

4. Second reading of School Board Policy 517 - Student Recruiting
5. Hire Rosa Christianson as ELL instructor for 1 hour/day every other day for ELL services. Hourly rate as per the L331 Education Minnesota contract.
6. Second reading of School Board Policy 720 - Vending Machines
7. Accept resignation from Christine Ford, Paraprofessional, effective September 22, 2023.
8. Second reading of School Board Policy 721 - Uniform Grant Guidance Policy
9. Second reading of School Board Policy 801 - Equal Access to School Facilities
10. Second reading of School Board Policy 802 - Disposition of Obsolete Equipment and Material
11. Second reading of School Board Policy 805 - Waste Reduction and Recycling
12. Second reading of School Board Policy 807 - Health and Safety Policy
13. Second reading of School Board Policy 901 - Community Education
14. Second reading of School Board Policy 903 - Visitors to School District Buildings and Sites
15. Second reading of School Board Policy 906 - Community Notification of Predatory Offenders
16. Second reading of School Board Policy 907 - Rewards
17. First reading of School Board Policy 520 - Student Surveys
18. First reading of School Board Policy 515 - Protection of Pupil Records
19. Approve an MOU with L331 Education Minnesota for the addition of two MSHSL positions, Libero Tracker and Shot Clock Operator, to wage Schedule D.
20. Approve the agreement with Rock Ridge Public Schools for Ojibwe Instructor services for September 18, 2023 to January 19, 2024.
21. Increase the FTE for Tom Vollom, Indian Education Cultural/Language Instructor, to .90 for the 2023-2024 school year due to contract services with Rock Ridge Public Schools.
22. Approve the hire of Paetyn Zahn, Paraprofessional, effective Tuesday, September 2023.
23. Approve the hire of Emily Carlson as a 1.0 FTE Title I / Elementary Teacher for the 2023-2024 school year.
24. Approve hire of Elsa Swanson as One Act Play Advisor for the 2023-2024 school year.
25. Approve the hire of McKenna Holt as Hockey Cheerleader Advisor for the 2023-2024 school year.
26. Acknowledge Betsy Loop as volunteer Flag Football Coach for the 2023-2024 season.

27. Set truth in taxation meeting for December 18, 2023 at 6:00 pm in the FHS Library.
28. Certify the proposed 23 Pay 24 Levy at Maximum.
29. Approve the hire of Natasha Nodes as FES Cafe Helper effective August 29, 2023.

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 Resolution Appointing Election Judges and Establishing Absentee Ballot Board. Motion by __, second by __. Motion carried / failed.
- 1.c. Second reading of School Board Policy 400 - Substitute Pay. Motion by __, second by __. Motion carried. *Bruce Raboin to abstain from voting.*

Closed Session

1. Closed meeting for labor negotiations strategy pertaining to L4798 and L510 as allowed under MS 13D.03.

Adjournment

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

Payables Summary
September 18, 2023

Check No	Vendor	Check Date	Invoice No	Invoice Description	Po Number	Amount
201126911	Align Chiropractic & Wellness Center, PLL	8/22/2023	6060-C01	DOT Physical	7602400000	\$ 100.00
	Align Chiropractic & Wellness Center, PLL	8/22/2023	6059-C01	DOT Physical	7602400000	\$ 100.00
	Align Chiropractic & Wellness Center, PLL	8/22/2023	6149-C01	DOT Physical	7602400000	\$ 100.00
	Align Chiropractic & Wellness Center, PLL	8/22/2023	6151-C01	DOT Physical	7602400000	\$ 100.00
201126912	Annie's Frozen Yogurt	8/22/2023	26554	Frozen Yogurt	7702400000	\$ 100.00
201126913	ARROWHEAD LIBRARY SYSTEM	8/22/2023	7876	Library Catalog System	6202400000	\$ 625.00
201126914	AT & T Mobility	8/22/2023	2.87298E+19	IT Phones, Superintendent	1102400052	\$ 76.46
	AT & T Mobility	8/22/2023	2.87298E+19	Phone, Bus WI-FI and Hotspots		
	AT & T Mobility	8/22/2023	2.87298E+19	IT Phones, Superintendent	1102400052	\$ 94.29
	AT & T Mobility	8/22/2023	2.87298E+19	Phone, Bus WI-FI and Hotspots		
	AT & T Mobility	8/22/2023	2.87298E+19	IT Phones, Superintendent	1102400052	\$ 38.23
	AT & T Mobility	8/22/2023	2.87298E+19	Phone, Bus WI-FI and Hotspots		
	AT & T Mobility	8/22/2023	2.87298E+19	IT Phones, Superintendent	1102400052	\$ 114.69
	AT & T Mobility	8/22/2023	2.87298E+19	Phone, Bus WI-FI and Hotspots		
	AT & T Mobility	8/22/2023	2.87298E+19	IT Phones, Superintendent	1102400052	\$ 49.66
	AT & T Mobility	8/22/2023	2.87298E+19	Phone, Bus WI-FI and Hotspots		
201126915	Balaski, Jonathan	8/22/2023	72423	Summer Field trip - guides for fishing trip on rainy lake. (July 24th)	7902400001	\$ 3,300.00
201126916	BSN SPORTS	8/22/2023	307305162	Supplies - #10307148	2922400004	\$ 149.98
	BSN SPORTS	8/22/2023	307305162	Supplies - #10307148	2922400004	\$ 649.87
	BSN SPORTS	8/22/2023	307305162	Supplies - #10307148	2922400004	\$ 35.96
	BSN SPORTS	8/22/2023	307305162	Supplies - #10307148	2922400004	\$ 159.95
201126916	BSN SPORTS	8/22/2023	307305162	Supplies - #10307148	2922400004	\$ 599.85
	BSN SPORTS	8/22/2023	307305162	Supplies - #10307148	2922400004	\$ 147.59
	BSN SPORTS	8/22/2023	922378538	Baseball Uniform Pants	2922400006	\$ 60.00
	BSN SPORTS	8/22/2023	922378538	Baseball Uniform Pants	2922400006	\$ 1,000.00
201126917	FERRELLGAS	8/22/2023	5007905991	Arena; Propane for Zamboni	8102400055	\$ 286.42
201126918	HILLYARD HUTCHINSON	8/22/2023	605197046	Boiler treatment for this year	8102400026	\$ 4,525.16
	HILLYARD HUTCHINSON	8/22/2023	605202637	FES 10 boxes of floor wax	8102400048	\$ 1,237.60
201126919	HOUGHTON MIFFLIN	8/22/2023	955856473	Journey's Reader's Notebooks for 2023-24 School Year	1302400005	\$ 3,877.88

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201126920	IRON RANGE CONFERENCE	8/22/2023	81523	Iron Range Conference Annual Assessment Fee	2922400010	\$ 750.00
201126921	Marco Technologies LLC	8/22/2023	508252566	Copier Lease	1102400056	\$ 345.44
	Marco Technologies LLC	8/22/2023	508252566	Copier Lease	1102400056	\$ 10.00
	Marco Technologies LLC	8/22/2023	508190568	Copier Lease	1102400055	\$ 104.66
	Marco Technologies LLC	8/22/2023	508190568	Copier Lease	1102400055	\$ 10.00
	Marco Technologies LLC	8/22/2023	508252806	Copier Lease	1102400043	\$ 622.17
	Marco Technologies LLC	8/22/2023	508252806	Copier Lease	1102400043	\$ 14.86
	Marco Technologies LLC	8/22/2023	508252806	Copier Lease	1102400043	\$ 1,053.51
	Marco Technologies LLC	8/22/2023	508252806	Copier Lease	1102400043	\$ 17.31
	Marco Technologies LLC	8/22/2023	508189164	Copier Lease	1102400044	\$ 431.04
	Marco Technologies LLC	8/22/2023	508189164	Copier Lease	1102400044	\$ 431.03
	Marco Technologies LLC	8/22/2023	508189164	Copier Lease	1102400044	\$ 1,394.45
	Marco Technologies LLC	8/22/2023	508189164	Copier Lease	1102400044	\$ 20.25
	Marco Technologies LLC	8/22/2023	508189164	Copier Lease	1102400044	\$ 20.25
201126922	MESPA (MN Elem. School Principals' Asso	8/22/2023	15939	membership renewal to July 2024		\$ 972.00
201126923	Rainy Lake Gazette	8/22/2023	102639	Advertising Local Newspaper	1102400041	\$ 370.00
201126924	RENAISSANCE LEARNING INC	8/22/2023	5297601	FHS Fastbridge Training	3002400006	\$ 1,500.00
201126925	SHANNONS INC	8/22/2023	25374	Shannon's labor to clean and service remainder of HVAC units at FES	8102400020	\$ 597.67
	SHANNONS INC	8/22/2023	25370	Filters for dehumidifier	8102400053	\$ 50.34
201126926	SOUND NORTH	8/22/2023	80723	Envelopes for Back To School Mailing	1102400058	\$ 280.00
201126927	TWIN CITY BOILER REPAIR	8/22/2023	35925B	other 1/2 of boiler burner job Done in FY24	8102400059	\$ 27,590.00
201126928	Valley Hardwood Supply	8/22/2023	80123	Supplies	2552400000	\$ 719.42
201126929	MASC/MAHS	8/17/2023	1	MHS Dues 2023-2024	0	\$ 60.00
201126930	POSTMASTER	8/21/2023	82123	School mailing	0	\$ 753.73
201126932	ND Child Support Division	8/25/2023	20230825ADCS	Child Support	0	\$ 276.93
201126933	ARCC	8/25/2023	2024-MASA	23/24 MASA dues	0	\$ 150.00
201126934	Aviben	8/25/2023	29033	403b Third Party Admin Svc	1102400010	\$ 190.37

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201126935	Camfil	8/25/2023	30405382	District wide filters	8102400028	\$ 3,830.02
201126936	COMMERICAL REFRIGERATION INC	8/25/2023	46278	Bronco Arena Compressors	0	\$ 5,241.00
	COMMERICAL REFRIGERATION INC	8/25/2023	46269	Bronco Arena Compressors	0	\$ 1,400.00
201126937	Hanover Insurance Group	8/25/2023	80723	Insurance FY24	1102400046	\$ 26,396.74
	Hanover Insurance Group	8/25/2023	80723	Insurance FY24	1102400046	\$ 95,640.79
201126938	KANTOR ELECTRIC INC	8/25/2023	17798	Replace 2 ballasts at FES	8102400045	\$ 167.58
201126939	Marco Technologies LLC	8/25/2023	11511433	FES copier	6052400003	\$ 97.48
	Marco Technologies LLC	8/25/2023	11511433	FES copier	6052400003	\$ 5.00
	Marco Technologies LLC	8/25/2023	11511433	FES copier	6052400003	\$ 0.01
201126940	Marsh & McLennan Agency, LLC	8/25/2023	2387060	services	1102400063	\$ 2,000.00
201126941	mCover	8/25/2023	20230815802	Supplies	6052400014	\$ 1,781.53
201126942	MN ENERGY RESOURCES CORP	8/25/2023	0504762905-00	Stadium; Natural Gas Services	8102400040	\$ 25.67
201126943	MN SCHOOL BOARD ASSN	8/25/2023	070805-Y3W6R	Summer Seminar	0	\$ 295.00
201126944	The McDowell Agency, Inc.	8/25/2023	148928	Background check	0	\$ 41.00
201126945	Erickson's Lawn Care	8/30/2023	FHSB5623	Athletic Field Fertilizing	0	\$ 540.00
	Erickson's Lawn Care	8/30/2023	FHSB5623	Athletic Field Fertilizing	0	\$ 318.00
201126946	GUARDIAN PEST CONTROL INC	8/30/2023	2496769	Pest control year contract billed monthly, will start July 1st 2023	8102400001	\$ 37.00
	GUARDIAN PEST CONTROL INC	8/30/2023	2496769	Pest control year contract billed monthly, will start July 1st 2023	8102400001	\$ 37.00
201126947	K&K MEYERS INC	8/30/2023	972	install electric strike in bus garage	6052400025	\$ 315.00
	K&K MEYERS INC	8/30/2023	22642	electric strike door lock in bus garage	6052400025	\$ 639.00
201126948	KOOCHICHING COUNTY	8/30/2023	July	Tipping Fees	8102400027	\$ 20.00
201126949	Mystery Science Inc.	8/30/2023	218571	Mystery Science Membership Renewal - 2023-2030	1302400004	\$ 9,765.00
201126950	OFFICE DEPOT	8/30/2023	3.2824E+11	FES Supplies	1302400014	\$ 41.68
	OFFICE DEPOT	8/30/2023	3.2824E+11	FES Supplies	1302400014	\$ 13.98
201126951	Premiere Speakers Bureau, Inc.	8/30/2023	142526B	Kim Bearden (8/29/2023) - Second half of payment	1302400011	\$ 7,000.00

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201126952	TechCheck	8/30/2023	52598	EPS LABOR/MATERIAL - materials	6052400004	\$ 29,000.00
201126953	Tilson Bay Company	8/30/2023	1146	Back to school/homecoming stickers for meet open house.	9012400002	\$ 350.00
	Tilson Bay Company	8/30/2023	1139	School Decals for Truck	8102400052	\$ 150.00
201126954	UNITED TRUCK BODY	8/30/2023	S 8614	DOOR ASSY D12W AUXILIARY HEATER COMPARTMENT	0	\$ 284.24
201126955	VOYAGEUR REFRIGERATION ICE INC	8/30/2023	80723	Troubleshoot and repair ice machine in whirlpool room.	8102400046	\$ 484.36
201126956	City of International Falls	8/30/2023	8182023	2 CPR with BLS tests for Leah Bacon and Cassidy Christensen @ \$35/each	0	\$ 70.00
201126957	Bluum Of MN LLC	8/31/2023	929347	Supplies	6052400026	\$ 5,028.60
201126958	BSN SPORTS	8/31/2023	307466286	Footballs - Flag Football 4-6th Gr	2922400016	\$ 39.98
	BSN SPORTS	8/31/2023	306511446	Football Jerseys & Pants	2922400002	\$ 3,271.15
	BSN SPORTS	8/31/2023	306511446	Football Jerseys & Pants	2922400002	\$ 777.60
	BSN SPORTS	8/31/2023	306511446	Football Jerseys & Pants	2922400002	\$ 3,344.21
	BSN SPORTS	8/31/2023	306511446B	Football Jerseys & Pants	2922400002	\$ 1,711.40
	BSN SPORTS	8/31/2023	306511446B	Football Jerseys & Pants	2922400002	\$ 406.82
	BSN SPORTS	8/31/2023	306511446B	Football Jerseys & Pants	2922400002	\$ 1,749.62
201126959	MIDCONTINENT COMMUNICATIONS	8/31/2023	1.24861E+13	FHS Moveable Internet for Arena and Fields, Elevator Phone 124861401	6052400010	\$ 154.09
	MIDCONTINENT COMMUNICATIONS	8/31/2023	1.24861E+13	FHS Moveable Internet for Arena and Fields, Elevator Phone 124861401	6052400010	\$ 37.08
201126960	Miniplots	8/31/2023	21039	MATH DEPT. SUPPLIES ALEX MANNAUSAU	2562400001	\$ 203.95
201126961	MN ENERGY RESOURCES CORP	8/31/2023	0505015015-00	Garage; Natural Gas Services	8102400040	\$ 80.37
201126962	MN POWER	8/31/2023	81423	Electricity Bill	8102400064	\$ 487.71
	MN POWER	8/31/2023	81423	Electricity Bill	8102400064	\$ 11,426.25
	MN POWER	8/31/2023	81423	Electricity Bill	8102400064	\$ 6,766.37

