



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

25. Approve John Winkel as 1st & 2nd Grade Volunteer Girls Basketball Coach for the 2023-2024 season.
26. Approve Sara Wendt as 1st & 2nd Grade Volunteer Girls Basketball Coach for the 2023-2024 season.
27. Approve Brad Kokesh as 3rd & 4th Grade Volunteer Boys Basketball Coach for the 2023-2024 season.
28. Approve Alyssa Hackenmueller as 3rd & 4th Grade Volunteer Boys Basketball Coach for the 2023-2024 season.
29. Approve Kyle Sinninghe as 3rd & 4th Grade Volunteer Girls Basketball Coach for the 2023-2024 season.
30. Approve Sara Wendt as 3rd & 4th Grade Girls Volunteer Basketball Coach for the 2023-2024 season.
31. Approve Shannon Hendrick as 3rd & 4th Grade Volunteer Boys Basketball Coach for the 2023-2024 season.
32. Approve LeNisha Bublitz as 5th & 6th Grade Volunteer Boys Basketball Coach for the 2023-2024 season.
33. Approve Derek Dowty as 5th & 6th Grade Girls Volunteer Basketball Coach for the 2023-2024 season.
34. Approve Nathan Hiebel as 5th & 6th Grade Girls Volunteer Basketball Coach for the 2023-2024 season.
35. Approve Cole Hraban as 5th & 6th Grade Girls Volunteer Basketball Coach for the 2023-2024 season.
36. Approve Luke Zika as 7th & 8th Grade Girls Basketball Coach for the 2023-2024 season.
37. Approve Elie Jean as 7th & 8th Grade Boys Basketball Coach for the 2023-2024 season.

#### **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 Collective Bargaining Agreement with the Education Minnesota Educational Paraprofessionals for July 1, 2023 to June 30, 2025. Motion by \_\_, second by \_\_. Motion carried / failed.
- 1.c. Approve the Community Education Director employment contract with BethAnne Slatinksi for July 1, 2023 to June 30, 2025. Motion by \_\_, second by \_\_. Motion carried / failed.
- 1.d. Approve the Grant Coordinator employment contract with Jenesa Balaski for September 30, 2023 to September 29, 2025. Motion by \_\_, second by \_\_. Motion carried / failed.

1.e. Approve the Technology Director employment contract with Mike Blesi for July 1, 2023 to June 30, 2025. Motion by \_\_, second by \_\_. Motion carried / failed.

1.f. Approve the At Will Employment Schedule dated 11/20/2023 for the At Will Employee positions. Motion by \_\_, second by \_\_. Motion carried / failed.

**Adjournment**

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

Payables Summary  
November 20th, 2023

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
201128812	ISD #695	10/16/2023	Vball JH 10/14/23	Volleyball JH 7th Grade Tournament Entry Fee on 10/14/23 @ Chisholm	0	\$ 100.00
201128813	ISD 696	10/16/2023	CC 10/5/23	Cross Country Meet Entry Fee on 10/5/23 @ Ely	0	\$ 130.00
201128815	AFT Local #331	10/20/2023	20231020ADDUE1A	Payroll accrual	0	\$ 3,142.42
	AFT Local #331	10/20/2023	20231020ADDUE1A	Payroll accrual	0	\$ 141.55
201128816	ND Child Support Division	10/20/2023	20231020ADCSP10	Child Support	0	\$ 276.93
201128817	Dahlin, Randy	10/20/2023	JH Fball 9/28/23	Junior High Football Official on 9/28/23 vs Warroad	0	\$ 45.00
	Dahlin, Randy	10/20/2023	JH Football 10/5/23	JH Football Official on 10/5/23 vs Mesabi East	0	\$ 45.00
201128818	HAFDAHL, Jim	10/20/2023	GSwim 9/28/23	Girls Swimming Official on 9/28/23 vs Rock Ridge	0	\$ 100.00
	HAFDAHL, Jim	10/20/2023	GSwim 9/28/23	Girls Swimming Official on 9/28/23 vs Rock Ridge	0	\$ 129.69
201128819	MANICK, LINDA	10/20/2023	Vball 9/25/23	Volleyball Official on 9/25/23 vs Hibbing	0	\$ 50.00
	MANICK, LINDA	10/20/2023	Vball 9/25/23	Volleyball Official on 9/25/23 vs Hibbing	0	\$ 80.00
	MANICK, LINDA	10/20/2023	Volleyball 10/5/23	Volleyball Official on 10/5/23 vs Littlefork Big Falls	0	\$ 80.00
	MANICK, LINDA	10/20/2023	Volleyball 10/5/23	Volleyball Official on 10/5/23 vs Littlefork Big Falls	0	\$ 50.00
201128820	Sandberg, DEE ANN	10/20/2023	Vball 9/25/23	Volleyball Official on 9/25/23 vs Hibbing	0	\$ 50.00
	Sandberg, DEE ANN	10/20/2023	Vball 9/25/23	Volleyball Official on 9/25/23 vs Hibbing	0	\$ 80.00
	Sandberg, DEE ANN	10/20/2023	Vball 9/25/23	Volleyball Official on 9/25/23 vs Hibbing	0	\$ 94.32
201128820	Sandberg, DEE ANN	10/20/2023	Volleyball 10/5/23	Volleyball Official on	0	\$ 50.00

Payables Summary  
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
				10/5/23 vs Littlefork Big Falls		
	Sandberg, DEE ANN	10/20/2023	Volleyball 10/5/23	Volleyball Official on 10/5/23 vs Littlefork Big Falls	0	\$ 80.00
	Sandberg, DEE ANN	10/20/2023	Volleyball 10/5/23	Volleyball Official on 10/5/23 vs Littlefork Big Falls	0	\$ 94.32
201128821	SOUTHGATE, Gary	10/20/2023	Vball 10/3/23	Volleyball Official on 10/3/23 vs Lake of the Woods	0	\$ 80.00
	SOUTHGATE, Gary	10/20/2023	Vball 10/3/23	Volleyball Official on 10/3/23 vs Lake of the Woods	0	\$ 50.00
201128822	TURNBULL, Mike	10/20/2023	Vball 10/3/23	Volleyball Official on 10/3/23 vs Lake of the Woods	0	\$ 80.00
	TURNBULL, Mike	10/20/2023	Vball 10/3/23	Volleyball Official on 10/3/23 vs Lake of the Woods	0	\$ 50.00
	TURNBULL, Mike	10/20/2023	Vball 10/3/23	Volleyball Official on 10/3/23 vs Lake of the Woods	0	\$ 133.62
	TURNBULL, Mike	10/30/2023	Vball 10/3/23	Volleyball Official on 10/3/23 vs Lake of the Woods	0	\$ (80.00)
	TURNBULL, Mike	10/30/2023	Vball 10/3/23	Volleyball Official on 10/3/23 vs Lake of the Woods	0	\$ (50.00)
	TURNBULL, Mike	10/30/2023	Vball 10/3/23	Volleyball Official on 10/3/23 vs Lake of the Woods	0	\$ (133.62)
201128823	Annie's Frozen Yogurt	10/19/2023	26763	Fro Yo Machine Rental	7702400000	\$ 100.00
201128824	ARROWHEAD LIBRARY SYSTEM	10/19/2023	7902	Library Catalog System	6202400000	\$ 625.00
201128825	AT & T Mobility	10/19/2023	2.87298E+19	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	\$ 76.46
	AT & T Mobility	10/19/2023	2.87298E+19	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	\$ 94.29
	AT & T Mobility	10/19/2023	2.87298E+19	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	\$ 38.23
	AT & T Mobility	10/19/2023	2.87298E+19	IT Phones, Superintendent	1102400052	\$ 114.69

Payables Summary  
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	AT & T Mobility	10/19/2023	2.87298E+19	Phone, Bus WI-FI and Hotspots IT Phones, Superintendent	1102400052	\$ 49.66
201128826	BLICK ART MATERIALS	10/19/2023	1207774	Phone, Bus WI-FI and Hotspots 23-24 Semester ONE Items/Cart is attached to this requisition.	2122400000	\$ 3,399.52
	BLICK ART MATERIALS	10/19/2023	1227350	23-24 Semester ONE Items/Cart is attached to this requisition.	2122400000	\$ 3,020.08
	BLICK ART MATERIALS	10/19/2023	1268537	23-24 Semester ONE Items/Cart is attached to this requisition.	2122400000	\$ 41.90
	BLICK ART MATERIALS	10/19/2023	1212126	23-24 Semester ONE Items/Cart is attached to this requisition.	2122400000	\$ 9.56
	BLICK ART MATERIALS	10/19/2023	1272103	23-24 Semester ONE Items/Cart is attached to this requisition.	2122400000	\$ 396.46
	BLICK ART MATERIALS	10/19/2023	1461905	23-24 Semester ONE Items/Cart is attached to this requisition.	2122400000	\$ 200.00
	BLICK ART MATERIALS	10/19/2023	1407786	23-24 Semester ONE Items/Cart is attached to this requisition.	2122400000	\$ (1,137.99)
	BLICK ART MATERIALS	10/19/2023	1412675	23-24 Semester ONE Items/Cart is attached to this requisition.	2122400000	\$ (1,642.09)
201128827	BSN SPORTS	10/19/2023	307660698	Footballs - Flag Football	2922400026	\$ 135.00
201128828	Column Software PBC	10/19/2023	02DD9D5C-0011	Board meeting public notice	102400010	\$ 407.57
	Column Software PBC	10/19/2023	02DD9D5C-0012	Board meeting public notice	102400010	\$ 71.38
	Column Software PBC	10/19/2023	02DDC9D5C-0009	Board meeting public notice	102400010	\$ 660.87
201128829	CXTec	10/19/2023	7208484	Supplies	6052400046	\$ 975.00
201128830	D ERVASTI SALES CO LLC (DBA)	10/19/2023	15780	26' diameter Home plate cover	8102400057	\$ 1,575.67

Payables Summary  
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
201128831	ELECTION SYSTEMS & SOFTWARE	10/19/2023	CD2068959	Election	102400012	\$ 138.72
201128832	EVOLVE U FITNESS & WELLNESS	10/19/2023	100223	PALS	5002400003	\$ 50.00
201128833	Explore Learning	10/19/2023	7129549	School Gizmos Science Department License Renewal (Jaksa) November 1, 2023 - October 31, 2029 (6 years)	2602400003	\$ 14,481.72
	Explore Learning	10/19/2023	7161390	Supplies	6052400049	\$ 2,965.50
201128834	FLEETPRIDE TRUCK & TRAILER P.	10/19/2023	111430170	Brake Caliper	7602400025	\$ 248.39
201128835	Hasbargen Customs LLC	10/19/2023	1547	Elementary Volleyball uniforms Spring Fall 2023	2922400037	\$ 960.00
201128836	Hildi Inc	10/19/2023	15385	Contract Services	1102400030	\$ 150.00
201128837	HORIZON COMMERCIAL POOL S	10/19/2023	55903	Pool Supplies	8102400088	\$ 274.95
201128838	K&K MEYERS INC	10/19/2023	996	Install electric strike on gym door	8102400086	\$ 833.16
	K&K MEYERS INC	10/19/2023	999	Install new lock on bus garage.	7602400026	\$ 677.85
	K&K MEYERS INC	10/19/2023	1006	Install strike for north gym door	8102400100	\$ 833.16
	K&K MEYERS INC	10/19/2023	22681	Key blanks	8102400103	\$ 260.00
201128839	KGHS-AM	10/19/2023	90123	School Matters	102400003	\$ 225.00
201128840	Liquid Networx	10/19/2023	29145	Supplies	6052400037	\$ 13,140.00
201128841	LVC Companies Inc	10/19/2023	123271	Annual Fire Alarm Service for FHS,FES and Bronco Arena	8102400080	\$ 1,200.00
201128842	Marco Technologies LLC	10/19/2023	11520713	Supplies	6052400013	\$ 4,385.00
201128843	Marco Technologies LLC	10/19/2023	512986530	Copier Lease	1102400056	\$ 345.44
	Marco Technologies LLC	10/19/2023	512986530	Copier Lease	1102400056	\$ 10.00
	Marco Technologies LLC	10/19/2023	512885005	Copier Lease	1102400055	\$ 104.66
201128843	Marco Technologies LLC	10/19/2023	512885005	Copier Lease	1102400055	\$ 108.48
	Marco Technologies LLC	10/19/2023	512885005	Copier Lease	1102400055	\$ 10.00
	Marco Technologies LLC	10/19/2023	512883836	Copier Lease	1102400044	\$ 697.23
	Marco Technologies LLC	10/19/2023	512883836	Copier Lease	1102400044	\$ 697.22
	Marco Technologies LLC	10/19/2023	512883836	Copier Lease	1102400044	\$ 516.36
	Marco Technologies LLC	10/19/2023	512883836	Copier Lease	1102400044	\$ 20.25

Payables Summary  
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Marco Technologies LLC	10/19/2023	512883836	Copier Lease	1102400044	\$ 20.25
201128844	MAXWELL MEDALS & AWARDS	10/19/2023	3184898	Cross Country Hial Pike Meet Medals	2922400028	\$ 225.50
201128845	MIDCONTINENT COMMUNICATI	10/19/2023	2.75104E+13	FES Fax	1102400053	\$ 37.58
201128846	MN ENERGY RESOURCES CORP	10/19/2023	0506435793-00001	Arena	8102400040	\$ 928.27
	MN ENERGY RESOURCES CORP	10/19/2023	0503196532-00001	Arena Water Heater	8102400040	\$ 1,039.74
	MN ENERGY RESOURCES CORP	10/19/2023	0503526034-00001	FES Natural Gas Services	8102400040	\$ 506.32
	MN ENERGY RESOURCES CORP	10/19/2023	0504762905-00001	Stadium; Natural Gas Services	8102400040	\$ 31.31
201128847	MN POWER	10/19/2023	101023	Electricity Bill	8102400064	\$ 638.30
	MN POWER	10/19/2023	101023	Electricity Bill	8102400064	\$ 3,960.08
	MN POWER	10/19/2023	101023	Electricity Bill	8102400064	\$ 7,153.32
	MN POWER	10/19/2023	101023	Electricity Bill	8102400064	\$ 10,772.63
	MN POWER	10/19/2023	101023	Electricity Bill	8102400064	\$ 729.87
	MN POWER	10/19/2023	101023	Electricity Bill	8102400064	\$ (1,853.34)
201128848	NORTHEAST SERVICE COOPERA1	10/19/2023	3774	IEA 3 year contract	8102400091	\$ 865.00
201128849	Pioneer Manufacturing Co	10/19/2023	904268	Field paint	8102400087	\$ 402.15
201128850	Rainy Lake Gazette	10/19/2023	117756	Advertising Local Newspaper	1102400041	\$ 200.00
201128851	SchoolMart	10/19/2023	450114	MATH DEPT. SUPPLIES WILL AWE	2562400003	\$ 468.00
201128852	The McDowell Agency, Inc.	10/19/2023	150279	Background Screening	0	\$ 44.00
201128853	Tilson Bay Company	10/19/2023	1191	Volleyball 9th Grade Tournament Team Champion Plaque	2922400032	\$ 35.00
201128854	West Music Company, Inc.	10/19/2023	S12332878	FES Music	2582400001	\$ 44.99
	West Music Company, Inc.	10/19/2023	S12322403	FES Music	2582400001	\$ 167.12
201128855	Range Credit Bureau, Inc.	10/23/2023	20231020ADGARN1	Garnishment L0734186144	0	\$ 317.92
201128856	US FOODSERVICE	10/27/2023	4772187	Pre School Snacks	1302400051	\$ 316.37
	US FOODSERVICE	10/27/2023	4772183	Food for Meal Services	7702400011	\$ 1,520.30
	US FOODSERVICE	10/27/2023	4772183	Food for Meal Services	7702400011	\$ 181.86
	US FOODSERVICE	10/27/2023	4850147	Food for Meal Services	7702400011	\$ 1,596.50
	US FOODSERVICE	10/27/2023	4850147	Food for Meal Services	7702400011	\$ 221.75
	US FOODSERVICE	10/27/2023	4948032	Wellness Committee Potato Bar	1102400068	\$ 188.00

