isd362.org**

### Project:

**Falls Elementary**

**1414 15<sup>th</sup> Ave.**

**International Falls, MN 56649**

## Falls Elementary – Technology Systems Proposal

LVC Companies is pleased to provide the following proposal for a networked **Public Address Headend System** for the above referenced project. The proposal is based on the information supplied by the customer (Mike Blesi), and the site survey we performed in July of 2021.

## BASE PRICING SUMMARY

### **Bid Category**

**Networked Public Address Headend System**

**\$39,249.00**

## PAGING SYSTEM - STATEMENT OF WORK

### **Material and Scope Summary:**

001	Wall Mounted Equipment Cabinet (12RU)
001	Networked Paging Headend Equipment (Includes Message Host for Prerecorded Messages)
001	SIP Interface for VoiP Telephone System (The customer/owner will assist with the VoiP Telco Interface)
002	Blank Panels for Equipment Cabinet
001	Console for making Pages. (Location TBD. The console can be used even if the phone system “goes down.”)
001	Ethernet Audio Interface
001	125 Watt Amplifier with Rack Mount Kit
002	Termination Unit – 25 pts
004	15’ Cable Assembly
012	Ceiling Speakers for Hallways (2x2 Grid Type)
LOT	Plenum Rated Speaker Cable for the new Hallway Speakers
LOT	Cable Support and Management
001	Plywood (Fire Rated Plywood on the wall at the MDF for the Equipment Cabinet and Headend Devices)
001	Provide Engineering, Installation, Programming, Commissioning, Testing/System Verification, and Training
001	Provide Submittals and Documentation

**Note 1:** This proposal assumes reusing the existing speakers and cabling. If any of the speakers or cabling are deemed unusable, a change order will be added to cover the additional costs to make the repairs. The change order will be discussed, and agreed upon, with the customer prior to the work commencing.

## GENERAL TERMS AND CONDITIONS

- Upon approval, this proposal including the scope of work, assumptions and clarifications shall become part of the contract document.
- LVC will provide labor between normal business hours of 7 a.m. – 5:30 p.m. Overtime premiums are **NOT included** in this proposal.
- Any scope changes, delays by customer or from work outside this scope will result in additional costs. A change order process will be presented for approval before any additional work will be performed.
- Others to provide LVC a secure area onsite for staging and material storage once job commences.
- LVC will provide a 1-year warranty commencing on date of beneficial use of the equipment installed.
- Pricing is valid for 60 days from the date of this proposal unless otherwise noted. Pricing for each system is only valid if based on a complete project.
- Material tax and freight costs are included.

## BUSINESS CLARIFICATIONS

- Electrical contractor shall provide all pathways, low voltage sleeves, conduits, back boxes, core holes, roof penetrations, cable tray, surface mount raceway, and 120VAC connections.
- Rough-in conduits and boxes, POE entry sleeves, floor X-rays, wall sleeves, floor sleeves, cable tray, conduit, coring, surface raceway for low voltage cable pathway, grounding bus bar, plywood boards, power poles to be supplied by electrician or others.
- All system software/licenses outside of items outlined above will be the responsibility of the customer if needed.
- LVC is not responsible for any repairs of sheet rock, ceiling tile, tile grid, or any superficial material, including paint, wall covering, paneling wood, steel studs, access hatches or any non-supporting structure material as related to completing the installing of the system.
- LVC will provide all design submittal documents and plans upon receipt of CAD files by others at no additional cost to LVC.
- All programming and panel terminations to be done by LVC Inc.
- All cabling will be done to industry standards and with proper support.
- Cabling will be plenum where required.
- Integration and programming of network and hardware shall be the responsibility of owner/customer.
- The design and/or intent of the items listed in this system specification is considered intellectual property, is owned by LVC Companies and will not be disclosed to any other party, other than those intended by LVC Companies. Disclosure of this design/intent will subject the discloser to Consultant and Design fees.

- Pricing is valid for 60 days from the date of this proposal.
- Demolition is **NOT included** in this proposal.
- Lift is **NOT included** in this proposal.
- Project Phasing is **NOT included** in this proposal.

## FEE SCHEDULE

The customer agrees to pay all invoices in a timely manner according to Net 30 terms:

- All change orders will be billed at time of acceptance.
- Payments terms are net 30 from invoice date.
- LVC will charge a fee of 3% on each credit card payment.

Thank you again for giving us the opportunity to provide you with this information. If you should need any further clarification or assistance, don't hesitate to contact us. To proceed with the proposal, please sign the Proposal Acceptance portion of the proposal and return to LVC Companies.

Roger Walz

System Sales – Sound and AV Technology

4200 WEST 76TH STREET MINNEAPOLIS, MN 55435

[rwalz@LVCinc.com](mailto:rwalz@LVCinc.com) | [www.LVCinc.com](http://www.LVCinc.com)

