

## Regular School Board Meeting

Tuesday, January 17, 2023 5:15 PM

FHS Library and YouTube Live Stream, 1515 11th Street, International Falls, Minnesota 56649

To view the meeting select the following link or search YouTube "Falls High Journalism":

### Call to Order

#### 1. Roll Call:

\_\_\_ Jessica Crosby, Director

\_\_\_ Toni Korpi, Clerk

\_\_\_ Emily McGonigle, Director

\_\_\_ Bruce Raboin, Treasurer

Tina Sather, Director

\_\_\_ Roxanne Skogstad-Ditsch, Board Chair

JoAnn Smith, Vice Board Chair

Non Voting Members:

\_\_\_ Kevin Grover, Superintendent

\_\_\_ Mitch Erickson, Student Representative

#### 2. Pledge of Allegiance

### Approval of Agenda

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

### Open Forum

1. Elk's Student's of the Month: Nora Sullivan and Emma Saxton
2. Public Open Forum

### Consent Agenda

**Approve the Consent Agenda as printed. Motion by \_\_\_, second by \_\_\_. Motion carried / failed.**

1. Approve past meeting minutes for the regular and special school board meetings on December 19, 2022, December 28, 2022 and January 19, 2023.
2. Approve current accounts payable due in the amount of \$1,310,506.12.
3. Approve payroll in the amount of \$418,684.49 for pay periods December 30, 2022 and January 13, 2023.
4. Accept resignation of Stephanie Hagen, Paraprofessional, effective December 22, 2022.
5. Approve hire of Christie Ford as a Paraprofessional effective January 5, 2023.
6. Approve hire of Josh Simon as Paraprofessional effective January 5, 2023.

7. Approve the hire of Phil Talmage as Head Baseball coach for the 2022-2023 season.
8. Approve the hire of Will Awe as Assistant Baseball coach for the 2022-2023 season.
9. Approve the hire of Jeff Kerry as Head Softball coach for the 2022-2023 season.
10. Approve the hire of Casey Meyer as Assistant Softball coach for the 2022-2023 season.
11. Approve the hire of John Sandberg as Head Boy's Track coach for the 2022-2023 season.
12. Approve the hire of Jen Erickson as Assistant Boy's Track coach for the 2022-2023 season.
13. Approve the hire of Sheryl Hendrickson as Girl's Head Track coach for the 2022-2023 season.
14. Approve the hire of Aleisha Hendrickson as Assistant Girl's Track coach for the 2022-2023 season.
15. Approve the hire of Tony Casareto as Head Golf coach for the 2022-2023 season.
16. Approve the hire of Charlie Anderson as Assistant Golf coach for the 2022-2023 season.
17. Second reading of School Board Policy 404 - Employment Background Checks
18. Second reading of School Board Policy 406 - Consent to Release Data Form
19. Second reading of School Board Policy 410 - Family and Medical Leave Policy
20. Second reading of School Board Policy 413 - Harassment and Violence
21. Second reading of School Board Policy 415 - Mandated Reporting of Maltreatment
22. Second reading of School Board Policy 416 - Drug and Alcohol Testing Form
23. Second reading of School Board Policy 506 - Student Discipline
24. Second reading of School Board Policy 522 - Title IX Sex Nondiscrimination Policy
25. Second reading of School Board Policy 614 - School District Testing Plan and Procedure
26. Second reading of School Board Policy 806 - Crisis Management Policy
27. Approve contract with SMS for payroll contract services.
28. Accept Stop Arm Grant through the MN Department of Public Safety.
29. Approve early retirement incentive request from Tony Casareto.
30. Approve CIS contract with Minnesota North Colleges for the 2022-2023 school year.
31. Approve the Districts Safe Learning Plan.

#### **Action Items**

1. **A. Improving systems and structures to create a culture where all are welcome and supported.**
  - 1.a. Resolution Acceptance of Gifts and Donations.  
Motion by \_\_, second by \_\_. Motion carried /

failed.

1.b. Resolution Directing Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefor. Motion by \_\_, second by \_\_. Motion Carried / Failed.

1.c. Approve Application for Cooperative Sponsorship with Cornerstone Christian School, Emo, Ontario for Girls Track and Field, Boys Track and Field, and Softball.

2. **C. Maintain our facilities to be welcoming, safe and efficient for use by students and the community.**

2.a. Discussion with possible action on summer facility use of Bronco Arena. Motion by \_\_, second by \_\_. Motion carried / failed.

3. **D. Increasing family and community engagement in student learning and school experiences through improved communication and collaboration.**

3.a. Approve School Resource Office (SRO) position with City of International Falls for the 2023-2024 school year. Contract cost \$62,000.

**Committee and Administrative Reports**

1. Mitch Erickson, Student Representative

2. Melissa Tate, Elementary Principal

3. Tim Everson, Secondary Principal

4. Kevin Grover, Superintendent:

5. Beth Slatinski, Community Education Director

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 and TNT MEETING MINUTES OF THE BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT NO. 361  
Monday, December 19, 2022 at 5:00 p.m.  
FHS Library**

**Call to Order**

Present with voting rights: Ted Saxton, Jennifer Baker, Toni Korpi, Bruce Raboin, JoAnn Smith, Emily McGonigle and Roxanne Skogstad-Ditsch  
Present 7

Non-Voting Members Present: Kevin Grover, Superintendent and Mitchell Erickson, Student Representative.

2. Pledge of Allegiance

**APPROVAL OF AGENDA**

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

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

**AUDIT PRESENTATION**

1. Receive the fiscal year 2022 Audit Presentation and Financial Report from Mary Reedy, Principal for State and Local Government with CLA.

**OPEN FORUM:**

1. Elk's Students of the Month: Graci Bissonnette and Julius Maish
2. Public Open Forum: Ginger Christianson on behalf of L331, L510 and L4798 requesting Business Office increase not be passed per Unions letter to School Board.

**CONSENT AGENDA**

Approve the Consent Agenda as printed. Motion by Bruce Raboin, then second by Jennifer Baker. Motion Carried.

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

1. Approve current accounts payable due in the amount of \$667,086.72.
2. Approve payroll in the amount of \$417,473.99 for pay periods December 2nd and December 16.
3. Approve past meeting minutes for the regular school board meeting on November 21, 2022.
4. Second reading of School Board Policy 205 - Open and Closed Meetings
5. Second reading of School Board Policy 208 - Development, Adoption, and Implementation of Policies

**REGULAR and TNT MEETING MINUTES OF THE BOARD OF EDUCATION  
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6. Second reading of School Board Policy 213 - School Board Committees
7. Second reading of School Board Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
8. First and final reading of the following School Board Policies:
9. First reading of School Board Policy 404 - Employment Background Checks
10. First reading of School Board Policy 406 Form - Consent to Release Data
11. First reading of School Board Policy 416 Form - D & A Testing Form
12. First reading of School Board Policy 614 - School Dist. Testing Plan & Procedure
13. First reading of School Board Policy 806 - Crisis Management Policy
- First reading of School Board Policy 410 - Family and Medical Leave Policy
14. First reading of School Board Policy 413 - Harassment and Violence
15. First reading of School Board Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
16. First reading of School Board Policy 506 - Student Discipline
17. First reading of School Board Policy 522 - Title IX Sex Nondiscrimination Policy
18. First reading of School Board Policy 410 - Family and Medical Leave Act.
19. Approve 2022-2023 World's Best Workforce Plan
20. Approve summary of results of 2021-2022 World's Best Workforce Plan
21. Recognize Pat Swenson as a volunteer coach for Softball for the 2022-2023 season.
22. Approve request for unpaid maternity leave per L4798 contract for Ashley Foss.
23. Approve Zachary Conat as a volunteer coach for the One Act Play 2022-2023 season, contingent upon completion of a background check.
24. Accept resignation of Cindy Hell as a Paraprofessional effective the last day of work on December 8, 2022.
25. Approve hire of James Hartzler as regular route school bus driver effective December 12, 2022 for route 23 and as a substitute custodian.
26. Approve Radon Testing contract with IEA.
27. Approve termination of Amy David as Cafe Helper (L510) effective December 15, 2022, and subsequent placement onto the active substitute call list for food service.
28. Set the First Monday in January organizational meeting for Monday, January 9, 2023 at 5:15 p.m.

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29. Acknowledge Jim Yount as volunteer Coach for One Act Play and Speech for the 2022-2023 season.

**ACTION ITEMS**

**1. A. Improving systems and structures to create a culture where all are welcome and supported.**

1.a. Resolution Acceptance of Gifts and Donations. Motion by Toni Korpi, then second by Emily McGonigle. Motion Carried.

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

1.b. Approve updated At Will Policy for the At Will Business Office Positions.

1st Motion by Ted Saxton, then second by Toni Korpi. 2<sup>nd</sup> Motion to Table: Carried 5  
Yea; 2 Nay; Set December 28 special meeting to hold further discussion and action;  
with possible option of contracting payroll.

**2. B. Implementing data-driven teaching practices and staff collaboration to increase student academic success.**

2.a. Approve the fiscal year 2022 Financial Statement. Motion by Jennifer Baker, then second by Toni Korpi. Motion Carried.

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

**4. D. Increasing family and community engagement in student learning and school experiences through improved communication and collaboration.**

4.a. Approve School Resource Office (SRO) position with City of International Falls for the 2023-2024 school year. Contract cost \$62,000.

1st. Motion by Joann Smith, then second by Emily McGonigle. Motion Carried.  
Jennifer Baker: Yea, Toni Korpi: Yea, Emily McGonigle: Yea, Bruce Raboin: Yea,  
Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea  
Yea: 7, Nay: 0

Table. Motion by Ted Saxton, then second by Toni Korpi. Motion Carried.  
Jennifer Baker: Yea, Toni Korpi: Yea, Emily McGonigle: Yea, Bruce Raboin:  
Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea  
Yea: 7, Nay: 0

**TNT MEETING - START AT 6:00 PM**

1. Receive TNT presentation.

2. Approve the 22 Pay 23 (FY24) Levy in the amount of \$2,820,895.39. Motion by Emily McGonigle, then second by Bruce Raboin. Motion Carried.

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

**COMMITTEE AND ADMINISTRATIVE REPORTS**

1. Mitch Erickson, Student Representative
2. Melissa Tate, Elementary Principal
3. Tim Everson, Secondary Principal
4. Kevin Grover, Superintendent: Congratulations to Beth on getting CE Director license; special board meeting 1/9/23 – organizational meeting;.
5. Beth Slatinski, Community Education Coordinator
6. Committee Reports:
  - 6.a. Community Education Advisory Board
  - 6.b. Recreation Commission

**ADJOURNMENT**

1. Motion by Ted Saxton, then second by Emily McGonigle to adjourn at 6:50 pm. Motion Carried.

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

**Approved Minutes:**

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District Clerk

Date

Board Chair

Date

**SPECIAL MEETING MINUTES OF THE BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT NO. 361  
Wednesday, December 28, 2022 at 5:15 p.m.  
FHS Library**

**CALL TO ORDER**

Present with voting rights: Toni Korpi, Bruce Raboin, JoAnn Smith, Emily McGonigle and Roxanne Skogstad-Ditsch. Absent: Ted Saxton, Jennifer Baker  
\*NOTE: Emily McGonigle will attend meeting via Google Meet from 1880 Hwy 11 E, International Falls MN 56649

Present: 5

Non-Voting Members Present: Kevin Grover, Superintendent

Present: 5, Absent: 2.

2. Pledge of Allegiance

**Approval of Agenda**

1. Approve agenda as presented. Motion by Bruce Raboin, then second by Toni Korpi.  
Motion Carried.

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

**Action Items**

1. A. Improving systems and structures to create a culture where all are welcome and supported.

1.a. Approve updated At Will Policy for the At Will Business Office Positions.  
Approve with ability to give years of service credit steps; if not filled by top two candidates then proceed with contract with SMS. Motion by Joann Smith, then second by Toni Korpi.  
Motion Carried.

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

1.b. Approve the contract with School Management Services (SMS) for payroll services to begin in January 2023 with a formal date to be determined.

**Closed Session**

1. Enter into closed session for the purpose of discussing preliminary consideration of allegations or charges against an individual subject to its authority, during which all or a portion of the meeting will be closed to the public pursuant to Minnesota Statutes, section 13D.05, subdivision 2(b). Portions of the meeting on this topic also may be closed based upon attorney-client privilege pursuant to Minnesota Statutes, section 13D.05, subdivision 3(b), to

**SPECIAL MEETING MINUTES OF THE BOARD OF EDUCATION  
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allow the School Board to meet with its attorney in a confidential setting to obtain advice regarding potential imminent legal action related to the School District's allegations and defenses in an employment matter.

The School Board also may take action with respect to employment of an employee in an open session during the special meeting.

Motion by Toni Korpi, then second by Joann Smith to enter into closed session at 6:30 pm. Motion Carried.

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

Motion to reopen meeting at 6:50 pm; Motion by Toni Korpi, then second by Joann Smith to enter into closed session at 6:30 pm. Motion Carried.

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

**Adjournment**

1. Motion by Toni Korpi, then second by Joann Smith to adjourn at 6:50 pm. Motion Carried.  
Jennifer Baker: Absent, Ted Saxton: Absent, Toni Korpi: Yea, Emily McGonigle: Yea, Bruce Raboin: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea  
Yea: 5, Nay: 0, Absent: 2

**Approved Minutes:**

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District Clerk

Date

Board Chair

Date

**SPECIAL MEETING MINUTES OF THE BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT NO. 361  
Monday, January 9, 2023 at 5:15 p.m.  
FHS Library**

**CALL TO ORDER**

Present with voting rights: Toni Korpi, Bruce Raboin, Emily McGonigle, Tina Sather and Jessica Crosby. Absent: JoAnn Smith and Roxanne Skogstad-Ditsch  
Present: 5; Absent 2

Non-Voting Members Present: Kevin Grover, Superintendent

2. Pledge of Allegiance

**SEAT NEW BOARD MEMBERS**

1. Tina Sather - Oath of Office
2. Jessica Crosby - Oath of Office

**APPROVAL OF AGENDA**

1. Approve agenda as presented. Motion by Emily McGonigle, then second by Bruce Raboin.  
Motion Carried.

Roxanne Skogstad-Ditsch: Absent, Joann Smith: Absent, Toni Korpi: Yea, Emily McGonigle: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Jessica Crosby: Yea.  
Yea: 5, Nay: 0, Absent: 2

**ACTION ITEMS**

1. **Election of Officers:**

1.a. Chairperson. Call for nominations: Toni Korpi, Acting Board Chair, called for nominations for the office of chair. Bruce Raboin nominated Roxanne Skogstad-Ditsch. Call for nominations was called three times. After no further nominations the nominations were closed. Roxanne Skogstad-Ditsch was elected to chairperson.

1.b. Vice-Chairperson. Call for nominations: Toni Korpi, Acting Board Chair, called for nominations for the office of vice chair. Emily McGonigle nominated JoAnn Smith. Call for nominations was called three times. After no further nominations the nominations were closed. JoAnn Smith was elected to vice chairperson.

1.c. Clerk. Call for nominations. Toni Korpi, Acting Board Chair, called for nominations for the office of clerk. Emily McGonigle nominated Toni Korpi. Call for nominations was called three times. After no further nominations the nominations were closed. Toni Korpi was elected to clerk.

1.d. Treasurer. Call for nominations: Toni Korpi, Acting Board Chair, called for nominations for the office of treasurer. Toni Korpi nominated Bruce Raboin. Call for nominations was called three times. After no further nominations the nominations were closed. Bruce Raboin was elected to treasurer.

**SPECIAL MEETING MINUTES OF THE BOARD OF EDUCATION  
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2. Set Board Committee Representatives.

2.a. Administrative Salary Committee (3): JoAnn Smith, Emily McGonigle, Toni Korpi

2.b. Local 510 Negotiations Committee (3): Roxanne Skogstad-Ditsch, Toni Korpi, Emily McGonigle

2.c. Local 331 Negotiations Committee (3): Tina Sather, Bruce Raboin, Jessica Crosby

2.d. Local 4798 Negotiations Committee (3): Toni Korpi, Jessica Crosby, JoAnn Smith

2.e. Recreation Commission Representatives (2 and alternate): Toni Korpi, Bruce Raboin, JoAnn Smith

2.f. MSBA Legislative Representative (1): Emily McGonigle

2.g. MSHSL Representative (1): Bruce Raboin

2.h. Continuing Education Representative (1): Roxanne Skogstad-Ditsch

2.i. Community Education Advisory Representatives (2): Roxanne Skogstad-Ditsch

2.j. Meet and Confer: Board as a whole

2.k. Grievance Committee Representatives (2): Tina Sather and Toni Korpi

2.l. Finance Committee Representatives: Board as a Whole

2.m. Facility Committee Representatives (3): Bruce Raboin, Roxanne Skogstad-Ditsch, Tina Sather

2.n. Alternative Board Clerk (in absence of Clerk): Tina Sather

3. Adopt the regular School Board meeting schedule for calendar year 2023 with an inclement weather meeting procedure. Motion by Bruce Raboin, second by Tina Sather. Motion carried 5 – 0.

**CONSENT AGENDA**

Motion by Emily McGonigle, then second by Jessica Crosby to accept Consent Agenda as presented. Motion Carried 5 – 0.

1. Designate Ratwik, Rosak and Maloney as the District's legal counsel for January 1, 2023 to December 31, 2023.

2. Designate "Rainy Lake Gazette" as the official newspaper for publication for January 1, 2023 to December 31, 2023.

3. Set School Board Member Chair compensation at current rate of \$285.94 per month for January 1, 2023 to December 31, 2023.

4. Set School Board Member compensation for Vice-Chairperson, Clerk, Treasurer, and Director at current rate of \$260 per month for January 1, 2023 to December 31, 2023.

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5. Designate Stacy Grover, Business Manager, with authority to perform wire transfers for the Districts financial operations.
6. Set School Board Member per diem rate at current rate of \$125 per day for January 1, 2023 to December 31, 2023.
7. Designate the following banks as official depositories for January 1, 2023 to December 31, 2023: Bremer Bank, MSDLAF, and MN Trust (PMA).

**Adjournment**

1. Motion by Emily McGonigle then second by Toni Korpi to adjourn meeting at 5:34 p.m. Motion carried 5 – 0.

**Approved Minutes:**

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District Clerk

Date

Board Chair

Date

January 2023  
Payables Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201126113	AFSCME Council 65	12/16/2022	20221216ADAFS%	Payroll accrual	0	\$ 961.99
	AFSCME Council 65	12/16/2022	20221216ADAFS%	Payroll accrual	0	\$ 292.80
	AFSCME Council 65	12/16/2022	20221216ADAFS%	Payroll accrual	0	\$ 17.63
	AFSCME Council 65	12/16/2022	20221216ADAFSLC	Payroll accrual	0	\$ 16.67
	AFSCME Council 65	12/16/2022	20221216ADAFSLC	Payroll accrual	0	\$ 8.00
	AFSCME Council 65	12/16/2022	20221216ADAFSLC	Payroll accrual	0	\$ 0.33
201126114	AFT Local #331	12/16/2022	20221216ADDUE1A	Payroll accrual	0	\$ 2,914.34
	AFT Local #331	12/16/2022	20221216ADDUE1A	Payroll accrual	0	\$ 93.66
201126115	ND Child Support Division	12/16/2022	20221216ADCSP10	Child Support	0	\$ 276.93
201126116	Para Local #4798	12/16/2022	20221216ADDUE2A	Payroll accrual	0	\$ 691.51
	Para Local #4798	12/16/2022	20221216ADDUE2A	Payroll accrual	0	\$ 66.46
201126117	AAZHOGAN	12/16/2022	BHockey 12/16/22	Bridge Fare : Boys Hockey Bus on 12/16/22 Playing Fort Frances	0	\$ 16.00
201126118	MN ENERGY RESOURCES CORP	12/19/2022	0503526034-00001	FES Natural Gas Services	8102300029	\$ 3,141.13
	MN ENERGY RESOURCES CORP	12/19/2022	050396532-00001	Natural Gas Services - Arena	8102300029	\$ 3,531.74
	MN ENERGY RESOURCES CORP	12/19/2022	0506435793-00001	Arena	8102300029	\$ 3,755.82
	MN ENERGY RESOURCES CORP	12/19/2022	120922	FHS; Natural Gas Services	8102300029	\$ 7,189.22
	MN ENERGY RESOURCES CORP	12/19/2022	120922	FHS; Natural Gas Services	8102300029	\$ 2,396.41
201126119	MN DEPT OF HEALTH	12/19/2022	1465716421	FES; 2023 Food License	0	\$ 700.00
	MN DEPT OF HEALTH	12/19/2022	14656-164721	FHS; 2023 Food License	0	\$ 1,055.00
201126120	Align Chiropractic & Wellness Center	12/23/2022	4099-C01	Drug Testing - 4099-C01	7602300000	\$ 25.00
	Align Chiropractic & Wellness Center	12/23/2022	4104-C01	DOT Physical - 4104-C01	7602300000	\$ 95.00
201126121	Apptegy	12/23/2022	INV-10184	Thrillshare	6052300051	\$ 7,650.00
201126122	ARROWHEAD LIBRARY SYSTEM	12/23/2022	7772	Library Catalog System	6202300000	\$ 625.00
201126123	Aviben	12/23/2022	25909	403b Third Party Admin Svc	1102300020	\$ 175.94
201126124	COCA-COLA BOTTLING CO	12/23/2022	39698	FHS; Ala Carte Beverages	7702300008	\$ 220.65
	COCA-COLA BOTTLING CO	12/23/2022	39797	FHS; Ala Carte Beverages	7702300008	\$ 141.90
201126124	COCA-COLA BOTTLING CO	12/23/2022	39911	FHS; Ala Carte Beverages	7702300008	\$ 210.35
201126125	Column Software PBC	12/23/2022	02DD9D5C-0001	Advertising Local Newspaper - Legal - Board Minutes	1102300024	\$ 200.98
201126126	DEMCO INC	12/23/2022	7225038	FES Library Supplies (Zahradka)	1302300123	\$ 24.73
201126127	EVOLVE U FITNESS & WELLNESS LLC	12/23/2022	134414266	PALS Evolve U	5002300010	\$ 150.00

January 2023  
Payables Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201126128	K&K MEYERS INC	12/23/2022	829	Use of fork lift to unload burners at bus garage	8102300095	\$ 150.00
201126129	Marco Technologies LLC	12/23/2022	INV10669225	Guid Office Cost per Copy	7102300001	\$ 30.12
201126130	Marco Technologies LLC	12/23/2022	489172312	Printer services	1102300027	\$ 347.94
	Marco Technologies LLC	12/23/2022	489172502	Copier Leases	1102300026	\$ 661.03
	Marco Technologies LLC	12/23/2022	489172502	Copier Leases	1102300026	\$ 964.49
	Marco Technologies LLC	12/23/2022	489246926	Printer in Business Classroom	3002300006	\$ 235.25
	Marco Technologies LLC	12/23/2022	489294611	Printer services	1102300025	\$ 1,796.79
201126131	MEDTOX LABORATORIES	12/23/2022	1.12023E+11	Drug Testing	0	\$ 22.13
201126132	MN ENERGY RESOURCES CORP	12/23/2022	0504762905-00001	Stadium; Natural Gas Services	8102300029	\$ 19.33
201126133	MN POWER	12/23/2022	120822	Electricity Bill	8102300018	\$ 974.92
	MN POWER	12/23/2022	120822	Electricity Bill	8102300018	\$ 10,201.37
	MN POWER	12/23/2022	120822	Electricity Bill	8102300018	\$ 3,418.78
	MN POWER	12/23/2022	120822	Electricity Bill	8102300018	\$ 7,440.38
	MN POWER	12/23/2022	120822	Electricity Bill	8102300018	\$ 10,256.32
	MN POWER	12/23/2022	120822	Electricity Bill	8102300018	\$ 102.32
201126134	Rhode Island Novelty	12/23/2022	IN4400165	FES School Store	1302300134	\$ 435.00
201126135	SHANNONS INC	12/23/2022	24127	Repair leak in heat exchanger for pool	8102300097	\$ 674.15
201126136	Blais, TRAVIS	12/29/2022	BHockey 12/17/22	Boys Hockey Official on 12/17/22 vs Kittson	0	\$ 85.00
201126137	Clement, David Brian	12/29/2022	GBasketball 12/20/22	Girls Basketball Official on 12/20/22 vs Deer River	0	\$ 65.00
	Clement, David Brian	12/29/2022	GBasketball 12/20/22	Girls Basketball Official on 12/20/22 vs Deer River	0	\$ 93.00
	Clement, David Brian	12/29/2022	GBasketball 12/20/22	Girls Basketball Official on 12/20/22 vs Deer River	0	\$ 133.38
	Clement, David Brian	12/29/2022	GBasketball 12/22/22	Girls Basketball Official on 12/22/22 vs Big Fork	0	\$ 65.00
	Clement, David Brian	12/29/2022	GBasketball 12/22/22	Girls Basketball Official on 12/22/22 vs Big Fork	0	\$ 93.00
	Clement, David Brian	12/29/2022	GBasketball 12/22/22	Girls Basketball Official on 12/22/22 vs Big Fork	0	\$ 133.38

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201126138	Fish, Dave	12/29/2022	BBasketball 12/15/2	Boys Basketball Official on 12/15/22 vs LOW	0	\$ 65.00
	Fish, Dave	12/29/2022	BBasketball 12/15/2	Boys Basketball Official on 12/15/22 vs LOW	0	\$ 93.00
	Fish, Dave	12/29/2022	GBasketball 12/22/2	Girls Basketball Official on 12/22/22 vs Big Fork	0	\$ 65.00
	Fish, Dave	12/29/2022	GBasketball 12/22/2	Girls Basketball Official on 12/22/22 vs Big Fork	0	\$ 93.00
201126139	GLUMACK, BABE	12/29/2022	BBasketball 12/16/2	Boys Basketball Official on 12/16/22 vs Rock Ridge	0	\$ 65.00
	GLUMACK, BABE	12/29/2022	BBasketball 12/16/2	Boys Basketball Official on 12/16/22 vs Rock Ridge	0	\$ 93.00
	GLUMACK, BABE	12/29/2022	GBasketball 12/20/2	Girls Basketball Official on 12/20/22 vs Deer River	0	\$ 65.00
	GLUMACK, BABE	12/29/2022	GBasketball 12/20/2	Girls Basketball Official on 12/20/22 vs Deer River	0	\$ 93.00
201126140	HAFDAHL, Jim	12/29/2022	BSwim 12/13/22	Boys Swimming Official on 12/13/22 vs Mesabi East	0	\$ 100.00
	HAFDAHL, Jim	12/29/2022	BSwim 12/13/22	Boys Swimming Official on 12/13/22 vs Mesabi East	0	\$ 115.83
	HAFDAHL, Jim	12/29/2022	BSwim 12/17/22	Boys Swimming Official on 12/17/22 Invitational Meet	0	\$ 150.00
	HAFDAHL, Jim	12/29/2022	BSwim 12/17/22	Boys Swimming Official on 12/17/22 Invitational Meet	0	\$ 115.83
201126141	ISD #695	12/29/2022	BBasketball 12/27/2	Boys Basketball Holiday Tournament Entry Fee	0	\$ 200.00
201126142	IVANCICH, FRANK	12/29/2022	BBasketball 12/15/2	Boys Basketball Official on 12/15/22 vs LOW	0	\$ 65.00
	IVANCICH, FRANK	12/29/2022	BBasketball 12/15/2	Boys Basketball Official on 12/15/22 vs LOW	0	\$ 93.00
	IVANCICH, FRANK	12/29/2022	BBasketball 12/15/2	Boys Basketball Official on 12/15/22 vs LOW	0	\$ 136.89
201126143	Kuschal, Drew	12/29/2022	BHockey 12/17/22	Boys Hockey Official on	0	\$ 110.00

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	Kuschal, Drew	12/29/2022	BHockey 12/17/22	12/17/22 vs Kittson Boys Hockey Official on	0 \$	119.34
201126144	Lamppa, Brian	12/29/2022	BBasketball 12/15/22	12/17/22 vs Kittson Boys Basketball Official on	0 \$	65.00
	Lamppa, Brian	12/29/2022	BBasketball 12/15/22	12/15/22 vs LOW Boys Basketball Official on	0 \$	93.00
201126145	Oleheiser, Keith	12/29/2022	BHockey 12/17/22	12/15/22 vs LOW Boys Hockey Official on	0 \$	110.00
201126146	Perpich, Brian	12/29/2022	BHockey 12/20/22	12/17/22 vs Kittson Boys Hockey Official on	0 \$	110.00
	Perpich, Brian	12/29/2022	BHockey 12/20/22	12/20/22 vs Ely Boys Hockey Official on	0 \$	111.74
201126147	Persons, Daniel	12/29/2022	BBasketball 12/16/22	12/20/22 vs Ely Boys Basketball Official on	0 \$	65.00
	Persons, Daniel	12/29/2022	BBasketball 12/16/22	12/16/22 vs Rock Ridge Boys Basketball Official on	0 \$	93.00
201126148	Ricker, Sam	12/29/2022	GBasketball 12/22/22	12/16/22 vs Rock Ridge Girls Basketball Official on	0 \$	65.00
	Ricker, Sam	12/29/2022	GBasketball 12/22/22	12/22/22 vs Big Fork Girls Basketball Official on	0 \$	93.00
201126150	SCAIA, TODD	12/29/2022	BHockey 12/20/22	12/22/22 vs Big Fork Boys Hockey Official on	0 \$	110.00
201126151	TAUS, Dave	12/29/2022	GBasketball 12/20/22	12/20/22 vs Ely Girls Basketball Official on	0 \$	65.00
	TAUS, Dave	12/29/2022	GBasketball 12/20/22	12/20/22 vs Deer River Girls Basketball Official on	0 \$	93.00
201126152	WETZEL, JAY	12/29/2022	BBasketball 12/16/22	12/20/22 vs Deer River Boys Basketball Official on	0 \$	65.00
	WETZEL, JAY	12/29/2022	BBasketball 12/16/22	12/16/22 vs Rock Ridge Boys Basketball Official on	0 \$	93.00
	WETZEL, JAY	12/29/2022	BBasketball 12/16/22	12/16/22 vs Rock Ridge Boys Basketball Official on	0 \$	119.34