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	MN POWER	8/31/2023	81423	Electricity Bill	8102400064	\$ 9,269.31
	MN POWER	8/31/2023	81423	Electricity Bill	8102400064	\$ 600.29
201126963	MSHSL	8/31/2023	41220	MSHSL Annual Sports Dues	2922400021	\$ 1,525.00
201126964	NCPERS Group Life Ins.	8/31/2023	1.64913E+11	PERA Life September 2023	1102400029	\$ 80.00
	NCPERS Group Life Ins.	8/31/2023	1.64913E+11	PERA Life September 2023	1102400029	\$ 16.00
201126965	PAUL BUNYAN COMMUNICATIONS	8/31/2023	90123	Monthly Broadband Services	6052400000	\$ 650.00
201126966	Pioneer Manufacturing Co	8/31/2023	895767	Field paint	8102400058	\$ 715.05
201126967	SAVVAS LEARNING CO	8/31/2023	7028467618	SCIENCE DEPT. PER CYCLE BOOK ORDER FOR 2023-24 SCHOOL YEAR	2602400000	\$ 1,522.39
	SAVVAS LEARNING CO	8/31/2023	7028467618B	SCIENCE DEPT. PER CYCLE BOOK ORDER FOR 2023-24 SCHOOL YEAR	2602400000	\$ 66,116.59
201126968	SOUND NORTH	8/31/2023	72623	KAPE calendars for program outreach. iSD361 families and staff.	7902400014	\$ 3,800.00
201126969	WATER DEPT	8/31/2023	74-006700-00	Water Usage - Garage	8102400005	\$ 52.18
	WATER DEPT	8/31/2023	13-014700-00	FHS; Water Usage	8102400005	\$ 1,062.13
	WATER DEPT	8/31/2023	13-014701-00	Water Usage - Scheela Field	8102400005	\$ 22.25
	WATER DEPT	8/31/2023	13-014800-00	FES; Water Usage	8102400005	\$ 121.76
	WATER DEPT	8/31/2023	13-014900-00	Arena; Water Usage	8102400005	\$ 4,192.85
	WATER DEPT	8/31/2023	30-007100-02	Stadium; Water Usage	8102400005	\$ 50.69
201126970	ISD #390	9/1/2023	CC 8/29/23	Cross Country Meet Entry Fee @ Lake of the Woods on 8/29/2023	0	\$ 100.00
201126971	MANICK, LINDA	9/1/2023	Vball 8/24/23	Volleyball Official on 8/24/23 vs Two Harbors	0	\$ 50.00
	MANICK, LINDA	9/1/2023	Vball 8/24/23	Volleyball Official on 8/24/23 vs Two Harbors	0	\$ 80.00
201126972	Sandberg, DEE ANN	9/1/2023	Vball 8/24/23	Girls Volleyball Official on 8/24/23 vs Two Harbors	0	\$ 50.00
201126972	Sandberg, DEE ANN	9/1/2023	Vball 8/24/23	Girls Volleyball Official on 8/24/23 vs Two Harbors	0	\$ 80.00
	Sandberg, DEE ANN	9/1/2023	Vball 8/24/23	Girls Volleyball Official on 8/24/23 vs Two Harbors	0	\$ 94.32

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201126973	Hibbing ISD #701	9/6/2023	GSwim 9/16/23	Swim Meet Entry Fee on 9/16/23 @ Hibbing High School		0 \$ 100.00
201127951	ND Child Support Division	9/8/2023	20230908ADCS	Child Support		0 \$ 276.93
201127952	Align Chiropractic & Wellness Center, PLL	9/7/2023	6231-C01	DOT Physical	7602400000	\$ 100.00
201127953	DEMCO INC	9/7/2023	7350578	Laminator Film	1302400010	\$ 193.79
201127954	DISCOUNT SCHOOL SUPPLY	9/7/2023	6069290101	ECFE Classroom/Event Supplies Year Start (Baron)	1302400017	\$ 147.86
201127955	Duet Resource Group, Inc.	9/7/2023	14346	Furniture		0 \$ 66,627.72
201127956	Fun Express, LLC	9/7/2023	72603623201	ECFE Classroom/Event Supplies Year Start (Baron)	1302400021	\$ 194.09
	Fun Express, LLC	9/7/2023	72603623202	ECFE Classroom/Event Supplies Year Start (Baron)	1302400021	\$ 158.98
201127957	KANTOR ELECTRIC INC	9/7/2023	17846	Troubleshoot arena exhaust fan	8102400063	\$ 108.00
	KANTOR ELECTRIC INC	9/7/2023	17853	Trouble shoot copy room door w/Kerry	8102400068	\$ 216.00
	KANTOR ELECTRIC INC	9/7/2023	17845	8 led lights retrofitted in dive pool. to replace 6 that ae burned out.	8102400047	\$ 2,399.37
201127958	MN ENERGY RESOURCES CORP	9/7/2023	0506435793-00	Arena	8102400040	\$ 1,341.48
201127959	RAPTOR TECHNOLOGIES	9/7/2023	80123	Raptor Link API Suite	6052400028	\$ 1,375.00
	RAPTOR TECHNOLOGIES	9/7/2023	85711	Supplies	6052400024	\$ 760.00
201127960	Rotary Club of International Falls	9/7/2023	845	Corporate Dues through June 30, 2024		0 \$ 320.00
201127961	School Mate	9/7/2023	602426	JUNIOR HIGH STUDENT PLANNERS 6/7/2008	3002400011	\$ 736.00
201127962	SHANNONS INC	9/7/2023	25422	Trouble shoot arena dehumidifier	8102400062	\$ 185.00
201127963	Staples Advantage	9/7/2023	8071369792	Prevention display case materials for program outreach. Roll over money 2022	7902400022	\$ 502.32
201127964	US FOODSERVICE	9/7/2023	3882836	Staff Wellness Picnic Food	202400001	\$ 440.25

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	US FOODSERVICE	9/7/2023	3959919	Food for Meal Services	7702400011	\$ 32.68
	US FOODSERVICE	9/7/2023	3959920	US Foods order Cleaning supplies, flour, sugar, baking soda and baking powder	2502400004	\$ 197.93
	US FOODSERVICE	9/7/2023	4057541	US Foods order Cleaning supplies, flour, sugar, baking soda and baking powder	2502400004	\$ 14.46
	US FOODSERVICE	9/7/2023	5944060	Food for Meal Services	7702400011	\$ (44.73)
	US FOODSERVICE	9/7/2023	3596970	Warmer/Cooling cabinet for WEE student lounge	7702400004	\$ 5,762.88
	US FOODSERVICE	9/7/2023	3628501	US Foods order Cleaning supplies, flour, sugar, baking soda and baking powder	2502400004	\$ 202.80
	US FOODSERVICE	9/7/2023	3959917	Food for Meal Services	7702400011	\$ 718.93
	US FOODSERVICE	9/7/2023	3959917	Food for Meal Services	7702400011	\$ 575.30
	US FOODSERVICE	9/7/2023	3959918	Food for Meal Services	7702400011	\$ 1,003.99
	US FOODSERVICE	9/7/2023	3959921	Go Bag Supplies for Nurse (Bacon)	1302400018	\$ 25.51
	US FOODSERVICE	9/7/2023	3983159	Food for Meal Services	7702400011	\$ 103.16
	US FOODSERVICE	9/7/2023	4057539	Food for Meal Services	7702400011	\$ 2,951.45
	US FOODSERVICE	9/7/2023	4057539	Food for Meal Services	7702400011	\$ 124.34
	US FOODSERVICE	9/7/2023	4131690	Food for Meal Services	7702400011	\$ 934.66
	US FOODSERVICE	9/7/2023	4131690	Food for Meal Services	7702400011	\$ 827.83
	US FOODSERVICE	9/7/2023	4131691	Food for Meal Services	7702400011	\$ 273.05
	US FOODSERVICE	9/7/2023	4057540	Food for Meal Services	7702400011	\$ 660.18
201127965	ISD #709	9/7/2023	1002300132	Student Tuition FY23	0	\$ 42,757.20
201127966	GREENWAY HIGH SCHOOL	9/11/2023	Vball 9/9/23	Volleyball Tournament Entry Fee on 9/11/23 @ Greenway High School	0	\$ 200.00
201127967	Roseau High School	9/11/2023	CC 9/7/23	Cross Country Entry Fee on 9/7/23 for the Roseau CC 2023 Meet	0	\$ 100.00
201127968	Chisago Lakes High School	9/12/2023	VballV 9/30/23	Volleyball Varsity Tournament	0	\$ 200.00

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201127969	ISD #690	9/12/2023	CC 9/11/23	Entry Fee on 9/30/23 @ Chisago Lakes High School Cross Country Meet Entry fee on 9/11/23 @ the Warroad Invitational	0	\$ 125.00
201127970	AT & T Mobility	9/19/2023	2.87298E+19	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	76.46
	AT & T Mobility	9/19/2023	2.87298E+19	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	94.29
	AT & T Mobility	9/19/2023	2.87298E+19	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	38.23
	AT & T Mobility	9/19/2023	2.87298E+19	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	114.69
	AT & T Mobility	9/19/2023	2.87298E+19	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	49.66
201127971	BOYUM, STEVE	9/19/2023	81823	Black dirt for ballfields	8102400060	300
201127972	CRANDALLS SEPTIC PUMPING	9/19/2023	8227	Portable Toilet Service - Monthly Rate, 1 @ Track	0	65
201127973	FERRELLGAS	9/19/2023	5007965646	Arena; Propane for Zamboni	8102400055	281.38
201127974	FRIENDS GARBAGE SERVICE, LLC	9/19/2023	9321964	Garbage Pickups	8102400051	1,874.34
201127975	Hasbargen Customs LLC	9/19/2023	1512	Notebooks for students to promote healthy behaviors and KAPE.	7902400016	2,625.00
201127976	MASC/MAHS	9/19/2023	3626	MASC Membership - Student Council	0	85
201127977	MIDCONTINENT COMMUNICATIONS	9/19/2023	2.75104E+13	FES Fax	1102400053	37.59
201127978	MN ENERGY RESOURCES CORP	9/19/2023	0503196532-00	Arena Water Heater	8102400040	808.76
	MN ENERGY RESOURCES CORP	9/19/2023	0503526034-00	FES Natural Gas Services	8102400040	283.38
	MN ENERGY RESOURCES CORP	9/19/2023	0507263223-00	Natural Gas Services; FHS	8102400040	48.14
	MN ENERGY RESOURCES CORP	9/19/2023	0507263223-00	Natural Gas Services; FHS	8102400040	16.04
201127979	Tilson Bay Company	9/19/2023	1165	Water bottles for students to promote healthy behaviors and KAPE. Roll over money 2022.	7902400017	1,050.00

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202300245	MN PEIP	8/15/2023	1302555	Benefits September Health insurance	1102400007	\$ 112,350.63
202300271	DELTA DENTAL	8/22/2023	1324111	September Dental	1102400028	\$ 5,118.56
	DELTA DENTAL	8/22/2023	1324111	September Dental	1102400028	\$ 36.64
	DELTA DENTAL	8/22/2023	1324111	September Dental	1102400028	\$ 1,994.72
202300272	Aviben	8/25/2023	20230825ADTS	Payroll accrual	0	\$ 140.75
	Aviben	8/25/2023	20230825ADTS	Payroll accrual	0	\$ 185.18
	Aviben	8/25/2023	20230825ADTS	Payroll accrual	0	\$ 92.59
	Aviben	8/25/2023	20230825ADTS	Payroll accrual	0	\$ 1,296.26
	Aviben	8/25/2023	20230825ADTS	Payroll accrual	0	\$ 50.00
	Aviben	8/25/2023	20230825ADTS	Payroll accrual	0	\$ 2,014.58
	Aviben	8/25/2023	20230825ADTS	Payroll accrual	0	\$ 74.07
	Aviben	8/25/2023	20230825ADTS	Payroll accrual	0	\$ 1,098.14
	Aviben	8/25/2023	20230825ADTS	Payroll accrual	0	\$ 370.37
	Aviben	8/25/2023	20230825ADTS	Payroll accrual	0	\$ 133.34
	Aviben	8/25/2023	20230825ADTS	Payroll accrual	0	\$ 465.49
	Aviben	8/25/2023	20230825ADTS	Payroll accrual	0	\$ 150.00
	Aviben	8/25/2023	20230825ADTS	Payroll accrual	0	\$ 150.00
	Aviben	8/25/2023	20230825ADTS	Payroll accrual	0	\$ 2,203.11
202300272	Aviben	8/25/2023	20230825ADTS	Payroll accrual	0	\$ 124.45
	Aviben	8/25/2023	20230825ADTS	Payroll accrual	0	\$ 52.91
	Aviben	8/25/2023	20230825ADTS	Payroll accrual	0	\$ 2,685.08
	Aviben	8/25/2023	20230825AFTS	TSA Benefit	0	\$ 111.12
	Aviben	8/25/2023	20230825AFTS	TSA Benefit	0	\$ 185.18
	Aviben	8/25/2023	20230825AFTS	TSA Benefit	0	\$ 92.59
	Aviben	8/25/2023	20230825AFTS	TSA Benefit	0	\$ 354.32
	Aviben	8/25/2023	20230825AFTSE	TSA Benefit	0	\$ 1,044.40
	Aviben	8/25/2023	20230825AFTSE	TSA Benefit	0	\$ 74.07
	Aviben	8/25/2023	20230825AFTSF	TSA Benefit	0	\$ 351.84
	Aviben	8/25/2023	20230825AFTSC	Payroll accrual	0	\$ 92.59
	Aviben	8/25/2023	20230825AFTSF	TSA Benefit	0	\$ 55.56
	Aviben	8/25/2023	20230825AFTSI	TSA Benefits	0	\$ 343.62
	Aviben	8/25/2023	20230825AFTSI	TSA Benefit	0	\$ 92.59

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	Aviben	8/25/2023	20230825AFTS\	TSA Benefit	0	\$ 650.94
	Aviben	8/25/2023	20230825AFTS\	TSA Benefit	0	\$ 77.78
	Aviben	8/25/2023	20230825AFTS\	TSA Benefits	0	\$ 100.00
202300273	Empower Retirement	8/25/2023	20230825ADDE	Payroll accrual	0	\$ 399.63
	Empower Retirement	8/25/2023	20230825ADDE	Payroll accrual	0	\$ 20.00
	Empower Retirement	8/25/2023	20230825ADDE	Payroll accrual	0	\$ 60.00
	Empower Retirement	8/25/2023	20230825AFHC:	HCSP	0	\$ 2,509.65
	Empower Retirement	8/25/2023	20230825AFHC:	HCSP	0	\$ 13.85
	Empower Retirement	8/25/2023	20230825AFHC:	HCSP	0	\$ 203.60
202300274	Internal Revenue Service	8/25/2023	20230825ADFC	Payroll accrual	0	\$ 13,936.90
	Internal Revenue Service	8/25/2023	20230825ADFC	Payroll accrual	0	\$ 902.37
	Internal Revenue Service	8/25/2023	20230825ADFC	Payroll accrual	0	\$ 56.24
	Internal Revenue Service	8/25/2023	20230825ADFT:	Payroll accrual	0	\$ 748.47
	Internal Revenue Service	8/25/2023	20230825ADFT:	Payroll accrual	0	\$ 9.37
	Internal Revenue Service	8/25/2023	20230825ADFT:	Payroll accrual	0	\$ 18,052.84
	Internal Revenue Service	8/25/2023	20230825ADFT:	Payroll accrual	0	\$ 1,162.88
	Internal Revenue Service	8/25/2023	20230825ADFT:	Payroll accrual	0	\$ 55.90
	Internal Revenue Service	8/25/2023	20230825ADMI	Payroll accrual	0	\$ 3,259.44
	Internal Revenue Service	8/25/2023	20230825ADMI	Payroll accrual	0	\$ 211.05
	Internal Revenue Service	8/25/2023	20230825ADMI	Payroll accrual	0	\$ 13.15
	Internal Revenue Service	8/25/2023	20230825AFFIC	FICA Benefit	0	\$ 13,936.90
	Internal Revenue Service	8/25/2023	20230825AFFIC	FICA Benefit	0	\$ 902.37
	Internal Revenue Service	8/25/2023	20230825AFFIC	FICA Benefit	0	\$ 56.24
202300274	Internal Revenue Service	8/25/2023	20230825AFMC	Medicare Benefit	0	\$ 3,259.44
	Internal Revenue Service	8/25/2023	20230825AFMC	Medicare Benefit	0	\$ 211.05
	Internal Revenue Service	8/25/2023	20230825AFMC	Medicare Benefit	0	\$ 13.15
202300275	MINNESOTA REVENUE	8/25/2023	20230825ADSIT	Payroll accrual	0	\$ 40.00
	MINNESOTA REVENUE	8/25/2023	20230825ADSIT	Payroll accrual	0	\$ 8,541.47
	MINNESOTA REVENUE	8/25/2023	20230825ADSIT	Payroll accrual	0	\$ 582.63
	MINNESOTA REVENUE	8/25/2023	20230825ADSIT	Payroll accrual	0	\$ 29.03
202300276	MN Teachers Retirement Association	8/25/2023	20230825ADTR.	Payroll accrual	0	\$ 14,846.90
	MN Teachers Retirement Association	8/25/2023	20230825ADTR.	Payroll accrual	0	\$ 801.67
	MN Teachers Retirement Association	8/25/2023	20230825ADTR.	Payroll accrual	0	\$ 37.80

