

4. Approve Dawnn Taylor as 4th - 6th Grade Boys Volunteer Swim Coach for the 2023-2024 season.
5. Approve Howard Moulton as 4th - 6th Grade Boys Volunteer Swim Coach for the 2023-2024 season.
6. First reading of School Board Policy - 409.5 Laptop Checkout Policy
7. First reading of School Board Policy 409.6 - Website and Electronic Publishing
8. First reading of School Board Policy 409.7 - School District Security
9. First reading of School Board Policy 410 - Family and Medical Leave Policy
10. First reading of School Board Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
11. First reading of School Board Policy 522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
12. Approve quote from MN Hoist Inspection, Inc to repair gym hoists.
13. First reading of School Board Policy 606.5 - Library Materials
14. Acknowledge Johnny Sloan as Volunteer 7th & 8th Boy's Basketball Coach for the 2023-2024 season.
15. Acknowledge Ron Gilbertson as Volunteer 7th & 8th Girls and Boys Basketball Coach.
16. Approve hire of Corey Eide as 7th & 8th Girls Basketball Coach for the 2023-2024 season.
17. Approve hire of Casey Meyers as Assistant Softball Coach for the 2023-2024 season.
18. Approve the hire of Dominic Casareto as Assistant Golf Coach for the 2023-2024 season.
19. Approve the hire of Taylor Segars as a Paraprofessional effective Monday, November 27, 2023.
20. Approve hire of Sam Sinninghe as the Prom Advisor for school year 2023-2024.
21. Approve unpaid leave time as necessary for Ashley Kostiuik for the 2023-2024 school year.
22. Receive World's Best Workforce Summary for 2022-2023 and Plan for 2023-2024.
23. Approve the resignation of Mary Johnson, FES Head Cook, effective December 14, 2023.
24. Approve resignation of Sheryl Hendrickson, Paraprofessional, effective December 15, 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. Resolution Establishing Combined Polling Places. Motion by __, second by __. Motion carried / failed.
- 1.c. Approve the 12.18.23 At Will Schedule. Motion by __, second by __. Motion carried / failed.

1.d. Accept Administrative Committee recommendations based on CESO Compensation Study dated 10/12/2023 for step 1 wage adjustments for A) District Business Office Clerk position to \$22.15/hour; B) Payroll Benefits Coordinator position to \$27.88/hour; C) Business Manager position to \$80,000 and D) Technology Assistant position to \$25.48/per hour. Motion by __, second by __. Motion carried / failed.

TNT MEETING - START AT 6:00 PM

1. Receive TNT presentation.

2. Approve the 23 Pay 24 (FY25) Levy in the amount of \$3,013,023.62. Motion by __, second by __. Motion carried / failed.

Closed Session

1. Closed meeting for labor negotiations strategy pertaining to L4798 as allowed under MS 13D.03. Motion by __, second by __. Motion carried / failed.

Reopen and Adjournment

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

Payable Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
201129505	MN DEPT OF HEALTH	11/16/2023	2	C.S. renewal for Certified Food Protection Manag	0	\$ 35.00
201129506	Village Inn	11/16/2023	11152023	Pies for One Act Fundraiser	0	\$ 2,673.00
201129507	Village Inn	11/17/2023	11162023	Village Inn	0	\$ 80.00
201129508	AFT Local #331	11/17/2023	20231117ADDUE1A	Payroll accrual	0	\$ 3,142.42
	AFT Local #331	11/17/2023	20231117ADDUE1A	Payroll accrual	0	\$ 141.55
201129509	ND Child Support Divisi	11/17/2023	20231117ADCSP10	Child Support	0	\$ 276.93
201129510	Para Local #4798	11/17/2023	20231117ADDUE2A	Payroll accrual	0	\$ 671.37
	Para Local #4798	11/17/2023	20231117ADDUE2A	Payroll accrual	0	\$ 63.03
201129511	Robinson, Antonio	11/17/2023	111723	FHS Student Speaker Antonio Robinson	3002400042	\$ 2,500.00
201129512	Robinson, Antonio	11/21/2023	112023	FHS Student Speaker Airline reimbursement	0	\$ 762.29
201129513	US FOODSERVICE	11/21/2023	5484082	Food for Meal Services	7702400011	\$ 1,726.42
	US FOODSERVICE	11/21/2023	5484082	Food for Meal Services	7702400011	\$ 420.66
	US FOODSERVICE	11/21/2023	5381276	Pre School Snacks	1302400051	\$ 519.90
	US FOODSERVICE	11/21/2023	4057539/5951105	Food for Meal Services	7702400011	\$ (43.75)
	US FOODSERVICE	11/21/2023	5205930/5951143	Food for Meal Services	7702400011	\$ (56.88)
	US FOODSERVICE	11/21/2023	5970654	Food for Meal Services	7702400011	\$ (9.12)
	US FOODSERVICE	11/21/2023	5970676	Food for Meal Services	7702400011	\$ (11.61)
	US FOODSERVICE	11/21/2023	5205928	Food for Meal Services	7702400011	\$ (14.05)
	US FOODSERVICE	11/21/2023	5684150	Food for Meal Services	7702400011	\$ 44.47
	US FOODSERVICE	11/21/2023	5508112	Food for Meal Services	7702400011	\$ 7.29
	US FOODSERVICE	11/21/2023	5484080	Food for Meal Services	7702400011	\$ 1,848.59
	US FOODSERVICE	11/21/2023	5484080	Food for Meal Services	7702400011	\$ 354.13
	US FOODSERVICE	11/21/2023	5381272	Food for Meal Services	7702400011	\$ 208.36
	US FOODSERVICE	11/21/2023	5381272	Food for Meal Services	7702400011	\$ 147.54
	US FOODSERVICE	11/21/2023	5558497	Food for Meal Services	7702400011	\$ 1,567.62
	US FOODSERVICE	11/21/2023	5558497	Food for Meal Services	7702400011	\$ 131.05
	US FOODSERVICE	11/21/2023	5662634	Food for Meal Services	7702400011	\$ 1,529.99
201129513	US FOODSERVICE	11/21/2023	5662634	Food for Meal Services	7702400011	\$ 323.53
	US FOODSERVICE	11/21/2023	5739353	Food for Meal Services	7702400011	\$ 1,385.83
	US FOODSERVICE	11/21/2023	5739353	Food for Meal Services	7702400011	\$ 147.59
	US FOODSERVICE	11/21/2023	5381275	Food for Meal Services	7702400011	\$ 2,309.22
	US FOODSERVICE	11/21/2023	5381271	Food for Meal Services	7702400011	\$ 3,330.65
	US FOODSERVICE	11/21/2023	5381271	Food for Meal Services	7702400011	\$ 350.17

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	US FOODSERVICE	11/21/2023	5662632	Pre School Snacks	1302400051	\$ 335.84
	US FOODSERVICE	11/21/2023	5558496	Kindergarten Snacks	1302400051	\$ 155.54
	US FOODSERVICE	11/21/2023	5558495	Food for Meal Services	7702400011	\$ 1,099.02
	US FOODSERVICE	11/21/2023	5558495	Food for Meal Services	7702400011	\$ 136.43
	US FOODSERVICE	11/21/2023	5662633	Food for Meal Services	7702400011	\$ 1,506.16
	US FOODSERVICE	11/21/2023	5662633	Food for Meal Services	7702400011	\$ 168.94
	US FOODSERVICE	11/21/2023	5840129	Food for Meal Services	7702400011	\$ 2,504.66
	US FOODSERVICE	11/21/2023	5840129	Food for Meal Services	7702400011	\$ 262.51
	US FOODSERVICE	11/21/2023	5840128	Food for Meal Services	7702400011	\$ 82.81
	US FOODSERVICE	11/21/2023	5739356	Food for Meal Services	7702400011	\$ 87.50
	US FOODSERVICE	11/21/2023	5739357	Food for Meal Services	7702400011	\$ 87.50
	US FOODSERVICE	11/21/2023	5762417	Food for Meal Services	7702400011	\$ 132.20
	US FOODSERVICE	11/21/2023	5739354	Food for Meal Services	7702400011	\$ 714.38
	US FOODSERVICE	11/21/2023	5739354	Food for Meal Services	7702400011	\$ 249.10
	US FOODSERVICE	11/21/2023	5840126	Food for Meal Services	7702400011	\$ 1,168.04
	US FOODSERVICE	11/21/2023	3043666	Food for Meal Services	7702400011	\$ 1,635.79
	US FOODSERVICE	11/21/2023	3067829	Food for Meal Services	7702400011	\$ 59.19
	US FOODSERVICE	11/21/2023	5739355	FES After school Program snacks	1302400083	\$ 320.49
	US FOODSERVICE	11/21/2023	3150096	Food for Meal Services	7702400011	\$ 625.78
	US FOODSERVICE	11/21/2023	3150096	Food for Meal Services	7702400011	\$ 39.68
	US FOODSERVICE	11/21/2023	3150100	Food for Meal Services	7702400011	\$ 1,183.53
	US FOODSERVICE	11/21/2023	3150100	Food for Meal Services	7702400011	\$ 94.21
	US FOODSERVICE	11/21/2023	3103434	Food for Meal Services	7702400011	\$ 369.71
	US FOODSERVICE	11/21/2023	3139206	Food for Meal Services	7702400011	\$ 66.86
	US FOODSERVICE	11/21/2023	3150097	Food for Meal Services	7702400011	\$ 210.00
	US FOODSERVICE	11/21/2023	3150105	Food for Meal Services	7702400011	\$ 123.67
	US FOODSERVICE	11/21/2023	3043666A	Food for Meal Services	7702400011	\$ (17.27)
	US FOODSERVICE	11/21/2023	3150104	Food for Meal Services	7702400011	\$ 123.67
201129514	AAA BOOSTER CLUB	11/21/2023	111323	LOTW Elem Tourney	2922400047	\$ 200.00
201129515	Aramark	11/21/2023	2630211036	Rug service for FES and FHS	8102400090	\$ 47.95
201129515	Aramark	11/21/2023	2630211037	Rug service for FES and FHS	8102400090	\$ 31.45
201129516	BSN SPORTS	11/21/2023	307727367	Girls Swimming Section Suits	2922400033	\$ 566.00
	BSN SPORTS	11/21/2023	307727367	Girls Swimming Section Suits	2922400033	\$ 2,443.93

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	BSN SPORTS	11/21/2023	307787575	Basketball Scoreboard	2922400038	\$ 104.90
	BSN SPORTS	11/21/2023	307471005	Girls Basketball Uniforms	2922400018	\$ 3,700.00
	BSN SPORTS	11/21/2023	307471005	Girls Basketball Uniforms	2922400018	\$ 1,500.00
	BSN SPORTS	11/21/2023	307861976	GACY TF-1000 NFHS 28.5 for basketball	2922400043	\$ 678.31
	BSN SPORTS	11/21/2023	307861976	GACY TF-1000 NFHS 28.5 for basketball	2922400043	\$ 678.32
	BSN SPORTS	11/21/2023	307861982	Prel PAD 15X18-75 Sheet	2922400042	\$ 129.90
	BSN SPORTS	11/21/2023	307861982	Prel PAD 15X18-75 Sheet	2922400042	\$ 129.90
	BSN SPORTS	11/21/2023	307861977	Baseball Supplies	2922400044	\$ 1,040.48
201129517	INTERQUEST DETECTIO	11/21/2023	144Mn Nov 2023	Canine Detection Services	1102400045	\$ 440.00
201129518	KGHS-AM	11/21/2023	1300021706	Media outreach for KAPE Programming	7902400045	\$ 3,600.00
201129519	LIFT	11/21/2023	3	PALS LIFT	5002400026	\$ 150.00
201129520	Marco Technologies LLC	11/21/2023	515206449	Copier Lease	1102400056	\$ 345.44
	Marco Technologies LLC	11/21/2023	515206449	Copier Lease	1102400056	\$ 10.00
	Marco Technologies LLC	11/21/2023	515201770	Copier Lease	1102400055	\$ 104.66
	Marco Technologies LLC	11/21/2023	515201770	Copier Lease	1102400055	\$ 101.58
	Marco Technologies LLC	11/21/2023	515201770	Copier Lease	1102400055	\$ 10.00
	Marco Technologies LLC	11/21/2023	515206662	Copier Lease	1102400043	\$ 1,297.02
	Marco Technologies LLC	11/21/2023	515206662	Copier Lease	1102400043	\$ 29.72
	Marco Technologies LLC	11/21/2023	515206662	Copier Lease	1102400043	\$ 2,138.13
	Marco Technologies LLC	11/21/2023	515206662	Copier Lease	1102400043	\$ 34.62
	Marco Technologies LLC	11/21/2023	515200467	Copier Lease	1102400044	\$ 697.24
	Marco Technologies LLC	11/21/2023	515200467	Copier Lease	1102400044	\$ 697.21
	Marco Technologies LLC	11/21/2023	515200467	Copier Lease	1102400044	\$ 516.36
	Marco Technologies LLC	11/21/2023	515200467	Copier Lease	1102400044	\$ 20.25
	Marco Technologies LLC	11/21/2023	515200467	Copier Lease	1102400044	\$ 20.25
201129521	MN ENERGY RESOURCE	11/21/2023	0503526034-00001	FES Natural Gas Services	8102400040	\$ 1,472.99
201129522	MN POWER	11/21/2023	110923	Electricity Bill	8102400064	\$ 690.05
	MN POWER	11/21/2023	110923	Electricity Bill	8102400064	\$ 5,102.37
	MN POWER	11/21/2023	110923	Electricity Bill	8102400064	\$ 5,904.12
	MN POWER	11/21/2023	110923	Electricity Bill	8102400064	\$ 10,392.83
	MN POWER	11/21/2023	110923	Electricity Bill	8102400064	\$ 699.92
201129523	Tilson Bay Company	11/21/2023	1233	Student Council shirts for 23-24 school year	9012400014	\$ 456.00

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201129524	Align Chiropractic & Wellness	11/30/2023	7140-C01	DOT Physical	7602400000	\$ 100.00
201129525	Annie's Frozen Yogurt	11/30/2023	26914	Annie's Frozen Yogurt flavorings	7702400024	\$ 112.00
201129526	BEMIDJI STEEL COMPANIES	11/30/2023	176125	Resale For Metals Class	2552400008	\$ 5,078.75
	BEMIDJI STEEL COMPANIES	11/30/2023	176119	Resale For Metals Class	2552400008	\$ 3,404.67
201129527	BEMIDJI BUS LINE	11/30/2023	22632	Volleyball Fan Bus	5002400025	\$ 210.00
	BEMIDJI BUS LINE	11/30/2023	22632	Volleyball Fan Bus	5002400025	\$ 1,690.00
	BEMIDJI BUS LINE	11/30/2023	22655	Bus for Fall NED Meeting	9012400017	\$ 1,060.00
201129528	CESO HR	11/30/2023	1183	services	1102400006	\$ 7,020.00
201129529	HAWKINS INC	11/30/2023	6621838	pool supplies test solution	8102400135	\$ 40.96
201129530	LAMAR COMPANIES	11/30/2023	115359699	Billboard for program outreach on Hwy 53 for KAPE, Roll over money	7902400029	\$ 925.00
201129531	MIDCONTINENT COMMUNICATIONS	11/30/2023	1.24861E+13	FHS Moveable Internet for Arena & Fileds Elevator Phone 124861401	6052400010	\$ 191.71
	MIDCONTINENT COMMUNICATIONS	11/30/2023	3.74613E+13	ALC Internet	6052400054	\$ 114.09
201129532	MN ENERGY RESOURCE	11/30/2023	0507263223-00001	Natural Gas Services; FHS	8102400040	\$ 2,355.38
	MN ENERGY RESOURCE	11/30/2023	0507263223-00001	Natural Gas Services; FHS	8102400040	\$ 785.12
201129532	MN ENERGY RESOURCE	11/30/2023	0505015015-00001	Garage; Natural Gas Services	8102400040	\$ 354.37
201129533	Newsela	11/30/2023	36034	Library Subscription	1302400084	\$ 4,000.00
201129534	NORTHEAST SERVICE CENTER	11/30/2023	3874	JV 2023 JR Varsity Knowledge Bowl Grades 9-10 \$375 per team	2922400049	\$ 375.00
201129535	TechCheck	11/30/2023	53961	Supplies	6052400064	\$ 495.05
201129536	Trophies Plus, Inc.	11/30/2023	381124	Invoice 381124 Trophy for Football	2922400048	\$ 54.74
201129537	UNITED TRUCK BODY	11/30/2023	S 8880	Brake parts #546	7602400035	\$ 618.47
	UNITED TRUCK BODY	11/30/2023	S 9263	Wiper arm Assembly, Def filter	7602400038	\$ 359.87
201129538	WATER DEPT	11/30/2023	30-007100-02	Stadium; Water Usage	8102400005	\$ 50.63
	WATER DEPT	11/30/2023	13-014900-00	Arena; Water Usage	8102400005	\$ 4,446.07
	WATER DEPT	11/30/2023	13-014800-00	FES; Water Usage	8102400005	\$ 1,499.51
	WATER DEPT	11/30/2023	13-014700-00	FHS; Water Usage	8102400005	\$ 6,356.73
	WATER DEPT	11/30/2023	74-006700-00	Water Usage - Garage	8102400005	\$ 53.36
201129539	BEMIDJI BUS LINE	11/30/2023	22643	Swim Bus to Hibbing	0	\$ 838.35
	BEMIDJI BUS LINE	11/30/2023	22643	Swim Bus to Hibbing	0	\$ 171.65
	BEMIDJI BUS LINE	11/30/2023	22507	Volleyball to Rock Ridge	0	\$ 400.00
	BEMIDJI BUS LINE	11/30/2023	22477	Cross Country Meet to Roseau	0	\$ 1,250.00

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	BEMIDJI BUS LINE	11/30/2023	22601	Swimming to NE Range HS	0	\$ 1,250.00
	BEMIDJI BUS LINE	11/30/2023	22478	Football to Hinckley	0	\$ 1,228.20
	BEMIDJI BUS LINE	11/30/2023	22478	Football to Crosby-Ironton	0	\$ 1,046.52
	BEMIDJI BUS LINE	11/30/2023	22478	Football to Moose Lake	0	\$ 1,084.25
	BEMIDJI BUS LINE	11/30/2023	22478	Football Booster Portion to H, C-I, M L	0	\$ 2,413.03
201129540	ISD #696	11/30/2023	2023 BB	2023 Holiday Boys Basketball tournament fee	0	\$ 100.00
201129541	ISD 317	11/30/2023	1128	7/8th Boys Basketball tournamnet	0	\$ 175.00
201129542	AFT Local #331	12/1/2023	20231201ADDUE1A	Payroll accrual	0	\$ 3,142.42
	AFT Local #331	12/1/2023	20231201ADDUE1A	Payroll accrual	0	\$ 141.55
201129543	ND Child Support Divisi	12/1/2023	20231201ADCSP10	Child Support	0	\$ 276.93
201129544	Para Local #4798	12/1/2023	20231201ADDUE2A	Payroll accrual	0	\$ 671.37
	Para Local #4798	12/1/2023	20231201ADDUE2A	Payroll accrual	0	\$ 63.03
201129545	MN North College	12/4/2023	120423	Class of 1968 Scholarship A.H.	7102400001	\$ 750.00
201129546	KRUEGER, KENNETH	12/5/2023	1A	Tae Kwon Do	0	\$ 400.00
201129547	West Fargo Public Scho	12/5/2023	B Hockey 12/27/23	Boys Hockey tournament fee @ West Fargo	0	\$ 250.00
201129548	Robinson, Antonio	12/5/2023	120523	FHS Student Speaker Antonio Robinson	3002400042	\$ 2,500.00
201129549	BECKER ARENA PRODU	12/7/2023	611103	arena board advertising	8102400130	\$ 192.04
201129550	FRIENDS GARBAGE SER	12/7/2023	9333058	Garbage Pickups	8102400051	\$ 1,874.34
201129551	KANTOR ELECTRIC INC	12/7/2023	17979	ARENA Trouble shoot compressor system #1	8102400144	\$ 648.00
201129552	KGHS-AM	12/7/2023	13N0021153	School Matters	102400003	\$ 225.00
201129553	MIDWEST BUS PARTS II	12/7/2023	191981-F	Misc. Thomas bus Parts	7602400040	\$ 128.95
	MIDWEST BUS PARTS II	12/7/2023	191981	Misc. Thomas bus Parts	7602400040	\$ 501.45
	MIDWEST BUS PARTS II	12/7/2023	191981	Misc. Thomas bus Parts	7602400040	\$ (501.45)
	MIDWEST BUS PARTS II	12/7/2023	191981-F	Misc. Thomas bus Parts	7602400040	\$ (128.95)
201129554	Project Lead The Way	12/7/2023	426247	STEAM Modules to enhance stem instruction	1302400076	\$ 20.50
	Project Lead The Way	12/7/2023	426017	STEAM Modules to enhance stem instruction	1302400076	\$ 19,792.50
201129555	ABDO	12/7/2023	24705	Library Books	1302400089	\$ 1,153.40
201129556	Aviben	12/7/2023	30491	403b Third Party Admin Svc	1102400010	\$ 190.37
201129557	BLICK ART MATERIALS	12/7/2023	1803806	Art supplies for Semester Two, 2024	2122400001	\$ 11.81
	BLICK ART MATERIALS	12/7/2023	1850849	Art supplies for Semester Two, 2024	2122400001	\$ 1,744.42
201129558	BORDERBOXES	12/7/2023	161079	return shipping to Colorado	0	\$ 48.00

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201129559	COMMERICAL REFRIGE	12/7/2023	46550	Time Systems Arena Compressors Replaced solenoid and checked operation, Checked operation of expansion valves on both compressors.	8102400139	\$ 2,517.00
201129560	CXTec	12/7/2023	7214933	Professional Services Hourly Support	6052400063	\$ 780.00
201129561	Fenworks Inc	12/7/2023	345	Fenworks Esports Fees	2922400055	\$ 1,000.00
201129562	GraceNotes, LLC	12/7/2023	b9ujxt	Sight Reading Factory Subscription	2582400006	\$ 35.00
201129563	KANTOR ELECTRIC INC	12/7/2023	17980	pool pump trouble shoot	8102400140	\$ 108.00
	KANTOR ELECTRIC INC	12/7/2023	17971	Replace lights under bleachers with LED. ARENA	8102400132	\$ 280.06
	KANTOR ELECTRIC INC	12/7/2023	17984	Replace light above desk metal shop	8102400145	\$ 191.49
	KANTOR ELECTRIC INC	12/7/2023	17960	Lift for pool score board repairs	8102400121	\$ -
	KANTOR ELECTRIC INC	12/7/2023	17961	Switch in lobby of arena not working shorting out	8102400122	\$ -
201129564	Lake Superior College	12/7/2023	338937	FY24 Spring Concurrent Enrollment	0	\$ 3,000.00
201129565	LIFT	12/7/2023	4	PALS LIFT	5002400026	\$ 75.00
201129566	Minnesota Hoist Inspec	12/7/2023	2310	Overhead and automotive hoist inspection per OSHA and ASME B30 Standards	8102400094	\$ 1,478.96
201129567	MN North College	12/7/2023	111523	Fall FY24 PSEO Tuition	0	\$ 103,026.80
201129568	RATWIK ROSZAK & MAI	12/7/2023	74953	services	1102400037	\$ 2,723.11
201129569	Tyson Foods Inc.	12/7/2023	31713104	commodity meat processing	0	\$ 857.61
	Tyson Foods Inc.	12/7/2023	31618524	commodity meat processing	0	\$ 616.04
201129570	UPPER LAKES FOODS	12/7/2023	371136-00	Dishwashing Supplies	7702400017	\$ 228.20
	UPPER LAKES FOODS	12/7/2023	371136-00	Dishwashing Supplies	7702400017	\$ 115.67
	UPPER LAKES FOODS	12/7/2023	371136-00	Dishwashing Supplies	7702400017	\$ 371.85
	UPPER LAKES FOODS	12/7/2023	371136-00	Dishwashing Supplies	7702400017	\$ 3.98
	UPPER LAKES FOODS	12/7/2023	371136-00	Dishwashing Supplies	7702400017	\$ 3.97
	UPPER LAKES FOODS	12/7/2023	371136-00	Dishwashing Supplies	7702400017	\$ 128.25
201129571	ViVi	12/7/2023	10545	Supplies	6052400066	\$ 895.00
	ViVi	12/7/2023	10545	Supplies	6052400066	\$ 895.00

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201129572	MIDWEST BUS PARTS II	12/7/2023	191981CM	Misc. Thomas bus Parts	7602400040	\$ (352.20)
	MIDWEST BUS PARTS II	12/7/2023	191981	Misc. Thomas bus Parts	7602400040	\$ 501.45
	MIDWEST BUS PARTS II	12/7/2023	191981-F	Misc. Thomas bus Parts	7602400040	\$ 128.95
201129573	Gouin, Vincent	12/8/2023	B Hockey 11/28/202	B Hockey Official Linesman LOW	0	\$ 85.00
	Gouin, Vincent	12/8/2023	B Hockey 11/28/202	B Hockey Official Linesman LOW	0	\$ 85.00
	Gouin, Vincent	12/8/2023	11/15 & 11/22	2 City League Hockey Games	0	\$ 80.00
	Gouin, Vincent	12/8/2023	11/15 & 11/22	2 City League Hockey Games	0	\$ 80.00
	Gouin, Vincent	12/8/2023	11/29/2023	2 Adult Night League games	0	\$ 80.00
	Gouin, Vincent	12/8/2023	City Hockey 12/06/2	2 City League Hockey Games	0	\$ 80.00
201129574	COCA-COLA BOTTLING	12/12/2023	47033	FHS; Ala Carte Beverages	7702400012	\$ 138.10
	COCA-COLA BOTTLING	12/12/2023	46741	FHS; Ala Carte Beverages	7702400012	\$ 317.75
	COCA-COLA BOTTLING	12/12/2023	46878	FHS; Ala Carte Beverages	7702400012	\$ 204.30
201129575	PAN O GOLD BAKING C	12/12/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 63.00
	PAN O GOLD BAKING C	12/12/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 171.50
	PAN O GOLD BAKING C	12/12/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 63.00
	PAN O GOLD BAKING C	12/12/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 52.50
	PAN O GOLD BAKING C	12/12/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 105.00
	PAN O GOLD BAKING C	12/12/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 52.50
201129576	SANDSTROM'S INC	12/12/2023	484661	Milk for Meal Service	7702400010	\$ 530.64
	SANDSTROM'S INC	12/12/2023	484661	Milk for Meal Service	7702400010	\$ 186.86
	SANDSTROM'S INC	12/12/2023	482448	Milk for Meal Service	7702400010	\$ 472.67
	SANDSTROM'S INC	12/12/2023	482448	Milk for Meal Service	7702400010	\$ 166.33
	SANDSTROM'S INC	12/12/2023	483882	Milk for Meal Service	7702400010	\$ 515.50
	SANDSTROM'S INC	12/12/2023	483882	Milk for Meal Service	7702400010	\$ 181.50
	SANDSTROM'S INC	12/12/2023	483297	Milk for Meal Service	7702400010	\$ 262.59
	SANDSTROM'S INC	12/12/2023	483297	Milk for Meal Service	7702400010	\$ 92.41
	SANDSTROM'S INC	12/12/2023	482449	Milk for Meal Service	7702400010	\$ 828.85
	SANDSTROM'S INC	12/12/2023	482449	Milk for Meal Service	7702400010	\$ 292.11
	SANDSTROM'S INC	12/12/2023	483299	Milk for Meal Service	7702400010	\$ 252.54
	SANDSTROM'S INC	12/12/2023	483299	Milk for Meal Service	7702400010	\$ 88.96
	SANDSTROM'S INC	12/12/2023	483883	Milk for Meal Service	7702400010	\$ 657.33
	SANDSTROM'S INC	12/12/2023	483883	Milk for Meal Service	7702400010	\$ 231.67
	SANDSTROM'S INC	12/12/2023	484663	Milk for Meal Service	7702400010	\$ 726.63

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	SANDSTROM'S INC	12/12/2023	484663	Milk for Meal Service	7702400010	\$ 255.87
201129577	US FOODSERVICE	12/12/2023	3043665	Food for Meal Services	7702400011	\$ 867.63
	US FOODSERVICE	12/12/2023	3150099	Food for Meal Services	7702400011	\$ 1,059.08
	US FOODSERVICE	12/12/2023	3150099	Food for Meal Services	7702400011	\$ 214.87
	US FOODSERVICE	12/12/2023	3150108	Kindergarten Snacks	1302400051	\$ 297.40
	US FOODSERVICE	12/12/2023	3150112	Food for Meal Services	7702400011	\$ 138.78
	US FOODSERVICE	12/12/2023	3233933	Food for Meal Services	7702400011	\$ 898.05
201129577	US FOODSERVICE	12/12/2023	3372938	Food for Meal Services	7702400011	\$ 1,147.34
	US FOODSERVICE	12/12/2023	3372938	Food for Meal Services	7702400011	\$ 150.23
	US FOODSERVICE	12/12/2023	3474586	Food for Meal Services	7702400011	\$ 751.36
	US FOODSERVICE	12/12/2023	3474586	Food for Meal Services	7702400011	\$ 163.87
	US FOODSERVICE	12/12/2023	3474587	Food for Meal Services	7702400011	\$ 29.16
	US FOODSERVICE	12/12/2023	3150098	Food for Meal Services	7702400011	\$ 192.50
	US FOODSERVICE	12/12/2023	3233931	Food for Meal Services	7702400011	\$ 2,433.54
	US FOODSERVICE	12/12/2023	3233931	Food for Meal Services	7702400011	\$ 209.05
	US FOODSERVICE	12/12/2023	5985302	Food for Meal Services	7702400011	\$ (171.38)
	US FOODSERVICE	12/12/2023	3253565	Food for Meal Services	7702400011	\$ 127.50
	US FOODSERVICE	12/12/2023	3372937	Food for Meal Services	7702400011	\$ 2,220.81
	US FOODSERVICE	12/12/2023	3372937	Food for Meal Services	7702400011	\$ 496.65
	US FOODSERVICE	12/12/2023	3392631	Food for Meal Services	7702400011	\$ 87.53
	US FOODSERVICE	12/12/2023	3423851	Food for Meal Services	7702400011	\$ 87.89
	US FOODSERVICE	12/12/2023	3474582	Food for Meal Services	7702400011	\$ 1,713.77
	US FOODSERVICE	12/12/2023	3474582	Food for Meal Services	7702400011	\$ 329.50
	US FOODSERVICE	12/12/2023	3474582-FACS	Gingerbread dough for FACS	0	\$ 38.40
	US FOODSERVICE	12/12/2023	3494476	Food for Meal Services	7702400011	\$ 135.91
	US FOODSERVICE	12/12/2023	5921602	Food for Meal Services	7702400011	\$ (18.89)
	US FOODSERVICE	12/12/2023	5959733	Food for Meal Services	7702400011	\$ (18.16)
	US FOODSERVICE	12/12/2023	3651645	Food for Meal Services	7702400011	\$ 1,056.68
	US FOODSERVICE	12/12/2023	3651645	Food for Meal Services	7702400011	\$ 29.65
	US FOODSERVICE	12/12/2023	3549999	Food for Meal Services	7702400011	\$ 971.21
	US FOODSERVICE	12/12/2023	3549999	Food for Meal Services	7702400011	\$ 162.66
	US FOODSERVICE	12/12/2023	3474582CM	Food for Meal Services	7702400011	\$ (27.63)
	US FOODSERVICE	12/12/2023	3549996	Food for Meal Services	7702400011	\$ 2,013.77