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201126153	BSN SPORTS	12/29/2022	918975525	Boys Basketballs	2922300039	\$ 440.95
	BSN SPORTS	12/29/2022	919855261	Football Reconditioned Helmets	2922300040	\$ 1,266.99
201126154	CRANDALLS SEPTIC PUMPING	12/29/2022	7697	Portable Toilet Track/Baseball Field Area - Oct	2922300038	\$ 105.00
201126155	Faith United Church	12/29/2022	121222	ALC classroom lease	1102300007	\$ 837.07
201126156	MIDCONTINENT COMMUNICATIONS	12/29/2022	1.24861E+13	FHS Fax & Fields	6052300006	\$ 171.18
	MIDCONTINENT COMMUNICATIONS	12/29/2022	1.24861E+13	FHS Fax & Fields	6052300006	\$ 20.00
201126157	Miniplots	12/29/2022	20778	MATH DEPT. ALEX MANNAUSAU	2562300007	\$ 202.84
201126158	PAN O GOLD BAKING CO	12/29/2022	1.00099E+13	Bread for Meal Service	7702300009	\$ 52.50
	PAN O GOLD BAKING CO	12/29/2022	1.00099E+13	Bread for Meal Service	7702300009	\$ 50.54
	PAN O GOLD BAKING CO	12/29/2022	1.00099E+13	Bread for Meal Service	7702300009	\$ 49.60
201126159	POMP'S TIRE SERVICE	12/29/2022	530121268	4 recap tires	7602300034	\$ 973.60
201126160	SANDSTROM'S INC	12/29/2022	437524	Milk for Meal Service	7702300002	\$ 1,090.00
	SANDSTROM'S INC	12/29/2022	437523	Milk for Meal Service	7702300002	\$ 696.00
201126160	SANDSTROM'S INC	12/29/2022	438423	Milk for Meal Service	7702300002	\$ 469.50
	SANDSTROM'S INC	12/29/2022	438427	Milk for Meal Service	7702300002	\$ 692.00
201126161	WATER DEPT	12/29/2022	122022	Water Usage	8102300021	\$ 3,506.91
	WATER DEPT	12/29/2022	122022	Water Usage	8102300021	\$ 1,463.05
	WATER DEPT	12/29/2022	122022	Water Usage	8102300021	\$ 2,653.43
	WATER DEPT	12/29/2022	122022	Water Usage	8102300021	\$ 52.06
201126162	AFT Local #331	12/30/2022	20221230ADDUE1A	Payroll accrual	0	\$ 2,914.34
	AFT Local #331	12/30/2022	20221230ADDUE1A	Payroll accrual	0	\$ 93.66
201126163	Messerli & Kramer P.A.	12/30/2022	20221230ADGARN3	Payroll Garnishment	0	\$ 265.32
201126164	ND Child Support Division	12/30/2022	20221230ADCSP10	Child Support	0	\$ 276.93
201126165	Para Local #4798	12/30/2022	20221230ADDUE2A	Payroll accrual	0	\$ 712.85
	Para Local #4798	12/30/2022	20221230ADDUE2A	Payroll accrual	0	\$ 66.46
201126166	Align Chiropractic & Wellness Center	1/6/2023	4198-C01	DOT Physical 4198-C01	7602300000	\$ 95.00
	Align Chiropractic & Wellness Center	1/6/2023	4204-C01	DOT Physical 4204-C01	7602300000	\$ 95.00
	Align Chiropractic & Wellness Center	1/6/2023	4231-C01	DOT Physical - 4231-C01	7602300000	\$ 95.00
201126167	BEMIDJI BUS LINE	1/6/2023	21719	Football Charter Bus	0	\$ 951.50
	BEMIDJI BUS LINE	1/6/2023	21719	Football Charter Bus	0	\$ 748.50

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	BEMIDJI BUS LINE	1/6/2023	21726	Volleyball Charter Bus	0	\$ 1,500.00
	BEMIDJI BUS LINE	1/6/2023	21838	Girls Basketball Charter Bus	0	\$ 1,270.00
201126168	CENEX COOP SERVICE INC OF BAUDE	1/6/2023	36212	Fuel	7602300040	\$ 19,252.10
	CENEX COOP SERVICE INC OF BAUDE	1/6/2023	36222	Fuel	7602300040	\$ 7,320.56
201126169	Give-N-Go Hockey LLC	1/6/2023	534	FEF Boys Hockey, Chad Baldwin Give-N-Go Ice Model	3002300061	\$ 504.95
201126170	GOPHER SPORT	1/6/2023	IN245202	6TH GRADE RECESS EQUIPMENT LISA WEST	3002300036	\$ 44.68
201126171	HAWKINS INC	1/6/2023	6355544	Pool Chemicals	8102300025	\$ 372.41
201126172	KANTOR ELECTRIC INC	1/6/2023	17442	Replace breakers for metal shop	8102300096	\$ 208.80
201126173	KGHS-AM	1/6/2023	10323	School Matters	102300003	\$ 225.00
201126174	KRUEGER, KENNETH	1/6/2023	122122	Tae Kwon Do Instructor	0	\$ 75.00
201126175	MacGill School Nurse Supplies	1/6/2023	IN0819326	FES School Nurse Supplies (Bacon)	1302300104	\$ 456.00
201126176	MIDCONTINENT COMMUNICATIONS	1/6/2023	2.75104E+13	FES Fax Line	1102300022	\$ 37.37
201126177	MN ENERGY RESOURCES CORP	1/6/2023	0505015015-00001	Garage; Natural Gas Services	8102300029	\$ 1,819.60
201126178	RATWIK ROSZAK & MALONEY PA	1/6/2023	72683	services	1102300015	\$ 216.00
201126179	Rotary Club of International Falls	1/6/2023	803	Corporate Dues FY23	0	\$ 320.00
201126180	SCHOOL SPECIALTY	1/6/2023	2.08132E+11	FES Sensory Needs (Taylor)	1302300107	\$ 153.00
201126181	Staples Advantage	1/6/2023	3526281214	Office chair with carry over money for KAPE.	7902300043	\$ 138.00
	Staples Advantage	1/6/2023	3526281215	Printer Toner	1102300042	\$ 188.20
201126182	TFH	1/6/2023	56649AINV37381	FES Sensory Room	1302300029	\$ 6,169.00
201126183	Tyson Foods Inc.	1/6/2023	30404732	Commodity Hamburger Processing	0	\$ 764.14
	Tyson Foods Inc.	1/6/2023	30459433	Commodity Hamburger Processing	0	\$ 831.78
201126184	Eckman Chevrolet Buick GMC	1/11/2023	142301	2023 Chevrolet 3/4 ton work truck	7602300012	\$ 46,396.50
201126185	Anderson, Dakota	1/11/2023	BHockey 1/6/23	Boys Hockey Official on 1/6/23 vs Red Lake Falls	0	\$ 110.00
	Anderson, Dakota	1/11/2023	BHockey 1/6/23	Boys Hockey Official on	0	\$ -

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201126186	Blais, TRAVIS	1/11/2023	GHockey 1/7/23	1/6/23 vs Red Lake Falls Girls Hockey Official on 1/7/23 vs Long Prairie	0	\$ 85.00
201126187	Fisher, Jayme	1/11/2023	GHockey 1/7/23	Girls Hockey Official on 1/7/23 vs Long Prairie	0	\$ 110.00
201126188	Hibbing ISD #701	1/11/2023	BSwim 1/14/23	Boys Swimming 6A True Team Meet Entry Fee @ Hibbing on 1/14/2023	0	\$ 105.00
201126190	Annie's Frozen Yogurt	1/17/2023	26135	Frozen Yogurt Machine Rental	7702300003	\$ 100.00
201126191	AT & T Mobility	1/17/2023	2872977136167X01	IT Dir. Phone	1102300021	\$ 49.66
	AT & T Mobility	1/17/2023	2872977136167X01	Bus WI-FI	1102300021	\$ 229.38
201126192	Bluum Of MN LLC	1/17/2023	888706	SMART Learning Suite Software Maintenance	6052300048	\$ 2,999.70
201126193	COCA-COLA BOTTLING CO	1/17/2023	40276	FHS; Ala Carte Beverages	7702300008	\$ 302.95
201126194	EHLERS & ASSC, INC	1/17/2023	76729	Paying Agent Fee	0	\$ 475.00
	EHLERS & ASSC, INC	1/17/2023	75600	General Obligation Bonds, LTFM2020A	0	\$ 285,000.00
	EHLERS & ASSC, INC	1/17/2023	75600	General Obligation Bonds, LTFM2020A	0	\$ 34,150.00
	EHLERS & ASSC, INC	1/17/2023	75599	General Obligation Bond 2018A	0	\$ 125,000.00
	EHLERS & ASSC, INC	1/17/2023	75599	General Obligation Bond 2018A	0	\$ 24,925.00
201126195	Faith United Church	1/17/2023	10423	ALC classroom lease	1102300007	\$ 837.07
201126196	FRIENDS GARBAGE SERVICE, LLC	1/17/2023	9293633	Garbage Pickups	8102300008	\$ 1,968.06
201126197	Hasbargen Customs LLC	1/17/2023	1379	FEF Knowledge Bowl, Ari Zahradka : Sweatshirts	3002300068	\$ 242.00
201126198	INTERQUEST DETECTION CANINES	1/17/2023	114Nm-Dec.2022	Canine Detection Services	1102300006	\$ 680.00
201126199	KGHS-AM	1/17/2023	19441	KGHS Radio advertising for KAPE during winter break with roll over money from 22.	7902300057	\$ 1,000.00
201126200	KOOCHICHING COUNTY	1/17/2023	42630	Tipping Fees	8102300019	\$ 6.00
201126201	MN ENERGY RESOURCES CORP	1/17/2023	0506435793-00001	Arena	8102300029	\$ 5,497.74
	MN ENERGY RESOURCES CORP	1/17/2023	0503196532-00001	Arena Water Heater	8102300029	\$ 5,631.76
	MN ENERGY RESOURCES CORP	1/17/2023	0503526034-00001	FES Natural Gas Services	8102300029	\$ 6,771.02

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201126202	PAN O GOLD BAKING CO	1/17/2023	1.00099E+13	Bread for Meal Service	7702300009	\$ 115.25
	PAN O GOLD BAKING CO	1/17/2023	1.00099E+13	Bread for Meal Service	7702300009	\$ 43.80
	PAN O GOLD BAKING CO	1/17/2023	1.00099E+13	Bread for Meal Service	7702300009	\$ 102.73
	PAN O GOLD BAKING CO	1/17/2023	1.00099E+13	Bread for Meal Service	7702300009	\$ 120.15
	PAN O GOLD BAKING CO	1/17/2023	1.00099E+13	Bread for Meal Service	7702300009	\$ 91.42
	PAN O GOLD BAKING CO	1/17/2023	1.00099E+13	Bread for Meal Service	7702300009	\$ 43.75
201126203	SANDSTROM'S INC	1/17/2023	439831	Milk for Meal Service	7702300002	\$ 295.00
	SANDSTROM'S INC	1/17/2023	440577	Milk for Meal Service	7702300002	\$ 721.00
	SANDSTROM'S INC	1/17/2023	440576	Milk for Meal Service	7702300002	\$ 641.00
	SANDSTROM'S INC	1/17/2023	439832	Milk for Meal Service	7702300002	\$ 519.00
201126204	Sontiq, Inc.	1/17/2023	CI-023832	ISD portion (50%) of services for the cyber attack issue	6052300062	\$ 1,073.10
201126205	The Sport Shop	1/17/2023	122222	Water Bottles : FEF Girls Hockey Rachel Helleloid	3002300060	\$ 63.60
	The Sport Shop	1/17/2023	10423	Boys Bauer Hockey Gloves	2922300044	\$ 1,467.00
201126206	THERAPY SHOPPE	1/17/2023	391148	FEF 2022 (Johnson)	1302300145	\$ 808.84
201126207	TK Elevator Corp	1/17/2023	3007017734	Elevator inspection and service	8102300009	\$ 229.73
201126208	UNITED TRUCK BODY	1/17/2023	S6512	Cutting edge for snow plow	7602300037	\$ 546.45
201126209	UPPER LAKES FOODS	1/17/2023	211798-00	Dishwashing Supplies and Yogurt	7702300007	\$ 300.37
	UPPER LAKES FOODS	1/17/2023	211798-00	Dishwashing Supplies and Yogurt	7702300007	\$ 780.64
	UPPER LAKES FOODS	1/17/2023	211798-00	Dishwashing Supplies and Yogurt	7702300007	\$ 421.40
201126209	UPPER LAKES FOODS	1/17/2023	211798-00	Dishwashing Supplies and Yogurt	7702300007	\$ 7.95
201126210	US FOODSERVICE	1/12/2023	3530174	Food for Meal Services	7702300000	\$ 1,097.99
	US FOODSERVICE	1/12/2023	3530174	Food for Meal Services	7702300000	\$ 406.81
	US FOODSERVICE	1/12/2023	3433678	Food for Meal Services	7702300000	\$ 561.37
	US FOODSERVICE	1/12/2023	3433678	Food for Meal Services	7702300000	\$ 106.58
	US FOODSERVICE	1/12/2023	3433679	Food for Meal Services	7702300000	\$ 601.56
	US FOODSERVICE	1/12/2023	3520332	Food for Meal Services	7702300000	\$ 91.96

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	US FOODSERVICE	1/12/2023	5938394	Food for Meal Services	7702300000	\$ (18.40)
	US FOODSERVICE	1/12/2023	3433680	Pre School Snacks	1302300041	\$ 400.59
	US FOODSERVICE	1/12/2023	3597982	Food for Meal Services	7702300000	\$ 1,143.43
	US FOODSERVICE	1/12/2023	3597982	Food for Meal Services	7702300000	\$ 211.19
	US FOODSERVICE	1/12/2023	3597982	Food for Meal Services	7702300000	\$ 144.41
	US FOODSERVICE	1/12/2023	3597989	Food for Meal Services	7702300000	\$ 406.34
	US FOODSERVICE	1/12/2023	3530170	Food for Meal Services	7702300000	\$ 317.49
	US FOODSERVICE	1/12/2023	3530171	Food for Meal Services	7702300000	\$ 275.06
	US FOODSERVICE	1/12/2023	3530171	Food for Meal Services	7702300000	\$ 156.59
	US FOODSERVICE	1/12/2023	3597980	Food for Meal Services	7702300000	\$ 502.23
	US FOODSERVICE	1/12/2023	3597981	Food for Meal Services	7702300000	\$ 773.07
	US FOODSERVICE	1/12/2023	3597981	Food for Meal Services	7702300000	\$ 110.47
	US FOODSERVICE	1/12/2023	3597981	Food for Meal Services	7702300000	\$ 45.24
	US FOODSERVICE	1/12/2023	3650871	Food for Meal Services	7702300000	\$ 191.19
	US FOODSERVICE	1/12/2023	3678435	Food for Meal Services	7702300000	\$ 32.06
	US FOODSERVICE	1/12/2023	3870638	Food for Meal Services	7702300000	\$ 871.82
	US FOODSERVICE	1/12/2023	3870638	Food for Meal Services	7702300000	\$ 82.14
	US FOODSERVICE	1/12/2023	3870640	Food for Meal Services	7702300000	\$ 136.44
	US FOODSERVICE	1/12/2023	3870639	Food for Meal Services	7702300000	\$ 927.90
	US FOODSERVICE	1/12/2023	3960707	Food for Meal Services	7702300000	\$ 1,059.30
	US FOODSERVICE	1/12/2023	3960707	Food for Meal Services	7702300000	\$ 138.39
	US FOODSERVICE	1/12/2023	3960707	Food for Meal Services	7702300000	\$ 17.43
	US FOODSERVICE	1/12/2023	3960706	Food for Meal Services	7702300000	\$ 274.88
	US FOODSERVICE	1/12/2023	3960708	Food for Meal Services	7702300000	\$ 352.62
	US FOODSERVICE	1/12/2023	3960709	Food for Meal Services	7702300000	\$ 544.00
	US FOODSERVICE	1/12/2023	3870635	Food for Meal Services	7702300000	\$ 298.71
	US FOODSERVICE	1/12/2023	3870636	Food for Meal Services	7702300000	\$ 638.99
	US FOODSERVICE	1/12/2023	3870636	Food for Meal Services	7702300000	\$ 120.13
	US FOODSERVICE	1/12/2023	3960712	Kindergarten Snacks	1302300041	\$ 115.55
	US FOODSERVICE	1/12/2023	3433676-CR	Credit Due from Overpayment on Invoice 3433676	7702300000	\$ (51.46)
	US FOODSERVICE	1/12/2023	3870637	Targeted Services Snacks	1302300170	\$ 58.70
202200742	Aviben	12/16/2022	20221216ADTSAID	Payroll accrual	0	\$ 173.08

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	Aviben	12/16/2022	20221216ADTSAME	Payroll accrual	0	\$ 288.48
	Aviben	12/16/2022	20221216ADTSASP	Payroll accrual	0	\$ 1,244.61
	Aviben	12/16/2022	20221216ADTSASP	Payroll accrual	0	\$ 47.37
	Aviben	12/16/2022	20221216ADTSECO	Payroll accrual	0	\$ 2,771.71
	Aviben	12/16/2022	20221216ADTSECO	Payroll accrual	0	\$ 319.04
	Aviben	12/16/2022	20221216ADTSFRA	Payroll accrual	0	\$ 1,151.56
	Aviben	12/16/2022	20221216ADTSGRW	Payroll accrual	0	\$ 384.62
	Aviben	12/16/2022	20221216ADTSHOM	Payroll accrual	0	\$ 136.76
	Aviben	12/16/2022	20221216ADTSINV	Payroll accrual	0	\$ 857.48
	Aviben	12/16/2022	20221216ADTSMGT	Payroll accrual	0	\$ 177.74
	Aviben	12/16/2022	20221216ADTSSYM	Payroll accrual	0	\$ 350.00
	Aviben	12/16/2022	20221216ADTSVAL	Payroll accrual	0	\$ 2,596.76
	Aviben	12/16/2022	20221216ADTSVAL	Payroll accrual	0	\$ 160.00
	Aviben	12/16/2022	20221216ADTSVAN	Payroll accrual	0	\$ 2,525.00
	Aviben	12/16/2022	20221216AFTSAID	TSA Benefit	0	\$ 92.32
	Aviben	12/16/2022	20221216AFTSAME	TSA Benefit	0	\$ 288.48
	Aviben	12/16/2022	20221216AFTSASP	TSA Benefit	0	\$ 392.20
	Aviben	12/16/2022	20221216AFTSASP	TSA Benefit	0	\$ 47.37
	Aviben	12/16/2022	20221216AFTSECO	TSA Benefit	0	\$ 1,316.39
	Aviben	12/16/2022	20221216AFTSECO	TSA Benefit	0	\$ 111.14
	Aviben	12/16/2022	20221216AFTSFRA	TSA Benefit	0	\$ 380.39
	Aviben	12/16/2022	20221216AFTSGRW	Payroll accrual	0	\$ 96.16
	Aviben	12/16/2022	20221216AFTSHOM	TSA Benefit	0	\$ 57.70
	Aviben	12/16/2022	20221216AFTSINV	TSA Benefits	0	\$ 395.52
	Aviben	12/16/2022	20221216AFTSMGT	TSA Benefit	0	\$ 177.74
	Aviben	12/16/2022	20221216AFTSSTA	TSA Benefit	0	\$ 76.93
	Aviben	12/16/2022	20221216AFTSVAL	TSA Benefit	0	\$ 748.50
	Aviben	12/16/2022	20221216AFTSVAL	TSA Benefit	0	\$ 96.16
	Aviben	12/16/2022	20221216AFTSVAN	TSA Benefits	0	\$ 196.16
202200743	Empower Retirement	12/16/2022	20221216ADDEFECO	Payroll accrual	0	\$ 471.32
	Empower Retirement	12/16/2022	20221216ADDEFECO	Payroll accrual	0	\$ 35.00
	Empower Retirement	12/16/2022	20221216ADG-457	Payroll accrual	0	\$ 34.21
	Empower Retirement	12/16/2022	20221216ADG-457	Payroll accrual	0	\$ 34.21

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Payables Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Empower Retirement	12/16/2022	20221216AFDEFM1	Deferred Comp 457 Benefit	0	\$ 60.53
202200743	Empower Retirement	12/16/2022	20221216AFDEFM1	Deferred Comp 457 Benefit	0	\$ 34.21
	Empower Retirement	12/16/2022	20221216AFHCSP	HCSP	0	\$ 2,324.09
	Empower Retirement	12/16/2022	20221216AFHCSP	HCSP	0	\$ 147.97
202200744	Internal Revenue Service	12/16/2022	20221216ADFICA	Payroll accrual	0	\$ 17,344.01
	Internal Revenue Service	12/16/2022	20221216ADFICA	Payroll accrual	0	\$ 891.64
	Internal Revenue Service	12/16/2022	20221216ADFICA	Payroll accrual	0	\$ 571.43
	Internal Revenue Service	12/16/2022	20221216ADFTA	Payroll accrual	0	\$ 497.47
	Internal Revenue Service	12/16/2022	20221216ADFTA	Payroll accrual	0	\$ 25.00
	Internal Revenue Service	12/16/2022	20221216ADFTP	Payroll accrual	0	\$ 80.77
	Internal Revenue Service	12/16/2022	20221216ADFTX	Payroll accrual	0	\$ 20,456.20
	Internal Revenue Service	12/16/2022	20221216ADFTX	Payroll accrual	0	\$ 851.26
	Internal Revenue Service	12/16/2022	20221216ADFTX	Payroll accrual	0	\$ 486.20
	Internal Revenue Service	12/16/2022	20221216ADMDCR	Payroll accrual	0	\$ 4,056.30
	Internal Revenue Service	12/16/2022	20221216ADMDCR	Payroll accrual	0	\$ 208.54
	Internal Revenue Service	12/16/2022	20221216ADMDCR	Payroll accrual	0	\$ 133.63
	Internal Revenue Service	12/16/2022	20221216AFFICA	FICA Benefit	0	\$ 17,344.01
	Internal Revenue Service	12/16/2022	20221216AFFICA	FICA Benefit	0	\$ 891.64
	Internal Revenue Service	12/16/2022	20221216AFFICA	FICA Benefit	0	\$ 571.43
	Internal Revenue Service	12/16/2022	20221216AFMDCR	Medicare Benefit	0	\$ 4,056.30
	Internal Revenue Service	12/16/2022	20221216AFMDCR	Medicare Benefit	0	\$ 208.54
	Internal Revenue Service	12/16/2022	20221216AFMDCR	Medicare Benefit	0	\$ 133.63
202200745	MINNESOTA REVENUE	12/16/2022	20221216ADSITA	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	12/16/2022	20221216ADSITA	Payroll accrual	0	\$ 25.00
	MINNESOTA REVENUE	12/16/2022	20221216ADSITMN	Payroll accrual	0	\$ 9,840.73
	MINNESOTA REVENUE	12/16/2022	20221216ADSITMN	Payroll accrual	0	\$ 427.82
	MINNESOTA REVENUE	12/16/2022	20221216ADSITMN	Payroll accrual	0	\$ 240.84
	MINNESOTA REVENUE	12/16/2022	20221216ADSITP	Payroll accrual	0	\$ 79.94
202200746	MN Teachers Retirement Associator	12/16/2022	20221216ADTRAC	Payroll accrual	0	\$ 14,415.56
	MN Teachers Retirement Associator	12/16/2022	20221216ADTRAC	Payroll accrual	0	\$ 591.91
	MN Teachers Retirement Associator	12/16/2022	20221216ADTRAC	Payroll accrual	0	\$ 35.53
	MN Teachers Retirement Associator	12/16/2022	20221216AFTRAC	TRA Benefit	0	\$ 16,433.70
	MN Teachers Retirement Associator	12/16/2022	20221216AFTRAC	TRA Benefit	0	\$ 674.77

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MN Teachers Retirement Association	12/16/2022	20221216AFTRAC	TRA Benefit	0	\$ 40.50
202200747	Public Employees Retirement Association	12/16/2022	20221216ADDCP	Payroll accrual	0	\$ 30.00
	Public Employees Retirement Association	12/16/2022	20221216ADPERAC	Payroll accrual	0	\$ 6,183.91
202200747	Public Employees Retirement Association	12/16/2022	20221216ADPERAC	Payroll accrual	0	\$ 434.77
	Public Employees Retirement Association	12/16/2022	20221216ADPERAC	Payroll accrual	0	\$ 573.95
	Public Employees Retirement Association	12/16/2022	20221216AFDCP	DCP Benefit	0	\$ 30.00
	Public Employees Retirement Association	12/16/2022	20221216AFPERAC	PERA Benefit	0	\$ 7,135.32
	Public Employees Retirement Association	12/16/2022	20221216AFPERAC	PERA Benefit	0	\$ 501.65
	Public Employees Retirement Association	12/16/2022	20221216AFPERAC	PERA Benefit	0	\$ 662.25
202200748	Aviben	12/30/2022	20221230ADTSAID	Payroll accrual	0	\$ 173.08
	Aviben	12/30/2022	20221230ADTSAME	Payroll accrual	0	\$ 288.48
	Aviben	12/30/2022	20221230ADTSASP	Payroll accrual	0	\$ 1,244.61
	Aviben	12/30/2022	20221230ADTSASP	Payroll accrual	0	\$ 47.37
	Aviben	12/30/2022	20221230ADTSECO	Payroll accrual	0	\$ 2,771.71
	Aviben	12/30/2022	20221230ADTSECO	Payroll accrual	0	\$ 319.04
	Aviben	12/30/2022	20221230ADTSFRA	Payroll accrual	0	\$ 1,151.56
	Aviben	12/30/2022	20221230ADTSGRW	Payroll accrual	0	\$ 384.62
	Aviben	12/30/2022	20221230ADTSHOM	Payroll accrual	0	\$ 136.76
	Aviben	12/30/2022	20221230ADTSINV	Payroll accrual	0	\$ 857.48
	Aviben	12/30/2022	20221230ADTSMGT	Payroll accrual	0	\$ 177.74
	Aviben	12/30/2022	20221230ADTSSYM	Payroll accrual	0	\$ 350.00
	Aviben	12/30/2022	20221230ADTSVAL	Payroll accrual	0	\$ 2,596.76
	Aviben	12/30/2022	20221230ADTSVAL	Payroll accrual	0	\$ 160.00
	Aviben	12/30/2022	20221230ADTSVAN	Payroll accrual	0	\$ 2,525.00
	Aviben	12/30/2022	20221230AFTSAID	TSA Benefit	0	\$ 92.32
	Aviben	12/30/2022	20221230AFTSAME	TSA Benefit	0	\$ 288.48
	Aviben	12/30/2022	20221230AFTSASP	TSA Benefit	0	\$ 392.20
	Aviben	12/30/2022	20221230AFTSASP	TSA Benefit	0	\$ 47.37
	Aviben	12/30/2022	20221230AFTSECO	TSA Benefit	0	\$ 1,316.39
	Aviben	12/30/2022	20221230AFTSECO	TSA Benefit	0	\$ 111.14
	Aviben	12/30/2022	20221230AFTSFRA	TSA Benefit	0	\$ 380.39
	Aviben	12/30/2022	20221230AFTSGRW	Payroll accrual	0	\$ 96.16
	Aviben	12/30/2022	20221230AFTSHOM	TSA Benefit	0	\$ 57.70

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	12/30/2022	20221230AFTSINV	TSA Benefits	0 \$	395.52
	Aviben	12/30/2022	20221230AFTSMGT	TSA Benefit	0 \$	177.74
	Aviben	12/30/2022	20221230AFTSSTA	TSA Benefit	0 \$	76.93
	Aviben	12/30/2022	20221230AFTSVAL	TSA Benefit	0 \$	748.50
	Aviben	12/30/2022	20221230AFTSVAL	TSA Benefit	0 \$	96.16
	Aviben	12/30/2022	20221230AFTSVAN	TSA Benefits	0 \$	196.16
202200749	Empower Retirement	12/30/2022	20221230ADDEFECO	Payroll accrual	0 \$	471.32
202200749	Empower Retirement	12/30/2022	20221230ADDEFECO	Payroll accrual	0 \$	35.00
	Empower Retirement	12/30/2022	20221230ADG-457	Payroll accrual	0 \$	34.21
	Empower Retirement	12/30/2022	20221230ADG-457	Payroll accrual	0 \$	34.21
	Empower Retirement	12/30/2022	20221230AFDEFM1	Deferred Comp 457 Benefit	0 \$	60.53
	Empower Retirement	12/30/2022	20221230AFDEFM1	Deferred Comp 457 Benefit	0 \$	34.21
	Empower Retirement	12/30/2022	20221230AFHCSP	HCSP	0 \$	2,324.09
	Empower Retirement	12/30/2022	20221230AFHCSP	HCSP	0 \$	147.97
202200750	Internal Revenue Service	12/30/2022	20221230ADFICA	Payroll accrual	0 \$	18,534.86
	Internal Revenue Service	12/30/2022	20221230ADFICA	Payroll accrual	0 \$	1,065.09
	Internal Revenue Service	12/30/2022	20221230ADFICA	Payroll accrual	0 \$	660.36
	Internal Revenue Service	12/30/2022	20221230ADFTA	Payroll accrual	0 \$	497.47
	Internal Revenue Service	12/30/2022	20221230ADFTA	Payroll accrual	0 \$	25.00
	Internal Revenue Service	12/30/2022	20221230ADFTP	Payroll accrual	0 \$	176.83
	Internal Revenue Service	12/30/2022	20221230ADFTX	Payroll accrual	0 \$	22,076.60
	Internal Revenue Service	12/30/2022	20221230ADFTX	Payroll accrual	0 \$	1,021.29
	Internal Revenue Service	12/30/2022	20221230ADFTX	Payroll accrual	0 \$	654.21
	Internal Revenue Service	12/30/2022	20221230ADMDCR	Payroll accrual	0 \$	4,334.89
	Internal Revenue Service	12/30/2022	20221230ADMDCR	Payroll accrual	0 \$	249.10
	Internal Revenue Service	12/30/2022	20221230ADMDCR	Payroll accrual	0 \$	154.41
	Internal Revenue Service	12/30/2022	20221230AFFICA	FICA Benefit	0 \$	18,534.86
	Internal Revenue Service	12/30/2022	20221230AFFICA	FICA Benefit	0 \$	1,065.09
	Internal Revenue Service	12/30/2022	20221230AFFICA	FICA Benefit	0 \$	660.36
	Internal Revenue Service	12/30/2022	20221230AFMDCR	Medicare Benefit	0 \$	4,334.89
	Internal Revenue Service	12/30/2022	20221230AFMDCR	Medicare Benefit	0 \$	249.10
	Internal Revenue Service	12/30/2022	20221230AFMDCR	Medicare Benefit	0 \$	154.41
202200751	MINNESOTA REVENUE	12/30/2022	20221230ADSITA	Payroll accrual	0 \$	60.00