(m) 952-388-3390

## PROPOSAL ACCEPTANCE

Falls Elementary – Networked Public Address Headend

10/28/2021

LVC COMPANIES  
4200 WEST 76TH  
STREET  
MINNEAPOLIS, MN  
55435

Accepted Bidder

Printed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

PO# / Reference # (optional): \_\_\_\_\_

LVC Companies Inc. \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

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

\_\_\_\_\_

## STANDARD TERMS AND CONDITIONS

### FINANCIAL

1. No provisions of this Proposal/Contract shall serve to void our rights under Mechanics' Lien Laws.
2. We do not accept back charges that have not been previously agreed to by us in writing.
3. Late payments of 60 days or more will bear interest at the standard prevailing commercial rate
4. Unless otherwise specified, you will be billed for 30% of the project total immediately after the receipt of an order. Prompt payment is required to order parts and cover other costs associated with project start-up.
5. Progress billings will be issued monthly and unless specified in a separate contract all payments are due net 30.
6. Nothing in this Proposal/Contract shall be construed to require us to continue performance of work if we do not receive timely payment for properly performed work and suitably stored materials.
7. We retain title to all equipment until installation is complete and all payments due LVC Companies have been paid in full. We reserve the right to retake possession of the same or any part thereof at your cost if default is made by you in any payment. If customer fails to follow the payment schedule(s) above or if LVC Companies anticipates Customer may be unable to perform hereunder, LVC Companies may terminate this contract, defer, discontinue or suspend work, or demand adequate assurance of Customer's performance. If a Customer's account must be placed with an attorney for collection, whether a lawsuit is filed or otherwise, or if the services of an attorney are required to protect LVC Companies interest, Customer agrees to pay all collection costs, including reasonable attorney's fees.
8. Alterations or modifications of the original quotation or specifications, including changes in quantity, material, design or other features, must be communicated in writing by Customer to LVC Companies and accepted by LVC Companies in writing, it being understood any change may increase prices. Customer shall be liable for and reimburse LVC Companies for any and all work in process at the time of LVC Companies receipt of notice of changes.

### SITE CONDITIONS AND WORK PERFORMANCE

9. We are not responsible for protection of our work in place.
10. We will dispose of debris created by our work into Owner-furnished trash bins or container at the site.
11. You shall furnish and make available to us at the site reasonable storage and parking facilities, and convenient delivery access to our work.
12. You shall provide uncluttered and safe access for us to perform our work. The schedule of any other contractors involved in this project shall be made in consultation with us, and unless otherwise agreed to, shall provide time for us to perform our work on an 8-hour day, 40-hour week basis. This Proposal/Contract does not include provision for our being required to perform overtime work for any reasons unless otherwise stated. An additional charge to the contract shall be made for any mutually agreed upon overtime.
13. We are not responsible for delays or defaults that are occasioned by causes of any kind beyond our control, including but not limited to delays or defaults of Architects, the Owner, the Contractor, any Subcontractors, other third parties, civil disorders, labor disputes, and Acts of God. We shall be entitled to equitable adjustment for delays caused by any Architect, Engineer, Contractor, or Owner.
14. If any drawings, Illustrations, or descriptive matter are furnished with this Proposal/Contract, they are approximate and submitted only to show the general style, arrangement, and dimensions of equipment offered.
15. All work will be done during standard business hours, Monday through Friday unless otherwise noted.

### WARRANTY

16. No liquidated damages will be due.
17. THERE ARE NO WARRANTIES THAT EXTEND BEYOND LVC COMPANIES DESIGN'S STATED SPECIFICATIONS. LVC COMPANIES SPECIFICALLY EXCLUDES ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, IMPLIED WARRANTY OF FITNESS, IMPLIED WARRANTY OF DESIGN, AND ALL OTHER IMPLIED WARRANTIES. Customer's sole remedy in any action at law based hereunder (other than an action based on breach of warranty, which warranties are expressly excluded except as set forth herein) shall be limited to the repair or replacement of nonconforming goods or parts, or, at LVC Companies Design's option, refund of the applicable quote. IN NO EVENT SHALL LVC COMPANIES BE RESPONSIBLE FOR ANY CONSEQUENTIAL OR ECONOMIC DAMAGES OR LOSS, LOST PROFITS OR CONSEQUENTIAL DAMAGES FOR PERSONAL INJURY. CUSTOMER AGREES THAT THIS PROVISION IS CONSCIONABLE.
18. LVC Companies will warranty the labor and materials covered under this quotation for one year from the date of first beneficial use of the system provided the Owner is current in their payments to LVC Companies. Accounts that are not current shall not receive warranty work until said accounts are made current. LVC Companies will respond during normal business hours Monday through Friday. Weekends, Holidays and after-hours warranty support will be billable at standard overtime rates. Warranty does not include replacement or repair of equipment damaged by Misuse, Negligence, Over or Under Voltage, or "Acts of God" such as lightning or other weather-related incidents. Warranty only covers the repair or replacement of any parts supplied by LVC Companies and any labor and travel to and from the site to execute said repairs for one (1) year from the date the Owner has beneficial use of the system. No warranty is extended to not in contract (NIC) equipment. NIC equipment is defined as any equipment not supplied by LVC Companies or existing equipment that is re-used. The troubleshooting, repair or replacement of NIC equipment will be provided by LVC Companies at a time and materials basis.
19. LVC Companies is not an insurer of Customer's risks and exposures, LVC Companies shall not be liable for any failure to perform under this Agreement due to any "Act of God," "Force Majeure," of another cause beyond LVC Companies control. LVC Companies shall not be liable for any loss or damage caused in whole or in part from negligence, fault, or wrongful act of Customer or of any third persons or parties. Services provided under this Agreement are for the sole benefit of the Customer and no rights are, or may be, conferred on any other party as a third-party beneficiary, by transfer or assignment, or otherwise. LVC Companies total liability is limited to the contract

price; as matter of law, this limitation does not apply to fraud, willful injury, or willful violation of the law.

OTHER

20. This Proposal/Contract, including the provisions printed above and any specifications or other provisions attached hereto, when accepted by you and LVC Companies shall constitute the Contract between us, and all prior representations or agreements not incorporated herein are superseded. Any terms or conditions contained in any Customer proposal/contract/purchase order are expressly rejected and shall not bind LVC Companies or affect or invalidate any terms contained herein. Terms and conditions herein shall not be modified except upon LVC Companies express written agreement.