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	MN Teachers Retirement Association	8/25/2023	20230825AFTR	TRA Benefit	0	\$ 16,763.28
	MN Teachers Retirement Association	8/25/2023	20230825AFTR	TRA Benefit	0	\$ 905.10
	MN Teachers Retirement Association	8/25/2023	20230825AFTR	TRA Benefit	0	\$ 42.68
202300277	Public Employees Retirement Association	8/25/2023	20230825ADDC	Payroll accrual	0	\$ 12.00
	Public Employees Retirement Association	8/25/2023	20230825ADPE	Payroll accrual	0	\$ 3,034.18
	Public Employees Retirement Association	8/25/2023	20230825ADPE	Payroll accrual	0	\$ 237.34
	Public Employees Retirement Association	8/25/2023	20230825ADPE	Payroll accrual	0	\$ 28.71
	Public Employees Retirement Association	8/25/2023	20230825AFDC	DCP Benefit	0	\$ 12.00
	Public Employees Retirement Association	8/25/2023	20230825AFPE	PERA Benefit	0	\$ 3,500.94
	Public Employees Retirement Association	8/25/2023	20230825AFPE	PERA Benefit	0	\$ 273.84
	Public Employees Retirement Association	8/25/2023	20230825AFPE	PERA Benefit	0	\$ 33.13
202300278	Internal Revenue Service	8/25/2023	20230825BDFIC	Payroll accrual	0	\$ (110.47)
	Internal Revenue Service	8/25/2023	20230825BDFT	Payroll accrual	0	\$ (163.07)
	Internal Revenue Service	8/25/2023	20230825BDMI	Payroll accrual	0	\$ (25.84)
	Internal Revenue Service	8/25/2023	20230825BFFIC	FICA Benefit	0	\$ (110.47)
	Internal Revenue Service	8/25/2023	20230825BFMC	Medicare Benefit	0	\$ (25.84)
202300279	MINNESOTA REVENUE	8/25/2023	20230825BDSIT	Payroll accrual	0	\$ (83.45)
202300280	MN Teachers Retirement Association	8/25/2023	20230825BDTR	Payroll accrual	0	\$ (160.61)
	MN Teachers Retirement Association	8/25/2023	20230825BFTR	TRA Benefit	0	\$ (181.33)
202300281	Internal Revenue Service	8/29/2023	20230829ADFIC	Payroll accrual	0	\$ 110.47
	Internal Revenue Service	8/29/2023	20230829ADFT	Payroll accrual	0	\$ 163.07
	Internal Revenue Service	8/29/2023	20230829ADMI	Payroll accrual	0	\$ 25.84
202300281	Internal Revenue Service	8/29/2023	20230829AFFIC	FICA Benefit	0	\$ 110.47
	Internal Revenue Service	8/29/2023	20230829AFMC	Medicare Benefit	0	\$ 25.84
202300282	MINNESOTA REVENUE	8/29/2023	20230829ADSIT	Payroll accrual	0	\$ 83.45
202300283	MN Teachers Retirement Association	8/29/2023	20230829ADTR	Payroll accrual	0	\$ 160.61
	MN Teachers Retirement Association	8/29/2023	20230829AFTR	TRA Benefit	0	\$ 181.33
202300284	Internal Revenue Service	8/29/2023	20230829BDFIC	Payroll accrual	0	\$ 110.47
	Internal Revenue Service	8/29/2023	20230829BDFT	Payroll accrual	0	\$ 163.07
	Internal Revenue Service	8/29/2023	20230829BDMI	Payroll accrual	0	\$ 25.84
	Internal Revenue Service	8/29/2023	20230829BFFIC	FICA Benefit	0	\$ 110.47
	Internal Revenue Service	8/29/2023	20230829BFMC	Medicare Benefit	0	\$ 25.84
202300285	MINNESOTA REVENUE	8/29/2023	20230829BDSIT	Payroll accrual	0	\$ 83.45

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202300286	MN Teachers Retirement Association	8/29/2023	20230829BDTR	Payroll accrual	0	\$ 160.61
	MN Teachers Retirement Association	8/29/2023	20230829BFTR	TRA Benefit	0	\$ 181.33
202300287	Internal Revenue Service	8/29/2023	20230829CDFIC	Payroll accrual	0	\$ (110.47)
	Internal Revenue Service	8/29/2023	20230829CDFI	Payroll accrual	0	\$ (163.07)
	Internal Revenue Service	8/29/2023	20230829CDMI	Payroll accrual	0	\$ (25.84)
	Internal Revenue Service	8/29/2023	20230829CFFIC	FICA Benefit	0	\$ (110.47)
	Internal Revenue Service	8/29/2023	20230829CFMC	Medicare Benefit	0	\$ (25.84)
202300288	MINNESOTA REVENUE	8/29/2023	20230829CDSIT	Payroll accrual	0	\$ (83.45)
202300289	MN Teachers Retirement Association	8/29/2023	20230829CDTR	Payroll accrual	0	\$ (160.61)
	MN Teachers Retirement Association	8/29/2023	20230829CFTR	TRA Benefit	0	\$ (181.33)
202300291	WEX	8/1/2023	7312023	FSA Reimbursement	0	\$ 216.00
202300292	WEX	8/7/2023	8072023	FSA Reimbursements	0	\$ 320.00
202300293	WEX	8/28/2023	8282023	FSA Reimbursements	0	\$ 1,581.56
202300295	WEX	8/30/2023	179009-IN	FSA 3rd Party Admin	0	\$ 180.00
202300297	WEX	8/31/2023	8312023	FSA DC Reimbursements	0	\$ 1,513.64
202300299	Further	8/22/2023	40718802	FSA Reimbursements	0	\$ 42.04
202300300	Further	8/1/2023	40694636	FSA Reimbursements	0	\$ 10.47
202300303	Aviben	9/8/2023	20230908ADTS	Payroll accrual	0	\$ 140.75
	Aviben	9/8/2023	20230908ADTS	Payroll accrual	0	\$ 185.18
	Aviben	9/8/2023	20230908ADTS	Payroll accrual	0	\$ 92.59
	Aviben	9/8/2023	20230908ADTS	Payroll accrual	0	\$ 1,196.26
	Aviben	9/8/2023	20230908ADTS	Payroll accrual	0	\$ 50.00
	Aviben	9/8/2023	20230908ADTS	Payroll accrual	0	\$ 2,173.04
	Aviben	9/8/2023	20230908ADTS	Payroll accrual	0	\$ 74.07
	Aviben	9/8/2023	20230908ADTS	Payroll accrual	0	\$ 1,098.14
	Aviben	9/8/2023	20230908ADTS	Payroll accrual	0	\$ 370.37
	Aviben	9/8/2023	20230908ADTS	Payroll accrual	0	\$ 133.34
	Aviben	9/8/2023	20230908ADTS	Payroll accrual	0	\$ 688.28
	Aviben	9/8/2023	20230908ADTS	Payroll accrual	0	\$ 150.00
	Aviben	9/8/2023	20230908ADTS	Payroll accrual	0	\$ 150.00
	Aviben	9/8/2023	20230908ADTS	Payroll accrual	0	\$ 2,385.65
	Aviben	9/8/2023	20230908ADTS	Payroll accrual	0	\$ 124.45
	Aviben	9/8/2023	20230908ADTS	Payroll accrual	0	\$ 2,685.08

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Check No	Vendor	Check Date	Invoice No	Invoice Description	Po Number	Amount
	Aviben	9/8/2023	20230908AFTS/	TSA Benefit	0	\$ 111.12
	Aviben	9/8/2023	20230908AFTS/	TSA Benefit	0	\$ 185.18
	Aviben	9/8/2023	20230908AFTS/	TSA Benefit	0	\$ 92.59
	Aviben	9/8/2023	20230908AFTS/	TSA Benefit	0	\$ 333.19
	Aviben	9/8/2023	20230908AFTSE	TSA Benefit	0	\$ 1,279.79
	Aviben	9/8/2023	20230908AFTSE	TSA Benefit	0	\$ 74.07
	Aviben	9/8/2023	20230908AFTSF	TSA Benefit	0	\$ 351.84
	Aviben	9/8/2023	20230908AFTSC	Payroll accrual	0	\$ 92.59
	Aviben	9/8/2023	20230908AFTSI	TSA Benefit	0	\$ 55.56
	Aviben	9/8/2023	20230908AFTSI	TSA Benefits	0	\$ 430.00
	Aviben	9/8/2023	20230908AFTSI	TSA Benefit	0	\$ 92.59
	Aviben	9/8/2023	20230908AFTS\	TSA Benefit	0	\$ 558.35
	Aviben	9/8/2023	20230908AFTS\	TSA Benefit	0	\$ 77.78
	Aviben	9/8/2023	20230908AFTS\	TSA Benefits	0	\$ 100.00
202300304	Empower Retirement	9/8/2023	20230908ADDE	Payroll accrual	0	\$ 428.47
	Empower Retirement	9/8/2023	20230908ADDE	Payroll accrual	0	\$ 20.00
	Empower Retirement	9/8/2023	20230908ADDE	Payroll accrual	0	\$ 60.00
202300304	Empower Retirement	9/8/2023	20230908AFDEI	Deferred Comp 457 Benefit	0	\$ 23.09
	Empower Retirement	9/8/2023	20230908AFHC:	HCSP	0	\$ 2,509.65
	Empower Retirement	9/8/2023	20230908AFHC:	HCSP	0	\$ 13.85
	Empower Retirement	9/8/2023	20230908AFHC:	HCSP	0	\$ 203.60
202300305	Internal Revenue Service	9/8/2023	20230908ADFIC	Payroll accrual	0	\$ 14,017.77
	Internal Revenue Service	9/8/2023	20230908ADFIC	Payroll accrual	0	\$ 885.92
	Internal Revenue Service	9/8/2023	20230908ADFIC	Payroll accrual	0	\$ 52.84
	Internal Revenue Service	9/8/2023	20230908ADFT;	Payroll accrual	0	\$ 758.47
	Internal Revenue Service	9/8/2023	20230908ADFTI	Payroll accrual	0	\$ 26.92
	Internal Revenue Service	9/8/2023	20230908ADFT;	Payroll accrual	0	\$ 18,365.04
	Internal Revenue Service	9/8/2023	20230908ADFT;	Payroll accrual	0	\$ 1,133.96
	Internal Revenue Service	9/8/2023	20230908ADFT;	Payroll accrual	0	\$ 51.87
	Internal Revenue Service	9/8/2023	20230908ADMI	Payroll accrual	0	\$ 3,278.31
	Internal Revenue Service	9/8/2023	20230908ADMI	Payroll accrual	0	\$ 207.21
	Internal Revenue Service	9/8/2023	20230908ADMI	Payroll accrual	0	\$ 12.36
	Internal Revenue Service	9/8/2023	20230908AFFIC	FICA Benefit	0	\$ 14,017.77

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	Internal Revenue Service	9/8/2023	20230908AFFIC	FICA Benefit	0	\$ 885.92
	Internal Revenue Service	9/8/2023	20230908AFFIC	FICA Benefit	0	\$ 52.84
	Internal Revenue Service	9/8/2023	20230908AFMC	Medicare Benefit	0	\$ 3,278.31
	Internal Revenue Service	9/8/2023	20230908AFMC	Medicare Benefit	0	\$ 207.21
	Internal Revenue Service	9/8/2023	20230908AFMC	Medicare Benefit	0	\$ 12.36
202300306	MINNESOTA REVENUE	9/8/2023	20230908ADSIT	Payroll accrual	0	\$ 40.00
	MINNESOTA REVENUE	9/8/2023	20230908ADSIT	Payroll accrual	0	\$ 8,695.36
	MINNESOTA REVENUE	9/8/2023	20230908ADSIT	Payroll accrual	0	\$ 555.30
	MINNESOTA REVENUE	9/8/2023	20230908ADSIT	Payroll accrual	0	\$ 26.93
202300307	MN Teachers Retirement Association	9/8/2023	20230908ADTR	Payroll accrual	0	\$ 15,084.75
	MN Teachers Retirement Association	9/8/2023	20230908ADTR	Payroll accrual	0	\$ 801.67
	MN Teachers Retirement Association	9/8/2023	20230908ADTR	Payroll accrual	0	\$ 33.48
	MN Teachers Retirement Association	9/8/2023	20230908ADTR	Payroll accrual	0	\$ (5.73)
	MN Teachers Retirement Association	9/8/2023	20230908AFTR	TRA Benefit	0	\$ 17,031.06
	MN Teachers Retirement Association	9/8/2023	20230908AFTR	TRA Benefit	0	\$ 905.10
	MN Teachers Retirement Association	9/8/2023	20230908AFTR	TRA Benefit	0	\$ 37.80
	MN Teachers Retirement Association	9/8/2023	20230908AFTR	Payroll accrual	0	\$ (7.26)
202300308	Public Employees Retirement Association	9/8/2023	20230908ADDC	Payroll accrual	0	\$ 12.00
	Public Employees Retirement Association	9/8/2023	20230908ADPE	Payroll accrual	0	\$ 2,903.68
202300308	Public Employees Retirement Association	9/8/2023	20230908ADPE	Payroll accrual	0	\$ 228.89
	Public Employees Retirement Association	9/8/2023	20230908ADPE	Payroll accrual	0	\$ 28.75
	Public Employees Retirement Association	9/8/2023	20230908AFDC	DCP Benefit	0	\$ 12.00
	Public Employees Retirement Association	9/8/2023	20230908AFPE	PERA Benefit	0	\$ 3,350.39
	Public Employees Retirement Association	9/8/2023	20230908AFPE	PERA Benefit	0	\$ 264.11
	Public Employees Retirement Association	9/8/2023	20230908AFPE	PERA Benefit	0	\$ 33.17
202300309	Internal Revenue Service	9/8/2023	20230908BDFIC	Payroll accrual	0	\$ 237.47
	Internal Revenue Service	9/8/2023	20230908BDFIC	Payroll accrual	0	\$ 39.62
	Internal Revenue Service	9/8/2023	20230908BDFT	Payroll accrual	0	\$ 125.85
	Internal Revenue Service	9/8/2023	20230908BDFT	Payroll accrual	0	\$ 59.68
	Internal Revenue Service	9/8/2023	20230908BDMI	Payroll accrual	0	\$ 55.54
	Internal Revenue Service	9/8/2023	20230908BDMI	Payroll accrual	0	\$ 9.26
	Internal Revenue Service	9/8/2023	20230908BFFIC	FICA Benefit	0	\$ 237.47
	Internal Revenue Service	9/8/2023	20230908BFFIC	FICA Benefit	0	\$ 39.62

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	Internal Revenue Service	9/8/2023	20230908BFMC	Medicare Benefit	0	\$ 55.54
	Internal Revenue Service	9/8/2023	20230908BFMC	Medicare Benefit	0	\$ 9.26
202300310	MINNESOTA REVENUE	9/8/2023	20230908BDSIT	Payroll accrual	0	\$ 67.89
	MINNESOTA REVENUE	9/8/2023	20230908BDSIT	Payroll accrual	0	\$ 30.40
202300311	Public Employees Retirement Association	9/8/2023	20230908BDPEI	Payroll accrual	0	\$ 248.97
	Public Employees Retirement Association	9/8/2023	20230908BDPEI	Payroll accrual	0	\$ 41.53
	Public Employees Retirement Association	9/8/2023	20230908BFPEF	PERA Benefit	0	\$ 287.27
	Public Employees Retirement Association	9/8/2023	20230908BFPEF	PERA Benefit	0	\$ 47.92
202300312	Internal Revenue Service	9/11/2023	20230911ADFIC	Payroll accrual	0	\$ 271.43
	Internal Revenue Service	9/11/2023	20230911ADFTI	Payroll accrual	0	\$ 466.47
	Internal Revenue Service	9/11/2023	20230911ADMI	Payroll accrual	0	\$ 63.48
	Internal Revenue Service	9/11/2023	20230911AFFIC	FICA Benefit	0	\$ 271.43
	Internal Revenue Service	9/11/2023	20230911AFMC	Medicare Benefit	0	\$ 63.48
202300313	MINNESOTA REVENUE	9/11/2023	20230911ADSIT	Payroll accrual	0	\$ 209.13
202300314	Public Employees Retirement Association	9/11/2023	20230911ADPE	Payroll accrual	0	\$ 289.52
	Public Employees Retirement Association	9/11/2023	20230911AFPEF	PERA Benefit	0	\$ 334.06
202300315-	BMO	9/3/2023		See detailed c/c report		
202300452						\$ 31,990.74
232423008	Sinninghe, Samantha	8/22/2023	81723	Postage	1302400020	\$ 168.05
232423009	AFSCME Council 65	8/25/2023	20230825ADAF	Payroll accrual	0	\$ 897.78
	AFSCME Council 65	8/25/2023	20230825ADAF	Payroll accrual	0	\$ 15.00
232423010	Madison National Life	8/25/2023	1577056	September Life	1102400026	\$ 1,477.56
	Madison National Life	8/25/2023	1577057	September LTD	1102400027	\$ 149.36
232423011	Bennett, Kendra	9/19/2023	ERIN20230906A	8/1/2023-8/31/2023 8/1/23-8/31/23 mileage to and from bank	0	\$ 28.32
232423012	Cowman, Maria	9/19/2023	82323	Mt. Iron Mileage Reimbursement	0	\$ 102.01
232423013	Taylor, Jenny	9/19/2023	82323	Mt. Iron Mileage Reimbursement	0	\$ 101.00
TOTAL						\$ 922,318.00

