

Consent Agenda

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

1. Approve payroll in the amount of \$412,503.05 for pay periods September 22nd and October 6th.
2. Approve current accounts payable due in the amount of \$754,194.91 .
3. Approve past meeting minutes for the regular school board meeting on September 18th, October 2nd and October 12th.
4. Approve the hire of Owen Sether, Arena Custodian, effective October 2, 2023.
5. Second reading of School Board Policy 515 - Protection and Privacy of Pupil Records
6. Accept resignation from Jen Erickson, Athletic Secretary, effective October 18, 2023.
7. Accept resignation from Jen Erickson, Assistant Boy's Track Coach, effective October 18, 2023.
8. Approve increasing the Athletic State Tournament Travel Meal Allowance to \$12 per meal from \$8 per meal.
9. Approve short term lease agreement with Backus to lease gym space for youth activities.
10. Accept resignation due to retirement from Anthony Casareto, Science/Special Education Teacher, effective November 13, 2023.
11. Accept resignation from Anthony Casareto, Head Golf Coach, effective October 11, 2023.
12. Accept the resignation of Jenesa Balaski as Student Council Advisor effective at the end of the 2023-2024 school year.
13. Accept the radon report was completed and all results were below the EPA's action level of 4pCi/L (pico curries per liter). The official report can be available to be viewed by the school board in the Maintenance Directors office.
14. Accept resignation from Dawn Taylor, Assistant Boys Swim Coach, effective end of the 2022-2023 swim season.
15. Acknowledge Troy Freeberg as volunteer for Flag Football.
16. Approve Bronco Arena Concessions contract with Recreation Hockey.
17. First Reading of School Board Policy #407 - Employee Right to Know - Exposure to Hazardous Substances.
18. First Reading of School Board Policy #408 - Subpoena of a School District Employee.
19. First Reading of School Board Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse.
20. First Reading School Board Policy #427 - Workload Limits for Certain Special Education Teachers.

Action Items

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

1.a. Resolution Acceptance of Gifts and Donations.
Motion by __, second by __. Motion carried / failed.

1.b. Approve the American Federation of State, County and Municipal Employees, Local #510 collective bargaining agreement effective July 1, 2023 to June 30, 2025.

Closed Session

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

Reopen and Adjournment

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

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8319	09/18/2023	11120	SINNISAM001	Sinninghe Samantha N	Holiday Inn Express, Duluth, MN	HOLIDAY 001	09/29/2023		Invoiced	A	226.51
	2	PDT Accommodation (Tate)			1302400057	Missy's C/C00000	10/03/2023	226.51			
	09/15/2023	11118	SINNISAM001	Sinninghe Samantha N	Voyager Sopris Learnng, 800-547-	VOYAGER 000	09/29/2023		Invoiced	A	1,518.48
	2	ACD RDG RAN KIT			1302400046	Missy's C/C00001	10/03/2023	265.00			
	3	3-Day Select			1302400046	Missy's C/C00001	10/03/2023	186.48			
	4	ACD RDG DIAG CAMPKIT			1302400046	Missy's C/C00001	10/03/2023	187.00			
	5	ACD RDG CFOL KIT			1302400046	Missy's C/C00001	10/03/2023	340.00			
	6	ACD RDG PAWRD KIT			1302400046	Missy's C/C00001	10/03/2023	540.00			
	09/15/2023	11119	SINNISAM001	Sinninghe Samantha N	American Heart Shopcpr, Dallas,	AMERICAN030	09/29/2023		Invoiced	A	-5.70
	1	refund for tax paid. PO 1302400024				Missy's C/C00002	10/03/2023	-5.70			
	09/04/2023	11117	SINNISAM001	Sinninghe Samantha N	Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	09/29/2023		Invoiced	A	-41.00
	1	Refund for damaged product. PO 1302400023				Missy's C/C00003	10/03/2023	-41.00			
	08/28/2023	11121	JOHNSBAR002	Johnson Barbara J	Amzn Mktp US T32a361r2, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	156.32
	2	Crayola® Broad Line Marker Classpack®			1302400022	Missy's C/C00004	10/03/2023	61.99			
	3	Play-Doh School Pack of 48 Cans for Teachers,			1302400022	Missy's C/C00004	10/03/2023	30.36			
	4	Lependor Black White Eye Stickers Labels -2000			1302400022	Missy's C/C00004	10/03/2023	4.99			
	5	RACETOP White Paper Bags with Handles Bulk 8"x			1302400022	Missy's C/C00004	10/03/2023	12.99			
	6	Washable Dot Markers with Activity Sheets for			1302400022	Missy's C/C00004	10/03/2023	45.99			
											5 transaction(s) for XXXXXXXXXXXX8319. Total Amount ==> 1,854.61
XXXXXXXXXXXX8327	08/31/2023	11136	HEISSVIC000	Heiss Victoria L	Super One Foods, International,	SUPER ON000	09/29/2023		Invoiced	A	150.96
	2	Cookies and plates for open house night ok d p				Tim's C/C00000	10/03/2023	150.96			
	08/30/2023	11135	HEISSVIC000	Heiss Victoria L	Flinn Scientific Inc, 800-452-1	FLINN 000	09/29/2023		Invoiced	A	2,978.57
	2	SCALER			2602400001	Tim's C/C00001	10/03/2023	1,854.00			
	3	SCALER			2602400001	Tim's C/C00001	10/03/2023	720.00			
	4	SPRING SCULL			2602400001	Tim's C/C00001	10/03/2023	46.00			
	5	PLATFORM SCALE			2602400001	Tim's C/C00001	10/03/2023	32.63			
	6	TAPE MEASURE			2602400001	Tim's C/C00001	10/03/2023	82.50			
	7	SHIPPING AND HANDLING			2602400001	Tim's C/C00001	10/03/2023	243.44			
	08/29/2023	11134	HEISSVIC000	Heiss Victoria L	County Market, International, M	COUNTY M000	09/29/2023		Invoiced	A	155.39
	2	STAFF DEVELOPMENT FOOD/COFFEE			3002400014	Tim's C/C00002	10/03/2023	155.39			
											3 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==> 3,284.92
XXXXXXXXXXXX8335	09/26/2023	11139	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	09/29/2023		Invoiced	A	65.00
	2	Mannco Blanket P.O. Transportation			7602400003	Gene's C/C00000	10/03/2023	65.00			
	09/07/2023	11137	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	09/29/2023		Invoiced	A	20.69
	2	Transportation Supplies			7602400005	Gene's C/C00001	10/03/2023	20.69			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8335	continued...										
	08/30/2023	11141	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	09/29/2023		Invoiced	A	20.60
	2	Transportation Supplies			7602400006	Gene's C/C00002	10/03/2023	20.60			
	08/29/2023	11140	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	09/29/2023		Invoiced	A	17.73
	2	Transportation Supplies			7602400005	Gene's C/C00003	10/03/2023	17.73			
	08/28/2023	11138	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	09/29/2023		Invoiced	A	45.98
	2	Transportation Supplies			7602400005	Gene's C/C00004	10/03/2023	45.98			
	5 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>										170.00
XXXXXXXXXXXX7362	09/22/2023	11144			Bts Innovativeofficesl, Burnsvi	INNOVATI000	09/29/2023		Invoiced	A	18.15
	2	INDEX,BNDR,A-Z,11 X 8.5			1102400067	Stacy's C/C00001	10/03/2023	15.15			
	3	Small Order Fee				Stacy's C/C00000	10/03/2023	3.00			
	09/19/2023	11143			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	09/29/2023		Invoiced	A	37.08
	2	Arena Elevator Acct # 2512973-01			8102400044	Stacy's C/C00002	10/03/2023	37.08			
	09/18/2023	11142			Amzn Mktp US Tx14t6132, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	100.25
	9	PlayMonster Five Crowns â€” The Game Isn't Ove			6202400004	Stacy's C/C00003	10/03/2023	9.44			
	10	SEQUENCE- Original SEQUENCE Game with Folding			6202400004	Stacy's C/C00003	10/03/2023	11.74			
	11	Mattel 4347154784 Uno Card Game 2 Pack, Red			6202400004	Stacy's C/C00003	10/03/2023	12.99			
	12	Mattel Games Skip-Bo Card Game for Kids, Adult			6202400004	Stacy's C/C00003	10/03/2023	16.99			
	13	Hasbro Gaming Sorry! Family Board Games for Ki			6202400004	Stacy's C/C00003	10/03/2023	21.80			
	14	Monopoly Sparkle Edition Board Game, Family Ga			6202400004	Stacy's C/C00003	10/03/2023	22.00			
	15	Bicycle Standard Rider Back Playing Cards, 2 D			6202400004	Stacy's C/C00003	10/03/2023	5.29			
	08/31/2023	11147			Bts Innovativeofficesl, Burnsvi	INNOVATI000	09/29/2023		Invoiced	A	74.67
	7	BOOK, MNY/RNT RCPT 200ST			1102400065	Stacy's C/C00004	10/03/2023	21.04			
	8	LABEL,DT,1X2-5/8,3000,WH			1102400065	Stacy's C/C00004	10/03/2023	19.13			
	9	ENVELOPE,#10 BUSINESS,WH			1102400065	Stacy's C/C00004	10/03/2023	14.09			
	10	PADS,SS,NOTES,2"X2",MIAMI			1102400065	Stacy's C/C00004	10/03/2023	6.90			
	11	REFILL,FLIP-A-WEEK			1102400065	Stacy's C/C00004	10/03/2023	13.51			
	08/29/2023	11145			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	09/29/2023		Invoiced	A	83.36
	2	FHS Fax Line			1102400064	Stacy's C/C00005	10/03/2023	83.36			
	08/29/2023	11146			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	09/29/2023		Invoiced	A	104.09
	2	Internet Service for Bus Garage Acct # 1247557			7602400015	Stacy's C/C00006	10/03/2023	104.09			
	6 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>										417.60
XXXXXXXXXXXX7132	09/15/2023	11187	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	09/29/2023		Invoiced	A	24.73
	2	Transportation Supplies			7602400005	Jeremy's C/C00000	10/03/2023	24.73			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX5747	09/25/2023	11116	GROVEKEV000	Grover Kevin K	Sp Mshsl, Brooklyn Cent, MN, 55	MSHSL 000	09/29/2023		Invoiced	A	-11.53	
	1					Kevin's C/C00000	10/03/2023	-11.53				
	09/21/2023	11115	GROVEKEV000	Grover Kevin K	Vitamink12, Saint Paul, MN, 551		09/29/2023		Invoiced	A	150.00	
	1					Kevin's C/C00001	10/03/2023	150.00				
	09/11/2023	11114	GROVEKEV000	Grover Kevin K	Paypal Masa, 4029357733, MN, 55	MN ASSN 001	09/29/2023		Invoiced	A	329.00	
	1					Kevin's C/C00002	10/03/2023	329.00				
											3 transaction(s) for XXXXXXXXXXXX5747. Total Amount ==>>>	467.47
XXXXXXXXXXXX7648	09/27/2023	11196	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	09/29/2023		Invoiced	A	16.25	
	2	PALS			5002400009	Beth's C/C00000	10/03/2023	16.25				
	09/27/2023	11197	SLATIBET000	Slatinski BethAnne K	Mydriversmanuals Com, Esko, MN,		09/29/2023		Invoiced	A	183.05	
	2	Drivers Manuals			5002400015	Beth's C/C00001	10/03/2023	183.05				
	09/25/2023	11195	SLATIBET000	Slatinski BethAnne K	Sq Top Ten Video, International		09/29/2023		Invoiced	A	3.38	
	2	PALS			5002400014	Beth's C/C00002	10/03/2023	3.38				
	09/22/2023	11194	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023		Invoiced	A	47.45	
	2	PALS			5002400010	Beth's C/C00003	10/03/2023	47.45				
	09/21/2023	11193	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	09/29/2023		Invoiced	A	30.00	
	2	PALS			5002400009	Beth's C/C00004	10/03/2023	30.00				
	09/15/2023	11191	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023		Invoiced	A	7.29	
	2	PALS			5002400010	Beth's C/C00005	10/03/2023	7.29				
	09/15/2023	11192	SLATIBET000	Slatinski BethAnne K	Usps Po 2647200549, Intl Falls,	POSTMAST000	09/29/2023		Invoiced	A	33.03	
	2	Stamps			5002400016	Beth's C/C00006	10/03/2023	33.03				
	09/14/2023	11190	SLATIBET000	Slatinski BethAnne K	North Shore Scenic Rai, 800-423		09/29/2023		Invoiced	A	275.50	
	2	PALS			5002400013	Beth's C/C00007	10/03/2023	275.50				
	09/08/2023	11189	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023		Invoiced	A	39.98	
	2	PALS			5002400010	Beth's C/C00008	10/03/2023	39.98				
	09/07/2023	11188	SLATIBET000	Slatinski BethAnne K	Sq Top Ten Video, International		09/29/2023		Invoiced	A	83.48	
	2	PALS			5002400014	Beth's C/C00009	10/03/2023	83.48				
											10 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>>>	719.41
XXXXXXXXXXXX2314	09/22/2023	11208	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	09/29/2023		Invoiced	A	7.47	
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00000	10/03/2023	7.47				
	09/18/2023	11207	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	09/29/2023		Invoiced	A	332.95	
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00001	10/03/2023	332.95				
	09/15/2023	11206	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	09/29/2023		Invoiced	A	17.34	
	2	Mini Leader Snacks			2502400006	Karla's C/C00002	10/03/2023	17.34				
	09/14/2023	11204	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	09/29/2023		Invoiced	A	23.94	
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00003	10/03/2023	23.94				

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			
XXXXXXXXXXXX2314	continued...										
	09/14/2023	11205	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	09/29/2023		Invoiced	A	46.56
	2	MHS Breakfast			2502400007	Karla's C/C00004	10/03/2023	46.56			
	09/13/2023	11203	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	09/29/2023		Invoiced	A	160.73
	2	Mini Leader Snacks			2502400006	Karla's C/C00005	10/03/2023	160.73			
	09/12/2023	11202	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	09/29/2023		Invoiced	A	87.79
	2	Mini Leader Snacks			2502400006	Karla's C/C00006	10/03/2023	87.79			
	09/11/2023	11201	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Tr8if3tf0, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	18.97
	2	AmVolt- Pack of 15 LR44 Batteries AG13A76 Batt			7702400014	Karla's C/C00007	10/03/2023	11.98			
	3	Shipping - Cost of shipping, not including shi			7702400014	Karla's C/C00007	10/03/2023	6.99			
	09/07/2023	11200	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	09/29/2023		Invoiced	A	22.45
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00008	10/03/2023	22.45			
	09/06/2023	11199	OLSONKAR000	Olson-Line Karla A	Teamleader Inc, Plano, TX, 7507	TEAMLEAD000	09/29/2023		Invoiced	A	256.30
	2	Gold Poms (10 sets)			2502400005	Karla's C/C00009	10/03/2023	239.80			
	3	Shipping			2502400005	Karla's C/C00009	10/03/2023	16.50			
	09/01/2023	11198	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Tl4vd33g2, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	15.38
	2	Wash Rinse Sanitize Sink Labels - Ideal Handwa			7702400009	Karla's C/C00010	10/03/2023	15.34			
	3	Shipping - Cost of shipping, not including shi			7702400009	Karla's C/C00010	10/03/2023	0.04			
	09/01/2023	11209	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Tl5mv0o60, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	161.32
	2	Lysol Pro Kitchen Spray Cleaner and Degreaser,			7702400009	Karla's C/C00011	10/03/2023	23.82			
	3	Shipping - Cost of shipping, not including shi			7702400009	Karla's C/C00011	10/03/2023	6.95			
	4	Cuisinart CBW-201 Butter Wheel Stainless Steel			7702400009	Karla's C/C00011	10/03/2023	130.55			
	12 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>>										1,151.20
XXXXXXXXXXXX5690	09/26/2023	11111	HOPKIMIC000	Hopkins Michelle L	Blooket, Middletown, DE, 19709,	BLOOKET 000	09/29/2023		Invoiced	A	35.88
	2	Blooket Plus 9/25/23-9/25/24			3002400031	Vicki's C/C00000	10/03/2023	35.88			
	09/22/2023	11109	HOPKIMIC000	Hopkins Michelle L	Bts Innovativeofficesl, Burnsvi	INNOVATI000	09/29/2023		Invoiced	A	363.37
	2	MARKER,EXPO 2,CHISEL,BK			3002400021	Vicki's C/C00001	10/03/2023	38.16			
	3	MARKER,EXPO 2,CHISEL,BE			3002400021	Vicki's C/C00001	10/03/2023	38.16			
	4	MARKER,EXPO 2,CHISEL,GN			3002400021	Vicki's C/C00001	10/03/2023	38.16			
	5	BOARD,TAG,24X36,100PK,WE			3002400021	Vicki's C/C00001	10/03/2023	91.36			
	6	DISPENSER,TAPE,1"CORE,BK			3002400021	Vicki's C/C00001	10/03/2023	6.56			
	7	NOTE,POST-IT,3X3,12/PK,YW			3002400021	Vicki's C/C00001	10/03/2023	47.52			
	8	NOTE,POST-IT,1.5X2,YW,RCY			3002400021	Vicki's C/C00001	10/03/2023	14.82			
	9	CLIP,BINDER,SML,DZ			3002400021	Vicki's C/C00001	10/03/2023	1.50			
	10	CLIP,BINDER,MED,DZ			3002400021	Vicki's C/C00001	10/03/2023	3.60			
	11	STAPLER,DSK,FL STP,BK			3002400021	Vicki's C/C00001	10/03/2023	34.96			
	12	STAPLES,CHSEL PT,25TH/PK			3002400021	Vicki's C/C00001	10/03/2023	4.06			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX5690	continued...										
	13	HIGHLIGHTER,DESK,FYW			3002400021	Vicki's C/C00001	10/03/2023	17.60			
	14	HIGHLIGHTER,POCKET,FLYL			3002400021	Vicki's C/C00001	10/03/2023	4.36			
	15	PEN,ROUND STIC,MED,BK			3002400021	Vicki's C/C00001	10/03/2023	5.85			
	16	PENCIL,PENCIL HB #2,YL			3002400021	Vicki's C/C00001	10/03/2023	16.70			
09/22/2023	11110	HOPKIMIC000 Hopkins Michelle L			Amzn Mktp US Tx7xwlvv1, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	179.99
	2	BOLISS Office Chair Ergonomic Desk Chair Mesh			7202400001	Vicki's C/C00002	10/03/2023	179.99			
09/18/2023	11108	HEISSVIC000 Heiss Victoria L			Amzn Mktp US Tr62u8281, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	21.67
	2	Velocity Ballpoint Retractable Pen, Black Ink,			3002400022	Vicki's C/C00003	10/03/2023	14.68			
	3	Shipping - Cost of shipping, not including shi			3002400022	Vicki's C/C00003	10/03/2023	6.99			
09/11/2023	11107	HEISSVIC000 Heiss Victoria L			Amzn Mktp US Tl0u56u91, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	27.97
	2	AprilLove Welcom to the Library Metal Sign Han			6202400001	Vicki's C/C00004	10/03/2023	15.99			
	3	Shipping - Cost of shipping, not including shi			6202400001	Vicki's C/C00004	10/03/2023	11.98			
09/08/2023	11104	HEISSVIC000 Heiss Victoria L			Amzn Mktp US Tl4453wx0, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	49.89
	2	Portable Key Organizer,Zippered Key Organizers			2562400005	Vicki's C/C00005	10/03/2023	49.89			
09/08/2023	11105	HEISSVIC000 Heiss Victoria L			Amzn Mktp US Tl0yj5671, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	95.81
	2	Scotch Book Tape, 2 in x 540 in, Excellent for			6202400001	Vicki's C/C00006	10/03/2023	21.87			
	3	[12 Pack] Rug Gripper, Double Sided Non-Slip R			6202400001	Vicki's C/C00006	10/03/2023	9.59			
	4	Rarlan Wood-Cased #2 HB Pencils, Pre-sharpened			6202400001	Vicki's C/C00006	10/03/2023	31.98			
	5	Crayola Colored Pencils Set (120ct), Bulk Colo			6202400001	Vicki's C/C00006	10/03/2023	22.48			
	6	EZlifego Double Sided Tape Heavy Duty, Extra L			6202400001	Vicki's C/C00006	10/03/2023	9.89			
09/08/2023	11106	HEISSVIC000 Heiss Victoria L			Amzn Mktp US Tr66v0172, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	39.99
	2	ANKINK High Yield TN660 TN630 Black Toner Cart			2562400004	Vicki's C/C00007	10/03/2023	39.99			
09/07/2023	11103	HEISSVIC000 Heiss Victoria L			Amzn Mktp US Tl26z37o0, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	58.71
	2	Bernhard Products Black Wall Clock, 2 Pack Sil			2552400001	Vicki's C/C00008	10/03/2023	58.71			
08/31/2023	11112	HEISSVIC000 Heiss Victoria L			Innovative Office Solu, 651-289	INNOVATI000	09/29/2023		Invoiced	A	129.24
	2	FOLDER,REINF,HANG,25,AST			3002400013	Vicki's C/C00009	10/03/2023	76.24			
	3	SCISSORS,STUDENT,7",AST			3002400013	Vicki's C/C00009	10/03/2023	37.40			
	4	CLIP,STIKKICLPS,20/PK,WHT			3002400013	Vicki's C/C00009	10/03/2023	15.60			
					10 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>						1,002.52
XXXXXXXXXXXX8830	09/14/2023	11113	HEISSVIC000 Heiss Victoria L		Teacherspayteachers.Co, 6465880	TEACHERS007	09/29/2023		Invoiced	A	229.99
	2	7th Gr Digital Language Spiral Review			3002400025	High Sch C/C00000	10/03/2023	29.99			
	3	Year long Mega Language Arts Daily Warm Up wor			3002400025	High Sch C/C00000	10/03/2023	65.00			
	4	Digital Writing Program for Middle School Writ			3002400025	High Sch C/C00000	10/03/2023	70.00			
	5	4 & 5th Grs Reading Centers Fiction Bundle			3002400025	High Sch C/C00000	10/03/2023	18.00			
	6	4 & 5th Grs Reading Centers Non-Fiction Bundle			3002400025	High Sch C/C00000	10/03/2023	18.00			
	7	Standards-Based Reading Assessments Fiction an			3002400025	High Sch C/C00000	10/03/2023	29.00			