21. This Proposal/Contract shall be interpreted and governed by the laws of the State of Minnesota. Any disputes arising out of business conducted hereunder shall be vented in the district court of the State of Minnesota. In case of dispute, the prevailing party shall be awarded reasonable attorney's fees.

22. The design and/or intent of the items listed in this system specification is considered intellectual property and owned by LVC Companies and will not be disclosed to any party other than those intended by LVC Companies. Disclosure of this design/intent will subject the discloser to Consultant Fees equivalent of the above listed design/build quotation.

23. Customer agrees that during the term of this contract and for two years following termination, they will not directly or indirectly solicit for hire nor contract for services any employee who performs services hereunder without LVC Companies written consent

24. This proposal and any documents associated with it supersede any prior verbal or written information provided.

(Initial) \_\_\_\_\_

**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:

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

The following voted in favor:

PCA Mill of International Falls

Homecoming Week Sport Admission	\$3200.00
Girls Competition Swim Suits	\$800.00
Football Cheer Outfits	\$500.00
Hockey Cheer Outfits	\$500.00

Football Boosters

Volunteer Coaches Salaries	\$5000.00
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In Memory of Buzz Hultman from the Hultman Family

To Falls Elementary School	\$280.00
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Beyond Aesthetics

Arena Scoreboard Sponsorship	\$500.00
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Eckman Chevrolet Buick GMC

Arena Scoreboard Sponsorship	\$500.00
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Voting against:

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

# FORM A

## RESOLUTION OF GOVERNING BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of \_\_\_\_\_ recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of \_\_\_\_\_ supports the school's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair/Head of School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk – Treasurer/ Finance Director



# Falls High School Activities Department

Bill Mason, Athletic Director 218.283.2571 x1138  
Jennifer Erickson, Admin. Asst. 218.283.2571 x1102  
1515 - 11<sup>th</sup> Street  
International Falls, MN 56649

RESOLVED, that the Governing Board of School District 361, and Rainy River High School, Ontario, Canada, approve the dissolution of the existing co-op between Int'l Falls High School and Rainy River High School for Girls Ice Hockey for the 2021-22 season.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the Minnesota State High School League.

Signed \_\_\_\_\_  
Clerk /Sec.-local governing board

Signed Heather Campbell  
Superintendent of School

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

Date: Nov. 1 / 2021

District office Address: Rainy River District School Board, 522 Second Street East, Fort Frances, ON

School Superintendent's Phone: \_\_\_\_\_

Superintendent's email: heather.campbell@rdsb.com  
Canada, P9A1N4

Band  
Baseball-Boys  
Basketball-Boys/Girls  
Cheerleaders  
Choir  
Cross Country-Boys/Girls  
Drama

Football-Boys  
Golf-Boys/Girls  
Hockey-Boys/Girls  
Knowledge Bowl  
National Forensic League  
National Honor Society  
Softball-Girls

Speech  
Swimming-Boys/Girls  
Track-Boys/Girls  
Trap  
Volleyball-Girls  
Wrestling

**Minnesota State High School League**  
 2100 Freeway Blvd., Brooklyn Center, MN 55430-1735  
 763-560-2262, Fax: 763.569.0499

**Application for DISSOLUTION of Cooperative Sponsorship**

**Deadline: Not later than the first day of practice for that sport season.**  
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of  
Girls Ice Hockey beginning with the 20 21 - 20 22 school year.  
 (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	City
High School #1:	<u>Int'l Falls High School</u>	<u>Int'l Falls, MN</u>
High School #2:	<u>Rainy River High School</u>	<u>Rainy River, Ontario - Canada</u>
High School #3:		
High School #4:		

1. Has the school board of each member school of the existing co-op approved a resolution to dissolve the co-op?

- Yes** A copy of the resolution approved by the school board of each member school, stating the reason to dissolve the co-op, MUST be included with this application.  
 **No** DO NOT SUBMIT this application until a resolution, stating the reason to dissolve the existing co-op, has been approved by the school board of each member school.

2. Please circle appropriate letter.

	Member School			Reason for the Dissolution	
High School #1	A	B	<u>C</u>	A.	Our school is dropping the activity.
High School #2	A	B	<u>C</u>	B.	Our school will sponsor this activity without a cooperative sponsorship.
High School #3	A	B	C	<u>C.</u>	Our school will sponsor this activity as part of a new cooperative sponsorship. Please submit an Application for Cooperative Sponsorship for the new co-p.
High School #4	A	B	C		

**Signature of the person duly authorized by the member school to act on behalf of the member school.**

High School #1:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #2:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #3:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #4:	_____	_____
	Designated School Representative	Title of the Designated School Representative

**Official Action of the MSHSL Board of Directors**

- Approved                       Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 MSHSL Executive Director

**Application for Cooperative Sponsorship**

**Deadline: Not later than 30 days prior to the first day of practice for that sport season.**  
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Girls Hockey  
 beginning with the 20 21 - 20 22 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	<u>INTL Falls</u>		<u>INTL Falls</u>	<u>7A</u>	<u>8A</u>
High School #2:	<u>Rainy River, Ontario</u>		<u>Rainy River, Ontario, CA</u>		
High School #3:	<u>Inoué School</u>		<u>Birchdale, MN</u>		
High School #4:					

\*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

\*\*Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?  
 **Yes** This application must include a review and comments from the conference(s) of which the schools are members.  
 **No**
- Do any of the above schools currently have a cooperative agreement in this activity?  
 **Yes** An application for dissolution must be submitted for the existing agreement.  
 **No**
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20-%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	<u>3</u>	<u>6</u>	<u>3</u>	<u>5</u>	<u>3</u>	<u>1</u>
High School #2			<u>1</u>			<u>1</u>
High School #3	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): \_\_\_\_\_