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX8319	08/25/2023	10991	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US T30c07ze2, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	763.75
	2	Safetec Sting Relief Wipes, 150 Count Box	1302400023	Missy's C/C00000	09/03/2023	13.87					
	3	Dealmed Fabric Fingertip Flexible Adhesive Ban	1302400023	Missy's C/C00000	09/03/2023	17.88					
	4	Amazon Basics Eczema Soothing Moisturizing Cre	1302400023	Missy's C/C00000	09/03/2023	7.56					
	5	Welly Bandage Refill Ready Pack Adhesive Fle	1302400023	Missy's C/C00000	09/03/2023	19.99					
	6	School Health - Adhesive Bandages, Comfortable	1302400023	Missy's C/C00000	09/03/2023	65.87					
	7	Welch Allyn Universal KleenSpec Disposable Oto	1302400023	Missy's C/C00000	09/03/2023	35.78					
	8	McKesson Cold and Hot Compress Reusable, Hot a	1302400023	Missy's C/C00000	09/03/2023	30.55					
	9	School Health - Adhesive Bandages, Comfortable	1302400023	Missy's C/C00000	09/03/2023	68.87					
	10	150 Pcs Colorful Tooth Savers, Plastic Tooth H	1302400023	Missy's C/C00000	09/03/2023	20.99					
	11	Globe First Aid Burn Gel with Aloe 0.9g Packet	1302400023	Missy's C/C00000	09/03/2023	9.98					
	12	Dealmed Fabric Flexible Adhesive Bandages	1302400023	Missy's C/C00000	09/03/2023	17.99					
	13	Welch Allyn 4.25 mm KleenSpec Disposable Ear S	1302400023	Missy's C/C00000	09/03/2023	43.69					
	14	PAMI Medium-Weight Disposable Plastic Teaspoon	1302400023	Missy's C/C00000	09/03/2023	11.78					
	15	Medline 4 x 4 inch Gauze Sponges, 100% Cotton,	1302400023	Missy's C/C00000	09/03/2023	34.75					
	16	12 Pack Self Adherent Cohesive Wrap Bandages 2	1302400023	Missy's C/C00000	09/03/2023	11.89					
	17	Amazon Basics Facial Tissue, 2-Ply, 2880 Count	1302400023	Missy's C/C00000	09/03/2023	63.42					
	18	Avalon Papers Professional Paper Towels, White	1302400023	Missy's C/C00000	09/03/2023	29.55					
	19	Medline Disposable Cold Paper Drinking Cup, Ja	1302400023	Missy's C/C00000	09/03/2023	171.90					
	20	Lance Saltines Crackers, Single Serve Packs, 5	1302400023	Missy's C/C00000	09/03/2023	41.00					
	21	Amazon Elements Baby Wipes, Fragrance Free, Wh	1302400023	Missy's C/C00000	09/03/2023	31.46					
	22	Bob's Sweet Stripes Soft Peppermint Candy, Bac	1302400023	Missy's C/C00000	09/03/2023	14.98					
	08/24/2023	10987	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Tq8cs6601, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	160.70
	2	Modern Appreciation Sticky Notes 3 x 4 Inch Fu	1302400026	Missy's C/C00001	09/03/2023	64.74					
	4	Sherr 24 Pack Inspirational 2 Pocket Folders M	1302400026	Missy's C/C00001	09/03/2023	95.96					
	08/24/2023	10988	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US T39if9ch2, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	19.76
	2	65Pcs Flat Paint Brush Pallet Set for Kids,60p	1302400015	Missy's C/C00002	09/03/2023	19.76					
	08/24/2023	10989	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Tq8gs46d1, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	202.56
	2	12 Pcs Fun Inspirational Sticky Notes 3 x 3 In	1302400026	Missy's C/C00003	09/03/2023	59.94					
	3	Rarlan Highlighters, Chisel Tip, Assorted Fluo	1302400026	Missy's C/C00003	09/03/2023	24.96					
	4	You Are Awesome!!! Positive Affirmation Cards	1302400026	Missy's C/C00003	09/03/2023	30.50					
	5	Maitys Mop Head Pens Screen Cleaner Ballpoint	1302400026	Missy's C/C00003	09/03/2023	87.16					
	08/24/2023	10990	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Tq4vy3st1, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	37.69
	2	Aquaphor Healing Ointment Advanced Therapy - .	1302400023	Missy's C/C00004	09/03/2023	37.69					
	08/23/2023	10986	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Tq5990511, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	122.20
	2	McKesson Cold and Hot Compress Reusable, Hot a	1302400023	Missy's C/C00005	09/03/2023	122.20					
	08/22/2023	10981	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Tq60ulxl0, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	61.50
	2	HALYARD Blue Nitrile Exam Gloves, Powder-Free,	1302400023	Missy's C/C00006	09/03/2023	61.50					

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8319	continued...										
	08/22/2023	10982	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Tq3p55dt2, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	28.80
	2	Safetec 15989 Lip Balm.5 g Packets, Box of 144			1302400023	Missy's C/C00007	09/03/2023	28.80			
	08/22/2023	10983	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Tq9aj0mj0, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	61.71
	2	McKesson Cold and Hot Compress, Reusable Gel P			1302400023	Missy's C/C00008	09/03/2023	34.99			
	3	McKesson Single-Use Pillowcase, Disposable Pil			1302400023	Missy's C/C00008	09/03/2023	26.72			
	08/22/2023	10984	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Tq5119051, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	174.50
	2	Welch Allyn - TM82585 06000-005 Braun Thermosc			1302400023	Missy's C/C00009	09/03/2023	174.50			
	08/22/2023	10985	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US Tq5v49xk0, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	207.84
	2	Halyard 55082 Purple Nitrile Exam Gloves, Medi			1302400023	Missy's C/C00010	09/03/2023	207.84			
	08/21/2023	10978	JOHNSBAR002	Johnson Barbara J	American Heart Shopcpr, Dallas,	AMERICAN030	08/28/2023		Invoiced	A	73.70
	2	Heart Code BLS			1302400024	Missy's C/C00011	09/03/2023	68.00			
	3	Taxes			1302400024	Missy's C/C00011	09/03/2023	5.70			
	08/21/2023	10979	JOHNSBAR002	Johnson Barbara J	Amazon.Com Tq6ux4ez2, Amzn.Com/	AMAZON B000	08/28/2023		Invoiced	A	122.40
	2	Amazon Basics Disinfecting Wipes, Lemon & Fres			1302400016	Missy's C/C00012	09/03/2023	122.40			
	08/21/2023	10980	JOHNSBAR002	Johnson Barbara J	Event Self-Paced Onli, Tysons C		08/28/2023		Invoiced	A	1,180.00
	2	Check and Connect Mentor Training (Bright, You			1302400025	Missy's C/C00013	09/03/2023	1,180.00			
	08/18/2023	10976	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US To4jo5df1, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	462.70
	2	Danger in Ancient Rome (Ranger in Time 2): Vol			1302400015	Missy's C/C00015	09/03/2023	35.94			
	3	Jake and Lily			1302400015	Missy's C/C00015	09/03/2023	174.75			
	4	Nathan Hale's Hazardous Tales: Donner Dinner P			1302400015	Missy's C/C00015	09/03/2023	67.32			
	5	Fish in a Tree			1302400015	Missy's C/C00015	09/03/2023	199.75			
	6	Where Is Area 51?			1302400015	Missy's C/C00015	09/03/2023	32.88			
	7	Shipping				Missy's C/C00014	09/03/2023	9.12			
	8	Promotional Certificate				Missy's C/C00014	09/03/2023	-57.06			
	08/18/2023	10977	JOHNSBAR002	Johnson Barbara J	U Of M-Cehd Ed Tech In, Minneap		08/28/2023		Invoiced	A	193.67
	2	(1) PRESS Intervention Manual (Third Edition)			1302400019	Missy's C/C00016	09/03/2023	178.00			
	3	Shipping			1302400019	Missy's C/C00016	09/03/2023	15.67			
	08/16/2023	10975	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US To0x17d70, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	49.22
	2	Pacon 54481 Peacock Four-Ply Railroad Board, 2			1302400016	Missy's C/C00017	09/03/2023	49.22			
	17 transaction(s) for XXXXXXXXXXXX8319. Total Amount ==>										3,922.70
XXXXXXXXXXXX8327	08/16/2023	10994	HEISSVIC000	Heiss Victoria L	Super One Foods, International,	SUPER ON000	08/28/2023		Invoiced	A	56.75
	2	18-21 PROGRAM TIM EVERSON			3002400018	Tim's C/C00000	09/03/2023	56.75			
XXXXXXXXXXXX8335	08/24/2023	11002	SteelEug000	Steele Eugene L	Northern Lumber Yard I, Intl Fa	NORTHERN005	08/28/2023		Invoiced	A	10.60
	2	Transportation Supplies			7602400004	Gene's C/C00000	09/03/2023	10.60			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8335	continued...										
	08/24/2023	11003	SteelEug000	Steele Eugene L	All Season Equipment, Internati	ALL SEAS000	08/28/2023		Invoiced	A	20.40
	2	Transportation Supplies Blanket			7602400007	Gene's C/C00001	09/03/2023	20.40			
	08/21/2023	11001	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	08/28/2023		Invoiced	A	644.87
	2	Radiator for unit 542			7602400021	Gene's C/C00002	09/03/2023	624.88			
	3	shipping			7602400021	Gene's C/C00002	09/03/2023	19.99			
	08/17/2023	10999	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	08/28/2023		Invoiced	A	23.00
	2	Transportation Supplies			7602400005	Gene's C/C00003	09/03/2023	23.00			
	08/17/2023	11000	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	08/28/2023		Invoiced	A	36.82
	2	Transportation Supplies			7602400006	Gene's C/C00004	09/03/2023	36.82			
	08/16/2023	10998	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	08/28/2023		Invoiced	A	40.05
	2	Mannco Blanket P.O. Transportation			7602400003	Gene's C/C00005	09/03/2023	40.05			
	08/14/2023	10997	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	08/28/2023		Invoiced	A	18.21
	2	Transportation Supplies			7602400005	Gene's C/C00006	09/03/2023	18.21			
	08/03/2023	10995	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	08/28/2023		Invoiced	A	-10.00
	2	Transportation Supplies			7602400005	Gene's C/C00007	09/03/2023	-10.00			
	08/03/2023	10996	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	08/28/2023		Invoiced	A	55.35
	2	Transportation Supplies			7602400005	Gene's C/C00008	09/03/2023	55.35			
	9 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>										839.30
XXXXXXXXXXXX7362	08/25/2023	11015			Usps Po 2647200549, Intl Falls,	POSTMAST000	08/28/2023		Invoiced	A	19.17
	2	Postage for Pathway Scholarships			1102400062	Stacy's C/C00000	09/03/2023	19.17			
	08/24/2023	11014			Usps.Com Postal Store, 800-7826	US POSTA000	08/28/2023		Invoiced	A	3,956.70
	2	District return addressed stamped envelopes wi			1102400061	Stacy's C/C00001	09/03/2023	1,581.40			
	3	District return addressed stamped envelopes wi			1102400061	Stacy's C/C00001	09/03/2023	2,353.50			
	4	shipping			1102400061	Stacy's C/C00001	09/03/2023	21.80			
	08/23/2023	11013			Innovative Office Solu, 651--28	INNOVATI000	08/28/2023		Invoiced	A	7.10
	2	HIGHLIGHTER,DESK,FPK			1302400013	Stacy's C/C00002	09/03/2023	7.10			
	08/22/2023	11012			Amzn Mktp US Tq6hs0e21, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	1,620.00
	3	Clear Cell Phone Locker Box with Keys Acrylic			7902400020	Stacy's C/C00003	09/03/2023	1,620.00			
	08/21/2023	11008			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	08/28/2023		Invoiced	A	37.08
	2	Arena Elevator Acct # 2512973-01			8102400044	Stacy's C/C00004	09/03/2023	37.08			
	08/21/2023	11009			Innovative Office Solu, 651--28	INNOVATI000	08/28/2023		Invoiced	A	890.66
	2	CALENDAR,DSKPD,ACAD,22X17			3002400009	Stacy's C/C00005	09/03/2023	143.00			
	3	CLIP,JUMBO,SMOOTH,1K/PK			3002400009	Stacy's C/C00005	09/03/2023	19.47			
	4	CLIP,#1,GEM,SMOOTH,1K/PK			3002400009	Stacy's C/C00005	09/03/2023	13.80			
	5	FILE,FOLDER,LTR,250CT,MLA			3002400009	Stacy's C/C00005	09/03/2023	72.36			
	6	MARKER,EXPO 2,CHISEL,BE			3002400009	Stacy's C/C00005	09/03/2023	25.44			