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	US FOODSERVICE	12/12/2023	3549996	Food for Meal Services	7702400011	\$ 211.51
	US FOODSERVICE	12/12/2023	3549996CM	Food for Meal Services	7702400011	\$ (46.40)
	US FOODSERVICE	12/12/2023	3651642	Food for Meal Services	7702400011	\$ 1,945.62
	US FOODSERVICE	12/12/2023	3651642	Food for Meal Services	7702400011	\$ 197.09
	US FOODSERVICE	12/12/2023	3549996CM2	Food for Meal Services	7702400011	\$ (6.40)
	US FOODSERVICE	12/12/2023	3639477	Food for Meal Services	7702400011	\$ 32.54
	US FOODSERVICE	12/12/2023	3676750	Food for Meal Services	7702400011	\$ 306.76
	US FOODSERVICE	12/12/2023	3676752	Food for Meal Services	7702400011	\$ 29.15
	US FOODSERVICE	12/12/2023	3689977	FACS graham crackers	0	\$ 83.42
201129578	Align Chiropractic & Wellness	12/19/2023	7209-C01	DOT Physical	7602400000	\$ 100.00
	Align Chiropractic & Wellness	12/19/2023	7256-C01	DOT Physical	7602400000	\$ 100.00
201129579	ALL SEASON EQUIPMENT	12/19/2023	1264	mount 4 snow tires on bobcat rims	8102400129	\$ 140.00
201129580	Annie's Frozen Yogurt	12/19/2023	26951	Fro Yo Machine Rental	7702400000	\$ 100.00
201129581	AT & T Mobility	12/19/2023	2.87298E+19	IT Phones, Superintendent	1102400052	\$ 76.46
	AT & T Mobility	12/19/2023	2.87298E+19	Phone, Bus WI-FI and Hotspots		
	AT & T Mobility	12/19/2023	2.87298E+19	IT Phones, Superintendent	1102400052	\$ 94.50
	AT & T Mobility	12/19/2023	2.87298E+19	Phone, Bus WI-FI and Hotspots		
	AT & T Mobility	12/19/2023	2.87298E+19	IT Phones, Superintendent	1102400052	\$ 38.23
	AT & T Mobility	12/19/2023	2.87298E+19	Phone, Bus WI-FI and Hotspots		
	AT & T Mobility	12/19/2023	2.87298E+19	IT Phones, Superintendent	1102400052	\$ 114.69
	AT & T Mobility	12/19/2023	2.87298E+19	Phone, Bus WI-FI and Hotspots		
	AT & T Mobility	12/19/2023	2.87298E+19	IT Phones, Superintendent	1102400052	\$ 49.77
	AT & T Mobility	12/19/2023	2.87298E+19	Phone, Bus WI-FI and Hotspots		
201129582	COLLEGE BOARD	12/19/2023	P2311577221	October 2023 PSAT/NMSQT® fee	7102400002	\$ 66.96
201129583	COMMERICAL REFRIGERATION	12/19/2023	46593	Arena compressor issues refrigerant vacating	8102400157	\$ 1,851.22
	COMMERICAL REFRIGERATION	12/19/2023	46588	compressor and getting logged in other units. Trip 2	8102400156	\$ 1,095.00
	COMMERICAL REFRIGERATION	12/19/2023	46594	compressor and getting logged in other units. Trip 1	8102400158	\$ 2,127.60
	COMMERICAL REFRIGERATION	12/19/2023	46594	Arena compressor issues refrigerant vacating	8102400158	\$ 2,127.60
	COMMERICAL REFRIGERATION	12/19/2023	46594	compressor and getting logged in other units. Trip 3		
	COMMERICAL REFRIGERATION	12/19/2023	46594	(Compressors seem to be running fine.)		
201129584	CXTec	12/19/2023	7217032	Cable	6052400070	\$ 75.08

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201129585	Faith United Church of	12/19/2023	10124	ALC classroom lease	1102400011	\$ 984.98
201129586	FERRELLGAS	12/19/2023	5008153391	Arena; Propane for Zamboni	8102400055	\$ 47.72
201129587	HAWKINS INC	12/19/2023	6639281	Pool supplies	8102400147	\$ 1,996.10
201129588	K&K MEYERS INC	12/19/2023	1030	FES boiler room lock repair	8102400148	\$ 210.00
201129589	MIDCONTINENT COMM	12/19/2023	2.75104E+13	FES Fax	1102400053	\$ 38.51
201129590	MN ENERGY RESOURCE	12/19/2023	0503196532-00001	Arena Water Heater	8102400040	\$ 3,796.75
	MN ENERGY RESOURCE	12/19/2023	0503526034-00001	FES Natural Gas Services	8102400040	\$ 3,998.48
	MN ENERGY RESOURCE	12/19/2023	0506435793-00001	Arena	8102400040	\$ 1,544.42
	MN ENERGY RESOURCE	12/19/2023	0507263223-00001	Natural Gas Services; FHS	8102400040	\$ 6,429.55
	MN ENERGY RESOURCE	12/19/2023	0507263223-00001	Natural Gas Services; FHS	8102400040	\$ 2,143.18
201129591	MN North College	12/19/2023	205957	FY24 ALI Membership Dues	1102400034	\$ 3,398.00
201129592	PAUL BUNYAN COMM	12/19/2023	120123	Monthly Broadband Services	6052400000	\$ 650.00
201129593	Rainy Lake Gazette	12/19/2023	131444A	Advertising Local Newspaper	1102400041	\$ 675.00
	Rainy Lake Gazette	12/19/2023	131444	Election	102400014	\$ 330.00
201129594	SHANNONS INC	12/19/2023	25908	Trouble shoot and repair HVAC unit #5 at FES	8102400078	\$ 1,014.23
201129595	TechCheck	12/19/2023	53977	Supplies	6052400064	\$ 156.00
	TechCheck	12/19/2023	53972	Supplies	6052400065	\$ 510.00
201129596	The McDowell Agency,	12/19/2023	151532	Background Screening	0	\$ 148.00
201129597	The Sport Shop	12/19/2023	112123	Girls Hockey Game Pucks	2922400052	\$ 248.50
	The Sport Shop	12/19/2023	120723	Soft Hockey Pucks	1302400109	\$ 26.00
201129598	Tilson Bay Company	12/19/2023	1253	Kape messaging banner for smart and healthy dec	7902400043	\$ 150.00
201129599	TK Elevator Corp	12/19/2023	3007610055	1 year service plan for FHS elevator maintenance	8102400159	\$ 1,563.05
202300771	Aviben	11/17/2023	20231117ADTSAID	Payroll accrual	0	\$ 140.75
202300771	Aviben	11/17/2023	20231117ADTSAME	Payroll accrual	0	\$ 185.18
	Aviben	11/17/2023	20231117ADTSAME	Payroll accrual	0	\$ 92.59
	Aviben	11/17/2023	20231117ADTSASP	Payroll accrual	0	\$ 1,325.82
	Aviben	11/17/2023	20231117ADTSASP	Payroll accrual	0	\$ 97.37
	Aviben	11/17/2023	20231117ADTSECO	Payroll accrual	0	\$ 2,601.99
	Aviben	11/17/2023	20231117ADTSECO	Payroll accrual	0	\$ 266.18
	Aviben	11/17/2023	20231117ADTSFRA	Payroll accrual	0	\$ 1,098.14
	Aviben	11/17/2023	20231117ADTSGRW	Payroll accrual	0	\$ 370.37
	Aviben	11/17/2023	20231117ADTSHOW	Payroll accrual	0	\$ 133.34
	Aviben	11/17/2023	20231117ADTSINV	Payroll accrual	0	\$ 814.60

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	Aviben	11/17/2023	20231117ADTSMGT	Payroll accrual	0	\$ 231.58
	Aviben	11/17/2023	20231117ADTSSYM	Payroll accrual	0	\$ 150.00
	Aviben	11/17/2023	20231117ADTSVAL	Payroll accrual	0	\$ 2,576.60
	Aviben	11/17/2023	20231117ADTSVAL	Payroll accrual	0	\$ 124.45
	Aviben	11/17/2023	20231117ADTSVAN	Payroll accrual	0	\$ 2,685.08
	Aviben	11/17/2023	20231117AFTSAID	TSA Benefit	0	\$ 111.12
	Aviben	11/17/2023	20231117AFTSAME	TSA Benefit	0	\$ 185.18
	Aviben	11/17/2023	20231117AFTSAME	TSA Benefit	0	\$ 92.59
	Aviben	11/17/2023	20231117AFTSASP	TSA Benefit	0	\$ 444.33
	Aviben	11/17/2023	20231117AFTSASP	TSA Benefit	0	\$ 47.37
	Aviben	11/17/2023	20231117AFTSECO	TSA Benefit	0	\$ 1,421.90
	Aviben	11/17/2023	20231117AFTSECO	TSA Benefit	0	\$ 108.28
	Aviben	11/17/2023	20231117AFTSFRA	TSA Benefit	0	\$ 259.25
	Aviben	11/17/2023	20231117AFTSGRW	Payroll accrual	0	\$ 92.59
	Aviben	11/17/2023	20231117AFTSHOM	TSA Benefit	0	\$ 55.56
	Aviben	11/17/2023	20231117AFTSINV	TSA Benefits	0	\$ 418.05
	Aviben	11/17/2023	20231117AFTSMGT	TSA Benefit	0	\$ 174.17
	Aviben	11/17/2023	20231117AFTSVAL	TSA Benefit	0	\$ 658.36
	Aviben	11/17/2023	20231117AFTSVAL	TSA Benefit	0	\$ 77.78
	Aviben	11/17/2023	20231117AFTSVAN	TSA Benefits	0	\$ 100.00
202300772	Empower Retirement	11/17/2023	20231117ADDEFECO	Payroll accrual	0	\$ 424.79
	Empower Retirement	11/17/2023	20231117ADDEFECO	Payroll accrual	0	\$ 5.00
	Empower Retirement	11/17/2023	20231117ADDEFECO	Payroll accrual	0	\$ 105.00
	Empower Retirement	11/17/2023	20231117ADG-457	Payroll accrual	0	\$ 34.21
	Empower Retirement	11/17/2023	20231117ADG-457	Payroll accrual	0	\$ 34.21
	Empower Retirement	11/17/2023	20231117AFDEFM1	Deferred Comp 457 Benefit	0	\$ 83.62
	Empower Retirement	11/17/2023	20231117AFDEFM1	Deferred Comp 457 Benefit	0	\$ 34.21
	Empower Retirement	11/17/2023	20231117AFHCSP	HCSP	0	\$ 18,536.73
202300772	Empower Retirement	11/17/2023	20231117AFHCSP	HCSP	0	\$ 24.23
	Empower Retirement	11/17/2023	20231117AFHCSP	HCSP	0	\$ 200.14
202300773	Internal Revenue Servic	11/17/2023	20231117ADFICA	Payroll accrual	0	\$ 21,020.51
	Internal Revenue Servic	11/17/2023	20231117ADFICA	Payroll accrual	0	\$ 1,180.02
	Internal Revenue Servic	11/17/2023	20231117ADFICA	Payroll accrual	0	\$ 806.88

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	Internal Revenue Servic	11/17/2023	20231117ADFTA	Payroll accrual	0	\$ 733.47
	Internal Revenue Servic	11/17/2023	20231117ADFTA	Payroll accrual	0	\$ 25.00
	Internal Revenue Servic	11/17/2023	20231117ADFTP	Payroll accrual	0	\$ 87.59
	Internal Revenue Servic	11/17/2023	20231117ADFTX	Payroll accrual	0	\$ 22,702.49
	Internal Revenue Servic	11/17/2023	20231117ADFTX	Payroll accrual	0	\$ 1,264.27
	Internal Revenue Servic	11/17/2023	20231117ADFTX	Payroll accrual	0	\$ 752.00
	Internal Revenue Servic	11/17/2023	20231117ADMDCR	Payroll accrual	0	\$ 4,916.11
	Internal Revenue Servic	11/17/2023	20231117ADMDCR	Payroll accrual	0	\$ 275.99
	Internal Revenue Servic	11/17/2023	20231117ADMDCR	Payroll accrual	0	\$ 188.69
	Internal Revenue Servic	11/17/2023	20231117AFFICA	FICA Benefit	0	\$ 21,020.51
	Internal Revenue Servic	11/17/2023	20231117AFFICA	FICA Benefit	0	\$ 1,180.02
	Internal Revenue Servic	11/17/2023	20231117AFFICA	FICA Benefit	0	\$ 806.88
	Internal Revenue Servic	11/17/2023	20231117AFMDCR	Medicare Benefit	0	\$ 4,916.11
	Internal Revenue Servic	11/17/2023	20231117AFMDCR	Medicare Benefit	0	\$ 275.99
	Internal Revenue Servic	11/17/2023	20231117AFMDCR	Medicare Benefit	0	\$ 188.69
202300774	MINNESOTA REVENUE	11/17/2023	20231117ADSITA	Payroll accrual	0	\$ 290.00
	MINNESOTA REVENUE	11/17/2023	20231117ADSITA	Payroll accrual	0	\$ 25.00
	MINNESOTA REVENUE	11/17/2023	20231117ADSITMN	Payroll accrual	0	\$ 11,319.55
	MINNESOTA REVENUE	11/17/2023	20231117ADSITMN	Payroll accrual	0	\$ 634.24
	MINNESOTA REVENUE	11/17/2023	20231117ADSITMN	Payroll accrual	0	\$ 389.72
	MINNESOTA REVENUE	11/17/2023	20231117ADSITP	Payroll accrual	0	\$ 14.00
202300775	MN Teachers Retireme	11/17/2023	20231117ADTRAC	Payroll accrual	0	\$ 16,035.10
	MN Teachers Retireme	11/17/2023	20231117ADTRAC	Payroll accrual	0	\$ 801.67
	MN Teachers Retireme	11/17/2023	20231117ADTRAC	Payroll accrual	0	\$ 61.56
	MN Teachers Retireme	11/17/2023	20231117AFTRAC	TRA Benefit	0	\$ 18,104.03
	MN Teachers Retireme	11/17/2023	20231117AFTRAC	TRA Benefit	0	\$ 905.10
	MN Teachers Retireme	11/17/2023	20231117AFTRAC	TRA Benefit	0	\$ 69.50
202300776	Public Employees Retir	11/17/2023	20231117ADDCP	Payroll accrual	0	\$ 12.00
	Public Employees Retir	11/17/2023	20231117ADPERAC	Payroll accrual	0	\$ 7,526.78
	Public Employees Retir	11/17/2023	20231117ADPERAC	Payroll accrual	0	\$ 504.58
202300776	Public Employees Retir	11/17/2023	20231117ADPERAC	Payroll accrual	0	\$ 819.45
	Public Employees Retir	11/17/2023	20231117ADPERAX	Payroll accrual	0	\$ -
	Public Employees Retir	11/17/2023	20231117AFDCP	DCP Benefit	0	\$ 12.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Public Employees Retirement	11/17/2023	20231117AFPERAC	PERA Benefit	0	\$ 8,684.76
	Public Employees Retirement	11/17/2023	20231117AFPERAC	PERA Benefit	0	\$ 582.20
	Public Employees Retirement	11/17/2023	20231117AFPERAC	PERA Benefit	0	\$ 945.49
202300777	Aviben	12/1/2023	20231201ADTSAID	Payroll accrual	0	\$ 140.75
	Aviben	12/1/2023	20231201ADTSAME	Payroll accrual	0	\$ 185.18
	Aviben	12/1/2023	20231201ADTSAME	Payroll accrual	0	\$ 92.59
	Aviben	12/1/2023	20231201ADTSASP	Payroll accrual	0	\$ 1,625.82
	Aviben	12/1/2023	20231201ADTSASP	Payroll accrual	0	\$ 97.37
	Aviben	12/1/2023	20231201ADTSECO	Payroll accrual	0	\$ 2,339.69
	Aviben	12/1/2023	20231201ADTSECO	Payroll accrual	0	\$ 266.18
	Aviben	12/1/2023	20231201ADTSFRA	Payroll accrual	0	\$ 1,098.14
	Aviben	12/1/2023	20231201ADTSGRW	Payroll accrual	0	\$ 370.37
	Aviben	12/1/2023	20231201ADTSHOW	Payroll accrual	0	\$ 133.34
	Aviben	12/1/2023	20231201ADTSINV	Payroll accrual	0	\$ 814.60
	Aviben	12/1/2023	20231201ADTSMGT	Payroll accrual	0	\$ 231.58
	Aviben	12/1/2023	20231201ADTSSYM	Payroll accrual	0	\$ 150.00
	Aviben	12/1/2023	20231201ADTSVAL	Payroll accrual	0	\$ 2,576.60
	Aviben	12/1/2023	20231201ADTSVAL	Payroll accrual	0	\$ 124.45
	Aviben	12/1/2023	20231201ADTSVAN	Payroll accrual	0	\$ 2,685.08
	Aviben	12/1/2023	20231201AFTSAID	TSA Benefit	0	\$ 111.12
	Aviben	12/1/2023	20231201AFTSAME	TSA Benefit	0	\$ 185.18
	Aviben	12/1/2023	20231201AFTSAME	TSA Benefit	0	\$ 92.59
	Aviben	12/1/2023	20231201AFTSASP	TSA Benefit	0	\$ 444.33
	Aviben	12/1/2023	20231201AFTSASP	TSA Benefit	0	\$ 47.37
	Aviben	12/1/2023	20231201AFTSECO	TSA Benefit	0	\$ 1,421.90
	Aviben	12/1/2023	20231201AFTSECO	TSA Benefit	0	\$ 108.28
	Aviben	12/1/2023	20231201AFTSFRA	TSA Benefit	0	\$ 259.25
	Aviben	12/1/2023	20231201AFTSGRW	Payroll accrual	0	\$ 92.59
	Aviben	12/1/2023	20231201AFTSHOM	TSA Benefit	0	\$ 55.56
	Aviben	12/1/2023	20231201AFTSINV	TSA Benefits	0	\$ 418.05
	Aviben	12/1/2023	20231201AFTSMGT	TSA Benefit	0	\$ 174.17
	Aviben	12/1/2023	20231201AFTSVAL	TSA Benefit	0	\$ 658.36
	Aviben	12/1/2023	20231201AFTSVAL	TSA Benefit	0	\$ 77.78

Payable Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Aviben	12/1/2023	20231201AFTSVAN	TSA Benefits	0	\$ 100.00
202300778	Empower Retirement	12/1/2023	20231201ADDEFECO	Payroll accrual	0	\$ 424.79
	Empower Retirement	12/1/2023	20231201ADDEFECO	Payroll accrual	0	\$ 5.00
	Empower Retirement	12/1/2023	20231201ADDEFECO	Payroll accrual	0	\$ 105.00
	Empower Retirement	12/1/2023	20231201ADG-457	Payroll accrual	0	\$ 25.86
	Empower Retirement	12/1/2023	20231201ADG-457	Payroll accrual	0	\$ 34.21
	Empower Retirement	12/1/2023	20231201AFDEFM1	Deferred Comp 457 Benefit	0	\$ 75.27
	Empower Retirement	12/1/2023	20231201AFDEFM1	Deferred Comp 457 Benefit	0	\$ 34.21
	Empower Retirement	12/1/2023	20231201AFHCSP	HCSP	0	\$ 2,502.73
	Empower Retirement	12/1/2023	20231201AFHCSP	HCSP	0	\$ 24.23
	Empower Retirement	12/1/2023	20231201AFHCSP	HCSP	0	\$ 200.14
202300779	Internal Revenue Servic	12/1/2023	20231201ADFICA	Payroll accrual	0	\$ 17,796.94
	Internal Revenue Servic	12/1/2023	20231201ADFICA	Payroll accrual	0	\$ 1,202.99
	Internal Revenue Servic	12/1/2023	20231201ADFICA	Payroll accrual	0	\$ 709.04
	Internal Revenue Servic	12/1/2023	20231201ADFTA	Payroll accrual	0	\$ 772.70
	Internal Revenue Servic	12/1/2023	20231201ADFTA	Payroll accrual	0	\$ 25.00
	Internal Revenue Servic	12/1/2023	20231201ADFTP	Payroll accrual	0	\$ 94.56
	Internal Revenue Servic	12/1/2023	20231201ADFTX	Payroll accrual	0	\$ 20,293.19
	Internal Revenue Servic	12/1/2023	20231201ADFTX	Payroll accrual	0	\$ 1,535.78
	Internal Revenue Servic	12/1/2023	20231201ADFTX	Payroll accrual	0	\$ 635.73
	Internal Revenue Servic	12/1/2023	20231201ADMDCR	Payroll accrual	0	\$ 4,162.20
	Internal Revenue Servic	12/1/2023	20231201ADMDCR	Payroll accrual	0	\$ 281.36
	Internal Revenue Servic	12/1/2023	20231201ADMDCR	Payroll accrual	0	\$ 165.80
	Internal Revenue Servic	12/1/2023	20231201AFFICA	FICA Benefit	0	\$ 17,796.94
	Internal Revenue Servic	12/1/2023	20231201AFFICA	FICA Benefit	0	\$ 1,202.99
	Internal Revenue Servic	12/1/2023	20231201AFFICA	FICA Benefit	0	\$ 709.04
	Internal Revenue Servic	12/1/2023	20231201AFMDCR	Medicare Benefit	0	\$ 4,162.20
	Internal Revenue Servic	12/1/2023	20231201AFMDCR	Medicare Benefit	0	\$ 281.36
	Internal Revenue Servic	12/1/2023	20231201AFMDCR	Medicare Benefit	0	\$ 165.80
202300780	MINNESOTA REVENUE	12/1/2023	20231201ADSITA	Payroll accrual	0	\$ 40.00
	MINNESOTA REVENUE	12/1/2023	20231201ADSITA	Payroll accrual	0	\$ 25.00
	MINNESOTA REVENUE	12/1/2023	20231201ADSITMN	Payroll accrual	0	\$ 10,048.98
	MINNESOTA REVENUE	12/1/2023	20231201ADSITMN	Payroll accrual	0	\$ 719.25

Payable Summary
December 18th, 2023

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	MINNESOTA REVENUE	12/1/2023	20231201ADSITMN	Payroll accrual	0	\$ 324.83
	MINNESOTA REVENUE	12/1/2023	20231201ADSITP	Payroll accrual	0	\$ 28.00
202300781	MN Teachers Retirement	12/1/2023	20231201ADTRAC	Payroll accrual	0	\$ 15,052.77
	MN Teachers Retirement	12/1/2023	20231201ADTRAC	Payroll accrual	0	\$ 881.22
202300781	MN Teachers Retirement	12/1/2023	20231201AFTRAC	TRA Benefit	0	\$ 16,994.98
	MN Teachers Retirement	12/1/2023	20231201AFTRAC	TRA Benefit	0	\$ 994.91
202300782	Public Employees Retirement	12/1/2023	20231201ADDCP	Payroll accrual	0	\$ 12.00
	Public Employees Retirement	12/1/2023	20231201ADPERAC	Payroll accrual	0	\$ 6,459.33
	Public Employees Retirement	12/1/2023	20231201ADPERAC	Payroll accrual	0	\$ 493.38
	Public Employees Retirement	12/1/2023	20231201ADPERAC	Payroll accrual	0	\$ 781.99
	Public Employees Retirement	12/1/2023	20231201AFDCP	DCP Benefit	0	\$ 12.00
	Public Employees Retirement	12/1/2023	20231201AFPERAC	PERA Benefit	0	\$ 7,453.05
	Public Employees Retirement	12/1/2023	20231201AFPERAC	PERA Benefit	0	\$ 569.29
	Public Employees Retirement	12/1/2023	20231201AFPERAC	PERA Benefit	0	\$ 902.28
202300803- 202300930	BMO	12/3/2023		See detailed C/C report		\$ 27,797.26
232423038	AFSCME Council 65	11/17/2023	20231117ADAFS%	Payroll accrual	0	\$ 881.04
	AFSCME Council 65	11/17/2023	20231117ADAFS%	Payroll accrual	0	\$ 273.31
	AFSCME Council 65	11/17/2023	20231117ADAFS%	Payroll accrual	0	\$ 21.22
	AFSCME Council 65	11/17/2023	20231117ADAFSLC	Payroll accrual	0	\$ 13.00
	AFSCME Council 65	11/17/2023	20231117ADAFSLC	Payroll accrual	0	\$ 8.00
232423039	Bennett, Kendra	12/19/2023	ERIN20231205A	11/1/2023-11/30/2023 mileage to bank	0	\$ 40.12
232423040	Christianson, Rosa	12/19/2023	ERIN20231205A	11/7/2023-11/30/2023 Mileage FHS-FES and back	0	\$ 4.62
232423041	Long, Ronald	12/19/2023	120523	reimbursement for bridge fee FHS girls hockey	0	\$ 19.00
232423042	Peterson, Paul	12/19/2023	ERIN20231207A	11/1/2023-11/30/2023 Homebased travel	0	\$ 7.86
232423043	Scholler, Angela	12/19/2023	121123	cell phone reimbursement July-Dec 2023	0	\$ 180.00
232423044	Slatinski, BethAnne	12/19/2023	ERIN20231212A	Cell Phone Reimbursement 6/1/23-12/31/23	0	\$ 360.00
232423045	Wilson, June	12/19/2023	ERIN20231201A	11/1/2023-11/30/2023 travel between bus garagi	0	\$ 30.13
Total						\$ 726,447.30

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX8327	11/23/2023	11412	HEISSVIC000	Heiss Victoria L	Senor Wooly, Skokie, IL, 60076,	SENOR WO000	11/28/2023		Invoiced	A	150.00	
	2	SENOR WOOLY ANNUAL PLAN EXP. 12/13/2023			2302400005	Tim's C/C00000	12/03/2023	150.00				
	10/30/2023	11413	JOHNSBAR002	Johnson Barbara J	Battalion Distributing, Intl Fa	BATTALIO000	11/28/2023		Invoiced	A	130.80	
	2	Taco Ground Beef Mix			2302400002	Tim's C/C00001	12/03/2023	130.80				
					2 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==>							280.80
XXXXXXXXXXXX8335	11/20/2023	11415	SteelEug000	Steele Eugene L	Border Boxes, International, MN	BORDERBO000	11/28/2023		Invoiced	A	22.62	
	2	return shipping for bus parts			7602400042	Gene's C/C00000	12/03/2023	22.62				
	11/17/2023	11414	SteelEug000	Steele Eugene L	Speedway 04602, Hermantown, MN,		11/28/2023		Invoiced	A	64.15	
	2	Fuel for bus out of town				Gene's C/C00001	12/03/2023	64.15				
					2 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>							86.77
XXXXXXXXXXXX7362	11/22/2023	11421			Usps Po 2647200549, Intl Falls,	POSTMAST000	11/28/2023		Invoiced	A	55.80	
	4	Certified Letters			1102400073	Stacy's C/C00000	12/03/2023	15.80				
	5	\$1 stamps			1102400073	Stacy's C/C00000	12/03/2023	40.00				
	11/21/2023	11420			Bts Innovativeofficesl, Burnsvi	INNOVATI000	11/28/2023		Invoiced	A	18.15	
	2	INDEX,BNDR,A-Z,11 X 8.5			1102400072	Stacy's C/C00002	12/03/2023	15.15				
	3	Shipping & Handling				Stacy's C/C00001	12/03/2023	3.00				
	11/09/2023	11418			Coffee Landing, International,	COFFEE L000	11/28/2023		Invoiced	A	69.36	
	2	election food for judges working 6:00 am - 9:0			0102400015	Stacy's C/C00003	12/03/2023	69.36				
	11/09/2023	11419			Coffee Landing, International,	COFFEE L000	11/28/2023		Invoiced	A	13.27	
	3	election food for judges working 6:00 am - 9:0			0102400015	Stacy's C/C00004	12/03/2023	13.27				
	11/08/2023	11417			Sq Rose Garden Restau, Internat	ROSE GAR000	11/28/2023		Invoiced	A	34.14	
	3	election judge food for working 6:00 am - 9:00			0102400016	Stacy's C/C00005	12/03/2023	34.14				
	11/07/2023	11416			Clifton Larson Allen, Minneapol	CLIFTONL000	11/28/2023		Invoiced	A	14,197.97	
	3	FY2024 Audit per Engagement Letter			1102400009	Stacy's C/C00006	12/03/2023	14,197.97				
	10/31/2023	11422			Amazon.Com S11eq7gl3, Seattle,	AMAZON B000	11/28/2023		Invoiced	A	105.04	
	3	KIND Healthy Grains Bars, Variety Pack, Dark C			0202400003	Stacy's C/C00007	12/03/2023	105.04				
					7 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>							14,493.73
XXXXXXXXXXXX5747	11/08/2023	11400	GROVEKEV000	Grover Kevin K	Mn Board Of School Adm, Rosevil	MN BOARD000	11/28/2023		Invoiced	A	400.00	
	1					Kevin's C/C00000	12/03/2023	400.00				
	11/08/2023	11401	GROVEKEV000	Grover Kevin K	Mn Board Of School Adm, Knoxvil	MN BOARD000	11/28/2023		Invoiced	A	8.60	
	1					Kevin's C/C00000	12/03/2023	8.60				
					2 transaction(s) for XXXXXXXXXXXX5747. Total Amount ==>							408.60
XXXXXXXXXXXX7648	11/23/2023	11462	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	11/28/2023		Invoiced	A	5.00	
	2	PALS			5002400009	BethAnne's C/C00000	12/03/2023	5.00				

