

Regular School Board Meeting

Tuesday, June 20, 2023 5:15 PM

FHS Cafeteria, 1515 11th Street, International Falls, Minnesota 56649

This School Board Meeting is available to watch via Live Stream by selecting the following link or by going to the "Falls High Journalism" youtube page.

Call to Order

1. Roll Call:

Jessica Crosby, Director
Toni Korpi, Clerk
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. Public Open Forum

Consent Agenda

Approve the Consent Agenda as presented. Motion by __, second by __. Motion carried / failed.

1. Approve payroll in the amount of \$832,255.61 for pay periods May 19th, June 2nd, and June 16th.
2. Approve current accounts payable due in the amount of \$531,634.13.
3. Approve past meeting minutes for the regular school board meeting on May 15, 2023 and special meeting on June 14, 2023.
4. Approve MOU between ISD 361 and Education Minnesota International Falls Local 331 for the alternative teacher professional pay system.
5. Approve hire of Treana Schultz as Summer Food Service Cafe Helper from starting June 12th through July 27th. The position is funded with ESSER funding.
6. Approve hire of Krystal Mayfield as Summer Food Service Assistant Cook starting June 12th through July 27th. The position is funded with ESSER funding.
7. Approve use of the field by the City of International's for July 4th fireworks.

8. Approve US Foods as the food service Prime Vendor for July 1, 2023 through June 30, 2024.
9. Receive the 10 year plans for LTFM and Capital for approval in July.
10. Approve the fiscal year 2022-2023 final fund 01 revenue budget in the amount of \$14,385,542 and expense budget in the amount of \$14,023,222. This includes state/federal COVID relief funding.
11. Approve the fiscal year 2023-2024 adopted fund 01 revenue budget in the amount of \$13,890,989 and expense budget in the amount of \$14,125,983. This includes state/federal COVID relief funds.
12. Approve the fiscal year 2022-2023 final fund 02 revenue budget in the amount of \$592,830 and expense budget in the amount of \$609,005.
13. Approve the fiscal year 2023-2024 adopted fund 02 revenue budget in the amount of \$590,000 and expense budget in the amount of \$612,138.
14. Approve the fiscal year 2022-2023 final fund 04 revenue budget in the amount of \$682,512 and expense budget in the amount of \$704,983.
15. Approve the fiscal year 2023-2024 adopted fund 04 revenue budget in the amount of \$647,589 and expense budget in the amount of \$678,474.
16. Approve the fiscal year 2022-2023 final fund 07 revenue budget at \$550,949 and expense budget at \$525,800.
17. Approve the fiscal year 2023-2024 adopted fund 07 revenue budget in the amount of \$554,258 and expense budget in the amount of \$525,800.
18. First reading of School Board Policy 704 - Dev. and Mtce. of an Inventory of Fixed Assets and Fixed Asset Acctg. System
19. First reading of School Board Policy 705 - Investments
20. First reading of School Board Policy 706 - Acceptance of Gifts
21. First reading of School Board Policy 707 - Transportation of Public School Students
22. First reading of School Board Policy 708 - Transportation of Nonpublic School Students
23. First reading of School Board Policy 709 - Student Transportation Safety Policy
24. First reading of School Board Policy 710 - Extracurricular Transportation
25. First reading of School Board Policy 711 - Video Recording on School Buses
26. First reading of School Board Policy 712 - Video Surveillance Other Than on Buses
27. First reading of School Board Policy 713 - Student Activity Accounting
28. First reading of School Board Policy 714 - Fund Balances
29. First reading school board policy #720 Vending Machines.
30. First reading of school board policy #721 UFARS Policy Regarding Federal Revenue Sources.

31. First reading of school board policy #801 Equal Access to School Facilities.
32. First reading of school board policy #802 Disposition of Obsolete Equipment and Material.
33. First reading of school board policy #805 Waste Reduction and Recycling
34. First reading of school board policy #807 Health and Safety Policy.
35. First reading of school board policy #901 Community Education.
36. First reading of school board policy #903 Visitors to School District Buildings and Sites.
37. First reading of school board policy #906 Community Notification of Predatory Offenders.
38. First reading of school board policy #907 Rewards.
39. Second reading of School Board Policy 702 - Accounting
40. Second reading of School Board Policy 103 - Complaints-Students, Employees, Parents, Other Persons
41. Second reading of School Board Policy 104 - School District Mission Statement
42. Second reading of School Board Policy 423 - Employee-Student Relationships
43. Second reading of School Board Policy 424.5 - Coaches/Advisors
44. Second reading of School Board Policy 424.6 - Professional Standards Varsity Coaches
45. Second reading of School Board Policy 425 - Staff Development
46. Second reading of School Board Policy 510 - School Activities
47. Second reading of School Board Policy 516.6 - Overdose Medication
48. Second reading of School Board Policy 517 - Student Recruiting
49. Second reading of School Board Policy 703 - Annual Audit
50. Approve BSU Concurrent Enrollment and PSEO agreement for the 2023-2024 school year.
51. Acknowledge Brady Hjelle as Volunteer Boys Hockey Coach for the 2023-2024 season.
52. Approve the hire of Isabelle Hemstad as Summer School Paraprofessional starting June 12th through July 27th. The position is funded with ESSER funding.
53. Approve arena rental with Falls Figure Skating Club.
54. Approve 2023-2026 contract with IEA for Environmental, Health and Safety Management Services.
55. Receive Superintendent evaluation documents.
56. Accept resignation from Lisa West, Dean of Students, effective June 16, 2023.

57. Approve the hire of Samantha Sinninghe as FES and Community Education Secretary effective August 7, 2023.
58. Accept resignation from Emily McGonigle as School Board member effective June 9, 2023.
59. Award bid to Pelland Swenson for FES Door replacement in the amount of \$29,800.
60. Approve MREA dues for 2023-2024.
61. Approve MSBA dues for 2023-2024.
62. Award request for quotation to Sandstroms as Milk supplier for the 2023-2024 school year.
63. Approve hire of Joseph Anselmo as 1.0 FTE Elementary PE and Title Instructor for the 2023-2024 school year.
64. Approve the hire of Joseph Anselmo as Head Boys Basketball Coach for the 2023-2024 season.
65. Approve hire of Erin Hall as Head Volleyball Coach for the 2023-2024 season.
66. Approve hire of Chad Baldwin as Head Boys Hockey Coach for the 2023-2024 season.
67. Approve Jon McDonald as Assistant Boys Hockey Coach for the 2023-2024 season.
68. Approve the hire of Karla Olson-Line as MHS Advisor for the 2023-2024 season.
69. Approve hire of Karla Olson-Line as Football Cheerleader Advisor for the 2023-2024 season.
70. Approve Erin Hall as Head Girls Hockey Coach for the 2023-2024 season.
71. Approve Rachel Helleloid as Assitant Girls Hockey Coach for the 2023-2024 season.
72. Approve Steve Joslyn as the Head Boys Swimming Coach for the 2023-2024 season.
73. Approve Brandon Barras as the Head Girls Baseketball Coach for the 2023-2024 season.
74. Approve Shelley Koenig as the Assistant Girls Basketball Coach for the 2023-2024 season.
75. Approve hire of Jayde Hall as Speech Coach for the 2023-2024 season.
76. Approve hire of Ariana Zahradka as Knowledge Bowl Advisor for the 2023-2024 season.
77. Approve arena rental agreement with Marty Goulet.
78. Approve hire of Cherie Sweney as Summer Food Service Head Cook Paraprofessional starting June 12th through July 27th. The position is funded with ESSER funding.
79. Approve hire of Angela Scholler as FHS Summer Program Chaperone / Van Driver from June 12, 2023 through August 27, 2023. This position is funded by ARP Funding.
80. Approve hire of Lisa Simon as FHS Summer Program Teacher from June 6, 2023 through July 27, 2023. The position is funded with ESSER funding.

81. Approve hire of Paul Peterson as FHS Summer Program Teacher from June 6, 2023 through July 27, 2023. This position is funded with ESSER funding.
82. Approve Don Rolando for the Dean of Students position at a 1.06 FTE (12 day overload) for the 2023-2024 school year contingent upon hiring a Science Teacher.
83. Approve the insurance renewal for property, liability, automobile, cyber-security and worker compensation from July 1, 2023 to June 30, 2024 in the amount of \$173,643.53.
84. Approve MOU with NESC for Staff Well-being Program.
85. Approve Master Services Agreement with CLA LLP for 2022-2023 audit and financial statement services.

Action Items

1. 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. Approve Facility Use Agreement with City of International Falls. Motion by __, second by __. Motion carried / failed.
- 1.c. Approve Resolution Relating to Ratifying Previous Deed Dated 10/11/2006 to the City of International Falls, Parcel Id No 92-114-011700. Motion by __, second by __. Motion carried / Failed.
- 1.d. Appoint _____ to the open School Board Member seat effective July 20, 2023 through December 31, 2023. Motion by __, second by __. Motion carried / failed.
- 1.e. Approve LiveBarn contract for Pool and Arena. Motion by __, second by __. Motion carried / failed.
- 1.f. Annual Education Identity and Access Management Board Resolution (IOWA) designating Kevin Grover, Superintendent as the Districts IWoA. Motion by __, second by __. Motion carried / failed.
- 1.g. Approve regular route hourly bus driver wage increase from \$22.58/hour to \$25.52/hour for the 2023-2024 school year and \$26.03/hour for the 2024-2025 school year. Add 9 hours of paid personal leave time for all regular route bus drivers prorated if hired after the start of the school year or terminate service prior to the end of the school year. Motion by __, second by __. Motion carried / failed.
- 1.h. Discussion with possible action on request from FES Teachers to pay FES Qcomp stipend for goals not attained in FY2023 (more information coming on Tuesday). Motion by __, second by __. Motion carried / failed.

1.i. Approve hire of Seth Bjornrud as Assistant Football Coach for the 2023-2024 season. Motion by __, second by __. Motion carried / failed

2. Increasing family and community engagement in student learning and school experiences through improved communication and collaboration.

2.a. Approve MSHSL cooperative agreement with Cornerstone Christian School for volleyball effective the 2023 - 2024 school year. Motion by __, second by __. Motion carried / failed

2.b. Approve MSHSL cooperative agreement with Cornerstone Christian School for boys basketball effective the 2023 - 2024 school year. Motion by __, second by __. Motion carried / failed

2.c. Approve MSHSL cooperative agreement with Cornerstone Christian School for girls basketball effective the 2023 - 2024 school year. Motion by __, second by __. Motion carried / failed

2.d. Approve MSHSL cooperative agreement with Cornerstone Christian School for boys cross country effective the 2023 - 2024 school year. Motion by __, second by __. Motion carried / failed

2.e. Approve MSHSL cooperative agreement with Cornerstone Christian School for girls cross country effective the 2023 - 2024 school year. Motion by __, second by __. Motion carried / failed

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.

Payable Summary
June 20, 2023

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
201125943	Jamnack, Aaron	06/09/2023	Football 10/19/22	Football Official on 10/19/22 vs Crosby Ironton		0 \$ (100.00)
201126611	MN ASSN OF SCHOOL ADMIN	05/17/2023	1106	Membership Dues for Tim Everson		0 \$ (870.00)
201126675	Hibbing ISD #701	05/15/2023	Golf 5/12/23	Golf Meet Entry Fee on 5/12/23 for the Hibbing Golf Invitational		0 \$ 100.00
	Hibbing ISD #701	05/15/2023	Golf 5/12/23	Golf Meet Entry Fee on 5/12/23 for the Hibbing Golf Invitational		0 \$ 20.00
201126676	HIBBING TRACK BOOSTER CLUB	05/15/2023	GTrack 5/11/23	Girls Track Meet Entry Fee for the Tingy Invite on 5/11/23 @ Hibbing		0 \$ 150.00
201126677	ISD 2909	05/15/2023	Golf 5/5, 5/11 '23	Golf Meet Entry Fees on 5/5 & 5/6 & 5/11 2023, hosted by Rock Ridge School		0 \$ 60.00
	ISD 2909	05/15/2023	Golf 5/5, 5/11 '23	Golf Meet Entry Fees on 5/5 & 5/6 & 5/11 2023, hosted by Rock Ridge School		0 \$ 20.00
201126678	AFT Local #331	05/19/2023	:0230519ADDUE1,	Payroll accrual		0 \$ 3,050.44
	AFT Local #331	05/19/2023	:0230519ADDUE1,	Payroll accrual		0 \$ 133.00
201126679	ND Child Support Division	05/19/2023	:0230519ADCSP1(Child Support		0 \$ 276.93
201126680	Para Local #4798	05/19/2023	:0230519ADDUE2,	Payroll accrual		0 \$ 561.18
	Para Local #4798	05/19/2023	:0230519ADDUE2,	Payroll accrual		0 \$ 66.46
201126681	ARROWHEAD LIBRARY SYSTEM	05/19/2023	7837	Library Catalog System	6202300000	\$ 625.00
201126682	AT & T Mobility	05/19/2023	:29771316705032	IT Dir. Phone and Bus WI-FI	1102300021	\$ 143.99
	AT & T Mobility	05/19/2023	:29771316705032	IT Dir. Phone and Bus WI-FI	1102300021	\$ 229.38
201126683	Bluum Of MN LLC	05/19/2023	913001	Supplies	6052300077	\$ 106.80
201126684	BSN SPORTS	05/19/2023	921533558	Mueller Instant Ice Packs	2922300060	\$ 65.70
201126685	Hasbargen Customs LLC	05/19/2023	1426	Roll over money 22 for program outreach on track	7902300078	\$ 1,840.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
201126686	K&K MEYERS INC	05/19/2023	900	shirts with KAPE information. Door lock repair room 147 cad room	8102300150	\$ 1,064.00
201126687	Ken K Thompson	05/19/2023	001-151527	Tenure Plaques for Moss, Mathews, Bright, T. McDonald	102300005	\$ 310.00
201126688	Marco Technologies LLC	05/19/2023	11205442	FES; Canon 1025N Copier	1302300032	\$ 134.97
	Marco Technologies LLC	05/19/2023	11205441	Guidance Office Cost per Copy	7102300001	\$ 20.13
201126689	Marco Technologies LLC	05/19/2023	501045967	Printer in Business Classroom	3002300006	\$ 187.90
	Marco Technologies LLC	05/19/2023	501245419	Printer services	1102300027	\$ 355.44
	Marco Technologies LLC	05/19/2023	501044846	Printer services	1102300025	\$ 1,796.79
	Marco Technologies LLC	05/19/2023	501245427	Copier Leases	1102300026	\$ 694.51
	Marco Technologies LLC	05/19/2023	501245427	Copier Leases	1102300026	\$ 1,013.34
201126690	MEDTOX LABORATORIES	05/19/2023	042023665124	drug testing	0	\$ 55.00
201126691	MN ASSOC OF SECONDARY SCHOOL	05/19/2023	1106	Membership Dues for Tim Everson	0	\$ 870.00
201126692	MN ENERGY RESOURCES CORP	05/19/2023	1504762905-0000:	Stadium; Natural Gas Services	8102300029	\$ 25.67
201126693	MN POWER	05/19/2023	050923	Electricity Bill	8102300018	\$ 706.59
	MN POWER	05/19/2023	050923	Electricity Bill	8102300018	\$ 2,297.41
	MN POWER	05/19/2023	050923	Electricity Bill	8102300018	\$ 6,850.70
	MN POWER	05/19/2023	050923	Electricity Bill	8102300018	\$ 11,806.35
	MN POWER	05/19/2023	050923	Electricity Bill	8102300018	\$ 381.68
201126694	SHANNONS INC	05/19/2023	24892	Troubleshoot arena dehumidifier noise, possible motor issue	8102300132	\$ 3,653.90
201126695	Anderson, Randy	05/22/2023	Softball 5/15/23	Softball Official on 5/15/23 vs Cherry	0	\$ 90.00
	Anderson, Randy	05/22/2023	Softball 5/15/23	Softball Official on 5/15/23 vs Cherry	0	\$ 55.00
	Anderson, Randy	05/22/2023	Baseball 5/18/23	Baseball Official on 5/18/23 vs Littlefork Big Falls	0	\$ 95.00
201126696	EAGLE RIDGE GOLF COURSE	05/22/2023	Golf 5/15/23	Golf Meet Entry Fee on	0	\$ 120.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
				5/15/23 @ Eagle Ridge Golf Course		
201126697	ELY BASEBALL ASSOCIATION	05/22/2023	Baseball 5/20/23	Baseball Entry Fee on 5/20/23 for the Ely Veterans Memorial Showcase Tournament	0 \$	180.00
201126698	Fish, Dave	05/22/2023	Baseball 5/12/23	Baseball Official on 5/12/23 vs Cherry	0 \$	95.00
201126699	GLUMACK, BABE	05/22/2023	Softbal 5/10/23	Softball Official on 5/10/23 vs MIB & LBF	0 \$	90.00
	GLUMACK, BABE	05/22/2023	Softbal 5/10/23	Softball Official on 5/10/23 vs MIB & LBF	0 \$	90.00
	GLUMACK, BABE	05/22/2023	Softbal 5/10/23	Softball Official on 5/10/23 vs MIB & LBF	0 \$	133.62
	GLUMACK, BABE	05/22/2023	Baseball 5/18/23	Baseball Official on 5/18/23 vs Littlefork Big Falls	0 \$	95.00
	GLUMACK, BABE	05/22/2023	Baseball 5/18/23	Baseball Official on 5/18/23 vs Littlefork Big Falls	0 \$	133.62
201126700	ISD #695	05/22/2023	BTrack 5/11/23	Track Entry Fee for Boys on 5/11/23 @ Chisholm High School, OJ Belluzo Meet	0 \$	100.00
201126701	MESABI EAST SCHOOLS	05/22/2023	Track 5/16/23	Track Meet Entry Fee on 5/16/23 - IRC Meet	0 \$	75.00
	MESABI EAST SCHOOLS	05/22/2023	Track 5/16/23	Track Meet Entry Fee on 5/16/23 - IRC Meet	0 \$	75.00
201126702	SCAIA, TODD	05/22/2023	Softball 5/15/23	Softball Official on 5/15/23 vs Cherry	0 \$	90.00
201126702	SCAIA, TODD	05/22/2023	Softball 5/15/23	Softball Official on 5/15/23 vs Cherry	0 \$	55.00
	SCAIA, TODD	05/22/2023	Softball 5/15/23	Softball Official on 5/15/23 vs Cherry	0 \$	125.11
201126703	Section 7A	05/22/2023	Track 6/1/23	Section 7A Track & Field	0 \$	200.00

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	Section 7A	05/22/2023	Track 6/1/23	Entry Fee on 6/1/23 @ UMD Section 7A Track & Field		0 \$ 200.00
201126704	SIMONS, David	05/22/2023	Softball 5/10/23	Entry Fee on 6/1/23 @ UMD Softball Official on 5/10/23 vs MIB & LBF		0 \$ 90.00
	SIMONS, David	05/22/2023	Softball 5/10/23	Softball Official on 5/10/23 vs MIB & LBF		0 \$ 90.00
	SIMONS, David	05/22/2023	Baseball 5/12/23	Baseball Official on 5/12/23 vs Cherry		0 \$ 95.00
	SIMONS, David	05/22/2023	Baseball 5/12/23	Baseball Official on 5/12/23 vs Cherry		0 \$ 133.62
201126705	US FOODSERVICE	05/24/2023	4021945	Food for Meal Services	7702300000	\$ 126.54
	US FOODSERVICE	05/24/2023	4021946	FACS cleaning supplies	2502300006	\$ 5.17
	US FOODSERVICE	05/24/2023	4021946	FACS cleaning supplies	2502300006	\$ 6.20
	US FOODSERVICE	05/24/2023	4064154	FACS classroom food and cleaning supplies	2502300006	\$ 6.31
	US FOODSERVICE	05/24/2023	4064154	FACS classroom food and cleaning supplies	2502300006	\$ 7.57
	US FOODSERVICE	05/24/2023	4064149	Food for Meal Services	7702300000	\$ 544.18
	US FOODSERVICE	05/24/2023	3983018	Food for Meal Services	7702300000	\$ 439.09
	US FOODSERVICE	05/24/2023	3983020	Food for Meal Services	7702300000	\$ 75.88
	US FOODSERVICE	05/24/2023	3879242	Food for Meal Services	7702300000	\$ 271.28
	US FOODSERVICE	05/24/2023	4161151	Food for Meal Services	7702300000	\$ 312.79
	US FOODSERVICE	05/24/2023	3983023	Pre School Snacks	1302300041	\$ 219.11
	US FOODSERVICE	05/24/2023	4161149	Food for Meal Services	7702300000	\$ 1,135.19
	US FOODSERVICE	05/24/2023	4161149	Food for Meal Services	7702300000	\$ 53.40
	US FOODSERVICE	05/24/2023	4161149	Food for Meal Services	7702300000	\$ 29.71
	US FOODSERVICE	05/24/2023	4064150	Food for Meal Services	7702300000	\$ 71.76
	US FOODSERVICE	05/24/2023	4064150	Food for Meal Services	7702300000	\$ 399.75
	US FOODSERVICE	05/24/2023	4064150	Food for Meal Services	7702300000	\$ 129.57
	US FOODSERVICE	05/24/2023	3879243	Food for Meal Services	7702300000	\$ 218.26

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201126705	US FOODSERVICE	05/24/2023	3879243	Food for Meal Services	7702300000	\$ 148.96
	US FOODSERVICE	05/24/2023	3983021	Food for Meal Services	7702300000	\$ 574.17
	US FOODSERVICE	05/24/2023	3983021	Food for Meal Services	7702300000	\$ 94.34
	US FOODSERVICE	05/24/2023	3983021	Food for Meal Services	7702300000	\$ 75.40
	US FOODSERVICE	05/24/2023	3983022	Food for Meal Services	7702300000	\$ 78.12
	US FOODSERVICE	05/24/2023	3983019	Food for Meal Services	7702300000	\$ 861.68
	US FOODSERVICE	05/24/2023	3983019	Food for Meal Services	7702300000	\$ 231.03
	US FOODSERVICE	05/24/2023	3983019	Food for Meal Services	7702300000	\$ 144.41
	US FOODSERVICE	05/24/2023	4064149/5962963	Food for Meal Services	7702300000	\$ (27.32)
	US FOODSERVICE	05/24/2023	4087514	FACS classroom food and cleaning supplies	2502300006	\$ 62.64
	US FOODSERVICE	05/24/2023	4087514	FACS classroom food and cleaning supplies	2502300006	\$ 75.17
	US FOODSERVICE	05/24/2023	4117485	Food for Meal Services	7702300000	\$ 77.43
	US FOODSERVICE	05/24/2023	4238131	Food for Meal Services	7702300000	\$ 278.92
	US FOODSERVICE	05/24/2023	4238131	Food for Meal Services	7702300000	\$ 89.75
	US FOODSERVICE	05/24/2023	4238131	Food for Meal Services	7702300000	\$ 15.15
	US FOODSERVICE	05/24/2023	4238132	Food for Meal Services	7702300000	\$ 17.50
	US FOODSERVICE	05/24/2023	4238128	Food for Meal Services	7702300000	\$ 665.00
	US FOODSERVICE	05/24/2023	4238130	Food for Meal Services	7702300000	\$ 192.20
	US FOODSERVICE	05/24/2023	4161154	Food for Meal Services	7702300000	\$ 214.31
	US FOODSERVICE	05/24/2023	4161154	Food for Meal Services	7702300000	\$ 39.36
	US FOODSERVICE	05/24/2023	4161153	Food for Meal Services	7702300000	\$ 208.38
	US FOODSERVICE	05/24/2023	4064151	Food for Meal Services	7702300000	\$ 197.93
	US FOODSERVICE	05/24/2023	4064148	FES 5th Grade StarBase Trip	1302300242	\$ 190.95
	US FOODSERVICE	05/24/2023	4064148A	Food for Meal Services	7702300000	\$ 55.12
	US FOODSERVICE	05/24/2023	4161159	Pre School Snacks	1302300041	\$ 72.08
	US FOODSERVICE	05/24/2023	4161152	Kindergarten Snacks	1302300041	\$ 153.97
	US FOODSERVICE	05/24/2023	4337444	Food for Meal Services	7702300000	\$ 457.15
	US FOODSERVICE	05/24/2023	4337444	Food for Meal Services	7702300000	\$ 40.07
	US FOODSERVICE	05/24/2023	4337444	Food for Meal Services	7702300000	\$ 59.30

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	US FOODSERVICE	05/24/2023	4337445	Food for Meal Services	7702300000	\$ 343.78
	US FOODSERVICE	05/24/2023	4238126	Food for Meal Services	7702300000	\$ 157.83
	US FOODSERVICE	05/24/2023	4238127	Food for Meal Services	7702300000	\$ 625.23
	US FOODSERVICE	05/24/2023	4238127	Food for Meal Services	7702300000	\$ 352.98
	US FOODSERVICE	05/24/2023	4238133	Food for Meal Services	7702300000	\$ 17.50
	US FOODSERVICE	05/24/2023	4238129	Food for Meal Services	7702300000	\$ 455.00
201126706	BOYUM, STEVE	05/26/2023	050423	Curb Stand Replacement	8102300161	\$ 1,064.65
201126707	CM Tech	05/26/2023	2023-100	Stop arm installation	7602300074	\$ 7,200.00
201126708	Faith United Church of Christ	05/26/2023	060123	ALC classroom lease	1102300007	\$ 837.07
201126709	HILLYARD HUTCHINSON	05/26/2023	700542334	RUBBER 40SH PARA S=4 L=812 RUBBER 40SH PARA S=6 H=65 L=840	0	\$ 75.91
201126710	MIDCONTINENT COMMUNICATIONS	05/26/2023	1.24861E+13	FHS, Fax, & Fields; Internet Service	3002300007	\$ 44.59
	MIDCONTINENT COMMUNICATIONS	05/26/2023	1.24861E+13	FHS, Fax, & Fields; Internet Service	3002300007	\$ 146.56
201126711	MN DEPT OF HEALTH	05/26/2023	070123	Monthly Birth Record Request	5002300052	\$ 180.00
201126712	NORTHLAND LEARNING CENTER	05/26/2023	6252	James Madison Lease	1102300054	\$ 4,229.04
201126713	OFFICE DEPOT	05/26/2023	3.11071E+11	Office Chairs	1302300274	\$ 349.80
	OFFICE DEPOT	05/26/2023	3.11071E+11	Office Chairs	1302300274	\$ 199.99
201126714	SANDSTROM'S INC	05/26/2023	CM314362	Milk for Meal Service	7702300002	\$ (69.00)
	SANDSTROM'S INC	05/26/2023	456663	Milk for Meal Service	7702300002	\$ 501.50
	SANDSTROM'S INC	05/26/2023	455519	Milk for Meal Service	7702300002	\$ 737.50
	SANDSTROM'S INC	05/26/2023	456664	Milk for Meal Service	7702300002	\$ 599.50
	SANDSTROM'S INC	05/26/2023	457595	Milk for Meal Service	7702300002	\$ 552.00
	SANDSTROM'S INC	05/26/2023	457596	Milk for Meal Service	7702300002	\$ 868.26
	SANDSTROM'S INC	05/26/2023	458666	Milk for Meal Service	7702300002	\$ 501.50
201126715	SCHOOL SPECIALTY	05/26/2023	3.08104E+11	FES 3rd Grade Supplies - Mrs. Wood PO #1302400002	0	\$ 169.74
201126716	WATER DEPT	05/26/2023	74-006700-00	Water Usage - Garage	8102300021	\$ 57.00
	WATER DEPT	05/26/2023	13-014700-00	FHS; Water Usage	8102300021	\$ 1,890.85

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	WATER DEPT	05/26/2023	13-014701-00	Water Usage - Sheela Field	8102300021	\$ 47.28
	WATER DEPT	05/26/2023	13-014800-00	FES; Water Usage	8102300021	\$ 1,614.61
	WATER DEPT	05/26/2023	13-014900-00	Arena; Water Usage	8102300021	\$ 1,131.19
201126717	AFT Local #331	06/02/2023	:0230602ADDUE1,	Payroll accrual	0	\$ 2,708.39
201126717	AFT Local #331	06/02/2023	:0230602ADDUE1,	Payroll accrual	0	\$ 133.00
201126718	ND Child Support Division	06/02/2023	:0230602ADCSP1(Child Support	0	\$ 276.93
201126719	Para Local #4798	06/02/2023	:0230602ADDUE2,	Payroll accrual	0	\$ 627.36
	Para Local #4798	06/02/2023	:0230602ADDUE2,	Payroll accrual	0	\$ 66.30
201126720	Casareto, Anthony	06/06/2023	Golf 6/11/23	Golf State Meet Meal Money	0	\$ 264.00
201126721	GIANT'S RIDGE	06/06/2023	Golf 5/23/23	Golf Meet Entry Fee on 5/23/23 for FHS vs GNK @ Giants Ridge Course	0	\$ 150.00
	GIANT'S RIDGE	06/06/2023	Golf 5/25/23	Golf Virginia Team Meet Entry Fee on 5/5/23 @ The Quarry, hosted by Virginia	0	\$ 20.00
201126722	GLUMACK, BABE	06/06/2023	Softball 5/23/23	Softball Official on 5/23/23 vs North Lakes Academy	0	\$ 90.00
	GLUMACK, BABE	06/06/2023	Softball 5/23/23	Softball Official on 5/23/23 vs North Lakes Academy	0	\$ 133.62
201126723	Hendrickson, Sheryl	06/06/2023	GTrack	Girls Track State Meet Meal Money	0	\$ 384.00
201126724	ISD 309	06/06/2023	Track 4/25/23	Track Meet Entry Fee on 4/25/23, Heartland Invitational at Park Rapids High School	0	\$ 62.50
	ISD 309	06/06/2023	Track 4/25/23	Track Meet Entry Fee on 4/25/23, Heartland Invitational at Park Rapids High School	0	\$ 62.50
201126725	RIDGES SAND CREEK GOLF	06/06/2023	Golf 6/12/23	Golf State Meet Practice Fee	0	\$ 27.00
201126726	Sandberg, John	06/06/2023	BTrack 6/7/23	Boys State Track Meet Meal	0	\$ 256.00

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201126727	SCAIA, Kevin	06/06/2023	Baseball 5/12/23	Baseball Official on 5/12/23 vs Cherry		0 \$ 95.00
	SCAIA, Kevin	06/06/2023	Baseball 5/12/23	Baseball Official on 5/12/23 vs Cherry		0 \$ 125.11
201126728	Sether, Todd	06/06/2023	Baseball 5/12/23	Baseball Official on 5/12/23 vs Cherry		0 \$ 95.00
201126729	SIMONS, David	06/06/2023	Softball 5/2323	Softball Official on 5/23/23 vs North Lakes Academy		0 \$ 90.00
201126730	St. Michael-Albertville High School	06/06/2023	Track 6/7/23	State Track Meet Practice Fee		0 \$ 15.00
201126731	AT & T Mobility	06/07/2023	'29771316706032	IT Dir. Phone and Bus WI-FI	1102300021	\$ 229.38
	AT & T Mobility	06/07/2023	'29771316706032	IT Dir. Phone and Bus WI-FI	1102300021	\$ 143.99
201126732	BEMIDJI WELDERS SUPPLY	06/07/2023	0010105927	WHEEL PFER POLINOX 3 x 2 x 1/4 180 grit	2552300004	\$ 77.50
201126733	BEMIDJI BUS LINE	06/07/2023	22200	Charter Bus for Valleyfair Science Trip		0 \$ 2,868.00
	BEMIDJI BUS LINE	06/07/2023	22174	FES 5th Grade StarBase Trip to Duluth	1302300241	\$ 3,760.00
201126734	COCA-COLA BOTTLING CO	06/07/2023	42424	FHS; Ala Carte Beverages	7702300008	\$ 106.95
	COCA-COLA BOTTLING CO	06/07/2023	42595	FHS; Ala Carte Beverages	7702300008	\$ 91.50
	COCA-COLA BOTTLING CO	06/07/2023	42778	5 cases of water for Valley Fair trip		0 \$ 30.50
	COCA-COLA BOTTLING CO	06/07/2023	42799	FHS; Ala Carte Beverages	7702300008	\$ 71.00
201126735	COLLEGE BOARD	06/07/2023	A241157721	AP Exam		0 \$ 53.00
201126736	FRIENDS GARBAGE SERVICE, LLC	06/07/2023	9311031	Garbage Pickups	8102300008	\$ 1,968.06
201126737	HAWKINS INC	06/07/2023	6468037	Pool Chemicals	8102300025	\$ 737.67
201126738	KING OF THE ROAD ENTERTAINMENT	06/07/2023	2778	SOUND SYSTEM FOR GRADUATION 2023		0 \$ 600.00
201126739	MIDCONTINENT COMMUNICATIONS	06/07/2023	2.75104E+13	FES Fax Line	1102300022	\$ 37.06
201126740	MN ENERGY RESOURCES CORP	06/07/2023	1505015015-0000	Garage; Natural Gas Services	8102300029	\$ 180.83
201126741	NCPERS Group Life Ins.	06/07/2023	1.64913E+11	PERA Life June 2023		0 \$ 64.00

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	NCPERS Group Life Ins.	06/07/2023	1.64913E+11	PERA Life June 2023		0 \$ 32.00
201126742	PAN O GOLD BAKING CO	06/07/2023	1.00099E+13	Bread for Meal Service	7702300009	\$ 134.19
	PAN O GOLD BAKING CO	06/07/2023	1.00099E+13	Bread for Meal Service	7702300009	\$ 64.69
	PAN O GOLD BAKING CO	06/07/2023	1.00099E+13	Bread for Meal Service	7702300009	\$ 47.88
	PAN O GOLD BAKING CO	06/07/2023	1.00099E+13	Bread for Meal Service	7702300009	\$ 91.63
	PAN O GOLD BAKING CO	06/07/2023	1.00099E+13	Bread for Meal Service	7702300009	\$ 134.20
	PAN O GOLD BAKING CO	06/07/2023	1.00099E+13	Bread for Meal Service	7702300009	\$ 40.50
	PAN O GOLD BAKING CO	06/07/2023	1.00099E+13	Bread for Meal Service	7702300009	\$ 124.00
	PAN O GOLD BAKING CO	06/07/2023	1.00099E+13	Bread for Meal Service	7702300009	\$ 135.38
201126743	PAUL BUNYAN COMMUNICATIONS	06/07/2023	6703700	Monthly Broadband Services	6052300010	\$ 650.00
201126744	Pick Me Flowers	06/07/2023	060323	flowers, boutonnieres, hanging baskets and floral arrangements for graduation		0 \$ 732.00
201126745	RATWIK ROSZAK & MALONEY PA	06/07/2023	050123	services	1102300015	\$ 8,741.25
201126746	RIDGES SAND CREEK GOLF	06/09/2023	06/07/2023	RIDGES AT SAND CREEK GOLF COURSE GREEN FEE: PRACTICE ROUND ON 6/12		0 \$ 27.00
201126747	Amiot, Bonnie	06/14/2023	Carolyn's Account	Senior Meal Account Refund		0 \$ 32.50
201126748	Anderson, Francine	06/14/2023	Eli & Noah A	Foodservice Acct Refund		0 \$ 248.35
201126749	Bissonnette, Julianne	06/14/2023	Graci's Account	Senior Meal Account Refund		0 \$ 19.55
201126750	Clifford, Christy	06/14/2023	Jakob & Cadence	Moving Meal Accounts Refund (Jakob \$.40 and Cadence \$42.75)		0 \$ 43.15
201126751	Emanuel-Roche, Gina	06/14/2023	Michael's Account	Senior Meal Account Refund		0 \$ 16.05
201126752	Herberg, Jodi	06/14/2023	Bailey's Acct	Senior Meal Account Refund		0 \$ 59.65
201126753	Hutchinson, Jodi	06/14/2023	61323	Nyssa lunch account refund		0 \$ 34.39
201126754	Mason, Stephanie	06/14/2023	Josie's Account	Senior Meal Account Refund		0 \$ 37.75
201126755	Morrison, Chrissy	06/14/2023	Caleb's Account	Senior Meal Account Refund		0 \$ 15.50
201126756	Smith, Sara	06/14/2023	Aidan & Bennett	Meal Accounts Refund (Aidan \$59.65 and Bennett \$25.20)		0 \$ 84.85
201126757	Talley, Marie	06/14/2023	Kourtney's Acct	Senior Meal Account Refund		0 \$ 12.60

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201126758	Zaren, Lani	06/14/2023	123	Refund for swim lessons (child wasn't ready for swim lessons)	0	\$ 80.00
201126759	BSN SPORTS	06/14/2023	921707406	Boys Track Supplies; Shots, Implement Bags, Stopwatch	2922300065	\$ 799.53
201126760	Inspire to Create Enterprises LLC	06/14/2023	75454	FEF - Marci Nemec	1302300298	\$ 261.47
201126761	Jamnack, Aaron	06/14/2023	Football 10/19/22	Football Official on 10/19/22 vs Crosby Ironton	0	\$ 100.00
201126762	LAKESHORE LEARNING MATERIALS	06/14/2023	73094352423	FEF - Angie Schwartz	1302300284	\$ 180.94
	LAKESHORE LEARNING MATERIALS	06/14/2023	7.30944E+11	FEF - Kristie LaVigne	1302300285	\$ 302.93
	LAKESHORE LEARNING MATERIALS	06/14/2023	7.37918E+11	FEF - Shawn Johnson	1302300299	\$ 188.96
201126763	Lucky Luke, LLC	06/14/2023	57109	FEF - Katie Winkel	1302300305	\$ 136.32
201126764	Marco Technologies LLC	06/14/2023	503571804	Printer services	1102300027	\$ 355.44
	Marco Technologies LLC	06/14/2023	503571986	Copier Leases	1102300026	\$ 694.51
	Marco Technologies LLC	06/14/2023	503571986	Copier Leases	1102300026	\$ 1,013.34
	Marco Technologies LLC	06/14/2023	503498586	Printer services	1102300025	\$ 1,796.79
	Marco Technologies LLC	06/14/2023	503499428	Printer in Business Classroom	3002300006	\$ 209.89
201126765	MN ENERGY RESOURCES CORP	06/14/2023	506435793-0000:	Arena	8102300029	\$ 233.03
	MN ENERGY RESOURCES CORP	06/14/2023	503196532-0000:	Arena Water Heater	8102300029	\$ 1,105.14
201126765	MN ENERGY RESOURCES CORP	06/14/2023	503526034-0000:	FES Natural Gas Services	8102300029	\$ 745.89
201126766	ProLearning: Center for Educational S	06/14/2023	1053	FEF - Jen Wenberg	1302300291	\$ 306.95
201126767	REALLY GOOD STUFF INC	06/14/2023	8227527	FEF - Brittany Eldien	1302300287	\$ 205.02
	REALLY GOOD STUFF INC	06/14/2023	8228857	FEF - Lisa Auran	1302300300	\$ 519.07
	REALLY GOOD STUFF INC	06/14/2023	8231108	FEF - Brittany Eldien - Replacement from First Order, Others returned for credit	1302300308	\$ 246.80
201126768	Really Great Reading	06/14/2023	40577	FEF - Angie Schwartz	1302300288	\$ 224.00
	Really Great Reading	06/14/2023	40619	FEF - Lisa Auran	1302300301	\$ 392.00
201126769	SCHMITT MUSIC CENTERS	06/14/2023	5250923	Repair of school instrument	2582300018	\$ 135.00
	SCHMITT MUSIC CENTERS	06/14/2023	052323	School owned instruments in need of repair during the	2582300017	\$ 170.00

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	SCHMITT MUSIC CENTERS	06/14/2023	052323	22-23 school year School owned instruments in need of repair during the 22-23 school year	2582300017	\$ 685.00
201126770	TechCheck	06/14/2023	51497	Supplies	6052300083	\$ 1,137.60
	TechCheck	06/14/2023	51625	Supplies	6052300083	\$ 2,073.15
	TechCheck	06/14/2023	51629	Labor, 5/16/23, remote work, phone system programming for new extension and DID	6052300094	\$ 84.00
202201617	Teachers Pay Teacher	06/03/2023	Karla's C/C00000	Distance learning materials	2502300043	\$ 34.50
202201631	Aviben	05/19/2023	20230519ADTSAIC	Payroll accrual	0	\$ 173.08
	Aviben	05/19/2023	20230519ADTSAM	Payroll accrual	0	\$ 192.32
	Aviben	05/19/2023	20230519ADTSAM	Payroll accrual	0	\$ 96.16
	Aviben	05/19/2023	20230519ADTSASF	Payroll accrual	0	\$ 1,294.61
	Aviben	05/19/2023	20230519ADTSASF	Payroll accrual	0	\$ 97.37
202201631	Aviben	05/19/2023	20230519ADTSECC	Payroll accrual	0	\$ 2,771.71
	Aviben	05/19/2023	20230519ADTSECC	Payroll accrual	0	\$ 269.04
	Aviben	05/19/2023	20230519ADTSFR/	Payroll accrual	0	\$ 1,101.60
	Aviben	05/19/2023	20230519ADTSGRV	Payroll accrual	0	\$ 384.62
	Aviben	05/19/2023	20230519ADTSHOM	Payroll accrual	0	\$ 136.76
	Aviben	05/19/2023	20230519ADTSINV	Payroll accrual	0	\$ 832.48
	Aviben	05/19/2023	20230519ADTSMG	Payroll accrual	0	\$ 177.74
	Aviben	05/19/2023	20230519ADTSSYN	Payroll accrual	0	\$ 350.00
	Aviben	05/19/2023	20230519ADTSVAI	Payroll accrual	0	\$ 2,572.36
	Aviben	05/19/2023	20230519ADTSVAI	Payroll accrual	0	\$ 134.40
	Aviben	05/19/2023	20230519ADTSVAI	Payroll accrual	0	\$ 2,681.58
	Aviben	05/19/2023	20230519AFTSAID	TSA Benefit	0	\$ 92.32
	Aviben	05/19/2023	20230519AFTSAMI	TSA Benefit	0	\$ 192.32
	Aviben	05/19/2023	20230519AFTSAMI	TSA Benefit	0	\$ 96.16
	Aviben	05/19/2023	20230519AFTSASF	TSA Benefit	0	\$ 392.20
	Aviben	05/19/2023	20230519AFTSASF	TSA Benefit	0	\$ 47.37

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	Aviben	05/19/2023	20230519AFTSECC	TSA Benefit		0 \$ 1,316.39
	Aviben	05/19/2023	20230519AFTSECC	TSA Benefit		0 \$ 111.14
	Aviben	05/19/2023	20230519AFTSFRA	TSA Benefit		0 \$ 346.18
	Aviben	05/19/2023	20230519AFTSGRV	Payroll accrual		0 \$ 96.16
	Aviben	05/19/2023	20230519AFTSHOM	TSA Benefit		0 \$ 57.70
	Aviben	05/19/2023	20230519AFTSINV	TSA Benefits		0 \$ 395.52
	Aviben	05/19/2023	20230519AFTSMG	TSA Benefit		0 \$ 177.74
	Aviben	05/19/2023	20230519AFTSSTA	TSA Benefit		0 \$ 76.93
	Aviben	05/19/2023	20230519AFTSVAL	TSA Benefit		0 \$ 737.57
	Aviben	05/19/2023	20230519AFTSVAL	TSA Benefit		0 \$ 80.77
	Aviben	05/19/2023	20230519AFTSVAN	TSA Benefits		0 \$ 196.16
202201632	Empower Retirement	05/19/2023	20230519ADDEFCC	Payroll accrual		0 \$ 426.32
	Empower Retirement	05/19/2023	20230519ADDEFCC	Payroll accrual		0 \$ 20.00
	Empower Retirement	05/19/2023	20230519ADDEFCC	Payroll accrual		0 \$ 60.00
	Empower Retirement	05/19/2023	20230519ADG-457	Payroll accrual		0 \$ 34.21
	Empower Retirement	05/19/2023	20230519ADG-457	Payroll accrual		0 \$ 34.21
	Empower Retirement	05/19/2023	20230519AFDEFM	Deferred Comp 457 Benefit		0 \$ 60.53
	Empower Retirement	05/19/2023	20230519AFDEFM	Deferred Comp 457 Benefit		0 \$ 34.21
	Empower Retirement	05/19/2023	20230519AFHCSP	HCSP		0 \$ 2,327.64
	Empower Retirement	05/19/2023	20230519AFHCSP	HCSP		0 \$ 13.33
	Empower Retirement	05/19/2023	20230519AFHCSP	HCSP		0 \$ 209.82
202201633	Internal Revenue Service	05/19/2023	20230519ADFICA	Payroll accrual		0 \$ 17,405.96
	Internal Revenue Service	05/19/2023	20230519ADFICA	Payroll accrual		0 \$ 1,143.66
	Internal Revenue Service	05/19/2023	20230519ADFICA	Payroll accrual		0 \$ 872.14
	Internal Revenue Service	05/19/2023	20230519ADFTA	Payroll accrual		0 \$ 657.47
	Internal Revenue Service	05/19/2023	20230519ADFTA	Payroll accrual		0 \$ 25.00
	Internal Revenue Service	05/19/2023	20230519ADFTP	Payroll accrual		0 \$ 143.32
	Internal Revenue Service	05/19/2023	20230519ADFTX	Payroll accrual		0 \$ 19,920.77
	Internal Revenue Service	05/19/2023	20230519ADFTX	Payroll accrual		0 \$ 1,176.94
	Internal Revenue Service	05/19/2023	20230519ADFTX	Payroll accrual		0 \$ 1,044.55
	Internal Revenue Service	05/19/2023	20230519ADMDCF	Payroll accrual		0 \$ 4,070.76