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			
XXXXXXXXXXXX7362 continued...											
		7	MARKER, EXPO 2, CHISEL, BK		3002400009	Stacy's C/C00005	09/03/2023	25.44			
		8	MARKER, EXPO 2, CHISEL, RD		3002400009	Stacy's C/C00005	09/03/2023	25.44			
		9	MARKER, SHARPIE, CHSL, BK		3002400009	Stacy's C/C00005	09/03/2023	24.04			
		10	STAPLER, DSK, FL STP, BK		3002400009	Stacy's C/C00005	09/03/2023	52.44			
		11	STAPLER, EVOLX, BKSV		3002400009	Stacy's C/C00005	09/03/2023	21.18			
		12	TAPE, WRITE-ON, 1/2X36YD, 12		3002400009	Stacy's C/C00005	09/03/2023	63.48			
		13	ERASER, DRY ERASE, BK		3002400009	Stacy's C/C00005	09/03/2023	15.40			
		14	CLEANER, WHITE BOARD, 8OZ		3002400009	Stacy's C/C00005	09/03/2023	20.40			
		15	SHARPENER, ELECTRIC, BK		3002400009	Stacy's C/C00005	09/03/2023	93.60			
		16	PADS, WRITE, 5X8, 12/PK		3002400009	Stacy's C/C00005	09/03/2023	27.81			
		17	PAD, LGL RULD, PERF, LTR, WH		3002400009	Stacy's C/C00005	09/03/2023	52.80			
		18	HIGHLIGHTER, TANK HL, 36, AST		3002400009	Stacy's C/C00005	09/03/2023	48.02			
		19	BADGE, HOLDER, VERT, 50/BX		3002400009	Stacy's C/C00005	09/03/2023	28.38			
		20	LANYARDS, NECK BRKWY 24, BK		3002400009	Stacy's C/C00005	09/03/2023	36.00			
		21	PEN, PRECISE, V5 RT, BK		3002400009	Stacy's C/C00005	09/03/2023	19.63			
		22	PEN, RB, GEL, G2, ULTRA-FN, BK		3002400009	Stacy's C/C00005	09/03/2023	16.72			
		23	PAD, NRW RULD, PERF, 5X8, WH		3002400009	Stacy's C/C00005	09/03/2023	45.81			
	08/21/2023		11010		Innovative Office Solu, 651--28	INNOVATI000	08/28/2023		Invoiced	A	1,746.43
		2	PAPER, ASTRO, VULGN, 24#, GN		1302400013	Stacy's C/C00006	09/03/2023	62.36			
		3	PAPER, 500SH, 24LB, FOE		1302400013	Stacy's C/C00006	09/03/2023	62.36			
		4	STAPLES, CHSEL PT, 5M/BX		1302400013	Stacy's C/C00006	09/03/2023	3.28			
		5	GLUE, WASHABLE, SCHL, 1 GAL		1302400013	Stacy's C/C00006	09/03/2023	20.10			
		6	TAPE, MLNG, 2" X800", 6/PK, CR		1302400013	Stacy's C/C00006	09/03/2023	98.10			
		7	NOTE, POST-IT, 3X3, 12/PK, YW		1302400013	Stacy's C/C00006	09/03/2023	47.52			
		8	TAPE, SEALING, HI-PERF, 2", C		1302400013	Stacy's C/C00006	09/03/2023	33.47			
		9	PENCIL, MECH, .7MM, CLR/BK		1302400013	Stacy's C/C00006	09/03/2023	4.74			
		10	LEAD, SPR HIPLYMR, 7MM, 30PK		1302400013	Stacy's C/C00006	09/03/2023	2.86			
		11	ERASER, REFIL, F/PD345, 5/PK		1302400013	Stacy's C/C00006	09/03/2023	2.16			
		12	PEN, BLPT, DRGRP, BKBR, BK		1302400013	Stacy's C/C00006	09/03/2023	6.03			
		13	CLIP, STIKKICLPS, 20/PK, WHT		1302400013	Stacy's C/C00006	09/03/2023	31.20			
		14	CARD, INDEX, RULED, 3X5, WE		1302400013	Stacy's C/C00006	09/03/2023	3.78			
		15	CARD, INDEX, RULED, 4X6, WE		1302400013	Stacy's C/C00006	09/03/2023	4.32			
		16	FOLDER, STR, 11PT, LTR, GY		1302400013	Stacy's C/C00006	09/03/2023	35.72			
		17	SHARPENER, PCL RANGER 55		1302400013	Stacy's C/C00006	09/03/2023	31.85			
		18	SHARPENER, ELEC PENCIL, BK		1302400013	Stacy's C/C00006	09/03/2023	35.48			
		19	PAPER, CRDTK, AB, WH, 65#, 125		1302400013	Stacy's C/C00006	09/03/2023	82.56			
		20	BATTERY, COPPERTP, AA, 24/BX		1302400013	Stacy's C/C00006	09/03/2023	41.00			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
		Line	Description		PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX7362			continued...									
		21	6135009857846, BATTERYPK,C		1302400013	Stacy's C/C00006	09/03/2023	13.78				
		22	BATTERY, INDST, ALK, D, 12PK		1302400013	Stacy's C/C00006	09/03/2023	8.59				
		23	BATTERY, 9V, 12/PK		1302400013	Stacy's C/C00006	09/03/2023	12.86				
		24	HIGHLIGHTER, DESK, FLGN		1302400013	Stacy's C/C00006	09/03/2023	10.65				
		26	HIGHLIGHTER, DESK, FBE		1302400013	Stacy's C/C00006	09/03/2023	7.10				
		27	HIGHLIGHTER, DESK, FOE		1302400013	Stacy's C/C00006	09/03/2023	7.10				
		28	PAINT, WSHBL, 128OZ, YL		1302400013	Stacy's C/C00006	09/03/2023	20.08				
		29	PAINT, WSHBL, 16OZ, YL		1302400013	Stacy's C/C00006	09/03/2023	20.82				
		30	PAINT, 16 OZ WSHABLE, VL		1302400013	Stacy's C/C00006	09/03/2023	21.24				
		31	SCISSORS, ECON, 8, STR, SS		1302400013	Stacy's C/C00006	09/03/2023	12.90				
		32	DISPENSER, TAPE, 1" CORE, BK		1302400013	Stacy's C/C00006	09/03/2023	8.20				
		33	ENVELOPE, #6, 3/4 BUS, WH		1302400013	Stacy's C/C00006	09/03/2023	3.98				
		34	ENVELOPE, CLSP, 10X13, 28#BN		1302400013	Stacy's C/C00006	09/03/2023	37.56				
		35	BNDR, VIEW, 11X8.5, 1", BK		1302400013	Stacy's C/C00006	09/03/2023	12.05				
		36	BNDR, VIEW, 11X8.5, 3", BK		1302400013	Stacy's C/C00006	09/03/2023	27.60				
		37	BNDR, VIEW, 11X8.5, 2", BK		1302400013	Stacy's C/C00006	09/03/2023	34.72				
		38	BNDR, VIEW, 11X8.5, 3", WH		1302400013	Stacy's C/C00006	09/03/2023	16.53				
		39	INDEX, BNDR, LTR, 8ST, AST		1302400013	Stacy's C/C00006	09/03/2023	10.00				
		40	BOARD, POSTER, ECONOMY, WE		1302400013	Stacy's C/C00006	09/03/2023	67.56				
		41	BOARD, PSTR, 22X28, 25, LMYL		1302400013	Stacy's C/C00006	09/03/2023	33.18				
		42	PAPER, LEGAL, RM, WH		1302400013	Stacy's C/C00006	09/03/2023	43.68				
		43	MARKER, EXPO, LO FINE, 36, BK		1302400013	Stacy's C/C00006	09/03/2023	174.95				
		44	MARKER, EXPO 2, CHISEL, BK		1302400013	Stacy's C/C00006	09/03/2023	76.32				
		45	MARKER, DRY ER, CHSL, PP		1302400013	Stacy's C/C00006	09/03/2023	124.18				
		46	MARKER, EXPO 2, CHISEL, RD		1302400013	Stacy's C/C00006	09/03/2023	89.04				
		47	MARKER, EXPO 2, CHISEL, GN		1302400013	Stacy's C/C00006	09/03/2023	63.60				
		48	PAPER, RECY 500SH24LB, PE		1302400013	Stacy's C/C00006	09/03/2023	31.18				
		49	PAPER, 500SH, 24LB, LN		1302400013	Stacy's C/C00006	09/03/2023	77.95				
		50	PAPER, 500SH24/60#, RD		1302400013	Stacy's C/C00006	09/03/2023	70.14				
	08/21/2023		11011		Innovative Office Solu, 651--28	INNOVATI000	08/28/2023		Invoiced	A	677.75	
		2	CLIPBOARD, STD CLP, LETTER		1302400012	Stacy's C/C00007	09/03/2023	16.70				
		3	ENVELOPE, CLSP, 9X12, 28#, BN		1302400012	Stacy's C/C00007	09/03/2023	11.35				
		4	ENVELOPE, 10X13, CLASP, BRKR		1302400012	Stacy's C/C00007	09/03/2023	55.54				
		5	FLAG, VALPK, AST, STD, 250/PK		1302400012	Stacy's C/C00007	09/03/2023	10.20				
		6	FLAG, 1IN, 2PK OF 50, RD		1302400012	Stacy's C/C00007	09/03/2023	5.10				
		7	MARKER, SHARPIE, FINE PT, BK		1302400012	Stacy's C/C00007	09/03/2023	54.00				
		8	CLIP, BINDER, LGE, DZ		1302400012	Stacy's C/C00007	09/03/2023	10.55				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7362	continued...										
	9	PADFOLIO,LETTER,AST			1302400012	Stacy's C/C00007	09/03/2023	105.60			
	10	PENCIL,#2,UNIVERSAL			1302400012	Stacy's C/C00007	09/03/2023	8.20			
	11	TAPE,MASKING,1"X60YD			1302400012	Stacy's C/C00007	09/03/2023	149.28			
	12	WHISTLE,PLASTIC,BK			1302400012	Stacy's C/C00007	09/03/2023	20.37			
	13	GLUE,STCK,.24OZ,30/BX,CLR			1302400012	Stacy's C/C00007	09/03/2023	25.98			
	14	TISSUE,FACL,BOUTQUE,36CTN			1302400012	Stacy's C/C00007	09/03/2023	204.88			
08/16/2023		11007			Impact Applications, San Diego,		IMPACT A000	08/28/2023	Invoiced	A	485.00
	2	1 yr subscription - package 1 - 200 baseline t			2922400009	Stacy's C/C00008	09/03/2023	485.00			
08/15/2023		11006			Amazon.Com To92c5sh2, Amzn.Com/		AMAZON B000	08/28/2023	Invoiced	A	42.92
	2	Amazon Basics 1/3-Cut Tab, Assorted Positions			1102400059	Stacy's C/C00009	09/03/2023	42.92			
08/11/2023		11005			Paul Bunyan Communicat, Bemidji		PAUL BUN000	08/28/2023	Invoiced	A	650.00
	2	12 Month Contract for 1000Mbps, Midnight-4pm/5			6052400000	Stacy's C/C00010	09/03/2023	650.00			
08/09/2023		11004			Amzn Mktp US Ta962lmf1, Amzn.Co		AMAZON B000	08/28/2023	Invoiced	A	24.77
	2	38 Pieces White Cotton Scrunchies Hair Headban			5002400006	Stacy's C/C00011	09/03/2023	22.99			
	3	Shipping - Cost of shipping, not including shi			5002400006	Stacy's C/C00011	09/03/2023	1.78			
07/31/2023		11017			Midco, 800-888-1300, MN, 55435,		MIDCONTI000	08/28/2023	Invoiced	A	82.37
	2	FHS Fax Line			1102400064	Stacy's C/C00012	09/03/2023	82.37			
07/31/2023		11018			Midco, 800-888-1300, MN, 55435,		MIDCONTI000	08/28/2023	Invoiced	A	104.09
	2	Internet Service for Bus Garage Acct # 1247557			7602400015	Stacy's C/C00013	09/03/2023	104.09			
07/28/2023		11016			Usps Po 2647200549, Intl Falls,		POSTMAST000	08/28/2023	Invoiced	A	9.00
	2	Postage Bus Office			1102400066	Stacy's C/C00014	09/03/2023	9.00			
	15 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>										10,353.04
XXXXXXXXXXXX7132	08/11/2023	11069	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat		O'REILLY000	08/28/2023	Invoiced	A	12.99
	2	Transportation Supplies			7602400005	Jeremy's C/C00000	09/03/2023	12.99			
08/08/2023		11067	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat		O'REILLY000	08/28/2023	Invoiced	A	26.57
	2	Transportation Supplies			7602400005	Jeremy's C/C00001	09/03/2023	26.57			
08/08/2023		11068	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat		O'REILLY000	08/28/2023	Invoiced	A	21.17
	2	Transportation Supplies			7602400005	Jeremy's C/C00002	09/03/2023	21.17			
08/03/2023		11066	ANDERJER000	Anderson Jeremy R	Northern Lumber Yard I, Intl Fa		NORTHERN005	08/28/2023	Invoiced	A	37.45
	2	Transportation Supplies			7602400004	Jeremy's C/C00003	09/03/2023	37.45			
	4 transaction(s) for XXXXXXXXXXXX7132. Total Amount ==>										98.18
XXXXXXXXXXXX5747	08/10/2023	10972	GROVEKEV000	Grover Kevin K	Marriott Minneapolis N, Brookly			08/28/2023	Invoiced	A	338.20
	1				Kevin's C/C00000		09/03/2023	338.20			
08/10/2023		10974	GROVEKEV000	Grover Kevin K	Best Western St Cloud, Saint Cl		BEST WES000	08/28/2023	Invoiced	A	290.58
	1				Kevin's C/C00001		09/03/2023	290.58			

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			
XXXXXXXXXXXX5747	continued...										
	08/09/2023	10973	GROVEKEV000	Grover Kevin K	Brick & Bourbon- Maple, Maple G		08/28/2023		Invoiced	A	36.24
	1					Kevin's C/C00000	09/03/2023	36.24			
									3 transaction(s) for XXXXXXXXXXXXX5747. Total Amount ==>		665.02
XXXXXXXXXXXX7648	08/18/2023	11073	SLATIBET000	Slatinski BethAnne K	Culvers Of Bemidj12, Bemidji, M		08/28/2023		Invoiced	A	194.60
	2	PALS			5002400012	Beth's C/C00000	09/03/2023	194.60			
	08/16/2023	11072	SLATIBET000	Slatinski BethAnne K	Diadem, Pompano Beach, FL, 3306	DIADEM S001	08/28/2023		Invoiced	A	-124.58
	1					Beth's C/C00001	09/03/2023	-124.58			
	08/15/2023	11071	SLATIBET000	Slatinski BethAnne K	County Market, International, M	COUNTY M000	08/28/2023		Invoiced	A	3.88
	2	PALS			5002400011	Beth's C/C00002	09/03/2023	3.88			
	08/14/2023	11070	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023		Invoiced	A	50.24
	2	PALS			5002400010	Beth's C/C00003	09/03/2023	50.24			
	08/01/2023	11075	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	08/28/2023		Invoiced	A	27.50
	2	PALS			5002400009	Beth's C/C00004	09/03/2023	27.50			
	07/31/2023	11074	SLATIBET000	Slatinski BethAnne K	Hertz Toll 422138533, 877-411-4		08/28/2023		Invoiced	A	24.87
	1	Travel Toll Fee				Beth's C/C00005	09/03/2023	24.87			
									6 transaction(s) for XXXXXXXXXXXXX7648. Total Amount ==>		176.51
XXXXXXXXXXXX2314	08/24/2023	11083	OLSONKAR000	Olson-Line Karla A	Paypal Tilson Bay, 4029357733,	TILSON B000	08/28/2023		Invoiced	A	200.00
	2	Order split with StuCo/Kape. Stickers for wind			2502400003	Karla's C/C00000	09/03/2023	200.00			
	08/14/2023	11082	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US To2sq4o70, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	29.49
	2	Craftables Purple Vinyl Roll - Permanent, Adhe			7702400008	Karla's C/C00001	09/03/2023	11.75			
	3	Craftables Gold Vinyl Roll - Permanent, Adhesi			7702400008	Karla's C/C00001	09/03/2023	11.75			
	4	Shipping - Cost of shipping, not including shi			7702400008	Karla's C/C00001	09/03/2023	5.99			
	08/11/2023	11080	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Ta9zv8kdl, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	167.32
	3	300 Blank Spice Jars Labels Chalkboard Sticker			7702400008	Karla's C/C00002	09/03/2023	9.09			
	4	SIMPLEMADE Plastic Clear Spice Rack- Three-Tie			7702400008	Karla's C/C00002	09/03/2023	25.96			
	5	Sunshilor Dual Tip Metallic Marker Pens, Brush			7702400008	Karla's C/C00002	09/03/2023	12.33			
	6	Mrs. Dash Seasoning Salt Free Variety Pack - 1			7702400008	Karla's C/C00002	09/03/2023	119.94			
	08/11/2023	11081	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Ta7rk3u50, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	49.98
	2	Henoyso 300 Pieces Friendship Bracelets Bulk H			2502400001	Karla's C/C00003	09/03/2023	27.99			
	3	Henoyso 100 Pcs Friendship Bracelets Bulk with			2502400001	Karla's C/C00003	09/03/2023	21.99			
	08/09/2023	11079	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Ta6tx45t1, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	39.95
	2	DAK's Spices BEST SELLERS 6 PACK - 100% Sodium			7702400008	Karla's C/C00004	09/03/2023	39.95			
	08/03/2023	11076	OLSONKAR000	Olson-Line Karla A	Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	08/28/2023		Invoiced	A	-31.80
	1	Food Service credit - posters				Karla's C/C00005	09/03/2023	-31.80			

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						
XXXXXXXXXXXX2314	continued...											
	08/03/2023	11077	OLSONKAR000	Olson-Line Karla A	Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	08/28/2023		Invoiced	A	-29.97	
	1	Credit for food service - posters			Karla's C/C00005	09/03/2023		-29.97				
	08/03/2023	11078	OLSONKAR000	Olson-Line Karla A	Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	08/28/2023		Invoiced	A	-15.48	
	1	Credit from Food Service order- stickers			Karla's C/C00005	09/03/2023		-15.48				
	08/01/2023	11084	OLSONKAR000	Olson-Line Karla A	Teamleader Inc, Plano, TX, 7507	TEAMLEAD000	08/28/2023		Invoiced	A	939.84	
	2	Uniform Package (Shell & Skirt) FOOTBALL			3002400002 Karlas C/C00000	09/03/2023		155.99				
	4	Hi-Low Design Twill with 3 colors			3002400002 Karlas C/C00000	09/03/2023		20.00				
	5	Gladiator Fly Away with Hem Braid			3002400002 Karlas C/C00000	09/03/2023		99.99				
	6	Under Minimum Fee			3002400002 Karlas C/C00000	09/03/2023		35.00				
	7	TeamFLEX Turtleneck Crop Bodyliner - Raglan Sl			3002400002 Karlas C/C00000	09/03/2023		49.99				
	8	Ladies Fit Lightweight Full Zip Jacket 13 4-A			3002400002 Karlas C/C00000	09/03/2023		519.87				
	9	Freight			3002400002 Karlas C/C00000	09/03/2023		59.00				
	08/01/2023	11085	OLSONKAR000	Olson-Line Karla A	Teamleader Inc, Plano, TX, 7507	TEAMLEAD000	08/28/2023		Invoiced	A	868.41	
	2	TeamFLEX V-neck Crop Bodyliner			3002400003 Karlas C/C00002	09/03/2023		149.97				
	3	Under Minimum Fee			3002400003 Karlas C/C00002	09/03/2023		105.00				
	4	8-Panel Skirt with Insert Pleats			3002400003 Karlas C/C00002	09/03/2023		209.97				
	5	Uniform Package Includes (Shell & Skirt) Hocke			3002400003 Karlas C/C00002	09/03/2023		287.97				
	6	3-Color Diamond Design Twill Lettering			3002400003 Karlas C/C00002	09/03/2023		60.00				
	7	Shipping			Karlas C/C00001	09/03/2023		55.50				
					10 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>>							2,217.74
XXXXXXXXXXXX5690	08/24/2023	10970	HEISSVIC000	Heiss Victoria L	Amzn Mktp US T346r8oh2, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	753.67	
	2	Trees of North America: A Guide to Field Ident			2602400002 Vicki's C/C00000	09/03/2023		235.80				
	3	Blue Summit Supplies Titanium Scissors, 8 Inch			2602400002 Vicki's C/C00000	09/03/2023		197.91				
	4	Rarlan Colored Pencils Bulk, Pre-sharpened Col			2602400002 Vicki's C/C00000	09/03/2023		319.96				
	08/22/2023	10969	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Tq3dj3xx0, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	561.37	
	3	Clear Conscience Contact Lens Solution 12oz &e			7202400000 Vicki's C/C00001	09/03/2023		17.90				
	6	Bob's Sweet Stripes Soft Peppermint Candy, Bac			7202400000 Vicki's C/C00001	09/03/2023		14.98				
	7	Lance Saltines Crackers, Single Serve Packs, 5			7202400000 Vicki's C/C00001	09/03/2023		41.00				
	9	Medline 4 x 4 inch Gauze Sponges, 100% Cotton,			7202400000 Vicki's C/C00001	09/03/2023		13.98				
	10	Allergan Refresh Plus Lubricant Eye Drops Sing			7202400000 Vicki's C/C00001	09/03/2023		29.45				
	11	Colombina Peppermint Starlight Mints, 5 Pound			7202400000 Vicki's C/C00001	09/03/2023		15.99				
	12	Aquaphor Healing Ointment Advanced Therapy - .			7202400000 Vicki's C/C00001	09/03/2023		46.27				
	13	Safetec 15989 Lip Balm.5 g Packets, Box of 144			7202400000 Vicki's C/C00001	09/03/2023		14.80				
	16	School Health - Adhesive Bandages, Comfortable			7202400000 Vicki's C/C00001	09/03/2023		65.87				
	17	School Health - Adhesive Bandages, Comfortable			7202400000 Vicki's C/C00001	09/03/2023		68.87				
	18	24 Packs Self Adherent Cohesive Wrap Bandages			7202400000 Vicki's C/C00001	09/03/2023		15.49				