Payables Summary  
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	US FOODSERVICE	10/27/2023	4948029	Food for Meal Services	7702400011	\$ 1,543.36
	US FOODSERVICE	10/27/2023	4948029	Food for Meal Services	7702400011	\$ 244.79
	US FOODSERVICE	10/27/2023	4903863	Food for Meal Services	7702400011	\$ 112.43
	US FOODSERVICE	10/27/2023	4772188/5943257	Food for Meal Services	7702400011	\$ (133.08)
	US FOODSERVICE	10/27/2023	4589552/5943316	Food for Meal Services	7702400011	\$ (40.22)
	US FOODSERVICE	10/27/2023	4772183/5943256	Food for Meal Services	7702400011	\$ (66.54)
	US FOODSERVICE	10/27/2023	4948027	Food for Meal Services	7702400011	\$ 1,204.46
	US FOODSERVICE	10/27/2023	4948027	Food for Meal Services	7702400011	\$ 337.79
	US FOODSERVICE	10/27/2023	4850146	Food for Meal Services	7702400011	\$ 1,306.67
	US FOODSERVICE	10/27/2023	4850146	Food for Meal Services	7702400011	\$ 109.08
	US FOODSERVICE	10/27/2023	5026544	Food for Meal Services	7702400011	\$ 2,424.85
	US FOODSERVICE	10/27/2023	5026544	Food for Meal Services	7702400011	\$ 411.35
	US FOODSERVICE	10/27/2023	4948030	Kindergarten Snacks	1302400051	\$ 202.67
	US FOODSERVICE	10/27/2023	5026545	Pre School Snacks	1302400051	\$ 291.77
	US FOODSERVICE	10/27/2023	5205928	Food for Meal Services	7702400011	\$ 1,851.09
	US FOODSERVICE	10/27/2023	5205928	Food for Meal Services	7702400011	\$ 51.22
	US FOODSERVICE	10/27/2023	5126634	Food for Meal Services	7702400011	\$ 819.15
	US FOODSERVICE	10/27/2023	5126634	Food for Meal Services	7702400011	\$ 301.78
	US FOODSERVICE	10/27/2023	5126632	Food for Meal Services	7702400011	\$ 1,200.51
	US FOODSERVICE	10/27/2023	5126632	Food for Meal Services	7702400011	\$ 55.24
	US FOODSERVICE	10/27/2023	5026546	Food for Meal Services	7702400011	\$ 1,351.68
	US FOODSERVICE	10/27/2023	5117746	Food for Meal Services	7702400011	\$ 59.22
	US FOODSERVICE	10/27/2023	5117747	Food for Meal Services	7702400011	\$ 47.86
	US FOODSERVICE	10/27/2023	5166457	Food for Meal Services	7702400011	\$ 154.13
	US FOODSERVICE	10/27/2023	5968644	Food for Meal Services	7702400011	\$ (19.20)
	US FOODSERVICE	10/27/2023	5968645	Food for Meal Services	7702400011	\$ (14.88)
201128856	US FOODSERVICE	10/27/2023	5126632/5917119	Food for Meal Services	7702400011	\$ (93.40)
	US FOODSERVICE	10/27/2023	5026544/5917120	Food for Meal Services	7702400011	\$ (9.24)
	US FOODSERVICE	10/27/2023	5260151	Food for Meal Services	7702400011	\$ 87.60
	US FOODSERVICE	10/27/2023	5205930	Food for Meal Services	7702400011	\$ 1,701.86
	US FOODSERVICE	10/27/2023	5205929	Food for Meal Services	7702400011	\$ 60.62
201128857	BEMIDJI WELDERS SUPPLY	10/27/2023	10117273	Welding Supplies ALL	2552400007	\$ 233.00
201128858	C1stTechnologies	10/27/2023	iso-5756	Supplies	6052400048	\$ 6,378.65

Payables Summary  
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
201128859	COMMERICAL REFRIGERATION I	10/27/2023	46385	Replace check valve on arena compressor trouble shoot system.	8102400077	\$ 6,085.80
201128860	Elite Sportswear LP	10/27/2023	2.023E+12	Basketball Cheer-- Pom Poms & Travel Bags	2922400034	\$ 362.37
	Elite Sportswear LP	10/27/2023	2.023E+12	Basketball Cheer-- Pom Poms & Travel Bags	2922400034	\$ 120.34
	Elite Sportswear LP	10/27/2023	2.023E+12	Basketball Cheer-- Pom Poms & Travel Bags	2922400034	\$ 300.12
	Elite Sportswear LP	10/27/2023	2.023E+12	Basketball Cheer-- Pom Poms & Travel Bags	2922400034	\$ 99.68
201128861	Fun Express, LLC	10/27/2023	7.26894E+11	ECFE Treat Street Event/Class Party	1302400058	\$ 311.10
201128862	INTERQUEST DETECTION CANIN	10/27/2023	114NM Sept. 2023	Canine Detection Services	1102400045	\$ 440.00
201128863	IXL	10/27/2023	S482057	Supplies	6052400047	\$ 10,645.00
201128864	J2M APPAREL CO	10/27/2023	10341	Roll over money - program outreach for boys and girls golf program with KAPE message on gear.	7902400030	\$ 1,550.00
201128865	Marsh & McLennan Agency, LLC	10/27/2023	2436207	services	1102400063	\$ 2,000.00
201128866	MIDCONTINENT COMMUNICATI	10/27/2023	3.74613E+13	ALC Internet	6052400054	\$ 114.09
	MIDCONTINENT COMMUNICATI	10/27/2023	1.24861E+13	FHS Moveable Internet for Arena and Fields, Elevator Phone 124861401	6052400010	\$ 181.71
	MIDCONTINENT COMMUNICATI	10/27/2023	1.24861E+13	FHS Moveable Internet for Arena and Fields, Elevator Phone 124861401	6052400010	\$ 20.00
201128867	MN ENERGY RESOURCES CORP	10/27/2023	0507263223-00001	Natural Gas Services; FHS	8102400040	\$ 95.19
	MN ENERGY RESOURCES CORP	10/27/2023	0507263223-00001	Natural Gas Services; FHS	8102400040	\$ 31.73
201128868	Nelson, James	10/27/2023	91623	Community event	5002400019	\$ 170.00
201128869	Rainy Lake Oil, Inc.	10/27/2023	38542	oil and products	7602400017	\$ 271.27
	Rainy Lake Oil, Inc.	10/27/2023	38542	oil and products	7602400017	\$ 21.23
201128870	RATWIK ROSZAK & MALONEY P/	10/27/2023	74761	services	1102400037	\$ 1,766.50

Payables Summary  
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
201128871	SCHOOL SPECIALTY	10/27/2023	3.08104E+11	2nd Grade Supplies (McDonald, Little, Pavleck)	1302400029	\$ 296.16
201128872	The Sport Shop	10/27/2023	100323	Girls Hockey Elbow & Shin Pads	2922400001	\$ 1,012.80
	The Sport Shop	10/27/2023	101723	Roll over money - KAPE patches for students involved in KAPE.	7902400034	\$ 415.50
	The Sport Shop	10/27/2023	10172023	Case of Practice pucks	2922400040	\$ 117.50
	The Sport Shop	10/27/2023	10172023	Case of Practice pucks	2922400040	\$ 117.50
201128873	UNITED TRUCK BODY	10/27/2023	S 8884	NOX Sensor	7602400029	\$ 1,004.78
201128874	TURNBULL, Mike	10/30/2023	Vball 10/3/23	Volleyball Official on 10/3/23 vs Lake of the Woods	0	\$ 80.00
	TURNBULL, Mike	10/30/2023	Vball 10/3/23	Volleyball Official on 10/3/23 vs Lake of the Woods	0	\$ 50.00
	TURNBULL, Mike	10/30/2023	Vball 10/3/23	Volleyball Official on 10/3/23 vs Lake of the Woods	0	\$ 133.62
201128875	Hibbing Volleyball Club	10/30/2023	10/25/2023	Entry fee for Hibbing Tournament 09/23/23	0	\$ 100.00
201128876	Weidner Holdings, LLC	10/30/2023	1	ServSafe Class - Angie Hoopman	0	\$ 180.00
201128877	Fish, Dave	11/2/2023	102523	JV Football vs GNK 09/26/23	0	\$ 45.00
201128878	HAFDAHL, Jim	11/2/2023	G Swim 10/10/23	Girls Swimming Official on 10/10/23 Vs. Warroad	0	\$ 100.00
	HAFDAHL, Jim	11/2/2023	G Swim 10/10/23	Girls Swimming Official on 10/10/23 Vs. Warroad	0	\$ 129.69
201128879	MCDONALD, TOM	11/2/2023	Football 10/13/23	Football V Official 10/13/23 vs Aikin	0	\$ 100.00
201128880	Meininger, Jerry	11/2/2023	G Swim 10/12/23	G Swimming 10/12/23 vs. Chisholm	0	\$ 100.00
	Meininger, Jerry	11/2/2023	G Swim 10/12/23	G Swimming 10/12/23 vs. Chisholm	0	\$ 151.96
201128881	OMERZA, TIM	11/2/2023	Football 10/13/23	Football Official 10/13/23 vs Aikin	0	\$ 100.00

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	OMERZA, TIM	11/2/2023	Football 10/13/23	Football Official 10/13/23 vs Aikin	0	\$ 153.27
201128882	OSTROOT, DICK	11/2/2023	CC 10/10/23	CC 10/12/23 Official Hial Pike Meet	0	\$ 100.00
	OSTROOT, DICK	11/2/2023	CC 10/10/23	CC 10/12/23 Official Hial Pike Meet	0	\$ 154.58
201128883	PERKIO, NATE	11/2/2023	Football 10/13/23	Football V Official 10/13/23 vs Aikin	0	\$ 100.00
201128884	Section 7A	11/2/2023	V 10/30/23	Volleyball Section Game Fee	0	\$ 2,510.00
	Section 7A	11/2/2023	V 10/30/23	Volleyball Section Game Fee	0	\$ 2,105.00
201128885	WETZEL, JAY	11/2/2023	Football 10/13/23	Football Official 10/13/23 vs Aikin	0	\$ 100.00
201128886	Zumbaum, Brad	11/2/2023	Football 10/13/23	Football Official 10/13/23 vs Aikin	0	\$ 100.00
201128887	Align Chiropractic & Wellness Ce	11/2/2023	6800-C01	DOT Drug Testing	7602400000	\$ 35.00
	Align Chiropractic & Wellness Ce	11/2/2023	6801-C01	DOT Drug Testing	7602400000	\$ 35.00
	Align Chiropractic & Wellness Ce	11/2/2023	6805-C01	DOT Alcohol Testing	7602400000	\$ 50.00
	Align Chiropractic & Wellness Ce	11/2/2023	6818-C01	DOT Drug Testing	7602400000	\$ 35.00
201128888	Aramark	11/2/2023	2630199980	Rug service for FHS	8102400090	\$ 47.95
	Aramark	11/2/2023	2630199981	Rug service for FES	8102400090	\$ 31.45
	Aramark	11/2/2023	2630205531	Rug service for FES and FHS	8102400090	\$ 47.95
	Aramark	11/2/2023	2630205532	Rug service for FES and FHS	8102400090	\$ 31.45
201128889	Aviben	11/2/2023	30147	403b Third Party Admin Svc	1102400010	\$ 190.37
201128890	Bemidji State University	11/2/2023	286073	Concurrent Enrollment	0	\$ 19,800.00
201128891	Bluum Of MN LLC	11/2/2023	944695	Supplies	6052400052	\$ 2,999.70
201128892	COCA-COLA BOTTLING CO	11/2/2023	46173	FHS; Ala Carte Beverages	7702400012	\$ 304.50
	COCA-COLA BOTTLING CO	11/2/2023	46372	FHS; Ala Carte Beverages	7702400012	\$ 283.35
201128893	DEMCO INC	11/2/2023	7384880	Laminator Film	1302400069	\$ 253.06
201128894	First Technologies	11/2/2023	924810085	Filters for Ind Arts Equipment	2552400006	\$ 803.00
201128895	Hasbargen Customs LLC	11/2/2023	1561	FEF Hockey Bag Embroidery, Chad Baldwin	3002400004	\$ 900.00
201128896	HAWKINS INC	11/2/2023	6599792	Pool supplies	8102400099	\$ 1,297.45

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201128897	KANTOR ELECTRIC INC	11/2/2023	17923	Replace burned out light in south bus barn with LED and add a 2nd LED to illuminate the barn at night when the over the road drivers come in.	7602400023	\$ 1,248.13
	KANTOR ELECTRIC INC	11/2/2023	17854	Replace all old and broken florescent lights (approximately 6) under bleachers in arena with retrofit LED lights.	8102400115	\$ 1,123.80
	KANTOR ELECTRIC INC	11/2/2023	17946	Replace 2 old burned out florescent lights (bad ballasts) with LED lights in vault.	8102400114	\$ 632.80
	KANTOR ELECTRIC INC	11/2/2023	17939	Wire new outlets and run conduit for new Gym shoot clocks	8102400109	\$ 2,364.86
	KANTOR ELECTRIC INC	11/2/2023	17937	Add protective cover to curtain switch in ceiling so balls cant hit it.	8102400110	\$ 79.00
	KANTOR ELECTRIC INC	11/2/2023	17936	Trouble shoot electrical issue with hot water boiler at FHS	8102400111	\$ 108.00
201128898	KOOCHICHING COUNTY	11/2/2023	101023	Tipping Fees	8102400027	\$ 142.00
201128899	MN ENERGY RESOURCES CORP	11/2/2023	0505015015-00001	Garage; Natural Gas Services	8102400040	\$ 113.46
201128900	Nelco	11/2/2023	8782143	W-2 and 1099 paper and envelopes	1102400069	\$ 287.78
201128901	NORTHEAST SERVICE COOPERAT	11/2/2023	3822	IEA 3 year contract 2023-2026, This is for the 2023-2024 FYI	8102400091	\$ 400.00
201128902	Northern Lids	11/2/2023	394	Roll over money - program outreach for boys hockey team	7902400031	\$ 800.00