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Payables Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MINNESOTA REVENUE	12/30/2022	20221230ADSITA	Payroll accrual	0 \$	25.00
	MINNESOTA REVENUE	12/30/2022	20221230ADSITMN	Payroll accrual	0 \$	10,615.57
	MINNESOTA REVENUE	12/30/2022	20221230ADSITMN	Payroll accrual	0 \$	524.57
	MINNESOTA REVENUE	12/30/2022	20221230ADSITMN	Payroll accrual	0 \$	312.88
	MINNESOTA REVENUE	12/30/2022	20221230ADSITP	Payroll accrual	0 \$	38.97
202200752	MN Teachers Retirement Associator	12/30/2022	20221230ADTRAC	Payroll accrual	0 \$	14,666.00
	MN Teachers Retirement Associator	12/30/2022	20221230ADTRAC	Payroll accrual	0 \$	633.30
	MN Teachers Retirement Associator	12/30/2022	20221230ADTRAC	Payroll accrual	0 \$	41.81
	MN Teachers Retirement Associator	12/30/2022	20221230AFTRAC	TRA Benefit	0 \$	16,719.17
	MN Teachers Retirement Associator	12/30/2022	20221230AFTRAC	TRA Benefit	0 \$	721.98
202200752	MN Teachers Retirement Associator	12/30/2022	20221230AFTRAC	TRA Benefit	0 \$	47.65
202200753	Public Employees Retirement Associat	12/30/2022	20221230ADDCP	Payroll accrual	0 \$	30.00
	Public Employees Retirement Associat	12/30/2022	20221230ADPERAC	Payroll accrual	0 \$	6,759.60
	Public Employees Retirement Associat	12/30/2022	20221230ADPERAC	Payroll accrual	0 \$	504.19
	Public Employees Retirement Associat	12/30/2022	20221230ADPERAC	Payroll accrual	0 \$	657.40
	Public Employees Retirement Associat	12/30/2022	20221230AFDCP	DCP Benefit	0 \$	30.00
	Public Employees Retirement Associat	12/30/2022	20221230AFPERAC	PERA Benefit	0 \$	7,799.61
	Public Employees Retirement Associat	12/30/2022	20221230AFPERAC	PERA Benefit	0 \$	581.75
	Public Employees Retirement Associat	12/30/2022	20221230AFPERAC	PERA Benefit	0 \$	758.53
202200754	MN PEIP	12/28/2022	1247496	Health Insurance	0 \$	113,286.18
	MN PEIP	12/28/2022	1247496	Health Insurance	0 \$	125,382.84
222300026	Bennett, Kendra	1/17/2023	ERIN20230106A	12/1/2022-12/31/2022 mileage to and from bank	0 \$	31.50
222300027	Boe, Angel	1/17/2023	ERIN20221219A	9/13/2022-9/29/2022 mileage between FES, public library and FHS	0 \$	19.71
222300028	Christianson, Rosa	1/17/2023	ERIN20221219A	11/1/2022-11/30/2022 Travel between FES to FHS -November 2022	0 \$	5.89
	Christianson, Rosa	1/17/2023	ERIN20230106A	12/1/2022-12/21/2022 Travel between FES to FHS -December 2022	0 \$	3.72
222300029	Erickson, Jennifer	1/17/2023	ERIN20230106A	9/6/2022-12/22/2022 Cell	0 \$	200.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				Phone - Early morning call ins		
222300030	Everson, Timothy	1/17/2023	ERIN20221219A	12/16/2022 Cell Phone Reimbursement July - December	0 \$	450.00
222300031	Foss, Ashley	1/17/2023	ERIN20230106A	12/1/2022-12/8/2022 Mileage to bus garage	0 \$	5.64
	Foss, Ashley	1/17/2023	ERIN20230106B	12/9/2022-12/16/2022 Drive to bus garage	0 \$	1.88
	Foss, Ashley	1/17/2023	ERIN20230106C	12/19/2022-12/22/2022 Drive to bus garage	0 \$	2.82
222300032	Holt, Thomas	1/17/2023	ERIN20221228A	7/1/2022-12/31/2022 Transportation director cell phone reimbursement	0 \$	450.00
222300033	Korpi, Toni	1/17/2023	123022	Mileage reimbursement for driving cheerleaders to Warroad on 12/30/22	0 \$	133.75
222300034	Peterson, Paul	1/17/2023	ERIN20221227A	12/1/2022-12/31/2022 Homebased travel.	0 \$	12.50
222300035	Slatinski, BethAnne	1/17/2023	ERIN20221228A	12/20/2022 Reimbursement for cell phone	0 \$	450.00
222300036	Steele, Eugene	1/17/2023	121622	Bridge Fee for Trailer	0 \$	4.00
222300037	Tate, Melissa	1/17/2023	ERIN20221228A	7/1/2022-12/31/2022 cell phone reimbursement	0 \$	450.00
222300038	West, Lisa	1/17/2023	ERIN20221228A	8/1/2022-12/31/2022 Cell phone reimbursement	0 \$	277.82
222300039	Wilson, June	1/17/2023	ERIN20221227A	12/1/2022-12/30/2022 Traveling between bus garage and the school	0 \$	12.50
202200776- 202200883	BMO	1/3/2023		BMO (See detail C/C report)		\$ 59,111.20
<b>TOTAL</b>						<b>\$ 1,310,506.12</b>

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8319	12/08/2022	9791	HUMBELAU002	Humbert Laurie A	Heggerty Literacy Res, Oak Park	HEGGERTY000	12/28/2022		Invoiced	A	1,040.00
	2	FES Subscription Renewal			1302300159	Missy's C/C00000	01/03/2023	1,040.00			
XXXXXXXXXXXX8327	12/21/2022	9807	HEISSVIC000	Heiss Victoria L	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	-3.21
	2	TAX REFUND			3002300065	Tim's C/C00000	01/03/2023	-3.21			
	12/21/2022	9808	HEISSVIC000	Heiss Victoria L	Country Market, International,	COUNTY M000	12/28/2022		Invoiced	A	301.80
	2	ALL STAFF BREAKFAST FOOD			3002300065	Tim's C/C00001	01/03/2023	301.80			
	12/20/2022	9806	HEISSVIC000	Heiss Victoria L	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	41.53
	2	SERVING UTENSILS/PLATES/NAPKINS/CUPS			3002300065	Tim's C/C00002	01/03/2023	41.53			
	12/13/2022	9805	HEISSVIC000	Heiss Victoria L	Usps Po 2647200549, Intl Falls,	POSTMAST000	12/28/2022		Invoiced	A	3.51
	2	POSTAGE			3002300074	Tims C/C00000	01/03/2023	3.51			
	12/06/2022	9803	HEISSVIC000	Heiss Victoria L	Senor Wooly, Skokie, IL, 60076,	SENROR WO000	12/28/2022		Invoiced	A	150.00
	2	SENROR WOOLY ANNUAL PLAN 12/2022			2302300002	Tim's C/C00003	01/03/2023	150.00			
	12/06/2022	9804	HEISSVIC000	Heiss Victoria L	Quizlet.Com, 510-495-6550, CA,	QUIZLET 000	12/28/2022		Invoiced	A	35.99
	2	QUIZLET PLUS TEACHER YEAR SUBSCRIPTION 12/1/22			2302300001	Tim's C/C00004	01/03/2023	35.99			
					6 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==>						529.62
XXXXXXXXXXXX8335	12/07/2022	9811	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	12/28/2022		Invoiced	A	81.00
	2	Transportation Supplies			7602300007	Gene's C/C00000	01/03/2023	81.00			
	12/06/2022	9810	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	12/28/2022		Invoiced	A	4.24
	2	Transportation Supplies			7602300007	Gene's C/C00001	01/03/2023	4.24			
	12/05/2022	9809	SteelEug000	Steele Eugene L	Husky Springs Virginia, Virgini	HUSKEY S000	12/28/2022		Invoiced	A	66.88
	1	U-bolt for bus 1 Written ok by Mr. Grover				Gene's C/C00002	01/03/2023	66.88			
	12/02/2022	9814	SteelEug000	Steele Eugene L	Northern Lumber Yard I, Intl Fa	NORTHERN005	12/28/2022		Invoiced	A	10.99
	2	Transportation Supplies			7602300006	Gene's C/C00003	01/03/2023	10.99			
	12/01/2022	9813	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	12/28/2022		Invoiced	A	97.38
	2	Mannco Blanket P.O. Transportation			7602300002	Gene's C/C00004	01/03/2023	97.38			
	11/30/2022	9812	SteelEug000	Steele Eugene L	Auto Value International, Interna	AUTO VAL000	12/28/2022		Invoiced	A	379.00
	2	Transportation Blanket P.O. for Auto Value			7602300001	Gene's C/C00005	01/03/2023	379.00			
					6 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>						639.49
XXXXXXXXXXXX7362	12/23/2022	9818			Clifton Larson Allen, 612376462	CLIFTONL000	12/28/2022		Invoiced	A	38,140.50
	2	FY2023 Audit per Engagement Letter			1102300011	Stacy's C/C00000	01/03/2023	38,140.50			
	12/20/2022	9817			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	12/28/2022		Invoiced	A	37.09
	2	Arena Elevator			6052300006	Stacy's C/C00001	01/03/2023	37.09			
	12/07/2022	9816			Ferrell Gas Lp, 888-337-7355, M	FERRELLG000	12/28/2022		Invoiced	A	267.95
	2	Zamboni Propane			8102300055	Stacy's C/C00002	01/03/2023	267.95			

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...											
	12/06/2022	9815			Paul Bunyan Communicat, 2184441	PAUL BUN000	12/28/2022		Invoiced	A	650.00	
	2	12 Month Contract for 1000Mbps, Midnight-4pm/5			6052300010	Stacy's C/C00003	01/03/2023	650.00				
	11/29/2022	9819			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	12/28/2022		Invoiced	A	83.66	
	2	FHS Fax Line			1102300022	Stacy's C/C00004	01/03/2023	83.66				
	11/29/2022	9820			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	12/28/2022		Invoiced	A	104.09	
	2	Internet Service for Bus Garage			7602300010	Stacy's C/C00005	01/03/2023	104.09				
					6 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>							39,283.29
XXXXXXXXXXXX7132	12/13/2022	9840	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	12/28/2022		Invoiced	A	65.87	
	2	Transportation Supplies			7602300007	Jeremy's C/C00000	01/03/2023	65.87				
XXXXXXXXXXXX7648	12/21/2022	9850	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	12/28/2022		Invoiced	A	26.25	
	2	PALS General Supplies			5002300007	Beth's C/C00000	01/03/2023	26.25				
	12/21/2022	9851	SLATIBET000	Slatinski BethAnne K	Dominos 7380, 218-324-0367, MN,	DOMINO'S000	12/28/2022		Invoiced	A	83.99	
	2	Pizza for PALS Christmas party			5002300027	Beth's C/C00001	01/03/2023	83.99				
	12/21/2022	9852	SLATIBET000	Slatinski BethAnne K	Country Market, International,	COUNTY M000	12/28/2022		Invoiced	A	5.98	
	2	Supplies for PALS			5002300016	Beth's C/C00002	01/03/2023	5.98				
	12/16/2022	9849	SLATIBET000	Slatinski BethAnne K	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	53.28	
	2	PALS			5002300028	Beth's C/C00003	01/03/2023	53.28				
	12/14/2022	9848	SLATIBET000	Slatinski BethAnne K	Battalion Distributing, Intl Fa	BATTALIO000	12/28/2022		Invoiced	A	32.00	
	2	Supplies for PALS			5002300018	Beth's C/C00004	01/03/2023	32.00				
	12/13/2022	9846	SLATIBET000	Slatinski BethAnne K	Delta 00623537627543, Delta.Com	DELTA AI000	12/28/2022		Invoiced	A	643.70	
	1					Beth's C/C00005	01/03/2023	643.70				
	12/13/2022	9847	SLATIBET000	Slatinski BethAnne K	Delta 00623537627532, Delta.Com	DELTA AI000	12/28/2022		Invoiced	A	643.70	
	1					Beth's C/C00005	01/03/2023	643.70				
	12/12/2022	9843	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	12/28/2022		Invoiced	A	6.98	
	2	Supplies for Menards			5002300017	Beth's C/C00006	01/03/2023	6.98				
	12/12/2022	9844	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	12/28/2022		Invoiced	A	22.50	
	2	PALS General Supplies			5002300007	Beth's C/C00007	01/03/2023	22.50				
	12/12/2022	9845	SLATIBET000	Slatinski BethAnne K	Country Market, International,	COUNTY M000	12/28/2022		Invoiced	A	20.21	
	2	Supplies for PALS			5002300016	Beth's C/C00008	01/03/2023	20.21				
	12/07/2022	9841	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Vr06c8o53, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	49.07	
	4	36 Pack Bib Apron Bulk Cotton Aprons for Women			5102300002	Beth's C/C00009	01/03/2023	49.07				
	12/07/2022	9842	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Hz3mp8kh3, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	21.90	
	2	Cooraby 30 Pieces Mini Paper Party Bags 4.72 x			5102300002	Beth's C/C00010	01/03/2023	21.90				
	11/29/2022	9854	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US 6r2ng61w3, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	43.33	
	2	36 Pack Bib Apron Bulk Cotton Aprons for Women			5102300002	Beth's C/C00011	01/03/2023	43.33				

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	11/29/2022	9855	SLATIBET000	Slatinski BethAnne K	Mydriversmanuals Com, 218-96990		12/28/2022		Invoiced	A	96.33
	2	Driver Training Manuals			5002300026	Beth's C/C00012	01/03/2023	96.33			
	11/29/2022	9856	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Bt75r9u53, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	34.85
	2	DECORA 500 Pieces 25mm Plastic Wiggle Eyes Sel			5102300001	Beths C/C00000	01/03/2023	34.85			
	11/29/2022	9857	SLATIBET000	Slatinski BethAnne K	Minnesota Community Ed, 6512570		12/28/2022		Invoiced	A	730.00
	2	MCEA membership			5002300025	Beth's C/C00013	01/03/2023	730.00			
	11/28/2022	9853	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Hz0z94cbl, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	27.91
	2	Nestle Hot Chocolate Mix, Hot Cocoa, Rich Choc			5102300001	Beths C/C00001	01/03/2023	27.91			
					17 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>						2,541.98
XXXXXXXXXXXX2314	12/23/2022	9869	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	20.84
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00000	01/03/2023	20.84			
	12/22/2022	9868	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	12.99
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00001	01/03/2023	12.99			
	12/20/2022	9867	OLSONKAR000	Olson-Line Karla A	Country Market, International,	COUNTY M000	12/28/2022		Invoiced	A	11.94
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00002	01/03/2023	11.94			
	12/19/2022	9866	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	222.78
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00003	01/03/2023	222.78			
	12/16/2022	9865	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	60.21
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00004	01/03/2023	60.21			
	12/14/2022	9864	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	18.26
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00005	01/03/2023	18.26			
	12/13/2022	9863	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	61.85
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00006	01/03/2023	61.85			
	12/08/2022	9862	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	67.33
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00007	01/03/2023	67.33			
	12/07/2022	9861	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	49.91
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00008	01/03/2023	49.91			
	12/02/2022	9858	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	75.35
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00009	01/03/2023	75.35			
	12/02/2022	9859	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	15.45
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00010	01/03/2023	15.45			
	12/02/2022	9860	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	101.75
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00011	01/03/2023	101.75			
	11/30/2022	9872	OLSONKAR000	Olson-Line Karla A	Paypal Tilson Bay, 4029357733,	TILSON B000	12/28/2022		Invoiced	A	385.00
	2	Hockey Cheerleading Sweatshirts			2502300028	Karla's C/C00012	01/03/2023	385.00			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
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	11/29/2022	9871	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Hw8507ub2, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	29.91
	2	Makone Crystal Tiaras and Crowns with Comb for	2502300026	Karla's C/C00013	01/03/2023	13.99					
	3	RNEFNQS 2 Pack King Queen Skull Beanie Winter	2502300026	Karla's C/C00013	01/03/2023	15.92					
	11/28/2022	9870	OLSONKAR000	Olson-Line Karla A	Country Market, International,	COUNTY M000	12/28/2022		Invoiced	A	44.65
	2	Blanket PO for HOME EC Classes	2502300023	Karla's C/C00014	01/03/2023	44.65					
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XXXXXXXXXXXX3600	12/23/2022	9776	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Ai8843gj3, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	13.83
	61	Making Bombs for Hitler	1302300149	Laurie's C/C00001	01/03/2023	8.99					
	62	S&H		Laurie's C/C00000	01/03/2023	4.84					
	12/23/2022	9777	HUMBELAU002	Humbert Laurie A	Country Market, International,	COUNTY M000	12/28/2022		Invoiced	A	272.83
	3	FES Staff Breakfast	1302300158	Laurie's C/C00002	01/03/2023	272.83					
	12/23/2022	9778	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Bf0t34ta3, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	7.33
	74	Early Christmas (Early Settler Life)	1302300149	Laurie's C/C00003	01/03/2023	7.33					
	12/22/2022	9766	HUMBELAU002	Humbert Laurie A	Dept Hlth Speech Lang, 651-2013	MN DEPT 002	12/28/2022		Invoiced	A	200.00
	1	MN Dept of Health - Speech Language Pathology		Laurie's C/C00004	01/03/2023	200.00					
	12/22/2022	9767	HUMBELAU002	Humbert Laurie A	Sq Timber Pins Inc, Internation	TIMBERPI000	12/28/2022		Invoiced	A	336.00
	2	FES 5th Grade Bowling	1302300157	Laurie's C/C00005	01/03/2023	336.00					
	12/22/2022	9768	HUMBELAU002	Humbert Laurie A	Asha 3, 8004982071, MD, 20850,	ASHA 001	12/28/2022		Invoiced	A	253.00
	2	FES Speech ASHA Membership (Nelson)	1302300161	Laurie's C/C00006	01/03/2023	253.00					
	12/22/2022	9769	HUMBELAU002	Humbert Laurie A	Asha 3, 8004982071, MD, 20850,	ASHA 001	12/28/2022		Invoiced	A	253.00
	2	FES ASHA Membership (Ettestad)	1302300160	Laurie's C/C00007	01/03/2023	253.00					
	12/22/2022	9770	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Mf2n52b03, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	24.44
	73	Turkey Tot	1302300149	Laurie's C/C00008	01/03/2023	17.95					
	74	S&H		Laurie's C/C00000	01/03/2023	6.49					
	12/22/2022	9771	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 927008a73, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	40.95
	2	Find it Games - Kids Edition - The Original Hi	1302300141	Laurie's C/C00009	01/03/2023	40.95					
	12/22/2022	9772	HUMBELAU002	Humbert Laurie A	Speech Language Servic, 651-201		12/28/2022		Invoiced	A	4.30
	1	MN Dept of Health - Speech Language Pathology		Laurie's C/C00010	01/03/2023	4.30					
	12/22/2022	9773	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Ai9t73233, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	15.42
	40	'Twas the Night Before Christmas	1302300149	Laurie's C/C00011	01/03/2023	11.95					
	41	S&H		Laurie's C/C00000	01/03/2023	3.47					
	12/22/2022	9774	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Ha8td1bl2, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	36.57
	35	ZMLM Scratch Paper Art Set, 60 Pcs Rainbow Mag	1302300141	Laurie's C/C00012	01/03/2023	9.59					
	39	BUNMO Sensory Toys - Calming Textured Silly St	1302300141	Laurie's C/C00012	01/03/2023	9.99					
	45	Cevioce Fidget Slug Toy, Sensory Slug Fidget T	1302300141	Laurie's C/C00012	01/03/2023	16.99					

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
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	12/22/2022	9775 HUMBELAU002	Humbert Laurie A	Humbert Laurie A	Amzn Mktp US Bb8ya5je3, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	8.47
	18	Thanksgiving: A Harvest Celebration			1302300149	Laurie's C/C00013	01/03/2023	8.47			
	12/21/2022	9765 HUMBELAU002	Humbert Laurie A	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	12/28/2022		Invoiced	A	16.92
	1	PO 1102300043 Barb's Desk Calendar Refill				Laurie's C/C00014	01/03/2023	16.92			
	12/16/2022	9764 HUMBELAU002	Humbert Laurie A	Humbert Laurie A	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	160.17
	2	Kindergarten Christmas Supplies			1302300138	Laurie's C/C00015	01/03/2023	160.17			
	12/14/2022	9763 HUMBELAU002	Humbert Laurie A	Humbert Laurie A	Jjem Consulting, International,	JJEM EDU000	12/28/2022		Invoiced	A	85.62
	2	FES Online Training Whole Child Compass Confer			1302300152	Laurie's C/C00016	01/03/2023	85.62			
	12/13/2022	9759 HUMBELAU002	Humbert Laurie A	Humbert Laurie A	Amzn Mktp US S63j34043, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	260.91
	2	12 Pack Multi-Function Electronic Digital Spor			1302300129	Laurie's C/C00017	01/03/2023	260.91			
	12/13/2022	9760 HUMBELAU002	Humbert Laurie A	Humbert Laurie A	Amzn Mktp US Uu9vxltd3, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	51.96
	2	600 PCS Stickers Packin			1302300130	Laurie's C/C00018	01/03/2023	12.99			
	3	Mini Push Pop Bubble Fidget Toy,Keychain Bubbl			1302300130	Laurie's C/C00018	01/03/2023	38.97			
	12/13/2022	9761 HUMBELAU002	Humbert Laurie A	Humbert Laurie A	Amzn Mktp US 808yj9fb3, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	440.74
	3	Super Z Outlet Slap On Plastic Vinyl Retro Bra			1302300130	Laurie's C/C00019	01/03/2023	43.96			
	4	Yeetec 24 Pack 24 Links Wacky Tracks Snap and			1302300130	Laurie's C/C00019	01/03/2023	59.96			
	5	70Pcs Animal Erasers for Kids Desk Pets, 3D Ta			1302300130	Laurie's C/C00019	01/03/2023	59.96			
	6	Skylety 60 Pieces Animal Eggs Toys Animal Eggs			1302300130	Laurie's C/C00019	01/03/2023	31.98			
	7	300PCS Assorted Mini Novelty Pencil Erasers fo			1302300130	Laurie's C/C00019	01/03/2023	13.98			
	8	LIFEBE 400pcs Random Stickers Pack, Waterproof			1302300130	Laurie's C/C00019	01/03/2023	12.99			
	9	100 pieces Fun Pens Cartoon Gel Ink Pens Cute			1302300130	Laurie's C/C00019	01/03/2023	49.98			
	10	100 Pcs Kawaii Squishies, Mochi Squishy Toys f			1302300130	Laurie's C/C00019	01/03/2023	37.98			
	13	NUENUN 120pcs Random Color Mini Squeeze Pop Bu			1302300130	Laurie's C/C00019	01/03/2023	29.99			
	14	36Pcs/Bulk Cute Pens Novelty Cactus Gel Pen Fu			1302300130	Laurie's C/C00019	01/03/2023	19.98			
	15	120 Pcs Pop Bracelet Bubble Fidget Sensory Toy			1302300130	Laurie's C/C00019	01/03/2023	79.98			
	12/13/2022	9762 HUMBELAU002	Humbert Laurie A	Humbert Laurie A	Amzn Mktp US Ku8064k23, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	29.99
	3	NUENUN 120pcs Random Color Mini Squeeze Pop Bu			1302300130	Laurie's C/C00020	01/03/2023	29.99			
	12/12/2022	9757 HUMBELAU002	Humbert Laurie A	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	12/28/2022		Invoiced	A	262.74
	2	TISSUE,FACL,BOUTQUE,36CTN			1302300135	Laurie's C/C00021	01/03/2023	213.42			
	3	PAINT,TMPRA,ARTSTA II,GN			1302300135	Laurie's C/C00021	01/03/2023	19.38			
	4	INDEX,BNDR,LTR,8ST,AST			1302300135	Laurie's C/C00021	01/03/2023	5.76			
	5	DISPENSER,TAPE,1"CORE,BK			1302300135	Laurie's C/C00021	01/03/2023	19.68			
	6	S&H				Laurie's C/C00014	01/03/2023	4.50			
	12/12/2022	9758 HUMBELAU002	Humbert Laurie A	Humbert Laurie A	Amzn Mktp US Pc39p6yr3, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	18.98
	2	2023 Yearly Wall Calendar - Yearly Wall Calend			1302300133	Laurie's C/C00022	01/03/2023	12.99			
	3	Shipping - Cost of shipping, not including shi			1302300133	Laurie's C/C00022	01/03/2023	5.99			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
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	12/08/2022	9756	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	12/28/2022		Invoiced	A	455.26
	2	TAPE,CORRECTION,10/BX,WH			1302300127	Laurie's C/C00023	01/03/2023	101.52			
	3	PAPER,XERO/DUP,20#,LTR,BE			1302300127	Laurie's C/C00023	01/03/2023	29.16			
	4	PAPER,RECY 500SH24/60#,BE			1302300127	Laurie's C/C00023	01/03/2023	46.06			
	5	PAPER,RECY500SH,24#,BGN			1302300127	Laurie's C/C00023	01/03/2023	43.72			
	6	PAPER,RECY 500SH24LB,PE			1302300127	Laurie's C/C00023	01/03/2023	46.06			
	7	PAPER,LTR 500 24/60#,VL			1302300127	Laurie's C/C00023	01/03/2023	46.06			
	8	PAPER,ASTROBRIGHT CELE,BE			1302300127	Laurie's C/C00023	01/03/2023	46.06			
	9	PAPER,ASTROBRIGHTBLAST,BE			1302300127	Laurie's C/C00023	01/03/2023	46.06			
	10	PAPER,500SH,24LB,FU			1302300127	Laurie's C/C00023	01/03/2023	46.06			
	11	S&H				Laurie's C/C00014	01/03/2023	4.50			
	12/07/2022	9755	HUMBELAU002	Humbert Laurie A	Ets Par, 8664734373, NJ, 08541,	PARAPRO 000	12/28/2022		Invoiced	A	110.00
	2	FES Paraprofessional Tests			1302300132	Laurie's C/C00024	01/03/2023	110.00			
	12/06/2022	9751	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 7s4zr6e53, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	104.00
	2	Equipped for Reading Success A Comprehensive,			1302300128	Laurie's C/C00025	01/03/2023	104.00			
	12/06/2022	9752	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Yo7dx5gh3, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	130.56
	2	Sterilite 9.625 in. H x 11 in. W x 13.5 in. D			1302300126	Laurie's C/C00026	01/03/2023	130.56			
	12/06/2022	9753	HUMBELAU002	Humbert Laurie A	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	111.30
	2	Supplies for Cookie Baking ECFE			1302300131	Laurie's C/C00027	01/03/2023	111.30			
	12/06/2022	9754	HUMBELAU002	Humbert Laurie A	Riverside Insights, Itasca, IL,	RIVERSID000	12/28/2022		Invoiced	A	180.00
	3	#2000282 - Battelle Developmental Inventory 3r			1302300120	Laurie's C/C00028	01/03/2023	180.00			
	12/02/2022	9750	HUMBELAU002	Humbert Laurie A	Vort Corporation, 6503228282, C	VORT COM000	12/28/2022		Invoiced	A	168.00
	4	HELP Checklist 0-3 Birth to Three Years			1302300121	Laurie's C/C00030	01/03/2023	150.00			
	5	S&H				Laurie's C/C00029	01/03/2023	18.00			
	12/01/2022	9783	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	12/28/2022		Invoiced	A	506.96
	2	CLIP,PPR,JMBO,SMTH,1M/PK			1302300119	Laurie's C/C00031	01/03/2023	64.44			
	3	HILIGHTER,FLPK			1302300119	Laurie's C/C00031	01/03/2023	15.60			
	4	HILIGHTER,FLPR			1302300119	Laurie's C/C00031	01/03/2023	15.60			
	5	HILIGHTER,FLGN			1302300119	Laurie's C/C00031	01/03/2023	15.60			
	6	HILIGHTER,FLOR			1302300119	Laurie's C/C00031	01/03/2023	15.60			
	7	HILIGHTER,DSK-STLYE,YL			1302300119	Laurie's C/C00031	01/03/2023	15.60			
	8	HILIGHTER,FLGN			1302300119	Laurie's C/C00031	01/03/2023	15.60			
	9	HILIGHTER,FLBE			1302300119	Laurie's C/C00031	01/03/2023	15.60			
	10	BATTERY,COPPERTP,AA,24/BX			1302300119	Laurie's C/C00031	01/03/2023	35.20			
	11	BATTERY,COPPRTP,AAA,24/BX			1302300119	Laurie's C/C00031	01/03/2023	35.20			
	12	STAPLER,ECON,FULL			1302300119	Laurie's C/C00031	01/03/2023	18.30			
	13	CLIP,STIKKICLPS,20/PK,WHT			1302300119	Laurie's C/C00031	01/03/2023	37.44			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX3600	continued...										
	14	TAPE,MLNG,2"X800",6/PK,CR			1302300119	Laurie's C/C00031	01/03/2023	85.50			
	15	GLUE,SCHGS,.77OZ,30CT,CLR			1302300119	Laurie's C/C00031	01/03/2023	86.22			
	16	CLIP,BINDER,1.25"			1302300119	Laurie's C/C00031	01/03/2023	21.18			
	17	CLIP,BINDER,3/4"			1302300119	Laurie's C/C00031	01/03/2023	9.78			
	18	S&H				Laurie's C/C00014	01/03/2023	4.50			
11/29/2022	9781	HUMBELAU002	Humbert	Laurie A	Amazon.Com	Z83fz7tk3 A, Amzn.Co	AMAZON B000	12/28/2022	Invoiced	A	85.85
	2	VELCRO Brand Adhesive Dots White 500 Pk 3/4" C			1302300122	Laurie's C/C00032	01/03/2023	85.85			
11/29/2022	9782	HUMBELAU002	Humbert	Laurie A	Amzn Mktp	US Hw3fx4uo2, Amzn.Co	AMAZON B000	12/28/2022	Invoiced	A	293.32
	2	Sax All-Steel Double Sided Wire Drying Rack, 5			1302300124	Laurie's C/C00033	01/03/2023	154.65			
	3	Fuyit Natural Wood Slices 30 Pcs 2.4-2.8 Inche			1302300124	Laurie's C/C00033	01/03/2023	79.62			
	4	Aneco 600 Pieces Foam Snowflake Stickers Self-			1302300124	Laurie's C/C00033	01/03/2023	10.99			
	5	LIFE SAVERS Hard Candy 5 Flavors, 50-Ounce Par			1302300124	Laurie's C/C00033	01/03/2023	20.08			
	6	Motarto 600 Pieces Christmas Theme Foam Sticke			1302300124	Laurie's C/C00033	01/03/2023	13.99			
	8	36 Colors 900 Yards Fabric Ribbons Satin Ribbo			1302300124	Laurie's C/C00033	01/03/2023	13.99			
11/28/2022	9779	HUMBELAU002	Humbert	Laurie A	Amazon.Com	Hw9lo8qz1 A, Amzn.Co	AMAZON B000	12/28/2022	Invoiced	A	16.79
	3	Raymond Geddes Birthday Number 2 Pencils For K			1302300118	Laurie's C/C00034	01/03/2023	10.80			
	4	S&H				Laurie's C/C00000	01/03/2023	5.99			
11/28/2022	9780	HUMBELAU002	Humbert	Laurie A	Amzn Mktp	US Hw3s00r10, Amzn.Co	AMAZON B000	12/28/2022	Invoiced	A	14.94
	3	JTIEO 35Pack Birthday Crowns Party Hats for Ki			1302300118	Laurie's C/C00035	01/03/2023	8.95			
	4	S&H				Laurie's C/C00000	01/03/2023	5.99			
34 transaction(s) for XXXXXXXXXXXX3600. Total Amount =====>											4,971.15
XXXXXXXXXXXX2606	12/23/2022	9826	HOLT	THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	12/28/2022	Invoiced	A	41.78
	2	Transportation Supplies			7602300007	Tom's C/C00000	01/03/2023	41.78			
12/16/2022	9825	HOLT	THO000	Holt Thomas T	Grizzly Industrial Pho, 3606470	GRIZZLY 000	12/28/2022	Invoiced	A	-33.49	
	1	Refund for returned pry bars				Tom's C/C00001	01/03/2023	-33.49			
12/15/2022	9824	HOLT	THO000	Holt Thomas T	U-Haulstorage Depot, 800-789-36		12/28/2022	Invoiced	A	37.95	
	1	Uhaul rental for Girls hockey				Tom's C/C00002	01/03/2023	37.95			
12/12/2022	9823	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	12/28/2022	Invoiced	A	163.94	
	2	FHS Blanket p.o. for Menards			8102300011	Tom's C/C00003	01/03/2023	163.94			
12/07/2022	9822	HOLT	THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	12/28/2022	Invoiced	A	184.76	
	2	LE 40903 LIFTOFF #3 6X1QTPEN INK MARKER GRAFFI			8102300091	Tom's C/C00004	01/03/2023	184.76			
12/06/2022	9821	HOLT	THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	12/28/2022	Invoiced	A	109.03	
	2	SP 317103 GRAFFITI 12X1QTGRAFFITI REMOVER			8102300091	Tom's C/C00005	01/03/2023	109.03			
11/30/2022	9827	HOLT	THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	12/28/2022	Invoiced	A	197.06	
	2	JP 4963314 OXIVIR FIVE 164X1GA CONCENTRATE DIS			8102300071	Tom's C/C00006	01/03/2023	197.06			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2606	continued...										
	11/30/2022	9828	HOLT	THO000 Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	12/28/2022		Invoiced	A	165.72
	2	VJ 1000043392	GERM-X	2X1150MLOMNIPOD GREEN FOA	8102300091	Tom's C/C00007	01/03/2023	165.72			
	11/30/2022	9829	HOLT	THO000 Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	12/28/2022		Invoiced	A	559.84
	2	JP 4963331	OXIVIR	FIVE 162X2.5L J FILL DISINFE	8102300090	Tom's C/C00008	01/03/2023	394.12			
	3	VJ 1000043392	GERM-X	2X1150MLOMNIPOD GREEN FOA	8102300090	Tom's C/C00008	01/03/2023	165.72			
	4	DAL 1000045792	OMNIPOD	1150ML1CA AUTO DISPENS	8102300090	Tom's C/C00008	01/03/2023	0.00			
	9 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>										1,426.59
XXXXXXXXXXXX5690	12/19/2022	9789	HEISSVIC000	Heiss Victoria L	Innovative Office Solu, 9528089	INNOVATI000	12/28/2022		Invoiced	A	79.38
	2	MARKER,FLIP,8CT,AST			3002300053	Vicki's C/C00000	01/03/2023	79.38			
	12/16/2022	9788	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Tb8jy4si3, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	187.58
	2	Floortex Polycarbonate XXL Office Mat 60" x 79			3002300056	Vicki's C/C00001	01/03/2023	177.59			
	3	Shipping - Cost of shipping, not including shi			3002300056	Vicki's C/C00001	01/03/2023	9.99			
	12/14/2022	9787	HEISSVIC000	Heiss Victoria L	Amazon.Com H68nnlws2, Amzn.Com/	AMAZON B000	12/28/2022		Invoiced	A	140.95
	2	Amazon Basics Facial Tissue (18 Flat Boxes), 1			7202300002	Vicki's C/C00002	01/03/2023	140.95			
	12/12/2022	9786	HEISSVIC000	Heiss Victoria L	Innovative Office Solu, 9528089	INNOVATI000	12/28/2022		Invoiced	A	887.50
	2	GLUE,ALL,WHT,1GL			3002300053	Vicki's C/C00004	01/03/2023	50.84			
	3	PAPER,36X1000,LT DUO,BK			3002300053	Vicki's C/C00004	01/03/2023	72.77			
	4	PAPER,36X1000,LT DUO,WE			3002300053	Vicki's C/C00004	01/03/2023	67.81			
	5	PAPER,36X1000,LT DUO,BN			3002300053	Vicki's C/C00004	01/03/2023	72.27			
	6	PAPER,36X1000,LT DUO,PK			3002300053	Vicki's C/C00004	01/03/2023	78.40			
	7	PAPER,36X1000,LT DUO,PE			3002300053	Vicki's C/C00004	01/03/2023	88.19			
	8	PAPER,36X1000,LT DUO,DBE			3002300053	Vicki's C/C00004	01/03/2023	70.67			
	9	PAPER,COLORED KRAFT,RBE			3002300053	Vicki's C/C00004	01/03/2023	102.35			
	10	PAPER,36X1000,LT DUO,SC			3002300053	Vicki's C/C00004	01/03/2023	75.71			
	11	MARKER,MARKSALOT,LRG,PP			3002300053	Vicki's C/C00004	01/03/2023	11.97			
	12	MARKER,MARKSALOT,LRG,RD			3002300053	Vicki's C/C00004	01/03/2023	11.97			
	13	MARKER,MARKSALOT,LRG,BE			3002300053	Vicki's C/C00004	01/03/2023	11.97			
	14	MARKER,MARKSALOT,LRG,GN			3002300053	Vicki's C/C00004	01/03/2023	11.97			
	15	MARKER,MARKSALOT,LRG,BR			3002300053	Vicki's C/C00004	01/03/2023	11.97			
	16	MARKER,MARKSALOT,LRG,OR			3002300053	Vicki's C/C00004	01/03/2023	11.97			
	17	MARKER,MARKSALOT,LRG,YL			3002300053	Vicki's C/C00004	01/03/2023	11.97			
	18	MARKER,SET,PERM,12/SET			3002300053	Vicki's C/C00004	01/03/2023	12.02			
	19	MARKER,SET,PERM,12/SET			3002300053	Vicki's C/C00004	01/03/2023	108.18			
	20	FUEL SURCHARGE				Vicki's C/C00003	01/03/2023	4.50			
	12/09/2022	9784	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Lq4b80583, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	38.76
	2	Temperature Probe Cover SureTemp - Item Number			7202300002	Vicki's C/C00005	01/03/2023	38.76			