INTL Falls Broncos

- Team Colors: Purple + Gold Team Mascot: Bronco

- Host School (school that will receive revenue share check): INTL Falls High School

Board of Education (or designee)	School	Date
Signed _____	_____	_____

**Official Action of the MSHSL Board of Directors**

- Approved
  Not Approved

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

MSHSL Executive Director

INDEPENDENT SCHOOL DISTRICT NO. 361  
INTERNATIONAL FALLS, MINNESOTA

AND

FALLS PRINCIPALS' ASSOCIATION

AGREEMENT FOR CONDITIONS OF EMPLOYMENT

JULY 1, 2021 to June 30, 2023

## ARTICLE I: PURPOSE

**Section 1. Parties:** This agreement is entered into between the School Board of Independent School District No. 361, International Falls, Minnesota, hereinafter, referred to as the School Board, and the Falls Principal's Association, hereinafter, referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter, referred to as the PELRA, to provide the terms and conditions of employment for principals during the duration of this Agreement.

## ARTICLE II: RECOGNITION OF EXCLUSIVE REPRESENTATIVE

**Section 1. Recognition:** In accordance with the PELRA, as amended, the School Board recognizes the Falls Principal's Association as the exclusive representative of Principals employed by the School Board of Independent School District No. 361, which exclusive representative, shall have those rights and duties as prescribed by the PELRA, as amended, and as described in the provisions of this Agreement.

**Section 2. Appropriate Unit:** The exclusive representative shall represent all the Principals of the District as defined in this Agreement and in said Act.

## ARTICLE III: DEFINITIONS

**Section 1. Principal:** Shall mean all persons employed by the School Board in a position for which the person must be certificated as a principal by the Department of Education, and shall include principals and or assistant principals who devote more than fifty percent (50%) of 1.0 FTE to administrative or supervisory duties.

**Section 2. Terms and Conditions of Employment:** Shall mean the hours of employment, the compensation therefore, including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the employer's personnel policies affecting the working conditions of the employees. In the case of professional employees, the term does not mean educational policies of a School District. "Terms and Conditions of Employment" is subject to the provisions of PELRA.

**Section 3. School District:** For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative.

**Section 4. Other Terms:** Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

## ARTICLE IV: SCHOOL BOARD RIGHTS

**Section 1. Inherent Managerial Rights:** The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

**Section 2. Management Responsibilities:** The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

**Section 3. Effect of Laws, Rules and Regulations:** The exclusive representative recognizes that all employees covered by this Agreement shall perform the teaching and non-teaching services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

**Section 4. Reservation of Managerial Rights:** The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

## **ARTICLE V: PRINCIPALS' RIGHTS**

**Section 1. Right to Views:** Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any Principal or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative if there be one.

**Section 2. Right to Join:** Pursuant to the PELRA employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such employees.

**Section 3. Personnel Files:** Pursuant to M.S. 122A.40, Subd. 19, as amended, all evaluations and files generated relating to an individual principal shall be available during regular school business hours to that employee upon his/her written request. The Principal shall have the right to reproduce any of the contents of the files at the employee's expense and to submit for inclusion in the file written information in response to any material contained therein. However, the School District may destroy such files as provided by law.

## ARTICLE VI: COMPENSATION AND DUTY YEAR

### Section 1. Salary:

#### Salary Schedule: 2021 – 2022

	Elementary or Secondary Principal	Secondary Asst. Principal
1-2 years	\$104,894	\$90,996
3-4 years	\$107,518	\$93,271
5-6 years	\$110,143	\$95,603
7+ years	\$112,764	\$97,992

- A) Recruitment and Retention Stipend:** The District will contribute \$1,000 stipend to all Principals who were employed and actively working for the district for the majority of the time period from start of school 2021 through December 31, 2021 in the first regular paycheck of January, 2022. The District will contribute a second \$1,000 stipend in the first regular paycheck of June, 2022 (payment will be earlier if ESSER III approval is confirmed for this area prior to June) for all principals for working January 1, 2022 through the last school day of 2022. This stipend is for the 2021- 2022 school year. Person's FTE will be multiplied by the stipend amounts to determine payments. It applies to this contract period only and will not be part of ongoing contracts for years to come thus sun setting at the end of the contract.

#### Salary Schedule: 2022 - 2023

	Elementary or Secondary Principal	Secondary Asst. Principal
1-2 years	\$105,943	\$91,906
3-4 years	\$108,593	\$94,204
5-6 years	\$111,244	\$96,559
7+ years	\$113,892	\$98,972

- A) Recruitment and Retention Stipend:** The District will contribute \$1,000 stipend to all principals in the first paycheck of September 2022 for working the 2022 -2023 contract year. Person's FTE will be multiplied by the stipend amounts to determine payment. It applies to this contract period only and will not be part of ongoing contracts for years to come thus sun setting at the end of this contract.

**Section 2. Pay Deduction:** Whenever pay deduction is made for a principal's absence, the annual salary divided by two hundred sixty (260) principal contract days shall be deducted for each day's absence. Whenever pay deduction is made for an assistant principal's absence, the annual salary divided by two hundred fifteen (215) assistant principal contract days shall be deducted for each day's absence.

**Section 3. Duty Year:** Principals will be considered twelve (12) month employees based on two hundred sixty (260) contract days. Assistant Principals will be considered twelve (12) months employees based on two hundred fifteen (215) contract days.

**Section 4. Payment of Salaries:** Principals shall receive their salaries in twenty-six (26) installments, starting on July 1st of each contract year with payments being made every two (2) weeks.