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				with KAPE messaging on gear.		
201128903	OFFICE DEPOT	11/2/2023	3.37282E+11	Folders (Tate)	1302400064	\$ 161.91
	OFFICE DEPOT	11/2/2023	3.37282E+11	Folders (Tate)	1302400064	\$ 161.91
201128904	PAN O GOLD BAKING CO	11/2/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 124.50
	PAN O GOLD BAKING CO	11/2/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 42.00
	PAN O GOLD BAKING CO	11/2/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 42.00
	PAN O GOLD BAKING CO	11/2/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 108.50
	PAN O GOLD BAKING CO	11/2/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 72.00
201128904	PAN O GOLD BAKING CO	11/2/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 63.00
	PAN O GOLD BAKING CO	11/2/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 63.00
	PAN O GOLD BAKING CO	11/2/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 161.00
	PAN O GOLD BAKING CO	11/2/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 52.50
	PAN O GOLD BAKING CO	11/2/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 80.50
201128905	POMP'S TIRE SERVICE	11/2/2023	530127081	2 new tires mounted, bag of equal in each tire and repaint rims	7602400011	\$ 1,351.94
201128906	ROCHE'S TOWING	11/2/2023	81023	40' lift rental to clean windows and pool walls	8102400120	\$ 473.00
201128907	SANDSTROM'S INC	11/2/2023	478174	Milk for Meal Service	7702400010	\$ 505.84
	SANDSTROM'S INC	11/2/2023	478174	Milk for Meal Service	7702400010	\$ 178.16
	SANDSTROM'S INC	11/2/2023	477157	Milk for Meal Service	7702400010	\$ 644.41
	SANDSTROM'S INC	11/2/2023	477157	Milk for Meal Service	7702400010	\$ 227.09
	SANDSTROM'S INC	11/2/2023	478175	Milk for Meal Service	7702400010	\$ 569.09
	SANDSTROM'S INC	11/2/2023	478175	Milk for Meal Service	7702400010	\$ 200.41
	SANDSTROM'S INC	11/2/2023	479912	Milk for Meal Service	7702400010	\$ 490.37
	SANDSTROM'S INC	11/2/2023	479912	Milk for Meal Service	7702400010	\$ 172.63
	SANDSTROM'S INC	11/2/2023	479913	Milk for Meal Service	7702400010	\$ 660.08
	SANDSTROM'S INC	11/2/2023	479913	Milk for Meal Service	7702400010	\$ 232.42
	SANDSTROM'S INC	11/2/2023	479043	Milk for Meal Service	7702400010	\$ 456.66
	SANDSTROM'S INC	11/2/2023	479043	Milk for Meal Service	7702400010	\$ 160.84
	SANDSTROM'S INC	11/2/2023	479042	Milk for Meal Service	7702400010	\$ 285.54
	SANDSTROM'S INC	11/2/2023	479042	Milk for Meal Service	7702400010	\$ 100.46
	SANDSTROM'S INC	11/2/2023	480787	Milk for Meal Service	7702400010	\$ 407.49

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	SANDSTROM'S INC	11/2/2023	480787	Milk for Meal Service	7702400010	\$ 143.51
201128908	TESSMAN SEED COMPANY	11/2/2023	S385103	Salt	8102400101	\$ 2,137.50
201128909	UPPER LAKES FOODS	11/2/2023	352706-00	Dishwashing Supplies	7702400017	\$ 256.50
	UPPER LAKES FOODS	11/2/2023	352706-00	Dishwashing Supplies	7702400017	\$ 1,115.55
	UPPER LAKES FOODS	11/2/2023	352706-00	Dishwashing Supplies	7702400017	\$ 3.98
	UPPER LAKES FOODS	11/2/2023	352706-00	Dishwashing Supplies	7702400017	\$ 3.97
201128910	WATER DEPT	11/2/2023	30-007100-02	Stadium; Water Usage	8102400005	\$ 139.71
	WATER DEPT	11/2/2023	13-014900-00	Arena; Water Usage	8102400005	\$ 2,121.05
201128910	WATER DEPT	11/2/2023	13-014800-00	FES; Water Usage	8102400005	\$ 1,729.71
	WATER DEPT	11/2/2023	13-014701.00	Water Usage-Scheela Field	8102400005	\$ 22.96
	WATER DEPT	11/2/2023	13-014700-00	FHS; Water Usage	8102400005	\$ 3,525.27
	WATER DEPT	11/2/2023	74-006700-00	Water Usage - Garage	8102400005	\$ 53.36
201128978	AFT Local #331	11/3/2023	20231103ADDUE1A	Payroll accrual	0	\$ 3,142.42
	AFT Local #331	11/3/2023	20231103ADDUE1A	Payroll accrual	0	\$ 141.55
201128979	ND Child Support Division	11/3/2023	20231103ADCSP10	Child Support	0	\$ 276.93
201128980	Para Local #4798	11/3/2023	20231103ADDUE2A	Payroll accrual	0	\$ 671.37
	Para Local #4798	11/3/2023	20231103ADDUE2A	Payroll accrual	0	\$ 63.03
201128981	Range Credit Bureau, Inc.	11/3/2023	20231103ADGARN1	Garnishment L0734186144	0	\$ 20.32
201128982	Amherst H. Wilder Foundation	11/9/2023	WRINV005603	DFC Evaluation services for Youth Survey and MSS Data reports	7902400037	\$ 3,125.00
201128983	Apptegy	11/9/2023	19797	Thrillshare Media Subscription	6052400062	\$ 7,650.00
201128984	CENEX COOP SERVICE INC OF BA	11/9/2023	33455	5000 gal unleaded gasoline, 2000 gal dyed #diesel fuel	7602400028	\$ 18,051.00
	CENEX COOP SERVICE INC OF BA	11/9/2023	33453	5000 gal unleaded gasoline, 2000 gal dyed #diesel fuel	7602400028	\$ 7,370.00
201128985	CRANDALLS SEPTIC PUMPING	11/9/2023	8385	3 Portable Toilets for Cross County meet	0	\$ 270.00
	CRANDALLS SEPTIC PUMPING	11/9/2023	8339	Portable Toilet monthly rate - Track	0	\$ 105.00
201128986	FERRELLGAS	11/9/2023	5008087864	Arena; Propane for Zamboni	8102400055	\$ 131.58
201128987	FRIENDS GARBAGE SERVICE, LLC	11/9/2023	9329376A	Garbage Pickups	8102400051	\$ 1,973.79

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	FRIENDS GARBAGE SERVICE, LLC	11/9/2023	9329376B	Garbage Pickups	8102400051	\$ 1,991.34
201128988	GOPHER SPORT	11/9/2023	319463	6th Grade Recess Equipment	2922400027	\$ 245.40
201128989	GUARDIAN PEST CONTROL INC	11/9/2023	2514005	Pest control year contract billed monthly, will start July 1st 2023	8102400001	\$ 37.00
	GUARDIAN PEST CONTROL INC	11/9/2023	2514005	Pest control year contract billed monthly, will start July 1st 2023	8102400001	\$ 37.00
201128990	Hasbargen Customs LLC	11/9/2023	1560	Roll over money - program outreach for KAPE youth students and staff at ISD361 for KAPE messaging gear.	7902400032	\$ 1,293.00
201128991	INTERQUEST DETECTION CANIN	11/9/2023	114NM Oct. 2023	Canine Detection Services	1102400045	\$ 440.00
201128992	KGHS-AM	11/9/2023	1300021153	School Matters	102400003	\$ 225.00
201128993	KING OF THE ROAD ENTERTAINM	11/9/2023	601	Homecoming DJ	9012400013	\$ 300.00
201128994	LVC Companies Inc	11/9/2023	126381	Repair existing emergency push buttons under secretaries desks at FHS and FES	8102400106	\$ 560.00
	LVC Companies Inc	11/9/2023	126381	Repair existing emergency push buttons under secretaries desks at FHS and FES	8102400106	\$ 560.00
	LVC Companies Inc	11/9/2023	126384	Replace 3 emergency horns that where found not working at last inspection	8102400105	\$ 917.40
201128995	MCGRAW HILL - School Educ Gro	11/9/2023	1.30344E+11	Algebra 1 2018 Glencoe E Teacher Edition Online 7 year subscription - Dowty	2562400006	\$ 147.06
201128996	MIDCONTINENT COMMUNICATI	11/9/2023	2.75104E+13	FES Fax	1102400053	\$ 37.95
201128997	Minnesota Petroleum Services	11/9/2023	133654	estimate to Preform yearly testing on fuel tanks minus probe test.	7602400032	\$ 1,284.00

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201128998	MN DEPT OF HEALTH	11/9/2023	FLB -14656-16421	FHS; 2024 Food License	0	\$ 1,055.00
	MN DEPT OF HEALTH	11/9/2023	FLB-14656-16421	FES; 2024 Food License	0	\$ 700.00
201128999	MN ENERGY RESOURCES CORP	11/9/2023	0503196532-00001	Arena Water Heater	8102400040	\$ 1,711.09
	MN ENERGY RESOURCES CORP	11/9/2023	0506435793-00001	FHS; Natural Gas Services	8102400040	\$ 1,037.34
	MN ENERGY RESOURCES CORP	11/9/2023	0506435793-00001	FHS; Natural Gas Services	8102400040	\$ 345.78
201129000	Nelson Roofing INC.	11/9/2023	8305	Re-Roofing Project ISD 361 FHS Gym	0	\$ 115,483.00
201129001	Netop	11/9/2023	10003469	Supplies	6052400056	\$ 1,125.00
	Netop	11/13/2023	10003469	Supplies	6052400056	\$ (1,125.00)
201129002	PAUL BUNYAN COMMUNICATIO	11/9/2023	110123	Monthly Broadband Services	6052400000	\$ 650.00
201129003	PERMA BOUND	11/9/2023	1968871-00	FHS Books for Library	6202400003	\$ 681.54
201129004	Rainy Lake Gazette	11/9/2023	123349A	Advertising Local Newspaper	1102400041	\$ 300.00
	Rainy Lake Gazette	11/9/2023	123349B	Election	102400014	\$ 832.50
201129005	Raymond Geddes	11/9/2023	862298	Bronco Pride Store	1302400068	\$ 1,232.12
201129006	Rhode Island Novelty	11/9/2023	4476426	Bronco Pride Store	1302400067	\$ 1,645.35
201129007	Riverside Assessments LLC	11/9/2023	184828	BDI3 Assessment Developmental Inventory	1302400066	\$ 649.11
201129008	SJOBLOMS LANDSCAPE & NURSI	11/9/2023	102723	12 medium pumpkins for youth project	0	\$ 36.00
201129009	Swenson, Heidi	11/9/2023	110823	Election Judge Services	0	\$ 315.00
201129010	TAYLOR'S PLUMBING & HEATIN	11/9/2023	3757	Troubleshoot and repair mixing valve FES	8102400118	\$ 190.00
	TAYLOR'S PLUMBING & HEATIN	11/9/2023	3774	Trouble shoot and repair issue with hot water heater at FHS	8102400126	\$ 115.00
201129011	TechCheck	11/9/2023	53580	Supplies	6052400057	\$ 275.00
201129012	TK Elevator Corp	11/9/2023	3007502751	1 year, quarterly elevator inspection and service Bronze plan FHS	8102400021	\$ 229.77
201129013	VARITRONICS	11/9/2023	164335	Variquest Parts	1302400072	\$ 87.15
201129014	VENTRIS LEARNING	11/9/2023	20238876	Instructional Supplies - Literacy (Tate)	1302400062	\$ 1,730.75
201129015	GLUMACK, BABE	11/10/2023	10/18/2023	Football Official 10/18/2023	0	\$ 100.00

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201129016	PASSERI, JEFF	11/10/2023	10/18/2023	vs Rush City Football V Official vs Rush City	0	\$ 100.00
201129017	Perunovich, Jeff	11/10/2023	10/18/2023	Football V Official vs Rush City	0	\$ 100.00
	Perunovich, Jeff	11/10/2023	10/18/2023	Football V Official vs Rush City	0	\$ 132.31
201129018	PERUNOVICH, JIM	11/10/2023	10/18/2023	Football V Official vs Rush City	0	\$ 100.00
201129019	VLATKOVICH, JEFF	11/10/2023	10/18/2023	Football V Official vs Rush City	0	\$ 100.00
201129020	Impero Solutions INC	11/13/2023	10003469	Supplies	6052400056	\$ 1,125.00
201129021	McBride, Jennifer	11/14/2023	G Swim 11/15/2023	G Swim State Meet on 11/15/2023	0	\$ 480.00
201129022	Annie's Frozen Yogurt	11/21/2023	26869	Fro Yo Machine Rental	7702400000	\$ 100.00
201129023	ARROWHEAD LIBRARY SYSTEM	11/21/2023	7915	Library Catalog System	6202400000	\$ 625.00
201129024	AT & T Mobility	11/21/2023	2.87298E+19	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	\$ 76.46
201129024	AT & T Mobility	11/21/2023	2.87298E+19	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	\$ 94.50
	AT & T Mobility	11/21/2023	2.87298E+19	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	\$ 38.23
	AT & T Mobility	11/21/2023	2.87298E+19	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	\$ 114.69
	AT & T Mobility	11/21/2023	2.87298E+19	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	\$ 49.77
201129025	AUTO-JET MUFFLER CORP	11/21/2023	501628	Exhaust pipe bus 551	7602400034	\$ 512.85
201129026	BEMIDJI WELDERS SUPPLY	11/21/2023	10118578	Welding Supplies ALI	2552400007	\$ 5,481.40
201129027	Character Strong	11/21/2023	24086	After School SEL Club	1302400074	\$ 2,999.00
201129028	COCA-COLA BOTTLING CO	11/21/2023	46497	FHS; Ala Carte Beverages	7702400012	\$ 242.85
	COCA-COLA BOTTLING CO	11/21/2023	511309	FHS; Ala Carte Beverages	7702400012	\$ 186.00
201129029	COMMERICAL REFRIGERATION I	11/21/2023	46494	Start an make sure compressors are operating	8102400108	\$ 2,099.40

