

Regular School Board Meeting

Monday, September 19, 2022 5:15 PM

FHS Library and Google Meet, 1515 11th Street, International Falls, Minnesota 56649

Google Meet

Phone Numbers

(US)+1 484-420-7739

PIN: 905 331 346#

meet.google.com/tki-fwgh-kry

Call to Order

1. Roll Call:

- ___ Toni Korpi, Clerk
- ___ Emily McGonigle, Director
- ___ Bruce Raboin, Treasurer
- ___ Ted Saxton, Director
- ___ Roxanne Skogstad-Ditsch, Board Chair
- ___ JoAnn Smith, Clerk
- ___ Jennifer Baker, Vice Board Chair:

Attending remotely from 176 Penfield Hill Rd,
Portland CT.

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.

Open Forum

1. Police Chief Mike Kostiuik: School Resource Officer.
2. Public Open Forum

Consent Agenda

1. Approve past meeting minutes for the regular school board meeting on August 22, 2022 and special school board meeting on September 14, 2022.
2. Approve current accounts payable due in the amount of \$842,572.34.
3. Approve payroll in the amount of \$375,601.12 for pay periods August 26th and September 9th.
4. Approve the hire of Brandon Barras as Head Girls Basketball Coach for the 2022-2023 season.
5. Accept resignation from Vicki Steinbach as a paraprofessional effective August 16, 2022.
6. Accept resignation of Kelly Fox, Paraprofessional, effective August 22, 2022.

7. Accept the resignation of Sabra Shevich, Paraprofessional, effective August 25, 2022.
8. Approve the hire of Holly Morin as a Paraprofessional effective August 30, 2022.
9. Approve the hire of Pacey Rousseau as Paraprofessional effective August 30, 2022.
10. Approve the hire of Ashley Foss as a Paraprofessional effective September 19, 2022.
11. Approve an unpaid leave request for Emily Amerud to start from approximately February 5, 2023 to June 1, 2023.
12. Accept resignation from Jennifer Horne, Payroll / Benefits Coordinator, effective September 29, 2022.
13. Approve hire of Charity Piekarski, effective September 13, 2022 as a Paraprofessional.
14. Approve the hire of John Reller as Head Boys Basketball Coach for the 2022-2023 season contingent upon receiving Head Coach Certification.
15. Accept resignation from Terry Mason, Elementary Teacher, effective October 19, 2022.
16. Approve hire of Elizabeth Offerdahl as Prom Advisor for 2022-2023 school year.
17. Approve hire of Lorraine Bobst as Cafe Helper effective September 22, 2022.
18. Approve hire of Chad Baldwin as Head Boy's Hockey Coach for the 2022-2023 season.
19. Approve the hire of Eric Olson as Assistant Boy's Hockey Coach for the 2022-2023 season.
20. Approve the hire of Jon McDonald as Assistant Boy's Hockey Coach for the 2022-2023 season contingent upon having a junior varsity team during the 2022-2023 season.
21. Recognize Brady Hjelle as a volunteer Boy's Hockey Coach for the 2022-2023 season.
22. Recognize Wyatt Boyum as a volunteer Boy's Hockey Coach for the 2022-2023 season.
23. Approve the hire of Erin Hall as Head Girl's Hockey Coach for the 2022-2023 season.
24. Approve the hire of Rachel Helleloid as Assistant Girl's Hockey Coach for the 2022-2023 season.
25. Approve the hire of Justin Carney as Assistant Girl's Hockey Coach for the 2022-2023 season contingent upon having a junior varsity team during the 2022-2023 season.
26. Approve the hire of Steve Joslyn as Head Boy's Swim Coach for the 2022-2023 season.
27. Approve the hire of Jayde Hall as Speech Coach for the 2022-2023 season.
28. Approve hire of Elizabeth Willett as Paraprofessional effective 9/21/22.
29. Approve the hire of Lori Potter as Boy's Basketball Cheerleader Advisor for the 2022-2023 season.

30. Approve the hire of Karla Olson-Line as Boy's Hockey Cheerleader Advisor for the 2022-2023 season.
31. Approve agreement with MN North College for 2022-2023 Practical Nursing PSEO program.
32. Second reading of School Board Policy 524 - Internet Acceptable Use and Safety
33. Second reading of School Board Policy 418 - Drug-Free Workplace/Drug-Free School
34. Second reading of School Board Policy 416 - Drug and Alcohol Testing
35. Second reading of School Board Policy 707 - Transportation of Public School Students
36. Set Truth In Taxation meeting on December 19, 2022 at 6:00 pm.
37. Certify proposed 22 pay 23 Levy (FY24) at Maximum.
38. Approve the hire of Dawn Monrean as a Paraprofessional effective September 26, 2022.
39. Approve PSEO contract with MN North College for the 2022-2023 school year.

Action Items

1. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / failed.
2. Resolution Election of School Board Members and Calling the School District General Election. Motion by __, second by __. Motion carried / failed.
3. Approve the ISD 361 Strategic Roadmap. Motion by __, second by __. Motion carried / failed.
4. Approve the 2022-2023 three (3) year School Board Governance Plan.

Committee and Administrative Reports

1. Mitch Erickson, Student Representative
2. Melissa Tate, Elementary Principal
3. Tim Everson, Secondary Principal
4. Kevin Grover, Superintendent:
 - 4.a. Set Canvas Date for General Election: Meeting Dates: Nov 14th - Nov 18th
5. Beth Slatinski, Community Education Coordinator
6. Committee Reports:
 - 6.a. Community Education Advisory Board
 - 6.b. Recreation Commission

Adjournment

1. Motion by __, second by __ to adjourn meeting
at ___ p.m. Motion carried / failed.

REGULAR MEETING MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, August 15, 2022 at 5:15 p.m.
FHS Library and via Zoom

Call to Order

Present with voting rights: Roxanne Skogstad-Ditsch, Jennifer Baker, Emily McGonigle and Bruce Raboin. Absent: Ted Saxton, JoAnn Smith, and Toni Korpi
Present 4; Absent 3

Non-Voting Members Present: Kevin Grover, Superintendent

2. Pledge of Allegiance

Approval of Agenda

1. Approve with additions of items 30 & 31. Motion by Bruce Raboin, then second by Emily McGonigle. Motion Carried.

Toni Korpi: Absent, Ted Saxton: Absent, Joann Smith: Absent, Emily McGonigle: Yea, Bruce Raboin: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea
Yea: 4, Nay: 0, Absent: 3

Open Forum

1. Public Open Forum – None.

Consent Agenda

Motion to approve Consent Agenda as presented by Jennifer Windels, then second by Bruce Raboin. Motion Carried.

Toni Korpi: Absent, Ted Saxton: Absent, Joann Smith: Absent, Emily McGonigle: Yea, Bruce Raboin: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea
Yea: 4, Nay: 0, Absent: 3

1. Approve past meeting minutes for the regular school board meeting on July 18, 2022 and special school board meeting on July 25, 2022.
2. Approve current accounts payable due in the amount of \$216,165.02.
3. Approve payroll in the amount of \$117,303.21 for pay periods July 29, 2022 and August 12, 2022.
4. Approve the hire of Jay Boyle as Testing Coordinator starting school year 2022-2023.
5. Approve an overload for Lisa Simon as Dean of students at 2.16 days (15.48 hrs) for the 2022-2023 school year.
6. Approve an overload for Lisa West as Dean of students at 9.84 days (70.52 hrs) for the 2022-2023 school year.
7. Accept resignation from Kristi Huffaker, as a Paraprofessional, effective August 3, 2022.
8. Approve the price increase for adult lunch meal price and student visitor lunch meal price to \$4.95.
9. Approve the hire of Jenesa Balaski as Student Council Advisor for the 2022-2023 school year.

10. Approve the Safe Learning Plan update for the 2022-2023 school year.
11. Approve updated School Board Policy #524 - Internet Acceptable Use and Safety Policy: *MSBA has made some minor changes to the following policies. Because the changes do not affect the substance of the policy or is a legal change over which the board has no control, the changes may be approved at only one meeting. Attached are some of those policies.*
12. Second Reading of School Board Policy 902 - Use of School District Facilities and Addendum to Policy 902 - Rental and Use Fee Schedule and Guidelines
13. Approve updated School Board Policy #418 - Drug-Free Workplace/Drug Free School. *MSBA has made some minor changes to the following policies. Because the changes do not affect the substance of the policy or is a legal change over which the board has no control, the changes may be approved at only one meeting. Attached are some of those policies.*
14. Approve updated School Board Policy #416 - Drug and Alcohol Testing. *MSBA has made some minor changes to the following policies. Because the changes do not affect the substance of the policy or is a legal change over which the board has no control, the changes may be approved at only one meeting. Attached are some of those policies.*
15. Accept the resignation from Brandon Vang, Social Studies teacher, as of June 30, 2022.
16. Approve hire of Nick Kaviuk upon obtaining a tier license from PELSB as a 1.0 FTE Social Studies Teacher for the 2022-2023 school year.
17. Approve the 2022-2023 FHS Student Handbook.
18. Approve the 2022-2023 Athletic Handbook.
19. Approve 2022-2023 FES Student Handbook.
20. Appoint Lisa Simon as Section 504 Officer for Grades 6-12, and appoint Melissa Tate as alternate Section 504 Officer for Grades 6-12.
21. Appoint Melissa Tate as Section 504 Officer for Grades K-5, and appoint Lisa Simon as the alternate Section 504 Officer for Grades K-5.
22. Appoint Kevin Grover as Title IX Officer (District Wide), and appoint Tim Everson as alternate Title IX Officer (District Wide).
23. Appoint Tim Everson as Human Rights Officer, and Melissa Tate as alternate Human Rights Officer.
24. Approve annual notice of compliance for academic vocational programs of non-discrimination per attached.
25. Accept the resignation of Kim Kopkie, Bus Driver, effective August 10, 2022.
26. Approve Bronco Arena Concession Stand rental agreement with Recreation Hockey.
27. Approve purchase of a 2023 Chevrolet Silverado pickup truck from Eckman Chevrolet at a cost of \$45,655.
28. Approve staff travel reimbursement for meal prices as follows: \$15 breakfast; \$20 lunch and \$30 dinner.
29. Approve hire of Karla Line as MHS Advisor for the 2022-2023 school year.
30. Accept the resignation from Heidi Steele, Cafe Helper, effective August 15, 2022.
31. Accept the resignation from Honey Hoopman, Cafe Helper, effective August 15, 2022.

Action Items

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

Toni Korpi: Absent, Ted Saxton: Absent, Joann Smith: Absent, Emily McGonigle: Yea, Bruce Raboin: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea
Yea: 4, Nay: 0, Absent: 3

Committee and Administrative Reports

1. Mitch Erickson, Student Representative – No report

2. Melissa Tate, Elementary Principal – Enrollment up 23 students; added para to preschool to increase number of preschool students in all day every day class; open house August 31st; planning Fall picnic; Fast Bridge training with U of M.

3. Tim Everson, Secondary Principal – given by Superintendent: Enrollment up 2 from last year; Falls Sports starting this week; all staff meeting August 30th; open house August 31st.

4. Kevin Grover, Superintendent:

4.a. Strategic Planning Meeting: Cancel August 22nd meeting and reschedule to September 14, 2022 at 5:00 pm - 8:00 pm.

5. Beth Slatinski, Community Education Coordinator: Open weight room class good participation; did Monday at Track; Pool hours are expanding to be open more to public and participation increasing; need to a family room for pool area; working on back to school packet; moving office to room 118 to have office backup coverage and easier door access for community.

6. Committee Reports:

6.a. Community Education Advisory Board

6.b. Recreation Commission -

Adjournment

adjourn at 6:18 pm. Motion by Bruce Raboin, then second by Emily McGonigle. Motion Carried.

Toni Korpi: Absent, Ted Saxton: Absent, Joann Smith: Absent, Emily McGonigle: Yea, Bruce Raboin: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea
Yea: 4, Nay: 0, Absent: 3

Approved Minutes:

District Clerk

Date

Board Chair

Date

**REGULAR MEETING MINUTES
SPECIAL MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Wednesday, September 14, 2022 at 5:00 p.m.
FHS Library and via Zoom**

Call to Order

Present with voting rights: Roxanne Skogstad-Ditsch, Jennifer Baker, Emily McGonigle, Toni Korpi and Ted Saxton. Absent: JoAnn Smith, and Bruce Raboin
Present 5; Absent 2

Non-Voting Members Present: Kevin Grover, Superintendent

2. Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented. Motion by Jennifer Windels, then second by Toni Korpi.
Motion Carried.

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

Working Session:

1. Working session with TeamWorks to develop a strategic roadmap, three year governance plan and board workflow and structures.

Adjournment

1. Motion by Emily McGonigle, then second by Jennifer Windels to adjourn meeting at 7:40 pm. Motion Carried.

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

Approved Minutes:

District Clerk

Date

Board Chair

Date

Payables Summary
September 19, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201125657	ND Child Support Division	8/12/2022	20220812ADC	Child Support	0	\$ 276.93
201125674	NORTHEAST SERVICE UNIT	8/16/2022	805	FY22 ALI Membership	0	\$ 3,440.00
201125675	Align Chiropractic & Wellness Center, PLLC	8/19/2022	3017-C01	DOT Physical	7602300000	\$ 95.00
	Align Chiropractic & Wellness Center, PLLC	8/19/2022	3081-C02	DOT Physical	7602300000	\$ 95.00
201125676	Annie's Frozen Yogurt	8/19/2022	25753	Frozen Yogurt	7702300003	\$ 100.00
201125677	Balaski, Jonathan	8/19/2022	81122	August 11th Guide Day Summer Activity	7902300003	\$ 2,900.00
201125678	Faith United Church	8/19/2022	80122	ALC classroom lease	1102300007	\$ 837.07
201125679	Hasbargen Customs LLC	8/19/2022	1230	Swimming Custom Swim Caps	2922300006	\$ 368.75
	Hasbargen Customs LLC	8/19/2022	1251	Swimming Goggles	2922300007	\$ 125.00
201125680	K&K MEYERS INC	8/19/2022	749	Repair Zamboni Door	0	\$ 85.00
	K&K MEYERS INC	8/19/2022	22463	2 new batches of fobs	8102300026	\$ 1,150.00
201125681	Karsnia, John	8/19/2022	80922	Hall of Fame Trophy Case - Balance Due	1102300002	\$ 5,525.00
201125682	Marco Technologies LLC	8/19/2022	479510778	Copier Leases	1102300026	\$ 1,004.54
	Marco Technologies LLC	8/19/2022	479510778	Copier Leases	1102300026	\$ 620.98
	Marco Technologies LLC	8/19/2022	479510521	Printer services	1102300027	\$ 347.94
	Marco Technologies LLC	8/19/2022	479622599	Printer in Business Classroom	3002300006	\$ 115.08
	Marco Technologies LLC	8/19/2022	479621609	Printer services	1102300025	\$ 401.39
	Marco Technologies LLC	8/19/2022	479621609	Printer services	1102300025	\$ 1,395.40
201125683	MN ENERGY RESOURCES CORP	8/19/2022	0503526034-0	FES Natural Gas Services	8102300029	\$ 622.66
201125684	MN POWER	8/19/2022	81022	Electricity Bill	8102300018	\$ 403.77
	MN POWER	8/19/2022	81022	Electricity Bill	8102300018	\$ 11,179.34
	MN POWER	8/19/2022	81022	Electricity Bill	8102300018	\$ 2,366.39
	MN POWER	8/19/2022	81022	Electricity Bill	8102300018	\$ 7,245.77
	MN POWER	8/19/2022	81022	Electricity Bill	8102300018	\$ 7,099.17
	MN POWER	8/19/2022	81022	Electricity Bill	8102300018	\$ 329.50
201125685	TechCheck	8/19/2022	48300	Annual 3CX License Renewal	6052300007	\$ 1,795.00
201125686	Warrington, Larry	8/19/2022	80122	Summer Trip to Kettle Falls and Rock Garden	0	\$ 300.00
201125687	BEMIDJI STATE UNIVERSITY	8/19/2022	Ryan Hedlund	Ryan Hedlund, Student ID 15166191	0	\$ 750.00
201125688	UNIVERSITY OF NORTH DAKOTA	8/19/2022	Gracie Bowles	Gracie Bowles Student ID	0	\$ 750.00

Payables Summary
September 19, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				#1393237		
201125695	IRON RANGE CONFERENCE	8/26/2022	IRC Dues '22-'2	IRC Annual Membership	0	\$ 750.00
				Assessment Dues, 22-23 School Year		
201125696	ISD #390	8/26/2022	CC 8/29/22	CC Meet Entry Fee for LOW Borderland Invite on 8/29/22	0	\$ 100.00
201125697	ISD #690	8/26/2022	CC 9/12/22	CC Meet Entry Fee for Warroad Invitational on 9/12/22	0	\$ 100.00
201125698	Northwest Technical College	8/26/2022	Gavin Bacon	Gavin Bacon, Student ID # 15773930	0	\$ 750.00
201125699	ARROWHEAD LIBRARY SYSTEM	8/26/2022	7720	Library Catalog System	6202300000	\$ 625.00
201125700	Faith United Church	8/26/2022	90122	ALC classroom lease	1102300007	\$ 837.07
201125701	KANTOR ELECTRIC INC	8/26/2022	17232	FES room #2 Install outlet and re-route 2 data cables to room from old computer lab.	8102300032	\$ 1,134.86
201125702	LVC Companies Inc	8/26/2022	93742	Annual Fire alarm Monitoring, For FHS, FES, Bronco Arena	8102300028	\$ 118.00
201125703	Marco Technologies LLC	8/26/2022	INV10246062	Guid Office Cost per Copy	7102300001	\$ 28.26
	Marco Technologies LLC	8/26/2022	INV10246063	FES; Canon 1025N Copier	1302300032	\$ 127.42
201125704	MIDCONTINENT COMMUNICATIONS	8/26/2022	1.24861E+13	Arena, FHS Fax & Fields	6052300006	\$ 134.09
201125704	MIDCONTINENT COMMUNICATIONS	8/26/2022	1.24861E+13	Arena, FHS Fax & Fields	6052300006	\$ 37.50
	MIDCONTINENT COMMUNICATIONS	8/26/2022	1.24861E+13	Arena, FHS Fax & Fields	6052300006	\$ 20.00
201125705	RAINY LAKE MEDICAL CENTER	8/26/2022	3889	OT/PT & Speech Services	1102300014	\$ 1,015.00
	RAINY LAKE MEDICAL CENTER	8/26/2022	3889	OT/PT & Speech Services	1102300014	\$ 1,299.38
201125706	SHANNONS INC	8/26/2022	22471	LCN Through Bolt	0	\$ 59.34
	SHANNONS INC	8/26/2022	23351	Repair mechanical issue with HVAC unit #5 at FES	8102300007	\$ 2,105.00
	SHANNONS INC	8/30/2022	22471	LCN Through Bolt	0	\$ (59.34)
	SHANNONS INC	8/30/2022	23351	Repair mechanical issue with HVAC unit #5 at FES	8102300007	\$ (2,105.00)
201125707	WATER DEPT	8/26/2022	74-006700-00	Water Usage - Garage	8102300021	\$ 50.68
	WATER DEPT	8/26/2022	13-014700-00	FHS; Water Usage	8102300021	\$ 744.33
	WATER DEPT	8/26/2022	13-014800-00	FES; Water Usage	8102300021	\$ 676.95