**Section 5. Vacant or New Positions:** The School Board and Principal's Association will negotiate salary and conditions for any person assuming a vacant administrative position, where the new position requires a principal's license and assigned supervisory and/or administrative duties exceed fifty percent (50%) of full-time principal equivalency position.

**Section 6. Payment for Services Beyond Duty Year:** Whenever a principal is required to work beyond his/her contractual duty days, she/he will be paid the annual salary divided by the number of principal duty days.

**Section 7. 403(b) or 457:** The District will contribute up to \$2,500 annually to 403(b) matching program and/or a 457 plan subject to MN Statute 352.965 and 3546.24 for every full-time principal, with total career match not to exceed \$40,000.

**Section 8. Flex Plan:** The School District shall contribute \$500 for the 2021 - 2022 and also the 2022 - 2023 school year to each full-time principal's IRS 125 Flex Plan.

**Section 9. Teaching, Learning & Communicating (Q-Comp):** Principals providing service to the TLC Project in those capacities defined by the state-approved project shall receive the same stipend value as accorded teachers performing the same responsibilities/expectations with total compensation not to exceed \$3,000 per year with Superintendent's final authority of making modifications. This section inclusive of contractual stipend commitment shall sunset upon discontinuance of funding by the Department of Education.

**Section 10. Extracurricular Event Coverage:** Principals agreeing to work or assigned to cover extracurricular event positions will be compensated at the rates as defined in Schedule D of the current Master Agreement between ISD 361 and Local 331.

**Section 11. Educational Classroom Coverage:** Principals who are required to cover a classroom in a teacher's absence for a period or longer shall be compensated at the Hourly Instructor Rate per Schedule "D" of the current Master Agreement between ISD 361 and Local 331.

## **ARTICLE VII: GROUP INSURANCE**

**Section 1. Selection:** The selection of the insurance carrier and policy shall be made by the School District as provided by law.

### **Section 2. Health and Hospitalization Insurance:**

*Subd. 1. Single Coverage:* The School District shall contribute a sum not to exceed \$584.48 per month in 2021–2022 and 2022-2023 towards the premium for individual coverage for each full-time principal

employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Any employee premium cost shall be paid by payroll deduction.

*Subd. 2. Family Coverage:* The School District shall contribute a sum not to exceed \$1,307.33 monthly in 2021-2022 and 2022-2023 towards the premium for family coverage for each full-time principal employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan and who qualifies for family coverage. Any employee premium cost shall be paid by payroll deduction. To qualify for family coverage, an employee must have bona fide legal dependents consisting of a spouse or child or both and fill out appropriate paperwork.

**Section 3. Term Life Insurance:** The School District shall pay the total cost of \$100,000 for group term life insurance for 2021-2022 and 2022-2023. Per Madison National Life (National Insurance Services) the amount of Basic and Optional Life Insurance reduces to 65% of stated coverage upon attainment of age 70, reduces to 40% of stated coverage upon attainment of age 75 and reduces to 25% of stated coverage upon attainment of age 80 and terminates upon retirement. Additional insurance may be purchased at the employee's own expense as stipulated in the insurance policy.

**Section 4. Claims Against the School District:** It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

**Section 5. Duration of Insurance Contribution:** A principal is eligible for School District contribution as provided in this Article as long as the principal is employed and on paid status by the School District with exception being a qualifying event under FMLA. Upon termination of employment and/ or paid status, all District contribution shall cease.

**Section 6. Dental Insurance:**

*Subd. 1. Single Coverage:* The School District shall contribute a sum not to exceed \$27.37 monthly for 2021-2022 and 2022-2023 for individual coverage for all full-time principals employed by the School District who qualify for and are enrolled in the School District group dental plan.

*Subd. 2. Family Coverage:* The School District shall contribute a sum not to exceed \$68.27 monthly for 2021-2022 and 2022-2023 for family coverage for all full-time principals employed by the School District who qualify for and are enrolled in the School District group dental plan and who qualify for family coverage. To qualify for family coverage, an employee must have bona fide legal dependents consisting of a spouse or child or both and fill out paperwork.

**Section 7. Long-Term Disability:** Principals shall participate in the school district's long- term disability plan at the school district's expense.

**Section 8. National Health Care:** Should either the state or federal government pass legislation mandating all employers to participate in a national or statewide health care plan, it is agreed to by the parties to this agreement that the employer contribution for the employees' health care that were negotiated into the Agreement prior to the passage of such state or federal law, shall continue to be a part of this agreement, but they shall upon the effective date mandating participation in such state or federal law, first be applied to the premium cost of such plan, with any remaining amounts to be used to purchase supplemental coverage for any items covered under the current health care plan, that may not be covered under any state of

federal mandated plan. Additional monies that may remain from currently negotiated contributions shall be used to purchase additional benefits to maintain current benefit levels, this purchase shall be made by mutual agreement. The monies that remain after the purchase of additional benefits to maintain current benefit levels shall revert to the District.

## **ARTICLE VIII: POST-EMPLOYMENT COMPENSATION**

### **Section 1. Principals Post Employment Compensation:**

*Subd. 1. HCSP:* Principals who have provided the school district with seven (7) years of professional service, shall receive monetary contributions to an individual health care savings plan (HCSP) administered by the Minnesota State Retirement System.

*Subd. 2. Maximum District Contribution:* The maximum District contribution to the principal's health care savings plan (HCSP) will be \$50,000.

*Subd. 3. Annual Contribution:* The amount of the annual contribution to the principal's health savings plan (HCSP) will be \$3,000. Contributions to the principal's health savings plan (HCSP) will be made monthly and will begin in July of the principal's 8th year of professional service to the District, with contributions to be pro-rated based upon principal's July FTE for that current year. District contributions will cease when the maximum District contribution has been reached, or when the principal ends TRA service with the District, whichever comes first. In the event the employee dies before the deposit is made, the payment will be made in cash to the employee's estate.