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...										
	12/09/2022	9785	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Zu71k55n3, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	72.08
	2	Braun PC 200 Probe Cover by Welch Allyn, 200 u			7202300002	Vicki's C/C00006	01/03/2023	72.08			
	11/30/2022	9790	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Hz6qv7oh2, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	41.62
	2	BN10 English Beading Needles (25 Pack), Size 1			3002300051	Vicki's C/C00007	01/03/2023	36.12			
	3	Shipping - Cost of shipping, not including shi			3002300051	Vicki's C/C00007	01/03/2023	5.50			
					7 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>						1,447.87
XXXXXXXXXXXX8863	12/26/2022	9831	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	12/28/2022		Invoiced	A	223.96
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00000	01/03/2023	223.96			
	12/12/2022	9830	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	12/28/2022		Invoiced	A	32.95
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00001	01/03/2023	32.95			
	12/02/2022	9832	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	12/28/2022		Invoiced	A	18.95
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cus C/C00000	01/03/2023	18.95			
					3 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>						275.86
XXXXXXXXXXXX9077	12/21/2022	9891	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	14.01
	2	Last Minute Groceries			7702300005	FHS Cafe C/C00000	01/03/2023	14.01			
	12/15/2022	9890	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	35.70
	2	Last Minute Groceries			7702300005	FHS Cafe C/C00001	01/03/2023	35.70			
	12/07/2022	9889	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	7.28
	2	Last Minute Groceries			7702300005	FHS Cafe C/C00002	01/03/2023	7.28			
	11/29/2022	9892	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	77.16
	2	Last Minute Groceries			7702300005	FHS Cafe C/C00003	01/03/2023	77.16			
					4 transaction(s) for XXXXXXXXXXXX9077. Total Amount ==>						134.15
XXXXXXXXXXXX7691	12/26/2022	9833	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	12/28/2022		Invoiced	A	5.98
	2	Blanket P.O. for FES supplies			8102300010	FES Cust C/C00000	01/03/2023	5.98			
XXXXXXXXXXXX9022	12/13/2022	9873	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	12/28/2022		Invoiced	A	99.95
	2	BLANKET PO DAVE OLSON			2552300002	Dave's C/C00000	01/03/2023	99.95			
XXXXXXXXXXXX4156	12/23/2022	9884	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	8.64
	2	Student council prizes for holiday dress up da			9012300029	Jenesa's C/C00000	01/03/2023	8.64			
	12/23/2022	9885	BALASJEN000	Balaski Jenesa K	Amzn Mktp US Ft8909f13, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	55.43
	2	Dusico® Balloons Rainbow Set (100 Pack) 12 In			9012300028	Jenesa's C/C00001	01/03/2023	12.49			
	3	JOOLA Training 3 Star Table Tennis Balls 12, 6			9012300028	Jenesa's C/C00001	01/03/2023	19.95			
	4	2Buyshop 4 Pack Kids Exercise Hoop for Kids, S			9012300028	Jenesa's C/C00001	01/03/2023	22.99			

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					
XXXXXXXXXXXX4156		continued...									
	12/22/2022	9883 BALASJEN000 Balaski Jenesa K			Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	67.73
	2	Incentive for KAPE Youth Room activity.	7902300051	Jenesa's C/C00002	01/03/2023	67.73					
	12/14/2022	9878 BALASJEN000 Balaski Jenesa K			Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	24.09
	2	Student Council donuts and juice for meeting.	9012300027	Jenesa's C/C00003	01/03/2023	24.09					
	12/14/2022	9879 BALASJEN000 Balaski Jenesa K			Amazon.Com Ic50r3b13, Amzn.Com/	AMAZON B000	12/28/2022		Invoiced	A	30.79
	2	Clorox Disinfecting Wipes Value Pack, Cleaning	7902300048	Jenesa's C/C00004	01/03/2023	24.80					
	3	Shipping - Cost of shipping, not including shi	7902300048	Jenesa's C/C00004	01/03/2023	5.99					
	12/14/2022	9880 BALASJEN000 Balaski Jenesa K			Battalion Distributing, Intl Fa	BATTALIO000	12/28/2022		Invoiced	A	99.71
	2	Incentive for KAPE Youth Room.	7902300050	Jenesa's C/C00005	01/03/2023	99.71					
	12/14/2022	9881 BALASJEN000 Balaski Jenesa K			Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	12/28/2022		Invoiced	A	37.50
	2	Incentive for KAPE Youth Room for December.	7902300052	Jenesa's C/C00006	01/03/2023	37.50					
	12/14/2022	9882 BALASJEN000 Balaski Jenesa K			Battalion Distributing, Intl Fa	BATTALIO000	12/28/2022		Invoiced	A	202.80
	2	Muffin Monday Incentive for students in Falls	7902300046	Jenesa's C/C00007	01/03/2023	202.80					
	12/13/2022	9876 BALASJEN000 Balaski Jenesa K			Battalion Distributing, Intl Fa	BATTALIO000	12/28/2022		Invoiced	A	-2.30
	2	Incentive for KAPE Youth Room.	7902300050	Jenesa's C/C00008	01/03/2023	-2.30					
	12/08/2022	9877 BALASJEN000 Balaski Jenesa K			Quality Logo Products, 86631256	QUALITY 000	12/28/2022		Invoiced	A	1,033.47
	2	Kleenex and hand sanitizer for Falls High Scho	7902300049	Jenesa's C/C00009	01/03/2023	1,033.47					
	12/05/2022	9874 BALASJEN000 Balaski Jenesa K			Amzn Mktp US Dh62j8sp3, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	237.57
	2	Confetti Positive Sayings Accents (8890)	7902300038	Jenesa's C/C00010	01/03/2023	6.99					
	3	Sproutbrite Classroom Banner and Posters for D	7902300038	Jenesa's C/C00010	01/03/2023	12.80					
	4	Decor365 Ice Blue Snowflake Party Decorations	7902300038	Jenesa's C/C00010	01/03/2023	14.98					
	5	Christmas Snowman,Snowflake,Winter,Snow Frozen	7902300038	Jenesa's C/C00010	01/03/2023	11.99					
	6	Teacher Created Resources Home Sweet Classroom	7902300038	Jenesa's C/C00010	01/03/2023	9.85					
	7	Glitter St Patricks Day Garland Kit Saint Patr	7902300038	Jenesa's C/C00010	01/03/2023	12.98					
	8	Meiduo Green Party Decorations Hanging Paper F	7902300038	Jenesa's C/C00010	01/03/2023	17.99					
	10	Elcoho Christmas Bulletin Board Border Red and	7902300038	Jenesa's C/C00010	01/03/2023	16.99					
	12	Hohomark 55 PCS Welcome Bulletin Board Classro	7902300038	Jenesa's C/C00010	01/03/2023	13.99					
	13	58 Pieces Thanksgiving Bulletin Board Decorati	7902300038	Jenesa's C/C00010	01/03/2023	10.49					
	14	60 PCS Christmas Bulletin Board Decoration Xma	7902300038	Jenesa's C/C00010	01/03/2023	9.99					
	15	NBjiuyin 48 Pieces Winter Snowman Snowflakes C	7902300038	Jenesa's C/C00010	01/03/2023	9.99					
	16	Christmas Bulletin Board Set Christmas Tree Fi	7902300038	Jenesa's C/C00010	01/03/2023	12.99					
	17	72 Pieces Classroom Bulletin Board Decorations	7902300038	Jenesa's C/C00010	01/03/2023	8.99					
	18	Glitter, St Patricks Day Banner - 10 Feet, 2 S	7902300038	Jenesa's C/C00010	01/03/2023	9.97					
	19	St Patricks Day Decorations Hanging Swirls - 3	7902300038	Jenesa's C/C00010	01/03/2023	9.97					
	20	24 Pieces, St Patricks Day Ornaments for Tree	7902300038	Jenesa's C/C00010	01/03/2023	9.97					
	30	Christmas Buffalo Plaid Cutouts Black Red Buff	7902300038	Jenesa's C/C00010	01/03/2023	10.99					
	31	70 Pieces Snowflake Bulletin Board Cutouts Set	7902300038	Jenesa's C/C00010	01/03/2023	15.99					

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX4156	continued...										
	32	69 Pcs Merry Christmas Classroom Bulletin Boar			7902300038	Jenesa's C/C00010	01/03/2023	9.67			
	12/05/2022	9875	BALASJEN000	Balaski Jenesa K	Battalion Distributing, Intl Fa	BATTALIO000	12/28/2022		Invoiced	A	33.30
	2	Prizes for Turkey Bingo- classrooms continued.			9012300026	Jenesa's C/C00011	01/03/2023	33.30			
	12/01/2022	9888	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	59.73
	2	Prizes for Turkey Bingo- classrooms.			9012300025	Jenesa's C/C00012	01/03/2023	59.73			
	11/30/2022	9887	BALASJEN000	Balaski Jenesa K	Battalion Distributing, Intl Fa	BATTALIO000	12/28/2022		Invoiced	A	421.20
	2	Muffin Monday Incentive for students in Falls			7902300046	Jenesa's C/C00013	01/03/2023	421.20			
	11/28/2022	9886	BALASJEN000	Balaski Jenesa K	Amzn Mktp US Hw4iw3qu2, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	95.80
	2	Skeleteen Mardi Gras Beads Necklaces - Assorte			9012300022	Jenesa's C/C00014	01/03/2023	63.98			
	6	200 Pcs Silicone Wristbands Assorted Rubber Br			9012300022	Jenesa's C/C00014	01/03/2023	28.99			
	7	Shipping - Cost of shipping, not including shi			9012300022	Jenesa's C/C00014	01/03/2023	2.83			
					15 transaction(s) for XXXXXXXXXXXX4156. Total Amount ==>						2,405.46
XXXXXXXXXXXX3468	12/23/2022	9801	ERICKJEN000	Erickson Jennifer L	Sp Sparx Hockey, Acton, MA, 017	SPARX HO000	12/28/2022		Invoiced	A	1,434.90
	2	Radius Ring 5/8"			3002300059	Jen's C/C00000	01/03/2023	64.99			
	3	Radius Ring 1/2"			3002300059	Jen's C/C00000	01/03/2023	64.99			
	4	FIRE Ring 1/2"			3002300059	Jen's C/C00000	01/03/2023	64.99			
	5	ES200 Soft Travel Case			3002300059	Jen's C/C00000	01/03/2023	159.99			
	6	Edge Checker			3002300059	Jen's C/C00000	01/03/2023	139.99			
	7	Blade Holder			3002300059	Jen's C/C00000	01/03/2023	39.99			
	8	Coated Steel Kit			3002300059	Jen's C/C00000	01/03/2023	29.99			
	9	Sparx Sharpener			3002300059	Jen's C/C00000	01/03/2023	799.99			
	10	Sharpener Base Pro			3002300059	Jen's C/C00000	01/03/2023	299.99			
	11	Shipping			3002300059	Jen's C/C00000	01/03/2023	74.99			
	12	Elite Bundle Discount			3002300059	Jen's C/C00000	01/03/2023	-305.00			
	12/22/2022	9799	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US Ew6t36g03, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	155.64
	2	Assorted Recycle Golf Balls Hit Away Practice			3002300064	Jen's C/C00001	01/03/2023	155.64			
	12/22/2022	9800	ERICKJEN000	Erickson Jennifer L	Monkey Sports - Manual, 2143838		12/28/2022		Invoiced	A	370.98
	2	Blue Sports Speed Radar			3002300063	Jen's C/C00002	01/03/2023	103.99			
	3	Winnwell Heavy Duty 5-hole Skill Net w/ 1.5" p			3002300063	Jen's C/C00002	01/03/2023	231.99			
	4	Shipping			3002300063	Jen's C/C00002	01/03/2023	35.00			
	12/16/2022	9798	ERICKJEN000	Erickson Jennifer L	Super One Foods, International,	SUPER ON000	12/28/2022		Invoiced	A	64.14
	2	Groceries and cooking supplies for Heidi Thomp			3002300050	Jen's C/C00003	01/03/2023	64.14			
	12/15/2022	9797	ERICKJEN000	Erickson Jennifer L	Menards Intl Falls, Intl Falls	MENARDS 000	12/28/2022		Invoiced	A	-99.27
	1					Jen's C/C00004	01/03/2023	-99.27			
	12/14/2022	9796	ERICKJEN000	Erickson Jennifer L	Tractor Supply #2607, Intl Fall	TRACTOR 000	12/28/2022		Invoiced	A	-58.39
	1					Jen's C/C00005	01/03/2023	-58.39			

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...										
	12/12/2022	9793	ERICKJEN000	Erickson Jennifer L	Dollar General 15619, Internati	DOLLAR G000	12/28/2022		Invoiced	A	46.00
	2	Red & White Candy			3002300058	Jen's C/C00006	01/03/2023	5.00			
	3	Scissors Stationer			3002300058	Jen's C/C00006	01/03/2023	10.00			
	4	Cmas Scissors			3002300058	Jen's C/C00006	01/03/2023	3.00			
	5	Post It 4pk Notes			3002300058	Jen's C/C00006	01/03/2023	10.00			
	6	Papermate Flair AS			3002300058	Jen's C/C00006	01/03/2023	9.00			
	7	3 Table Cover Red			3002300058	Jen's C/C00006	01/03/2023	9.00			
	12/12/2022	9794	ERICKJEN000	Erickson Jennifer L	Menards Intl Falls, Intl Falls	MENARDS 000	12/28/2022		Invoiced	A	193.13
	2	30 gallon grey tote			3002300057	Jen's C/C00007	01/03/2023	51.92			
	3	42CT Bow Bag			3002300057	Jen's C/C00007	01/03/2023	31.92			
	4	40"x30' gift wrap			3002300057	Jen's C/C00007	01/03/2023	7.98			
	5	3pk Invisible Tape			3002300057	Jen's C/C00007	01/03/2023	10.50			
	6	80CT Foil Gift Tags			3002300057	Jen's C/C00007	01/03/2023	15.92			
	7	40"x30' Gift Wrap 4A			3002300057	Jen's C/C00007	01/03/2023	47.92			
	8	30"x20' MET Gift Wrap			3002300057	Jen's C/C00007	01/03/2023	11.98			
	9	45Gal/44ct Iron Hold Max			3002300057	Jen's C/C00007	01/03/2023	14.99			
	12/12/2022	9795	ERICKJEN000	Erickson Jennifer L	Tractor Supply #2607, Intl Fall	TRACTOR 000	12/28/2022		Invoiced	A	58.39
	1					Jen's C/C00005	01/03/2023	58.39			
	12/06/2022	9792	ERICKJEN000	Erickson Jennifer L	Smore.Com - Educator, Pittsburg	SMORE ED000	12/28/2022		Invoiced	A	79.00
	2	Smore newsletter educator basic software packa			3002300052	Jen's C/C00008	01/03/2023	79.00			
	11/29/2022	9802	ERICKJEN000	Erickson Jennifer L	Sp Mshsl, Brooklyn Cent, MN, 55	MSHSL 000	12/28/2022		Invoiced	A	56.58
	2	MSHSL Basketball Official Scorebook			2922300033	Jen's C/C00009	01/03/2023	42.00			
	3	Shipping			2922300033	Jen's C/C00009	01/03/2023	14.58			
					11 transaction(s) for XXXXXXXXXXXX3468. Total Amount ==>						2,301.10
XXXXXXXXXXXX2560	12/13/2022	9836	HOPKIMIC000	Hopkins Michelle L	Small Town Tech Inc, Intl Falls	SMALL TO000	12/28/2022		Invoiced	A	95.96
	2	Netgear 5 port switch.			6052300055	Mike's C/C00000	01/03/2023	95.96			
	12/05/2022	9835	HOPKIMIC000	Hopkins Michelle L	Small Town Tech Inc, Intl Falls	SMALL TO000	12/28/2022		Invoiced	A	35.00
	2	Logitech Wireless Keyboard and Mouse Combo			6052300052	Mike's C/C00001	01/03/2023	35.00			
	12/02/2022	9834	HOPKIMIC000	Hopkins Michelle L	Siptrunk Inc, 7702827206, GA, 3	TECHCHEC000	12/28/2022		Invoiced	A	275.07
	2	Monthly SIP Phone Service.			6052300008	Mike's C/C00002	01/03/2023	275.07			
	12/01/2022	9839	HOPKIMIC000	Hopkins Michelle L	Amzn Mktp US Xd3nl6ve3, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	331.90
	3	ViewSonic 32 Inch 1080p Widescreen IPS Monitor			6052300049	Mike's C/C00003	01/03/2023	189.99			
	4	Klein Tools VDV500-820 Cable Tracer with Probe			6052300049	Mike's C/C00003	01/03/2023	71.97			
	5	EF Products 106R02307 Replacement for Xerox Ph			6052300049	Mike's C/C00003	01/03/2023	59.99			
	6	IPOW iPad Tripod Mount Adapter Universal Table			6052300049	Mike's C/C00003	01/03/2023	9.95			

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...										
	11/28/2022	9837	HOPKIMIC000	Hopkins Michelle L	Amzn Mktp US Hw82r4me1, Amzn.Co	AMAZON B000	12/28/2022		Invoiced	A	9.26
	2	Universal Tv Remote for LG,Samsung, TCL, Phili			6052300049	Mike's C/C00004	01/03/2023	9.26			
	11/28/2022	9838	HOPKIMIC000	Hopkins Michelle L	Wasabi Technologies, Boston, MA	WASABI 000	12/28/2022		Invoiced	A	17.43
	2	12TB Secure online storage. Pay as you go.			6052300044	Mike's C/C00005	01/03/2023	17.43			
									6 transaction(s) for XXXXXXXXXXXX2560. Total Amount ==>		764.62
									143 transaction(s). Total Amount ==>		59,111.20

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

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

**BOARD POLICY 404  
Employment Background Checks**

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

Revised \_\_\_ December 2022 \_\_\_\_\_

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

**I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors and student employees in the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the applicant from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning

employees, applicants, volunteers, service providers, independent contractors, and student employees.

### III. PROCEDURES

A. Normally an applicant will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension "BCA". The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes § section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

***[Note: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]***

C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Minnesota Commissioner of Education within the 12 months preceding an offer of employment or permission to provide services.

D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:

1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
2. the other school hiring authority conducted a criminal background check

within the previous 12 months;

3. the individual executes a written consent form giving the school district access to the results of the check; and
  4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state, or if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

#### IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

**Legal References:** Minn. Stat. § 13.04, Subd. 4 (~~Rights of Subject of Data Inaccurate or Incomplete Data~~)  
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice History Data)  
Minn. Stat. § 123B.03 (Background Checks)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)  
Minn. Stat. § 364.09(b) (Exception for School Districts)

**Cross References:** None

## Consent to Release Data – Request from an Individual

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

### Explanation of Your Rights

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

\_\_\_\_\_ before you sign it.  
[*name of school district* contact person name and contact information]

I, \_\_\_\_\_, give my permission for \_\_\_\_\_  
[*name of individual data-subject*] [name of *school district*]

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

1. The specific data I want \_\_\_\_\_ to release \_\_\_\_\_.  
[*name of school district*] [explanation of data]

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

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

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

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

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

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

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

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

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

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

Revised \_\_\_ December 2022 \_\_\_\_\_

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. DEFINITIONS**

A. “Covered active duty” means:

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

B. “Covered service member” means:

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

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

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

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

- J. “Veteran” has the meaning given in 38 [U.S.C. § United States Code section 101](#).

#### IV. LEAVE ENTITLEMENT

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

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
  - a. birth of the employee’s child and to care for such child;
  - b. placement of an adopted or foster child with the employee;
  - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
  - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
  - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered duty, or notified of an impending call or order to covered duty, in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.

*[Note: An employer is permitted to choose any one of the following methods for determining the 12-month period in which the 12 weeks of FMLA leave entitlement occurs: (a) the calendar year; (b) any fixed 12-month leave year, such as a fiscal year, a year required by State law, or a year starting on an employee’s anniversary date; (c) the 12-month period measured forward from the date any employee’s first FMLA leave; or (d) a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave. It is recommended, however, that school districts use the 12-month rolling measurement as it prevents employees from stacking 12-week leave entitlement that could occur if, for example, a calendar or fiscal year is utilized. Where a calendar, fiscal or similar period is used, an employee could use 12 weeks at the end of the period and then again at the beginning of the period, providing an entitlement to a leave of 24 consecutive weeks. If a school district changes its definition of a “year” in this policy, it must give employees notice of at least 60 days before implementing this change.]*

3. An employee's entitlement for FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12- month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
  - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
  - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member In the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran. and is:
    - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
    - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
    - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

- (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of twelve weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

11. The school district may require that a request for leave under Paragraph IV.A.1.e above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

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

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

B. Twelve week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the ~~employer~~ school district. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of

hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the **employer school district** so that the total leave does not exceed 12 weeks, unless agreed to by the **employer-school district**, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the **employer school district** reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

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

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and

other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.

7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

## V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
  1. take leave for the entire period or periods of the planned medical treatment; or
  2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
  1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
  2. If the **instructional** employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
  3. If the **instructional** employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, **the** school district may require the employee to continue taking leave until the end of the semester.
  4. **If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be**

charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

~~D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.~~

## VI. OTHER

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

## IV. DISSEMINATION OF POLICY

- A. ~~This policy~~ A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

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

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

MSBA School Law Bulletin “M” (Licensed and Non-Licensed School  
District Employee Leave

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

**BOARD POLICY 413  
Harassment and Violence**

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

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

**413 HARASSMENT AND VIOLENCE**

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other

school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class.

### III. DEFINITIONS

- A. "Assault" is:
  - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
  - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
  - 1. "Disability" means, with respect to an individual, who:

- a. has a physical, sensory, or mental impairment that materially limits one or more major life activities of such individual;
  - b. has a record of such an impairment; or
  - c. is regarded as having such an impairment.
2. “Familial status” means the condition of one or more minors being domiciled with:
    - a. their parent or parents or the minor’s legal guardian; or
    - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
  3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
  5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
  7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
  
2. Sexual harassment may include, but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
  
2. Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts;
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall

ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- E. A teacher, school administrator, volunteer, contractor or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates [Tim Everson, High School Principal](#), as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the [Alternate, Melissa Tate, Falls Elementary School Principal](#).

Contact information is as follows:

- 1. Human Rights Officer: [Tim Everson, Falls High School Principal](#)  
[Falls High School; 1515 11<sup>th</sup> Street; International Falls, MN 56649](#)  
[218-283-2571 ext. 1104 or Melissa Tate, Falls Elementary Principal](#)  
(alternate) at [218-283-2571 ext. 1232](#).
  - 2. Title IX Officer: [Kevin Grover, Superintendent of Schools](#)  
[ISD #361 District Office; 1515 11<sup>th</sup> Street; International Falls, MN 56649](#)  
[218-283-2571 ext. 1112 or Tim Everson, Falls High School Principal](#) at [218-283-2571 ext. 1104](#).
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
  - I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
  - J. Use of formal reporting forms is not mandatory.

- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

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

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the

behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **VII. RETALIATION OR REPRISAL**

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

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

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

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

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, Chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

#### **X. DISSEMINATION OF POLICY AND TRAINING**

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

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

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
*Minn. Stat. §121A.031 (School Student Bullying Policy)*  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973,)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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

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

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

Revised \_\_\_ December 2022 \_\_\_\_\_

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. DEFINITIONS**

- A. “Abuse” means:
  - 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.

2. Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825.
3. Any sexual contact or penetration as defined in [Minnesota Statutes](#) section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.
4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by [Minnesota Statutes](#) § 626.5572 Subd. 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).
- D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

- F. “Mandated Reporters” means ~~a professional or professional’s delegate while engaged in education. any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.~~
- G. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- H. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.
- I. Neglect also ~~includes means~~ the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes § section 626.5572, ~~Subd. subdivision~~ 17.
- J. “School Personnel” means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- K. “Vulnerable Adult” means any person 18 years of age or older who (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes ~~Ch. chapter~~ 245A, except as excluded under Minnesota Statutes § section 626.5572, ~~Subd. subdivision~~ 21(a)(2) (3) receives services from a licensed home care provider or ~~-person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or~~ (4) regardless of residence or ~~whether any~~ type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual’s ability to ~~adequately~~ provide ~~adequately for the person’s individual’s~~ own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual’s self from maltreatment.

#### IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the

care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.

- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minnesota Statutes § section 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

## V. INVESTIGATION

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

## VI. DISSEMINATION OF POLICY AND TRAINING

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

**Legal References:** Minn. Stat. §13.02 (~~Government Data Practices Collection, Security, and Dissemination of Records~~; Definitions)  
Minn. Stat. Ch. 245A (Human Services Licensing)

Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)  
Minn. State. §609.221-609.224 (Assault)  
Minn. Stat. § 609.232 (Crimes Against **Vulnerable Adults; Definitions the Person**)  
Minn. Stat. §609.235(Use of Drugs to Injure or Facilitate Crime)  
Minn. Stat. §609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)  
Minn. Stat. §609.341 (Definitions)  
Minn. State. §§609.342-609.3451 (Criminal Sexual Conduct)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Stat. § 626.5572 (Definitions)  
*In re Kleven*, 736 N.W.2d 707 (Minn. App. 2007)

***Cross References:*** MSBA/MASA Model Policy 103 (Complaints-Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)  
MSBA/MASA Model Policy 403 (Discipline Suspension and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
**MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)**

## **ATTACHMENTS TO DRUG AND ALCOHOL TESTING POLICY**

Attachments A through C are to be used in conjunction with the drug and alcohol testing of bus drivers and driver applicants.

- Attachment A is a "Driver Acknowledgment-Drug and Alcohol Testing Policy Materials" form that should be used to document receipt of the policy and other materials by drivers and driver applicants. It is referred to in Article III., Section C., Paragraph 4. of the policy.
- Attachment B is a "Bus Driver or Driver Applicant-Authorization to Release Information" form. It is referred to in Article III., Section H., Paragraph 1. of the policy.
- Attachment C is a "Bus Driver or Driver Applicant-Refusal to Submit to Testing" form. It is referred to in Article III., Section H., Paragraph 7. of the policy.

Attachments D through G are to be used in conjunction with drug and alcohol testing of non-bus drivers and applicants.

- Attachment D is a "Pretest Notice" that must be provided to non-school bus driver employees or job applicants before requesting that the employee or job applicant undergo drug or alcohol testing. It is referred to in Article IV., Section E., Paragraph 1. of the policy.
- Attachment E is a "Notice of Test Results and Various Rights" which should be used by the District when notifying non-school bus driver employees or job applicants of test results and other rights. It is referred to in Article IV., Section E., Paragraph 6. of the policy.
- Attachment F is an "Explanation of Positive Test Result" form which should be used by the school district to request that the employee or job applicant submit information to the school district relevant to the reliability of, or explanation for, a positive test result. It is referred to in Article IV., Section E., Paragraph 4. of the policy.
- Finally, the District may wish to use Attachment G, entitled "Acknowledgment-Drug and Alcohol Testing Policy," to document that written notice of the policy was given to all affected employees. It is referred to in Article IV., Section J. of the policy.

ATTACHMENT A

( D R A F T )

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

**— DRIVER ACKNOWLEDGMENT —  
DRUG AND ALCOHOL TESTING POLICY AND MATERIALS**

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. \_\_\_\_\_, \_\_\_\_\_, Minnesota and have read it in its entirety. I understand that I am subject to the provisions of Article III of the policy, entitled Drug and Alcohol Testing for Bus Drivers, because the position involves operating a commercial motor vehicle and requires a commercial driver's license.

The District's policy was provided to me:

- Upon adoption of the policy (employee).
- Upon my hire (job applicant/new employee).
- After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing (job applicant).

I also received materials 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 problem; and available methods of intervening when an alcohol or drug problem is suspected.

I have been advised that the Alcohol and Controlled Substances Testing Program Manager is \_\_\_\_\_ and that any questions I may have concerning the Policy should be directed to the Program Manager.

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

\_\_\_\_\_  
*Signature of Employee/Applicant*

\_\_\_\_\_  
*Typed or Printed Name*

ATTACHMENT B

( D R A F T )

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— BUS DRIVER OR DRIVER APPLICANT —  
AUTHORIZATION TO RELEASE INFORMATION

Section I. To be completed by the school district, signed by the bus driver, or driver applicant, and transmitted to the previous employer:

Employee Printed or Typed Name: \_\_\_\_\_

Employee SS or ID Number: \_\_\_\_\_

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in Section I-B, to the employer listed in Section I-A. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in Section II-A by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

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

Section I-A.