Payables Summary
September 19, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	WATER DEPT	8/26/2022	13-014900-00	Arena; Water Usage	8102300021	\$ 3,417.07
	WATER DEPT	8/26/2022	30-007100-02	Stadium; Water Usage	8102300021	\$ 50.68
	WATER DEPT	8/26/2022	13-014701-00	Water Usage - Sheela Field	8102300021	\$ (214.77)
				Credit Applied to FHS Account		
201125708	AFSCME Council 65	8/26/2022	20220826ADA	Payroll accrual	0	\$ 961.99
	AFSCME Council 65	8/26/2022	20220826ADA	Payroll accrual	0	\$ 17.63
	AFSCME Council 65	8/26/2022	20220826ADA	Payroll accrual	0	\$ 16.67
	AFSCME Council 65	8/26/2022	20220826ADA	Payroll accrual	0	\$ 0.33
201125709	ND Child Support Division	8/26/2022	20220826ADC	Child Support	0	\$ 276.93
201125710	ISD #361-- Student Activity	8/25/2022	cash boxes 8/2	athletic cash boxes	0	\$ 1,100.00
	ISD #361-- Student Activity	8/30/2022	cash boxes 8/2	athletic cash boxes	0	\$ (1,100.00)
201125711	Madison National Life	8/25/2022	1515524	SEPTEMBER LTD PREMIUM	0	\$ 153.93
	Madison National Life	8/25/2022	1515523	SEPTEMBER LIFE PREMIUM	0	\$ 1,663.40
201125712	POSTMASTER	8/25/2022	USPS 8/25/22	School mailing	0	\$ 470.46
201125713	CASH	8/30/2022	cash boxes 8/2	athletic cash boxes	0	\$ 1,100.00
201125714	ITASCA COMMUNITY COLLEGE	8/30/2022	Anthony Schol	Anthony Scholler Student ID 15813397	0	\$ 250.00
	ITASCA COMMUNITY COLLEGE	8/30/2022	Anthony Schol	Anthony Scholler Student ID 15813397	0	\$ 500.00
	ITASCA COMMUNITY COLLEGE	8/30/2022	Anthony JP Sch	Anthony Scholler Student ID 15813397	0	\$ 500.00
201125715	SOUND NORTH	8/30/2022	08/29/22 enve	envelopes for the back to school packet	0	\$ 499.00
201125716	SHANNONS INC	8/30/2022	23351	Repair mechanical issue with HVAC unit #5 at FES	8102300007	\$ 2,105.00
201125717	Aviben	9/1/2022	24442	403b Third Party Admin Svc	1102300020	\$ 175.94
201125718	HAWKINS INC	9/1/2022	6259316	Pool Chemicals	8102300025	\$ 604.94
201125719	K&K MEYERS INC	9/1/2022	22475	Purchase and install security door handle in classroom 206 FES	8102300016	\$ 1,129.00
	K&K MEYERS INC	9/1/2022	22471	LCN Through Bolt	0	\$ 59.34
201125720	Staples Advantage	9/1/2022	3516016046	FES Office Supplies	1302300012	\$ 133.19
	Staples Advantage	9/1/2022	3516016047	FES Office Supplies	1302300012	\$ 185.96

Payables Summary
September 19, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201125721	US FOODSERVICE	9/1/2022	3507486	Food for Meal Services	7702300000	\$ 18.05
	US FOODSERVICE	9/1/2022	5958892	Food for Meal Services	7702300000	\$ (47.40)
	US FOODSERVICE	9/1/2022	3338445	Food for Meal Services	7702300000	\$ 56.84
	US FOODSERVICE	9/1/2022	3616710	Food for Meal Services	7702300000	\$ 173.11
	US FOODSERVICE	9/1/2022	3786402	Food for Meal Services	7702300000	\$ 122.87
201125722	Bagley High School	9/1/2022	CC Entry Fee 9	CC Meet Entry Fee on 9/20/22 at Bagley High School	0	\$ 150.00
201125723	EVOLVE U FITNESS & WELLNESS LLC	9/1/2022	1	PALS (August classes)	0	\$ 150.00
201125724	HAFDAHL, Jim	9/1/2022	GSwim 8/30/2	Girls Swimming Official on 8/30/22 vs NER	0	\$ 100.00
	HAFDAHL, Jim	9/1/2022	GSwim 8/30/2	Girls Swimming Official on 8/30/22 vs NER	0	\$ 115.83
201125725	MSHSL	9/1/2022	MSHSL Dues 2	MSHSL 2022-2023 Membership Dues	0	\$ 3,040.00
	MSHSL	9/1/2022	MSHSL Dues 2	MSHSL 2022-2023 Membership Dues	0	\$ 100.00
	MSHSL	9/1/2022	MSHSL Dues 2	MSHSL 2022-2023 Membership Dues	0	\$ 603.00
201125726	ND Child Support Division	9/9/2022	20220909ADC	Child Support	0	\$ 276.93
201125727	Annie's Frozen Yogurt	9/9/2022	25827	Frozen Yogurt	7702300003	\$ 100.00
201125728	AT & T Mobility	9/9/2022	28731052249	WI-FI	1102300021	\$ 223.30
	AT & T Mobility	9/9/2022	287297713167	IT Dir. Phone	1102300021	\$ 49.75
	AT & T Mobility	9/9/2022	287297713167	Bus WI-FI	1102300021	\$ 229.38
201125729	Filtration Systems Inc	9/9/2022	108602	District Wide Filters	8102300035	\$ 3,538.21
201125730	FRIENDS GARBAGE SERVICE, LLC	9/9/2022	9279004	Garbage Pickups	8102300008	\$ 1,968.06
201125731	HOUGHTON MIFFLIN	9/9/2022	955662783	FES Digital Journeys	1302300008	\$ 6,300.00
201125732	KANTOR ELECTRIC INC	9/9/2022	17257	pool scoreboard hook up	8102300042	\$ 209.60
201125733	KGHS-AM	9/9/2022	83122	School Matters	102300003	\$ 225.00
201125734	MIDCONTINENT COMMUNICATIONS	9/9/2022	2.75104E+13	FES Fax Line	1102300022	\$ 37.92
201125735	MN ENERGY RESOURCES CORP	9/9/2022	0503526034-0	FES Natural Gas Services	8102300029	\$ 405.44
	MN ENERGY RESOURCES CORP	9/9/2022	0507263223-0	Natural Gas Services; FHS	8102300029	\$ 29.36
201125735	MN ENERGY RESOURCES CORP	9/9/2022	0507263223-0	Natural Gas Services; FHS	8102300029	\$ 9.78
	MN ENERGY RESOURCES CORP	9/9/2022	0503196532-0	Arena Water Heater	8102300029	\$ 1,171.92

Payables Summary
September 19, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MN ENERGY RESOURCES CORP	9/9/2022	0506435793-0	Arena	8102300029	\$ 48.32
201125736	AT & T Mobility	9/9/2022	287297713167	Bus WI-FI	1102200028	\$ 229.38
	AT & T Mobility	9/9/2022	287297713167	IT Dir. Phone	1102200028	\$ 49.59
	AT & T Mobility	9/9/2022	287297713167	WI-FI	1102200028	\$ 93.30
	AT & T Mobility	9/9/2022	287310522495	Hot Spots	1102200028	\$ 223.30
201125737	Fish, Dave	9/9/2022	JV Football 9/6	JV Football Official on 9/6/22 vs LOW	0	\$ 60.00
201125738	MSHSL	9/9/2022	MSHSL State S	MSHSL State Speech 2022 Entry Fee	0	\$ 40.00
201125739	Roseau High School	9/9/2022	CC 9/8/22	CC Meet Entry Fee on 9/8/22 in Roseau	0	\$ 100.00
201125740	Sandberg, John	9/9/2022	JV Football 9/6	JV Football Official on 9/6/22 vs LOW	0	\$ 60.00
201125741	BSN SPORTS	9/9/2022	917944847	Summer School Supplies PO 1302200260	0	\$ 401.58
201125742	RANGE CORNICE & ROOFING COMPANY	9/9/2022	22354	PO 8102200212 Work on roof over gym	0	\$ 483.00
201125743	Stem Supplies	9/9/2022	IN212086	FES PK Supplies (Walls) PO 1302200269	0	\$ 2,686.88
201125744	UHL	9/9/2022	40881	Service Call - roof top unit PO 8102200153	0	\$ 1,989.20
201125745	ALL SEASON EQUIPMENT INC	9/15/2022	1488	Leaf blower STHIL	8102300045	\$ 199.99
201125746	BEMIDJI BUS LINE	9/15/2022	21478	August 3rd Duluth Day Summer Activity - Charter Bus	7902300001	\$ 1,680.00
	BEMIDJI BUS LINE	9/15/2022	21517	August 22nd Duluth Day Summe Activity Charter Bus Transportation	7902300002	\$ 1,680.00
201125747	COCA-COLA BOTTLING CO	9/15/2022	38269	FHS; Ala Carte Beverages	7702300008	\$ 426.60
	COCA-COLA BOTTLING CO	9/15/2022	38632	FHS; Ala Carte Beverages	7702300008	\$ 384.75
	COCA-COLA BOTTLING CO	9/15/2022	510834	FHS; Ala Carte Beverages	7702300008	\$ 355.80
201125748	EWALD ENTERPRISES	9/15/2022	5045	Minimon Monitor Module - Fire Alarm System	0	\$ 95.00
201125749	Fun Express, LLC	9/15/2022	718738748-06	FES ECFE (Baron)	1302300020	\$ 94.99

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	Fun Express, LLC	9/15/2022	718738748-03	FES ECFE (Baron)	1302300020	\$ 28.99
	Fun Express, LLC	9/15/2022	718738748-04	FES ECFE (Baron)	1302300020	\$ 32.99
201125750	H2I Group	9/15/2022	220172	repair damage to gym floor	8102300006	\$ 120,555.00
	H2I Group	9/15/2022	220443	repair damage to gym floor	8102300006	\$ 9,445.00
201125751	Hasbargen Customs LLC	9/15/2022	1292	200 2" Buttons Homecoming	9012300001	\$ 279.18
201125752	KANTOR ELECTRIC INC	9/15/2022	17263	Repair burnt wires on ice plant	8102300046	\$ 295.74
	KANTOR ELECTRIC INC	9/15/2022	17262	Drop power pole and rewire	8102300047	\$ 447.57
201125753	KOOCHICHING COUNTY	9/15/2022	83122	Tipping Fees	8102300019	\$ 144.00
201125754	LearnPlatform, Inc.	9/15/2022	1980	Subscriptions	6052300017	\$ 8,427.60
201125755	LVC Companies Inc	9/15/2022	94221	LVC to provide additional smoke detectors per direction of the state fire marshal	8102300020	\$ 6,870.00
	LVC Companies Inc	9/15/2022	96046	Annual Fire alarm Monitoring, For FHS	8102300028	\$ 311.56
	LVC Companies Inc	9/15/2022	96046	Annual Fire alarm Monitoring, For FHS	8102300028	\$ 2,388.44
	LVC Companies Inc	9/15/2022	96520	Annual Fire alarm Monitoring, For FHS	8102300028	\$ 61.85
	LVC Companies Inc	9/15/2022	96520	Annual Fire alarm Monitoring, For FHS	8102300028	\$ 474.15
	LVC Companies Inc	9/15/2022	96519	Annual Fire alarm Monitoring, For Bronco Arena	8102300028	\$ 61.85
	LVC Companies Inc	9/15/2022	96519	Annual Fire alarm Monitoring, For Bronco Arena	8102300028	\$ 474.15
	LVC Companies Inc	9/15/2022	96517	Annual Fire alarm Monitoring, For FES	8102300028	\$ 61.85
	LVC Companies Inc	9/15/2022	96517	Annual Fire alarm Monitoring, For FES	8102300028	\$ 474.15
	LVC Companies Inc	9/15/2022	96047	Annual Fire alarm Monitoring, For Arena	8102300028	\$ 77.07
	LVC Companies Inc	9/15/2022	96047	Annual Fire alarm Monitoring, For Bronco Arena	8102300028	\$ 590.85

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	LVC Companies Inc	9/15/2022	93953	Telcor Networked Public Address System for FHS	6052300003	\$ 40,156.81
201125756	MN POWER	9/15/2022	90822	Electricity Bill	8102300018	\$ 499.61
	MN POWER	9/15/2022	90822	Electricity Bill	8102300018	\$ 12,354.59
	MN POWER	9/15/2022	90822	Electricity Bill	8102300018	\$ 2,425.41
	MN POWER	9/15/2022	90822	Electricity Bill	8102300018	\$ 6,596.13
	MN POWER	9/15/2022	90822	Electricity Bill	8102300018	\$ 7,276.22
	MN POWER	9/15/2022	90822	Electricity Bill	8102300018	\$ 510.12
201125757	PAN O GOLD BAKING CO	9/15/2022	1.00099E+13	Bread for Meal Service	7702300009	\$ 112.00
	PAN O GOLD BAKING CO	9/15/2022	1.00099E+13	Bread for Meal Service	7702300009	\$ 125.75
	PAN O GOLD BAKING CO	9/15/2022	1.001E+14	Bread for Meal Service	7702300009	\$ 129.50
	PAN O GOLD BAKING CO	9/15/2022	1.00099E+13	Bread for Meal Service	7702300009	\$ 43.75
201125758	PEPPER JW & SON INC	9/15/2022	364472900	Pep band music for 1st quarter	2582300001	\$ 178.99
	PEPPER JW & SON INC	9/15/2022	364435796	Choir Supplies	2582300000	\$ 87.99
201125759	Rainy Lake Gazette	9/15/2022	33341	Advertising Local Newspaper	1102300024	\$ 870.00
201125760	RAPTOR TECHNOLOGIES	9/15/2022	36466	Raptor Link APT Suite	0	\$ 1,375.00
201125761	Reading Horizons	9/15/2022	52186	Spec Ed Horizons Reading Kit	3002300014	\$ 541.42
201125762	SANDSTROM'S INC	9/15/2022	424434	Milk for Meal Service	7702300002	\$ 415.82
	SANDSTROM'S INC	9/15/2022	424434	Milk for Meal Service	7702300002	\$ 37.68
	SANDSTROM'S INC	9/15/2022	425427	Milk for Meal Service	7702300002	\$ 649.67
201125762	SANDSTROM'S INC	9/15/2022	425427	Milk for Meal Service	7702300002	\$ 58.83
	SANDSTROM'S INC	9/15/2022	424435	Milk for Meal Service	7702300002	\$ 481.00
	SANDSTROM'S INC	9/15/2022	424435	Milk for Meal Service	7702300002	\$ 43.50
	SANDSTROM'S INC	9/15/2022	425426	Milk for Meal Service	7702300002	\$ 539.17
	SANDSTROM'S INC	9/15/2022	425426	Milk for Meal Service	7702300002	\$ 48.83
201125763	SCHOOL SPECIALTY	9/15/2022	2.08131E+11	FES Office Supplies	1302300010	\$ 21.06
	SCHOOL SPECIALTY	9/15/2022	3.08104E+11	FES 2nd Grade Supplies	1302300022	\$ 425.79
201125764	School Technology Assoc. Inc	9/15/2022	INV-9358	Touch Clock7 Linux	1102300032	\$ 16,606.56
201125765	TFH	9/15/2022	56649AINV35C	FES Sensory Room	1302300028	\$ 2,534.00
	TFH	9/15/2022	56649AINV351	FES Sensory Room	1302300034	\$ 231.35
201125766	THEME AND VARIATIONS	9/15/2022	128455	FES Music Subscription	1302300011	\$ 174.95
201125767	GREENWAY HIGH SCHOOL	9/15/2022	Vball 9/10/22	Volleyball Tournament Entry	0	\$ 200.00

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				Fee on 9/10/22 in Greenway		
201125768	HIBBING GIRLS SWIM CLUB	9/15/2022	GSwim 9/17/2	Swimming Meet Entry Fee on 9/17/22 at Hibbing High School	0	\$ 100.00
202200044	Aviben	8/12/2022	20220812ADT	Payroll accrual	0	\$ 270.38
	Aviben	8/12/2022	20220812ADT	Payroll accrual	0	\$ 175.00
	Aviben	8/12/2022	20220812ADT	Payroll accrual	0	\$ 207.90
	Aviben	8/12/2022	20220812ADT	Payroll accrual	0	\$ 44.45
	Aviben	8/12/2022	20220812ADT	Payroll accrual	0	\$ 60.00
	Aviben	8/12/2022	20220812ADT	Payroll accrual	0	\$ 150.00
	Aviben	8/12/2022	20220812ADT	Payroll accrual	0	\$ 177.78
	Aviben	8/12/2022	20220812AFTS	TSA Benefit	0	\$ 92.60
	Aviben	8/12/2022	20220812AFTS	TSA Benefit	0	\$ 111.12
	Aviben	8/12/2022	20220812AFTS	TSA Benefits	0	\$ 60.00
	Aviben	8/12/2022	20220812AFTS	TSA Benefit	0	\$ 92.60
202200045	Empower Retirement	8/12/2022	20220812ADD	Payroll accrual	0	\$ 450.00
	Empower Retirement	8/12/2022	20220812ADD	Payroll accrual	0	\$ 50.00
	Empower Retirement	8/12/2022	20220812AFH	HCSP	0	\$ 342.24
	Empower Retirement	8/12/2022	20220812AFH	HCSP	0	\$ 13.34
202200046	Internal Revenue Service	8/12/2022	20220812ADFI	Payroll accrual	0	\$ 4,293.51
	Internal Revenue Service	8/12/2022	20220812ADFI	Payroll accrual	0	\$ 586.03
	Internal Revenue Service	8/12/2022	20220812ADFI	Payroll accrual	0	\$ 123.96
	Internal Revenue Service	8/12/2022	20220812ADF	Payroll accrual	0	\$ 25.00
	Internal Revenue Service	8/12/2022	20220812ADF	Payroll accrual	0	\$ 5.65
	Internal Revenue Service	8/12/2022	20220812ADF	Payroll accrual	0	\$ 4,533.28
	Internal Revenue Service	8/12/2022	20220812ADF	Payroll accrual	0	\$ 583.83
	Internal Revenue Service	8/12/2022	20220812ADF	Payroll accrual	0	\$ 20.22
	Internal Revenue Service	8/12/2022	20220812ADM	Payroll accrual	0	\$ 1,004.16
	Internal Revenue Service	8/12/2022	20220812ADM	Payroll accrual	0	\$ 137.04
	Internal Revenue Service	8/12/2022	20220812ADM	Payroll accrual	0	\$ 28.99
	Internal Revenue Service	8/12/2022	20220812AFFI	FICA Benefit	0	\$ 4,293.51
	Internal Revenue Service	8/12/2022	20220812AFFI	FICA Benefit	0	\$ 586.03
	Internal Revenue Service	8/12/2022	20220812AFFI	FICA Benefit	0	\$ 123.96

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	Internal Revenue Service	8/12/2022	20220812AFM	Medicare Benefit	0	\$ 1,004.16
	Internal Revenue Service	8/12/2022	20220812AFM	Medicare Benefit	0	\$ 137.04
	Internal Revenue Service	8/12/2022	20220812AFM	Medicare Benefit	0	\$ 28.99
202200047	MINNESOTA REVENUE	8/12/2022	20220812ADSI	Payroll accrual	0	\$ 25.00
	MINNESOTA REVENUE	8/12/2022	20220812ADSI	Payroll accrual	0	\$ 2,166.40
	MINNESOTA REVENUE	8/12/2022	20220812ADSI	Payroll accrual	0	\$ 305.36
	MINNESOTA REVENUE	8/12/2022	20220812ADSI	Payroll accrual	0	\$ 21.50
202200048	MN Teachers Retirement Association	8/12/2022	20220812ADTI	Payroll accrual	0	\$ 1,998.23
	MN Teachers Retirement Association	8/12/2022	20220812ADTI	Payroll accrual	0	\$ 292.60
	MN Teachers Retirement Association	8/12/2022	20220812ADTI	Payroll accrual	0	\$ 45.99
	MN Teachers Retirement Association	8/12/2022	20220812AFTF	TRA Benefit	0	\$ 2,277.95
	MN Teachers Retirement Association	8/12/2022	20220812AFTF	TRA Benefit	0	\$ 333.56
	MN Teachers Retirement Association	8/12/2022	20220812AFTF	TRA Benefit	0	\$ 52.42
202200049	Public Employees Retirement Association	8/12/2022	20220812ADD	Payroll accrual	0	\$ 30.00
	Public Employees Retirement Association	8/12/2022	20220812ADPI	Payroll accrual	0	\$ 2,771.70
	Public Employees Retirement Association	8/12/2022	20220812ADPI	Payroll accrual	0	\$ 261.48
	Public Employees Retirement Association	8/12/2022	20220812ADPI	Payroll accrual	0	\$ 90.11
	Public Employees Retirement Association	8/12/2022	20220812AFD	(DCP Benefit	0	\$ 30.00
	Public Employees Retirement Association	8/12/2022	20220812AFPE	PERA Benefit	0	\$ 3,198.11
	Public Employees Retirement Association	8/12/2022	20220812AFPE	PERA Benefit	0	\$ 301.72
	Public Employees Retirement Association	8/12/2022	20220812AFPE	PERA Benefit	0	\$ 103.97
202200097	Further	8/15/2022	40336406	Med/Dep Reimbursement	0	\$ 429.99
202200098	Further	8/18/2022	16189057	Participation Fee	0	\$ 229.60
202200099	MN PEIP	8/18/2022	1214716	September Health Premium	0	\$ 120,339.92
202200100	DELTA DENTAL	8/18/2022	CNS00010384	SEPTEMBER DENTAL 2022 (PREMIUM INCREASE EFFECTIVE 9/1/2022)	0	\$ 4,420.18
	DELTA DENTAL	8/18/2022	CNS00010384	SEPTEMBER DENTAL 2022 (PREMIUM INCREASE EFFECTIVE 9/1/2022)	0	\$ 1,818.74
202200101	Further	8/23/2022	40339313	Med/Dep Reimbursements	0	\$ 6,361.04
202200102	Aviben	8/26/2022	20220826ADT	Payroll accrual	0	\$ 173.08
	Aviben	8/26/2022	20220826ADT	Payroll accrual	0	\$ 288.48