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			
XXXXXXXXXXXX7648	continued...										
	11/17/2023	11460	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	11/28/2023		Invoiced	A	105.00
	2	PALS			5002400009	BethAnne's C/C00001	12/03/2023	105.00			
	11/17/2023	11461	SLATIBET000	Slatinski BethAnne K	Super One Foods 579, Internatio	SUPER ON000	11/28/2023		Invoiced	A	66.60
	2	PALS			5002400027	BethAnne's C/C00002	12/03/2023	66.60			
	11/16/2023	11459	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Ra2hp8gd3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	77.45
	1	First Aid Kit - po #500240024				BethAnne's C/C00003	12/03/2023	77.45			
	11/13/2023	11458	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Os4fn4xf3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	29.47
	2	Magnetic Dots - Self Adhesive, Peel & Stick Ma			5102400001	BethAnne's C/C00004	12/03/2023	12.49			
	3	Yinsun 12 Skeins Acrylic Yarn Mini Craft Yarn			5102400001	BethAnne's C/C00004	12/03/2023	9.99			
	4	Shipping - Cost of shipping, not including shi			5102400001	BethAnne's C/C00004	12/03/2023	6.99			
	11/10/2023	11457	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	11/28/2023		Invoiced	A	11.25
	2	PALS			5002400009	BethAnne's C/C00005	12/03/2023	11.25			
	11/06/2023	11456	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023		Invoiced	A	10.94
	2	PALS			5002400010	BethAnne's C/C00006	12/03/2023	10.94			
	11/02/2023	11455	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Vn0nc9kd3, Seattle	AMAZON B000	11/28/2023		Invoiced	A	54.31
	2	KASYU Infusible Ink Transfer Sheets Bundle for			5002400023	BethAnne's C/C00007	12/03/2023	47.32			
	3	Shipping - Cost of shipping, not including shi			5002400023	BethAnne's C/C00007	12/03/2023	6.99			
	11/01/2023	11465	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023		Invoiced	A	19.48
	2	PALS			5002400010	BethAnne's C/C00008	12/03/2023	19.48			
	10/31/2023	11464	SLATIBET000	Slatinski BethAnne K	Sq Top Ten Video, International		11/28/2023		Invoiced	A	7.65
	2	PALS			5002400014	BethAnne's C/C00009	12/03/2023	7.65			
	10/30/2023	11463	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US 4m5em2ve3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	35.98
	2	Office Depot Large Mobile File Box, Letter Siz			5002400020	BethAnne's C/C00010	12/03/2023	35.98			
	11 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>										423.13
XXXXXXXXXXXX2314	11/23/2023	11480	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	11/28/2023		Invoiced	A	62.74
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00000	12/03/2023	62.74			
	11/20/2023	11479	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US 359n18m93, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	127.40
	2	Wilton Stainless Steel Cookie Scoop, 1 Count (7702400023	Karla's C/C00001	12/03/2023	30.36			
	3	Igloo 5 Gallon Portable Sports Cooler Water Be			7702400023	Karla's C/C00001	12/03/2023	39.99			
	4	500 Pack 5oz Paper Cups, Multicolor Paper Disp			7702400023	Karla's C/C00001	12/03/2023	39.98			
	5	Shipping - Cost of shipping, not including shi			7702400023	Karla's C/C00001	12/03/2023	17.07			
	11/15/2023	11477	OLSONKAR000	Olson-Line Karla A	Amazon.Com F819e7tq3, Amzn.Com/	AMAZON B000	11/28/2023		Invoiced	A	40.57
	5	Restaurantware Met Lux 8 Ounce Portion Scoop,			7702400022	Karla's C/C00002	12/03/2023	33.58			
	6	Shipping - Cost of shipping, not including shi			7702400022	Karla's C/C00002	12/03/2023	6.99			
	11/15/2023	11478	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	11/28/2023		Invoiced	A	70.12
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00003	12/03/2023	70.12			

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...										
	11/14/2023	11476	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	11/28/2023		Invoiced	A	114.46
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00004	12/03/2023	114.46			
	11/13/2023	11473	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US U323i9ek3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	37.98
	2	Klever Innovations Cutter Stainless Steel Pack			7702400021	Karla's C/C00005	12/03/2023	37.98			
	11/13/2023	11474	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Ly3ip67i3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	64.66
	6	Wilton Stainless Steel Cookie Scoop, 1 Count (7702400019	Karla's C/C00006	12/03/2023	7.59			
	7	Restaurantware Met Lux 6 Ounce Portion Ladle,			7702400019	Karla's C/C00006	12/03/2023	26.30			
	9	Clean 'n Toss S.O.S Pads; 15 Count (3-Pack)			7702400019	Karla's C/C00006	12/03/2023	23.31			
	10	Shipping - Cost of shipping, not including shi			7702400019	Karla's C/C00006	12/03/2023	7.46			
	11/13/2023	11475	OLSONKAR000	Olson-Line Karla A	Amazon.Com Iu73s3uq3, Amzn.Com/	AMAZON B000	11/28/2023		Invoiced	A	59.98
	2	OXO Good Grips Large Salad Spinner - 6.22 Qt.,			7702400021	Karla's C/C00007	12/03/2023	59.98			
	11/10/2023	11472	OLSONKAR000	Olson-Line Karla A	S&h Uniform, 800-2105295, N	S & H BU000	11/28/2023		Invoiced	A	423.63
	2	8 Medium Smocks			7702400020	Karla's C/C00008	12/03/2023	199.84			
	3	6 black aprons			7702400020	Karla's C/C00008	12/03/2023	71.88			
	4	Black Chef Coat			7702400020	Karla's C/C00008	12/03/2023	80.94			
	5	1/4 Zip black			7702400020	Karla's C/C00008	12/03/2023	28.98			
	6	Shipping			7702400020	Karla's C/C00008	12/03/2023	41.99			
	11/09/2023	11469	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	11/28/2023		Invoiced	A	62.78
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00009	12/03/2023	62.78			
	11/09/2023	11470	OLSONKAR000	Olson-Line Karla A	On A Wing Quilting, Internation		11/28/2023		Invoiced	A	181.13
	2	35 pillow cases plus a 5% fee for using a card			2502400012	Karla's C/C00010	12/03/2023	181.13			
	11/09/2023	11471	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Eflnc9m23, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	19.71
	2	Winco FPSN-8 Portioning Spoon, 8 Ounce, Orange			7702400019	Karla's C/C00011	12/03/2023	15.98			
	3	Shipping - Cost of shipping, not including shi			7702400019	Karla's C/C00011	12/03/2023	3.73			
	11/08/2023	11467	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	11/28/2023		Invoiced	A	99.76
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00012	12/03/2023	99.76			
	11/08/2023	11468	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	11/28/2023		Invoiced	A	48.71
	2	MHS Breakfast for 11/8/2023			2502400013	Karla's C/C00013	12/03/2023	48.71			
	11/07/2023	11466	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Pi4zr2ly3, Seattle	AMAZON B000	11/28/2023		Invoiced	A	40.97
	2	TILUCK Stainless Steel Measuring Cups & Spoons			7702400018	Karla's C/C00014	12/03/2023	17.99			
	3	Pyrex 2 Piece Glass Measuring Cup Set, Include			7702400018	Karla's C/C00014	12/03/2023	15.99			
	4	Shipping - Cost of shipping, not including shi			7702400018	Karla's C/C00014	12/03/2023	6.99			
	11/01/2023	11483	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	11/28/2023		Invoiced	A	60.38
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00015	12/03/2023	60.38			
	10/31/2023	11482	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	11/28/2023		Invoiced	A	103.50
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00016	12/03/2023	103.50			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX2314	continued...										
	10/30/2023	11481	OLSONKAR000	Olson-Line Karla A	County Market, International, M	COUNTY M000	11/28/2023		Invoiced	A	42.37
	2	Supplies for Class C&T Classes	2502400008	Karla's C/C00017	12/03/2023	42.37					
	18 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>										1,660.85
XXXXXXXXXXXX5690	11/27/2023	11391	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Ypluy90n3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	45.95
	4	Wapodeai Small Squeegee 5.5 Inch Silicon Squee	3002400041	Vicki's C/C00000	12/03/2023	17.97					
	5	SMART&CASUAL 328Ft Jute Twine String Thin Natu	3002400041	Vicki's C/C00000	12/03/2023	3.99					
	6	(25 Pack) 1/4 Size Cookie Sheet Baking Cake Pa	3002400041	Vicki's C/C00000	12/03/2023	23.99					
	11/27/2023	11392	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Y73lk5lc3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	8.89
	2	firstake Piping Bags 100pcs, Disposable Icing	3002400041	Vicki's C/C00001	12/03/2023	8.89					
	11/27/2023	11393	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Hk8j002l3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	39.60
	2	Large Thanksgiving Bows for Wreath, Black Whit	3002400041	Vicki's C/C00002	12/03/2023	9.69					
	3	Cookie Cutters 6 PCS, Fall Thanksgiving Cookie	3002400041	Vicki's C/C00002	12/03/2023	8.92					
	4	Hotop 12 Pcs Fall Stems Artificial Berry Flora	3002400041	Vicki's C/C00002	12/03/2023	20.99					
	11/20/2023	11389	HEISSVIC000	Heiss Victoria L	Amzn Mktp US St2velkt3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	44.14
	2	Gel Food Coloring - 15 Colors Flavorless Gel B	3002400041	Vicki's C/C00003	12/03/2023	9.99					
	3	Sargent Art Acrylic Paint, 6 Count x 4 Ounce,	3002400041	Vicki's C/C00003	12/03/2023	18.16					
	4	Neenah White Index, 300 Sheets, 199 gsm, 94 Br	3002400041	Vicki's C/C00003	12/03/2023	15.99					
	11/20/2023	11390	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Pd6lslkl3, Seattle	AMAZON B000	11/28/2023		Invoiced	A	370.46
	2	Apple Pencil (2nd Generation): Pixel-Perfect P	2122400002	Vicki's C/C00004	12/03/2023	89.00					
	3	XIRON [2 PACK] Paper Screen Protector Compatib	2122400002	Vicki's C/C00004	12/03/2023	8.58					
	4	20W USB C Fast Charger for iPhone 15/15 Pro/15	2122400002	Vicki's C/C00004	12/03/2023	13.99					
	5	MEKO 4 Pack Replacement Tips for Apple Pencil	2122400002	Vicki's C/C00004	12/03/2023	9.99					
	6	OKIOLABS X1 4K Ultra HD Dual-Mode Document Cam	2122400002	Vicki's C/C00004	12/03/2023	177.00					
	7	ESR for iPad Pro 12.9 Case (6th/5th Generation	2122400002	Vicki's C/C00004	12/03/2023	58.98					
	8	Shipping - Cost of shipping, not including shi	2122400002	Vicki's C/C00004	12/03/2023	12.92					
	11/16/2023	11388	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Yl57nloz3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	87.40
	2	Sanit Moisturizing Hand Sanitizer Gel 70% Ethy	7202400002	Vicki's C/C00005	12/03/2023	65.00					
	3	Amazon Basic Care - Original Hand Sanitizer 62	7202400002	Vicki's C/C00005	12/03/2023	22.40					
	11/13/2023	11387	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Jw3031ls3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	46.99
	2	DPEI 72Pcs Drawstring Backpack Bag Drawstring	3002400040	Vicki's C/C00006	12/03/2023	46.99					
	11/08/2023	11386	HEISSVIC000	Heiss Victoria L	Amazon.Com, Amzn.Com/Bill, WA,	AMAZON B000	11/28/2023		Invoiced	A	-13.77
	1			Vicki's C/C00007	12/03/2023	-13.77					
	11/06/2023	11384	HEISSVIC000	Heiss Victoria L	Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	11/28/2023		Invoiced	A	-20.49
	1			Vicki's C/C00007	12/03/2023	-20.49					
	11/06/2023	11385	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Hf3omlrd3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	26.98
	2	Regal Bingo - Family Bingo Set - Includes 8-In	2302400003	Vicki's C/C00008	12/03/2023	19.99					

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX5690	continued...										
	3	Shipping - Cost of shipping, not including shi			2302400003	Vicki's C/C00008	12/03/2023	6.99			
	10/30/2023	11394 HOPKIMIC000 Hopkins Michelle L			Bts Innovativeofficesl, Burnsvi	INNOVATI000	11/28/2023		Invoiced	A	445.56
	2	TAPE,CORRECTION 4PK,WE			3002400035	Vicki's C/C00009	12/03/2023	19.60			
	3	PEN,CORR,LIQUID PAPER			3002400035	Vicki's C/C00009	12/03/2023	7.77			
	4	REFILL,F/K1-00,DAILY CAL			3002400035	Vicki's C/C00009	12/03/2023	19.99			
	5	TAPE,WRITE ON,3/4X36YD,12			3002400035	Vicki's C/C00009	12/03/2023	28.08			
	6	STAPLES,CHSEL PT,25TH/PK			3002400035	Vicki's C/C00009	12/03/2023	8.12			
	7	NOTE,POST-IT,3X5,12/PK,YW			3002400035	Vicki's C/C00009	12/03/2023	43.42			
	8	NOTE,POST-IT,3X3,12/PK,YW			3002400035	Vicki's C/C00009	12/03/2023	31.68			
	9	FLUID,CORRECT,.7OZ,WE			3002400035	Vicki's C/C00009	12/03/2023	19.54			
	10	TISSUE,FACL,BOUTQUE,36CTN			3002400032	Vicki's C/C00010	12/03/2023	204.88			
	11	CLEANER,LYSOL,WIPES,6/CT			3002400032	Vicki's C/C00010	12/03/2023	62.48			
	10/30/2023	11395 HOPKIMIC000 Hopkins Michelle L			Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	11/28/2023		Invoiced	A	-5.99
	1	6202400001 Amazon shipping refund			Vicki's C/C00007		12/03/2023	-5.99			
	10/30/2023	11396 HOPKIMIC000 Hopkins Michelle L			Amazon.Com 5o4711ff3, Amzn.Com/	AMAZON B000	11/28/2023		Invoiced	A	117.30
	2	Geyer Instructional Products 173005 Xy Axis Dr			2562400008	Vicki's C/C00011	12/03/2023	117.30			
					13 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>						1,193.02
XXXXXXXXXXXX8814	11/20/2023	11397 LINDVJOD000 Lindvall JoDee N			Graduate Minneapolis, Minneapol	GRADUATE000	11/28/2023		Invoiced	A	323.84
	1	Hotel Rooms for Swim State meet JJ McBride			FHS Staf Tr C/C00000		12/03/2023	323.84			
	11/20/2023	11398 LINDVJOD000 Lindvall JoDee N			Loves #0832 Outside, Columbus,		11/28/2023		Invoiced	A	38.46
	1	Gas for G Swim State JJ McBride			FHS Staf Tr C/C00001		12/03/2023	38.46			
	11/20/2023	11399 LINDVJOD000 Lindvall JoDee N			Graduate Minneapolis, Minneapol	GRADUATE000	11/28/2023		Invoiced	A	323.84
	1	Hotel Rooms for G Swim JJ McBride			FHS Staf Tr C/C00000		12/03/2023	323.84			
					3 transaction(s) for XXXXXXXXXXXX8814. Total Amount ==>						686.14
XXXXXXXXXXXX8855	11/06/2023	11423 HOLT THO000 Holt Thomas T			Marathon Petro20529, Bemidji, M		11/28/2023		Invoiced	A	43.52
	2	Fuel for Girls Hockey bus			Fuel #2 C/C00000		12/03/2023	43.52			
XXXXXXXXXXXX8863	11/20/2023	11442 HOLT THO000 Holt Thomas T			Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023		Invoiced	A	25.95
	2	FHS Blanket p.o. for Menards			8102400011 FHS Cust C/C00000		12/03/2023	25.95			
	11/16/2023	11441 HOLT THO000 Holt Thomas T			Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023		Invoiced	A	20.47
	2	FHS Blanket p.o. for Menards			8102400011 FHS Cust C/C00001		12/03/2023	20.47			
	11/09/2023	11439 HOLT THO000 Holt Thomas T			Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023		Invoiced	A	66.37
	2	FHS Blanket p.o. for Menards			8102400011 FHS Cust C/C00002		12/03/2023	66.37			
	11/09/2023	11440 HOLT THO000 Holt Thomas T			Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023		Invoiced	A	11.94
	2	FHS Blanket p.o. for Menards			8102400011 FHS Cust C/C00003		12/03/2023	11.94			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
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	11/07/2023	11438	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023		Invoiced	A	56.73	
	2	FHS Blanket p.o. for Menards			8102400011	FHS Cust C/C00004	12/03/2023	56.73				
	11/03/2023	11436	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023		Invoiced	A	10.59	
	2	FHS Blanket p.o. for Menards			8102400011	FHS Cust C/C00005	12/03/2023	10.59				
	11/03/2023	11437	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023		Invoiced	A	42.12	
	2	FHS Blanket p.o. for Menards			8102400011	FHS Cust C/C00006	12/03/2023	42.12				
											7 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>	234.17
XXXXXXXXXXXX9077	11/15/2023	11497	HOPKIMIC000	Hopkins Michelle L	Super One Foods 579, Internatio	SUPER ON000	11/28/2023		Invoiced	A	24.01	
	2	Last Minute Groceries			7702400006	FHS Cafe C/C00000	12/03/2023	24.01				
XXXXXXXXXXXX7691	11/20/2023	11445	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023		Invoiced	A	5.97	
	2	Blanket P.O. for FES supplies			8102400009	FES Cust C/C00000	12/03/2023	5.97				
	11/15/2023	11444	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023		Invoiced	A	26.40	
	2	Blanket P.O. for FES supplies			8102400009	FES Cust C/C00001	12/03/2023	26.40				
	11/03/2023	11443	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023		Invoiced	A	93.97	
	2	Blanket P.O. for FES supplies			8102400009	FES Cust C/C00002	12/03/2023	93.97				
											3 transaction(s) for XXXXXXXXXXXX7691. Total Amount ==>	126.34
XXXXXXXXXXXX9022	11/14/2023	11484	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023		Invoiced	A	99.27	
	2	Classroom Supplies			2552400002	Dave's C/C00000	12/03/2023	99.27				
	10/31/2023	11485	OLSONDAV000	Olson David W	Northern Lumber Yard I, Intl Fa	NORTHERN005	11/28/2023		Invoiced	A	101.97	
	2	Classroom Supplies			2552400003	Dave's C/C00001	12/03/2023	101.97				
											2 transaction(s) for XXXXXXXXXXXX9022. Total Amount ==>	201.24
XXXXXXXXXXXX4156	11/20/2023	11492	BALASJEN000	Balaski Jenesa K	Amzn Mktp US Mk8t38543, Seattle	AMAZON B000	11/28/2023		Invoiced	A	28.95	
	2	Emopeak 24Pcs Christmas Balls Ornaments for Xm			9012400020	Jenesa's C/C00000	12/03/2023	10.98				
	3	Emopeak 24Pcs Christmas Balls Ornaments for Xm			9012400020	Jenesa's C/C00000	12/03/2023	10.98				
	5	Shipping - Cost of shipping, not including shi			9012400020	Jenesa's C/C00000	12/03/2023	6.99				
	11/20/2023	11493	BALASJEN000	Balaski Jenesa K	Amzn Mktp US 7f73t1se3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	139.99	
	4	7.5ft Artificial Christmas Tree Holiday Xmas T			9012400020	Jenesa's C/C00001	12/03/2023	139.99				
	11/17/2023	11491	BALASJEN000	Balaski Jenesa K	Super One Foods 579, Internatio	SUPER ON000	11/28/2023		Invoiced	A	19.94	
	2	Thanksgiving game/prizes for elementary studen			9012400019	Jenesa's C/C00002	12/03/2023	19.94				
	11/16/2023	11489	BALASJEN000	Balaski Jenesa K	Super One Foods 579, Internatio	SUPER ON000	11/28/2023		Invoiced	A	44.20	
	2	Prizes for winners of the food shelf competiti			9012400018	Jenesa's C/C00003	12/03/2023	44.20				
	11/16/2023	11490	BALASJEN000	Balaski Jenesa K	Super One Foods 579, Internatio	SUPER ON000	11/28/2023		Invoiced	A	18.90	
	2	Donuts for student council meetings 2023-2024			9012400008	Jenesa's C/C00004	12/03/2023	18.90				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
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	11/14/2023	11488	BALASJEN000	Balaski Jenesa K	Amzn Mktp US Mu95t4gx3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	28.98
	2	ZHUOKECE Tennis Balls, 18 Pack Training Tennis			7902400044	Jenesa's C/C00005	12/03/2023	21.99			
	3	Shipping - Cost of shipping, not including shi			7902400044	Jenesa's C/C00005	12/03/2023	6.99			
	11/06/2023	11487	BALASJEN000	Balaski Jenesa K	Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023		Invoiced	A	168.21
	2	Kape messaging and project for incentive on st			7902400042	Jenesa's C/C00006	12/03/2023	168.21			
	11/02/2023	11486	BALASJEN000	Balaski Jenesa K	Dd/Br #363260, International, M	AMAZON B000	11/28/2023		Invoiced	A	12.99
	2	Dunkin Donuts for Halloween costume winners.			9012400015	Jenesa's C/C00007	12/03/2023	12.99			
	11/01/2023	11496	BALASJEN000	Balaski Jenesa K	Dominos 7380, Intl Falls, MN, 5	DOMINO'S000	11/28/2023		Invoiced	A	81.99
	2	KAPE Youth event welcome back/new students inv			7902400041	Jenesa's C/C00008	12/03/2023	81.99			
	10/31/2023	11495	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	11/28/2023		Invoiced	A	23.08
	2	KAPE Youth event welcome back/new students inv			7902400040	Jenesa's C/C00009	12/03/2023	23.08			
	10/30/2023	11494	BALASJEN000	Balaski Jenesa K	Amzn Mktp US Sp5845843, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	26.97
	2	VViViD Purple Gloss DECO65 Permanent Adhesive			7902400035	Jenesa's C/C00010	12/03/2023	11.99			
	3	Yellow Permanent Vinyl for Cricut, IModeur Adh			7902400035	Jenesa's C/C00010	12/03/2023	7.99			
	4	Shipping - Cost of shipping, not including shi			7902400035	Jenesa's C/C00010	12/03/2023	6.99			
		11 transaction(s) for XXXXXXXXXXXX4156. Total Amount ==>>									594.20
XXXXXXXXXXXX1984	11/23/2023	11433	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023		Invoiced	A	7.85
	2	FHS Blanket p.o. for Menards			8102400011	Tom's C/C00000	12/03/2023	7.85			
	11/20/2023	11431	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023		Invoiced	A	11.48
	2	FHS Blanket p.o. for Menards			8102400011	Tom's C/C00001	12/03/2023	11.48			
	11/20/2023	11432	HOLT THO000	Holt Thomas T	State Supply Company I, 612-230	STATE SU000	11/28/2023		Invoiced	A	334.43
	2	Condensate float switch			1202400138	Tom's C/C00002	12/03/2023	334.43			
	11/13/2023	11430	HOLT THO000	Holt Thomas T	Amzn Mktp US Hw3w65yp3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	188.80
	2	Green KleanA CMP,CPU, 9007744, 90147 CleanMax			8102400134	Tom's C/C00003	12/03/2023	188.80			
	11/10/2023	11428	HOLT THO000	Holt Thomas T	Jacks Small Engines &, 99999999	JACK'S S000	11/28/2023		Invoiced	A	-116.70
	1	Refund for mowers blades not delivered.				Tom's C/C00004	12/03/2023	-116.70			
	11/09/2023	11429	HOLT THO000	Holt Thomas T	State Supply Company I, 612-230	STATE SU000	11/28/2023		Invoiced	A	172.98
	2	Plumbing parts			8102400131	Tom's C/C00005	12/03/2023	151.64			
	3	Shipping			8102400131	Tom's C/C00005	12/03/2023	21.34			
	11/06/2023	11427	HOLT THO000	Holt Thomas T	Amzn Mktp US Yv35e8ay3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	179.98
	2	Inspire HEAVY DUTY 6Mil ORIGINAL Quality Stret			8102400119	Tom's C/C00006	12/03/2023	179.98			
	11/03/2023	11426	HOLT THO000	Holt Thomas T	Jorson And Carlson Com, Elk Gro	JORSON &000	11/28/2023		Invoiced	A	288.50
	2	Sharpen and hone scraper knives			8102400150	Tom's C/C00007	12/03/2023	269.50			
	3	Delivery and fuel charge			8102400150	Tom's C/C00007	12/03/2023	19.00			
	11/02/2023	11424	HOLT THO000	Holt Thomas T	State Supply Company I, 612-230	STATE SU000	11/28/2023		Invoiced	A	876.49
	2	Danfoss thermostat			8102400123	Tom's C/C00009	12/03/2023	744.66			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX1984	continued...										
	3	Danfoss packing gland			8102400123	Tom's C/C00009	12/03/2023	110.40			
	4	shipping				Tom's C/C00008	12/03/2023	21.43			
	11/02/2023	11425	HOLT	THO000	Holt Thomas T	Amzn Mktp US Yf1kg4b23, Amzn.Co	AMAZON B000	11/28/2023	Invoiced	A	364.99
	2	UPGORILO Folding Table and Chairs Cart - Innov			8102400119	Tom's C/C00010	12/03/2023	364.99			
	11/02/2023	11435	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023	Invoiced	A	20.45
	2	FHS Blanket p.o. for Menards			8102400011	Tom's C/C00011	12/03/2023	20.45			
	11/01/2023	11434	HOLT	THO000	Holt Thomas T	Vcn Fallslicensebureau, Intl Fa	FALLS LI000	11/28/2023	Invoiced	A	21.96
	2	Duplicate Title for Ford F250			7602400036	Tom's C/C00012	12/03/2023	21.96			
											12 transaction(s) for XXXXXXXXXXXX1984. Total Amount ==>> 2,351.21
XXXXXXXXXXXX1081	11/23/2023	11511	SINNISAM001	Sinninghe Samantha N	Bts Innovativeoffices1, Burnsvi	INNOVATI000	11/28/2023		Invoiced	A	291.42
	2	ENVELOPE,#10,PLN,TINT,WE			1302400082	Sam's C/C00000	12/03/2023	47.36			
	3	TAPE,MASK,3/4"X60YDS			1302400082	Sam's C/C00000	12/03/2023	13.35			
	4	PAPER,PARCH,24#,500SH,GD			1302400082	Sam's C/C00000	12/03/2023	85.34			
	5	MARKER,EXPO 2,CHISEL,BK			1302400082	Sam's C/C00000	12/03/2023	38.16			
	6	MARKER,EXPO 2,CHISEL,GN			1302400082	Sam's C/C00000	12/03/2023	12.72			
	7	MARKER,EXPO 2,CHISEL,BE			1302400082	Sam's C/C00000	12/03/2023	25.44			
	8	BATTERY,AA,36 PRO PACK			1302400082	Sam's C/C00000	12/03/2023	27.34			
	9	MARKER,SHARPIE,FINE PT,BK			1302400082	Sam's C/C00000	12/03/2023	18.00			
	10	HIGHLIGHTER,DESK,FYW			1302400082	Sam's C/C00000	12/03/2023	10.56			
	11	CLIP,BINDER,1.25"			1302400082	Sam's C/C00000	12/03/2023	13.15			
	11/23/2023	11512	SINNISAM001	Sinninghe Samantha N	Amzn Mktp US Ay9lm5rx3, Seattle	AMAZON B000	11/28/2023		Invoiced	A	130.56
	2	EXTRIC Oil Pastels 25 Colors Count Soft Pastel			1302400093	Sam's C/C00001	12/03/2023	130.56			
	11/22/2023	11510	SINNISAM001	Sinninghe Samantha N	Amzn Mktp US Ca3bl26x3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	162.60
	2	LTYLH 7x5ft Christmas Fireplace Backdrop Chris			1302400092	Sam's C/C00002	12/03/2023	11.99			
	3	Efivs Arts 1000 Pcs Christmas Pony Beads Assor			1302400092	Sam's C/C00002	12/03/2023	26.97			
	4	1400 PCS Colored Dot Stickers Round Color Codi			1302400092	Sam's C/C00002	12/03/2023	23.96			
	5	KISEER 100 Pcs Jingle Bells Bulk, 1 Inch Craft			1302400092	Sam's C/C00002	12/03/2023	34.36			
	6	KISEER 100 Pcs Jingle Bells Bulk, Metal,1 Inch			1302400092	Sam's C/C00002	12/03/2023	15.98			
	7	Tri-Beads 11mm (1000 Pack), White			1302400092	Sam's C/C00002	12/03/2023	24.38			
	8	Elmer's Disappearing Purple School Glue Sticks			1302400092	Sam's C/C00002	12/03/2023	14.97			
	9	4000 Pcs Bulk Sequins for Craft Christmas Hol			1302400092	Sam's C/C00002	12/03/2023	9.99			
	11/21/2023	11509	SINNISAM001	Sinninghe Samantha N	Amzn Mktp US M21kh5643, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	19.57
	2	Christmas Red Tri-Shaped Beads (1,000 Beads) (1302400092	Sam's C/C00003	12/03/2023	13.98			
	3	Shipping - Cost of shipping, not including shi			1302400092	Sam's C/C00003	12/03/2023	5.59			
	11/20/2023	11506	SINNISAM001	Sinninghe Samantha N	Amzn Mktp US Xn3hx4263, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	179.19
	2	Lava Chase (Diary of a Roblox Pro #4: An AFK B			1302400088	Sam's C/C00004	12/03/2023	6.99			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
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	3	Obby Challenge (Diary of a Roblox Pro #3: An A	1302400088	Sam's C/C00004	12/03/2023	6.99					
	4	By Max Brallier The Last Kids on Earth 10 Book	1302400088	Sam's C/C00004	12/03/2023	55.90					
	5	Dragon Pet (Diary of a Roblox Pro 2) (Diary of	1302400088	Sam's C/C00004	12/03/2023	5.59					
	6	Button Pusher	1302400088	Sam's C/C00004	12/03/2023	13.99					
	7	Four Eyes: A Graphic Novel (Four Eyes 1)	1302400088	Sam's C/C00004	12/03/2023	10.29					
	8	Warriors: The Rise of Scourge	1302400088	Sam's C/C00004	12/03/2023	9.48					
	9	Dork Diaries 15: Tales from a Not-So-Posh Pari	1302400088	Sam's C/C00004	12/03/2023	10.48					
	10	Mary Anne's Bad Luck Mystery: A Graphic Novel	1302400088	Sam's C/C00004	12/03/2023	9.35					
	11	Warriors Manga: Graystripe's Adventure: 3 Full	1302400088	Sam's C/C00004	12/03/2023	11.18					
	12	Warriors: A Thief in ThunderClan (Warriors Gra	1302400088	Sam's C/C00004	12/03/2023	16.99					
	13	Dreamworks The Bad Guys: A Very Bad Holiday No	1302400088	Sam's C/C00004	12/03/2023	4.78					
	14	No Brainer (Diary of a Wimpy Kid Book 18)	1302400088	Sam's C/C00004	12/03/2023	17.18					
11/20/2023	11507	SINNISAM001 Sinninghe Samantha N	Amzn Mktpl US Bq1je95p3, Amzn.Co	AMAZON B000	11/28/2023	Invoiced	A				14.94
	2	1,000pc Plastic Transparent Tribeads 10mm Ligh	1302400092	Sam's C/C00005	12/03/2023	14.94					
11/20/2023	11508	SINNISAM001 Sinninghe Samantha N	Amzn Mktpl US 8x1xn4zj3, Amzn.Co	AMAZON B000	11/28/2023	Invoiced	A				140.06
	2	Harry Potter and the Order of the Phoenix: 5 (1302400088	Sam's C/C00006	12/03/2023	23.06					
	3	Percy Jackson and the Olympians: The Chalice o	1302400088	Sam's C/C00006	12/03/2023	15.62					
	4	Dog Man: Twenty Thousand Fleas Under the Sea:	1302400088	Sam's C/C00006	12/03/2023	9.49					
	5	I Survived the Great Alaska Earthquake, 1964 (1302400088	Sam's C/C00006	12/03/2023	6.29					
	6	Guinness World Records 2024	1302400088	Sam's C/C00006	12/03/2023	16.99					
	7	Zombie Invasion (Diary of a Roblox Pro #5: An	1302400088	Sam's C/C00006	12/03/2023	6.99					
	8	Monster Escape (Diary of a Roblox Pro #1: An A	1302400088	Sam's C/C00006	12/03/2023	5.59					
	9	Stacey's Mistake: A Graphic Novel (The Baby-Si	1302400088	Sam's C/C00006	12/03/2023	10.38					
	10	Warriors Manga: SkyClan and the Stranger: 3 Fu	1302400088	Sam's C/C00006	12/03/2023	11.04					
	11	Warriors Manga: Ravenpaw's Path: 3 Full-Color	1302400088	Sam's C/C00006	12/03/2023	11.04					
	12	Warriors: Exile from ShadowClan (Warriors Grap	1302400088	Sam's C/C00006	12/03/2023	8.58					
	13	Rip Van Winkle	1302400088	Sam's C/C00006	12/03/2023	14.99					
11/17/2023	11505	SINNISAM001 Sinninghe Samantha N	Amzn Mktpl US W85f01lw3, Amzn.Co	AMAZON B000	11/28/2023	Invoiced	A				32.24
	2	EXTRIC Oil Pastels 25 Colors Count Soft Pastel	1302400085	Sam's C/C00007	12/03/2023	5.25					
	3	GACDR 1 inch Flat Paint Brushes for Acrylic Pa	1302400085	Sam's C/C00007	12/03/2023	26.99					
11/15/2023	11503	SINNISAM001 Sinninghe Samantha N	Amzn Mktpl US Ke4cc4qp3, Amzn.Co		11/28/2023	Invoiced	A				13.99
	2	Play-Doh Bulk Spring Colors 12-Pack of Non-Tox	1302400085	Sam's C/C00008	12/03/2023	13.99					
11/15/2023	11504	SINNISAM001 Sinninghe Samantha N	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	11/28/2023	Invoiced	A				40.64
	2	Craft Supplies for STEAM - (\$3.14 sales tax wa	1302400086	Sam's C/C00009	12/03/2023	40.64					
11/14/2023	11502	SINNISAM001 Sinninghe Samantha N	Bts Innovativeoffices1, Burnsvi	INNOVATI000	11/28/2023	Invoiced	A				115.08
	2	PAPER,COLORS,GRD	1302400081	Sam's C/C00010	12/03/2023	21.54					
	3	PAPER,ASTROBRIGHTBLAST,BE	1302400081	Sam's C/C00010	12/03/2023	46.77					