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			
XXXXXXXXXXXX8863	09/22/2023	11166	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023	Invoiced	A	168.19
		2	Blanket P.O. for FES supplies		8102400009	FHS Cust C/C00000		10/03/2023			168.19
	09/21/2023	11165	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023	Invoiced	A	18.99
		2	FHS Blanket p.o. for Menards		8102400011	FHS Cust C/C00001		10/03/2023			18.99
	09/18/2023	11164	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023	Invoiced	A	39.98
		2	FHS Blanket p.o. for Menards		8102400011	FHS Cust C/C00002		10/03/2023			39.98
	09/11/2023	11163	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023	Invoiced	A	78.81
		2	FHS Blanket p.o. for Menards		8102400011	FHS Cust C/C00003		10/03/2023			78.81
	09/08/2023	11160	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023	Invoiced	A	30.03
	2	FHS Blanket p.o. for Menards		8102400011	FHS Cust C/C00004		10/03/2023			30.03	
09/08/2023	11161	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023	Invoiced	A	31.17	
	2	FHS Blanket p.o. for Menards		8102400011	FHS Cust C/C00005		10/03/2023			31.17	
09/08/2023	11162	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023	Invoiced	A	108.48	
	2	FHS Blanket p.o. for Menards		8102400011	FHS Cust C/C00006		10/03/2023			108.48	
09/04/2023	11159	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023	Invoiced	A	57.76	
	2	FHS Blanket p.o. for Menards		8102400011	FHS Cust C/C00007		10/03/2023			57.76	
08/28/2023	11167	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023	Invoiced	A	21.60	
	2	FHS Blanket p.o. for Menards		8102400011	FHS Cust C/C00008		10/03/2023			21.60	
9 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>											555.01
XXXXXXXXXXXX9069	09/25/2023	11224	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	09/29/2023	Invoiced	A	28.94	
		2	Last Minute Groceries		7702400006	Fes Cafe C/C00000		10/03/2023		28.94	
	09/12/2023	11223	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	09/29/2023	Invoiced	A	92.38	
		2	Last Minute Groceries		7702400006	Fes Cafe C/C00001		10/03/2023		92.38	
09/08/2023	11222	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	09/29/2023	Invoiced	A	31.41		
	2	FES Last Minute Groceries		7702400006	Fes Cafe C/C00002		10/03/2023		31.41		
3 transaction(s) for XXXXXXXXXXXX9069. Total Amount ==>											152.73
XXXXXXXXXXXX9077	09/21/2023	11226	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	09/29/2023	Invoiced	A	18.36	
		2	FHS Last Minute Groceries		7702400006	FHS Cafe C/C00000		10/03/2023		18.36	
	09/13/2023	11225	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	09/29/2023	Invoiced	A	45.40	
	2	Last Minute Groceries		7702400006	FHS Cafe C/C00001		10/03/2023		45.40		
2 transaction(s) for XXXXXXXXXXXX9077. Total Amount ==>											63.76
XXXXXXXXXXXX7691	09/22/2023	11169	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023	Invoiced	A	26.22
		2	Blanket P.O. for FES supplies		8102400009	FES Cust C/C00000		10/03/2023		26.22	
	09/08/2023	11168	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023	Invoiced	A	29.43
	2	Blanket P.O. for FES supplies		8102400009	FES Cust C/C00001		10/03/2023		29.43		

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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	09/04/2023	11170	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023		Invoiced	A	9.48
	2	Blanket P.O. for FES supplies			8102400009	FES Cust C/C00002	10/03/2023	9.48			
	09/04/2023	11171	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023		Invoiced	A	29.98
	2	Blanket P.O. for FES supplies			8102400009	FES Cust C/C00003	10/03/2023	29.98			
	4 transaction(s) for XXXXXXXXXXXX7691. Total Amount ==>										95.11
XXXXXXXXXXXX9022	09/27/2023	11210	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023		Invoiced	A	199.18
	2	Classroom Supplies			2552400002	Dave's C/C00000	10/03/2023	199.18			
XXXXXXXXXXXX4156	09/25/2023	11221	BALASJEN000	Balaski Jenesa K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	09/29/2023		Invoiced	A	20.00
	2	Homecoming supplies			9012400006	Jenesa's C/C00000	10/03/2023	20.00			
	09/18/2023	11218	BALASJEN000	Balaski Jenesa K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	09/29/2023		Invoiced	A	12.50
	2	KAPE Block Party supplies for event.			7902400024	Jenesa's C/C00001	10/03/2023	12.50			
	09/18/2023	11219	BALASJEN000	Balaski Jenesa K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	09/29/2023		Invoiced	A	15.00
	2	Homecoming supplies			9012400006	Jenesa's C/C00002	10/03/2023	15.00			
	09/18/2023	11220	BALASJEN000	Balaski Jenesa K	Battalion Distributing, Intl Fa	BATTALIO000	09/29/2023		Invoiced	A	465.50
	2	KAPE Block Party event \$3 per person for meal.			7902400023	Jenesa's C/C00003	10/03/2023	465.50			
	09/15/2023	11217	BALASJEN000	Balaski Jenesa K	Amazon.Com Tx9xp2fb2, Seattle,	AMAZON B000	09/29/2023		Invoiced	A	8.99
	3	Teacher Created Resources Squiggles and Dots D			7902400018	Jenesa's C/C00004	10/03/2023	8.99			
	09/14/2023	11216	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	09/29/2023		Invoiced	A	34.72
	2	breakfast first student council meeting			9012400003	Jenesa's C/C00005	10/03/2023	34.72			
	09/11/2023	11215	BALASJEN000	Balaski Jenesa K	Amzn Mktp US Tr8kz5170, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	26.96
	2	Balloon Pump, Electric Balloon Pump,Portable D			9012400004	Jenesa's C/C00006	10/03/2023	19.97			
	3	Shipping - Cost of shipping, not including shi			9012400004	Jenesa's C/C00006	10/03/2023	6.99			
	09/08/2023	11213	BALASJEN000	Balaski Jenesa K	Battalion Distributing, Intl Fa	BATTALIO000	09/29/2023		Invoiced	A	49.15
	2	Popcorn and water for homecoming activities			9012400005	Jenesa's C/C00007	10/03/2023	49.15			
	09/08/2023	11214	BALASJEN000	Balaski Jenesa K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	09/29/2023		Invoiced	A	10.00
	2	Homecoming supplies			9012400006	Jenesa's C/C00008	10/03/2023	10.00			
	09/07/2023	11212	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	09/29/2023		Invoiced	A	21.12
	2	Donuts for student council meetings 2023-2024			9012400008	Jenesa's C/C00009	10/03/2023	21.12			
	09/05/2023	11211	BALASJEN000	Balaski Jenesa K	Amazon.Com T16926df2 A, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	8.99
	3	Teacher Created Resources Squiggles and Dots D			7902400018	Jenesa's C/C00010	10/03/2023	8.99			
	11 transaction(s) for XXXXXXXXXXXX4156. Total Amount ==>										672.93
XXXXXXXXXXXX1984	09/27/2023	11155	HOLT THO000	Holt Thomas T	Amzn Mktp US T96y654n2, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	101.98
	2	Liliful 6 Pcs Air Horns, Reusable Horn Self De			8102400085	Tom's C/C00000	10/03/2023	101.98			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
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	09/25/2023	11153	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023		Invoiced	A	30.96
	2	FHS Blanket p.o. for Menards			8102400011	Tom's C/C00001	10/03/2023	30.96			
	09/19/2023	11151	HOLT	THO000 Holt Thomas T	Amazon.Com Tx0tm4602, Amzn.Com/	AMAZON B000	09/29/2023		Invoiced	A	1,329.02
	2	Elkay EZ08WSSK EZH2O Bottle Filling Station wi			8102400079	Tom's C/C00002	10/03/2023	1,329.02			
	09/19/2023	11152	HOLT	THO000 Holt Thomas T	Northern Lumber Yard I, Intl Fa	NORTHERN005	09/29/2023		Invoiced	A	11.49
	2	Transportation Supplies			7602400004	Tom's C/C00003	10/03/2023	11.49			
	09/11/2023	11150	HOLT	THO000 Holt Thomas T	Amzn Mktp US Tr5kv0340, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	28.09
	2	Goodyear Bicycle Tube, 24 X 1.75/2.125			8102400075	Tom's C/C00004	10/03/2023	7.14			
	3	2-Pack 26" Bike Tubes 26x1.75/1.90/1.95/2.0/2.			8102400075	Tom's C/C00004	10/03/2023	13.96			
	4	Shipping - Cost of shipping, not including shi			8102400075	Tom's C/C00004	10/03/2023	6.99			
	09/07/2023	11149	HOLT	THO000 Holt Thomas T	State Supply Company I, 612-230	STATE SU000	09/29/2023		Invoiced	A	371.40
	2	Water closet repair kit			8102400071	Tom's C/C00005	10/03/2023	371.40			
	09/04/2023	11148	HOLT	THO000 Holt Thomas T	Amzn Mktp US Tl63w2080, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	97.29
	2	Household Cleaning Kit Attachments Vacuum Clea			8102400069	Tom's C/C00006	10/03/2023	19.99			
	3	Pet Fresh Carpet Odor Eliminator Plus Oxi Clea			8102400069	Tom's C/C00006	10/03/2023	55.32			
	4	OXO NEW Good Grips Soap Dispensing Dish Brush			8102400069	Tom's C/C00006	10/03/2023	21.98			
	09/04/2023	11158	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023		Invoiced	A	16.84
	2	FHS Blanket p.o. for Menards			8102400011	Tom's C/C00007	10/03/2023	16.84			
	09/01/2023	11156	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023		Invoiced	A	21.17
	2	FHS Blanket p.o. for Menards			8102400011	Tom's C/C00008	10/03/2023	21.17			
	09/01/2023	11157	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023		Invoiced	A	836.56
	2	estate of shelving for both Angies room and st			8102400067	Tom's C/C00010	10/03/2023	850.00			
	3	shelving cheap than anticipated				Tom's C/C00009	10/03/2023	-13.44			
	08/28/2023	11154	HOLT	THO000 Holt Thomas T	The Container Store, 800-733-35	CONTAINER000	09/29/2023		Invoiced	A	159.80
	2	Totes for Eldien			8102400061	Tom's C/C00011	10/03/2023	159.80			
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XXXXXXXXXXXX1081	09/25/2023	11238	SINNISAM001	Sinninghe Samantha N	Craguns Lodge, Brainerd, MN, 56	CRAGUNS 000	09/29/2023		Invoiced	A	589.95
	2	Conference and Lodging			1302400053	Sam's C/C00000	10/03/2023	589.95			
	09/21/2023	11236	SINNISAM001	Sinninghe Samantha N	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023		Invoiced	A	167.22
	2	Trimaco 12' x 15' Medium Weight Canvas Drop Cl			1302400050	Sam's C/C00002	10/03/2023	119.94			
	3	Duct Tape 1.88" x 20 yd Yellow All - Purpose D			1302400050	Sam's C/C00002	10/03/2023	7.88			
	4	Duct Tape 1.99" x 20 yd Purple All - purpose D			1302400050	Sam's C/C00002	10/03/2023	15.76			
	5	Color Duct Tape 1.88 X 20YD (6 @3.94)				Sam's C/C00001	10/03/2023	23.64			
	09/21/2023	11237	SINNISAM001	Sinninghe Samantha N	Super One Foods, International,	SUPER ON000	09/29/2023		Invoiced	A	200.00
	2	Cookies, plates, frosting, knives, sprinkles (1302400052	Sam's C/C00003	10/03/2023	200.00			

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	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
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	09/19/2023	11235	SINNISAM001	Sinninghe Samantha N	Bts Innovativeoffices1, Burnsvi	INNOVATI000	09/29/2023		Invoiced	A	238.28
	2	INDEX,BNDR,LTR,8ST,AST			1302400045	Sam's C/C00004	10/03/2023	10.00			
	3	ADHESIVE,FUN TAK,BE			1302400045	Sam's C/C00004	10/03/2023	5.40			
	4	CLIP,STIKKICLPS,20/PK,WHT			1302400045	Sam's C/C00004	10/03/2023	24.96			
	5	TAPE,MLNG,2"X800",6/PK,CR			1302400045	Sam's C/C00004	10/03/2023	49.05			
	6	NOTE,POST-IT,3X3,12/PK,YW			1302400045	Sam's C/C00004	10/03/2023	47.52			
	7	CLIP,BINDER,3/4"			1302400045	Sam's C/C00004	10/03/2023	12.20			
	8	HIGHLIGHTER,DESK,FYW			1302400045	Sam's C/C00004	10/03/2023	10.56			
	9	PAPER,LTR 250SH 65#,YW			1302400045	Sam's C/C00004	10/03/2023	33.80			
	10	PAPER,LASER,250SH,65#,BRW			1302400045	Sam's C/C00004	10/03/2023	44.79			
	09/14/2023	11234	SINNISAM001	Sinninghe Samantha N	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023		Invoiced	A	33.76
	2	STEAM candy for Classroom Awards			1302400044	Sam's C/C00005	10/03/2023	33.76			
	09/11/2023	11231	SINNISAM001	Sinninghe Samantha N	Amazon.Com Tl8dp87b1, Amzn.Com/	AMAZON B000	09/29/2023		Invoiced	A	21.96
	2	Elmer's Disappearing Purple School Glue Sticks			1302400038	Sam's C/C00006	10/03/2023	14.97			
	3	Shipping - Cost of shipping, not including shi			1302400038	Sam's C/C00006	10/03/2023	6.99			
	09/11/2023	11232	SINNISAM001	Sinninghe Samantha N	Amzn Mktp US Tl6510781, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	65.00
	2	Assessing Reading Multiple Measures Revised 2n			1302400034	Sam's C/C00007	10/03/2023	65.00			
	09/11/2023	11233	SINNISAM001	Sinninghe Samantha N	Amazon.Com Trl9m8jd2, Amzn.Com/	AMAZON B000	09/29/2023		Invoiced	A	55.42
	2	Campbell Hausfeld RP410099AV Home Inflation Sy			1302400042	Sam's C/C00008	10/03/2023	55.42			
	09/08/2023	11230	SINNISAM001	Sinninghe Samantha N	Amzn Mktp US Tr9wu0lz2, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	399.99
	2	VIVO Pink Electric Commercial Cotton Candy Mac			1302400042	Sam's C/C00009	10/03/2023	399.99			
	09/07/2023	11229	SINNISAM001	Sinninghe Samantha N	Super One Foods, International,	SUPER ON000	09/29/2023		Invoiced	A	26.88
	2	HAW punch orange			1302400039	Sam's C/C00010	10/03/2023	6.98			
	3	Lofthouse cookies			1302400039	Sam's C/C00010	10/03/2023	19.90			
	09/06/2023	11228	SINNISAM001	Sinninghe Samantha N	Amzn Mktp US Tl3v46iv2, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	65.99
	2	Crayola Broad Line Washable Markers - 200ct (8			1302400028	Sam's C/C00011	10/03/2023	65.99			
	09/04/2023	11227	SINNISAM001	Sinninghe Samantha N	Amzn Mktp US Tl7me0ps2, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	98.13
	2	Upins 1000 Pcs Black Wiggle Googly Eyes with S			1302400028	Sam's C/C00012	10/03/2023	6.89			
	3	Stretchy String for Bracelets, 4 Rolls 1 mm St			1302400028	Sam's C/C00012	10/03/2023	9.99			
	4	Play-Doh School Pack of 48 Cans for Teachers,			1302400028	Sam's C/C00012	10/03/2023	30.71			
	5	Elmer's Liquid School Glue, Washable, 4 Ounces			1302400028	Sam's C/C00012	10/03/2023	5.28			
	6	Lependor Black White Eye Stickers Labels -2000			1302400028	Sam's C/C00012	10/03/2023	4.99			
	7	Elmer's All Purpose School Glue Sticks, Washab			1302400028	Sam's C/C00012	10/03/2023	20.65			
	8	Colorations Colorful Jumbo Plastic Pony Beads,			1302400028	Sam's C/C00012	10/03/2023	19.62			
	09/01/2023	11242	SINNISAM001	Sinninghe Samantha N	Amzn Mktp US T330j7dql, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	73.82
	2	Explicit Instruction: Effective and Efficient			1302400034	Sam's C/C00013	10/03/2023	37.96			
	3	The Reading Comprehension Blueprint: Helping S			1302400034	Sam's C/C00013	10/03/2023	35.86			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX1081	continued...										
	08/31/2023	11241	SINNISAM001	Sinninghe Samantha N	Innovative Office Solu, 651-289	INNOVATI000	09/29/2023		Invoiced	A	462.62
	2	PAPER,ASTRO,MARGR,65#,GN	1302400030	Sam's C/C00014	10/03/2023	33.80					
	3	PAPER,LTR 250SH 65#,BE	1302400030	Sam's C/C00014	10/03/2023	33.80					
	4	PAPER,LTR 250SH 65#,FOE	1302400030	Sam's C/C00014	10/03/2023	33.80					
	5	PAPER,LTR 250SH 65#,YW	1302400030	Sam's C/C00014	10/03/2023	33.80					
	6	PAPER,ASTROBRIGHT GALX,GD	1302400030	Sam's C/C00014	10/03/2023	33.80					
	7	PAPER,36X1000,LT DUO,SKBE	1302400030	Sam's C/C00014	10/03/2023	68.81					
	8	PAPER,36X1000,LT DUO,WE	1302400030	Sam's C/C00014	10/03/2023	55.30					
	9	PAPER,COLORED KRAFT,RBE	1302400030	Sam's C/C00014	10/03/2023	83.45					
	10	PAPER,36X1000,LT DUO,LGN	1302400030	Sam's C/C00014	10/03/2023	67.26					
	11	LABEL,DT,2X4,1000,WH	1302400030	Sam's C/C00014	10/03/2023	18.80					
	08/30/2023	11240	SINNISAM001	Sinninghe Samantha N	Amzn Mktp US T36ft06j0, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	28.46
	2	Storex Pencil Case, 8.38 x 5.63 x 2.5 Inches,	1302400028	Sam's C/C00015	10/03/2023	28.46					
	08/29/2023	11239	SINNISAM001	Sinninghe Samantha N	Amzn Mktp US T34qi06k2, Amzn.Co	AMAZON B000	09/29/2023		Invoiced	A	141.18
	2	Excellerations Beginner's Story Journals - Set	1302400031	Sam's C/C00016	10/03/2023	116.19					
	3	Hadley Designs Doodle Large Desk Calendar 2023	1302400031	Sam's C/C00016	10/03/2023	24.99					
	16 transaction(s) for XXXXXXXXXXXX1081. Total Amount ==>>										2,668.66
XXXXXXXXXXXX3468	09/27/2023	11133	ERICKJEN000	Erickson Jennifer L	Colorado Time Systems, 970-667-	COLORADO000	09/29/2023		Invoiced	A	300.00
	2	Two week motherboard loaner system 6, SYS6 Cus	2922400030	Jen's C/C00000	10/03/2023	200.00					
	3	Frieght	2922400030	Jen's C/C00000	10/03/2023	100.00					
	09/26/2023	11132	ERICKJEN000	Erickson Jennifer L	Border Boxes, International, MN	BORDERBO000	09/29/2023		Invoiced	A	68.95
	2	Packing box 22x17x12 plus tax	2922400031	Jen's C/C00001	10/03/2023	4.80					
	3	UPS Ground Shipping	2922400031	Jen's C/C00001	10/03/2023	61.50					
	4	credit card usage charge	2922400031	Jen's C/C00001	10/03/2023	2.65					
	09/25/2023	11131	ERICKJEN000	Erickson Jennifer L	Sp Mshsl, Brooklyn Cent, MN, 55	MSHSL 000	09/29/2023		Invoiced	A	126.58
	2	Swim & Dive Rules Book 23-24	2922400029	Jen's C/C00002	10/03/2023	8.00					
	3	Basketball Rules Book	2922400029	Jen's C/C00002	10/03/2023	24.00					
	4	Basketball Case Book	2922400029	Jen's C/C00002	10/03/2023	16.00					
	5	Basketball Official Scorebook	2922400029	Jen's C/C00002	10/03/2023	40.00					
	6	Hockey Rules Book	2922400029	Jen's C/C00002	10/03/2023	24.00					
	7	Shipping	2922400029	Jen's C/C00002	10/03/2023	14.58					
	09/15/2023	11128	ERICKJEN000	Erickson Jennifer L	Super One Foods, International,	SUPER ON000	09/29/2023		Invoiced	A	77.16
	2	Sped cooking supplies, laundry soap, dish soap	3002400019	Jen's C/C00003	10/03/2023	77.16					
	09/15/2023	11129	ERICKJEN000	Erickson Jennifer L	Battalion Distributing, Intl Fa	BATTALIO000	09/29/2023		Invoiced	A	121.10
	2	Ziploc bags	3002400029	Jen's C/C00004	10/03/2023	21.00					
	3	100count Dart Reliance TE	3002400029	Jen's C/C00004	10/03/2023	5.35					