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	Aviben	8/26/2022	20220826ADT!	Payroll accrual	0	\$ 991.98
	Aviben	8/26/2022	20220826ADT!	Payroll accrual	0	\$ 2,422.37
	Aviben	8/26/2022	20220826ADT!	Payroll accrual	0	\$ 284.83
	Aviben	8/26/2022	20220826ADT!	Payroll accrual	0	\$ 1,064.64
	Aviben	8/26/2022	20220826ADT!	Payroll accrual	0	\$ 384.62
	Aviben	8/26/2022	20220826ADT!	Payroll accrual	0	\$ 136.76
	Aviben	8/26/2022	20220826ADT!	Payroll accrual	0	\$ 731.16
	Aviben	8/26/2022	20220826ADT!	Payroll accrual	0	\$ 96.16
	Aviben	8/26/2022	20220826ADT!	Payroll accrual	0	\$ 350.00
	Aviben	8/26/2022	20220826ADT!	Payroll accrual	0	\$ 2,355.81
	Aviben	8/26/2022	20220826ADT!	Payroll accrual	0	\$ 160.00
	Aviben	8/26/2022	20220826ADT!	Payroll accrual	0	\$ 2,525.00
	Aviben	8/26/2022	20220826AFTS	TSA Benefit	0	\$ 92.32
	Aviben	8/26/2022	20220826AFTS	TSA Benefit	0	\$ 288.48
	Aviben	8/26/2022	20220826AFTS	TSA Benefit	0	\$ 265.69
	Aviben	8/26/2022	20220826AFTS	TSA Benefit	0	\$ 1,297.37
	Aviben	8/26/2022	20220826AFTS	TSA Benefit	0	\$ 76.93
	Aviben	8/26/2022	20220826AFTS	TSA Benefit	0	\$ 346.18
202200102	Aviben	8/26/2022	20220826AFTS	Payroll accrual	0	\$ 96.16
	Aviben	8/26/2022	20220826AFTS	TSA Benefit	0	\$ 57.70
	Aviben	8/26/2022	20220826AFTS	TSA Benefits	0	\$ 361.31
	Aviben	8/26/2022	20220826AFTS	TSA Benefit	0	\$ 96.16
	Aviben	8/26/2022	20220826AFTS	TSA Benefit	0	\$ 76.93
	Aviben	8/26/2022	20220826AFTS	TSA Benefit	0	\$ 620.33
	Aviben	8/26/2022	20220826AFTS	TSA Benefit	0	\$ 96.16
	Aviben	8/26/2022	20220826AFTS	TSA Benefits	0	\$ 292.32
202200103	Empower Retirement	8/26/2022	20220826ADD	Payroll accrual	0	\$ 580.00
	Empower Retirement	8/26/2022	20220826ADD	Payroll accrual	0	\$ 50.00
	Empower Retirement	8/26/2022	20220826AFH(HCSP	0	\$ 2,381.79
	Empower Retirement	8/26/2022	20220826AFH(HCSP	0	\$ 147.97
202200104	Internal Revenue Service	8/26/2022	20220826ADFI	Payroll accrual	0	\$ 14,292.13
	Internal Revenue Service	8/26/2022	20220826ADFI	Payroll accrual	0	\$ 773.71
	Internal Revenue Service	8/26/2022	20220826ADFI	Payroll accrual	0	\$ 72.22

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	Internal Revenue Service	8/26/2022	20220826ADF	Payroll accrual	0	\$ 410.00
	Internal Revenue Service	8/26/2022	20220826ADF	Payroll accrual	0	\$ 25.00
	Internal Revenue Service	8/26/2022	20220826ADF	Payroll accrual	0	\$ 19,703.18
	Internal Revenue Service	8/26/2022	20220826ADF	Payroll accrual	0	\$ 804.75
	Internal Revenue Service	8/26/2022	20220826ADF	Payroll accrual	0	\$ 63.00
	Internal Revenue Service	8/26/2022	20220826ADM	Payroll accrual	0	\$ 3,342.53
	Internal Revenue Service	8/26/2022	20220826ADM	Payroll accrual	0	\$ 180.96
	Internal Revenue Service	8/26/2022	20220826ADM	Payroll accrual	0	\$ 16.89
	Internal Revenue Service	8/26/2022	20220826AFFI	FICA Benefit	0	\$ 14,292.13
	Internal Revenue Service	8/26/2022	20220826AFFI	FICA Benefit	0	\$ 773.71
	Internal Revenue Service	8/26/2022	20220826AFFI	FICA Benefit	0	\$ 72.22
	Internal Revenue Service	8/26/2022	20220826AFM	Medicare Benefit	0	\$ 3,342.53
	Internal Revenue Service	8/26/2022	20220826AFM	Medicare Benefit	0	\$ 180.96
	Internal Revenue Service	8/26/2022	20220826AFM	Medicare Benefit	0	\$ 16.89
202200105	MINNESOTA REVENUE	8/26/2022	20220826ADSI	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	8/26/2022	20220826ADSI	Payroll accrual	0	\$ 25.00
	MINNESOTA REVENUE	8/26/2022	20220826ADSI	Payroll accrual	0	\$ 9,005.89
	MINNESOTA REVENUE	8/26/2022	20220826ADSI	Payroll accrual	0	\$ 409.04
	MINNESOTA REVENUE	8/26/2022	20220826ADSI	Payroll accrual	0	\$ 33.02
202200106	MN Teachers Retirement Association	8/26/2022	20220826ADTI	Payroll accrual	0	\$ 14,515.09
202200106	MN Teachers Retirement Association	8/26/2022	20220826ADTI	Payroll accrual	0	\$ 597.73
	MN Teachers Retirement Association	8/26/2022	20220826ADTI	Payroll accrual	0	\$ 63.75
	MN Teachers Retirement Association	8/26/2022	20220826AFTF	TRA Benefit	0	\$ 16,547.18
	MN Teachers Retirement Association	8/26/2022	20220826AFTF	TRA Benefit	0	\$ 681.41
	MN Teachers Retirement Association	8/26/2022	20220826AFTF	TRA Benefit	0	\$ 72.67
202200107	Public Employees Retirement Association	8/26/2022	20220826ADD	Payroll accrual	0	\$ 30.00
	Public Employees Retirement Association	8/26/2022	20220826ADPI	Payroll accrual	0	\$ 2,998.44
	Public Employees Retirement Association	8/26/2022	20220826ADPI	Payroll accrual	0	\$ 217.99
	Public Employees Retirement Association	8/26/2022	20220826ADPI	Payroll accrual	0	\$ 20.74
	Public Employees Retirement Association	8/26/2022	20220826AFDI	DCP Benefit	0	\$ 30.00
	Public Employees Retirement Association	8/26/2022	20220826AFPE	PERA Benefit	0	\$ 3,459.79
	Public Employees Retirement Association	8/26/2022	20220826AFPE	PERA Benefit	0	\$ 251.53
	Public Employees Retirement Association	8/26/2022	20220826AFPE	PERA Benefit	0	\$ 23.93

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202200108	Internal Revenue Service	8/31/2022	20220831ADFI	Payroll accrual	0	\$ 90.79
	Internal Revenue Service	8/31/2022	20220831ADF	Payroll accrual	0	\$ -
	Internal Revenue Service	8/31/2022	20220831ADM	Payroll accrual	0	\$ 21.23
	Internal Revenue Service	8/31/2022	20220831AFFI	FICA Benefit	0	\$ 90.79
	Internal Revenue Service	8/31/2022	20220831AFM	Medicare Benefit	0	\$ 21.23
202200109	MINNESOTA REVENUE	8/31/2022	20220831ADSI	Payroll accrual	0	\$ 0.15
202200110	MN Teachers Retirement Association	8/31/2022	20220831ADTI	Payroll accrual	0	\$ 109.83
	MN Teachers Retirement Association	8/31/2022	20220831AFTF	TRA Benefit	0	\$ 125.20
202200111	Further	9/1/2022	40346877	Med/Dep Reimbursements	0	\$ 3,517.46
202200112	Aviben	9/9/2022	20220909ADT!	Payroll accrual	0	\$ 173.08
	Aviben	9/9/2022	20220909ADT!	Payroll accrual	0	\$ 288.48
	Aviben	9/9/2022	20220909ADT!	Payroll accrual	0	\$ 1,191.98
	Aviben	9/9/2022	20220909ADT!	Payroll accrual	0	\$ 2,422.37
	Aviben	9/9/2022	20220909ADT!	Payroll accrual	0	\$ 284.83
	Aviben	9/9/2022	20220909ADT!	Payroll accrual	0	\$ 1,064.64
	Aviben	9/9/2022	20220909ADT!	Payroll accrual	0	\$ 384.62
	Aviben	9/9/2022	20220909ADT!	Payroll accrual	0	\$ 136.76
	Aviben	9/9/2022	20220909ADT!	Payroll accrual	0	\$ 731.16
	Aviben	9/9/2022	20220909ADT!	Payroll accrual	0	\$ 96.16
	Aviben	9/9/2022	20220909ADT!	Payroll accrual	0	\$ 350.00
202200112	Aviben	9/9/2022	20220909ADT!	Payroll accrual	0	\$ 2,355.81
	Aviben	9/9/2022	20220909ADT!	Payroll accrual	0	\$ 160.00
	Aviben	9/9/2022	20220909ADT!	Payroll accrual	0	\$ 2,525.00
	Aviben	9/9/2022	20220909AFTS	TSA Benefit	0	\$ 92.32
	Aviben	9/9/2022	20220909AFTS	TSA Benefit	0	\$ 288.48
	Aviben	9/9/2022	20220909AFTS	TSA Benefit	0	\$ 357.99
	Aviben	9/9/2022	20220909AFTS	TSA Benefit	0	\$ 1,297.37
	Aviben	9/9/2022	20220909AFTS	TSA Benefit	0	\$ 76.93
	Aviben	9/9/2022	20220909AFTS	TSA Benefit	0	\$ 346.18
	Aviben	9/9/2022	20220909AFTS	Payroll accrual	0	\$ 96.16
	Aviben	9/9/2022	20220909AFTS	TSA Benefit	0	\$ 57.70
	Aviben	9/9/2022	20220909AFTS	TSA Benefits	0	\$ 361.31
	Aviben	9/9/2022	20220909AFTS	TSA Benefit	0	\$ 96.16

Payables Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	9/9/2022	20220909AFTS	TSA Benefit	0	\$ 76.93
	Aviben	9/9/2022	20220909AFTS	TSA Benefit	0	\$ 620.33
	Aviben	9/9/2022	20220909AFTS	TSA Benefit	0	\$ 96.16
	Aviben	9/9/2022	20220909AFTS	TSA Benefits	0	\$ 292.32
202200113	Empower Retirement	9/9/2022	20220909ADD	Payroll accrual	0	\$ 580.00
	Empower Retirement	9/9/2022	20220909ADD	Payroll accrual	0	\$ 50.00
	Empower Retirement	9/9/2022	20220909AFH	HCSP	0	\$ 2,381.79
	Empower Retirement	9/9/2022	20220909AFH	HCSP	0	\$ 147.97
202200114	Internal Revenue Service	9/9/2022	20220909ADFI	Payroll accrual	0	\$ 18,286.88
	Internal Revenue Service	9/9/2022	20220909ADFI	Payroll accrual	0	\$ 764.08
	Internal Revenue Service	9/9/2022	20220909ADFI	Payroll accrual	0	\$ 63.07
	Internal Revenue Service	9/9/2022	20220909ADF	Payroll accrual	0	\$ 410.00
	Internal Revenue Service	9/9/2022	20220909ADF	Payroll accrual	0	\$ -
	Internal Revenue Service	9/9/2022	20220909ADF	Payroll accrual	0	\$ 24.05
	Internal Revenue Service	9/9/2022	20220909ADF	Payroll accrual	0	\$ 25,677.94
	Internal Revenue Service	9/9/2022	20220909ADF	Payroll accrual	0	\$ 858.76
	Internal Revenue Service	9/9/2022	20220909ADF	Payroll accrual	0	\$ 61.53
	Internal Revenue Service	9/9/2022	20220909ADM	Payroll accrual	0	\$ 4,276.86
	Internal Revenue Service	9/9/2022	20220909ADM	Payroll accrual	0	\$ 178.70
	Internal Revenue Service	9/9/2022	20220909ADM	Payroll accrual	0	\$ 14.74
	Internal Revenue Service	9/9/2022	20220909AFFI	FICA Benefit	0	\$ 18,286.88
	Internal Revenue Service	9/9/2022	20220909AFFI	FICA Benefit	0	\$ 764.08
	Internal Revenue Service	9/9/2022	20220909AFFI	FICA Benefit	0	\$ 63.07
	Internal Revenue Service	9/9/2022	20220909AFM	Medicare Benefit	0	\$ 4,276.86
202200114	Internal Revenue Service	9/9/2022	20220909AFM	Medicare Benefit	0	\$ 178.70
	Internal Revenue Service	9/9/2022	20220909AFM	Medicare Benefit	0	\$ 14.74
202200115	MINNESOTA REVENUE	9/9/2022	20220909ADSI	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	9/9/2022	20220909ADSI	Payroll accrual	0	\$ -
	MINNESOTA REVENUE	9/9/2022	20220909ADSI	Payroll accrual	0	\$ 11,775.03
	MINNESOTA REVENUE	9/9/2022	20220909ADSI	Payroll accrual	0	\$ 439.78
	MINNESOTA REVENUE	9/9/2022	20220909ADSI	Payroll accrual	0	\$ 31.77
202200116	MN Teachers Retirement Association	9/9/2022	20220909ADTI	Payroll accrual	0	\$ 19,519.94
	MN Teachers Retirement Association	9/9/2022	20220909ADTI	Payroll accrual	0	\$ 564.73

Payables Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MN Teachers Retirement Association	9/9/2022	20220909ADT	Payroll accrual	0	\$ 61.66
	MN Teachers Retirement Association	9/9/2022	20220909AFT	TRA Benefit	0	\$ 22,252.68
	MN Teachers Retirement Association	9/9/2022	20220909AFT	TRA Benefit	0	\$ 643.79
	MN Teachers Retirement Association	9/9/2022	20220909AFT	TRA Benefit	0	\$ 70.30
202200117	Public Employees Retirement Association	9/9/2022	20220909ADD	Payroll accrual	0	\$ 30.00
	Public Employees Retirement Association	9/9/2022	20220909ADP	Payroll accrual	0	\$ 3,104.43
	Public Employees Retirement Association	9/9/2022	20220909ADP	Payroll accrual	0	\$ 282.83
	Public Employees Retirement Association	9/9/2022	20220909ADP	Payroll accrual	0	\$ 12.90
	Public Employees Retirement Association	9/9/2022	20220909AFD	DCP Benefit	0	\$ 30.00
	Public Employees Retirement Association	9/9/2022	20220909AFPE	PERA Benefit	0	\$ 3,582.09
	Public Employees Retirement Association	9/9/2022	20220909AFPE	PERA Benefit	0	\$ 326.34
	Public Employees Retirement Association	9/9/2022	20220909AFPE	PERA Benefit	0	\$ 14.89
	Public Employees Retirement Association	9/9/2022	20220909AFPE	Payroll accrual	0	\$ -
202200118	Internal Revenue Service	9/8/2022	20220908ADF	Payroll accrual	0	\$ 245.36
	Internal Revenue Service	9/8/2022	20220908ADF	Payroll accrual	0	\$ 359.84
	Internal Revenue Service	9/8/2022	20220908ADM	Payroll accrual	0	\$ 57.38
	Internal Revenue Service	9/8/2022	20220908AFFI	FICA Benefit	0	\$ 245.36
	Internal Revenue Service	9/8/2022	20220908AFM	Medicare Benefit	0	\$ 57.38
202200119	MINNESOTA REVENUE	9/8/2022	20220908ADSI	Payroll accrual	0	\$ 171.74
202200120	Public Employees Retirement Association	9/8/2022	20220908ADP	Payroll accrual	0	\$ 268.74
	Public Employees Retirement Association	9/8/2022	20220908AFPE	PERA Benefit	0	\$ 310.10
202200121	Empower Retirement	9/13/2022	20220913ADD	Payroll accrual	0	\$ 150.00
202200122	Internal Revenue Service	9/13/2022	20220913ADF	Payroll accrual	0	\$ 66.31
	Internal Revenue Service	9/13/2022	20220913ADF	Payroll accrual	0	\$ -
	Internal Revenue Service	9/13/2022	20220913ADM	Payroll accrual	0	\$ 15.51
	Internal Revenue Service	9/13/2022	20220913AFFI	FICA Benefit	0	\$ 66.31
	Internal Revenue Service	9/13/2022	20220913AFM	Medicare Benefit	0	\$ 15.51
202200123	MINNESOTA REVENUE	9/13/2022	20220913ADSI	Payroll accrual	0	\$ -
202200124	Public Employees Retirement Association	9/13/2022	20220913ADP	Payroll accrual	0	\$ 15.52
	Public Employees Retirement Association	9/13/2022	20220913AFPE	PERA Benefit	0	\$ 17.90
202200125	Further	9/6/2022	16222564	Participation Fee	0	\$ 151.70
202200126	Further	9/6/2022	40355518	Participation Fee	0	\$ 5,368.78
202200145-	BMO	9/3/2022		Credit Card Payment AP	0	\$ 27,608.06

Payables Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
202200268		9/3/2022				
222300005	Slatinski, BethAnne	9/15/2022	90622	Reimburse Parking at the DECC for field trip 8/22/22	0	\$ 10.00
222300006	Taylor, Jenny	9/15/2022	82422	Mileage Reimbursement for trip to Mt. Iron 8/24/22	0	\$ 94.00
222300007	West, Lisa	9/15/2022	81522	Meal Reimbursement 8/3/22 - 8/5/2022	0	\$ 80.00
TOTAL						\$ 842,572.34