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			
XXXXXXXXXXXX1081	continued...										
	4	PAPER,500SH,24LB,FOE			1302400081	Sam's C/C00010	12/03/2023	46.77			
	11/09/2023	11501	SINNISAM001	Sinninghe Samantha N	Amzn Mktp US Iv5pg13h3, Seattle	AMAZON B000	11/28/2023		Invoiced	A	167.47
	2	Kleenex Professional Facial Tissue Cube for Bu			1302400079	Sam's C/C00011	12/03/2023	159.48			
	3	Otylzt0 120pcs Binder Rings 1 Inch,Metal Rings			1302400079	Sam's C/C00011	12/03/2023	7.99			
	11/07/2023	11500	SINNISAM001	Sinninghe Samantha N	Amazon.Com 6y2hb2uj3, Amzn.Com/	AMAZON B000	11/28/2023		Invoiced	A	135.70
	2	Flash Furniture Alonza Series Navy Plastic Cha			1302400080	Sam's C/C00012	12/03/2023	135.70			
	11/06/2023	11498	SINNISAM001	Sinninghe Samantha N	Amzn Mktp US 4v33r32h3, Amzn.Co	AMAZON B000	11/28/2023		Invoiced	A	69.80
	2	Scotch Heavy Duty Shipping Packing Tape, Clear			1302400079	Sam's C/C00013	12/03/2023	69.80			
	11/06/2023	11499	SINNISAM001	Sinninghe Samantha N	Amzn Mktp US Kq6dk5783, Seattle	AMAZON B000	11/28/2023		Invoiced	A	171.21
	2	HP 58A Black Toner Cartridge Works with HP L			1302400079	Sam's C/C00014	12/03/2023	116.89			
	3	Bostitch Personal Electric Pencil Sharpener -			1302400079	Sam's C/C00014	12/03/2023	30.34			
	4	EXPO Low Odor Dry Erase Markers, Fine Tip, Bla			1302400079	Sam's C/C00014	12/03/2023	23.98			
	10/30/2023	11513	SINNISAM001	Sinninghe Samantha N	Bts Innovativeoffices1, Burnsvi	INNOVATI000	11/28/2023		Invoiced	A	147.12
	2	CARTRIDGE,DUAL LAMNTE,RFL			1302400073	Sam's C/C00015	12/03/2023	147.12			
	10/30/2023	11514	SINNISAM001	Sinninghe Samantha N	Bts Innovativeoffices1, Burnsvi	INNOVATI000	11/28/2023		Invoiced	A	244.77
	2	ENVELOPE,CLSP,6X9,28#,BN			1302400060	Sam's C/C00016	12/03/2023	28.28			
	3	PAD,RECYC LGL,RULED,WHT			1302400060	Sam's C/C00016	12/03/2023	25.92			
	4	TAPE,MLNG,2"X800",6/PK,CR			1302400060	Sam's C/C00016	12/03/2023	49.05			
	5	DISPENSER,TAPE,1"CORE,BK			1302400060	Sam's C/C00016	12/03/2023	8.20			
	6	PAPER,ASTROBRIGHT GALX,GD			1302400060	Sam's C/C00016	12/03/2023	50.70			
	7	STAPLER,ECON,FULL			1302400060	Sam's C/C00016	12/03/2023	18.30			
	8	MARKER,SHARPIE,FINE PT,BK			1302400060	Sam's C/C00016	12/03/2023	27.00			
	9	TAPE,MASKING,1"X60YD			1302400060	Sam's C/C00016	12/03/2023	37.32			
	17 transaction(s) for XXXXXXXXXXXX1081. Total Amount ==>										2,076.36
XXXXXXXXXXXX3468	11/22/2023	11408	LINDVJOD000	Lindvall JoDee N	Super One Foods 579, Internatio	SUPER ON000	11/28/2023		Invoiced	A	3.17
	2	SCIENCE DEPT. Hemsted			2602400004	Jen E's C/C00000	12/03/2023	3.17			
	11/17/2023	11407	LINDVJOD000	Lindvall JoDee N	Battalion Distributing, Intl Fa	BATTALIO000	11/28/2023		Invoiced	A	67.24
	1	Tom Volland Salsa Bowl, Cheese Sauce, Food Tray				Jen E's C/C00001	12/03/2023	67.24			
	11/13/2023	11406	LINDVJOD000	Lindvall JoDee N	Sp Holiday&leisureri, West Sene	THE HOCK000	11/28/2023		Invoiced	A	444.92
	2	Bauer 11 Facemask			2922400046	Jen E's C/C00002	12/03/2023	239.96			
	3	CCM 580 Cage			2922400046	Jen E's C/C00002	12/03/2023	179.96			
	4	Shipping			2922400046	Jen E's C/C00002	12/03/2023	25.00			
	11/06/2023	11402	LINDVJOD000	Lindvall JoDee N	Colorado Time Systems, 970-667-	COLORADO000	11/28/2023		Invoiced	A	840.00
	2	Swimming Clock Repair System			2922400039	Jen E's C/C00003	12/03/2023	800.00			
	3	Swimming clock repair system			2922400039	Jen E's C/C00003	12/03/2023	40.00			

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						
XXXXXXXXXXXX3468	continued...											
	11/06/2023	11403	LINDVJOD000	Lindvall JoDee N	Hampton Inn & Suites, Roseville	HAMPTON 003	11/28/2023		Invoiced	A	117.47	
	1	CC State Meet Hotel Rooms Sheryl Hendrickson		Jen E's C/C00004	12/03/2023	117.47						
	11/06/2023	11404	LINDVJOD000	Lindvall JoDee N	Kornerstore #900, Sturgeon Lake		11/28/2023		Invoiced	A	74.46	
	1	CC State Meet gas Sheryl Hendrickson		Jen E's C/C00005	12/03/2023	74.46						
	11/06/2023	11405	LINDVJOD000	Lindvall JoDee N	Hampton Inn & Suites, Roseville	HAMPTON 003	11/28/2023		Invoiced	A	117.47	
	1	CC State Meet Hotel Rooms Sheryl Hendrickson		Jen E's C/C00004	12/03/2023	117.47						
	11/01/2023	11411	LINDVJOD000	Lindvall JoDee N	Battalion Distributing, Intl Fa	BATTALIO000	11/28/2023		Invoiced	A	121.29	
	1	Snacks Tom Vollom		Jen E's C/C00001	12/03/2023	121.29						
	10/31/2023	11410	LINDVJOD000	Lindvall JoDee N	Super One Foods, International,	SUPER ON000	11/28/2023		Invoiced	A	84.36	
	2	Sped cooking supplies,		3002400019 Jen E's C/C00006	12/03/2023	84.36						
	10/30/2023	11409	LINDVJOD000	Lindvall JoDee N	Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	11/28/2023		Invoiced	A	-5.59	
	1	PO # 2922400023 Shipping refund		Jen E's C/C00007	12/03/2023	-5.59						
											10 transaction(s) for XXXXXXXXXXXX3468. Total Amount ==>>>	1,864.79
XXXXXXXXXXXX2560	11/27/2023	11450	HOPKIMIC000	Hopkins Michelle L	Wasabi Technologies, Boston, MA	WASABI 000	11/28/2023		Invoiced	A	7.22	
	2	12TB Secure online storage. Pay as you go.		6052400012 Mike's C/C00000	12/03/2023	7.22						
	11/22/2023	11448	HOPKIMIC000	Hopkins Michelle L	Small Town Tech Inc, Intl Falls	SMALL TO000	11/28/2023		Invoiced	A	27.00	
	2	TP-Link Archer USB Wireless Adapter		6052400067 Mike's C/C00001	12/03/2023	27.00						
	11/22/2023	11449	HOPKIMIC000	Hopkins Michelle L	Small Town Tech Inc, Intl Falls	SMALL TO000	11/28/2023		Invoiced	A	209.99	
	2	Brother HL-L2350dw Monochrome Laser Printer		6052400067 Mike's C/C00002	12/03/2023	209.99						
	11/21/2023	11447	HOPKIMIC000	Hopkins Michelle L	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	11/28/2023		Invoiced	A	37.62	
	2	Arena Elevator Acct # 2512973-01		8102400044 Mike's C/C00003	12/03/2023	37.62						
	11/02/2023	11446	HOPKIMIC000	Hopkins Michelle L	Siptrunk Inc, Alpharetta, GA, 3	TECHCHEC000	11/28/2023		Invoiced	A	290.85	
	2	Monthly SIP Phone Service.		6052400002 Mike's C/C00004	12/03/2023	290.85						
	10/31/2023	11453	HOPKIMIC000	Hopkins Michelle L	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	11/28/2023		Invoiced	A	84.18	
	2	FHS Fax Line		1102400064 Mike's C/C00005	12/03/2023	84.18						
	10/31/2023	11454	HOPKIMIC000	Hopkins Michelle L	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	11/28/2023		Invoiced	A	104.09	
	2	Internet Service for Bus Garage Acct # 1247557		7602400015 Mike's C/C00006	12/03/2023	104.09						
	10/30/2023	11451	HOPKIMIC000	Hopkins Michelle L	Zoom.Us 888-799-9666, San Jose,	ZOOM VID000	11/28/2023		Invoiced	A	-12.56	
	1	Sales Tax refund from Oct 2023 purchase		Mike's C/C00007	12/03/2023	-12.56						
	10/30/2023	11452	HOPKIMIC000	Hopkins Michelle L	Menards Intl Falls, Intl Falls	MENARDS 000	11/28/2023		Invoiced	A	299.99	
	2	27" 5 Drawer Tool Cabinet.		6052400060 Mike's C/C00008	12/03/2023	299.99						
											9 transaction(s) for XXXXXXXXXXXX2560. Total Amount ==>>>	1,048.38
											131 transaction(s). Total Amount ==>>>	27,797.26

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

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, November 20, 2023 at 5:15 p.m.
FHS Library**

Call to Order

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

Present: 7

Non-Voting Members Present: Kevin Grover, Superintendent and Mitch Erickson

Pledge of Allegiance

Approval of Agenda

1. Approve agenda with the following changes. Move Consent Agenda item #15 and #37 to Action Items, and remove Action Item 1b. Motion by Jessica Crosby, then second by Bruce Raboin. 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. Elk's Student's of the Month: Gracie Swenson and Jaden Frank
2. Public Open Forum: None

Committee and Administrative Reports

1. Mitch Erickson, Student Representative: gave updates on Student Council and KAPE
2. Melissa Tate, Elementary Principal: gave recap of past and upcoming events.
3. Tim Everson, Secondary Principal: gave recap of past and upcoming events.
4. Kevin Grover, Superintendent: MSBA conference in January, request for booster club council members to have free passes.
5. Beth Slatinski, Community Education Director: gave recap of past and upcoming events.
6. Timm Ringhofer, Activities Director: gave recap of past and upcoming events.

Consent Agenda

Approve the Consent Agenda as presented. Motion by Bruce Raboin, 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. Approve payroll in the amount of \$682,993.16 for pay periods October 20th, November 3rd and November 17th.

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, November 20, 2023 at 5:15 p.m.
FHS Library**

2. Approve current accounts payable due in the amount of \$755,343.63 .
3. Approve past meeting minutes for the regular school board meeting on October 16, 2023 and special school board meeting November 13, 2023.
4. Second reading of School Board Policy 407 - Employee Right to Know - Exposure to Hazardous Substance
5. Second reading of School Board Policy 408 - Subpoena of School District Employees
6. Second reading of School Board Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
7. Second reading of School Board Policy 427 - Workload Limits for Certain Special Education Teachers
8. Second reading of School Board Policy 520 - Student Surveys
9. Approve the hire of Bryan Kershaw as Assistant Girls Hockey Coach for the 2023-2024 season.
10. Approve the hire of Charlie Anderson as Head Golf Coach the 2023-2024 season.
11. Approve the hire of Abby Kostiuk as Assistant Boy's Swim Coach for the 2023-2024 season.
12. Accept resignation from Matt Hartzler, Custodian Chief Fireman, effective November 17, 2023.
13. Approve the .09 FTE overload for Chris Hemstad for second semester of the 2023-2024 school year.
14. Approve the hire of Nikkole Rolando as Guidance Counselor Secretary effective November 7, 2023.
- ~~15. Approve an unpaid one (1) year employment leave request from Valerie Forsythe, Culerial Liason Paraprofessional, effective November 17, 2023 under the provisions of Education Minnesota Educational Paraprofessional Collective Bargaining Agreement Article IX, Section 3. Move to Action Items.~~
16. Approve the hire of John Sandberg as Head Boys Track Coach for the 2023-2024 season.
17. Approve the hire of Luke Zika as Assistant Boys Track Coach for the 2023-2024 season.
18. Approve the hire of Sheryl Hendrickson as Head Girls Track Coach for the 2023-2024 season.
19. Approve the hire of Alicia Smith as Assistant Girls Track Coach for the 2023-2024 season.
20. Approve the hire of Phil Talmage as Head Baseball Coach for the 2023-2024 season.
21. Approve the hire of Will Awe as Assistant Baseball Coach for the 2023-2024 season.

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, November 20, 2023 at 5:15 p.m.
FHS Library**

22. Approve the hire of Jeff Kerry as Head Softball Coach for the 2023-2024 season.
23. Approve Amanda Barras as 1st & 2nd Grade Volunteer Boys Basketball Coach for the 2023-2024 season.
24. Approve Nick Hagen as 1st & 2nd Grade Volunteer Boys Basketball Coach for the 2023-2024 season.
25. Approve John Winkel as 1st & 2nd Grade Volunteer Girls Basketball Coach for the 2023-2024 season.
26. Approve Sara Wendt as 1st & 2nd Grade Volunteer Girls Basketball Coach for the 2023-2024 season.
27. Approve Brad Kokesh as 3rd & 4th Grade Volunteer Boys Basketball Coach for the 2023-2024 season.
28. Approve Alyssa Hackenmueller as 3rd & 4th Grade Volunteer Boys Basketball Coach for the 2023-2024 season.
29. Approve Kyle Sinninghe as 3rd & 4th Grade Volunteer Girls Basketball Coach for the 2023-2024 season.
30. Approve Sara Wendt as 3rd & 4th Grade Girls Volunteer Basketball Coach for the 2023-2024 season.
31. Approve Shannon Hendrick as 3rd & 4th Grade Volunteer Boys Basketball Coach for the 2023-2024 season.
32. Approve LeNisha Bublitz as 5th & 6th Grade Volunteer Boys Basketball Coach for the 2023-2024 season.
33. Approve Derek Dowty as 5th & 6th Grade Girls Volunteer Basketball Coach for the 2023-2024 season.
34. Approve Nathan Hiebel as 5th & 6th Grade Girls Volunteer Basketball Coach for the 2023-2024 season.
35. Approve Cole Hraban as 5th & 6th Grade Girls Volunteer Basketball Coach for the 2023-2024 season.
36. Approve Luke Zika as 7th & 8th Grade Girls Basketball Coach for the 2023-2024 season.
- ~~37. Approve Elie Jean as 7th & 8th Grade Boys Basketball Coach for the 2023-2024 season.~~
Move to Action Item.

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 Toni Korpi, then second by Tina Sather. Motion Carried.

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, November 20, 2023 at 5:15 p.m.
FHS Library**

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.b. Approve the Collective Bargaining Agreement with the Education Minnesota Educational Paraprofessionals for July 1, 2023 to June 30, 2025. Motion by ___, second by ___. Motion carried / failed. Removed from Agenda.~~

1.c. Approve the Community Education Director employment contract with BethAnne Slatinski for July 1, 2023 to June 30, 2025. 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.d. Approve the Grant Coordinator employment contract with Jenesa Balaski for September 30, 2023 to September 29, 2025. Motion by Dale Johnson, 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.e. Approve the Technology Director employment contract with Mike Blesi for July 1, 2023 to June 30, 2025. Motion by Jessica Crosby, then second by Bruce Raboin. 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.f. Approve the At Will Employment Schedule dated 11/20/2023 for the At Will Employee positions. Motion by Jessica Crosby then second by Tina Sather. Second motion to table item made by JoAnne Smith then second by Toni Korpi. Motion Tabled.

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.g Approve an unpaid one (1) year employment leave request from Valerie Forsythe, Culterial Liason Paraprofessional, effective November 17, 2023 under the provisions of Education Minnesota Educational Paraprofessional Collective Bargaining Agreement Article IX, Section 3. Motion by Bruce Raboin, then second by Toni Korpi. Motion Carried.

Jessica Crosby: Nay, Dale Johnson: Yea, Toni Korpi: Yea, Bruce Raboin: Yea, Tina Sather: Nay, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 5, Nay: 2

1.h Approve Elie Jean as 7th & 8th Grade Boys Basketball Coach for the 2023-2024 season. Motion by Toni Korip, then second by Dale Johnson. Motion Carried.

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

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, November 20, 2023 at 5:15 p.m.
FHS Library**

Adjournment

1. Motion by __, second by __ to adjourn meeting at ___ p.m. Motion carried / failed.
7:15. Motion by Tina Sather, then second by Bruce Raboin. 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 409.5
Laptop Checkout Policy
*Specific to ISD 361***

Adopted ___ May 19, 2003 ___

Revised ___ December 2020 ___

Laptop Checkout Policy for Teachers

- 1.** Users (lendees) must comply with all existing district policies that cover technology. (<http://www.isd361.k12.mn.us/districtwide/iaup.shtml>, under the heading "**District Technology Policies**")
- 2.** Laptops will be checked out for summer on an as needed basis.
- 3.** Laptops and accessories must be returned to the Technology Director prior to first teacher workshop day in the Fall.
- 4.** All users must sign the *Laptop Checkout Form*.
- 5.** Any components not returned are the fiscal responsibility of the lendeer.

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

**BOARD POLICY 409.6
Website and Electronic Publishing**

Adopted ___ October 17, 2005 ___

Revised _____

I. Purpose

The International Falls Public School District is concerned that we continue to have a high degree of integrity in all our publications as we move from a paper-based to an electronic-based media for publishing. As we realize the benefits schools can achieve from exhibiting staff and student creativity using electronic publishing, we need to have high standards for quality and content as well as for student safety. Realizing our materials are published globally in an instant, it is essential we have editorial standards.

II. General Statement of Policy

A. Publisher Standards

1. Authors for publishing include anyone who creates content for electronic publishing. Only teachers employed by ISD361 will be allowed to publish. Student created web sites will not be hosted by ISD361.
2. All material should pass through an editorial stage of production. Spelling, grammar and content (see the District Internet Acceptable Use Policy) should have high standards with no sub-standard work being published.

B. Safety Standards

ISD 361 has district policies pertaining to "directory information" which may allow the release of some personal data about students; we have chosen to establish the following guidelines.

1. E-mail addresses shall be restricted to staff only.
2. No student work shall be published without permission of the student and parent or guardian.
3. Use our District **Web Content Consent Form**. The District will keep written permission on file.
4. Personal information about students, including photographs with associated names, addresses; telephone numbers, etc. shall not be published. **Use First names only.**

C. Content Standards

1. All material must relate to curriculum or instruction, school-authorized activities, or information about our school district or your classroom in general.
2. Material may not be objectionable or point directly to objectionable material. (It must meet the standards for instructional resources specified in other district policies and guidelines.)
3. Staff work may be published only as it relates to a class project, course or other school-related activity. *Students, staff, or other individuals may not use the district's web pages to provide access to their personal pages on other servers or online services.*
4. Time sensitive material on web pages should be updated in a timely manner during the school year.
5. Copyright laws apply to web publication. Publishers must have permission to publish information, graphics, or photographs on their pages if the publisher is not the author or creator.
6. The contents of the district's web pages must be consistent with all policies of the district, local, state, and federal laws. Web publications are subject to the same district policies and standards as printed publications.
7. Standard publication information should appear on each page. Name of author, author's district contact information including phone number, extension, and email address, links back to district home page, and date of the last update are required.

D. Permissions and Authority

1. Permission for publication must come from the District Technology Director.
2. Failure to comply with aforementioned standards will result in immediate termination of author's web site. Other possible consequences may result that are in accordance with existing District policies.

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

**BOARD POLICY 409.7
School District Security**

Adopted ___ June 1989 ___

Revised ___ March, 2021 ___

I. GENERAL STATEMENT OF POLICY

The following are general policies to be followed regarding security and these policies should be deviated from only for very important reasons.

- A. Personal Property:
 - 1. Personal property should not be brought to or left in school facilities. An employee is completely responsible for any of their personal property in school facilities.
- B. Securing of School Property:
 - 1. All buildings should be locked when not in use.
 - 2. All rooms should be locked when the employee is not in them.
 - 3. All valuable property easily lost or stolen should be locked in a closet, cabinet, or area that will be difficult to break into. The school vaults may be used as necessary, as room allows.
 - 4. No monies are to be left in desks, drawers, closets, etc. Monies should be turned in immediately to the appropriate office where it is to be receipted. All checks should be stamped when received. Monies may be left in the night depositories.
 - 5. All pieces of equipment are to be tagged and inventoried according to normal procedures. If any equipment is lost, stolen, or disposed of, it is to be taken off the inventory. The building secretaries can brief you on the procedures.
- C. Keys
 - 1. Keys are to be issued only to those people who need them on a daily basis.
 - 2. Keys should be issued only to school employees, unless special permission is obtained from the building principals.
 - 3. If anyone loses keys, they have the responsibility to find them.
 - 4. Keys are not to be duplicated without permission.
 - 5. Keys are not to be loaned to students or non-authorized personnel.
 - 6. Keys must be checked out at the building office and each key is to be recorded.
 - 7. Generally speaking, administrators and custodians are the only ones to have outside door keys.
 - 8. All employees are to check in their keys when they have long breaks in their employment, such as summer or long vacations

9. Keys are not to be left in drawers, lockers, or anywhere except on the employee person.
 10. All spare keys are to be locked in a vault.
- D. Personal Use of Facilities and Equipment
1. Employees are not to use school facilities for personal use. This includes gymnasiums, shops, etc., unless special permission is granted.
 2. Employees are not to take school property home for personal use. Special permission should be requested for taking property home for professional use.
 3. Only the building principal may authorize use of school property for personal or professional use.
 4. Anyone using school property outside o the school building is responsible for any damage that is done to the property.
- E. Securing School Buildings:
1. Custodians are to open school buildings and lock school buildings under normal conditions. The buildings are to be left unlocked only during the times they are in use by the pubic. All inside and outside doors are to be locked at the end of the day.
 2. An employee who enters the building is to see that all doors are securely closed and locked. If students are in the building with an employee, the employee must make sure they enter and leave by one door or check every outside door. Students are to be confined to an authorized area and are not allowed to wander about the building.
- F. Reporting of Theft:
1. All significant thefts must be reported to the police.
 2. The police should be encouraged to prosecute.

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

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

Adopted ___ By Reference ___

Revised ___ December 2022 _____

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. “Covered active duty” means:

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

B. “Covered service member” means:

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

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

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

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

- J. “Veteran” has the meaning given in 38 United States Code section 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave Under Federal Law

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

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

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

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

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

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

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

B. Twelve week Leave under State Law

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

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

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

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

leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.

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

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

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

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

VI. OTHER

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

IV. DISSEMINATION OF POLICY

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

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

Cross References: MSBA School Law Bulletin "M" (Licensed and Non-Licensed School District Employee Leave)

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

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

Adopted ___ By Reference ___

Revised ___ December 2022 _____

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

Abuse does not include actions specifically excluded by Minnesota Statutes 626.5572 Subd. 2.

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

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

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.

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

V. INVESTIGATION

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

VI. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. §13.02 (Government Data Practices; Definitions)
Minn. Stat. Ch. 245A (Human Services Licensing)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. State. §609.221-609.224 (Assault)
Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)
Minn. Stat. §609.235(Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. §609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)

Minn. Stat. §609.341 (Definitions)
Minn. State. §§609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

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

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

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

Adopted ___ By Reference ___

Revised ___ December 2022 _____

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

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

I. GENERAL STATEMENT OF POLICY

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

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

Kevin Grover – Superintendent, (218)-283-2571 ext 1112
1515 11th Street
International Falls, MN 56649
kgrover@isd361.org

Alternate:

Tim Everson – FHS Principal, (218)-283-2571 ext 1104
1515 11th Street
International Falls, MN 56649
teverson@isd361.org

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

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

II. DEFINITIONS

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

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

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

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

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

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

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

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

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

B. Objective and Unbiased Evaluation of Complaints

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

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

D. Confidentiality

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

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

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

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

F. Notice

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

G. Consolidation

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

H. Evidence

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

I. Burden of Proof

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

J. Timelines

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

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

K. Potential Remedies and Disciplinary Sanctions

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

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

IV. REPORTING PROHIBITED CONDUCT

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

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

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

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

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

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

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

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

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

B. Employee Administrative Leave

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

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

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

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

VIII. DISMISSAL OF A FORMAL COMPLAINT

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

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

IX. INVESTIGATION OF A FORMAL COMPLAINT

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

X. DETERMINATION REGARDING RESPONSIBILITY

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

procedures, legal counsel should be consulted.]