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
				properly form issues this summer. also make sure check valve is working properly after new install		
201129030	CXTec	11/21/2023	7212701	Supplies	6052400061	\$ 3,468.00
201129031	Faith United Church of Christ	11/21/2023	120123	ALC classroom lease	1102400011	\$ 984.98
201129032	Hibbing ISD #701	11/21/2023	111323	NED meeting cost of attendance	9012400016	\$ 300.00
201129033	ISD #709	11/21/2023	1002300158	Student Tuition FY23 6/13/23-6/22/23 6/13/23-7/13/23 6/13/23-7/13/23	0	\$ 2,808.00
201129034	Jorson & Carlson	11/21/2023	711558	Sharpen 5 Zamboni blades	8102400125	\$ 288.50
201129035	Marco Technologies LLC	11/21/2023	11849523	FES copier/Guidance Office copier	6052400003	\$ 140.56
	Marco Technologies LLC	11/21/2023	11849523	FES copier/Guidance Office copier	6052400003	\$ 5.01
201129036	MEDTOX LABORATORIES	11/21/2023	1.02024E+11	drug testing	0	\$ 121.39
201129037	MN ENERGY RESOURCES CORP	11/21/2023	0504762905-00001	Stadium; Natural Gas Services	8102400040	\$ 451.94
201129038	PAN O GOLD BAKING CO	11/21/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 119.00
	PAN O GOLD BAKING CO	11/21/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 42.00
	PAN O GOLD BAKING CO	11/21/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 52.50
	PAN O GOLD BAKING CO	11/21/2023	1.00099E+13	Bread for Meal Service	7702400013	\$ 42.00
201129039	Rainy Lake Oil, Inc.	11/21/2023	35710	oil and products	7602400017	\$ 117.00
201129040	SANDSTROM'S INC	11/21/2023	480788	Milk for Meal Service	7702400010	\$ 538.04
	SANDSTROM'S INC	11/21/2023	480788	Milk for Meal Service	7702400010	\$ 189.46
	SANDSTROM'S INC	11/21/2023	481649	Milk for Meal Service	7702400010	\$ 437.53
	SANDSTROM'S INC	11/21/2023	481649	Milk for Meal Service	7702400010	\$ 153.97
	SANDSTROM'S INC	11/21/2023	481653	Milk for Meal Service	7702400010	\$ 657.33
	SANDSTROM'S INC	11/21/2023	481653	Milk for Meal Service	7702400010	\$ 231.67
201129041	SCHMITT MUSIC CENTERS	11/21/2023	5553023	Repair B&O	0	\$ 75.00
201129042	The Sport Shop	11/21/2023	101823	Boys Hockey Game Socks	2922400025	\$ 450.00
	The Sport Shop	11/21/2023	110323	Case of 100 Practice Pucks	2922400045	\$ 150.00

Payables Summary  
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
201129043	UHL	11/21/2023	57663A	Trouble shoot issue with #3 HVAC unit FHS	8102400113	\$ 765.48
201129044	ZIEMBA, BERNIE	11/21/2023	110723	LUMBER SUPPLIES DAVE OLSON	2552400009	\$ 500.00
202300614	Aviben	10/20/2023	20231020ADTSAID	Payroll accrual	0	\$ 140.75
	Aviben	10/20/2023	20231020ADTSAME	Payroll accrual	0	\$ 185.18
	Aviben	10/20/2023	20231020ADTSAME	Payroll accrual	0	\$ 92.59
	Aviben	10/20/2023	20231020ADTSASP	Payroll accrual	0	\$ 1,325.82
	Aviben	10/20/2023	20231020ADTSASP	Payroll accrual	0	\$ 97.37
	Aviben	10/20/2023	20231020ADTSECO	Payroll accrual	0	\$ 2,601.99
202300614	Aviben	10/20/2023	20231020ADTSECO	Payroll accrual	0	\$ 266.18
	Aviben	10/20/2023	20231020ADTSFRA	Payroll accrual	0	\$ 1,098.14
	Aviben	10/20/2023	20231020ADTSGRW	Payroll accrual	0	\$ 370.37
	Aviben	10/20/2023	20231020ADTSHOM	Payroll accrual	0	\$ 133.34
	Aviben	10/20/2023	20231020ADTSINV	Payroll accrual	0	\$ 814.60
	Aviben	10/20/2023	20231020ADTSMGT	Payroll accrual	0	\$ 231.58
	Aviben	10/20/2023	20231020ADTSSYM	Payroll accrual	0	\$ 150.00
	Aviben	10/20/2023	20231020ADTSVAL	Payroll accrual	0	\$ 2,576.60
	Aviben	10/20/2023	20231020ADTSVAL	Payroll accrual	0	\$ 124.45
	Aviben	10/20/2023	20231020ADTSVAN	Payroll accrual	0	\$ 2,685.08
	Aviben	10/20/2023	20231020AFTSAID	TSA Benefit	0	\$ 111.12
	Aviben	10/20/2023	20231020AFTSAME	TSA Benefit	0	\$ 185.18
	Aviben	10/20/2023	20231020AFTSAME	TSA Benefit	0	\$ 92.59
	Aviben	10/20/2023	20231020AFTSASP	TSA Benefit	0	\$ 444.33
	Aviben	10/20/2023	20231020AFTSASP	TSA Benefit	0	\$ 47.37
	Aviben	10/20/2023	20231020AFTSECO	TSA Benefit	0	\$ 1,421.90
	Aviben	10/20/2023	20231020AFTSECO	TSA Benefit	0	\$ 108.28
	Aviben	10/20/2023	20231020AFTSFRA	TSA Benefit	0	\$ 259.25
	Aviben	10/20/2023	20231020AFTSGRW	Payroll accrual	0	\$ 92.59
	Aviben	10/20/2023	20231020AFTSHOM	TSA Benefit	0	\$ 55.56
	Aviben	10/20/2023	20231020AFTSINV	TSA Benefits	0	\$ 418.05
	Aviben	10/20/2023	20231020AFTSMGT	TSA Benefit	0	\$ 174.17
	Aviben	10/20/2023	20231020AFTSVL	TSA Benefit	0	\$ 658.36
	Aviben	10/20/2023	20231020AFTSVL	TSA Benefit	0	\$ 77.78

Payables Summary  
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Aviben	10/20/2023	20231020AFTSVAN	TSA Benefits	0	\$ 100.00
202300615	Empower Retirement	10/20/2023	20231020ADDEFECO	Payroll accrual	0	\$ 424.79
	Empower Retirement	10/20/2023	20231020ADDEFECO	Payroll accrual	0	\$ 5.00
	Empower Retirement	10/20/2023	20231020ADDEFECO	Payroll accrual	0	\$ 105.00
	Empower Retirement	10/20/2023	20231020ADG-457	Payroll accrual	0	\$ 34.21
	Empower Retirement	10/20/2023	20231020ADG-457	Payroll accrual	0	\$ 34.21
	Empower Retirement	10/20/2023	20231020AFDEFM1	Deferred Comp 457 Benefit	0	\$ 83.62
	Empower Retirement	10/20/2023	20231020AFDEFM1	Deferred Comp 457 Benefit	0	\$ 34.21
	Empower Retirement	10/20/2023	20231020AFHCSP	HCSP	0	\$ 2,447.17
	Empower Retirement	10/20/2023	20231020AFHCSP	HCSP	0	\$ 24.23
	Empower Retirement	10/20/2023	20231020AFHCSP	HCSP	0	\$ 200.14
202300616	Internal Revenue Service	10/20/2023	20231020ADFICA	Payroll accrual	0	\$ 17,899.25
	Internal Revenue Service	10/20/2023	20231020ADFICA	Payroll accrual	0	\$ 1,197.16
202300616	Internal Revenue Service	10/20/2023	20231020ADFICA	Payroll accrual	0	\$ 785.48
	Internal Revenue Service	10/20/2023	20231020ADFTA	Payroll accrual	0	\$ 733.47
	Internal Revenue Service	10/20/2023	20231020ADFTA	Payroll accrual	0	\$ 25.00
	Internal Revenue Service	10/20/2023	20231020ADFTP	Payroll accrual	0	\$ 81.01
	Internal Revenue Service	10/20/2023	20231020ADFTX	Payroll accrual	0	\$ 20,639.22
	Internal Revenue Service	10/20/2023	20231020ADFTX	Payroll accrual	0	\$ 1,289.69
	Internal Revenue Service	10/20/2023	20231020ADFTX	Payroll accrual	0	\$ 717.36
	Internal Revenue Service	10/20/2023	20231020ADMDCR	Payroll accrual	0	\$ 4,186.11
	Internal Revenue Service	10/20/2023	20231020ADMDCR	Payroll accrual	0	\$ 280.01
	Internal Revenue Service	10/20/2023	20231020ADMDCR	Payroll accrual	0	\$ 183.68
	Internal Revenue Service	10/20/2023	20231020AFFICA	FICA Benefit	0	\$ 17,899.25
	Internal Revenue Service	10/20/2023	20231020AFFICA	FICA Benefit	0	\$ 1,197.16
	Internal Revenue Service	10/20/2023	20231020AFFICA	FICA Benefit	0	\$ 785.48
	Internal Revenue Service	10/20/2023	20231020AFMDCR	Medicare Benefit	0	\$ 4,186.11
	Internal Revenue Service	10/20/2023	20231020AFMDCR	Medicare Benefit	0	\$ 280.01
	Internal Revenue Service	10/20/2023	20231020AFMDCR	Medicare Benefit	0	\$ 183.68
202300617	MINNESOTA REVENUE	10/20/2023	20231020ADSITA	Payroll accrual	0	\$ 40.00
	MINNESOTA REVENUE	10/20/2023	20231020ADSITA	Payroll accrual	0	\$ 25.00
	MINNESOTA REVENUE	10/20/2023	20231020ADSITMN	Payroll accrual	0	\$ 10,302.73
	MINNESOTA REVENUE	10/20/2023	20231020ADSITMN	Payroll accrual	0	\$ 650.97

Payables Summary  
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	MINNESOTA REVENUE	10/20/2023	20231020ADSITMN	Payroll accrual	0	\$ 369.52
	MINNESOTA REVENUE	10/20/2023	20231020ADSITP	Payroll accrual	0	\$ 82.41
202300618	MN DEPT OF REVENUE	10/20/2023	20231020ADGARN1	Garnishment L0734186144	0	\$ 317.92
	MN DEPT OF REVENUE	10/23/2023	20231020ADGARN1	Garnishment L0734186144	0	\$ (317.92)
202300619	MN Teachers Retirement Associ	10/20/2023	20231020ADTRAC	Payroll accrual	0	\$ 15,317.91
	MN Teachers Retirement Associ	10/20/2023	20231020ADTRAC	Payroll accrual	0	\$ 812.52
	MN Teachers Retirement Associ	10/20/2023	20231020ADTRAC	Payroll accrual	0	\$ 41.04
	MN Teachers Retirement Associ	10/20/2023	20231020AFTRAC	TRA Benefit	0	\$ 17,294.32
	MN Teachers Retirement Associ	10/20/2023	20231020AFTRAC	TRA Benefit	0	\$ 917.35
	MN Teachers Retirement Associ	10/20/2023	20231020AFTRAC	TRA Benefit	0	\$ 46.33
202300620	Public Employees Retirement As	10/20/2023	20231020ADDCP	Payroll accrual	0	\$ 12.00
	Public Employees Retirement As	10/20/2023	20231020ADPERAC	Payroll accrual	0	\$ 6,480.04
	Public Employees Retirement As	10/20/2023	20231020ADPERAC	Payroll accrual	0	\$ 537.06
	Public Employees Retirement As	10/20/2023	20231020ADPERAC	Payroll accrual	0	\$ 805.99
	Public Employees Retirement As	10/20/2023	20231020AFDCP	DCP Benefit	0	\$ 12.00
202300620	Public Employees Retirement As	10/20/2023	20231020AFPERAC	PERA Benefit	0	\$ 7,476.94
	Public Employees Retirement As	10/20/2023	20231020AFPERAC	PERA Benefit	0	\$ 619.71
	Public Employees Retirement As	10/20/2023	20231020AFPERAC	PERA Benefit	0	\$ 929.99
202300621	MN Teachers Retirement Associ	10/19/2023	100223	Service fee	0	\$ 5.81
202300623	Aviben	11/3/2023	20231103ADTSAID	Payroll accrual	0	\$ 140.75
	Aviben	11/3/2023	20231103ADTSAME	Payroll accrual	0	\$ 185.18
	Aviben	11/3/2023	20231103ADTSAME	Payroll accrual	0	\$ 92.59
	Aviben	11/3/2023	20231103ADTSASP	Payroll accrual	0	\$ 1,325.82
	Aviben	11/3/2023	20231103ADTSASP	Payroll accrual	0	\$ 97.37
	Aviben	11/3/2023	20231103ADTSECO	Payroll accrual	0	\$ 2,601.99
	Aviben	11/3/2023	20231103ADTSECO	Payroll accrual	0	\$ 266.18
	Aviben	11/3/2023	20231103ADTSFRA	Payroll accrual	0	\$ 1,098.14
	Aviben	11/3/2023	20231103ADTSGRW	Payroll accrual	0	\$ 370.37
	Aviben	11/3/2023	20231103ADTSHOM	Payroll accrual	0	\$ 133.34
	Aviben	11/3/2023	20231103ADTSINV	Payroll accrual	0	\$ 814.60
	Aviben	11/3/2023	20231103ADTSMGT	Payroll accrual	0	\$ 231.58
	Aviben	11/3/2023	20231103ADTSSYM	Payroll accrual	0	\$ 150.00
	Aviben	11/3/2023	20231103ADTSVAL	Payroll accrual	0	\$ 2,576.60

Payables Summary  
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Aviben	11/3/2023	20231103ADTSVAL	Payroll accrual	0	\$ 124.45
	Aviben	11/3/2023	20231103ADTSVAN	Payroll accrual	0	\$ 2,685.08
	Aviben	11/3/2023	20231103AFTSAID	TSA Benefit	0	\$ 111.12
	Aviben	11/3/2023	20231103AFTSAME	TSA Benefit	0	\$ 185.18
	Aviben	11/3/2023	20231103AFTSAME	TSA Benefit	0	\$ 92.59
	Aviben	11/3/2023	20231103AFTSASP	TSA Benefit	0	\$ 444.33
	Aviben	11/3/2023	20231103AFTSASP	TSA Benefit	0	\$ 47.37
	Aviben	11/3/2023	20231103AFTSECO	TSA Benefit	0	\$ 1,421.90
	Aviben	11/3/2023	20231103AFTSECO	TSA Benefit	0	\$ 108.28
	Aviben	11/3/2023	20231103AFTSFRA	TSA Benefit	0	\$ 259.25
	Aviben	11/3/2023	20231103AFTSGRW	Payroll accrual	0	\$ 92.59
	Aviben	11/3/2023	20231103AFTSHOM	TSA Benefit	0	\$ 55.56
	Aviben	11/3/2023	20231103AFTSINV	TSA Benefits	0	\$ 418.05
	Aviben	11/3/2023	20231103AFTSMGT	TSA Benefit	0	\$ 174.17
	Aviben	11/3/2023	20231103AFTSVL	TSA Benefit	0	\$ 658.36
	Aviben	11/3/2023	20231103AFTSVL	TSA Benefit	0	\$ 77.78
	Aviben	11/3/2023	20231103AFTSVAN	TSA Benefits	0	\$ 100.00
202300624	Empower Retirement	11/3/2023	20231103ADDEFECO	Payroll accrual	0	\$ 424.79
202300624	Empower Retirement	11/3/2023	20231103ADDEFECO	Payroll accrual	0	\$ 5.00
	Empower Retirement	11/3/2023	20231103ADDEFECO	Payroll accrual	0	\$ 105.00
	Empower Retirement	11/3/2023	20231103ADG-457	Payroll accrual	0	\$ 34.21
	Empower Retirement	11/3/2023	20231103ADG-457	Payroll accrual	0	\$ 34.21
	Empower Retirement	11/3/2023	20231103AFDEFM1	Deferred Comp 457 Benefit	0	\$ 83.62
	Empower Retirement	11/3/2023	20231103AFDEFM1	Deferred Comp 457 Benefit	0	\$ 34.21
	Empower Retirement	11/3/2023	20231103AFHCSP	HCSP	0	\$ 2,437.53
	Empower Retirement	11/3/2023	20231103AFHCSP	HCSP	0	\$ 24.23
	Empower Retirement	11/3/2023	20231103AFHCSP	HCSP	0	\$ 200.14
202300625	Internal Revenue Service	11/3/2023	20231103ADFICA	Payroll accrual	0	\$ 17,457.92
	Internal Revenue Service	11/3/2023	20231103ADFICA	Payroll accrual	0	\$ 1,085.98
	Internal Revenue Service	11/3/2023	20231103ADFICA	Payroll accrual	0	\$ 721.98
	Internal Revenue Service	11/3/2023	20231103ADFTA	Payroll accrual	0	\$ 733.47
	Internal Revenue Service	11/3/2023	20231103ADFTA	Payroll accrual	0	\$ 25.00
	Internal Revenue Service	11/3/2023	20231103ADFTP	Payroll accrual	0	\$ 103.79