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	Internal Revenue Service	05/19/2023	20230519ADMDCF	Payroll accrual	0	\$ 267.46
	Internal Revenue Service	05/19/2023	20230519ADMDCF	Payroll accrual	0	\$ 203.95
	Internal Revenue Service	05/19/2023	20230519AFFICA	FICA Benefit	0	\$ 17,405.96
	Internal Revenue Service	05/19/2023	20230519AFFICA	FICA Benefit	0	\$ 1,143.66
	Internal Revenue Service	05/19/2023	20230519AFFICA	FICA Benefit	0	\$ 872.14
	Internal Revenue Service	05/19/2023	20230519AFMDCF	Medicare Benefit	0	\$ 4,070.76
	Internal Revenue Service	05/19/2023	20230519AFMDCF	Medicare Benefit	0	\$ 267.46
	Internal Revenue Service	05/19/2023	20230519AFMDCF	Medicare Benefit	0	\$ 203.95
202201634	MINNESOTA REVENUE	05/19/2023	20230519ADSITA	Payroll accrual	0	\$ 90.00
	MINNESOTA REVENUE	05/19/2023	20230519ADSITA	Payroll accrual	0	\$ 25.00
	MINNESOTA REVENUE	05/19/2023	20230519ADSITM	Payroll accrual	0	\$ 9,845.12
	MINNESOTA REVENUE	05/19/2023	20230519ADSITM	Payroll accrual	0	\$ 595.75
	MINNESOTA REVENUE	05/19/2023	20230519ADSITM	Payroll accrual	0	\$ 470.72
	MINNESOTA REVENUE	05/19/2023	20230519ADSITP	Payroll accrual	0	\$ 87.75
202201635	MN Teachers Retirement Association	05/19/2023	20230519ADTRAC	Payroll accrual	0	\$ 14,541.89
	MN Teachers Retirement Association	05/19/2023	20230519ADTRAC	Payroll accrual	0	\$ 775.07
	MN Teachers Retirement Association	05/19/2023	20230519ADTRAC	Payroll accrual	0	\$ 40.76
	MN Teachers Retirement Association	05/19/2023	20230519AFTRAC	TRA Benefit	0	\$ 16,577.69
	MN Teachers Retirement Association	05/19/2023	20230519AFTRAC	TRA Benefit	0	\$ 883.57
	MN Teachers Retirement Association	05/19/2023	20230519AFTRAC	TRA Benefit	0	\$ 46.47
202201636	Public Employees Retirement Associa	05/19/2023	20230519ADDCP	Payroll accrual	0	\$ 18.00
	Public Employees Retirement Associa	05/19/2023	20230519ADPERA	Payroll accrual	0	\$ 6,202.00
	Public Employees Retirement Associa	05/19/2023	20230519ADPERA	Payroll accrual	0	\$ 466.06
	Public Employees Retirement Associa	05/19/2023	20230519ADPERA	Payroll accrual	0	\$ 744.55
	Public Employees Retirement Associa	05/19/2023	20230519AFDCP	DCP Benefit	0	\$ 18.00
	Public Employees Retirement Associa	05/19/2023	20230519AFPERA	PERA Benefit	0	\$ 7,156.24
202201636	Public Employees Retirement Associa	05/19/2023	20230519AFPERA	PERA Benefit	0	\$ 537.76
	Public Employees Retirement Associa	05/19/2023	20230519AFPERA	PERA Benefit	0	\$ 859.09
202201637	Internal Revenue Service	05/19/2023	20230519BDFICA	Payroll accrual	0	\$ 66.28
	Internal Revenue Service	05/19/2023	20230519BDFTX	Payroll accrual	0	\$ -
	Internal Revenue Service	05/19/2023	20230519BDMDCF	Payroll accrual	0	\$ 15.50

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	Internal Revenue Service	05/19/2023	20230519BFFICA	FICA Benefit	0	\$ 66.28
	Internal Revenue Service	05/19/2023	20230519BFMDCF	Medicare Benefit	0	\$ 15.50
202201638	MINNESOTA REVENUE	05/19/2023	20230519BDSITM	Payroll accrual	0	\$ -
202201639	Aviben	06/02/2023	20230602ADTSAIC	Payroll accrual	0	\$ 173.08
	Aviben	06/02/2023	20230602ADTSAM	Payroll accrual	0	\$ 192.32
	Aviben	06/02/2023	20230602ADTSAM	Payroll accrual	0	\$ 96.16
	Aviben	06/02/2023	20230602ADTSASF	Payroll accrual	0	\$ 1,294.61
	Aviben	06/02/2023	20230602ADTSASF	Payroll accrual	0	\$ 97.37
	Aviben	06/02/2023	20230602ADTSECC	Payroll accrual	0	\$ 2,721.70
	Aviben	06/02/2023	20230602ADTSECC	Payroll accrual	0	\$ 269.04
	Aviben	06/02/2023	20230602ADTSFR	Payroll accrual	0	\$ 984.64
	Aviben	06/02/2023	20230602ADTSGRV	Payroll accrual	0	\$ 384.62
	Aviben	06/02/2023	20230602ADTSHOM	Payroll accrual	0	\$ 136.76
	Aviben	06/02/2023	20230602ADTSINV	Payroll accrual	0	\$ 832.48
	Aviben	06/02/2023	20230602ADTSMG	Payroll accrual	0	\$ 177.74
	Aviben	06/02/2023	20230602ADTSSYN	Payroll accrual	0	\$ 350.00
	Aviben	06/02/2023	20230602ADTSVAI	Payroll accrual	0	\$ 2,572.36
	Aviben	06/02/2023	20230602ADTSVAI	Payroll accrual	0	\$ 134.40
	Aviben	06/02/2023	20230602ADTSVAI	Payroll accrual	0	\$ 1,550.00
	Aviben	06/02/2023	20230602AFTSAID	TSA Benefit	0	\$ 92.32
	Aviben	06/02/2023	20230602AFTSAMI	TSA Benefit	0	\$ 192.32
	Aviben	06/02/2023	20230602AFTSAMI	TSA Benefit	0	\$ 96.16
	Aviben	06/02/2023	20230602AFTSASF	TSA Benefit	0	\$ 317.17
	Aviben	06/02/2023	20230602AFTSASF	TSA Benefit	0	\$ 47.37
	Aviben	06/02/2023	20230602AFTSECC	TSA Benefit	0	\$ 1,316.39
	Aviben	06/02/2023	20230602AFTSECC	TSA Benefit	0	\$ 111.14
	Aviben	06/02/2023	20230602AFTSFRA	TSA Benefit	0	\$ 346.18
	Aviben	06/02/2023	20230602AFTSGRV	Payroll accrual	0	\$ 96.16
	Aviben	06/02/2023	20230602AFTSHOM	TSA Benefit	0	\$ 57.70
	Aviben	06/02/2023	20230602AFTSINV	TSA Benefits	0	\$ 373.26
	Aviben	06/02/2023	20230602AFTSMG	TSA Benefit	0	\$ 177.74

Payable Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
202201639	Aviben	06/02/2023	20230602AFTSSTA	TSA Benefit	0	\$ 76.93
	Aviben	06/02/2023	20230602AFTSVAI	TSA Benefit	0	\$ 773.49
	Aviben	06/02/2023	20230602AFTSVAI	TSA Benefit	0	\$ 80.77
	Aviben	06/02/2023	20230602AFTSVAM	TSA Benefits	0	\$ 96.16
202201640	Empower Retirement	06/02/2023	20230602ADDEFCC	Payroll accrual	0	\$ 426.32
	Empower Retirement	06/02/2023	20230602ADDEFCC	Payroll accrual	0	\$ 20.00
	Empower Retirement	06/02/2023	20230602ADDEFCC	Payroll accrual	0	\$ 60.00
	Empower Retirement	06/02/2023	20230602ADG-457	Payroll accrual	0	\$ 34.21
	Empower Retirement	06/02/2023	20230602ADG-457	Payroll accrual	0	\$ 34.21
	Empower Retirement	06/02/2023	20230602AFDEFM:	Deferred Comp 457 Benefit	0	\$ 60.53
	Empower Retirement	06/02/2023	20230602AFDEFM:	Deferred Comp 457 Benefit	0	\$ 34.21
	Empower Retirement	06/02/2023	20230602AFHCSP	HCSP	0	\$ 2,327.64
	Empower Retirement	06/02/2023	20230602AFHCSP	HCSP	0	\$ 13.33
	Empower Retirement	06/02/2023	20230602AFHCSP	HCSP	0	\$ 209.82
202201641	Internal Revenue Service	06/02/2023	20230602ADFICA	Payroll accrual	0	\$ 18,161.51
	Internal Revenue Service	06/02/2023	20230602ADFICA	Payroll accrual	0	\$ 1,135.91
	Internal Revenue Service	06/02/2023	20230602ADFICA	Payroll accrual	0	\$ 727.65
	Internal Revenue Service	06/02/2023	20230602ADFTA	Payroll accrual	0	\$ 657.47
	Internal Revenue Service	06/02/2023	20230602ADFTA	Payroll accrual	0	\$ 25.00
	Internal Revenue Service	06/02/2023	20230602ADFTP	Payroll accrual	0	\$ 180.04
	Internal Revenue Service	06/02/2023	20230602ADFTX	Payroll accrual	0	\$ 20,110.71
	Internal Revenue Service	06/02/2023	20230602ADFTX	Payroll accrual	0	\$ 1,184.70
	Internal Revenue Service	06/02/2023	20230602ADFTX	Payroll accrual	0	\$ 639.95
	Internal Revenue Service	06/02/2023	20230602ADMDCF	Payroll accrual	0	\$ 4,247.49
	Internal Revenue Service	06/02/2023	20230602ADMDCF	Payroll accrual	0	\$ 265.66
	Internal Revenue Service	06/02/2023	20230602ADMDCF	Payroll accrual	0	\$ 170.14
	Internal Revenue Service	06/02/2023	20230602AFFICA	FICA Benefit	0	\$ 18,161.51
	Internal Revenue Service	06/02/2023	20230602AFFICA	FICA Benefit	0	\$ 1,135.91
	Internal Revenue Service	06/02/2023	20230602AFFICA	FICA Benefit	0	\$ 727.65
	Internal Revenue Service	06/02/2023	20230602AFMDCF	Medicare Benefit	0	\$ 4,247.49
	Internal Revenue Service	06/02/2023	20230602AFMDCF	Medicare Benefit	0	\$ 265.66

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Internal Revenue Service	06/02/2023	20230602AFMDCF	Medicare Benefit	0	\$ 170.14
202201642	MINNESOTA REVENUE	06/02/2023	20230602ADSITA	Payroll accrual	0	\$ 90.00
	MINNESOTA REVENUE	06/02/2023	20230602ADSITA	Payroll accrual	0	\$ 25.00
	MINNESOTA REVENUE	06/02/2023	20230602ADSITM	Payroll accrual	0	\$ 10,102.10
	MINNESOTA REVENUE	06/02/2023	20230602ADSITM	Payroll accrual	0	\$ 598.29
202201642	MINNESOTA REVENUE	06/02/2023	20230602ADSITM	Payroll accrual	0	\$ 325.08
	MINNESOTA REVENUE	06/02/2023	20230602ADSITP	Payroll accrual	0	\$ 84.69
202201643	MN Teachers Retirement Association	06/02/2023	20230602ADTRAC	Payroll accrual	0	\$ 14,045.82
	MN Teachers Retirement Association	06/02/2023	20230602ADTRAC	Payroll accrual	0	\$ 784.38
	MN Teachers Retirement Association	06/02/2023	20230602ADTRAC	Payroll accrual	0	\$ 37.63
	MN Teachers Retirement Association	06/02/2023	20230602AFTRAC	TRA Benefit	0	\$ 16,012.22
	MN Teachers Retirement Association	06/02/2023	20230602AFTRAC	TRA Benefit	0	\$ 894.19
	MN Teachers Retirement Association	06/02/2023	20230602AFTRAC	TRA Benefit	0	\$ 42.89
202201644	Public Employees Retirement Associa	06/02/2023	20230602ADDCP	Payroll accrual	0	\$ 18.00
	Public Employees Retirement Associa	06/02/2023	20230602ADPERA	Payroll accrual	0	\$ 7,483.06
	Public Employees Retirement Associa	06/02/2023	20230602ADPERA	Payroll accrual	0	\$ 449.83
	Public Employees Retirement Associa	06/02/2023	20230602ADPERA	Payroll accrual	0	\$ 739.38
	Public Employees Retirement Associa	06/02/2023	20230602AFDCP	DCP Benefit	0	\$ 18.00
	Public Employees Retirement Associa	06/02/2023	20230602AFPERA	PERA Benefit	0	\$ 8,634.33
	Public Employees Retirement Associa	06/02/2023	20230602AFPERA	PERA Benefit	0	\$ 519.05
	Public Employees Retirement Associa	06/02/2023	20230602AFPERA	PERA Benefit	0	\$ 853.13
202201645	Internal Revenue Service	06/02/2023	20230602BDFICA	Payroll accrual	0	\$ 11,346.94
	Internal Revenue Service	06/02/2023	20230602BDFTA	Payroll accrual	0	\$ 170.00
	Internal Revenue Service	06/02/2023	20230602BDFTX	Payroll accrual	0	\$ -
	Internal Revenue Service	06/02/2023	20230602BDMDCF	Payroll accrual	0	\$ 2,653.72
	Internal Revenue Service	06/02/2023	20230602BFFICA	FICA Benefit	0	\$ 11,346.94
	Internal Revenue Service	06/02/2023	20230602BFMDCF	Medicare Benefit	0	\$ 2,653.72
202201646	MINNESOTA REVENUE	06/02/2023	20230602BDSITA	Payroll accrual	0	\$ 10.00
	MINNESOTA REVENUE	06/02/2023	20230602BDSITM	Payroll accrual	0	\$ -
202201647	MN Teachers Retirement Association	06/02/2023	20230602BDTRAC	Payroll accrual	0	\$ 13,832.55
	MN Teachers Retirement Association	06/02/2023	20230602BFTRAC	TRA Benefit	0	\$ 15,769.11

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
202201648-	BMO	06/03/2023	23-May	See Attached Detail Report		
202201846		06/03/2023				\$ 48,934.78
222300074	AFSCME Council 65	05/19/2023	20230519ADAFS%	Payroll accrual	0	\$ 897.78
	AFSCME Council 65	05/19/2023	20230519ADAFS%	Payroll accrual	0	\$ 308.93
	AFSCME Council 65	05/19/2023	20230519ADAFSLC	Payroll accrual	0	\$ 15.00
	AFSCME Council 65	05/19/2023	20230519ADAFSLC	Payroll accrual	0	\$ 8.00
222300075	Anderson, Charles	06/07/2023	060123	reimbursement for gas from 6/1/23 golf meet	0	\$ 15.00
222300076	Grover, Kevin	06/07/2023	053123	Mileage to ARCC-Hermantown,	0	\$ 158.00
Total						\$ 531,634.13

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	05/26/2023	10656	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US D76wn9n63, Amzn.Co	AMAZON B000	05/30/2023		Invoiced	A	49.99
	2	OMURA PRIMARY JOURNAL Composition Book, 9 3/4"			1302300304	Missy's C/C00000	06/03/2023	49.99			
	05/26/2023	10657	JOHNSBAR002	Johnson Barbara J	Amazon.Com 6slug5ff3, Amzn.Com/	AMAZON B000	05/30/2023		Invoiced	A	268.76
	2	Safco Products Zenergy Ball Chair, Black, Low			1302300294	Missy's C/C00001	06/03/2023	268.76			
	05/26/2023	10658	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US 433zqlun3, Amzn.Co	AMAZON B000	05/30/2023		Invoiced	A	154.97
	2	ððšðœðœ ð"ðŸ ðŸðŸž ððŸð			1302300283	Missy's C/C00002	06/03/2023	58.97			
	3	INSWAN INS-2 USB Document Camera â€" 13MP 4K U			1302300283	Missy's C/C00002	06/03/2023	96.00			
	05/25/2023	10653	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Da9j251k3, Amzn.Co	AMAZON B000	05/30/2023		Invoiced	A	46.89
	2	MONILON 160 Pcs Magnet Building Sticks Kids To			1302300281	Missy's C/C00003	06/03/2023	23.90			
	3	MIKNEKE 81 PCS Wooden Loose Parts Sensory Bin			1302300281	Missy's C/C00003	06/03/2023	22.99			
	05/25/2023	10654	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Iu22s6jk3, Amzn.Co	AMAZON B000	05/30/2023		Invoiced	A	218.10
	2	Snap Circuits LIGHT Electronics Exploration Ki			1302300281	Missy's C/C00004	06/03/2023	86.68			
	5	STEAM STUDIO Premium Magnetic Tiles Rivets & L			1302300281	Missy's C/C00004	06/03/2023	49.99			
	7	12 Pcs Wooden Sensory Bin Tools, 1 Wooden Box			1302300281	Missy's C/C00004	06/03/2023	38.95			
	8	50 Pcs Anxiety Sensory Strips Textured Sensory			1302300281	Missy's C/C00004	06/03/2023	13.99			
	9	Lolo Toys Sensory Kit for Toddlers and Kids -			1302300281	Missy's C/C00004	06/03/2023	28.49			
	05/25/2023	10655	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US 3d5fa4ze3, Amzn.Co	AMAZON B000	05/30/2023		Invoiced	A	170.88
	2	TINKERTOY 30 Model 200 Piece Super Building Se			1302300290	Missy's C/C00005	06/03/2023	51.72			
	3	414 Pieces Toy Pipe, Creative STEM Tube Locks			1302300290	Missy's C/C00005	06/03/2023	47.88			
	4	100 Pack EVA Foam Sheets, 5.5 x 8.5 Inch, Asso			1302300290	Missy's C/C00005	06/03/2023	14.84			
	5	Dabo&Shobo 60 Pack Black Permanent Markers, Fi			1302300290	Missy's C/C00005	06/03/2023	16.89			
	6	Elmer's Disappearing Purple School Glue Sticks			1302300290	Missy's C/C00005	06/03/2023	18.56			
	7	Play-Doh Modeling Compound 24-Pack Case of Col			1302300290	Missy's C/C00005	06/03/2023	20.99			
	05/24/2023	10650	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Jq4nl74y3, Amzn.Co	AMAZON B000	05/30/2023		Invoiced	A	28.99
	2	Play-Doh Modeling Compound 36 Pack Case of Col			1302300281	Missy's C/C00006	06/03/2023	28.99			
	05/24/2023	10651	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US D10p74dp3, Amzn.Co	AMAZON B000	05/30/2023		Invoiced	A	46.85
	2	32 Pieces Guided Reading Strips Highlight Stri			1302300286	Missy's C/C00007	06/03/2023	8.99			
	3	Qualsen Fridge Magnet, 100 Pack Refrigerator M			1302300286	Missy's C/C00007	06/03/2023	17.89			
	4	Dry Erase Board Lined and Blank Double Sided W			1302300286	Missy's C/C00007	06/03/2023	19.97			
	05/24/2023	10652	JOHNSBAR002	Johnson Barbara J	Amazon.Com 5r6gl5953, Amzn.Com/	AMAZON B000	05/30/2023		Invoiced	A	396.78
	6	Dog Driven			1302300282	Missy's C/C00008	06/03/2023	47.94			
	7	Wolf Hollow			1302300282	Missy's C/C00008	06/03/2023	47.94			
	8	The Lost Year: A Survival Story of the Ukraini			1302300282	Missy's C/C00008	06/03/2023	80.10			
	9	Brave			1302300282	Missy's C/C00008	06/03/2023	38.88			
	10	The Last Mapmaker			1302300282	Missy's C/C00008	06/03/2023	61.98			
	11	A Long Way from Home			1302300282	Missy's C/C00008	06/03/2023	119.94			
	05/23/2023	10547	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Zj96t0tv3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	132.73
	2	Lekebaby Classic 1500 Pieces Building Bricks K			1302300279	Missy's C/C00009	06/03/2023	59.76			

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			
XXXXXXXXXXXX8319	continued...										
	3	LVHERO Classic Baseplates Building Plates for			1302300279	Missy's C/C00009	06/03/2023	33.98			
	4	Classic Baseplates Building Plates for Buildin			1302300279	Missy's C/C00009	06/03/2023	33.98			
	6	Shipping - Cost of shipping, not including shi			1302300279	Missy's C/C00009	06/03/2023	5.01			
05/23/2023		10548	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US G144v9pq3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	14.47
	2	Shipping - Cost of shipping, not including shi			1302300279	Missy's C/C00010	06/03/2023	0.98			
	3	QNCZ 2" Caster Wheels, Casters Set of 4 Heavy			1302300279	Missy's C/C00010	06/03/2023	13.49			
05/22/2023		10543	JOHNSBAR002	Johnson Barbara J	Dominos 7387, Duluth, MN, 55811	DOMINO'S000	05/24/2023		Invoiced	A	261.13
	1					Missy's C/C00011	06/03/2023	261.13			
05/22/2023		10544	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US 3w1849zm3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	138.59
	2	VIVO 32 inch Desk Converter, Height Adjustable			1302300280	Missy's C/C00012	06/03/2023	138.59			
05/22/2023		10545	JOHNSBAR002	Johnson Barbara J	Kwik Trip 22000002204, Hermanto		05/24/2023		Invoiced	A	42.93
	1					Missy's C/C00013	06/03/2023	42.93			
05/22/2023		10546	JOHNSBAR002	Johnson Barbara J	Edge Resort & Waterpar, Duluth,	EDGEWATE000	05/24/2023		Invoiced	A	6,673.08
	1					Missy's C/C00014	06/03/2023	6,673.08			
05/19/2023		10539	JOHNSBAR002	Johnson Barbara J	Old Chicago 0041, Duluth, MN, 5	OLD CHIC000	05/24/2023		Invoiced	A	649.11
	1					Missy's C/C00015	06/03/2023	649.11			
05/19/2023		10540	JOHNSBAR002	Johnson Barbara J	Famous Daves, Duluth, MN, 55811	FAMOUS D000	05/24/2023		Invoiced	A	724.00
	1					Missy's C/C00016	06/03/2023	724.00			
05/19/2023		10541	JOHNSBAR002	Johnson Barbara J	Dominos 1986, Duluth, MN, 55803	DOMINO'S000	05/24/2023		Invoiced	A	276.46
	1					Missy's C/C00011	06/03/2023	276.46			
05/19/2023		10542	JOHNSBAR002	Johnson Barbara J	Jimmy Johns - 3527 - M, Duluth,	JIMMY JO000	05/24/2023		Invoiced	A	503.27
	1					Missy's C/C00017	06/03/2023	503.27			
05/18/2023		10536	JOHNSBAR002	Johnson Barbara J	Buffalo Wild Wings 025, Duluth,	BUFFALO 000	05/24/2023		Invoiced	A	697.21
	1					Missy's C/C00018	06/03/2023	697.21			
05/18/2023		10538	JOHNSBAR002	Johnson Barbara J	Great Lakes Aquarium, Duluth, M	GREAT LA001	05/24/2023		Invoiced	A	240.00
	2	FES 5th Grade StarBase Trip to Duluth			1302300244	Missy's C/C00019	06/03/2023	240.00			
05/17/2023		10537	JOHNSBAR002	Johnson Barbara J	Defy Duluth, Duluth, MN, 55807,	DEFY DUL000	05/24/2023		Invoiced	A	524.45
	4	FES 5th Grade StarBase Trip (Balance Due)			1302300243	Missy's C/C00020	06/03/2023	524.45			
05/16/2023		10535	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Mc8xo9zx3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	215.61
	2	Blue Squid Face Painting Kit for Kids - 22 Col			1302300276	Missy's C/C00021	06/03/2023	99.92			
	3	Face Paint Crayons for Kids, Blue Squid 36 Jum			1302300276	Missy's C/C00021	06/03/2023	35.96			
	4	31 Pieces Face Stencils Kit, 17 Reusable Large			1302300276	Missy's C/C00021	06/03/2023	29.98			
	5	UIIOPJIOM Face Painting Kit for Kids - 12 Wate			1302300276	Missy's C/C00021	06/03/2023	49.75			
05/05/2023		10534	JOHNSBAR002	Johnson Barbara J	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	132.00
	2	FES STEAM Night Supplies			1302300269	Missy's C/C00022	06/03/2023	132.00			
05/03/2023		10533	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US R28wk0o73, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	102.94
	2	The LEGO Ideas Book New Edition: You Can Build			1302300255	Missy's C/C00023	06/03/2023	18.99			

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			
XXXXXXXXXXXX8319	continued...										
	3	LEGO Awesome Ideas (Lego Ideas)			1302300255	Missy's C/C00023	06/03/2023	14.00			
	4	365 Things to Do with LEGO Bricks: Lego Fun Ev			1302300255	Missy's C/C00023	06/03/2023	19.10			
	5	GARUNK 1500 Pcs Classic Bricks Building Toys,			1302300255	Missy's C/C00023	06/03/2023	31.86			
	6	Etarfly 800PCS Building Bricks, Basic Macaron			1302300255	Missy's C/C00023	06/03/2023	18.99			
05/02/2023		10532 JOHNSBAR002 Johnson Barbara J			Amzn Mktp US Hm5612g31, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	17.97
	2	Oubaka 4 Pack Copper Foil Tape,Copper Tape Dou			1302300253	Missy's C/C00024	06/03/2023	10.98			
	3	Shipping - Cost of shipping, not including shi			1302300253	Missy's C/C00024	06/03/2023	6.99			
05/01/2023		10549 HUMBELAU002 Humbert Laurie A			Amzn Mktp US Hf6rg29p2, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	17.98
	2	DiCUNO 450pcs (5 Colors x 90pcs) 5mm LED Light			1302300253	Missy's C/C00025	06/03/2023	11.99			
	3	Shipping - Cost of shipping, not including shi			1302300253	Missy's C/C00025	06/03/2023	5.99			
	27 transaction(s) for XXXXXXXXXXXX8319. Total Amount ==>										12,746.14
XXXXXXXXXXXX8327	05/26/2023	10665 HEISSVIC000 Heiss Victoria L			Menards Intl Falls, Intl Falls	MENARDS 000	05/30/2023		Invoiced	A	69.49
	1	PBIS REWARD DAY SARAH STAPLES			Tim's C/C00000		06/03/2023	69.49			
05/26/2023		10666 HEISSVIC000 Heiss Victoria L			Super One Foods, International,	SUPER ON000	05/30/2023		Invoiced	A	52.98
	1	PBIS REWARD DAY JEANNA RUDOLPH			Tim's C/C00001		06/03/2023	52.98			
05/26/2023		10667 HEISSVIC000 Heiss Victoria L			County Market, International, M	COUNTY M000	05/30/2023		Invoiced	A	22.85
	1	PBIS REWARD DAY SARAH STAPLES			Tim's C/C00002		06/03/2023	22.85			
05/25/2023		10662 HEISSVIC000 Heiss Victoria L			Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	05/30/2023		Invoiced	A	30.53
	1	PBIS REWARDS SARAH STAPLES			Tim's C/C00003		06/03/2023	30.53			
05/25/2023		10663 HEISSVIC000 Heiss Victoria L			Hometown Hobby & Craft, Interna	HOMETOWN000	05/30/2023		Invoiced	A	80.29
	1	PBIS REWARD DAY SARAH STAPLES			Tim's C/C00004		06/03/2023	80.29			
05/25/2023		10664 HEISSVIC000 Heiss Victoria L			Battalion Distributing, Intl Fa	BATTALIO000	05/30/2023		Invoiced	A	199.00
	1	PBIS REWARD DAY KATIE HAMERS			Tim's C/C00005		06/03/2023	199.00			
05/24/2023		10661 HEISSVIC000 Heiss Victoria L			Valleyfair Admissions, Shakopee	VALLEYFA000	05/30/2023		Invoiced	A	1,300.00
	2	VF ADMISSION TICKETS SALES			2602300002	Tim's C/C00006	06/03/2023	1,300.00			
05/22/2023		10554 HEISSVIC000 Heiss Victoria L			Battalion Distributing, Intl Fa	BATTALIO000	05/24/2023		Invoiced	A	201.85
	2	TACO GROUND BEEF MIX			2302300004	Tim's C/C00007	06/03/2023	90.00			
	3	SALSA JUG			2302300004	Tim's C/C00007	06/03/2023	10.00			
	4	PAPER PLATES			2302300004	Tim's C/C00007	06/03/2023	25.00			
	5	PLASTIC CUPS			2302300004	Tim's C/C00007	06/03/2023	16.00			
	6	NAPKINS			2302300004	Tim's C/C00007	06/03/2023	8.00			
	7	PLASTIC FORKS			2302300004	Tim's C/C00007	06/03/2023	16.00			
	8	PLASTIC SPOONS			2302300004	Tim's C/C00007	06/03/2023	18.00			
	9	SHREDDED TACO CHEESE			2302300004	Tim's C/C00007	06/03/2023	20.00			
	10	PRICE CHANGE				Tim's C/C00005	06/03/2023	-1.15			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8327	continued...										
	05/18/2023	10553	HEISSVIC000	Heiss Victoria L	Dbc Blick Art Material, 800-447	BLICK AR000	05/24/2023		Invoiced	A	7.74
	2	ART SUPPLIES			2122300006	Tim's C/C00008	06/03/2023	7.74			
	05/11/2023	10552	HEISSVIC000	Heiss Victoria L	Menards Intnl Falls, Intl Falls	MENARDS 000	05/24/2023		Invoiced	A	29.77
	2	BLANKET PO FOR MENARDS WOOD SHOP			2552300014	Tim's C/C00009	06/03/2023	29.77			
					10 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==>						1,994.50
XXXXXXXXXXXX8335	05/22/2023	10556	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	05/24/2023		Invoiced	A	27.98
	2	Transportation Supplies			7602300007	Gene's C/C00000	06/12/2023	27.98			
	05/18/2023	10555	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	05/24/2023		Invoiced	A	15.87
	2	Transportation Supplies			7602300007	Gene's C/C00001	06/12/2023	15.87			
					2 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>						43.85
XXXXXXXXXXXX7362	05/26/2023	10669			Masbo, Saint Paul, MN, 55114, U	MASBO 000	05/30/2023		Invoiced	A	25.00
	2	Legislative and UI webinar			1102300057	Stacy's C/C00000	06/12/2023	25.00			
	05/24/2023	10668			Sp Pacific Rink Gear, Torrance,	PACIFIC 000	05/30/2023		Invoiced	A	3,679.84
	2	Crown Jewel Edition Player Equipment Bag			3002300133	Stacy's C/C00001	06/12/2023	3,679.84			
	05/19/2023	10560			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	05/24/2023		Invoiced	A	37.06
	2	FHS FAX			6052300006	Stacy's C/C00002	06/12/2023	37.06			
	05/11/2023	10559			Paul Bunyan Communicat, Bemidji	PAUL BUN000	05/24/2023		Invoiced	A	650.00
	3	12 Month Contract for 1000Mbps, Midnight-4pm/5			6052300010	Stacy's C/C00003	06/12/2023	650.00			
	05/05/2023	10558			Asbo, Ashburn, VA, 20147, US		05/24/2023		Invoiced	A	299.00
	3	Five day database/sheets training			1102300056	Stacy's C/C00004	06/12/2023	299.00			
	05/04/2023	10557			Usps Po 2647200549, Intl Falls,	POSTMAST000	05/24/2023		Invoiced	A	7.50
	3	Postage for Business Office, Payroll mailings			1102300044	Stacy's C/C00005	06/12/2023	7.50			
	05/01/2023	10561			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	05/24/2023		Invoiced	A	104.09
	2	Internet Service for Bus Garage			7602300010	Stacy's C/C00006	06/12/2023	104.09			
	05/01/2023	10562			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	05/24/2023		Invoiced	A	82.52
	2	FHS Fax Line			1102300022	Stacy's C/C00007	06/12/2023	82.52			
					8 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>						4,885.01
XXXXXXXXXXXX7132	05/23/2023	10599	ANDERJER000	Anderson Jeremy R	Northern Lumber Yard I, Intl Fa	NORTHERN005	05/24/2023		Invoiced	A	20.28
	2	Transportation Supplies			7602300006	Jeremy's C/C00000	06/12/2023	20.28			
	05/18/2023	10598	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	05/24/2023		Invoiced	A	61.97
	2	Transportation Supplies			7602300007	Jeremy's C/C00001	06/12/2023	61.97			
	05/09/2023	10597	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	05/24/2023		Invoiced	A	15.44
	2	Transportation Supplies			7602300005	Jeremy's C/C00002	06/12/2023	15.44			

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			
XXXXXXXXXXXX7132	continued...										
	05/03/2023	10596	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	05/24/2023		Invoiced	A	97.84
	2	Transportation Supplies			7602300005	Jeremy's C/C00003	06/12/2023	97.84			
									4 transaction(s) for XXXXXXXXXXXXX7132. Total Amount ==>		195.53
XXXXXXXXXXXX5747	05/01/2023	10529	GROVEKEV000	Grover Kevin K	Iron Range Piano, Makinen, MN,		05/24/2023		Invoiced	A	170.00
	1					Kevin's C/C00000	06/12/2023	170.00			
	05/01/2023	10530	GROVEKEV000	Grover Kevin K	Country Inn And Suites, Eagan,	COUNTRY 002	05/24/2023		Invoiced	A	164.09
	1					Kevin's C/C00001	06/12/2023	164.09			
	05/01/2023	10531	GROVEKEV000	Grover Kevin K	Country Inn And Suites, Eagan,	COUNTRY 002	05/24/2023		Invoiced	A	164.09
	1					Kevin's C/C00001	06/12/2023	164.09			
									3 transaction(s) for XXXXXXXXXXXXX5747. Total Amount ==>		498.18
XXXXXXXXXXXX7648	05/25/2023	10676	SLATIBET000	Slatinski BethAnne K	Delta 00621129183194, Delta.Com	DELTA AI000	05/30/2023		Invoiced	A	1,195.60
	1					BethAnne's C/C00000	06/03/2023	1,195.60			
	05/25/2023	10677	SLATIBET000	Slatinski BethAnne K	County Market, International, M	COUNTY M000	05/30/2023		Invoiced	A	66.89
	2	Supplies for PALS			5002300016	BethAnne's C/C00001	06/03/2023	66.89			
	05/25/2023	10678	SLATIBET000	Slatinski BethAnne K	Delta 00621129183231, Delta.Com	DELTA AI000	05/30/2023		Invoiced	A	1,195.60
	1					BethAnne's C/C00000	06/03/2023	1,195.60			
	05/25/2023	10679	SLATIBET000	Slatinski BethAnne K	Delta 00621129183216, Delta.Com	DELTA AI000	05/30/2023		Invoiced	A	1,195.60
	1					BethAnne's C/C00000	06/03/2023	1,195.60			
	05/25/2023	10680	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	05/30/2023		Invoiced	A	6.25
	2	PALS General Supplies			5002300007	BethAnne's C/C00002	06/03/2023	6.25			
	05/24/2023	10675	SLATIBET000	Slatinski BethAnne K	Mydriversmanuals Com, Esko, MN,		05/30/2023		Invoiced	A	97.74
	2	Drivers Training Manuals			5002300040	BethAnne's C/C00003	06/03/2023	97.74			
	05/17/2023	10610	SLATIBET000	Slatinski BethAnne K	Usps Po 2647200549, Intl Falls,	POSTMAST000	05/24/2023		Invoiced	A	126.00
	4	Postage PALS			5002300051	BethAnne's C/C00004		0.00			
	5	Postage for PALS			5002300053	BethAnne's C/C00005	06/03/2023	126.00			
	05/16/2023	10607	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US V662x3va3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	14.53
	7	Amosfun Flower Garlands 49pcs Mermaid Tail Bal			5102300005	BethAnne's C/C00006	06/03/2023	14.53			
	05/16/2023	10608	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Q680x1lx3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	80.15
	2	LUXPAPER A7 Invitation Envelopes for 5 x 7 Car			5102300005	BethAnne's C/C00008	06/03/2023	29.30			
	3	Set of 2 Holographic Sparkle Seahorse Jumbo 38			5102300005	BethAnne's C/C00008	06/03/2023	16.95			
	5	KatchOn, XtraLarge, Blue Foil Fringe Curtain -			5102300005	BethAnne's C/C00008	06/03/2023	11.92			
	7	125pcs Blue Green Macaron Balloon and Metallic			5102300005	BethAnne's C/C00008	06/03/2023	15.99			
	8					BethAnne's C/C00007	06/03/2023	5.99			
	05/16/2023	10609	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US C12wh9jx3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	13.98
	4	2 Pcs Dolphin Shape Splash Giant Foil Mylar Ba			5102300005	BethAnne's C/C00009	06/03/2023	7.99			