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

simultaneously.

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

XI. APPEALS

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

XII. RETALIATION PROHIBITED

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

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

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

XIII. TRAINING

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

investigations and adjudications of formal complaints.

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

XIV. DISSEMINATION OF POLICY

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

XV. RECORDKEEPING

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

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

district must document:

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

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

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

Minnesota Hoist Inspection, Inc.
 PO Box 120
 Mora, MN 55051
 (218) 525 6977
 sara@mnhoistinspection.com



Estimate

ADDRESS	SHIP TO	ESTIMATE # 1675
Mandie Harten	Mandie Harten	DATE 11/16/2023
International Falls School	International Falls School	
District	District	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Equipment Parts	Parts required for repair items. 7x19 1/4" Wire Rope	250	0.85	212.50
	Equipment Parts	Parts required for repair items- QR4 Electric Winch w/Pigtail & Receptacle	2	1,401.16	2,802.32
	Equipment Parts	Parts required for repair items- Aut-O-Loc Gymnasium Safety Strap	6	605.23	3,631.38
	Equipment Parts	Parts required for repair items- Safety Strap Mast Attachment Fitting	6	119.10	714.60
	Equipment Parts	Parts required for repair items- AL3 Clamp Kit for I-Beam 5-8-1/2"	6	193.25	1,159.50
	Equipment Rental	Skyjack 3219 with trailer	4	208.00	832.00
	Equipment Repairs	Equipment repairs pertaining to items of concern- installation of all required parts with testing.	16	120.00	1,920.00
	Per Diem	Per diem based on IRS standard rate.	4	217.00	868.00
	Mileage	For the last 6 months of 2023, the standard mileage rate for business travel will be 64 cents per mile.	477	0.64	305.28

SUBTOTAL	12,445.58
TAX	0.00
TOTAL	\$12,445.58

Accepted By _____ Accepted Date _____

Invoice payment is due within 30 days. . Please be aware that we will charge a late fee of 1.5% interest every 15 days on late invoices

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

BOARD POLICY 606.5
~~Library Media Center Material Selection Review~~
Library Materials

Adopted ___ By Reference ___

Revised **December 2023** _____

I. PURPOSE

The purpose of this policy is to provide direction and to delegate responsibility for selection and reconsideration of library materials.

II. GENERAL STATEMENT OF PURPOSE

The school board recognizes that library materials serve as a vital component of a student's education by enriching the breadth of the curriculum as a whole and meeting the needs and interests of individual students. The purpose of library materials is to meet the needs of all students. Therefore, questions regarding selection and reconsideration of library materials should be handled differently than those concerning textbooks and instructional materials.

To ensure that library materials fulfill this role, the school board delegates to the superintendent or the superintendent's designee responsibility for administering a process for selection of library materials. Responsibility for selection shall rest with professionally trained school district staff, with recognition that the school board has the final authority on selection of library materials. Parents and guardians have the right and the responsibility to determine their children's access to library materials.

[NOTE: The school board may choose to revise the General Statement of Purpose.]

III. DEFINITIONS

A. "Library" is the school district resource that holds the library collection that serves the information and independent reading needs of students and supports the curriculum needs of teachers and staff. The term "library" includes a school library media center. The term also includes access to electronic materials.

For school districts with multiple school buildings, the term "library" refers to the resource within a specific school building.

Minnesota Statutes, section 124D.901, states that a school district or charter school library or school library media center provides equitable and free access to

students, teachers, and administrators and that a school library or school library media center must have the following characteristics:

1. ensures every student has equitable access to resources and is able to locate, access, and use resources that are organized and cataloged;
2. has a collection development plan that includes but is not limited to materials selection and deselection, a challenged materials procedure, and an intellectual and academic freedom statement;
3. is housed in a central location that provides an environment for expanded learning and supports a variety of student interests;
4. has technology and Internet access; and
5. is served by a licensed school library media specialist or licensed school librarian.

[NOTE: The school board may add a sentence that incorporates the term(s) used to identify libraries in the school district, such as “The school district’s libraries are commonly referred to as _____.”]

- B. “Library collection” consists of the library materials made available to students.
- C. “Library materials” are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a school building or through access to electronic materials. This term does not include materials made available to students as part of the curriculum.
- D. “Library media specialist” is a teacher holding a Library Media Specialist teaching license issued by the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students and staff in a library. A library media specialist is authorized under Minnesota Rules to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching, and to administer media center operations, programming, and resources.

[NOTE: The specific titles of the school district’s library staff should be used for this definition and substituted for “library media specialist” throughout this model policy.]

IV. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

- A. The school board recognizes the expertise of the school district’s professional staff and the vital need of such staff to be responsible for selection of library materials.

- B. While recommendations by administrators, faculty members, students, parents, and other community members may be considered, the final responsibility for selection of library materials shall rest with the library media specialist.

IV. SELECTION OF LIBRARY MATERIALS

- A. Selection Criteria: The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:
1. Library materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses;
 2. Library materials shall be chosen to enrich and support the curriculum as well as to promote reading for pleasure by responding to the personal needs and interests of student users;
 3. Library materials shall not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;
 4. Library materials shall be appropriate to and reflect the needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity, and needs and interests of the students for whom the materials were selected;
 5. Library materials shall meet high standards of quality in one or more of these categories (presented alphabetically):
 - a. Artistic quality and/or literary style;
 - b. Authenticity;
 - c. Critical thinking;
 - d. Educational significance;
 - e. Factual content;
 - f. High interest for intended audience; and
 - g. Readability.
 6. The selection of library materials shall conform to the constraints of the school district budget.

[NOTE: Before adopting selection criteria, the school board is strongly encouraged to consult with the licensed library media specialist, who possesses professional expertise and experience in selecting appropriate library materials. The school board may choose to adopt selection criteria specifically designed for each school building.]

[NOTE: A school board may choose to adopt similar selection criteria for classroom library materials, with the classroom teacher making selection decisions. If a school board chooses to address classroom libraries, the board can decide whether to follow the reconsideration process in this model policy or to create a different process for classroom library materials.]

- B. The library media specialist shall consult sources and specialists experienced in library materials collections appropriate for the building's students and that are reputable, experienced, unbiased, and professionally trained in school library materials.

[NOTE: The school board may choose to identify specific sources and specialists that satisfy this paragraph.]

- C. The superintendent or the superintendent's designee shall be responsible for keeping the school board informed of progress on review and selection of each building's library materials.
- D. Library materials that are outdated, inaccurate, no longer useful for curricular support or reading enrichment, or have not been utilized for an extended period of time may be removed. Library materials that are in poor physical condition may be removed or replaced as determined by the library media specialist or the principal.
- E. Gifts and Donations of Library Materials

Materials offered for donation or gifted to a school library may be accepted if they comply with the library collection selection criteria and approved by the library media specialist. The school district's libraries welcome donations of books and other resource materials from individuals and organizations, but also reserve the right to decline to accept library materials that do not meet the criteria for selection. In addition, financial donations to benefit school district's libraries will be accepted with the understanding that funds will be used to purchase materials that are needed for libraries based on the needs of the individual schools.

V. INDIVIDUAL STUDENT ACCESS TO SPECIFIC LIBRARY MATERIAL

A parent or guardian may request that access to specific material in the library materials collection be restricted from their student. The school shall take reasonable steps to fulfill this request. This type of request will not result in removal of specific library collection material from the library or restrictions upon any other student accessing specific library materials.

VI. RECONSIDERATION OF SPECIFIC LIBRARY MATERIAL

- A. The school board seeks to uphold students' access to library materials that meet the educational goals and selection criteria set forth in this policy.
- B. A school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of

appropriateness. Access to the material in question shall not be restricted until the procedures listed below have been fully completed and a decision to remove or restrict the materials has been made.

[NOTE: The school board may decide whether to allow a building principal to remove library materials pending completion of the reconsideration process.]

C. Informal Request for Reconsideration of Specific Library Material

1. Requests for reconsideration of specific library material shall be directed to the library media specialist and the building principal. The building principal and the library media specialist shall assume responsibility for processing the request on an informal basis.
2. The building principal and/or the library media specialist shall provide an explanation to the individual who submitted the request. The explanation shall include the particular selection criteria that the material in question met in order to be included in the library as curriculum support or as an independent reading choice for students in the building.
3. If the request is not resolved informally, the principal shall submit a report on the matter to the superintendent or the superintendent's designee. The requestor will have an option to initiate a Formal Request for Reconsideration.

D. Formal Request for Reconsideration of Specific Library Collection Material

1. A Formal Request for Reconsideration of specific library material is initiated upon submission of a completed *Formal Request for Reconsideration of Specific Library Collection Material* form. The form must be completed in its entirety for each work that is subject to a request for reconsideration. The principal shall notify the superintendent or the superintendent's designee and the library media specialist of receipt of a completed Formal Request form.

If specific library material is the subject of a Formal Request for Reconsideration and a final decision is made to retain the specific library material, then the specific library material shall not be subject to additional requests for reconsideration for three years following the date of final resolution of the initial Formal Request for Reconsideration.

2. On an annual basis, the Superintendent or the superintendent's designee shall appoint a Library Materials Review Committee (Review Committee). This committee shall include:
 - a. One member of the school district administration
 - b. One principal
 - c. Two teachers

- d. One library media specialist (or district media specialist or public librarian if the school district does not have a library media specialist)
- e. Two members of the school district community with no direct connection with the request for reconsideration
- f. Two student representatives (as appropriate to the specific request).

[NOTE: This list of Review Committee members is an example. The school board may alter this list. The school district may decide to create Review Committees for individual schools.]

3. The Review Committee shall establish a date upon which it will discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy.
4. The Review Committee
 - a. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material;
 - b. shall examine the specific library material as a whole;
 - c. shall examine the specific library material as to its conformance with the criteria for selection of library materials; and
 - d. shall submit a written report to the superintendent or the superintendent's designee containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.
5. The superintendent or the superintendent's designee shall inform the requestor and the school board of the Review Committee's decision. The requestor may appeal the Review Committee's decision to the superintendent or the superintendent's designee by submitting a written appeal to the superintendent or the superintendent's designee within fourteen (14) days of submission of the Review Committee's decision to the requestor. The superintendent or the superintendent's designee shall provide a written decision on a requestor's appeal within a reasonable time period.

[NOTE: The school board can decide whether to allow appeal of a Review Committee decision to the superintendent or the superintendent's designee. If appeal to the superintendent or the superintendent's designee is permitted, the school board may direct the superintendent or the superintendent's designee to craft an appeal process or the board may choose to create the process itself.]

6. The requestor shall have the right to appeal the decision of the superintendent or the superintendent's designee to the school board.

[NOTE: The school board may decide whether to allow an appeal of a Review Committee decision directly to the school board or whether the appeal to the superintendent or the superintendent's designee is a required intermediary step. If appeal to the school board is permitted, the school board may direct the superintendent or the superintendent's designee or designee to craft an appeal process or the board may choose to create the process itself.]

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (School Board Responsibilities)
Minn. Stat. § 124D.901 (Public School Libraries and Media Centers)
Minn. Rules Part 8710.4550 (Library Media Specialists)
Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 853 (1982)
Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624, 642 (1943)

Cross References: MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)



ASHLEY KOSTIUK

Paraprofessional

CONTACT

PHONE:
218-244-1248

EMAIL:
ajkostiuk@isd361.org

ISD #361
School Board
1515 11th St.
International Falls, MN 56649

Dear Members of the ISD#361 School Board,

My name is Askley Kostiuk and I work as a paraprofessional at Falls Elementary while also pursuing my Teaching License through BSU DLITE program. Working at Falls Elementary is my passion and that is evidenced by my pursuit to obtain my teaching license/certification. While pursuing my passion in education, I also have stage 4 metastatic breast cancer. At the end of November of this year, Superintendent Kevin Grover notified me that I have used all my allotted leave and sick days for the 2023-2024 school year from treatments, infusions, and appointments. However, my oncologist recommends that I continue to work, not only because I'm physically able, but because working improves my morale, and, more importantly, because I love the work I do and the people I work with.

It is very important to me to be able to maintain my status as a full-time employee while also managing the realities of a critical illness. Please consider the following:

- I will work any duties needed. Bathroom, recess, lunchroom, resource room. Anywhere that needs help, I make myself available.
- I have more years than my seniority reflects, as I worked from 2010-2013 at West End Elementary.
- I am halfway through my BSU DLITE program working to be an Elementary Teacher.
- Experience through coaching, Personal Care Assistant, teaching swimming lessons, and other work with specials needs makes me an asset as an employee.

The burden of cancer will not stop my passion for work and especially for the students. Please consider reasonable options for me to maintain my work for ISD#361 while requiring additional leave and sick time to receive important care.

Sincerely,

Ashley J Kostiuk



2022–23 Combined World’s Best Workforce (WBWF) Summary and Achievement and Integration (A&I) Progress Report

Please use this template as an internal tool to gather information. Responses should be submitted electronically in the **Combined 2022-23 WBWF and A&I Annual Summary & Progress Report**. Each Minnesota district or charter has received an individual link to this electronic form. You can copy your responses from this template into the form.

District or Charter Name: International Falls Public Schools

WBWF Contact: Kevin Grover

A&I Contact: Type response here

Title: Superintendent

Title: Type response here

Phone: (218)-283-2571

Phone: Type response here

Email: kgrover@isd361.org

Email: Type response here

Did you have a Minnesota Department of Education (MDE) approved A&I plan implemented in the 2022–23 school year (SY)?

Yes No

What year of your Achievement & Integration plan are you reporting on?

Year 1 (3-year plan spans 2023–25 SY)

Year 3 (3-year plan spans 2021–23 SY)

Did you have a Racially Identifiable School (RIS) in the 2022–23 SY?

Yes No

This report has three parts:

1. **WBWF:** Required for all districts/charters.
2. **A&I:** Required for districts that were implementing an MDE approved A&I plan during the 2022–23 SY. No charter schools should complete this section.
3. **Racially Identifiable School:** Required for districts that were implementing an MDE approved A&I plan for Racially Identifiable Schools during the 2022–23 SY. No charter schools should complete this section.

Please ensure the WBWF leadership and A&I leadership collaborate within your district when completing this report.

World's Best Workforce

Annual Report

WBWF Requirement: For each school year, the school board must publish a report in the local newspaper, by mail or by electronic means on the district website.

A&I Requirement: Districts must post a copy of their A&I plan, a preliminary analysis on goal progress, and related data on student achievement on their website 30 days prior to the annual public meeting.

Provide the direct website link to the district's WBWF annual report. If a link is not available, describe how the district disseminates the report to stakeholders:

Provide the direct website link to the A&I materials:

Annual Public Meeting

These annual public meetings were to be held in the fall of each school year. Report on this measure for the 2022–23 SY.

WBWF Requirement: School boards are to hold an annual public meeting to communicate plans for the upcoming school year based on a review of goals, outcomes and strategies from the previous year. Stakeholders should be meaningfully involved, and this meeting is to occur separately from a regularly scheduled school board meeting.

A&I Requirement: The public meeting for A&I is to be held at the same time as the WBWF annual public meeting.

Provide the date of the school board annual public meeting to review progress on the WBWF plan and Achievement and Integration plan for the 2022-23 SY:

Goals and Results

All Students Ready for School

Does your district/charter enroll students in Kindergarten? If no, please skip to the next goal.

Goal	Result	Goal Status
<ul style="list-style-type: none"> 84% of kindergarteners participate in FES school readiness program (preschool). We had a drop from the Covid masking situation to a 65% level last year so carrying goal forward to hopefully get back on track 	47 out of 68 students attended preschool at FHS that now attend Kindergarten for a rate of 69.1 %.	<u>X</u> Goal Not Met (one-year goal)

All Students in Third Grade Achieving Grade-Level Literacy.

Goal	Result	Goal Status
<ul style="list-style-type: none"> 64.6% of current 3rd grade students at FES will meet or exceed the 3rd grade MCA reading assessment in the spring of 2023, an increase of 5% from 2022. 	32 out of 68 3 rd grade students were proficient in Reading in FY 23 for a rate of 47.1%, slightly lower than the state average of 48%.	<u>X</u> Goal Not Met (one-year goal)

Repeat table for additional third-grade literacy goals as appropriate.

Close the Achievement Gap(s) Between Student Groups

Goal	Result	Goal Status
<ul style="list-style-type: none"> FES special education students will increase from 25.0% proficient in Math in 2022 to 28.0 % proficient in 2023 on the MCA. (Statewide 23.8%) FHS special education students will increase from 28.2% in 2022 to 31.2% proficient in 2023 on the Math MCA. (Statewide is 23.8%) 	<p>8 out of 36 students were proficient for a rate of 22.2% compared to the state's 24.6%.</p> <p>7 out of 39 students were proficient for a rate of 17.9% compared to the state's 24.6%.</p>	<u>X</u> Met Some (multiple goals)

Goal	Result	Goal Status
<ul style="list-style-type: none"> ▪ FES special education students will increase from 17.9% proficient in Reading in 2022 to 20.9% proficient in 2023 on the MCA. (Statewide 25.7%) ▪ FHS special education students will increase from 31.0% in 2022 to 34.0% proficient in 2023 on the Reading MCA. (Statewide is 25.7%) ▪ FES American Indian students will increase from 30.0 in 2022 to 33.0% proficient in 2023 on the Math MCA. (Statewide is 23.2%) ▪ FHS American Indian students will increase from 24.0% in 2022 to 27.0% proficient in 2023 on the Math MCA. (Statewide is 23.2%) ▪ FES American Indian students will increase from 45.0% in 2022 to 48.0% proficient in 2023 on the Reading MCA. (Statewide is 32.9%) ▪ FHS American Indian students will increase from 41.7% in 2022 to 44.7% proficient in 2023 on the Reading MCA. (Statewide is 32.9%) 	<p>3 out of 37 students were proficient for a rate of 8.1% compared to the state’s 25.7%.</p> <p>8 out of 34 students were proficient for a rate of 23.5% compared to the state’s 25.7%.</p> <p>8 out of 17 students were proficient for a rate of 47.1% compared to the state’s 24%.</p> <p>3 out of 22 students were proficient for a rate of 13.6% compared to the state’s 24%.</p> <p>8 out of 17 students were proficient for a rate of 47.1% compared to the state’s 32.3%.</p> <p>11 out of 27 students were proficient for a rate of 40.7% compared to the state’s 32.3%.</p>	

Repeat table for additional achievement gap goals as appropriate.

All Students Career and College-Ready by Graduation

Goal	Result	Goal Status
<ul style="list-style-type: none"> ▪ All current 8th grade students will complete a 4 year plan while registering for 9th grade. 	<p>Students completed the 4 year plan as part of registration.</p>	<p><i>Check one of the following:</i></p> <p><input checked="" type="checkbox"/> Met Some (multiple goals)</p>

Goal	Result	Goal Status
<ul style="list-style-type: none"> ▪ International Falls will score the 22.8 composite for 2022-23 school year on ACT. (District composite for 2021-22 was 21.8) 	ISD 361 ACT composite score for FY 23 was 19.4.	

Repeat table for additional career and college readiness goals as appropriate.

All Students Graduate

Goal	Result	Goal Status
<ul style="list-style-type: none"> ▪ International Falls' students will have a 90% or higher graduation rate for 2022. (Data lags - district graduation rate in 2021 was 83.3% to the states 83.3%) 	International Falls had a FY 22 graduation rate of 85.1% compared to the state's 83.6%.	<u>X</u> Goal Not Met (one-year goal)

World's Best Work Force WBWF Plan



2023 - 2024

International Falls Public School District

ISD #361

Adopted: December 18, 2023

ISD #361: INTERNATIONAL FALLSPUBLIC SCHOOL DISTRICT World's Best Work Force (WBWF) Plan

School District #361 Mission Statement

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

Overview & Requirements for WBWF Plan

A School District must set SMART Goals:

Specific
Measurable
Attainable
Results-Oriented
Time-Bound

Goals & Benchmarks MUST be focused on Progress from Pre-K to Post-Secondary, including:

- #1. *Ready for K*
- #2. *Read Well by Gr. 3*
- #3. *Closing the Achievement Gap in Student Subgroups*
- #4. *100% Graduation Rate*
- #5. *Career & College Readiness*

Assessment Measures MUST include at least the following Five (5) Elements:

- 1) *MCA's (Minnesota Comprehensive Assessments)*
- 2) *NAEP (National Association of Education Progress)*
- 3) *Size of Academic Achievement Gap by Student Subgroup*
- 4) *Actual Graduation Rate*
- 5) *Career & College Readiness (as defined in MS 120B.30, Subdivision 1)*

District & Site Goals

FES Trend Data

Reading

Math

School Year	Assessment Result
2022 -23 (This was our first year using Fast)	60.00% Starting Value

School Year	Assessment Result
2022 -23 (This was our first year using Fast)	61.00% Starting Value

FHS Trend Data

Reading

Math

School Year	Assessment Result
2019-20	N/A (Covid)
2020-21	54.99%
2021-22	54.75%
2022-23	55.8%

School Year	Assessment Result
2019-20	N/A (Covid)
2020-21	69.33%
2021-22	70.48%
2022-23	73.8%

District-Wide Goals

Our district's student achievement goal is to improve student academic performance. This focus is determined on a yearly basis. We have an elementary site and a high school site which will each have a specific site goal. Teachers instructing in both buildings will be considered part of the building in which they attend team meetings with regards to compensation for site goal. Our goal for 2023-24 is focused on individual student growth using the Star scores.

Falls High School Goal

FHS Site Goal:

We will assess all students that attended Falls High School both 1st and 2nd semester using the Star Reading and Math assessments.

The percentage of all students in grades 6-10 at Falls High School who meet or exceed the 40% Spring Cut Score on the Star Assessment in reading will increase from 55.8% in fiscal 23 to 56.8% in fiscal 24.

The percentage of all students in grades 6-10 at Falls High School who meet or exceed the 40% Spring Cut Score on the Star Assessment in math will increase from 73.8% in fiscal 23 to 74.8% in fiscal 24.

Falls Elementary School Goal

FES Site Goal:

FAST

We will assess all students that attended Falls Elementary both 1st and 2nd semester using the Star Reading and Math assessments.

The percentage of all students in grades 2-5 at Falls Elementary School who are in the “low risk” and “college pathway” categories on the FAST aReading standardized assessment will increase from 60.0% in spring 2023 to 61.0% in spring 2024.

The percentage of all students in grades 2-5 at Falls Elementary School who are in the “low risk” and “college pathway” categories on the FAST aMath standardized assessment will increase from 61.0% in spring 2023 to 62.0% in spring 2024.

Goal #1: Ready for K

- 84% of kindergarteners participate in FES school readiness program (preschool). We had a drop from the Covid masking situation to a 65% level two years ago and 69% last year so carrying goal forward to hopefully get back on track
- Improve learning readiness for Kindergarten.
 - All day section of Preschool 5 days / week for 4-year-olds.
 - Half day sessions for 4-year old Preschool.
 - Half day sessions for 3-year-old Preschool.
 - All day sessions 3 days per week (4 year olds)
 - All day sessions 2 days per week (3 year olds)

Goal #2: Close the Achievement Gap in Student Sub Groups

- FES special education students will increase from 22.2% proficient in Math in 2023 to 25.2% proficient in 2024 on the MCA. (Statewide 24.4%)
- FHS special education students will increase from 17.1% in 2023 to 20.1% proficient in 2024 on the Math MCA. (Statewide is 24.4%)
- FES special education students will increase from 8.1% proficient in Reading in 2023 to 11.1% proficient in 2024 on the MCA. (Statewide 25.6%)
- FHS special education students will increase from 25.0% in 2023 to 28.0% proficient in 2024 on the Reading MCA. (Statewide is 25.6%)
- FES American Indian students will increase from 47.1% in 2023 to 50.1% proficient in 2024 on the Math MCA. (Statewide is 23.6%)
- FHS American Indian students will increase from 12.0% in 2023 to 15.0% proficient in 2024 on the Math MCA. (Statewide is 23.6%)
- FES American Indian students will increase from 47.1% in 2023 to 50.1% proficient in 2024 on the Reading MCA. (Statewide is 31.9%)
- FHS American Indian students will increase from 36.7% in 2023 to 39.7% proficient in 2024 on the Reading MCA. (Statewide is 31.9%)

- FES Free/Reduced Priced lunch students will increase from 39.1% in 2023 to 42.1% proficient in 2024 on the Reading MCA. (Statewide is 33.3%)
- FHS Free/Reduced Priced lunch students will increase from 44.6% in 2023 to 47.6% proficient in 2024 on the Reading MCA. (Statewide is 33.3%)
- FES Free/Reduced Priced lunch students will increase from 39.1% in 2023 to 42.1% proficient in 2024 on the Math MCA. (Statewide is 26.8%)
- FHS Free/Reduced Priced lunch students will increase from 23.9% in 2023 to 26.9% proficient in 2024 on the Math MCA. (Statewide is 26.8%)

Goal #3:	100% Graduation Rate
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- International Falls' students will have a 90% or higher graduation rate for 2022. (Data lags - district graduation rate in 2022 was 85.1% to the states 83.6%)

Goal #4:	Career & College-Readiness
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- All current 8th grade students will complete a 4 year plan while registering for 9th grade.
- International Falls will score the 20.4 composite for 2023-24 school year (District composite for 2022-23 was 19.4)

Students in Gr. 8-12 will be assisted in preparing for life beyond high school through:

- Career Exploration
- ASVAB Test → Gr. 11
- ACT / SAT Test → Gr. 11 & 12 (Taken on an Individual Basis as Necessary)
- PSAT Gr 11

Process for the Assessment & Evaluation of Student Progress
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Meeting State & Local Academic Standards

Demographics for PreK-12 Students by Sub Group for International Falls Public School District is as follows: (Data from MDE School Report Card 2021)

<u>Student Population Sub Group</u>	<u>% of Total Student Population</u>
Free / Reduced Hot Lunch	43.1 %
Special Education	19.8%
English Language Learner (ELL)	0.1%
American Indian / Alaskan Native	9.4 %

Asian / Pacific Islander	0.1 %
Hispanic	1.6 %
Black (Not of Hispanic Origin)	0.4 %
White (Not of Hispanic Origin)	85.1 %
Two or more Races	3.1%

Students at International Falls Public Schools take Assessments to determine Student Progress in specific content areas, including the following:

<u>Grade Level</u>	<u>Assessment</u>	<u>Content Area Assessed</u>
Gr. 4, 8, 12	NAEP (National Assessment of Education Program)	Reading, Math, & Science
Gr. 3, 4, 5, 6, 7, 8	MCA - III	Reading & Math
Gr. 10	MCA - III	Reading
Gr. 11	MCA - III	Math
Gr. 5, 8, 10	MCA - III	Science
Gr. K-12 ELL Students	Test of Emerging English Listening Learners	Oral Language
Gr. 3-12 ELL Students	Test of Emerging English	Reading & Writing
Gr. 3, 4, 5, 6, 7, 8, 11	Math Test for English Language Learners	Math
Gr. K-10	Star Reading and Math	Reading & Math
Preschool	IGDI	Literacy & Number Skills
Gr. 6, 9, 12	MSS (Minnesota Student Survey) [Every 3 rd Year]	At-Risk Behaviors
Gr. 11	ASVAB (Interest Inventory / Aptitude Test)	Career & College Readiness
Gr. 11	PSAT	Post-Secondary Planning
Gr. 11 & 12	ACT / SAT	College Readiness
Gr. 11, 12	AP (Advanced Placement for College Courses)	English, Reading, Math, & Science

Group - ACT

Group	Year	Composite		Math	Science	STEM	English	Reading	Writing	ELA
		Valid Number	Mean Score							
INTERNATIONAL FALLS INDEPENDENT SCHOOL DISTRICT 361	2022 - 2023	27	19.4	19.7	20.6	20.3	16.6	20.7	5.7	17.2
INTERNATIONAL FALLS INDEPENDENT SCHOOL DISTRICT 361	2021 - 2022	26	21.8	21.3	22.4	22.1	20.0	22.9	6.8	20.4
INTERNATIONAL FALLS INDEPENDENT SCHOOL DISTRICT 361	2020 - 2021	63	20.2	20.8	20.8	21.0	17.8	20.7	6.1	18.4

Strengths of Instruction & Curriculum

STRENGTHS

Instruction

Curriculum

Learning Stations / Centers
 School-wide Title I (Gr. K-5)
 Literacy instruction based on Science of Reading
 Aligning curriculum in Professional Learning Communities (PLCs)
 Weekly 1 Hour Early Out Staff Development Time
 Q-Comp provides Mentoring & PLC Time by focusing on a specific content area (e.g. Reading)

Preschool Program for 3-year olds & 4-year olds.
 Math Expressions used in Preschool.
 Core Reading Program used in Preschool.
 Schoolwide Interventions for Reading
 Myriad number of Career & Technical Education Classes
 College in the High School Courses

PBIS (Positive Behavior Intervention Supports) for PreK-12 (Proactive rather than Reactive)
Devoted staff

1-1 Technology (Ipad for K-2)
1-1 Technology (Chromebooks for grades 3-12)
PreK – 5 staff are trained in LETRS

Prolific – Tracking data for use with PLC
FastBridge

Ojibwe & Spanish Offerings
Journey's literature curriculum at FES
Member of Applied Learning Institute (Computer & Industrial Tech Labs are State-of-the-Art)
STAR & Fastbridge screening for Reading, Math & SEL
Concurrent Enrollment Classes for High School & College Credit (Lake Superior College & Bemidji State)
Reading Horizons Phonics and Phonemic Awareness@FES

Weaknesses of Instruction & Curriculum

<u>WEAKNESSES</u>	
<u>Instruction</u>	<u>Curriculum</u>
Differentiation is Difficult if there is not enough time to look at Student Data and plan instruction	Less Emphasis on Science Standards in the past
Access to Resources & Professional Development Opportunities is Limited due to Location	Amount on staff plates keeps growing
Very Difficult to get Highly Qualified Licensed Teachers to Apply for Teaching Positions due to Location	

Evaluation of Effectiveness of Instruction & Curriculum

International Falls School District, ISD #361, currently has **894 students** in Gr. K-12. The Elementary School has an enrollment of **393 students** for k-5 & the high school serves **501 students in grades 6-12**. Falls Elementary also houses and runs a Preschool Program which would increase their numbers.