### **Section 2. Early Retirement Language:**

Employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan established under Minnesota Statutes, section §352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents.

International Falls Public Schools has agreed to contribute 75% of the difference between the employee's 2021 – 2022 or 2022 – 2023 step/lane annual wage and the 2021 – 2022 or 2022 – 2023 1-2 years step/lane annual wage for their position (whichever contact year they retire), or \$5,000 whichever is greater for those employees electing to participate and qualifying for MS §122A.48 Teacher Early Retirement Incentive Program. To be eligible for this contribution employees must provide written notification to the International Falls Public School by February 1<sup>st</sup> of the year they plan to retire of their request to participate in MS §122A.48 with retirement date no later than the last day of teacher service for that school year and have completed their service to the district prior to turning 63.

International Falls Public Schools will contribute a lump sum payment within 30 days of employees last date of employment into the employee's HCSP account. In the event the employee dies before the deposit is made, the payment will be made in cash to the employee's estate.

This section sunsets on June 30<sup>th</sup>, 2023.

## ARTICLE IX: LEAVES OF ABSENCE

### **Section 1. Paid Vacation:**

*Subd. 1.* All full time principals (excluding Assistant Principals) shall earn thirty-five (35) paid vacation days per contract year. Vacation days shall be requested and approved in advance by the Superintendent of Schools, and shall be taken on days least disruptive to student programs.

Beginning July 1, 2014 requests to carryover unused vacation will be limited to a maximum of five days per contract year and require the approval of the Superintendent of Schools. Requests to carry over vacation must be submitted in writing to the Superintendent by the last working day in June.

All approved carryover vacation days will be credited to the employee's vacation bank. Vacation days in excess of the number of days approved for carryover will be treated as lost vacation days.

*Subd. 2. Vacation Bank:* Approved carryover vacation days will be credited to the Principals vacation bank with a maximum accumulation of 10 days. Upon reaching the maximum accumulation of ten (10) days all days in excess of the ten (10) days will be paid into the employee's Health Care Savings Plan account. The amount of contribution will be determined by using the employee's daily rate of pay on June 30th times the number of days in excess of the ten (10) days allowed. The contribution amount due to the employee's Health Care Savings Plan account will be paid in the first regularly scheduled payroll cycle in July.

Upon severance of service to the district, all vacation bank days will be paid into the employee's Health Care Savings Plan account. The amount of contribution will be determined by using the employee's daily rate of pay times the number of vacation bank days on the last day of employment. The contribution amount due to the employee's Health Care Savings Plan account will be paid in the next regularly scheduled payroll cycle following the last day of employment. In the event the employee dies before the deposit is made, the payment will be made in cash to the employee's estate.

**Section 2. Paid Holidays:** Principals shall receive the following paid holidays: July 4, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, President's Day, Good Friday and Memorial Day.

**Section 3. Paid Personal Leave:** Effective July 1, 2021 this section applies only to Secondary Principal, Tim Everson. Tim Everson Principals (excluding Assistant Principals) shall receive five (5) paid personal leave days per contract year. Personal Leave shall be requested and approved by the Superintendent of Schools and shall be taken on days least disruptive to student programs. Upon separation of employment of Tim Everson, this section will sunset and be removed from contract.

### **Section 4. Sick Leave:**

*Subd. 1.* All full-time principals shall earn sick leave at the rate of fifteen (15) days for each year of service in the employ of the School District.

*Subd. 2.* Unused sick leave days may accumulate to a maximum credit of one hundred and eighty (180) days. When this sick leave account is at its maximum, any additional sick leave days will accrue in a separate

individual catastrophe account. The days in the catastrophe sick leave account may be used when the below conditions are met:

- A. A health catastrophe(s) must have caused an extreme depletion of accrued sick leave days in accordance with the following.
  - 1. A health catastrophe is defined as being any illness or injury resulting in a loss of accrued sick leave in excess of eighty (80) days during any 365 day period. An illness cannot be considered a catastrophe until the Principal has accumulated an unused balance in his/her sick leave account of one hundred and eighty (180) days.
  - 2. For the purpose of this subdivision, health absences within a 365 day period need not be consecutive to be considered catastrophic.
  - 3. The balance of catastrophe sick leave days will be transferred to the regular sick leave account only if the principal had a catastrophic illness and following the 365 day period. The district will transfer days at that time out of their catastrophe account into their accrued sick leave account. The maximum number of catastrophe days that can accumulate is one hundred (100) days. Accumulation of catastrophe sick leave shall start July 1, 1987.
- B. The School Board may at its option, grant the use of catastrophic sick leave account days in unusual circumstances covered by this section.
- C. At the beginning of each fiscal year (July 1), sick leave days will be credited to the regular sick leave account first.

*Subd. 3.* Sick leave with pay shall be allowed by the Superintendent whenever a principal's absence is found to have been due to illness of the principal, or a dependent minor child, adult child, spouse, sibling, parent, grandparent, or stepparent, with a limit of 160 hours in any 12 month period for all except the principal, spouse and dependent minor child. Sick leave shall be allowed in half or full day increments only.

*Subd. 4.* The School Board may require a principal to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness in order to qualify for sick leave pay. Any leave under this section of 3 or more consecutive working days will require employee to furnish a medical certificate (excludes bereavement leave)

*Subd. 5.* In the event that a medical certificate will be required, the principal will be so advised.

*Subd. 6.* Sick leave allowed shall be deducted from accrued sick leave days earned by the principal.