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			
XXXXXXXXXXXX7648	continued...										
	5					BethAnne's C/C00007	06/03/2023	5.99			
	05/11/2023	10605	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Vj65mlsw3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	186.97
	2	Cricut Mug Press US, Heat Press for Sublimatio			5002300048	BethAnne's C/C00010	06/03/2023	149.00			
	3	KASYU Infusible Ink Transfer Sheets Bundle for			5002300048	BethAnne's C/C00010	06/03/2023	14.99			
	4	Sublimation Tumbler Wrap Compatible with Cricu			5002300048	BethAnne's C/C00010	06/03/2023	16.99			
	5	Shipping - Cost of shipping, not including shi			5002300048	BethAnne's C/C00010	06/03/2023	5.99			
	05/11/2023	10606	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Ni9j01rm3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	54.49
	2	Lifeguard/Pool Supplies			5002300054	BethAnne's C/C00011	06/03/2023	54.49			
	05/10/2023	10602	SLATIBET000	Slatinski BethAnne K	Dominos 7380, Intl Falls, MN, 5	DOMINO'S000	05/24/2023		Invoiced	A	29.79
	2	Youth Class Supplies			5002300050	BethAnne's C/C00012	06/03/2023	29.79			
	05/10/2023	10603	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US P44k32493, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	13.00
	5	Shipping - Cost of shipping, not including shi			5002300049	BethAnne's C/C00013	06/03/2023	13.00			
	05/10/2023	10604	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US 888114gb3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	65.50
	4	Kemp USA 50" Lifeguard Rescue Tube with Guard			5002300049	BethAnne's C/C00014	06/03/2023	65.50			
	05/09/2023	10600	SLATIBET000	Slatinski BethAnne K	County Market, International, M	COUNTY M000	05/24/2023		Invoiced	A	3.88
	2	Supplies for PALS			5002300016	BethAnne's C/C00015	06/03/2023	3.88			
	05/09/2023	10601	SLATIBET000	Slatinski BethAnne K	Cadca Alexandria Va, 7037060560	CADCAORG000	05/24/2023		Invoiced	A	2,655.00
	1					BethAnne's C/C00016	06/03/2023	2,655.00			
	04/28/2023	10466	SLATIBET000	Slatinski BethAnne K	Battalion Distributing, Intl Fa	BATTALIO000	05/01/2023		Invoiced	A	51.45
	2	Youth Activity Supplies			5002300014	Beth's C/C00000	05/03/2023	51.45			
					18 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>						7,052.42
XXXXXXXXXXXX2314	05/26/2023	10683	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	05/30/2023		Invoiced	A	33.25
	2	Blanket PO for HOME EC Classes			2502300023	Karla L's C/C00000	06/12/2023	33.25			
	05/25/2023	10682	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	05/30/2023		Invoiced	A	91.87
	2	Blanket PO for HOME EC Classes			2502300023	Karla L's C/C00001	06/12/2023	91.87			
	05/24/2023	10681	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	05/30/2023		Invoiced	A	24.50
	2	Blanket PO for HOME EC Classes			2502300023	Karla L's C/C00002	06/12/2023	24.50			
	05/22/2023	10624	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	38.42
	2	Blanket PO for HOME EC Classes			2502300023	Karla L's C/C00003	06/12/2023	38.42			
	05/18/2023	10623	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	63.90
	2	MHS Breakfast			2502300039	Karla L's C/C00004	06/12/2023	63.90			
	05/17/2023	10621	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	127.13
	2	Blanket PO for HOME EC Classes			2502300023	Karla L's C/C00005	06/12/2023	127.13			
	05/17/2023	10622	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	130.89
	2	Blanket PO for HOME EC Classes			2502300023	Karla L's C/C00006	06/12/2023	130.89			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2314	continued...										
	05/16/2023	10620	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	13.32
	2	Blanket PO for HOME EC Classes			2502300023	Karla L's C/C00007	06/12/2023	13.32			
	05/12/2023	10619	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	52.85
	2	Blanket PO for HOME EC Classes			2502300023	Karla L's C/C00008	06/12/2023	52.85			
	05/11/2023	10617	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	166.30
	2	Blanket PO for HOME EC Classes			2502300023	Karla L's C/C00009	06/12/2023	166.30			
	05/11/2023	10618	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	47.69
	2	Blanket PO for HOME EC Classes			2502300023	Karla L's C/C00010	06/12/2023	47.69			
	05/09/2023	10616	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	28.89
	2	Blanket PO for HOME EC Classes			2502300023	Karla L's C/C00011	06/12/2023	28.89			
	05/04/2023	10613	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	200.10
	2	Blanket PO for HOME EC Classes			2502300023	Karla L's C/C00012	06/12/2023	200.10			
	05/04/2023	10614	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	133.83
	2	Awards night			3002300125	Karla L's C/C00013	06/12/2023	133.83			
	05/04/2023	10615	OLSONKAR000	Olson-Line Karla A	Amzn Mktpl US Km76a0uu3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	63.58
	3	Alcohol Wipes Individually Wrapped Alcohol P			7702300023	Karla L's C/C00014	06/12/2023	42.60			
	4	VOCOO Digital Kitchen Timer - Magnetic Countdo			7702300023	Karla L's C/C00014	06/12/2023	17.99			
	5	Shipping - Cost of shipping, not including shi			7702300023	Karla L's C/C00014	06/12/2023	2.99			
	05/03/2023	10611	OLSONKAR000	Olson-Line Karla A	Amzn Mktpl US Hm6525892, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	23.79
	2	VOCOO Digital Kitchen Timer - Magnetic Countdo			7702300023	Karla L's C/C00015	06/12/2023	17.99			
	3	Shipping - Cost of shipping, not including shi			7702300023	Karla L's C/C00015	06/12/2023	5.80			
	05/03/2023	10612	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	23.27
	2	Blanket PO for HOME EC Classes			2502300023	Karla L's C/C00016	06/12/2023	23.27			
	04/28/2023	10467	OLSONKAR000	Olson-Line Karla A	Teacherspayteachers.Co, 6465880	TEACHERS007	05/01/2023		Invoiced	A	34.50
	2	Servsafe Teaching Materials			2502300043	Karla's C/C00000	05/03/2023	34.50			
	18 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>										1,298.08
XXXXXXXXXXXX3600	05/24/2023	10642	JOHNSBAR002	Johnson Barbara J	Innovative Office Solu, 651--28	INNOVATI000	05/30/2023		Invoiced	A	102.44
	2	TISSUE,FACL,BOUTQUE,36CTN			1302300278	Laurie's C/C00000	06/12/2023	102.44			
	05/24/2023	10643	JOHNSBAR002	Johnson Barbara J	Innovative Office Solu, 651--28	INNOVATI000	05/30/2023		Invoiced	A	856.07
	2	CHAIR,LEATHER,CUSHION,BK			1302300277	Laurie's C/C00001	06/12/2023	220.99			
	3	FOLDER,REIN,1/3CT,MLA,LTR			1302300277	Laurie's C/C00001	06/12/2023	102.60			
	4	PADFOLIO,LETTER,AST			1302300277	Laurie's C/C00001	06/12/2023	105.60			
	5	PAPER,XERO/DUP,20#,LTR,PK			1302300277	Laurie's C/C00001	06/12/2023	45.06			
	6	PAPER,500SH 24LB,FLR,RD			1302300277	Laurie's C/C00001	06/12/2023	93.54			
	7	PAPER,RECY 500SH24LB,PE			1302300277	Laurie's C/C00001	06/12/2023	93.54			
	8	PAPER,XERO/DUP,20#,LTR,BE			1302300277	Laurie's C/C00001	06/12/2023	45.06			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX3600	continued...										
	9	TAPE,MASKING,1"X60YD			1302300277	Laurie's C/C00001	06/12/2023	74.64			
	10	MARKER,SHARPIE,FINE PT,BK			1302300277	Laurie's C/C00001	06/12/2023	54.00			
	11	CLIP,BINDER,1.25"			1302300277	Laurie's C/C00001	06/12/2023	21.04			
	05/17/2023	10510	JOHNSBAR002	Johnson Barbara J	Innovative Office Solu, 651--28	INNOVATI000	05/24/2023		Invoiced	A	112.55
	4	TONER,F/HP P1606,BK			7102300003	Laurie's C/C00002	06/12/2023	99.67			
	5	TAPE,LTRATG,1/2",PLST,WH			7102300003	Laurie's C/C00002	06/12/2023	12.88			
	05/12/2023	10509	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Oe98s2i43, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	22.99
	2	Starburst Fave Reds Jelly Beans 2LB Bulk P			1302300263	Laurie's C/C00003	06/12/2023	22.99			
	05/11/2023	10508	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Hc7330ti3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	381.63
	2	Rainbow Sprinkles Bulk - Rainbow Jimmies in Re			1302300263	Laurie's C/C00004	06/12/2023	14.99			
	3	Pink Sprinkles - 1.6 LB - Pink Sprinkles Bulk			1302300263	Laurie's C/C00004	06/12/2023	14.99			
	4	200 Pcs Craft Sticks Ice Cream Sticks Natural			1302300263	Laurie's C/C00004	06/12/2023	9.98			
	5	NYHI 100-Pack 9 oz Plastic Clear Cups Value			1302300263	Laurie's C/C00004	06/12/2023	13.89			
	6	Amazon Brand - Happy Belly Honey Graham Cracke			1302300263	Laurie's C/C00004	06/12/2023	62.20			
	7	Amazon Brand - Happy Belly Assorted Food Color			1302300263	Laurie's C/C00004	06/12/2023	158.20			
	8	DecoPac Sanding Sugar, Pink Edible Sugar Sprin			1302300263	Laurie's C/C00004	06/12/2023	25.66			
	9	Candy Eyeballs Eyes Cake Cupcake Toppers 120g/			1302300263	Laurie's C/C00004	06/12/2023	44.75			
	10	FirstChoiceCandy All Flavors Jelly Beans (Tang			1302300263	Laurie's C/C00004	06/12/2023	21.98			
	11	Smarty Stop Jelly Beans All Flavor Candy (Bubb			1302300263	Laurie's C/C00004	06/12/2023	14.99			
	05/09/2023	10506	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Tt1fc4t33, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	198.88
	2	Crayola Modeling Clay Classpack (24 Packs), Bu			1302300260	Laurie's C/C00005	06/12/2023	162.90			
	3	[About 97 PCS - 102 PCS](18.2 Pounds) Painting			1302300260	Laurie's C/C00005	06/12/2023	35.98			
	05/09/2023	10507	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Ui7p52fx3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	51.23
	2	Judee's Guar Gum Powder - 10 oz - Delicious			1302300265	Laurie's C/C00006	06/12/2023	8.12			
	3	4-20 Mesh Laboratory-Grade Anhydrous Calcium C			1302300265	Laurie's C/C00006	06/12/2023	19.30			
	4	Sodium Alginate Powder, Food Grade Bulk Powder			1302300265	Laurie's C/C00006	06/12/2023	10.99			
	5	100% Pure Vegetable Glycerin - 32 oz - Natural			1302300265	Laurie's C/C00006	06/12/2023	12.82			
	05/08/2023	10504	JOHNSBAR002	Johnson Barbara J	Innovative Office Solu, 651--28	INNOVATI000	05/24/2023		Invoiced	A	94.61
	2	CHAIRMAT,45X53 LIP,NOBVL			1302300275	Laurie's C/C00007	06/12/2023	94.61			
	05/08/2023	10505	JOHNSBAR002	Johnson Barbara J	Innovative Office Solu, 651--28	INNOVATI000	05/24/2023		Invoiced	A	301.36
	2	PAPER,LASER,250SH,65#,BRW			1302300273	Laurie's C/C00008	06/12/2023	59.72			
	3	PAPER,CONST,12X18,MA			1302300273	Laurie's C/C00008	06/12/2023	51.84			
	4	PAPER,CONST,9X12,MA			1302300273	Laurie's C/C00008	06/12/2023	43.20			
	5	PAPER,CONST,12X18,50PK,GD			1302300273	Laurie's C/C00008	06/12/2023	82.80			
	6	PAPER,CNST,9X12,50PK,WE			1302300273	Laurie's C/C00008	06/12/2023	15.40			
	7	PAPER,CNST,12X18,50PK,WE			1302300273	Laurie's C/C00008	06/12/2023	32.60			
	8	PAPER,CNST,9X12,50PK,BK			1302300273	Laurie's C/C00008	06/12/2023	15.80			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
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	05/04/2023	10498	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US 3g7kg44b3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	720.72
	2	Elmer's Liquid School Glue, Washable, 1 Gallon	1302300261	Laurie's C/C00009	06/12/2023	106.58					
	3	Linit Starch Crisp Classic Finish- 64 oz.	1302300261	Laurie's C/C00009	06/12/2023	119.76					
	4	The Sugar Art - Sterling Pearl - Edible Shimme	1302300261	Laurie's C/C00009	06/12/2023	42.00					
	5	Elmer's Liquid School Glue, Clear, Washable, 1	1302300261	Laurie's C/C00009	06/12/2023	188.60					
	6	Contact Lens Solution by Renu, Advanced Formul	1302300261	Laurie's C/C00009	06/12/2023	263.78					
	05/04/2023	10499	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Xd09z9673, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	310.43
	2	Ziploc Sandwich and Snack Bags for On the Go F	1302300264	Laurie's C/C00010	06/12/2023	32.28					
	3	Lichamp Masking Tape 10 Pack General Purpose B	1302300264	Laurie's C/C00010	06/12/2023	184.10					
	4	Comfy Package [200 Count] 9 Inch Disposable Wh	1302300264	Laurie's C/C00010	06/12/2023	15.83					
	5	Turbo Bee 300Pack 4oz Disposable Paper Cups, Ho	1302300264	Laurie's C/C00010	06/12/2023	16.89					
	6	Disposable Drinking Straws by WOW Plastic 250	1302300264	Laurie's C/C00010	06/12/2023	5.99					
	7	ECOLipak 150 Pack Paper Bowls Disposable 16oz	1302300264	Laurie's C/C00010	06/12/2023	22.89					
	8	White Cotton Butchers Twine String - Ohtomber	1302300264	Laurie's C/C00010	06/12/2023	9.58					
	9	[260 Sets - 2 oz] Jello Shot Cups, Small Plas	1302300264	Laurie's C/C00010	06/12/2023	15.88					
	10	Rubber Band Depot 3''x1/16'', Size #18, Approx	1302300264	Laurie's C/C00010	06/12/2023	6.99					
	05/04/2023	10500	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US 8p0ua0r93, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	497.24
	2	Carolina long grain rice 25 LB	1302300260	Laurie's C/C00011	06/12/2023	58.90					
	3	Crayola Modeling Clay Classpack (24 Packs), Bu	1302300260	Laurie's C/C00011	06/12/2023	54.30					
	4	EPIQUEONE 1300-Piece Arts & Crafts Supply Set	1302300260	Laurie's C/C00011	06/12/2023	85.12					
	5	Madisi Painting Canvas Panels 72 Pack, 5X7, Cl	1302300260	Laurie's C/C00011	06/12/2023	65.96					
	6	Tie Dye Party Kit for Kids & Adults - 36 Large	1302300260	Laurie's C/C00011	06/12/2023	33.99					
	7	Canvas Boards for Painting, 52 Pack 8 x 10 Inc	1302300260	Laurie's C/C00011	06/12/2023	85.98					
	8	12 Inch Wooden Snakes Unfinished Wooden Wiggly	1302300260	Laurie's C/C00011	06/12/2023	69.95					
	9	[About 97 PCS - 102 PCS](18.2 Pounds) Painting	1302300260	Laurie's C/C00011	06/12/2023	43.04					
	05/04/2023	10501	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Xj06x55x3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	722.94
	2	Sargent Art, Violet, Acrylic Paint, 64 oz. Bot	1302300257	Laurie's C/C00013	06/12/2023	59.48					
	3	Chroma Acrylic Essential Set, 1/2 Gallon Jugs,	1302300257	Laurie's C/C00013	06/12/2023	126.65					
	4	Amazon Basics Rubber Bands, Size 19 (3-1/2 x 1	1302300257	Laurie's C/C00013	06/12/2023	20.62					
	5	200 Pack Mini Hot Glue Sticks 4" and 0.27'' Di	1302300257	Laurie's C/C00013	06/12/2023	31.76					
	6	CRAFTISS 30x20g Acrylic Yarn Mini Skeins - 130	1302300257	Laurie's C/C00013	06/12/2023	91.96					
	7	Mont Marte Discovery School Acrylic, Pink, 1/2	1302300257	Laurie's C/C00013	06/12/2023	77.97					
	8	MOUYAT 20 Pack 8 Inch Wire Wreath Frame, Round	1302300257	Laurie's C/C00013	06/12/2023	110.40					
	9	JOLLY PARTY 8.5 inch Paper Plates Uncoated,400	1302300257	Laurie's C/C00013	06/12/2023	43.68					
	10	Zhengmy 8 Pieces Mini Hot Glue Gun with 40 Glu	1302300257	Laurie's C/C00013	06/12/2023	41.98					
	11	200 Pcs Large Clothes Pins Wooden Clothespins	1302300257	Laurie's C/C00013	06/12/2023	123.96					
	12	Promotion		Laurie's C/C00012	06/12/2023	-5.52					

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	05/04/2023	10502	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Zo3kl9q53, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	185.94
		2		200 Pcs Large Clothes Pins Wooden Clothespins	1302300257	Laurie's C/C00014	06/12/2023	185.94			
	05/04/2023	10503	JOHNSBAR002	Johnson Barbara J	Rvt Isd 361, International, MN,		05/24/2023		Invoiced	A	161.00
		1		Charged in error on Knutson food service - ref		Laurie's C/C00015	06/12/2023	161.00			
	05/03/2023	10496	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Hm9lg5512, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	517.61
		2		Albanese World's Best Large Assorted Fruit Gum	1302300262	Laurie's C/C00016	06/12/2023	19.99			
		3		Arm & Hammer Powder Laundry Detergent - Alpine	1302300262	Laurie's C/C00016	06/12/2023	14.98			
		4		DECORA 500 Pieces 6mm -12mm Black Wiggle Googl	1302300262	Laurie's C/C00016	06/12/2023	4.89			
		5		Anpro 120 Pcs Strong Ceramic Industrial Magnet	1302300262	Laurie's C/C00016	06/12/2023	15.99			
		6		Augshy Slime Containers with Lids 40 Pack Smal	1302300262	Laurie's C/C00016	06/12/2023	23.90			
		7		(5 Pounds) Natural Decorative Real Sand - Beig	1302300262	Laurie's C/C00016	06/12/2023	17.97			
		8		Steve Spangler Science-855650 Insta-Snow Powde	1302300262	Laurie's C/C00016	06/12/2023	414.00			
		9		Small Magnets for Crafts with Adhesive Backing	1302300262	Laurie's C/C00016	06/12/2023	5.89			
	05/03/2023	10497	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Wd0169tz3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	232.70
		2		[200 COUNT] HAKOWARE by Harvest Pack 8oz Ultra	1302300266	Laurie's C/C00017	06/12/2023	33.00			
		3		Amazon Brand - Happy Belly Canola Oil, 1 gallo	1302300266	Laurie's C/C00017	06/12/2023	75.88			
		4		bloomoon 100 Pack 7.5 Inch Disposable Dessert	1302300266	Laurie's C/C00017	06/12/2023	39.98			
		5		[80 Pack - 9 oz.] Clear Disposable Plastic Cup	1302300266	Laurie's C/C00017	06/12/2023	16.38			
		6		Hulless 200 Pcs 8 Oz Disposable Paper Cups Bev	1302300266	Laurie's C/C00017	06/12/2023	14.99			
		7		Alka-Seltzer Original Effervescent Tablets, Fa	1302300266	Laurie's C/C00017	06/12/2023	18.48			
		8		Nuogo 150 Pcs Chip Paint Brushes 1 Inch Paint	1302300266	Laurie's C/C00017	06/12/2023	33.99			
	05/02/2023	10494	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Hm5ce6lu2, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	203.87
		7		BFDYU Unfinished Natural Wood Craft Dowel Rods	1302300258	Laurie's C/C00018	06/12/2023	35.96			
		8		Coopay 250 Pieces Felt Flowers Fabric Flower E	1302300258	Laurie's C/C00018	06/12/2023	12.98			
		9		WILLBOND 6 Size Pompom Maker Fluff Ball Waver	1302300258	Laurie's C/C00018	06/12/2023	75.96			
		10		Yishang 1.9 Inch Tiny Terracotta Pots Pack of	1302300258	Laurie's C/C00018	06/12/2023	59.98			
		11		Greentime 2500pcs Assorted Buttons for Crafts	1302300258	Laurie's C/C00018	06/12/2023	18.99			
	05/02/2023	10495	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Hm7sp7pr2, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	509.71
		2		1900pcs 7 Colors Round Letter Beads Acrylic Al	1302300259	Laurie's C/C00019	06/12/2023	47.16			
		3		Blulu 250 Pieces Sports Beads Football Beads B	1302300259	Laurie's C/C00019	06/12/2023	43.96			
		4		Stretchy String for Bracelets, 4 Rolls 1 mm St	1302300259	Laurie's C/C00019	06/12/2023	39.96			
		5		Reli. 400 Pack Paper Straws (Assorted Colors)	1302300259	Laurie's C/C00019	06/12/2023	99.90			
		6		QUEFE 3250pcs Pony Beads Set, Kandi Beads 2400	1302300259	Laurie's C/C00019	06/12/2023	111.96			
		7		Faux Fur Fabric Christmas Fluffy Fuzzy Craft S	1302300259	Laurie's C/C00019	06/12/2023	116.87			
		8		10 Pieces Large Hanging Round Wreaths 12Inch C	1302300259	Laurie's C/C00019	06/12/2023	49.90			
	05/01/2023	10492	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Hm56d5eal, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	30.12
		2		100pcs Plastic Bottle Caps DIY Craft - Bottle	1302300271	Laurie's C/C00020	06/12/2023	13.49			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
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	3	ALLFUN 1000 Pieces Clear Glue Points Dots Doub			1302300271	Laurie's C/C00020	06/12/2023	6.64			
	4	Shipping				Laurie's C/C00012	06/12/2023	9.99			
05/01/2023		10493 HUMBELAU002 Humbert Laurie A			Amzn Mktp US Hm0848h60, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	8.00
	2	Kendall/Covidien Prepping Cotton Ball, 1000 Co			1302300264	Laurie's C/C00021	06/12/2023	8.00			
05/01/2023		10511 HUMBELAU002 Humbert Laurie A			Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023		Invoiced	A	27.26
	2	FES 5th Grade StarBase Class Trip			1302300270	Laurie's C/C00022	06/12/2023	27.26			
05/01/2023		10512 HUMBELAU002 Humbert Laurie A			Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023		Invoiced	A	83.76
	2	FES Kindergarten Hand Print Supplies			1302300267	Laurie's C/C00023	06/12/2023	83.76			
05/01/2023		10513 HUMBELAU002 Humbert Laurie A			Amzn Mktp US Hmles5j01, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	58.90
	2	Carolina long grain rice 25 LB			1302300260	Laurie's C/C00024	06/12/2023	58.90			
04/28/2023		10461 HUMBELAU002 Humbert Laurie A			Duluth Holiday Inn, Duluth, MN,	HOLIDAY 001	05/01/2023		Invoiced	A	210.58
	1	Hotel Room for Jordan Bright PO # 1302300184				Laurie's C/C00025	06/12/2023	210.58			
04/28/2023		10462 HUMBELAU002 Humbert Laurie A			Amazon.Com Hf07z09m1, Amzn.Com/	AMAZON B000	05/01/2023		Invoiced	A	151.08
	2	Amazon Basics Disinfecting Wipes, Lemon & Fres			1302300250	Laurie's C/C00026	06/12/2023	151.08			
04/28/2023		10463 HUMBELAU002 Humbert Laurie A			County Market, International, M	COUNTY M000	05/01/2023		Invoiced	A	27.93
	2	FES STEAM Night Supplies			1302300269	Laurie's C/C00027	06/12/2023	27.93			
04/28/2023		10464 HUMBELAU002 Humbert Laurie A			Innovative Office Solu, 651--28	INNOVATI000	05/01/2023		Invoiced	A	1,170.60
	2	CARTRIDGE,DUAL LAMNTE,RFL			1302300249	Laurie's C/C00028	06/12/2023	98.08			
	3	CLIP,STIKKICLPS,20/PK,WHT			1302300249	Laurie's C/C00028	06/12/2023	18.72			
	4	PAD,POST-IT 3X3 12,CAYW			1302300249	Laurie's C/C00028	06/12/2023	80.65			
	5	GLUE,STCK,.24OZ,30/BX,CLR			1302300249	Laurie's C/C00028	06/12/2023	25.98			
	6	GLUE,WASHBLE,SCHL, 4 OZ			1302300249	Laurie's C/C00028	06/12/2023	13.92			
	7	MARKER,EXPO 2,CHISEL,BE			1302300249	Laurie's C/C00028	06/12/2023	76.32			
	8	MARKER,EXPO 2,CHISEL,BK			1302300249	Laurie's C/C00028	06/12/2023	76.32			
	9	MARKER,EXPO 2,CHISEL,GN			1302300249	Laurie's C/C00028	06/12/2023	76.32			
	10	HIGHLIGHTER,MJR ACCENT,FYW			1302300249	Laurie's C/C00028	06/12/2023	29.68			
	11	HIGHLIGHTER,MJR-ACCT,AST			1302300249	Laurie's C/C00028	06/12/2023	29.68			
	12	MARKER,SHARPIE,FINE PT,BK			1302300249	Laurie's C/C00028	06/12/2023	54.00			
	13	PADFOLIO,LETTER,AST			1302300249	Laurie's C/C00028	06/12/2023	52.80			
	14	CLIP,BINDER,MED,DZ			1302300249	Laurie's C/C00028	06/12/2023	4.32			
	15	CLIP,BINDER,SML,DZ			1302300249	Laurie's C/C00028	06/12/2023	1.80			
	16	ENVELOPE,CLSP,10X13,28#BN			1302300249	Laurie's C/C00028	06/12/2023	18.78			
	17	ENVELOPE,CLSP,6X9,28#,BN			1302300249	Laurie's C/C00028	06/12/2023	28.28			
	18	ENVELOPE,CLSP,9X12,28#,BN			1302300249	Laurie's C/C00028	06/12/2023	22.70			
	19	CARD,INDEX,RULED,3X5,WE			1302300249	Laurie's C/C00028	06/12/2023	12.60			
	20	FOLDER,REIN,1/3CT,MLA,LTR			1302300249	Laurie's C/C00028	06/12/2023	17.10			
	21	TAPE,MLNG,2"X800",6/PK,CR			1302300249	Laurie's C/C00028	06/12/2023	98.10			

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	22	SHARPENER,ELEC PENCIL,BK			1302300249	Laurie's C/C00028	06/12/2023	53.22			
	23	BATTERY,COPPERTP,AA,24/BX			1302300249	Laurie's C/C00028	06/12/2023	41.00			
	24	ENVELOPE,#10,PLN,TINT,WE			1302300249	Laurie's C/C00028	06/12/2023	35.35			
	25	TISSUE,FACL,BOUTQUE,36CTN			1302300249	Laurie's C/C00028	06/12/2023	204.88			
					28 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>						7,952.15
XXXXXXXXXXXX2606	05/04/2023	10575	HOLT	THO000	Holt Thomas T	Amazon.Com Fi6lg4t13, Amzn.Com/	AMAZON B000	05/24/2023	Invoiced	A	196.75
	2	Accuform MGT207LTP HS-Laminate Inspection & St			8102300145	Tom H's C/C00000	06/12/2023	196.75			
	05/03/2023	10573	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023	Invoiced	A	76.59
	2	FHS Blanket p.o. for Menards			8102300011	Tom H's C/C00001	06/12/2023	76.59			
	05/03/2023	10574	HOLT	THO000	Holt Thomas T	Amazon.Com Hm7h60501 A, Amzn.Co	AMAZON B000	05/24/2023	Invoiced	A	525.36
	2	Zurn Zerk-Cpm Aquasense E-Z Flush® Retrofit K			8102300153	Tom H's C/C00002	06/12/2023	525.36			
	05/02/2023	10576	HOLT	THO000	Holt Thomas T	Brandinga.Net, Miami, FL, 33155		05/24/2023	Invoiced	A	-1.95
	2	Have no idea what this credit is for. Was on o				Tom H's C/C00003	06/12/2023	-1.95			
	05/01/2023	10577	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023	Invoiced	A	59.90
	2	FHS Blanket p.o. for Menards			8102300011	Tom H's C/C00004	06/12/2023	59.90			
	05/01/2023	10578	HOLT	THO000	Holt Thomas T	Chiefreceipt.Com, Coral Gables,		05/24/2023	Invoiced	A	2.99
	2	Do not have this receipt, has on old card no i				Tom H's C/C00003	06/12/2023	2.99			
	04/28/2023	10465	HOLT	THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	05/01/2023	Invoiced	A	15.99
	2	Transportation Supplies			7602300007	Tom's C/C00000	06/03/2023	15.99			
					7 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>						875.63
XXXXXXXXXXXX5690	05/26/2023	10647	HEISSVIC000	Heiss Victoria L	Super One Foods, International,	SUPER ON000	05/30/2023		Invoiced	A	19.76
	1	VALLEYFAIR SUPPLIES CAROL JAKSA CAROL JAKSA				Vicki's C/C00000	06/03/2023	19.76			
	05/26/2023	10648	HEISSVIC000	Heiss Victoria L	Amzn Mktp US 3w09m8q43, Amzn.Co	AMAZON B000	05/30/2023		Invoiced	A	108.00
	2	Giantex 6 Storage Drawer Cart Rolling Organize			3002300139	Vicki's C/C00001	06/03/2023	108.00			
	05/26/2023	10649	HEISSVIC000	Heiss Victoria L	Amzn Mktp US 9m9823cm3, Amzn.Co	AMAZON B000	05/30/2023		Invoiced	A	90.94
	2	Colorations Washable Classic Markers Classroom			3002300139	Vicki's C/C00002	06/03/2023	79.99			
	3	Shipping - Cost of shipping, not including shi			3002300139	Vicki's C/C00002	06/03/2023	10.95			
	05/25/2023	10644	HEISSVIC000	Heiss Victoria L	Amzn Mktp US V22mt01p3, Amzn.Co	AMAZON B000	05/30/2023		Invoiced	A	111.78
	2	Cheez-It Cheese Crackers, Baked Snack Crackers			3002300136	Vicki's C/C00003	06/03/2023	111.78			
	05/25/2023	10645	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Qf7o97ts3, Amzn.Co	AMAZON B000	05/30/2023		Invoiced	A	41.46
	2	Bike Chain Roller Toy Stress Reducer Finger Li			3002300136	Vicki's C/C00005	06/03/2023	28.76			
	3	Shipping - Cost of shipping, not including shi			3002300136	Vicki's C/C00005	06/03/2023	15.00			
	4	PROMOTION APPLIED				Vicki's C/C00004	06/03/2023	-2.30			
	05/25/2023	10646	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Xn54m28m3, Amzn.Co	AMAZON B000	05/30/2023		Invoiced	A	47.58
	2	Chex Mix Classics Snack Mix, 1.75 Ounce (Pack			3002300136	Vicki's C/C00006	06/03/2023	47.58			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8830	05/08/2023	10528	HEISSVIC000	Heiss Victoria L	Duluth Holiday Inn, Duluth, MN,	HOLIDAY 001	05/24/2023		Invoiced	A	136.11
	2	LODGING			3002300129	FHS Staff C/C00000	06/12/2023	136.11			
XXXXXXXXXXXX8848	05/01/2023	10563	HOLT THO000	Holt Thomas T	Holiday Stations #0509, Interna	HOLIDAY 003	05/24/2023		Invoiced	A	36.00
	1	Gas for Golf Van				Fuel 1 C/C00000	06/12/2023	36.00			
XXXXXXXXXXXX8863	05/22/2023	10588	HOLT THO000	Holt Thomas T	Shell Oil12794875018, Internati		05/24/2023		Invoiced	A	59.03
	2	Blanket fuel for mowers			8102300015	FHS Cust C/C00000	06/12/2023	59.03			
	05/22/2023	10589	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023		Invoiced	A	3.85
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00001	06/12/2023	3.85			
	05/22/2023	10590	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023		Invoiced	A	5.24
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00002	06/12/2023	5.24			
	05/18/2023	10587	HOLT THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	05/24/2023		Invoiced	A	17.03
	2	O'Reilly Blanket P.O. Transportation			8102300012	FHS Cust C/C00003	06/12/2023	17.03			
	05/15/2023	10586	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023		Invoiced	A	54.92
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00004	06/12/2023	54.92			
	05/11/2023	10584	HOLT THO000	Holt Thomas T	Shell Oil12794875018, Internati		05/24/2023		Invoiced	A	60.01
	2	Blanket fuel for mowers			8102300015	FHS Cust C/C00005	06/12/2023	60.01			
	05/11/2023	10585	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023		Invoiced	A	16.99
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00006	06/12/2023	16.99			
	05/10/2023	10582	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023		Invoiced	A	4.47
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00007	06/12/2023	4.47			
	05/10/2023	10583	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023		Invoiced	A	398.00
	2	Dishwasher Karla Lines Room			8102300154	FHS Cust C/C00008	06/12/2023	398.00			
	05/08/2023	10580	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023		Invoiced	A	12.56
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00009	06/12/2023	12.56			
	05/08/2023	10581	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023		Invoiced	A	17.73
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00010	06/12/2023	17.73			
	05/03/2023	10579	HOLT THO000	Holt Thomas T	Falls Lumber, International, MN	FALLS LU000	05/24/2023		Invoiced	A	142.99
	2	Field Chalk			8102300164	FHS Cust C/C00012	06/12/2023	131.94			
	3	Tax that was removed and will be shown on next				FHS Cust C/C00011	06/12/2023	11.05			
											12 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>>
											792.82
XXXXXXXXXXXX9069	05/25/2023	10690	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	05/30/2023		Invoiced	A	59.34
	2	Last Minute Groceries			7702300005	FES Cafe C/C00000	06/12/2023	59.34			
	05/19/2023	10638	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	38.88
	2	Last Minute Groceries			7702300005	FES Cafe C/C00001	06/12/2023	38.88			

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				
XXXXXXXXXXXX9069	continued...											
	05/15/2023	10637	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	9.40	
	2	Last Minute Groceries			7702300005	FES Cafe C/C00002	06/12/2023	9.40				
	05/12/2023	10636	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	18.81	
	2	Last Minute Groceries			7702300005	FES Cafe C/C00003	06/12/2023	18.81				
	04/28/2023	10468	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	05/01/2023		Invoiced	A	20.11	
	2	Last Minute Groceries			7702300005	FES Cafe C/C00004	06/12/2023	20.11				
					5 transaction(s) for XXXXXXXXXXXXX9069. Total Amount ==>							146.54
XXXXXXXXXXXX9077	05/25/2023	10691	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	05/30/2023		Invoiced	A	12.90	
	2	Last Minute Groceries			7702300005	FHS Cafe C/C00000	06/12/2023	12.90				
	05/18/2023	10640	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	-39.29	
	2	? Looking into this refund			7702300005	FHS Cafe C/C00001	06/12/2023	-39.29				
	05/18/2023	10641	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	-8.11	
	2	? Looking into this refund			7702300005	FHS Cafe C/C00002	06/12/2023	-8.11				
	05/15/2023	10639	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	18.14	
	2	Last Minute Groceries			7702300005	FHS Cafe C/C00003	06/12/2023	18.14				
					4 transaction(s) for XXXXXXXXXXXXX9077. Total Amount ==>							-16.36
XXXXXXXXXXXX7691	05/25/2023	10673	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	05/30/2023		Invoiced	A	22.95	
	2	Blanket P.O. for FES supplies			8102300010	FES Cust C/C00000	06/12/2023	22.95				
	05/08/2023	10591	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023		Invoiced	A	48.95	
	2	Blanket P.O. for FES supplies			8102300010	FES Cust C/C00001	06/12/2023	48.95				
					2 transaction(s) for XXXXXXXXXXXXX7691. Total Amount ==>							71.90
XXXXXXXXXXXX9022	05/25/2023	10685	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	05/30/2023		Invoiced	A	69.92	
	2	BLANKET PO FOR MENARDS WOOD SHOP			2552300014	Dave's C/C00000	06/12/2023	69.92				
	05/24/2023	10684	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	05/30/2023		Invoiced	A	134.61	
	2	BLANKET PO FOR MENARDS WOOD SHOP			2552300014	Dave's C/C00001	06/12/2023	134.61				
	05/10/2023	10626	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023		Invoiced	A	19.92	
	2	BLANKET PO FOR MENARDS WOOD SHOP			2552300014	Dave's C/C00002	06/12/2023	19.92				
	05/05/2023	10625	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023		Invoiced	A	83.54	
	2	BLANKET PO FOR MENARDS WOOD SHOP			2552300014	Dave's C/C00003	06/12/2023	83.54				
					4 transaction(s) for XXXXXXXXXXXXX9022. Total Amount ==>							307.99
XXXXXXXXXXXX4156	05/26/2023	10689	BALASJEN000	Balaski Jenesa K	Battalion Distributing, Intl Fa	BATTALIO000	05/30/2023		Invoiced	A	218.30	
	2	Concession items for elementary track meet as			9012300055	Jenesa's C/C00000	06/12/2023	218.30				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX4156	continued...										
	05/25/2023	10688	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	05/30/2023		Invoiced	A	29.60
	2	End of the year celebration to honor KAPE Stud			7902300107	Jenesa's C/C00001	06/12/2023	29.60			
	05/24/2023	10686	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	05/30/2023		Invoiced	A	88.80
	2	Donuts for seniors last day of school - highli			9012300049	Jenesa's C/C00002	06/12/2023	88.80			
	05/24/2023	10687	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	05/30/2023		Invoiced	A	64.94
	2	End of the year celebration to honor KAPE Stud			7902300107	Jenesa's C/C00003	06/12/2023	64.94			
	05/19/2023	10634	BALASJEN000	Balaski Jenesa K	Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023		Invoiced	A	26.24
	2	Northland Foundation Grant Clean up supplies.			7902300108	Jenesa's C/C00004	06/12/2023	26.24			
	05/19/2023	10635	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	22.78
	2	Student Council meetings - donuts/juice provid			9012300042	Jenesa's C/C00005	06/12/2023	22.78			
	05/18/2023	10633	BALASJEN000	Balaski Jenesa K	County Market, International, M	COUNTY M000	05/24/2023		Invoiced	A	196.19
	2	Northland Foundation Grant lunches for clean u			7902300109	Jenesa's C/C00006	06/12/2023	196.19			
	05/16/2023	10631	BALASJEN000	Balaski Jenesa K	Battalion Distributing, Intl Fa	BATTALIO000	05/24/2023		Invoiced	A	-7.35
	2	Krazy KAPE Night Concessions for students duri			9012300044	Jenesa's C/C00007	06/12/2023	-7.35			
	05/11/2023	10632	BALASJEN000	Balaski Jenesa K	Amzn Mktp US Rh86b8iq3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	42.45
	2	VINYL FROG Heat Transfer Vinyl Roll HTV Vinyl			9012300052	Jenesa's C/C00008	06/12/2023	31.80			
	3	Shipping - Cost of shipping, not including shi			9012300052	Jenesa's C/C00008	06/12/2023	10.65			
	05/09/2023	10628	BALASJEN000	Balaski Jenesa K	County Market, International, M	COUNTY M000	05/24/2023		Invoiced	A	300.00
	2	Gift card incentive for adult coalition member			7902300104	Jenesa's C/C00009	06/12/2023	300.00			
	05/09/2023	10629	BALASJEN000	Balaski Jenesa K	County Market, International, M	COUNTY M000	05/24/2023		Invoiced	A	14.77
	2	Treats for our adult coalition meeting for mem			7902300103	Jenesa's C/C00010	06/12/2023	14.77			
	05/09/2023	10630	BALASJEN000	Balaski Jenesa K	Battalion Distributing, Intl Fa	BATTALIO000	05/24/2023		Invoiced	A	140.00
	2	Snacks to purchase at Junior Krazy Kape Night.			9012300051	Jenesa's C/C00011	06/12/2023	140.00			
	05/04/2023	10627	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	26.02
	2	Student Council meetings - donuts/juice provid			9012300042	Jenesa's C/C00012	06/12/2023	26.02			
					13 transaction(s) for XXXXXXXXXXXX4156. Total Amount ==>						1,162.74
XXXXXXXXXXXX1984	05/26/2023	10672	HOLT THO000	Holt Thomas T	Dalco Enterprises, 800-9501975,	DALCO 000	05/30/2023		Invoiced	A	160.10
	1	Service call to work on vacuum				Tom H's C/C00005	06/12/2023	160.10			
	05/25/2023	10670	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	05/30/2023		Invoiced	A	39.98
	2	FHS Blanket p.o. for Menards			8102300011	Tom H's C/C00006	06/12/2023	39.98			
	05/25/2023	10671	HOLT THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	05/30/2023		Invoiced	A	19.98
	2	O'Reilly Blanket P.O. Transportation			8102300012	Tom H's C/C00007	06/12/2023	19.98			
	05/22/2023	10571	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023		Invoiced	A	25.98
	2	FHS Blanket p.o. for Menards			8102300011	Tom H's C/C00008	06/12/2023	25.98			
	05/22/2023	10572	HOLT THO000	Holt Thomas T	Patrioticbrands.Com, Hillsborou		05/24/2023		Invoiced	A	600.63
	2	4'x6' MN state flags FHS			8102300157	Tom H's C/C00009	06/12/2023	149.98			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX1984	continued...										
	3	3'x5' MN State Flags FES			8102300157	Tom H's C/C00009	06/12/2023	152.97			
	4	3"x5' American Flag FES			8102300157	Tom H's C/C00009	06/12/2023	151.17			
	5	4'x6' American Flag FHS			8102300157	Tom H's C/C00009	06/12/2023	129.58			
	6	shipping				Tom H's C/C00003	06/12/2023	16.93			
05/15/2023	10564	HOLT THO000 Holt Thomas T			Jacks Small Engines &, 410-6926	JACK'S S000	05/24/2023		Invoiced	A	413.39
	2	deck wheels			8102300155	Tom H's C/C00010	06/12/2023	61.02			
	3	Wheel spacer			8102300155	Tom H's C/C00010	06/12/2023	12.99			
	4	blades			8102300155	Tom H's C/C00010	06/12/2023	119.97			
	5	arm rest cushion			8102300155	Tom H's C/C00010	06/12/2023	155.98			
	6	carriage bolts			8102300155	Tom H's C/C00010	06/12/2023	10.76			
	7	tube spanner			8102300155	Tom H's C/C00010	06/12/2023	41.72			
	8	shipping			8102300155	Tom H's C/C00010	06/12/2023	10.95			
05/15/2023	10565	HOLT THO000 Holt Thomas T			Dalco Enterprises, 800-9501975,	DALCO 000	05/24/2023		Invoiced	A	1,255.20
	2	GP 12798 PACIFIC 9" 8X10002PLY TOILET TISSUE			8102300152	Tom H's C/C00011	06/12/2023	497.80			
	3	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8102300152	Tom H's C/C00011	06/12/2023	757.40			
05/15/2023	10566	HOLT THO000 Holt Thomas T			Dalco Enterprises, 800-9501975,	DALCO 000	05/24/2023		Invoiced	A	1,413.78
	2	DAL 9687 24X5 SYNTHETIC 12CAGREEN QUICK CHANGE			8102300143	Tom H's C/C00012	06/12/2023	26.60			
	3	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8102300143	Tom H's C/C00012	06/12/2023	757.40			
	4	DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN			8102300143	Tom H's C/C00012	06/12/2023	135.78			
	5	CP PGR2432XB BLACK 500CA24X32 1M ROLL CAN LINE			8102300143	Tom H's C/C00012	06/12/2023	245.10			
	6	GP 12798 PACIFIC 9" 8X10002PLY TOILET TISSUE			8102300143	Tom H's C/C00012	06/12/2023	248.90			
05/15/2023	10567	HOLT THO000 Holt Thomas T			Dalco Enterprises, 800-9501975,	DALCO 000	05/24/2023		Invoiced	A	1,629.22
	3	FP EACAB ECO AIR CABINET WHITE1BX DISPENSER 12			8102300140	Tom H's C/C00013	06/12/2023	0.00			
	4	SP 001904 XCELENTE 4X1GAMULTI PURPOSE CLEANER			8102300140	Tom H's C/C00013	06/12/2023	274.20			
	6	DAL LANO VERA 4X1GABULK FOAMING HAND CARE			8102300140	Tom H's C/C00013	06/12/2023	367.20			
	7	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8102300140	Tom H's C/C00013	06/12/2023	454.44			
	8	HS GL-N106FX GLOVE NITRL EXAM10X100 5.5M XLARG			8102300140	Tom H's C/C00013	06/12/2023	112.48			
	9	DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN			8102300140	Tom H's C/C00013	06/12/2023	271.56			
	10	GP 12798 PACIFIC 9" 8X10002PLY TOILET TISSUE			8102300140	Tom H's C/C00013	06/12/2023	149.34			
05/15/2023	10568	HOLT THO000 Holt Thomas T			Dalco Enterprises, 800-9501975,	DALCO 000	05/24/2023		Invoiced	A	354.74
	2	JP 903904 STRIDE CITRUS 4X1GAGP NEUTRAL CLEANER			8102300140	Tom H's C/C00014	06/12/2023	230.46			
	3	JP 5271416 VIREX II 2562X1.5GA GERMICIDAL CLEANER			8102300140	Tom H's C/C00014	06/12/2023	124.28			
05/15/2023	10569	HOLT THO000 Holt Thomas T			Dalco Enterprises, 800-9501975,	DALCO 000	05/24/2023		Invoiced	A	11.00
	2	DAL 12372 24X5 DUST MOP FRAME12CA SET O SWIVEL			8102300143	Tom H's C/C00015	06/12/2023	11.00			
05/15/2023	10570	HOLT THO000 Holt Thomas T			Amzn Mktp US Cp7jt7bu3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	101.98
	2	Rol Dri Master Sponge Roller			8102300156	Tom H's C/C00016	06/12/2023	93.99			
	3	Shipping - Cost of shipping, not including shi			8102300156	Tom H's C/C00016	06/12/2023	7.99			

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				
12 transaction(s) for XXXXXXXXXXXX1984. Total Amount ==>											6,025.98
XXXXXXXXXXXX3468	05/26/2023	10660	ERICKJEN000	Erickson Jennifer L	Amazon.Com 4s8998ic3, Amzn.Com/	AMAZON B000	05/30/2023		Invoiced	A	20.98
		2	CRAFTSMAN Locking Pliers, 2-Piece Fast Release	2922300064	Jen's C/C00000	06/12/2023	20.98				
	05/24/2023	10659	ERICKJEN000	Erickson Jennifer L	Amazon.Com Xx3g061z3, Amzn.Com/	AMAZON B000	05/30/2023		Invoiced	A	270.89
		2	Gorilla Carts GOR1001-COM Heavy-Duty Steel Uti	2922300064	Jen's C/C00001	06/12/2023	270.89				
	05/23/2023	10551	ERICKJEN000	Erickson Jennifer L	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	114.50
		2	Picnic supplies... Chips, relish, pop, ketchup	3002300132	Jen's C/C00002	06/12/2023	114.50				
	05/11/2023	10550	ERICKJEN000	Erickson Jennifer L	Super One Foods, International,	SUPER ON000	05/24/2023		Invoiced	A	65.05
		2	Groceries and cooking supplies for Heidi Thomp	3002300079	Jen's C/C00003	06/12/2023	65.05				
4 transaction(s) for XXXXXXXXXXXX3468. Total Amount ==>											471.42
XXXXXXXXXXXX2560	05/26/2023	10674	HOPKIMIC000	Hopkins Michelle L	Menards Intl Falls, Intl Falls	MENARDS 000	05/30/2023		Invoiced	A	212.36
		2	22' Multi-position Ladder	6052300090	Mike's C/C00000	06/12/2023	212.36				
	05/12/2023	10595	HOPKIMIC000	Hopkins Michelle L	Menards Intl Falls, Intl Falls	MENARDS 000	05/24/2023		Invoiced	A	56.97
		2	Emtec 128GB USB Flash Drives	6052300088	Mike's C/C00001	06/12/2023	56.97				
	05/09/2023	10594	HOPKIMIC000	Hopkins Michelle L	Cradlepoint, 208-5062754, ID, 8	CRADLEPO000	05/24/2023		Invoiced	A	426.00
		2	Annual Netcloud Mobile Renewal.	6052300085	Mike's C/C00002	06/12/2023	426.00				
	05/05/2023	10593	HOPKIMIC000	Hopkins Michelle L	Amzn Mktp US U40672kc3, Amzn.Co	AMAZON B000	05/24/2023		Invoiced	A	43.59
		2	A-Tech 16GB (2x8GB) DDR4 2400 MHZ UDIMM PC4-19	6052300080	Mike's C/C00003	06/12/2023	43.59				
	05/02/2023	10592	HOPKIMIC000	Hopkins Michelle L	Siptrunk Inc, Alpharetta, GA, 3	TECHCHEC000	05/24/2023		Invoiced	A	275.36
		2	Monthly SIP Phone Service.	6052300008	Mike's C/C00004	06/12/2023	275.36				
5 transaction(s) for XXXXXXXXXXXX2560. Total Amount ==>											1,014.28
208 transaction(s). Total Amount ==>											48,934.78

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

**SPECIAL MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Wednesday, June 14, 2023 at 5:15 p.m.
FHS Library**

Call to Order

Present with voting rights: Tina Sather, Jessica Crosby, Bruce Raboin, and Roxanne Skogstad-Ditsch. Absent: Toni Korpi and JoAnn Smith
Present: 4; Absent 2;

Non-Voting Members Present: Kevin Grover, Superintendent

2. Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented Motion by Jessica Crosby, then second by Bruce Raboin.
Motion Carried.
Toni Korpi: Absent, Joann Smith: Absent, Jessica Crosby: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea
Yea: 4, Nay: 0, Absent: 2

Work Session:

1. Receive community survey results from Nexus.

Adjournment

1. Motion by Jessica Crosby, then second by Tina Sather to adjourn meeting at 6:30 pm.
Motion Carried.
Toni Korpi: Absent, Joann Smith: Absent, Jessica Crosby: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea
Yea: 4, Nay: 0, Absent: 2

Approved Minutes:

District Clerk

Date

Board Chair

Date

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

Call to Order

Present with voting rights: Emily McGonigle, Tina Sather, Jessica Crosby, Bruce Raboin.
Roxanne Skogstad-Ditsch and Toni Korpi
Present: 7; Absent 0

Non-Voting Members Present: Kevin Grover, Superintendent

2. Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented. Motion by Jessica Crosby, then second by Joann Smith.
Motion Carried.