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Internal Revenue Service	11/3/2023	20231103ADFTX	Payroll accrual	0	\$ 20,913.86
	Internal Revenue Service	11/3/2023	20231103ADFTX	Payroll accrual	0	\$ 1,207.27
	Internal Revenue Service	11/3/2023	20231103ADFTX	Payroll accrual	0	\$ 659.93
	Internal Revenue Service	11/3/2023	20231103ADMDCR	Payroll accrual	0	\$ 4,082.94
	Internal Revenue Service	11/3/2023	20231103ADMDCR	Payroll accrual	0	\$ 253.99
	Internal Revenue Service	11/3/2023	20231103ADMDCR	Payroll accrual	0	\$ 168.85
	Internal Revenue Service	11/3/2023	20231103AFFICA	FICA Benefit	0	\$ 17,457.92
	Internal Revenue Service	11/3/2023	20231103AFFICA	FICA Benefit	0	\$ 1,085.98
	Internal Revenue Service	11/3/2023	20231103AFFICA	FICA Benefit	0	\$ 721.98
	Internal Revenue Service	11/3/2023	20231103AFMDCR	Medicare Benefit	0	\$ 4,082.94
	Internal Revenue Service	11/3/2023	20231103AFMDCR	Medicare Benefit	0	\$ 253.99
	Internal Revenue Service	11/3/2023	20231103AFMDCR	Medicare Benefit	0	\$ 168.85
202300626	MINNESOTA REVENUE	11/3/2023	20231103ADSITA	Payroll accrual	0	\$ 40.00
	MINNESOTA REVENUE	11/3/2023	20231103ADSITA	Payroll accrual	0	\$ 25.00
	MINNESOTA REVENUE	11/3/2023	20231103ADSITMN	Payroll accrual	0	\$ 10,244.38
	MINNESOTA REVENUE	11/3/2023	20231103ADSITMN	Payroll accrual	0	\$ 596.56
	MINNESOTA REVENUE	11/3/2023	20231103ADSITMN	Payroll accrual	0	\$ 331.11
	MINNESOTA REVENUE	11/3/2023	20231103ADSITP	Payroll accrual	0	\$ 44.40
202300628	MN Teachers Retirement Associ	11/3/2023	20231103ADTRAC	Payroll accrual	0	\$ 15,075.13
	MN Teachers Retirement Associ	11/3/2023	20231103ADTRAC	Payroll accrual	0	\$ 812.52
	MN Teachers Retirement Associ	11/3/2023	20231103ADTRAC	Payroll accrual	0	\$ 48.60
202300628	MN Teachers Retirement Associ	11/3/2023	20231103AFTRAC	TRA Benefit	0	\$ 17,020.22
	MN Teachers Retirement Associ	11/3/2023	20231103AFTRAC	TRA Benefit	0	\$ 917.35
	MN Teachers Retirement Associ	11/3/2023	20231103AFTRAC	TRA Benefit	0	\$ 54.87
202300629	Public Employees Retirement As	11/3/2023	20231103ADDCP	Payroll accrual	0	\$ 12.00
	Public Employees Retirement As	11/3/2023	20231103ADPERAC	Payroll accrual	0	\$ 6,440.93
	Public Employees Retirement As	11/3/2023	20231103ADPERAC	Payroll accrual	0	\$ 457.30
	Public Employees Retirement As	11/3/2023	20231103ADPERAC	Payroll accrual	0	\$ 735.24
	Public Employees Retirement As	11/3/2023	20231103AFDCP	DCP Benefit	0	\$ 12.00
	Public Employees Retirement As	11/3/2023	20231103AFPERAC	PERA Benefit	0	\$ 7,431.92
	Public Employees Retirement As	11/3/2023	20231103AFPERAC	PERA Benefit	0	\$ 527.70
	Public Employees Retirement As	11/3/2023	20231103AFPERAC	PERA Benefit	0	\$ 848.36

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202300630-						
202300770	BMO	11/3/2023		See detailed c/c report		\$ 36,479.67
232423025	AFSCME Council 65	10/20/2023	20231020ADAFS%	Payroll accrual	0	\$ 947.16
	AFSCME Council 65	10/20/2023	20231020ADAFS%	Payroll accrual	0	\$ 344.18
	AFSCME Council 65	10/20/2023	20231020ADAFS%	Payroll accrual	0	\$ 21.22
	AFSCME Council 65	10/20/2023	20231020ADAFSLC	Payroll accrual	0	\$ 14.00
	AFSCME Council 65	10/20/2023	20231020ADAFSLC	Payroll accrual	0	\$ 9.00
232423026	Hendrickson, Sheryl	11/2/2023	10/31/2023	Cross Country State meet meals 11/3/23 & 11/4/23	0	\$ 240.00
232423027	Bennett, Kendra	11/21/2023	ERIN20231102A	10/2/23-10/31/23 mileage to and from	0	\$ 44.84
232423028	Blesi, Michael	11/21/2023	ERIN20231019A	10/16/2023 Mileage	0	\$ 112.00
	Blesi, Michael	11/21/2023	ERIN20231102A	11/2/2023 Mileage ARCC TUG Monthly Meeting	0	\$ 157.00
232423029	Carney, Justin	11/21/2023	ERIN20231102A	10/2-10/31/2023 mileage between school buildings	0	\$ 17.64
232423030	Christianson, Ginger	11/21/2023	ERIN20231019A	9/1-9/30/2023 ECSE Home Visits mileage	0	\$ 48.99
	Christianson, Ginger	11/21/2023	ERIN20231114A	10/1-10/31/2023 ECSE Home Visits	0	\$ 57.44
232423031	Christianson, Rosa	11/21/2023	ERIN20231108A	10/3/2023-10/31/2023 Mileage Reimbursement FHS-FES	0	\$ 4.62
232423032	Grover, Kevin	11/21/2023	101023	Reg 27/28 meeting in Chisholm MASA Convention in Duluth	0	\$ 301.88
	Grover, Kevin	11/21/2023	110323	Reg 27/28 meeting in Chisholm	0	\$ 95.95
232423033	Hopkins, Michelle	11/21/2023	ERIN20231025A	10/17/2023 MARSS meeting at the NLC	0	\$ 114.00
232423034	Peterson, Paul	11/21/2023	ERIN20231110A	10/1/2023-10/31/2023 Homebased travel.	0	\$ 6.55
232423035	Taylor, Jenny	11/21/2023	ERIN20231114A	10/31/2023-11/3/2023 Mileage for travel	0	\$ 193.00
232423036	Willett, Elizabeth	11/21/2023	ERIN20231102A	9/26-10/30/2023 mileage for travel	0	\$ 34.35
232423037	Wilson, June	11/21/2023	ERIN20231102A	10/2-10/31/2023 travel between buildings	0	\$ 27.51
<b>Total</b>						<b>\$ 755,343.63</b>

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8319	10/18/2023	11267	SINNISAM001	Sinninghe Samantha N	Canva I03941-65247236, Camden,	CANVA 000	10/30/2023		Invoiced	A	119.40
	1	Canva. Automatic renewal.				Missy's C/C00000	11/03/2023	119.40			
XXXXXXXXXXXX8327	10/09/2023	11274	JOHNSBAR002	Johnson Barbara J	ScreenCast-O-Matic, Seattle, WA	SCREENPA000	10/30/2023		Invoiced	A	19.80
	2	One year subscription for SOLO DELUXE for Ros			2302400000	Tim's C/C00000	11/03/2023	19.80			
		09/29/2023	11275	HEISSVIC000	Heiss Victoria L	Usps Po 2647200549, Intl Falls,	POSTMAST000	10/30/2023	Invoiced	A	55.30
	3	Postage			7102400000	Tim's C/C00001	11/03/2023	55.30			
									2 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==>		75.10
XXXXXXXXXXXX8335	10/26/2023	11277	SteelEug000	Steele Eugene L	Oreilly 3901, International, MN	O'REILLY000	10/30/2023		Invoiced	A	35.37
	2	Transportation Supplies			7602400005	Gene's C/C00000	11/03/2023	35.37			
		10/04/2023	11276	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	10/30/2023	Invoiced	A	15.09
	2	Transportation Supplies			7602400006	Gene's C/C00001	11/03/2023	15.09			
									2 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>		50.46
XXXXXXXXXXXX7362	10/26/2023	11280			Usps.Com Postal Store, 800-7826	US POSTA000	10/30/2023		Invoiced	A	2,375.30
	4	District return addressed stamped envelopes no			1102400070	Stacy's C/C00000	11/03/2023	2,353.50			
	5	shipping			1102400070	Stacy's C/C00000	11/03/2023	21.80			
		10/26/2023	11281		Usps Po 2647200549, Intl Falls,	POSTMAST000	10/30/2023		Invoiced	A	264.00
	3	400 stamps to mail Ballots and W-2's			1102400071	Stacy's C/C00001	11/03/2023	264.00			
		10/17/2023	11279		Amzn Mktp US Tp6ga9qc2, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	298.54
	5	Wholesale Bulk Headphone Earphone Earbud - Kay			1302400063	Stacy's C/C00002	11/03/2023	101.94			
	6	TIME TIMER 8 inch Visual Timer - 60 Minute Kid			1302400063	Stacy's C/C00002	11/03/2023	139.75			
	7	ZaxiDeel Slow Rising Sensory Stress Ball 8 Pac			1302400063	Stacy's C/C00002	11/03/2023	56.85			
		10/03/2023	11278		Hudl, Lincoln, NE, 68508, US	AGILE SP000	10/30/2023		Invoiced	A	8,700.00
	1	PO 2922400020 - HUDL AD Package (Football, Bas				Stacy's C/C00003	11/03/2023	8,700.00			
									4 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>		11,637.84
XXXXXXXXXXXX7132	10/24/2023	11327	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	10/30/2023		Invoiced	A	97.84
	2	Transportation Supplies			7602400006	Jeremy's C/C00000	11/03/2023	97.84			
		10/13/2023	11326	ANDERJER000	Anderson Jeremy R	Oreilly 3901, International, MN	O'REILLY000	10/30/2023	Invoiced	A	8.99
	2	Transportation Supplies			7602400005	Jeremy's C/C00001	11/03/2023	8.99			
									2 transaction(s) for XXXXXXXXXXXX7132. Total Amount ==>		106.83
XXXXXXXXXXXX5747	10/12/2023	11266	GROVEKEV000	Grover Kevin K	Inn On Lake Superior, Duluth, M		10/30/2023		Invoiced	A	455.22
	1					Kevin's C/C00000	11/03/2023	455.22			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7648	10/26/2023	11338	SLATIBET000	Slatinski BethAnne K	Dominos 7380, Intl Falls, MN, 5	DOMINO'S000	10/30/2023		Invoiced	A	81.39
	2	PALS parties			5002400018	BethAnne's C/C00000	11/03/2023	81.39			
	10/25/2023	11336	SLATIBET000	Slatinski BethAnne K	County Market, International, M	COUNTY M000	10/30/2023		Invoiced	A	19.75
	2	PALS			5002400011	BethAnne's C/C00001	11/03/2023	19.75			
	10/25/2023	11337	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	10/30/2023		Invoiced	A	27.50
	2	PALS Class			5002400009	BethAnne's C/C00002	11/03/2023	27.50			
	10/10/2023	11334	SLATIBET000	Slatinski BethAnne K	Pizza Ranch - Duluth, Duluth, M	PIZZA RA000	10/30/2023		Invoiced	A	478.18
	2	PALS			5002400022	BethAnne's C/C00003	11/03/2023	478.18			
	10/10/2023	11335	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Te6hh96h2, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	114.46
	3	[New Upgrade] Professional First Aid Kit, Trau			5002400024	BethAnne's C/C00004	11/03/2023	114.46			
	10/09/2023	11332	SLATIBET000	Slatinski BethAnne K	Sq Timber Pins Inc, Internation	TIMBERPI000	10/30/2023		Invoiced	A	134.00
	2	PALS			5002400021	BethAnne's C/C00005	11/03/2023	134.00			
	10/09/2023	11333	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Te2ez0140, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	71.98
	2	TWISTED ENVY 11 oz Sublimation Blank Ceramic C			5102400000	BethAnne's C/C00006	11/03/2023	62.99			
	3	Shipping - Cost of shipping, not including shi			5102400000	BethAnne's C/C00006	11/03/2023	8.99			
	10/06/2023	11329	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	9.98
	2	PALS			5002400010	BethAnne's C/C00007	11/03/2023	9.98			
	10/06/2023	11330	SLATIBET000	Slatinski BethAnne K	Usps Po 2647200549, Intl Falls,	POSTMAST000	10/30/2023		Invoiced	A	66.00
	2	Stamps			5002400016	BethAnne's C/C00008	11/03/2023	66.00			
	10/06/2023	11331	SLATIBET000	Slatinski BethAnne K	North Shore Scenic Rai, 800-423	NORTHSHO000	10/30/2023		Invoiced	A	332.50
	2	PALS			5002400013	BethAnne's C/C00009	11/03/2023	332.50			
	10/05/2023	11328	SLATIBET000	Slatinski BethAnne K	County Market, International, M	COUNTY M000	10/30/2023		Invoiced	A	3.88
	2	PALS			5002400011	BethAnne's C/C00010	11/03/2023	3.88			
11 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>>											1,339.62
XXXXXXXXXXXX2314	10/24/2023	11355	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	37.50
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00000	11/03/2023	37.50			
	10/23/2023	11354	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US I60y59iw3, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	81.46
	2	KLUTZ Sew Mini Cute Things Craft Kit			2502400011	Karla's C/C00001	11/03/2023	22.70			
	3	Embroidery Floss Rainbow Color 50 Skeins Per P			2502400011	Karla's C/C00001	11/03/2023	11.98			
	4	Cldamecy Embroidery Floss,13 Skeins White & 13			2502400011	Karla's C/C00001	11/03/2023	5.68			
	5	BEADNOVA Embroidery Floss Bobbins 150pcs Embro			2502400011	Karla's C/C00001	11/03/2023	6.99			
	6	IOOLEEM Felt Sheets, 108pcs 4"x4" (10 cm x 10			2502400011	Karla's C/C00001	11/03/2023	22.47			
	7	Shipping - Cost of shipping, not including shi			2502400011	Karla's C/C00001	11/03/2023	11.64			
	10/19/2023	11352	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Tp5jz9im2, Seattle	AMAZON B000	10/30/2023		Invoiced	A	7.04
	2	Face Paint Stick / Body Crayon makeup for the			2502400009	Karla's C/C00002	11/03/2023	6.99			
	3	Shipping - Cost of shipping, not including shi			2502400009	Karla's C/C00002	11/03/2023	0.05			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2314		continued...									
	10/19/2023	11353	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	31.16
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00003	11/03/2023	31.16			
	10/18/2023	11351	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	83.44
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00004	11/03/2023	83.44			
	10/16/2023	11349	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	46.50
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00005	11/03/2023	46.50			
	10/16/2023	11350	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Tp0du90t2, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	122.89
	2	Care Touch Alcohol Wipes Individually Wrapped			2502400010	Karla's C/C00006	11/03/2023	26.97			
	3	ThermoPro TP510 Waterproof Digital Candy Therm			2502400010	Karla's C/C00006	11/03/2023	95.92			
	10/13/2023	11348	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	18.79
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00007	11/03/2023	18.79			
	10/12/2023	11347	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	49.87
	1	Homecoming				Karla's C/C00008	11/03/2023	49.87			
	10/11/2023	11346	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	67.04
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00009	11/03/2023	67.04			
	10/09/2023	11342	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Te0r46100, Seattle	AMAZON B000	10/30/2023		Invoiced	A	7.04
	2	Face Paint Stick / Body Crayon makeup for the			2502400009	Karla's C/C00010	11/03/2023	6.99			
	3	Shipping - Cost of shipping, not including shi			2502400009	Karla's C/C00010	11/03/2023	0.05			
	10/09/2023	11343	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US T944e45o1, Seattle	AMAZON B000	10/30/2023		Invoiced	A	23.66
	2	Go Ho Cream-Blendable Gold Body Paint Stick (1			2502400009	Karla's C/C00011	11/03/2023	8.99			
	3	Go Ho Cream-Blendable Purple Face Paint Stick			2502400009	Karla's C/C00011	11/03/2023	8.99			
	4	Shipping - Cost of shipping, not including shi			2502400009	Karla's C/C00011	11/03/2023	5.68			
	10/09/2023	11344	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Te83w3zd0, Seattle	AMAZON B000	10/30/2023		Invoiced	A	106.13
	2	Gold Star Cutouts Double Printed Paper Stars D			2502400009	Karla's C/C00012	11/03/2023	13.99			
	3	RhinestoneSash Cheerleading Stuff - Gold Spark			2502400009	Karla's C/C00012	11/03/2023	29.97			
	4	Face Paint Stick / Body Crayon makeup for the			2502400009	Karla's C/C00012	11/03/2023	13.98			
	5	Face Paint Stick / Body Crayon makeup for the			2502400009	Karla's C/C00012	11/03/2023	6.99			
	6	100 Pcs Large Football Party Cutouts 18 Inch P			2502400009	Karla's C/C00012	11/03/2023	36.99			
	7	Shipping - Cost of shipping, not including shi			2502400009	Karla's C/C00012	11/03/2023	4.21			
	10/09/2023	11345	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Te4wk6v62, Seattle	AMAZON B000	10/30/2023		Invoiced	A	43.45
	2	Lysol All-Purpose Cleaner, Mango & Hibiscus Sc			7702400016	Karla's C/C00013	11/03/2023	21.50			
	3	Method All-Purpose Cleaner Spray, Pink Grapefir			7702400016	Karla's C/C00013	11/03/2023	14.96			
	4	Shipping - Cost of shipping, not including shi			7702400016	Karla's C/C00013	11/03/2023	6.99			
	10/05/2023	11340	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	42.97
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00014	11/03/2023	42.97			
	10/05/2023	11341	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Te4xo73d2, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	13.98
	2	Face Paint Stick / Body Crayon makeup for the			2502400009	Karla's C/C00015	11/03/2023	13.98			