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...										
	4	Pacific Blue Paper			3002400029	Jen's C/C00004	10/03/2023	3.10			
	5	Luncheon Napkin			3002400029	Jen's C/C00004	10/03/2023	7.75			
	6	Wincup 12 Oz			3002400029	Jen's C/C00004	10/03/2023	9.60			
	7	Patuxent Farms			3002400029	Jen's C/C00004	10/03/2023	37.70			
	8	Nature Valley			3002400029	Jen's C/C00004	10/03/2023	15.00			
	9	Kars Sweet N Sal			3002400029	Jen's C/C00004	10/03/2023	21.60			
09/15/2023	11130	ERICKJEN000	Erickson Jennifer L	County Market, International, M	COUNTY M000	09/29/2023			Invoiced	A	35.04
	2	Chix Bouillon			3002400028	Jen's C/C00005	10/03/2023	10.99			
	3	Salt & Pepper			3002400028	Jen's C/C00005	10/03/2023	2.49			
	4	Chives			3002400028	Jen's C/C00005	10/03/2023	1.66			
	5	Bay leaves			3002400028	Jen's C/C00005	10/03/2023	1.66			
	6	Olive Oil			3002400028	Jen's C/C00005	10/03/2023	5.95			
	7	Dancy Frsh Clr			3002400028	Jen's C/C00005	10/03/2023	1.66			
	8	Carrots			3002400028	Jen's C/C00005	10/03/2023	2.49			
	9	Sweet Onion			3002400028	Jen's C/C00005	10/03/2023	1.06			
	10	Canola oil			3002400028	Jen's C/C00005	10/03/2023	4.59			
	11	measuring cup			3002400028	Jen's C/C00005	10/03/2023	2.49			
09/12/2023	11126	ERICKJEN000	Erickson Jennifer L	Restream, Inc., Austin, TX, 787	RESTREAM000	09/29/2023			Invoiced	A	392.00
	2	One year subscription to live streaming softwa			3002400020	Jen's C/C00006	10/03/2023	392.00			
09/12/2023	11127	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US Tr3kw7by2, Amzn.Co	AMAZON B000	09/29/2023			Invoiced	A	39.76
	2	American White Cross Adhesive Bandages, Sheer			2922400023	Jen's C/C00007	10/03/2023	39.76			
09/11/2023	11124	ERICKJEN000	Erickson Jennifer L	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023			Invoiced	A	86.95
	2	Tarps 2pk			3002400026	Jen's C/C00008	10/03/2023	8.99			
	3	12 CT Lightening Nuggets			3002400026	Jen's C/C00008	10/03/2023	4.99			
	4	Wooly Firestarter 4PC			3002400026	Jen's C/C00008	10/03/2023	2.07			
	5	6" Taping Knife Flex			3002400026	Jen's C/C00008	10/03/2023	7.98			
	6	4" Long Handle Scraper			3002400026	Jen's C/C00008	10/03/2023	14.78			
	7	Util 1.88" Ducttape Bulk			3002400026	Jen's C/C00008	10/03/2023	3.36			
	8	Utl Lighter Value Pack			3002400026	Jen's C/C00008	10/03/2023	4.79			
	9	3 Cu. Ft. Tub Planter			3002400026	Jen's C/C00008	10/03/2023	39.99			
09/11/2023	11125	ERICKJEN000	Erickson Jennifer L	Bts Innovativeoffices1, Burnsvi	INNOVATI000	09/29/2023			Invoiced	A	268.44
	2	PAPER,LTR,250PK,110# ,WE			3002400016	Jen's C/C00009	10/03/2023	69.30			
	3	CARTRIDGE,DUAL LAMNTE,RFL			3002400016	Jen's C/C00009	10/03/2023	49.04			
	4	PAPER,XERO/DUP,20#LTR,GRD			3002400016	Jen's C/C00009	10/03/2023	75.10			
	5	PAPER,XEROX/LASR20#LTR,OD			3002400016	Jen's C/C00009	10/03/2023	75.00			
09/08/2023	11123	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US Tl8wh4y90, Amzn.Co	AMAZON B000	09/29/2023			Invoiced	A	22.77
	2	64-Ounce Clear Polycarbonate Scoop, Large Plas			2922400023	Jen's C/C00010	10/03/2023	11.59			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount						
XXXXXXXXXXXX3468	continued...											
	3	Shipping - Cost of shipping, not including shi	2922400023	Jen's C/C00010	10/03/2023	11.18						
	09/04/2023	11122 ERICKJEN000 Erickson Jennifer L	Amzn Mktp US Tl36y9vl2, Amzn.Co	AMAZON B000	09/29/2023				Invoiced	A	97.54	
	2	Springhill 8.5â€ x 11â€ Goldenrod Yellow Col	3002400017	Jen's C/C00011	10/03/2023	33.98						
	3	Best Paper Greetings 96 Sheets Parchment Paper	3002400017	Jen's C/C00011	10/03/2023	63.56						
			12 transaction(s) for XXXXXXXXXXXX3468. Total Amount ==>									1,636.29
XXXXXXXXXXXX2560	09/27/2023	11184 HOPKIMIC000 Hopkins Michelle L	Wasabi Technologies, Boston, MA	WASABI 000	09/29/2023				Invoiced	A	6.19	
	2	12TB Secure online storage. Pay as you go.	6052400012	Mike's C/C00000	10/03/2023	6.19						
	09/13/2023	11181 HOPKIMIC000 Hopkins Michelle L	Sound North, International, MN,	SOUND NO000	09/29/2023				Invoiced	A	59.98	
	2	Dynamic Microphone.	6052400042	Mike's C/C00001	10/03/2023	59.98						
	09/11/2023	11180 HOPKIMIC000 Hopkins Michelle L	2co.Com Winxdvd.Com 21, Amsterd	2CHECKOU000	09/29/2023				Invoiced	A	37.88	
	4	WinX DVD Ripper Platinum	6052400044	Mike's C/C00002	10/03/2023	37.88						
	09/08/2023	11178 HOPKIMIC000 Hopkins Michelle L	Amzn Mktp US Tr4rflfj2, Seattle	AMAZON B000	09/29/2023				Invoiced	A	47.51	
	2	Aegis Adhesives - 1 Å X lâ€ Direct Therma	6052400033	Mike's C/C00003	10/03/2023	37.52						
	3	MOFII Wired Number Pad Numeric Keypad Silent 1	6052400033	Mike's C/C00003	10/03/2023	9.99						
	09/08/2023	11179 HOPKIMIC000 Hopkins Michelle L	Generationgenius.Com, Dover, DE	GENERATI000	09/29/2023				Invoiced	A	120.00	
	2	Individual - Yearly Plan(science only)	6052400051	Mike's C/C00004	10/03/2023	120.00						
	09/07/2023	11176 HOPKIMIC000 Hopkins Michelle L	Amzn Mktp US Tl6lalw22, Amzn.Co	AMAZON B000	09/29/2023				Invoiced	A	330.00	
	2	ZEBRA ZD410 Direct Thermal Monochrome Desktop	6052400033	Mike's C/C00005	10/03/2023	330.00						
	09/07/2023	11177 HOPKIMIC000 Hopkins Michelle L	Amzn Mktp US Tl6ft48pl, Amzn.Co	AMAZON B000	09/29/2023				Invoiced	A	218.92	
	2	Logitech Wireless Presenter R400, Wireless Pre	6052400036	Mike's C/C00006	10/03/2023	98.97						
	3	Canless Air Rechargeable Compressed Air Duster	6052400036	Mike's C/C00006	10/03/2023	119.95						
	09/06/2023	11175 HOPKIMIC000 Hopkins Michelle L	Amazon.Com Tl49x4pa1, Amzn.Com/	AMAZON B000	09/29/2023				Invoiced	A	209.00	
	2	ASUS VT229H 21.5" Monitor 1080P IPS 10-Point T	6052400031	Mike's C/C00007	10/03/2023	209.00						
	09/04/2023	11172 HOPKIMIC000 Hopkins Michelle L	Siptrunk Inc, Alpharetta, GA, 3	TECHCHEC000	09/29/2023				Invoiced	A	278.56	
	2	Monthly SIP Phone Service.	6052400002	Mike's C/C00008	10/03/2023	278.56						
	09/04/2023	11173 HOPKIMIC000 Hopkins Michelle L	Mosyle Cor Mosyle_man, Winter P	MOSYLE C000	09/29/2023				Invoiced	A	2,392.50	
	1	Premium License Fee 8/2023-8/2024	Mike's C/C00009		10/03/2023	2,392.50						
	09/04/2023	11174 HOPKIMIC000 Hopkins Michelle L	Amazon.Com Tl7vm4ce1, Amzn.Com/	AMAZON B000	09/29/2023				Invoiced	A	209.00	
	2	ASUS VT229H 21.5" Monitor 1080P IPS 10-Point T	6052400032	Mike's C/C00010	10/03/2023	209.00						
	08/31/2023	11186 HOPKIMIC000 Hopkins Michelle L	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023				Invoiced	A	37.96	
	2	RJ-45 Cat6 Connector	6052400043	Mike's C/C00011	10/03/2023	37.96						
	08/29/2023	11185 HOPKIMIC000 Hopkins Michelle L	Amzn Mktp US T38xole01, Amzn.Co	AMAZON B000	09/29/2023				Invoiced	A	87.16	
	2	Eyoyo Handheld USB 2D Barcode Scanner, Wired A	6052400027	Mike's C/C00012	10/03/2023	87.16						
	08/28/2023	11182 HOPKIMIC000 Hopkins Michelle L	Menards Intl Falls, Intl Falls	MENARDS 000	09/29/2023				Invoiced	A	119.80	
	2	20' Beige Cord	Mike's C/C00013		10/03/2023	119.80						

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201127984	COLLINS, Beth	9/22/2023	GSwim 8/29/23	Girls Swimming Official on 8/29/23 vs Northeast Range	0	\$ 100.00
	COLLINS, Beth	9/22/2023	GSwim 8/29/23	Girls Swimming Official on 8/29/23 vs Northeast Range	0	\$ 137.55
201127985	KARICH, Brian	9/22/2023	Vball 8/29/23	Volleyball Official on 8/29/23 vs North Woods	0	\$ 50.00
	KARICH, Brian	9/22/2023	Vball 8/29/23	Volleyball Official on 8/29/23 vs North Woods	0	\$ 80.00
	KARICH, Brian	9/22/2023	Vball 8/29/23	Volleyball Official on 8/29/23 vs North Woods	0	\$ 133.62
	KARICH, Brian	9/22/2023	Vball 9/5/23	Volleyball Official on 9/5/23 vs Mesabi East	0	\$ 50.00
	KARICH, Brian	9/22/2023	Vball 9/5/23	Volleyball Official on 9/5/23 vs Mesabi East	0	\$ 80.00
	KARICH, Brian	9/22/2023	Vball 9/5/23	Volleyball Official on 9/5/23 vs Mesabi East	0	\$ 133.62
201127986	SCAIA, TODD	9/22/2023	Vball 8/29/23	Volleyball Official on 8/29/23 vs North Woods	0	\$ 50.00
201127986	SCAIA, TODD	9/22/2023	Vball 8/29/23	Volleyball Official on 8/29/23 vs North Woods	0	\$ 80.00
201127987	SOUTHGATE, Gary	9/22/2023	Vball 9/5/23	Volleyball Official on 9/5/23 vs Mesabi East	0	\$ 50.00
	SOUTHGATE, Gary	9/22/2023	Vball 9/5/23	Volleyball Official on 9/5/23 vs Mesabi East	0	\$ 80.00
201127988	TAUS, Dave	9/22/2023	Vball 8/31/23	Volleyball Official on 8/31/23 vs MIB	0	\$ 50.00
	TAUS, Dave	9/22/2023	Vball 8/31/23	Volleyball Official on 8/31/23 vs MIB	0	\$ 80.00
	TAUS, Dave	9/22/2023	Vball 8/31/23	Volleyball Official on 8/31/23 vs MIB	0	\$ 133.62
201127989	ZUPETZ, Jeff	9/22/2023	Vball 8/31/23	Volleyball Official on 8/31/23 vs MIB	0	\$ 50.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	ZUPETZ, Jeff	9/22/2023	Vball 8/31/23	Volleyball Official on 8/31/23 vs MIB	0	\$ 80.00
201128511	AGILE SPORTS TECHNOLOGIES INC	9/21/2023	H00043468	HUDL AD Package (Football,	2922400020	\$ 8,700.00
	AGILE SPORTS TECHNOLOGIES INC	9/21/2023	H00043468	HUDL AD Package (Football,	2922400020	\$ (8,700.00)
201128512	ALL SEASON EQUIPMENT INC	9/21/2023	7252	Swap tires from old blue Ford and to tan Ford. Changed tires over to rims,	7602400014	\$ 264.00
201128513	Annie's Frozen Yogurt	9/21/2023	26656	Frozen Yogurt	7702400000	\$ 100.00
201128514	ARROWHEAD LIBRARY SYSTEM	9/21/2023	7889	Library Catalog System	6202400000	\$ 625.00
201128515	Aviben	9/21/2023	29365	403b Third Party Admin Svc	1102400010	\$ 190.37
201128516	BSN SPORTS	9/21/2023	307239528	Football - Helmets, Football, Goal Post Padding	2922400003	\$ 3,953.67
	BSN SPORTS	9/21/2023	307481594	Elementary Volleyballs & Cart	2922400017	\$ 642.46
	BSN SPORTS	9/21/2023	922675306	Baseball Uniform Tops	2922400005	\$ 3,026.40
201128517	City of International Falls	9/21/2023	83023	HS CPR AED - (Paras)	1302400040	\$ 2,015.00
201128518	COCA-COLA BOTTLING CO	9/21/2023	44998	FHS; Ala Carte Beverages	7702400012	\$ 587.60
	COCA-COLA BOTTLING CO	9/21/2023	45374	FHS; Ala Carte Beverages	7702400012	\$ 207.15
201128519	Column Software PBC	9/21/2023	02DD9D5c-001	Custom Notice	102400010	\$ 315.47
201128519	Column Software PBC	9/21/2023	02DD9D5c-000	Custom Notice	102400010	\$ 49.51
201128520	DISTRIBUTED WEBSITE CORP	9/21/2023	93417	rSchool Today Activity Scheduler Renewal	2922400008	\$ 895.00
201128521	EVOLVE U FITNESS & WELLNESS LLC	9/21/2023	90123	PALS	5002400003	\$ 100.00
201128522	HILLYARD HUTCHINSON	9/21/2023	605226411	Boiler treatment for this year	8102400026	\$ 26.86
	HILLYARD HUTCHINSON	9/21/2023	700558352	Squeegee assemble for floor scrubber FES	8102400074	\$ 764.95
201128523	K&K MEYERS INC	9/21/2023	22658	Electric door strike for copy room	8102400066	\$ 635.00
	K&K MEYERS INC	9/21/2023	984	Install strike on east side pool door	8102400073	\$ 941.54
201128524	KGHS-AM	9/21/2023	1380021153	School Matters	102400003	\$ 225.00
	KGHS-AM	9/21/2023	2380020726	KGHS back to school reminders for promoting KAPE. Roll over	7902400015	\$ 1,000.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				money 2022.		
201128525	KOOCHICHING COUNTY	9/21/2023	Aug-23	Tipping Fees	8102400027	\$ 78.00
201128526	KRUEGER, KENNETH	9/21/2023	91123	10 TKD tickets	0	\$ 200.00
201128527	Marco Technologies LLC	9/21/2023	510546955	Copier Lease	1102400056	\$ 345.44
	Marco Technologies LLC	9/21/2023	510546955	Copier Lease	1102400056	\$ 10.00
	Marco Technologies LLC	9/21/2023	510540370	Copier Lease	1102400055	\$ 104.66
	Marco Technologies LLC	9/21/2023	510540370	Copier Lease	1102400055	\$ 19.94
	Marco Technologies LLC	9/21/2023	510540370	Copier Lease	1102400055	\$ 10.00
	Marco Technologies LLC	9/21/2023	510539224	Copier Lease	1102400044	\$ 697.23
	Marco Technologies LLC	9/21/2023	510539224	Copier Lease	1102400044	\$ 697.22
	Marco Technologies LLC	9/21/2023	510539224	Copier Lease	1102400044	\$ 516.36
	Marco Technologies LLC	9/21/2023	510539224	Copier Lease	1102400044	\$ 20.25
	Marco Technologies LLC	9/21/2023	510539224	Copier Lease	1102400044	\$ 20.25
	Marco Technologies LLC	9/21/2023	510590391	Copier Lease	1102400043	\$ 622.17
	Marco Technologies LLC	9/21/2023	510590391	Copier Lease	1102400043	\$ 14.86
	Marco Technologies LLC	9/21/2023	510590391	Copier Lease	1102400043	\$ 1,053.51
201128527	Marco Technologies LLC	9/21/2023	510590391	Copier Lease	1102400043	\$ 17.31
201128528	MN ENERGY RESOURCES CORP	9/21/2023	0504762905-00	Stadium; Natural Gas Services	8102400040	\$ 26.28
201128529	MN POWER	9/21/2023	91123	Electricity Bill	8102400064	\$ 466.64
	MN POWER	9/21/2023	91123	Electricity Bill	8102400064	\$ 11,098.85
	MN POWER	9/21/2023	91123	Electricity Bill	8102400064	\$ 5,842.98
	MN POWER	9/21/2023	91123	Electricity Bill	8102400064	\$ 9,293.23
	MN POWER	9/21/2023	91123	Electricity Bill	8102400064	\$ 615.79
201128530	PAN O GOLD BAKING CO	9/21/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 155.40
	PAN O GOLD BAKING CO	9/21/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 54.25
	PAN O GOLD BAKING CO	9/21/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 56.00
	PAN O GOLD BAKING CO	9/21/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 94.50
	PAN O GOLD BAKING CO	9/21/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 114.00
201128531	RAINY LAKE MEDICAL CENTER	9/21/2023	4084	OT/PT & Speech Services	1102400036	\$ 3,241.13
	RAINY LAKE MEDICAL CENTER	9/21/2023	4084	OT/PT & Speech Services	1102400036	\$ 1,580.93
201128532	Rainy Lake Oil, Inc.	9/21/2023	38062	oil and products	7602400017	\$ 1,215.86
	Rainy Lake Oil, Inc.	9/21/2023	38062	oil and products	7602400017	\$ 95.14
201128533	Rainy Lake Gazette	9/21/2023	108393	Advertising Local Newspaper	1102400041	\$ 885.00

Payables Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201128534	SANDSTROM'S INC	9/21/2023	472127	Milk for Meal Service	7702400010	\$ 439.50
	SANDSTROM'S INC	9/21/2023	474060	Milk for Meal Service	7702400010	\$ 618.50
	SANDSTROM'S INC	9/21/2023	473041	Milk for Meal Service	7702400010	\$ 597.00
	SANDSTROM'S INC	9/21/2023	473042	Milk for Meal Service	7702400010	\$ 787.00
	SANDSTROM'S INC	9/21/2023	472128	Milk for Meal Service	7702400010	\$ 555.00
	SANDSTROM'S INC	9/21/2023	474061	Milk for Meal Service	7702400010	\$ 942.50
201128535	SCHOLASTIC CLASSROOM MAGAZINE	9/21/2023	M7400617 2	FES Classroom Magazines	1302400009	\$ 3,360.35
	SCHOLASTIC CLASSROOM MAGAZINE	9/21/2023	M7446624 4	Classroom Magazines (Wenberg)	1302400048	\$ 151.55
201128536	Scholastic Book Clubs Inc	9/21/2023	51020981	Project Read Books for PreK screening	1102400060	\$ 566.80
201128537	Seesaw Learning, Inc.	9/21/2023	2023-87769	Supplies	6052400030	\$ 2,730.00
201128538	TAYLOR'S PLUMBING & HEATING LLC	9/21/2023	3603	Install 2nd tankless hot water heater in arena	8102400041	\$ 5,456.62
	TAYLOR'S PLUMBING & HEATING LLC	9/21/2023	361	Emergency repairs due to no hot water in girls or boys locker rooms	8102400034	\$ 8,699.18
201128539	TechCheck	9/21/2023	52965	PDK Door Access System. Installation Services and Hardware.	6052400004	\$ 30,305.00
	TechCheck	9/21/2023	53047	Annual 3CX Phone System Renewal, Pro Version up to 48SC	6052400001	\$ 1,795.00
	TechCheck	9/21/2023	53067	Supplies	6052400029	\$ 360.00
201128540	TK Elevator Corp	9/21/2023	5002228558	Labor, extra work, outside of contract	0	\$ 127.96
	TK Elevator Corp	9/21/2023	5002233886	Travel and Labor	0	\$ 3,326.83
201128541	UHL	9/21/2023	55284	Trouble shoot Why HVAC unit is not cooling FES	8102400072	\$ 1,186.78
201128542	ND Child Support Division	9/22/2023	20230922ADCS	Child Support	0	\$ 276.93
201128543	NORTHLAND LEARNING CENTER	9/29/2023	6478	FY23 Reg Yr Targeted Programming Res Students	0	\$ 9,377.53
201128544	CDW Government	9/29/2023	LT04599	Supplies	6052400035	\$ 194.38
201128545	EDMENTUM INC	9/29/2023	320337	Supplies	6052400038	\$ 2,064.00

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201128546	Faith United Church of Christ	9/29/2023	100123	ALC classroom lease	1102400011	\$ 984.98
201128547	GOPHER SPORT	9/29/2023	313955	Volleyballs	1302400033	\$ 463.55
	GOPHER SPORT	9/29/2023	313955	Volleyballs	1302400033	\$ 135.70
201128548	HOUGHTON MIFFLIN	9/29/2023	955913680	Supplies	6052400040	\$ 7,980.00
201128549	Instructure	9/29/2023	575330	Supplies	6052400039	\$ 9,017.53
201128550	KANTOR ELECTRIC INC	9/29/2023	17865	fix copy room and pool door lock with Meyers Glass	8102400076	\$ 216.00
	KANTOR ELECTRIC INC	9/29/2023	17882	Parking lot light timer repair	8102400081	\$ 224.48
201128551	LVC Companies Inc	9/29/2023	122240	Annual Fire Alarm Service for FHS	8102400080	\$ 2,700.00
	LVC Companies Inc	9/29/2023	123270	Annual Fire Alarm Service for Arena	8102400080	\$ 600.00
	LVC Companies Inc	9/29/2023	123774	Annual Fire Alarm Service for FES	8102400080	\$ 536.00
201128552	OLP NATIVE VOICE INC	9/29/2023	2023-3	Success For the Future Ojibwemowin Textbooks	3002400027	\$ 750.00
201128553	RATWIK ROSZAK & MALONEY PA	9/29/2023	74552	services	1102400037	\$ 3,613.00
201128554	Read Naturally	9/29/2023	263443	Read Live License	6052400034	\$ 2,584.00
201128555	SCHOLASTIC CLASSROOM MAGAZINE	9/29/2023	m7433821 1	FACS MAGAZINES KARLA LINE	2502400000	\$ 274.73
201128556	UNITED TRUCK BODY	9/29/2023	S 8686	Door parts for school bus	7602400020	\$ 138.33
	UNITED TRUCK BODY	9/29/2023	W 7008	Diagnose codes turbo issues	7602400022	\$ 2,077.49
201128557	UPPER LAKES FOODS	9/29/2023	335468-00	Dishwashing supplies and yougurt	0	\$ 1,239.59
	UPPER LAKES FOODS	9/29/2023	335468-00	Dishwashing supplies and yougurt	0	\$ 963.34
201128558	WATER DEPT	9/29/2023	74-006700-00	Water Usage - Garage	8102400005	\$ 53.60
	WATER DEPT	9/29/2023	13-014700-00	FHS; Water Usage	8102400005	\$ 1,844.81
	WATER DEPT	9/29/2023	13-014701-00	Water Usage - Scheela Field	8102400005	\$ 22.28
	WATER DEPT	9/29/2023	13-014800-00	FES; Water Usage	8102400005	\$ 1,154.21
	WATER DEPT	9/29/2023	13-014900-00	Arena; Water Usage	8102400005	\$ 2,719.57
	WATER DEPT	9/29/2023	30-007100-02	Stadium; Water Usage	8102400005	\$ 82.95
201128559	ARROWHEAD CONFERENCE	10/2/2023	Arrowhead Cor	Arrowhead Conference Annual	0	\$ 140.00