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8335	08/25/2022	9227	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	08/30/2022		Invoiced	A	40.65
	2	Transportation Supplies			7602300005	Gene's C/C00000	09/03/2022	40.65			
XXXXXXXXXXXX7362	08/23/2022	9238			Amzn Mktp US Mn0wy2py3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	179.96
	2	Univivi Office Desk Organizer, 7-Tier Mesh Let			1302300014	Stacy's C/C00000	09/03/2022	119.97			
	3	Portable Zippered Key Case, Leather Key Organi			1302300014	Stacy's C/C00000	09/03/2022	59.99			
	08/19/2022	9237			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	08/30/2022		Invoiced	A	37.50
	2	Arena Elevator			6052300006	Stacy's C/C00001	09/03/2022	37.50			
	08/11/2022	9236			Ferrell Gas Lp, 888-337-7355, M	FERRELLG000	08/30/2022		Invoiced	A	288.10
	1	Arena Zamboni				Stacy's C/C00002	09/03/2022	288.10			
	08/09/2022	9235			Usps.Com Postal Store, 800-782-	US POSTA000	08/30/2022		Invoiced	A	2,502.30
	2	Envelopes			1102300031	Stacy's C/C00003	09/03/2022	2,501.10			
	3	Shipping			1102300031	Stacy's C/C00003	09/03/2022	1.20			
	08/08/2022	9234			Amzn Mktp US Y94lh5v03, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	288.39
	2	Sharpie Permanent Markers, Fine Point, Black,			1102300030	Stacy's C/C00004	09/03/2022	6.36			
	3	Sharpie Permanent Markers, Ultra Fine Point, B			1102300030	Stacy's C/C00004	09/03/2022	8.48			
	4	LEE 10053 Sortkwik Fingertip Moisteners, 3/8 o			1102300030	Stacy's C/C00004	09/03/2022	4.52			
	6	Aztech Compatible Toner Cartridge Replacement			1102300030	Stacy's C/C00004	09/03/2022	39.79			
	7	Amazon Basics 1/3-Cut Tab, Assorted Positions			1102300030	Stacy's C/C00004	09/03/2022	11.99			
	8	3 Pack - Stackable Desk File Document Letter T			1102300030	Stacy's C/C00004	09/03/2022	20.97			
	9	Bankers Box STOR/File Storage Boxes, Standard			1102300030	Stacy's C/C00004	09/03/2022	64.99			
	10	Gorilla Grip Desk Chair Mat, No Divots, Rollin			1102300030	Stacy's C/C00004	09/03/2022	64.99			
	11	USPACKSMART Deposit Bags 9â€x12â€€. Clear Pla			1102300030	Stacy's C/C00004	09/03/2022	18.50			
	12	24" x 36" SwiftGlimpse 2022-2023 Academic Wall			1102300030	Stacy's C/C00004	09/03/2022	47.80			
	08/05/2022	9231			Amzn Mktp US 9z4oulye3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	68.99
	2	Sharp EL-1801V Two-Color Printing Calculator 2			1102300030	Stacy's C/C00005	09/03/2022	68.99			
	08/05/2022	9232			Paul Bunyan Communicat, 2184441	PAUL BUN000	08/30/2022		Invoiced	A	650.00
	2	12 Month Contract for 1000Mbps, Midnight-4pm/5			6052300010	Stacy's C/C00006	09/03/2022	650.00			
	08/05/2022	9233			Sp Fit&funplayscapes, Cold Spri	FIT AND 000	08/30/2022		Invoiced	A	1,370.00
	2	Premium Package Nature Sensory Pathway Super S			8102300027	Stacy's C/C00007	09/03/2022	1,320.00			
	3	shipping and handling			8102300027	Stacy's C/C00007	09/03/2022	50.00			
	08/04/2022	9230			Amzn Mktp US Ht4w51x43, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	1,482.17
	2	Gildan Men's Crew T-Shirts, Multipack, Style G			2502300003	Stacy's C/C00009	09/03/2022	41.98			
	3	KISSWILL Neon Blue HTV Heat Transfer Vinyl Rol			2502300003	Stacy's C/C00009	09/03/2022	11.59			
	4	Gildan Men's Crew T-Shirts, Multipack, Style G			2502300003	Stacy's C/C00009	09/03/2022	41.98			
	5	48 Pack LED Glasses LED Foam Sticks Light Part			2502300003	Stacy's C/C00009	09/03/2022	56.99			
	6	HTVFRONT HTV Vinyl Neon Pink Heat Transfer Viny			2502300003	Stacy's C/C00009	09/03/2022	12.85			
	7	LED Balloons 10 Pack, Light Up Balloons 20 Inc			2502300003	Stacy's C/C00009	09/03/2022	27.80			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX7362	continued...										
	8	co2CREA Silicone Travel Case Replacement for J	2502300003	Stacy's C/C00009	09/03/2022	17.89					
	10	co2CREA Hard Travel Case Replacement for JBL C	2502300003	Stacy's C/C00009	09/03/2022	22.99					
	11	14 Pairs Pink Heart Sunglasses for Women Trans	2502300003	Stacy's C/C00009	09/03/2022	17.99					
	12	guangyintong PU Fluorescent Heat Transfer Viny	2502300003	Stacy's C/C00009	09/03/2022	15.99					
	13	35 Pieces Football Silicone Bracelet Motivatio	2502300003	Stacy's C/C00009	09/03/2022	47.96					
	14	CUGBO 24Pcs Cheerleading Pom Poms, 1 Dozen Han	2502300003	Stacy's C/C00009	09/03/2022	49.78					
	15	Glow Sticks Bulk Wholesale Necklaces, 100 22"	2502300003	Stacy's C/C00009	09/03/2022	163.52					
	16	CUGBO 24Pcs Cheerleading Pom Poms, 1 Dozen Han	2502300003	Stacy's C/C00009	09/03/2022	49.90					
	17	guangyintong PU Fluorescent Heat Transfer Viny	2502300003	Stacy's C/C00009	09/03/2022	15.99					
	18	100 Pack Colorful Glow Sticks - Great For Part	2502300003	Stacy's C/C00009	09/03/2022	35.80					
	19	Onforu 2 Pack 100W LED Black Light, Blacklight	2502300003	Stacy's C/C00009	09/03/2022	371.20					
	20	24 PCS Volleyball Motivational Rubber Bracelet	2502300003	Stacy's C/C00009	09/03/2022	19.98					
	22	24 Pack Glow In The Dark LED Bracelets Hallowe	2502300003	Stacy's C/C00009	09/03/2022	47.98					
	23	Mardi Gras Spot 33 inch 07mm Round Metallic Go	2502300003	Stacy's C/C00009	09/03/2022	53.96					
	24	50 Pieces Neon Glow Balloons Blacklight Reacti	2502300003	Stacy's C/C00009	09/03/2022	9.99					
	25	48 Pieces Breast Cancer Bracelets Breast Cance	2502300003	Stacy's C/C00009	09/03/2022	29.98					
	26	Onforu 2 Pack 500W Equiv Black Light Bar, LED	2502300003	Stacy's C/C00009	09/03/2022	302.60					
	27	12 Pcs Glow in The Black Light Body Face Paint	2502300003	Stacy's C/C00009	09/03/2022	31.98					
	28	Discount 8.3.22 shipment Orig cost 392.55		Stacy's C/C00008	09/03/2022	-9.08					
	29	Discount 8.3.22 shipment; orig cost 426.98		Stacy's C/C00008	09/03/2022	-7.42					
08/02/2022	9228		Amzn Mktp US Sjl1l7rp3, Amzn.Co	AMAZON B000	08/30/2022				Invoiced	A	38.70
	2	Softball Gifts for Girls.Cheerleading Stuff Ha	2502300003	Stacy's C/C00010	09/03/2022	29.80					
	3	VINYL FROG Heat Transfer Vinyl Roll HTV Vinyl	2502300003	Stacy's C/C00010	09/03/2022	8.90					
08/02/2022	9229		Usps.Com Postal Store, 800-782-	US POSTA000	08/30/2022				Invoiced	A	2,520.50
	2	Envelopes	1102300031	Stacy's C/C00011	09/03/2022	2,482.90					
	3	Shipping	1102300031	Stacy's C/C00011	09/03/2022	37.60					
08/01/2022	9243		Amzn Mktp US Gl8w68oo3, Amzn.Co	AMAZON B000	08/30/2022				Invoiced	A	75.96
	2	Purple Mardi Gras Beads 33 inch 7mm, 6 Dozen,	2502300003	Stacy's C/C00012	09/03/2022	75.96					
07/29/2022	9239		Super One Foods #578, Internati	SUPER ON000	08/30/2022				Invoiced	A	46.44
	1	Summer School Field Trip FHS		Stacy's C/C00013	09/03/2022	46.44					
07/29/2022	9240		Midco, 800-888-1300, MN, 55435,	MIDCONTI000	08/30/2022				Invoiced	A	104.09
	2	Internet Service for Bus Garage	7602300010	Stacy's C/C00014	09/03/2022	104.09					
07/29/2022	9241		Rainy Lake One09908880, Interna	RAINY LA005	08/30/2022				Invoiced	A	12.46
	1	Summer Field Trip FHS Extended Learning		Stacy's C/C00015	09/03/2022	12.46					
07/29/2022	9242		Midco, 800-888-1300, MN, 55435,	MIDCONTI000	08/30/2022				Invoiced	A	85.48
	2	FHS Fax Line	1102300022	Stacy's C/C00016	09/03/2022	85.48					
16 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>											9,751.04

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	08/24/2022	9291	ANDERJER000	Anderson Jeremy R	Northern Lumber Yard I, Intl Fa	NORTHERN005	08/30/2022		Invoiced	A	18.85	
	2	Transportation Supplies			7602300006	Jeremy's C/C00000	09/03/2022	18.85				
	08/23/2022	9290	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	08/30/2022		Invoiced	A	12.72	
	2	Transportation Supplies			7602300007	Jeremy's C/C00001	09/03/2022	12.72				
					2 transaction(s) for XXXXXXXXXXXXX7132. Total Amount ==>							31.57
XXXXXXXXXXXX5747	08/03/2022	9216	GROVEKEV000	Grover Kevin K	Tobies Station Inc, Hinckley, M		08/30/2022		Invoiced	A	50.01	
	1				Kevin's C/C00000	09/03/2022	50.01					
	08/03/2022	9217	GROVEKEV000	Grover Kevin K	Marriott Minneapolis N, Brookly		08/30/2022		Invoiced	A	160.26	
	1				Kevin's C/C00000	09/03/2022	160.26					
	07/29/2022	9218	GROVEKEV000	Grover Kevin K	Paypal Masa, 4029357733, MN, 55	MN ASSN 001	08/30/2022		Invoiced	A	249.00	
	1				Kevin's C/C00001	09/03/2022	249.00					
					3 transaction(s) for XXXXXXXXXXXXX5747. Total Amount ==>							459.27
XXXXXXXXXXXX7648	08/26/2022	9311	SLATIBET000	Slatinski BethAnne K	Country Kitchen, Bemidji, MN, 5		08/30/2022		Invoiced	A	445.82	
	1				Beth's C/C00000	09/03/2022	445.82					
	08/26/2022	9312	SLATIBET000	Slatinski BethAnne K	Vista Cruises Inc, Duluth, MN,	VISTA FL000	08/30/2022		Invoiced	A	-437.50	
	1				Beth's C/C00001	09/03/2022	-437.50					
	08/25/2022	9310	SLATIBET000	Slatinski BethAnne K	Battalion Distributing, Intl Fa	BATTALIO000	08/30/2022		Invoiced	A	38.70	
	1				Beth's C/C00002	09/03/2022	38.70					
	08/24/2022	9309	SLATIBET000	Slatinski BethAnne K	Wowskatecentercom, Superior, WI		08/30/2022		Invoiced	A	163.48	
	1				Beth's C/C00000	09/03/2022	163.48					
	08/23/2022	9304	SLATIBET000	Slatinski BethAnne K	Dairy Queen 14769, Duluth, MN,	DAIRY QU000	08/30/2022		Invoiced	A	145.56	
	1				Beth's C/C00003	09/03/2022	145.56					
	08/23/2022	9305	SLATIBET000	Slatinski BethAnne K	Dairy Queen 14769, Duluth, MN,	DAIRY QU000	08/30/2022		Invoiced	A	19.18	
	1				Beth's C/C00003	09/03/2022	19.18					
	08/23/2022	9306	SLATIBET000	Slatinski BethAnne K	Ph Vista Fleet, Duluth, MN, 558	VISTA FL000	08/30/2022		Invoiced	A	477.36	
	1				Beth's C/C00001	09/03/2022	477.36					
	08/23/2022	9307	SLATIBET000	Slatinski BethAnne K	Dairy Queen 14769, Duluth, MN,	DAIRY QU000	08/30/2022		Invoiced	A	10.60	
	1				Beth's C/C00003	09/03/2022	10.60					
	08/23/2022	9308	SLATIBET000	Slatinski BethAnne K	Dairy Queen 14769, Duluth, MN,	DAIRY QU000	08/30/2022		Invoiced	A	2.88	
	1				Beth's C/C00003	09/03/2022	2.88					
	08/16/2022	9303	SLATIBET000	Slatinski BethAnne K	The Swim Lessons Compa, 8038652		08/30/2022		Invoiced	A	225.00	
	2	Swim Instruction for 4 instructors			5002300006	Beth's C/C00004	09/03/2022	225.00				
	08/15/2022	9301	SLATIBET000	Slatinski BethAnne K	Thunderbird Lodge Rest, Interna		08/30/2022		Invoiced	A	363.92	
	1				Beth's C/C00000	09/03/2022	363.92					
	08/15/2022	9302	SLATIBET000	Slatinski BethAnne K	Thunderbird Lodge Rest, Interna		08/30/2022		Invoiced	A	247.59	
	1				Beth's C/C00000	09/03/2022	247.59					

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7648	continued...										
	08/11/2022	9299	SLATIBET000	Slatinski BethAnne K	Battalion Distributing, Intl Fa	BATTALIO000	08/30/2022		Invoiced	A	58.30
	1					Beth's C/C00002	09/03/2022	58.30			
	08/11/2022	9300	SLATIBET000	Slatinski BethAnne K	Vista Cruises Inc, Duluth, MN,	VISTA FL000	08/30/2022		Invoiced	A	437.50
	1					Beth's C/C00001	09/03/2022	437.50			
	08/04/2022	9294	SLATIBET000	Slatinski BethAnne K	Dairy Queen #10196, Mountain Ir	DAIRY QU000	08/30/2022		Invoiced	A	54.35
	1					Beth's C/C00003	09/03/2022	54.35			
	08/04/2022	9295	SLATIBET000	Slatinski BethAnne K	Pp Talleymark, 4029352244, MN,		08/30/2022		Invoiced	A	1,500.00
	1					Beth's C/C00000	09/03/2022	1,500.00			
	08/04/2022	9296	SLATIBET000	Slatinski BethAnne K	City Of Duluth Zoo, Duluth, MN,		08/30/2022		Invoiced	A	105.00
	1					Beth's C/C00000	09/03/2022	105.00			
	08/04/2022	9297	SLATIBET000	Slatinski BethAnne K	Arbys #8030 Duluth, Duluth, MN,		08/30/2022		Invoiced	A	172.09
	1					Beth's C/C00000	09/03/2022	172.09			
	08/04/2022	9298	SLATIBET000	Slatinski BethAnne K	Great Lakes Aquarium, Duluth, M	GREAT LA001	08/30/2022		Invoiced	A	117.00
	1					Beth's C/C00005	09/03/2022	117.00			
	08/03/2022	9292	SLATIBET000	Slatinski BethAnne K	Battalion Distributing, Intl Fa	BATTALIO000	08/30/2022		Invoiced	A	34.05
	1					Beth's C/C00002	09/03/2022	34.05			
	08/03/2022	9293	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	08/30/2022		Invoiced	A	18.75
	2	Supplies for PALS movie night			5002300005	Beth's C/C00006	09/03/2022	18.75			
	07/28/2022	9313	SLATIBET000	Slatinski BethAnne K	Sq Driftwood Lodge Re, Kabetoga		08/30/2022		Invoiced	A	400.00
	1					Beth's C/C00000	09/03/2022	400.00			
	07/28/2022	9314	SLATIBET000	Slatinski BethAnne K	Sq Kabetogama Boat To, Erhard,		08/30/2022		Invoiced	A	600.00
	1					Beth's C/C00000	09/03/2022	600.00			
	07/28/2022	9315	SLATIBET000	Slatinski BethAnne K	Sq Cine 5, International, MN, 5	CINE 5 000	08/30/2022		Invoiced	A	169.00
	1					Beth's C/C00007	09/03/2022	169.00			
	07/28/2022	9316	SLATIBET000	Slatinski BethAnne K	County Mkt. #574, International	COUNTY M000	08/30/2022		Invoiced	A	217.23
	1					Beth's C/C00008	09/03/2022	217.23			
											25 transaction(s) for XXXXXXXXXXXX7648. Total Amount =====>
											5,585.86
XXXXXXXXXXXX2314	08/12/2022	9318	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US I35fk59s3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	285.94
	9	Friendship Bracelets for Kids - (Bulk Pack of			3002300011	Karla's C/C00000	09/03/2022	14.64			
	10	neon nights Glow-in-The-Dark Paint - Multi-Sur			3002300011	Karla's C/C00000	09/03/2022	25.18			
	11	Purple Mardi Gras Beads 33 inch 7mm, 6 Dozen,			3002300011	Karla's C/C00000	09/03/2022	37.98			
	12	Gold Mardi Gras Beads 33 inch 7mm, 6 Dozen, 72			3002300011	Karla's C/C00000	09/03/2022	39.98			
	13	Football Balloons Football Mylar Party Balloon			3002300011	Karla's C/C00000	09/03/2022	9.82			
	14	JBL Charge 5 Waterproof Portable Speaker with			3002300011	Karla's C/C00000	09/03/2022	158.34			
	08/11/2022	9317	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US H45fu8hl3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	39.98
	2	Anderson's Homecoming Seniors Glitter Body Dec			3002300011	Karla's C/C00001	09/03/2022	19.99			