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			
XXXXXXXXXXXX2314	continued...										
	10/03/2023	11339	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	76.22
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00016	11/03/2023	76.22			
	09/28/2023	11356	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	144.81
	2	Supplies for Class C&T Classes			2502400008	Karla's C/C00017	11/03/2023	144.81			
	18 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>										1,003.95
XXXXXXXXXXXX5690	10/26/2023	11257	HOPKIMIC000	Hopkins Michelle L	Amzn Mktp US 283ze7g63, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	130.41
	2	Tovolo Sugar Skull Cutters Set of 3 for Making			2302400001	Vicki's C/C00000	11/03/2023	34.95			
	3	Coco Remember Me Loteria   Traditional Loteria			2302400001	Vicki's C/C00000	11/03/2023	74.97			
	4	Kidivo Tambola Or Housie Game Set with 600 Tic			2302400001	Vicki's C/C00000	11/03/2023	20.49			
	10/25/2023	11256	HOPKIMIC000	Hopkins Michelle L	Amzn Mktp US K89t10bc3, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	156.64
	2	Magshion Round Foldable Oversized Moon Saucer			3002400039	Vicki's C/C00001	11/03/2023	156.64			
	10/24/2023	11255	HOPKIMIC000	Hopkins Michelle L	Bts Innovativeoffices1, Burnsvi	INNOVATI000	10/30/2023		Invoiced	A	554.61
	2	MARKER,EXPO,LOW CHISEL,BK			3002400038	Vicki's C/C00002	11/03/2023	329.28			
	3	FOLDER,POLY,LTR,12PK,MLA			3002400038	Vicki's C/C00002	11/03/2023	33.60			
	4	STAPLER,DSK,FL STP,BK			3002400038	Vicki's C/C00002	11/03/2023	34.96			
	5	TAPE,MLNG,2"X800",6/PK,CR			3002400038	Vicki's C/C00002	11/03/2023	49.05			
	6	PENCIL,PENCIL HB #2,YL			3002400038	Vicki's C/C00002	11/03/2023	16.70			
	7	SHARPENER,ELEC PENCIL,BK			3002400038	Vicki's C/C00002	11/03/2023	35.48			
	8	ENVELOPE,10X13,CLASP,BRKR			3002400038	Vicki's C/C00002	11/03/2023	55.54			
	10/20/2023	11254	HOPKIMIC000	Hopkins Michelle L	Amazon.Com Td0vclft2, Amzn.Com/	AMAZON B000	10/30/2023		Invoiced	A	191.87
	2	Geyer Instructional Products 173005 Xy Axis Dr			2562400007	Vicki's C/C00003	11/03/2023	191.87			
	10/10/2023	11253	HOPKIMIC000	Hopkins Michelle L	Amazon.Com Te2uplclj1, Amzn.Com/	AMAZON B000	10/30/2023		Invoiced	A	68.85
	2	Amazon Basics Thick Maxi Pads for Periods, Sup			3002400036	Vicki's C/C00004	11/03/2023	68.85			
	10/09/2023	11252	HOPKIMIC000	Hopkins Michelle L	Amazon.Com Te2sn2gt2, Amzn.Com/	AMAZON B000	10/30/2023		Invoiced	A	249.65
	2	Tampax Pearl Tampons Regular Absorbency, With			3002400036	Vicki's C/C00005	11/03/2023	149.70			
	3	Always Ultra Thin, Feminine Pads For Women, Si			3002400036	Vicki's C/C00005	11/03/2023	99.95			
	10/05/2023	11246	HOPKIMIC000	Hopkins Michelle L	Amzn Mktp Us, Seattle, WA, 9810	AMAZON B000	10/30/2023		Invoiced	A	-0.53
	2	Shipping - Cost of shipping, not including shi			6202400005	Vicki's C/C00006	11/03/2023	-0.53			
	10/05/2023	11247	HOPKIMIC000	Hopkins Michelle L	Amzn Mktp Us, Seattle, WA, 9810	AMAZON B000	10/30/2023		Invoiced	A	-1.77
	2	Shipping - Cost of shipping, not including shi			6202400005	Vicki's C/C00007	11/03/2023	-1.77			
	10/05/2023	11248	HOPKIMIC000	Hopkins Michelle L	Amzn Mktp Us, Seattle, WA, 9810	AMAZON B000	10/30/2023		Invoiced	A	-0.21
	2	Shipping - Cost of shipping, not including shi			6202400005	Vicki's C/C00008	11/03/2023	-0.21			
	10/05/2023	11249	HOPKIMIC000	Hopkins Michelle L	Amzn Mktp Us, Seattle, WA, 9810	AMAZON B000	10/30/2023		Invoiced	A	-0.60
	2	Shipping - Cost of shipping, not including shi			6202400005	Vicki's C/C00009	11/03/2023	-0.60			
	10/05/2023	11250	HOPKIMIC000	Hopkins Michelle L	Amzn Mktp Us, Seattle, WA, 9810	AMAZON B000	10/30/2023		Invoiced	A	-2.86
	2	Shipping - Cost of shipping, not including shi			6202400005	Vicki's C/C00010	11/03/2023	-2.86			

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			
XXXXXXXXXXXX5690	continued...										
	10/05/2023	11251	HOPKIMIC000	Hopkins Michelle L	Amzn Mktp Us, Seattle, WA, 9810	AMAZON B000	10/30/2023		Invoiced	A	-1.02
	2	Shipping - Cost of shipping, not including shi			6202400005	Vicki's C/C00011	11/03/2023	-1.02			
	10/03/2023	11244	HOPKIMIC000	Hopkins Michelle L	Amzn Mktp US T13398wol, Seattle	AMAZON B000	10/30/2023		Invoiced	A	50.97
	2	UNO Card Game (2 Pack)			6202400005	Vicki's C/C00012	11/03/2023	12.73			
	3	Kangaroo - Multiplayers Mind Blowing Strategy			6202400005	Vicki's C/C00012	11/03/2023	7.95			
	4	Elmer's Disappearing Purple School Glue, Washa			6202400005	Vicki's C/C00012	11/03/2023	2.97			
	5	Shipping - Cost of shipping, not including shi			6202400005	Vicki's C/C00012	11/03/2023	4.20			
	6	Family Classics Cribbage - Solid Wood Continuo			6202400005	Vicki's C/C00012	11/03/2023	8.15			
	7	Hasbro Gaming The Game of Life Game, Family Bo			6202400005	Vicki's C/C00012	11/03/2023	14.97			
	10/03/2023	11245	HOPKIMIC000	Hopkins Michelle L	Amzn Mktp US T912u9vq0, Seattle	AMAZON B000	10/30/2023		Invoiced	A	47.55
	2	Monopoly Board Game The Classic Edition, 2-8 p			6202400005	Vicki's C/C00013	11/03/2023	33.77			
	3	Shipping - Cost of shipping, not including shi			6202400005	Vicki's C/C00013	11/03/2023	2.79			
	5	Family Classics Chess by Pressman - with Foldi			6202400005	Vicki's C/C00013	11/03/2023	10.99			
	10/02/2023	11243	HOPKIMIC000	Hopkins Michelle L	Amzn Mktp US T95me4a20, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	49.79
	2	Zuhal 50 Pcs Mini Calculator Pocket Size Calcu			2602400005	Vicki's C/C00014	11/03/2023	49.79			
	10/02/2023	11259	HOPKIMIC000	Hopkins Michelle L	Amzn Mktp US T90k43og0, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	144.08
	2	Texas Instruments TI-30X IIS Scientific Calcul			2602400005	Vicki's C/C00015	11/03/2023	144.08			
	10/02/2023	11260	HOPKIMIC000	Hopkins Michelle L	Amzn Mktp US T921d0ch0, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	114.45
	2	Holt McDougal Literature: Student Edition Grad			2202400001	Vicki's C/C00016	11/03/2023	94.50			
	3	Shipping - Cost of shipping, not including shi			2202400001	Vicki's C/C00016	11/03/2023	19.95			
	10/02/2023	11261	HOPKIMIC000	Hopkins Michelle L	Amzn Mktp US T90k33fb0, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	107.92
	2	Konohan 60 Packs Earbuds Bulk Kids Headphones			2602400005	Vicki's C/C00017	11/03/2023	107.92			
	09/28/2023	11258	HOPKIMIC000	Hopkins Michelle L	Bts Innovativeofficesl, Burnsvi	INNOVATI000	10/30/2023		Invoiced	A	305.04
	2	RUBBERBANDS,ASSTD SZ,1LB			3002400030	Vicki's C/C00018	11/03/2023	3.73			
	3	TAPE,MLNG,2"X800",6/PK,CR			3002400030	Vicki's C/C00018	11/03/2023	49.05			
	4	TAPE,MASKING,1"X60YD			3002400030	Vicki's C/C00018	11/03/2023	74.64			
	5	PEN,ROUND STIC 60 BOX,BK			3002400030	Vicki's C/C00018	11/03/2023	5.31			
	6	PEN,RBALL,RT,G2,GEL,FN,RD			3002400030	Vicki's C/C00018	11/03/2023	33.44			
	7	DISPENSER,TAPE,1"CORE,BK			3002400030	Vicki's C/C00018	11/03/2023	1.64			
	8	PAPER,RECY500SH,24#,BGN			3002400030	Vicki's C/C00018	11/03/2023	11.69			
	9	PAPER,500SH24/60#,RD			3002400030	Vicki's C/C00018	11/03/2023	11.69			
	10	PAPER,RECY 500SH24/60#,BE			3002400030	Vicki's C/C00018	11/03/2023	46.77			
	11	PAPER,COLORS,SN			3002400030	Vicki's C/C00018	11/03/2023	20.31			
	12	PAPER,500SH,24LB,LN			3002400030	Vicki's C/C00018	11/03/2023	46.77			