School District Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Designated Employer Representative: \_\_\_\_\_

Section I-B.

Previous Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Designated Employer Representative (if known): \_\_\_\_\_

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

Section II-A. In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing:

1. Did the employee have alcohol tests with a result of 0.04 or higher? YES \_\_\_ NO \_\_\_
2. Did the employee have verified positive drug tests? YES \_\_\_ NO \_\_\_
3. Did the employee refuse to be tested? YES \_\_\_ NO \_\_\_
4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? YES \_\_\_ NO \_\_\_
5. Did a previous employer report a drug and alcohol rule violation to you? YES \_\_\_ NO \_\_\_
6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? N/A \_\_\_ YES \_\_\_ NO \_\_\_

NOTE: If you answered "yes" to item 5, you must provide the previous employer's report. If you answered "yes" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

Section II-B.

Name of person providing information in Section II-A: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

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

# ATTACHMENT C

**( D R A F T )**

**[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]**

**— BUS DRIVER OR DRIVER APPLICANT —  
REFUSAL TO SUBMIT TO TESTING**

I hereby refuse to submit to drug/alcohol testing by doing the following:

- Failing 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;
- Failing to remain at the testing site until the testing process is complete;
- Failing to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
- Failing to permit the observation or monitoring of any provision of a specimen in the case of a directly observed or monitored collection in a drug test;
- Failing to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure;
- Failing or declining to take a second test as directed;
- Failing to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) or the Designated Employer Representative (DER);
- Failing to cooperate with any part of the testing process (e.g., refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process, failing to wash hands after being directed to do so by the collector, failing to sign the certification on the form);
- Failing 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;
- Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process;
- Admitting to the collector or MRO that the driver adulterated or substituted the specimen; or
- Having a verified adulterated or substituted test as reported by the MRO.

[An applicant who fails to appear for a preemployment test, who leaves the testing site before the preemployment testing process commences, or who does not provide a urine specimen because he or she left before it commences, is not deemed to have refused to submit to testing.]

I recognize that my refusal subjects me to the consequences specified in federal law and regulations. It also constitutes a presumption of a positive result. I further recognize that if I am an applicant, I will be disqualified from consideration for the conditionally-offered position. If I am an employee, I will not be permitted to perform safety-sensitive functions, and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If the school district offers me an opportunity to return to a DOT safety-sensitive function, I understand I will be evaluated by a substance abuse professional, and will be required to submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

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

Time: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee/Applicant*

Supervisor: \_\_\_\_\_

\_\_\_\_\_  
*Supervisor's Signature*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee refusal to sign

*Supervisor's Initials:* \_\_\_\_\_

**ATTACHMENT D**

**( D R A F T )**

**[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]**

**— PRETEST NOTICE —**

I, the undersigned employee/job applicant of Independent School District No. \_\_\_\_\_, \_\_\_\_\_, Minnesota ("School District") do hereby acknowledge that I have been provided a copy of the School District's Drug and Alcohol Testing Policy.

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

\_\_\_\_\_  
*Signature of Employee/Job Applicant*

\_\_\_\_\_  
*Typed or Printed Name*

**ATTACHMENT E**

**( D R A F T )**

**[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]**

[Employee Name]  
[Employee Address]

**RE: Drug and/or Alcohol Test**  
**[Date of Testing]**

**NOTICE OF TEST RESULTS AND VARIOUS RIGHTS**

Test Results:

Independent School District No. \_\_\_\_\_, Minnesota has received the test result report from the testing laboratory:

- G Your initial screening test result was negative.
- G Your confirmatory test result was negative.
- G Your confirmatory test result was positive.

Test Result Report:

You have the right to request and receive from the school district a copy of the test result on any drug or alcohol test.

Right to Explain Positive Test Result:

In the case of a positive test result on a confirmatory test, you have the right to explain the results. You may, within three (3) working days after notice of a positive test result on a confirmatory test, submit information to the school district, in addition to any information already submitted, to explain that result. Attached to this Notice is a document entitled "Explanation of Positive Test Result" for this purpose.

Right to Request Confirmatory Retests:

In the case of a positive test result on a confirmatory test, you have the right to request a confirmatory retest of the original sample at your own expense.

Within five (5) working days after notice of the confirmatory test result, you must notify the school district in writing of your 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 you have requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 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 you.

Other Rights:

In the case of a positive test result on a confirmatory test, you may have other rights provided under the sections detailed below.

A. Employee Discharge and Discipline

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee whose position does not require a commercial driver's license on the basis of 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 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.

2. The school district may not discharge an employee whose position does not require a commercial driver's license 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 use 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.
3. 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.
4. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.
5. An employee must be given access to information in the employee'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.

B. Withdrawal of Applicant's Job Offer

If a job applicant for a position that does not require a commercial driver's license has received a job offer made contingent on the applicant 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.

**ATTACHMENT F**

**( D R A F T )**

**[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]**

**EXPLANATION OF POSITIVE TEST RESULT**

I, the undersigned employee/job applicant of Independent School District No. \_\_\_\_\_, \_\_\_\_\_, Minnesota acknowledge receipt of a Notice of Test Results and Various Rights. This includes my right to explain the positive test result on a confirmatory test.

I am currently taking or have recently taken:

- no over-the-counter or prescription medications; or
- the following over-the-counter or prescription medications:

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I also offer the following information relevant to the reliability of, or explanation for, a positive test result:

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

\_\_\_\_\_

*Signature of Employee/Job Applicant*

\_\_\_\_\_

*Typed or Printed Name*

**ATTACHMENT G**

**( D R A F T )**

**[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]**

**— ACKNOWLEDGMENT —  
DRUG AND ALCOHOL TESTING POLICY**

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. \_\_\_\_\_,  
\_\_\_\_\_, Minnesota and have read it in its entirety.

The District's policy was provided to me:

- Upon adoption of the policy (employee)
- Upon my hire (job applicant/new employee)
- After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant)

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

\_\_\_\_\_  
*Signature of Employee/Applicant*

\_\_\_\_\_  
*Typed or Printed Name*

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

**BOARD POLICY 506  
Student Discipline**

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

Revised \_\_\_ December 2022 \_\_\_\_\_

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

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

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

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

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

### III. AREAS OF RESPONSIBILITY

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

- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

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

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

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

All students have the responsibility:

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

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

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

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
  - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
  - 2. The use of profanity or obscene language, or the possession of obscene materials;
  - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
  - 4. Violation of the school district's Hazing Prohibition Policy;
  - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
  - 6. Violation of the School District's Student Attendance Policy;
  - 7. Opposition to authority using physical force or violence;
  - 8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;

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

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

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

## **VII. DISCIPLINARY ACTION OPTIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**G. Procedures for Notification.**

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

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

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

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

1. Establishment of a chemical abuse preassessment team pursuant to Minnesota Statutes § section 121A.26;
2. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minnesota Statutes §- section 121A.29.

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

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

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

**IX. DISMISSAL**

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

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

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

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

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

- C. Suspension Procedures.

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

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

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

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

D. Expulsion and Exclusion Procedures.

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

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

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

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

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

## **X. ADMISSION OR READMISSION PLAN**

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

## **XI. NOTIFICATION OF POLICY VIOLATIONS**

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

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

## **XII. STUDENT DISCIPLINE RECORDS**

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state

law, including the Minnesota Government Data Practices Act, Minnesota Statutes ~~Ch.~~ **chapter** 13.

### **XIII. ~~DISABLED~~ STUDENTS WITH DISABILITIES**

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

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

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

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

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

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

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

## XVI. REVIEW OF POLICY

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

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations **and Graduation Requirements** for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40 to 121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. §§ 121A.582 (**Student Discipline**; Reasonable Force)  
Minn. Stat. §§ ~~121A.60 to 121A.61~~ (**Removal From Class Definitions**)  
**Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)**  
Minn. Stat. § 122A.42 (General Control of Schools)  
Minn. Stat. § 123A.05 (**Area Learning Center Organization State-Approved Alternative Program Organization**)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (**Enrollment in Nonresident District School Boards' Approval to Enroll in Nonresident District**)  
Minn. Stat. Ch.125A (**Students With Disabilities Special Education and Special Programs**)  
Minn. Stat. § 152.22, **Subd. 6 (Medical Cannabis**; Definitions)  
Minn. Stat. § 152.23 (**Medical Cannabis**; Limitations)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile **Safety and Placement Court Act**)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education **Improvement Act of 2004**)  
29 U.S.C. § 794 *et. seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.53(e)(1) (Manifestation Determination)

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

MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on  
Buses)

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

**BOARD POLICY 522  
Title IX Sex Nondiscrimination Policy, Grievance Procedure and  
Process**

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

Revised \_\_\_ December 2022 \_\_\_\_\_

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

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

**I. GENERAL STATEMENT OF POLICY**

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

- C. This policy applies to sexual harassment that occurs within the school district’s education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district’s education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district’s education programs or activities.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district’s Title IX Coordinator(s) is/are:

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

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

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

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

## II. DEFINITIONS

- A. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the school district’s Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. “Complainant” means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. “Day” or “days” means, unless expressly stated otherwise, business days (i.e. day(s)

that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

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

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

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

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

### **III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS**

#### **A. Equitable Treatment**

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

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

B. Objective and Unbiased Evaluation of Complaints

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

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

D. Confidentiality

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

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

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

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

F. Notice

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

G. Consolidation

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

H. Evidence

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

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

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

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

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

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

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

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

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

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or

not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
  - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
  - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
  - 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
  - 5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
  - 6. A copy of this policy.

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

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

- 1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
  - a. The school district undertakes an individualized safety and risk analysis;

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

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

B. Employee Administrative Leave

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

## VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.

- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

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

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
  - 1. Would not meet the definition of sexual harassment, even if proven;
  - 2. Did not occur in the school district's education program or activity; or
  - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
  - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
  - 2. The respondent is no longer enrolled or employed by the school district; or
  - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

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

## **IX. INVESTIGATION OF A FORMAL COMPLAINT**

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

## **X. DETERMINATION REGARDING RESPONSIBILITY**

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

*procedures, legal counsel should be consulted.]*

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
  - 1. Identification of the allegations potentially constituting sexual harassment;
  - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
  - 3. Findings of fact supporting the determination;
  - 4. Conclusions regarding the application of the school district's code of conduct to the facts;
  - 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
  - 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties

simultaneously.

- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## **XI. APPEALS**

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
  - 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
  - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  - 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

## **XII. RETALIATION PROHIBITED**

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or

privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

### **XIII. TRAINING**

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

investigations and adjudications of formal complaints.

- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

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

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
  - 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
  - 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
  - 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
  - 4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

#### **XV. RECORDKEEPING**

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

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school

district must document:

1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
  2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
  3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
  4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:
1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
  2. Any appeal and the result therefrom;
  3. Any informal resolution and the result therefrom; and
  4. All materials used to train Title IX Personnel.

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

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

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

**BOARD POLICY 614  
School District Testing Plan and Procedure**

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

Revised \_\_\_ **February 2022** \_\_\_\_\_

**I. PURPOSE**

It is the purpose of this policy to set forth the school district's testing plan and procedure.

**II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

**III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION**

*[Note: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the **particular** school district.]*

A. Superintendent

1. Responsibilities before testing.
  - a. Designate a district assessment coordinator and district technology coordinator.
  - b. The superintendent, or designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
  - c. Annually review and recertify staff who have access to MDE secure systems.
  - d. Read and complete the *Assurance of Test Security and Non-*

*Disclosure.*

***[Note: This form is available on the Minnesota PearsonAccess Next website-see Cross References for website address.]~~included in the 614 Form file of the Policy Reference Manual.~~***

- e. Establish a culture of academic integrity.
  - f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
  - g. Ensure student information is current and accurate.
  - h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
  - i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g. staff providing assistance, paraprofessionals, etc.)
  - j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
  - k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
  - l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.
2. Responsibilities after testing.
- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
  - b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
  - c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
  - d. Confirm the district assessment coordinator has finalized the

district's assessment information prior to the close of Post-test Editing in Test WES.

- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
- b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
  - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials

and scores from MTAS administration online.

- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
    - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
    - (2) Verify staff complete any and all test-specific training.
  - i. Maintain security of test content, test materials, and record of all staff involved.
    - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
    - (2) Organize secure test materials for online administrations and keep them secure.
    - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
  - j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
  - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
  - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
  - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test

materials and MTAS scores are entered.

- b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- c. Return secure test materials as outlined in applicable manuals and resources.
- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.

C. School Principal

1. Responsibilities before testing.
  - a. Designate a school assessment coordinator and technology coordinator for the building.
  - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
  - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
  - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
  - f. Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.
  - g. Verify that all test monitors and test administrators receive proper training for test administration.
  - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.

- i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
2. Responsibilities on testing day(s).
  - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
  - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
3. Responsibilities after testing.
  - a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
  - b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.
  - a. Implement test administration and test security policies and procedures.
  - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
  - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
  - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper

test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.

- f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
- g. Maintain security of test content and test materials.
  - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
  - (2) Organize secure test materials for online administrations and keep them secure.
  - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
  - (4) Identify need for additional test materials to district assessment coordinator.
  - (5) Provide MTAS student data collection forms if necessary.
  - (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
  - (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure *Test Monitor and Student Directions* and *Test*

*Administrator Scripts* are followed and answer questions regarding same.

- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.

***[Note: This form is included in the 614 Form file of the Policy Reference Manual.]***

- f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1. Ensure that district is prepared for online test administration and provide technical support to district staff.
- 2. Acquire all necessary user identifications and passwords.
- 3. Read and complete the *Assurance of Test Security and Non-Disclosure*.

4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
  - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - b. Attend trainings related to test administration and security.
  - c. Complete required training course(s) for tests administering.
  - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
  - e. Be knowledgeable regarding student accommodations.
  - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
  - a. Before test.
    - (1) Receive and maintain security of test materials.
    - (2) Verify that all test materials are received.
    - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.

- (4) Verify student testing tickets and appropriate allowable materials.
  - (5) Assign numbered test books to individual students.
  - (6) Complete information as directed.
  - (7) Record extra test materials.
- b. During test.
- (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
  - (2) Follow all directions and scripts exactly.
  - (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
  - (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.
- [Note: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]***
- (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
  - (6) Do not review, discuss, capture, email, post, or share test content in any format.
  - (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
  - (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
  - (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.)

- (10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
- (11) Report any possible security breaches as soon as possible.
- c. After test.
  - (1) Follow directions and scripts exactly.
  - (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
  - (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

- 1. Before testing.
  - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - b. Attend trainings related to test administration and security.
  - c. Complete required training course(s) for tests administering.
  - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
  - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
- 2. Responsibility on testing day(s).
  - a. Before the test.
    - (1) Maintain security of materials.
    - (2) Confirm appropriate MTAS materials are available and prepared for student.
  - b. During the test.
    - (1) Administer each task to each student and record the score.

- (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
  - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
  - (4) Document and report any unusual circumstances to district or school assessment coordinator.
- c. After the test.
- (1) Keep materials secure.
  - (2) Return all materials.
  - (3) Return objects and manipulatives to classroom.
  - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

- 1. Responsibilities before testing.
  - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
  - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
  - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
- 2. Responsibilities after testing.
  - a. Ensure accurate enrollment of students in schools during the accountability windows.
  - b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
  - c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

#### IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.

*[Note: This form is available on the Minnesota PearsonAccess Next website-see Cross References for website address.]*

*[Note: A sample procedure that has been approved by MDE is included in the 614 Form file of the Policy Reference manual.]*

- B. Students will be informed of the following:

1. The importance of test security;
2. Expectation that students will keep test content secure;
3. Expectation that students will act with honesty and integrity during test administration;
4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

- C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

#### V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.

***[Note: This form is included in the 614 Form file of the Policy Reference Manual.]***

5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

*Legal References:* Minn. Stat. § 13.34 (Examination Data)

Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement; Striving for the World's Best Workforce))

Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)

Minn. Stat. § 120B.36, Subd. 2 (School Accountability) Adequate Yearly Progress)

~~Minn. Rules Parts 3501.0010–3501.0180 (Graduation Standards–Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~

~~Minn. Rules Parts 3501.0200–3501.0290 (Graduation Standards–Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~

Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.082 00-3501.0815-(Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

~~Minn. Rules Parts 3501.1000–3501.1190 (Graduation Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

*Cross References:*

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 615 (Testing, Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

Minnesota PearsonAccess Next Resources and Forms:

<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

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

**BOARD POLICY 806  
Crisis Management Policy**

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

Revised \_\_\_ December 2022 \_\_\_\_\_

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

**I. Purpose**

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

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

**II. GENERAL INFORMATION**

A. The Policy and Plans

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and

groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

***[Note: More specific information on planning for children with special needs can be found in the attached Comprehensive School Safety Guide (2011 edition), and United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities". A website link is provided in the resource section of this Policy.]***

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building

administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

***[Note: State law requires a minimum of five school lock-down drills each school year. See Minnesota Statutes § section 121A.035.]***

- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

***Note: State law requires a minimum of five school fire drills, consistent with Minnesota Statutes § section 299F.30, and one school tornado drill each school year. See Minnesota Statutes § section 121A.035.]***

- c) Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

***Note: The Comprehensive School Safety Guide (2011 edition), has sample lock-down procedures, evacuation procedures, and sheltering procedures.***

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor

response procedures when creating building-specific crisis management plans.

***[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]***

3. School Emergency Response Teams.

- a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

***[Note: The Comprehensive School Safety Guide (2011 edition), has a sample School Emergency Response Team list.]***

- b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

### **III. PREPARATION BEFORE AN EMERGENCY**

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be

aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

***[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]***

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and

during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes § section 299F.30. See Minnesota Statutes § section 121A.035.

***[Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]***

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

***[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]***

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or is or her designee to meet local fire or law enforcement agents upon their arrival.

***[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]***

#### C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

***[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]***

***[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minnesota Statutes § section 13.37,***

***school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]***

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

***[Note: The attached Comprehensive School Safety Guide (2011 edition), under the Preparedness/Planning Section, has a sample Emergency Phone Numbers list.]***

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

***[Note: The Comprehensive School Safety Guide (2011 edition), under the Response section, provides universal procedures for severe weather shelter.]***

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

***[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]***

#### H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

#### I. Long-Term Recovery Intervention procedures.

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery
2. Fiscal recovery
3. Academic recovery
4. Social/emotional recovery

*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]*

### **IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY**

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the *Comprehensive School Safety Guide (2011 Edition)*. After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

**V. MISCELLANEOUS PROCEDURES**

I. Chemical Accidents.

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

*[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]*

B. Visitors

The school district shall implement procedures mandating visitor sign in for visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

*[Note: The Every Student Succeeds Act, 20 U.S.C. § United States Code section 6301, et seq.; Title IX, 20 U.S.C. § United States Code section 1681, et seq.; and the Unsafe School Choice Option, 20 U.S.C. § United States Code section 7912, require school districts to establish such transfer procedures.]*

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10 mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

*Legal References:* Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School; **Doors and Exits**)  
Minn. Stat. § 326B.02, Subd. 6 (Powers)  
Minn. Stat. § 326B.106 (General Powers of Commissioner Of Labor and Industry)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses **on School Property**)  
Minn. Rules Ch. 7511 (Fire **Code Safety**)

20 U.S.C. § 1681, *et seq.* (Title IX)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

*Cross References:* MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)  
[Comprehensive School Safety Guide](https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf)  
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>  
<https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Documents/Comprehensive%20School%20Safety%20Guide.pdf>

## **Model Policy 806: Crisis Management Plan**

### **FOR ASSISTANCE IN DRAFTING A CRISIS MANAGEMENT PLAN**

Resources are available to assist school districts in drafting a Crisis Management Policy and/or building-specific crisis management plans. Please contact any of the organizations listed below for assistance:

**A. Minnesota Department of Public Safety School Safety Center**

*HSEM Comprehensive School Safety Guide*

<https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Documents/2011%20Comprehensive%20School%20Safety%20Guide.Jan%202014%20Appendix%20update.pdf>

Division of Homeland Security and Emergency Management  
444 Minnesota Street, Suite 223  
St. Paul, MN 55101  
651-201-7400  
<https://dps.mn.gov/Pages/default.aspx>

**B. Minnesota Department of Education**

Division of Special Education Compliance and Assistance  
1500 Highway 36 West  
Roseville, MN 55113-4266  
651-582-8710  
[www.education.state.mn.us](http://www.education.state.mn.us) email: [mde.compliance-assistance@state.mn.us](mailto:mde.compliance-assistance@state.mn.us)

**C. Minnesota Department of Public Safety State Fire Marshal Division**

444 Minnesota Street, Suite 145  
St. Paul, MN 55101-5145  
651-201-7200  
<https://dps.mn.gov/divisions/sfm/Pages/default.aspx>

**D. Minnesota School Boards Association**

1900 West Jefferson Avenue  
St. Peter, MN 56082-3015  
800-324-4459  
507-934-2450  
[www.mnmsba.org](http://www.mnmsba.org)

**OTHER RESOURCES/PUBLICATIONS:**

U.S. Department of Education  
Readiness and Emergency Management (REMS) Technical Assistance Center  
<https://rems.ed.gov>

Ready.gov: <https://www.ready.gov/>  
ReadyKids.gov: <https://www.ready.gov/kids>

Practical Information on Crisis Planning <https://www2.ed.gov/admins/lead/safety/crisisplanning.html>

CISA: What to Do – Bomb Threat <https://www.cisa.gov/what-to-do-bomb-threat>

National School Safety and Security Services  
[www.schoolsecurity.org/resources/security-equipment.html](http://www.schoolsecurity.org/resources/security-equipment.html)

Your local emergency response agencies (law enforcement, fire, emergency management) can also assess your building and situation, suggest changes, and assist in drafting building-specific crisis management/emergency plans.

## FIRE

### **In the event of a fire, smoke from a fire or detection of a gas odor:**

- Pull fire alarm and notify building occupants by means of  

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- Evacuate students and staff to the designated areas.
  - These areas should be a safe distance away from emergency personnel.
  - Be aware of the arrival of emergency responders. See map of evacuation routes and assembly areas located  

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(or included in this manual on next page)
  
- Follow primary fire drill route whenever possible. Follow alternate route if primary route is blocked or dangerous. See map, located  

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(or included in this manual on next page)

  - Teachers take class roster.
  - Teachers take attendance after evacuation.
  - Teachers report missing students to building administrator immediately.

  
- If trapped by fire, go to **Shelter-in-Place Procedures**.

### **Building administrator:**

- Building administrator notifies fire department (call **911**) and superintendent.
  
- Building administrator or designee meets with emergency officials as soon as possible.
  
- After consulting with appropriate official, building administrator may move students to primary relocation center at \_\_\_\_\_ if weather is inclement or building is damaged.
  
- **Do not** reenter buildings until they are declared safe by fire or law enforcement personnel.
  
- Building administrator notifies staff and students of termination of emergency.

*Fire drills should be held at varied times during the school day.*

*Practice both primary and alternate routes.*

*Extra staffing is necessary for students with special medical or physical needs.*

## HAZARDOUS MATERIALS

### **Incident occurs in school:**

- Notify building administrator/office.
- Call **911**. If the type and/or location of hazardous material is known, report that information to 911.
- Evacuate to an upwind location, taking class roster. Teachers take attendance after evacuation.
- Seal off area of leak/spill. Close doors.
- Fire officer in charge will determine additional shelter-in-place or evacuation actions.
- Shut off heating, cooling, and ventilation systems in contaminated area to reduce the spread of contamination.
- Building administrator notifies superintendent.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

### **Incident occurs near school property:**

- Fire or law enforcement will notify school officials.
- Consider closing outside air intake, evacuating students to a safe area, or sheltering students inside the building until emergency passes or relocation is necessary.
- Fire officer in charge of scene will instruct school officials on the need for sheltering or evacuation.
- Follow procedures for sheltering or evacuation.
- If evacuating, teachers take class rosters and take attendance after evacuation.
- If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

*Extra staffing is necessary for students with special medical and/or physical needs.*

**SEVERE WEATHER  
TORNADO/SEVERE THUNDERSTORM/FLOODING**

**Tornado/severe thunderstorm WATCH has been issued in an area near school:**

- Monitor NOAA Weather Radio All Hazards (National Weather Service) or emergency alert radio stations.
- Bring all persons inside building(s).
- Close windows.
- Review tornado drill procedures and location of safe areas.

*Tornado safe areas are interior hallways or rooms away from exterior walls and windows and away from large rooms with long-span ceilings.*

- Review “drop and tuck” procedures with students.

**Tornado/severe thunderstorm WARNING has been issued in an area near school, or a tornado has been spotted near school:**

- Move students and staff to safe areas.
- Close classroom doors.
- Teachers take class rosters.
- Ensure that students are in “tuck” positions.
- Teachers take attendance.
- Remain in safe area until warning expires or emergency personnel have issued an all-clear signal.

*Post diagrams in each classroom showing routes to areas. Attach a building diagram showing safe areas.*

**Flooding:**

- Monitor NOAA Weather Radio All Hazards and emergency alert radio stations. Stay in contact with emergency management officials.
- Review evacuation procedures with staff.
- Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be flooded.
- Check transportation resources.
- If district officials and emergency responders advise evacuation, do so immediately.
- Teachers take class rosters.
- Teachers take attendance.
- Notify parents/guardians according to district policy.

*Refer to Severe Weather Awareness Week postings at <https://dps.mn.gov/divisions/hsem/weather-awareness-preparedness/Pages/severe-weather-awareness-week-program.aspx> for further*

*information on severe weather safety.*

## **MEDICAL EMERGENCY**

### **Life-threatening injury or illness, or death:**

- Notify office staff/building administrator to make emergency calls. If unable to reach office immediately, call **911**. **Work as a team.**
- Give full attention to the victim(s).
- Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
- If possible, isolate the affected student/staff member. Disperse onlookers and keep others from congregating in the area.
- Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
- Help stop bleeding.
  - Applying pressure on wound or elevating wound may help stop or slow bleeding.
  - Protect yourself from body fluids. Use gloves if available.
- Check for vital signs. Initiate first aid, if you are trained.
- Comfort the victim(s) and offer reassurance that medical attention is on the way.
- After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.

### **Non-life-threatening injury or illness:**

- For all non-life-threatening illnesses and injuries, call the office/nurse.

### **Administrator:**

- In case of traumatic medical emergency or death at school:
  - Notify superintendent.
  - Notify victim's parents, guardians, or family.
  - Activate post-crisis procedures, if necessary.
- In all other medical emergencies, assess individual's need for post-crisis intervention.

## **FIGHT/DISTURBANCE**

- Ensure the safety of students and staff first.
- Notify building administrator/security/law enforcement. **Work as a team**, especially when separating participants.
- Don't let a crowd incite participants. Disperse onlookers and keep others from congregating in the area.
- When participants are separated, do not allow further visual or verbal contact.
- Document all activities witnessed by staff.
- Deal with event according to school's discipline policy.
- Building administrator notifies parents/guardians of students involved in fight. Superintendent and police may be notified as necessary, or as indicated by school policy.
- Assess counseling needs of participants and witnesses. Implement post-crisis procedures as needed.

*For fights or disturbances that elevate to possible assault level, refer to **Assault** guidance.*

## ASSAULT

- Ensure the safety of students and staff first.
- Notify building administrator. **Work as a team.**
- Notify law enforcement if circumstances lead you to believe that criminal activity is involved, e.g., if a weapon is used, if there has been a sexual assault or there is a physical injury that causes substantial pain.
- Seal off area to preserve evidence and disperse onlookers.
- If victim requires medical attention, follow **Medical Emergency** procedures.
- **Do not leave the victim alone.**
- Notify parents/guardians and superintendent per district policy.
- Document all activities witnessed by staff.
- Assess counseling needs and implement post-crisis procedures as needed.

## INTRUDER

### **Intruder – an unauthorized person who enters school property:**

*Minn. Stat. § 609.605, Subd. 4, gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.*

- Politely greet intruder and identify yourself.
  - Consider asking another staff person to accompany you before approaching intruder.
- Inform intruder that all visitors must register at the main office.
  - Ask intruder the purpose of his/her visit. If possible, attempt to identify the individual and/or vehicle.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.
- Notify building administrator or law enforcement.

### **If intruder refuses to leave:**

- Notify building administrator and law enforcement if intruder refuses to leave. Give law enforcement full description of intruder.
- Back away from intruder if he/she indicates a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact.
  - Be aware of intruder's actions at this time (where he/she is located in school building, whether he/she is carrying a weapon or package, etc.).
  - Maintaining visual contact and knowing the location of the intruder is less disruptive than doing a building-wide search later.

*Should the situation escalate quickly, the building administrator may decide at any time to initiate lockdown procedures.*

**Note:** To assist staff members who interact with a stranger at school, use the "I CAN" rule.

***Intercept***

***Contact***

***Ask***

***Notify***

## **WEAPONS**

### **Staff or students who are aware of a weapon brought to school:**

- Immediately notify building administrator, teacher or law enforcement.
  - Give the following information:
    - Name of person suspected of bringing the weapon.
    - Location of the weapon.
    - Whether the suspect has threatened anyone.
    - Any other details that may prevent the suspect from hurting someone or himself/herself.
  
- Teachers who suspect that a weapon is in the classroom: **STAY CALM.**
  - Do not call attention to the weapon.
  - Notify the building administrator, the school resource officer or a neighboring teacher as soon as possible.
  - Teacher should not leave the classroom.

### **Building administrator:**

- Call law enforcement to report that a weapon is suspected in school.
  
- Ask another administrator or a law enforcement officer to participate in questioning the suspected student or staff member.
  - Consider the best time and place to approach the person, taking into account these factors if possible:
    - Need for assistance from law enforcement.
    - Type of weapon.
    - Safety of persons in the area.
    - State of mind of the suspected person.
    - Accessibility of the weapon.
  
- Separate student/staff member from weapon, if possible.
  
- If the suspect threatens you with the weapon, **DO NOT** try to disarm him/her. Back away with your hands up. **STAY CALM.**
  
- Follow district procedures if you need to conduct a weapons search.
  
- Document all activities related to a weapons incident according to reporting requirements of the district and Minnesota Statutes.
  
- If the suspect is a student, notify parent(s)/guardian(s) according to district policy.

## SHOOTING

### **If a person displays a firearm or begins shooting:**

- Move to or seek safe shelter. Go to lockdown procedures.
- Notify building administrator/law enforcement.
- Call **911**.

### **If you hear gunshots:**

- If possible, determine where shooting is taking place.
- Seek safe shelter.
  - If outside, stay as low to the ground as possible, and find any kind of cover.
  - If inside, go to lockdown procedures.
- Teachers take attendance and notify the building administrator of missing students or staff as soon as it is safe to do so.

### **Building administrator/school resource officer/security/law enforcement:**

- Building administrator may order lockdown procedures.
- Assess the situation as to:
  - The shooter's location.
  - Injuries.
  - Potential for additional shooting.
- Call **911** and give as much detail as possible about the situation.
- Secure the school, if appropriate.
- Help students and staff find safe shelter.
- Care for the injured *if it is safe to do so* until emergency responders arrive. Do not add to the victim list by exposing yourself to danger.
- Notify superintendent's office.
- Refer media to district spokesperson per media procedures.
- Initiate post-crisis procedures.

*Work with local law enforcement to identify their response methods and capabilities. Provide them with updated building diagrams.*

## HOSTAGE

### **Witness to a hostage situation:**

#### **If the hostage-taker is unaware of your presence, DO NOT INTERVENE!**

- Notify building administrator. Building administrator may wish to initiate lockdown procedures or evacuation.
- Call **911**. Give dispatcher details of situation.
- Seal off area near hostage scene.
- Police will take control of hostage scene; building administrator coordinates with police for safety and welfare of students and staff.
- Document all activities.

#### **If taken hostage:**

- Cooperate with hostage-taker to the fullest extent possible.
- Try not to panic. Calm students if they are present.
- Treat the hostage-taker as normally as possible.
- Be respectful to the hostage-taker.
- Ask permission to speak; do not argue or make suggestions.