The International Falls Public School District is a long-established school system with a proud history of both academic and athletic achievements. The schools are located in International Falls, Minnesota, which is the county seat of Koochiching County. Geographically, the District includes an area of 491 square miles. International Falls has a population of approximately 6,500, while Koochiching County has 13,300 residents; approximately 10,000 people live within the School District. There are **67 Licensed Teaching Staff**, **34 Paraprofessionals**, and **30 Support Staff Members**. The majority of licensed staff holds advanced degrees.

School District facilities are comprised of:

- o Falls Elementary Gr. Pre-K - 5
- o Falls High School Gr. 6 - 12, Community Education, District Offices
- o ALC space at Backus Community Center

- o Indoor Swimming Pool
- o All-weather Track
- o Baseball and Softball Fields
- o Football Stadium
- o Indoor Ice Arena

The community serves as a residential location for people employed in a variety of professions. Packaging Corporation of America serves as a primary employer within the area. International Falls is a major international border crossing and has customs and immigration offices, as well as a Border Patrol station serving traffic between Minnesota and Ontario, Canada. Situated adjacent to Voyageurs National Park and not far from the Boundary Waters Canoe Wilderness Area, International Falls has a large fishing and tourism industry. The geography of the area serves a number of recreational opportunities.

<u>Population</u>	<u>Koochiching County</u>	<u>State of Minnesota</u>
Age 5 & Under	4.0 %	5.9 %
Age 18 & Under	17.7 %	23.1 %
Age 65 & Over	27.7 %	16.7 %
Distribution of People of Color	6.4 %	18.36 %
Unemployment Rate	3.3 %	2.8 %
Median Household Income	\$52,297	\$73,382
Median Value of Homes	\$115,500	\$235,700
Population in Poverty (All Ages)	11.6 %	9.3 %
High School Graduation Rate (25 & under)	92.7 %	93.4 %

*Census Reporter

Our district is a Q-Comp District and we find the program to be valuable for our goals of team building, mentoring new teachers, professional development, observation of fellow educators, and helping to focus on growth goals. The District has embedded PBIS and is seeing encouraging responses.

Strategies & Best Practices

- 2 Social Worker + 1 Elementary Principal → Truancy Team
- 1 Counselor
- 2 Family/Home Interventionists
- 1 Mental Health Assistant
- Dean of Students
- Flexible Scheduling for Credit Recovery (CR)
- Online Classes for Credit Recovery (CR) @ Northern Star Online
- Online CR Summer School
- ESY Sped Students
- ELL Program
- Planning and Implementation Grant (5 year grant to focus on reducing alcohol use by teens)
- College in the School Program (CIS)
- Alternative Learning Center

Areas of Focus for 2023 - 2024 School Year Include:

- Tier II and III instruction continued at FES and Tier II at FHS. "WIN" (What I Need) Intervention block implemented at FES
- Continued effort put into continuing and improving our PBIS program
- Early out every Wednesday to focus on PBIS, analyze data, work on LETRS (FES), and Structural Literacy. FHS is using this time to identify struggling students and implementing interventions.

- Provide paraprofessional assistance for Preschool classrooms as well as to assist Tier II & III student populations.
- Continue to utilize universal screening measures to assist with Tier placement.
- STAR & Fastbridge for universal screening and progress monitoring.
- Early Out meetings weekly to review best practice instructional strategies based on student data. These meetings are also necessary for placing students into appropriate tier populations. These meetings are necessary to engage teachers in active dialogue about student progress and needs. These conversations allow time to talk about the “whole” child.
- Grade level data meetings
- With the implementation of the RTI model struggling students receive both the core instruction as well as additional instruction within the appropriate Tier location (Tier II / III). “WIN” time.
- Explicit systematic instruction aligned with the Science of Reading
- Maintain low student to teacher ratios for Tier II & III student populations. Tier II: 1:5 or 1:6, Tier III 1:3.
- Continue our “College in the School” (CIS) opportunities for College Credit.
- Continue Applied Learning Institute (ALI) Classes for High School Students.
- Wellness Committee has a goal of supporting staff to make sure they are able to support our students. The goal is to have at least 1 act of appreciation for all staff on a monthly basis. The committee also meets monthly.

Student Outcomes on MCA Reading, Math, & Science assessments indicate student achievement levels compared to state averages as follows:

MCA Math Average 2023								
Grade	International Falls District-Wide Math Average	Total % Proficient			State of Minnesota	Math Average		
		<u>40.3%</u>				<u>46.0%</u>		
	Exceeds	Meets	Partially Meets	Does NOT Meet	Exceeds	Meets	Partially Meets	Does NOT Meet
Gr. 3	23.5%	42.6%	17.6%	16.2%	23.5%	36.2%	18.2%	22.1%
Gr. 4	25.4%	28.6%	23.8%	22.2%	26.2%	31.5%	16.5%	25.9%
Gr. 5	0.0%	36.4%	27.3%	36.4%	12.5%	32.4%	24.6%	30.4%
Gr. 6	9.6%	16.4%	32.9%	41.1%	14.2%	25.9%	24.0%	36.0%
Gr. 7	6.3%	19.0%	36.5%	38.1%	13.1%	27.2%	28.7%	31.0%
Gr. 8	22.4%	19.0%	20.7%	37.9%	15.6%	25.2%	24.8%	34.4%
Gr. 11	0.0%	23.1%	28.2%	48.7%	11.9%	24.4%	23.2%	40.5%

MCA Reading Average 2023								
Grade	International Falls District-Wide Reading Average	Total % Proficient			State of Minnesota	Total % Proficient		
		<u>50.8%</u>			Reading Average	<u>50.5%</u>		
	Exceeds	Meets	Partially Meets	Does NOT Meet	Exceeds	Meets	Partially Meets	Does NOT Meet
Gr. 3	16.2%	30.9%	17.6%	35.3%	11.2%	36.8%	16.1%	35.9%
Gr. 4	9.2%	43.1%	21.5%	26.2%	13.6%	35.3%	22.4%	28.7%
Gr. 5	7.4%	46.3%	24.1%	22.2%	14.9%	44.4%	19.4%	21.3%

Gr. 6	12.3%	42.5%	24.7%	20.5%	17.8%	36.1%	19.3%	26.8%
Gr. 7	14.1%	23.4%	28.1%	34.4%	12.6%	33.1%	23.2%	31.0%
Gr. 8	14.5%	33.9%	14.5%	37.1%	13.5%	31.7%	21.0%	33.7%
Gr. 10	7.5%	32.5%	32.5%	27.5%	17.1%	35.3%	23.1%	24.5%

MCA Science Average 2023								
Grade	International Falls	Total % Proficient			State of Minnesota	Total % Proficient		
	District-Wide	<u>34.0%</u>			Science Average	<u>39.2%</u>		
	Exceeds	Meets	Partially Meets	Does NOT Meet	Exceeds	Meets	Partially Meets	Does NOT Meet
Gr. 5	5.6%	29.6%	33.3%	31.5%	9.1%	39.3%	22.8%	28.8%
Gr. 8	1.9%	29.6%	24.1%	44.4%	4.0%	23.6%	32.4%	40.0%
High School	2.6%	33.3%	33.3%	30.8%	9.7%	32.2%	26.3%	31.9%

Principal Evaluation

The International Falls Public School District uses the International Falls Principal Development and Evaluation Model developed in 2022 which is adapted from MDE state model. Below is an outline of percentages:

Rubric rating from personal goals 20%

Marzano Rubric rating 45%

Student Growth rating 35%

Teacher Evaluations

<h3>The International Falls Teacher Evaluation / Observation Plan</h3>
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Overall Description

Each member completes 4 self-observations based on Charlotte Danielson. Pre and Post observation meetings are part of each observation. Team Leaders will conduct two evaluation of each team member throughout the year with a pre and post observation and will do one observation for each member of one additional team. Administration also conducts an evaluation of staff on a rotating basis (1 time for each member over 3 year period).

Description of Rubric & System:

We have training to inform new staff of the rubric and process to be used. This training will focus on components of Charlotte Danielson rubrics, processes for documenting observations, inter-rater reliability, and instructive feedback. A specific part of the training will focus on inter-rater reliability by using a video to watch/score the lesson and train on this topic. (Train the Trainer model) Team leaders will work to find ongoing trainings to attend throughout the year and come back and train each other at quarterly leader meetings.

- Pre- & Post-Observation Conferences
 - The pre-observation conference needs to be done at least one day in advance of the observation.
 - The post-observation should be done within one week of the observation.
- Self-Analysis & Reflection
 - This will be done once per quarter.

Teacher observers are trained to use the observation rubrics and give written feedback on the post-observation form. Team leaders will have time at their quarterly release time to compare evaluations to ensure reliability and collaborate.

- Teacher observers will create a formal observation schedule for each person they are observing.
- Deadlines for completing evaluations will be marked on the District Professional Development Calendar.

- Team leaders will be trained to observe other team members' classrooms.
- Team teachers will be responsible for developing an observation evaluation calendar & team meeting calendar

Probationary teachers will be observed three times (3x's) by a school administrator. Initial training will take place prior to the start of the school and will be followed up at in-services throughout the school year. Probationary teachers will also participate in sessions with the Mentor Coordinator.

Position Title	Number of Teachers this Person will Observe	Number of Times per year this Teacher will Observe Each Teacher	Other Evaluation / Observation Responsibilities
Building Administrator	All probationary teachers 1/3 of staff	3 times 1 time	Improvement conferences Pre & post conferences
Learning Team Leader	As determined by amount of members in ATPPS learning teams	2 times per team member and 1 time per team member for paired team	Pre & Post conferences for all formal evaluations

Evaluation / Observation Documents.

- Evaluation / observation rubrics.
- Pre-observation conference forms.
- Post-observation conference forms.
- Self-analysis and reflection forms.
- Other forms, as applicable, to ensure the reviewer is able to completely understand the process.

Charlotte Danielson's Components of Professional Practice to be used in Teacher Evaluations

Component 1C → Selecting Instructional Goals

- Value
- Clarity
- Suitability for Diverse Students
- Balance

Component 2C → Managing Classroom Procedures

- Instructional Groups
- Transitions
- Materials & Supplies
- Non-Instructional Duties
- Supervision of Volunteers & Paraprofessionals

Component 3A → Communicating Clearly & Accurately

- Directions & Procedures
- Oral & Written Language

Component 3B → Using Questioning & Discussion Techniques

- Quality of Questions
- Discussion Techniques
- Student Participation

Component 3C → Engaging Students in Learning

- Representation of Content
- Activities & Content
- Grouping of Students
- Instructional Materials & Resources
- Structure & Pacing

District-Wide Strategies (PreK-12)

Goal #1: Ready for K

- Students are assessed **three times** (3x's) a year (Fall / Winter / Spring) using the STAR Early Literacy and Fastbridge Assessment.
- Preschool students are assessed **three times** (3x's) a year (Fall / Winter / Spring) using Fastbridge
- A community-wide Early Childhood Screening is required before entry into Kindergarten. All enrolling children must be 5 by September 1, been screened, and have required immunizations in place.
- Continue to improve/advertise Kindergarten/pre-school round-up in order to attract and retain student numbers.
- The district offers pre-school classes and is driving to make pre-school more accessible to families in the community whose children hadn't attended due to limited space and / or cost in the past.

Goal #2: Closing the Achievement Gap in Student Sub Groups

- Currently using Fastbridge as a method of screening and progress monitoring students.
- IGDIS assessment for pre-school aged children. Fastbridge assessment data will drive instruction and interventions.
- Continue to maintain the bookroom of leveled materials that was created for use in Tier I, II, and III interventions. Move to using more decodable books aligning practices with Science of Reading.
- Staff will continue implementation of Reading Horizons phonics program for grades K-5.
- Implement Math Expressions
- Continue use of Journey's Curriculum
- Continue with the after school & summer targeted services programs.
- After-school tutoring program for Students in Gr. 6-12.
- Continue technology discussions to continue to move forward with investigation of what technology needs are necessary for 21st century learning.
- Teaming activities

Goal #3: 100% Graduation Rate

- The district has purchased iPads to be utilized within the general, Title, and special education classrooms.
- The leadership team continues to visit other schools in order to observe and bring back best practice strategies.
- Continue to move forward with PBIS staff training and implementation in order to decrease behaviors and increase instructional opportunities.
- Continued support of our ALC to help get enrolled students to graduate.

Goal #4: Career & College Readiness

- Develop & maintain a strong curriculum to prepare students for life-long learning & the World's Best Workforce.
- Increase academic rigor, accountability, & learning opportunities for all students by developing a plan to prepare students for the World's Best Work Force (WBWF).
- Maintain financial stability & an adequate Fund Balance.
- Monitor the District's financial condition while maintaining programs & services at maximum efficiency.
 - Monitor & evaluate the effects of fiscal governance on program effectiveness.
- Work with Legislative Leaders & Government Organizations to address funding, policy, & issues affecting education:
 - Provide Legislative Leaders & Government Organizations with information and data supporting initiatives that affect International Falls Public Schools and Public Education.
 - Invite Legislators to attend a school board meeting and meet with Legislators
- Develop individualized learning plans for all 8th grade students.
 - Guidance Department will initiate learning plans for all prospective 9th grade students with the oversight from their families for grades 9 – 12.
- Career exploration activities conducted by Guidance Department
- Support Office of Job Training programs offered to high school students which includes career assessments.

Department	Planning Year	Budget / Adoption Year	1st School year in Classroom
Science (Pre K - 12)	2022-23	FY 2024	FY 2024
Language Arts(6-12) and Social Studies (Prek-5)	2023-24	FY 2025	FY 2025
Language Arts (Prek-5) and Social Studies (6-12)	2024-25	FY 2026	FY 2026
Math (Prek - 5), Business, Indian Education/Spanish	2025-26	FY 2027	FY 2027
Math (6-12), FACS, Industrial Education	2026-27	FY 2028	FY 2028
PE/Health, Music, Comm Ed, Art, Sped	2027-28	FY 2029	FY 2029
Science (Pre K - 12)	2028-29	FY 2030	FY 2030
Reading (6-12) and Social Studies (Prek-5)	2029-30	FY 2031	FY 2031
Reading (Prek-5) and Social Studies (6-12)	2030-31	FY 2032	FY 2032
Math (Prek - 5), Business, Indian Education	2031-32	FY 2033	FY 2033
Math (6-12), FACS, Industrial Education	2032-33	FY 2034	FY 2034
PE/Health, Music, Comm Ed, Art, Sped	2033-34	FY 2035	FY 2035

Effective Practices Being Used

High-Quality Instruction

Ready for K

Currently, teachers have been trained in STAR Early Literacy/Fastbridge, which provides information to better understand student performance & improve instruction regarding reading readiness.

- 2.0 FTE → Preschool Teachers
- 1.0 FTE → Early Childhood / Family Education (ECFE) Teacher

In addition, Pre-K staff uses a variety of materials to cover the Early Childhood Indicators of Progress. These materials include:

- Splash into PreK Literacy Program
- Visual Phonics
- Math Expressions
- 2nd Step Social Skills curriculum
- Literacy Stations
- Heggerty for PreK



BRONCO PRIDE

PRESCHOOL REGISTRATION!

OPENS ON FEBRUARY 10 FOR CURRENT PRESCHOOL FAMILIES

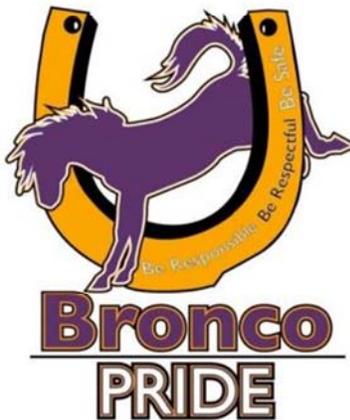
(LIMITED SPOTS AVAILABLE/FIRST COME FIRST SERVE)

REGISTRATION FOR NEW STUDENTS OPENS ON FEBRUARY 17

OPEN HOUSE TOURS WILL BE VIRTUAL OR VIA INDIVIDUAL APPOINTMENT

ALL REGISTRATION WILL BE ONLINE THROUGH GOOGLE FORMS FOUND ON OUR FACEBOOK PAGE

- Splash into Pre K Reading Curriculum
- Everyday Math Curriculum
- Second Step Social Skills Curriculum
- Music and Movement
- Nutritious Snacks Provided
- Science and Exploration
- Language and Literacy
- Positive Behavior Intervention and Supports System



- iPads and Smartboards in every classroom
- Highly Qualified Teachers Specialized in Early Childhood Education

Bus provided in the morning and after school.

*Half day program children can take the bus to school for the morning program and can take the bus home from the afternoon program.

Tuition Fees will be similar to 20-21 fees. Fees are waived based on income eligibility guidelines.

3 yr. olds

Wednesday/Friday: 8:30-11:00

Wednesday/Friday: 12:30-3:00

3 yr. olds

Tuesday & Thursday:

8:30-3:00

4 yr. olds

Monday-Friday: 8:30-3:00

(2 Classes)

*Please be aware we have made some changes to our scheduling options.

FALLS ELEMENTARY SCHOOL

1414 FIFTEENTH AVENUE

INTERNATIONAL FALLS, MN 56649

218,283,2571 OPTION 4

MELISSA TATE

LAURIE HUMBERT

JAIME HELL

218,283,2571 EXT. 1232

218,283,2571 EXT. 1275

218,283,2571 EXT. 1230



ECFE Play & Learn Classes

Our Play & Learn class is open to parents/caregivers AND their children, ages birth through 5 years. All classes have mixed ages. Children and parents spend the first portion of class together, learning through art, music, stories and a variety of developmental activities. Your child will have the opportunity to build relationships with peers and to participate in small and large group activities, free play, teacher-led experiences and a short snack time.

For the remainder of class time, the children's learning experience continues while parents meet together to discuss various parenting topics.

Not only is this a time for you and your young child to bond outside of his or her usual home environment, it is also a time to connect with other parents, talk about concerns, exchange stories and offer/receive advice about the struggles that parents of young children face. This time will allow you to form friendships and a network of support with others who experience the same joys and challenges of parenting that you do.



ECFE Event Planning Committee

Education is a partnership between home and school. We value parent involvement and encourage you to partner with us. That is why the ECFE Event Planning Committee is comprised of both teachers and parents, whose input helps us create a program that meets the needs of its participating families. We work together to plan ECFE events and to brainstorm new ideas for the future in order to keep the classes and events fun and exciting.

We encourage you to consider volunteering to be a representative from your class! New board members are always welcome and greatly appreciated. Also, please feel free to contact the board at any time with questions, concerns and ideas by contacting your class instructor.

Contact Information

You may contact Community Education at any time for general ECFE information or to register for classes at (218) 283-2571 Ext. 1186

Play & Learn Classes

School Readiness Classes

You may also contact the ECFE instructors directly:

ECFE Special Events

Mandi Baron (ECFE Play & Learn Instructor and 3 year old School Readiness Instructor) – Ext. 1273

Missy Walls (4 year old School Readiness Instructor) – Ext. 1267

Kristie LaVigne (3 & 4 year old School Readiness Instructor) – Ext. 1268

Located in

Falls Elementary School



**Building Blocks for
Family & School Success**



What is ECFE?

Early Childhood Family Education (ECFE) classes are designed for any and all families with children ages birth through 5. At ECFE, we understand that you are your child's first and most influential teacher. Our goal is to support you in your child-raising journey and it is our mission to provide the best possible environment for the healthy growth and development of your children.

Goals of ECFE

- ❖ To support children's optimal physical, intellectual, social and emotional development during the important early years of life
- ❖ To encourage parent involvement in children's learning, development and education
- ❖ To promote healthy relationships and effective communication between parents and children
- ❖ To help parents develop informed, realistic attitudes and expectations about raising children
- ❖ To help parents build strong support networks and utilize community resources for families

Please read on about the different classes and activities that ECFE offers to decide what level of involvement is right for you and your family.

ECFE School Readiness Classes

School Readiness Preschool is for children ages 3 to 5. The goal of school readiness is to prepare and support all students in achieving high standards of learning and development before they enter Kindergarten – emotionally, intellectually, physically and socially. Our preschool program includes:

- Reading and Math Curriculum used by ISD 361
- Character Education / Social Skills
- Music & Movement
- Science Exploration
- Language & Literacy
- Technology

Income based tuition options

Class Options:

❖ 3 yr. olds:

- T-Fri...8:30-11:00
- T-Fri...12:30-3:00
- T & Th...8:30-3:00

❖ 4 yr. olds:

- M-Fri...8:30-3:00
- M-W-F...8:30-3:00



ECFE Class Options

Monday..8:30-10:00am

Monday.....6:00-7:30pm

Tuition is \$30 per quarter

+\$15 for an additional child

ECFE Special Events for 2023- 24

Special Note:

All quarterly events are open to the public – enrollment in an ECFE class is not necessary in order to attend.

September.....ECFE Class Registration

October.....Halloween Spooktacular

December.....Stories with Santa

February..... Valentine’s Dance

April.....Easter Eggstravaganza

May.....Fishing with Family

Other Events

Aside from the events listed above, we also have “mini” events that we partake in during scheduled class times, and therefore are only available to children enrolled in ECFE classes. Some examples are:

- Cooking with kids night
- Winter sledding
- Special musical guests
- A visit to the local fire station
- Nature Hike in Voyageurs National Park

Kindergarten through Grade 3: Currently, teachers have been trained in Fastbridge assessments. PreK – Grade 5 staff are going through LETRS training

Assessments

- Fastbridge PreK-5 Fall / Winter / Spring.
- Tier I, II, III Assessments
- Journey’s Comprehensive Reading assessment will be done in the fall and spring of the year (Grades K-5).
- Tier II & III Intervention – Schoolwide “WIN” time
- Teachers are being trained in LETRS

Multi-tiered System of Support

Our district uses the RTI (Response to Intervention) model. In this model, all students receive grade level material in Tier I. Tier II is designed for those students who are identified as slightly below grade level. Tier III is designed for those students who are significantly below grade level. Based on Fastbridge results students are moved within the multi-tiered system.

Pre-K:

Teachers will use data to drive instruction to have all learners meeting Early Childhood Indicators of Progress. For students not meeting the indicators of progress, instruction is modified based upon individual student need.

Kindergarten through Gr. 3:

All students are initially tested using the Fastbridge Assessments.. If results show they are struggling in a specific area, teachers may further screen students using the Diagnostic Phonics Assessments. Based on results from the previously mentioned assessments, all classroom teachers meet to identify those students that score in the at risk categories.

Pre-K through Gr. 3:

For students in preschool through grade 3 we have staff to provide students with Indian Education Tutoring and English as a Second Language (ESL) services. If a student's parent or grandparent is a member of or affiliated with a band or tribe in the United States or Canada and the student is enrolled in the school district, they are eligible for Indian Education Tutoring services. Students focus on basic skills needed to successfully complete daily work and are given the tools they need to succeed in their academic achievement. They are also provided with cultural enrichment programs, help in developing positive self-concepts and confidence. Students also can attend workshops and go on field trips to help in their decision making about post-secondary education, which in turn will help reduce the dropout rate.

Staff members work with general education teachers to pinpoint specific areas of need or intervention. Both programs use the same Tier I, II and III language arts curriculums that students in general education classes, but students in both programs work with staff in a 1:1 setting which allows for an increase in language and linguistic needs for students.

Closing the Achievement Gap in Student Subgroups

- 1.0 FTE → Licensed English Language Learner (ELL) Teacher (Gr. K-12)
- 11.0 FTE → Licensed Special Education (SPED) Teachers (Gr. PreK-12)
 - 6.0 FTE Licensed Teachers (Birth – Gr. 5)
 - 5.0 FTE Licensed Teachers (Gr. 6 – 12)
- 3.2 FTE → Title I Personnel
 - 1.6 FTE Licensed Teachers
 - 1.6 FTE Paraprofessional Aides

Graduation Rate

- According to the North Star Report, the 4 year Graduation Rate for Falls High School for the 2022 Reporting year (FY 23 graduation data) was 85.1%.

Career & College Readiness

- 1.0 FTE → Licensed School Counselor (LSC) dedicated to students in Gr. PreK – 12.
- 2.0 FTE → Licensed Social Worker dedicated to Gr. PreK – 12
- 2.0 FTE Family Home Interventionis dedicated to students and families Prek - 12.
- The *iSEEK* and *O*NE t* Programs are used to begin tracking student goals for Careers or Colleges beginning in Gr. 9-12.

Grade Level Offered	Career & Technical Education (CTE) Courses Offered	Elective Area
Gr. 8	Family & Consumer Science	FACS
Gr. 9, 10, & 11	Life Skills & Parenting	FACS
Gr. 9, 10, 11, & 12	Food & Sport	FACS
Gr. 9, 10, 11, & 12	Textiles & Fashion	FACS
Gr. 9, 10, 11, & 12	Art Metals	Industrial Technology
Gr. 9, 10, 11, & 12	Introduction to Computer Aided Drafting & Design (CADD I & II)	Industrial Technology
Gr. 9, 10, 11, & 12	Introduction to Wood Technology (Woods I)	Industrial Technology
Gr. 9, 10, 11, & 12	Wood Technology, Process, & Design (Woods II)	Industrial Technology

Gr. 9, 10, 11, & 12	Hot Metals I	Industrial Technology
Gr. 9, 10, 11, & 12	Hot Metals II	Industrial Technology
Gr. 9, 10, 11, & 12	Introduction to Desktop Publishing	Business Education
Gr. 10, 11, & 12	Cabinet Making	Industrial Technology
Gr. 10, 11, & 12	Engineering	Engineering
Gr. 10, 11, & 12	C / E MR Graphic Production / Yearbook	Business Education
Gr. 11 & 12	Nutrition for Today	FACS
Gr. 11 & 12	On Your Own	FACS
<u>Grade Level Offered</u>	<u>College in the High School Courses / Concurrent Enrollment</u>	<u>College Credit / College Partner</u>
Gr. 11 & 12	AP (Advanced Placement) English Language Composition	Exam Score may Waive Freshman English
Gr. 11 & 12	English Composition I	BSU
Gr. 11 & 12	English Composition II	BSU
Gr. 11 & 12	World Literature	Lake Superior
Gr. 11 & 12	American Literature of the 19 th Century	BSU
Gr. 11 & 12	Beginning College Algebra	BSU
Gr. 11 & 12	College Algebra	BSU
Gr. 11 & 12	Pre-Calculus	BSU
Gr. 11 & 12	Calculus	BSU
Gr. 11 & 12	Modern European History (To 1815)	Lake Superior
Gr. 11 & 12	Modern European History (From 1815 – Present)	Lake Superior
Gr. 11 & 12	Introduction to Business	BSU
Gr. 11 & 12	Graphic Productions: Design & Layout with InDesign	Mesabi Range
Gr. 11 & 12	Nursing - CNA	Hibbing Community College

Rigorous Curriculum

Ready for K

School Readiness:

Students in the International Falls Public School District ECFE School Readiness **Pre-K Program** who are not proficient in early literacy reading skills receive daily one-on-one support or small group interventions from licensed teachers. PreK teachers are trained in LETRS

Literacy Plan

Currently the district has a Reading Well by Third grade committee who will be doing leg work on best practice strategies for teaching reading to all grade levels Pre K-5. Although it is reading well by third grade the district has chosen to implement initiatives with all grades appropriate.

- The Elementary Principal will continue to provide staff with current research based best practice academic instruction.
- The Elementary Principal plays an active role in communicating with staff, reviewing student data & assisting with various committees to ensure that appropriate research based instruction is occurring.
- The Elementary Principal has formed a Leadership Team that will help develop & implement best practices for all staff. This team does site visits in order to stay current in best practice strategies.

Literacy instruction is a combination of whole/small group and is aligned to the Science of Reading. Teachers are using evidenced based interventions (Fastbridge, UFLI, and others) for identified students. The program components are based on the 5 pillars of structured literacy (Phonemic Awareness, Phonics, Fluency, Vocabulary, and Comprehension):

- Interactive Read-Aloud and Literature Discussion
- Shared Reading
- Writing
- Phonics

- o Spelling

Interventions used at the Elementary Schools in the International Falls Public School include the following:

- o Response to Intervention
- o Differentiated Instruction

Currently, grades Kindergarten through Grade 3 use the following curriculum resources:

- o Fastbridge instructions
- o Literacy instruction aligned with Science of Reading
- o Decodables in each classroom and a book room to supplement differentiated reading instruction.
- o Reading Horizons Phonics series
- o WFLI

Closing the Achievement Gap in Student Subgroups

Title 1

Title I is a federally funded program that ensures that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach -- at a minimum -- proficiency on challenging state academic achievement standards and state academic assessments.

Title I funds in 2023-24 will pay for the following to assist struggling students with Reading & Math:

- o 1.6 FTE Licensed Teachers
- o 1.6 FTE Paraprofessional Aides
- o Administrative Assistance
- o Instructional Supplies
 - Accelerated Reader Site License
- o Staff Development
 - Curriculum alignment
 - Formative assessment

The Title I program is Site-Based & currently serves students in Gr. K – 5.

Special Education

CIMP – Continuous Improvement Monitoring Process

This is a collection & analysis of data with the principle objective of determining special education program quality and compliance. This process is about systemic practice and not intended for individual staff evaluation or specific student review. CIMP is a 5-year cycle and involves review of special education files, correction of any errors found and an onsite review from MDE (Minnesota Department of Education). The Northland Special Education Cooperative serves the International Falls School District and is responsible for the CIMP process involving special education files within the district.