Toni Korpi: Yea, Emily McGonigle: Yea Jessica Crosby: Yea, Bruce Raboin: Yea, Tina
Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 7, Nay: 0,

Open Forum

1. Public Open Forum

Tenure Recognition

1. Resolution awarding tenure to Jordan Bright. Motion by Jessica Crosby, then second by
Tina Sather. Motion Carried.

Toni Korpi: Yea, Emily McGonigle: Yea Jessica Crosby: Yea, Bruce Raboin: Yea, Tina
Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 7, Nay: 0,

2. Resolution awarding tenure to Sasha Moss. Motion by Jessica Crosby, then second by Tina
Sather. Motion Carried.

Toni Korpi: Yea, Emily McGonigle: Yea Jessica Crosby: Yea, Bruce Raboin: Yea, Tina
Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 7, Nay: 0

3. Resolution awarding tenure to Tylyn McDonald. Motion by Jessica Crosby, then second by
Tina Sather. Motion Carried.

Toni Korpi: Yea, Emily McGonigle: Yea Jessica Crosby: Yea, Bruce Raboin: Yea, Tina
Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 7, Nay: 0

4. Resolution awarding tenure to Adam Mathews. Motion by Jessica Crosby, then second by
Tina Sather. Motion Carried.

Toni Korpi: Yea, Emily McGonigle: Yea Jessica Crosby: Yea, Bruce Raboin: Yea, Tina
Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 7, Nay: 0,

Consent Agenda

Approve the Consent Agenda as presented.

Motion by Emily McGonigle, then second by Joann Smith. Motion Carried.

Toni Korpi: Yea, Emily McGonigle: Yea Jessica Crosby: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 7, Nay: 0,

1. Approve payroll in the amount of \$390,953.88 for pay periods April 21st and May 5th.
2. Approve current accounts payable due in the amount of \$828,049.15.
3. Approve past meeting minutes for the regular school board meeting on April 17, 2023.
4. Approve hire of Dominic Casareto as 1.0 FTE PE/Health Teacher for the 2023-2024 school year.
5. Approve hire of Justin True as 1.0 FTE Music Instructor for the 2023-2024 school year.
6. Second reading of School Board Policy 529 - Staff Notification of Violent Behavior by Students
7. Second reading of School Board Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEP's From School Grounds
8. Second reading of School Board Policy 601 - School District Curriculum and Instructional Goals
9. Second reading of School Board Policy 602 - Organization of School Calendar and School Day
10. Second reading of School Board Policy 608 - Instructional Services - Special Education
11. Second reading of School Board Policy 613 - Graduation Requirements
12. Second reading of School Board Policy 617 - School District Ensurance of Preparatory and High School Standards
13. Second reading of School Board Policy 618 - Assessment of Student Achievement
14. Second reading of School Board Policy 619 - Staff Development for Standards
15. Second reading of School Board Policy 620 - Credit for Learning
16. Second reading of School Board Policy 624 - Online Learning Options
17. Second reading of School Board Policy 701 - Establishment and Adoption of School District Budget
18. First reading of School Board Policy 103 - Complaints - Students, Employees, Parents, Other Persons
19. First reading of School Board Policy 104 - School District Mission Statement
20. First reading of School Board Policy 423 - Employee-Student Relationships
21. First reading of School Board Policy 424.5 - Coaches/Advisors
22. First reading of School Board Policy 424.6 - Professional Standards Varsity Coaches

23. First reading of School Board Policy 425 - Staff Development
24. First reading of School Board Policy 510 - School Activities
25. First reading of School Board Policy 516.6 - Overdose Medication
26. First reading of School Board Policy 517 - Student Recruiting
27. First reading of School Board Policy 702 - Accounting
28. First reading of School Board Policy 703 - Annual Audit
29. Approve the hire of Jill Morrison as Summer School Teacher starting June 12th through July 27th. The position is funded with ESSER funding.
30. Approve the hire of Lisa Auran as Summer School Teacher starting June 12th through July 27th. The position is funded with ESSER funding.
31. Approve the hire of Shawn Johnson as Summer School Teacher starting June 12th through July 27th. The position is funded with ESSER funding.
32. Approve the hire of Kim McDonald as Summer School Teacher starting June 12th through July 27th. The position is funded with ESSER funding.
33. Approve the hire of Luke Zika as Summer School Teacher starting June 12th through July 27th. The position is funded with ESSER funding.
34. Approve the hire of Julie Talmage as Summer School Teacher starting June 12th through July 27th. The position is funded with ESSER funding.
35. Approve the hire of Jenny Taylor as Program Instructor starting June 12th through July 27th. The position is funded with ESSER funding.
36. Approve the hire of Laurie Youso as Program Instructor starting June 12th through July 27th. The position is funded with ESSER funding.
37. Approve the hire of Lexi Erickson as Program Instructor starting June 12th through July 27th. The position is funded with ESSER funding.
38. Approve the hire of Chelsea Ness as Program Instructor starting June 12th through July 27th. The position is funded with ESSER funding.
39. Approve the hire of Leah Bacon as Summer School Nurse starting June 12th through July 27th. The position is funded with ESSER funding.
40. Approve the hire of Jamie Hell as Summer School Secretary starting July 10th through July 27th. The position is funded with ESSER funding.
41. Approve the hire of Mike Seegart as Summer School Paraprofessional starting June 12th through July 27th. The position is funded with ESSER funding.
42. Approve the hire of Melissa Vellieux as Summer School Paraprofessional starting June 12th through July 27th. The position is funded with ESSER funding.
43. Approve the hire of Pacey Rousseau as Summer School Paraprofessional starting June 12th through July 27th. The position is funded with ESSER funding.

44. Approve the hire of Matt Salo as Summer School Paraprofessional starting June 12th through July 27th. The position is funded with ESSER funding.
45. Approve the hire of Dawnelle Meyers as Summer School Paraprofessional starting June 12th through July 27th. The position is funded with ESSER funding.
46. Approve the hire of Elizabeth Brummett as Summer School Paraprofessional starting June 12th through July 27th. The position is funded with ESSER funding.
47. Approve the hire of Sherry Fehrman as Summer School Paraprofessional starting June 12th through July 27th. The position is funded with ESSER funding.
48. Approve the hire of Kelli Adee as Summer School Paraprofessional starting June 12th and July 27th. The position is funded with ESSER funding.
49. Approve the hire of Trella Nicodemus as Summer School Paraprofessional starting June 12th and July 27th. The position is funded with ESSER funding.
50. Approve a quote from Swedebro for \$6,500 for pool locker room floor painting.
51. Approve a quote from Duet Resource Group for WEE classrooms and activity rooms in the amount of \$66,627.72.
52. Approve the science per cycle requests in the amount of \$103,420.46
53. Approve a lease agreement with Faith United Church for ALC classroom space at an annual cost of 9,419.76 from July 1, 2023 to June 30, 2024.

Action Items

1. Improving systems and structures to create a culture where all are welcome and supported.
 - 1.a. Resolution Acceptance of Gifts and Donations. Motion by Joann Smith, then second by Bruce Raboin. Motion Carried.
Toni Korpi: Yea, Emily McGonigle: Yea Jessica Crosby: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 7, Nay: 0,
 - 1.b. Approve a three-year leave of absence request from Timm Ringhofer starting the 2023-2024 school year as 1.0 FTE Math Teacher per MS 122A.46; and approve the hire of Timm Ringhofer as Activities Director effective July 1, 2023. Motion by Bruce Raboin, then second by Toni Korpi. Motion Carried.
Toni Korpi: Yea, Emily McGonigle: Yea Jessica Crosby: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 7, Nay: 0,
 - 1.c. Rescind the April 17, 2023 proposing the placement of Alex Mannausau on unrequested leave of absence at a .8180 FTE; thereby, reinstating Alex Mannausau at a .8180 Math Teacher for the 2023-2024 school year. Motion by Emily McGonigle, then second by Toni Korpi. Motion Carried.
Toni Korpi: Yea, Emily McGonigle: Yea Jessica Crosby: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 7, Nay: 0,

1.d. Approve the 2023-2024 Resolution for Membership in the Minnesota State High School League (MSHSL). Motion by JoAnn Smith then seconded by Bruce Raboin. Toni Korpi: Yea, Emily McGonigle: Yea Jessica Crosby: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 7, Nay: 0,

1.e. Approve a project proposal with the Center for Effective School Operations (CESO) for compensation study and business office staffing analysis to be completed in two project phases. Cost of project for phase one compensation study \$4,860, and cost of staffing analysis \$2,160. Motion by Emily McGonigle, then second by Toni Korpi. Motion Carried. Toni Korpi: Yea, Emily McGonigle: Yea Jessica Crosby: Yea, Bruce Raboin: Yea, Tina Sather: 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: Paraprofessional negotiations starting; Emily McGonigle School Board Member seat opening, Piano sale, At Will Bus Drivers wage request, Dean of Students position.
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. app7:15 pm. Motion by Toni Korpi, then second by Joann Smith. Motion Carried. Toni Korpi: Yea, Emily McGonigle: Yea Jessica Crosby: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 7, Nay: 0,

Approved Minutes:

District Clerk	Date	Board Chair	Date
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Memorandum of Understanding

School District #361 and Education Minnesota International Falls Local 331

ARTICLE I PURPOSE

Section 1. This Memorandum of Understanding is hereby recognized as MOU attachment to the *Agreement For Conditions of Employment for 2023 – 2025* between School District #361 and Education Minnesota, International Falls, Local 331 to include an alternative teacher professional pay system with the expressed goal of improving student achievement. This MOU shall be effective for the 2023 – 2024 contract year with consideration for extension no later than the last teacher contract day of the 2023 - 2024 school year.

ARTICLE II PROFESSIONAL COMPENSATION

Section 1. It is understood that the “professional” participants in this compensation system are limited to those professionals represented by the Exclusive Representative and subject to the collective bargaining agreement between Local 331 and School District #361.

Section 2. It is further understood that all members represented by the Exclusive Representative shall be full participants in the alternative professional pay system and entitled to full remuneration provided said obligations are fulfilled.

Section 3. The alternative teacher professional pay system revenue is restricted and cannot be used to support expenditures other than for what they are statutorily prescribed. Unexpended funds from one fiscal year are carried over to subsequent years.

Section 4. Each teacher’s base salary shall be the Schedule A from the *Agreement For Conditions of Employment for 2023 - 2024*. No teacher shall have his/her pay reduced because of implementing the alternative teacher professional pay system.

Section 5. Career Ladder. Teachers shall be eligible to apply for and fill the positions of learning team leader, mentor, senior mentor, mentor coordinator, instructional strategy leader, staff development team member, and quality oversight team member and receive an extended responsibility stipend at the end of the school year. Professional Educators are encouraged to attain National Certification by the National Board for Professional Teaching Standards.

Subd. 1. Selection Process. Learning team members will be elected through application process by their team members. The Quality Oversight Team shall select the

mentors, senior mentors, and mentor coordinator from applications received. Education Minnesota International Falls, Local 331 shall elect annually three (3) members to the Quality Oversight Team upon the ratification of this memorandum at a General Membership Meeting of the exclusive representative no later than the last teacher contract day.

ARTICLE III

PROFESSIONAL GROWTH PROGRAM

Section 1. Professional Growth Plan. All professional educators will be required to complete a team professional growth plan each school year. The team growth plan will be aligned with the team and district goal to promote student achievement.

Subd. 1. Process for Approval.

1. In the fall, by a date determined annually by the Quality Oversight Committee, but no later than October 15th, each team must complete a Goal Description Form. Each Goal Description Form must first be reviewed by the learning team and the learning team leader. The Goal Description Forms will then be submitted by the learning team leader to the building principal for approval.
2. If the building principal does not approve the Goal Description Form, he/she will return the unapproved Goal Description Form to the team leader with suggestions for revision before approval. The team leader and principal will agree upon necessary revisions for the unapproved Goal Description Form or the team may choose to submit a different Goal Description. The team will re-submit the revised/new Goal Description Form for review by the learning team and the learning team leader who will then submit the revised/new Goal Description Form to the building principal for approval.
3. During the school year, the teacher will implement the approved goal plan, and use the Professional Growth Plan Record Keeping Form to keep a dated record of plan activities while collecting evidence of the goal plans' progress toward ultimate completion.
4. In the spring, by a date determined annually by the Quality Oversight Committee, but no later than April 15th, the teacher must complete a Goal Evaluation/Reflection Form for their team growth plan. Each Goal Evaluation/Reflection Form must first be reviewed by the learning team and the learning team leader. The approved Goal Description Forms, the completed Professional Growth Plan Record Keeping Form, the evidence collected, and the Goal Evaluation/Reflection Form will then be submitted by the learning team leader to the building principal for final approval of the Professional Growth Plan's completion.

Subd. 2. Appeal. Any disputes over the approval of the goal plan on the Goal Description Form or the final approval of the Professional Growth Plan can be appealed to the Quality Oversight Committee by the teacher for a final decision.

Section 2. Performance Review:

Subd. 1. Teacher Evaluations: A teacher's learning team leader and a learning team leader from a different team will arrange for each team member who is a regular classroom teacher to have three (3) team leader evaluation per school year. The learning team leader will arrange for each team member designated a "specialist" to have one (1) administrative evaluation, four (4) case studies designed to meet individual student's needs in the classroom setting or they may participate in the regular evaluation schedule.

Subd. 2. Salary Advancement. A teacher receiving an average of less than basic on his/her performance evaluations will not make vertical movement on the salary schedule the following year.

Subd. 3. Appeal. A teacher who receives a performance evaluation less than basic, may request an additional evaluation and/or appeal the evaluation to the Quality Oversight Team for resolution.

Section 3. Professional Responsibility Advancement. Movement to a position of responsibility is based on acquired training and application with appropriate compensation. The Quality Oversight Team shall resolve any placement disputes which are not subject to the Grievance Procedure of ARTICLE XVI of the *Agreement For Conditions of Employment 2023 - 2025*.

Subd. 1. Professional Educator. Professional educators are expected to attend and participate in a minimum of 85% of weekly learning team meetings and complete 4 quarterly self-assessments. Successful completion of this portion shall earn the professional educator \$600. Successful completion of PGP with principal approval, professional educator shall earn \$700. Successful completion of peer evaluation process, professional educator will earn \$700. Professional educator will earn \$500 if their site meets their site student academic achievement goals. Approval of stipend award shall require the approval of the Quality Oversight Team.

Subd. 2. Learning Team Leader. The Learning Team Leader, selected by team members from applications through consensus, shall have the same obligations and responsibilities as the professional educator, moderate learning team meetings, evaluate progress being made by other Professional Educators toward their responsibilities, will attend regular meetings of the School District's learning team leaders, recommend site goal to Quality Oversight Team for following school year and other duties as assigned by the Quality Oversight Team. Upon

submitting the self-evaluation form prior to May 15 to the Quality Oversight Team, the Learning Team Leader shall receive a stipend of \$1500 on the last contract day of the 2023 - 2024 school year.

Subd. 3. Staff Development Team. Members of the Professional Staff Development Team shall be Professional Educators with the same obligations and responsibilities as other professional educators. In addition they will attend building professional staff development and district professional staff development meetings. Upon completing all requirements set forth in Article V, and an individual evaluation of the professional staff development program for the Quality Oversight Team prior to May 15, each Staff Development Team member shall receive a stipend of \$1500 on the last contract day of the 2023 - 2024 school year.

Subd. 4. Mentor. Any Professional Educator may apply to receive mentor training offered by the School District and funded by the Professional Staff Development Fund. Upon successfully completing mentor training, the professional educator shall receive a \$200 stipend upon submission of a voucher. If a teacher has applied and been accepted by the Quality Oversight Team to be an active mentor, they shall receive a \$1500 stipend on the last contract day of the 2023 - 2024 school year upon submitting to the Quality Oversight Team prior to May 15 a comprehensive journal of assistance provided to the assigned probationary teacher.

*All new teachers will be assigned a mentor by QOC for their first year, may be assigned a mentor for year 2 with recommendation by principal.

Subd. 5. Mentor Coordinator. The qualification of a Mentor Coordinator is to be a Professional Educator who has completed the district Mentor Training and/or attended the MDE Train-the-Trainer Workshop. Mentor Coordinators are appointed by the Quality Oversight Team through an application process. The Mentor Coordinators will: a) prepare for and conduct two-day Mentor Training workshop in our district annually, b) coordinate with administration to assess need for mentors on a yearly basis, c) match new teachers with mentors, d) monitor progress of mentor/mentee activities throughout the year, e) coordinate mentor team meetings and mentee group meetings, f) serve as district resource for Mentoring and Teacher Induction, g) provide yearly feedback to the Quality Oversight Committee on the Mentorship Program as a whole. Upon completing a program evaluation for the Quality Oversight Team by May 15, the Mentor Coordinator shall receive a stipend of \$1500 on the last contract day of 2023 - 2024 school year.

Subd. 6. Quality Oversight Team Member. The elected Exclusive Representatives members on the Quality Oversight Team shall have the same obligations and responsibilities as the Professional Educator. In addition, they shall be responsible for attending meetings of the Quality Oversight Team. Upon

completing a program evaluation for the Quality Oversight Team by May 15 the elected team members shall receive a \$1500 stipend on the last contract day of the 2023 - 2024 school year.

ARTICLE IV

PROGRAM ADMINISTRATION

Section 1. Quality Oversight Team

Subd. 1. Membership The Quality Oversight Team shall consist of six (6) voting members, three appointed by the School District and three teachers elected at a General Membership Meeting of the Exclusive Representative held no later than the last teacher contract day. The chair of said team shall be named by consensus.

Subd. 2. Meetings. Minutes shall be kept of all meetings and made available to the full membership of Education Minnesota International Falls, Local 331.

Subd. 3. Dispute Resolution. Every attempt will be made to resolve issues through consensus of the team members. An issue resulting in a three – three vote shall be submitted to the Director of the Minnesota State Bureau of Mediation for resolution upon the request of either the School District or Exclusive Representative.

Subd. 4. Authority. The Quality Oversight Team shall have the complete authority to implement this Memorandum of Understanding. The team shall:

- a. Develop job descriptions and procedures for selection of all positions identified in this Memorandum, including Professional Educator, Learning Team Leader, Mentor, Senior Mentor, Mentor Coordinator, Instructional Strategy Leader, and other positions as needed.
- b. Approve criteria and evaluation forms used to distinguish effective teaching.
- c. Have final authority whether a site's goal has been achieved.
- d. Coordinate professional staff development with each site's goals and each team's professional growth plan.
- e. Provide each site disaggregate data to aid in establishing the following year's site goals.
- f. Develop an ongoing evaluation of the alternative teacher professional pay system program and recommend improvements.

Subd. 5. Budget Authority. The Quality Oversight Team shall have full authority to oversee all expenditures of the alternative teacher professional pay system categorical funds. No alternative teacher professional pay system categorical funds may be budgeted

or expended without the approval of the Quality Oversight Team. The Team will be responsible for all required reports to the State of Minnesota.

Subd. 6. Site goal. Each site's learning team leaders will examine disaggregate data with team members. Learning team leaders will recommend goal for following year to the Quality Oversight Team for final approval.

Subd. 7. Limitations. The Quality Oversight Team shall have no authority over the general administration of the *Agreement For Conditions of Employment 2023 - 2025*, hiring practices, granting of continuing contract rights, or supervisory discipline or dismissal. It is understood that nothing in this Memorandum of Understanding is to deny Education Minnesota International Falls, Local 331 members rights granted under P.E.L.R.A. or the *Agreement For Conditions of Employment 2023 - 2025*.

ARTICLE V

PROFESSIONAL STAFF DEVELOPMENT

Section 1. Professional Staff Development Teams:

Subd. 1. Membership. The elementary teachers and secondary teachers shall each elect for the 2023 - 2024 school year, three members to their respective staff development teams at a General Membership Meeting of the Exclusive Representative held no later than the last teacher contract day. The building principals will also be members of these teams. The two staff development teams shall constitute the district professional staff development team.

Subd. 2. Meetings. The team members shall be determined at a General Membership Meeting of the Exclusive Representative held no later than the last teacher contract day. Minutes shall be kept of all meetings and made available to the full membership of Education Minnesota International Falls, Local 331.

Subd. 3. Authority. The district professional staff development team shall:

- a. Develop necessary forms for application process.
- b. Inform teachers of the criteria for staff development request approval.
- c. Approve or deny application for professional staff development funds.
- d. Verify that request for staff development request is to fulfill applicant's professional growth plan or site's annual goal.
- e. Catalog participants' evaluations for future learning teams.
- f. Provide teachers with yearly budget and updated balance of district-wide and building staff development funds.

Subd. 4. Budget Authority: The District Professional Staff Development Team shall have full authority to oversee all expenditures of the District Professional Staff Development revenues dedicated to teacher professional development.

ARTICLE VI
DURATION

Section 1. Either party to this memorandum of understanding may elect to withdraw after the 2023 - 2024 school year or any subsequent school year provided they notify the other party prior to June 30.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS MEMORANDUM OF UNDERSTANDING AS FOLLOWS:

FOR EDUCATION MINNESOTA INTERNATIONAL FALLS LOCAL #331

PRESIDENT

VICE PRESIDENT

SECRETARY

TREASURER

DATED THIS _____ DAY OF _____, 2023.
FOR INDEPENDENT SCHOOL DISTRICT NO. 361

CHAIRPERSON

CLERK

SUPERINTENDENT

DATED THIS _____ DAY OF _____, 2023.

FES 21-22 School Year
Goal 83% Math Achieved 85%
Goal 77% Read Achieved 79%

FES 22-23 School Year
Goal 86% Math Achieved 77%
Goal 80% Reading Achieved 72%

FHS 21-22 School Year
Goal 70% Math Achieved 70%
Goal 56% Read Achieved 55%

FHS 22-23 School Year
Goal 71% Math Achieved 74%
Goal 56% Read Achieved 56%





INTERNATIONAL FALLS FIRE/RESCUE/EMS

600 Fourth Street
International Falls, Minnesota 56649
Telephone (218) 283-9073
Fax (218) 283-9151
adamm@ci.international-falls.mn.us

FIRE CHIEF
Adam C. Mannausau

June 13, 2023

Mr. Kevin Grover
ISD 361 Superintendent
1515 11th Street
Int'l Falls, MN 56649

Dear Sir,

The City of International Falls Fire Department again requests the use of ISD #361 property for the purpose of the July 4, 2023 fireworks display. The school district's property (between the track and RRCC) would fulfill our needs because of its large size and proximity to viewing areas. It also satisfies safety distances needed.

We have the appropriate insurance coverage and the school district will be added as an additional insurer on City's Liability Insurance. We also have trained personnel needed for a safe, professional display. Please be assured we won't be rutting the turf and any mess will be cleaned up to your satisfaction. Your consideration and approval of this request would be greatly appreciated.

Respectfully Submitted,

Adam Mannausau
Fire Chief Int'l Falls Fire/Rescue/EMS

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

PLAN YEAR: 2023 - 2024

CAPITAL PROJECTS

Building	Project Description	Funding Source	FIN Code	Revised Budget 06/17/22	Revised Budget 01/27/23
Arena	Mechanical Contingency	Capital	302		5,000
			Arena Total:	5,000	5,000
FES	Mechanical Contingency Furniture	Capital	302		12,000
			FES Total:	55,000	12,000
FHS	Mechanical Contingency Classroom Casing Replacement Classroom Casing Replacement Furniture	Capital	302		15,000
			FHS Total:	373,000	58,000
Garage	Mechanical Contingency Lighting replacement Fuel Tank Ballast/Concrete slab & sidewalk	Capital	302		5,000
			Garage Total:	45,000	5,000
TOTAL ALL CAPITAL PROJECTS:				478,000	80,000
Revenue				256,000	234,657
Adjustments					
Revenue Over (Under) Expenses:				(222,000)	154,657

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

PLAN YEAR: 2024 - 2025

CAPITAL PROJECTS

Building	Project Description	Funding Source	FIN Code	Revised Budget 06/17/22	Revised Budget 06/9/23
Arena	Mechanical Contingency	Capital	302	5,000	5,000
	Sidewalk Replacement west Side entrances				
	Sidewalk Replacement East Side entrances ADA compliant				
			FES Total:	10,000	10,000
				15,000	15,000
FES	Mechanical Contingency	Capital	302	15,000	15,000
	Furniture			60,000	60,000
			FES Total:	72,000	75,000
FHS	Mechanical Contingency	Capital	302	15,000	15,000
	Furniture			100,000	100,000
	Saw Dust Collection System			45,444	45,444
	Mower - Toro 100" zero turn			35,000	35,000
	Fob access system replacement				70,000
				FHS Total:	195,444
Garage	Mechanical Contingency	Capital	302	5,000	5,000
				Garage Total:	5,000
TOTAL ALL CAPITAL PROJECTS:				287,444	360,444
Revenue				256,000	256,000
Adjustments					
Revenue Over (Under) Expenses:				(31,444)	(104,444)

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

PLAN YEAR: 2025 - 2026

CAPITAL PROJECTS

Building	Project Description	Funding Source	FIN Code	Revised Budget 06/17/22	Revised Budget 06/15/23
Arena	Mechanical Contingency De-Humidifying System	Capital	302	5,444	5,444
			Arena Total:	5,444	5,444
FES	Mechanical Contingency Sound proof pre-school rooms	Capital	302	12,000	12,000
			FES Total:	12,000	22,000
FHS	Mechanical Contingency Furniture Locker Room Shower Replacement Gym floor resurface (repair paint)	Capital	302	15,000	15,000
				90,000	90,000
				100,000	-
			FHS Total:	205,000	145,000
Garage	Mechanical Contingency	Capital	302	5,000	5,000
			Garage Total:	5,000	5,000
TOTAL ALL CAPITAL PROJECTS:				227,444	177,444
Revenue				256,000	256,000
Adjustments					
Revenue Over (Under) Expenses:				28,556	78,556

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

PLAN YEAR: 2026 - 2027

CAPITAL PROJECTS

Building	Project Description	Funding Source	FIN Code	Revised Budget 06/17/22	Revised Budget 06/15/23
Arena	Mechanical Contingency	Capital	302	5,000	5,000
			Arena Total:	5,000	5,000
FES	Mechanical Contingency Classroom Blackboard conversion to Whbd	Capital	302	12,000	12,000
				1,000	1,000
			FES Total:	13,000	13,000
FHS	Mechanical Contingency Curbing, Sidewalk resurface to roadway Classroom Blackboard conversion to Whbd	Capital	302	15,000	15,000
				188,000	188,000
				1,000	1,000
FHS Total:	204,000	204,000			
Garage	Mechanical Contingency Above Ground Fuel Storage Tanks	Capital	302	5,000	5,000
				50,444	50,444
			Garage Total:	55,444	55,444
TOTAL ALL CAPITAL PROJECTS:				277,444	277,444
Revenue				256,000	256,000
Adjustments					
Revenue Over (Under) Expenses:				(21,444)	(21,444)

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

PLAN YEAR: 2027 - 2028

CAPITAL PROJECTS

Building	Project Description	Funding Source	FIN Code	Revised Budget 06/17/22	Revised Budget 06/15/23
Arena	Mechanical Contingency	Capital	302	5,000	5,000
			Arena Total:	5,000	5,000
FES	Mechanical Contingency Classroom Blackboard conversion to Whbd	Capital	302	12,000	12,000
			FES Total:	13,000	12,000
FHS	Mechanical Contingency Classroom Blackboard conversion to Whbd Bath/Changing Facility, Spring Sports	Capital	302	15,000	15,000
			FHS Total:	104,000	103,000
Garage	Mechanical Contingency Above Ground Fuel Storage Tanks	Capital	302	5,000	5,000
			Garage Total:	155,444	155,444
TOTAL ALL CAPITAL PROJECTS:				277,444	275,444
Revenue				256,000	256,000
Adjustments					
Revenue Over (Under) Expenses:				(21,444)	(19,444)

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

PLAN YEAR: 2028 - 2029

CAPITAL PROJECTS

Building	Project Description	Funding Source	FIN Code	Revised Budget 06/17/22	Revised Budget 06/15/23
Arena	Mechanical Contingency	Capital	302	5,000	5,000
			Arena Total:	5,000	5,000
FES	Mechanical Contingency Classroom Blackboard conversion to Whbd Furniture Office	Capital	302	12,000	12,000
				1,000	-
				40,000	40,000
			FES Total:	53,000	52,000
FHS	Mechanical Contingency Bath/Changing Facility, Spring Sports Classroom Blackboard conversion to Whbd Furniture Office Softball Scoreboard Water Supply to Rec Football Field	Capital	302	15,000	15,000
				93,000	-
				1,000	-
				55,444	55,444
				40,000	-
				10,000	10,000
			FHS Total:	214,444	80,444
Garage	Mechanical Contingency	Capital	302	5,000	5,000
			Garage Total:	5,000	5,000
TOTAL ALL CAPITAL PROJECTS:				277,444	142,444
Revenue				256,000	256,000
Adjustments					
Revenue Over (Under) Expenses:				(21,444)	(21,444)

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

PLAN YEAR: 2029 - 2030

CAPITAL PROJECTS

Building	Project Description	Funding Source	FIN Code	Revised Budget 06/17/22	Revised Budget 06/15/223
Arena	Mechanical Contingency	Capital	302	5,000	5,000
			Arena Total:	5,000	5,000
FES	Mechanical Contingency Classroom Blackboard conversion to Whbd	Capital	302	12,000	12,000
				1,000	1,000
			FES Total:	13,000	13,000
FHS	Mechanical Contingency Classroom Blackboard conversion to Whbd Pool Shower Stalls & Lockerroom Floor Convert Classroom Locks to FOBS Pole Barn FHS/FES Storage 40x60	Capital	302	15,000	15,000
				1,000	1,000
				10,000	10,000
				84,444	84,444
				60,000	60,000
			FHS Total:	170,444	183,444
Garage	Mechanical Contingency Replace East Bus Barn Doors	Capital	302	5,000	5,000
				9,000	9,000
			Garage Total:	14,000	14,000
TOTAL ALL CAPITAL PROJECTS:				202,444	215,444
Revenue				256,000	256,000
Adjustments					
Revenue Over (Under) Expenses:				53,556	40,556

PLAN YEAR: 2030 - 2031

CAPITAL PROJECTS

Date:

6/15/2023

Building	Project Description	Funding Source	FIN Code	Revised Budget 6/15/2023
Arena	Mechanical Contingency	Capital	302	5,000
			Arena Total:	5,000
FES	Mechanical Contingency	Capital	302	12,000
			FES Total:	12,000
FHS	Mechanical Contingency Baseball/Softball Fields: New poles, lighting and speakers	Capital	302	15,000
			FHS Total:	185,444
				200,444
Garage	Mechanical Contingency	Capital	302	5,000
			Garage Total:	
TOTAL ALL CAPITAL PROJECTS:				217,444
Revenue				256,000
Adjustments				
Revenue Over (Under) Expenses:				38,556

PLAN YEAR: 2031-2032

CAPITAL PROJECTS				Date:
Building	Project Description	Funding Source	FIN Code	Revised Budget 06/15/23
Arena	Mechanical Contingency	Capital	302	5000
			Arena Total:	5,000
FES	Mechanical Contingency	Capital	302	12,000
			FES Total:	12,000
FHS	Mechanical Contingency	Capital	302	15,000
			FHS Total:	15,000
Garage	Mechanical Contingency	Capital	302	5,000
			Garage Total:	5,000
TOTAL ALL CAPITAL PROJECTS:				37,000
Revenue				256,000
Adjustments				
Revenue Over (Under) Expenses:				219,000

PLAN YEAR: 2032-2033

CAPITAL PROJECTS: FUND 01

Date:

Building	Project Description	Funding Source	FIN Code	Revised Budget 6/15/23
Arena	Mechanical Contingency	Capital	302	5,000
			Arena Total:	5,000
FES	Mechanical Contingency	Capital	302	12,000
			FES Total:	12,000
FHS	Mechanical Contingency	Capital	302	15,000
			FHS Total:	15,000
Garage	Mechanical Contingency	Capital	302	5,000
			Garage Total:	5,000
TOTAL ALL CAPITAL PROJECTS:				37,000
Revenue				256,000
Adjustments				
Revenue Over (Under) Expenses:				219,000

PLAN YEAR: 2033 - 2034

CAPITAL PROJECTS: FUND 01

Date:

Building	Project Description	Funding Source	FIN Code	Revised Budget 6/15/23
Arena	Mechanical Contingency	Capital	302	5,000
			Arena Total:	5,000
FES	Mechanical Contingency	Capital	302	12,000
			FES Total:	12,000
FHS	Mechanical Contingency	Capital	302	15,000
			FHS Total:	15,000
Garage	Mechanical Contingency	Capital	302	5,000
			Garage Total:	5,000
TOTAL ALL CAPITAL PROJECTS:				37,000
Revenue				256,000
Adjustments				
Revenue Over (Under) Expenses:				219,000

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

PLAN YEAR: 2034-2035

CAPITAL PROJECTS: FUND 01

Date:

Building	Project Description	Funding Source	FIN Code	Revised Budget 6/15/2023
Arena	Mechanical Contingency	Capital	302	5,000
			Arena Total:	5,000
FES	Mechanical Contingency	Capital	302	12,000
			FES Total:	12,000
FHS	Mechanical Contingency	Capital	302	15,000
			FHS Total:	15,000
Garage	Mechanical Contingency	Capital	302	5,000
			Garage Total:	5,000
TOTAL ALL CAPITAL PROJECTS:				37,000
Revenue				256,000
Adjustments				
Revenue Over (Under) Expenses:				219,000

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

**DO NOT
MODIFY: LTFM
MDE Approved
Budget /
Original Levy**

2023-2024 LTFM PROJECTS: Fund 01

Date:

6/17/2022

1.27.23

3/8/2023

Building	Project Description	Funding Source	FIN Code	Revised Budget 6/17/22	Revised Budget 01/27/23	Revised Budget 03/8/23
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000	1,000	1,000
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat	349	1,500	1,500	1,500
Districtwide	PPE	Physical Hazard	347	2,000	2,000	2,000
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000	3,000
DW	AHERA Inspections	Environ. H&S Mgmt	352	6,000	6,000	6,000
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000	1,000
FES	Playground Attenuation	Physical Hazard	347	1,051	1,051	1,051
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500	1,500
FHS	Classroom Lighting Replacement	Electrical	370			
FHS	Fire Alarm Equipment	Fire Safety	363	2,000	2,000	2,000
FHS	Roof Replacement, where needed/Gym roof	Roofing Systems	383	140,000	275,000	115,486
FHS	Corridor Flooring Replacement	Interior Surfaces	379			
FHS	Exterior Window Panel Replacement	Building Envelope	368	74,265		
FHS	Repair/Paint flooring pool locker rooms	Interior Surfaces	379			10,000
FES	Classroom Lighting Replacement	Electrical	370			
FES	Exterior Door & Jambs Replacement Cafi	Building Envelope	368	88,000	27,265	27,265
Arena	Door casings exterior	Building Envelope	368	60,000	60,000	36,000
			#N/A			
TOTAL ALL LTFM PROJECTS:				399,816	399,816	226,302
Revenue:				399,816	399,816	399,816
Net Revenue Over (Under) Experi				-	-	173,514

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

H&S FIN CODE

2024-2025 LTFM PROJECTS: Fund 01

				Date:	
				6/17/2022	6/9/2023
Building	Project Description	Funding Source	FIN Code	Revised Budget 06/17/22	Revised Budget 06/9/23
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000	1,000
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat	349	1,500	1,500
Districtwide	PPE	Physical Hazard	347	1,000	1,000
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000
Bus garage	Roofs	Roofing Systems	383	300,000	140,000
Bus garage	Tuck point, paint main barn		368		50,000
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500
FHS	Fire Alarm Equipment	Fire Safety	363	2,000	2,000
FHS	Playground Attenuation	Physical Hazard	347	4,203	4,203
Stadium	Hand Rails	Mechanical Systems	380	-	-
FES	ADA Bathrooms 2nd Floor	Interior Surfaces	379	-	-
FES	Classroom Lighting Replacement	Electrical	370	-	-
FES	Corridor Flooring Replacement	Interior Surfaces	379	-	-
FHS	Sidewalk Replacement	Site Projects	384	66,113	66,113
FHS	Welding fume collection & Exhaust	Other Hazardous Mat	349		210,000
Arena	Spectator Bleacher Heat, West Side	Mechanical Systems	380	-	-
			#N/A		
			#N/A		
			#N/A		
TOTAL ALL LTFM PROJECTS:				399,816	499,816
Revenue:				399,816	399,816
Net Revenue Over (Under) Expense:				-	(100,000)

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

2025-2026 LTFM PROJECTS: Fund 01				H&S FIN CODE		
				Date:	6/12/2020	6/17/2022
Building	Project Description	Funding Source	FIN Code	Revised Budget 04/27/20	Revised Budget 06/17/22	
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000	1,000	
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500	
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000	
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,800	1,800	
Districtwide	PPE	Physical Hazard	347	1,155	1,155	
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000	
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000	
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000	
FES	Playground Attenuation	Physical Hazard	347	1,000	1,000	
FES	Roofs	Roofing Systems	383	75,000	75,000	
FES	Corridor Flooring Replacement	Interior Surfaces	379	53,726	53,726	
FES	seal coat playground, parking lot, bus lane, paint lines	Site Projects	384	26,100	26,100	
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500	
FHS	Fire Alarm Equipment	Fire Safety	363	3,000	3,000	
FHS	Fuel Tank Monitoring System	Mechanical Systems	380	30,000	30,000	
FHS	Classroom Whiteboard Conversion	Interior Surfaces	379	40,000	40,000	
FHS	Exterior door & hardware replacement	Roofing Systems	383	20,000	20,000	
Garage	Fuel Tank Monitoring System	Mechanical Systems	380	30,000	63,035	
FES	Fuel Tank Monitoring System	Mechanical Systems	380	-	-	
FES	Gymnasium Floor Replacement	Interior Surfaces	379	-	-	
FES	Classroom Whiteboard Conversion	Interior Surfaces	379	-	-	
FHS	Gymnasium Floor Replacement	Interior Surfaces	379	-	-	
				#N/A		
TOTAL ALL LTFM PROJECTS:				306,781	339,816	
Revenue:				333,581	339,816	
Net Revenue Over (Under) Expense:				26,800	-	

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

2026-2027 LTFM PROJECTS: Fund 01				H&S FIN CODE	
				Date:	6/17/2022
Building	Project Description	Funding Source	FIN Code	Revised Budget 06/17/22	Revised Budget 01/27/23
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000	1,000
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	1,500
Districtwide	PPE	Physical Hazard	347	1,100	1,100
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000
Districtwide	Bleacher Certification Inspection 5years	Physical Hazard	347	3,400	3,400
DW	AHERA Inspections	Environ. H&S Mgmt	352	6,000	6,000
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000
FES	Playground Attenuation	Physical Hazard	347	1,000	1,000
FES	Replace 3 Sets double jamb doors	Building Envelope	368	45,000	45,000
FES	Replace exterior doors & jamb set	Building Envelope	368	30,852	30,852
FES	HVAC sytem Retro-commission & opimization	Mechanical Systems	366		
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500
FHS	Fire Alarm Equipment	Fire Safety	363	2,000	2,000
FHS	Roofing	Roofing Systems	383	283,564	283,564
FHS	Bleacher Certification	Physical Hazard	347	400	400
FES	Gym Floor Resurface	Interior Surfaces	379		
FHS	Media Center Heating/Ventilation	Indoor Air Quality	366		
FHS	Exterior Window Panel Replacement	Building Envelope	368		90,000
			#N/A		
			#N/A		
TOTAL ALL LTFM PROJECTS:				399,816	489,816
Revenue:				399,816	399,816
Net Revenue Over (Under) Expense:				-	(90,000)

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

2027-2028 LTFM PROJECTS: Fund 01				H&S FIN CODE		
				Date:	6/17/2022	6/15/2023
Building	Project Description	Funding Source	FIN Code	Revised Budget 06/17/2022	Revised Budget 06/15/2023	
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000	1,000	
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500	
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000	
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	1,500	
Districtwide	PPE	Physical Hazard	347	1,500	1,500	
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000	
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000	
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000	
FES	Playground Attenuation	Physical Hazard	347	1,000	1,000	
FES	Electrical Switch Gear	Electrical	370	150,000	150,000	
FES	Replace exterior doors & jamb set	Building Envelope	368		134,416	
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500	
FHS	Fire Alarm Equipment	Fire Safety	363	2,000	2,000	
FHS	Lead in Water Testing	Other Hazardous Mat'l	349	3,500	3,500	
FHS	Radon Testing	Other Hazardous Mat'l	349	3,500	3,500	
FHS	Roofing	Roofing Systems	383	-		
Stadium	Football Field Lighting Replacement	Electrical	370	151,816	151,816	
Stadium	Replace potable water piping	Plumbing	381	-	-	
			#N/A			
			#N/A			
			#N/A			
TOTAL ALL LTFM PROJECTS:				339,816	474,232	
Revenue:				339,816	339,816	
Net Revenue Over (Under) Expense:				-	(134,416)	

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

				H&S FIN CODE		
2028-2029 LTFM PROJECTS: Fund 01				Date:	7.29.22	6/15/2023
Building	Project Description	Funding Source	FIN Code	Revised Budget 7.29.22	Revised Budget 6/15/2023	
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000	1,000	
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500	
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000	
Districtwide	Hazardous Waste Disposal	Other Hazardous M	349	1,500	1,500	
Districtwide	PPE	Physical Hazard	347	1,100	1,100	
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000	
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000	
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000	
FES	Playground Attenuation	Physical Hazard	347	1,000	1,000	
FES	Lockers	Site Projects	384	-	-	
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500	
FHS	Fire Alarm Equipment	Fire Safety	363	2,000	2,000	
FHS	Fire Alarm System Replacement	Fire Safety	363	-	-	
FHS	Roofing	Roofing Systems	383	250,000	250,000	
FHS	Bleacher Certification	Physical Hazard	347			
FHS	Faculty Parking Lot Resurface	Site Projects	384			
FES	Office / Classroom LED Lighting	Electrical	370			
FES	Boiler Bond Pmt	Mechanical System	380			
FHS	Flooring	Interior Surfaces	379	81,179	81,179	
			#N/A			
			#N/A			
TOTAL ALL LTFM PROJECTS:				361,779	361,779	
Revenue:				361,779	361,779	
Net Revenue Over (Under) Expense				-	-	

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

2029-2030 LTFM PROJECTS: Fund 01

Date:

6/15/2023

Building	Project Description	Funding Source	FIN Code	Revised Budget 7.29.22	Revised Budget 6/15/2023
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000	1,000
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous M	349	1,500	1,500
Districtwide	PPE	Physical Hazard	347	1,100	1,100
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000
DW	AHERA Inspections	Environ. H&S	352	6,000	6,000
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000
FES	Playground Attenuation	Physical Hazard	347	1,000	1,000
FES	Air Exchanger Upgrade	Indoor Air Quality	366	50,000	50,000
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500
FHS	Fire Alarm Equipment	Fire Safety	363	2,000	2,000
FHS	Pool Ext wall vapor barrier / brick efflorescence	Building Envelope	368	100,000	100,000
FHS	Roofing Phase A,B,C,D	Roofing Systems	383	174,779	174,779
FHS	Bleacher Certification	Physical Hazard	347	400	400
			#N/A		
TOTAL ALL LTFM PROJECTS:				361,779	361,779
Revenue:				361,779	361,779
Net Revenue Over (Under) Expense				-	-

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

2030-2031 LTFM PROJECTS				Date:	
Building	Project Description	Funding Source	FIN Code	Revised Budget 7.29.22	Revised Budget 6/15/23
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000	1,000
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	1,500
Districtwide	PPE	Physical Hazard	347	1,500	1,500
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000
FES	Faculty Parking Lot Sealed & Painted	Site Projects	384	26,100	26,100
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500
FHS	Faculty Parking Lot Resurface	Site Projects	384	20,000	20,000
FHS	Epoxy flooring	Interior Surfaces	379	195,203	195,203
Districtwide	Playground Attenuation	Physical Hazard	347	92,476	92,476
			#N/A		
			#N/A		
			#N/A		
TOTAL ALL LTFM PROJECTS:				361,779	361,779
Revenue:				361,779	361,779
Net Revenue Over (Under) Expense:				-	-

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

2031-2032 LTFM PROJECTS:

Date:

7.29.22

6/15/2023

Building	Project Description	Funding Source	FIN Code	Revised Budget 7/29/22	Revised Budget 6/15/23
Districtwide	Elevator & Lift Inspection (Arena / F	Physical Hazard	347	1,000	1,000
Arena		Building Envelope	368	-	-
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	1,500
Districtwide	PPE	Physical Hazard	347	2,000	2,000
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	4,000	4,000
Districtwide	<i>Running Track resurface</i>	Site Projects	384	122,116	122,116
Districtwide	Bleacher Certification Inspection Syears	Physical Hazard	347	3,400	3,400
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000
FES	Playground Attenuation	Physical Hazard	347	1,000	1,000
FES	<i>Enter new project here</i>		#N/A		
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500
FES	<i>Faculty parking lot and roadway rep</i>	Site Projects	384	205,763	205,763
FHS	<i>Enter new project here</i>		#N/A		
Garage	<i>Enter new project here</i>		#N/A		
Garage	<i>Enter new project here</i>		#N/A		
Stadium	<i>Enter new project here</i>		#N/A		
TOTAL ALL LTFM PROJECTS:				361,779	361,779
Revenue:				361,779	361,779
Net Revenue Over (Under) Expense:				-	-