## BOMB THREAT

### Critical information:

- Schools are responsible for assessing bomb threats to determine credibility.
- All bomb threats must be taken seriously until they are assessed.
- The decision whether or not to evacuate rests with the **school**, not the responding agencies, unless a device is located.

### Procedures upon receiving a bomb threat:

By phone call

- Complete the *Checklist for Telephone Threats*.

By written note

- Preserve evidence.
- Place note in plastic bag, if available.
- Photograph words written on walls.
- Notify building administrator or designee.
- Notify law enforcement.
- Building administrator orders evacuation or other actions according to threat assessment and school policy.

*Caution: Overreacting may encourage additional threats.*

### Scanning process considerations:

- Scan classrooms and common areas for suspicious items. Scans should be made by people who are familiar with the building. Assign staff to certain areas of the building. Keep in mind that a bomb could be placed *anywhere* on school property – inside or outside.
- Any suspicious devices, packages, etc., should be pointed out to emergency responders. **Do not touch.**
- Once a device is located, emergency responders take responsibility for it.

### Evacuation considerations:

- If a decision is made to evacuate, notify staff via phone system, hardwired PA system or by messenger. **Do not use cell phones, radios or fire alarm system** because of risk of activating a device.
- While notification is being made, other staff should survey the grounds to clear exits and areas where students and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
- When evacuating, leave everything as-is. Leave room doors unlocked. Teachers take class roster.

*Bomb squads generally will **not** search a building unless a suspicious package has been located.*

## CHEMICAL OR BIOLOGICAL THREAT

If a telephone threat references a chemical or biological device or package, complete the *Checklist for Telephone Threats* procedures and refer to safety procedures in *Bomb Threat* and *Hazardous Materials* sections.

**This page addresses receiving, by mail or delivery service, a suspicious letter or package that might be a chemical or biological threat.**

### **When sorting mail or receiving delivered packages:**

- Look for characteristics that make you suspicious of the content.
  - excessive postage, excessive weight
  - misspellings of common words
  - oily stains, discolorations, odor
  - no return address or showing a city or state in the postmark that does not match the return address
  - package not anticipated by someone in the school or not sent by a known school vendor

### **If a letter/package is opened and contains a written threat by no suspicious substance:**

- Notify building administrator and law enforcement.
- Limit access to the area in which the letter/package was opened to minimize the number of people who might directly handle it. It is considered criminal evidence.
- Ask the person who discovered/opened the letter or package to place it into another container, such as a plastic bag.
- Turn the letter/package over to law enforcement. Document all activities.

### **If a letter or package is opened and contains some type of suspicious substance:**

- Notify building administrator and law enforcement.
- Isolate the people who have been exposed to the substance. The goal here is to prevent/minimize spreading contamination.
- Limit access to the area in which the letter/package was opened.
- Ask the person who discovered/opened the letter/package to place it into another container, such as a clear plastic zip-lock bag. Handle with gloves if possible.
- Emergency officials will determine the need for decontamination of the area and the people exposed to the substance.

### **Building administrator:**

- Building administrator and emergency officials determine whether evacuation is necessary.
- Building administrator notifies superintendent. Notification is made to parents/guardians, according to district policies.
- Implement post-crisis procedures as necessary.

*Consider having gloves and zip-lock bags available at mail sorting areas.*

## CHECKLIST FOR TELEPHONE THREATS

**If you receive a telephone threat (bomb/chemical/other):**

- **Remain calm**
- **Do not hang up. Keep the caller on the line as long as possible and listen carefully.**

**Ask the following questions:**

- Where is the bomb/chemical or other hazard?
- When will it explode/be activated?
- What does it look like?
- What kind of bomb/hazard is it?
- What will cause it to explode/activate?
- What is your name?
- Did you place the bomb/hazard? WHY?
- Where are you?

Exact wording of the threat: \_\_\_\_\_

If voice is familiar, who did it sound like? \_\_\_\_\_

**Caller ID information:**

male	female	adult	juvenile	age
------	--------	-------	----------	-----

**Call origin:**

local	long distance	internal	cell phone
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**Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.**

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter
Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep breathing		

**Background sounds: Check all that apply.**

Voices	Airplanes	Street noises	Trains	Quiet	Bells
Clear	Static	Animals	Party	Vehicles	
Horns	House noises	PA system	Music	Factory machines	
Motor	Phone booth	Other:			

**Threat language: Check all that apply.**

Well-spoken (educated)	Foul	Taped	Incoherent	Irrational	Message read from script
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Did caller indicate knowledge of the building? Give specifics: \_\_\_\_\_

Person receiving call: \_\_\_\_\_ Phone number where call received: \_\_\_\_\_

**LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.**

## DEMONSTRATION

### **If demonstrators are near but not on school property:**

- Building administrator notifies staff and superintendent's office.
- Monitor situation. Notify law enforcement if necessary.

### **If demonstrators are on school property:**

- Ensure safety of students and staff, particularly safe entry into and exit from the building.
- Building administrator notifies staff and superintendent's office.
- Building administrator asks demonstrators to leave school property. Warn them that they are violating the state trespass statute. Notify law enforcement if necessary.
  - *If demonstrators leave*, continue to monitor the situation.
  - *If demonstrators do not leave*, notify law enforcement. Building administrator may initiate "lockdown with warning." **(See Lockdown Procedures)**

## **SUICIDE**

### **Suicide threat:**

- Consider any student reference to suicide as serious.
- Do not leave the student alone.
- Notify the school counselor, social worker, psychologist, or building administrator immediately.
- Stay with the student until suicide intervention staff arrives.
- Do not allow the student to leave school without parent, guardian, or other appropriate adult supervision.

### **Suicide attempt in school:**

- Notify building administrator, school nurse, or other appropriate professional staff.
- Call **911** if the person needs medical attention, has a weapon, needs to be restrained, or parent/guardian cannot be reached.
- Try to calm the suicidal person.
- Stay with the suicidal person until suicide intervention staff arrives.
- Isolate the suicidal person or the area, if possible.
- Initiate first aid.
- Do not allow the student to leave school without parent, guardian, or other appropriate adult supervision.

### **Building administrator:**

- Call parent(s) or guardian(s) if the suicidal person is a student.
- Call family or emergency contact if suicidal person is a staff member.
- Notify superintendent or appropriate district level administrator.
- Work with district public information officer.
- Implement post-crisis procedures.

## LOCKDOWN PROCEDURES

**One means of securing the school is to implement lockdown procedures. These procedures may be called for in the following instances:**

- 1) **Lockdown with warning** – The threat is outside of the school building. The school may have been notified of a potential threat outside of the building.
- 2) **Lockdown with intruder** – The threat/intruder is inside the building.

### **Lockdown with warning procedures:**

- Building administrator will order and announce “lockdown with warning” procedures. Repeat announcement several times. Be direct. Code words lead to confusion.
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Pull shades. Keep students away from windows.
- Control all movement, but continue classes. Disable bells. Move on announcement only.
- Building administrator will announce “all clear.”

### **Lockdown with intruder procedures (these actions happen rapidly):**

- Building administrator will order and announce “lockdown with intruder.” Repeat announcement several times. Be direct. Code words lead to confusion.
- Immediately direct all students, staff and visitors into nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Building administrator will announce “all clear.”

*Some other threats may override lockdown, i.e., confirmed fire, intruder in classroom, etc. Consider making an action plan for people in large common areas, i.e., cafeteria, gymnasium.*

*Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.*

## **SHELTER-IN-PLACE PROCEDURES**

**Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.**

**Sheltering in place is used when evacuation would put people at risk (i.e., tornado, environmental hazard, blocked evacuation route).**

### **Shelter areas may change depending on the emergency:**

- Identify safe areas in each school building.
- Building administrator announces that students and staff must go to shelter areas.
- Bring all persons inside building(s).
- Teachers take class rosters.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if appropriate.
- Teachers account for all students after arriving in shelter area.
- All persons remain in shelter areas until a building administrator or emergency responder declares that it is safe to leave.

### **If all evacuation routes are blocked:**

- Stay in room and close door.
- Keep air as clean as possible.
  - Seal door.
  - Open or close windows as appropriate.
  - Limit movement and talking in room.
- Communicate your situation to administration or emergency officials by whatever means possible.

## **EVACUATION/RELOCATION**

### **Evacuation:**

- Building administrator initiates evacuation procedures.
  
- Evacuation routes may be specified according to the type of emergency. They may need to be changed for safety reasons.
  - Bombs: Building administrator notifies staff of evacuation route dictated by known or suspected location of device.
  - Fire: Follow primary routes unless blocked by smoke or fire. Know the alternate route.
  - Chemical spill: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly.
  
- Teachers take class rosters.
  
- Do not lock classroom doors when leaving.
  
- When outside the building, account for all students. Immediately inform building administrator of any missing student(s).

### **Relocation:**

- Building administrator determines whether students and staff should be evacuated to a relocation center.
  
- Building administrator or school emergency response team designee notifies relocation center.
  
- If necessary, a school emergency response team designee coordinates transportation to relocation center.
  
- Teachers stay with class en route to the relocation center and take attendance upon arriving at the center.
  
- Use student release forms for students who are picked up from a relocation center.
  
- Notify superintendent's office and district public information office of relocation center address.

### **Relocation centers:**

List primary and secondary student relocation centers. The primary site is usually located close to the school. The secondary site is usually located farther away. Include maps and written directions to centers for staff reference.

Primary Relocation Center: \_\_\_\_\_

Secondary Relocation Center: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

## MEDIA PROCEDURES

**All staff must refer media contacts to district spokesperson. The school district, in coordination with assisting agencies, assumes responsibility for issuing public statements during an emergency.**

- Superintendent serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

District spokesperson: \_\_\_\_\_  
Name Contact number(s)

Alternate spokesperson: \_\_\_\_\_  
Name Contact number(s)

*Consider pre-designating site spokespersons.*

- District Public Information (PI) person helps district spokesperson coordinate media communications.

District PI: \_\_\_\_\_  
Name Contact number

Alternate PI: \_\_\_\_\_  
Name Contact number

### **Media checklist:**

- Building administrator relays all factual information to superintendent and public information person.
- Establish a media information center away from the affected area. Consider:
  - Media need timely and accurate information. However, protect the privacy of staff and students when necessary and justified.
  - Media will want to be close enough to shoot video footage and photographs, but they should not be allowed to hinder responders.
- Before holding a news conference, brief the participants and coordinate information.
  - Determine the message you want to convey. Create key messages for target audiences: parents, students, and the community.
  - Emphasize the safety of students and staff.
  - Engage media to help distribute important public information. Explain how the emergency is being handled.
  - Respect privacy of victims and families of victims. Do not release names to media.
- Update media regularly. DO NOT say "No comment." Ask other agencies to assist with media.
- Maintain log of all telephone inquiries for future use.

## POST-CRISIS INTERVENTION PROCEDURES

- Assess the situation to determine the need for post-crisis interventions for staff, students, and families.
- Provide post-crisis briefings for staff, students, and families as appropriate.
- Re-establish school and classroom routine as quickly as possible.
- Consider interventions:
  - Defusing – Provide defusing sessions for students and staff as quickly as possible after the emergency.  
Defusings are brief conversations with individuals or small groups held soon after an incident to help people better understand and cope with the effects of the incident.  
**Defusing should be conducted by trained individuals.**
  - Debriefing – Conduct critical-incident stress debriefing (CISD) three to four days after the emergency.  
CISD is a formal group discussion designed to help people understand their reactions to the stress of an event and to give referral information. It must be modified for student’s development level. **CISD should only be conducted by trained professionals.**
  - Counseling – Provide grief counseling.
- Provide on-going support as necessary for staff, students and families.
  - Monitor and support staff.
  - Provide ongoing opportunities for children to talk about their fears and concerns. They may have more questions as time passes.
  - Identify and monitor at-risk students.
  - Provide individual crisis or grief counseling, if necessary.
  - Conduct outreach to homes.
  - Provide follow-up referral for assessment and treatment, if necessary.

*The district should identify a 24-hour contact person or agency responsible for post-crisis assessment and interventions.*

*In the event of a tragic, highly publicized event, mental health professionals from federal, state and non-government agencies may respond to offer post-crisis aid. Effective coordination is critical. Consult with the Minnesota Department of Education for support, advice and assistance in coordinating the activities of outside entities.*

## SCHOOL EMERGENCY RESPONSE TEAM

Build the school's emergency response team with people who can perform the functions identified below. Backup personnel should be assigned to each function, and key personnel should be cross-trained in critical requirements of the functions. Staff members who are not responsible for students should fill as many of the functions as possible. **Depending on the emergency, one person may be able to perform multiple assignments.**

*See next page for descriptions of emergency response team functions.*

Function	Staff Assigned	Backup Staff
<b>Incident Commander</b> (person in charge)		
Safety		
Public Information		
Liaison		
<b>Operations Chief</b>		
Medical		
(attach list of qualified first-aid/CPR responders in building)		
Site Security/ Facility Check		
Student Release Coordinator		
<b>Logistics Chief</b>		
Communications		
Transportation		
<b>Planning Chief</b>		
<b>Financial/ Recordkeeping</b>		
<p><i>These functions mirror the National Incident Management System (NIMS) used by emergency responders.</i></p>		

## SCHOOL RESPONSE TEAM FUNCTIONS

The National Incident Management System (NIMS) was adopted by the U.S. Department of Homeland Security and is intended for use by all state and federal agencies when responding to emergencies. The system provides integrated and coordinated management guidelines for all types of disasters and emergencies.

Most functions necessary for emergency response in the community are also necessary for emergencies within the schools. Incident management functions below are described in the context of a school setting.

<b>Incident Commander</b> (person in charge)	Activates school's emergency response plan; assesses the threat; orders protective measures such as lockdown, evacuation or shelter-in-place; notifies district authorities and provides situation updates; requests resources.
Safety	Responsible for safety and security of the site; stops operations if conditions become unsafe.
Public Information	May be designated site spokesperson; cooperates with the district and other agencies on joint news releases; coordinates media briefings as necessary.
Liaison	Contact person for outside agencies; may represent school/district at city emergency operations center or at emergency responders' on-scene command post.
<b>Operations Chief</b>	Directs actions, i.e., lockdown, evacuation, site security, release of students to parents/guardians, first aid or medical care, cleanup, control of utilities.
Medical	Provides for first aid or other medical care; coordinates with emergency medical services personnel as necessary; activates school's first aid/CPR responders.
Site Security/Facility Check	Responsible for seeing that the school building and grounds are visually inspected and secured.
Student Release Coordinator	Responsible for implementing school's plan for release of students to parents/guardians from relocation site; takes necessary documents to relocation site.
<b>Logistics Chief</b>	Estimates logistical needs; gets personnel, facilities (relocation sites), services, and materials to support operations.
Communications	Responsible for emergency communications systems and equipment; may act as lead or hub for internal communications response.
Transportation	Responsible for arranging transportation for emergency relocations and early dismissal of school; keeps current contact list of transportation providers.
<b>Planning Chief</b>	Assists in assessing emergencies; establishes priorities, identifies issues and prepares an action plan with incident commander.
<b>Financial/Recordkeeping</b>	Manages financial aspects of an emergency; compiles record of expenditures; tracks injuries and lost or damaged property; coordinates with district for insurance; initiates business recovery efforts.

## EMERGENCY PHONE NUMBERS

### Fire/Ambulance/Police

Emergency-911

Dispatch Center:  
(for local police, fire and emergency medical services)

### Public Utilities

Electricity:    Company \_\_\_\_\_  
                    Contact person \_\_\_\_\_  
                    24-hour emergency number(s) \_\_\_\_\_

Gas:            Company \_\_\_\_\_  
                    Contact person \_\_\_\_\_  
                    24-hour emergency number(s) \_\_\_\_\_

Water:         Company \_\_\_\_\_  
                    Contact person \_\_\_\_\_  
                    24-hour emergency number(s) \_\_\_\_\_

### Emergency Management Agencies

Local emergency management director:

                    Name \_\_\_\_\_  
                    Telephone \_\_\_\_\_

County emergency management director:

                    Name \_\_\_\_\_  
                    Telephone \_\_\_\_\_

### Referrals

Hazardous Materials: Report hazardous materials leaks or spills to Minnesota Duty Officer  
24-hour numbers            Statewide (800) 422-0798            Metro area (651) 649-5451

Poison Control Center \_\_\_\_\_

Crime Victim Services \_\_\_\_\_

Post-Crisis Intervention/Mental Health Hotline \_\_\_\_\_

***[Note: These procedures are provided as a sample and a starting place for your schools to begin planning for a situation like a pandemic. A pandemic policy is not legally required.]***

### **HIGHLY CONTAGIOUS SERIOUS ILLNESS OR PANDEMIC FLU**

- The school district may provide information on the proper methods for hand washing, covering coughs, and social distancing. Reminders of these methods may be placed throughout the school district's buildings.
- Children and staff should be asked to wash their hands thoroughly and frequently. All classroom surfaces should be disinfected according to guidance from health officials.
- If a case of highly contagious serious illness is suspected, the sick student, employee, or visitor should be immediately sent home. If that is not possible, the person should be isolated, as much as possible, until arrangements can be made for the person to leave the school.
- If a serious illness is confirmed, the local health agency should be notified and communication efforts initiated. See ***Emergency Phone Numbers*** and ***Media Procedures***.
- In the absence of a school closure order from a state agency, the superintendent, in consultation with the school board, will determine when to close school due to significant risk of spreading the illness. See ***Early School Closure Procedures, Part III.F.***, especially if school is closed before the end of a school day.
- If an extended school closure is ordered, the school district may make online learning or other at home learning options available to the extent feasible.
- Any closed school buildings should be disinfected according to guidance from health officials before reopening.



Mr. Kevin Grover  
Superintendent  
International Falls Independent School District 361  
1515 Eleventh Street  
International Falls, MN 56649

Dear Mr. Grover,

Thank you for this opportunity to propose arrangements for SMS Payroll Services for the service term beginning 01 January 2023.

Thank you for the opportunity to partner with your School District.

Respectfully,

Todd R. Netzke  
President

Enclosure



## **PAYROLL SERVICES RECOMMENDATION AND AGREEMENT**

For

**INTERNATIONAL FALLS PUBLIC SCHOOLS  
ISD 361  
1515 Eleventh Street  
International Falls, MN 56649**

School Management Services, LLC (SMS), Minnesota's premier professional services provider of K-12 business management and support services solutions, is pleased to confirm our engagement to provide payroll services to Kingsland Public Schools.

This recommendation and agreement package includes the following sections and documents:

1. Executive Summary:
  - Goals and benefits of SMS services;
  - Scope of services
  - Arrangements
2. Scope of Services and Responsibilities Addendum
3. SMS Services Agreement and Signature Page

**1.**

## Executive Summary

### Goals and benefits of SMS services

SMS goals and business strategy include the provision of innovative and cost-effective solutions to public school districts' boards and superintendants for school business management and related school business functions.

SMS leadership and line management team members are keenly aware of the changing dynamics of public school management in the broader context of public school funding and management strategies and we are committed to continuously improve and expand SMS service offerings to meet the changing needs of Minnesota's public schools.

### Scope of Services

The Scope of Services to be provided under the attached SMS Services Agreement, are detailed in the attached Scope of Services and Responsibilities Addendum and are summarized below in the following three areas:

#### a) Payroll and HR Related Services

#### a) Payroll Services

SMS will serve the District in the role of payroll services and will provide the specific services to the extent defined in the attached Scope of Services and Responsibilities Addendum

1. The SMS representative will complete all payroll related services primarily remotely and on-site as needed.
2. The SMS representative will attend meetings on an as needed basis.

### Arrangements

International Falls Independent School District 361 will receive SMS Professional Payroll services in accordance with the following arrangements.

SMS' fee arrangements for the services proposed herein shall be \$55,000 annually commencing on 01 January 2023 invoiced and paid as follows:

Semi-annually, in advance, by 15 January 2023: \$27,500  
Semi-annually, in advance, by 01 July 2023: \$27,500

Fees shall increase at a rate of 3% in years 2 and 3.

Year 2 Annual Contract: \$56,650 Paid Semi-Annually by 1/1 and 7/1 in amount of \$28,325

Year 3, Annual Contract: \$60,100 Paid Semi-Annually by 1/1 and 7/1 in amount of \$30,050

**Other Expense Reimbursement:**

Mileage at the IRS enacted rate of reimbursement per mile.

These arrangements provide for the services detailed in the attached Scope of Services Addendum, based on those responsibilities indicated as being SMS responsibilities and those responsibilities indicated as being District responsibilities.

It shall be the responsibility of SMS to compensate outside consultants retained or hired by SMS to fulfill obligations under this Agreement.

Annual Performance Reviews and Subsequent 12-month Agreement periods:

As we approach the end of the first twelve-month Agreement period, SMS will conduct an annual performance review for the purpose of assessing the District's views on SMS performance as well as our own perspective. We will propose recommendations for improvement for the second twelve-month agreement period including any mutually agreed modifications to the scope of services and responsibilities along with appropriate modifications to our fees and expenses.

## **2. Scope of Services and Responsibilities Addendum**

The following table presents the agreed assignment of payroll and HR related responsibilities.

SMS provides the District full flexibility to modify the assignment of responsibilities and to make appropriate revisions to SMS' fees and expenses arrangements at the convenience of the District in accordance with the contractual provisions of the attached Services Agreement.

### **Essential Functions**

Provides processing payroll, ensuring payment of federal and state income tax withholdings, tax return preparation and filing, year-end W-2 preparation and filing, and flexible benefits plans; ensures proper UFARS coding of staff; reconciles employee benefits and payroll withholdings; prepares invoices for shared services; oversees school board per diem claims; oversees the coordination and reporting of employee benefits, including VEBA – Select Account, Blue Cross / Blue Shield of Minnesota, life insurance, tax-sheltered annuities, Delta Dental insurance, Minnesota child support, new hire reporting, worker's compensation, PERA and TRA, long-term disability, KEA and MSEA union dues; and coordinates flexible benefits plans.

Maintains up-to-date personnel files on all employees within the district, assisting with current staff contracts, and lane-change information.

Maintains knowledge of employees' flexible benefits plans, health plans, and worker's compensation issues for discussion at benefits fairs and new employee orientation.

Ensures District compliance with Affordable Care Act (ACA) reporting requirements.

3.

### **SMS Services Agreement**

THIS AGREEMENT, is made and entered into by and between International Falls Public Schools ISD 361 (hereinafter referred to as the "School District"), and School Management Services (hereinafter referred to as the "Contractor").

#### **Scope of Services**

The Contractor agrees to provide the School District with Professional Payroll Services according to the preceding Scope of Services Addendum.

#### **Articles of Agreement & Recitals**

WHEREAS, the School District is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the School District desires to retain and compensate a qualified consultant to provide such services on the terms and conditions hereinafter set forth; and

WHEREAS, the Contractor understands and agrees that:

1. The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees arising out of the Contractor's activities;
2. The Contractor shall have no authority to bind the School District for the performance of any services or to obligate the School District. The Contractor is not an agent, servant, or employee of the School District and shall not make any such representations or hold himself/herself out as such;
3. The Contractor shall be the exclusive accounting consultant for the School District during the term of this Agreement;
4. The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the School District at all times;
5. The Contractor shall not accrue any continuing contract rights for the services performed under this contract.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

ARTICLE I  
LIABILITY INSURANCE

Section 1 Liability Insurance: The Contractor shall obtain professional liability insurance, at his/her expense, with coverage satisfactory to School District, in its sole discretion, which liability insurance Contractor must secure and maintain during the term of this Agreement. Contractor will provide School District with proof of liability insurance coverage upon request.

ARTICLE II  
DURATION OF THE AGREEMENT

Section 1 Duration: This Agreement shall commence on 01 January 2023 and will remain in effect for a period three years. This Agreement will remain in full force and effect during the term of this Agreement, but may be terminated as provided in sections 2 and 3.

Section 2 School District's Termination Rights: School district may terminate this Agreement upon ~~thirty (30) days~~ <sup>sixty (60)</sup> written notice in the event the School District determines in its sole discretion that it is not in the School District's best interests to continue using Contractor's services. ~~Upon termination, the School District shall pay to the Contractor an amount equal to 20% of the remaining contract.~~

Section 3 Contractor's Termination Rights: Contractor may terminate this Agreement upon thirty (30) days written notice to School District (i) in the event School District does not pay Contractor compensation within fifteen (15) days after invoice is received by School District. In the event of non-payment by the School District, Contractor shall give School District an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days to remit such payment, prior to giving a notice of termination. Contractor may terminate this Agreement upon sixty (60) days written notice in the event the Contractor determines in its sole discretion that it is not in the Contractor's best interests to continue providing services to the School District.

ARTICLE III  
RENEWAL OF THE AGREEMENT

Section 1 Renewal Period: Not less than thirty (30) days prior to the expiration of this Agreement, the School District may provide written notice of intent to renew this Agreement for an additional term upon terms and conditions agreed upon by both parties to the Agreement.

ARTICLE IV  
INDEMNIFICATION

Section 1 Release and Indemnify: The Contractor agrees to defend, hold harmless, and indemnify the School District and its board members, its administration, its employees, its officers, its attorneys, insurers, agents, consultants, and representatives from any and all damages and claims that may arise by reason of any acts or omissions on the part of the Contractor, or of the Contractor's employees or agents, in regard to the Contractor's performance under this Agreement, including, but not limited to, any and all liabilities, demands, losses, claims, damages, fines, judgments, attorneys' and witness fees.

ARTICLE V  
GENERAL

Section 1 Authorized School District Agent: The School District's authorized agent for the purpose of administration of this Agreement is the Superintendent. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

Section 2 Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 3 Fees and Expenses: The "Arrangements" section of the accompanying services recommendation sets forth the fees, fee increases and expense reimbursements that shall be in effect for the term of this this agreement. This "Arrangements" section also presents SMS' Annual Performance Review and refers to the basis under which fees and expenses may be modified for subsequent twelve-month periods.

Section 3 Assignability: The Contractor's rights and obligations under this Agreement are personal and not assignable or transferable.

Section 4 Data: Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the School District, and any such data and materials shall be remitted to the School District by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor in accordance with applicable federal, state and local laws regarding data privacy.

Section 5 Entire Agreement: This Agreement is the entire agreement between the School District and the Contractor and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

Section 6 Severability: All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein and such holding shall not invalidate or render unenforceable any other provision hereof.

Signature Page

**AGREEMENT FOR THE PROVISION OF PROFESSIONAL SERVICES TO  
INTERNATIONAL FALLS PUBLIC SCHOOLS (ISD 361)**

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

**For: International Falls Public Schools ISD 361  
1515 Eleventh Street  
International Falls, MN 56649**

By: Name Kevin Aron

Title Superintendent

Date 1-5-2023

**For: School Management Services, LLC  
3730 95<sup>th</sup> Ave SW  
Byron, MN 55920**

By: Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Federal I.D. #56-2545979





<b>Minnesota Department of Public Safety (“State”)</b> Office of Traffic Safety 445 Minnesota St., Suite 1620 St. Paul, MN 55101	<b>Grant Program:</b> 2023 OTS School Bus Stop Arm Camera Phase III  <b>Grant Contract Agreement No.</b> A-SBSAC23-2023-ISD361-032
<b>Grantee:</b> International Falls School District, ISD 361 1515 11th St. International Falls, MN 56649-2501	<b>Grant Contract Agreement Term:</b>  <b>Effective Date:</b> 01/13/2023 <b>Expiration Date:</b> 10/15/2023
<b>Grantee’s Authorized Representative:</b> Tom Holt 1515 11th St. International Falls, MN 56649-2501 218-417-0369 tholt@isd361.org	<b>Grant Contract Agreement Amount:</b> Original Agreement \$29,120.00 Matching Requirement \$ 0.00
<b>State’s Authorized Representative:</b> Rahya Geisler 445 Minnesota St., Suite 1620 St. Paul, MN 55101 651.201.7273 Rahya.geisler@state.mn.us	<b>Federal Funding:</b> CFDA/ALN: N/A  <b>FAIN:</b> N/A  <b>State Funding:</b> Minnesota Session Laws - 2021, 1st Special Session Chapter 5, Section 4 Department of Public Safety. Subd. 5. Traffic Safety  <b>Special Conditions:</b> None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

**Term:** The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subdivision 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:  
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2023 OTS School Bus Stop Arm Camera Phase III (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 2023 OTS School Bus Stop Arm Camera Phase III. The Grantee shall also comply with all requirements referenced in the 2023 OTS School Bus Stop Arm Camera Phase III Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

**Budget Revisions:** The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

**Matching Requirements:** (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



**Payment:** As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.*

Signed: \_\_\_\_\_

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

**3. STATE AGENCY**

Signed: \_\_\_\_\_  
(with delegated authority)

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

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

Grant Contract Agreement No./ P.O. No. A-SBSAC23-2023-ISD361-032/3000082398

Project No.(indicate N/A if not applicable): N/A

**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

Signed: [Signature]

Print Name: Kevin Grove

Title: Superintendent

Date: 12-21-2022

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

Distribution: DPS/FAS  
Grantee  
State's Authorized Representative

Budget Summary

Budget			
Budget Category	State Reimbursement	Local Match	
School Bus Stop Arm Signal Camera			
Labor to install cameras	\$4,900.00	\$0.00	
<b>Total</b>	\$4,900.00	\$0.00	
Installation of School Bus Stop Arm Signal Camera			
Falcon 928-1 8ch MNVR stop	\$24,220.00	\$0.00	
<b>Total</b>	\$24,220.00	\$0.00	
<b>Total</b>	\$29,120.00	\$0.00	

**International Falls School District, ISD 361**

A-SBSAC23-2023-isd361-032

Authorized Signer's Name:	<input type="text" value="Kevin Grover"/>	Title:	<input type="text" value="Superintendent ISD 361"/>
Authorized Signer's Name:	<input type="text"/>	Title:	<input type="text"/>
Authorized Signer's Name:	<input type="text"/>	Title:	<input type="text"/>
Authorized Signer's Name:	<input type="text"/>	Title:	<input type="text"/>

**Signature Requirements**

Authorization to execute grant agreements and amendments can be conferred by:

1. Statute
2. Bylaws
3. Resolution approved by the Board

A resolution is not needed if the listed officials below are signing the grant agreement . Signing authority may be conferred to others through a Board approved resolution.

1. Statutory Cities - Mayor and City Clerk
2. Counties - Board Chair and Clerk of the Board
3. Nonprofits - Board Chair or other official designated in bylaws

**For information about signature requirements, click here: [Authorized Signature Information](#)**

Please upload supporting documentation (Resolution, Bylaws) here:

**For Department of Public Safety staff use only:**

Reviewed and Approved by DPS Staff

<input type="text"/>	DPS Staff Name	<input type="text"/>	Date
----------------------	----------------	----------------------	------

Roxanne Skogstad - Ditsch  
Chair, ISD 361  
1515 11<sup>th</sup> Street  
International Falls, MN 56649

Dear Chair Ditsch,

I submit this letter on January 9th 2023, meeting the February 1 deadline of MS 122A.48 (Teacher Early Retirement Incentive Program). I meet all requirements outlined in MS 122A.48 subdivision 1 and request that the district entertain the following proposal.

A payment equal to 50% of the difference between my 2023 salary and BA1 step (top left cell of 2023 – 24 salary schedule) of the 2023 - 2024 salary schedule, not to exceed \$17,500, to be paid into my Health Care Savings Plan account within 30 days of my last day of TRA service to the district.

This letter does not preclude me from any other benefit afforded me upon severing service to the district as negotiated in the 2023 – 2025 conditions for employment between Local 331 and ISD 361.

I agree to submit an irrevocable letter of resignation upon school board approval which will be effective upon November 12th, 2023.