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			
XXXXXXXXXXXX2314			continued...								
		3	Anderson's Seniors Glitter EyeBlacks, 4 Pairs	3002300011	Karla's C/C00001	09/03/2022		19.99			
			2 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>								325.92
XXXXXXXXXXXX3600	08/26/2022	9197	HUMBELAU002 Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	08/30/2022			Invoiced	A	247.82
		2	TISSUE,FACIAL,36BX/95,WHT	1302300030	Laurie's C/C00001	09/03/2022		169.64			
		3	NOTE,SLFSTK3X3,18PD/PK,YW	1302300030	Laurie's C/C00001	09/03/2022		50.46			
		4	WHISTLE,BALL,METAL,SV	1302300030	Laurie's C/C00001	09/03/2022		23.22			
		5	Fuel Surcharge from Innovative		Laurie's C/C00000	09/03/2022		4.50			
	08/26/2022	9198	HUMBELAU002 Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	08/30/2022			Invoiced	A	327.25
		6	FOLDER,TWISTTWIN,10PK,AST	1302300023	Laurie's C/C00002	09/03/2022		28.15			
		7	MARKER,CLASSIC,BROAD,8/ST	1302300023	Laurie's C/C00002	09/03/2022		88.00			
		8	CRAYON,WASHABLE,24,COUNT	1302300023	Laurie's C/C00002	09/03/2022		90.80			
		9	SHARPENER,PENCIL,ELEC,BK	1302300023	Laurie's C/C00002	09/03/2022		115.80			
		10	Fuel Surcharge from Innovative		Laurie's C/C00000	09/03/2022		4.50			
	08/26/2022	9199	HUMBELAU002 Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	08/30/2022			Invoiced	A	234.38
		2	BOARD,PSTR,22X28,100CTAST	1302300015	Laurie's C/C00003	09/03/2022		92.68			
		3	BOARD,POSTER,ECONOMY,WE	1302300015	Laurie's C/C00003	09/03/2022		67.56			
		5	PORTFOLIO,LTR,FT&PKT,HNGN	1302300015	Laurie's C/C00003	09/03/2022		69.64			
		6	Fuel Surcharge from Innovative		Laurie's C/C00000	09/03/2022		4.50			
	08/25/2022	9196	HUMBELAU002 Humbert Laurie A	Amazon.Com Qi4cl7iz3, Amzn.Com/	AMAZON B000	08/30/2022			Invoiced	A	253.62
		2	Clorox Healthcare Hydrogen Peroxide Cleaner Di	1302300031	Laurie's C/C00004	09/03/2022		253.62			
	08/24/2022	9192	HUMBELAU002 Humbert Laurie A	Amazon.Com 5m7x14ah3, Amzn.Com/	AMAZON B000	08/30/2022			Invoiced	A	28.35
		2	Storex Industries 00940U06C 9.25" x 9.25" x 5.	1302300024	Laurie's C/C00005	09/03/2022		22.36			
		3	Shipping - Cost of shipping, not including shi	1302300024	Laurie's C/C00005	09/03/2022		5.99			
	08/24/2022	9193	HUMBELAU002 Humbert Laurie A	Amzn Mktp US Um0575kg3, Amzn.Co	AMAZON B000	08/30/2022			Invoiced	A	396.64
		2			Laurie's C/C00006	09/03/2022		396.64			
	08/24/2022	9194	HUMBELAU002 Humbert Laurie A	Amzn Mktp US Hw3kb7mc3, Amzn.Co	AMAZON B000	08/30/2022			Invoiced	A	121.47
		2	Crayola Ultra Clean Washable Markers, School S	1302300019	Laurie's C/C00007	09/03/2022		77.49			
		3	Play-Doh Modeling Compound 36 Pack Case of Col	1302300019	Laurie's C/C00007	09/03/2022		24.99			
		4	Tennis Balls, Magicorange 12 Pack Advanced Tra	1302300019	Laurie's C/C00007	09/03/2022		18.99			
	08/24/2022	9195	HUMBELAU002 Humbert Laurie A	Amzn Mktp US Xf1lb8aq3, Amzn.Co	AMAZON B000	08/30/2022			Invoiced	A	58.55
		5	Dynarex BZK Towelettes Case of 1000	1302300017	Laurie's C/C00008	09/03/2022		58.55			
	08/23/2022	9188	HUMBELAU002 Humbert Laurie A	Amzn Mktp US B98mm6n93, Amzn.Co	AMAZON B000	08/30/2022			Invoiced	A	13.58
		14	Paint Brushes Set 50 Pcs Kids Nylon Flat Hair	1302300018	Laurie's C/C00009	09/03/2022		13.58			
	08/23/2022	9189	HUMBELAU002 Humbert Laurie A	Amzn Mktp US U97gl4we3, Amzn.Co	AMAZON B000	08/30/2022			Invoiced	A	11.38
		5	2000 Pieces Eye Stickers Labels. Eyes Self Adh	1302300021	Laurie's C/C00010	09/03/2022		5.39			
		9	Shipping - Cost of shipping, not including shi	1302300021	Laurie's C/C00010	09/03/2022		5.99			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX3600		continued...									
	08/23/2022	9190	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Vu8hl0tl3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	28.94
	38	Awesome Robotics Projects for Kids: 20 Origina			1302300018	Laurie's C/C00011	09/03/2022	24.95			
	39					Laurie's C/C00006	09/03/2022	3.99			
	08/23/2022	9191	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Sc9km5ah3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	123.57
	2	Crayola Broad Line Markers, Bulk School Suppli			1302300021	Laurie's C/C00012	09/03/2022	59.98			
	3	Elmer's All Purpose School Glue Sticks, Washab			1302300021	Laurie's C/C00012	09/03/2022	19.61			
	6	50 Pack 8x4.75x10 inch Medium White Kraft Pape			1302300021	Laurie's C/C00012	09/03/2022	15.99			
	8	Jumbo Craft Sticks, Pack of 500ct, Plain Jumbo			1302300021	Laurie's C/C00012	09/03/2022	12.09			
	9					Laurie's C/C00006	09/03/2022	15.90			
	08/22/2022	9179	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Ou9vz74c3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	38.15
	16	School Health - Bulk Fabric Bandages - 3/4" x			1302300017	Laurie's C/C00013	09/03/2022	38.15			
	08/22/2022	9180	HUMBELAU002	Humbert Laurie A	Amzn Mktp US I22eb3lu3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	33.96
	35	Awesome Science Experiments for Kids: 100+ Fun			1302300018	Laurie's C/C00014	09/03/2022	10.99			
	36	Awesome Engineering Activities for Kids: 50+ E			1302300018	Laurie's C/C00014	09/03/2022	14.99			
	37					Laurie's C/C00006	09/03/2022	7.98			
	08/22/2022	9181	HUMBELAU002	Humbert Laurie A	Amzn Mktp US B67it87w3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	179.76
	12	McKesson Cold and Hot Compress Reusable, Hot a			1302300017	Laurie's C/C00015	09/03/2022	179.76			
	08/22/2022	9182	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Ec08o2yi3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	45.39
	4	Crayola Colored Pencils Classpack, 240 Count,			1302300018	Laurie's C/C00016	09/03/2022	45.39			
	08/22/2022	9183	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Jc8au23s3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	325.98
	2	Tall Metal Storage Cabinet Locking Steel Stora			1302300026	Laurie's C/C00017	09/03/2022	245.99			
	3	Shipping - Cost of shipping, not including shi			1302300026	Laurie's C/C00017	09/03/2022	79.99			
	08/22/2022	9184	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Vs5jk0ek3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	9.99
	4	300 Pieces Large Water Beads Giant Water Beads			1302300021	Laurie's C/C00018	09/03/2022	9.99			
	08/22/2022	9185	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Em5kv9rl3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	43.76
	8	Pentel Arts Oil Pastels, 432 Piece Classroom S			1302300018	Laurie's C/C00019	09/03/2022	43.76			
	08/22/2022	9186	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 9klec9n53, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	47.99
	6	Cracker Keebler Zesta Saltine 500 Case 2 Count			1302300017	Laurie's C/C00020	09/03/2022	47.99			
	08/22/2022	9187	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Ou8uj7yk3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	35.50
	14	Alcon Tears Naturale Free Lubricant Eye Drops			1302300017	Laurie's C/C00021	09/03/2022	23.00			
	23	Shipping - Cost of shipping, not including shi			1302300017	Laurie's C/C00021	09/03/2022	12.50			
	08/19/2022	9177	HUMBELAU002	Humbert Laurie A	Amazon.Com, Amzn.Com/Bill, WA,	AMAZON B000	08/30/2022		Invoiced	A	-77.92
	1					Laurie's C/C00006	09/03/2022	-77.92			
	08/19/2022	9178	HUMBELAU002	Humbert Laurie A	Supreme School Sply We, 608-323	SUPREME 000	08/30/2022		Invoiced	A	151.35
	2	Teacher Daily Planners			1302300004	Laurie's C/C00023	09/03/2022	137.50			
	3					Laurie's C/C00022	09/03/2022	13.85			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX3600	continued...										
	08/16/2022	9176	HUMBELAU002	Humbert Laurie A	Teacherspayteachers.Co, 6465880	TEACHERS007	08/30/2022		Invoiced	A	27.00
	1					Laurie's C/C00024	09/03/2022	27.00			
									24 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>>		2,706.46
XXXXXXXXXXXX2606	08/25/2022	9250	HOLT THO000	Holt Thomas T	Midwest Bus Parts Inc, Big Lake	MIDWEST 000	08/30/2022		Invoiced	A	181.80
	2	Mirror for bus 552			7602300014	Tom's C/C00000	09/03/2022	166.80			
	3	estimate shipping			7602300014	Tom's C/C00000	09/03/2022	15.00			
	08/25/2022	9251	HOLT THO000	Holt Thomas T	Amzn Mktp US 0b47o2tv3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	515.66
	2	Quartet Porcelain Whiteboard, Magnetic Dry Era			8102300033	Tom's C/C00001	09/03/2022	515.66			
	08/24/2022	9249	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	08/30/2022		Invoiced	A	268.55
	2	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			7602300013	Tom's C/C00002	09/03/2022	130.70			
	3	GP 48580 ANGEL SOFT 30X100 2PLYWHITE FLAT BOX			7602300013	Tom's C/C00002	09/03/2022	62.06			
	4	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			7602300013	Tom's C/C00002	09/03/2022	20.55			
	5	VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA			7602300013	Tom's C/C00002	09/03/2022	55.24			
	08/18/2022	9248	HOLT THO000	Holt Thomas T	Amzn Mktp US Lm5780xl3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	50.97
	3	2022-2023 Desk Calendar - Desk/Wall Calendar 2			8102300030	Tom's C/C00003	09/03/2022	50.97			
	08/17/2022	9247	HOLT THO000	Holt Thomas T	Amazon.Com lo4rg0wb3 A, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	195.33
	2	Elkay 51300C_3PK WaterSentry Plus Replacement			8102300030	Tom's C/C00004	09/03/2022	195.33			
	08/10/2022	9246	HOLT THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	08/30/2022		Invoiced	A	96.40
	2	FHS Blanket p.o. for Menards			8102300011	Tom's C/C00005	09/03/2022	96.40			
	08/08/2022	9245	HOLT THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	08/30/2022		Invoiced	A	5.99
	2	O'Reilly Blanket P.O. Transportation			8102300012	Tom's C/C00006	09/03/2022	5.99			
	08/02/2022	9244	HOLT THO000	Holt Thomas T	State Supply, 6517745985, MN, 5	STATE SU000	08/30/2022		Invoiced	A	196.62
	2	small bore pump kit for dive pool			8102300024	Tom's C/C00007	09/03/2022	181.11			
	3	shipping			8102300024	Tom's C/C00007	09/03/2022	15.51			
	08/01/2022	9253	HOLT THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	08/30/2022		Invoiced	A	2.53
	2	O'Reilly Blanket P.O. Transportation			8102300012	Tom's C/C00008	09/03/2022	2.53			
	08/01/2022	9254	HOLT THO000	Holt Thomas T	Amzn Mktp US 178gcln21, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	35.69
	2	v4ink Compatible CE255A Toners_Cartridges Prin			7602300011	Tom's C/C00009	09/03/2022	35.69			
	07/28/2022	9252	HOLT THO000	Holt Thomas T	State Supply, 6517745985, MN, 5	STATE SU000	08/30/2022		Invoiced	A	383.43
	2	Chicago Faucet for WEE bathroom			8102300023	Tom's C/C00010	09/03/2022	178.70			
	3	Aurora pump seal kit for pool pump			8102300023	Tom's C/C00010	09/03/2022	204.73			
									11 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>>		1,932.97
XXXXXXXXXXXX5690	08/25/2022	9212	HEISSVIC000	Heiss Victoria L	Amzn Mktp US 335550a23, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	151.35
	2	Brain Games: The Complete Collection			2562300001	Vicki's C/C00000	09/03/2022	29.92			
	3	Numbers: The Complete Series			2562300001	Vicki's C/C00000	09/03/2022	89.06			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX5690	continued...										
	4	Brain Games Season 8			2562300001	Vicki's C/C00000	09/03/2022	32.37			
	08/25/2022	9213	HEISSVIC000	Heiss Victoria L	Innovative Office Solu, 9528089	INNOVATI000	08/30/2022		Invoiced	A	1,294.77
	2	CLIP,STIKKICLPS,20/PK,WHT			3002300015	Vicki's C/C00002	09/03/2022	24.96			
	3	PEN,RETRACT,BP,24/PK,BE			3002300015	Vicki's C/C00002	09/03/2022	30.90			
	4	PEN,BP,RET,1.0MM,RD			3002300015	Vicki's C/C00002	09/03/2022	66.16			
	5	NOTE,STICK-IT,12/PD,YW			3002300015	Vicki's C/C00002	09/03/2022	20.80			
	6	NOTE,STICK-IT,3X3,YW,12PD			3002300015	Vicki's C/C00002	09/03/2022	43.10			
	7	NOTE,STICK-IT,3X5,YW,12PD			3002300015	Vicki's C/C00002	09/03/2022	73.20			
	8	DISPENSER,TAPE,1"CORE,BK			3002300015	Vicki's C/C00002	09/03/2022	8.20			
	9	TAPE,INVISIBLE,12/PK,CR			3002300015	Vicki's C/C00002	09/03/2022	168.10			
	10	MARKER,DRY,ERASE,CHSL,4ST			3002300015	Vicki's C/C00002	09/03/2022	31.00			
	11	SCISSORS,ECON,7,STR,SS			3002300015	Vicki's C/C00002	09/03/2022	12.80			
	12	PAD,LGL RULED,PERF,LTR,CA			3002300015	Vicki's C/C00002	09/03/2022	53.76			
	13	BNDR,VIEW,11X8.5,1.5",BK			3002300015	Vicki's C/C00002	09/03/2022	17.58			
	14	HIGHLIGHTER,DESK,12/ST,AST			3002300015	Vicki's C/C00002	09/03/2022	59.20			
	15	STAPLER,DSK,FL STP,BK			3002300015	Vicki's C/C00002	09/03/2022	43.70			
	16	PEN,ZGRIP,BP RT,48/PK,BK			3002300015	Vicki's C/C00002	09/03/2022	205.90			
	17	PENCILS,ECONOMY,NO. 2			3002300015	Vicki's C/C00002	09/03/2022	31.96			
	18	MARKER,SHARPIE,FINE PT,BK			3002300015	Vicki's C/C00002	09/03/2022	45.00			
	19	MARKER,SHARPIE,ULTRAFN,BK			3002300015	Vicki's C/C00002	09/03/2022	18.00			
	20	MARKER,SUPER,SHARPIE,RD			3002300015	Vicki's C/C00002	09/03/2022	38.20			
	21	MARKER,SHARPIE,FINE PT,BE			3002300015	Vicki's C/C00002	09/03/2022	34.89			
	22	MARKER,SHARPIE,FINE PT,PE			3002300015	Vicki's C/C00002	09/03/2022	34.89			
	23	MARKER,CLASSIC,BROAD,8/ST			3002300015	Vicki's C/C00002	09/03/2022	13.20			
	24	TAPE,MSKNG,.75X60YD,6/PK			3002300015	Vicki's C/C00002	09/03/2022	27.16			
	25	FOLDER,MLA,1/3 CT,LTR,100			3002300015	Vicki's C/C00002	09/03/2022	47.05			
	26	BATTERY,COPPERTP,AA,24/BX			3002300015	Vicki's C/C00002	09/03/2022	35.20			
	27	BATTERY,COPPRTP,AAA,24/BX			3002300015	Vicki's C/C00002	09/03/2022	35.20			
	28	KEY,WRIST COIL,6/PK,AST			3002300015	Vicki's C/C00002	09/03/2022	40.90			
	29	TAG,KEY,MTL RIM,50/PK,AST			3002300015	Vicki's C/C00002	09/03/2022	10.22			
	30	SCISSORS,8"BENTSTR,3PK,BK			3002300015	Vicki's C/C00002	09/03/2022	19.04			
	31	SURCHARGE				Vicki's C/C00001	09/03/2022	4.50			
	08/24/2022	9210	HEISSVIC000	Heiss Victoria L	Amzn Mktp US 9t8bglvj3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	149.90
	2	MiniPLOT adhesive backed Graph Paper for Algeb			2562300001	Vicki's C/C00003	09/03/2022	149.90			
	08/24/2022	9211	HEISSVIC000	Heiss Victoria L	Amazon.Com Yf0215x03, Amzn.Com/	AMAZON B000	08/30/2022		Invoiced	A	30.00
	2	Common Threads: Investigating and Solving Scho			3002300017	Vicki's C/C00004	09/03/2022	30.00			

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			
XXXXXXXXXXXX5690	continued...										
	08/23/2022	9208	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Up8a189x3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	430.68
	1	FHS Art Class Supplies PO # 2122300001				Vicki's C/C00005	09/03/2022	430.68			
	08/23/2022	9209	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Kq06o5kh3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	13.39
	1	FHS Art Class Supplies PO # 2122300001				Vicki's C/C00005	09/03/2022	13.39			
	08/22/2022	9205	HEISSVIC000	Heiss Victoria L	Amzn Mktp US 235yg12n3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	88.00
	1	FHS Art Class Supplies PO # 2122300001				Vicki's C/C00005	09/03/2022	88.00			
	08/22/2022	9206	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Nh5p57u93, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	21.00
	1	FHS Art Class Supplies PO # 2122300001				Vicki's C/C00005	09/03/2022	21.00			
	08/22/2022	9207	HEISSVIC000	Heiss Victoria L	Amzn Mktp US To5v00p83, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	10.99
	1	FHS Art Class Supplies PO # 2122300001				Vicki's C/C00005	09/03/2022	10.99			
	08/10/2022	9204	HEISSVIC000	Heiss Victoria L	Innovative Office Solu, 9528089	INNOVATI000	08/30/2022		Invoiced	A	395.82
	2	DESK PAD,MNTHLY,ACADEMIC			3002300008	Vicki's C/C00006	09/03/2022	36.24			
	3	DESK,SITSTAND,LAPTOP,BK			3002300008	Vicki's C/C00006	09/03/2022	302.40			
	4	WIPES,DSNFT,80/CNSTR,3/PK			3002300008	Vicki's C/C00006	09/03/2022	52.68			
	5	SURCHARGE				Vicki's C/C00001	09/03/2022	4.50			
	08/09/2022	9203	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Wb5ce4fa3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	34.98
	2	Fluorescent Light Covers for Classroom Office,			3002300010	Vicki's C/C00007	09/03/2022	29.99			
	3	Shipping - Cost of shipping, not including shi			3002300010	Vicki's C/C00007	09/03/2022	4.99			
	08/08/2022	9201	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022		Invoiced	A	-91.07
	1	CREDIT DUE TO SALES TAX ADDED				Vicki's C/C00008	09/03/2022	-91.07			
	08/08/2022	9202	HEISSVIC000	Heiss Victoria L	Amazon.Com Wf7hv5u63 A, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	46.06
	2	AT-A-GLANCE 2022-2023 Planner, Daily Academic			3002300009	Vicki's C/C00009	09/03/2022	46.06			
	08/05/2022	9200	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022		Invoiced	A	94.01
	1					Vicki's C/C00008	09/03/2022	94.01			
	14 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>										2,669.88
XXXXXXXXXXXX8830	08/23/2022	9215	HEISSVIC000	Heiss Victoria L	Smore.Com - Educator, Pittsburg	SMORE ED000	08/30/2022		Invoiced	A	69.00
	1	SMORE NEWSLETTER TEMPLATE SUBSCRIPTION LISA WE				FHS C/C00000	09/03/2022	69.00			
	08/08/2022	9214	HEISSVIC000	Heiss Victoria L	Crowne Plaza Hotel, 9528549000,		08/30/2022		Invoiced	A	318.38
	1	LODGING FOR CONFERENCE LISA WEST				FHS C/C00001	09/03/2022	318.38			
	2 transaction(s) for XXXXXXXXXXXX8830. Total Amount ==>										387.38
XXXXXXXXXXXX8863	08/26/2022	9271	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022		Invoiced	A	48.06
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00000	09/03/2022	48.06			
	08/24/2022	9269	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022		Invoiced	A	72.62
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00001	09/03/2022	72.62			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8863	continued...										
	08/24/2022	9270	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	247.31
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00002	09/03/2022	247.31			
	08/22/2022	9268	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	29.87
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00003	09/03/2022	29.87			
	08/19/2022	9267	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	12.95
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00004	09/03/2022	12.95			
	08/12/2022	9266	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	-45.87
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00005	09/03/2022	-45.87			
	08/11/2022	9263	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	33.88
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00006	09/03/2022	33.88			
	08/11/2022	9264	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	18.33
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00007	09/03/2022	18.33			
	08/11/2022	9265	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	25.49
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00008	09/03/2022	25.49			
	08/10/2022	9261	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	139.30
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00009	09/03/2022	139.30			
	08/10/2022	9262	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	15.29
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00010	09/03/2022	15.29			
	08/08/2022	9259	HOLT	THO000	Holt Thomas T	Shell Oil12794875018, Internati		08/30/2022	Invoiced	A	92.72
	2	Blanket fuel for mowers			8102300015	FHS Cust C/C00011	09/03/2022	92.72			
	08/08/2022	9260	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	26.96
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00012	09/03/2022	26.96			
	08/05/2022	9258	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	33.86
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00013	09/03/2022	33.86			
	08/04/2022	9256	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	10.29
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00014	09/03/2022	10.29			
	08/04/2022	9257	HOLT	THO000	Holt Thomas T	Napa Falls Suply 00229, Interna	NAPA FAL000	08/30/2022	Invoiced	A	4.87
	2	Transportation Supplies			7602300005	FHS Cust C/C00015	09/03/2022	4.87			
	08/03/2022	9255	HOLT	THO000	Holt Thomas T	Napa Falls Suply 00229, Interna	NAPA FAL000	08/30/2022	Invoiced	A	245.09
	2	Transportation Supplies			7602300005	FHS Cust C/C00016	09/03/2022	245.09			
	08/01/2022	9275	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	24.66
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00017	09/03/2022	24.66			
	07/29/2022	9274	HOLT	THO000	Holt Thomas T	Northern Lumber Yard I, Intl Fa	NORTHERN005	08/30/2022	Invoiced	A	13.85
	2	Transportation Supplies			7602300006	FHS Cust C/C00018	09/03/2022	13.85			
	07/28/2022	9272	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	20.98
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00019	09/03/2022	20.98			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX8863	continued...										
	07/28/2022	9273	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	153.96
	2	FHS Blanket p.o. for Menards	8102300011	FHS Cust C/C00020	09/03/2022	153.96					
	21 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>										1,224.47
XXXXXXXXXXXX7691	08/26/2022	9280	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	13.96
	2	Blanket P.O. for FES supplies	8102300010	FES Cust C/C00000	09/03/2022	13.96					
	08/26/2022	9281	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	41.42
	2	Blanket P.O. for FES supplies	8102300010	FES Cust C/C00001	09/03/2022	41.42					
	08/25/2022	9279	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	48.34
	2	Blanket P.O. for FES supplies	8102300010	FES Cust C/C00002	09/03/2022	48.34					
	08/17/2022	9278	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	39.49
	2	Blanket P.O. for FES supplies	8102300010	FES Cust C/C00003	09/03/2022	39.49					
	08/11/2022	9276	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	15.76
	2	Blanket P.O. for FES supplies	8102300010	FES Cust C/C00004	09/03/2022	15.76					
	08/11/2022	9277	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022	Invoiced	A	119.27
	2	Blanket P.O. for FES supplies	8102300010	FES Cust C/C00005	09/03/2022	119.27					
	6 transaction(s) for XXXXXXXXXXXX7691. Total Amount ==>										278.24
XXXXXXXXXXXX3468	08/25/2022	9224	ERICKJEN000	Erickson Jennifer L	Crown Awards Inc, 8002271557, N	CROWN AW000	08/30/2022	Invoiced	A	193.77	
	2	2.75 1st Place Perimeter GLD Swim Titan Series	2922300009	Jen's C/C00000	09/03/2022	44.28					
	3	1st Place w/Stars CLR Ribbon	2922300009	Jen's C/C00000	09/03/2022	19.50					
	4	2nd Place w/Stars CLR Ribbon	2922300009	Jen's C/C00000	09/03/2022	19.50					
	5	3rd Place w/Stars CLR Ribbon	2922300009	Jen's C/C00000	09/03/2022	19.50					
	6	4th Place w/Stars CLR Ribbon	2922300009	Jen's C/C00000	09/03/2022	19.50					
	7	5th Place w/Stars CLR Ribbon	2922300009	Jen's C/C00000	09/03/2022	9.75					
	8	6th Place w/Stars CLR Ribbon	2922300009	Jen's C/C00000	09/03/2022	9.75					
	9	7th Place w/Stars CLR Ribbon	2922300009	Jen's C/C00000	09/03/2022	9.75					
	10	8th Place w/Stars CLR Ribbon	2922300009	Jen's C/C00000	09/03/2022	9.75					
	11	9th Place w/Stars CLR Ribbon	2922300009	Jen's C/C00000	09/03/2022	9.75					
	12	10th Place w/Stars CLR Ribbon	2922300009	Jen's C/C00000	09/03/2022	9.75					
	13	Shipping	2922300009	Jen's C/C00000	09/03/2022	12.99					
	08/25/2022	9225	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US Db2fd0uc3, Amzn.Co	AMAZON B000	08/30/2022	Invoiced	A	445.18	
	2	Purell Advanced Hand Sanitizer Refreshing Gel,	3002300013	Jen's C/C00001	09/03/2022	67.88					
	3	Avalon Papers Professional Paper Towels, White	3002300013	Jen's C/C00001	09/03/2022	26.50					
	4	SearQing Emergency Mylar Thermal Blankets Spac	3002300013	Jen's C/C00001	09/03/2022	39.99					
	5	30-Pack Small Mini Flashlight Set, 5 Colors, 9	3002300013	Jen's C/C00001	09/03/2022	33.99					
	6	Quality Candy Company Peppermint Starlights, 5	3002300013	Jen's C/C00001	09/03/2022	18.86					