*Subd. 7.* Sick leave pay shall be allowed upon approved electronic request utilizing the Skyward Employee Access Program.

*Subd. 8.* The maximum amount of leave for death or illness in the immediate family which may be deducted from accumulated sick leave without loss of pay is five (5) days per year with travel or three (3) days per year without travel. Any additional leave for death or illness in the family in the same year must be approved by the Superintendent. Emergency leave is only for the period of time that an emergency exists. Employees are expected to return to work once an emergency passes. Critical illness is defined as:

- A. The family member is listed by a hospital in critical condition.
- B. The family member is in the hospital and in intensive care.
- C. The family member is to be administered a general anesthetic for surgery.
- D. The family member is hospitalized due to an emergency accident or illness and the condition of the family member is not known immediately.
- E. The Superintendent of Schools may make other approvals based upon special circumstances.

*Subd. 9.* Immediate family is defined as including father, mother, sister, brother, son, daughter, wife, husband, grandfather, grandmother, grandchildren, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, and step relationships of same of the employee or employee's spouse. Leave in case of others not listed will be considered by the Superintendent on the merits of each individual case.

*Subd. 10.* Disability because of pregnancy is covered under the provisions of this section unless maternity and/ or child care leave is in effect.

*Subd. 11.* Sick leave events qualifying for leave under Family Medical Leave Act (FMLA) will be considered to run concurrently with sick leave as defined by this article.

**Section 5. Leave for Jury Duty:** Any principal who is required to be absent from work because of jury duty will be paid the difference between the compensation received for such duty and the amount of salary he would have earned during the period that he was on jury duty. Such payment will be made only upon presentation of a voucher to the school accountant showing jury fees received from the court. When a principal is required to perform jury duty during only part of his regularly scheduled working day, it is agreed that he/she will report to work at his/her school for that portion of the day not required for jury duty. The principal will be required to furnish evidence of time spent on jury service.

Any principal who is required to be absent from work because of being subpoenaed, except as a hostile witness or an adversary of the District when the party is seeking judgment against the School District, will be paid the difference between the compensation as a witness and the compensation received for the principal's regular duties.

**Section 6. Sabbatical Leave:**

*Subd. 1.* All applications for sabbatical leave by certified principals must be made on or before March 15th for the following year. This date may be waived at the discretion of the School Board.

*Subd. 2.* Any principal who has been granted a sabbatical leave shall retain all rights in the employing district as though performing his/her duties in that district. The principal shall return to the same administrative position unless otherwise mutually agreed upon by the Board.

*Subd. 3.* A principal on sabbatical leave will receive two-thirds payment of salary at the regular payroll periods.

*Subd. 4.* An individual granted a sabbatical leave must serve for three full consecutive years in the International Falls Public Schools following the completion of the leave. If the principal's service is discontinued for any reason other than the person's incapacity to carry out his/ her assignment before the expiration of three years, he/ she shall pay back to the School District a pro-rata part of the sabbatical leave allowance.

*Subd. 5.* To qualify for sabbatical leave, a certified principal must have worked for seven full years in the International Falls Public Schools next and prior to the granting of the leave. The number allowed to leave in any one year shall not exceed one (1).

*Subd. 6.* The educational institution and a normal load of courses to be taken must be approved by the School Board or agent thereof. Consideration will also be given to a carefully screened program for an entire school year's work abroad, outside the continent of North America, in seminar and special study, staying in a foreign home while studying and thus becoming acquainted with the language, the customs of the people, the schools and the teaching methods.

*Subd. 7.* The review of the applications, before being presented to the Board of Education, shall be screened by a committee consisting of the superintendent, one elementary principal and one secondary principal.

*Subd. 8.* It is understood that sabbatical leave will be granted only for a full school year and not for any half or part of a school year.

*Subd. 9.* Approval of sabbatical leave is the sole authority of the school board whose decision shall be considered final and not subject to the grievance procedure.

#### **Section 7. Extended Child Care Leave:**

*Subd. 1.* A child care leave may be granted by the School District subject to the provisions of this section, to one (1) parent of an infant child, provided such parent is caring for the child on a full-time basis.

*Subd. 2.* A principal making application for child care leave shall inform the Superintendent in writing of intention to take the leave at least three calendar months before commencement of the intended year. A pregnant principal may schedule the beginning of the child care leave after the disability associated with the birth.

*Subd. 3.* Extended child care leave if approved would begin on the date agreed upon following FMLA leave, but both leaves would run concurrently.

*Subd. 4.* The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year - i.e., winter vacation, spring vacation, semester break, or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute principal may also be considered by the School District in the granting of a child care leave or the duration thereof.

*Subd. 5.* Child care leave shall be without pay or employer paid benefits, unless child care leave is occasioned by a FMLA qualifying event, in which case provisions of FMLA would prevail.

*Subd. 6.* A child care leave shall be for no more than one (1) year.

*Subd. 7.* The provisions of this section may be modified by mutual consent.

## **ARTICLE X: PROFESSIONAL GROWTH OF PRINCIPALS**

The School Board shall expect the principals to be up to date on the knowledge and technology of the profession. To facilitate this, the School Board will:

**Section 1. Professional Meetings:** Provide time when practicable for purposes such as professional, local, state and national meetings and conventions, upon approval by the superintendent. State and division meetings will be reimbursed annually up to \$2,500 per administrator.

**Section 2. College Courses:** Pay the college tuition for college courses taken by the principals under the following circumstances.

1. The principal voluntarily enrolls in the course.
2. The Superintendent of Schools and / or the School Board approved of the course as being a professional development course which, if taken by the principal, is likely to provide benefit to the instructional program in the District.
3. This section does not apply during sabbatical leave.