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				Dues 2023-2024		
201128560	Hibbing Volleyball Club	10/2/2023	Vball C 9/30/23	Tournament Entry Fee C-Team Volleyball on 9/30/23 @ Hibbing	0	\$ 100.00
201128561	Hibbing ISD #701	10/2/2023	Vball 9/30/23	Volleyball 9th Grade Tournament Fee on 9/30/23 @ Hibbing High School	0	\$ 100.00
	Hibbing ISD #701	10/3/2023	Vball 9/30/23	Volleyball 9th Grade Tournament Fee on 9/30/23 @ Hibbing High School	0	\$ (100.00)
201128562	ISD 317	10/2/2023	CC 9/26/23	Cross Country Meet Entry fee on 9/26/23 in Deer River	0	\$ 150.00
201128563	LIFT	10/2/2023	1	Obstacle Course for Youth at Community Block Party	0	\$ 150.00
201128564	Section 7A	10/3/2023	OneActPlay 11,	One Act Play Sub-Section 7A Entry Fee	0	\$ 100.00
201128565	Sorum, Camilla	10/3/2023	CD Refund	Homecoming Ticket Refund	0	\$ 25.00
201128566	BEMIDJI STATE UNIVERSITY	10/5/2023	Julius Maish	Julius Maish, Student ID 15707489	0	\$ 750.00
	BEMIDJI STATE UNIVERSITY	10/5/2023	Julius Maish 1	Julius Maish Student ID 15707489	0	\$ 500.00
201128567	Fish, Dave	10/5/2023	JHFootball	JH Football Official on 9/12/23 vs Rock Ridge	0	\$ 45.00
	Fish, Dave	10/5/2023	Football 9/15/2	Football Official on 9/15/23 vs Mesabi East	0	\$ 100.00
201128568	Fitzgerald, Bradley	10/5/2023	Fball 9/22/23	Football Official on 9/22/23 vs GNK	0	\$ 100.00
	Fitzgerald, Bradley	10/5/2023	Fball 9/22/23	Football Official on 9/22/23 vs GNK	0	\$ 30.13
201128569	Garrity, Terry	10/5/2023	Football 9/15/2	Football Official on 9/15/23 vs Mesabi East	0	\$ 100.00
201128569	Garrity, Terry	10/5/2023	Football 9/15/2	Football Official on 9/15/23 vs Mesabi East	0	\$ 133.62

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201128570	GLUMACK, BABE	10/5/2023	Football 9/15/2	Football Official on 9/15/23 vs Mesabi East	0	\$ 100.00
201128571	Grand Rapids ISD #318	10/5/2023	GSwim 10/14/2	Girls Swimming Section 7A True Team Meet Entry Fee held on 10/14/23 @ Grand Rapids High School	0	\$ 105.00
201128572	HIBBING HS CC BOOSTER CLUB	10/5/2023	CC 9/28/23	Cross Country Meet Entry Fee on 9/28/23 @ Hibbing	0	\$ 250.00
201128573	Larson, Peter	10/5/2023	Fball 9/22/23	Football Official on 9/22/23 vs GNK	0	\$ 100.00
	Larson, Peter	10/5/2023	Fball 9/22/23	Football Official on 9/22/23 vs GNK	0	\$ 30.13
201128574	MANICK, LINDA	10/5/2023	Vball 9/19/23	Volleyball Official on 9/19/23 vs Ely	0	\$ 50.00
	MANICK, LINDA	10/5/2023	Vball 9/19/23	Volleyball Official on 9/19/23 vs Ely	0	\$ 80.00
201128575	Meininger, Jerry	10/5/2023	GSwimJH 9/23/	Girls Swimming Official for the JH Shiverland Meet on 9/23/23 @ FHS	0	\$ 150.00
	Meininger, Jerry	10/5/2023	GSwimJH 9/23/	Girls Swimming Official for the JH Shiverland Meet on 9/23/23 @ FHS	0	\$ 151.96
201128576	Moran, Robert	10/5/2023	Fball 9/22/23	Football Official on 9/22/23 vs GNK	0	\$ 100.00
	Moran, Robert	10/5/2023	Fball 9/22/23	Football Official on 9/22/23 vs GNK	0	\$ 30.13
201128577	PASSERI, JEFF	10/5/2023	Football 9/15/2	Football Official on 9/15/23 vs Mesabi East	0	\$ 100.00
201128578	SCAIA, TODD	10/5/2023	Vball 9/19/23	Volleyball Official on 9/19/23 vs Ely	0	\$ 50.00
	SCAIA, TODD	10/5/2023	Vball 9/19/23	Volleyball Official on 9/19/23 vs Ely	0	\$ 80.00
	SCAIA, TODD	10/5/2023	Vball 9/19/23	Volleyball Official on	0	\$ 133.62

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201128579	Schultz, Brian	10/5/2023	Fball 9/22/23	9/19/23 vs Ely Football Official on 9/22/23 vs GNK	0	\$ 100.00
	Schultz, Brian	10/5/2023	Fball 9/22/23	Football Official on 9/22/23 vs GNK	0	\$ 30.13
201128580	Section 7A	10/5/2023	CC 10/26/23	Cross Country Section 7A Meet Entry Fee on 10/26/23 @ Greenway	0	\$ 400.00
201128581	SMUK, STEVE	10/5/2023	Fball 9/22/23	Football Official on 9/22/23 vs GNK	0	\$ 100.00
	SMUK, STEVE	10/5/2023	Fball 9/22/23	Football Official on 9/22/23 vs GNK	0	\$ 30.13
201128582	VLATKOVICH, JEFF	10/5/2023	Football 9/15/2	Football Official on 9/15/23 vs Mesabi East	0	\$ 100.00
201128768	ISD # 281	10/5/2023	39261	2022-2023 Non-Special Education Tuition	0	\$ 3,922.11
201128769	US FOODSERVICE	10/5/2023	4308682	Food for Meal Services	7702400011	\$ 1,347.74
	US FOODSERVICE	10/5/2023	3959931	Food for Meal Services	7702400011	\$ 809.52
	US FOODSERVICE	10/5/2023	3959932	Food for Meal Services	7702400011	\$ 1,411.93
	US FOODSERVICE	10/5/2023	3959932	Food for Meal Services	7702400011	\$ 517.84
	US FOODSERVICE	10/5/2023	4131693	Food for Meal Services	7702400011	\$ 548.39
	US FOODSERVICE	10/5/2023	4057543	Food for Meal Services	7702400011	\$ 433.67
	US FOODSERVICE	10/5/2023	4057542	Food for Meal Services	7702400011	\$ 1,131.72
	US FOODSERVICE	10/5/2023	4228293	Food for Meal Services	7702400011	\$ 774.35
	US FOODSERVICE	10/5/2023	4131694	Food for Meal Services	7702400011	\$ 667.88
	US FOODSERVICE	10/5/2023	4131694	Food for Meal Services	7702400011	\$ 84.69
	US FOODSERVICE	10/5/2023	4228298	Food for Meal Services	7702400011	\$ 437.89
	US FOODSERVICE	10/5/2023	4228298	Food for Meal Services	7702400011	\$ 127.05
201128769	US FOODSERVICE	10/5/2023	4228296	Food for Meal Services	7702400011	\$ 1,637.77
	US FOODSERVICE	10/5/2023	4228296	Food for Meal Services	7702400011	\$ 198.18
	US FOODSERVICE	10/5/2023	4228295	Food for Meal Services	7702400011	\$ 467.96
	US FOODSERVICE	10/5/2023	4308683	Food for Meal Services	7702400011	\$ 635.37
	US FOODSERVICE	10/5/2023	4308683	Food for Meal Services	7702400011	\$ 423.83

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	US FOODSERVICE	10/5/2023	4308684	Food for Meal Services	7702400011	\$ 731.42
	US FOODSERVICE	10/5/2023	4412982	Food for Meal Services	7702400011	\$ 2,475.76
	US FOODSERVICE	10/5/2023	4412982	Food for Meal Services	7702400011	\$ 32.60
	US FOODSERVICE	10/5/2023	4308685	Food for Meal Services	7702400011	\$ 291.21
	US FOODSERVICE	10/5/2023	4308685	Food for Meal Services	7702400011	\$ 352.72
	US FOODSERVICE	10/5/2023	4412983	Food for Meal Services	7702400011	\$ 2,412.41
	US FOODSERVICE	10/5/2023	4412983	Food for Meal Services	7702400011	\$ 138.09
	US FOODSERVICE	10/5/2023	5944066	Food for Meal Services	7702400011	\$ (37.07)
	US FOODSERVICE	10/5/2023	4266138	Food for Meal Services	7702400011	\$ 275.78
	US FOODSERVICE	10/5/2023	4489939	Food for Meal Services	7702400011	\$ 2,111.95
	US FOODSERVICE	10/5/2023	4489939	Food for Meal Services	7702400011	\$ 145.95
	US FOODSERVICE	10/5/2023	4589552	Food for Meal Services	7702400011	\$ 2,185.64
	US FOODSERVICE	10/5/2023	4589552	Food for Meal Services	7702400011	\$ 272.23
	US FOODSERVICE	10/5/2023	4489940	Food for Meal Services	7702400011	\$ 1,772.07
	US FOODSERVICE	10/5/2023	4489940	Food for Meal Services	7702400011	\$ 247.62
	US FOODSERVICE	10/5/2023	4512700	Food for Meal Services	7702400011	\$ 177.12
	US FOODSERVICE	10/5/2023	4412984	Pre School Snacks	1302400051	\$ 217.04
	US FOODSERVICE	10/5/2023	4228299	Pre School Snacks	1302400051	\$ 240.70
	US FOODSERVICE	10/5/2023	3959930	Kindergarten Snacks	1302400051	\$ 330.91
	US FOODSERVICE	10/5/2023	4331475	Food for Meal Services	7702400011	\$ 39.69
	US FOODSERVICE	10/5/2023	4012655	Food for Meal Services	7702400011	\$ 472.48
	US FOODSERVICE	10/5/2023	4670422	Food for Meal Services	7702400011	\$ 1,591.61
	US FOODSERVICE	10/5/2023	4670422	Food for Meal Services	7702400011	\$ 245.82
	US FOODSERVICE	10/5/2023	4589548	Food for Meal Services	7702400011	\$ 1,133.32
	US FOODSERVICE	10/5/2023	4589548	Food for Meal Services	7702400011	\$ 58.57
	US FOODSERVICE	10/5/2023	4489949	Food for Meal Services	7702400011	\$ 218.30
	US FOODSERVICE	10/5/2023	4772188	Food for Meal Services	7702400011	\$ 2,488.76
	US FOODSERVICE	10/5/2023	4772188	Food for Meal Services	7702400011	\$ 402.65
	US FOODSERVICE	10/5/2023	4670421	Food for Meal Services	7702400011	\$ 1,758.18
	US FOODSERVICE	10/5/2023	4670421	Food for Meal Services	7702400011	\$ 173.02
	US FOODSERVICE	10/5/2023	4693210	Food for Meal Services	7702400011	\$ 134.03
	US FOODSERVICE	10/5/2023	4723899	Food for Meal Services	7702400011	\$ 159.39
	US FOODSERVICE	10/5/2023	4758825	Food for Meal Services	7702400011	\$ 39.72

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	US FOODSERVICE	10/5/2023	4808000	Food for Meal Services	7702400011	\$ 295.07
201128769	US FOODSERVICE	10/5/2023	4589552/5921	Food for Meal Services	7702400011	\$ (69.21)
	US FOODSERVICE	10/5/2023	3983160	Carts and containers for WEE	7702400015	\$ 674.74
	US FOODSERVICE	10/5/2023	4693207	Food for Meal Services	7702400011	\$ 87.51
	US FOODSERVICE	10/5/2023	4796032	Food for Meal Services	7702400011	\$ 414.01
201128770	Aviben	10/5/2023	29719	403b Third Party Admin Svc	1102400010	\$ 190.37
	Aviben	10/5/2023	28583	403b Third Party Admin Svc	1102400010	\$ 193.23
201128771	BARNES & NOBLE BOOKSELLERS	10/5/2023	4458554	FALLS ED. FOUNDATION SARAH STAPLES QUOTE #: 1543362	3002400033	\$ 1,467.65
201128772	CliftonLarsonAllen LLP	10/5/2023	3892212	Audit	1102400009	\$ 19,772.50
201128773	DeBenedet, Jenna	10/5/2023	9122023	PALS	5002400002	\$ 75.00
201128774	DEMCO INC	10/5/2023	7362819	FHS LIBRARY SUPPLIES BRENDA HJELLE	6202400002	\$ 197.60
201128775	ELECTION SYSTEMS & SOFTWARE LLC	10/5/2023	CD2066816	Election	102400012	\$ 251.95
	ELECTION SYSTEMS & SOFTWARE LLC	10/5/2023	CD2067234	Election	102400012	\$ 923.01
201128776	FRIENDS GARBAGE SERVICE, LLC	10/5/2023	9325571	Garbage Pickups	8102400051	\$ 5,673.33
201128777	Laminator.com	10/5/2023	332151	Laminator - Donation Fund (Library)	1302400041	\$ 2,554.99
201128778	MN ENERGY RESOURCES CORP	10/5/2023	0505015015-00	Garage; Natural Gas Services	8102400040	\$ 81.54
201128779	NCPERS Group Life Ins.	10/5/2023	1.64913E+11	PERA Life October 2023	1102400029	\$ 64.00
	NCPERS Group Life Ins.	10/5/2023	1.64913E+11	PERA Life October 2023	1102400029	\$ 32.00
201128780	Roylco	10/5/2023	45388	2nd Grade Supplies	1302400027	\$ 53.32
201128781	VENTRIS LEARNING	10/5/2023	20237501	Instructional Supplies - Literacy (Tate)	1302400035	\$ 160.00
201128782	BOB WALLS MEMORIAL UNION HALL	10/6/2023	100623	Election	102400013	\$ 50.00
201128783	AFT Local #331	10/6/2023	20231006ADDL	Payroll accrual	0	\$ 3,142.42
201128783	AFT Local #331	10/6/2023	20231006ADDL	Payroll accrual	0	\$ 141.55
201128784	ND Child Support Division	10/6/2023	20231006ADCS	Child Support	0	\$ 276.93
201128785	Align Chiropractic & Wellness Center, PLLC	10/17/2023	6458-C01	DOT Physical	7602400000	\$ 100.00
	Align Chiropractic & Wellness Center, PLLC	10/17/2023	6565-C01	DOT Physical	7602400000	\$ 100.00
	Align Chiropractic & Wellness Center, PLLC	10/17/2023	6644-C01	DOT Physical	7602400000	\$ 100.00
201128786	BOB WALLS MEMORIAL UNION HALL	10/17/2023	100523	Election	102400013	\$ 200.00
201128787	Bryan Rock Products	10/17/2023	61044	Baseball Field Diamond Agg	2922400024	\$ 2,270.65

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	Bryan Rock Products	10/17/2023	61342	Baseball Field Diamond Agg	2922400024	\$ 11,899.39
201128788	CDW Government	10/17/2023	LX95722	Supplies	6052400045	\$ 210.66
201128789	COCA-COLA BOTTLING CO	10/17/2023	45524	FHS; Ala Carte Beverages	7702400012	\$ 252.85
	COCA-COLA BOTTLING CO	10/17/2023	45759	FHS; Ala Carte Beverages	7702400012	\$ 230.00
	COCA-COLA BOTTLING CO	10/17/2023	511263	FHS; Ala Carte Beverages	7702400012	\$ 446.90
201128790	CRANDALLS SEPTIC PUMPING	10/17/2023	8265	Portable Toilets at the track	2922400035	\$ 105.00
201128791	DEMCO INC	10/17/2023	7367134	Library Dividers (Zahradka)	1302400049	\$ 277.95
201128792	Educational Biometric Technology	10/17/2023	2576	Supplies	6052400041	\$ 2,859.95
201128793	Erickson's Lawn Care	10/17/2023	#FHSB823	Athletic Field Fertilizing	2922400012	\$ 270.00
	Erickson's Lawn Care	10/17/2023	#FHSB823	Athletic Field Fertilizing	2922400012	\$ 540.00
	Erickson's Lawn Care	10/17/2023	#FHSB823	Athletic Field Fertilizing	2922400012	\$ 318.00
201128794	Faith United Church of Christ	10/17/2023	110123	ALC classroom lease	1102400011	\$ 984.98
201128795	GOPHER SPORT	10/17/2023	313955	shipping for Volleyballs	1302400033	\$ 71.87
	GOPHER SPORT	10/17/2023	313955	shipping for Volleyballs	1302400033	\$ 21.04
201128796	GUARDIAN PEST CONTROL INC	10/17/2023	2505079	Pest control year contract billed monthly, will start July 1st 2023	8102400001	\$ 37.00
	GUARDIAN PEST CONTROL INC	10/17/2023	2505079	Pest control year contract billed monthly, will start July 1st 2023	8102400001	\$ 37.00
201128797	INTL FALLS FIRE/ RESCUE	10/17/2023	92023	BLS test out	0	\$ 70.00
201128798	IXL	10/17/2023	S481377	Non-Public Purchase Software for St. Thomas	1302400054	\$ 600.00
201128799	Mars Supply	10/17/2023	30462131	Calibration gas for arena air quality test	8102400065	\$ 427.45
201128800	MIDCONTINENT COMMUNICATIONS	10/17/2023	1.24861E+13	FHS Moveable Internet for Arena and Fields, Elevator Phone 124861401	6052400010	\$ 161.17
	MIDCONTINENT COMMUNICATIONS	10/17/2023	1.24861E+13	FHS Moveable Internet for Arena and Fields, Elevator Phone 124861401	6052400010	\$ 30.01
201128801	MIDWEST BUS PARTS INC	10/17/2023	189227	Misc. Bus parts	7602400031	\$ 424.80
	MIDWEST BUS PARTS INC	10/17/2023	189831	Brake Parts	7602400030	\$ 748.80

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201128802	OFFICE DEPOT	10/17/2023	3.29676E+11	Copy Paper	3002400024	\$ 67.98
	OFFICE DEPOT	10/17/2023	3.33414E+11	11 X17 Paper	2552400005	\$ 115.98
201128803	PAN O GOLD BAKING CO	10/17/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 31.50
	PAN O GOLD BAKING CO	10/17/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 42.00
	PAN O GOLD BAKING CO	10/17/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 124.50
201128804	PAUL BUNYAN COMMUNICATIONS	10/17/2023	100123	Monthly Broadband Services	6052400000	\$ 650.00
201128805	RAINY LAKE MEDICAL CENTER	10/17/2023	4098	OT/PT & Speech Services	1102400036	\$ 7,820.13
	RAINY LAKE MEDICAL CENTER	10/17/2023	4098	OT/PT & Speech Services	1102400036	\$ 3,385.92
	RAINY LAKE MEDICAL CENTER	10/17/2023	4098	OT/PT & Speech Services	1102400036	\$ 895.62
201128806	SANDSTROM'S INC	10/17/2023	475042	Milk for Meal Service	7702400010	\$ 614.00
	SANDSTROM'S INC	10/17/2023	475044	Milk for Meal Service	7702400010	\$ 997.50
	SANDSTROM'S INC	10/17/2023	476162	Milk for Meal Service	7702400010	\$ 414.18
	SANDSTROM'S INC	10/17/2023	476162	Milk for Meal Service	7702400010	\$ 145.82
	SANDSTROM'S INC	10/17/2023	476163	Milk for Meal Service	7702400010	\$ 580.57
	SANDSTROM'S INC	10/17/2023	476163	Milk for Meal Service	7702400010	\$ 204.43
201128806	SANDSTROM'S INC	10/17/2023	477155	Milk for Meal Service	7702400010	\$ 501.82
	SANDSTROM'S INC	10/17/2023	477155	Milk for Meal Service	7702400010	\$ 176.68
201128807	SeaChange Print Innovations	10/17/2023	42594	Election	102400011	\$ 2,120.40
201128808	TAYLOR'S PLUMBING & HEATING LLC	10/17/2023	3679	Hook up new bottle fill station in 2nd floor WEM	8102400084	\$ 306.60
201128809	THEME AND VARIATIONS	10/17/2023	133843	Themes and Variations Renewal (1 year - Sept. 21)	1302400036	\$ 174.95
201128810	TIMBERPINS	10/11/2023	101123	8th Grade Class Reward	0	\$ 222.00
201128811	Range Credit Bureau, Inc.	10/11/2023	20231006ADG/	Garnishment L0734186144	0	\$ 319.30
202300453	Aviben	9/22/2023	20230922ADTS	Payroll accrual	0	\$ 140.75
	Aviben	9/22/2023	20230922ADTS	Payroll accrual	0	\$ 185.18
	Aviben	9/22/2023	20230922ADTS	Payroll accrual	0	\$ 92.59
	Aviben	9/22/2023	20230922ADTS	Payroll accrual	0	\$ 1,341.17
	Aviben	9/22/2023	20230922ADTS	Payroll accrual	0	\$ 82.02
	Aviben	9/22/2023	20230922ADTS	Payroll accrual	0	\$ 2,615.38
	Aviben	9/22/2023	20230922ADTS	Payroll accrual	0	\$ 252.79
	Aviben	9/22/2023	20230922ADTS	Payroll accrual	0	\$ 1,098.14
	Aviben	9/22/2023	20230922ADTS	Payroll accrual	0	\$ 370.37