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX3468	continued...										
	7	ProAdvantage - TM80759 P150125 Flexible Large			3002300013	Jen's C/C00001	09/03/2022	15.98			
	8	24/7 Bags Double Zipper Seal Storage Bags, Q			3002300013	Jen's C/C00001	09/03/2022	21.99			
	9	4 Pcs Nail Clippers For Fingernails and Tonena			3002300013	Jen's C/C00001	09/03/2022	6.99			
	10	Amazon Basics Facial Tissue (18 Flat Boxes), 1			3002300013	Jen's C/C00001	09/03/2022	51.26			
	11	Primacare PHP-45 24 Pack Instant Heat Packs fo			3002300013	Jen's C/C00001	09/03/2022	54.75			
	12	Valiant Protection For The Front Lines N3100 N			3002300013	Jen's C/C00001	09/03/2022	106.99			
08/25/2022	9226	ERICKJEN000 Erickson Jennifer L			Amzn Mktp US Ij8tl2xs3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	239.80
	2	RibbonsNow Homecoming Royalty Sashes (Black) -			3002300020	Jen's C/C00002	09/03/2022	239.80			
08/18/2022	9220	ERICKJEN000 Erickson Jennifer L			Amzn Mktp US 4ilgz9i53, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	38.15
	2	School Health - Bulk Fabric Bandages - 3/4" x			3002300013	Jen's C/C00003	09/03/2022	38.15			
08/18/2022	9221	ERICKJEN000 Erickson Jennifer L			Innovative Office Solu, 9528089	INNOVATI000	08/30/2022		Invoiced	A	396.68
	2				Jen's C/C00004		09/03/2022	396.68			
08/18/2022	9222	ERICKJEN000 Erickson Jennifer L			Amzn Mktp US 6b6cr9sk3, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	239.60
	2	McKesson Cold and Hot Compress Reusable, Hot a			3002300013	Jen's C/C00005	09/03/2022	239.60			
08/18/2022	9223	ERICKJEN000 Erickson Jennifer L			Amzn Mktp US Tc8xh7643, Amzn.Co	AMAZON B000	08/30/2022		Invoiced	A	35.50
	2	Alcon Tears Naturale Free Lubricant Eye Drops			3002300013	Jen's C/C00006	09/03/2022	23.00			
	3	Shipping - Cost of shipping, not including shi			3002300013	Jen's C/C00006	09/03/2022	12.50			
08/09/2022	9219	ERICKJEN000 Erickson Jennifer L			Sp Mshsl, Brooklyn Cent, MN, 55	MSHSL 000	08/30/2022		Invoiced	A	105.58
	1	PO#2922300005 Sports Rule Books			Jen's C/C00007		09/03/2022	105.58			
					8 transaction(s) for XXXXXXXXXXXX3468. Total Amount ==>						1,694.26
XXXXXXXXXXXX2560	08/25/2022	9289	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022		Invoiced	A	32.97
	2	6-outlet Surge strip, 3' cord.			6052300015	Mike's C/C00000	09/03/2022	23.98			
	3	6-outlet surge tap			6052300015	Mike's C/C00000	09/03/2022	8.99			
08/24/2022	9288	BLESIMIC000	Blesi Michael E		Small Town Tech Inc, Intl Falls	SMALL TO000	08/30/2022		Invoiced	A	76.97
	2	8port Netgear Switch			6052300016	Mike's C/C00001	09/03/2022	28.99			
	3	5port Netgear Switch			6052300016	Mike's C/C00001	09/03/2022	47.98			
08/22/2022	9287	BLESIMIC000	Blesi Michael E		Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022		Invoiced	A	46.49
	2	RJ45 Cat6 Connectors			6052300013	Mike's C/C00002	09/03/2022	18.98			
	3	Keystone Wall Plate			6052300013	Mike's C/C00002	09/03/2022	0.98			
	4	Cat5e RJ45 Insert			6052300013	Mike's C/C00002	09/03/2022	3.98			
	5	RJ45 Cate 5e Connectors			6052300013	Mike's C/C00002	09/03/2022	13.56			
	6	Bird Beak 7" Pliers			6052300013	Mike's C/C00002	09/03/2022	8.99			
08/16/2022	9286	BLESIMIC000	Blesi Michael E		Small Town Tech Inc, Intl Falls	SMALL TO000	08/30/2022		Invoiced	A	14.30
	2	HDMI to VGA converter.			6052300012	Mike's C/C00003	09/03/2022	14.30			
08/15/2022	9285	BLESIMIC000	Blesi Michael E		Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022		Invoiced	A	5.78
	2	1/4" 20x3 Toggle bolts.			6052300011	Mike's C/C00004	09/03/2022	5.78			

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			
XXXXXXXXXXXX2560	continued...										
	08/12/2022	9284	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022		Invoiced	A	56.94
	2	20' 16-3 Extension Cord			6052300011	Mike's C/C00005	09/03/2022	35.97			
	3	6' 14-3 Appliance cord			6052300011	Mike's C/C00005	09/03/2022	20.97			
	08/10/2022	9283	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	08/30/2022		Invoiced	A	6.02
	2	Package of machine screws.			6052300009	Mike's C/C00006	09/03/2022	6.02			
	08/02/2022	9282	BLESIMIC000	Blesi Michael E	Siptrunk Inc, 7702827206, GA, 3	TECHCHEC000	08/30/2022		Invoiced	A	280.62
	2	Annual 3cx Phone system renewal, 8/9/22-8/9/23			6052300002	Mike's C/C00007	09/03/2022	280.62			
									8 transaction(s) for XXXXXXXXXXXX2560. Total Amount ==>		520.09
									143 transaction(s). Total Amount ==>		27,608.06

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



Kevin Grover <kgrover@isd361.org>

Leave request

1 message

Emily Amerud <eamerud@isd361.org>

Fri, Sep 9, 2022 at 7:33 PM

To: Kevin Grover <kgrover@isd361.org>

Cc: Melissa Tate <mtate@isd361.org>

I would like to request an unpaid maternity leave approximately starting around February 5th and the remainder of this school year (2023/2024) , I plan to return for the 2023/2024 school year.

Thank You,
Emily Amerud

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

Jennifer Horne
P.O. Box 335
Littlefork, MN 56653
8/29/2022

Kevin Grover
Superintendent
Independent School District #361
1515 11th Street
International Falls, MN 56649

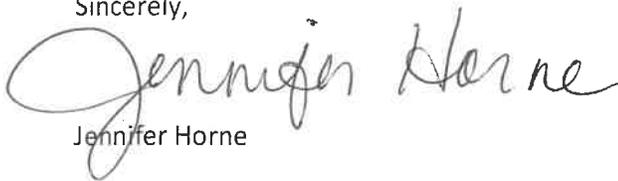
Dear Kevin Grover:

I enjoy the work I do for the district, unfortunately myself and my family must come first. Please accept this letter as my notice of resignation, effective immediately. I am sorry that I am unable to give you more notice and please know I do not make this choice lightly.

I request that any outstanding time worked and vacation benefits that need to be paid out will be paid out on the 9/9/22 payroll.

I would like to thank the district for the opportunity of being an employee for the past two and a half years.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Horne". The signature is written in dark ink and is positioned above the printed name.

Jennifer Horne

Dear Mr. Grover,

I am sending this notice with a mixture of sadness and excitement. Please accept this letter as my formal notification that I am resigning from my position as kindergarten teacher for ISD361. My family will be relocating to West Virginia for my husband's job. My last day will be Oct 20, 2022.

It has been a great pleasure working within this district. I will miss it dearly.

Terry Mason

9/13/22

Contract Number: MNC-2023-027703

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

MEMORANDUM OF AGREEMENT

BETWEEN

MINNESOTA NORTH COLLEGE

AND

ISD 0361

This Agreement is entered into between the State of Minnesota, acting through its **Board of Trustees of the Minnesota State Colleges and Universities**, on behalf of Minnesota North College (hereinafter "College/University"), and ISD 0361, 1515 11TH ST, INTL FALLS, Minnesota 56649-2488 (hereinafter "Facility").

This Agreement and any amendments and supplements thereto, shall be interpreted pursuant to the laws of the State of Minnesota.

WITNESSETH THAT:

WHEREAS, the College/University has established a Practical Nursing Program, Nursing Assistant Program, Associate Degree Program in Nursing, Baccalaureate Program in Nursing, Baccalaureate Program in Nursing for Registered Nurses, and/or a Nurse Refresher Program and other allied health programs for qualified students preparing for and/or engaged in nursing and other allied health careers; and

WHEREAS, the Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements regarding academic programs and has delegated this authority to the College/University; and

WHEREAS, the Facility has suitable clinical facilities in general nursing and allied health for the educational needs of the nursing and allied health programs(s) of the College/University; and

WHEREAS, it is in the general interest of the Facility to assist in educating persons to be qualified or better qualified nursing and allied health personnel; and

WHEREAS, the College/University and the Facility are desirous of cooperating to furnish a clinical experience program for students of nursing and allied health programs enrolled at the College/University;

NOW, THEREFORE, it is mutually agreed by and between the College/University and the Facility:

1. COLLEGE/UNIVERSITY RESPONSIBILITIES

- a. The College/University, which is accredited by the North Central Association of Colleges and Secondary Schools, is responsible for offering one or more of the following programs: a Practical Nursing Program; a Nursing Assistant Program; an Associate Degree Program in Nursing; a Baccalaureate Program in Nursing; a Baccalaureate Program for Registered Nurses; and/or a Nurse Refresher Program. Each program shall be either: 1) approved by the Minnesota Board of Nursing; and/or 2) approved by the Minnesota Department of Health.
- b. The College/University will supervise its students during the clinical experience program at the Facility, unless otherwise agreed to in writing by the parties. For nursing, the College/University will provide its nursing faculty to effectively implement the clinical experience program at the Facility. The College/University will provide at least one nursing faculty member for approximately every ten (10) students while the students are in the clinical experience program at the Facility. The College/University faculty so assigned will hold current R.N. licensure valid in the State of Minnesota.
- c. The College/University faculty will be responsible for planning, directing and evaluating the students' learning experiences. The College/University faculty will attend the Facility's orientation for clinical experience instructors as deemed necessary by the College/University and the Facility.
- d. The College/University will provide the Facility, at its request, with objectives for the clinical experience program. Implementation of those objectives will be accomplished by the College/University in cooperation with the Facility's designated representative.
- e. The College/University will provide the Facility with a list of the students who are participating in the clinical experience program, the units within the Facility where they are assigned, and the dates of each student's participation in the program.
- f. The College/University will inform its faculty and students of the Facility's policies and regulations which relate to the clinical experience program at the Facility.
- g. The College/University will inform its faculty and the students who are participating in the clinical experience program that they are encouraged to carry their own health insurance and are responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the College/University.

- h. The College/University will maintain a record of students' health examinations and current immunizations and shall obtain students' permission to submit data regarding their health status to the Facility.
- i. The College/University agrees and represents that it will require all students and faculty to have completed a background study conducted in accordance with Minnesota Statutes Chapter 245C, Human Services Background Studies, as a pre-condition to participation in the clinical experience. College/University will not assign a student or faculty member to the Facility if his/her background study documents ineligibility to have direct contact with Facility's patients or residents under applicable law or regulations. If requested, College/University shall provide the Facility with documentation regarding the completion or results of the background study pursuant to the written consent of the subject.

2. FACILITY RESPONSIBILITIES

- a. The Facility will maintain current accreditation by the Joint Commission on Accreditation of Health Care Organizations (d/b/a "The Joint Commission") or any other appropriate and required accrediting body.
- b. The Facility is responsible for the safety and quality of care provided to its patients by the students who are participating in the clinical experience program at the Facility. In order to effectively fulfill that duty, it is agreed that Facility has ultimate control over all persons involved in the program and may immediately terminate the participation in the program of any of the students enrolled in the program where an emergency exists involving health and safety; and in all other (non-emergency) instances, Facility shall consult with the College/University before taking any action to terminate the participation of a student.
- c. The Facility will provide the College/University with a copy of its policies and regulations which relate to the clinical experience program.
- d. The Facility will permit the College/University faculty and students to use its patient care and patient service facilities for clinical instruction according to a mutually-approved plan.
- e. The Facility will allow a reasonable amount of Facility staff time for orientation and joint conferences with College/University faculty, for planning with College/University faculty, and for such other assistance as shall be mutually agreeable.
- f. When available, physical space such as offices, conference rooms, and classrooms of the Facility may be used by the College/University faculty and students who are participating in the clinical experience program.

- g. The College/University faculty and students participating in the clinical experience program will be permitted to use the Facility's library in accordance with the Facility's policies.
- h. The Facility will make locker or cloak room facilities available for the College/University faculty and students during assigned clinical experience program hours. These facilities may be shared by other faculty and students.
- i. The Facility assumes no responsibility for the cost of meals, uniforms, housing, parking or health care of College/University faculty and students who are participating in the clinical experience program. The Facility will permit College/University faculty and students who are participating in the clinical experience program to use any cafeteria on the same basis as employees of the Facility. The Facility will permit College/University faculty to use Facility parking spaces under the same policies governing Facility personnel.
- j. The Facility recognizes that it is the policy of the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.
- k. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the American with Disabilities Act, 42 U.S.C. Chapter 12101 et seq., and any regulations promulgated to the Act. The College/University is not responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services and other areas covered by the ADA.

3. MUTUAL RESPONSIBILITIES

- a. The College/University and the Facility assume joint responsibility for the orientation of the College/University faculty to Facility policies and regulations before the College/University assigns its faculty to the Facility.
- b. **HIPAA.** Solely for the purposes of defining the students' and faculty roles in relation to the use and disclosure of the Facility's protected health information, the College/University and faculty engaged in activities pursuant to this Agreement are members of the Facility workforce, as that term is defined in 45 CFR 160.103. The College/University students and faculty are not, and shall not be construed to be, employees of Facility.

The College/University shall cooperate with Facility in complying with its obligations as a HIPAA covered entity, including, but not limited to, complying with its policies and procedures under the HIPAA Privacy Regulations, 45 CFR parts 160 and 164. Prior to placement at Facility, the College/University shall instruct its students and faculty to comply with Facility's policies and procedures governing the use and disclosure of individually identifiable health information.

- c. Personnel of the College/University and the Facility will communicate regarding planning, development, implementation, and evaluation of the clinical experience program. The communication may include but not be limited to:
- i. Communication to familiarize Facility personnel with the clinical experience program's philosophy, goals and curriculum;
 - ii. Communication to familiarize the College/University faculty with the Facility's philosophy, policy and program expectations;
 - iii. Communication to keep both parties and the parties' personnel who are assigned to the clinical experience program informed of changes in philosophy, policies and any new programs which are contemplated;
 - iv. Communication about jointly planning and sponsoring in-service or continuing education programs (if appropriate);
 - v. Communication to identify areas of mutual need or concern;
 - vi. Communication to seek solutions to any problems which may arise in the clinical experience programs; and
 - vii. Communication to facilitate evaluation procedures which may be required for approval or accreditation purposes or which might improve patient care or the College/University's nursing curriculum.

- d. **INSURANCE.** Each party, at its sole expense and at all times during the term of this Agreement, shall secure and maintain the following insurances (or comparable coverage under a program of self-insurance) covering itself and its employees who perform any work, duties or obligations in connection with this Agreement.

i. **Commercial General Liability Insurance**

The College/University will maintain Commercial General Liability insurance in conformance with the Tort Claims limits set forth in Minn. Stat. 3.736, subd. 4, with limits not less than \$500,000 per person and \$1,500,000 per occurrence for bodily injury and property damage.

The Facility will maintain Commercial General Liability insurance with limits not less than \$2,000,000 per occurrence and \$2,000,000 annual aggregate for bodily injury and property damage.

ii. **Professional Liability Insurance**

The College/University will maintain Professional Liability insurance for participating students (and faculty, if applicable) or cause any student participating in the program to maintain Professional Liability insurance, with limits not less than \$2,000,000 each claim and \$3,000,000 aggregate.

The Facility will maintain Professional Liability insurance covering itself and its employees, agents or assigns with limits not less than \$2,000,000 each claim and \$3,000,000 aggregate.

If insurance covered by claims-made policies is discontinued, then extended reporting period coverage must be obtained and evidence of such coverage shall be provided to the other party.

iii. **Additional Conditions:**

An Umbrella or Excess Liability insurance policy may be used to supplement the Facility's policy limits to satisfy the full policy limits required by the Agreement.

Each party shall provide to the other party upon request certificates of insurance or self-insurance evidencing the required coverage.