19 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>> 2,164.84

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX8830	10/12/2023	11263	HOPKIMIC000	Hopkins Michelle L	Pioneer Drama Service, Centenni	PIONEER 002	10/30/2023		Invoiced	A	287.00	
	1	No PO One Act Scripts				High School C/C00000	11/03/2023	287.00				
	10/10/2023	11262	HOPKIMIC000	Hopkins Michelle L	Dd/Br #363260, International, M	AMAZON B000	10/30/2023		Invoiced	A	67.97	
	1	No PO Coffee for Staff Inservice 10/9/23				High School C/C00001	11/03/2023	67.97				
	09/28/2023	11264	HOPKIMIC000	Hopkins Michelle L	Plank Road Publishing, Wauwatos	PLANK R0000	10/30/2023		Invoiced	A	109.95	
	1	No Po done--Elsa S's Music K-8 Downloadable Au				High School C/C00002	11/03/2023	109.95				
	09/28/2023	11265	HOPKIMIC000	Hopkins Michelle L	Teacherspayteachers.Co, 6465880	TEACHERS007	10/30/2023		Invoiced	A	38.00	
	2	Executive Functioning Skills				3002400034 High School C/C00003	11/03/2023	25.00				
	3	Executive Functioning Lessons				3002400034 High School C/C00003	11/03/2023	13.00				
											4 transaction(s) for XXXXXXXXXXXX8830. Total Amount =====>	502.92
XXXXXXXXXXXX8863	10/16/2023	11306	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	38.20	
	2	FHS Blanket p.o. for Menards				8102400011 FHS Cust C/C00000	11/03/2023	38.20				
	10/13/2023	11305	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	11.47	
	2	FHS Blanket p.o. for Menards				8102400011 FHS Cust C/C00001	11/03/2023	11.47				
	10/12/2023	11304	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	118.00	
	2	epoxy paint for arena compressor floor				8102400098 FHS Cust C/C00002	11/03/2023	118.00				
	10/11/2023	11303	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	79.96	
	2	FHS Blanket p.o. for Menards				8102400011 FHS Cust C/C00003	11/03/2023	79.96				
	10/09/2023	11300	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	52.34	
	2	FHS Blanket p.o. for Menards				8102400011 FHS Cust C/C00004	11/03/2023	52.34				
	10/09/2023	11301	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	21.98	
	2	FHS Blanket p.o. for Menards				8102400011 FHS Cust C/C00005	11/03/2023	21.98				
	10/09/2023	11302	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	263.94	
	2	epoxy paint for arena compressor floor				8102400098 FHS Cust C/C00007	11/03/2023	236.00				
	3	paint supplies floor arena				FHS Cust C/C00006	11/03/2023	27.94				
	10/06/2023	11299	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	27.93	
	2	FHS Blanket p.o. for Menards				8102400011 FHS Cust C/C00008	11/03/2023	27.93				
	10/02/2023	11307	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	144.92	
	2	Electric pressure washer to take place of Kivi				8102400092 FHS Cust C/C00009	11/03/2023	119.99				
	3	Paint and wire brush to repaint goal posts				FHS Cust C/C00006	11/03/2023	24.93				
	10/02/2023	11308	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	11.98	
	2	FHS Blanket p.o. for Menards				8102400011 FHS Cust C/C00010	11/03/2023	11.98				
	10/02/2023	11309	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	54.96	
	2	FHS Blanket p.o. for Menards				8102400011 FHS Cust C/C00011	11/03/2023	54.96				
											11 transaction(s) for XXXXXXXXXXXX8863. Total Amount =====>	825.68

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX9069	10/13/2023	11371	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	33.21	
	2	FES; Last Minute Groceries			7702400006	FES Cafe C/C00000	11/03/2023	33.21				
XXXXXXXXXXXX9077	10/24/2023	11373	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	40.86	
	2	Last Minute Groceries			7702400006	FHS Cafe C/C00000	11/03/2023	40.86				
	10/11/2023	11372	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	19.94	
	2	FHS Last Minute Groceries			7702400006	FHS Cafe C/C00001	11/03/2023	19.94				
											2 transaction(s) for XXXXXXXXXXXXX9077. Total Amount ==>	60.80
XXXXXXXXXXXX7691	10/23/2023	11313	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	21.97	
	2	Blanket P.O. for FES supplies			8102400009	FES Cust C/C00000	11/03/2023	21.97				
	10/20/2023	11312	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	42.41	
	2	Blanket P.O. for FES supplies			8102400009	FES Cust C/C00001	11/03/2023	42.41				
	10/19/2023	11311	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	16.08	
	2	Blanket P.O. for FES supplies			8102400009	FES Cust C/C00002	11/03/2023	16.08				
	10/18/2023	11310	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	7.98	
	2	Blanket P.O. for FES supplies			8102400009	FES Cust C/C00003	11/03/2023	7.98				
											4 transaction(s) for XXXXXXXXXXXXX7691. Total Amount ==>	88.44
XXXXXXXXXXXX9022	10/09/2023	11358	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	113.82	
	2	Classroom Supplies			2552400002	Dave's C/C00000	11/03/2023	113.82				
	10/03/2023	11357	OLSONDAV000	Olson David W	Northern Lumber Yard I, Intl Fa	NORTHERN005	10/30/2023		Invoiced	A	875.70	
	2	Classroom Supplies			2552400003	Dave's C/C00001	11/03/2023	875.70				
											2 transaction(s) for XXXXXXXXXXXXX9022. Total Amount ==>	989.52
XXXXXXXXXXXX4156	10/27/2023	11366	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	17.08	
	2	Donuts for student council meetings 2023-2024			9012400008	Jenesa's C/C00000	11/03/2023	17.08				
	10/27/2023	11367	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	68.26	
	2	Community Event for KAPE. Treats at less than			7902400036	Jenesa's C/C00001	11/03/2023	68.26				
	10/16/2023	11364	BALASJEN000	Balaski Jenesa K	Amzn Mktp US Te7kn9iq1, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	1,018.98	
	2	LEHOM 3-Tier Rolling Utility Cart with Hanging			7902400033	Jenesa's C/C00002	11/03/2023	119.07				
	3	Threan Cell Phone Locker Box Clear Cell Phone			7902400033	Jenesa's C/C00002	11/03/2023	899.91				
	10/16/2023	11365	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	57.46	
	2	teacher appreciation gift			9012400012	Jenesa's C/C00003	11/03/2023	57.46				
	10/12/2023	11362	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	20.30	
	2	Donuts for student council meetings 2023-2024			9012400008	Jenesa's C/C00004	11/03/2023	20.30				
	10/12/2023	11363	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	12.95	
	2	Runner up from homecoming kahoot game			9012400011	Jenesa's C/C00005	11/03/2023	12.95				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX4156	continued...										
	10/10/2023	11361	BALASJEN000	Balaski Jenesa K	Amazon.Com Te9xo3ca1, Amzn.Com/	AMAZON B000	10/30/2023		Invoiced	A	39.81
	2	Lysol Disinfecting Wipes, Mango & Hibiscus, Pa			7902400027	Jenesa's C/C00006	11/03/2023	32.82			
	3	Shipping - Cost of shipping, not including shi			7902400027	Jenesa's C/C00006	11/03/2023	6.99			
	10/09/2023	11360	BALASJEN000	Balaski Jenesa K	Tot Andersons, 800-328-9650, MN	ANDERSON003	10/30/2023		Invoiced	A	437.38
	2	Put in cups for program outreach on FHS fencin			7902400028	Jenesa's C/C00007	11/03/2023	437.38			
	10/03/2023	11359	BALASJEN000	Balaski Jenesa K	Dominos 7380, Intl Falls, MN, 5	DOMINO'S000	10/30/2023		Invoiced	A	32.39
	2	Winner from homecoming kahoot game			9012400010	Jenesa's C/C00008	11/03/2023	32.39			
	10/02/2023	11370	BALASJEN000	Balaski Jenesa K	Quality Logo Products, Aurora,	QUALITY 000	10/30/2023		Invoiced	A	901.92
	2	Program outreach mini basketballs to sponsor a			7902400026	Jenesa's C/C00009	11/03/2023	901.92			
	09/29/2023	11369	BALASJEN000	Balaski Jenesa K	Quality Logo Products, Aurora,	QUALITY 000	10/30/2023		Invoiced	A	369.18
	2	Program outreach of bar coasters for establish			7902400025	Jenesa's C/C00010	11/03/2023	369.18			
	09/28/2023	11368	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	19.99
	2	Donuts for student council meetings 2023-2024			9012400008	Jenesa's C/C00011	11/03/2023	19.99			
					12 transaction(s) for XXXXXXXXXXXX4156. Total Amount ==>						2,995.70
XXXXXXXXXXXX1984	10/26/2023	11292	HOLT THO000	Holt Thomas T	Dalco Enterprises, 800-9501975,	DALCO 000	10/30/2023		Invoiced	A	49.02
	2	CP PGR2432XB BLACK 500CA24X32 1M ROLL CAN LINE			8102400112	Tom's C/C00000	11/03/2023	49.02			
	10/26/2023	11293	HOLT THO000	Holt Thomas T	Dalco Enterprises, 800-9501975,	DALCO 000	10/30/2023		Invoiced	A	-1,655.59
	1	8102400089 - process with out po due to credit				Tom's C/C00001	11/03/2023	-1,655.59			
	10/26/2023	11294	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	12.15
	2	FHS Blanket p.o. for Menards			8102400011	Tom's C/C00002	11/03/2023	12.15			
	10/26/2023	11295	HOLT THO000	Holt Thomas T	Dalco Enterprises, 800-9501975,	DALCO 000	10/30/2023		Invoiced	A	1,550.63
	2	JP 904716 STRIDE CITRUS 2X2.5LJ FILL HC NEUTRA			8102400089	Tom's C/C00003	11/03/2023	245.81			
	3	JP 903904 STRIDE CITRUS 4X1GAGP NEUTRAL CLEANE			8102400089	Tom's C/C00003	11/03/2023	163.64			
	4	LE 150 LEMON VOMIT ABSORBENT12X1LB GRANULAR			8102400089	Tom's C/C00003	11/03/2023	78.40			
	5	LE 0413 STRETCH N DUST 10X40CA12.5X17 DUST CLO			8102400089	Tom's C/C00003	11/03/2023	131.83			
	6	HS AWUS231 AIRWORKS 6X10CAURINAL SCREEN CITRUS			8102400089	Tom's C/C00003	11/03/2023	107.99			
	7	DAL LANO VERA 4X1GABULK FOAMING HAND CARE			8102400089	Tom's C/C00003	11/03/2023	73.44			
	8	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8102400089	Tom's C/C00003	11/03/2023	454.44			
	9	GP 12798 PACIFIC 9" 8X10002PLY TOILET TISSUE			8102400089	Tom's C/C00003	11/03/2023	295.08			
	10/25/2023	11291	HOLT THO000	Holt Thomas T	Dalco Enterprises, 800-9501975,	DALCO 000	10/30/2023		Invoiced	A	1,655.59
	1	8102400089 - process with out po due to credit				Tom's C/C00001	11/03/2023	1,655.59			
	10/23/2023	11290	HOLT THO000	Holt Thomas T	Dalco Enterprises, 800-9501975,	DALCO 000	10/30/2023		Invoiced	A	1,825.33
	2	FP EA36FAB ECO AIR REFILL 6X6CAFABULOUS PASSIV			8102400112	Tom's C/C00004	11/03/2023	601.60			
	3	JP 903904 STRIDE CITRUS 4X1GAGP NEUTRAL CLEANE			8102400112	Tom's C/C00004	11/03/2023	81.82			
	4	SP 001904 XCELENTE 4X1GAMULTI PURPOSE CLEANER			8102400112	Tom's C/C00004	11/03/2023	45.70			
	5	VB 13" RED BUFFING PAD 5CAFLOR PAD VB13RBFPP			8102400112	Tom's C/C00004	11/03/2023	27.45			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX1984	continued...										
	6	TNT 9007865 VACUUM BAGS 16X12PK& 32 FILTERS 90			8102400112	Tom's C/C00004	11/03/2023	45.16			
	7	HS AWUS231 AIRWORKS 6X10CAURINAL SCREEN CITRUS			8102400112	Tom's C/C00004	11/03/2023	107.99			
	8	DAL 401 COTTON 24OZ WHITE 12CACUT END 1" BAND			8102400112	Tom's C/C00004	11/03/2023	54.82			
	9	JP 4277285 OXIVIR TB RTU 12X1QTDISINFECTANT CL			8102400112	Tom's C/C00004	11/03/2023	133.26			
	10	VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA			8102400112	Tom's C/C00004	11/03/2023	63.54			
	11	DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN			8102400112	Tom's C/C00004	11/03/2023	135.78			
	12	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8102400112	Tom's C/C00004	11/03/2023	454.44			
	13	GP 12798 PACIFIC 9" 8X10002PLY TOILET TISSUE			8102400112	Tom's C/C00004	11/03/2023	73.77			
10/19/2023	11288	HOLT THO000 Holt Thomas T			Amzn Mktp US 4f31q5263, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	39.99
	2	Remooble Dry Erase Whiteboard Cleaner 1 Gallon			7602400033	Tom's C/C00005	11/03/2023	39.99			
10/19/2023	11289	HOLT THO000 Holt Thomas T			Amzn Mktp US 6c7dd2my3, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	469.70
	2	Koala Kare KB200-01 Horizontal Wall Mounted Ba			8102400104	Tom's C/C00006	11/03/2023	469.70			
10/16/2023	11287	HOLT THO000 Holt Thomas T			State Supply Company I, 612-230	STATE SU000	10/30/2023		Invoiced	A	132.01
	2	Steam valve packing glands			8102400107	Tom's C/C00007	11/03/2023	110.40			
	3	shipping			8102400107	Tom's C/C00007	11/03/2023	21.61			
10/12/2023	11286	HOLT THO000 Holt Thomas T			State Supply Company I, 612-230	STATE SU000	10/30/2023		Invoiced	A	496.44
	2	Danfoss temp control			8102400102	Tom's C/C00008	11/03/2023	496.44			
10/09/2023	11285	HOLT THO000 Holt Thomas T			Amzn Mktp US T90da5qpl, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	107.80
	2	Pacific Doorware Heavy Duty Spring Loaded Step			8102400097	Tom's C/C00009	11/03/2023	107.80			
10/06/2023	11282	HOLT THO000 Holt Thomas T			Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	12.89
	2	FHS Blanket p.o. for Menards			8102400011	Tom's C/C00010	11/03/2023	12.89			
10/06/2023	11283	HOLT THO000 Holt Thomas T			Amazon.Com T91ho8001, Amzn.Com/	AMAZON B000	10/30/2023		Invoiced	A	201.40
	2	Elkay 51300C_3PK WaterSentry Plus Replacement			8102400096	Tom's C/C00011	11/03/2023	201.40			
10/06/2023	11284	HOLT THO000 Holt Thomas T			Amazon.Com T91s80py1, Amzn.Com/	AMAZON B000	10/30/2023		Invoiced	A	518.94
	2	Quartet Cork Bulletin Board, Framed Corkboard,			8102400095	Tom's C/C00012	11/03/2023	518.94			
10/02/2023	11296	HOLT THO000 Holt Thomas T			Dalco Enterprises, 800-9501975,	DALCO 000	10/30/2023		Invoiced	A	2,173.96
	2	HS AWUS231 AIRWORKS 6X10CAURINAL SCREEN CITRUS			8102400070	Tom's C/C00013	11/03/2023	215.98			
	3	FP EA36CM ECO AIR REFILL 6X6CACUCUMBER MELON P			8102400070	Tom's C/C00013	11/03/2023	225.60			
	4	VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA			8102400070	Tom's C/C00013	11/03/2023	317.70			
	5	DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN			8102400070	Tom's C/C00013	11/03/2023	678.90			
	6	GP 12798 PACIFIC 9" 8X10002PLY TOILET TISSUE			8102400070	Tom's C/C00013	11/03/2023	147.54			
	7	CP PGR2432XB BLACK 500CA24X32 1M ROLL CAN LINE			8102400070	Tom's C/C00013	11/03/2023	588.24			
10/02/2023	11298	HOLT THO000 Holt Thomas T			Amzn Mktp US T150n8ho1, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	26.01
	2	Global Industrial Emergency Eyewash Bowl, Repl			8102400093	Tom's C/C00014	11/03/2023	26.01			
09/28/2023	11297	HOLT THO000 Holt Thomas T			Amzn Mktp US T14161680, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	163.49
	2	Watch Dog Goose Patrol Lone Dog Decoy - Predat			8102400085	Tom's C/C00015	11/03/2023	150.00			
	3	Shipping - Cost of shipping, not including shi			8102400085	Tom's C/C00015	11/03/2023	13.49			