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		Line	Description	PO Number	Invoice Number	Invoice Dt		Amount			
XXXXXXXXXXXX5690	continued...										
		19	Tampax Pearl Tampons Super Plus Absorbency, Wi	7202400000	Vicki's C/C00001	09/03/2023		36.16			
		20	Dealmed Fabric Fingertip Flexible Adhesive Ban	7202400000	Vicki's C/C00001	09/03/2023		17.88			
		21	Amazon Basics Facial Tissue, 2-Ply, 2880 Count	7202400000	Vicki's C/C00001	09/03/2023		36.28			
		22	Dealmed Fabric Flexible Adhesive Bandages	7202400000	Vicki's C/C00001	09/03/2023		17.99			
		23	Globe First Aid Burn Gel with Aloe 0.9g Packet	7202400000	Vicki's C/C00001	09/03/2023		9.98			
		24	Tampax Pearl Tampons Trio Pack, Super/Super Pl	7202400000	Vicki's C/C00001	09/03/2023		47.94			
		25	Welly Bandage Refill Ready Pack Adhesive Fle	7202400000	Vicki's C/C00001	09/03/2023		19.99			
		26	McKesson Cold and Hot Compress Reusable, Hot a	7202400000	Vicki's C/C00001	09/03/2023		30.55			
08/18/2023		10967	HEISSVIC000 Heiss Victoria L	Amzn Mktp US To59k5yj0, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A		34.99
		2	McKesson Cold and Hot Compress, Reusable Gel P	7202400000	Vicki's C/C00002	09/03/2023		34.99			
08/18/2023		10968	HEISSVIC000 Heiss Victoria L	Amzn Mktp US To4218sfl, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A		29.57
		2	Avalon Papers Professional Paper Towels, White	7202400000	Vicki's C/C00003	09/03/2023		29.57			
08/17/2023		10965	HEISSVIC000 Heiss Victoria L	Amzn Mktp US Tq94b3fy2, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A		58.50
		2	Welch Allyn - TM82585 06000-005 Braun Thermosc	7202400000	Vicki's C/C00004	09/03/2023		58.50			
08/17/2023		10966	HEISSVIC000 Heiss Victoria L	Amzn Mktp US To8h04260, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A		103.92
		2	Halyard 55082 Purple Nitrile Exam Gloves, Medi	7202400000	Vicki's C/C00005	09/03/2023		103.92			
08/11/2023		10963	HEISSVIC000 Heiss Victoria L	Amazon.Com To3hp04y2, Amzn.Com/	AMAZON B000	08/28/2023		Invoiced	A		30.61
		2	AT-A-GLANCE 2023-2024 Academic Planner, Daily,	3002400010	Vicki's C/C00006	09/03/2023		23.62			
		3	Shipping - Cost of shipping, not including shi	3002400010	Vicki's C/C00006	09/03/2023		6.99			
08/11/2023		10964	HEISSVIC000 Heiss Victoria L	Amzn Mktp US Ta7m41761, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A		41.98
		2	Madisi Wood-Cased #2 HB Pencils, Yellow, Pre-s	2562400002	Vicki's C/C00007	09/03/2023		41.98			
08/04/2023		10962	HEISSVIC000 Heiss Victoria L	Amazon.Com Th6av2d11 A, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A		58.41
		2	AT-A-GLANCE 2023-2024 Academic Planner, Daily,	3002400007	Vicki's C/C00008	09/03/2023		51.42			
		3	Shipping - Cost of shipping, not including shi	3002400007	Vicki's C/C00008	09/03/2023		6.99			
9 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>											1,673.02
XXXXXXXXXXXX8830	08/23/2023	10971	HEISSVIC000 Heiss Victoria L	Smore.Com - Educator, Pittsburg	SMORE ED000	08/28/2023		Invoiced	A		79.00
		2	ONLINE SOFTWARE SMORE JOURNALISM CLASS INSTRUC	2202400000	Highsch C/C00000	09/03/2023		79.00			
XXXXXXXXXXXX8863	08/25/2023	11049	HOLT THO000 Holt Thomas T	Shell Oil12794875018, Internati	KOERTER'000	08/28/2023		Invoiced	A		61.01
		2	Blanket fuel for mowers	8102400008	FHS Cust C/C00000	09/03/2023		61.01			
08/24/2023		11048	HOLT THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023		Invoiced	A		66.99
		2	FHS Blanket p.o. for Menards	8102400011	FHS Cust C/C00001	09/03/2023		66.99			
08/21/2023		11047	HOLT THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023		Invoiced	A		89.99
		2	FHS Blanket p.o. for Menards	8102400011	FHS Cust C/C00002	09/03/2023		89.99			
08/18/2023		11046	HOLT THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023		Invoiced	A		7.46
		2	FHS Blanket p.o. for Menards	8102400011	FHS Cust C/C00003	09/03/2023		7.46			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8863	continued...										
	08/17/2023	11045	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	35.73
	2	FHS Blanket p.o. for Menards			8102400011	FHS Cust C/C00004	09/03/2023	35.73			
	08/14/2023	11044	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	42.92
	2	FHS Blanket p.o. for Menards			8102400011	FHS Cust C/C00005	09/03/2023	42.92			
	08/11/2023	11042	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	-29.93
	2	FHS Blanket p.o. for Menards			8102400011	FHS Cust C/C00006	09/03/2023	-29.93			
	08/11/2023	11043	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	9.68
	2	FHS Blanket p.o. for Menards			8102400011	FHS Cust C/C00007	09/03/2023	9.68			
	08/10/2023	11039	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	68.85
	2	FHS Blanket p.o. for Menards			8102400011	FHS Cust C/C00008	09/03/2023	68.85			
	08/10/2023	11040	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	21.92
	2	FHS Blanket p.o. for Menards			8102400011	FHS Cust C/C00009	09/03/2023	21.92			
	08/10/2023	11041	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	44.95
	2	FHS Blanket p.o. for Menards			8102400011	FHS Cust C/C00010	09/03/2023	44.95			
	08/04/2023	11038	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	77.88
	2	FHS Blanket p.o. for Menards			8102400011	FHS Cust C/C00011	09/03/2023	77.88			
	08/02/2023	11052	HOLT	THO000	Holt Thomas T	Shell Oil12794875018, Internati	KOERTER'000	08/28/2023	Invoiced	A	39.00
	2	Blanket fuel for mowers			8102400008	FHS Cust C/C00012	09/03/2023	39.00			
	07/31/2023	11051	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	-45.05
	2	FHS Blanket p.o. for Menards			8102400011	FHS Cust C/C00013	09/03/2023	-45.05			
	07/28/2023	11050	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	196.73
	2	FHS Blanket p.o. for Menards			8102400011	FHS Cust C/C00014	09/03/2023	196.73			
	15 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>>										688.13
XXXXXXXXXXXX7691	08/24/2023	11059	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	286.62
	2	Blanket P.O. for FES supplies			8102400009	FES Cust C/C00000	09/03/2023	286.62			
	08/18/2023	11058	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	20.28
	2	Blanket P.O. for FES supplies			8102400009	FES Cust C/C00001	09/03/2023	20.28			
	08/17/2023	11057	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	33.91
	2	Blanket P.O. for FES supplies			8102400009	FES Cust C/C00002	09/03/2023	33.91			
	08/16/2023	11056	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	119.80
	2	Blanket P.O. for FES supplies			8102400009	FES Cust C/C00003	09/03/2023	119.80			
	08/11/2023	11055	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	22.52
	2	Blanket P.O. for FES supplies			8102400009	FES Cust C/C00004	09/03/2023	22.52			
	08/10/2023	11054	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	69.08
	2	Blanket P.O. for FES supplies			8102400009	FES Cust C/C00005	09/03/2023	69.08			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7691	continued...										
	08/04/2023	11053	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	82.86
	2	Blanket P.O. for FES supplies			8102400009	FES Cust C/C00006	09/03/2023	82.86			
	07/31/2023	11060	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023	Invoiced	A	7.18
	2	Blanket P.O. for FES supplies			8102400009	FES Cust C/C00007	09/03/2023	7.18			
	8 transaction(s) for XXXXXXXXXXXX7691. Total Amount ==>										642.25
XXXXXXXXXXXX4156	08/17/2023	11099	BALASJEN000	Balaski Jenesa K	Tct Andersons, 800-328-9650, MN	ANDERSON003	08/28/2023		Invoiced	A	293.93
	2	Homecoming items			9012400000	Jenesa's C/C00000	09/03/2023	293.93			
	08/17/2023	11100	BALASJEN000	Balaski Jenesa K	Tct Andersons, 800-328-9650, MN	ANDERSON003	08/28/2023		Invoiced	A	744.69
	2	Program outreach for school fencing prevention			7902400021	Jenesa's C/C00001	09/03/2023	744.69			
	08/14/2023	11096	BALASJEN000	Balaski Jenesa K	Kettle Falls Hotel Res, Kabetog		08/28/2023		Invoiced	A	162.37
	1	Summer Student Field Trip				Jenesa's C/C00002	09/03/2023	162.37			
	08/14/2023	11097	BALASJEN000	Balaski Jenesa K	Amazon.Com Ta9b35we1 A, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	45.12
	4	Lysol Disinfectant Wipes, Multi-Surface Disinf			7902400018	Jenesa's C/C00003	09/03/2023	45.12			
	08/14/2023	11098	BALASJEN000	Balaski Jenesa K	Amazon.Com To5hmlak2 A, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	8.44
	2	Schoolgirl Style Twinkle Twinkle You're A STAR			7902400018	Jenesa's C/C00004	09/03/2023	8.44			
	08/11/2023	11093	BALASJEN000	Balaski Jenesa K	Sq Kabetogama Boat To, Kabetoga		08/28/2023		Invoiced	A	625.00
	2	Summer Field trip - Kab/Kettle Falls. Guided b			7902400009	Jenesa's C/C00005	09/03/2023	625.00			
	08/11/2023	11094	BALASJEN000	Balaski Jenesa K	Kab Outdoors, Kabetogama, MN, 5		08/28/2023		Invoiced	A	38.66
	2	Summer Field trip - Kabetogama/Kettle Falls gu			7902400008	Jenesa's C/C00006	09/03/2023	38.66			
	08/11/2023	11095	BALASJEN000	Balaski Jenesa K	Amzn Mktp US Ta4tj87c1, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	172.91
	2	Big Dot of Happiness Hoco Dance - Homecoming H			9012400001	Jenesa's C/C00007	09/03/2023	17.99			
	3	Purple Gold Valentines-Day Graduation Decorati			9012400001	Jenesa's C/C00007	09/03/2023	50.97			
	5	8 Pack Iridescent Float Fringe Curtains, Metal			9012400001	Jenesa's C/C00007	09/03/2023	37.98			
	6	Purple-Gold Graduation Party-Decorations - 33p			9012400001	Jenesa's C/C00007	09/03/2023	65.97			
	08/10/2023	11089	BALASJEN000	Balaski Jenesa K	Ph Dorothy Molter Mus, Ely, MN,	DOROTHY 000	08/28/2023		Invoiced	A	33.66
	2	Summer Field Trip - Dorothy Molter Muesum Ely.			7902400006	Jenesa's C/C00008	09/03/2023	33.66			
	08/10/2023	11090	BALASJEN000	Balaski Jenesa K	Ph International Wolf, Minneapo	INTERNAT003	08/28/2023		Invoiced	A	99.00
	2	Summer Field trip - ely wolf center. (August 9			7902400004	Jenesa's C/C00009	09/03/2023	99.00			
	08/10/2023	11091	BALASJEN000	Balaski Jenesa K	Pier 77 Mini-Golf, Tower, MN, 5		08/28/2023		Invoiced	A	112.74
	1	Summer Student Field Trip				Jenesa's C/C00002	09/03/2023	112.74			
	08/10/2023	11092	BALASJEN000	Balaski Jenesa K	Dq Brazier #10011, Ely, MN, 557	DAIRY QU001	08/28/2023		Invoiced	A	90.18
	2	Summer field trip - Ely. Lunch provided to stu			7902400005	Jenesa's C/C00010	09/03/2023	90.18			
	08/09/2023	11088	BALASJEN000	Balaski Jenesa K	Amzn Mktp US Ta5o18h90, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	239.80
	4	RibbonsNow Homecoming Royalty Sashes (Black) -			9012400001	Jenesa's C/C00011	09/03/2023	239.80			
	08/08/2023	11086	BALASJEN000	Balaski Jenesa K	Battalion Distributing, Intl Fa	BATTALIO000	08/28/2023		Invoiced	A	45.80
	2	Summer Field Trip - snacks provided for studen			7902400007	Jenesa's C/C00012	09/03/2023	45.80			