If Facility receives a cancellation notice from an insurance carrier affording coverage herein, Facility agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless Facility's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days' advance written notice to the University.

Each party, at its sole expense, shall provide and maintain Workers' Compensation insurance as such party may be required to obtain by law. The College/University is self-insured for Workers' Compensation purposes, and any such insurance extends only to employees of the College/University, not to students.

4. STUDENT REQUIREMENTS

- a. Each student may be required, as a condition for participation in the clinical experience program, to submit the results of a health examination to the College/University and, if requested, to the Facility, to verify that no health problems exist which would jeopardize student or patient welfare. The health examination shall include an update of required immunizations. The health examination shall include a Mantoux test or chest x-ray and verification of immunity for rubeola and rubella. A list of those students with positive Mantoux or negative rubeola/rubella results may, at the request of the Facility, be provided to the Facility.
- b. Students participating in the clinical experience program shall be encouraged to carry their own health insurance.

9. FINANCIAL CONSIDERATION

- a. The College/University and the Facility shall each bear their own costs associated with this Agreement and no payment is required by either the College/University or the Facility to the other party, except that, where applicable, the Facility shall pay the tuition and other educational fees of students it places in the clinical experience program.
- b. The Facility is not required to reimburse the College/University faculty or students for any services rendered to the Facility or its patients pursuant to this Agreement.

10. AMENDMENTS

Any amendment to this Agreement shall be in writing and signed by authorized officers of each party.

11. ASSIGNMENT

Neither the College/University nor the Facility shall assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party.

12. STATE AUDIT

The books, records, documents and accounting procedures and practices of the Facility relevant to this Agreement shall be subject to examination by the College/University and the Legislative Auditor.

13. DATA PRIVACY

The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The Facility and College/University must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the College/University in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the Facility in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the Facility or the College/University.

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

The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

14. **OTHER PROVISIONS:** None.

The rest of this page intentionally left blank. Signature page to follow.

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

APPROVED:

1. FACILITY: ISD 0361

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

By (authorized signature and printed name)	Kevin Grover
Title	Superintendent
Date	

By (authorized signature and printed name)	
Title	
Date	

2. COLLEGE/UNIVERSITY: MINNESOTA NORTH COLLEGE

By (authorized signature and printed name)	
Title	
Date	

By (authorized signature and printed name)	
Title	
Date	

3. AS TO FORM AND EXECUTION:

By (authorized signature and printed name)	
Title	
Date	

Certificate Of Completion

Envelope Id: 42E8A1B5571945EB81DA086C5FE68EDF	Status: Sent
Subject: Signature request on Contract ISD 361 Intl. Falls - MNC (Nursing)	
Source Envelope:	
Document Pages: 10	Signatures: 0
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Kathaleen Kupka
Time Zone: (UTC-06:00) Central Time (US & Canada)	30 7th St E, Ste 350
	Saint Paul, MN 55101
	kathy.kupka@minnstate.edu
	IP Address: 199.188.157.82

Record Tracking

Status: Original	Holder: Kathaleen Kupka	Location: DocuSign
9/14/2022 3:44:25 PM	kathy.kupka@minnstate.edu	

Signer Events

Signature	Timestamp
Kevin Grover kgrover@isd361.org Superintendent ISD 361 Security Level: Email, Account Authentication (None)	Sent: 9/14/2022 3:55:07 PM Viewed: 9/14/2022 4:30:08 PM
Electronic Record and Signature Disclosure: Accepted: 9/14/2022 4:30:08 PM ID: b3cd9d3f-3a5e-4172-9717-5770299861d7	

Bart Johnson
bart.johnson@minnesotanorth.edu
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Accepted: 9/14/2022 10:14:56 AM
ID: 3f9690eb-03e0-464a-9a73-c4128f8f5704

Stephanie Pope
stephanie.pope@minnesotanorth.edu
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Accepted: 9/8/2022 10:00:51 AM
ID: fd820ba0-993b-40e8-b91c-fd8abbd7c092

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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 524 Internet Acceptable Use and Safety Policy

Adopted: _____: *Reference*

MSBA/MASA Model Policy 524

Orig. 1996

Revised: _____: *August 2021; August 2022*

Rev. 202221

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

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

[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

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

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
- 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 - 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 - 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 - 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off

school premises to the extent that student learning or the school environment is substantially and materially disrupted.

- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

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

ALTERNATIVE NO. 1

~~[Note: For a school district that does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under Minnesota Statutes section 125B.15.]~~

~~All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.~~

~~[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering~~

~~technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]~~

ALTERNATIVE NO. 2

~~[Note: Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.]~~

- ~~A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.~~
- ~~B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.~~
- ~~C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.~~

ALTERNATIVE NO. 3

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

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

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
 - D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
 - E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

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

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

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

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

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

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

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

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and

2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
1. the technology provider's employees or contractors have access to educational data only if authorized; and
 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
1. any location-tracking feature of a school-issued device;
 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or

3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 2. the activity is permitted under a judicial warrant;
 3. the school district is notified or becomes aware that the device is missing or stolen;
 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVIII. IMPLEMENTATION; POLICY REVIEW

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

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
[Minn. Stat. § 13.32 \(Educational Data\)](#)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
[Minn. Stat. § 124D.166 \(Limit on Screen Time for Children in Preschool and Kindergarten\)](#)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. ___, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194 (2003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 418
Drug-Free Workplace/Drug-Free School

Adopted: _____: *By reference*

MSBA/MASA Model Policy 418

Orig. 1995

Revised: _____: *June 2018; August 2022*

Rev. 2015/2022

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, ~~and nonintoxicating cannabinoids (including edible cannabinoid products), and~~ controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, controlled substances, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and controlled substances ~~alcohol~~ before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, ~~controlled substances, or~~ medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section U.S.C. § 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by any route of

administration.

- EC. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; ~~or (4) combustion with use of dried raw cannabis; or (5) any other method, excluding smoking,~~ approved by the commissioner.
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- HD. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the commissioner of health, ~~or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.~~
- IE. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of ~~Minnesota Statutes, section § 624.701, Ssubdivision-~~ 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.

[Note: School districts are required by Minnesota Statutes, §section

121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication in accordance with school district procedures."]

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 United States Code section U.S.C. § 8103; 34 C.F.R. Code of Federal Regulations Part 84. An acknowledgment will document satisfaction by the school district of this federal requirement.]

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn-~~esota~~ Stat-~~utes~~ §section 624.701, Ssubd-ivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

- A. Students
 - 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes, and nonintoxicating cannabinoids

(including edible cannabinoid products).

2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provide by school based mental health services providers; and/or referral to law enforcement officials when appropriate.

3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

~~2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.~~

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.22, subd. 6 (Medical Cannabis; Definitions; Medical

Cannabis)

Minn. Stat. § 152.23 (~~Medical Cannabis; Limitations; Medical Cannabis~~)

Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)

Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)

Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)

Minn. Stat. § 609.684 (~~Sale of Toxic Substances to Children; Abuse of Toxic Substances~~)

Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)

20 U.S.C. § 7101-716522 (~~Safe and Drug-Free Schools and Communities Act~~Student Support and Academic Enrichment Grants)

21 U.S.C. § 812 (Schedules of Controlled Substances)

41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)

21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)

34 C.F.R. Part 84 (Government-~~w~~Wide Requirements for Drug-Free Workplace)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 417 (Chemical Use and Abuse)

MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 516 (Student Medication)

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 416 Drug and Alcohol Testing

Adopted: _____

MSBA/MASA Model Policy 416

Orig. 1995

Revised: _____

Rev. ~~2015~~2022

416 DRUG AND ALCOHOL TESTING

[Note: Drug and ~~a~~Alcohol ~~t~~Testing of school bus drivers and applicants is mandatory under federal law. The mandatory testing is described under Part III. of the policy. Testing of other employees or testing of school bus drivers beyond that mandated by federal law is optional ~~but and~~ can be done under state law only if a policy containing provisions, such as the provisions of Part IV. of this policy, are adopted. To preserve the right to request or require school district employees who are not bus drivers and applicants to undergo drug and/or alcohol testing or to require bus drivers to submit to testing that is not federally mandated, a school district should adopt Part IV. as part of its drug and alcohol testing policy.]

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. ~~Therefore, t~~To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and ~~Minn. Stat. §§~~[Minnesota Statutes, sections 181.950-181.957](#).

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in ~~Minn. Stat. §§~~[Minnesota Statutes, sections 181.950-181.957](#).
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in ~~Minn. Stat. §§~~[Minnesota Statutes, sections 181.950-181.957](#).
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, ~~regardless of whether~~ or not it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at

any school-sponsored program or event. Use of drugs ~~which-that~~ are not medically prescribed, including medical cannabis, ~~regardless of~~ whether ~~or not~~ it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs ~~which-that~~ are not medically prescribed are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline ~~which-that~~ includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle ~~which-that~~ is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means ~~an employee authorized by the school district a designated school district representative authorized~~ to take immediate action to remove employees from safety-sensitive duties, ~~or cause employees to be removed from these covered duties, and~~ to make required decisions in the testing and evaluation process, ~~and to~~ The DER receives test results and other communications for the school district.

6. "Department of Transportation" (DOT) means United States Department of Transportation.
7. ["Direct Observation" means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.](#)
8. "Driver" is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent, or occasional drivers, leased drivers, and independent owner-operator contractors.
9. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
10. ["Licensed Medical Practitioner" means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.](#)
11. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
12. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed [by the school district or the collector](#); (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.
13. "Safety-Sensitive Functions" are on-duty functions from the time the driver

begins work or is required to be in readiness to work until relieved from work [and all responsibility for performing work](#), and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.

14. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
15. "Stand Down" means [the practice of](#) temporarily removing an employee from performing safety-sensitive functions ~~after based only upon~~ a laboratory reports [to the MRO of](#) a confirmed positive [test for a drug or drug metabolite](#), an adulterated ~~test~~, or a substituted test ~~result but~~ before the MRO completes the verification process.
16. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

[Note: ~~The~~ federal regulations require that school districts provide materials to bus drivers explaining the school district's policies and procedures and the federal requirements with respect to the mandatory drug and alcohol testing of bus drivers. 49 Code of Federal Regulations section C.F.R. § 382.601. Almost ~~all~~ Most of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of ~~this~~ Section C.]

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information [required under Title 49 of the Code of Federal Regulations, including information](#) concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or ~~drug-controlled substance~~ problem ~~(the driver's or a coworker's)~~; and available methods of intervening when an alcohol or ~~drug-controlled substance~~ problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that ~~the driver~~ ~~he or she~~ ~~has~~ received a copy of the policy and materials. ~~_~~This statement should be in the form of Attachment A to this policy. ~~_~~The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

[Note: ~~The~~ federal regulations require a school district to obtain a signed statement from each driver certifying that he or she ~~has~~ received a copy of

these materials. 49 [Code of Federal Regulations section C.F.R. § 382.601\(d\)](#). The original signed certificate must be maintained by the school district and a copy may be provided to the driver.]

D. Alcohol and Controlled Substances Testing Program Manager

[Note: School districts are required by ~~the~~ federal regulations to designate a person to answer driver questions about the policy and the education materials described in Section C. above and to notify the drivers of the designation. 49 [Code of Federal Regulations section C.F.R. § 382.601\(b\)\(1\)](#).]

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

[Note: The specific prohibitions for drivers are contained, in large part, in 49 [Code of Federal Regulations sections C.F.R. §§ 382.201-382.215](#).]

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until ~~the driver~~ he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed ~~physician~~ medical practitioner who is familiar with the driver's medical history and has advised the

driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.

8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district ~~which that~~ prohibit ~~the~~ possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

[Note: Consequences for drivers engaging in alcohol-related conduct are described in the federal regulations. 49 Code of Federal Regulations section C.F.R. § 382.505.]

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and the policyies of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform the driver's his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

H. Testing Requirements

[Note: School districts must utilize the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse") to conduct pre-employment queries, annual queries, and reports regarding CDL holders who operate CMVs on public roads (including school bus drivers) and who are covered by the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Testing Program. In addition to utilizing the Clearinghouse, school districts must continue to comply with the alcohol and controlled substance testing required under Title 49 of the Federal Regulations.]

1. Pre-Employment Testing

[Note: 49 Code of Federal Regulations section C.F.R. § 382.301 details

the requirements for pre-employment testing.]

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.

[Note: A school district is permitted, but not required, to conduct pre-employment testing for the use of alcohol. If a school district elects to require pre-employment testing for alcohol, it should include the bracketed text in Subparagraph a., above, and test all applicants uniformly.]

- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. ~~In order to~~ To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

[Note: ~~The f~~Federal regulations require school districts to inquire about, obtain, and review alcohol and controlled substances information from prior employers pursuant to a driver's written authorization, prior to the time a driver performs safety-sensitive functions, if feasible. [49 Code of Federal Regulations section C.F.R. § 382.413](#) and [49 Code of Federal Regulations section C.F.R. § 40.25](#). If not feasible, school districts must not permit the employee to perform safety-sensitive functions for more than thirty (30) days from the date a safety-sensitive function was performed unless the school districts make good faith efforts to obtain the information and to make a record of those efforts to be retained in the driver's qualification file.]

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.
- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substances test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; or (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled

[substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query. The school district shall retain the consent for three \(3\) years from the date of the query.](#)

32. Post-Accident Testing

[Note: 49 [Code of Federal Regulations section C.F.R. § 382.303](#) governs post-accident testing of drivers.]

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

g. [The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.](#)

43. Random Testing

[Note: 49 [Code of Federal Regulations section C.F.R. § 382.305](#) governs random testing of drivers.]

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.

[Note: The Federal Highway Administration (FHWA) ~~lowered has set~~ the random alcohol selection and testing rate ~~from at~~ ~~1025%~~ of the average number of driver positions ~~to 10% in 1998~~ and evaluates this minimum percentage each year. School districts can elect to stay at [the](#)

1998 level of 25% (or a higher percentage) if they do not want to monitor the minimum annual percentage rate set by the FHWA. The random controlled substances selection and testing rate has remained at 50% each year and has not been lowered to 25% as is possible under the regulations.]

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. Each driver selected for testing shall be tested during the selection period.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

54. Reasonable Suspicion Testing

[Note: 49 Code of Federal Regulations section C.F.R. § 382.307 governs reasonable suspicion testing of drivers.]

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty ~~or~~ within four (4) hours before coming on duty, or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of

reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.

- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

[Note: ~~49 Code of Federal Regulations sections C.F.R. §§ 382.309, 40.23(d), and 40.305 govern return-to-duty testing.]~~

65. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements.

[Note: ~~49 Code of Federal Regulations sections C.F.R. §§ 382.311, 40.307, and 40.309 govern follow-up testing.]~~

76. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

87. Refusal to Submit and Attendant Consequences

[Note: Consequences for refusals to submit to required drug and alcohol tests are addressed generally in 49 Code of Federal Regulations sections C.F.R. §§ 40.191, 40.261, and 382.211. They are more specifically addressed in 49 Code of Federal Regulations sections C.F.R. §§ 382.501-382.507 and in 49 United States Code section U.S.C. § 521(b).]

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code section U.S.C. § 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate

and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

[Note: The Federal Drug Testing Custody and Control Form (CCF) must be used to document every urine collection required by the DOT drug testing program. 49 Code of Federal Regulations section C.F.R. § 40.45.]

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO

information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.

- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

[Note: The DOT Alcohol Testing Form (ATF) must be used for every DOT alcohol test. 49 Code of Federal Regulations section C.F.R. § 40.225.]

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or

higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.

- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

[Note: The limitation on discharge in Paragraph 2., below, is contained solely in Minnesota law. State law is preempted by federal laws and regulations as it relates to drivers of commercial motor vehicles (such as bus drivers). See [Minnesota Statutes section Minn. Stat. § 221.031, Subd. 10](#). Nevertheless, school districts may decide to comply with the state law requirements for various reasons (such as to treat all school district employees equally since employees subject to testing only under state law are accorded these additional rights). Consultation with the school district's legal counsel is recommended.]

- 2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be [Medtox, 402 W County Rd D, St. Paul, MN 55112; phone 651-636-7466](#)~~[name, address, telephone number]~~, which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and

private data on individuals as that phrase is defined in Minnesota Statutes, Chapter 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

[Note: The federal recordkeeping requirements for school districts are detailed in the federal regulations, 49 Code of Federal Regulations sections C.F.R. §§ 382.401 et seq. and 40.331. The DOT publishes a guide to the recordkeeping requirements of mandatory drug and alcohol testing for persons with a commercial driver's license as part of its Alcohol & Drugs: DOT Compliance Manual.]

2. The required records shall be retained for the following minimum periods:

Basic records	5 years
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"Basic records" includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
Collection records <u>Alcohol and controlled substance collection procedures</u>	2 years
Negative and cancelled drug <u>controlled substance</u> tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

"Education and training records" must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse") as required under federal law, including:

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test result;
- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;

e. Any report by a supervisor of actual knowledge of use as follows

- i. Any on-duty alcohol use;
- ii. Any pre-duty alcohol use;
- iii. Any alcohol use following an accident; and
- iv. Any controlled substance use.

f. Any report from a substance abuse professional certifying successful completion of the return-to-work process;

g. Any negative return-to-duty test; and

h. Any employer's report of completion of follow-up testing.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.

[Note: Subparagraphs b. and c., below, are based on the provisions of 49 Code of Federal Regulations section C.F.R. § 40.289.]

b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.

[Note: School districts are not required to comply with state law governing drug and alcohol testing when the individuals are subject to the federal laws and regulations (i.e., bus drivers). If a school district, after consultation with legal counsel, chooses to comply voluntarily with these requirements, Subparagraph b., above, can be modified as follows:

~~b. The school district will offer a driver an opportunity to return to a DOT safety-sensitive duty following an employee's first positive test result on a confirmatory test if no reasons independent of the first test result for discharge exist. Otherwise, the school district may choose, but is not required, to provide an SAP evaluation or any subsequent recommended education or treatment.]~~

- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in ~~Minnesota Statutes, §§sections~~ 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

[Note: When the testing of drivers complies with federal testing requirements and procedures, school districts clearly are exempt from the state drug and alcohol testing requirements in Minnesota Statutes, §§sections 181.950-181.957. See Minnesota Statutes section Minn. Stat. § 221.031, subdivision Subd. 10. When testing beyond the federally mandated requirements, however, school districts still must comply with state law.]

Q. Report to Clearinghouse

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B of Part 382 of Title 49, Code of Federal Regulations (or any subsequent corresponding regulations).

R. Annual Clearinghouse Query

1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations§ 382.701.
2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.
3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.
4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of

this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory ~~which participates in one of the programs that meets one of the criteria~~ listed in ~~Minn.esota Statutes, §section~~ 181.953, ~~Ssubd.ivision~~ 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer ~~which that~~ is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in ~~Minnesota Statutes, section- §~~ 176.011, ~~Ssubd.ivision-~~ 16, or has caused another employee to sustain a personal injury; or

- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.
2. "Drug and Alcohol Testing," "Drug or Alcohol Testing," and "Drug or Alcohol Test" mean analysis of a body component sample ~~according to the standards established under one of the programs by a testing laboratory that meets one of the criteria~~ listed in ~~Minnesota Statutes, § section~~ 181.953, ~~Subdivision~~ 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
4. "Job Applicant" means a person, independent contractor, or person working for

an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.).

5. "Positive ~~T~~est ~~R~~esult" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in ~~Minnesota Statutes, §section~~ 181.953, ~~Ssubdivision~~ 1.
6. "Random ~~S~~election ~~B~~asis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. "Reasonable ~~S~~suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. "Safety-~~S~~sensitive ~~P~~osition" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of ~~this~~ Section IV.D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide ~~him or her~~ the individual with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.

b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.