Payables Summary
October 16th, 2023

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	9/22/2023	20230922ADTS	Payroll accrual	0	\$ 133.34
	Aviben	9/22/2023	20230922ADTS	Payroll accrual	0	\$ 814.60
	Aviben	9/22/2023	20230922ADTS	Payroll accrual	0	\$ 231.58
	Aviben	9/22/2023	20230922ADTS	Payroll accrual	0	\$ 150.00
	Aviben	9/22/2023	20230922ADTS	Payroll accrual	0	\$ 2,529.94
	Aviben	9/22/2023	20230922ADTS	Payroll accrual	0	\$ 171.11
	Aviben	9/22/2023	20230922ADTS	Payroll accrual	0	\$ 2,685.08
	Aviben	9/22/2023	20230922AFTS,	TSA Benefit	0	\$ 111.12
	Aviben	9/22/2023	20230922AFTS,	TSA Benefit	0	\$ 185.18
	Aviben	9/22/2023	20230922AFTS,	TSA Benefit	0	\$ 92.59
	Aviben	9/22/2023	20230922AFTS,	TSA Benefit	0	\$ 461.24
	Aviben	9/22/2023	20230922AFTS,	TSA Benefit	0	\$ 30.46
	Aviben	9/22/2023	20230922AFTSI	TSA Benefit	0	\$ 1,435.29
	Aviben	9/22/2023	20230922AFTSI	TSA Benefit	0	\$ 94.89
	Aviben	9/22/2023	20230922AFTSI	TSA Benefit	0	\$ 259.25
202300453	Aviben	9/22/2023	20230922AFTSI	Payroll accrual	0	\$ 92.59
	Aviben	9/22/2023	20230922AFTSI	TSA Benefit	0	\$ 55.56
	Aviben	9/22/2023	20230922AFTSI	TSA Benefits	0	\$ 418.05
	Aviben	9/22/2023	20230922AFTSI	TSA Benefit	0	\$ 174.17
	Aviben	9/22/2023	20230922AFTS'	TSA Benefit	0	\$ 644.86
	Aviben	9/22/2023	20230922AFTS'	TSA Benefit	0	\$ 91.28
	Aviben	9/22/2023	20230922AFTS'	TSA Benefits	0	\$ 100.00
202300454	Empower Retirement	9/22/2023	20230922ADDE	Payroll accrual	0	\$ 454.79
	Empower Retirement	9/22/2023	20230922ADDE	Payroll accrual	0	\$ 20.00
	Empower Retirement	9/22/2023	20230922ADDE	Payroll accrual	0	\$ 60.00
	Empower Retirement	9/22/2023	20230922ADG-	Payroll accrual	0	\$ 68.42
	Empower Retirement	9/22/2023	20230922AFDE	Deferred Comp 457 Benefit	0	\$ 117.83
	Empower Retirement	9/22/2023	20230922AFHC	HCSP	0	\$ 2,509.65
	Empower Retirement	9/22/2023	20230922AFHC	HCSP	0	\$ 13.85
	Empower Retirement	9/22/2023	20230922AFHC	HCSP	0	\$ 203.60
202300455	Internal Revenue Service	9/22/2023	20230922ADFIK	Payroll accrual	0	\$ 16,032.94
	Internal Revenue Service	9/22/2023	20230922ADFIK	Payroll accrual	0	\$ 960.76
	Internal Revenue Service	9/22/2023	20230922ADFIK	Payroll accrual	0	\$ 415.40

Payables Summary
October 16th, 2023

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	9/22/2023	20230922ADFT	Payroll accrual	0	\$ 783.47
	Internal Revenue Service	9/22/2023	20230922ADFT	Payroll accrual	0	\$ 25.00
	Internal Revenue Service	9/22/2023	20230922ADFT	Payroll accrual	0	\$ 23.15
	Internal Revenue Service	9/22/2023	20230922ADFT	Payroll accrual	0	\$ 19,056.71
	Internal Revenue Service	9/22/2023	20230922ADFT	Payroll accrual	0	\$ 1,124.32
	Internal Revenue Service	9/22/2023	20230922ADFT	Payroll accrual	0	\$ 194.71
	Internal Revenue Service	9/22/2023	20230922ADM	Payroll accrual	0	\$ 3,749.65
	Internal Revenue Service	9/22/2023	20230922ADM	Payroll accrual	0	\$ 224.72
	Internal Revenue Service	9/22/2023	20230922ADM	Payroll accrual	0	\$ 97.15
	Internal Revenue Service	9/22/2023	20230922AFFIC	FICA Benefit	0	\$ 16,032.94
	Internal Revenue Service	9/22/2023	20230922AFFIC	FICA Benefit	0	\$ 960.76
	Internal Revenue Service	9/22/2023	20230922AFFIC	FICA Benefit	0	\$ 415.40
	Internal Revenue Service	9/22/2023	20230922AFMI	Medicare Benefit	0	\$ 3,749.65
	Internal Revenue Service	9/22/2023	20230922AFMI	Medicare Benefit	0	\$ 224.72
	Internal Revenue Service	9/22/2023	20230922AFMI	Medicare Benefit	0	\$ 97.15
202300456	MINNESOTA REVENUE	9/22/2023	20230922ADSI	Payroll accrual	0	\$ 40.00
	MINNESOTA REVENUE	9/22/2023	20230922ADSI	Payroll accrual	0	\$ 25.00
	MINNESOTA REVENUE	9/22/2023	20230922ADSI	Payroll accrual	0	\$ 9,214.38
202300456	MINNESOTA REVENUE	9/22/2023	20230922ADSI	Payroll accrual	0	\$ 553.43
	MINNESOTA REVENUE	9/22/2023	20230922ADSI	Payroll accrual	0	\$ 126.20
	MINNESOTA REVENUE	9/22/2023	20230922ADSI	Payroll accrual	0	\$ 14.00
202300457	MN Teachers Retirement Association	9/22/2023	20230922ADTR	Payroll accrual	0	\$ 14,954.73
	MN Teachers Retirement Association	9/22/2023	20230922ADTR	Payroll accrual	0	\$ 801.67
	MN Teachers Retirement Association	9/22/2023	20230922ADTR	Payroll accrual	0	\$ 38.88
	MN Teachers Retirement Association	9/22/2023	20230922ADTR	Payroll accrual	0	\$ 135.59
	MN Teachers Retirement Association	9/22/2023	20230922AFTR	TRA Benefit	0	\$ 16,884.25
	MN Teachers Retirement Association	9/22/2023	20230922AFTR	TRA Benefit	0	\$ 905.10
	MN Teachers Retirement Association	9/22/2023	20230922AFTR	TRA Benefit	0	\$ 43.90
	MN Teachers Retirement Association	9/22/2023	20230922AFTR	Payroll accrual	0	\$ 153.09
202300458	Public Employees Retirement Association	9/22/2023	20230922ADPE	Payroll accrual	0	\$ 12.00
	Public Employees Retirement Association	9/22/2023	20230922ADPE	Payroll accrual	0	\$ 5,370.52
	Public Employees Retirement Association	9/22/2023	20230922ADPE	Payroll accrual	0	\$ 336.20
	Public Employees Retirement Association	9/22/2023	20230922ADPE	Payroll accrual	0	\$ 425.27

Payables Summary
October 16th, 2023

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Public Employees Retirement Association	9/22/2023	20230922AFDC	DCP Benefit	0	\$ 12.00
	Public Employees Retirement Association	9/22/2023	20230922AFPE	PERA Benefit	0	\$ 6,196.80
	Public Employees Retirement Association	9/22/2023	20230922AFPE	PERA Benefit	0	\$ 387.90
	Public Employees Retirement Association	9/22/2023	20230922AFPE	PERA Benefit	0	\$ 490.69
	Public Employees Retirement Association	9/22/2023	20230922AFPE	Payroll accrual	0	\$ 5.28
	Public Employees Retirement Association	9/22/2023	20230922AFPE	Payroll accrual	0	\$ 3.16
202300460	MN PEIP	10/2/2023	1312763	October 2023 Health	1102400007	\$ 114,403.54
	MN PEIP	10/2/2023	1312763	October 2023 Health	1102400007	\$ 1,486.50
	MN PEIP	10/2/2023	1312763	October 2023 Health	1102400007	\$ 1,698.29
	MN PEIP	10/2/2023	1312763	October 2023 Health	1102400007	\$ 8,355.94
202300461	MN DEPT OF REVENUE	10/4/2023	2023 3rd Qrt	2023 3rd Qtr Sales Tax	0	\$ 24.00
	MN DEPT OF REVENUE	10/4/2023	2023 3rd Qrt	2023 3rd Qtr Sales Tax	0	\$ 1,006.27
	MN DEPT OF REVENUE	10/4/2023	2023 3rd Qrt	2023 3rd Qtr Sales Tax	0	\$ 125.73
202300462	DELTA DENTAL	10/4/2023	CNS000134770	October Dental	1102400028	\$ 4,899.20
	DELTA DENTAL	10/4/2023	CNS000134770	October Dental	1102400028	\$ 164.64
	DELTA DENTAL	10/4/2023	CNS000134770	October Dental	1102400028	\$ 1,830.08
202300463	Aviben	10/6/2023	20231006ADTS	Payroll accrual	0	\$ 140.75
	Aviben	10/6/2023	20231006ADTS	Payroll accrual	0	\$ 185.18
202300463	Aviben	10/6/2023	20231006ADTS	Payroll accrual	0	\$ 92.59
	Aviben	10/6/2023	20231006ADTS	Payroll accrual	0	\$ 1,325.82
	Aviben	10/6/2023	20231006ADTS	Payroll accrual	0	\$ 97.37
	Aviben	10/6/2023	20231006ADTS	Payroll accrual	0	\$ 2,601.99
	Aviben	10/6/2023	20231006ADTS	Payroll accrual	0	\$ 266.18
	Aviben	10/6/2023	20231006ADTS	Payroll accrual	0	\$ 1,098.14
	Aviben	10/6/2023	20231006ADTS	Payroll accrual	0	\$ 370.37
	Aviben	10/6/2023	20231006ADTS	Payroll accrual	0	\$ 133.34
	Aviben	10/6/2023	20231006ADTS	Payroll accrual	0	\$ 814.60
	Aviben	10/6/2023	20231006ADTS	Payroll accrual	0	\$ 231.58
	Aviben	10/6/2023	20231006ADTS	Payroll accrual	0	\$ 150.00
	Aviben	10/6/2023	20231006ADTS	Payroll accrual	0	\$ 2,576.60
	Aviben	10/6/2023	20231006ADTS	Payroll accrual	0	\$ 124.45
	Aviben	10/6/2023	20231006ADTS	Payroll accrual	0	\$ 2,685.08
	Aviben	10/6/2023	20231006AFTS	TSA Benefit	0	\$ 111.12

Payables Summary
October 16th, 2023

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	10/6/2023	20231006AFTS	TSA Benefit	0	\$ 185.18
	Aviben	10/6/2023	20231006AFTS	TSA Benefit	0	\$ 92.59
	Aviben	10/6/2023	20231006AFTS	TSA Benefit	0	\$ 444.33
	Aviben	10/6/2023	20231006AFTS	TSA Benefit	0	\$ 47.37
	Aviben	10/6/2023	20231006AFTSI	TSA Benefit	0	\$ 1,421.90
	Aviben	10/6/2023	20231006AFTSI	TSA Benefit	0	\$ 108.28
	Aviben	10/6/2023	20231006AFTSI	TSA Benefit	0	\$ 259.25
	Aviben	10/6/2023	20231006AFTSI	Payroll accrual	0	\$ 92.59
	Aviben	10/6/2023	20231006AFTSI	TSA Benefit	0	\$ 55.56
	Aviben	10/6/2023	20231006AFTSI	TSA Benefits	0	\$ 418.05
	Aviben	10/6/2023	20231006AFTSI	TSA Benefit	0	\$ 174.17
	Aviben	10/6/2023	20231006AFTS	TSA Benefit	0	\$ 658.36
	Aviben	10/6/2023	20231006AFTS	TSA Benefit	0	\$ 77.78
	Aviben	10/6/2023	20231006AFTS	TSA Benefits	0	\$ 100.00
202300464	Empower Retirement	10/6/2023	20231006ADDE	Payroll accrual	0	\$ 424.79
	Empower Retirement	10/6/2023	20231006ADDE	Payroll accrual	0	\$ 5.00
	Empower Retirement	10/6/2023	20231006ADDE	Payroll accrual	0	\$ 105.00
	Empower Retirement	10/6/2023	20231006ADG-	Payroll accrual	0	\$ 34.21
	Empower Retirement	10/6/2023	20231006ADG-	Payroll accrual	0	\$ 34.21
	Empower Retirement	10/6/2023	20231006AFDE	Deferred Comp 457 Benefit	0	\$ 83.62
	Empower Retirement	10/6/2023	20231006AFDE	Deferred Comp 457 Benefit	0	\$ 34.21
	Empower Retirement	10/6/2023	20231006AFHC	HCSP	0	\$ 2,447.17
	Empower Retirement	10/6/2023	20231006AFHC	HCSP	0	\$ 24.23
202300464	Empower Retirement	10/6/2023	20231006AFHC	HCSP	0	\$ 200.14
202300465	Internal Revenue Service	10/6/2023	20231006ADFIK	Payroll accrual	0	\$ 18,129.16
	Internal Revenue Service	10/6/2023	20231006ADFIK	Payroll accrual	0	\$ 1,185.14
	Internal Revenue Service	10/6/2023	20231006ADFIK	Payroll accrual	0	\$ 755.70
	Internal Revenue Service	10/6/2023	20231006ADFT	Payroll accrual	0	\$ 772.70
	Internal Revenue Service	10/6/2023	20231006ADFT	Payroll accrual	0	\$ 25.00
	Internal Revenue Service	10/6/2023	20231006ADFT	Payroll accrual	0	\$ 145.14
	Internal Revenue Service	10/6/2023	20231006ADFT	Payroll accrual	0	\$ 20,849.85
	Internal Revenue Service	10/6/2023	20231006ADFT	Payroll accrual	0	\$ 1,267.94
	Internal Revenue Service	10/6/2023	20231006ADFT	Payroll accrual	0	\$ 688.85

Payables Summary
October 16th, 2023

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	10/6/2023	20231006ADM	Payroll accrual	0	\$ 4,239.87
	Internal Revenue Service	10/6/2023	20231006ADM	Payroll accrual	0	\$ 277.23
	Internal Revenue Service	10/6/2023	20231006ADM	Payroll accrual	0	\$ 176.72
	Internal Revenue Service	10/6/2023	20231006AFFIC	FICA Benefit	0	\$ 18,129.16
	Internal Revenue Service	10/6/2023	20231006AFFIC	FICA Benefit	0	\$ 1,185.14
	Internal Revenue Service	10/6/2023	20231006AFFIC	FICA Benefit	0	\$ 755.70
	Internal Revenue Service	10/6/2023	20231006AFMI	Medicare Benefit	0	\$ 4,239.87
	Internal Revenue Service	10/6/2023	20231006AFMI	Medicare Benefit	0	\$ 277.23
	Internal Revenue Service	10/6/2023	20231006AFMI	Medicare Benefit	0	\$ 176.72
202300466	MINNESOTA REVENUE	10/6/2023	20231006ADSI	Payroll accrual	0	\$ 290.00
	MINNESOTA REVENUE	10/6/2023	20231006ADSI	Payroll accrual	0	\$ 25.00
	MINNESOTA REVENUE	10/6/2023	20231006ADSI	Payroll accrual	0	\$ 10,297.97
	MINNESOTA REVENUE	10/6/2023	20231006ADSI	Payroll accrual	0	\$ 641.65
	MINNESOTA REVENUE	10/6/2023	20231006ADSI	Payroll accrual	0	\$ 352.81
	MINNESOTA REVENUE	10/6/2023	20231006ADSI	Payroll accrual	0	\$ 98.00
202300467	MN DEPT OF REVENUE	10/6/2023	20231006ADG/	Garnishment L0734186144	0	\$ 319.30
	MN DEPT OF REVENUE	10/11/2023	20231006ADG/	Garnishment L0734186144	0	\$ (319.30)
202300468	MN Teachers Retirement Association	10/6/2023	20231006ADTR	Payroll accrual	0	\$ 15,162.94
	MN Teachers Retirement Association	10/6/2023	20231006ADTR	Payroll accrual	0	\$ 817.94
	MN Teachers Retirement Association	10/6/2023	20231006ADTR	Payroll accrual	0	\$ 41.04
	MN Teachers Retirement Association	10/6/2023	20231006AFTR	TRA Benefit	0	\$ 17,119.34
	MN Teachers Retirement Association	10/6/2023	20231006AFTR	TRA Benefit	0	\$ 923.48
	MN Teachers Retirement Association	10/6/2023	20231006AFTR	TRA Benefit	0	\$ 46.33
202300469	Public Employees Retirement Association	10/6/2023	20231006ADD	Payroll accrual	0	\$ 12.00
202300469	Public Employees Retirement Association	10/6/2023	20231006ADPE	Payroll accrual	0	\$ 6,464.50
	Public Employees Retirement Association	10/6/2023	20231006ADPE	Payroll accrual	0	\$ 520.60
	Public Employees Retirement Association	10/6/2023	20231006ADPE	Payroll accrual	0	\$ 785.72
	Public Employees Retirement Association	10/6/2023	20231006AFDC	DCP Benefit	0	\$ 12.00
	Public Employees Retirement Association	10/6/2023	20231006AFPE	PERA Benefit	0	\$ 7,459.04
	Public Employees Retirement Association	10/6/2023	20231006AFPE	PERA Benefit	0	\$ 600.69
	Public Employees Retirement Association	10/6/2023	20231006AFPE	PERA Benefit	0	\$ 906.61
202300470- 202300612	BMO	10/3/2023		See detailed c/c report		\$ 22,544.22

Payables Summary
October 16th, 2023

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
232423012	Cowman, Maria	9/19/2023	82323	Mt. Iron Mileage Reimbursement	0	\$ 102.01
232423013	Taylor, Jenny	9/19/2023	82323	Mt. Iron Mileage Reimbursement	0	\$ 101.00
232423014	AFSCME Council 65	9/22/2023	20230922ADAF	Payroll accrual	0	\$ 911.80
	AFSCME Council 65	9/22/2023	20230922ADAF	Payroll accrual	0	\$ 346.16
	AFSCME Council 65	9/22/2023	20230922ADAF	Payroll accrual	0	\$ 14.00
	AFSCME Council 65	9/22/2023	20230922ADAF	Payroll accrual	0	\$ 9.00
232423015	Madison National Life	10/5/2023	1581517	October LTD	1102400027	\$ 149.36
	Madison National Life	10/5/2023	1581518	October Life	1102400026	\$ 1,420.86
	Madison National Life	10/5/2023	1581518	October Life	1102400026	\$ 30.00
	Madison National Life	10/5/2023	1581518	October Life	1102400026	\$ 39.90
232423016	Anderson, Jeremy	10/17/2023	100523	Reimbursement for Drivers Training Sept/Oct 2023 Fall Class	0	\$ 30.00
232423017	Bennett, Kendra	10/17/2023	ERIN20231002	9/1/2023-9/30/2023 9/1/23-9/30/23 mileage to and from bank	0	\$ 37.76
232423018	Carney, Justin	10/17/2023	ERIN20231011	9/5/2023-9/29/2023 Travel between school buildings.	0	\$ 18.63
232423019	Christianson, Ginger	10/17/2023	ERIN20230915	2/1/2023-2/28/2023 ECSE mileage	0	\$ 90.98
	Christianson, Ginger	10/17/2023	ERIN20230915	3/1/2023-3/31/2023 ECSE mileage	0	\$ 67.14
	Christianson, Ginger	10/17/2023	ERIN20230915	4/1/2023-4/30/2023 ECSE mileage	0	\$ 75.13
	Christianson, Ginger	10/17/2023	ERIN20230915	5/1/2023-5/31/2023 ECSE mileage	0	\$ 71.33
232423020	Christianson, Rosa	10/17/2023	ERIN20231002	9/6/2023-9/29/2023 Mileage Reimbursement FHS-FES and back	0	\$ 5.28
232423021	Erickson, Jennifer	10/17/2023	ERIN20231011	9/5/2023-10/13/2023 Phone Reimbursement - Early Moring	0	\$ 75.00

Payables Summary
October 16th, 2023

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				Para Call-Ins Month of September & half month of October 2023 \$50/month		
232423022	Hall, Erin	10/17/2023	92923	Chisago Lakes Volleyball - van gas	0	\$ 142.96
232423023	Peterson, Paul	10/17/2023	ERIN20230915,	8/1/2023-8/31/2023 Mileage to NLC sped training at Mt. Iron/Buhl HS (202 round trip).	0	\$ 101.00
232423024	Wilson, June	10/17/2023	ERIN20231002,	9/5/2023-9/29/2023 transport between bus garage and FHS	0	\$ 27.51
Total						\$ 754,194.91

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, September 18, 2023 at 5:15 p.m.
FHS Library**

Call to Order

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

Absent: Jessica Crosby

Present: 6; Absent 1;

Non-Voting Members Present: Kevin Grover, Superintendent

2. Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented. Motion by Joann Smith, then second by Dale Johnson. Motion Carried.

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

Yea: 6, Nay: 0, Absent: 1

Open Forum

1. Public Open Forum: None

Committee and Administrative Reports

1. Mitch Erickson, Student Representative – update on activities.

2. Melissa Tate, Elementary Principal – Enrollment 447, Oct 4th Walk to School

3. Tim Everson, Secondary Principal – Enrollment 527

4. Kevin Grover, Superintendent: Superintendent Goals; Working with City of I.Falls on an agreement for services; Bomb Threat investigation continues and thank you to City for response and guidance; Upcoming negotiations; RRCC Baseball, MSBIT legislative platform.

5. Beth Slatinski, Community Education Director

Consent Agenda

Approve the Consent Agenda as presented. Motion by Bruce Raboin, then second by Tina Sather. Motion Carried.