H&S Fin Code

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

2032-2033 LTFM PROJECTS: FUND 01

Date:

Building	Project Description	Funding Source	FIN Code	Revised Budget 06/17/22	Revised Budget 06/15/23
Arena	<i>Roofing</i>	Bldg Hardware & Equip	369	200,000	200,000
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	1,500
Districtwide	PPE	Physical Hazard	347	2,000	2,000
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	4,000	4,000
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000	1,000
FHS	Lead in Water Testing	Other Hazardous Mat'l	349	3,500	3,500
FHS	Radon Testing	Other Hazardous Mat'l	349	3,500	3,500
Districtwide	<i>Enter new project here</i>		#N/A		
DW	AHERA Inspections	Environ. H&S Mgmt	352	6,000	6,000
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000
FES	Playground Attenuation	Physical Hazard	347	1,000	1,000
FES	Roofing	Roofing Systems	383	150,000	156,316
FES	<i>Enter new project here</i>		#N/A		
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500
FHS			#N/A		
FHS	<i>Enter new project here</i>		#N/A		
	<i>Enter new project here</i>		#N/A		
	<i>Enter new project here</i>		#N/A		
TOTAL ALL LTFM PROJECTS:				393,500	399,816
Revenue:				399,816	399,816
Net Revenue Over (Under) Expense:				6,316	-

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

2033 - 2034 LTFM PROJECTS: FUND 01

Date:

Building	Project Description	Funding Source	FIN Code	Revised Budget 06/17/22	Revised Budget 06/15/23
Arena	<i>roof</i>	Roofing Systems	383	200,000	-
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	1,500
Districtwide	PPE	Physical Hazard	347	2,000	2,000
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	4,000	4,000
Districtwide	Elevator & Lift Inspection (Arena / F	Physical Hazard	347	1,000	1,000
Districtwide	<i>Enter new project here</i>		#N/A		
FES	Kitchen Inspection	Physical Hazard	347	100	100
FES	Playground Attenuation	Physical Hazard	347	1,000	1,000
FES	<i>Enter new project here</i>		#N/A		
FES	<i>Enter new project here</i>		#N/A		
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500
FHS	<i>Enter new project here</i>		#N/A		
FHS	Fuel Tank Monitoring System	Mechanical Systems	380		30,000
FHS	<i>Replace pool AHU & add Dehumidifi</i>	Indoor Air Quality	366		340,216
TOTAL ALL LTFM PROJECTS:				229,600	399,816
Revenue:				399,816	399,816
Net Revenue Over (Under) Expense:				170,216	-

H&S Fin Code

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361 CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT

2034 - 2035 LTFM PROJECTS: FUND 01

Date:

Building	Project Description	Funding Source	FIN Code	Revised Budget 06/15/23
Arena		Roofing Systems	383	-
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500
Districtwide	PPE	Physical Hazard	347	2,000
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	4,000
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000
Districtwide	<i>Enter new project here</i>		#N/A	
FES	Kitchen Inspection	Physical Hazard	347	100
FES	Playground Attenuation	Physical Hazard	347	1,000
FES	<i>Enter new project here</i>		#N/A	
FES	<i>Enter new project here</i>		#N/A	
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500
FHS	<i>Enter new project here</i>		#N/A	
FHS	<i>Enter new project here</i>		#N/A	30,000
	<i>Enter new project here</i>		#N/A	
	<i>Replace pool AHU & add Dehumidification</i>	Indoor Air Quality	366	340,216
TOTAL ALL LTFM PROJECTS:				399,816
Revenue:				399,816
Net Revenue Over (Under) Expense:				-

H&S Fin Code

Report of Fund Balances with Revenue and Expense Summary As of 6.16.23

	Fiscal Year: 2022 - 2023: Final 6.16.23						Fiscal Year: 2023 - 2024 DRAFT; Adopted 6.16.23					
	Beginning Fund Balance	Revenue Budget	Expense Budget	Revenue Over (Under) Expense	Adjust.	Ending Fund Balance	Beginning Fund Balance	Revenue Budget	Expense Budget	Revenue Over (Under) Expense	Adjust.	Ending Fund Balance
	7/1/2022					6/30/2023	7/1/2023					6/30/2024
Unassigned Fund Balance	2,446,006	10,885,674	10,827,921	57,753	(75,000)	2,428,759	2,428,759	11,265,848	11,311,395	(45,547)	(75,000)	2,308,212
<u>COVID FUNDING:</u>												
Technology		221,102	221,102	-				-				
Recurring Staffing		1,160,963	1,160,963	-				938,334	938,334	-		
Nonrecurring Staffing		104,916	104,916	-				116,710	116,710	-		
Nonrecurring Expense		171,066	171,066	-				119,105	119,105	-		
Summer Programs		161,319	161,319	-				30,583	30,583			
Reserved Fund Balances:												
Basic Skills:	185,355	111,504	285,083	(173,579)		11,776	11,776	442,062	429,831	12,231		24,007
Basic Skills Ext Time:	-			-		-	-			-		-
Gifted & Talented:	-	12,623	12,623	-		-	-	12,531	12,531	-		-
Learning & Development:	-	190,253	190,253	-		-	-	184,987	184,987	-		-
Long Term Facility Mtce:	51,137	794,871	104,766	690,105		741,242	741,242	210,303	399,816	(189,513)		551,729
Operating Capital:	439,013	239,225	441,316	(202,091)		236,922	236,922	234,216	195,000	39,216		276,138
Safe Schools:	22,388	33,749	46,480	(12,731)		9,657	9,657	33,701	43,358	(9,657)		-
Staff Development:	134,930	133,277	133,914	(637)		134,293	134,293	137,609	182,833	(45,224)		89,069
Total Reserved Fund Balance:	832,823	1,515,502	1,214,435	301,067	-	1,133,890	1,133,890	1,255,409	1,448,356	(192,947)	-	940,943
Assigned Fund Balances:												
Arena Advertising:	60,364	15,000	11,500	3,500	-	63,864	63,864	15,000	11,500	3,500	-	67,364
Technology/PC Purchase FY23	375,000			-	75,000	450,000	450,000	-	-	-	75,000	525,000
Total Assigned Fund Balance:	435,364	15,000	11,500	3,500	75,000	513,864	513,864	15,000	11,500	3,500	75,000	592,364
Non Spendable Fund Balance:	62,215	-	-	-		62,215	62,215	-	-	-		62,215
Total Fund Balance Fund 01:	3,776,408	14,235,542	13,873,222	362,320	-	4,138,728	4,138,728	13,740,989	13,975,983	(234,994)	-	3,903,734

Report of Fund Balances with Revenue and Expense Summary As of 6.16.23

	Fiscal Year: 2022 - 2023: Final 6.16.23						Fiscal Year: 2023 - 2024 DRAFT; Adopted 6.16.23					
	Beginning Fund Balance	Revenue	Expense	Revenue Over (Under) Expense	Adjust.	Ending Fund Balance	Beginning Fund Balance	Revenue	Expense	Revenue Over (Under) Expense	Adjust.	Ending Fund Balance
	7/1/2022	Budget	Budget	Expense		6/30/2023	7/1/2023	Budget	Budget	Expense		6/30/2024
							<i>* PC Setaside reflected as an adjustment</i>					
FUND 11:												
Student Activities Restricted												
Student Activity General	1,922	-		-		1,922	1,922	-		-		1,922
Prom	9,015	5,000	5,000	-		9,015	9,015	5,000	5,000	-		9,015
Student Council	14,517	5,000	5,000	-		14,517	14,517	5,000	5,000	-		14,517
Robotics	3,391	-		-		3,391	3,391	-		-		3,391
MHS	7,541	2,500	1,000	1,500		9,041	9,041	2,500	1,000	1,500		10,541
Cheerleading Football	1,156	-		-		1,156	1,156	-		-		1,156
Cheerleading Basketball	1,613	-		-		1,613	1,613	-		-		1,613
Cheerleading Hockey	2,036	-	-	-		2,036	2,036	-	-	-		2,036
Speech	1,500	-		-		1,500	1,500	-		-		1,500
Total Restricted Student Act:	42,691	12,500	11,000	1,500	-	44,191	44,191	12,500	11,000	1,500	-	45,691
Donation Fund Balances:												
Staff Development (restricted)	-					-	-					-
Committed Fund Balance:	7,016			-		7,016	7,016			-		7,016
Unassigned Fund Balance:	(25,472)			-		(25,472)	(25,472)			-		(25,472)
Assigned Fund Balance:	65,699	137,500	139,000	(1,500)		64,199	64,199	137,500	139,000	(1,500)		62,699
Total Donations:	47,243	137,500	139,000	(1,500)	-	45,743	45,743	137,500	139,000	(1,500)	-	44,243
Total Fund 11:	89,934	150,000	150,000	-	-	89,934	89,934	150,000	150,000	-	-	89,934
TOTAL GENERAL FUND BALANCE:	3,866,342	14,385,542	14,023,222	362,320	-	4,228,662	4,228,662	13,890,989	14,125,983	(234,994)	-	3,993,668
Fund Balance Policy:												
Unassigned Fund Balance Policy:	2.5 months of Unassigned Fund Balance						2.5 months of Unassigned Fund Balance					
Fund Balance 6/30/20XX:	2,428,759						2,308,212					
Unassigned Fund Balance @ 2.5 mo:	2,255,817						2,356,541					
Fund Balance Over (Under) Target:	172,942						(48,329)					

	<u>FY22 Audited 6/30/22</u>	<u>Final FY2022 - 2023 6.20.23</u>	<u>Adopted FY2023 - 2024 6.20.23</u>
<u>REVENUE:</u>			
State Sources	14,659	32,470	190,000
Federal Sources	632,090	325,000	325,000
Federal (ESSER 1 Time)	25,893	10,360	-
State Allocation FY20 SSFP (1 time)	-	-	-
State Alloc 1 Time (710)	19,749	-	-
Sales to Students/Adults	73,064	225,000	75,000
Funds Transfer from Fd 01	-	-	-
Total Revenue:	<u>765,455</u>	<u>592,830</u>	<u>590,000</u>
<u>EXPENSE:</u>			
Food Service Staff Wages	249,510	227,102	229,000
Food Service Staff Benefits	59,560	53,765	55,000
Purchased Services	1,200	2,200	2,200
Interdepartment Chargebacks	-	(1,000)	(1,000)
Supplies, Food, Commodity & Milk	334,467	325,000	325,000
Equipment	-	-	-
Dues / Memberships	1,938	1,938	1,938
Total Expense:	<u>646,675</u>	<u>609,005</u>	<u>612,138</u>
Revenues Over (Under) Expense:	<u>118,780</u>	<u>(16,175)</u>	<u>(22,138)</u>
<u>Restricted Fund Balance:</u>			
Beginning Fund Balance:	61,987	173,797	157,622
Revenue Over (Under) Expense:	118,780	(16,175)	(22,138)
Inventory Adjustment (nonspendable):	(6,970)	-	-
Ending Fund Balance 6/30/XX	<u>173,797</u>	<u>157,622</u>	<u>135,484</u>

FUND 04 - COMMUNITY SERVICE
ISD 361 Statement of Revenues, Expenditures and Fund Balance

	FISCAL YEAR: 2022 - 2023 Final 6.16.23						FISCAL YEAR: 2023-2024 Adopted 6.16.23					
	Beginning Fund Balance	Revenue	Expense	Revenue Over (Under) Expense	Adjust.	Ending Fund Balance	Beginning Fund Balance	Revenue	Expense	Revenue Over (Under) Expense	Adjust.	Ending Fund Balance
	7/1/2022	Budget	Budget			6/30/2023	7/1/2023	Budget	Budget			6/30/2024
COMMUNITY SERVICE FUND BALANCE:												
<u>Restricted Fund Balance:</u>												
Preschool Screening	5,294	2,500	3,500	-1,000	0	4,294	4,294	2,500	2,500	0	0	4,294
Non Public Aid	-3,299	3,500	3,500	0	0	-3,299	-3,299	3,500	3,500	0	0	-3,299
Summer Funding Preschool	0	0	0	0	0	0	0	0	0	0	0	0
DFC Youth Drug Grant (04-Q-464-00)	0	126,000	126,000			0	0	126,000	126,000			0
	1,995	132,000	133,000	(1,000)	-	995	995	132,000	132,000	-	-	995
<u>Reserved Fund Balance:</u>												
Adults w/ Disabilities (04-Q-431-03)	70,330	49,893	62,490	-12,597	0	57,733	57,733	35,832	63,870	-28,038	0	29,695
Com. Ed & Youth (04-Q-431-00)	2,139	111,957	120,855	-8,898	0	-6,759	-6,759	111,957	113,595	-1,638	0	-8,397
School Readiness / ECFE (04-Q-431-00)	-38,955		0	0	0	-38,955	-38,955		0	0	0	-38,955
	33,513	161,850	183,345	-21,495	0	12,018	12,018	147,789	177,465	-29,676	0	-17,658
<u>Restricted Fund Balance:</u>												
	3,229	0	0	0	0	3,229	3,229	0	0	0	0	3,229
Reserved Fund Balance:												
	36,742	161,850	183,345	-21,495	0	15,247	15,247	147,789	177,465	-29,676	0	-14,429
OTHER PROGRAMS:												
Early Childhood (ECFE): (04-Q-432-00)	-24	50,778	50,754	24	0	0	0	50,500	50,500	0		0
School Readiness: (04-Q-444-00)	1,209	130,386	130,386	0	0	1,209	1,209	142,916	144,125	-1,209		0
School Readiness: BASIC SKILLS F317	0	182,923	182,923	0	0	0	0	174,384	174,384			0
<u>Pan Enroll Loss</u>		<u>24,575</u>	<u>24,575</u>									
Adult Basic Education:	1,308			0		1,308	1,308	0	0	0		1,308
	41,229	682,512	704,983	-22,471	0	18,758	18,758	647,589	678,474	-30,885	0	-12,127

FUND 04 - COMMUNITY SERVICE
ISD 361 Budget Report with Fund Balance
June 17, 2022

	FY 19 - 20 Actual 06/30/20	FY20 - 21 Audited 06/30/2021	FY21 - 22 FINAL 5/16/22	FY22 - 23 Tentative 5/16/2022
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COMMUNITY ED PROGRAMS:

Revenue:

Local, Levy and State Aid	155,486	119,655	134,399	134,613
Class Tuition/Fee's	21,063	12,962	36,000	35,000
DFC Federal Grant			60,294	125,000
Donations to DFC Grant			1,550	1,000
Summer PreSchool (F165)	0	36,000	18,000	0
	<u>176,549</u>	<u>168,617</u>	<u>250,243</u>	<u>295,613</u>

Expense:

Community Ed Programs	137,203	120,674	174,831	179,142
ECFE / School Readiness	0	22,055	0	13,710
Grant Programs	7,931	0	0	0
Preschool Screening	3,044	1,798	3,500	3,500
NonPublic Program	3,216	3,002	3,500	3,500
DFC Grant			61,844	126,000
Summer PreSchool (F165)		10,939	50,387	
Total Expense:	<u>151,394</u>	<u>158,468</u>	<u>294,062</u>	<u>325,852</u>

Fund Balance Summary:

Beginning Fund Balance (7/01/20XX):	47,253	72,408	82,557	38,738
Revenue Over (Under) Expense:	25,155	10,149	-43,819	-30,239
Transfer Negative Fund Balance				-2,708
Ending Fund Balance (6/30/20XX):	<u>72,408</u>	<u>82,557</u>	<u>38,738</u>	<u>5,791</u>

ECFE:

Revenue:

Levy & Local Revenue	23,338	23,395	22,803	22,278
Class Tuition/Fee's	2,553	925	1,800	2,800
State Revenue	<u>38,067</u>	<u>38,427</u>	<u>34,586</u>	<u>25,700</u>
Total Revenue:	<u>63,958</u>	<u>62,747</u>	<u>59,189</u>	<u>50,778</u>

Expense:

Wages & Benefits:	66,996	61,311	56,801	50,886
Purchased Services, Supplies:	<u>934</u>	<u>1,436</u>	<u>2,600</u>	<u>2,600</u>
Total Expense:	<u>67,930</u>	<u>62,747</u>	<u>59,401</u>	<u>53,486</u>

Fund Balance Summary:

Beginning Fund Balance (7/01/20XX):	4,160	188	188	-24
Revenue Over (Under) Expense:	-3,972	0	-212	-2,708
Transfer negative fund balance				2,708
Ending Fund Balance (6/30/20XX):	<u>188</u>	<u>188</u>	<u>-24</u>	<u>-24</u>

SCHOOL READINESS:

Revenue:

Tuition	34,525	52,133	55,000	54,000
Tuition A/R Due		14,051		
Collections		1,790	1,000	1,000
Write Off		-12,927		
State Revenue	46,570	42,806	44,763	31,416
Basic Skills (Gen Ed Aid)		75,328	65,400	67,583
Grant: Pathway I	21,869	11,250	21,000	20,000
Grant: Pathway II	<u>37,500</u>	<u>37,500</u>	<u>37,500</u>	<u>37,500</u>
Total Revenue:	<u>140,464</u>	<u>221,931</u>	<u>224,663</u>	<u>211,499</u>

Expense:

Wages & Benefits:	138,178	217,600	219,629	206,445
Purchased Services, Supplies:	2,437	4,426	3,825	6,050
Miscellaneous (write off)		0		
Total Expense:	<u>140,615</u>	<u>222,026</u>	<u>223,454</u>	<u>212,495</u>

Fund Balance Summary:

Beginning Fund Balance (7/01/20XX):	247	96	1	1,210
Revenue Over (Under) Expense:	-151	-95	1,209	-996
Ending Fund Balance (6/30/20XX):	<u>96</u>	<u>1</u>	<u>1,210</u>	<u>214</u>

FUND 07 - DEBT SERVICE ISD 361 Budget Report with Fund Balance June 16, 2023

	FY2022-2023 Final 06/16/2023	FY2023-2024 Adopted 06/16/2023
<u>REVENUE:</u>		
Levy and State Aid Revenue	550,949	554,258
<u>EXPENSE:</u>		
Bond Payment	525,800	525,800
Bond Redemption		
Total Expense:	<u>525,800</u>	<u>525,800</u>
<u>FUND BALANCE SUMMARY:</u>		
Beginning Fund Balance 6/30/XX:	58,901	84,050
Net Revenue Over (Under) Expense:	25,149	28,458
Ending Fund Balance 6/30/XX	<u>84,050</u>	<u>112,508</u>

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

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

Adopted ___ By Reference ___

Revised ___ **May 2023** ___

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

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

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Legal References: Minn. Stat. § 123B.02 (~~General Powers of Independent School Districts School District Powers~~)
Minn. Stat. § 123B.09 (~~Boards of Independent School Districts School Board Powers~~)
Minn. Stat. § 123B.51 (~~Uses for School and Nonschool Purposes; Closings Schoolhouse and Sites; Access for Noncurricular Purposes~~)

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

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

**BOARD POLICY 705
Investments**

Adopted ___ By Reference ___

Revised ___ **May 2023** _____

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. SCOPE

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

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, ~~Minn. Stat.~~ **Minnesota Statutes** chapter 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable and debt service.

3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

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

VI. STANDARD OF CONDUCT

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

VII. MONITORING AND ADJUSTING INVESTMENTS

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

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by

officers, employees or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

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

X. PORTFOLIO DIVERSIFICATION; MATURITIES

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

expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

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

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

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

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve

Bank of New York, or a securities broker-dealer defined in ~~Minn. Stat. §~~ **Minnesota Statutes section** 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

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

XIV. REPORTING REQUIREMENTS

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

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of ~~Minn. Stat. §~~ **Minnesota Statutes section** 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

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

Legal References: Minn. Stat. § 118A.01 (~~Definitions Public Funds; Depositories and Investments~~)
Minn. Stat. § 118A.02 (~~Depositories; Investing; Sales, Proceeds, Immunity Authorization for Deposit and Investment~~)
Minn. Stat. § 118A.03 (~~When and What Collateral Required Depositories and Collateral~~)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (~~Delivery and Safekeeping; Acknowledgements~~)
Minn. Stat. § 356A.06, Subd. 7 (~~Investments; Additional Duties Authorized Investment Securities~~)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

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

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

**BOARD POLICY 706
Acceptance of Gifts**

Adopted ___ By Reference ___

Revised ___ **May 2023** _____

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

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

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

III. ACCEPTANCE OF GIFTS GENERALLY

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

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

[Note: This voting requirement and gift use provision is specified by Minnesota Statutes section 465.03.]

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

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

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

Cross References: None

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

**BOARD POLICY 707
Transportation of Public School Students**

Adopted ___ By Reference ___

Revised ___ **May 2023** ___

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education (“Commissioner”). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special

instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.

- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, ~~or~~ residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.
- C. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.
- D. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the divorced parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. “Pupil support services” are health, counseling and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. “School of Origin,” for purposes of determining the residence of a homeless

student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.

- H. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes section 120A.22 by attendance at a nonpublic school.
- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

~~*[Note: The school district will provide transportation within a 2-mile radius of the elementary school to all elementary school age students and within a 2-mile radius of the secondary school to all secondary school age students. Sidewalks within a 2-mile radius of either school are not available throughout these walking areas and are not maintained during the winter months. Additionally, a major highway is located 200’ from the secondary school. These factors are considered by the school district to be hazardous to student’s ability to safely walk to school at designated bus stop locations determined by the transportation department.]*~~

[Note: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payer. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district’s expenditures for transportation.
- D. For purposes of stabilizing enrollment and reducing mobility, the school district

may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

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

the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.

- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

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

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes section 123B.92, subdivision 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability students on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident students with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in

another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours **of the school district.**

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes chapter 125A.

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location **on the same basis as transportation services are provided to other students in the school district.**
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of

the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
4. A homeless nonresident student enrolled under Minnesota Statutes section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

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

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of schoolchildren, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

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

XII. FEES

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

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

Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
20 U.S.C. § 1415 (Individuals With Disabilities Education Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431, et.seq. (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132, et. seq. (Americans With Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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

**BOARD POLICY 708
Transportation of Nonpublic School Students**

Adopted ___ By Reference ___

Revised ___ **May 2023** ___

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

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the **school** district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in **Minn. Stat. § Minnesota Statutes sections** 123B.88 and § 123B.92 when applicable. (~~Minn. Stat. § 123B.86, Subd. 1~~)
- B. Upon the request of a parent or guardian, the school district **shall must** provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation **shall must** be provided whether **there is** or **is not there is** another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means.

~~(Minn. Stat. § 123B.86, Subd. 2(a))~~

- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries. ~~(Minn. Stat. § 123B.86, Subd. 2(b))~~
- D. The school district ~~shall~~ **must** provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school. ~~(Minn. Stat. § 123B.44, Subd. 1)~~
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. ~~A nonpublic or charter school student transported by the school district shall comply with school district student bus conduct and student bus discipline policies. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)~~
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district ~~where~~ **when** such services are provided in the discretion of the school district.

IV. STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district ~~shall~~ **must** provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district **boundary**. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. ~~(Minn. Stat. § 125A.18)~~

B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, **the student** shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. ~~(Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600, Subd. 1)~~

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

~~Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care; (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly.~~

D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

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

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [Model Policy 707] shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References: Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.86 (Equal Treatment)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.91, Subd. 1a (~~School District Bus Safety Requirements~~) (~~Compliance by Nonpublic and Charter School Students~~)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. Ch. 125A (~~Special Education and Special Programs Children With a Disability~~)
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
Eldridge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. Ct. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References: MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
~~MSBA Service Manual, Chapter 2, Transportation~~

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

**BOARD POLICY 709
Student Transportation Safety Policy**

Adopted ___ By Reference ___

Revised **May 2023** _____

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

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades pre-kindergarten through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades pre-K through 6 who are transported by school bus

and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instructional materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades pre-K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades pre-K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by ~~Minn. Stat. § Minnesota Statutes chapter~~ 169.446, ~~Subd. subdivision~~ 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide pre-kindergarten and kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses; including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.
 3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.
 - f. No fighting, harassment, intimidation, or horseplay.
 - g. Do not throw any object.
 - h. No ~~eating, drinking~~, use of alcohol, tobacco, or drugs.
 - i. Do not bring any weapons or dangerous objects on the school bus.

j. Do not damage the school bus.

4. Consequences

In the interest of the safety and comfort of bus students, ISD #361 has a student management and bus suspension policy that is fair to all students. When a student breaks a ridership rule the driver will enter the infraction on the student management system. It will then be determined if the infraction deserves a warning or if points need to be given to the student. The bus driver may consult the building principal on the severity of the infraction, but the building principal will have final say on the allocation of points and/or other disciplinary actions. The point system is as follows:

Warning.....	0 points
Excessive noise.....	1 – 5 points
Abusive language.....	1 – 15 points
Damaging bus property.....	5 – 15 points
Unsafe behavior.....	5 – 15 points
Disobeying the driver.....	5 – 10 points
Injury to others.....	5 – 15 points
Other.....	1 – 15 points

15 points = 3 day suspension

30 points = 5 day suspension

45 points = 10 day suspension

60 points = loss of bus riding privileges for the remainder of the school year

(This schedule and discipline policy may be adjusted to accommodate students with disabilities).

For flagrant violations or incidents that endanger other students, an immediate suspension will occur. The suspension is from all school buses. The suspension is for bus riding only. Attendance at school is still required.

The 1994 legislature established that riding a school bus is a privilege, not a right. Bus riding privileges may be revoked for failing to demonstrate knowledge of school bus safety principles.

Student safety at the bus stops and on the bus is our number one concern. Students that make the bus ride unsafe will be dealt with immediately and disciplined accordingly.

5. Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

6. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

7. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

8. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

9. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.
8. Be visible to driver when dropping off students ages pre-K through 1st grade.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
 7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-1 school bus, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction, and who loses the right to operate a commercial vehicle for any period, or who is disqualified from operating a commercial motor vehicle for any period, shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (*i.e.*, driving while impaired offenses), VII.C.1.h. (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;

4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in ~~Minn. Stat. § Minnesota Statutes section~~ 169.011, ~~Subd. subdivision~~ 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless accepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not

load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus

endorsement, may operate a type III vehicle, described above, under the following conditions:

- a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
- b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections; and
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location; and
 - (d) placing the type III vehicle in "park" during loading

and unloading.

- (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph V,F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under ~~Minn. Stat. § Minnesota Statutes section 122A.18, Subd. subdivision 8, or Minn. Stat. § Minnesota Statutes section 123B.03~~ for school district employees; ~~Minn. Stat. § Minnesota Statutes section 144.057 or Minn. Stat. Ch. Minnesota Statutes chapter 245C~~ for day care employees; or ~~Minn. Stat. § Minnesota Statutes section 171.321, Subd. subdivision 3,~~ for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by ~~Minn. Stat. § Minnesota Statutes section 171.321, Subd. subdivision 2.~~
- e. The operator's employer requires pre-employment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under ~~Minn. Stat. § Minnesota Statutes section 181.951, Subds. Subdivisions 2, 4, and 5.~~ Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by ~~Minn. Stat. § Minnesota Statutes section 171.321, Subd. subdivision 5.~~
- g. A person who sustains a conviction, as defined under ~~Minn. Stat. § Minnesota Statutes section 609.02,~~ of violating ~~Minn. Stat. § Minnesota Statutes sections 169A.25, § 169A.26, § 169A.27~~ (driving while impaired offenses), or ~~§ 169A.31~~ (alcohol-related school bus driver offenses), or whose driver's license is revoked under ~~Minn. Stat. §§ Minnesota Statutes sections 169A.50 to 169A.53~~ of the implied consent law, or who is convicted of violating, or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.

- h. A person who has ever been convicted of a disqualifying offense as defined in ~~Minn. Stat. § Minnesota Statutes section~~ 171.3215, ~~Subd. subdivision~~ 1(c), (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under ~~Minn. Stat. § Minnesota Statutes section~~ 609.02, of a moving offense in violation of ~~Minn. Stat. Ch. Minnesota Statutes chapter~~ 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under ~~Minn. Stat. § Minnesota Statutes section~~ 123B.90, ~~Subd. subdivision~~ 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The type III vehicle must bear a current certificate of inspection issued under ~~Minn. Stat. § Minnesota Statutes section~~ 169.451.
 - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d (physical examination) and VII.C.1.e (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

- 1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunctional School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to

points of destination, not including home-to-school trips to pick up or drop off students.

- c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by ~~Minn. Stat. §~~ Minnesota Statutes section 171.321, ~~Subd. subdivision~~ 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in ~~Minn. Stat. §~~ Minnesota Statutes section 171.02, ~~Subd. subdivisions~~ 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
- 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
 - 3. A school bus operated under this section must bear a current certificate of inspection.
 - 4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student's name and address;
 - 2. the nature of the student's disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to

law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by ~~Minn.—Stat.—§~~ **Minnesota Statutes section 171.321, Subd. subdivision 4**. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (**Safety of School Children; Training and Education Rules Driver Training Programs**)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus

Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (~~Notice of Violation by Commercial Driver Notification of Conviction for Violation by a Commercial Driver~~)
Minn. Stat. § 171.169 (~~Notice of Commercial License Suspension Notification of Suspension of License of Commercial Driver~~)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers Driver)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
~~49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)~~
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
~~49 C.F.R. § 383.51 (Disqualification of Drivers)~~

Cross References: MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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

**BOARD POLICY 710
Extracurricular Transportation**

Adopted ___ By Reference ___

Revised ___ **May 2023** ___

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

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

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

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

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

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

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

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

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

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

V. FEES

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

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

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

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

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

Adopted ___ By Reference ___

Revised ___ **May 2023** ___

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Placement.

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

B. Use of Video Recordings.

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

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

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

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

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

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

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

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

Adopted ___ By Reference ___

Revised ___ **May 2023** ___

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Placement.

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

B. Use of Video Recordings.

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

C. Security and Maintenance

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

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

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

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 713
Student Activity Accounting

Adopted ___ By Reference ___

Revised ___ **May 2023** _____

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Co-curricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and co-curricular activities.

[Note: The school board is required by ~~Minn. Stat. §~~ Minnesota Statutes section 123B.49, ~~Subd. subdivision~~ 2, to take charge of and control over all co-curricular activities, including all money received for such activities.]

B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

[Note: The school board is required by ~~Minn. Stat. §~~ Minnesota Statutes section 123B.49, ~~Subd. subdivision~~ 4, to take charge of and control over all extracurricular activities, including all money received for such activities.]

1.
C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Co-curricular Activity

A “co-curricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Co-curricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Non-curricular/Supplementary) Activity

An “extracurricular (non-curricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;

2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Co-curricular Activities

1. All money received on account of co-curricular activities shall be turned over to the [Business Office Accounts Receivable Clerk](#), who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The [Business Manager](#) shall account for all revenues and expenditures related to curricular and co-curricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS□) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities under board control may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the [Business Office Accounts Receivable Clerk](#) who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The Business Manager shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
4. All student activity funds will be collected and expended:
 - a. in compliance with school district policies and procedures;

- b. under the general direction of the [Secondary School](#) Principal and with the participation of students and an [advisor](#) who are responsible for generating the revenue;
 - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - e. in a manner which meets a public purpose.
5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. [The secondary school principal and student representative\(s\) of the graduating class will choose which student activity account to transfer residual account funds into.](#) Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

In July (annually), the [Business Manager](#) will prepare a report of balances for student activity accounts. ~~fundraising report annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.~~

[Note: The school board should conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board.]

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References: Uniform Financial Accounting and Reporting Standards (UFARS)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

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

**BOARD POLICY 714
Fund Balances**

Adopted ___ By Reference ___

Revised ___ **May 2023** _____

[Note: The provisions of this policy include the provisions of Statement No. 54 of the Governmental Accounting Standards Board (GASB).]

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.

B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.

- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of [percent of the annual budget.] [2.5 months of operating expenses.]~~2.5 months of unassigned general fund operating expenses.~~

[Note: School districts need to select one of the bracketed choices above and fill in the blank. The other bracketed choice should be deleted. If a minimum fund balance is specified, a stabilization arrangement such as that specified in Part IX below that sets aside specific stabilization amounts may not be necessary.]

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

[Note: The school board determines this order.]

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: [Superintendent and Business Manager](#). Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. STABILIZATION ARRANGEMENTS

[Note: If the school board has established any arrangement(s) for emergencies and other contingencies, the description(s) should be included in this section. The school board needs to specifically define the circumstances or conditions when these amounts may be used, which must be unanticipated adverse financial or economic circumstances. These circumstances or conditions cannot be situations that are expected to or which occur routinely. Stabilization arrangements should be reported as restricted or committed if they meet the criteria or, otherwise, should be reported as unassigned. They should not be reported as assigned. If the school board does not have any such arrangements, this section should be deleted.]

X. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level. ~~The annual review will occur after receiving the formal audited financial statements for the prior year ending 06/30/20XX.~~

[Note: The school board should determine the review period adequate for their school district and change "an annual" to "a quarterly" or "a monthly" or some other time frame if appropriate.]

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: ~~MSBA Service Manual, Chapter 7, Education Funding~~

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

**BOARD POLICY 720
Vending Machines**

Adopted ___ By Reference ___

Revised ___ **July 2023** _____

I. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to contract for, supervise, maintain and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

III. AUTHORIZATION

Automatic vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

[Note: This provision can be narrowed to apply only to specific facilities.]

IV. SUPERVISION; APPROVAL; LOCATION

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All

food, beverages, or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.

- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of any machine.
- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

v. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a facility-by-facility basis.

[Note: These provisions may need to be amended if the school board determines to contract for vending machine services on an exclusive and district-wide basis.]

- B. If the estimated that the aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with ~~Minn. Stat. §~~ **Minnesota Statutes section 123B.52.**

[Note: This dollar figure is lower than the \$175,000 statutory requirement for sealed bids but is recommended to protect the interests of the public.]

- C. If the estimated that the aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with ~~Minn. Stat. §~~ **Minnesota Statutes section 123B.52.**

(Note: This dollar figure is lower than the \$25,000 statutory requirement for quotations but is recommended to protect the interests of the public.)

- D. The contracting process shall be conducted in compliance with ~~Minn. Stat. §~~ **Minnesota Statutes section 123B.52.** A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept

of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.

- E. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.
- F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.
- G. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.
- H. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- I. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between inventory and cash. Each time cash is removed from, or inventory is added to a

machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports shall be filed with the business office monthly and a copy shall be retained by the principal's office.

Legal References: Minn. Stat. § 123B.20 (Dealing in **School Supplies**)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (**Uniform Municipal Contracting Law ~~Contracts~~**)
Minn. Stat. § 471.87 (**Public Officers; Interest in Contract; Penalty ~~Conflict of Interest~~**)

Cross References: MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 702 (Accounting)

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

**BOARD POLICY 721
Uniform Grant Guidance Policy Regarding Federal Revenue Sources**

Adopted ___ By Reference ___

Revised July 2023

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

*[Note: School districts are required by the federal Uniform Grant Guidance regulations, 2 ~~C.F.R.~~ **Code of Federal Regulations** Part 200, to have the policies which establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. In June 2018, The United States Office of Management and Budget increased the threshold dollar amounts for both simplified acquisition costs (\$250,000) and micro-purchases (\$10,000).]*

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or sub recipient.
- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 ~~C.F.R.~~ **Code of Federal Regulations section** 200.101 (Applicability); or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 ~~C.F.R.~~ **Code of Federal Regulations section** 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
 3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 ~~C.F.R.~~ **Code of Federal Regulations** Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or sub award.
- E. Procurement Methods
1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 ~~C.F.R.~~ **Code of Federal Regulations** Subpart 2.1 or as periodically adjusted for inflation).

[Note: Minnesota school districts may choose to increase their federal micro-purchase threshold to \$25,000, which would align with the Minnesota limit. School districts choosing to adopt this increase must annually certify the higher threshold and the justification for using the higher threshold. Acceptable reasons for justification must meet one of the following criteria: (1) a qualification as a low-risk auditee, in accordance with the criteria established in 2 Code of Federal

Regulations section 200.520; (2) an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or (3) a higher threshold consistent with state law.]

2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).
 3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
 5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 ~~C.F.R.~~ **Code of Federal Regulations section 200.431** (Compensation - Fringe Benefits).
- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 ~~C.F.R.~~ **Code of Federal Regulations section 200.431(g)** for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.

- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.
- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district’s procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor

integrity, compliance with public policy, record of past performance, and financial and technical resources.

- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
 - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 - 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 - 3. Procurement by sealed bids (formal advertising).
 - 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors

considered; and

- e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the

solicitation period.

- K. Non-federal entities are prohibited from contracting with or making sub awards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., sub awards to sub recipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 ~~C.F.R.—§~~ **Code of Federal Regulations section** 180.215.

V. **MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 ~~C.F.R.—§§~~ **Code of Federal Regulations sections** 200.311, 200.314, and 200.315.

- B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.

5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions
1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
 2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
 3. “Omni Circular” or “2 ~~C.F.R.~~ Code of Federal Regulations Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
 4. “Advance payment” means a payment that a federal awarding agency or pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
- C. Allowable Costs. The following items are costs that may be allowable under the 2 ~~C.F.R.~~ Code of Federal Regulations Part 200s under specific conditions:
1. Advisory councils;
 2. Audit costs and related services;
 3. Bonding costs;
 4. Communication costs;
 5. Compensation for personal services;
 6. Depreciation and use allowances;
 7. Employee morale, health, and welfare costs;

8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 ~~CFR~~ Code of Federal Regulations Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 ~~CFR~~ Code of Federal Regulations Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);

6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 ~~C.F.R.~~ § Code of Federal Regulations section 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni

Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:

- a. Necessary for the proper and efficient performance or administration of the program.
- b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
- c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:

- a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in school wide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's

written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and
- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 ~~C.F.R.~~ § Code of Federal Regulations section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.

6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 ~~C.F.R.~~ § Code of Federal Regulations section 200.208 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 ~~C.F.R.~~ Code of Federal Regulations Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

- Legal References:**
- 2 C.F.R. § 200.12 (**Definitions**; Capital Assets)
 - 2 C.F.R. § 200.112 (Conflict of Interest)
 - 2 C.F.R. § 200.113 (Mandatory Disclosures)
 - 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
 - 2 C.F.R. § 200.214 (Suspension and Debarment)
 - 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
 - 2 C.F.R. § 200.302 (Financial Management)
 - 2 C.F.R. § 200.303 (Internal Controls)
 - 2 C.F.R. § 200.305(b)(1) (**Federal Payment**)
 - 2 C.F.R. § 200.310 (Insurance Coverage)
 - 2 C.F.R. § 200.311 (**Federally-owned and Exempt Property Real-Property**)
 - 2 C.F.R. § 200.313(d) (Equipment)
 - 2 C.F.R. § 200.314 (Supplies)
 - 2 C.F.R. § 200.315 (Intangible Property)
 - 2 C.F.R. § 200.318 (General Procurement Standards)
 - 2 C.F.R. § 200.319(c) (Competition)
 - 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
 - 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
 - 2 C.F.R. § 200.328 (**Financial Reporting ~~Monitoring and Reporting~~ Program Performance**)
 - 2 C.F.R. § 200.339 (Remedies for Noncompliance)
 - 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
 - 2 C.F.R. § 200.430 (Compensation – Personal Services)
 - 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)

2 C.F.R. § 200.447 (Insurance and Indemnification)
2 C.F.R. § 200.463 (Recruiting Costs)
2 C.F.R. § 200.464 (Relocation Costs of Employees)
2 C.F.R. § 200.474 (Transportation Costs)
2 C.F.R. § 200.475 (Travel Costs)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)

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

**BOARD POLICY 801
Equal Access to School Facilities**

Adopted ___ By Reference ___

Revised ___ **July 2023** _____

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

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:

1. influence the form or content of any prayer or other religious activity;
2. require any person to participate in prayer or other religious activity;
3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. “Limited open forum” means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. “Meeting” includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- C. “Noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.
- D. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- E. “Secondary school” means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;

- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 - 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
 - 1. Keep a log of application information.
 - 2. Find and assign a suitable room for the meeting or activity. The number

of students in attendance will be limited to the safe capacity of the meeting space.

3. Note the condition of the facilities and equipment before and after use.
 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. Of Westside Community Schools v. Mergens, 496 U.S. 226, ~~1105 S.Ct. 2356~~ (1990)
Good News Club v. Milford Central School, 533 U.S. 98, ~~1215 S.Ct. 2093~~ (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
~~MSBA Service Manual, Chapter 13, School Law Bulletin "O" (Equal Access Act)~~

Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.

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

**BOARD POLICY 802
Disposition of Obsolete Equipment and Material**

Adopted ___ By Reference ___

Revised ___ **July 2023** _____

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

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

- A. Authorization.

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

- B. Contracts Over \$175,000

- 1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks’ published notice in the official

newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000.

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000 the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation.

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees.

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers.

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is

disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:

- a. another school district;
- b. the state department of corrections;
- c. the board of trustees of Minnesota State Colleges and Universities;
or
- d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
- e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.

2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-priced meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (~~Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Sale or Purchase of State Property; Penalty~~)
Minn. Stat. § 123B.29 (Sale ~~of School Building~~ at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA ~~Service Manual, Chapter 13~~, School Law Bulletin "F" (School District Contract and Bidding Procedures)

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

**BOARD POLICY 805
Waste Reduction and Recycling**

Adopted ___ By Reference ___

Revised ___ **July 2023** _____

[Note: The obligations stated in this policy are substantial and are virtually all governed by statute. ~~Accordingly, you will see statutory references throughout the policy.~~ Obviously A school district may choose to add obligations by policy.]

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property and the establishment of a program of education to develop an awareness of environmentally sound waste management. ~~(Minn. Stat. § 115A.15, Subd. 1)~~

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. ~~(Minn. Stat. § 116.93, Subd. 1)~~

- B. “Mixed municipal solid waste” means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams. ~~(Minn. Stat. § 115A.03, Subd. 21)~~

- C. “Packaging” means a container and any appurtenant materials that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (~~Minn. Stat. § 115A.03, Subd. 22b~~)
- D. “Postconsumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (~~Minn. Stat. § 115A.03, Subd. 24b~~)
- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (~~Minn. Stat. § 115A.9157~~)
- F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (~~Minn. Stat. § 115A.15, Subd. 1a(a)~~)
- G. “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling, or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through bio degradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (~~Minn. Stat. § 115A.03, Subd. 25a~~)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (~~Minn. Stat. § 115A.03, Subd. 25b~~)
- I. “Resource conservation” means the reduction in the use of water, energy and raw materials. (~~Minn. Stat. § 115A.03, Subd. 26a~~)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (~~Minn. Stat. § 115A.15, Subd. 1a (b)~~)
- K. “Source-separated compostable materials” means mixed solid waste that:
1. are separated at the source by waste generators for the purpose of preparing it for use as compost;
 2. are collected separately from mixed municipal solid wastes and are governed by state licensing provisions ;
 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the

Commissioner has determined that no other person is willing to accept the paper for recycling;

4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and
5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

~~(Minn. Stat. § 115A.03, Subd. 32(a))~~

L. "Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:

1. reusing the product in its original form;
2. increasing the life span of a product;
3. reducing material or the toxicity of material used in production or packaging; or
4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

~~(Minn. Stat. § 115A.03, Subd. 36b)~~

IV. WASTE DISPOSAL

A. The school district will attempt to decrease the amount of waste consumable materials by:

1. reduction of the consumption of consumable materials whenever practicable;
2. full utilization of materials prior to disposal;
3. minimization of the use of non-biodegradable products whenever practicable.

- B. Each school district facility shall also collect at least three recyclable materials such as, but not limited to, the following: paper, glass, plastic and metal. (~~Minn. Stat. § 115A.151~~)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (~~Minn. Stat. § 115A.151~~)
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:
 - 1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
 - 2. develop and implement a plan for managing the potential liability; and
 - 3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (~~Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4~~)

- E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:
 - 1. Solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
 - 2. the land unless approved by the PCA; or
 - 3. the waters of the state, an individual sewage treatment system, or in a storm water or wastewater collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the PCA;

- b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
- c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.
~~(Minn. Stat. § 115A.916)~~

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

- 1. in solid waste; or
- 2. in a wastewater disposal system.