**Section 3. Dues to State and National Principals Professional Organizations:** The School District will pay the dues to state and national principals' professional organizations, MASSP/NASSP and MESPA/NAESP, MASE.

**Section 4. Administrative License Fee:** The annual administrative license fee as required by Minnesota Board for School Administrators will be paid by the school district.

**Section 5. Cell Phone Reimbursement:** District will reimburse high school principal, assistant principal and elementary principal up to \$75 per month for cell phone costs whereby principal's cell phones shall be listed as a district contact number. Reimbursement will occur when employee furnishes the District with record of cell phone bills in January (for July - December) and July (for January - June).

## **ARTICLE XI: GRIEVANCE PROCEDURE**

**Section 1. Grievance Definition:** A "grievance" shall mean an allegation by a principal resulting in a dispute or disagreement between the principal and the School District as to the interpretation or application of terms and conditions contained in this Agreement.

**Section 2. Representative:** The principal, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in the party's behalf.

### **Section 3. Definitions and Interpretations:**

*Subd. 1. Extension:* Time limits specified in this Agreement may be extended by mutual agreement.

*Subd. 2. Days:* Reference to days regarding time periods in this procedure shall refer to working days. A "working day" is defined as all week days not designated as holidays by state law.

*Subd. 3. Computation of Time:* In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

**Section 4. Time Limitation and Waiver:** A grievance shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the principal and the School District's designee.

**Section 5. Adjustment of Grievance:** The School District and the principal shall attempt to adjust all grievances which may arise during the course of employment of any principal within the School District in the following manner:

*Subd. 1. Level I:* Grievance is not resolved through informal discussions, the Superintendent or designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

*Subd. 2. Level II:* In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level, and report its findings and recommendations to the School Board. The School Board shall then render its decision.

**Section 6. School Board Review:** The School Board reserves the right to review any decision issued under Level I of this procedure provided the School Board or its representative notifies the parties of the intentions to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

**Section 7. Denial of Grievance:** Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the principal may appeal it to the next level.

**Section 8. Arbitration Procedures:** In the event that the principal and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

*Subd. 1. Request:* A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level II of the grievance procedure.

*Subd. 2. Prior Procedure Required:* No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

*Subd. 3. Selection of Arbitrator:* Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the commissioner to appoint an arbitrator, pursuant to the PELRA providing such request is made within twenty (20) days after request for arbitration. The request shall ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the commissioner within the time periods provided herein shall constitute a waiver of the grievance.

*Subd. 4. Hearing:* The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

*Subd. 5. Decision:* The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before the arbitrator shall be final and binding upon the parties, subject, however, to the limitation of arbitration decisions as provided in the PELRA. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

*Subd. 6. Expenses:* Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording of the hearing shall be made at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

*Subd. 7. Jurisdiction:* The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational

structure, and selection and direction and number of personnel. In considering any issue in dispute, the arbitrator's order shall give due consideration to the statutory rights and obligation of the public school district to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

*Section 8. Election of Remedies and Waiver:* A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive the right to initiate a grievance pursuant to this Article or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

## **ARTICLE XII: SENIORITY**

**Section 1. Full-time Principals:** Principals seniority shall be as defined in this section.

*Subd. 1.* Principals who have acquired continuing contract rights shall be placed on unrequested leave of absence in fields in which they are licensed in inverse order in which they were employed by the School District.

*Subd. 2.* Ties in the seniority list for principals will be broken by the following criteria in the order listed and will be judged the senior: (1) the date the full-time principal provided continuous service to the School District; (2) the date of the official hiring by the School Board; (3) the date the principal signed his/her contract; (4) highest position on the salary schedule; (5) the farthest horizontal position on the salary schedule and MA will be senior over the BA+60; and (6) in the event a tie still remains, a committee of four shall be selected, two appointed by the superintendent, and two by the Principal's Association. It shall be the duty of this committee to determine after due investigation, by majority vote, who is the most senior on the basis of guidelines set forth by law and subsequent rulings. If the committee cannot reach an agreement, a State Mediator shall cast the tie-breaking vote.

*Subd. 3.* A separate Seniority List will be maintained for teachers and principals under this section.

## ARTICLE XIII: PUBLIC OBLIGATION

**Section 1.** The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the School District to the continuous and uninterrupted operation of the school is of paramount importance.

**Section 2.** The exclusive representative agrees, therefore, that during the term of this Agreement, neither the exclusive representative nor any individual employee shall engage in any strike. For purposes of this section, the term strike shall mean concerted action in failing to report for duty, the willful absence from one's position, sympathy strike, the stoppage of work, slowdown, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment. The parties agree that this Article shall not be subject to the grievance or arbitration procedure, but is enforceable in the Courts.

## ARTICLE XIV: DURATION

**Section 1. Term and Reopening Negotiations:** This Agreement shall remain in full force and effect for a period commencing on July 1, 2021 through June 30, 2023 and thereafter until modifications are made, pursuant to PELRA of 1973 as amended. If either party desires to modify or amend this agreement commencing on July 1, 2021, it shall give written notice of such intent no less than sixty (60) days prior to July 1, 2023 and/or in compliance with PELRA.

**Section 2. Individual Contracts:** Individual contracts are issued for a time period of July 1st to June 30th and consistent with the terms of this Contract.

**Section 3. Effect:** This Agreement constitutes the full and complete agreement between the School Board and exclusive representative representing the principals of the School District. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment, inconsistent with these provisions.

**Section 4. Finality:** Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

**Section 5. Severability:** The provisions of this Agreement shall be severable, and if any provisions thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