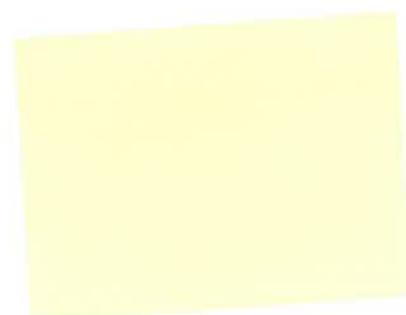
Thank you for this consideration.

Sincerely,

A handwritten signature in cursive script that reads "Anthony Casareto". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Anthony J. Casareto

Cc: Kevin Grover, Superintendent  
Ginger Christianson, ED MN Local 331 President





# Minnesota North College

A Member of Minnesota State

Minnesota State  
Minnesota North College  
CIS Agreement  
2022-23 Academic Year

## PREAMBLE

This College in the Schools Agreement, and amendments and supplements thereto, is between the State of Minnesota, acting through its Board of Trustees of Minnesota State (hereinafter "Minnesota State"), on behalf of MINNESOTA NORTH COLLEGE (hereinafter "COLLEGE"), and International Falls High School ISD 361 (hereinafter "HIGH SCHOOL"). It is understood that the COLLEGE will offer college level classes to HIGH SCHOOL through the Concurrent Enrollment Program, a component of the Post-Secondary Options Program, which meet transfer criteria to colleges and universities within Minnesota State. The goals of the College in the Schools Program will best be met if HIGH SCHOOL and COLLEGE collaboratively establish long-term working relationships to develop and improve delivery of services to the high school students. Because of this ongoing collaboration, the terms of this agreement are amenable through written agreement from both the HIGH SCHOOL and the COLLEGE.

## KEY CONTACTS

### **COLLEGE**

Carrie Hejda  
College in the Schools Coordinator  
218-550-2515  
carrie.hejda@minnesotanorth.edu

Dr. Bart Johnson  
Vice President of Academic and Student Affairs  
218-322-2388  
bart.johnson@minnesotanorth.edu.edu

Rick Kangas  
Associate Vice President of Student Affairs  
218-322-2319  
richard.kangas@minnesotanorth.edu.edu

### **HIGH SCHOOL**

Thane Grewatz  
Counselor  
218-283-2571 Ext. 1106  
t.grewatz@isd361.org

Timothy Everson  
Principal  
218-283-2571 Ext. 1104  
t.everson@isd361.org

## ARTICLES OF AGREEMENT

### I. 2022-23 CIS Offerings

These course offerings are subject to change.

Course	Length (S or Y)	ICC Equivalent	Credits	High School Faculty/ ICC Collaborator
Nursing Assistant/Home Health Aide	Spring Semester	NAHA 1100 Nursing Assistant/Home Health Aide	4	Leah Bacon/Donita Ettestad

### GENERAL RESPONSIBILITIES

The COLLEGE agrees to:

- Provide each CIS instructor with a required orientation to the CIS program and on-going opportunities to participate in appropriate campus-based and/or program-specific faculty development activities (Minnesota State Policy Ch. 3.5.1 Part 3 Subpart D).
- Host a CIS Workshop in August, to include professional development and a required planning session.
- Provide registration, withdrawal, and drop-add information, as well as print and/or electronic materials concerning academic and student support services available to all students at the COLLEGE, which also outlines Minnesota North College academic policies and student responsibilities (Minnesota State Policy Ch. 3.5.1 Part 3 Subpart A).
- Provide course outlines for all courses.
- Provide access to the COLLEGE Library and its online resources to students and CIS Instructors.

The HIGH SCHOOL agrees to:

- Provide all textbooks and other instructional materials/equipment required for the course as determined by the sponsoring academic department and faculty.
- Pay **\$3000.00** for each CIS course offered per semester. Multiple sections of the same course taught by the same instructor during the same semester will not incur an additional fee. Payment shall be made by HIGH SCHOOL within 30 days after the COLLEGE has presented invoices for services performed to the HIGH SCHOOL. Invoices for course fees, course deficiency payments, and supplemental services shall be calculated once each academic year with the invoice to be submitted to the appropriate high school no later than March 31.
- Provide release time for HIGH SCHOOL instructor to meet agreement activities.
- Provide student transportation for approved student visits to Minnesota North College.
- Ensure that, at minimum, 51% of students enrolled in a CIS course are taking the course for college credit.
- Annually provide a list to the Associate Vice President of Student Affairs or CIS Coordinator no later than March 31 of CIS courses offered at the high school that have both CIS students and non-CIS students.
- Provide access to high school grading system (e.g. Infinite Campus), as applicable.

### II. STUDENT REGISTRATION AND ORIENTATION

The COLLEGE agrees to:

- Provide a student orientation session(s) at the local high school and/or Minnesota North College, which includes student advising and registration.
- Provide advising and/or counseling services to prospective and enrolled students.

- Maintain college course records for HIGH SCHOOL students, and make appropriate records adjustments for students in accordance to Drop/Add and withdrawal policies.

The HIGH SCHOOL agrees to:

- Provide information about the CIS program to all sophomores and juniors enrolled in their high school (MN Statues 2004, Section 124D.09).
- Ensure that each student meets the eligibility requirements for CIS courses, currently a 3.0 cumulative GPA for Juniors, a 2.5 cumulative GPA for Seniors, and;
  - Reading/Writing - High School cumulative GPA of 2.6 or higher.
  - Mathematics - High School cumulative GPA of 2.8 or higher and completion of High School Algebra II or its equivalents with a grade of "C-" or above.
- Provide student transcripts to the COLLEGE for eligibility review prior to spring orientation.
- Have students who plan on taking a CIS course(s) the following year attend the required orientation session, where they receive advising on course selection and register for courses.
- To the extent possible, provide counseling services to students and their parents (or guardian) before students enroll in the COLLEGE'S CIS courses. This ensures that the student and their parents (or guardians) are fully aware of the rewards and possible consequences of enrolling in CIS courses.
- Notify the COLLEGE of class enrollment by the first week of each semester/term.

### **III. HIGH SCHOOL INSTRUCTOR QUALIFICATIONS**

The minimum qualifications for CIS instructors shall be those determined by the college per Minnesota State policy, and are subject to legislative mandate, Minnesota State action, and NACEP accreditation activities. Currently, minimum qualifications should be consistent with the following:

- For Liberal Arts Transfer Courses High School CIS instructors hold a Master's Degree in the discipline they are teaching or an unrelated Master's Degree with 18 semester graduate credits in the discipline they are teaching.
- Instructors new to CIS will complete the COLLEGE CIS Application and forward unofficial copies of undergraduate and graduate transcripts, a resume, and a letter of interest explaining why the instructor is capable of teaching this/these college-level course(s) to the COLLEGE Associate Vice President of Student Affairs, and a letter of recommendation by the HIGH SCHOOL principal.
- Each high school instructor selected to teach a CIS course for the first time requires the approval of the instructor's principal and of the college, including a review of the CIS instructor's credentials by the appropriate college Academic Dean and college faculty.

### **IV. CIS SYLLABUS**

The following syllabus policy is subject to legislative and Minnesota State actions.

The HIGH SCHOOL INSTRUCTORS agree to:

- Meet with College Faculty Collaborator to discuss textbook selection, course outline, learning outcomes and course assessment for the following year.
- Create a syllabus in collaboration with the college faculty member based on the college course outline, expected learning outcomes of the course, and course assessment components. Although this syllabus will follow a common course outline, use the Minnesota North College logo, address the learning outcomes and assessment components of the college course, it currently is *not required* to be the same syllabus (Minnesota State Policy Ch. 3.5.1 Part 3 Subpart D).
- Submit the syllabus to the college prior to the start of the course for faculty approval.

The COLLEGE FACULTY COLLABORATORS agree to:

- Meet with High School Instructor to share department requirements regarding course syllabi, course content, assessment and texts. This may include: reviewing course textbook options, providing sample syllabi, providing sample exams and sample assignments.
- Collaborate with high school instructor in the creation of an appropriate course syllabus.
- Review syllabus for adherence to course content, academic rigor, and/or assessment components. If the faculty collaborator has significant concerns regarding the syllabus, these issues will be addressed on a case-by-case basis, with the goal of assisting the high school instructor to correct the concerns.

## **V. GRADING PROCESS**

The HIGH SCHOOL INSTRUCTOR agrees to:

- Adhere to course assessment content as outlined by the College Faculty Collaborator during the initial Instructor/Collaborator meeting.
- Ensure each CIS course is equivalent in content and rigor to the same course offered on the college campus and covers all elements of the course outline. If the high school instructor is asked in advance, she/he will provide documentation such as copies of quizzes, exams, and completed homework assignments that are examples of student A-level work, B-level work, and C-level work.
- A student's grade in a course is to be based on their academic performance on assignments and tests. The use of shaded graded shall be determined between HIGH SCHOOL instructor and COLLEGE faculty collaborator.
- Comply in administering COLLEGE departmentally required exams or assignments.
- Assign final letter grades to each student on the class list immediately after the semester ends.
- Submit all grades to the faculty collaborator within 2 days of the course end date.

The COLLEGE FACULTY COLLABORATOR agrees to:

- Review all grades and, if necessary, request copies of graded material.
- Submit approved grades to College Registrar.

The HIGH SCHOOL and COLLEGE agree to:

- Ensure that CIS students are held to the same grading standards as those expected of students in campus sections and CIS students are assessed using equivalent methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in campus sections.

## **VI. COLLABORATION RESPONSIBILITIES**

The COLLEGE FACULTY COLLABORATOR agrees to:

- Attend annual Fall CIS Workshop.
- Meet with high school instructors to complete the annual review of course material.
- Review the CIS Faculty Handbook.
- Oversee/participate in annual discipline-specific professional development.
- Communicate with the CIS instructor and monitor assignments, exams, projects, student academic achievement, and instructional effectiveness to ensure that the course meets the learning outcomes contained in the course outline approved by the college or university and that the students are held to college-level standards (Minnesota State Policy Ch. 3.5.1 Part 3 Subpart D).
- Conduct necessary classroom observation (two visits for new partnerships; one visit for ongoing partnerships).
- Seek to resolve any conflicts with COLLEGE Associate Vice President of Student Affairs.
- Communicate to the COLLEGE Associate Vice President of Student Affairs at the end of the semester for each CIS course assigned a summary of the collaborative activities and discuss possible improvements.

The HIGH SCHOOL INSTRUCTOR agrees to:

- Attend annual Fall CIS Workshop.
- Meet with faculty collaborators to complete annual review of course materials.
- Review CIS Instructor Handbook.
- Review the online student handbook with students early in the course to ensure they understand the academic policies related to the CIS course.
- Within the first week of the semester, review class lists to verify students are registered for the college course.
- Ensure that end-of-term student surveys have been administered and completed.
- Communicate with the faculty collaborator on a regular basis through phone, email, telecommunication, and in-person meetings.
- Participate in annual discipline-specific professional development.
- Discuss the class experience with the faculty collaborator: what went well and what could be improved, if there are any equipment needs that need to be addressed. Discuss any opportunities for professional development.

#### **VII. TERMS OF AGREEMENT**

This agreement will be effective July 1, 2022, or upon the date that the final required signature is obtained by COLLEGE, and will remain in effect until June 30, 2023, or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

#### **VIII. CANCELLATION**

This Agreement may be cancelled during its term only by mutual agreement between HIGH SCHOOL and COLLEGE. In the event of such a cancellation, COLLEGE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

#### **IX. LIABILITY**

HIGH SCHOOL agrees to indemnify and save and hold COLLEGE, their representatives and employees, harmless from any and all claims or causes of action arising from the performance of this contract by the HIGH SCHOOL or the HIGH SCHOOL agents or employees. This clause shall not be construed to bar any legal remedies the HIGH SCHOOL may have for COLLEGE failure to fulfill their obligations pursuant to this contract, nor those remedies the COLLEGE may have for the HIGH SCHOOL for failure to fulfill the obligations pursuant to this contract.

#### **X. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

HIGH SCHOOL agrees that in fulfilling the duties of this contract they are responsible for complying with the applicable provisions of the Americans with Disabilities Act, 42 U.S.C. Section 12001, et seq. and regulations therein. COLLEGE is not responsible for issues or challenges related to compliance with the ADA beyond their own routine use of facilities, services, or other areas covered by the ADA.

#### **XI. GOVERNMENT DATA PRACTICES ACT**

HIGH SCHOOL must comply with the Minnesota Government Data Practices Act (MN Statutes Ch. 13) as it applies to all data provided by COLLEGE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the HIGH SCHOOL in accordance with this contract.

#### **XII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS**

COLLEGE shall own all rights, including intellectual property rights, in all original materials, including any curriculum materials, inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically or magnetically recorded materials and other work in whatever form,

developed by the COLLEGE and its employees and contractors individually or jointly. Materials developed jointly between any college employee and/or contractor and any HIGH SCHOOL employee in the performance of its obligations under this contract shall be jointly owned by COLLEGE and HIGH SCHOOL. Materials developed individually by any HIGH SCHOOL employee in performance of his/her duties under this contract shall belong to HIGH SCHOOL; however, COLLEGE shall have a non-exclusive, unrestricted right to use such materials in the future. This provision shall not apply to materials developed by the COLLEGE, their contractors and/or employees, or those developed by the HIGH SCHOOL or any HIGH SCHOOL employee prior to the existence of this contract.

**XIII. SIGNATURES**

Bart Johnson Date 12/20/22 Kevin Moran Date 12-20-2022  
COLLEGE VP of Academic & Student Affairs HIGH SCHOOL Superintendent

R. Kang Date 12/22/22 Jan Sun Date 12-20-22  
COLLEGE AVP of Student Affairs HIGH SCHOOL Principal



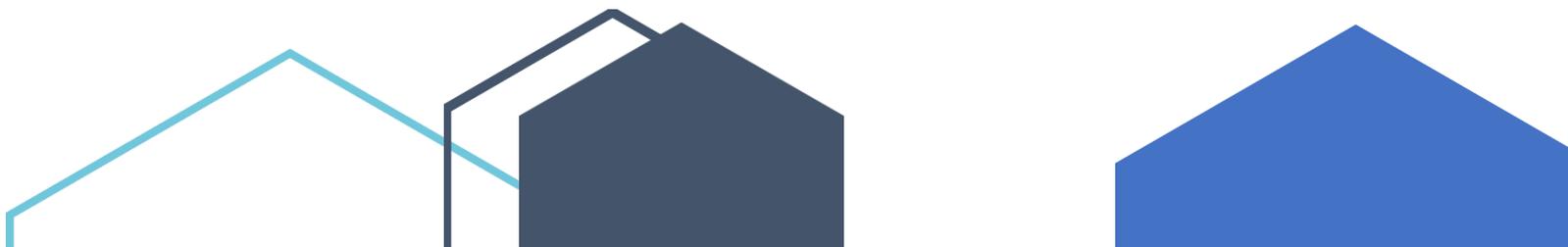
INTERNATIONAL FALLS PUBLIC SCHOOLS

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*Safe Learning Plan*



January 17, 2023



## Introduction

The following plan is the guide for operating our educational settings through this Covid -19 situation. It is a fluid plan that could be modified as we find areas of success and weaknesses. Please keep in mind that no plan can include every detail, but it is the roadmap for many of the key pieces that come together to make our system function. I thank the team for the number of hours put into the development and the people that have given input to make this plan come to fruition.

The 2022 – 2023 school year is starting up with the Covid – 19 pandemic still in play with variants emerging. The state is encouraging vaccinations for all school students. The goal is to take precautions and layer safety approaches with the intent of allowing more of the normal educational opportunities as we are in more of a management stage at this point. There is guidance from the Center of Disease Control (CDC), Minnesota Department of Health (MDH), Minnesota Department of Education (MDE), Minnesota State High School League (MSHSL), and other organizations that are being taken into consideration, but the school board will have the decision making power on which protocol the district will follow at this time. Our commitment is to follow their guidance and will continually look at where we can improve our practices and when we can change our requirements.

In planning for the coming school year distance learning is not an option provided by the legislature. Zooming for classes is not an option unless worked out for individual situations that may arise when a student is out ill for an extended period of time.

The Learning Plan is based on the MDH *Best Practices for Covid-19 Prevention in Schools* and current public health recommendations at the time this document was developed, which include:

- Promoting Vaccination
- Consistent and correct mask use
- Physical distancing and cohorts
- Screening and testing
- Ventilation
- Handwashing and respiratory etiquette
- Staying home when sick and getting tested
- Contact tracing in combination with isolation and quarantine
- Plan for short-term school closures, should there be a suspected or confirmed COVID-19 case

Five goals that International Falls Public Schools is dedicated to continuing for the 2021 -22 school year based on experiences from last school year are:

1. Prioritize the safety of students and staff
2. Prioritize in-person learning, especially for younger learners
3. Consider infectiousness and transmission risk among different ages
4. Support planning, while permitting flexibility for the district
5. Take into account disease prevalence at a local level

Throughout the Safe Learning Plan, you will be able to observe how International Falls Public Schools plans to take into account CDC guidelines, MDH guidelines, and MDE requirements, while providing staff and students with a safe place to learn and educate.

## Our Safe Learning Model

To begin the 2022-2023 school year, International Falls Public Schools will follow CDC and MDH recommendations and encourage all students, staff, and visitors to be vaccinated. Mask guidelines will follow prior year criteria for when they need to be worn. Staff and students should work with the school nurse and administration when they have Covid like symptoms.

At the current time, the District will be starting the year with Prek –through grade 12 in person every day of the week.

### Contingency Planning

When viral activity increases, International Falls Public Schools will analyze the district level, county-level and state level data to determine if another learning model should be selected.

If viral activity decreases, the District may dial back to a less restrictive model than what is currently in place. If doing so, it may consult with local public health officials, MDH, and MDE through the Regional Support Teams.

Parents, guardians, staff and students will be notified of scheduling changes through Skyward, the District’s Facebook Page and District email accounts. Kevin Grover, Superintendent is responsible for all communications with regards to learning model changes.

## Communication

### Taskforce

International Falls Public Schools has continued a taskforce to lend input to the learning model and layered approaches needed for the upcoming school year. The taskforce is open to representation from principals, maintenance, transportation, nurse, athletic director, community education, food service, union representatives, and superintendent. The group will meet as needed to consider recommendations.

Kevin Grover, Superintendent serves as the point of contact for all COVID-19 related matters in the district.

Leah Bacon, District Nurse is responsible for coordinating with local health authorities regarding positive COVID-19 cases and communicating with MDH/MDE. All school staff and families will be provided with this person’s contact information.

A COVID-19 Program Coordinator is identified below for each building as well. This person will communicate concerns, challenges, and lessons learned related to COVID-19 preventive activities as needed with staff, students and their families, school and district leadership, and local health officials. Their contact information will be included on all communication.

<b>Building</b>	<b>COVID-19 Program Coordinator</b>	<b>Title</b>
Falls Elementary	Melissa Tate	Principal
Falls High School	Tim Everson	Principal

### Communication Methods

The District will release communication updates in the following ways:

- Newsletters will be sent home to Elementary families monthly
- Daily announcements will be posted via a link on the website
- During the school year, KGHS/KSDM radio will broadcast District announcements every other Tuesday

The District will continue to utilize the school website and Facebook page for updating staff, students, parents, and the public. Written documentation will be available at the District Office for parents who do not have internet access.

The District will post the learning plan on the District website and notify families, students and staff of the availability through Skyward.

SkyAlert will be utilized to provide parents and staff with immediate updates when necessary.

Posters will be present within the facility, including some of the following locations:

- At handwashing sinks to remind building occupants of good handwashing practices
- On entry doors to remind people who have symptoms not to enter
- At entries notifying people of the screening methods

## Mental Health & Wellness

The COVID-19 pandemic is causing stress, fear, and anxiety for many people. The District will provide staff, families, and students (age-appropriate) with information on how to access resources for mental health and wellness.

International Falls Public Schools has the following mental health professionals available:

- Jordan Bright, Elementary Social Worker
- Thane Grewatz, School Counselor
- Laurie Youso, High School Social Worker
- Lisa West/Lisa Simon, Dean of Students

The District will provide the following mental health services:

- Group lessons will occur with Elementary classes
- Staff members hours outlining their availability will be physically posted and also available on the District website, with how to reach individuals
- The District will provide training on the signs and symptoms of students in need to staff members and outline the process to be followed when this may occur
- The District utilizes BARK to supervise students correspondence on District devices

## Reporting Methods

International Falls Public Schools requests parents, guardians and staff to self-report if they or their student have COVID-19 symptoms, a positive test or have been in close contact with someone with COVID-19.

To report, parents and guardians will report their students absent to the attendance secretaries who will then complete a Google form provided by Leah Bacon, District Nurse to gather reporting data the District may need.

Staff members will also report the cases listed above to the attendance secretary to ensure the form is completed.

## Screenings

International Falls Public Schools will not initially complete screenings of students, visitors, and staff entering the buildings. It is highly encouraged for parents to screen their child for symptoms prior to sending them to school. The district will follow the MDH Recommended Covid-19 decision tree. Screening reminders will be placed at entrances.

# Community Expectations

## Hand Washing

Proper hand washing practices are very important to reduce the spread of any viruses. Posters will be placed at all sinks to remind everyone of good hand washing practices.

Hand sanitizer is available throughout buildings. Handwashing areas are present in most Elementary classrooms. Hand washing is more effective than hand sanitizer in reducing germs. However, in instances where handwashing is not readily available, hand sanitizer can be used. Visibly dirty or greasy hands should still be washed as soon as feasible. Custodial staff will check mounted hand sanitizer and handwashing supplies during each daily cleaning of the area.

Teaching staff are expected to encourage proper hand washing with all students.

## Face Coverings

Per the school board face coverings are not required at this time except for students/staff returning from being positive with Covid-19 if they return after day 5 they need to wear a mask through day 10.

It is not recommended that masks be worn by anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. They are also not recommended for children who cannot manage them on their own and are not to be used on children under the age of two years old.

MDH face-covering guidelines should be followed when wearing coverings. This includes washing hands before applying, washing hands after taking off, not touching the covering repeatedly, and keeping it clean. International Falls Public Schools will send home a guidance document on how to safely wear face coverings.

Face coverings are considered to be a paper or disposable mask, cloth face mask, scarf, bandanna or religious face covering. They are required to cover the nose and mouth completely. A face covering is not a substitute for social distancing. Face coverings may be temporarily removed in the following situations:

- To eat or drink
- During active participation of extracurricular activities and physical education
- When asked to remove it for identification purposes
- When working alone in an office, classroom or vehicle where a person has no person-to-person interaction
- When working in communal spaces that have barriers that are above face level
- When communicating with someone who is deaf, hard of hearing or has a disability or medical condition which makes communicating with a face covering difficult.

Face shields must extend below the chin, to the ears and with no gap between the forehead and shields headpiece.

Face shields are allowed in the following situations:

- Among students in preschool through grade 8 when wearing a face covering is problematic
- By teachers when wearing a face covering is impeding the educational process
- When staff, students or visitors cannot tolerate a face covering due to a developmental, medical or behavioral health condition
- When staff are providing direct student support services if the face covering impedes the service being provided
- Face shields are not allowed to replace a mask and allow a person to return early to school from having Covid-19. (day 6-10)

School will supply face mask to students/staff that need or desire a mask.

## Protecting Those at Higher Risk

International Falls Public Schools will accommodate the needs of students and staff who are at higher risk of serious illness from COVID-19. Discuss privately your needs with an administrator to figure out what modifications are possible

## Facilities

### Physical Barriers

International Falls Public Schools has barriers available for staff that desire something installed in their location.

### Gatherings and Visitors

Visitors will be permitted as long as they comply with district requirements

### Water and Ventilation Systems

Ventilation systems will be assessed to determine they are operating properly. Dampers are opened to bring in as much outdoor air as possible. If portable ventilation equipment, such as fans are used. Precautions must be taken to limit the air from blowing from one person directly to another to reduce the potential spread of any airborne or aerosolized viruses.

## Space Considerations

### Playgrounds

Playgrounds will remain open. Students will be directed to wash hands before and after playground use. Playground usage will occur as a grade to keep groups as static as possible.

### Computer Lab

Workstations will be cleaned on a normal basis with no extra accommodations in place at this time.

### Library

Library books are available to be checked out through the Arrowhead Library System.

### Technology

Each student will have their own Chromebook at the high school and is responsible for keeping it charged and bringing it to class similar to bringing other needed materials. Elementary staff will clean devices on a regular basis.

### Gymnasium

Physical education classes will be done outside when weather permits. When equipment is used, it will be cleaned on a regular basis.

### Sporting Events/Locker Rooms/Fitness Centers/ Pools

The District will take under consideration recommendations from MSHSL for activities and are following these safety protocols:

- Students are encouraged to shower at home

- Games (indoors and outdoors) can have the total number of players, coaches, referees, umpires, etc. as needed to hold the game and starting out spectators are allowed to attend as long as they follow the masking requirements of the venue. Social distancing is encouraged at all venues.
- Family and friends are not permitted to attend practices
- Players will maintain social distancing while they are not playing.
- Coaches will remind athletes daily of the screening process and encourage participants to stay home if they have symptoms.
- Participants are not to share towels, water bottles, or snacks at this time.
- Coaches are supervising the cleaning of equipment in the weight room and within sports after each use

Any athlete that tests positive needs to report their results to school nurse. MSHSL return to play paperwork for Covid – 19 needs to be completed prior to returning to practice following required quarantine period. FHS will require all athletes that were positive for Covid – 19 to practice a minimum of 2 days before being eligible for competition. Coaches have ability to extend the number of days based on each student’s experience and condition upon return. More severe cases may take 7 or more days to get back to full competition.

Should a case be reported within the team, the nurse needs to be contacted and will notify the MDH.

### Classrooms

Teachers are encouraged to limit the materials in classrooms to essential teaching tools. Limiting the number of personal items in the classroom will lighten the cleaning load of the custodial staff. Classrooms will have desks spread out as space allows and will allow for more space between students to avoid crowding

### Drinking Fountains

Drinking fountains are allowed and cleaned on a regular basis. Bottle fillers will remain in use and are encouraged.

### Cafeteria

Meals are not free this year and we encourage families to fill the Free/Reduced application forms out as they can result in free or reduced price meals and activity fees along with helping district receive funding in other areas based on our rates.

Meals will be served in the cafeteria.

### Nurse’s Room/Isolation Areas

Should a student or staff member need to be isolated until they can leave the building as they are showing symptoms of COVID-19, each building has selected an isolation room.

Falls Elementary will utilize the health office and Falls High School will utilize the Nurse’s office.

The District Nurse will be providing teachers with education on when students should and should not be sent to the office to reduce congestion.

## Scheduling

In person classes will take place with all students present 5 days a week under the current plan. After shared supplies are used at the High School level, they will be cleaned by students.

## Community Education

Community Education will be resuming activities as safely allowed throughout the year. All District policies listed in the learning plan will be followed.

## Special Education

Individualized Education Plans (IEPs) will be reviewed in the first part of the school year and plans for each scenario will be tailored to each student.

## Arrival and Dismissal

Staff will monitor the arrival and dismissal times to curtail congregating. Elementary will be allowed to access the playground before school. High school students will use their lockers and be asked to space accordingly as they wait for class to start or go to their assigned class.

## Transportation

- Students will have assigned seats and be with other family members when possible.
- Buses will load from back to front and unload from front to back.
- Buses will be cleaned by the drivers after every morning and afternoon route. Windows will be left open for ventilation as weather allows.

# Facility Cleaning Methods and Considerations

## Cleaning Considerations

International Falls Public Schools has prepared in-depth cleaning practices to prevent the exposure of COVID-19. Key elements include:

- Staff will utilize Oxiever, which is an approved disinfectant on the EPA approved chemicals list.
- The dwell time of product is one minute.
- The SDS is available to staff in each buildings custodial room.
- The containers are pre-labeled with GHS compliant labels.
- Staff have received training on good cleaning practices and Employee Right-to-Know. Records are located in the High school office.

When technology items are needing to be cleaned, alcohol wipes will be utilized to prevent damage to the equipment.

Door hangers will be present on each door to note whether rooms were used/dirty or not used/clean. Custodial staff will change the door hangers to “clean” once the room has been cleaned for the day.

## Routine Cleaning

MDH and CDC recommend routine cleaning and disinfection occur to assist in prevention of the virus spread.

International Falls Public Schools accomplishes this through routine cleaning of high touch points as listed below, per CDC guidelines.

Internal custodial staff who complete routine cleaning follow these recommendations:

1. If the surface is visibly dirty, clean using soap & water
2. Disinfect surfaces using disinfectant provided and paper towels and or disposable scrub pads. The product needs to remain wet on the surface for the designated amount of time.
3. Use a garbage bag for your waste. When full, place garbage in dumpster.
4. Remove gloves, then wash hands thoroughly with warm water and soap for at least 20 seconds.

## Special Cleaning Considerations

### **Toys**

During this time, toys in classrooms that cannot be cleaned and sanitized will not be used. After toys are used, they are placed in a separate bin and cleaned by instructors. Toys will be cleaned with water and detergent, rinsed, sanitized with an EPA-registered disinfectant, rinsed again, and air-dried.

### **Porous Surfaces**

During this time, unnecessary rugs and other porous objects have been removed from classrooms. Other porous surfaces may include: chairs, furniture, rugs, linens, clothing, etc. If porous surfaces do need to be cleaned, the following steps will be followed:

- Handle laundry wearing gloves
- Transport laundry in disposable garbage bags when possible OR clean and disinfect the method of transportation
- Do not shake laundry out
- Wash on hottest water setting with regular detergent
- Dry thoroughly

### **Transportation**

Vehicles and busses used to transport staff and students need to be cleaned after every trip. The district's cleaning method will be used. Bus drivers will receive training on proper cleaning practices and will be provided with cleaning supplies and PPE.

## Handling Suspected or Confirmed Cases

International Falls Public Schools will proceed as follows with suspected or confirmed cases:

- The person will be separated and held in the designated isolation area until they are able to be picked up by a parent or guardian
- While waiting they will be under visual supervision of a staff member
- The staff member and person waiting will be requested to wear face masks, unless either person is unconscious, has trouble breathing or is incapacitated
- MDH will be notified of confirmed COVID-19 cases of students or staff based on current reporting guidelines.

The district will contact parents or guardians of the student to transport an ill student home. If medical care is needed, 911 will be called. If it is determined that the person is in need of transportation home and a parent/guardian cannot provide, International Falls Public Schools will use district transportation methods to bring the person home.

## Anticipated Situations

While in in-person learning for all students, it is assumed that minimal to moderate community spread is occurring, but the impact on the school community in terms of confirmed cases among students and staff is relatively small. Single, standalone confirmed cases that occur while in this model will **not** result in notification to families. Parents are asked to watch for symptoms in their child if they were possibly exposed to a positive case. Formal notification of families will occur when nurse/administration feel appropriate due to rising numbers in a class or school.

While in person learning, case rates in the state, county, and school district will be watched. If local positivity rates and transmission get to a point where the district feels it is unsafe to continue in-person learning, we would switch to full distance learning for a period of time.