~~(Minn. Stat. § 115A.932, Subd. 1(a))~~

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

- 1. in a solid waste processing facility; or
- 2. in a solid waste disposal facility.

~~(Minn. Stat. § 115A.932, Subd. 1(b))~~

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under ~~Minn. Stat. § Minnesota Statutes section 216B.241, Subds. subdivision2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))~~

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all

batteries or battery packs have not been removed. (~~Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)~~)

- J. The school district may not place yard waste:
1. in mixed municipal solid waste;
 2. in a disposal facility;
 3. in a resource recovery facility, except for the purposes of reuse, composting, or co-composting; or
 4. in a plastic bag unless exempt as specified in ~~Minn. Stat. §~~ Minnesota Statutes section 115A.931(c), (d), or (e).

~~(Minn. Stat. § 115A.931)~~

- K. The school district may not place a telephone directory:
1. in solid waste;
 2. in a disposal facility; or
 3. in a resource recovery facility, except a recycling facility.

~~(Minn. Stat. § 115A.951, Subd. 2)~~

- L. The school district may not:
1. place major appliances in mixed municipal solid waste; or
 2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

~~(Minn. Stat. § 115A.9561)~~

- M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (~~Minn. Stat. § 115A.9565)~~)

- N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (~~Minn. Stat. § 115A.961, Subd. 3)~~)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ten percent, the school district may

purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (~~Minn. Stat. § 16B.122, Subd. 3a~~)

- ~~B.~~ When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (~~Minn. Stat. § 16C.073, Subd. 3(b)~~)
- C. Whenever practicable, the school district will:
1. purchase uncoated copy paper, office paper, and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
 2. purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight;
 3. purchase paper which has not been dyed with colors, excluding pastel colors;
 4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
 5. use reusable binding materials or staples and bind documents by methods that do not use glue;
 6. use soy-based inks;
 7. purchase printer or duplication cartridges that:
 - a. have 10 percent post-consumer material; or
 - b. are purchased as remanufactured; or
 - c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in ~~Minn. Stat. § Minnesota Statutes section~~ 115A.03, ~~Subd. subdivision~~ 25b.
 8. produce reports, publications and periodicals that are readily recyclable;
 9. purchase paper which has been made on a paper machine located in Minnesota; and
 10. print documents on both sides of the paper where commonly accepted publishing practices allow.

- D. The school district may not use a specified product included on the prohibited products list published in the State Register. (~~Minn. Stat. § 115A.9651~~)
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (~~Minn. Stat. § 16C.073, Subd. 3(b)~~)
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (~~Minn. Stat. § 16B.122, Subd. 3b~~)

VI. OTHER

The policy of the school district to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

Legal References: Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (~~Recycling Requirements; Public Entities; Commercial Buildings; Sports Facilities State and Local Facilities~~)
Minn. Stat. § 115A.46 (~~Regional and Local Solid Waste Management Plan; Requirements~~)
Minn. Stat. § 115A.471 (Public Entities; ~~Management of~~ Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposing of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste; Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 ~~and 4~~ (~~Public Utilities; Energy Conservation and Optimization Energy Conservation Improvement~~)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References: None

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

**BOARD POLICY 807
Health and Safety Policy**

Adopted ___ By Reference ___

Revised **July 2023** _____

*[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the **Minnesota** Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. This policy has been approved by the Minnesota Department of Education.*

*The subdivisions of **Minn. Stat. § Minnesota Statutes section 123B.57** that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.]*

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety

advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe 807-2 work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under ~~Minn. Stat. § Minnesota Statutes section~~ 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under ~~Minn. Stat. § Minnesota Statutes section~~ 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:

1. Asbestos
2. Fire and Life Safety
3. Employee Right to Know
4. Emergency Action Planning
5. Combustible and Hazardous Materials Storage
6. Indoor Air Quality
7. Mechanical Ventilation
8. Mold Cleanup and Abatement
9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools 807-3
10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and

corrective action **will be** taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.

- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify 807-4 potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (~~Capital Expenditure~~; Health and Safety **Projects**)
Minn. Stat. § 182.676 (Safety Committees)

Minn. Rules Part 5208.0010 (**Accident and Injury Reduction Program; Applicability**)

Minn. Rules Part 5208.0070 (**Accident and Injury Reduction Program; Alternative Forms of Committee**)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

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

**BOARD POLICY 901
Community Education**

Adopted ___ By Reference ___

Revised ___ **July 2023** ___

I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit

agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.

- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.
- D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; **Uses for School and Nonschool Purposes; Closings Access for Noncurricular Purposes**)
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

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

**BOARD POLICY 903
Visitors to School District Buildings and Sites**

Adopted ___ By Reference ___

Revised ___ **July 2023** _____

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school district administration shall ~~develop~~ **present recommended** visitor and post-secondary enrollment options student procedures and requirements **to the school board for review and approval**. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. **Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.**
- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options **Act Program**)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (~~Trespasses on School Property~~)

Cross References: **None**

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

**BOARD POLICY 906
Community Notification of Predatory Offenders**

Adopted ___ By Reference ___

Revised ___ **July 2023** ___

[Note: School board adoption of a policy regarding a predatory offender notification is discretionary. ~~The Sex Offender Community Notification Act, Minn. Stat. § Minnesota Statutes section 244.052~~ imposes duties on law enforcement agencies but does not impose mandatory notification duties on school districts except as set forth in Paragraph IV.B.6., below.]

However, the school district may wish to adopt a policy if it intends to respond to these notifications from local law enforcement agencies. School districts are cautioned that the procedures contained in this policy are not mandatory or required by the statute and may impose liability upon the school district if they are not properly followed. Accordingly, before this policy is adopted, the school district should consider carefully whether it wishes to undertake the responsibilities outlined herein.] **NOT IN CURRENT MSBA POLICY**

I. PURPOSE

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of this school district is to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place

children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.

- C. The superintendent, in conjunction with the building principal or designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and students.

III. DEFINITIONS

- A. The ~~“Sex Offender Community Notification Act,” Minn. Stat. § Minnesota Statutes section 244.052~~, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.
- B. “Risk Level Assessment” is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification. (~~Minn. Stat. § 244.052, Subds. 2, 3~~)
- C. “Risk Levels.”
 - 1. “Level I” – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.
 - 2. “Level II” – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.
 - 3. “Level III” – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.

(~~Minn. Stat. § 244.052, subd. 3(e)~~)
- D. “Notification or Disclosure by Law Enforcement Agency.”
 - 1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
 - 2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School

districts, private schools, day care centers and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.

3. Risk Level III – In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.

~~(Minn. Stat. § 244.052, subd. 4)~~

- E. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.
 1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
 2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.
- F. “Law enforcement agency” means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release. ~~(Minn. Stat. § 244.052, subd. 1(3))~~
- G. “Criminal history conviction data” is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA). ~~(Minn. Stat. § 13.87)~~

IV. PROCEDURES

A. Level II Notification.

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district’s care while they are on or near the school district’s premises or under the control of the school district, the school district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and central office administrators. This would include transportation, food service and buildings and grounds supervisors.

3. Principals of schools in close proximity to the Level II predatory offender's residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
4. The school district shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the school district obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the school district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while they are on or near school premises.
5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The school district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

[Note: The Minnesota Department of Administration issued an opinion confirming that the Predatory Offender Fact Sheet contains private data or not public data. However it is the department's opinion that a school district may release any information contained in the notification to anyone if it determines that the release of data will help secure the school or protect students.]

B. Level III Notification.

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of community meetings are to be provided to the superintendent of schools.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the school district of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.

3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date and location of the community meeting.
4. When notified of a Level III predatory offender community meeting the superintendent or another school district administrator designated by the superintendent shall attend the community notification meeting.
5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school district shall follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the school district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the school district of the contents of the Offender Fact Sheet.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 244.052 (~~Predatory Offenders; Notice Community Notification~~)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
~~34 U.S.C. 20901 42 U.S.C. § 16901 et seq. (Jacob Wetterling, Megan Nicole Kanka, and Pam Lychner Sex Offender Registration and Notification Program Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program)~~
Dept. of Admin. Advisory Op. No. 98-004

Cross References:

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 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

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

**BOARD POLICY 907
Rewards**

Adopted ___ January 17, 2006 ___

Revised _____ **July 2023** _____

[Note: A school board must formally adopt a policy authorizing rewards for information leading to the conviction of the person committing or conspiring to commit the specified crimes before a reward may be offered.]

I. PURPOSE

The purpose of this policy is to authorize the school board to offer rewards to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students or school employees, volunteers, or school board members as a result of their affiliation with the school district, or against school district property.

II. GENERAL STATEMENT OF POLICY

The School Board believes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, school employees, volunteers, school board members, or school district property. The school board also believes that the fact that the school board may offer a reward may have a deterrent effect on the commission of such crimes.

III. APPROVAL OF OFFERING OF REWARDS

The school board shall approve the offering of any rewards by the school district. The approval shall specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime, i.e., assault of a teacher, damage to school property, etc.

IV. ESTABLISHMENT OF PROCEDURES

The superintendent shall develop directives and procedures to address the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of the person who committed or conspired to commit the crime for which the reward was offered.

Legal References: Minn. Statute § 123B.02, Sub. 22 (**General Powers of Independent School Districts Reward**)

Cross References:

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

**BOARD POLICY 702
Accounting**

Adopted ___ By Reference ___

Revised ___ **May 2023** _____

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MAINTENANCE OF BOOKS AND ACCOUNTS

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

IV. PERMANENT FUND TRANSFERS

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

V. REPORTING

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

Legal References: Minn. Stat. § 123B.02 (~~General Powers of Independent School District Powers~~)
Minn. Stat. § 123B.09 (~~Boards of Independent School Districts School Board Powers~~)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (~~Officers of Independent School Districts Duties of School Board Clerk~~)
Minn. Stat. § 123B.75 (Revenue; Reporting)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow; School District Revenues, Borrowing for Current Operating Costs; Capital Expenditure Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

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

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

**BOARD POLICY 103
Complaints – Students, Employees, Parents, Other Persons**

Adopted ___ By Reference ___

Revised ___ **May 2023** ___

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees, or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party

concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Privacy Considerations)
MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA School Law Bulletin "I" (School Records-Privacy-Access to Data)

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

**BOARD POLICY 104
School District Mission Statement**

Adopted ___ By Reference ___

Revised ___ **May 2023** ___

I. PURPOSE

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

II. GENERAL STATEMENT OF POLICY

The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. MISSION STATEMENT

Through intentional partnership with parents and the community, the International Falls School District prepares every student to become a contributing citizen by developing their maximum potential within a safe and inclusive climate of mutual respect and trust.

IV. REVIEW

The school board will review the school district's mission statement along with the strategic plan on an ongoing basis. ~~every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.~~

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)

Cross References: None

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

**BOARD POLICY 423
Employee-Student Relationships**

Adopted ___ By Reference ___

Revised ___ May 2023 _____

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.

2. Having any interaction/activity of a sexual nature with a student.
 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints– Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, 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. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Suspension or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13 (b) (Employment; Contracts; Termination)
Minn. Stat. §§ 609.341–609.352 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

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 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees)
MSBA/MASA Model Policy 507 (Corporal Punishment)

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

**BOARD POLICY 424.5
Coaches/Advisors**

Adopted ___ June 16, 2003 ___

Revised ___ May, 2023

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

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

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

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

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

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

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

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

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

**BOARD POLICY 424.6
Professional Standards Varsity Coaches**

Adopted ___ August 21, 2006 ___

Revised _____ **May, 2023** _____

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

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

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

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

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

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

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

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

**BOARD POLICY 425
Staff Development**

Adopted ___ By Reference ___

Revised ___ **May, 2023** _____

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

I. PURPOSE

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

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

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

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

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

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

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

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

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

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

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

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

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

2. The means to achieve the Staff Development outcomes;

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

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

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

- f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
 - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
- a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minnesota Statutes, section 120B.125;
 - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
 - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;

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

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

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

development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

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

V. STAFF DEVELOPMENT FUNDING

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2) principal development and evaluation under section 123B.147, subdivision 3; (3) professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

- D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds, or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:
1. additional stipends as incentives to mentors of color or who are American Indian;
 2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;
 3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or
 4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

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

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly* basis the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the School Board and/or

Superintendent for consistency with the Staff Development Plan [on an annual basis](#).

- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. The School District and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.

- 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
- 2. The report will provide a breakdown of expenditures for:
 - a. curriculum development and curriculum training programs;
 - b. staff development training models, workshops, and conferences; and
 - c. the cost of releasing teachers or providing substitute teachers for staff development purposes.

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

- 3. The report will be signed by the superintendent and staff development chair.
- B. To the extent the school district receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)

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

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

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

**BOARD POLICY 510
School Activities**

Adopted ___ By Reference ___

Revised ___ **May, 2023** ___

I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C. The superintendent shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.

- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.
- F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

Legal References: Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)

III. DEFINITIONS

- A. **“Drug-related overdose”** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **“Naloxone Coordinator”** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district’s Naloxone Coordinator is [Leah Bacon, School Nurse](#).
- C. **“Opiate”** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team (“District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

- 1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community

partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.

2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
 - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The District Planning Team will determine the type and method of annual training identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

B. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

C. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).

[Note: School districts may decide that Naloxone will not be sent on field trips, transportation or activities that occur outside of the typical school day or off school property and may modify this statement accordingly. If Naloxone is provided during these auxiliary activities, schools should ensure that it is only provided if there is an available trained staff member to administer it and that the medication can be safely and legally stored and transported.]

- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
Minn. Stat. § 152.212 (Labeling of Prescription Drug Containers)
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone

ⁱ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intermuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

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

**BOARD POLICY 517
Student Recruiting**

Adopted ___ By Reference ___

Revised ___ **May 2023** ___

I. PURPOSE

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

III. DEFINITION

- A. The terms “undue influence” or “competing for enrollment” shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student’s transfer to participate in a sport or activity.

- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

IV. PROCEDURES

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.
- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. State High School League Bylaws

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
~~MSBA Service Manual, Chapter 10, Minnesota State High School League (MSHSL)~~

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

**BOARD POLICY 703
Annual Audit**

Adopted ___ By Reference ___

Revised ___ **May 2023** ___

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

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the **Minnesota** Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by ~~Minn. Stat. §~~ **Minnesota Statutes section 123B.14, Subd. subdivision 7.**

- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Audit Guide for School Districts issued by the Office of the State Auditor.
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in ~~Minn. Stat. Ch.~~ Minnesota Statutes chapter 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (~~General Powers of Independent School Districts~~
~~School District Powers~~)
Minn. Stat. § 123B.09 (~~Boards of Independent School Districts~~
~~School Board Powers~~)
Minn. Stat. § 123B.14, Subd. 7 (~~Officers of Independent School Districts~~
~~Duties of School Board Clerk~~)
Minn. Stat. § 123B.77, Subds. 2 and 3 (~~Accounting, Budgeting, and~~
~~Reporting Requirement Audited Financial Statements; Statement for~~
~~Comparison and Correction~~)

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

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES

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



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

Definitions:

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

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

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

NOW, THEREFORE, it is agreed:

I. DUTIES & RESPONSIBILITIES

A. Bemidji State University shall:

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

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

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

Ensure that the BSU records office:

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

Ensure that each university faculty mentor:

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

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

- By May 1 of each year for Fall Semester and by December 1 of each year for Spring Semester, send a request for course offerings to the University's Center for Extended Learning.

- Within 5 days of the beginning of each course, provide the enrollment list for each concurrent enrollment course, to include the full name of each student who plans to enroll in the course, with the understanding that in order to be listed, the student meets the criteria to be eligible for participation in a concurrent enrollment course (see “Student Qualifications” section). The high school shall be responsible for ensuring that the student meets the eligibility requirements for concurrent enrollment courses.
 - In order to register for a course, all students must submit a signed/completed College in the High School Student Admission and Registration Form.
- Assist in student compliance with the Drop-Add and Withdrawal Policies (see “Other Provisions” section), sign off on forms as student advisor, and submit forms to the University’s Center for Extended Learning.
- To the extent possible, provide counseling services to students and their parents (or guardian) before students enroll in BSU College in the High School courses. This ensures that the student and their parents (or guardian) are fully aware of the risks and possible consequences of enrolling in concurrent enrollment courses.
- Work with University staff to schedule and administer the Accuplacer exam for students interested in concurrent enrollment courses prior to student admission and registration, if required/requested.
- Provide all textbooks and other instructional materials/equipment required for the course as determined by the sponsoring academic department and faculty mentor.

Ensure the following course scheduling requirements:

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

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

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

II. OTHER PROVISIONS

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

Instructor Qualifications

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

Student Requirements

- Eligible students are currently enrolled seniors in the top 50% of their class or score at or above the 50th percentile on a nationally standardized test (ACT or SAT) and currently enrolled juniors in the upper one third of their class or score at or above the 70th percentile on a nationally standardized test (ACT or SAT). Approval must be granted by a high

school counselor and the instructor of each course prior to a determination of admission. (per MinnState Policy Chapter 3.5.1, Part 2, Subpart A)

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

Dropping and Adding a Course

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

Withdrawal

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

III. CONSIDERATION AND TERMS OF PAYMENT.

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

Falls High School agrees to pay the University \$3300 per concurrent enrollment course. With permission of the sponsoring BSU academic department, up to two sections of each course may be offered by the High School per semester. Proposed course offerings for the 2023-24 academic year include:

Fall Semester 2023

- ENGL 1151 Composition
- ENGL 2337 American Literature from 1865 – present
- HST 1304 World History I
- MATH 1100 Mathematical Reasoning

- MATH 1470 Precalculus
- POL 1200 Intro to American Politics

Spring Semester 2024

- BUAD 1100 Intro to Business
- ECON 2100 Macroeconomics
- ENGL 2152 Argument and Exposition
- HST 1305 World History II
- MATH 1170 College Algebra
- MATH 2471 Calculus I

- B. **Terms of Payment.** Payment shall be made by the high school within thirty (30) days after the University has presented invoices for services performed to the high school.
- IV. **TERMS OF AGREEMENT.** This agreement shall be effective July 1, 2023, or upon the date that the final required signature is obtained by the University, whichever occurs later, and shall remain in effect until June 30, 2024, or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.
- V. **CANCELLATION.** This Agreement may be cancelled during its term only by mutual agreement between the High School and the University. In the event of such a cancellation, the University shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
- VI. **ASSIGNMENT.** Neither the University nor the High School may assign or transfer any rights or obligations under this Agreement without the prior consent of the other part.
- VII. **AMENDMENTS.** Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original agreement, or their successors in office.
- VIII. **LIABILITY.** The High School agrees to indemnify and save and hold the University, its representatives and employees, harmless from any and all claims or cause of action arising from the performance of this contract by the High School or the High School's agents or employees. This clause shall not be construed to bar any legal remedies the high school may have for the University's failure to fulfill its obligations pursuant to this contract.
- IX. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE.** The High School agrees that in fulfilling the duties of this contract, the High School is responsible for complying with the applicable provisions of the American with Disabilities Act, 42 U.S.C. Section 12101, et seq. and regulations promulgated pursuant to it. The University is not responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

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

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

- XII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS. The University shall own all rights, including all intellectual property rights, in all original materials, including any curriculum materials, inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically or magnetically recorded materials, and other work in whatever form, developed by the University and its employees and contractors individually or jointly. Materials developed jointly between any University employee and/or contractor and any high school employee in the performance of its obligation under this contract shall be jointly owned by the University and the High School. Materials developed individually by any high school employee in performance of his/her duties under this contract shall belong to the High School; however, the University shall have a non-exclusive, unrestricted right to use such materials in the future. This provision shall not apply to materials developed by the High School, its contractors and/or employees, or those developed by the High School or any high school employee prior to the existence of this contract.
- XIII. PUBLICITY. Any publicity given the program, publications, or services provided resulting from this Agreement, including, but not limited to, notices, information pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the High School or its employees individually or jointly with others, or any subcontractors shall identify the University as the sponsoring agency and shall not be released prior to approval by the University's authorized representative.

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

Name: Tim Everson

Address: 1515 11th St, International Falls, MN 55649

Telephone: 218-283-2571, ext. 104

E-Mail: teverson@isd361.org

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

Name: Lynn Johnson, Extended Learning

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

Telephone: 218-755-2068

E-Mail: ljohnson@bemidjistate.edu

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

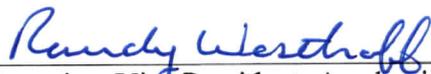
APPROVED:

FALLS HIGH SCHOOL

By  _____
Principal

Dated: 05-19-23

BEMIDJI STATE UNIVERSITY

By  _____
Associate Vice President, Academic Affairs

Dated: 6/6/2023

From: Community Education - ISD #361 Int'l Falls
1515 11th St
International Falls, MN 56649

Facilities Agreement

Last Edited: 6/15/23 at 11:19am

Permit # 2306-0011

Contact/Billing Person: Kevin Grover
Office Phone: (218) 283-2571 Email: kgrover@isd361.org

EVENT NAME: Falls Figure Skating Club
To: #361
1515 11th Street
Int'l Falls, MN 56649

Date/Time	Location/Activity/Detail	Units	Rate	Subtotal
Mon 7/31/2023 6:00pm - 10:00pm	Bronco Arena - Arena Falls Figure Skating Club	4.00	\$ 70.00	\$ 280.00
Tue 8/1/2023 6:00pm - 10:00pm	Bronco Arena - Arena Falls Figure Skating Club	4.00	\$ 70.00	\$ 280.00
Wed 8/2/2023 6:00pm - 10:00pm	Bronco Arena - Arena Falls Figure Skating Club	4.00	\$ 70.00	\$ 280.00
Thu 8/3/2023 6:00pm - 10:00pm	Bronco Arena - Arena Falls Figure Skating Club	4.00	\$ 70.00	\$ 280.00
Fri 8/4/2023 6:00pm - 10:00pm	Bronco Arena - Arena Falls Figure Skating Club	4.00	\$ 70.00	\$ 280.00
Mon 8/7/2023 6:00pm - 10:00pm	Bronco Arena - Arena Falls Figure Skating Club	4.00	\$ 70.00	\$ 280.00
Tue 8/8/2023 6:00pm - 10:00pm	Bronco Arena - Arena Falls Figure Skating Club	4.00	\$ 70.00	\$ 280.00
Wed 8/9/2023 6:00pm - 10:00pm	Bronco Arena - Arena Falls Figure Skating Club	4.00	\$ 70.00	\$ 280.00
Thu 8/10/2023 6:00pm - 10:00pm	Bronco Arena - Arena Falls Figure Skating Club	4.00	\$ 70.00	\$ 280.00
Fri 8/11/2023 6:00pm - 10:00pm	Bronco Arena - Arena Falls Figure Skating Club	4.00	\$ 70.00	\$ 280.00
Summary	Facilities Rental:		\$ 2800.00	Estimated Total Charges: \$ 2800.00

Other Needs:	\$ 0.00	Balance Due:	\$ 2800.00
Extra Charges:	\$ 0.00	Total Amount Paid:	\$ 0.00
		Remaining Balance Due:	\$ 2800.00

The Sponsor will use ISD 361 facilities (Facilities) for the event set forth in the attached Facilities Use Request Form (Event) completed by the Sponsor and accepted by ISD 361.

- 1. RESPONSIBILITY:** All activities must have appropriate adult supervision. The Lessee agrees and will be responsible for any damage to the facility by the Lessee or the Lessee's agents, assigns, or participants in any activity sponsored, controlled, or organized by the lessee, or for activities over which the Lessee has control or for which purpose the space is leased.
- 2. INDEMNITY:** The Sponsor agrees to indemnify, save and hold harmless International Falls Public Schools, ISD 361 and all their officers, employees, and agents, individually and collectively, for any and all claims, demands, suits, causes of action, or judgments (including defense and other costs) any person had, now has, or may have in the future arising out of the Lessee's use and/or occupancy of the leased premises, including any and all incidences and occurrences which cause bodily injury, property damage, or death. International Falls Public Schools, ISD 361, assumes no liability for personal injury suffered by reason of the use of such school property pursuant to this agreement.
- 3. INSURANCE AND INDEMNIFICATION:** Sponsor agrees to assume all risk of and liability for -- and further agrees to defend, indemnify, and hold harmless -- the International Falls Public Schools, ISD 361 and its agents, officers, and employees, from and against any and all claims based on the vicarious liability of International Falls Public Schools, ISD 361 or its agents, officers, and employees, but not against claims based solely on International Falls Public Schools, ISD 361 comparative fault, negligence, or intentional misconduct. Sponsor shall secure and keep in force during the entire term of the Event (from an insurance company, government self-insurance pool, or government self-retention fund authorized to do business in Minnesota ... singularly or collectively referred to, as the case may be, the "insurance carrier") a commercial general liability insurance policy or coverage ("policy") for any and all claims of any nature for bodily injury, property damage, personal and advertising injury, or other harm or loss arising out of or in connection with the Event(s). The policy shall name International Falls Public Schools, ISD 361 (and including its agencies, officers, and employees) as an additional insured. Sponsor shall furnish a certificate of insurance from the insurance carrier showing the endorsement naming ISD as an additional insured to the policy with limits of liability of at least \$500,000 per person and \$1,500,000 per occurrence consistent with Minnesota Statute section 466.01, et seq.

The policy must provide that the policy may not be canceled without 10 days prior written notice to International Falls Public Schools, ISD 361 and shall contain a "Waiver of Subrogation" (waiving any right of recovery the insurance carrier may have against ISD). The policy must provide that any fees, costs, expenses, or other charges for or related to the investigation or defense of any claim or suit shall be outside of (i.e., in addition to, without any cap or limit) any otherwise applicable limit of liability of the policy. Sponsor will deliver said certificate of insurance and endorsement to International Falls Public Schools, ISD 361 at least 5 days prior to the Event.

- 4. ORDERLY USE:** The Lessee agrees that the Lessee and its employees, agents, volunteers, invitees and guest will comply with all directives of the school staff and policies of the school and all laws of the state of MN. These include, but are not limited to the following: • No weapons on campus • No drugs or controlled substances on campus • No alcoholic beverages will be sold or consumed on campus • The use of tobacco substances is not allowed on campus
- 5. NO TRANSFER, ASSIGNMENT OR SUBLEASE:** The Lessee may not transfer or assign this agreement or sublet any part of said premises without the express written consent of the Superintendent of Schools.
- 6. VIOLATION OF AGREEMENT:** If the Lessee violates any of the covenants of this agreement, the Superintendent of International Falls Public Schools, ISD 361, or his/her designee or the school principal, may, without notice to the Lessee, terminate the agreement and retake possession of the premises.

- 7. ALTERATIONS/EQUIPMENT:** No alterations are to be made to school property without the written consent of the Superintendent. Rental of facilities does not include use of school equipment or any product/supplies unless approved. At the permission and prior approval of the Superintendent, the Lessee may be allowed to rearrange furniture in the school facility. The Lessee must return any moved furniture to its proper location.
- 8. CONFIRMATION OF AGREEMENT:** The agreement is not in force until signed by the Lessee, accepted and signed by the school official, and the amount designated as "Total User Fee" has been received by the school. The Lessee and the Superintendent shall retain fully executed copies of this document.
- 9. CANCELLATION:** This agreement may be cancelled by the school district at their discretion. In the event of an emergency, the school district may use their discretion for cancellation of events. (ex. inclement weather). If the school is closed due to weather, emergency, etc., all events and rentals are canceled until the schools are officially reopened.
- 10. REMOVAL OF PROPERTY:** The Lessee is responsible for the removal of all of their supplies and materials used in conjunction with the event immediately upon its end. Those items not removed within 24 hours after the event date shall be disposed of by the school at the expense of the Lessee. The school shall assume no responsibility for these items before, during, or after the event.
- 11. SECURITY:** The Lessee agrees to reimburse the school for employment of a sufficient number (as deemed necessary by the Superintendent, at his/her sole discretion) of duly authorized law enforcement officers for the purpose of maintaining order, protecting the public and school property, and enforcing regulations and laws of the state of MN, or to provide additional, sufficient security as deemed necessary by the Superintendent. The Lessee will not be permitted to use the school property if the Lessee fails to cooperate with law enforcement. This reimbursement shall be in addition to the "total User Fees", and described within the Facility Fee Schedule.
- 12. PAYMENT FOR DAMAGES:** The Lessee agrees to pay costs of repair or replacement for damages, which may have occurred during the term of this agreement in order to restore the rented space or other parts of the campus affected by the event at a condition equal to that prior to the event.
- 13. ADDITIONAL REGULATIONS AND CONDITIONS OF USE:** International Falls Public Schools, ISD 361, reserves the right to impose any additional rules or regulations, or to set special use arrangements, whether or not expressly provided herein, which may be necessary for the best interest of the school, and such regulations shall be binding upon the Lessee.
- 14. FOOD AND DRINK:** No eating or drinking will be allowed except where provisions are made for such activities in advance, and the provisions must comply with regulations of the State Department of Human Resources, Division of Health Services, and the Koochiching County Health Department. No open or pit fires, nor candles, will be allowed under any circumstances. In addition, no portable cooking devices fueled by charcoal, propane gas, or powered by any other means may be used without the prior consent of the Superintendent of Schools.
- 15. PUBLIC SAFETY:** The Lessee agrees that at all times he/she/they will conduct activities with full regard to public safety, and will observe and abide by all applicable regulations. All portions of sidewalks, entries, doors, passages, halls, corridors, stairs, and all ways of access to public utilities shall be kept unobstructed by the Lessee. The Lessee is not to bring onto the premises any material, substance, equipment, or object, which is likely to constitute a hazard to the property without the prior written consent of the school Superintendent.
- 16. CONTROL OF FACILITY AND RIGHT OF ENTRY:** In renting the identified facilities to the Lessee, it is understood that International Falls Public Schools, ISD 361, does not relinquish the right to control the management thereof, and to enforce all necessary laws, rules, and regulations. Duly authorized representatives of International Falls Public Schools, ISD 361, may enter the premises without any restriction whatsoever.
- 17. CARE OF FACILITY:** The Lessee shall not injure or deface the premises or any equipment therein. The Lessee shall not drive any nails, hooks, tacks, or screws into any part of the building, nor make any alterations of any kind to said facility.
- 18. PARKING:** Parking will be permitted only in areas designated for such use. Parking will not be permitted on grassed or landscaped areas.

I have read and agree to abide by the rules and regulations governing facility use at International Falls Public Schools, ISD 361. I agree to be billed for any additional hours utilized but not listed on this agreement.

Signature
Beth Slatinski
Community Education - ISD #361 Int'l Falls

Attachments:
Potluck Events MDH
Special Event Food Stand MDH
FACS Room 130

Signature
Kevin Grover
#361

IEA, INC.

PROPOSAL



Contact Us:

BROOKLYN PARK OFFICE
9201 W. BROADWAY, #600
BROOKLYN PARK, MN 55445
763-315-7900

MANKATO OFFICE
610 N. RIVERFRONT DRIVE
MANKATO, MN 56001
507-345-8818

ROCHESTER OFFICE
210 WOOD LAKE DRIVE SE
ROCHESTER, MN 55904
507-281-6664

BRAINERD OFFICE
601 NW 5TH ST. SUITE #4
BRAINERD, MN 56401
218-454-0703

MARSHALL OFFICE
1420 EAST COLLEGE DRIVE
MARSHALL, MN 56258
507-476-3599

VIRGINIA OFFICE
5525 EMERALD AVENUE
MOUNTAIN IRON, MN 55768
218-410-9521

www.ieasafety.com

800-233-9513

2023 - 2026

Environmental, Health and Safety Management Services

for

International Falls Public Schools

MAY 16, 2023

PROPOSAL #11302

2023-2026 Environmental, Health and Safety Management Services

PROPOSAL PROVIDED TO:

Tom Holt
Buildings and Grounds Director
International Falls Public Schools
1515 Eleventh Street
International Falls, MN 56649
Phone: (218) 283-2571
E-mail: tholt@isd361.org

PROPOSAL CONTACT:

Taylor Dickinson, CSP
Virginia & Brainerd Regional Manager
IEA, Inc.
5525 Emerald Avenue
Mountain Iron, MN 55768
Phone: (218) 410-9521
E-mail: Taylor.Dickinson@ieasafety.com

PROJECT INTRODUCTION

The Institute for Environmental Assessment, Inc. (IEA) is pleased to offer this proposal to provide a knowledgeable support team to meet your Environmental, Health and Safety (EH&S) compliance needs in conjunction with the Northeast Service Cooperative (NESC). IEA will assist the District in the implementation of safety programs, identification of health and safety related hazards and overall consulting based on the District's needs.

This proposal includes traditional EH&S management services, online training services, as well as the option to proceed with regularly occurring projects.

Per the suggestion of a client and to assist with budgeting, this proposal has the option to select to proceed with standard, regularly occurring services, including lead-in-water sampling, AHERA Third Year inspections, radon testing, and bleacher certification inspections. If you opt not to proceed at this time, IEA will submit a project-specific proposal when the service is due to be completed.

SCOPE OF WORK

EH&S Management

IEA will provide EH&S management services to assist in compliance with: Occupational Safety and Health Administration (OSHA), Minnesota Department of Education (MDE), Minnesota Pollution Control Agency (MPCA), National and Minnesota State Fire Code and other federal, state, and local regulations. Please see Appendix A for a list of possible related tasks.

IEA will review identified health and safety programs for compliance with applicable regulations. This program review will be documented as the annual program review which is required or recommended for most of the District's written programs. A final report will be developed, including details on each program, as well as recommendations and/or plans for bringing programs into compliance. Annual compliance tasks will be identified prior to the start of each fiscal year and communicated to the District via a scheduling letter.

In an effort to reduce the number of times safety trainings need to be provided due to staffing changes throughout the year, to save time on "Welcome Back" day and ultimately to reduce District costs, IEA has turned to online safety training for some groups. Two years ago, IEA launched customized online training using the *Thinkific* platform. The *Thinkific* platform allows IEA to customize online videos and other training materials to be used for training your district staff. It has been utilized with great success and will continue to be the preferred platform for IEA training in the future.

2023-2026 Environmental, Health and Safety Management Services

IEA will continue to utilize the Thinkific online training platform to provide the following trainings to your staff members:

- Annual health and safety training for teaching, administrative, and support staff
- Annual health and safety training for food service staff
- Annual health and safety training for art department staff
- Annual health and safety training for industrial arts department staff
- Annual health and safety training for science department staff
- AHERA Designated Person training (completed by your District's Designated Person)
- Hazardous materials training (required to be completed by certain positions every three years)
- Temporary worker safety training (for summer workers that may be hired for painting, grounds work, etc.)
- Automotive lift safety training (required to be completed annually by users)
- Asbestos 2-hour initial awareness training (required to be completed by all new maintenance or custodial staff)

Annual training links will be prepared and distributed to District representatives, in early August each year. Other training courses listed above will be distributed to staff members as they are necessary. Maintenance, custodial and transportation staff sessions will remain completed in-person as a regular EH&S site visit listed on the scheduling letter.

Individual Projects due to be Completed

Project specific scope of works may be located in Appendix B.

LIMITATIONS & ASSUMPTIONS

IEA will remain flexible to accommodate the District's needs; however, any project work outside of this scope of work or sampling, equipment fees or additional contractors will be provided in a project-specific scope of work with an associated fee.

The District is expected to provide sufficient workspace and support resources (office supplies, equipment, clerical support, and internet connection) as required to perform services under this contract.

When electronic documents are submitted to the District, IEA is not responsible for changes made after the date of submittal.

Documents provided by IEA are developed for your exclusive use and are not intended to be shared, distributed or sold to any other party. While some firms maintain ownership of their written management plans, the work we do for your district is customized for you and becomes the property of your district.

Contract hours may be spent working at IEA's office for access to resources or references necessary to complete a task.

IEA will assist the District in compliance with applicable standards and regulations; however, actual compliance remains the responsibility of International Falls Public Schools.

If project(s) are approved the fees listed below are accurate following current guidelines/regulations/laws that are in place at the current time. Should guidelines/regulations/laws change, it may change the project requirement. IEA would provide a change order should that situation arise.

IEA does have online training options for Type III Driver training. This training is not included in this proposal, but a group rate can be provided upon request.

2023-2026 Environmental, Health and Safety Management Services

COMPENSATION

EH&S Management

IEA's services will be billed on a per site visit basis of nine site visits each contract year. Please see the site visit rates listed below:

FY 2023-2024	FY 2024-2025	FY 2025-2026
\$865	\$925	\$950

Each site visit consists of an approximate eight-hour workday; including: preparation time, administrative work, travel time, and site time. Fees are billed to the District through the Northeast Service Cooperative monthly. Pricing is based on the discounted rates established through the Environmental, Health & Safety contract between NESC and IEA, Inc.

Each written program is customized using a contact representative from the District. Should the contact person leave the District, all programs need to be updated to a new contact. Should this occur, IEA will add an additional site visit to that year(s) contract to complete the changes.

An annual fee of \$400 will be charged to maintain current customized online training and to have access available for District staff to complete the listed training when necessary.

Individual Projects due to be Completed

Projects listed below are due to be completed within the timeframe of this proposal. If approving project(s) listed below to be completed at the time they are due, please initial below.

PROJECT	TIMEFRAME DUE	ADDITIONAL COST	APPROVAL INITIALS
AHERA Third Year Inspection	Dec. 2023	\$6,000	
Bleacher Certification Inspections	July 2026	\$3,950	

SCHEDULE

IEA's services may commence on July 1, 2023, upon receipt of a signed proposal. IEA will schedule this project through a designated contact within the District.

This contract is valid July 1, 2023, through June 30, 2026.

PROPOSAL TERMS

Terms on payment of services are net 30 days after invoicing, with interest added to unpaid balances.

Should additional projects be approved in this proposal, IEA will continue to set up project specific billing.

2023-2026 Environmental, Health and Safety Management Services

AUTHORIZATION TO PROCEED

We appreciate the opportunity to present this proposal for Environmental, Health and Safety Management Services. Please sign this authorization to proceed and send to Taylor Dickinson at Taylor.Dickinson@ieasafety.com. Retain the original for your records.

IEA, Inc.



Taylor Dickinson, CSP
Virginia & Brainerd Regional Manager

Please proceed according to the above stated fees, terms, attached General Conditions, and proposal #11302 dated May 16, 2023.

Printed Name

Authorized Signature

Date

UFARS Code or PO Number

Appendix A

Possible Task List

Environmental, Health & Safety Management Services



A Workplace Accident & Injury Reduction Program (AWAIR)

- Develop and implement a written management plan for workplace accident and injury reduction.
- Develop and implement a written plan for OSHA-mandated safety committees.
- Conduct safety committee meetings at least quarterly to identify and eliminate workplace safety hazards. Develop and document methods used to identify, analyze and control new or existing hazards.
- Identify and document methods of how the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls.
- Develop and document procedures for investigation of workplace accidents and corrective actions.

Air Permitting

- Conduct assessment and perform calculations to identify equipment and processes that require an air discharge permit.
- Develop and implement a written management plan for air permitting, if applicable.
- Complete monthly and annual reports and submit to the Minnesota Pollution Control Agency.
- Maintain all air permitting records.

Americans with Disabilities Act (ADA)

- Conduct an assessment of facilities to determine compliance with ADA.
- Recommend and coordinate projects to address identified ADA issues.

Asbestos

- Complete six-month periodic inspections.
- Conduct asbestos awareness training as needed.
- Maintain all records.
- Maintain/implement written management plan.

Bleacher Safety

- Develop and implement a written bleacher safety plan.

Bloodborne Pathogens Standard-Exposure Control Plan

- Develop and implement a written Bloodborne Pathogens-Exposure Control Plan encompassing OSHA Standard 29 CFR 1910.1030.
- Survey the facility to identify job categories in which employees may be at risk for exposure (Exposure Control Plan exposure determination). Document this process.
- Train affected employees on proper specific and universal precaution methods and techniques.
- Develop post exposure procedures.
- Evaluate engineering controls and document on an annual basis.

Community Right to Know

- Develop and implement a written Community Right to Know plan.
- Compile an inventory of products and develop product file.
- Complete annual Tier Two report and submit to Minnesota Emergency Response Commission and local fire department(s).

Compressed Gas

- Develop and implement a written management plan for compressed gases.
- Conduct inventory and evaluation of compressed gases.
- Conduct annual audit of inventory, postings/warning labels, and documentation.
- Conduct annual training as needed for applicable employees in compressed gas handling and use, respiratory protection, and emergency response procedures.

Confined Space

- Develop and implement a written management plan for confined space procedures.
- Conduct a workplace inventory and determine whether confined spaces are permit-required or non-permit required. Develop, distribute and post entry/exit permit requirements.
- Conduct annual review of program compliance, audit entry/exit procedural compliance, review permit use history and documentation, and provide initial and annual refresher training.

Electrical Safety

- Develop and implement a written management plan for electrical safety.
- Conduct annual training for affected employees.

Emergency Action Plan

- Review Emergency Action Plan and provide suggestions for plan development.
- Conduct training for staff on crisis management, troubled persons/staff recognition, and violence prevention.
- Coordinate response action with local agencies.
- Develop quick reference emergency procedures flip chart for employees.

Employee Right to Know (ERK)

- Develop and implement a written management plan.
- Provide annual training for applicable employees.
- Maintain training records.

Ergonomics

- Develop and implement a written management plan for ergonomics.
- Conduct an assessment of employees (office, custodial, etc.).
- Coordinate abatement of identified ergonomic issues.

Fall Protection

- Develop and implement written management plan.
- Conduct an assessment of facilities.

Fire Protection / Fire Prevention

- Develop and implement a written management plan for fire protection/prevention.
- Conduct an assessment of facilities.
- Conduct annual review/update of written plan.

First Aid/CPR

- Develop and implement a written management plan for first aid/CPR.
- Survey the facility for first aid/CPR needs.

Forklift Safety

- Develop a written plan if applicable.
- Provide required training
- Assist with inventory, inspection, and carbon monoxide monitoring.

Hoist / Lift / Crane Safety

- Develop a written plan if applicable.
- Inventory of hoists
- Assist with inspection and supporting documentation
- Provide training
- Assist with required recordkeeping

Hazardous Waste

- Develop and implement a written management plan for hazardous waste. These are defined as wastes that are toxic, combustible, corrosive, or reactive.
- Identify facility hazardous waste streams by functional areas and by waste stream types.
- Examine the potential for generating hazardous waste products each facility.
- Implement proper waste disposal procedures. Complete waste disposal manifests.
- Acquire an EPA generator number and MPCA annual permit for each building that generates hazardous waste.
- Provide training to affected employees. Conduct annual training if applicable according to VSQG or SQG criteria.
- Complete annual hazardous waste report for MPCA or local County government

Hearing Conservation

- Develop and implement a written management plan for hearing conservation.
- Assess all facilities and employees for occupational noise exposure.
- Coordinate annual hearing tests for affected employees.
- Recommend noise abatement or administrative controls to reduce or eliminate employee exposure and coordinate the distribution of hearing protection devices.
- Conduct noise dosimeter testing.
- Conduct employee training and annual review/update of training records.

Indoor Air Quality (IAQ)

- Develop, implement and maintain an IAQ management plan and building walk through.
- Provide training to employees in indoor air quality.
- Maintain appropriate IAQ records.
- Coordinate IAQ investigations.

Infectious Waste

- Develop and implement a written management plan for infectious waste, if any. NOTE: Blood or other potentially infectious materials are covered under the Bloodborne Pathogens Standard.
- Identify sources of infectious waste in each facility.
- Review current infectious waste handling procedures.
- Evaluate current infectious waste recordkeeping forms and procedures (including archiving).
- Provide annual training to affected employees.

Integrated Pest Management (IPM)

- Develop and implement a written management plan for integrated pest management.
- Prepare required notifications to the community.
- Coordinate with pest control companies to ensure proper pest management.

Lead Contamination Control Act

- Develop and implement a written management plan for lead contamination control.
- Report testing results and provide recommendations for areas with excess lead levels present.

Lockout/Tagout

- Develop and implement a written management plan for lockout/tagout.
- Assist with purchasing of appropriate locks and tags.
- Provide training for affected personnel.
- Conduct annual audit of compliance with lockout/tagout plan procedures.

OSHA Inspections

- Conduct mock OSHA and other regulatory agency inspections.
- Participate in OSHA review of facility and provide management activity for programs.