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

Yea: 6, Nay: 0, Absent: 1

1. Approve payroll in the amount of \$328,253.37 for pay periods August 25th and September 8th.

2. Approve current accounts payable due in the amount of \$922,318.

3. Approve past meeting minutes for the regular school board meeting on August 21, 2023 and special school board meeting on September 11, 2023.

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, September 18, 2023 at 5:15 p.m.
FHS Library**

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

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, September 18, 2023 at 5:15 p.m.
FHS Library**

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

Action Items

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

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

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

Yea: 6, Nay: 0, Absent: 1

1.b. Approve Resolution Appointing Election Judges and Establishing Absentee Ballot Board. Motion by Bruce Raboin, then second by Joann Smith. Motion Carried.

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

Yea: 6, Nay: 0, Absent: 1

1.c. Second reading of School Board Policy 400 - Substitute Pay. *Bruce Raboin to abstain from voting.* Motion by Joann Smith, then second by Dale Johnson. Motion Carried.

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

Yea: 5, Nay: 0, Absent: 1, Abstain (With Conflict): 1

Closed Session

1. Closed meeting for labor negotiations strategy pertaining to L4798 and L510 as allowed under MS 13D.03. Motion by Toni Korpi, then second by Joann Smith to close session at 5:46 pm. Motion Carried.

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

Yea: 6, Nay: 0, Absent: 1

Adjournment

1. Motion to reopen and adjourn at 6:21. Motion by Joann Smith, then second by Dale Johnson. Motion Carried.

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

Yea: 6, Nay: 0, Absent: 1

Approved Minutes:

District Clerk

Date

Board Chair

Date

**SPECIAL MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, October 2, 2023 at 5:15 p.m.
FHS Library**

Call to Order

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

Absent: Toni Korpi

Present: 6; Absent 1;

Non-Voting Members Present: Kevin Grover, Superintendent

2. Pledge of Allegiance

Approval of Agenda

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

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

Work Session

1. Facility work group session.

Closed Session

1. Closed meeting for labor negotiations strategy pertaining to L510 as allowed under MS 13D.03. Motion by Dale Johnson, then second by Tina Sather to close session at 5:45 pm. Motion Carried.

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

Reopen and Adjournment

1. Motion by Dale Johnson, then second by Jessica Crosby to reopen and adjourn meeting at 6:28 pm. Motion Carried.

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

Approved Minutes:

District Clerk

Date

Board Chair

Date

**SPECIAL MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Thursday, October 12, 2023 at 5:15 p.m.
FHS Library**

Call to Order

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

Absent: Bruce Raboin

Present: 6; Absent 1;

Non-Voting Members Present: Kevin Grover, Superintendent

2. Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented. Motion by Tina Sather, then second by Jessica Crosby.
Motion Carried.

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

Yea: 6, Nay: 0, Absent: 1

Presentation and Discussion Item:

1. Presentation from the Center for Effective School Operations (CESO) on business office staffing analysis and compensation study of group one.

Adjournment

1. Motion by Dale Johnson, then second by Joann Smith to adjourn meeting at 7:30 pm.
Motion Carried.

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

Yea: 6, Nay: 0, Absent: 1

Approved Minutes:

District Clerk

Date

Board Chair

Date

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

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

Adopted ___ By Reference ___

Revised ___ **September 2023** ___

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Authorized Representative

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

B. Biometric Record

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

C. Dates of Attendance

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

D. Directory Information

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

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

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

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

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

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

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

E. Education Records

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

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

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

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

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

F. Education Support Services Data

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

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

G. Eligible Student

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

H. Juvenile Justice System

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

I. Legitimate Educational Interest

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

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

J. Parent

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

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

K. Personally Identifiable

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

L. Record

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

M. Responsible Authority

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

N. Student

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

O. School Official

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

employee or contractor.

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

P. Summary Data

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

Q. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

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

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

B. Eligible Students

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

C. Students with a Disability

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

VI. **DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

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

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

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

6. Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Nonpublic School Students

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

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

VII. RELEASE OF DIRECTORY INFORMATION

A. ~~Classification~~-Educational Data

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

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

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

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

B. Former Students

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

C. Present Students and Parents

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

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

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

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

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

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

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

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

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

C. Private Records Not Accessible to Student

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

D. Military-Connected Youth Identifier

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

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

C. Investigative Data

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

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

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

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

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

D. Chemical Abuse Records

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

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

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

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

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

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

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

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

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

B. Redisclosure Not Prohibited

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

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

C. Classification of Disclosed Data

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

D. Notification

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

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

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

D. Review of Written Plan for Securing Student Records

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

E. Record Keeping

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

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

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

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

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

is Also a Dependent Student

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

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

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

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

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

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

B. Right to a Hearing

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

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

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

C. Conduct of Hearing

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

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

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

XVII. COMPLAINTS FOR NONCOMPLIANCE

- A. Where to File Complaints

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

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

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

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

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

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

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

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

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

Bronco Arena Concession Rental Agreement

This agreement is between **International Falls Public Schools, ISD #361**, hereinafter referred to as “ISD #361” and the **International Falls Recreation Hockey Association**, hereinafter referred to as the “Lessee”.

The Lessee will use ISD #361 Bronco Arena Concession stand for the events set forth in the following agreement which is agreed to by the Lessee and ISD #361.

1. **CONCESSION STAND USE AND OPERATION:** The Lessee shall have the right to operate the Bronco Arena Concession stand during ISD #361 varsity hockey games and Recreation Hockey games. The Lessee shall have the right during these events to sell food, non-alcoholic beverages, souvenirs and convenience items.

The Lessee may upon written request to the Superintendent request to operate the Bronco Arena Concession during events not covered under this agreement. Upon written approval by the Superintendent of Schools the additional events will added as “Schedule A – Additional Events” that are covered under the terms of this agreement.

The Lessee shall designate a manager who shall have responsibility for the Bronco Arena Concession stand and can act on behalf of the Lessee in all matters relating to the management of the concessions. The name of said manager will be provided in by September 1st to the Superintendent of Schools.

2. **TERM:** The term of this agreement shall be for one year from September 1, 2023 until August 31, 2024 for authorized events per section 1.
3. **RENTAL FEE:** The rental fee for Arena Concession stand will \$600.00. Payment is due upon invoice, made payable to ISD 361 and sent to the attention of Accounts Receivable at:
International Falls Public Schools, ISD 361
1515 11th Street
International Falls MN 56649
4. **RESPONSIBILITY:** All activities must have appropriate adult supervision. The Lessee agrees and will be responsible for any damage to the facility by the Lessee or the Lessee’s agents, assigns, or participants in any activity Lessee, controlled, or organized by the Lessee, or for activities over which the Lessee has control or for which purpose the space is leased.
5. **INDEMNITY:** The Lessee agrees to indemnify, save and hold harmless International Falls Public Schools, ISD #361 and all their officers, employees, and agents, individually and collectively, for any and all claims, demands, suits, causes of action, or judgments (including defense and other costs) any person had, now has, or may have in the future arising out of the Lessee’s use and/or occupancy of the leased premises, including any and all incidences and occurrences which cause bodily injury, property damage, or death. International Falls Public Schools, ISD #361, assumes no liability for personal injury suffered by reason of the use of such school property pursuant to this agreement.

6. **INSURANCE AND INDEMNIFICATION:** Lessee agrees to assume all risk of and liability for and further agrees to defend, indemnify, and hold harmless - ISD #361 and its agents, officers, and employees, from and against any and all claims based on the vicarious liability of ISD #361 or its agents, officers, and employees, but not against claims based solely on ISD #361 comparative fault, negligence, or intentional misconduct. Lessee shall secure and keep in force during the entire term of the Event (from an insurance company, government self-insurance pool, or government self-retention fund authorized to do business in Minnesota ... singularly or collectively referred to, as the case may be, the "insurance carrier") a commercial general liability insurance policy or coverage ("policy") for any and all claims of any nature for bodily injury, property damage, personal and advertising injury, or other harm or loss arising out of or in connection with the Event(s).

The policy shall name ISD #361 (and including its agencies, officers, and employees) as an additional insured. Lessee shall furnish a certificate of insurance from the insurance carrier showing the endorsement naming ISD #361 as an additional insured to the policy with limits of liability of at least \$500,000 per person and \$1,500,000 per occurrence consistent with Minnesota Statute section 466.01, et seq. The policy must provide that the policy may not be canceled without 10 days prior written notice to ISD #361 and shall contain a "Waiver of Subrogation" (waiving any right of recovery the insurance carrier may have against ISD). The policy must provide that any fees, costs, expenses, or other charges for or related to the investigation or defense of any claim or suit shall be outside of (i.e., in addition to, without any cap or limit) any otherwise applicable limit of liability of the policy.

Lessee will deliver said certificate of insurance and endorsement to ISD #361 at least 5 days prior to the Event.

7. **ORDERLY USE:** The Lessee agrees that the Lessee and its employees, agents, volunteers, invitees and guest will comply with all directives of the school staff and policies of the school and all laws of the state of MN. These include, but are not limited to the following: a) No weapons on campus, b) No drugs or controlled substances on campus, c) No alcoholic beverages will be sold or consumed on campus, d) The use of tobacco substances is not allowed on campus including vaping.
8. **NO TRANSFER, ASSIGNMENT OR SUBLEASE:** The Lessee may not transfer or assign this agreement or sublet any part of said premises without the express written consent of the Superintendent of Schools.
9. **VIOLATION OF AGREEMENT:** If the Lessee violates any of the covenants of this agreement, the Superintendent of Schools, or his/her designee or the school principal, may, without notice to the Lessee, terminate the agreement and retake possession of the premises.
10. **ALTERATIONS/EQUIPMENT:** The Lessee will be provided a secure area within the Bronco Arena Concession stand area to store equipment, supplies and non-perishable food products. The Lessee may utilize all fixtures presently in the concession area. The Lessee must supply any additional equipment and supplies which they deem are needed. No alterations are to be made to school property without the written

consent of the Superintendent. Rental of facilities does not include use of school equipment which is not directly related to the operating of the Bronco Arena Concessions.

11. CONFIRMATION OF AGREEMENT: The agreement is not in force until signed by the Lessee, accepted and signed by the school official, and the amount designated as the Rental Fee has been received by ISD #361. The Lessee and the Superintendent shall retain fully executed copies of this document.
12. CANCELLATION: This agreement may be cancelled by ISD #361 at their discretion. In the event of an emergency, ISD #361 may use their discretion for cancellation of events. (example, inclement weather). If the school is closed due to weather, emergency, etc., all events and rentals are canceled until the schools are officially reopened.
13. REMOVAL OF PROPERTY: The Lessee is responsible for the removal of all of their supplies and materials used in conjunction with the event immediately upon its end. Those items not removed within 24 hours after the event date shall be disposed of by ISD #361 at the expense of the Lessee. ISD #361 shall assume no responsibility for these items before, during, or after the event. (Following individual events, food items should be stored away but each piece of equipment does not have to be permanently stored. Following the season, Recreation Hockey and the District will collaborate to remove items that should not be left out for the summer. Any other situation in which the district would rent the facility and items should be stored will be conveyed in advance to Recreation Hockey.
14. SECURITY: The Lessee agrees to reimburse ISD #361 for employment of a sufficient number (as deemed necessary by the Superintendent, at his/her sole discretion) of duly authorized law enforcement officers for the purpose of maintaining order, protecting the public and school property, and enforcing regulations and laws of the state of MN, or to provide additional, sufficient security as deemed necessary by the Superintendent. The Lessee will not be permitted to use the school property if the Lessee fails to cooperate with law enforcement. This reimbursement shall be in addition to the rental fee. (Recreation Hockey is not responsible for any law enforcement coverage for any event covered under this agreement)
15. PAYMENT FOR DAMAGES: The Lessee agrees to pay costs of repair or replacement for damages, which may have occurred during the term of this agreement in order to restore the rented space or other parts of the campus affected by the event at a condition equal to that prior to the event.
16. ADDITIONAL REGULATIONS AND CONDITIONS OF USE: ISD #361, reserves the right to impose any additional rules or regulations, or to set special use arrangements, whether or not expressly provided herein, which may be necessary for the best interest of the school, and such regulations shall be binding upon the Lessee.
17. PUBLIC SAFETY: The Lessee agrees that at all times he/she/they will conduct activities with full regard to public safety, and will observe and abide by all applicable regulations. All portions of sidewalks, entries, doors, passages, halls, corridors, stairs, and all ways of access to public utilities shall be kept unobstructed by the Lessee. The Lessee is not to bring onto the premises any material, substance, equipment, or object,

which is likely to constitute a hazard to the property without the prior written consent of the school Superintendent.

18. CONTROL OF FACILITY AND RIGHT OF ENTRY: In renting the identified facilities to the Lessee, it is understood that ISD #361, does not relinquish the right to control the management thereof, and to enforce all necessary laws, rules, and regulations. Duly authorized representatives of International Falls Public Schools, ISD #361, may enter the premises without any restriction whatsoever.
19. CARE OF FACILITY: The Lessee shall not injure or deface the premises or any equipment therein. The Lessee shall not drive any nails, hooks, tacks, or screws into any part of the building, nor make any alterations of any kind to said facility.
20. CLEANING: The Lessee shall follow all MDH food safe handling requirements and recommendation best practices to maintain a clean and food safe concession area.
21. PARKING: Parking will be permitted only in areas designated for such use. Parking will not be permitted on grassed or landscaped areas.
22. PERMITS: Lessee shall obtain, at its sole cost and expense, any additional food permits and licenses that are necessary or required for Lessee's use of the Bronco Arena Concessions.
23. KEYS: Keys to buildings shall not be issued or loaned on any occasion to the Lessee. Doors to Bronco Arena will be opened and locked by ISD facilities personnel or other ISD #361 authorized representatives. Keys to the secured concession storage area will be issued to the Lessee at the start of agreement term. Keys to the storage area will be returned at the end of the agreement term. The cost of replacement keys or keys that are not returned at the end of the agreement term will be charged to the Lessee.

By their duly authorized signatures below, the parties agree to enter into and execute this Agreement as of the date of ISD's approving authority identified below.

Independent School District #361:

Superintendent / Date

International Falls Recreation Hockey Association:

President, Date

SCHEDULE A – ADDITIONAL EVENTS

The following date(s) are added to the original terms and conditions of the agreement signed and dated _____:

List date of event, description and date of Superintendent written approval:

- 1) Figure Skating Show(s)

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

**BOARD POLICY 407
Employee Right to Know – Exposure to Hazardous Substances**

Adopted ___ By Reference ___

Revised ___ **October 2023** ___

[Note: School districts are not required by statute to have a policy addressing these issues. However, the provisions of this policy accurately reflect the requirements of Minnesota Statutes section 182.653.]

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (~~Minn. Stat. § 182.653, Subd. 2~~)

II. GENERAL STATEMENT OF POLICY

The policy of this school district **is** to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, ~~or~~ infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the **Minnesota** Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas;

carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or

3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.

- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogens” means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)

Minn. Rules Ch. 5205 (**Occupational** Safety and Health Standards)
Minn. Rules Ch. 5206 (**Hazardous Substances**; Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 408
Subpoena of a School District Employee

Adopted ___ By Reference ___

Revised ___ **October 2023** ___

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes ~~Ch.~~ chapter 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to informed consent by the subject of the data or pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor. A subpoena is not a court order under the MGDPA.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 ~~U.S.C. §~~ **United States Code section** 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the

student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, ~~Minn. Stat. Ch. 13~~, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (**How These Rules Apply Minnesota Rules Regarding Data Practices**)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA ~~Service Manual, Chapter 13, School~~ Law Bulletin "I" (School Records-Privacy-Access to Data)

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

**BOARD POLICY 414
Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

Adopted ___ By Reference ___

Revised ___ **October 2023** ___

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors 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 child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with ~~Minn. Stat. Ch.~~ **Minnesota Statutes chapter** 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.

- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the

facility are in compliance with the laws and rules relevant to the occurrence of event.

- B. “Child” means one under age 18 and, for purposes of ~~Minn. Stat. Ch. Minnesota Statutes chapter~~ 260C (Juvenile Safety and Placement) and ~~Minn. Stat. Ch. Minnesota Statutes chapter~~ 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to ~~Minn. Stat. § Minnesota Statutes chapter~~ 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated Reporter” means any school personnel who knows or has reason to believe a child is being maltreated **or has been maltreated** within the preceding three years.
- E. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
 - 1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child’s physical or mental health when reasonably able to do so;
 - 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so; including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 - 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child’s own basic needs or safety or the basic needs or safety of another child in his or her care;
 - 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 - 5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, medical effects, or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;

6. medical neglect as defined by ~~Minn. Stat. § Minnesota Statutes section 260C.007, Subd. 4 subdivision~~ 6, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under ~~Minn. Rules Ch. Minnesot Rules~~ chapter 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by ~~Minn. Stat. § Minnesota Statutes section 125A.0942 or 245.825.~~

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse

does not include the use of reasonable force by a teacher, principal, or school employee as allowed by ~~Minn. Stat. § Minnesota Statutes section~~ 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any non-accidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in ~~Minn. Stat. § Minnesota Statutes section~~ 609.02, ~~Subd. subdivision~~ 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under ~~Minn. Stat. § Minnesota Statutes section~~ 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under ~~Minn. Stat. § Minnesota Statutes section~~ 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual Abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in ~~Minn. Stat. § Minnesota Statutes section~~ 609.341, ~~Subd. subdivision~~ 15), or by a person in a current or recent position of authority (as defined in ~~Minn. Stat. § Minnesota Statutes section~~ 609.341, ~~Subd. subdivision~~ 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under ~~Minn. Stat. § Minnesota Statutes section~~ 243.166, ~~Subd. subdivision~~ 1b(a) or (b) (~~Registration of Predatory Offenders~~).

- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4) or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.

- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly 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, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the

disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch.~~ **Minnesota Statutes chapter 13**, and the Family Educational Rights and Privacy Act, 20 ~~U.S.C. §~~ **United States Code section 1232g**.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd.4 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. § 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 427
Workload Limits For Certain Special Education Teachers

Adopted ___ By Reference ___

Revised October 2023

WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

[Note: School districts are required by Minnesota Rule 3525.2340, ~~Subp~~ sub part. 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]

[Note: Minnesota Statutes § section 179A.07, Subd. 1, of the Public Employment Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher or a related service professional when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher **or a related service professional** which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with ~~children with disabilities~~ **the pupil** to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers’ exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers’ exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of “Direct Services,” “Indirect Services,” “Teacher,” and “Workload”)
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

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 Basketball Boosters	HUDL	\$3,000
Bronco Football Boosters	Fall Field Fertilizing	\$540
	Additional Coaching Staff	\$6,550
PCA	FHS & FES	2 Pallets of Paper

Voting against:

Whereupon, the resolution was declared adopted.

AGREEMENT FOR CONDITIONS OF EMPLOYMENT

INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA

AND

AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL EMPLOYEES;
LOCAL #510

July 1, ~~2021-2023~~ to June 30, ~~2023~~2025

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AGREEMENT BETWEEN:

THE SCHOOL BOARD OF INDEPENDENT SCHOOL
DISTRICT NO. 361,

Hereinafter referred to as the School Board,

And,

AMERICAN FEDERATION OF STATE, COUNTY,
AND MUNICIPAL EMPLOYEES, LOCAL #510

Hereinafter referred to as the Union;

ARTICLE 1: PURPOSE

SECTION A: It is the purpose of this agreement entered into between the School Board and the Union, pursuant to and in compliance with the Public Employment Labor Relations Act to set forth the working conditions of the employees.

SECTION B: The provisions of this agreement constitute the sole procedure for the processing and settlement of any claim by an employee or the Union of a violation by the School Board of this agreement.

ARTICLE 2: RECOGNITION

SECTION A: The School Board hereby recognizes American Federation of State, County and Municipal Employees, Local #510 as the Exclusive Representative (Union) for the following full-time and part-time employees: secretaries, janitors, chief fireman, fireman, mechanic, transportation coordinator, and cooks; excluding accountant, bookkeepers, superintendent's secretaries, crossing guards, transportation director, maintenance director, food service director, noon supervision employees, and all other employees as certified by the Minnesota State Labor Conciliator on August 2, 1968.

SECTION B: The Union shall represent all such employees of the School Board contained in the appropriate unit as defined in Article II, Section A and who meet the mandatory employment levels of at least fourteen (14) hours per week or thirty five (35) percent of the normal workweek in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period in excess of 67 working days in any calendar year, and part time employees working at least one hundred (100) days if they are under the age of 22 and full-time students. The School Board shall not enter into any agreement with the employees under the jurisdiction of this agreement, either individually or collectively, which in any way conflicts with the terms or conditions of this agreement.

ARTICLE 3: DEFINITION OF TERMS

SECTION A - EMPLOYEE: Any person employed by the School Board and under the jurisdiction of the Union.

SECTION B - FULL-TIME EMPLOYEE: Any employee who regularly works eight (8) hours per day and/or forty (40) hours per week, with annual service year of 2,080 hours. Secretaries and head cooks hired prior to July 1, 2010 or those employees hired prior to July 1, 2010 and promoted to a head cook position are considered full-time for the purposes of receiving paid holidays, paid vacation, and benefits.

SECTION C - PART-TIME EMPLOYEE: Any employee who regularly works less than eight (8) hours per day and/or forty (40) hours per week, but at least fourteen (14) hours per week, with part-time FTE calculated on service year base of 2,080 hours.

SECTION D - FULL TIME EQUIVALENCY (FTE): Ratio of full-time to part time used to calculate benefits. Calculation is # daily hours regularly assigned times the # days regularly assigned divided by 2,080 hours. Assigned days for food service personnel will be student contact days (currently 174) as annually approved by the School Board along with any days before school is in session, after school is out of session, or in-service days as assigned by Administration. FTE is exclusive of any overtime hours, but does include paid holiday and/or vacation hours. [All hours worked, excluding intermittent extra hours due to unexpected absence, shall count towards calculation of FTE- regardless of position or casual status. FHS secretary doing summer transcripts will have 3 hours assigned for calculating purposes for weeks outside of regular assignment.](#) Daily FTE is ratio of hours assigned in a typical day divided by eight (8).