~~d.~~ Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

~~de.~~ Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide ~~him or her~~ the

individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes, Section 181.953, Subdivision 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her the individual of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

- b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in ~~his or her~~the individual's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;

2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in [Minnesota Statutes Chapter 13](#), and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under [Minnesota Statutes Chapter 43A](#) or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

- Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
[Minn. Stat. § 151.72 \(Sale of Certain Cannabinoid Products\)](#)
[Minn. Stat. § 152.01 \(Definitions\)](#)
Minn. Stat. § 152.22 (~~Definitions~~; Medical Cannabis; ~~Definitions~~)
Minn. Stat. § 152.23 (~~Limitations~~; Medical Cannabis; ~~Limitations~~)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
[Minn. Stat. § 176.011, subd. 16 \(Definitions; Personal Injury\)](#)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
[49 U.S.C. 31306a \(National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators\)](#)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)
- Cross-References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

Adopted: _____: *By Reference*
MSBA/MASA Model Policy 707

Orig. 1995

Revised: _____ *Rev. 202217 June 2018, July 2022*

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

~~*[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]*~~

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the —Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. §

~~127A.47, Subd. 2)~~

- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (~~42 U.S.C. § 11434a)~~)
- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of [Minn. Stat. § Minnesota Statutes section 120A.22](#), which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964. (~~42 U.S.C. § 2000d, et seq.~~). (~~Minn. Stat. §123B.41, Subd. 9)~~)
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (~~Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)~~)
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (~~Minn. Stat. § 123B.41, Subd. 4)~~)
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (~~42 U.S.C. § 11432(g)(3)(G)~~)
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of [Minn. Stat. § Minnesota Statutes section 120A.22](#) by attendance at a nonpublic school. (~~Minn. Stat. § 126C.01, Subd. 8)~~)
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (~~Minn. Stat. § 123B.41, Subd. 11)~~)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (~~Minn. Stat. § 123B.88, Subd. 1)~~)

- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

~~*[Note: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]*~~ The school district will provide transportation within a 2 mile radius of the elementary school to all elementary school age students and within a 2 mile radius of the secondary school to all secondary school age students. Sidewalks within a 2 mile radius of either school are not available throughout these walking areas and are not maintained during the winter months. Additionally, a major highway is located 200' from the secondary school. These factors are considered by the school district to be hazardous to student's ability to safely walk to school. The school district will pick up students within the 2 mile radius of either school at designated bus stop locations determined by the transportation department.

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. ~~(Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)~~
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. ~~(Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)~~
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. ~~(Minn. Stat. § 123B.88, Subd. 6)~~
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. ~~(Minn. Stat. § 127A.47, Subd. 3(b))~~
- D. The school district may provide transportation to allow a student who attends a high-

need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (~~Minn. Stat. § 123B.92, Subd. 3(b)~~)

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (~~Minn. Stat. § 123B.88, Subds. 1 and 4~~)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (~~Minn. Stat. § 124D.041~~)

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with ~~Minn. Stat. § Minnesota Statutes section 123B.92, subdivision Subd. 1(b)(4)~~, for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (~~Minn. Stat. § 123B.88, Subd. 1~~)
- B. Resident students with a disability whose ~~handicapped-disabling~~ conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the ~~handicapping-disabling~~ condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (~~Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600~~)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within

the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (~~Minn. Stat. § 125A.65~~)

- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (~~Minn. Stat. § 125A.12~~)

- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (~~Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d)~~)

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (~~Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e)~~)

- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (~~Minn. Rules Part 7470.1700~~)

- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in [Minn. Stat. Ch. Minnesota Statutes chapter 125A](#). (~~Minn. Rules Part 7470.1600, Subd. 2~~)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (~~42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A)~~)

- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private

shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district. (~~42 U.S.C. § 11432(g)(1)(J)(iii)(I)~~)

2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (~~Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II)~~)
3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (~~Minn. Stat. § 125A.51(f)~~)
4. A homeless nonresident student enrolled under [Minn. Stat. § Minnesota Statutes section 124D.08, subdivision Subd. 2a](#), must be provided transportation from the student's district of residence to and from the school of enrollment. (~~Minn. Stat. § 123B.92, Subd. 3(c)~~).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (~~Minn. Stat. § 123B.88, Subd. 21~~)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (~~Minn. Stat. § 123B.88, Subd. 1~~)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 [United States Code section U.S.C. § 1415](#) (Individuals with Disabilities Act), 29 [United States Code section U.S.C. § 794](#) (the Rehabilitation Act), and 42 [U.S.C. § United States Code section 12132](#), (Americans with Disabilities Act) are governed by these provisions. (~~Minn. Stat. § 121A.59~~)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (~~Minn. Stat. § 123B.36, Subd. 1(10)~~)
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in [Minn. Stat. § Minnesota Statutes section 190.05](#). (~~Minn. Stat. § 123B.36, Subds. 1(11) and 6~~)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (~~Minn. Stat. § 123B.36, Subd. 1(13)~~)
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (~~Minn. Stat. § 123B.36, Subd. 3~~)

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation ~~is~~ a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (~~Educational Aids for Nonpublic School Children;~~
Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts; ~~7~~ Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (~~Options for Enrolling in Adjoining~~
~~States)Enrollment Options Programs in Border States)~~
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident
District; ~~Exceptions~~)
Minn. Stat. Ch. 125A (~~Children With a Disability~~[Special Education and
Special Programs](#))
Minn. Stat. § 125A.02 (Children ~~Ww~~with a Disability, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities;
Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education
Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (~~General Education Revenue~~ – Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)

Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability~~yies~~)
20 U.S.C. § 1415 (Individuals with Disabilities Education [Improvement Act of 2004](#))
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition [a](#)gainst Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans [w](#)ith Disabilities Act)

Cross References:

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)
[MSBA Service Manual, Chapter 2, Transportation](#)

F.Y.	Cost Center	Obj. Code	Amount	Vendor #	P.O. #
2023					

1 **STATE OF MINNESOTA**

2 **MINNESOTA STATE COLLEGES AND UNIVERSITIES**

3 **MINNESOTA NORTH COLLEGE**

4 **INCOME CONTRACT**

5 **FOR POSTSECONDARY ENROLLMENT OPTIONS (PSEO) BY CONTRACT**

6 This contract is by and between Falls High School, ISD #361; 1515 11th St, International Falls,
7 MN 56649_(hereinafter "SCHOOL DISTRICT") and the State of Minnesota, acting through its
8 Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota North
9 College (hereinafter "COLLEGE/UNIVERSITY"). This contract does not apply to concurrent
10 enrollment courses.

11 WHEREAS, the SCHOOL DISTRICT has a need for a specific service provided by
12 COLLEGE/UNIVERSITY in accordance with Minnesota Statutes §124D.09 and Minnesota State
13 Board Policy 3.5 and System Procedure 3.5.1; and applicable COLLEGE/UNIVERSITY policies.

14 WHEREAS, the COLLEGE/UNIVERSITY, is empowered to enter into income contracts pursuant
15 to Minnesota Statutes, Chapter 136F;

16 NOW, THEREFORE, it is agreed:

- 17 I. DUTIES OF SCHOOL DISTRICT. The SCHOOL DISTRICT agrees to provide the
18 following:
19 a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S.
20 124D.09) (Attachment A) and Minnesota State Board Policy 3.5 and System
21 Procedure 3.5.1 (Attachment B).
22
- 23 II. DUTIES OF COLLEGE/UNIVERSITY. COLLEGE/UNIVERSITY agrees to provide
24 the following:
25 a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S.
26 124D.09) (Attachment A) and Minnesota State Board Policy 3.5 and System
27 Procedure 3.5.1 (Attachment B).
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- 29 III. DUTIES OF COLLEGE/UNIVERSITY and SCHOOL DISTRICT. Both the SCHOOL
30 DISTRICT and the COLLEGE/UNIVERSITY agree to:
31 a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S.
32 124D.09) (Attachment A) and Minnesota State Board Policy 3.5 and System
33 Procedure 3.5.1 (Attachment B); and all other duties as stipulated in Attachment
34 C.

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IV. CONSIDERATION AND TERMS OF PAYMENT.

A. Consideration for all services performed by the COLLEGE/UNIVERSITY pursuant to this contract shall be paid by the SCHOOL DISTRICT limited to the courses listed in Attachment D as follows:

1) The SCHOOL DISTRICT will be invoiced by the COLLEGE/UNIVERSITY at the respective academic year rate for tuition, fees, and textbook rental per credit hour per student as follows.

Academic Year	Rate
2022-23	\$226.62

45
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2) Additional fees required for students to complete course(s) shall be negotiated between the two parties and described here.

3) Other non-required costs related to course specific software and tools are the responsibility of the student and described here.

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B. Terms of Payment. Payments shall be made by the SCHOOL DISTRICT as follows:

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1) Invoices will be sent by the COLLEGE/UNIVERSITY to the SCHOOL DISTRICT by December 1, 2022 in the fall and May 1, 2023 in the spring.

2) Payments to the COLLEGE/UNIVERSITY by the SCHOOL DISTRICT for the tuition/fees/textbooks charge for each semester will be made within thirty (30) days of the SCHOOL DISTRICT receiving the invoice.

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V. TERM OF CONTRACT. This contract shall be effective on August 22, 2022, **or upon the date that the final required signature is obtained by the COLLEGE/UNIVERSITY, whichever occurs later**, and shall remain in effect until June 14, 2023, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The COLLEGE/UNIVERSITY understands that NO work should begin under this contract until ALL required signatures have been obtained, and the COLLEGE/UNIVERSITY is notified to begin work by the SCHOOL DISTRICT's Authorized Representative.

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This agreement is effective for the 2022-2023 Academic Year(s).

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VI. CANCELLATION. This contract may be canceled by the COLLEGE/UNIVERSITY or the SCHOOL DISTRICT at any time, with or without cause, upon thirty (30) days' written notice to the other party. In the event of such a cancellation, the COLLEGE/UNIVERSITY shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

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VII. AUTHORIZED REPRESENTATIVES.

THE COLLEGE/UNIVERSITY'S AUTHORIZED REPRESENTATIVE. The COLLEGE'S Authorized Representative for the purposes of administration of this contract is:

Name: Richard Kangas, Associate Vice President of Student Affairs
Address: 1851 East Highway 169, Grand Rapids, MN 55744
Telephone: 218.322.2319
E-Mail: richard.kangas@minnesotanorth.edu
Fax: 218-322-2325

THE SCHOOL DISTRICT'S AUTHORIZED REPRESENTATIVE. The SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is:

Name: Kevin Grover
Address: 1515 11th St, International Falls, MN 56649
Telephone: 218-283-2571
E-Mail: kgrover@isd361.org
Fax: 218-283-8104

The SCHOOL DISTRICT'S Authorized Representative shall have final authority for acceptance of the COLLEGE/UNIVERSITY services and, if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause II, paragraph B.

VIII. ASSIGNMENT. The SCHOOL DISTRICT shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of the COLLEGE/UNIVERSITY.

IX. LIABILITY. Each party will be responsible for its own acts and behavior and the results thereof. The COLLEGE/UNIVERSITY and the SCHOOL DISTRICT's liability is governed by the Minnesota Tort Claims, Act, Minn. Stat. § 3.736, and other applicable laws.

X. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The SCHOOL DISTRICT is responsible for complying with the ADA Act, 42 U. S. C. 12101, et seq. and regulations promulgated pursuant to it for educational services it provides to its students. The COLLEGE/UNIVERSITY will inform students of support services available at COLLEGE/UNIVERSITY but IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

117 XI. AMENDMENTS. Any amendments to this contract shall be in writing and shall be
118 executed by the same parties who executed the original contract or their successors in
119 office.

120 XII. GOVERNMENT DATA PRACTICES ACT. Both parties must comply with the
121 Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to
122 all data provided by either party in accordance with this contract, and as it applies to all
123 data, created, collected, received, stored, used, maintained, or disseminated by either party
124 in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08,
125 apply to the release of the data referred to in this Article by either the SCHOOL DISTRICT
126 or the COLLEGE/UNIVERSITY. In the event either party receives a request to release
127 the data referred to in this Article, the receiving party must immediately notify the other
128 and receive instructions from the other party concerning the release of the data to the
129 requesting party before the data is released.

130 XIII. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State
131 of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach
132 thereof, shall be in the state or federal court with competent jurisdiction in St. Louis
133 County, Minnesota.

134 XIV. AUDITS. The books, records, documents, and accounting procedures and practices of
135 either party relevant to this contract shall be subject to examination by the contracting
136 department and the Legislative Auditor for the COLLEGE/UNIVERSITY and the State
137 Auditor for the SCHOOL DISTRICT.

138 XV. OTHER PROVISIONS. (Attach additional page(s) if necessary):

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

141 **APPROVED:**

142 **1. MINNESOTA STATE COLLEGES AND UNIVERSITIES**

143 Minnesota North College
144

By (authorized college/university/office of the chancellor initiating agreement)
Title: AVP of Student Affairs
Date:

145

146 **2. SCHOOL DISTRICT:**

147 **School District certifies that the appropriate person(s) have executed the contract on**
148 **behalf of the School District as required by applicable articles, by-laws, resolutions, or**
149 **ordinances.**
150

By (authorized signature)
Title:
Date:

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152 **3. AS TO FORM AND EXECUTION:**

By (authorized college/university/office of the chancellor initiating agreement)
Title:
Date:

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:

Farmers Insurance- Ronna Mackay	Clorox Wipes for FES & FHS	
Border Boost	Teas for District Staff	
National Guard	Sub sandwich lunches for all staff	
Edward Jones-John Winkel	Scones for all staff	
Bronco Football Boosters	Robotic tackle dummy	\$3,800.00
Rainy Lake Medical Center	Football Hudl Bluetooth remote	\$200.00
Bronco Swim Boosters	Shiverland meet awards	\$193.77
	Girls swim suits	\$1956.39
Bronco Softball Boosters	Softball Field maintenance	\$270.00

Voting against:

Whereupon, the resolution was declared adopted.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 361, State of Minnesota, as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing three (3) members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 8th day of November 2022.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said election to be provided to the County Auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as

the official ballot. The sample ballot for a polling place must reflect the offices, candidates, and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

SCHOOL DISTRICT BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 361 INTERNATIONAL FALLS GENERAL ELECTION NOVEMBER 8, 2022

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this:

SCHOOL BOARD MEMBER
VOTE FOR UP TO THREE

- Candidate S
- Candidate T
- Candidate U
- Candidate V
- _____
write-in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

10. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.



International Falls Independent School District 361

Strategic Roadmap

September 14, 2022

In partnership with



INTERNATIONAL FALLS SCHOOL DISTRICT
September 2022



District Strategic Roadmap			
District Mission	Our Core Purpose	Core Values	Drivers of Our Words and Actions
<p>Through intentional partnership with parents and the community, the International Falls School District prepares every student to become a contributing citizen by developing their maximum potential within a safe and inclusive climate of mutual respect and trust.</p>		<ul style="list-style-type: none"> • Respect: Successful teaching and learning requires collaboration between the home, school, and the community. • Partnership: Achieving more together than alone. • Students First: All students have the right to quality education through caring professionals. • Achievement and Growth: All students can learn and each is given tools to be successful. 	
Vision:	What We Intend to Create	Strategic Directions:	Focus of Our Improvement Efforts
<p>Through high quality staff, International Falls School District is a model of excellence in academics, life skills, student activities and district operations.</p>		<ul style="list-style-type: none"> A. Improving systems and structures to create a culture where all are welcome and supported. B. Implementing data-driven teaching practices and staff collaboration to increase student academic success. C. Maintain our facilities to be welcoming, safe and efficient for use by students and the community. D. Increasing family and community engagement in student learning and school experiences through improved communication and collaboration. 	



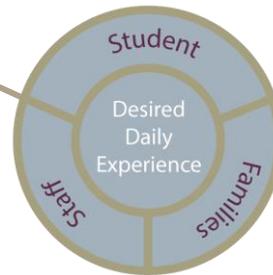
INTERNATIONAL FALLS SCHOOL DISTRICT

September 2022

Desired Daily Experiences

1. I am in an environment where diversity (in culture and identity) is not only accepted, but embraced, and bullying is not tolerated.
2. I am able to freely express myself, my identity, and my relationships at school.
3. My education is more than just lectures and worksheets. It is inclusive, meets my learning style, and includes experiences outside of the classroom.
4. I have time and support to complete my work during the school day.
5. I have a safe, clean, functional environment to rest, study, change, and go to the bathroom. I have access to these places when I need to.
6. I have access to foods that I enjoy and support my dietary needs.
7. I belong to an activities culture that is supported, diverse, and is flexible with my school and outside commitments. I have the opportunity to earn academic credit for my involvement.
8. I am able to transition between classes and areas efficiently and without conflict.
9. I have access to my personal technology to connect or disconnect with the world.
10. The school facilities are accessible to me outside of school hours.

1. I feel supported by colleagues, administration, families & community in a school that is inclusive and prioritizes equity for all students and staff.
2. My input is sought after, matters, and is valued.
3. I have the appropriate time, training, and resources to prepare for my assignment (learning plans, curriculum, programs, technology, tools, etc.).
4. Our students' needs are met with the support of understanding, qualified staff.
5. I have clear and consistent communication about key events and actions, with direct communication to individual staff where appropriate.
6. I work in a clean, safe and functioning building/office.
7. My students are held accountable for their actions in a healthy educational way & I am aware of the outcome when appropriate.
8. I have resources, support, & qualified backup staff to support myself and students.
9. My students will graduate with the skills and knowledge necessary to be successful in their chosen career path.



1. My child has the opportunity to participate in a variety of courses and extracurricular activities that support their social, emotional well-being through supportive teachers, coaches and on inclusive teams.
2. I can easily access necessary information pertaining to my child's education. I receive consistent communication from my child's teacher, school, and district.
3. I am confident my child is safe, cared for and supported academically, socially, and emotionally.
4. My child's school experience will include family, community, and positive peer support.
5. I know that there is a proactive, consistent, and age-appropriate approach to behavior expectations and discipline procedures.
6. I am informed and connected to my child's education.
7. My child's school has a positive culture that promotes inclusivity and provides an excellent education.
8. My child is transported safely and efficiently to and from school.
9. My child's school and playground is safe, clean, functional, and well-maintained. I am confident that my child's school has comprehensive safety protocols set in place.



International Falls Independent School District 361

3-Year Governance Plan

September 14, 2022

In partnership with



INTERNATIONAL FALLS SCHOOL DISTRICT

September 2022



School Board Work Plan 2022-23 to 2024-25 SYs

School Board Roles of:	2022-23	2023-24	2024-25
District Policy	<ul style="list-style-type: none"> ● Policy revision ¼ per year ● Yearly mandated policies (discipline, etc.) ● New polices per operational plan? 	<ul style="list-style-type: none"> ● Policy revision ¼ per year ● Yearly mandated policies (discipline, etc.) 	<ul style="list-style-type: none"> ● Policy revision ¼ per year ● Yearly mandated policies (discipline, etc.)
Operations Oversight Annually	<ul style="list-style-type: none"> ● Annual budget (preliminary, revised, final revised) ● Monitoring reports ● Financial Statements / Audit ● Strategic Roadmap ● Truth in Taxation ● 10-year LTFM 		
Operational Oversight - Unique	<ul style="list-style-type: none"> ● 	<ul style="list-style-type: none"> ● Local 510 negotiations ● Local 4798 negotiations ● At-Will contracts updated 	<ul style="list-style-type: none"> ●
Board Governance	<ul style="list-style-type: none"> ● Annual organizational meeting ● Board Handbook development ● Self-evaluation in June and December work sessions. ● New board member training ● Board retreat- team building, goals and vision review (summer) ● Board Member Term Discussion - July 2022 (3 seats open) 	<ul style="list-style-type: none"> ● Annual organizational meeting ● Mentoring ● Self-evaluation in June and December work sessions. ● New board member training ● Board retreat- team building, goals and vision review (summer) 	<ul style="list-style-type: none"> ● Annual organizational meeting ● Review Board Handbook ● Board Member Term Discussion - June 2024 ● Self-evaluation in June and December work sessions. ● New board member training ● Board retreat- team building, goals and vision review (summer)
Supt Relations	<ul style="list-style-type: none"> ● Evaluation (annual with mid-year check in) ● Contract negotiations 	<ul style="list-style-type: none"> ● Job Descriptions -Supt ● Evaluation (annual with mid-year check in) ● New contract 	<ul style="list-style-type: none"> ● Evaluation (annual with mid-year check in) ●
Public Engagement - Annual	<ul style="list-style-type: none"> ● Worksessions ● Board meetings ● Legislative 		
Public Engagement - Unique			

INTERNATIONAL FALLS SCHOOL DISTRICT
September 2022