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			
XXXXXXXXXXXX4156	continued...										
	08/08/2023	11087	BALASJEN000	Balaski Jenesa K	Tct Andersons, 800-328-9650, MN	ANDERSON003	08/28/2023		Invoiced	A	887.42
	2	Homecoming items			9012400000	Jenesa's C/C00013	09/03/2023	887.42			
									15 transaction(s) for XXXXXXXXXXXX4156. Total Amount ==>>		3,599.72
XXXXXXXXXXXX1984	08/23/2023	11033	HOLT THO000	Holt Thomas T	Amazon.Com Tq3hj4870, Amzn.Com/	AMAZON B000	08/28/2023		Invoiced	A	72.98
	2	Cosco Topside Booster Car Seat - Easy to Move,			7602400018	Tom's C/C00000	09/03/2023	22.99			
	3	Evenflo GoTime LX Booster Car Seat (Chardon Bl			7602400018	Tom's C/C00000	09/03/2023	49.99			
	08/18/2023	11031	HOLT THO000	Holt Thomas T	Amazon.Com To6di02s1, Amzn.Com/	AMAZON B000	08/28/2023		Invoiced	A	239.99
	2	Quartet Cork Bulletin Board, Framed Corkboard,			8102400049	Tom's C/C00001	09/03/2023	239.99			
	08/18/2023	11032	HOLT THO000	Holt Thomas T	Amazon.Com To0cj62ul A, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	239.99
	2	Quartet Cork Bulletin Board, Framed Corkboard,			8102400056	Tom's C/C00002	09/03/2023	239.99			
	08/17/2023	11025	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023		Invoiced	A	92.38
	2	FHS Blanket p.o. for Menards			8102400011	Tom's C/C00003	09/03/2023	92.38			
	08/17/2023	11026	HOLT THO000	Holt Thomas T	Amzn Mktp US Tq8mw9ow2, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	188.99
	2	SUNROAD 2pcs 24x12.00-12 8PR Turf Tires Replac			8102400054	Tom's C/C00004	09/03/2023	188.99			
	08/17/2023	11027	HOLT THO000	Holt Thomas T	Amzn Mktp US To3wm6k80, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	596.60
	2	YUTRAX® HC1500 Trailer, Heavy-Duty ATV Traile			8102400054	Tom's C/C00005	09/03/2023	596.60			
	08/17/2023	11028	HOLT THO000	Holt Thomas T	Amzn Mktp US Tq4xp6cy2, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	79.99
	2	EPR Blade Deck Belt Kit Replacement for Toro 7			8102400054	Tom's C/C00006	09/03/2023	79.99			
	08/17/2023	11029	HOLT THO000	Holt Thomas T	Amzn Mktp US To3ff6sn0, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	43.99
	2	RANSOTO 6 Lawn Mower Deck Wheel Kit Replacem			8102400054	Tom's C/C00007	09/03/2023	43.99			
	08/17/2023	11030	HOLT THO000	Holt Thomas T	Amzn Mktp US To74z47j0, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	30.99
	2	MaxLLTo 3 Pack Replacement 51-4060 Blade Screw			8102400054	Tom's C/C00008	09/03/2023	30.99			
	08/16/2023	11024	HOLT THO000	Holt Thomas T	Amzn Mktp US To4n138u0, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	76.99
	2	Polar Trailer 10517 Tool Rack, Black			8102400054	Tom's C/C00009	09/03/2023	76.99			
	08/15/2023	11023	HOLT THO000	Holt Thomas T	Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	08/28/2023		Invoiced	A	-297.72
	2	Credit for corkboard not received				Tom's C/C00010	09/03/2023	-297.72			
	08/14/2023	11022	HOLT THO000	Holt Thomas T	Amzn Mktp US To7nm9og0, Amzn.Co	AMAZON B000	08/28/2023		Invoiced	A	36.07
	2	50 Pieces Lint Traps for Washing Machine Hose,			8102400050	Tom's C/C00011	09/03/2023	29.98			
	3	Shipping - Cost of shipping, not including shi			8102400050	Tom's C/C00011	09/03/2023	6.99			
	4	promotion applied				Tom's C/C00010	09/03/2023	-0.90			
	08/10/2023	11019	HOLT THO000	Holt Thomas T	Dalco Enterprises, 800-9501975,	DALCO 000	08/28/2023		Invoiced	A	3,840.49
	2	BET 06523 SS CLEANER 12X17OZAEROSOL STAINLESS			8102400016	Tom's C/C00012	09/03/2023	77.80			
	3	HS AWUS231 AIRWORKS 6X10CAURINAL SCREEN CITRUS			8102400016	Tom's C/C00012	09/03/2023	107.99			
	4	DAL 401 COTTON 24OZ WHITE 12CACUT END 1" BAND			8102400016	Tom's C/C00012	09/03/2023	164.46			
	5	VB 20" RED BUFFING PAD 5CAFFLOOR PAD VB20RBFP			8102400016	Tom's C/C00012	09/03/2023	106.98			
	6	SP 001904 XCELENTE 4X1GAMULTI PURPOSE CLEANER			8102400016	Tom's C/C00012	09/03/2023	457.00			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX1984	continued...										
	7	DAL LANO VERA 4X1GABULK FOAMING HAND CARE	8102400016	Tom's C/C00012	09/03/2023	146.88					
	8	VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA	8102400016	Tom's C/C00012	09/03/2023	190.62					
	9	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER	8102400016	Tom's C/C00012	09/03/2023	1,287.58					
	10	HS GL-N106FX GLOVE NITRL EXAM10X100 5.5M XLARG	8102400016	Tom's C/C00012	09/03/2023	112.48					
	11	DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN	8102400016	Tom's C/C00012	09/03/2023	452.60					
	12	CP PGR2432XB BLACK 500CA24X32 1M ROLL CAN LINE	8102400016	Tom's C/C00012	09/03/2023	490.20					
	13	GP 12798 PACIFIC 9" 8X10002PLY TOILET TISSUE	8102400016	Tom's C/C00012	09/03/2023	245.90					
08/07/2023		11020 HOLT THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023				Invoiced	A	13.94
	2	FHS Blanket p.o. for Menards	8102400011	Tom's C/C00013	09/03/2023	13.94					
08/07/2023		11021 HOLT THO000 Holt Thomas T	Amzn Mktp US Th0fe9r01, Amzn.Co	AMAZON B000	08/28/2023				Invoiced	A	11.63
	2	Kawasaki 92049-7019 Shaft Seal Genuine Origina	8102400043	Tom's C/C00014	09/03/2023	5.64					
	3	Shipping - Cost of shipping, not including shi	8102400043	Tom's C/C00014	09/03/2023	5.99					
08/01/2023		11037 HOLT THO000 Holt Thomas T	Amazon.Com Th7cb7vu0 A, Amzn.Co	AMAZON B000	08/28/2023				Invoiced	A	25.93
	2	Justrite 11077 1" Diameter x 9" Long Flex Hose	8102400042	Tom's C/C00015	09/03/2023	25.93					
07/31/2023		11036 HOLT THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023				Invoiced	A	18.07
	2	FHS Blanket p.o. for Menards	8102400011	Tom's C/C00016	09/03/2023	18.07					
07/28/2023		11034 HOLT THO000 Holt Thomas T	Amzn Mktp US T66yq4r82, Amzn.Co	AMAZON B000	08/28/2023				Invoiced	A	21.98
	2	12 Pack 90667 Filter Bags, Type A Collection B	7602400013	Tom's C/C00017	09/03/2023	15.99					
	3	shipping		Tom's C/C00010	09/03/2023	5.99					
07/28/2023		11035 HOLT THO000 Holt Thomas T	Decker Equip School Fi, Vassar,	DECKER I000	08/28/2023				Invoiced	A	322.48
	2	Signage for back of building. No student drop	8102400038	Tom's C/C00018	09/03/2023	219.70					
	3	Shipping	8102400038	Tom's C/C00018	09/03/2023	102.78					
											19 transaction(s) for XXXXXXXXXXXX1984. Total Amount ==> 5,655.76
XXXXXXXXXXXX1081	08/25/2023	11102 SINNISAM001 Sinninghe Samantha N	Amzn Mktp US T37in5z22, Amzn.Co	AMAZON B000	08/28/2023				Invoiced	A	139.99
	4	VIVO 32 inch Desk Converter, K Series, Height	1302400031	Sam's C/C00000	09/03/2023	139.99					
08/24/2023		11101 SINNISAM001 Sinninghe Samantha N	Super One Foods, International,	SUPER ON000	08/28/2023				Invoiced	A	433.53
	2	32 pack of water	1302400032	Sam's C/C00001	09/03/2023	47.25					
	3	bakery rolls	1302400032	Sam's C/C00001	09/03/2023	386.28					
											2 transaction(s) for XXXXXXXXXXXX1081. Total Amount ==> 573.52
XXXXXXXXXXXX3468	08/24/2023	10993 ERICKJEN000 Erickson Jennifer L	Crown Awards Inc, Hawthorne, NY	CROWN AW000	08/28/2023				Invoiced	A	293.87
	2	Swim 2st Ribbon Color Splash Ribbons	2922400019	Jen's C/C00000	09/03/2023	24.50					
	3	Swim 2nd Ribbon Color Splash Ribbons	2922400019	Jen's C/C00000	09/03/2023	24.50					
	4	Swim 3rd Ribbon Color Splash Ribbons	2922400019	Jen's C/C00000	09/03/2023	24.50					
	5	4th Place Award Ribbon Color Splash Ribbons	2922400019	Jen's C/C00000	09/03/2023	24.50					
	6	5th Place Award Ribbon Color Splash Ribbons	2922400019	Jen's C/C00000	09/03/2023	24.50					

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount						
XXXXXXXXXXXX3468	continued...											
	7	6th Place Award Ribbon Color Splash Ribbons	2922400019	Jen's C/C00000	09/03/2023	24.50						
	8	7th Place Ribbon Color Splash Ribbons	2922400019	Jen's C/C00000	09/03/2023	24.50						
	9	8th Place Ribbon Color Splash Ribbons	2922400019	Jen's C/C00000	09/03/2023	24.50						
	10	9th Place Ribbon Color Splash Ribbons	2922400019	Jen's C/C00000	09/03/2023	24.50						
	11	10th Place Ribbon Color Splash Ribbons	2922400019	Jen's C/C00000	09/03/2023	24.50						
	12	Kudos Swimming Medals w/RISMSW	2922400019	Jen's C/C00000	09/03/2023	35.88						
	13	Shipping	2922400019	Jen's C/C00000	09/03/2023	12.99						
08/09/2023		10992 ERICKJEN000 Erickson Jennifer L	Usps Po 2647200549, Intl Falls,	POSTMAST000	08/28/2023				Invoiced	A	10.25	
	2	Athletic Postage	3002400008	Jen's C/C00001	09/03/2023	10.25						
			2 transaction(s) for XXXXXXXXXXXX3468. Total Amount ==>									304.12
XXXXXXXXXXXX2560	08/25/2023	11064 HOPKIMIC000 Hopkins Michelle L	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023				Invoiced	A	3.50	
	1	1 1/4 washer (No PO)	Mike's C/C00000	09/03/2023		3.50						
08/24/2023		11063 HOPKIMIC000 Hopkins Michelle L	Oreilly Auto Parts 39, Internat	O'REILLY000	08/28/2023				Invoiced	A	17.99	
	1	Wrench	Mike's C/C00001	09/03/2023		17.99						
08/04/2023		11062 HOPKIMIC000 Hopkins Michelle L	Amzn Mktp US Ta2hw3fk2, Amzn.Co	AMAZON B000	08/28/2023				Invoiced	A	119.94	
	2	[12"X15" 50 Pack - 4 Mil] HomeyGear Clear Heav	6052400011	Mike's C/C00002	09/03/2023	119.94						
08/02/2023		11061 HOPKIMIC000 Hopkins Michelle L	Siptrunk Inc, Alpharetta, GA, 3	TECHCHEC000	08/28/2023				Invoiced	A	278.56	
	2	Monthly SIP Phone Service.	6052400002	Mike's C/C00003	09/03/2023	278.56						
08/02/2023		11065 HOPKIMIC000 Hopkins Michelle L	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2023				Invoiced	A	25.99	
	1	4 X 8 sheet	Mike's C/C00000	09/03/2023		25.99						
			5 transaction(s) for XXXXXXXXXXXX2560. Total Amount ==>									445.98
			141 transaction(s). Total Amount ==>									31,990.74

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

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, August 21, 2023 at 5:15 p.m.
FHS Library**

Call to Order

Present with voting rights: Tina Sather, Toni Korpi, Jessica Crosby, Bruce Raboin, JoAnne Smith, Dale Johnson, Roxanne Skogstad-Ditsch.

Present: 7; Absent 0;

Non-Voting Members Present: Kevin Grover, Superintendent

Pledge of Allegiance

Oath of Office

1. Dale Johnson - Oath of Office. Board Chair, Roxanne Skogstad-Ditsch presented the Oath of Office.

Approval of Agenda

1. Motion by Jessica Crosby, then second by Dale Johnson to approve agenda as presented. Motion Carried.

Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea

Yea: 7, Nay: 0

Open Forum

1. Public Open Forum

1.a. Representatives from Cornerstone Christian School.

Consent Agenda

Motion by Joann Smith, then second by Tina Sather to approve the consent agenda. Motion Carried.

Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: 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 \$134,938.18 for pay periods July 28th and August 11th.

2. Approve current accounts payable due in the amount of \$578,642.90 .

3. Approve past meeting minutes for the regular school board meeting on July 17, 2023.

4. Approve the 2023-2024 FHS Student Handbook.

5. Approve the 2023-2024 FES Student Handbook.

6. Acknowledge Dominic Casareto as a volunteer coach for Boy's Hockey in the 2023-2024 season.

7. Approve hire of Dylan Holt as Junior High Football Coach for the 2023-2024 season.

8. Approve the hire of Nick Hedtke as Junior High Football Coach for the 2023-2024 season.

9. Approve hire of Lori Potter as Basketball Cheerleader Advisor for the 2023-2024 season.
10. Acknowledge Ron Gilbertson as a volunteer for Junior High Football for the 2023-2024 season.
11. Approve annual notice of compliance for academic vocational programs of non-discrimination per attached.
12. Approve the hire of Paetyn Zahn as the 8th Grade Volleyball Coach for the 2023-2024 season.
13. Approve the hire of Pacey Rousseau as the 7th Grade Volleyball Coach for the 2023-2024 season.
14. Approve the hire of Jenica Whitbeck as 9th Grade Volleyball Coach for the 2023-2024 season.
15. Acknowledge Brad Kokesh as an Elementary Flag Football Volunteer Coach for grades 4th - 6th for the 2023-2024 season.
16. Approve the hire of Will Awe as Assistant Boys Basketball Coach for the 2023-2024 season.
17. Acknowledge TJ Coulombe as Varsity Football Volunteer Coach for the 2023-2024 season.
18. Acknowledge Christina Dowty as an Elementary Volunteer Swim Coach for grades 4th - 6th for the 2023-2024 season.
19. Acknowledge Hailey Silvers as a Volunteer Varsity Swimming and Diving Coach for the 2023 - 2024 season.
20. Acknowledge Hailey Silvers as an Elementary Volunteer Swim Coach for grades 4th - 6th for the 2023-2024 season.
21. Acknowledge Norman Nelson as a Volunteer Football Coach for the 2023-2024 season.
22. Acknowledge Emily Nicholson as an Elementary Volleyball Volunteer Coach for the 2023-2024 season.
23. Acknowledge Sarah Peterson as an Elementary Volleyball Volunteer Coach for the 2023-2024 season.
24. Acknowledge Kristie LaVigne as an Elementary Volleyball Volunteer Coach for the 2023-2024 season.
25. Acknowledge Tawna Hilfer as an Elementary Volleyball Volunteer Coach for the 2023-2024 season.
26. Acknowledge Cyndi Hiebel as an Elementary Volleyball Volunteer Coach for the 2023-2024 season.
27. Acknowledge Gary Loop as an Elementary Flag Football Volunteer for the 2023-2024 season.

28. Acknowledge Johnny Sloan as an Elementary Flag Football Volunteer for the 2023-2024 season.
29. Accept the resignation of Kaitlyn Hostetter, Paraprofessional, effective August 5, 2023.
30. Accept the resignation of Emily Amerud, Paraprofessional, effective August 15, 2023.
31. Accept retirement from Kim Begg, FHS Custodian, effective September 1, 2023.
32. Appoint Tim Everson as Human Rights Officer, and Melissa Tate as alternate Human Rights Officer.
33. Appoint Melissa Tate as Section 504 Officer for Grades K-5, and appoint Don Rolando as the alternate Section 504 Officer for Grades K-5.
34. Appoint Kevin Grover as Title IX Officer (District Wide), and appoint Tim Everson as alternate Title IX Officer (District Wide).
35. Appoint Don Rolando as Section 504 Officer for Grades 6-12, and appoint Melissa Tate as alternate Section 504 Officer for Grades 6-12.
36. First Reading of School Board Policy 400 - Substitute Pay Policy.
37. Accept resignation from Ashley Foss, Paraprofessional, effective August 16, 2023.
38. Approve updated Safe Learning Plan.
39. Approve Junior High Event Worker pay at \$30 per event.
40. Approve Restrictive Procedures Plan.
41. Approve discontinuing School Board Policy #613.5 - Weighted Grades.
42. Approve District payment of background checks for volunteer (non- paid) elementary activity coaches.

Discussion:

1. Community Group Facility Recommendation
2. Graduation Date
3. Superintendent Goals

Action Items

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

1.a. Approve MSHSL cooperative agreement with Cornerstone Christian School for Football effective the 2023 - 2024 school year. Motion by Tina Sather, then second by Joann Smith. Motion Carried.

Toni Korpi: Nay, Jessica Crosby: Yea, Dale Johnson: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea

Yea: 6, Nay: 1

Toni Korpi: Nay

1.b. Approve the 2023-2024 Activity Student Handbook. Motion by Jessica Crosby, then second by Tina Sather. Motion Carried.

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

1.c. Acknowledge Elie Jean as a volunteer for Junior High Football for the 2023-2024 season. Motion by Joann Smith, then second by Bruce Raboin. Motion Carried.

Roxanne Skogstad-Ditsch: Abstain (With Conflict), Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Joann Smith: Yea
Yea: 6, Nay: 0, Abstain (With Conflict): 1

Committee and Administrative Reports

1. Mitch Erickson, Student Representative – Gave student council, homecoming, KAPE and MHS updates
2. Melissa Tate, Elementary Principal – Enrollment update, summer school recap, back to school open house, and staff in-service days.
3. Tim Everson, Secondary Principal – Enrollment update, homecoming, back to school.
4. Kevin Grover, Superintendent – Back to School, tuition students, negotiations upcoming, and St. Thomas youth participation in elementary recreation activities.
5. Beth Slatinski, Community Education Director – Recap of classes, youth classes and next C/E Advisory Board meeting is September 11th at 11:00 am.
6. Timm Ringofer, Activities Director

Closed Session

1. Closed meeting for labor negotiations strategy as allowed under MS 13D.03. Motion by Toni Korpi, then second by Bruce Raboin to close session at 6:55 pm. Motion Carried.
Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 7, Nay: 0

Reopen and Adjournment

1. Motion by Bruce Raboin, then second by Toni Korpi to reopen and adjourn meeting at 7:25 pm. Motion Carried.
Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: 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

**SPECIAL MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, September 11, 2023 at 5:15 p.m.
FHS Library**

Call to Order

Present with voting rights: Tina Sather, Toni Korpi, Jessica Crosby, Bruce Raboin, JoAnne Smith, Dale Johnson, Roxanne Skogstad-Ditsch.

Present: 7; Absent 0;

Non-Voting Members Present: Kevin Grover, Superintendent

Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented. Motion by Bruce Raboin, then second by Joann Smith.

Motion Carried.

Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea

Yea: 7, Nay: 0

Action Items

1. Approve MSHSL cooperative agreement with Cornerstone Christian School for Boys Hockey for the 2023 - 2025 seasons. Motion by Tina Sather, then second by Bruce Raboin.

Motion Failed.

Jessica Crosby: Nay, Toni Korpi: Nay, Roxanne Skogstad-Ditsch: Nay, Joann Smith: Nay, Dale Johnson: Yea, Bruce Raboin: Yea, Tina Sather: Yea

Yea: 3, Nay: 4

Discussion

1. Work session pertaining to community recommendations with regards to the facility study with Nexus and corresponding survey.

Adjournment

1. Motion by Jessica Crosby, then second by Dale Johnson to adjourn meeting at 6:50 pm.

Motion Carried.

Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: 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

**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)

**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 520
Student Surveys**

Adopted ___ By Reference ___

Revised ___ September 2023 _____

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. STUDENT SURVEYS IN GENERAL

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

religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.