The Special Education Program & services that each child requires is based on an assessment or evaluation. If the student meets the criteria for special education and is in need of special education services, a comprehensive **Individual Educational Plan (IEP)** or **Individual Interagency Intervention Plan (IIIP)** is then written which includes the results of the evaluation, student needs, goals & objectives set by the team, services to be provided, and times & frequency of progress reports.

Students in the International Falls Public School District who are eligible for Special Education Services receive those services through the Northland Special Education Cooperative. Special Services are provided to children (Birth through Age 21) with the following handicapping conditions (see next page):

Special Education Categories

- Early Childhood Special Education
- Autism Spectrum Disorders
- Deaf – Blind
- Emotional or Behavioral Disorders (EBD)
- Deaf & Hard of Hearing
- Developmental Cognitive Disability (DCD)
- Other Health Disabilities (OHD)
- Physically Impaired
- Severely Multiply Impaired
- Specific Learning Disability (SLD)
- Speech or Language Impairments
- Traumatic Brain Injury
- Visual Impairment
- Development Adaptive Physical Education (DAPE)

Program for Developmental Cognitive Disability (DCD)

The secondary program for students with DCD serves students ages twelve (12) through twenty-one (21). This program features concentration on developing skills & abilities in areas including:

- Independent Living
- Vocational Work Experience
- Community Integration
- Functional Academics
- Speech
- Language
- Communication
- Gross & Fine Motor Coordination
- Socio-Behavioral Adaptation

Additionally, supplemental support services are provided based on individual needs. The overall goal of the program for students with DCD is to assist each student in reaching his / her fullest potential.

Program for Specific Learning Disability (SLD)

The purpose of this program is to serve students identified as Learning Disabled through individualized testing by qualified personnel. Referrals are made by teachers, counselors, or parents. Students with SLD may be assisted in the Resource Room or the Regular Classroom. They may be helped during class time with:

- Reading Tests Aloud
- Classroom Assignments
- Other Areas as Deemed Appropriate in the IEP

If necessary, these students may be served in a SLD Class instead of a mainstream class in any academic area in which the student qualifies.

Program for Emotional / Behavioral Disorders (EBD)

The Emotional / Behavioral Disorder Program (EBD) is designed to accommodate and meet the individual needs of students in Gr. 7-12 who are experiencing some behavioral & emotional difficulties in school. Students are referred to the program by parents, classroom teachers, counselors, or the principal. In order for students to qualify for the EBD program, they must first be tested to determine the student's eligibility and educational needs.

The Special Education Department currently serves approximately 18.4 % of the K - 12 student population.

ELL Program (English Language Learner)

International Falls Public Schools offers a comprehensive program of educational services for students who are in the process of learning the English Language (EL). The goals of this program are to:

- Support students within the framework of our regular education programs.
- Provide direct English language instruction necessary for the students to be able to fully participate in all facets of their education.
- Ensure that students have the opportunity to successfully meet educational standards.

- Produce students who can show proficiency on accountability testing within three to six years of entering the program.

English language instruction is based on the WIDA Standards, and addresses the social and academic language needs in the areas of reading, writing, listening, and speaking. For students in levels 2-5, the bulk of language instruction is content-based. As much as possible, the district avoids isolating EL students from their peers. Through service learning and participation in school and extra-curricular activities, every effort is made to assure that EL students have equal, meaningful opportunities in all facets of their education.

Students who qualify for English as a Second Language services are students whose first language is not English. Staff assesses these students to see where the student is performing at and what areas they need help in. Students use a wide range of resources to aid in the development of their oral language skills.

The ELL Program currently serves approximately <u>0.1%</u> (or < 1%) of the K-12 student population.
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Targeted Services

Targeted Services are for students in Gr. K-8. It is a learning-year program and is funded with general education revenue. Instruction is designed to meet individual student learning styles as well as their social and emotional needs. Targeted Services must be a year-round program and occur outside the typical school day. Targeted Services are offered through the Northland Learning Center for the International Falls Public School District.

Instructional Technology

Technology Plan

Mission Statement:

School District #361 Mission Statement

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

School District 361 Vision Statement

Through high quality staff, International Falls School District is a model of excellence in academics, life skills, student activities and district operations.

Technology Mission Statement

The technology mission of the International Falls Public School System is to address the need for all students and stakeholders to be literate and competent in the use of technology.

Technology Vision for the Use of Technology

The technology vision of the International Falls Public School System is to provide a technologically-rich, standards-driven environment that supports all learners and staff and enables them to maximize their personal successes in a rapidly changing world.

Technology Needs Assessment:

ISD 361 utilizes the MDE Technology Survey for assessing not only our technology needs, but our technological proficiency, as well, within the classroom. Please see the **Evaluation** section, part **D**, for details and summary.

Goals & Strategies:

It is often said that a vision is a dream with a plan. It is through intellectualized dreaming, with careful planning, that great things happen. Too often educators are cited for limiting their vision because of their past experiences. However, it is the nature & culture of the International Falls school district to look beyond what has been and dare to create what can be. When educators, with the support of their community, model greatness, enthusiasm, care, and encouragement, students gain the energy to become engaged in the learning process and perform to greater expectations.

The School District #361 technology and mission statements have been developed through a consensus process. The statements and philosophy have been developed through a series of committee meetings and reflect a desire to support the overall mission statement of the International Falls School District.

Students in ISD 361 encounter structured computer use curriculum from kindergarten on up through graduation. Core instruction is required at the elementary level, including keyboarding, along with a variety of online curriculum and assessment tools. This culminates with our mandatory eighth grade Exploring Computers course, ensuring computer literacy of all students. Coursework past this point includes elective courses in desktop publishing, accounting, computer assisted drafting and design, graphic production, and a whole suite of productivity software.

Evaluation:

ISD 361 will continue to implement the MDE Technology Survey for assessing our current state of technological proficiency within the classroom, retaken annually, thereby identifying our weaknesses and strengths. Only certified teachers working directly with students took the survey. Of course, our ultimate goal is for all teachers to consider themselves leaders and fully prepared in all areas of technology.

Level of Skill

By and large, the overall message inferred from the mass of responses is that the teaching staff of ISD 361 uses technology frequently and feels comfortable and prepared to do so. No teachers responded that they are non-users of technology and only 3% indicated novice status. Most declared themselves average, while over a third estimated their abilities to be very good. A handful felt confident enough to accept leadership roles.

Preparedness

By far, teachers felt most prepared to use email and word processing, the two most pervasive and effective means of communication, as well as utilizing Internet resources, with 0% reporting they were not prepared. In contrast, this same group felt they needed the most training with PowerPoint and Excel, however, PowerPoint has a much greater student impact than Excel, which is not a frequently used application. Teachers were comfortable with content specific applications, drill and practice, using online catalogs, and performing online research, with an average of 90% committing to being somewhere between *somewhat* and *fully prepared* to use these resources. Over a quarter felt unprepared to use our integrated learning system, *Compass*, but that has primarily an elementary availability, skewing our K-12 survey results. Of most interest, were the SMART Board results. Even though these tools are used daily and effectively, nearly a quarter of responders said they felt unprepared. Upon further investigation, it was revealed that teachers were very comfortable exercising the skill set they have developed, within its constraints, but wanted to expand it to areas, capabilities, and applications of which they are unfamiliar.

Training Requests

We can break requests down into two areas; applications and resources where teachers reported they specifically don't need training, and the one stand-out where training is sought. Teachers are not interested in further in-service time spent on Internet resources, library catalogs, online research, PowerPoint, word processing, and even spreadsheets, even though the latter was reported as an area where teachers were not prepared. The root of the apparent contradiction is that spreadsheets are not viewed as being terribly useful in many classrooms, especially elementary. Therefore, further study here is not a priority. SMART Boards have proven to be an effective and engaging classroom tool. Teachers use these frequently as a daily lesson plan component. SMART offers many tools, utilities, and functions that teachers have not had opportunity to learn. More SMART Board training is the top teacher request.

Frequency of Use

For those that have a SMART Board, it is used daily, sometimes heavily each day. The data here is misleading, as a number responded they never use a SMART Board, but do not have one in their classroom. The survey, unfortunately, didn't break down responders according to their room appointments. Other daily or weekly used materials include Internet resources and word processing as the most popular. The least utilized, all the way down to never, are library catalogs, online databases, PowerPoint, and online videos.

Methodology of Instruction

Half of the responders indicated the most common delivery of technology in the classroom is a mix of incorporating the whole group during instruction, but, at other times, to involve students in independent endeavors. The remaining half was a near equal split between those exclusively incorporating a whole group approach and those exclusively relying on structuring students to work independently.

Communication Tools

When teachers initiate communication with parents, they prefer e-mail or phone as primary delivery means. Few initiate contact through our student management system & social media avenues are blocked within the ISD 361 network.

Technology Adequacy

When asked a Yes / No question, 74% of teachers indicated that the technology tools they have available allow them to complete their work both efficiently & effectively. Regarding students, this affirmative response drops to 67%. Obviously, this also means that a 1/3 of the teachers feel that technology availability to students is inadequate.

Summary

The good news is that, as a whole, our teaching staff feels prepared and adequately appointed to deliver curriculum and other course content through technology. However, there is room for progress. Clearly, as a district, we must work together to find means to overcome the challenges of providing in-service and workshop sessions for teachers regarding any new technology. In particular, the survey exposed SMART Board training as an area where over half of responders reported they wanted more training.

Best Practices:

Technology Objectives for Learners

Goal #1 → Apply Technology

Equal instructional opportunities will be developed for each student and teacher by integrating technology into all areas of the curriculum as well as classroom and administrative management.

Goal #2 → Increase Knowledge

Core knowledge, technological learning, and social skills will be enhanced for lifelong success.

Goal #3 → Distribute Resources

The School District will provide and maintain District-wide networks so that all learners, teachers, and administrators will have equal access to all resources.

Strengths:

- We have a strong wireless infrastructure and are in the process of putting new fiber from FHS to FES.
- The following initiative has been discussed as sustainable implementations. Cost feasibility and learner ability to benefit are primary decision-making factors. The technological premise for delivering these resources mandates the deployment of current desktop hardware and operating systems, stable infrastructure (cabling), adequate web filter with acceptable throughput, scalable firewall and router(s), fiber transport, and a reliable ISP (Internet Service Provider).
 - Online Testing and Assessment – ISD 361 principals, superintendent, and K-12 teachers, after research and workshops, are using STAR assessments as our assessment tool in mathematics and reading.
 - Online Curriculum and Reference – We employ a variety of online curriculums, drill and practice, combined with their integrated assessment utilities.

<http://www.isd361.k12.mn.us/districtwide/onlineservices.shtml>

<http://www.isd361.k12.mn.us/schools/fhs/index-fhslmc.shtml>

- Infrastructure – Redundancy needs to be built into our telecommunication closet interconnectivity and migration from a layer 2 network to a layer 3 network needs to commence. This process began with the addition of a Cisco 3750 layer 3 Gbit / fiber switch at the top of our network some years ago. Our closet switches, Cisco 3548s, supplying 100 Mbit / sec to the desktop, were installed in 2000. At the time of this writing, they are almost thirteen years old. We need to consider the imminent need to replace these with newer hardware that delivers 1 Gbit / sec to the desktop, along with increased management capabilities, such as prioritizing and throttling specific traffic flows. It must be stressed that these closet switches are at the heart of our data infrastructure. A failure instantly results from just a few users to many users losing connectivity, until that switch is replaced. We can include these in our ERATE reimbursements, within the 2 / 5 year Internal Connections submission.
- Interactive White Boards – We have adopted SMART Technology products as a district-wide standard and they are utilized in most of our classrooms. Due to their repeated success and faculty endorsement, demand continues to grow among teachers and students. In order to properly complement the new wide-screen format white boards, aging projectors need to be replaced with higher lumen output, 16:9/:10 aspect ratio capable units. Rather than purchase an expensive failed lamp in a legacy projector, we found a higher cost benefit with applying those dollars toward a new display device.
 - Tablets / WiFi – Having their roots in special education, tablet technology, such as Apple's iPad, has proven to be both useful as a teaching/learning aid from a specialized curriculum standpoint, as well as intrinsically engaging for hard to motivate students. This writer anticipates a trend, albeit slow, constrained, and defined, in expanded demand and use of tablet technology. We are planning and budgeting for two Chromebook carts at the elementary level, Ipads in each classroom, and further Chromebook distribution at the high school level.
- We also need to provide continuing, essential maintenance of software, hardware, & services:
 - ✓ Software
 - ✓ Licensing
 - ✓ Maintenance Agreements
 - ✓ Services
- In addition, the following services and resources are provided to all ISD 361 stakeholders, and demand their own maintenance and support:
 - District Website Communication
 - SKYWARD FAMILY ACCESS
 - ✓ Real time view of your child's attendance
 - ✓ Emergency contact information
 - ✓ Class schedule
 - ✓ Term grades
 - ✓ Direct links to Edline classes
 - ✓ Teacher contacts
 - ✓ Calendar
 - ✓ Vaccination records and compliance status
 - ✓ Real time grades and grade book entries
 - ✓ Real time lunch purchases
 - ✓ Lunch account balance
 - ACTIVITIES SCHEDULES
 - ✓ View and print schedules for all sports and activities at Falls High School
 - ✓ Register for email alerts
 - FACILITIES SCHEDULES
 - ✓ View facilities reservations for all buildings within ISD 361
 - ✓ Real time view into scheduling
 - COMMUNITY EDUCATION
 - ✓ Class schedules
 - ✓ Course catalog

EMPLOYEE DIRECTORY

- ✓ Listing of all ISD 361 staff
- ✓ Email Addresses
- ✓ Pictures
- ✓ Phone extensions
- ✓ Fully searchable

- SUBSCRIPTION RESEARCH
 - ✓ Library and book reservation tools
 - ✓ A number of products covering a wide variety of research

- Student Information System (SIS)
 - ✓ Finance and Human Resources
 - ✓ Lunch
 - ✓ Teacher access
 - ✓ Student/Family Access
 - ✓ Graduation requirements
 - ✓ Data Mining

- Telephone / E-Mail Alert Communication
 - ✓ ISD 361 uses a telephone / e-mail alert system that connected to the student management system for parent notifications. The nature of the calls ranges from daily attendance, to P/T conferences, to emergency alerts.

- Chromebooks
 - ✓ All students in grades 6-12 have a Chromebook for use in and out of class.

Collaborative Professional Culture

Mentoring has been an essential piece of the Teaching, Learning, & Communicating (TLC) Project since its inception in order to help provide new educators with a positive experience entering the International Falls School District. Each new educator will have a person that they can go to with questions that range from Education to the Community.

The Mentor & Mentee should minimally be in contact on a weekly basis. A record of meetings & broad topics dealt with should be kept for documentation. The hope is that the Mentor & Mentee can develop a professional relationship in which both participants are comfortable in confiding in each other and specific topics discussed are completely confidential.

Mentor & Mentee Group Meetings will be held a quarterly (4x's / year) basis to bring all new educators together to touch on how the program is going. This time should be used to collaborate on what has been of help & to possibly share concerns of areas that the program is lacking.

District-Wide Staff Development Goals:

Currently, elementary teachers and specialists collaborate across grades, subjects, and disciplines during Qcomp and early-out meetings. During this time, teachers (including Tier II and III teachers) review assessment data. These meetings are used to move students within Tier II and III programs based on many factors including teacher observation, data and level of student's abilities.

In the past, staff has received training from reading specialists for Tier I, II, & III Reading instruction. We would like to expand that training to include more staff & provide training in phonics and other reading components. FES teaching staff are receiving training in LETRS

Student data is used to prioritize & select professional development. Students in Tier I are assessed every other month; Tier II & Tier III students are assessed every month. Scores determine how to modify reading instruction. Based on the area(s) of need identified in student scores, professional development should reflect changes in instruction, which will help modify how we teach reading.

ISD 361 administration also strongly supports technology integration and backs this up with funds for professional development. We use in-service days to train as a group and provide and track professional development applications on an individual basis through our groupware, Google platform.

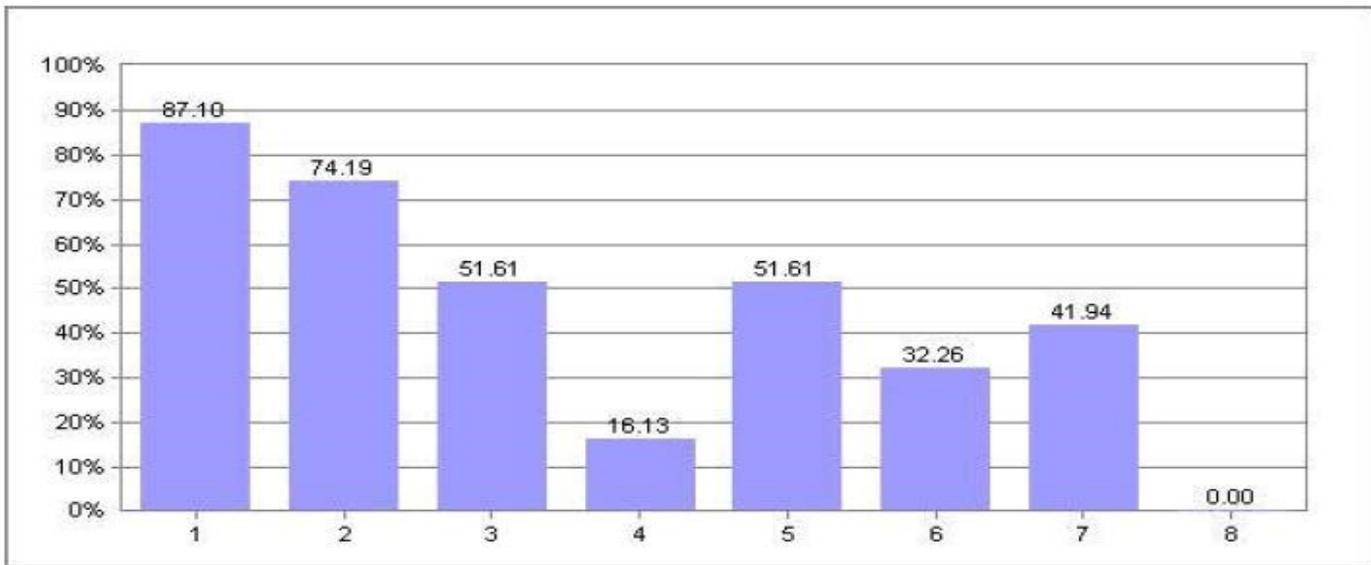
High expectations for administrators' and educators' effective uses of technology must be accompanied by high-quality professional development linked directly to student performance.

In a past survey, educators were asked the following question:

"If given a choice, in which types of professional growth opportunities do you prefer to participate?"

1. Workshops and seminars
2. Attending conferences
3. District or school sponsored courses
4. On-demand, online, or Web-delivered professional development
5. One-on-one or group training with technology coordinators or aides
6. Release time for department or grade level planning related to technology
7. Release time for individual professional development related to technology
8. None apply.

Results were as follows:



District-Wide Professional Development Goals

Goal #1 → Increase instructional effectiveness of staff to promote maximum student achievement.

- Staff development in LETRS
- Additional staff development will be provided in the area of Prolific and Fastbridge
- Support Q comp
- Continuing to work with administration and support staff to create standards based report cards will assist with communicating student needs to parents. .
- Support of PBIS
- Aligning our literacy framework to the Science of Reading.

High School Staff Development Goals:

Goal #1: Closing the Achievement Gap in Student Sub Groups

- Falls High School plans to have re-engage leadership team
- Implement Tier II instruction
- Transition Special Education rooms into more instructional focused based on IEP goals.
- Prolific training
- Separate middle level (6-8) and high school (9-12)

Goal #2: 100% Graduation Rate

- PBIS
- DFC grant
- Tier II implementation

Goal #3: Career & College-Readiness

- Continue implementation of 4 year plans
- Continue advocating for Applied Learning Institute courses along with College in the School courses
- Counselor to work with students on career exploration

Elementary School Staff Development Goals:

Goal #1: Ready for K

- Falls Elementary School staff PreK – grade 5 are participating in LETRS training
- Continued work and training on Reading Horizons Phonics.
- Advocate for universal funding for PreK

Literacy Differentiated Instruction

- Continued use of RTI with Tier I,II, & III instruction
- Continued collaboration on curriculum
- Continued training on moving from balanced literacy to structured literacy

Goal #3: Closing the Achievement Gap in Student Sub Groups

- Develop essential learner outcomes for all curricular areas PreK – 5.
- Continue Tier I, II, & III instruction

List of Staff Development Advisory Committee Members

Tim Everson	Principal Falls High School	Grades 6 - 12
Melissa Tate	Principal Falls Elementary	Grades PreK – 5 / Parent
Lisa Simon	Teacher Falls High School	Art
Sarah Staples	Teacher Falls High School	English
John Sandberg	Teacher Falls High School	Social Studies
Lisa Auran	Teacher Falls Elementary	1 st Grade
Missy Walls	Teacher Falls Elementary	Preschool
Paul Peterson	Teacher Falls Elementary	Special Education

List the district staff development goal(s)

District Goal:

We will assess all students that attended ISD 361 for grades 2-10 both 1st and 2nd semester using the Star Reading and Math assessments.

The percentage of all students in grades 2-10 at ISD #361 who meet or exceed the 40% Spring Cut Score on the Star Assessment in reading will increase from 65.23% in fiscal 22 to 66.23% in fiscal 23.

The percentage of all students in grades 2-10 at ISD #361 who meet or exceed the 40% Spring Cut Score on the Star Assessment in math will increase from 76.86% in fiscal 22 to 77.86% in fiscal 23.

List the staff development goal(s) for each school site in the district.

FHS Site Goal:

We will assess all students that attended Falls High School both 1st and 2nd semester using the Star Reading and Math assessments.

The percentage of all students in grades 6-10 at Falls High School who meet or exceed the 40% Spring Cut Score on the Star Assessment in reading will increase from 55.8% in fiscal 23 to 56.8% in fiscal 24.

The percentage of all students in grades 6-10 at Falls High School who meet or exceed the 40% Spring Cut Score on the Star Assessment in math will increase from 73.8% in fiscal 23 to 74.8% in fiscal 24.

Falls Elementary School will show:

FAST

We will assess all students that attended Falls Elementary both 1st and 2nd semester using the Star Reading and Math assessments.

The percentage of all students in grades 2-5 at Falls Elementary School who are in the “low risk” and “college pathway” categories on the FAST aReading standardized assessment will increase from 60.0% in spring 2023 to 61.0% in spring 2024.

The percentage of all students in grades 2-5 at Falls Elementary School who are in the “low risk” and “college pathway” categories on the FAST aMath standardized assessment will increase from 61.0% in spring 2023 to 62.0% in spring 2024.

***How does the school site goal align with district staff development goals?**

Each school (Falls High School and Falls Elementary School) had their own goals to increase achievement scores in math and reading. These goals aligned with the school site goals that were to improve student academic performance in the areas of reading and math using the Fastbridge at FES and Star at FHS.

***What were the findings of each goal?**

Some goals were met and some were not again presumably due to kids out due to Covid and continued work to get back to pre-covid academic levels.

***What was the impact on student learning?**

Inconclusive at this time as more focus has been on meeting day to day needs along with mental health so not as big of push made on promoting giving all towards standardized tests.

***What was the impact on teacher practice?**

Similar to students, the needs of teachers was more focused on keeping them mentally in a good place and less worry on moving forward during Covid-19.

List the percentage of teachers and other staff involved instruction who participated in effective staff development activities.

100% of teachers participated in effective staff development activities.

Annual Budget for Sustaining Implementation of the WBWF Plan

Staff Development Dollars to provide High Quality Professional Development (expenses)	\$ 111,585
• Staff Development Dollars to provide High Quality Professional Development (reserves)	\$ 134,928
• Q-Comp / Pay for Performance (expense)	\$ 343,004
• School Readiness Dollars to Promote Learning Readiness (expense)	\$ 93,131
• Title I Dollars for Assistance in Reading & Math (expense)	\$ 431,543
• Title II (Part A) Dollars for Class Size Reduction (expense) Development, no longer CSR	\$ 29,400 is now Professional
• ELL Dollars for additional Assistance to English Language Learners (expense)	\$ 14,595 - same
• Carl Perkins Dollars for Career & Technical Education (CTE) (expense)	\$ 141,730 (teachers, supplies)
Technology Budget (expense)	\$ 580,000

District Reporting Requirements

The School Board shall publish an Annual Report to the Public entitled:

ISD # 361 District Name International Falls Public School District
 "Local World's Best Workforce (WBWF) Plan"

(Check which Reporting Method will be used & the Title of Said Method.)

Local Newspaper
 U.S. Mail

District Website at: www.isd361.k12.mn.us

The School Board shall hold an Annual Meeting to:

- 1. Review & revise the WBWF Plan as appropriate.***
- 2. Review District success in achieving previously adopted goals & improvement plans.***

(Enter Date / Time / Location of Annual Meeting.)

Date: Monday, December 18, 2023
 Time: Meeting Begins at 5:15pm
 Location: International Falls Public School

The School Board must submit an electronic summary of its report to the Commissioner of the Minnesota Department of Education by October 1st of each year. The summary report entitled:

ISD # 361 District Name International Falls Public School District
 "Local World's Best Workforce (WBWF) Summary Report"

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:

Bronco Swim Boosters	Charter bus share	\$171.65
Bronco Football Boosters	Charter bus share for 3 games	\$2,413.03
	Jerseys for 24-25 Season	\$1,000
	4 new helmets for 24-25 Season	\$2,000
Rainy Lake Medical Center	Touchdowns and Turnovers	\$1,000
Bronco Hockey Boosters	Charter Bus	\$1,280
	HUDL	\$500
In memory of Wade Hughes Whitbeck	Industrial Arts donation	\$1,085
Arena Scoreboard Sponsorship	MN Power	\$1,000
	Chocolate Moose	\$500
	Midco	\$500
	Super One Foods	\$1,500
	PCA	\$2,000
	Voyageur Park Lodge	\$1,000

Voting against:

Whereupon, the resolution was declared adopted.

Member _____ introduced the following resolution and called for it's adoption:

RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR MULTIPLE PRECINCTS AND
DESIGNATING HOURS DURING WHICH THE POLLING
PLACES WILL REMAIN OPEN FOR VOTING
FOR SCHOOL DISTRICT ELECTIONS NOT HELD
ON THE DAY OF A STATEWIDE ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 0361, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

(Set forth each combined polling place explaining which precincts are being served, such as:)

Combined Polling Place: International Falls – Center Ward
Bob Walls Memorial Union Hall
509 3rd Street, International Falls MN 56649

"This combined polling place serves all territory in Independent School District No. 0361, located in Koochiching County, and the City of International Falls Minnesota."

*3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 8:00 o'clock am and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

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

AT WILL POSITION EMPLOYMENT SCHEDULE

January 18, 2022; Revised 12.28.2023; 6.20.2023; 12.15.2023

This employment schedule covers the wages and benefits for At Will positions. This includes part time, nonunion, casual, substitute and 12 month “At Will” employees. It is to be understood the wage and benefit descriptions are separate from position job descriptions. Wage and benefit descriptions, as well as, position job descriptions exist only as a result of school board action, and may be changed at any time by the school board to best meet the needs of the school district as such needs are interpreted by the school board.

The school district follows a fiscal year from July 1 to June 30; therefore, all wage and benefits follow a July 1 effective date unless noted otherwise.

An “At Will” employee serves at the sole discretion of the school board and has no expectation of a contractual relationship. As a matter of policy action only, an “At Will” employee who is terminated from service may expect two weeks of immediate severance, unless the employee’s severance from employment is as a result of blatant disregard of school district policies governing the position’s function, or insubordination to the employee’s supervisor, or conviction of a felony. In those instances the employee will be terminated with forfeiture of two weeks’ salary, as well as, forfeiture of any and all severance benefits which the employee may have accrued up to the date of termination.

SECTION A – PART TIME NON UNION, CASUAL AND SUBSTITUTE POSITIONS:

This section covers the wages for those positions defined as general part time, non-union, casual and substitute positions. These positions do not qualify for any paid benefits or paid leave time. Unpaid personal time off is at the discretion and approval of the positions immediate supervisor.

PART TIME NON UNION POSITION: A position which is not covered by a collective bargaining agreement and does not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the employee’s appropriate unit.

CASUAL POSITION: A position which is basically temporary or seasonal in character and: (i) are not for more than 67 working days in any calendar year; or (ii) are not for more than 100 working days in any calendar year and the employees are under the age of 22, are full time students enrolled in a nonprofit or public educational institution prior to being hired by the employer, and have indicated, either in an application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as students during or after their temporary employment.

SUBSTITUTE POSITION: A position which works on an as needed basis, due to the absence of an employee regularly assigned.

AT WILL POSITION EMPLOYMENT SCHEDULE
 January 18, 2022; Revised 12.28.2023; 6.20.2023; 12.15.2023

Hourly Wage Schedule A

POSITION	TYPE	Effective:7/1/2022	Effective:7/1/2023	Effective:7/1/2024
Arena Helper	Seasonal	\$12.12	\$12.60	\$12.98
Student Worker - Tech. Depart.	Casual	\$12.12	\$12.60	\$12.98
AWD Program Aide / Van Driver	Casual	\$15.15	\$15.76	\$16.23
Lifeguard	Casual	\$15.15	\$15.76	\$16.23
Substitute Paraprofessional	Substitute	\$14.14	\$15.76	\$16.23
Substitute Secretary	Substitute	\$15.15	\$15.76	\$16.23
Community Ed Activity Worker	Casual		\$15.76	\$16.23
Water Safety Instructor	Casual	\$15.15	\$15.76	\$16.23
Substitute Café Helper	Substitute	\$13.13	\$15.31	\$15.77
Bus Driver Training	Part Time	\$16.81	\$17.48	\$18.01
Custodial Summer Worker	Seasonal	\$13.13	\$13.66	\$14.06
Locker Room Supervision*	Casual	\$15/class period	\$16/class period	\$16/class period
Red Cross Instructor	Casual	\$17.17	\$17.86	\$18.39
Substitute Bus Driver	Substitute	\$22.58	25.52 Effective: 9.1.23	\$26.03
Substitute Custodian	Substitute	\$16.16	\$20.94	\$21.57
Substitute LPN	Substitute	\$20.20	\$21.01	\$21.64

* All rates are hourly wage per hour except where noted. Retro payments will go back to July 1, 2023.