OSHA Recordkeeping

- Develop and implement a written management plan for OSHA recordkeeping.
- Assist with completion of OSHA 300 Log.
- Review and investigate accidents, develop trend information, and recommend procedures and policies to reduce occurrences.
- Assist with the management of the Workers' Compensation Program.

Personal Protective Equipment (PPE)

- Develop and implement a written management plan.
- Conduct assessment of facilities to determine equipment needs.
- Provide training to employees on the proper care and usage of personal protective equipment.

Playground Safety

- Develop and implement a written management plan for each playground.

- Conduct periodic site reviews, inspections and management plan updates.

Process Safety Management

- Develop and implement a written process safety management plan.
- Provide employee training as required.
- Conduct periodic review/update of written plan.

Radon

- Develop and implement a written management plan for radon.
- Provide recommendations for abatement for areas with excess radon levels present.

Respiratory Protection Program

- Develop and implement a written management plan for respiratory protection.
- Conduct workplace evaluation to determine respiratory protection needs.
- Provide annual respiratory protection program training to applicable employees.
- Coordinate annual medical exams, conduct and document annual fit test and records update.

Underground Storage Tanks (USTs) / Aboveground Storage Tanks (ASTs)

- Develop and implement a written management plan for underground and aboveground storage tanks.
- Complete an inventory of tanks including age, size, type, contents, spill protection, overfill devices, corrosion protection or leak detection systems.
- Develop and coordinate tank removal prioritization for under-equipped or leaking tanks.

Welding, Cutting or Brazing

- Develop a written plan.
- Provide training and assist with required recordkeeping.

Appendix B

*Project Specific Scope of Work,
Limitations & Assumptions*

Project Specific Scope, Limitations and Assumptions

AHERA THIRD YEAR INSPECTION

AHERA Third Year inspections are required by the Environmental Protection Agency's (EPA's) Asbestos Hazard Emergency Response Act (AHERA) – 40 CFR Part 763.85, for all buildings owned or leased by non-profit K-12 school districts that contain asbestos-containing building materials (ACBM). All buildings covered by the Rule are to be re-inspected every three years by an accredited asbestos building inspector.

Scope of Work

IEA will conduct an AHERA Third Year Re-Inspection, which is due to be completed within three years of the last inspection which was completed in December 2020. IEA will inspect the following buildings:

- Falls High School
- Falls Elementary School
- Bronco Arena
- Bus Garage

This service includes the following:

- Re-inspect previously identified ACBM and update changes in quantity, amount of damage, EPA condition assessment category, laboratory analysis, and other relevant issues. This work will be performed by a state-certified asbestos building inspector.
- Review inspection data and provide recommended response actions for friable, damaged ACBM. This work will be performed by a state-certified asbestos management planner.
- Provide a district copy of the reports in a three-ring binder as well as individual building copies in separate binders. These reports include three sections identifying damaged ACBM (Chart A), identified ACBM (Chart B), and identified suspect materials (Chart C). Each binder contains numbered tabs for the inclusion of the required periodic surveillance reports.
- Provide inspection reports in electronic format, upon request.

Any bulk samples collected and analyzed (by Polarized Light Microscopy) during the contracted inspection will be invoiced at \$20/per sample layer.

Limitations and Assumptions

- The intent of the AHERA inspections is to comply with the requirements of the Environmental Protection Agency's (EPA's) Asbestos Hazard Emergency Response Act (AHERA) – 40 CFR Part 763.85. They are not intended to fulfill the requirements of the EPA's National Emissions Standard for Hazardous Air Pollutants (NESHAP) for required renovation or demolition inspections.

Project Specific Scope, Limitations and Assumptions

BLEACHER CERTIFICATIONS

The Minnesota Bleacher Safety Act requires a Certificate of Compliance be submitted for each bleacher set every five years.

Scope of Work

IEA, Inc. will provide a certified Professional Engineer to visually inspect existing bleachers and compare observations to the Minnesota Bleacher Safety Act requirements, at the following locations:

- Falls High Gym – North (IEA-0148)
- Falls High Gym – South (IEA-0149)
- Falls High Pool (BLE-0447)
- Baseball Field (BLE-0002)
- Football Field – Home (BLE-0006)
- Football Field – Visitor (BLE-0007)
- Bronco Arena – East (IEA-0146)
- Bronco Arena – West (IEA-0147)
- Track (BLE-0003)

If the bleacher system meets the requirements, a completed Minnesota Bleacher Safety Act Certificate of Compliance will be submitted. It is the responsibility of the bleacher owner to maintain a record of the bleacher certifications. If the bleacher systems do not meet the bleacher certification requirements, a report with a brief description of the reason for failing the requirements will be submitted.

Limitations and Assumptions

- IEA assumes the inspector will have complete access to the designated bleacher systems for the evaluation.
- The visual bleacher evaluation will be limited to the condition of the bleacher systems at the time of the site visit. The review will be limited for comparison with the requirements of the Minnesota Bleacher Safety Act Certificate of Compliance. A review of the bleachers will be conducted to confirm there are no broken, badly deteriorated, or disconnected brackets, and no rotten or missing boards. The review will not include a structural inspection by a structural engineer. An examination of the original engineer's design for errors or omissions will not be conducted. Documentation of alterations or changes to the bleacher condition made after the site visit is not the responsibility of IEA in this defined scope of work.
- If bleacher systems include outdoor bleachers and snow cover does not allow for sufficient bleacher assessment, IEA will coordinate a change order to accommodate additional site visits or a schedule change, as feasible.
- For some repairs, corrective actions may be confirmed, and a certificate issued via photo evidence reviewed by the inspector, within two months of the date of the report. For extensive non-compliance issues, a change order for reinspection may be required. If any required repairs are completed more than two months after the date of the report, IEA will require a change order for a re-inspection to issue compliance certificates.
- IEA, Inc. may partner with a trusted affiliated structural engineering company to provide inspection services.

OVERALL END-OF-YEAR SUMMATIVE EVALUATION

Place *one* [v] in each row for each goal and *one* [v] for overall rating.

	4 Distinguished	3 Accomplished	2 Satisfactory	1 Unsatisfactory
Superintendent – School District Goal 1: The superintendent will facilitate and lead the implementation of the Strategic plan and align the Esser III funding to support Strategic Plan.				

Comment:

Superintendent – School District Goal 2: The superintendent will guide the fiscal resources through the lens of the strategic plan. Create a 2 year staffing plan along with budget prediction for the district (need to look more than 1 year out)				
---	--	--	--	--

Comment:

	4 Distinguished	3 Accomplished	2 Satisfactory	1 Unsatisfactory
OVERALL RATING				

A. In regard to the listed goals, which best illustrates the Superintendent's greatest strength and why?

B. In regard to the listed goals, which presented the Superintendent with the greatest challenge and why?

C. What supports might the School Board offer to enhance the Superintendent's strengths and assist him in overcoming existing challenges?

D. Overall Comment:

Evaluation Period: July 1, 2022 to June 30, 2023

Superintendent's Signature: _____

Date: _____

Board Chair's Signature: _____

Date: _____

5-30-23

To Whom it May Concern:

I have been honored and blessed to have been a teacher with the district for many years and am grateful for this outstanding school community. I have always felt supported and have had countless opportunities for growth and leadership. I will be leaving to take a position with St. Louis County ISD#2142 as Principal of Cherry School. This will allow me to continue to use my skills to support students, families, teachers and staff.

Thank you to the school board, district leadership, staff and families who have supported my career. My official date of resignation will be effective July 1, 2023.

Thank you again for everything.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa West", with a long horizontal flourish extending to the right.

Lisa West



Stacy Grover <sgrover@isd361.org>

FES cafeteria entrance door

1 message

Tom Holt <tholt@isd361.org>

Wed, May 24, 2023 at 10:48 AM

To: "sgrover@isd361.org" <sgrover@isd361.org>, Barb Johnson <bjohnson@isd361.org>, "kgrover@isd361.org" <kgrover@isd361.org>

Please submit for board approval the bid from Pelland Swenson to replace the FES cafeteria door with a new fob system, for the sum of \$29,800.00.

Thank you

--

Tom Holt

ISD 361 Maintenance/Transportation Director

tholt@isd361.org

International Falls High School

Work 218-283-2571 ext 1185

Cell 218-417-0369

I follow three rules: Do the right thing, do the best you can, and always show people you care.

Lou Holtz

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



Voice For Greater Minnesota Education

MEMBERSHIP RENEWAL INVOICE

2023-24 MEMBERSHIP YEAR

Date: June 6, 2023

Invoice #: 2024-5000-1504

Due: July 15, 2023

BILL TO:

Kevin Grover
International Falls School District
1515 11th Street
International Falls MN 56649

Base Fee:\$1100.00
*Legislative Fee:.....+\$941.00
2023-24 Dues:..... \$2041.00

Amount Enclosed: \$ _____

Current expiration: June 30, 2023
New membership year: July 1, 2023-June 30, 2024
2023-24 Membership type: Full ISD Membership
*APU = 941 **Shared District: NA

*\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum.
**If sharing superintendent with another district, MREA has applied \$275 discount to Base Fee. Districts with shared Superintendents must each join MREA to obtain discount. Contact MREA if Shared District has changed.

UPDATE and SIGN* and return with payment by July 15, 2023:

District Name: International Falls School District Superintendent Cell Phone: _____
Primary Contact to Receive Communications: Kevin Grover Principal Place of Business: 1515 11th Street
Contact Position Title: Superintendent City, State, Zip: International Falls, MN 56649
Contact Email: kgrover@isd361.org Website Address: www.isd361.k12.mn.us
District Phone: 218 - 283-2571 County: _____

*Primary Contact Signature: _____ Date: _____

Signature is consent to membership and to receive member notices at the primary contact's email address.

QUESTIONS? Contact Diane Vosen, Operations Director, at the MREA office.

Minnesota Rural Education Association is a nonprofit 501(c)(4) membership association. Dues are not tax deductible as charitable contributions. We estimate 43% of FY24 dues will be attributable to nondeductible lobbying activity and are NOT deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Provide a copy of this notice to your accountant.



MAIL	VISIT	CALL	LEARN
PO Box 187 St. Cloud, MN 56302-0187	2233 Roosevelt Rd, Suite 7 St. Cloud, MN 56301	(320) 762-6574 Toll-Free (833)-MNVOICE	MREAVoice.org



Minnesota School Boards Association
1900 West Jefferson Avenue
St. Peter, MN 56082-3015
507-934-2450 or 800-324-4459

Invoice	INV-04645-N5Z2P6
Date	6/1/2023
Amount Due	\$7,266.00
Date Due	8/15/2023

International Falls
 1515 11th St
 International Falls, MN 56649-2501

Customer Name	Purchase Order No.			
International Falls				
Description	Quantity		Unit Price	Ext. Price
Policy Services Subscription - International Falls	1		\$750.00	\$750.00
ISD Membership - International Falls	1		\$4,416.00	\$4,416.00
BoardBook Subscription Tier 1 - International Falls	1		\$2,100.00	\$2,100.00

Dues for your district are based on "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2022, as provided by the Minnesota Department of Education.

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2023-2024 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.

Subtotal	\$7,266.00
Total	\$7,266.00



Where Minnesota School Boards Learn to Lead

June 2023

Dear Superintendent:

Thank you for your membership in the Minnesota School Boards Association for the past year. MSBA's Board and staff have worked hard to become your go-to organization. MSBA will always go the extra mile for our members:

- Our dedicated staff prides itself on anticipating member needs through engagement, analyzing national and state directives, working with other educational organizations, and providing training to build high-performing boards.
- Membership feedback has been a helpful guide as we build a stronger and responsive strategic vision for your Association over the next years.
- Your MSBA staff is solution-driven. We will find the answer promptly or get you to someone with the answer. In all our interactions, we strive to build a high-performing board that can meet the high expectations of your staff, students, and community.
- Legal and legislative advocacy are essential services of MSBA. As a statewide organization and a leading advocate for public education, we pride ourselves in finding a path forward that benefits all our school districts, regardless of shape and size.
- Like you, we care deeply about the success of all Minnesota's public school students. Through our collective, member-driven mission, our mission is to build strong school boards for a stronger Minnesota.

Our Association is stronger when our members are stronger. Now is the time to continue investing in your future. We are pleased to inform you that there will be no increase in member dues or service fees for the upcoming year. Your invoice, along with a renewal notice for those districts in MSBA's Policy Services and/or BoardBook Premier, is included with this letter.

We wish you a successful 2023-2024 school year and hope to continue as your valued and trusted Association. If you have any questions, please do not hesitate to contact me.

Sincerely,

Kirk Schneidawind, Executive Director
kschneidawind@mnmbsa.org

Linda Leiding, President

MINNESOTA SCHOOL BOARDS ASSOCIATION

1900 West Jefferson Avenue, St. Peter, MN 56082-3015 Phone: 507-934-2450 or 800-324-4459
www.mnmbsa.org



Strong School Boards Stronger Minnesota



A statewide unifying voice for public education; MSBA supports and empowers Minnesota public school boards through advocacy, board development, and policy and legal guidance.

Unifying Voice for Public Education



Keeping members connected and informed

-  The Leader and Update newsletter
-  Journal magazine
-  Social media platforms

Legal & Policy Services



Ensuring our school boards lead through policy

-  Providing school districts & charter schools with policy templates
-  Analysis of court decisions
-  Student Handbook updates

Public Education Advocacy



Supporting public education at state, federal levels

-  Advocacy Tour & Delegate Assembly
-  Day at the Capitol
-  Capitol Canary Legislative Action Alerts

Board Development



Developing high-performing school boards

-  Learning to Lead workshops and many others
-  Webinars and virtual conversation series
-  Leadership Conference and Summer Seminar

The School Board of Independent School District No. 0361 of the State of Minnesota, International Falls, Minnesota, enters into this Contract with Joseph Anselmo, a legally qualified Tier 2 licensed teacher pursuant to M.S. 122A.182 who agrees to teach in the public schools of said District as 1.0 FTE Physical Education Teacher / Title Teacher for the school year 2023-2024.

The following provisions shall apply and are a part of this Contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the School Board, or its designated representative(s), whether or not such services are specifically described in this Contract, abide by the rules and regulations as established by the School Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** The duration of this contract shall be from July 1, 2023 to June 30, 2024. This Contract is subject to the provisions of M.S. 122A.182 and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge of teachers for cause. This Contract may be terminated by the School Board, end by written resignation by the teacher, or modified by mutual consent of the School Board and the teacher.
3. **Duty Year:** The teacher's duty year shall be as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the School Board.
4. **Additional Services:** The School Board, or its designated representative(s), may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services that exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 5 of this Contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The School Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. These assignments shall not extend beyond the duration of this Contract.
5. **Reference:** This Contract may be subject to the agreement between the School District and the exclusive representative, to the extent it is applicable to Tier 2 teachers, and the provisions of the Public Employment Labor Relations Act, as amended.
6. **Special Provisions:** None.
7. In addition, said teacher agrees to perform the following additional services for the additional salary indicated:

Additional Service	Additional Compensation
1.	\$
8. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:

\$ 44,715	BA-1 step/lane for basic services
\$ 0	For additional services as set forth in paragraph 6.
\$ 44,715	Total salary, exclusive of fringe benefits
9. Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate School Board policy or procedure. This Contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS WHEREOF, I have subscribed
my signature this ____ day of _____,
2023.

IN WITNESS WHEREOF, we have subscribed
our signatures this 16th day of June,
2023.

Teacher

School Board Chair

School Board Clerk

From: Community Education - ISD #361 Int'l Falls
 1515 11th St
 International Falls, MN 56649

Facilities Agreement
 Last Edited: 6/15/23 at 11:33am

Permit # 2306-0012

Contact/Billing Person: Marty Goulet

EVENT NAME: Marty Goulet
To: #361
 1515 11th Street
 Int'l Falls, MN 56649

Date/Time	Location/Activity/Detail	Units	Rate	Subtotal
Wed 7/5/2023	Bronco Arena - Arena			
12:00pm - 2:00pm	Marty Goulet	2.00	\$ 70.00	\$ 140.00
Wed 7/5/2023	Bronco Arena - Arena			
4:00pm - 9:00pm	Marty Goulet	5.00	\$ 70.00	\$ 350.00
Thu 7/6/2023	Bronco Arena - Arena			
12:00pm - 2:00pm	Marty Goulet	2.00	\$ 70.00	\$ 140.00
Thu 7/6/2023	Bronco Arena - Arena			
4:00pm - 9:00pm	Marty Goulet	5.00	\$ 70.00	\$ 350.00
Fri 7/7/2023	Bronco Arena - Arena			
12:00pm - 2:00pm	Marty Goulet	2.00	\$ 70.00	\$ 140.00
Fri 7/7/2023	Bronco Arena - Arena			
4:00pm - 9:00pm	Marty Goulet	5.00	\$ 70.00	\$ 350.00
Mon 7/24/2023	Bronco Arena - Arena			
12:00pm - 2:00pm	Marty Goulet	2.00	\$ 70.00	\$ 140.00
Mon 7/24/2023	Bronco Arena - Arena			
4:00pm - 9:00pm	Marty Goulet	5.00	\$ 70.00	\$ 350.00
Tue 7/25/2023	Bronco Arena - Arena			
12:00pm - 2:00pm	Marty Goulet	2.00	\$ 70.00	\$ 140.00
Tue 7/25/2023	Bronco Arena - Arena			
4:00pm - 9:00pm	Marty Goulet	5.00	\$ 70.00	\$ 350.00
Wed 7/26/2023	Bronco Arena - Arena			
12:00pm - 2:00pm	Marty Goulet	2.00	\$ 70.00	\$ 140.00

Wed 7/26/2023 4:00pm - 9:00pm	Bronco Arena - Arena Marty Goulet	5.00	\$ 70.00	\$ 350.00
Thu 7/27/2023 12:00pm - 2:00pm	Bronco Arena - Arena Marty Goulet	2.00	\$ 70.00	\$ 140.00
Thu 7/27/2023 4:00pm - 9:00pm	Bronco Arena - Arena Marty Goulet	5.00	\$ 70.00	\$ 350.00
Mon 7/31/2023 4:00pm - 6:00pm	Bronco Arena - Arena Marty Goulet	2.00	\$ 70.00	\$ 140.00
Tue 8/1/2023 4:00pm - 6:00pm	Bronco Arena - Arena Marty Goulet	2.00	\$ 70.00	\$ 140.00
Wed 8/2/2023 4:00pm - 6:00pm	Bronco Arena - Arena Marty Goulet	2.00	\$ 70.00	\$ 140.00
Thu 8/3/2023 4:00pm - 6:00pm	Bronco Arena - Arena Marty Goulet	2.00	\$ 70.00	\$ 140.00
Fri 8/4/2023 4:00pm - 6:00pm	Bronco Arena - Arena Marty Goulet	2.00	\$ 70.00	\$ 140.00
Mon 8/7/2023 4:00pm - 6:00pm	Bronco Arena - Arena Marty Goulet	2.00	\$ 70.00	\$ 140.00
Tue 8/8/2023 4:00pm - 6:00pm	Bronco Arena - Arena Marty Goulet	2.00	\$ 70.00	\$ 140.00
Wed 8/9/2023 4:00pm - 6:00pm	Bronco Arena - Arena Marty Goulet	2.00	\$ 70.00	\$ 140.00
Thu 8/10/2023 4:00pm - 6:00pm	Bronco Arena - Arena Marty Goulet	2.00	\$ 70.00	\$ 140.00
Fri 8/11/2023 4:00pm - 6:00pm	Bronco Arena - Arena Marty Goulet	2.00	\$ 70.00	\$ 140.00
Mon 8/14/2023 12:00pm - 2:00pm	Bronco Arena - Arena Marty Goulet	2.00	\$ 70.00	\$ 140.00

Mon 8/14/2023	Bronco Arena - Arena	Marty Goulet	5.00	\$ 70.00	\$ 350.00
Tue 8/15/2023	Bronco Arena - Arena	Marty Goulet	2.00	\$ 70.00	\$ 140.00
Tue 8/15/2023	Bronco Arena - Arena	Marty Goulet	5.00	\$ 70.00	\$ 350.00
Wed 8/16/2023	Bronco Arena - Arena	Marty Goulet	2.00	\$ 70.00	\$ 140.00
Wed 8/16/2023	Bronco Arena - Arena	Marty Goulet	5.00	\$ 70.00	\$ 350.00
Thu 8/17/2023	Bronco Arena - Arena	Marty Goulet	2.00	\$ 70.00	\$ 140.00
Thu 8/17/2023	Bronco Arena - Arena	Marty Goulet	5.00	\$ 70.00	\$ 350.00
Mon 8/21/2023	Bronco Arena - Arena	Marty Goulet	2.00	\$ 70.00	\$ 140.00
Mon 8/21/2023	Bronco Arena - Arena	Marty Goulet	5.00	\$ 70.00	\$ 350.00
Tue 8/22/2023	Bronco Arena - Arena	Marty Goulet	2.00	\$ 70.00	\$ 140.00
Tue 8/22/2023	Bronco Arena - Arena	Marty Goulet	5.00	\$ 70.00	\$ 350.00
Wed 8/23/2023	Bronco Arena - Arena	Marty Goulet	2.00	\$ 70.00	\$ 140.00
Wed 8/23/2023	Bronco Arena - Arena	Marty Goulet	5.00	\$ 70.00	\$ 350.00
Thu 8/24/2023	Bronco Arena - Arena	Marty Goulet	2.00	\$ 70.00	\$ 140.00

Thu 8/24/2023	Bronco Arena - Arena				
4:00pm - 9:00pm	Marty Goulet	5.00	\$ 70.00		\$ 350.00
Mon 8/28/2023	Bronco Arena - Arena				
12:00pm - 2:00pm	Marty Goulet	2.00	\$ 70.00		\$ 140.00
Mon 8/28/2023	Bronco Arena - Arena				
4:00pm - 9:00pm	Marty Goulet	5.00	\$ 70.00		\$ 350.00
Tue 8/29/2023	Bronco Arena - Arena				
12:00pm - 2:00pm	Marty Goulet	2.00	\$ 70.00		\$ 140.00
Tue 8/29/2023	Bronco Arena - Arena				
4:00pm - 9:00pm	Marty Goulet	5.00	\$ 70.00		\$ 350.00
Wed 8/30/2023	Bronco Arena - Arena				
12:00pm - 2:00pm	Marty Goulet	2.00	\$ 70.00		\$ 140.00
Wed 8/30/2023	Bronco Arena - Arena				
4:00pm - 9:00pm	Marty Goulet	5.00	\$ 70.00		\$ 350.00
Thu 8/31/2023	Bronco Arena - Arena				
12:00pm - 2:00pm	Marty Goulet	2.00	\$ 70.00		\$ 140.00
Thu 8/31/2023	Bronco Arena - Arena				
4:00pm - 9:00pm	Marty Goulet	5.00	\$ 70.00		\$ 350.00

Summary	Facilities Rental:	\$ 10710.00	Estimated Total Charges:	\$ 10710.00
	Other Needs:	\$ 0.00	Balance Due:	\$ 10710.00
	Extra Charges:	\$ 0.00	Total Amount Paid:	\$ 0.00
			Remaining Balance Due:	\$ 10710.00

The Sponsor will use ISD 361 facilities (Facilities) for the event set forth in the attached Facilities Use Request Form (Event) completed by the Sponsor and accepted by ISD 361.

1. RESPONSIBILITY: All activities must have appropriate adult supervision. The Lessee agrees and will be responsible for any damage to the facility by the Lessee or the Lessee's agents, assigns, or participants in any activity sponsored, controlled, or organized by the lessee, or for activities over which the Lessee has control or for which purpose the space is leased.

2. INDEMNITY: The Sponsor agrees to indemnify, save and hold harmless International Falls Public Schools, ISD 361 and all their officers, employees, and agents, individually and collectively, for any and all claims, demands, suits, causes of action, or judgments (including defense and other costs) any person had, now has, or may have in the future arising out of the Lessee's use and/or occupancy of the leased premises, including any and all incidences and occurrences which cause bodily injury, property damage, or death. International Falls Public Schools, ISD 361, assumes no liability for personal injury suffered by reason of the use of such school property pursuant to this agreement.

3. INSURANCE AND INDEMNIFICATION: Sponsor agrees to assume all risk of and liability for -- and further agrees to defend, indemnify, and hold harmless -- the International Falls Public Schools, ISD 361 and its agents, officers, and employees, from and against any and all claims based on the vicarious liability of International Falls Public Schools, ISD 361 or its agents, officers, and employees, but not against claims based solely on International Falls Public Schools, ISD 361 comparative fault, negligence, or intentional misconduct. Sponsor shall secure and keep in force during the entire term of the Event (from an insurance company, government self-insurance pool, or government self-retention fund authorized to do business in Minnesota ... singularly or collectively referred to, as the case may be, the "insurance carrier") a commercial general liability insurance policy or coverage ("policy") for any and all claims of any nature for bodily injury, property damage, personal and advertising injury, or other harm or loss arising out of or in connection with the Event(s). The policy shall name International Falls Public Schools, ISD 361 (and including its agencies, officers, and employees) as an additional insured. Sponsor shall furnish a certificate of insurance from the insurance carrier showing the endorsement naming ISD as an additional insured to the policy with limits of liability of at least \$500,000 per person and \$1,500,000 per occurrence consistent with Minnesota Statute section 466.01, et seq.

The policy must provide that the policy may not be canceled without 10 days prior written notice to International Falls Public Schools, ISD 361 and shall contain a "Waiver of Subrogation" (waiving any right of recovery the insurance carrier may have against ISD). The policy must provide that any fees, costs, expenses, or other charges for or related to the investigation or defense of any claim or suit shall be outside of (i.e., in addition to, without any cap or limit) any otherwise applicable limit of liability of the policy. Sponsor will deliver said certificate of insurance and endorsement to International Falls Public Schools, ISD 361 at least 5 days prior to the Event.

4. ORDERLY USE: The Lessee agrees that the Lessee and its employees, agents, volunteers, invitees and guest will comply with all directives of the school staff and policies of the school and all laws of the state of MN. These include, but are not limited to the following: • No weapons on campus • No drugs or controlled substances on campus • No alcoholic beverages will be sold or consumed on campus • The use of tobacco substances is not allowed on campus

5. NO TRANSFER, ASSIGNMENT OR SUBLEASE: The Lessee may not transfer or assign this agreement or sublet any part of said premises without the express written consent of the Superintendent of Schools.

6. VIOLATION OF AGREEMENT: If the Lessee violates any of the covenants of this agreement, the Superintendent of International Falls Public Schools, ISD 361, or his/her designee or the school principal, may, without notice to the Lessee, terminate the agreement and retake possession of the premises.

7. ALTERATIONS/EQUIPMENT: No alterations are to be made to school property without the written consent of the Superintendent. Rental of facilities does not include use of school equipment or any product/supplies unless approved. At the permission and prior approval of the Superintendent, the Lessee may be allowed to rearrange furniture in the school facility. The Lessee must return any moved furniture to its proper location.

8. CONFIRMATION OF AGREEMENT: The agreement is not in force until signed by the Lessee, accepted and signed by the school official, and the amount designated as "Total User Fee" has been received by the school. The Lessee and the Superintendent shall retain fully executed copies of this document.

9. CANCELLATION: This agreement may be cancelled by the school district at their discretion. In the event of an emergency, the school district may use their discretion for cancellation of events. (ex. inclement weather). If the school is closed due to weather, emergency, etc., all events and rentals are canceled until the schools are officially reopened.

10. REMOVAL OF PROPERTY: The Lessee is responsible for the removal of all of their supplies and materials used in conjunction with the event immediately upon its end. Those items not removed within 24 hours after the event date shall be disposed of by the school at the expense of the Lessee. The school shall assume no responsibility for these items before, during, or after the event.

11. SECURITY: The Lessee agrees to reimburse the school for employment of a sufficient number (as deemed necessary by the Superintendent, at his/her sole discretion) of duly authorized law enforcement officers for the purpose of maintaining order, protecting the public and school property, and enforcing regulations and laws of the state of MN, or to provide additional, sufficient security as deemed necessary by the Superintendent. The Lessee will not be permitted to use the school property if the Lessee fails to cooperate with law enforcement. This reimbursement shall be in addition to the "total User Fees", and described within the Facility Fee Schedule.

12. PAYMENT FOR DAMAGES: The Lessee agrees to pay costs of repair or replacement for damages, which may have occurred during the term of this agreement in order to restore the rented space or other parts of the campus affected by the event at a condition equal to that prior to the event.

13. ADDITIONAL REGULATIONS AND CONDITIONS OF USE: International Falls Public Schools, ISD 361, reserves the right to impose any additional rules or regulations, or to set special use arrangements, whether or not expressly provided herein, which may be necessary for the best interest of the school, and such regulations shall be binding upon the Lessee.

14. FOOD AND DRINK: No eating or drinking will be allowed except where provisions are made for such activities in advance, and the provisions must comply with regulations of the State Department of Human Resources, Division of Health Services, and the Koochiching County Health Department. No open or pit fires, nor candles, will be allowed under any circumstances. In addition, no portable cooking devices fueled by charcoal, propane gas, or powered by any other means may be used without the prior consent of the Superintendent of Schools.

15. PUBLIC SAFETY: The Lessee agrees that at all times he/she/they will conduct activities with full regard to public safety, and will observe and abide by all applicable regulations. All portions of sidewalks, entries, doors, passages, halls, corridors, stairs, and all ways of access to public utilities shall be kept unobstructed by the Lessee. The Lessee is not to bring onto the premises any material, substance, equipment, or object, which is likely to constitute a hazard to the property without the prior written consent of the school Superintendent.

16. CONTROL OF FACILITY AND RIGHT OF ENTRY: In renting the identified facilities to the Lessee, it is understood that International Falls Public Schools, ISD 361, does not relinquish the right to control the management thereof, and to enforce all necessary laws, rules, and regulations. Duly authorized representatives of International Falls Public Schools, ISD 361, may enter the premises without any restriction whatsoever.

17. CARE OF FACILITY: The Lessee shall not injure or deface the premises or any equipment therein. The Lessee shall not drive any nails, hooks, tacks, or screws into any part of the building, nor make any alterations of any kind to said facility.

18. PARKING: Parking will be permitted only in areas designated for such use. Parking will not be permitted on grassed or landscaped areas.

I have read and agree to abide by the rules and regulations governing facility use at International Falls Public Schools, ISD 361. I agree to be billed for any additional hours utilized but not listed on this agreement.

Signature

Signature

Beth Slatinski
Community Education - ISD #361 Int'l Falls

Attachments:
Potluck Events MDH
Special Event Food Stand MDH
FACS Room 130

Marty Goulet
#361

MEMORANDUM OF UNDERSTANDING BETWEEN
Northeast Service Cooperative and International Falls School

As part of the
Staff Well-being Program

This Agreement by and between Northeast Service Cooperative (“NESC”) and International Falls School (“District”) (NESC and District together, “Parties”) is made on May 19, 2023.

WHEREAS, NESC is an education services cooperative that has received COVID-19 Public Health Workforce supplemental funding from the Center for Disease Control and Prevention, administered by the Minnesota Department of Health to support schools in their pandemic recovery;

WHEREAS, NESC has entered into an agreement with the District to support staff well-being and wellness committee initiatives that support the mental health of staff.

In consideration of the mutual covenants and considerations herein stated, the Parties agree as follows:

I. Purpose.

A. NESC hereby engages and the District hereby accepts such engagement, to participate in the creation of a wellness committee that focuses on staff well-being. The objective of the Agreement is to help promote the mental health and well-being of staff based on the results of the District’s staff well-being survey learn about, and engage and exhibit as appropriate, the following:

II. Joint Responsibilities of the Parties

A. NESC and the District shall each identify and designate a person (“representative”) responsible to serve as a liaison during the course of this affiliation. The representative of each party shall cooperate in formulating a plan to facilitate the wellness committee meetings and initiatives.

B. In recognition of the mutual benefits conferred to both parties through this Agreement, a modest stipend for the professional development speakers and/or stipends for staff members time spent participating on the wellness committee and initiatives. It is specifically agreed that neither party shall be responsible for costs or expenditures incurred by the other party in the performance of this Agreement. This provision will not be deemed to prohibit NESC or the District from providing financial aid, a stipend or other incentive to any staff member.

C. The parties agree to review this Agreement periodically to ensure that it meets with the parties’ requirements. Modifications to this Agreement shall be made pursuant to section VI.F.

III. Financial

A. The NESC agrees to provide a modest amount of funding from the Public Health Workforce Grant to support professional development speakers and/or stipends for staff members’ time spent participating on the wellness committee and initiatives, up to \$1,500.

- B. The District will provide an invoice to the NESC in order to receive the funding. The invoice should indicate the amount requested and what it is being used for.

IV. Other Terms

A. This Agreement shall be in effective upon both Parties signing the agreement. It may be terminated by either party with or without cause upon sixty (60) days written notice to the other party.

B. Neither NESC nor the District shall discriminate on the basis of race, religion or religious creed, color, gender or sex (including pregnancy), gender identity or expression, national origin, ancestry, disability, age, marital status, public assistance status, physical appearance, or veteran status or any other category protected by federal or state law, including but not limited to Title IX of the Education Amendments Act of 1972. MSC and the District comply with the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

C. Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original Agreement, or their successors in office.

E. The provisions of this Agreement shall be severable and if any phrase, clause, sentence, or provision of this Agreement is declared to be contrary to any law, or the application thereof to any government, agency, person, or circumstance is held invalid, the invalidity of the remainder of this Agreement and the applicability thereof to any government, agency, person, or circumstance shall not be affected.

This Agreement constitutes the entire agreement between the parties, and all prior discussions, agreements and understandings, whether verbal or in writing, are hereby superseded by this Agreement.

IN WITNESS WHEREOF, the parties hereto execute this Agreement as follows:

Northeast Service Cooperative, Regional Manager

Date: _____ By: _____

District Leader

Date: _____ By: _____



Master Services Agreement

ISD #361 International Falls Public School
1515 Eleventh St.
International Falls MN 56649
MSA Date: May 2, 2023

This master service agreement (“MSA”) documents the terms, objectives, and the nature and limitations of the services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for ISD #361 International Falls Public School (“you,” or “your”). The terms of this MSA will apply to the initial and each subsequent statement of work (“SOW”), unless the MSA is changed in a communication that you and CLA both sign or is terminated as permitted herein.

1. **Scope of Professional Services**

CLA will provide services as described in one or more SOW that will reference this MSA. The SOW will describe the scope of professional services; the nature, limitations, and responsibilities related to the specific services CLA will provide; and the fees for such services.

If modifications or changes are required during CLA’s performance of requested services, or if you request that we perform any additional services, we will provide you with a separate SOW for your signature. Such SOW will advise you of the additional fee and time required for such services to facilitate a clear understanding of the services.

Our services cannot be relied upon to disclose all errors, fraud, or noncompliance with laws and regulations. Except as described in the scope of professional services section of this MSA or any applicable SOW, we have no responsibility to identify and communicate deficiencies in your internal controls as part of any services.

2. **Management responsibilities**

You acknowledge and understand that our role is to provide the services identified in an SOW and that management, and any other parties engaging CLA, have responsibilities that are fundamental to our undertaking to perform the identified services.

3. **Fees and terms**

See the applicable SOW for the fees for the services.

Work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our

engagements will be deemed to have been completed even if we have not completed the services. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Payments may be made utilizing checks, Bill.com, your online banking platform, CLA's electronic payment platform, or any other client-initiated payment method approved by CLA. CLA's electronic online bill pay platform claconnect.com/billpay accepts credit card and Automated Clearing House (ACH) payments. Instructions for you to make direct bank to bank wire transfers or ACH payments will be provided upon request.

4. Other Fees

You agree to compensate us for reasonable time and expenses, including time and expenses of outside legal counsel, we may incur in responding to a subpoena, a formal third-party request for records or information, or participating in a deposition or any other legal, regulatory, or other proceeding relating to services we provide pursuant to a SOW.

5. Finance charges and collection expenses

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

6. Dispute Resolution

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

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

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

7. Limitation of remedies

These limitation of remedies provisions are not applicable for any audit or examination services provided to you.

Our role is strictly limited to the services described in an SOW, and we offer no assurance as to the results or ultimate outcomes of any services or of any decisions that you may make based on our communications with you. You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents (each a "CLA party").

You further agree that you will not hold CLA or any other CLA party liable for any claim, cost, or

damage, whether based on warranty, tort, contract, or other law, arising from or related to this MSA, the services provided under an SOW, the work product, or for any plans, actions, or results of an SOW, except to the extent authorized by this MSA. In no event shall any CLA party be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this MSA and the specific SOW thereunder, but any recovery on any such claims shall not exceed the fees actually paid by you to CLA pursuant to the SOW that gives rise to the claim.

8. Governing Laws, Jurisdiction, and Venue

The MSA is made under and shall be governed by the laws of the state of Minnesota, without giving effect to choice-of-law principles. This includes dispute resolution and limitation of remedies.

9. Time limitations

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any dispute that may arise between you and any CLA party. The parties (you and CLA) agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute, including one arising out of this MSA or the services performed under an SOW, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against any CLA party must be commenced as provided below, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery. An action to recover on a dispute shall be commenced within these periods (“Limitation Period”), which vary based on the services provided, and may be modified as described in the following paragraph:

Service	Time after the date we deliver the services or work product*
Tax Consulting Services	36 months
Tax Return Preparation	36 months
Examination, compilation, and preparation services related to prospective financial statements	12 months
Audit, review, examination, agreed-upon procedures, compilation, and preparation services other than those related to prospective financial information	24 months
All Other Services	12 months

* pursuant to the SOW on which the dispute is based

If the MSA is terminated or your ongoing relationship with CLA is terminated, then the applicable Limitation Period is the lesser of the above periods or 12 months after termination of MSA or your ongoing relationship with CLA. The applicable Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a dispute.

10. Confidentiality

Except as permitted by the “Consent” section of this MSA, CLA will not disclose any of your confidential, proprietary, or privileged information to any person or party, unless you authorize us to do so, it is published or released by you, it becomes publicly known or available other than through disclosure by us, or disclosure is required by law, regulation, or professional standard. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us. You also consent to our disclosure of information regarding the nature of services we provide to you to another independent network member of CLA Global, for the limited purpose of complying with professional obligations regarding independence and conflicts of interest.

The Internal Revenue Code contains a limited privilege for confidentiality of tax advice between you and our firm. In addition, the laws of some states likewise recognize a confidentiality privilege for some accountant-client communications. You understand that CLA makes no representation, warranty or promise, and offers no opinion with respect to the applicability of any confidentiality privilege to any information supplied or communications you have with us, and, to the extent that we follow instructions from you to withhold such information or communications in the face of a request from a third party (including a subpoena, summons or discovery demand in litigation), you agree to hold CLA harmless should the privilege be determined not to apply to particular information or communications.

The workpapers and files supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers and files to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers and files in accordance with our record retention policy that typically provides for a retention period of seven years. After this period expires, our workpapers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The workpapers and files of our firm are not a substitute for your records.

Pursuant to authority given by law, regulation, or professional standards we may be requested to make certain workpapers and files available to a regulator for its regulatory oversight purposes. We will notify you of any such request, if permitted by law. Access to the requested workpapers and files will be provided to the regulator under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers and files to such regulator. The regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

11. Other provisions

You agree that CLA will not be assuming any fiduciary responsibility on your behalf during the course of this MSA, except as may be assumed in an SOW.

CLA may, at times, utilize external web applications to receive and process information from our clients; however, any sensitive data, including protected health information and personally identifiable information, must be redacted by you to the maximum extent possible prior to uploading the document or file. In the event that you are unable to remove or obscure all sensitive data, please contact us to discuss other potential options for transmitting the document or file.

CLA and certain owners of CLA are licensed by the California State Board of Accountancy. However, CLA has owners not licensed by the California State Board of Accountancy who may provide services under this MSA. If you have any questions regarding licensure of the personnel performing services under this MSA, please do not hesitate to contact us.

During the course of the engagement, there may be communication via fax or email. You are responsible to ensure that communications received by you or your personnel are secured and not shared with unauthorized individuals.

12. HIPAA Business Associate Agreement

To protect the privacy and provide for the security of any protected health information, as such is defined by the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the regulations and policy guidances thereunder (HIPAA), we acknowledge that ISD #361 International Falls Public School and CLA have entered into a HIPAA Business Associate Agreement (BAA) dated April 20, 2016.

13. Consent to use financial information

We regularly aggregate anonymized client data and perform a variety of analyses using that aggregated data. Some of these analyses are published to clients or released publicly. However, we are always careful to preserve the confidentiality of the separate information that we obtain from each client, as required by the AICPA Code of Professional Conduct and various laws. Your acceptance of this MSA will serve as your consent to our use of ISD #361 International Falls Public School anonymized data in performing and reporting on these cost comparison, performance indicator and/or benchmarking analyses.

Unless authorized by law or the client consents, we cannot use a client's tax return information for purposes other than the preparation and filing of the client's tax return. By signing and dating this MSA, you authorize CLA to use any and all information furnished to CLA for or in connection with the preparation of the tax returns under this MSA, for a period of up to six (6) years from the date of this MSA, in connection with CLA's preparation of the types of reports described in the foregoing paragraph.

14. Consent to send you publications and other materials

For your convenience, CLA produces a variety of publications, hard copy and electronic, to keep you informed about pertinent business and personal financial issues. This includes published articles,

invitations to upcoming seminars, webinars and webcasts, newsletters, surveys, and press releases. To determine whether these materials may be of interest to you, CLA will need to use your tax return information. Such tax information includes your name and address as well as the business and financial information you provided to us.

By signing and dating this MSA, you authorize CLA to use the information that you provide to CLA during the preparation of your tax returns to determine whether to offer you relevant materials. Your consent is valid until further notice.

15. Subcontractors

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

16. Technology

CLA may, at times, use third-party software applications to perform services under this MSA. You acknowledge the software vendor may have access to your data.

17. Termination of MSA

This MSA shall continue for five years from May 2, 2023, unless terminated earlier by giving appropriate notice. Either party may terminate this MSA at any time by giving 30 days written notice to the other party.

Upon termination of the MSA, the provisions of this MSA shall continue to apply to all services rendered prior to termination.

18. Agreement

We appreciate the opportunity to be of service to you and believe this MSA accurately summarizes the significant terms of our relationship. This MSA, along with the applicable addendum(s) and SOW(s), constitute the entire agreement regarding services to be performed and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our relationship as described in this MSA, please sign, date, and return.

CliftonLarsonAllen LLP

Mary Reedy

Principal

3202035534

mary.reedy@claconnect.com

Response:

This MSA correctly sets forth the understanding of ISD #361 International Falls Public School.

CLA

ORG: _____

NAME: Mary Reedy

TITLE: Principal

SIGN: *Mary Reedy*

DATE: May 19, 2023

Client

ISD #361 International Falls
ORG: Public School

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____

ISD #361 International Falls
ORG: Public School

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____



Statement of Work - Audit Services

May 2, 2023

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated May 2, 2023, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and ISD #361 International Falls Public School ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended June 30, 2023.

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

Scope of audit services

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of ISD #361 International Falls Public School, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

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

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the required supplementary information (RSI).
- Preparation of the supplementary information.
- Preparation of schedule of federal awards.
- Preparation of adjusting journal entries
- Preparation of GASB 87 lease tool

· Preparation of GASB 96 lease tool

Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

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

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide

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

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or compliance are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

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

It is our understanding that our auditors' report will be included in your annual report which is comprised of the financial statements and that your annual report will be issued by December 31, 2023. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Uniform Guidance.

Those standards require that we exercise professional judgment and maintain professional skepticism

throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Improper revenue recognition
- Limited segregation of duties
- Completeness of capital assets

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

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

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

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

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

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

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

compliance issued pursuant to the Uniform Guidance.

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

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

Management responsibilities

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

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

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and

objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

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

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available

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

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

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

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

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies

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

Responsibilities and limitations related to nonaudit services

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

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

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

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

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that

electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

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

Engagement administration and other matters

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

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

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

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

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

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

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

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

Fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including travel, internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. Based on our preliminary estimates, the total fees and expenses for the engagement should approximate \$25,500 for the audit and entering the information in the Data Collection From SF-SAC and creating the single audit reporting package plus the 5% tech fee. If there is more than one single audit that is required, an additional \$3,750 will be billed per program plus the 5% tech fee. There is an additional charge of \$1,250 for software usage of up to ten leases to implement GASB 96 plus \$275 per hour for assessing leases within the District plus the 5% tech fee. If the District has more than ten leases, the price will be communicated with the District before it is billed.

This estimate is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation.

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

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

Agreement

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

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of ISD #361 International Falls Public School.