## Quarantine

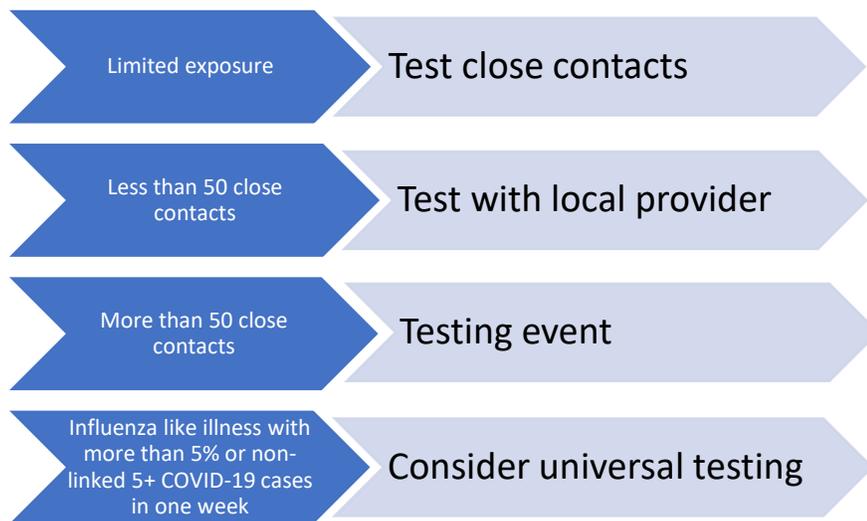
Students/staff who test positive for Covid - 19 will need to quarantine for 10 days from the onset of symptoms. The district will allow for early return after 5 days if person is symptom free and wears a mask properly for days 6-10. Any family members of a positive Covid - 19 case who have not been vaccinated for Covid-19 would also have to quarantine for a total of 14 days. They could return on day 11 if they wear a properly fitted mask through day 14. If family members develop symptoms, and/or test positive the 14 day quarantine requirement could change. Vaccinated family members who do not have symptoms could continue to attend school.

## Testing

Testing may be necessary depending on situations that may arise. MDH is providing guidance and making available multiple testing options.

The district would not test your child unless permission was given, but it likely will be an option to help combat the Covid-19 virus.

The following table has been provided to assist with determining the testing type.



## Student Support

Students that are out on quarantine will be supported by the district via an online platform to transmit work along with video communication of lessons as described below. Additional help is available from teachers during their preparation time as requested from the student and family. Teachers not using one of the platforms will work out ways to get materials to students that need to quarantine.

Online Platforms: Google Classroom (3rd-12th) and Seesaw (PK-2, Special Education). These online platforms will have assignments and activities and be the primary means of communicating assigned work with students/families.

# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet  
(about 2 arms' length)  
from other people.



Cover your cough or sneeze with a  
tissue, then throw the tissue in the  
trash and wash your hands.



When in public, wear a  
cloth face covering over  
your nose and mouth.



Do not touch your  
eyes, nose, and mouth.



Clean and disinfect  
frequently touched  
objects and surfaces.



Stay home when you are sick,  
except to get medical care.



Wash your hands often with soap  
and water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

316917-A May 13, 2020 11:00 AM



Hands that look clean can still have icky germs!

# Wash YOUR HANDS!



This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention



# STAY HOME IF YOU'RE SICK

If you're sick, stay home, rest, and remember to:



Cover your coughs and sneezes with a tissue or your sleeve.



Wash your hands often with soap and water.



Clean frequently touched surfaces and objects (for example, TV remotes and computers).

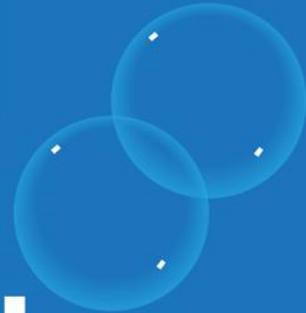


U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention

For more information: [www.cdc.gov/npi](http://www.cdc.gov/npi) | 1-800-CDC-INFO (232-4636) | [www.cdc.gov/info](http://www.cdc.gov/info)



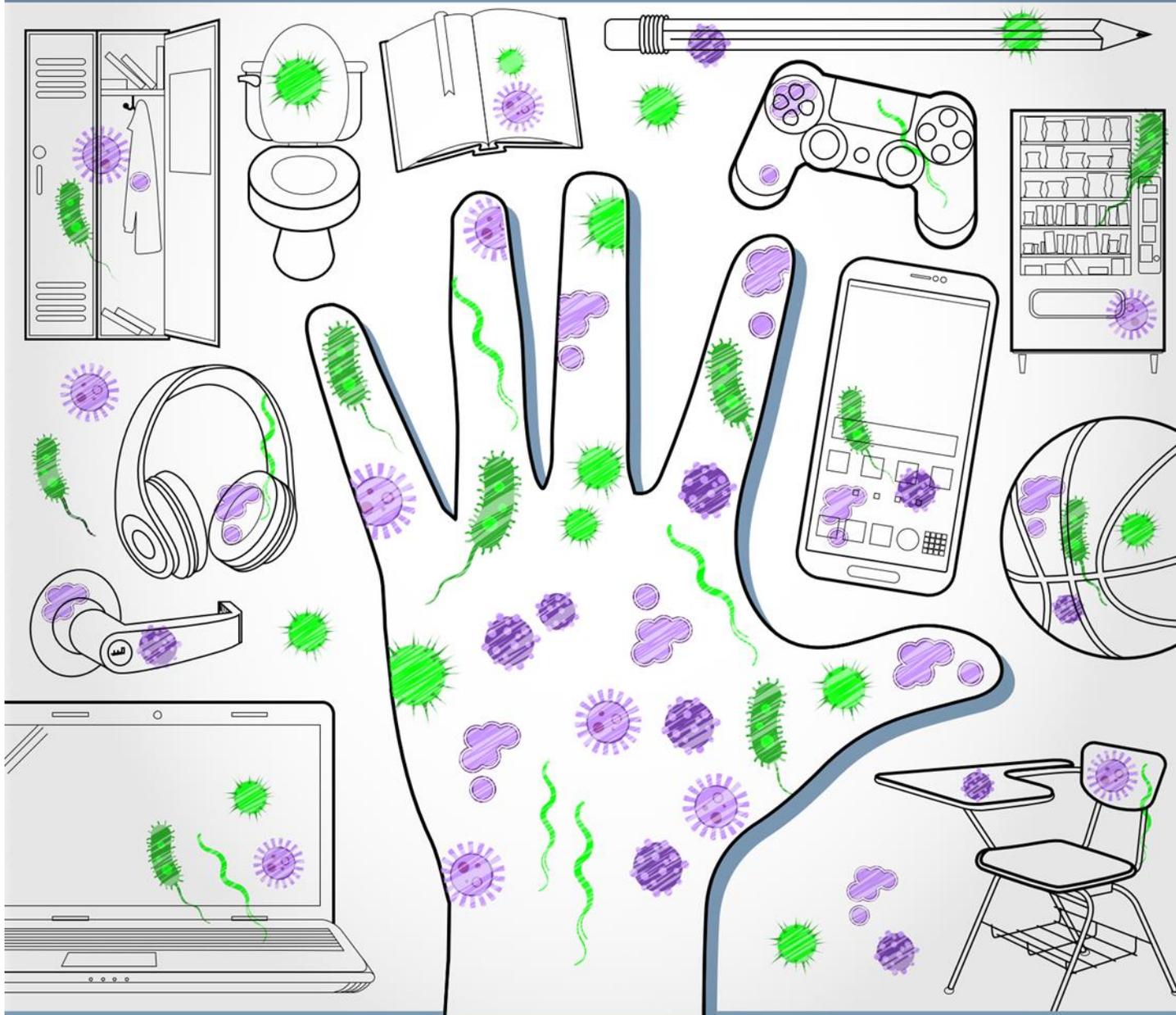
KEEP  
CALM  
AND  
WASH  
YOUR  
HANDS



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention

# GERMS

are all around you.



Stay healthy.  
Wash your hands.

Students: Let's work together to stop the spread of COVID-19

# DID YOU WASH YOUR HANDS?

stop



think



wash hands



## ASK YOURSELF:

Did I just go to the bathroom?

Am I about to eat?

Did I just eat?

Did I cough or sneeze?

Did I touch supplies or objects  
that other people have touched?

Did I touch garbage?

Did I touch my cloth face cover?

If you can't wash your hands,  
ask your teacher or another  
adult for hand sanitizer.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# DON'T FEEL WELL? STAY HOME WHEN YOU ARE SICK

*Tell your mom, dad, or caregiver before you come to school. Tell your teacher or an adult if you become sick at school*



cough



Shortness of breath  
or problem breathing



chills



sore throat



loss of taste  
or smell



muscle pain

## OTHER SYMPTOMS INCLUDE:

*fever, runny nose, diarrhea, feeling nauseous  
or vomiting, feeling tired, headache,  
and poor appetite*



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# DON'T LET YOUR GERMS GO FOR A RIDE



## COVER YOUR COUGHS AND SNEEZES

*with a tissue or use the inside of your elbow.  
If you use a tissue, throw it in the trash, and  
wash your hands right away.*

*If you can't wash your hands, ask  
your teacher or another adult  
for hand sanitizer*



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

STAY SAFE MN

# Prevent the Spread of COVID-19



Wash your hands



Get tested when sick



Stay 6 feet from others



Wear a mask



Stay home when able



Work from home when able

## WATCH FOR SYMPTOMS



Fever



Cough



Shortness of breath



Chills



Headache



Muscle pain



Sore throat



Loss of taste or smell

For more information, visit [health.mn.gov](https://health.mn.gov)  
HOTLINE: 651-297-1304 or 1-800-657-3504

**m1** MINNESOTA

Minnesota Department of Health

Contact [health.communications@state.mn.us](mailto:health.communications@state.mn.us) to request an alternate format.

06/10/2020

In times of pain and  
grief, we want to come  
together. COVID-19  
makes this difficult.

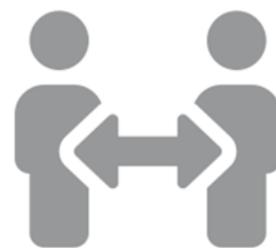
## Help slow the spread



**Wear a  
mask**



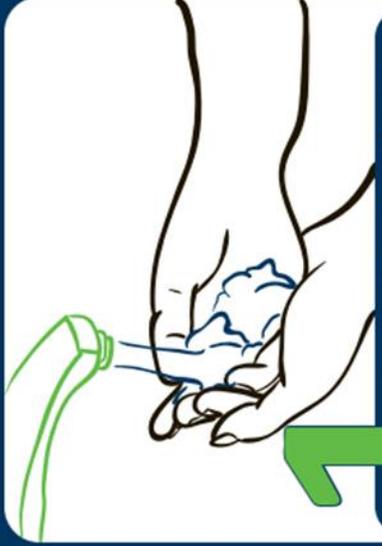
**Wash or  
sanitize your  
hands often**



**Stay 6 feet  
from others**

[mn.gov/covid19](https://mn.gov/covid19)

# DON'T FORGET TO WASH



WET YOUR HANDS

1



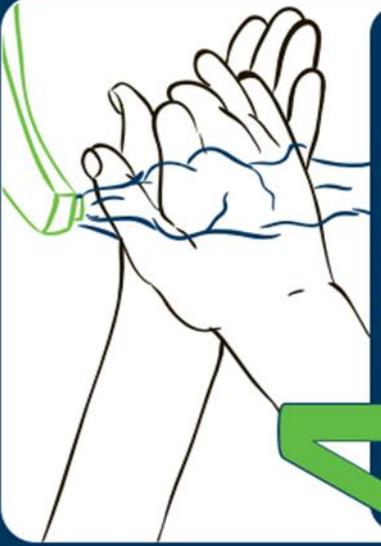
APPLY SOAP

2



WASH YOUR HANDS  
for 20 seconds

3



RINSE WELL

4



DRY YOUR HANDS

5



TURN OFF WATER  
with paper towel

6

**mn** DEPARTMENT  
OF HEALTH

651-201-5414, [www.health.state.mn.us](http://www.health.state.mn.us)

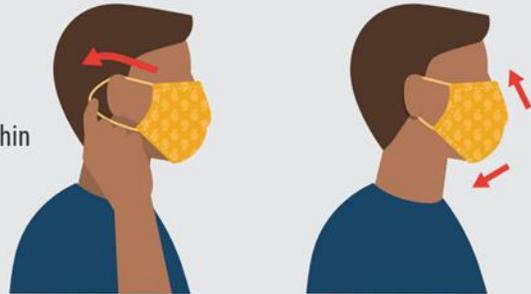
Don't forget to scrub between your fingers,  
under your nails, and the top of your hands.

# How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



## USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

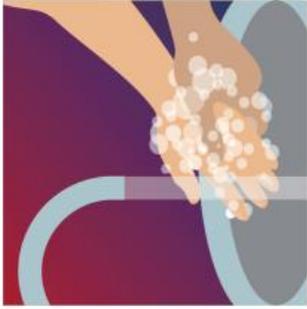


**Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.**

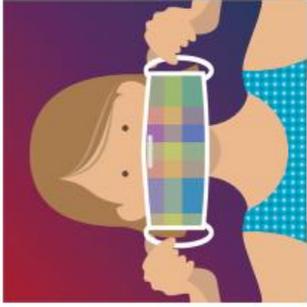
For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

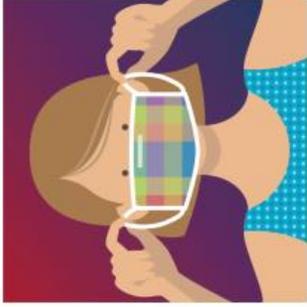
# How to Safely Wear Your Mask



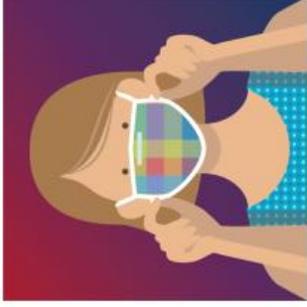
**Step 1:** Wash or sanitize your hands.



**Step 2:** Make sure the top of the mask is over your nose and the bottom is under your chin.



**Step 3:** Place the mask over your nose and mouth before you use the ear straps or tie it behind your head.



**Step 4:** Move the mask around so it covers nose, mouth, and chin completely.



**Step 5:** The tops of some masks can bend. Press your fingers on the top of the mask to make them fit tight around your nose.



**Step 6:** Do not touch the mask while wearing it. Use the mask ear straps or ties if you need to make it fit better.



**Step 7:** Use the mask ear straps or ties to take it off. Do not touch the front.



**Step 8:** Throw away if mask is disposable.



**Step 9:** Wash your mask by machine or by hand before you use it again.



**Step 10:** Wash or sanitize your hands again.

**m1 MINNESOTA**

**STAY SAFEMN**

# Is it COVID-19?

COVID-19 symptoms can include fever, cough, and shortness of breath. This may be similar to other illnesses, like the flu and common cold. Many people with COVID-19 have mild or few symptoms, and some may have no symptoms at all.

If you have symptoms of COVID-19, you should get tested. Talk to your health care provider or visit [mn.gov/covid19](https://mn.gov/covid19). **For medical emergencies, such as difficulty breathing, call 911.**

SYMPTOMS	COVID-19	FLU	COLD	ALLERGIES
 <b>Cough</b>	Often	Often	Sometimes	Sometimes
 <b>Fever</b>	Often	Often	Rarely	Never
 <b>Body aches</b>	Sometimes	Often	Rarely	Never
 <b>Shortness of breath</b>	Sometimes	Sometimes	Rarely	Rarely
 <b>Headache</b>	Sometimes	Often	Sometimes	Sometimes
 <b>Fatigue</b>	Sometimes	Often	Sometimes	Sometimes
 <b>Sore throat</b>	Sometimes	Sometimes	Sometimes	Sometimes
 <b>Loss of taste or smell</b>	Sometimes	Rarely	Rarely	Rarely
 <b>Diarrhea</b>	Sometimes	Rarely	Never	Never
 <b>Chest pain or pressure</b>	Rarely	Rarely	Never	Never
 <b>Runny nose</b>	Rarely	Sometimes	Often	Often
 <b>Sneezing</b>	Rarely	Sometimes	Often	Often
 <b>Watery eyes</b>	Never	Never	Never	Often

This list is not all-inclusive.



# VISITOR AND EMPLOYEE HEALTH SCREENING CHECKLIST



CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers “Yes” to any of the screening questions, they should be advised to go home, stay away from other people, and contact their health care provider.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

- Fever or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?



**RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS**

**Whereas**, School Board Policy 706 establishes the guidelines for the acceptance of gifts or donations to the District;

**Whereas**, the International Falls School District Board encourages the support of the District’s educational programs through gifts or donations that meet the goals and objectives of the School District;

**Whereas**, Minnesota Statute §465.03 states the School Board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

**Therefore**, be it resolved, the School Board of International Falls Public Schools, ISD #361, accepts with appreciation the following gifts, donations or grants received by the School District:

District Donations received:

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

The following voted in favor:

PCA Donation	Christmas movie at the theater for Falls Elementary	\$2,350
Bronco Volleyball Boosters	Fan Bus to playoffs	\$1,010
Ranier Recreation Club	Prom Donation	\$250
Susan & Stuart Nordquist	Bronco Hall of Fame	\$1,000
Coca-Cola	Bronco Hall of Fame	\$250

Voting against:

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

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

**RESOLUTION DIRECTING THE ADMINISTRATION  
TO MAKE RECOMMENDATIONS FOR REDUCTIONS  
IN PROGRAMS AND POSITIONS AND REASONS THEREFOR.**

**Whereas**, the financial conditions of the School District may dictate that the School Board reduce expenditures, and

**Whereas**, there may be a decline in student enrollment projections, and

**Whereas**, reductions in expenditures and decrease in student enrollment projections may include discontinuance of positions and discontinuance or curtailment of programs, and

**Whereas**, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on Unrequested Leave Of Absence without pay or fringe benefits in affecting discontinuance of positions.

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

That the School Board hereby directs the Superintendent of Schools and Administration to consider the discontinuance of programs or positions to effectuate economies in the School District and reduce expenditures and make recommendations to the School Board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions as needed.

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 duly (passed/failed).

**Application for Cooperative Sponsorship**

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

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

On behalf of the following schools, we hereby apply for cooperative sponsorship of Softball - Girls  
 beginning with the 20 22 - 20 23 school year. (activity) (boys' or girls') (Adapted-CI or PI)

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

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Cornerstone Christian	18	Emo, ON	7A	7AA
High School #2:	International Falls		Int'l Falls, MN		
High School #3:					
High School #4:					

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

\*\*Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?  
 Yes This application must include a review and comments from the conference(s) of which the schools are members.  
 No
- Do any of the above schools currently have a cooperative agreement in this activity?  
 Yes An application for dissolution must be submitted for the existing agreement.  
 No

3. Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About_MSHSL/Membership_Information:_A_History_&_Model_Resolution_for_School_Boards))

*Low numbers for Falls High School and opportunity for Cornerstone students to participate*

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

	7th	8th	9th	10th	11th	12th
High School #1			1			
High School #2						
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs):

*International Falls Broncos*

6. Team Colors: Purple & Gold Team Mascot: Bronco

7. Host School (school that will receive revenue share check):

Board of Education (or designee)

School

Date

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Official Action of the MSHSL Board of Directors

Approved

Not Approved

Signature:

Date:

MSHSL Executive Director



**Application for Cooperative Sponsorship**

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

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

On behalf of the following schools, we hereby apply for cooperative sponsorship of Track: Field - Girls  
 beginning with the 2022 - 2023 school year. (activity) (boys' or girls') (Adapted-CI or PI)

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

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Cornerstone Christian	18	Emo, ON	7A	7A
High School #2:	International Falls		Int'l Falls, MN		
High School #3:					
High School #4:					

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

\*\*Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?  
 Yes This application must include a review and comments from the conference(s) of which the schools are members.  
 No
- Do any of the above schools currently have a cooperative agreement in this activity?  
 Yes An application for dissolution must be submitted for the existing agreement.  
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About](http://www.mshsl.org/About) MSHSL/Membership Information; A History & Model Resolution for School Boards)  
Low numbers per Falls High School and opportunity for Cornerstone students to participate
- List the number of students, by grade level, who participated in this activity during the previous year. If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.

	7th	8th	9th	10th	11th	12th
High School #1			1			
High School #2						
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs):

International Falls Broncos

6. Team Colors: Purple & Gold Team Mascot: Bronco

7. Host School (school that will receive revenue share check):

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

Official Action of the MSHSL Board of Directors

Approved  Not Approved

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

MSHSL Executive Director

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

**Application for Cooperative Sponsorship**

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

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

On behalf of the following schools, we hereby apply for cooperative sponsorship of Track & Field - Boys  
 beginning with the 20 22 - 20 23 school year. (activity) (boys' or girls') (Adapted M1 or P1)

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

	School	Enrollment (9-12)**	City	Administrative Region**	Competitive Section**
High School #1:	<u>Cornestone Christian</u>	<u>18</u>	<u>Emo, ON</u>	<u>7A</u>	<u>7A</u>
High School #2:	<u>International Falls</u>		<u>Int'l. Falls, MN</u>		
High School #3:					
High School #4:					

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

\*\*Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?  
 **Yes** This application must include a review and comments from the conference(s) of which the schools are members.  
 **No**
- Do any of the above schools currently have a cooperative agreement in this activity?  
 **Yes** An application for dissolution must be submitted for the existing agreement.  
 **No**
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About](http://www.mshsl.org/About) MSHSL Membership Information: A History & Model Resolution for School Boards)  
Low numbers per Falls High School AND opportunity for Cornestone students to participate
- List the number of students, by grade level, who participated in this activity during the previous year. If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively sponsored activity this year if approved.

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

- Team Identification: (Indicate how cooped schools should be identified in tournament programs):  
International Falls Braves
- Team Colors: Purple & Gold Team Mascot: Bravo
- Host School (school that will receive revenue share check):

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

Official Action of the MSHSL Board of Directors

- Approved                       Not Approved

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

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



## JOB DESCRIPTION

<b>JOB TITLE:</b>	School Resource Officer	<b>DEPARTMENT:</b>	Police
<b>FLSA CLASSIFICATION:</b>	Non-exempt	<b>PAY GRADE (ANNUAL):</b>	\$82,957.72
<b>LOCATION:</b>	International Falls Schools	<b>STATUS:</b>	Full-time
<b>REPORTS TO:</b>	Police Chief or Designee	<b>PREPARED BY:</b>	Sherri Stensland
<b>DATE REVISED:</b>	10/19/2022	<b>APPROVED BY:</b>	Chief Mike Kostiuk

### JOB SUMMARY

Investigates criminal and non-criminal juvenile problems within the school system and community. Acts as a liaison between the police department, schools, courts social services and other related agencies to ensure the protection and safety of the community.

### RESPONSIBILITIES

1. Perform patrol and investigation duties at the assigned school
2. Attend school functions to maintain peace and safety
3. Transport juveniles to home and juvenile facility as needed
4. May investigate criminal matters related to juveniles that occur outside the school district; may be called in to provide input or take the lead on crimes involving juveniles; may act as a certified forensic interviewer to interview children who have been a victim of crimes
5. Interview informants, witnesses, neighbors, citizens, victims, and others who have knowledge of incidents or suspects
6. Write reports and files information into computer system
7. Testify in court as arresting or investigating officer as required
8. Develop and conduct alcohol, tobacco, drug and other crime prevention efforts through community presentations and educational activities
9. Meet with school staff, parents, students, clergy, and other agencies regarding specific juvenile issues; work closely with social workers, probation officers, state agencies, and other to develop relationships and ensure the safety of juveniles in the community
10. Act as a liaison between the police department, schools, court, social services, and related agencies

### MINIMUM QUALIFICATIONS

#### *Education, Experience and Licensure*

- Must possess and maintain MN Peace Officer License
- Valid MN Driver's License
- Certified DARE Instructor (or become certified)
- Certified School Resource Officer (or become certified)

#### *Other Required Knowledge, Skills, and Abilities*

- Federal, state, and local laws and department policies related to police work
- Community-building and teamwork
- Thorough understanding of City's functions, policies, and procedures
- Thorough understanding of the school district's policies

- Strong negotiation and investigative skills
- Strong verbal, written and interpersonal skills
- Take appropriate safety precautions
- Build relationships and maintain rapport with children and young adults
- Analytical and problem solving
- Work effectively with others

## EQUIPMENT USED

- Required to carry firearm
- Required to wear protective body armor
- Any equipment determined to be needed by the Police Chief or designee

## MENTAL & PHYSICAL DEMANDS / WORKING CONDITIONS

### *Mental Effort*

- Maintain composure during stressful situations

### *Physical Requirements*

- Exposure to injury, trauma, angry or violent individuals, animal bites, bloodborne and airborne pathogens, biohazards, traffic accidents, visual and emotional trauma and adverse road and weather conditions.
- Lift up to 100 pounds

*The City of International Falls has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. The City of International Falls reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills, and experience required. This job description does not constitute a written or implied contract of employment.*

AGREEMENT BETWEEN THE CITY OF INTERNATIONAL FALLS  
AND INDEPENDENT SCHOOL DISTRICT No. 361  
TO PROVIDE FOR SCHOOL RESOURCE OFFICER PROGRAMS  
AT PUBLIC SCHOOLS WITHIN THE CITY

THIS AGREEMENT, entered into this \_\_\_\_\_, 2022, (“Execution Date”) by and between the CITY OF INTERNATIONAL FALLS, a Minnesota municipal corporation (“City”) and the INDEPENDENT SCHOOL DISTRICT No. 361, a political subdivision of the State of Minnesota (“District”), is made in light of the following:

RECITALS

- A. City is a municipal corporation duly organized and validly existing under the Constitution and the laws of the State of Minnesota.
- B. District is a political subdivision of the State of Minnesota located in Koochiching County, Minnesota, and is organized and exists pursuant to the laws of the State of Minnesota and is authorized to enter into this Agreement pursuant to the laws of the State of Minnesota.
- C. District desires certain police officer services available through the International Falls Police Department (the identified Services are described in Exhibit A and are referred to collectively as the “Services”).
- D. City employs sworn peace officers specially trained, experienced and competent to provide the Services and City is willing to provide Services to District on the terms and in the manner provided in this Agreement.

AGREEMENT

NOW THEREFORE, City and District agree as follows:

1. TERM

The term of this Agreement shall commence on-----, and terminate on-----  
---, unless terminated as specified in Section 7.

2. CITY SERVICES

- a. Services - General. City will provide a sworn peace officer from the International Falls Police Department during the school year, approximately nine (9) months, from the first day of the school year until the last day of the school year, to serve the function as School Resource Officer (“Officer”). The Officer shall perform Services under the supervision and control of the Police Chief or designee. The type and manner of performance of the Services, materials used for education, and programming shall be as authorized by the International Falls Police Department.

- b. Services - Specific City shall perform those Services outlined in the attached Exhibit A at the schools identified therein. In addition:
  - i. City shall establish and maintain a liaison between District personnel, International Falls Police Department personnel, and elements of the juvenile justice system.
  - ii. The Officer shall serve as a resource to District employees such as administrators, faculty and security personnel as well as students and their guardian(s) on all law enforcement-related issues including crime prevention and investigations.
- c. Services - Discretionary. City may, in the sole discretion of the Officer and/or his/her supervisor, perform the following services:
  - i. Conduct patrol activity in and around the designated schools.
  - ii. Conduct preliminary and follow-up investigations of crimes that occur on or near the designated schools.
- d. Services - Security. The Services performed by Officers pursuant to this Agreement are not intended to be a substitute for or replace those security services needed or provided by existing District security personnel.

3. DISTRICT DUTIES

In addition to other duties specified in this Agreement, District shall do the following:

- a. Staff Liaison. District will designate a staff member to serve as liaison to the International Falls Police Department to facilitate communication between District personnel and the Officer and coordinate the Officer's activities with District activities and events.
- b. District Personnel - Cooperation. District personnel shall cooperate with the Officer to facilitate his/her performance of Services pursuant to this Agreement.

4. OPERATIONAL PROCEDURES

City shall provide Officer to District for the Services as follows: one Officer to operate within the jurisdictional schools for 40 hours per week. City shall use its best efforts to ensure that the same person provides Services to the same school except when he/she is on paid leave or otherwise absent. Subject to provisions of relevant City personnel policies or labor agreement.

5. FUNDING

- a. Funding of Personnel. For the Services, District shall pay the City seventy five percent (75%) of the total annual compensation paid to each Officer. City shall train, equip, provide transportation, and all materials for Services under this Agreement. The term "total compensation" includes salary, benefits and overhead as those exist on the Effective Date and as modified from time to time during the Term of this Agreement. These amounts shall be annually adjusted to take into consideration wage rates and overhead adjustments for Public Safety Department's services implemented by the City. The City shall notify District on or before December 31<sup>st</sup> of each year as to the increases to be implemented for the following year's services.
- b. District Payments. District shall pay the City in one (1) annual installment, which shall be billed by the City in June of every year for the preceding school year's Services. Such invoice shall be due and payable within thirty (30) days after receipt of the invoice. The first invoice shall be issued in ----- and shall continue in June each year thereafter for the Term of the Agreement.

6. SPECIAL PROVISIONS

- a. Selection of Officer(s). The Police Chief will determine the individual best suited for the assignment and advise the District of the assigned Officer. The Police Chief consider input from the District as to the selection of the Officer, but the Police Chief's decision shall be final.
- b. Special Events. If the District has requested the Officer's presence at an event or requested supplemental services to be provided by the Officer, he/she may be used as one officer hired to police a special event at his/her assigned school. Such use shall not be considered as Services pursuant to this Agreement, unless otherwise agreed to by the Parties.

7. TERMINATION

Either party may terminate this Agreement upon ninety (90) days advanced written notice of such termination. Termination of this Agreement shall not void the provisions of Paragraph 8 herein which shall remain effective.

8. INDEMNIFICATION

- a. District Obligations. District agrees to defend, indemnify and hold City, its elected and appointed officials, officers, and employees harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorney's fees, arising out of or in any way connected with the District's negligent performance of this Agreement. District assumes workers' compensation liability for injury or death of its officers, agents, employees and volunteers, and assumes no workers' compensation responsibility for the elected

and appointed officials, officers, and employees of the City.

- b. City's Obligations. City agrees to defend, indemnify and hold District, its officer, agents, employees and volunteers harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorney's fees, arising out of or in any way connected with City's negligent performance of this Agreement. City assumes worker's compensation liability for injury or death of elected and appointed officials, officers and employees and assumes no workers' compensation responsibility for the officers, agents, employees and volunteers of the District.
- c. Limit of Liability. Nothing contained herein shall be deemed a waiver by the City or District of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by a third party shall be subject to any governmental immunity defenses of the City and District and the maximum liability limits provided by Minnesota Statute, Chapter 466.

9. AMENDMENT; ASSIGNMENT

This Agreement may not be amended, assigned or transferred by either Party without the express written consent of the other Party.

10. NOTICE; REPRESENTATIVES.

The City and District have designated the following representatives to receive notices and act in their agency's behalf in the administration of this Agreement.

City: City of International Falls  
Attn: Police Chief  
715 4<sup>th</sup> Street  
International Falls, MN 56649

District: Independent School District No. 361  
Attn: Superintendent  
1515 11<sup>th</sup> Street  
International Falls, MN  
56649

11. NO THIRD-PARTY BENEFICIARY

This Agreement, including, but not limited to the indemnification provisions, is for the benefit of the Parties only and does not create, nor is it intended to create, any benefit or liability to third parties.

12. SCOPE.

It is agreed that the entire agreement of the parties is contained herein and this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof. This Agreement may not be altered, changed, or amended except by an instrument in writing, signed by all parties.

13. BINDING AGREEMENT.

The parties mutually recognize and agree that all terms and conditions of this Agreement shall be binding upon the parties and the successors and assigns of the parties.

14. GOVERNING LAW.

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed.

CITY OF International Falls

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator

INDEPENDENT SCHOOL DISTRICT No. 361

\_\_\_\_\_  
Name:  
Chair

\_\_\_\_\_  
Name:  
Clerk

•



# That's Community Ed!

ISD 361 Community Education Update:

January 17, 2023

This month we had a Snowmobile Safety class and a Defensive Driving class (we have over 90 that participated in the class).

PALS had bowling, Evolve U workouts, Karaoke, and Valentine craft nights. PALS continues to be well attended and busy.

Community Education is involved with a Town Hall Meeting on February 8, 2023. Representative Baker will be the keynote speaker along with other entities from our community. The purpose of this event is to spread awareness around ATOD/Opioids but also how the community can get involved with youth and young people in our community. KAPE will be the last speaker of the town hall meeting and we will be promoting community activities.

Future February class will be Dog Obedience class. This is an extremely popular class!