Effective 1.1.2022 Lifeguard will be reimbursed for certification costs upon working for the district for 40 hours.

AT WILL POSITION EMPLOYMENT SCHEDULE
 January 18, 2022; Revised 12.28.2023; 6.20.2023; 12.15.2023

SECTION A-1 –SUBSTITUTE POSITIONS WITH PRIOR DISTRICT EXPERIENCE:

Substitutes who previously worked for the District as a Fireman, Janitor or Secretary who are substituting in those positions as a Substitute Fireman, Janitor or Secretary will be paid at the year 1 hourly rate under the Local 510 Collective Bargaining Agreement effective July 1, 2023.

SECTION A, SUBD. 1 – PART TIME BUS DRIVERS:

POSITION	Effective: 07/01/2022	Effective: 07/01/2023	Effective: 07/01/2024
Bus Drivers	\$ 22.58	\$ 25.52	\$ 26.03

New hired regular route bus driver (to/from transportation) holding a current bus driving license which requires no training or license testing assigned to a daily route will qualify for a \$500 bonus stipend upon working for 90 days.

Paid Time Off (PTO): Regular route non union bus drivers assigned to a daily to/from bus route will receive the equivalent of 3 days of paid time off based on their regular assigned to/from school bus route. Leave time will be prorated based upon hire date or termination date for employees starting or ending employment during the school year. Any leave taken in excess of earned upon termination of employment will be deducted from the employee's last paycheck.

SECTION B – COMMUNITY EDUCATION ADULTS WITH DISABILITIES COORDINATOR:

This section defines the wages and benefits for the Adults with Disabilities Coordinator position.

The Adults with Disabilities Coordinator position is assigned to work not to exceed 1,220 hours per fiscal year, July 1 to June 30. Basic work day is 4 hours per day.

The wages and benefits for this position are as follows:

	Effective: 07/01/2022	Effective: 07/01/2023	Effective: 07/01/2024
Hourly Rate:	\$17.01	\$17.69	\$18.22

Vacation: 4 hours of paid vacation. Vacation cannot be carried over. Unused vacation at the end of the fiscal year will not be paid out.

Sick Leave: 40 hours of sick leave. Sick leave cannot be carried over and will not accumulate. Unused sick leave at the end of the fiscal year will be lost.

Flex Benefit: No District Contribution. Employee at their own expense may elect to participate in either the medical or dependent care flexible spending benefit.

AT WILL POSITION EMPLOYMENT SCHEDULE

January 18, 2022; Revised 12.28.2023; 6.20.2023; 12.15.2023

TSA Match: No District Contribution. Employees at their expense may elect to participate in the 403(b) program.

SECTION C – LPN AIDE:

This section defines the wages and benefits for the LPN Aide position.

The LPN Aide position is assigned to work not to exceed ~~1,232~~ 1,320 hours per school year with a basic work day of 7.5 hours per day on days of student days.

The wages and benefits for this position are as follows:

	Effective: 07/01/2021	Effective: 07/01/2022	Effective 7/01/2023	Effective: 7/1/2024
Hourly Rate:	\$20.00	\$20.20	\$21.01	\$21.64

Health Insurance: Maximum District Contribution \$4,160;
(\$346.67/month for 12 months assuming employee works 176 days)

Personal Time Off: Earn .0398 hours PTO/hour worked

SECTION D – DISTRICT SCHOOL NUTRITION DIRECTOR:

This section defines the wages and benefits for the District School Nutrition Director.

The District School Nutrition Director position is assigned to work not to exceed 550 hours per fiscal year.

The wage information for this position is as follows:

	Effective: 07/01/2021	Effective: 07/01/2022	Effective: 7/1/2023	Effective: 7/01/2024
Hourly Rate:	\$27.59	\$27.87	\$28.98	\$29.85

All required state, federal and district training will be paid per the above wage schedule.

SECTION E – INDIAN EDUCATION COORDINATOR:

	Effective: 07/01/2021	Effective: 07/01/2022	Effective: 7/01/23	Effective: 7/1/24
Hourly Rate:	\$ 22.79	\$ 23.02	\$23.94	\$24.66

AT WILL POSITION EMPLOYMENT SCHEDULE
 January 18, 2022; Revised 12.28.2023; 6.20.2023; 12.15.2023

SECTION D – FULL TIME POSITIONS:

Effective June 1, 2018 this section covers the wages and benefits for the following positions:

- Accounts Payable/Receivable Clerk
- Business Manager
- Business Office Clerk
- Maintenance/Transportation Director
- Personnel/Payroll Clerk
- Technology Assistant

At Will 12 month positions are assigned to work all 12 months of the calendar year. The wages and benefits for these positions are defined in this section.

Positions less than 2,080 hours per year will receive prorated benefits. Positions less than .50 annual FTE will not qualify for paid benefits or paid vacation.

Positions shall be defined by a six level wage schedule, with level six to be the highest level for all positions. The school board shall reserve the right to place a new hire on any level it deems appropriate. Any and all advancements to the next highest level will be determined by the employee’s job performance in terms of meeting the employee’s own professional goals, and goals approved by the school board for the specific positions. The employee’s individual professional goals shall be submitted annually by the employee to the Superintendent of schools who shall have the responsibility to assess the appropriateness of the employee’s continued professional development. All professional goals shall be capable of being assessed using reliable and valid measures and data. The school board reserves the right to establish position goals for all positions. The superintendent is responsible for the assessment of district goals and shall provide the employee with an annual performance evaluation.

It is assumed under usual conditions that an employee shall require two service years in each level prior to advancing to the next level. The first year will be to demonstrate the professional growth, and the second year to demonstrate ability to sustain the level of professional growth achieved the first year.

Growth in the wage schedule reflected by the schedule itself will in part be governed by the cost of living measures. However, the school board shall not be bound to incorporate cost of living adjustments to the salary intervals and shall make any and all adjustments in the best interest of the district’s students and resources available to the school board.

Wage Schedule - At Will 12 Month Positions:

Position	Rate Type	Level	7/1/2022	1/1/2023	7/1/2023	7/1/2024
District Business Office Clerk	Hourly	Level 1	\$20.66	\$20.66	\$21.49	\$22.13
		Level 2	\$21.48	\$21.48	\$22.34	\$23.01
		Level 3	\$22.35	\$22.35	\$23.24	\$23.94

AT WILL POSITION EMPLOYMENT SCHEDULE
 January 18, 2022; Revised 12.28.2023; 6.20.2023; 12.15.2023

		Level 4	\$23.25	\$23.25	\$24.18	\$24.91
		Level 5	\$24.16	\$24.16	\$25.13	\$25.88
		Level 6	\$25.13	\$25.13	\$26.14	\$26.92
MARSS Coordinator / Food Service Coordinator	Hourly	Level 1	\$20.66	\$23.16	\$24.09	\$24.81
		Level 2	\$21.48	\$23.98	\$24.94	\$25.69
		Level 3	\$22.35	\$24.85	\$25.84	\$26.62
		Level 4	\$23.25	\$25.75	\$26.78	\$27.58
		Level 5	\$24.16	\$26.66	\$27.73	\$28.56
		Level 6	\$25.13	\$27.63	\$28.74	\$29.60
Payroll Benefits Coordinator	Hourly	Level 1	\$20.66	\$23.16	\$24.09	\$24.81
		Level 2	\$21.48	\$23.98	\$24.94	\$25.69
		Level 3	\$22.35	\$24.85	\$25.84	\$26.62
		Level 4	\$23.25	\$25.75	\$26.78	\$27.58
		Level 5	\$24.16	\$26.66	\$27.73	\$28.56
		Level 6	\$25.13	\$27.63	\$28.74	\$29.60
Business Manager	Annual - Exempt	Level 1	\$64,871	\$64,871	\$67,466	\$69,490
		Level 2	\$67,466	\$67,466	\$70,165	\$72,270
		Level 3	\$70,166	\$70,166	\$72,973	\$75,162
		Level 4	\$72,973	\$72,973	\$75,892	\$78,169
		Level 5	\$75,893	\$75,893	\$78,929	\$81,297
		Level 6	\$78,927	\$78,927	\$82,084	\$84,547
Maintenance / Transportation Director	Annual - Exempt	Level 1	\$67,521	\$67,521	\$70,222	\$72,329
		Level 2	\$70,223	\$70,223	\$73,032	\$75,223
		Level 3	\$73,030	\$73,030	\$75,951	\$78,230
		Level 4	\$75,953	\$75,953	\$78,991	\$81,361
		Level 5	\$78,990	\$78,990	\$82,150	\$84,614
		Level 6	\$82,109	\$82,109	\$85,393	\$87,955

AT WILL POSITION EMPLOYMENT SCHEDULE
 January 18, 2022; Revised 12.28.2023; 6.20.2023; 12.15.2023

Technology Assistant	Hourly	Level 1	\$23.18	\$23.18	\$24.11	\$24.83
		Level 2	\$24.12	\$24.12	\$25.08	\$25.84
		Level 3	\$25.09	\$25.09	\$26.09	\$26.88
		Level 4	\$26.08	\$26.08	\$26.78	\$27.58
		Level 5	\$27.13	\$27.13	\$27.73	\$28.56
		Level 6	\$28.21	\$28.21	\$28.74	\$29.60

BENEFITS:

All benefits will be prorated based upon the employee’s full time equivalency (FTE) which is calculated by dividing the number of contract hours by 2,080 for a 260 day assignment.

DENTAL INSURANCE:

Single Coverage Dental Insurance: Effective July 1, 2015 the District will contribute \$24.17 per month towards the cost of a single dental health insurance coverage offered through the current dental insurance plan provider.

Family Coverage Dental Insurance: Effective July 1, 2015 the District will contribute \$60.25 per month towards the cost of a family dental health insurance coverage offered through the current dental insurance plan provider.

FLEX BENEFIT

Employees at their own expense may participate in either the flexible medical spending or dependent care spending plans.

HEALTH INSURANCE:

Single Coverage Health Insurance: Effective July 1, 2023 the District shall contribute \$ 576.98 per month towards the cost of single health insurance coverage offered through the current health insurance plan provider.

Family Coverage Health Insurance: Effective July 12023 the District will contribute \$1300.02 per month towards the cost of family health insurance coverage offered through the current health insurance plan provider.

LIFE INSURANCE:

Employees shall receive \$100,000 term life insurance with eligibility determined by the school districts life insurance provider. Employees will be responsible for any excess life tax amount.

LTD INSURANCE:

AT WILL POSITION EMPLOYMENT SCHEDULE

January 18, 2022; Revised 12.28.2023; 6.20.2023; 12.15.2023

Employees shall participate in the Districts Long Term Disability Insurance program. Eligibility for participation is determined by the school districts long term disability provider. The District will add the amount of the premium cost to the individual employee's wage. Employees will pay for the cost of their individual premium via payroll deduction.

LEAVE OF ABSENCES:

VACATION LEAVE:

Effective July 1, 2016 employees will receive paid Vacation days as per the following schedule. A maximum of 10 days of vacation shall be allowed to carry over at the end of a fiscal year. Any vacation days in excess of 10 days carry over will be lost. Vacation carry over from prior year does not accumulate and will be lost at the end of each fiscal year. Vacation may be taken in no less than ½ hour increments. Vacation days will be accrued on July 1 of each fiscal year. Employees upon termination of service will be paid for any unused and accrued vacation through their last day of employment.

Start	10 Days
Year 5	15 Days
Year 10	20 Days
Year 15	25 Days
Year 20	30 Days

SICK LEAVE:

Employees shall receive fifteen (15) paid sick leave days per fiscal year. Sick leave days will be advanced to employees on July 1 of each fiscal year.

Sick leave shall be allowed by the employees Supervisor whenever an employee's absence is found to have been due to illness of the member, dependent minor child, adult child, spouse, sibling, parent, grandparent, or stepparent, and which prevents his/her attendance and performance of duties on that day or days with a limit of 160 hours in any twelve (12) month period for all except the member, spouse, and dependent minor child.

Sick leave may be used as bereavement leave by an employee for leave due to death of an immediate family member. A maximum of three (3) days leave will be allowed when no travel is necessary. In the event travel is necessary an employee will be allowed to use a maximum of five (5) days. Immediate family is defined as: father, mother, sister, brother, son, daughter, wife, husband, grandfather, grandmother, mother in-law, father in-law, daughter in-law, son in-law, brother in-law, and sister in-law.

Unused sick leave days may accumulate to a maximum credit of 180 days. When an employee's sick leave account is at its maximum, any additional sick leave days earned will accrue in a separate individual catastrophe account. The days in the catastrophe sick leave account may be used only if the following criteria are met:

A health catastrophe(s) must have caused an extreme depletion of accrued sick leave hours in accordance with the following:

AT WILL POSITION EMPLOYMENT SCHEDULE

January 18, 2022; Revised 12.28.2023; 6.20.2023; 12.15.2023

- A. A health catastrophe is defined as being any illness or injury resulting in loss of accrued sick leave in excess of eighty (80) sick leave days during any 365 day period. An illness cannot be considered a catastrophe until the employee has accumulated an unused balance in his sick leave account of 180 days.
- B. For the purpose of this subdivision, health absences within a 365 day period need not be consecutive to be considered catastrophic

The School Board may at its option, grant the use of catastrophic sick leave account days in unusual circumstances covered by this section.

At the beginning of each fiscal year (July 1), sick leave days will be credited to the regular sick leave account first. Any days in excess of 180 shall be credited to the employees catastrophic sick leave account.

The School Board may require an employee to furnish a medical certificate from the school health officer or from a Licensed Practitioner of the Healing Arts as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised. Sick leave allowed shall be deducted from the accrued sick leave hours earned by the employee.

Sick leave pay shall be approved only upon electronic submission of a request on the district Skyward Employee Access system or the district paper form if requested by the employee Supervisor.

Sick leave balance upon termination of employment will not be paid out.

HEALTH CARE SAVINGS PLAN:

International Falls Public Schools At Will Full Time 12 Month employees covered under this section are eligible to participate in the Minnesota Post Employment Health Care Savings Plan established under Minnesota Statute, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents.

Subdivision 1:

This subdivision is effective July 1, 2016. Employees hired after July 1, 2005 shall receive District contributions into a Health Care Savings Plan as follows:

Employees who qualify under this subdivision and whom have provided the District with 10 years of service will qualify for a maximum District contribution of \$30,000 to an individual health care savings plan account administered by the Minnesota State Retirement System. Annual contributions will begin the first payroll in July of the employees 11th year of service to the District. The annual contribution amount will be \$1,800. The annual contribution will be prorated based upon the employee's FTE each fiscal year.

District contributions will cease upon retirement, termination of service or when the maximum District contribution amount is reached, whichever occurs first.

AT WILL POSITION EMPLOYMENT SCHEDULE
January 18, 2022; Revised 12.28.2023; 6.20.2023; 12.15.2023

In the event the employee dies before the deposit is made, the payment will be made in cash to the employee's estate.

PAID HOLIDAYS:

Employees will receive the following paid holidays: July 3rd, 4th, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve Day, New Year's Day, Presidents Day, Good Friday, Juneteenth and Memorial Day.

In the event a holiday falls on a Saturday, it shall be observed on the preceding Friday, and when a holiday falls on a Sunday, it shall be observed the following Monday. If consecutive paid holidays fall on a weekend, the holiday dates shall be observed as determined by the Superintendent of Schools.

PAID FLOATERS:

Employees shall receive two (2) floating holidays to be taken as scheduled by their immediate Supervisor.

POST-EMPLOYMENT BENEFIT OPTIONS:

Employees who retire or are disabled and are participating in the health insurance benefit offered may elect to continue participation at their own expense. Upon death of the employee the employee's surviving spouse or legal dependent(s) if covered by the health insurance plan at the time of employees death may elect to participate at 100% their own expense.

Notes: Each Step/Level is 2 years, Each Step/Level is a 4% increase which has been standard in the past and comparable to other contracts, Hourly wages were converted to approximate salaries to show comparison

Position	Rate Type	CESO Recommended Salary Range	Current Salaries and Grade Levels	Level 1 Starting Salary	Recommended Salary at Level 1	Salary at 4% increase
District Business Office Clerk	Hourly	\$35,000 - \$45,000	~\$43,000 at FT at Level 1	PT at ~1550 hrs = ~\$32,000	\$34,333 at PT hrs (\$22.15 per hour)	~\$33,300 at PT hrs at Level 1
	Full-time is ~2080 hrs			Currently position is at FT hrs = ~\$43,000	\$46,072 at FT hrs (\$22.15 per hour)	~\$44,700 at FT hrs at Level 1
					We assume that this position will stay at the FT level until staffing needs are met, then it will go back to PT	
Payroll Benefits Coordinator	Hourly	\$55,000-\$65,000	We are contracting out the position at \$60,000 for 2 days of work	Position started at ~\$43,000 and was increased in January ~\$48,000 because we could not fill the position	\$58,000 this would allow this position to have 5 days worth of work vs 2 days at \$60k (\$27.88 per hour)	~\$50,000 at Level 1
	Full-time is ~2080 hrs					
Business Manager	Salary	\$85,000-\$135,000	\$79,000 at Level 6	~\$65,000 at Level 1	\$80,000	~\$67,466 at Level 1, \$82k at Level 6
Technology Assistant	Hourly	\$50,000-\$60,000	\$50,170 at Level 2	~\$48,000	\$53,000 (\$25.48 per hour)	~\$50,000 at Level 1, ~\$52k at Level 2
	Full-time is ~2080 hrs					

Position	Rate Type	Level	7/1/2023	7/1/2024
District Business Office Clerk	Hourly	Level 1	\$22.15	\$22.81
		Level 2	\$23.04	\$23.73
		Level 3	\$23.96	\$24.68
		Level 4	\$24.92	\$25.66
		Level 5	\$25.91	\$26.69
		Level 6	\$26.95	\$27.76
Payroll Benefits Coordinator	Hourly	Level 1	\$27.88	\$28.72
		Level 2	\$29.00	\$29.87
		Level 3	\$30.16	\$31.06
		Level 4	\$31.37	\$32.31
		Level 5	\$32.62	\$33.60
		Level 6	\$33.92	\$34.94
Business Manager	Annual - Exempt	Level 1	\$80,000	\$82,400
		Level 2	\$83,200	\$85,696
		Level 3	\$86,528	\$89,124
		Level 4	\$89,989	\$92,689
		Level 5	\$93,589	\$96,397
		Level 6	\$97,333	\$100,253
Technology Assistant	Hourly	Level 1	\$25.48	\$26.24
		Level 2	\$26.50	\$27.30
		Level 3	\$27.56	\$28.39
		Level 4	\$28.66	\$29.52
		Level 5	\$29.81	\$30.70
		Level 6	\$31.00	\$31.93

International Falls Public Schools, ISD #361
Truth-in-Taxation Public Meeting
December 18, 2023

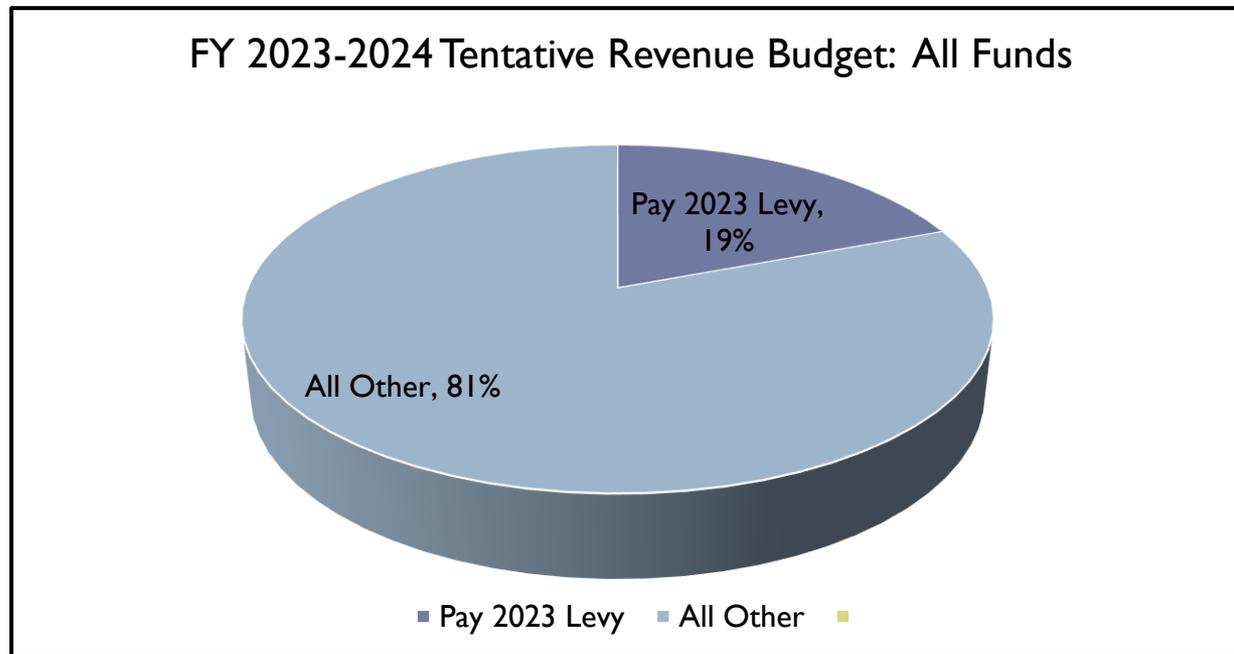
TIME: 6:00 pm

LOCATION: FHS Library

International Falls Public Schools

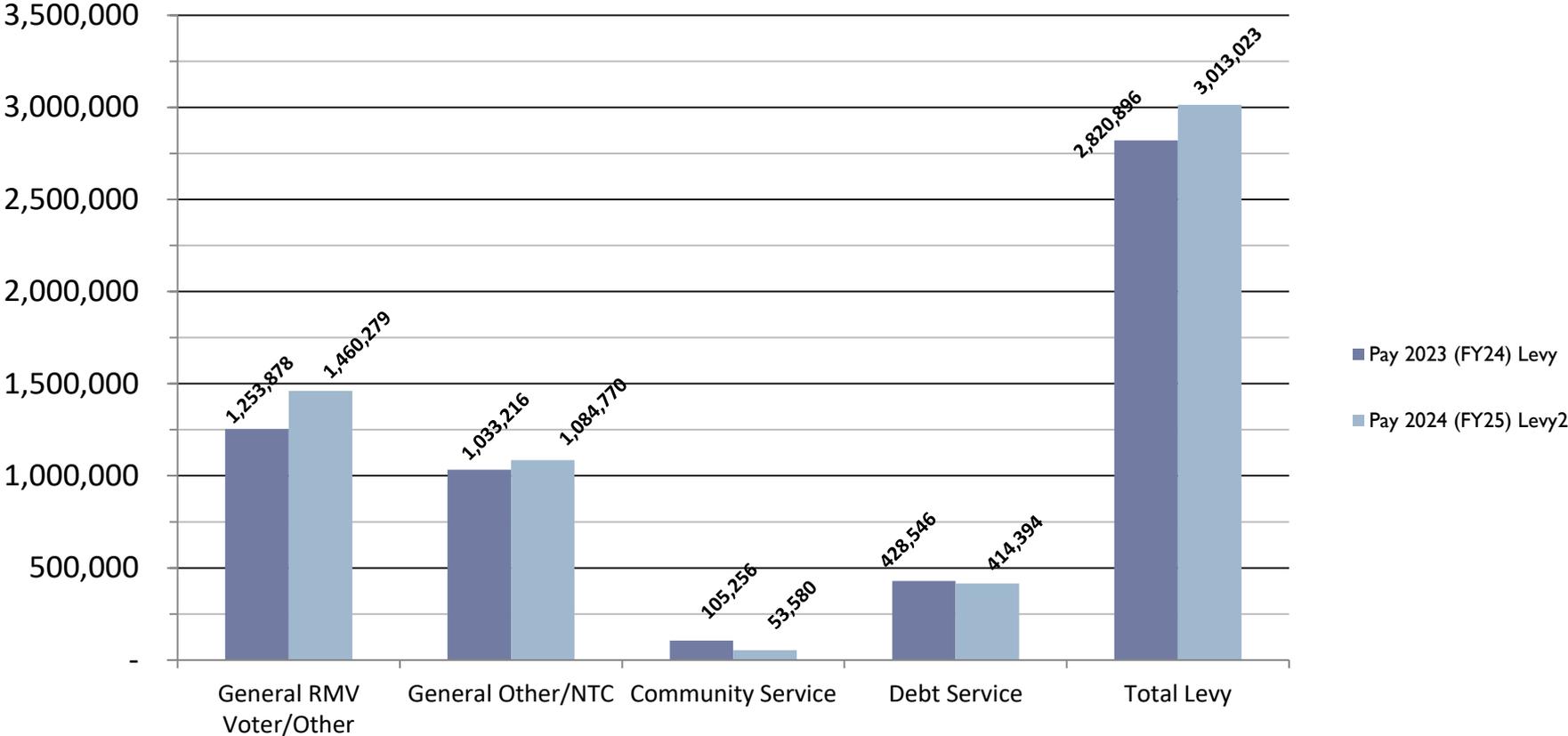
Comparison of Pay 2024 (FY25) Levy Revenue to Total FY24 Revenue Budget (All Funds)

Total Levy Pay 2024 (FY25):	\$ 3,013,024
FY2023-2024 Revenue All Other Sources (All Funds):	<u>\$12,669,812</u>
FY2023-2024 Total Revenue Budget All Sources (All Funds):	<u>\$15,682,836</u>



International Falls Public Schools

Comparison of Pay 2023 (FY24) Levy to Pay 2024 (FY25) Levy



International Falls Public Schools

Pay 2023 (FY24) Levy to Pay 2024 (FY25) Levy

Net Change By Fund

	General	Community Service	Debt Service	TOTAL LEVY
Pay 2023 Levy (FY24)	\$2,287,094	\$105,256	\$428,545	\$2,820,895
Pay 2024 Levy (FY25)	\$2,545,049	\$53,580	\$414,394	\$3,013,024
% Net Increase (Decrease)	+11%	-49%	-3%	+7%

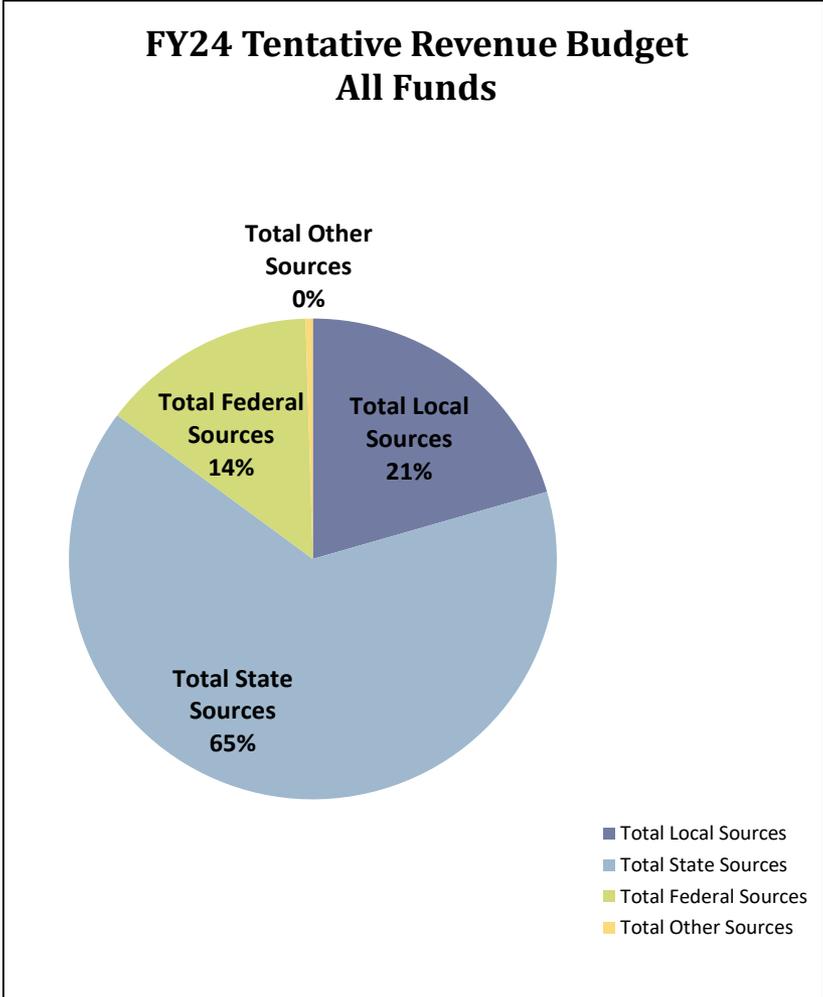


International Falls Public Schools

Tentative 2023-2024 Revenue Budget All Funds

By Revenue Source

▶ Local Sources	\$ 3,214,413
▶ State Sources	\$10,146,777
▶ Federal Sources	\$ 2,246,646
▶ Other Sources	<u>\$ 75,000</u>
Total Revenue Budget:	<u>\$15,682,836</u>



International Falls Public Schools

Tentative 2023-2024 Expense Budget All Funds

By Program Series

▶ District & Administration	\$ 746,491
▶ District Support Service	\$ 988,819
▶ Elementary & Secondary Ed	\$6,356,362
▶ Vocational Instruction	\$ 149,948
▶ Special Education	\$1,996,814
▶ Community Education	\$ 678,474
▶ Instructional Support	\$ 352,414
▶ Pupil Support Services	\$2,128,474
▶ Sites & Buildings	\$1,946,179
▶ Fiscal & Other Costs	<u>\$ 598,420</u>
Total Expense Budget:	<u>\$15,942,395</u>

All Funds Tentative Expense Budget