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

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

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

6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

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

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

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

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

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

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

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

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

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

V. NOTICE

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

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

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (~~Student Sex Nondiscrimination-Title IX~~
~~Sex Nondiscrimination, Grievance Procedure and Process~~)

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

**BOARD POLICY 515
Protection and Privacy of Pupil Records**

Adopted ___ By Reference ___

Revised ___ **September 2023** ___

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

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code section 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and Minnesota Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

1. “Directory information,” under federal law, means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s). Directory information does not include:

- a. a student’s social security number
- b. a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
- c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
- d. personally identifiable data which references religion, race, color, social position, or nationality; or
- e. data collected from nonpublic school students, other than those who

receive shared time educational services, unless written consent is given by the student's parent or guardian.

2. Under Minnesota law, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

[Note: The federal definition includes all of the types of information specifically referenced by state and federal law as directory information. The federal definition applies to information requests by military recruiting officers, as set out in Article IX below.

The Minnesota definition imposes additional restrictions upon the types of information that may be designated as directory information.

A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. [Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board who must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]

E. Education Records

1. What constitutes "education records." Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.
2. What does not constitute education records. The term "education records" does not include:
 - a. Records of instructional personnel that are:
 - (1) kept in the sole possession of the maker of the record; and
 - (2) used only as a personal memory aid;
 - (3) not accessible or revealed to any other individual except a temporary substitute teacher; and

- (4) destroyed at the end of the school year.
- b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education that are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

“Education support services data” means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth’s involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes section 13.05 or a court order.

G. Eligible Student

“Eligible student” means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

H. Juvenile Justice System

“Juvenile justice system” includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

J. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise

the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

K. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other direct identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.;

L. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

“Responsible authority” means ~~superintendent of schools~~ Superintendent of Schools. ~~/or building principal.~~

N. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district, and individuals who receive shared time educational services from the school district.

O. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a ~~police liaison officer,~~ secretary, a clerk, ~~as~~ public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an

employee or contractor.

[Note: School districts may wish to reference police liaison officers in the definition of a “school official.” Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered “school officials” only when performing duties as a police liaison officer and that they are trained as to their obligations pursuant to this policy. Consultation with the school district’s legal counsel is recommended.]

P. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone

numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations sections 300.610-300.617 with regard to the privacy, notice, access, record keeping and accuracy of information related to students with a disability.

VI. **DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;

- d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
- a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
- a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
- a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or non-cancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or

Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, ~~or~~ school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (See Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United State Code section 7917, and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota

Statutes section 260B.171, unless the data are required to be destroyed under Minnesota Statutes section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with [Section XV](#). of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers;

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code section 2331 or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the

proceeding. -If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as “directory information” pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or

endorsed by the educational agency or institution for students or former students;

18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
- a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file.

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact

with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational

and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined 25 United States Code section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. ~~Classification~~-Educational Data

- 1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:**

- a. Minnesota Statutes, section 13.32, subdivision 5; and
 - b. United States Code, title 20, section 1232g, and Code of Federal Regulations, title 34, section 99.37, which were in effect on January 3, 2012.
2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under this section.
 3. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

[Note: This section became effective on the day following final enactment (May 19, 2023). Beginning on the effective date, a student's personal contact information subject to this section must be treated as private educational data under Minnesota Statutes, section 13.32, regardless of whether that contact information was previously designated as directory information under Minnesota Statutes, section 13.32, subdivision 5].

~~Directory information is public except as provided herein.~~

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.

2. The school district shall **Annually** give **public annual** notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

[Note: Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in **Section VI** of this policy.
3. **A parent or eligible student may not opt out of the directory information disclosures to:**
 - a. **prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled;** or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental, or other health services provided pursuant to Minnesota Statutes sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes Chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes Chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes Chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil

investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

- a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
- b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
- c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The School District will release the names, addresses, electronic mail address (which shall be electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
 3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the building principal in writing by September 30 each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers; and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request

from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not **prevent** the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

[Note: 42 United States Code section 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall, inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations section 99.31 (a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31 (a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records, or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4 of this policy in accordance with 34 Code of Federal Regulations section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to

other school officials under Section VI. Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. Section VII of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in United States Code section 2332b(g)(5)(B) or an act of domestic or international terrorism 2332b(g)(5)(B) or an act of domestic or international terrorism.

[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

- A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who

is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in [Section VIII](#). of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested, or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. [Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.](#)

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies or documents;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and

- b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of ~~the~~ Minnesota Statutes Chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means [School Social Worker](#).
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE

- A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA, and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school

in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

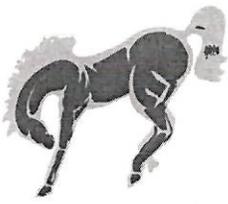
Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
[Minn. Stat. § 13.32, Subd. 5 \(Directory Information\)](#)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. [Ch. 14 \(Administrative Procedures Act\)](#)
[Minn. Stat. § 120A.22 \(Compulsory Instruction\)](#)
[Minn. Stat. § 121A.40-121A.56 \(The Pupil Fair Dismissal Act\)](#)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)

Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 ([Data Practices](#))
[10 U.S.C. § 503\(b\) and \(c\) \(Enlistments: Recruiting Campaigns; Compilation of Directory Information\)](#)
[18 U.S.C. § 2331 \(Definitions\)](#)
[18 U.S.C. § 2332b \(Acts of Terrorism Transcending National Boundaries\)](#)

20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
[20 U.S.C. § 6301 et seq.](#) (Every Student Succeeds Act)
[20 U.S.C. § 7908 \(Armed Forces Recruiting Information\)](#)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
20 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 ([Family Educational Rights and Privacy](#))
[34 C.F.R. § 300.610-300.627 \(Confidentiality of Information\)](#)
[42 C.F.R. § 2.1 et seq. \(Confidentiality of Drug Abuse Patient Records\)](#)
[Gonzaga University v. Doe, 536 U.S. 273, 309 \(2002\)](#) Dept. of Admin.
Advisory Op. No. 21-008 (December 8, 2021)

Cross References: [MSBA/MASA Model Policy 414 \(Mandated Reporting of Child Neglect or Physical or Sexual Abuse\)](#)
[MSBA/MASA Model Policy 417 \(Chemical Use and Abuse\)](#)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Videotaping on School Buses)
MSBA/MASA Model Policy 722 (Public Data Requests)
[MSBA/MASA Model Policy 906 \(Community Notification of Predatory Offenders\)](#)
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)



Independent School District #361

1515 - 11th Street International Falls, MN 56649-2501 www.isd361.k12.mn.us

BOARD OF EDUCATION Roxanne Skogstad-Ditsch, Chairperson • JoAnn Smith, Vice-Chairperson
Bruce Raboin, Treasurer • Toni Korpi, Clerk • Jessica Crosby, Director • Dale Johnson, Director • Tina Sather, Director

To: Ginger Christianson – Local 331 President

From: Kevin Grover – Superintendent

Re: MOU Schedule D positions

Date: August 28, 2023

This is documentation that the union and district agree to put 2 additional paid positions into the 2023 – 2025 contract that are required by the Minnesota High School League. The positions are Libero Tracker that will work Varsity and Junior Varsity games with similar paid positions of equivalent time and season at \$74. Second position is Shot Clock operator which also works Varsity and Junior Varsity and comparable positions for that sport are also \$74. Agreement is we pay the Libero Tracker and Shot Clock Operator at \$74 per night assuming they have a Varsity and Junior Varsity event.

Ginger Christianson

8-30-23

Local 331 President

Date

Superintendent

Date

Melissa A. Walls

8-30-23

Local 331 Secretary

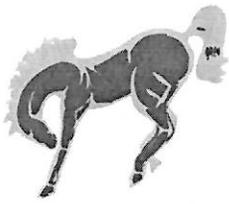
Date

ISD 361 Board Chair

Date

Kevin Grover, Superintendent
Timothy Everson, FHS Principal
Don Rolando, FHS Dean of Students
Melissa Tate, FES Principal
Timm Ringhofer, Activities Director

1515 - 11th Street V (218) 283-2571 x1112 F (218) 283-8104 kgrover@isd361.org
1515 - 11th Street V (218) 283-2571 x1104 F (218) 283-2384 teverson@isd361.org
1515 - 11th Street V (218) 283-2571 x1126 F (218) 283-2384 drolando@isd361.org
1414 - 15th Avenue V (218) 283-2571 x1232 F (218) 283-3133 mtate@isd361.org
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Independent School District #361

1515 - 11th Street International Falls, MN 56649-2501 www.isd361.k12.mn.us

BOARD OF EDUCATION Roxanne Skogstad-Ditsch, Chairperson • JoAnn Smith, Vice-Chairperson
Bruce Raboin, Treasurer • Toni Korpi, Clerk • Jessica Crosby, Director • Dale Johnson, Director • Tina Sather, Director

To: Noel Schmidt

From: Kevin Grover

Re: Ojibwe Instructor

Date: 9-13-2023

This letter is a formal agreement between Rock Ridge Public Schools and International Falls Public Schools in which the services of Tom Vollom (Ojibwe instructor) are being rendered for fall semester. Mr. Vollom will be contracted for 1st hour to Rock Ridge Public Schools from September 18th through January 19th for a total of 78 school days for a salary of \$5470, \$418.46 FICA, \$478.63 TRA, \$20 work comp, \$6 life insurance, \$185 HCSP, and \$67 dental contribution for a grand total of \$6646. ISD 361 will increase Mr. Vollom to accommodate the request for fall semester and bill Rock Ridge in January, 2024 for the services.

_____	_____	_____	_____
Rock Ridge Board Chair	Date	Intl Falls Board Chair	Date
_____	_____	_____	_____
Rock Ridge Superintendent	Date	Intl Falls Superintendent	Date
_____	_____		
Tom Vollom	Date		

Kevin Grover, Superintendent	1515 - 11 th Street	V (218) 283-2571 x1112	F (218) 283-8104	kgrover@isd361.org
Timothy Everson, FHS Principal	1515 - 11 th Street	V (218) 283-2571 x1104	F (218) 283-2384	teverson@isd361.org
Don Rolando, FHS Dean of Students	1515 - 11 th Street	V (218) 283-2571 x1126	F (218) 283-2384	drolando@isd361.org
Melissa Tate, FES Principal	1414 - 15 th Avenue	V (218) 283-2571 x1232	F (218) 283-3133	mtate@isd361.org
Timm Ringhofer, Activities Director	1515 - 11 th Street	V (218) 283-2571 x1138	F (218) 283-2384	tringhofer@isd361.org

The School Board of Independent School District No. 361 of the State of Minnesota, International Falls, Minnesota, enters into this Contract with Emily Carlson, a legally qualified Tier 3 licensed teacher pursuant to M.S. 122A.183 and M.S. 122A.40 who agrees to teach in the public schools of said District as Elementary Education / Title I 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:** This Contract is subject to the provisions of M.S. 122A.183 and M.S. 122A.40 to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge. This Contract may be terminated, modified by mutual consent of the School Board and the teacher, or ended by written resignation.
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. Said extracurricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's continuing contract rights unless the words "continuing contract" are recorded immediately following the assignment (see paragraph 6).
5. **Reference:** This Contract shall be subject to the agreement between the School District and the exclusive representative, and the provisions of the Public Employment Labor Relations Act, as amended.
6. **Special Provisions:** In addition, said teacher agrees to perform the following additional services for the additional salary indicated:

Additional Service Additional Compensation

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:

\$ 55,985	For basic services MA-3
\$ 0	For additional services as set forth in paragraph 6.
\$55,985	Total salary, exclusive of fringe benefits

8. 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 30 (Day) of 8 (Month), 2023 year



Teacher

IN WITNESS WHEREOF, we have subscribed our signature this ____ (Day) of ____ (Month), ____ (Year)

School Board Chair

School Board Clerk

RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS

Whereas, School Board Policy 706 establishes the guidelines for the acceptance of gifts or donations to the District;

Whereas, the International Falls School District Board encourages the support of the District’s educational programs through gifts or donations that meet the goals and objectives of the School District;

Whereas, Minnesota Statute §465.03 states the School Board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

Therefore, be it resolved, the School Board of International Falls Public Schools, ISD #361, accepts with appreciation the following gifts, donations or grants received by the School District:

District Donations received:

Motion by _____, seconded by _____, to accept the gifts and donations.

The following voted in favor:

PCA	Homecoming Football Game Tickets	\$4,000
Bronco Football Booster	Lawn Care- - Fertilizing	\$540
	HUDL	\$2,700
	Hip Padding	\$300
	Rec Football Needs	\$1,000
Bronco Baseball Boosters	Lawn Care- - Fertilizing	\$636
	Baseball Pants	\$1,000
Bronco Softball Boosters	Lawn Care- - Fertilizing	\$270
Bronco Basketball Boosters	Girls Basketball Uniforms	\$1,500
Bronco Volleyball Boosters	HUDL	\$800

Voting against:

Whereupon, the resolution was declared adopted.

Member _____ introduced the following resolution and called for its adoption:

**RESOLUTION APPOINTING ELECTION JUDGES
AND ESTABLISHING ABSENTEE BALLOT BOARD**

WHEREAS, the Board has called a special election to be held on Tuesday, November 7, 2023, for the purpose of electing one (1) individual to fill a vacant seat on the School Board, the term of which shall expire on January 6, 2025; and

WHEREAS, pursuant to Minnesota Statutes, section 205A.10, subdivision 2, the Board must appoint election judges for each polling place in accordance with Minnesota Statutes, section 204B.21, subdivision 2;

WHEREAS, the Board must establish an absentee ballot board in accordance with Minnesota Statutes, section 203B.121, subdivision 1(a); and

WHEREAS, the Board must appoint election judges to deliver absentee ballots to hospital patients and residents of health care facilities in accordance with Minnesota Statutes, section 203B.11, subdivision 1.

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

1. The following individuals, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election:

Heidi Swenson (Head Election Judge), BethAnne Slatinski, June Wilson, Lee Grim. Alternative election judges names are on file with District Business Office.

2. The election judges shall act as clerks of election, count the ballots cast and submit the results to the Board for canvass in the manner provided by law for School District elections.

3. The District hereby establishes an absentee ballot board pursuant to Minnesota Statutes, section 203B.121, for the November 7, 2023, special election. The ballot board is authorized to carry out the duties of a ballot board pursuant to state law.

4. The ballot board may include deputy county auditors or deputy city clerks who have received training in the processing and counting of absentee ballots. The School District clerk shall ensure that each member of the ballot board is provided adequate training on the processing and counting of absentee ballots, including but not limited to instruction on accepting and rejecting absentee ballots, storage of absentee

ballots, timelines and deadlines, the role of the ballot board, procedures for opening absentee ballot envelopes, procedures for counting absentee ballots, and procedures for reporting absentee ballot totals.

5. Members of the ballot board may be paid reasonable compensation for services rendered during the special election, except that additional compensation shall not be paid for ballot board duties to District staff already being compensated for the time spent on ballot board duties as part of the staff member's regular duties.

6. The School District clerk shall designate election judges to serve in the precincts and polling places designated by the District and shall designate election judges to deliver absentee ballots to hospital patients and residents of health care facilities, according to law.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

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

BOARD POLICY 400 - Substitute Pay Policy

Adopted: By Reference

Revised: ~~January 18, 2022~~ August 21, 2023

Amended: March 19, 2012, May 2014, October 17, 2017 August 19, 2019, January 18, 2022

1. All substitute teachers, before being employed, must have approval by the Superintendent. A file will be maintained on each teacher at the District Office.
2. All substitute teachers must have a valid teaching license on file. A graduate with a teaching degree may start substituting with evidence of a pending license. A substitute without a teaching degree shall be allowed to substitute upon provision of a short-call license to the district.
3. The principal should use overall judgment on the assignment of a substitute teacher in order to place the most effective person in a given situation.
4. The general criteria for assigning a substitute teacher are:
 - A. First, be licensed in the subject area if possible
 - B. Second, be licensed as a teacher
 - C. Third, be licensed as a Limited Permit/Short-call Substitute as determined and regulated by the Department of Education.
5. Payment for full day substitute teachers is as set by the School Board with rates effective ~~February 22, 2012~~ September 5, 2023 to be:
 - A. Full Day – Elementary or Secondary
 - a. ~~\$135~~ \$140 per full day Monday, Tuesday, Thursday, Friday
 - b. \$124.15 per full day Wednesday
 - B. Half Day - ELEMENTARY SUBSTITUTE Elementary or Secondary:
 - a. ~~Less than full day shall be prorated on a per minute basis, i.e. \$ 135/total minutes~~
 - a. \$70 per half day Monday, Tuesday, Thursday, Friday
 - b. \$70 for 1st half day substitute coverage on Wednesday
 - c. \$54.15 for 2nd half day substitute coverage on Wednesday
 - C. Substitute Teacher pay rate is \$24.01 per hour (less than half day).
 - Full day is based on an 8:20 am to 3:30 pm less duty free lunch, except on Wednesday which the day ends at 2:50 pm.
- D. Substitutes qualifying for compensation as established by statute shall be paid in accord with statute.

E. Substitute pay rates shall be reviewed annually by the School Board.