CLA

ORG: _____

NAME: **Mary Reedy** _____

TITLE: **Principal** _____

SIGN: *Mary Reedy* _____

DATE: **May 19, 2023** _____

Client

ISD #361 International Falls
ORG: **Public School** _____

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____

ISD #361 International Falls
ORG: **Public School** _____

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____

RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS

Whereas, School Board Policy 706 establishes the guidelines for the acceptance of gifts or donations to the District;

Whereas, the International Falls School District Board encourages the support of the District’s educational programs through gifts or donations that meet the goals and objectives of the School District;

Whereas, Minnesota Statute §465.03 states the School Board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

Therefore, be it resolved, the School Board of International Falls Public Schools, ISD #361, accepts with appreciation the following gifts, donations or grants received by the School District:

District Donations received:

Motion by _____, seconded by _____, to accept the gifts and donations.

The following voted in favor:

Wells Fargo: The Blackbaud Giving Fund	Donation to ISD 361	\$500
Trustar Federal Credit Union	Donation to Falls High Band	\$1,656.76
PCA	Donation for Science Field Trip	\$500
Box Tops for Education	FES donation	\$16.70
Michael Carney	Donated a Conn Tenor Saxophone to FHS	\$500 value

Voting against:

Whereupon, the resolution was declared adopted.

Facilities Use Agreement

This agreement by and between The City of International Falls (“Owner”) and Independent School District No. 361 (“User”) will take effect on July 1, 2023 and will continue for a period of One Year.

WHEREAS, Owner owns premises and facilities located at :

“Holler Fields” located at 1 20th Street E., International Falls, MN 56649

- One regulation little league baseball field.
- One regulation little league softball field.

“Rizzo Fields” located at 3rd Street and 12th Avenue, International Falls, MN 56649.

- Two regulation Little League baseball fields with lights
- Concession building
- Seasonal restrooms

“Kerry Park Complex” located at 11th Street between 4th Avenue and 6th Avenue, International Falls, MN 56649

- Two regulation slow-pitch softball fields (275' outfield fences) with lights.
- Artificial Ice Arena (200' by 85' ice sheet) with spectator capacity of 400

All of which is used for T-ball, Softball, Baseball, Hockey, and Skating.

WHEREAS, User desires to use the above premises and facilities for the purpose of T-ball, Softball, Baseball, Hockey, and Skating; and

WHEREAS, Owner has agreed to allow User to use the above premises and facilities provided that the following terms and conditions are met.

IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES:

1. Owner agrees to let User use the above-described premises and facilities for the above-described purpose as outlined in attached Exhibit A. The parties shall utilize a “live” scheduling platform with access granted to Owner and Activities Director. All week-day game and practice schedules/changes will be provided by ISD 361 Activities Director at least one week in advance of use and all weekend game and practice schedules/changes will be provided by ISD 361 Activities Director at least two weeks in advance of use.

The live scheduling platform shall be the primary form of communication. The City Administrator is the contact person for Owner and the Activities Director is the contact person for User to coordinate the details of usage and other matters not able to be utilized under the live scheduling platform.

2. Non-Fee Agreement. In consideration for the benefit of using Owner’s premises and facilities, User agrees to abide by all the terms and conditions of use described in this agreement.

3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above-described premises and facilities.
4. User agrees to abide by any rules or regulations for the use of the premises and facilities that are attached to this agreement.
5. User agrees to assume full responsibility for the supervision of all persons entering the aforementioned premises and facilities in conjunction with the User's activities or events, including participants, coaches and other staff and spectators. User shall require that all such persons conduct themselves in an orderly and safe manner consistent with the policies for use of the aforementioned premises and facilities.
6. Owner shall at all times during the term of this Use Agreement, at Owner's own cost and expense, repair and maintain the aforementioned premises and facilities and any improvement or alterations except as otherwise provided in this Paragraph.
 - a Damages: User shall reimburse Owner for the reasonable cost to repair and restore the aforementioned premises and facilities in the event of damage to the premises and/or facilities caused by participants, coaches or other staff, or spectators who are in or upon the aforementioned premises and facilities in conjunction with any of the User's activities or events.
 - b Cleanup: Although Owner retains ultimate responsibility for maintenance, User shall perform routine cleanup after its use of the premises and facilities, including proper storage of equipment, pick up and proper disposal of litter.
 - c Alterations, Improvements: User shall not make alterations or improvements to the premises or facilities without the advanced written consent of Owner.
 - d Facility Preparation: The Owner shall prepare the aforementioned premises and facilities including mowing, infield dragging, field painting, and disposal of garbage and rest room maintenance.
7. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, illness, exposure to infectious/ communicable disease, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises and facilities, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.
 - a Insurance: User shall maintain throughout the term of this Use Agreement policy of comprehensive general liability insurance with limits of at least \$1,500,000 per occurrence, aggregate \$3,000,000 (Occurrence limit can be made up with an umbrella), in 2023 through 2024, naming Owner as an additional insured. The limit of such insurance policy shall not be less than the City's maximum limits of liability as set forth in Minn. Stat. Sec. 466.04. Said policy of insurance shall be evidenced by a certificate of insurance which shall be placed on file with

Owner by User prior to commencement of use of the premises or facilities by User. Each such policy or certificate shall contain a valid provision or endorsement that the policy may not be canceled, terminated, changed or modified without giving Owner thirty (30) days advance written notice of such change. The policy shall also contain a contractual liability endorsement evidencing insurance coverage for User's indemnification obligation to Owner under this Use Agreement.

b Liability to User: Owner shall not be liable to User or to any employee, student or invitee of User for any claim or cause of action arising out of death, injury, damage to property occurring in, on or about the premises or facilities used except for damages, attributable exclusively to the negligence or breach of this Use Agreement by Owner, its employees or agents, by a court of competent jurisdiction.

c Liability Limits Not Waived: Nothing in this Section shall cause either Owner or User to be subject to liability in excess of any statutory limits of liability applicable to Owner or User.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

OWNER: CITY OF INTERNATIONAL FALLS

USER: ISD NO 361

BY: _____

BY: _____

Its Mayor

Its Chair

BY: _____

BY: _____

Its City Administration

Its Superintendent

Date: _____

Date: _____

EXHIBIT A

Kerry Park Complex Uses:

- (Schedule)

Holler Field Uses:

- (Schedule)

Rizzo Field Uses:

- (Schedule)
-

RESOLUTION RELATING TO:

**RATIFYING PREVIOUS DEED DATED 10/11/2006 TO THE CITY OF
INTERNATIONAL FALLS
PARCEL ID NO. 92-114-011700 (FOR REFERENCE ONLY)**

Resolution Offered by: _____
Resolution Supported by: _____

WHEREAS, Independent School District No. 361 owned Lots 17-22 of Block 1, Plat of Fairview Addition to Koochiching; and

WHEREAS, Independent School District No. 361 executed and delivered to the City of International Falls a Quit Claim Deed dated October 11, 2006 and recorded November 9, 2006 as Document Number 257720; and

WHEREAS, the resolution approving the transfer of land was never recorded.

NOW, THEREFORE, BE IT RESOLVED: That said School Board of Independent School District No. 361, State of Minnesota, ratifies, acknowledges, accepts, and authorizes the sale and deed dated October 11, 2006, recorded November 9, 2006 as Document Number 257720 in the Office of the Recorder of Koochiching County, Minnesota.

Yeas:
Nays:
Abstained:
Absent:

Approved and adopted by the School Board of Independent School District No. 361, State of Minnesota on this ____ day of May, 2023.

VACANT SCHOOL BOARD POSITION

My name is Dale Johnson. I returned to International Falls after completing my career in commercial real estate and construction for several large corporations including Target and Wells Fargo Bank. After graduation I was fortunate enough to be accepted to Harvard thanks to the support I received from teachers, coaches and counselors at Falls High.

I graduated from Falls High in 1967 and currently have a grandchild attending the high school. This past school year I coached the JV track team and thoroughly enjoyed the experience.

My experience as a student was very positive. It has been disappointing for me, personally, to see the school district struggle with shrinking enrollment. My interest in being on the school board is to see if that can be rectified. I understand enrollment is tied to the population and the economy but also that school performance and reputation have a reciprocal affect.

Problem solving success by using the ability to think and respond differently, negotiating settlements by being willing to compromise, communicating information verbally and in writing effectively, managing contracts, contractors and support staff and influencing people are all skills I've learned in my work experience in "Corporate America."

The school board should provide students with a safe, challenging and supportive environment that allows them to explore a wide variety of studies and electives to develop their interests and aspirations. The school board should author a curriculum that provides students with the education to be successful in what ever career path is chosen after high school and is inclusive of the needs of all students.

Declining student enrollment is an issue that threatens the future of the school. Funding is a function of enrollment and a decline inhibits the district's ability to compete for teachers, offer advanced programs and satisfy all students' needs. The community suffers when the schools are forced to make cuts. New residents look first to quality education opportunities for their children. New employers want to be assured an educated work force is available into the future.

Options to consider are: drawing back students who have chosen other schooling options by marketing the school district's advantages, combining schools within the district through curriculum instruction sharing, exploring ways to make better use of existing education facilities, forming alliances with neighboring school districts (including

those in Ontario) to provide a more unique learning experience, partnering with local resources such as Voyagers Conservancy and indigenous organizations.

An ideal future would see student enrollment growing, curriculum expanding and the community growing with more opportunities for students to prosper.

Application to fill vacancy on District 361 School Board

Introduction: My name is Reynold Calder. I graduated from Falls High in 1967. An important part of my high school experience: I was a member of the 1965 State Hockey Championship Team. In 1967, I was selected as the All-State goalie for the State of Minnesota. Subsequently, I became an inductee to the Bronco Hall of Fame. After high school, I enlisted in the U.S. Army and served in Viet-Nam. After my military service, I attended Bemidji State and received a Bachelor of Science Degree in secondary education. After teaching for two years, I attended graduate school for two years in Oklahoma. Later attending Luther Seminary. My academic and teaching career did not resume until later in my work life. In 2010, I obtained a teaching position at Keyano College in Fort McMurray, Alberta. In 2013, I retired and in 2016 moved home to International Falls.

I am interested in the position as board member as I have had a life long interest in education. I feel education is the key to a life well lived, despite the difficulties life brings to everyone. The ability to persist and strive each day depends in large part on our educational experience.

The skill set I hope to bring to the board are: an ability to listen, an ability to analyze, and an ability to communicate succinctly and effectively. Perhaps, the most debilitating factor of leadership would be a Board that is distant from the students and the community. Therefore, the relationship between the school board, the students, and the community should be constructive and collaborative.

A couple issues facing education today are financial concerns, and school safety. I applaud the work the school board did during the Covid Crisis. However, dealing with the current issues may be equally challenging. Solving these issues necessitates a full-fledged effort to obtain community buy-in and a feeling of participation. The key to that success: communication with the community.

The ideal future for our school district would include support from the community, student academic excellence, and an activities program that is inclusive. Those ideals are probably not realistic or achievable. They are markers for the direction which we, collectively, can point towards. What this means for students is, equal opportunity for success during their high school experience.

I look forward to the opportunity to working with the board in a unifying and enjoyable manner.

Sincerely,
Reynold K. Calder
May 28,2023

218-240-5606
Reynold.calder@gmail.com

DATE:

BETWEEN: LIVEBARN INC. ("LiveBarn")

and

_____ ("Venue Owner")

WHEREAS LiveBarn Inc. and Venue Owner wish to enter into this Agreement pursuant to which LiveBarn will install at Venue Owner's Ice Rink Sheet described in the attached Schedule "A" (each being an "Ice Rink Sheet") a fully automated sports broadcasting system for the delivery of live and/or on demand video and audio streaming to internet connected devices such as smartphones, computers or tablets (the "Automated Online Broadcast Service");

NOW, THEREFORE, in consideration for the mutual promises set out below, and for other good and valuable consideration acknowledged by the parties, LiveBarn and Venue Owner agree as follows:

1 AUTOMATED ONLINE BROADCAST SERVICE

1.1 LiveBarn shall, at its own expense, install and maintain all hardware, software and internet bandwidth required for the operation and maintenance of the Automated Online Broadcast Service in regards to each Ice Rink Sheet. The initial installation will occur within six months from the date of this Agreement (such six month date being herein referred to as the "Latest Install Date"); it will be scheduled with the written approval (including email) of Venue Owner, and concurrently with the installation, LiveBarn will specifically explain to Venue Owner representative onsite exactly where any hardware or other components will be installed. Installation will then only proceed with the consent of Venue Owner which consent will be deemed upon LiveBarn undertaking its installation. The initial installation for each Ice Rink Sheet shall include one (1) computer, one (1) router, one (1) modem, between one (1) and three (3) power converters, and up to two (2) cameras to be placed on the side walls or on the beams or columns extending from the walls. The internet connection and computer shall be located adjacent to the respective Ice Rink Sheet in a secure location with electrical power outlets. The exact selection of camera locations will be made after consideration for optimal broadcast quality and avoidance of any obstruction. Any modification to the installation will only be undertaken with the permission and process with Venue Owner as outlined above. Venue Owner shall assume the cost of electricity for the components installed in connection with this Agreement.

1.2 In addition LiveBarn shall, at its expense and upon Venue Owner's request, install one TV which will display a combination of LiveBarn highlights and a live feed, as well as additional LiveBarn information.

1.3 Title to all hardware, software, and wiring shall remain in the name of LiveBarn.

1.4 All content broadcast using the Automated Online Broadcast Service, including the video and audio relating to all sports and recreational activities occurring on each Ice Rink Sheet (collectively, the "Content"), will be made available to LiveBarn's subscribers on a monthly subscription basis, subject to sections 1.7 and 1.8 below. LiveBarn will determine the pricing for its offerings of the Automated Online Broadcast Service. From time to time LiveBarn may provide a free trial at its discretion.

1.5 Revenue generated from the Automated Online Broadcast Service will be the property of LiveBarn; however, LiveBarn will supply Venue Owner with a unique code to enable it to market and solicit new memberships for LiveBarn, for which LiveBarn will pay Venue Owner thirty percent (30%) of the revenues generated from these memberships over the full lifetime of these memberships, during the term of this Agreement. The above code will enable Venue Owner to solicit LiveBarn memberships by providing potential members with the attraction of a 10% discount. This code will track the memberships generated by Venue Owner on a quarterly basis. The above payments to Venue Owner will only apply to LiveBarn memberships originated with the unique code allocated to Venue Owner. LiveBarn will pay Venue Owner its revenue share within 30 days of the end of each calendar quarter together with a corresponding revenue statement. Venue Owner will provide a staff person to communicate with and receive LiveBarn's various local marketing initiatives (including social media) as described below.

1.6 LiveBarn shall be the exclusive owner of all rights in and to the Content, and shall have the exclusive right to broadcast the Content for all purposes and in any manner it determines in its sole discretion, including by providing its broadcast signal to national broadcasters and digital media distributors. Without limiting the foregoing, the Venue Owner acknowledges that online distributions of the Content from each Ice Rink Sheet will be made available to all subscribers of the Automated Online Broadcast Service, subject to sections 1.7 and 1.8 below.

1.7 LiveBarn will provide Venue Owner with an exclusive online administrative password to enable Venue Owner in its discretion to "blackout" any particular dates or time periods from being broadcast on any selected Ice Rink Sheet (the "Blackout Restrictions").

1.8 LiveBarn will also provide Venue Owner with the ability in its discretion to restrict viewer access to any broadcasts from its Venue to a pre-selected potential audience for privacy purposes.

1.9 During the Term (as defined below), LiveBarn will provide Venue Owner with three (3) complimentary LiveBarn accounts for each Ice Rink Sheet.

1.10 LiveBarn will hold Venue Owner harmless for any injuries to LiveBarn employees and agents in connection with their work.

2 TERM AND TERMINATION

2.1 The term of this Agreement commences on the date hereof and continues until the six year anniversary of the Latest Install Date (the "Term"), and it will automatically renew for successive terms of two (2) years, unless either party notifies the other in writing of its intent to discontinue this Agreement at least ninety (90) days before the expiration of the then current term.

2.2 Notwithstanding the foregoing, but subject to Subsection 3.1 below, either party shall have the right to terminate this Agreement for any reason upon giving (90) days written notice to the other party.

2.3 Upon termination of this Agreement by expiration of the term or for any other cause, LiveBarn shall, at its own cost and expense, remove all hardware, software and wiring from Venue Owner's location.

2.4 Venue Owner shall have the right to terminate this Agreement if LiveBarn materially breaches this Agreement and the material breach is not cured to within forty (40) days after Venue Owner provides written notice which outlines such breach to LiveBarn.

3 EXCLUSIVITY

3.1 In consideration for the investment of time and expense incurred by LiveBarn to fulfill its obligations under this Agreement, the receipt and sufficiency of which is hereby acknowledged, the Venue Owner hereby declares and agrees that for the initial period of six (6) years, and all renewal periods, from the commencement date of the Term, and notwithstanding the termination of this Agreement by the Venue Owner, for any reason, LiveBarn shall have the absolute exclusivity to broadcast Content from each of the Ice Rink Sheets using unmanned operated cameras. For greater certainty, the said exclusivity shall apply for the six (6) year period even if the Venue Owner elects to terminate this Agreement pursuant to Subsection 2.2 above prior to the expiration of the Term.

3.2 The Venue Owner hereby declares and acknowledges that the foregoing exclusivity, including the term thereof, is reasonable in the circumstances, and that LiveBarn is relying upon such exclusivity in connection with the provision of the Automated Online Broadcast Service and that LiveBarn would not have entered into this Agreement without such exclusivity. However, the foregoing exclusivity shall not apply should LiveBarn cease operations or to the extent Venue Owner terminates this agreement in accordance with section 2.4.

3.3 Venue Owner acknowledges and agrees that, in the event of a breach or threatened breach by it of the provisions of Subsection 3.1 above, LiveBarn will have no adequate remedy in money or damages and, accordingly, shall be entitled to an injunction in a court of competent jurisdiction

against such breach. However, no specification in this Agreement of any specific legal or equitable remedy shall be construed as a waiver or prohibition against any other legal or equitable remedies in the event of a breach of any of the provisions of this Agreement.

4 SUPPLY OF AUTOMATED ONLINE BROADCAST SERVICE

4.1 LiveBarn will use reasonable skill and care to make the Automated Online Broadcast Service available throughout the Term. Notwithstanding the foregoing, LiveBarn shall have no responsibility, liability, or obligation whatsoever to Venue Owner, or any other third party, for any interruptions of the Automated Online Broadcast Service.

4.2 LiveBarn may, without any liability to Venue Owner, suspend the supply of all or part of the Automated Online Broadcast Service upon giving Venue Owner notice. This would occur if the LiveBarn equipment is repeatedly damaged or LiveBarn is unable to obtain a sufficient internet signal to the venue.

4.3 The Venue Owner agrees to notify LiveBarn by email to venuesupport@livebarn.com as soon as it becomes aware of any interruption or malfunction with the Automated Online Broadcast Service. Venue Owner will not be responsible for damage or malfunction of any equipment and LiveBarn will repair or replace at its cost any malfunctioning components which is required. Any required service visit by LiveBarn will be scheduled with the written approval (including email) of Venue Owner. LiveBarn will specifically explain the repair, replacement or service work to Venue Owner representative onsite and this work will only proceed with the consent of Venue Owner which consent will be deemed upon LiveBarn undertaking its work.

4.4 From time to time there will be on site adjustments requiring assistance from a technically proficient person at the Venue. Venue Owner will be responsible to supply such person when necessary.

5 NOTICE TO PUBLIC

5.1 The Venue Owner agrees to post a notice at the entrance to its venue and inside each Ice Rink Sheet, advising the public that the venue is monitored by video cameras for security, safety and commercial purposes, and participants waive any claim relating to the capture or public transmission of his/her participation while at the venue. LiveBarn will supply and post these notices during its initial installation and reserves the right to modify the language contained therein from time to time, in its sole discretion, to satisfy its legal obligations.

5.2 In all agreements with parties for usage of the Venue, Venue Owner will include provisions both disclosing the existence of LiveBarn broadcasting at the Venue and requiring such parties to notify all their users of the Venue of this.

6 MARKETING

6.1 Venue Owner agrees to promote LiveBarn through all available avenues discussed in this section, understanding that it is in Venue’s best interest financially to market LiveBarn to their customers and patrons. LiveBarn will also provide, at its expense, a minimum of one (1) 2.5 x 6’ color printed standing banner, branded with Venue Owner’s unique code described in Subsection 1.5, to be displayed within Venue Owner’s lobby in a prominent location. Venue Owner understands that failure to comply and make reasonable promotion and marketing efforts will result in lower revenue share payments to Venue Owner.

6.2 Venue Owner will provide a marketing contact person (s) who will be responsible for interacting with LiveBarn and becoming knowledgeable about the various LiveBarn marketing and promotion initiatives. Upon installation of LiveBarn, Venue Owner will make said contact available for a 30 minute video web session, serving as an orientation into all of the best practices for introducing and promoting LiveBarn. This person will subsequently be responsible for implementing promotion and marketing initiatives to Venue’s customers and patrons.

6.3 Venue Owner will place a LiveBarn banner or link on their website with a backlink and embedded demo video where possible. Venue Owner will do the same with any organizations, associations, clubs and affiliates that it owns that use their facility.

6.4 Venue Owner will announce the LiveBarn installation as well as embed any demo video on all of their social media networks. Venue Owner will also like and follow LiveBarn on said social media networks as well as share content when tagged, acknowledging that this will only be used when venue is directly involved with any video shared. Venue Owner will do the same with any organizations, associations, clubs, affiliates that it owns that use their facility.

7 GENERAL

7.1 Any amendment to this Agreement must be in writing and signed by both parties.

7.2 Although LiveBarn will remain liable for its obligations hereunder, LiveBarn shall be permitted to use agents and subcontracts to perform its installation, maintenance and repair obligations hereunder.

7.3 The waiver of a breach of any provision of this Agreement will not operate or be interpreted as a waiver of any other or subsequent breach.

7.4 If any part of this Agreement is held to be invalid or unenforceable, that part will be severed and the rest of the Agreement will remain in force. Headings herein are for reference only.

7.5 LiveBarn hereby represents that it maintains \$2,000,000 of General Liability Insurance, \$2,000,000 in

Media Coverage Insurance and \$2,000,000 in Cyber Insurance, and that upon execution of this Agreement Venue Owner will become a Certificate Holder, with its name and location included in such insurance policies.

7.6 All notices required under this Agreement must be given in writing and by email to LiveBarn at venuesupport@livebarn.com, fmiller@livebarn.com, ray@livebarn.com, and to Venue Owner at its address listed herein. Either party may change its address from time to time by providing notice of such change to the other party.

7.7 This Agreement describes the entire understanding and agreement of the parties, and supersedes all oral and written agreements or understandings between them related to its subject matter.

7.8 This Agreement may be executed in one or more counterparts, each of which will be deemed an original, and all of which taken together will be deemed to be one instrument.

7.9 This Agreement is governed by and will be interpreted under the laws of the State of New York. Any disputes shall be heard in the courts of the State of New York.

7.10 Each party shall keep the terms contained herein confidential and neither of its directors, officers, employees, agents or representatives, where applicable, shall disclose the terms contained herein without the express written consent of the other party, unless such disclosure is required by applicable law.

7.11 Venue Owner will not be liable to LiveBarn by reason of inconvenience or annoyance for any damages or lost revenue due to power loss or shortage, mechanical breakdown, structural damage, roof collapse, fire, flood, renovations, improvements, alterations, or closure of the facility by it or any regulatory agency.

7.12 LiveBarn consents to Venue Owner promoting in its marketing materials that LiveBarn supplies it with the LiveBarn installed product.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date and at the place first above mentioned.

LIVEBARN INC.
Per: _____

VENUE OWNER
Per: _____

Print Name:

Date:

SCHEDULE A (REQUIRED)

Venue Name and Address:

We require one point of contact to initiate communication with for each venue. This person will receive a request to complete an online form that gathers information about the venue and points of contact.

Name of Each Rink:

(i.e. Rink #1 or Main Rink)

Primary Contact - Venue General Manager or Decision Maker:

Name:

Work Number:

Cell Phone:

Email Address:

Venues 9 Digit Tax Id #

(EIN): _____

We require the Tax ID number in order to ship hardware from Canada to the USA (This helps speed up the shipping and installation process).

DATE:

BETWEEN: LIVEBARN INC. ("LiveBarn")

and

_____ ("Venue Owner")

WHEREAS LiveBarn Inc. and Venue Owner wish to enter into this Agreement pursuant to which LiveBarn will install at Venue Owner's Swimming Pool described in the attached Schedule "A" (each being a "Swimming Pool") a fully automated sports broadcasting system for the delivery of live and/or on demand video and audio streaming to internet connected devices such as smartphones, computers or tablets (the "Automated Online Broadcast Service");

NOW, THEREFORE, in consideration for the mutual promises set out below, and for other good and valuable consideration acknowledged by the parties, LiveBarn and Venue Owner agree as follows:

1 AUTOMATED ONLINE BROADCAST SERVICE

1.1 LiveBarn shall, at its own expense, install and maintain all hardware and software required for the operation and maintenance of the Automated Online Broadcast Service in regards to each Swimming Pool. The initial installation will occur within six months from the date of this Agreement (such six month date being herein referred to as the "Latest Install Date"); it will be scheduled with the written approval (including email) of Venue Owner, and concurrently with the installation, LiveBarn will specifically explain to Venue Owner representative onsite exactly where any hardware or other components will be installed. Installation will then only proceed with the consent of Venue Owner which consent will be deemed upon LiveBarn undertaking its installation. The initial installation for each Swimming Pool shall include up to one (1) computer, one (1) router, one (1) modem, between one (1) and three (3) power converters, and up to two (2) cameras to be placed on the side walls or on the beams or columns extending from the walls or roof, or on a backstop adjacent to the field. The internet connection and accompanying hardware shall be located adjacent to the respective Swimming Pool in a secure location with electrical power outlets. The exact selection of camera locations will be made after consideration for optimal broadcast quality and avoidance of any obstruction. Any modification to the installation will only be undertaken with the permission and process with Venue Owner as outlined above. Venue Owner shall assume the cost of electricity for the components installed in connection with this Agreement.

1.2 In addition LiveBarn shall, at its expense and upon Venue Owner's request, install one advertising management box adjacent to a TV screen that is provided by the Venue. The LiveBarn advertising management box will display a combination of LiveBarn highlights and a Live feed, as well as additional LiveBarn information.

1.3 Title to all hardware, software, and wiring shall remain in the name of LiveBarn.

1.4 All content broadcast using the Automated Online Broadcast Service, including the video and audio relating to all sports and recreational activities occurring on each Swimming Pool (collectively, the "Content"), will be made available to LiveBarn's subscribers on a monthly subscription basis, subject to sections 1.7 and 1.8 below. LiveBarn will determine the pricing for its offerings of the Automated Online Broadcast Service. From time to time LiveBarn may provide a free trial at its discretion.

1.5 Revenue generated from the Automated Online Broadcast Service will be the property of LiveBarn; however, LiveBarn will supply Venue Owner with a unique code to enable it to market and solicit new memberships for LiveBarn, for which LiveBarn will pay Venue Owner thirty percent (30%) of the revenues generated from these memberships over the full lifetime of these memberships, during the term of this Agreement. Venue Owner will be responsible for the cost and installation of a dedicated internet connection with a minimum of 15 MBS upload per Swimming Pool. LiveBarn will work together with Venue Owner in facilitating this process, and LiveBarn will be provided with internet account access for troubleshooting. If Venue Owner is unable or unwilling to provide a dedicated internet connection, LiveBarn will, at its own expense, install and maintain the internet bandwidth required, and the quarterly amount payable to Venue Owner will be offset by the cumulative amount paid by LiveBarn for the Venue local internet, defined for the purpose of this calculation at \$85 per month per installed Swimming Pool, however Venue Owner shall not be responsible for the outlay of any of this cost if the amount of revenue share owing to it is less than the calculation above. The above code will enable Venue Owner to solicit LiveBarn memberships by providing potential members with the attraction of a 10% discount. The above payments to Venue Owner will only apply to LiveBarn memberships originated with the unique code allocated to Venue Owner. LiveBarn will pay Venue Owner its revenue share within 30 days of the end of each calendar quarter. Venue Owner will provide a staff person to communicate with and receive LiveBarn's various local marketing initiatives (including social media) as described below.

1.6 LiveBarn shall be the exclusive owner of all rights in and to the Content, and shall have the exclusive right to broadcast the Content for all purposes and in any manner it determines in its sole discretion, including by providing its broadcast signal to national broadcasters and digital media distributors. Without limiting the foregoing, the Venue Owner acknowledges that online distributions of the Content from each Swimming Pool will be made available to all subscribers of the Automated Online Broadcast Service, subject to sections 1.7 and 1.8 below.

1.7 LiveBarn will provide Venue Owner with an exclusive online administrative password to enable Venue

Owner in its discretion to “blackout” any particular dates or time periods from being broadcast on any selected Swimming Pool (the “Blackout Restrictions”).

1.8 LiveBarn will also provide Venue Owner with the ability in its discretion to restrict viewer access to any broadcasts from its Venue to a pre-selected potential audience for privacy purposes.

1.9 During the Term (as defined below), LiveBarn will provide Venue Owner with three (3) complimentary LiveBarn accounts for each Swimming Pool.

1.10 LiveBarn will hold Venue Owner harmless for any injuries to LiveBarn employees and agents in connection with their work.

2 TERM AND TERMINATION

2.1 The term of this Agreement commences on the date hereof and continues until the six year anniversary of the Latest Install Date (the “Term”), and it will automatically renew for successive terms of two (2) years, unless either party notifies the other in writing of its intent to discontinue this Agreement at least ninety (90) days before the expiration of the then current term.

2.2 Notwithstanding the foregoing, but subject to Subsection 3.1 below, either party shall have the right to terminate this Agreement for any reason upon giving (90) days written notice to the other party.

2.3 Upon termination of this Agreement by expiration of the term or for any other cause, LiveBarn shall, at its own cost and expense, remove all hardware, software and wiring from Venue Owner's location.

2.4 Venue Owner shall have the right to terminate this Agreement if LiveBarn materially breaches this Agreement and the material breach is not cured to within forty (40) days after Venue Owner provides written notice which outlines such breach to LiveBarn.

3 EXCLUSIVITY

3.1 In consideration for the investment of time and expense incurred by LiveBarn to fulfill its obligations under this Agreement, the receipt and sufficiency of which is hereby acknowledged, the Venue Owner hereby declares and agrees that for the initial period of six (6) years, and all renewal periods, from the commencement date of the Term, and notwithstanding the termination of this Agreement by the Venue Owner, for any reason, LiveBarn shall have the absolute exclusivity to broadcast Content from each of the Swimming Pools using unmanned operated cameras. For greater certainty, the said exclusivity shall apply for the six (6) year period even if the Venue Owner elects to terminate this Agreement pursuant to Subsection 2.2 above prior to the expiration of the Term.

3.2 The Venue Owner hereby declares and acknowledges that the foregoing exclusivity, including the term thereof, is reasonable in the circumstances, and that LiveBarn is relying upon such exclusivity in connection with the provision of the Automated Online Broadcast Service and that LiveBarn would not have entered into this Agreement without such exclusivity. However, the foregoing exclusivity shall not apply should LiveBarn cease operations or to the extent Venue Owner terminates this agreement in accordance with section 2.4.

3.3 Venue Owner acknowledges and agrees that, in the event of a breach or threatened breach by it of the provisions of Subsection 3.1 above, LiveBarn will have no adequate remedy in money or damages and, accordingly, shall be entitled to an injunction in a court of competent jurisdiction against such breach. However, no specification in this Agreement of any specific legal or equitable remedy shall be construed as a waiver or prohibition against any other legal or equitable remedies in the event of a breach of any of the provisions of this Agreement.

4 SUPPLY OF AUTOMATED ONLINE BROADCAST SERVICE

4.1 LiveBarn will use reasonable skill and care to make the Automated Online Broadcast Service available throughout the Term. Notwithstanding the foregoing, LiveBarn shall have no responsibility, liability, or obligation whatsoever to Venue Owner, or any other third party, for any interruptions of the Automated Online Broadcast Service.

4.2 LiveBarn may, without any liability to Venue Owner, suspend the supply of all or part of the Automated Online Broadcast Service upon giving Venue Owner notice. This should occur if the LiveBarn equipment is repeatedly damaged or LiveBarn is unable to obtain a sufficient internet signal to the venue.

4.3 The Venue Owner agrees to notify LiveBarn by email to venuesupport@livebarn.com as soon as it becomes aware of any interruption or malfunction with the Automated Online Broadcast Service. Venue Owner will not be responsible for damage or malfunction of any equipment and LiveBarn will repair or replace at its cost any malfunctioning components which is required. Any required service visit by LiveBarn will be scheduled with the written approval (including email) of Venue Owner. LiveBarn will specifically explain the repair, replacement or service work to Venue Owner representative onsite and this work will only proceed with the consent of Venue Owner which consent will be deemed upon LiveBarn undertaking its work.

4.4 From time to time there will be a need for on site assistance from the Venue to perform basic troubleshooting and Venue Owner will be responsible to assist when necessary.

5 NOTICE TO PUBLIC

5.1 The Venue Owner agrees to post a notice at the entrance to its venue and inside each Swimming Pool, advising the public that the venue is monitored by video cameras for security, safety and commercial purposes, and participants waive any claim relating to the capture or public transmission of his/her participation while at the venue. LiveBarn will supply and post these notices during its initial installation and reserves the right to modify the language contained therein from time to time, in its sole discretion, to satisfy its legal obligations.

5.2 In all agreements with parties for usage of the Venue, Venue Owner will include provisions both disclosing the existence of LiveBarn broadcasting at the Venue and requiring such parties to notify all their users of the Venue of this.

6 MARKETING

6.1 Venue Owner agrees to promote LiveBarn through all available avenues discussed in this section, understanding that it is in Venue's best interest financially to market LiveBarn to their customers and patrons. LiveBarn will also provide, at its expense, a minimum of one (1) 2.5 x 6' color printed standing banner, branded with Venue Owner's unique code described in Subsection 1.5, to be displayed within Venue Owner's lobby in a prominent location. Venue Owner understands that failure to comply and make reasonable promotion and marketing efforts will result in lower revenue share payments to Venue Owner.

6.2 Venue Owner will provide a marketing contact person (s) who will be responsible for interacting with LiveBarn and becoming knowledgeable about the various LiveBarn marketing and promotion initiatives. Upon installation of LiveBarn, Venue Owner will make said contact available for a 30 minute video web session, serving as an orientation into all of the best practices for introducing and promoting LiveBarn. This person will subsequently be responsible for implementing promotion and marketing initiatives to Venue's customers and patrons.

6.3 Venue Owner will place a LiveBarn banner or link on their website with a backlink and embedded demo video where possible. Venue Owner will do the same with any organizations, associations, clubs and affiliates that it owns that use their facility.

6.4 Venue Owner will announce the LiveBarn installation as well as embed any demo video on all of their social media networks. Venue Owner will also like and follow LiveBarn on said social media networks as well as share content when tagged, acknowledging that this will only be used when venue is directly involved with any video shared. Venue Owner will do the same with any organizations, associations, clubs, affiliates that it owns that use their facility.

7 GENERAL

7.1 Any amendment to this Agreement must be in writing and signed by both parties.

7.2 Although LiveBarn will remain liable for its obligations hereunder, LiveBarn shall be permitted to use agents and subcontracts to perform its installation, maintenance and repair obligations hereunder.

7.3 The waiver of a breach of any provision of this Agreement will not operate or be interpreted as a waiver of any other or subsequent breach.

7.4 If any part of this Agreement is held to be invalid or unenforceable, that part will be severed and the rest of the Agreement will remain in force. Headings herein are for reference only.

7.5 LiveBarn hereby represents that it maintains \$2,000,000 of General Liability Insurance, \$2,000,000 in Media Coverage Insurance and \$2,000,000 in Cyber Insurance, and that upon execution of this Agreement Venue Owner will become a Certificate Holder, with its name and location included in such insurance policies.

7.6 All notices required under this Agreement must be given in writing and by email to LiveBarn at venuesupport@livebarn.com, fmiller@livebarn.com, ray@livebarn.com, and to Venue Owner at its address listed herein. Either party may change its address from time to time by providing notice of such change to the other party.

7.7 This Agreement describes the entire understanding and agreement of the parties, and supersedes all oral and written agreements or understandings between them related to its subject matter.

7.8 This Agreement may be executed in one or more counterparts, each of which will be deemed an original, and all of which taken together will be deemed to be one instrument.

7.9 This Agreement is governed by and will be interpreted under the laws of the State of New York. Any disputes shall be heard in the courts of the State of New York.

7.10 Each party shall keep the terms contained herein confidential and neither of its directors, officers, employees, agents or representatives, where applicable, shall disclose the terms contained herein without the express written consent of the other party, unless such disclosure is required by applicable law.

7.11 Venue Owner will not be liable to LiveBarn by reason of inconvenience or annoyance for any damages or lost revenue due to power loss or shortage, mechanical breakdown, structural damage, roof collapse, fire, flood, renovations, improvements, alterations, or closure of the facility by it or any regulatory agency.

7.12 LiveBarn consents to Venue Owner promoting in its marketing materials that LiveBarn supplies it with the LiveBarn installed product.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date and at the place first above mentioned.

LIVEBARN INC.

Per: _____

VENUE OWNER

Per: _____

Print Name:

Date:

PLEASE FILL OUT SCHEDULE A

Venue Name and Address:

Name of Each Swimming Pool:

(i.e. Pool #1 or Main Competition Pool)

Please use a check mark to choose which ISP solution will be utilized per paragraph 1.5.

LiveBarn provided internet. _____

Venue provided internet _____

Regardless of solution above please provide who your current Internet Service Provider is _____

We require one point of contact to initiate communication with for each venue. This person will receive a request to complete an online form that gathers information about the venue and points of contact.

Primary Contact - Venue General Manager or Decision Maker:

Name:

Work Number:

Cell Phone:

Email Address:

Venues 9 Digit Tax Id #
(EIN): _____

We require the Tax ID number in order to ship hardware from Canada to the USA (This helps speed up the shipping and installation process).

Independent School District #361

1515 11th Street ▪ International Falls, MN 56649 ▪ Ph: 218-283-2571 ▪ www.ISD361.org

School Board: Roxanne Skogstad-Ditsch, Board Chair ▪ JoAnn Smith, Vice Board Chair ▪ Toni Korpi, Clerk ▪ Bruce Raboin, Treasurer ▪ Jessica Crosby, Director ▪ Emily McGonigle, Director ▪ Tina Sather, Director

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: International Falls Public Schools

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0361-01

Superintendent or Exec. Director Name: Kevin Grover

Will act as the IOwA? Yes No

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: Kevin Grover

Title: Superintendent

Board Member Signature:

Name: _____

Date: June 20, 2023

Kevin Grover, Superintendent

ph: 218-283-2571 x1112

kgrover@isd361.org

Tim Everson, FHS Principal

ph: 218-283-2571 x1104

teverson@isd361.org

Melissa Tate, FES Principal

ph: 218-283-2571 x1232

mtate@isd361.org

Bill Mason, Athletic Director

ph: 218-283-2571 x1138

bmason@isd361.org

Football Coaches Paid By Districts

Section 7AA:

International Falls

1 HC + 3 Assistants + 2 JH Coaches (No Trainer)

Aitkin:

1 HC + 5 Assistants + 2 JH Coaches + Trainer (2x/wk moving to 5x/wk next year)

Crosby:

1 HC + 4 Assistants + 2 or 3 JH Coaches + Trainer & additional Strength & Condition Coach

Greenway:

1 HC + 4 Assistants + 3 JH Coaches + Trainer

Hinckley-Finlayson:

1 HC + 3 Assistants + 2 or 3 JH Coaches + Trainer

Mesabi East

1 HC + 2 Assistants + 2 JH Coaches + Trainer

Moose Lake:

1 HC + 3 Assistants + 2 JH Coaches + Trainer (2x/wk + home games)

—
Grand Rapids: (Higher Class/Same District)

1 HC + 4 Assistants + 2 JH Coaches + Trainer & additional Strength & Condition Coach

Rock Ridge/Littlefork = No response

Application for Cooperative Sponsorship

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

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

On behalf of the following schools, we hereby apply for cooperative sponsorship of Girls Volleyball
 beginning with the 20 23 - 20 24 school year. (activity) (boys' or girls') (Adapted-CI or PI)

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

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	<u>Int'l Falls High School</u>	<u>292</u>	<u>Int'l Falls, Mn</u>	<u>7A</u>	<u>7A</u>
High School #2:	<u>Cornerstone Christian School</u>		<u>E Mo, Ontario, Canada</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

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 in the program. Co-op will help sustain numbers and keep this program available for students

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	<u>14</u>	<u>15</u>	<u>9</u>	<u>8</u>	<u>5</u>	<u>7</u>
High School #2						
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs):
Int'l Falls Browns

6. Team Colors: Purple + Gold Team Mascot: Brower

7. Host School (school that will receive revenue share check): Int'l Falls High School

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

Official Action of the MSHSL Board of Directors

- Approved Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director

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 Boys Basketball
 beginning with the 2023 - 2024 school year. (activity) (boys' or girls') (Adapted-CI or PI)

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

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	<u>Int'l Falls High School</u>	<u>292</u>	<u>Int'l Falls, MN</u>	<u>7A</u>	<u>7AA</u>
High School #2:	<u>Cornerstone Christian School</u>		<u>Emo, Ontario, Canada</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

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 in the program - co-op help sustain numbers and help at keeping program for students

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	<u>7</u>	<u>13</u>	<u>6</u>	<u>1</u>	<u>2</u>	<u>4</u>
High School #2						
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): _____

Int'l Falls High School

6. Team Colors: Purple + Gold Team Mascot: Bronco Horse

7. Host School (school that will receive revenue share check): Int'l Falls High School

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

Official Action of the MSHSL Board of Directors

Approved

Not Approved

Signature: _____

Date: _____

MSHSL Executive Director

Application for Cooperative Sponsorship

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

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

On behalf of the following schools, we hereby apply for cooperative sponsorship of Girls Basketball
 beginning with the 2023 - 2024 school year. (activity) (boys' or girls') (Adapted-CI or PI)

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

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	<u>Int'l Falls High School</u>	<u>292</u>	<u>Int'l Falls, Mn</u>	<u>7A</u>	<u>7AA</u>
High School #2:	<u>CornerStone Christian School</u>		<u>Emo, Ontario, Canada</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

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 in the program Co-op will help sustain numbers + retain program for students

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	<u>8</u>	<u>10</u>	<u>4</u>	<u>3</u>	<u>4</u>	<u>2</u>
High School #2						
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): _____

Int'l Falls High School

6. Team Colors: Purple + Gold Team Mascot: Broken Horse

7. Host School (school that will receive revenue share check): Int'l Falls High School

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

Official Action of the MSHSL Board of Directors

- Approved Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director

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 Boys Cross Country
 beginning with the 2023 - 2024 school year. (activity) (boys' or girls') (Adapted-CI or PI)

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

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	<u>INTL Falls High School</u>	<u>292</u>	<u>INTL Falls, MN</u>	<u>7A</u>	<u>7A</u>
High School #2:	<u>Cornerstone Christian School.</u>		<u>Emo, Ontario, CANADA</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

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 In The Program - Co-op will help sustain numbers + keep program available for students!

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	<u>3</u>	<u>4</u>	<u>4</u>	<u>1</u>	<u>0</u>	<u>0</u>
High School #2						
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): _____

6. Team Colors: _____ Team Mascot: _____

7. 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: _____ Date: _____
 MSHSL Executive Director

Application for Cooperative Sponsorship

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

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

On behalf of the following schools, we hereby apply for cooperative sponsorship of Girls - Girls Cross Country beginning with the 20²³ - 20²⁴ school year. (activity) (boys' or girls') (Adapted-CI or PI)

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

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	<u>INT'L Falls High</u>	<u>292</u>	<u>INT'L Falls, MN</u>	<u>7A</u>	
High School #2:	<u>Corner Stone Christian School</u>		<u>EM, Ontario, Canada</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)

1. 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

2. 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 in Program - Co-op will help sustain numbers + keep program available

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	<u>1</u>	<u>2</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>3</u>
High School #2						
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): _____

INT'L Falls High School

6. Team Colors: Purple + Gold Team Mascot: Bronco Horse

7. Host School (school that will receive revenue share check): INT'L Falls High School

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

Official Action of the MSHSL Board of Directors

- Approved Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director