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SECTION E - SENIORITY DATE: The first day of uninterrupted service as either part-time or full-time employee, as defined in Section B and Section C of this article, in a position represented by the Union. Service for an employee on leave, thus substitute service, shall not be recognized as service for the purpose of establishing seniority or for the purpose of probationary service as probationary period is defined in this contract.

SECTION F - ANNIVERSARY DATE: The date that the employee started to accumulate vacation benefits under this contract. (Vacation benefits shall be applied to employees account on an annual basis effective July 1, 2019)

ARTICLE 4: RIGHTS AND RESPONSIBILITIES OF PARTIES

SECTION A - INHERENT MANAGERIAL RIGHTS: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

SECTION B - MANAGEMENT RESPONSIBILITIES: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District. The exclusive representative also recognizes the School Board's responsibility to provide facilities for the education of the students of the School District.

SECTION C - EFFECT OF LAWS, RULES AND REGULATIONS: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services prescribed by the School Board and shall be governed by the laws of the State of Minnesota and by School Board rules, regulations directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations and directives and orders are not inconsistent with the terms of this Agreement.

SECTION D: Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations.

SECTION E: All grievances by employees shall be processed in accordance with the grievance procedure in this agreement.

SECTION F - DUES CHECK OFF: Upon receipt of a properly executed authorization card from the employee, the School Board will deduct from the employee's paycheck the dues and other deductions that the employee has agreed to contribute to the Union during the period provided in said authorization.

All employees in this bargaining unit who are not members of the Union shall be required to contribute through payroll deduction to maintenance of service fee per month as determined by the Union in accordance with Minnesota Public Employment Relations Act, as amended. (This paragraph shall be suspended due to the Janus v AFSCME Supreme Court Ruling and shall be reinstated upon any future court cases reestablishing a Fair Share fee)

Membership may be terminated by the employee by giving thirty (30) days written notice to the District Payroll Clerk.

Contributions shall be made the second pay period of each month and transmitted to the Union, together with a list of names of the employees from whom deductions were made.

Section G – EMPLOYEE INFORMATION:

Employer shall provide employee information as required by legislation to union president or designee upon hire or departure of employee based on legislative timeline. All legislatively required bargaining unit information shall be provided quarterly during the 1st week of January, April, July, and October.

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ARTICLE 5: RATES OF PAY

SECTION A - RATES OF PAY:

Subd. 1: The wages and salaries reflected in Schedules A, and B attached hereto shall be a part of the Agreement for the period commencing July 1, ~~2021-2023~~ to June 30, 202~~5~~~~3~~.

Subd. 2: The Administration and School Board shall make final determination as to what the employee's classification shall be.

Subd. 3: Employees will be paid a total of twenty-six (26) pay periods on a bi-weekly basis with payroll to be made through direct deposit.

SECTION B - BUS DRIVER SALARIES:

Subd. 1: Employees who operate school buses on regular runs to and from school shall ~~be paid their regular rate of pay (effective upon ratification of contract by both sides), have their rate of pay increased to the minimum bus driver rate of pay when driving bus for regular routes/local transportation; but in the event said minimum wage rate is less than the employees' regular rate of pay the employee shall be paid their regular rate of pay for bus driving duties.~~

Subd. 2: Employees who operate school buses on planned out of town extra-curricular trips shall be paid the At Will bus driver rate.

Subd. 3: Employees hired prior to July 1, 2007, in the following employee classifications: janitor, pool janitor, chief fireman, fireman, mechanic, transportation coordinator and who held a bus driving license prior to July 1, 2007, may elect not to drive regular to and from school runs if they give at least thirty (30) days notification with notice to remain in effect until further notice by the employee. Employees in said classifications who hold a bus driving license as of July 1, 2007, must still maintain their license whether actively driving a regular to and from school run. All employees hired in said classifications after July 1, 2007 shall secure and maintain a bus driver's license and drive bus routes as directed by the District.

Maintenance Category employees will acquire a bus driving permit within sixty (60) days from hire. ~~Following obtaining a permit, they shall receive no less than license within~~ one hundred ten (110) additional days of being hired to obtain the license or this will be cause for dismissal. Employee will notify Supervisor when written test(s) is completed. Supervisor will arrange behind the wheel training following notification of completed written test. Hours required by the District for training and testing will be within reason. Timelines may be extended by mutual agreement.

Subd. 4: The Transportation Coordinator position shall be assigned primarily to the Bus Garage and will follow the Transportation Coordinator job description. The position will be included in the Maintenance Category and compensation shall be as per the Rates of Pay Schedule. This position may be assigned dispatching duties which could include assigned overtime as part of the regular assignment. Said overtime is exclusive to this position. This position will have first priority to accept a bus route on an

annual basis if need exists and schedule allows, and would result in overtime for actual hours worked over eight in one day.

SECTION C – OVERTIME:

Subd. 1: The work week for all full-time employees in this unit shall be forty (40) hours. Time in excess of forty hours in one week or eight (8) hours in one day will be paid at one and one-half (1 1/2) times the employee's hourly base rate of pay.

Subd. 2: Employees assigned for Sunday duty as part of their regularly assigned weekly shift shall be compensated at one and one-half times their regular hourly rate. Employee providing assigned service on Sundays where such service is in excess of the employee's forty (40) hour work week, or in excess of an eight (8) hour work day, shall be compensated at double time.

Subd. 3: Properly licensed firemen required to check buildings will be allowed one (1) hour at the overtime pay rate if in excess of eight (8) daily hours or forty (40) weekly hours unless more time is authorized by the administration.

[The Maintenance Director shall upon hire of new employees \(hired in Fireman position\) schedule a special boiler license test within sixty \(60\) days. Employee's must pass the special boiler license test within one hundred and eighty days \(180\) from hire or this will be cause for dismissal. Any employee who is unsuccessful at passing the special boiler test shall be afforded additional opportunities with compensation from the District up to two times total. Timelines may be extended by mutual agreement.](#)

Subd. 4: Employees will be paid a minimum of two (2) hours overtime for emergency call outs.

Subd. 5: The School District and L510 employees may utilize compensatory time as per the F.L.S.A. All overtime assigned shall be approved by the Administration and shall be paid in accord with this agreement. In those instances where compensatory time is approved in lieu of overtime payment, such compensatory time must be approved by the Administration and be acceptable to the employee. All approved compensatory time shall not exceed eighty (80) hours annually, and shall be taken with administration approval prior to ~~August 15th~~ [June 30th](#) of each contract year. Any unused compensatory time shall be paid as overtime at the pay rate in effect when overtime was served.

Subd. 6: Planned overtime shall be offered to the most senior available qualified employee in the building in which overtime arises whenever possible. In the event of an emergency the Supervisor is encouraged to call the most senior qualified employee, however, may call whoever is available and qualified. This provision is not grievable. This subdivision will sunset June 30, 2023.

Subd. 7: Overtime will be paid bi-weekly.

SECTION D – CERTIFICATION PAY:

Subd. 1: Should any maintenance employee be required by the employer to be the Chief Engineer in charge of all aspects of the boilers within the district, he/she shall be paid an additional \$.50 per hour for normal scheduled hours (2,080) during the period of which this responsibility is expected by management (District does not have a Supervisor with appropriate boiler license to oversee duties).

Section E – PAID ON CALL:

Subd. 1: Any employee required and approved by their supervisor to remain available to work during a given period of time shall be compensated \$4.50 per hour for every hour they are assigned to be available for emergency callout. (Employee should have an email or in writing the directive from supervisor)

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ARTICLE 6: HOLIDAYS

SECTION A: All full-time employees shall receive the following paid holidays: New Year's Day; President's Day; Good Friday; Memorial Day; July 3; July 4; Labor Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Day, Juneteenth; and two (2) floating holidays to be taken with Administrative approval, after one week's advanced notice. Effective July 1, 2013 payment of the July 3 and July 4 holiday shall be excluded for those employees who are not scheduled to work the full month of July.

Any qualifying employee who has served the district a minimum of fifteen (15) years shall receive Christmas Eve as a compensable holiday in recognition of years of service.

SECTION B: Employees who are required to work on any of the above holidays shall receive two (2) times their hourly rate of pay for all hours actually worked in addition to their holiday pay. (This section does not apply to Christmas Eve for employees with less than 15 years of service to the district)

SECTION C: When 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 on the following Monday. If consecutive paid holidays both fall on a weekend, the holiday shall be observed in conjunction with that weekend, but as set by the Superintendent of Schools.

ARTICLE 7: VACATIONS

SECTION A - FULL-TIME EMPLOYEES: This section provides for vacation benefits for all full-time employees.

Subd. 1: Full-time, twelve (12) month employees shall be entitled to the following vacation benefits per year with pay:

- a. 80 hours vacation upon hire date (prorated for partial year of service)
- b. 120 hours vacation seventh year of full-time service.
- c. 160 hours vacation thirteenth year of full-time service.
- d. 200 hours vacation eighteenth year of full-time service.

e. 240 hours vacation twenty-fifth year of full-time service.

~~All employees who qualify for vacation will be prorated effective June 30, 2019 for the 2018-2019 calendar year. Effective July 1, 2019 employees shall receive front loaded vacation benefits for the 2019-2020 calendar year. During this transition a grace period will allow employees to have until June 30, 2021 to utilize vacation.~~

In the event the employee's employment is severed with the District prior to completing the full contract year, that year's vacation leave would be prorated to the date of severance. Should an overpayment of vacation occur, the overpayment will be deducted from the employee's last payroll check or the employee is fiscally responsible for any overpayment.

In the event an employee is hired mid-year whom qualifies for vacation leave, employee would be awarded pro-rated vacation leave on first day of service for that contract year.

Subd. 2: All employees hired prior to July 1, 2010 who are full-time or subsequently promoted to full-time and who work 1,733.3 hours or more, but less than 2,080 hours and full time cooks shall have vacation prorated. Proration for current employees hired prior to July 1, 2010 shall be rounded up to the nearest half day prior to conversion to hours.

Subd. 3: Any employee less than 1.0 FTE hired after July 1, 2010 shall not be eligible for vacation benefits under Article 7, Section A, Subd 1 or 2, but receive benefits pursuant to Article 10, Section F, Other Leave.

SECTION B: Vacations cannot be accumulated and must be taken before the next anniversary date. However, exceptions might be made by request of the Administration. Employees working less than 2,080 hours and are eligible for vacation shall have unused vacation time paid off prior to the employee's anniversary date.

SECTION C: Full-time employees will arrange their vacation schedule through their Supervisor. Application for vacation approval shall be submitted in the computer system five (5) days prior to the vacation date. Vacation change may be granted with less than five (5) days' notice if agreed to by the employee's Supervisor. ~~Vacation pay on a non-student day for those employees who work less than 2080 hours will be allowed; however, the FTE assignment as of July 1 of each year will not be altered due to the use of vacation on a non-student day. (This provision applies solely to employees Lori Jorgenson and Josie Toninato).~~

Vacation records shall be kept by the District electronically.

SECTION D: Seniority shall govern whenever possible, in the choice of vacations, but vacations must not be permitted to interfere with the efficient and continuous operation of the School District.

Section E: Vacation shall be taken and charged in fifteen minute increments.

ARTICLE 8 - GROUP INSURANCE

SECTION A - HEALTH AND HOSPITALIZATION INSURANCE:

Subd. 1 - Single Coverage: The School Board shall contribute a maximum sum of ~~\$524-576.98~~ per month for ~~2021-2023~~- 2024~~2~~ and 2024~~2~~ – 2025~~3~~ contract years toward the premium cost for individual coverage for each full-time employee who qualifies for and is enrolled in the School District Group Health and Hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Subd. 2 - Family Coverage: The School Board shall contribute a maximum sum of ~~\$1,276-1,300.02~~ per month for ~~2021-2023~~ - 2024~~2~~ and 2024~~2~~ – 2025~~3~~ contract years toward the premium cost for family coverage for each full-time employee who qualifies for and is enrolled in the School District Group Health and Hospitalization plan and who qualifies for family coverage. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction

Subd. 3 - Prorated Benefits: (Employees hired prior to July 1, 2010) All health insurance benefits shall be prorated for those full time employees working less than 2080 hours in a year. If the assigned duty is 1,733.3 hours or more, employee would receive twelve (12) months of District paid health contribution.

Subd. 4 - Prorated Benefits: Employees hired at less than 1.0 FTE after July 1, 2010 and working a minimum of 1,456 hours in a contract year would receive pro-rated health benefits pursuant to their FTE.

Subd. 5: Employees hired at less than 1.0 FTE, and working a minimum of thirty (30) hours per week, but not qualifying for insurance in the above subdivisions will receive \$415.83 per month towards the premium cost for individual or family coverage in the School District Group Health and Hospitalization plan.

Subd. 6: The District's only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the District as a result of denial of insurance benefits by an insurance carrier.

Subd. 7: Employee who retires and is eligible to receive annuity payments from a Minnesota public pension plan, and who has provided the District with ten (10) years of professional service, may continue coverage under the District's medical insurance plan at the employee's own expense. The employee may elect either single or family coverage. Upon the death of the employee, any family members covered by the medical insurance plan at the time of the employee's death may continue coverage at their own expense.

An employee who becomes permanently disabled and discontinues service to the District may continue coverage under the District's medical insurance plan at the employee's own expense. The employee may elect either single or family coverage.

Employee's spouse and dependents shall be able to continue in the Districts medical insurance program, at their own expense, as such continued participation is allowed under law and State and Federal Rule.

When an employee or dependent spouse covered under the District's medical insurance becomes eligible for Federal Medicare or other similar coverage, the employee or dependent spouse shall be able to continue in the District's medical insurance program, at their own expense, as such as continued participation is allowed under law and State and Federal Rule.

SECTION B - DENTAL INSURANCE: Employees hired after July 1, 2010 and assigned a minimum of 1,456 hours in a contract year will qualify for benefits under this section. Employee's annual FTE will be applied against the following contribution caps in determination of benefit amount.

Subd. 1 - Single Coverage: The School Board shall contribute up to the sum of \$24.17 per month toward the premium for individual coverage for all full-time employees who qualify for and are enrolled in the School District group dental plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Subd. 2 - Family Coverage: The School Board shall contribute up to \$60.25 per month toward the premium for family coverage for all full-time employees who qualify for and are enrolled in the School District group dental plan and who qualify for family coverage. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. To qualify for family coverage, an employee must have bona fide legal dependents consisting of a spouse or child or both.

Subd. 3 - Prorated Benefits: All dental insurance benefits for employees hired prior to July 1, 2010 shall be prorated for those full-time employees working less than ten (10) consecutive months in a year.

SECTION C – FLEX BENEFITS: All employees shall have the right to participate in the District's 125 flexible benefit plan with no District contribution.

SECTION D - TERM INSURANCE: The School Board shall pay the total cost of \$50,000 group term life insurance for all full-time employees. The School Board shall pay the total cost of \$25,000 group term life insurance for all part-time employees. Additional insurance may be purchased at the employee's own expense as stipulated in the insurance policy. Per Madison National Life (National Insurance Services) the amount of Basic and Optional Life Insurance reduces to 65% of state coverage upon attainment of age 70, reduces to 40% of state coverage upon attainment of age 75 and reduces to 25% of stated coverage upon attainment of age 80 and terminates upon retirement.

SECTION E - DURATION OF INSURANCE CONTRIBUTION: An employee is eligible for School Board contributions as provided in this Article as long as the employee is employed by the School Board. Upon termination of employment, all School Board participation and contributions shall cease effective on the last working day.

ARTICLE 9: POST-EMPLOYMENT COMPENSATION

SECTION A - PLAN ELIGIBILITY

Subd. 1: Employees who are covered by this agreement, have provided the School District with a minimum of ten (10) years of continuous service, and qualify for a PERA annuity shall be eligible for

post-employment benefits to be contributed to the employee's health care savings plan (HCSP) administered by the Minnesota State Retirement System.

- A. Maximum District Contribution: The maximum District contribution to the employee's health care savings plan (HCSP) will be the product of 50% of accumulated sick leave times his/her rate of pay at the time of severance not to exceed 720 hours of the employee's accumulated sick leave. Those employees severing service with the accrued maximum of 1,440 hours sick leave shall receive an additional 80 hours value contributed to his/her HCSP account.
- B. Time of Contribution: One lump-sum payment of the calculated value of the employee's HCSP will be placed into the employee's HCSP account within thirty (30) days following severance of employment.
- C. Death of Qualifying Employee:
 - 1. Employee qualified, but had not severed service: One lump-sum payment of the calculated value will be paid to the employee's estate within thirty (30) days following the death of the employee.
 - 2. Employee qualified and severed service, but had not received full payment into HCSP: Remaining amount owed to employee would be paid in a lump sum to employee's estate.

ARTICLE 10: LEAVES OF ABSENCE

SECTION A - SICK LEAVE: All full-time, 2,080 hour employees shall receive 120 hours sick leave annually accumulative to 1,440 hours.

All employees excluded by Section A and covered by this agreement shall receive sick leave annually at a rate of one hundred twenty 120 hours times their annual FTE rounded to the nearest half hour. Sick leave is accumulative to 1,440 total hours.

Subd. 1: Sick leave shall be allowed by the School Board 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 one hundred sixty (160) hours in any twelve (12) month period for all except the member, spouse, and dependent minor child.

Subd. 2: Unused sick leave hours may accumulate to a maximum credit of 1,440 hours. When his/her sick leave account is at its maximum, any additional sick leave hours earned will accrue in a separate individual catastrophe account. The hours in the catastrophe sick leave account may be used only if the following criteria are met.

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

- a. A health catastrophe is defined as being any illness or injury resulting in loss of accrued sick leave in excess of 640 sick leave hours 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 1,440 hours.
 - b. For the purpose of this subdivision, health absences within a 365 day period need not be consecutive to be considered catastrophic.
 - c. The balance of catastrophe sick leave days will be transferred to the regular sick leave account only at the time of retirement and only if the employee had a catastrophic illness. The maximum number of catastrophe hours that can accumulate is 800 hours. Accumulation of catastrophe sick leave shall start July 1, 1989.
 - d. The maximum number of combined catastrophe and sick leave hours which can accumulate for purposes of the Health Care Savings Plan contribution cannot exceed 1440 hours.
- B. The School Board may at its option, grant the use of catastrophic sick leave account days in unusual circumstances covered by this section.
- C. At the beginning of each fiscal year (July 1), sick leave hours will be credited to the regular sick leave account first. Any hours remaining shall be credited to catastrophic sick leave in accord with Subd. 2, of this section.

Subd. 3: 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.

Subd. 4: In the event that a medical certificate will be required, the employee will be so advised. Any leave under this section of three (3) or more working days will require employee to furnish a medical certificate.

Subd. 5: Sick leave allowed shall be deducted from the accrued sick leave hours earned by the employee.

Subd. 6: 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 Supervisor. Sick leave pay on a non-student day for those employees who work less than 2080 hours will be allowed if the following conditions are met:

- A. Employee was scheduled to work that day
- B. Medical appointment was scheduled prior to being declared a non-student day.

Subd. 7: During the last year of employment, employee may accumulate up to 1,560 hours of sick leave of which only 1,440 hours may be retained for purposes of Article 9, Section A, Subd. 1.

SECTION B - WORKER'S COMPENSATION:

Subd. 1: If an employee of the School Board receives a compensable injury and has accrued benefits under either sick leave or vacation plan, the School Board shall pay the difference between the compensation received by the employee and his/her regular monthly pay rate, same to be deducted first from the said accrued sick leave benefits or upon exhaustion of sick leave, accrued vacation benefits; the School Board will provide for the payments described in this section during the periods of disability. It is understood that the additional payments made to the employee over and above that paid by the Worker's Compensation shall not exceed the amount of credits which an employee is entitled to from such accrued sick leave and vacation benefits.

A deduction shall be made first from the employee's accumulated sick leave and second from vacation accrual time for time lost due to injury under Worker's Compensation.

SECTION C - OTHER EMERGENCY LEAVE:

Subd. 1: All employees shall be allowed for death or critical illness in the immediate family of the employee or the employee's spouse (father, mother, sister, brother, son, daughter, grandparents and grandchildren), a leave of absence with pay of five (5) assigned shifts per year when travel is required and three (3) assigned shifts per year without travel, not cumulative. This leave is to be deducted from sick leave. Leave in case of any relatives not listed will be judged by the Superintendent on the merits of each individual case. Repetition of leave for illness or death in a family in the same year must be approved by the Superintendent. Emergency leave is only for that period of time that an emergency exists. Employees are expected to return to work once the emergency passes. Critical illness is defined as meeting any one of the following criteria:

1. The family member is listed by a hospital in critical condition
2. The family member is in the hospital and in intensive care
3. The family member is to be administered a general anesthetic for inpatient or outpatient surgery
4. The family member is hospitalized due to an emergency accident or illness and the condition of the family member is not known immediately
5. The Superintendent of Schools may make other approvals based upon special circumstances
6. Employee may appeal Superintendent's decision to the School Board.

SECTION D - JURY DUTY: Any employee who is required to be absent from work because of jury duty will be paid the difference between the compensation received for such duty and the amount of salary he/she would have earned during the period that he/she was on jury duty. Such payment will be made only upon presentation of a voucher to the school Payroll Clerk showing jury fees received from the court. When an employee is required to perform jury duty only part of his/her regularly scheduled day, it is agreed that he/she will report to work at his/her school for that portion of the day not required for jury duty. The employee will be required to furnish evidence of time spent on jury service.

Any employee who is required to be absent from work because of being subpoenaed, except as a hostile witness or an adversary of the School District when the party is seeking judgment against the School District, will be paid the difference between the compensation as a witness and the compensation received for the employee's regular duties.

SECTION E – PROFESSIONAL LEAVE: Two (2) paid days per year for each of three (3) union officers or their designee will be allowed for professional, union leave.

SECTION F - OTHER LEAVE: Employees not qualifying for vacation in Article 7 will receive the following paid leave:

1. Starting year through year 6: Forty (48) hours per year times daily FTE
2. Year 7 and beyond: Sixty (68-) hours per year times daily FTE

Other leave will be awarded the first day of service of each contract year. In the event the employee’s employment is severed with the District prior to completing the full contract year, that year’s other leave would be prorated to the date of severance. Should an overpayment of other leave occur, the overpayment will be deducted from the employee’s last payroll check.

In the event an employee is hired mid-year whom qualifies for other leave, employee would be awarded pro-rated other leave on first day of service for that contract year. If annual FTE is greater than or equal to .5, that portion of a year will count as a full year in terms of other leave steps for future movement.

Employee may carryover a maximum of sixteen (16) hours of other leave to be used the following year.

Employees requesting Other Leave will schedule leave through their supervisor. Application for leave approval shall be submitted in the computer system five (5) DAYS PRIOR TO THE LEAVE DATE. Leave may be granted with less than five (5) days notice if agreed to by the employee’s supervisor. Seniority shall govern whenever possible in the choice of Other leave, but must not be permitted to interfere with the efficient and continuous operation of the School District

The employee’s daily FTE will be based on their regular school year assignment defined as the period of August 15th through June 15th of each year. Additional leave will be given for any summer hours assigned from June 16th through August 14th. Calculation of additional leave will be as follows:
Summer hours / 2080 = ___ fte x 48 or 68 hours per above schedule.

SECTION G – FMLA: All leaves under this article qualifying for Family Medical Leave, under state and federal Family Medical Leave Act (FMLA) statute and rule will be considered to run concurrently with FMLA eligible leave, with the exception that the first three (3) days of an employee’s absence due to illness, accident or injury will not initiate FMLA; concurrent FMLA leave would begin on the fourth (4) day of such an event.

SECTION H - LEAVES WITHOUT PAY: Leaves without pay shall be considered only if such leave meets the definition of paid leaves as defined by this article and the employee has exhausted all leave of absence relative to the request.

SECTION I – EXTENDED PERSONAL LEAVE: An employee with a minimum of three (3) years of experience with the District shall be eligible for a one (1) year leave of absence without pay or benefits. The employee may apply in writing to the School Board no later than August 1 of the upcoming school year and must notify the district in writing of their intent to return the following school year no later than February 1 of the year of the leave. The employee is guaranteed their former position assuming the

exact position remains and if not, is guaranteed a position based on seniority. The request for extended personal leave may be denied if no qualified or required licensed replacement can be obtained. An employee shall not be eligible for such leave again for a period of three (3) more years.

SECTION J – Leave Increments: All leaves in this article shall be taken and charged in fifteen (15) minute increments.

Section K – SICK LEAVE BANK:

The District and the exclusive representative agree to establish a sick leave pool for those extreme medical situations when employees have exhausted their sick leave. The exclusive representative will call for donation to a pool based on a member’s request due to an extreme illness/accident. This pool will be administered by the exclusive representative. Each member may elect to donate one (1) sick leave day (up to 8 hrs) to the sick leave pool per occurrence however the number of sick leave days in the pool shall not be greater than the number of the employee’s regular FTE. The pool will be reduced to zero on 6/30 of each school year by throwing out any remaining days and starting over when an eligible request is received. Part-time employee will have days./hours pro-rated.

ARTICLE 11: HOURS OF SERVICE

SECTION A - BASIC WORK WEEK: A work week shall consist of forty (40) hours for full-time employees. A work day shall be eight (8) hours.

SECTION B - PART-TIME EMPLOYEES: The School Board reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

SECTION C - SHIFTS AND STARTING TIME: All employees will be assigned starting times and shifts as determined by the School Board. Employee work week shall be scheduled between 12:01 a.m. Monday and 11:59 p.m. Sunday. An employee will be given advance notice of five (5) calendar days for a shift change unless it is for snowplowing or deemed an emergency by the supervisor. The five (5) day shift change notice shall not apply to the part-time or full time floater position. Any employee unable to report for his/her shift shall contact his/her immediate supervisor or leave a message on supervisor’s school district voice mail prior to the beginning of the employee’s scheduled shift.

SECTION D - SCHOOL CLOSING: On days when school is closed due to emergency situations, all employees are to report for work unless it is announced on the local radio stations(s) or a phone message is transmitted by the District that they are not to report. Those who are not required to work may choose to be docked in pay, take vacation, other leave, compensatory time, or take a floating holiday. Those employees who are required to report for work are to receive a minimum of four hours of pay or up to the length of time of their shift, whichever is least. If an employee is required to report for work, he/she may work the entire shift. If any employee is required to report for work and cannot make it, then he/she must notify their supervisor as soon as possible.

ARTICLE 12: PHYSICAL EXAMINATIONS

SECTION A - CHEST X-RAYS: Chest x-rays, if required by the School Board, will be paid for by the School Board.

SECTION B: Annual physical examinations required of bus drivers shall be paid by the School Board. An employee who fails to pass his/her State required bus driver physical but who substantiates with a doctor's statement his/her capability to perform all other regular and normal work duties, shall not be terminated by the School Board due to failing the bus driver's physical examination.

ARTICLE 13: SENIORITY

SECTION A: Employees under jurisdiction of the Union, as determined by the State Labor Conciliator, shall be covered herein and placed on the seniority list. The following categories shall have separate seniority lists: Facilities Personnel (janitors, certified pool janitor, fireman/mechanic, transportation coordinator); Food Service Personnel (head cook, assistant cook, cafeteria helper); Program Support Personnel (secretaries).

SECTION B: Seniority standing shall be granted to all employees. The standing is to be determined on the basis of total length of continuous service while under the jurisdiction of the Union. All new employees permanently hired by the School Board shall be on probation for a period of one hundred twenty (120) working days and upon successful completion of such probationary period, then seniority will revert to the first day of their employment under the jurisdiction of the Union, unless more than one employee is hired on the same date, then seniority shall be determined by order of hire as recorded in official board minutes. During such one hundred twenty (120) working days of employment, the employees may be discharged by the School Board without cause, without a right to a hearing. Employees who are temporarily employed by the School Administration without formal action of the School Board in a position to which no member has rights to and are in continuous service in a position under the jurisdiction of the Union in excess of one hundred twenty (120) working days, shall be placed on the seniority list and their seniority shall revert to their employment date.

SECTION C: An employee shall lose his seniority standing upon voluntary resignation from employment or upon discharge. An employee's seniority shall not be terminated because of absence due to paid sick leave, authorized leave of absence either paid or unpaid, or temporary layoff exclusive of ULA.

SECTION D: In the event a general lay-off is contemplated, the School Board shall advise the employees and the Union, to discuss the problem with them before any action is taken.

Section E - UNREQUESTED LEAVES OF ABSENCE AND RECALL:

Subd. 1: In the event of a layoff, employees shall be laid off according to seniority in the inverse order of hiring. Employees shall be recalled according to seniority in the inverse order of layoff.

Subd. 2: When placed on unrequested leave of absence the employee will file his/her name and address with the Superintendent's Office to which any notice of reinstatement or availability of positions shall be mailed. Notification of change in address will be the responsibility of the employee. Failure of a notice to reach the employee will not be the responsibility of the school district if any notice has been as provided herein.

Subd. 3: If a position covered by this agreement becomes available to a qualified employee on unrequested leave of absence, the School District shall by certified mail notify such employee. The employee will have fifteen (15) calendar days from the date of such notice to accept the notice of reemployment, and twenty-one (21) calendar days to report for work. Failure to reply or report for work as stipulated herein will constitute a waiver on the part of the employee. An employee may reject any offer of employment not equal to or greater than the level of employment of the employee at the time the employee was placed on unrequested leave, with such rejection not affecting the employee's right to recall. An employee refusing a recall offer that would be equal to or greater than the employee's pre-layoff status, within the timelines in this subdivision, shall forfeit all recall rights under terms of this section.

Subd. 4: Recall rights shall be for two (2) years (24 calendar months) following date of placement on unrequested leave. Employees on ULA who have exhausted their recall rights, will have accrued sick leave and other accrued benefits restored if the employee is hired to fill a vacancy within one year of termination of recall rights.

Subd. 5: Any employee placed on unrequested leave of absence may accept employment outside the school district during the period of unrequested leave and still sustain recall rights under the terms of this agreement. Any temporary employment by the school district (less than thirty (30) consecutive working days) during an employee's layoff period in a position less than the position formerly held by the employee and in the employee's same job classification shall be compensated in accord with wages specified in Schedules A, B and C of this agreement.

Subd. 6 - Summer Workers: The District reserves the right to hire summer workers to aid in the process of keeping facilities clean, maintained and grounds manicured prior to recalling members from ULA as long as the classifications of janitor, pool janitor, fireman, transportation coordinator and mechanic are at the same level as they were on January 1 of the current school year. Summer workers will collaboratively work with union members to complete tasks that are typically completed during summer months. In the event that staff in said classifications are reduced between January 1 and the end of the current school year, summer help will not be allowed to be hired that summer unless members that were reduced are returned to whole.

SECTION F: The employer shall notify the employee no less than fourteen (14) days prior to any reductions or eliminations. In the case of a reduction of forces or the elimination of a position, a senior employee may exert his/her seniority preference over a junior employee first within the same seniority list and job category. If no position exists to remain whole within the employee's category, then the employee may exert his/her preference over a junior employee in any classification provided he/she has the necessary qualifications to perform the duties of the job involved to remain whole. The School Board and/or the appropriate supervisor shall make the determination as to whether or not the employee possesses the necessary qualifications.

SECTION G: Temporary vacancies will be filled by administration using union or nonunion members. In the event said vacancy has a higher rate of pay and administration fills with a union member not on ULA then the qualified employee filling such vacancy shall receive such higher rate of pay when such an appointment is made by the supervisor. Temporary vacancies known to be in excess of thirty (30) days shall be provided to the Union President for posting on designated Local 510 bulletin boards. Temporary vacancies are defined to be positions where the employee assigned to the position is on leave of absence recognized by this agreement.

SECTION H: Notice of all vacancies and newly created positions shall be provided to the Union President for posting on designated Local 510 bulletin boards and the employees shall be given seven (7) days' time in which to make application to fill the vacancy or new position. The senior employee making application shall be transferred to fill the vacancy or new position, provided he/she has the necessary qualifications to perform the duties of the job involved. The School Board and/or other appropriate Supervisor shall make the determination as to whether or not an applicant possesses the necessary qualifications. In the event the Union does not concur in the determination, the applicant shall have the right of appeal through the normal grievance procedure. Newly created positions or vacancies are to be posted in the following manner: rate of pay and the classification.

Employees serving probationary period do not have a right to a newly posted position, but may be considered for the position.

SECTION I: Seniority lists shall be brought up to date on February 1 of each calendar year and provided to the Union President for posting on designated Local 510 bulletin boards. A copy of the seniority lists shall be sent by email to the Secretary and the President of the Union.

SECTION J: Part-time employees who have met the seniority qualifications as provided for in Section B, Seniority, shall not be required to file application for re-employment from year to year. All such employees shall attain seniority rights on the basis of accumulated hours worked. One (1) month shall be equivalent to 173.3 hours and one year of seniority shall be equivalent to 2,080 hours. Employees who are on lay-off shall report to the school administration or business office each six (6) months of their availability for employment.

SECTION K: Seniority ranking of cooks will be accomplished by the date that the employee came under the jurisdiction of the Union regardless of hours worked.

SECTION L: All employees must serve a ninety (90) working day probationary period when changing job classifications. During the probationary period, the employee may choose to return to their previous position or the employee may be required to return to their previous position by administrative directive if their job performance was not satisfactory.

ARTICLE 14: DEMOTIONS AND TRANSFERS

SECTION A: Demotions and transfers shall be made only for good and sufficient reason. The employees affected shall receive prior notice upon stated charges, in writing, of any such action.

ARTICLE 15 - SUSPENSION AND DISCHARGES

SECTION A: When there is a good and sufficient reason, and the employee has been temporarily suspended without pay, the employee shall be notified of the reasons of his/her suspension in writing at the time of suspension. If the employee feels he/she has been suspended without good reason, or that the period of the suspension is unwarranted, the employee shall have the right of appeal by invoking the normal grievance procedure within ten (10) days of the date of suspension. If it is determined that the suspension was made without good reason, the employee shall be reinstated immediately, and shall receive full pay for any time lost as a result of the suspension.

SECTION B: Discharge shall be made only for cause. An action to discharge an employee shall be taken by the School Board only after a hearing upon request of the employee within five (5) days of due notice, upon stated charges, in writing. The statement of the charges and the notice of hearing shall be filed with the employee at least ten (10) days in advance of the hearing. The employee and his/her representative shall have the right to present witnesses, introduce evidence and to examine witnesses and evidence presented against him/her. The employee subject to discharge shall be suspended without pay until such time as the hearing's findings of fact and recommendations to the school board have been considered by the school board and the school board has taken its action. Should the School Board, or a subsequent authority such as grievance arbitrator reinstate the employee, any lost wages shall be reinstated to the employee.

ARTICLE 16: GRIEVANCE PROCEDURE

SECTION A - DEFINITION OF A GRIEVANCE: A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

SECTION B – REPRESENTATIVE: The School Board will recognize representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the School Board in writing of the names of such Union representatives and of their successors when so designated.

SECTION C – DEFINITIONS:

1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.
2. Days: "Days" mean calendar days excluding Saturday, Sunday, and legal holidays as defined by Minnesota Statutes.
3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event or default for which the designated period of time begins to

run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

4. Service: "Service" means personal service or by certified mail.
5. Reduced to Writing: "Reduced to writing" means a concise statement outlining the nature of the grievance, the provision(s) of the contract in dispute, and the relief requested.
6. Decision: "Decision" means a concise response outlining the employer's position on the grievance.

SECTION D - TIME LIMITATION: Grievance shall not be valid for consideration unless the grievance is submitted in writing, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought, within twenty days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof.

SECTION E - PROCESSING A GRIEVANCE: The aggrieved employee and a Union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the School Board during normal working hours.

SECTION F – PROCEDURE:

Step 1: Informal Discussion - The Supervisor shall meet and discuss the grievance with the grievant and the grievant's representative, within ten (10) days after the receipt of the grievance.

Step 2: In the event the grievance is not resolved in Step 1, the decision rendered may be appealed to the Superintendent, provided such appeal is made within ten (10) days after receipt of the decision in Step 1. If a grievance is properly appealed to the Superintendent, he/she shall set a time to hear the grievance within ten (10) days after the appeal is received. After the meeting the Superintendent shall issue his decision in writing within ten (10) days to the parties involved.

Step 3: In the event the grievance is not resolved in Step 2, the decision rendered may be appealed to the School Board Grievance Committee, provided such appeal is made within ten (10) days after receipt of decision in Step 2. If a grievance is properly appealed to the School Board Grievance Committee, they shall set a time to hear the grievance within thirty (30) days after the appeal is received. After the meeting, the School Board Grievance Committee shall issue their decision in writing within ten (10) days to the parties involved.

Step 3a: Upon completion of the previous procedure and prior to requesting arbitration, the Union or the School Board may request mediation of the grievance by the Bureau of Mediation Services. Such request must be made within ten (10) days following the decision in Step 3. The timeline for arbitration shall commence immediately after the scheduled mediation session is concluded if the mediation session does not resolve the grievance and no further mediation sessions are scheduled. If mediation is not

scheduled within ninety (90) days following notification, either party may move forward with arbitration.

Step 4: If the grievance remains unresolved, the Union may, within ten (10) days after the response of the School Board Grievance Committee, by written notice to the School Board, request arbitration of the grievance. The arbitration proceedings shall be conducted by an arbitrator to be selected by mutual agreement of the School Board and the Union. If the parties fail to mutually agree upon an arbitrator within seven (7) days, either party may request the Bureau of Mediation Services to submit a panel of five (5) arbitrators. Both the Employer and the Union shall have the right to strike two names from the panel. The party requesting arbitration shall strike the first name; and the other party shall then strike one name. The process will be repeated, and the remaining person shall be the arbitrator.

SECTION G - ARBITRATOR'S AUTHORITY: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein.

The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted to him in writing by the employee and by the School Board at the arbitration hearing and shall have no authority to make a decision on any other issue not so submitted to him/her.

The arbitrator shall submit his/her decision in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. Subject to the Uniform Arbitration Act, Minnesota Statutes 572.08 et seq., the decision shall be binding on both the School Board and the Union. It shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

SECTION H: The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the School Board and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record.

SECTION I – WAIVER: If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the School Board's last answer. If the School Board does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the School Board and the Union.

ARTICLE 17 - DURATION

SECTION A - TERM AND REOPENING NEGOTIATIONS: This agreement shall remain in full force and effect for a period commencing on July 1, 2023~~4~~ through June 30, 2025~~3~~ and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this agreement commencing at its expiration, it shall give written notice of such intent no later than sixty (60) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than sixty (60) days prior to the expiration of this agreement.

SECTION B – EFFECT: This agreement constitutes the full and complete agreement between the School Board and the Union representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

SECTION C – SEVERABILITY: The provisions of this agreement shall be severable and if any provision thereof of the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this agreement or the application or any provisions of this agreement or the application of any provision thereof.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT AS FOLLOWS:

For Local 510, A.F.S.C.M.E.

For Independent School District 361

President _____

Chairperson _____

Secretary _____

Clerk _____

Chief Negotiator _____

Chief Negotiator _____

Dated this ____ day of _____, 202~~2~~3

Dated this ____ day of ____, 202~~2~~3
INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA

INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA

SCHEDULE "A"
HOURLY RATES OF PAY
~~2023-24~~ 2024
~~22~~

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Classi- fication:	Maintenance Category								Office Category	Food Service Category	
	Janitor	Transportation Coordinator, Certified Pool Janitor, Arena Personnel	Fireman Special Class	Fireman 2nd Class	Fireman 1st Class	Chief Fireman	Mechanic	Secretary	Head Cook	Assistant Cook	Cafeteria Helper
Year 1	\$22.15	\$23.68	\$23.36	\$23.68	\$23.99	\$24.52	\$27.55	\$22.15	\$20.59	\$17.45	\$15.31
Year 3	\$22.95	\$24.48	\$24.16	\$24.48	\$24.79	\$25.32	\$28.35	\$22.95	\$21.39	\$18.25	\$16.11
Year 6	\$23.75	\$25.28	\$24.96	\$25.28	\$25.59	\$26.12	\$29.15	\$23.75	\$22.19	\$19.05	\$16.91
Year 9	\$24.58	\$26.10	\$25.78	\$26.10	\$26.42	\$26.95	\$29.97	\$24.58	\$23.02	\$19.87	\$17.73

At the discretion of the District, new employees hired into the classifications of Mechanic, Fireman, Chief Fireman, or Head Cook may be assigned up to seven (7) year's experience credit to count toward placement on the step plan at time of hire.

Effective 07/01/2019 employee step increases shall be applied on July 1st of each calendar year. For the purposes of transition, parties agree to the following process:

~~Recruitment and Retention Stipend: The District will contribute \$1,000 to all employees covered under Local 510 contract who were employed for the majority of the time period for their position from 7-1-21 through December 31, 2021 paid out upon ratification and a period without overtime. The district will contribute \$1,000 to all employees covered under Local 510 contract who were employed for the majority of the time period for their position from January 1, 2022 through June 30, 2022 in the last regular paycheck of June 2022 assuming no overtime in that paycheck.~~

~~*Note that employees will receive the first bonus as soon as possible but timing will be different for individuals based on hours worked (no overtime). Further, this stipend is for the 2021-2022 school year and applies to this contract period only and will not be part of ongoing contract for years to come thus sun setting at the end of this contract.~~

Seniority Date	Step Application
7/1-12/31	Earn step increase effective 7/1/2019
1/1-6/30	Earn step increases effective 7/1/2020

Employees hired mid-year: If annual FTE is greater than or equal to .5, that portion of a year will count as a full year in terms making a step on salary schedule. If less than .5, will wait until first full year to move a step.

INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA

SCHEDULE "B"
HOURLY RATES OF PAY
~~2022-2024~~ - ~~2023~~2025

Classification:	Maintenance Category								Office Category	Food Service Category		
	Janitor	Transportation Coordinator	Certified Pool Janitor	Fireman Special Class	Fireman 2nd Class	Fireman 1st Class	Chief Fireman	Mechanic	Secretary	Head Cook	Assistant Cook	Cafeteria Helper
Year 1	\$21.30	\$21.79	\$21.59	\$22.46	\$22.77	\$23.07	\$23.58	\$26.49	\$21.30	\$10.80	\$16.78	\$14.72
Year 3	\$21.97	\$22.46	\$22.26	\$23.13	\$23.44	\$23.74	\$24.25	\$27.16	\$21.97	\$20.47	\$17.45	\$15.39
Year 6	\$22.64	\$23.13	\$22.93	\$23.80	\$24.11	\$24.41	\$24.92	\$27.83	\$22.64	\$21.14	\$18.12	\$16.06
Year 9	\$23.33	\$23.82	\$23.62	\$24.49	\$24.80	\$25.10	\$25.61	\$28.52	\$23.33	\$21.83	\$18.81	\$16.75

Classification:	Maintenance Category								Office Category	Food Service Category		
	Janitor	Transportation Coordinator, Certified Pool Janitor, Arena Personnel	Fireman Special Class	Fireman 2nd Class	Fireman 1st Class	Chief Fireman	Mechanic	Secretary	Head Cook	Assistant Cook	Cafeteria Helper	
Year 1	\$22.82	\$24.39	\$24.06	\$24.39	\$24.71	\$25.26	\$28.38	\$22.82	\$21.21	\$17.97	\$15.77	
Year 3	\$23.64	\$25.22	\$24.88	\$25.22	\$25.54	\$26.08	\$29.20	\$23.64	\$22.03	\$18.80	\$16.59	
Year 6	\$24.47	\$26.04	\$25.71	\$26.04	\$26.36	\$26.91	\$30.03	\$24.47	\$22.86	\$19.62	\$17.42	
Year 9	\$25.32	\$26.89	\$26.56	\$26.89	\$27.21	\$27.75	\$30.87	\$25.32	\$23.71	\$20.47	\$18.26	

At the discretion of the District, new employees hired into the classifications of Mechanic, Fireman, Chief Fireman, or Head Cook may be assigned up to seven (7) year's experience credit to count toward placement on the step plan at time of hire.

Effective 07/01/2019 employee step increases shall be applied on 7/1/2019 of each calendar year. Employees hired mid-year: If annual FTE is greater than or equal to .5, that portion of a year will count as a full year in terms making a step on salary schedule. If less than .5, will wait until first full year to move a step.