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			
17 transaction(s) for XXXXXXXXXXXX1984. Total Amount =====>											7,779.76
XXXXXXXXXXXX1081	10/20/2023	11382	SINNISAM001	Sinninghe Samantha N	Amzn Mktp US Td7ny0fo2, Seattle	AMAZON B000	10/30/2023		Invoiced	A	266.72
	2	ProCase Kids Case for iPad 9th Generation/iPad			1302400065	Sam's C/C00000	11/03/2023	17.72			
	3	Apple iPad (9th Generation): with A13 Bionic c			1302400065	Sam's C/C00000	11/03/2023	249.00			
	10/19/2023	11381	SINNISAM001	Sinninghe Samantha N	Bts Innovativeoffices1, Burnsvi	INNOVATI000	10/30/2023		Invoiced	A	411.33
	2	CLIP,STIKKICLPS,20/PK,WHT			1302400071	Sam's C/C00001	11/03/2023	21.84			
	3	BNDR,VIEW,11X8.5,1.5",WE			1302400071	Sam's C/C00001	11/03/2023	18.90			
	4	BNDR,VIEW,11X8.5,2",WH			1302400071	Sam's C/C00001	11/03/2023	21.70			
	5	NOTE,POST-IT,3X3,12/PK,YW			1302400071	Sam's C/C00001	11/03/2023	63.36			
	6	PAPER,RECY500SH,24#,BGN			1302400071	Sam's C/C00001	11/03/2023	35.07			
	7	PAPER,ASTROBRIGHT CELE,BE			1302400071	Sam's C/C00001	11/03/2023	46.77			
	8	FILE,FOLDER,LTR,250CT,MLA			1302400071	Sam's C/C00001	11/03/2023	36.18			
	9	PAPER,LTR 250SH 65#,RD			1302400071	Sam's C/C00001	11/03/2023	50.70			
	10	PAPER,LTR 250SH 65#,YW			1302400071	Sam's C/C00001	11/03/2023	33.80			
	11	PAPER,LTR 250SH 65#,BGN			1302400071	Sam's C/C00001	11/03/2023	50.70			
	12	PAPER,COLORS,GRD			1302400071	Sam's C/C00001	11/03/2023	32.31			
	10/18/2023	11380	SINNISAM001	Sinninghe Samantha N	Amzn Mktp US Tp2i22g41, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	143.88
	2	Nitrile Kids Gloves Disposable for 4-10 Years			1302400070	Sam's C/C00002	11/03/2023	12.98			
	3	Amazon Basics Disinfecting Wipes, Lemon & Fres			1302400070	Sam's C/C00002	11/03/2023	130.90			
	10/10/2023	11379	SINNISAM001	Sinninghe Samantha N	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	87.84
	2	Rolls for Inservice Days Oct. 9			1302400056	Sam's C/C00003	11/03/2023	87.84			
	10/09/2023	11378	SINNISAM001	Sinninghe Samantha N	Amazon.Com Te7k59g12, Amzn.Com/	AMAZON B000	10/30/2023		Invoiced	A	237.18
	2	Do Not Open This Book			1302400061	Sam's C/C00004	11/03/2023	16.99			
	3	Togo			1302400061	Sam's C/C00004	11/03/2023	19.99			
	4	Kitty Quest			1302400061	Sam's C/C00004	11/03/2023	12.59			
	5	Miss Nelson Is Back (Turtleback School & Libra			1302400061	Sam's C/C00004	11/03/2023	18.80			
	6	InvestiGators: Braver and Boulder (InvestiGato			1302400061	Sam's C/C00004	11/03/2023	7.91			
	7	I Survived the Great Chicago Fire, 1871 (I Sur			1302400061	Sam's C/C00004	11/03/2023	9.89			
	8	Daytime Nighttime, All Through the Year			1302400061	Sam's C/C00004	11/03/2023	16.95			
	9	A Pocket for Corduroy			1302400061	Sam's C/C00004	11/03/2023	17.99			
	10	InvestiGators: Heist and Seek (InvestiGators,			1302400061	Sam's C/C00004	11/03/2023	10.99			
	11	Great Battles for Boys: Ancients to Middle Age			1302400061	Sam's C/C00004	11/03/2023	11.99			
	12	Madeline and the Bad Hat			1302400061	Sam's C/C00004	11/03/2023	19.99			
	13	Miss Nelson Is Missing!			1302400061	Sam's C/C00004	11/03/2023	14.39			
	14	I Survived Hurricane Katrina, 2005: A Graphic			1302400061	Sam's C/C00004	11/03/2023	8.89			
	15	Great Battles for Boys: Civil War			1302400061	Sam's C/C00004	11/03/2023	15.29			
	16	Great Battles for Boys: WW2 Pacific			1302400061	Sam's C/C00004	11/03/2023	15.54			

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...											
	17	Night Animals			1302400061	Sam's C/C00004	11/03/2023	18.99				
10/05/2023	11376	SINNISAM001 Sinninghe Samantha N		Amazon.Com T91xa57w0, Amzn.Com/	AMAZON B000	10/30/2023		Invoiced	A		215.66	
	2	Great Battles for Boys: World War I			1302400061	Sam's C/C00005	11/03/2023	15.29				
	3	Great Battles for Boys: WW2 Europe			1302400061	Sam's C/C00005	11/03/2023	15.29				
	4	Go to School, Little Monster			1302400061	Sam's C/C00005	11/03/2023	13.49				
	5	How to Catch a Turkey			1302400061	Sam's C/C00005	11/03/2023	7.46				
	6	I Survived the American Revolution, 1776 (I Su			1302400061	Sam's C/C00005	11/03/2023	9.89				
	7	Goodnight, Little Monster			1302400061	Sam's C/C00005	11/03/2023	16.99				
	8	Great Battles for Boys The American Revolution			1302400061	Sam's C/C00005	11/03/2023	15.29				
	9	Good Morning, Snowplow!			1302400061	Sam's C/C00005	11/03/2023	11.15				
	10	Corduroy			1302400061	Sam's C/C00005	11/03/2023	13.39				
	11	InvestiGators: Agents of S.U.I.T.			1302400061	Sam's C/C00005	11/03/2023	8.77				
	12	I Survived the Attack of the Grizzlies, 1967:			1302400061	Sam's C/C00005	11/03/2023	8.21				
	13	It's Halloween, Little Monster			1302400061	Sam's C/C00005	11/03/2023	17.99				
	14	InvestiGators: All Tide Up (InvestiGators, 7)			1302400061	Sam's C/C00005	11/03/2023	10.38				
	15	Dog Man and Cat Kid: A Graphic Novel (Dog Man			1302400061	Sam's C/C00005	11/03/2023	8.61				
	16	The Deep End (Diary of a Wimpy Kid Book 15)			1302400061	Sam's C/C00005	11/03/2023	21.82				
	17	The One and Only Ruby			1302400061	Sam's C/C00005	11/03/2023	21.64				
10/05/2023	11377	SINNISAM001 Sinninghe Samantha N		Amzn Mktp US T93dl29i0, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A		49.84	
	2	JTIEO 35Pack Birthday Crowns Party Hats for Ki			1302400059	Sam's C/C00006	11/03/2023	19.98				
	3	Storex Pencil Case, 8.38 x 5.63 x 2.5 Inches,			1302400059	Sam's C/C00006	11/03/2023	29.86				
10/04/2023	11374	SINNISAM001 Sinninghe Samantha N		Amzn Mktp US T94jff3dp0, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A		21.00	
	2	Energizer AA Batteries, Double A Long-Lasting			1302400059	Sam's C/C00007	11/03/2023	21.00				
10/04/2023	11375	SINNISAM001 Sinninghe Samantha N		Amzn Mktp US T90co0nl1, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A		6.57	
	2	Madeline in London (mini HB) (Madeline Series)			1302400061	Sam's C/C00008	11/03/2023	6.57				
09/29/2023	11383	SINNISAM001 Sinninghe Samantha N		Amzn Mktp US T995p4lm2, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A		57.72	
	2	Special Supplies Therapy Putty for Kids and Ad			1302400055	Sam's C/C00009	11/03/2023	23.74				
	3	Ganowo 30pcs Party Favors, Fidget Snake Cube M			1302400055	Sam's C/C00009	11/03/2023	19.99				
	4	16 Pack Fidget Toy Brain Imagination Tools, Re			1302400055	Sam's C/C00009	11/03/2023	13.99				
											10 transaction(s) for XXXXXXXXXXXX1081. Total Amount ==>>	1,497.74
XXXXXXXXXXXX3468	10/20/2023	11272	LINDVJOD000	Lindvall JoDee N	Sp Holiday&leisureri, West Sene		10/30/2023		Invoiced	A	2,459.83	
	12	Bauer Re-Akt 85 Helmet Gold Small			2922400041	Jen's C/C00000	11/03/2023	139.99				
	13	Bauer Re-Akt 85 Helmet Gold Medium			2922400041	Jen's C/C00000	11/03/2023	1,959.86				
	14	Bauer Re-Akt 85 Helmet Gold Large			2922400041	Jen's C/C00000	11/03/2023	699.95				
	15	Discount			2922400041	Jen's C/C00000	11/03/2023	-419.97				
	16	Shipping			2922400041	Jen's C/C00000	11/03/2023	80.00				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX3468	continued...										
	10/17/2023	11271	ERICKJEN000	Erickson Jennifer L	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	66.45
	2	Sped cooking supplies, laundry soap, dish soap			3002400019	Jen's C/C00001	11/03/2023	66.45			
	10/13/2023	11270	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US Tp2g481f2, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	36.20
	3	Double Horseshoe Lucky Rubber Stamp for Stampi			2922400036	Jen's C/C00002	11/03/2023	6.99			
	4	Horse in Horseshoe Rubber Stamp for Stamping C			2922400036	Jen's C/C00002	11/03/2023	6.99			
	5	Horse in Horseshoe Self-Inking Rubber Stamp In			2922400036	Jen's C/C00002	11/03/2023	15.99			
	6	Shipping - Cost of shipping, not including shi			2922400036	Jen's C/C00002	11/03/2023	6.23			
	10/12/2023	11269	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US Tp55n5c62, Amzn.Co	AMAZON B000	10/30/2023		Invoiced	A	20.85
	2	MaxMark Large Purple Stamp Pad - 2-3/4" by 4-1			2922400036	Jen's C/C00003	11/03/2023	20.85			
	10/05/2023	11268	ERICKJEN000	Erickson Jennifer L	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	40.90
	2	Sped cooking supplies, laundry soap, dish soap			3002400019	Jen's C/C00004	11/03/2023	40.90			
	09/28/2023	11273	ERICKJEN000	Erickson Jennifer L	Super One Foods, International,	SUPER ON000	10/30/2023		Invoiced	A	71.90
	2	Sped cooking supplies, laundry soap, dish soap			3002400019	Jen's C/C00005	11/03/2023	71.90			
					6 transaction(s) for XXXXXXXXXXXX3468. Total Amount ==>						2,696.13
XXXXXXXXXXXX2560	10/27/2023	11321	HOPKIMIC000	Hopkins Michelle L	Wasabi Technologies, Boston, MA	WASABI 000	10/30/2023		Invoiced	A	5.99
	2	12TB Secure online storage. Pay as you go.			6052400012	Mike's C/C00000	11/03/2023	5.99			
	10/27/2023	11322	HOPKIMIC000	Hopkins Michelle L	Zoom.Us 888-799-9666, San Jose,	ZOOM VID000	10/30/2023		Invoiced	A	162.46
	1	No PO Zoom One Pro Annual				Mike's C/C00001	11/03/2023	162.46			
	10/23/2023	11320	HOPKIMIC000	Hopkins Michelle L	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	53.59
	2	Micro USB-A 10',Hole Saw,Rivets, CableTies,1/8			6052400060	Mike's C/C00002	11/03/2023	53.59			
	10/20/2023	11319	HOPKIMIC000	Hopkins Michelle L	Amazon.Com 9x3w92gq3, Seattle,	AMAZON B000	10/30/2023		Invoiced	A	229.99
	2	Monoprice Commercial Audio 120 Watt Mixer Ampl			6052400059	Mike's C/C00003	11/03/2023	229.99			
	10/19/2023	11318	HOPKIMIC000	Hopkins Michelle L	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	10/30/2023		Invoiced	A	37.62
	2	Arena Elevator Acct # 2512973-01			8102400044	Mike's C/C00004	11/03/2023	37.62			
	10/17/2023	11317	HOPKIMIC000	Hopkins Michelle L	Wal-Mart #3233, Bemidji, MN, 56	WALMART.000	10/30/2023		Invoiced	A	538.00
	2	Vizio 70" Class MQ6 QLED Display/Television.			6052400053	Mike's C/C00005	11/03/2023	538.00			
	10/12/2023	11316	HOPKIMIC000	Hopkins Michelle L	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	14.99
	2	25' HDMI Cable			6052400055	Mike's C/C00006	11/03/2023	14.99			
	10/04/2023	11315	HOPKIMIC000	Hopkins Michelle L	Menards Intl Falls, Intl Falls	MENARDS 000	10/30/2023		Invoiced	A	18.99
	2	CLR Packing Tape. Bulk.			6052400055	Mike's C/C00007	11/03/2023	18.99			
	10/02/2023	11314	HOPKIMIC000	Hopkins Michelle L	Siptrunk Inc, Alpharetta, GA, 3	TECHCHEC000	10/30/2023		Invoiced	A	286.00
	2	Monthly SIP Phone Service.			6052400002	Mike's C/C00008	11/03/2023	286.00			
	10/02/2023	11325	HOPKIMIC000	Hopkins Michelle L	Solarwinds, 866-530-8100, TX, 7	SOLARWIN000	10/30/2023		Invoiced	A	521.00
	2	Engineers Toolset 1 year Renewal			6052400050	Mike's C/C00009	11/03/2023	521.00			
	09/29/2023	11323	HOPKIMIC000	Hopkins Michelle L	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	10/30/2023		Invoiced	A	104.09
	2	Internet Service for Bus Garage Acct # 1247557			7602400015	Mike's C/C00010	11/03/2023	104.09			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
		Line	Description		PO Number	Invoice Number	Invoice Dt				Amount	
XXXXXXXXXXXX2560	continued...											
	09/29/2023	11324	HOPKIMIC000	Hopkins Michelle L	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	10/30/2023		Invoiced	A	83.79	
		2	FHS Fax Line		1102400064	Mike's C/C00011	11/03/2023				83.79	
											12 transaction(s) for XXXXXXXXXXXX2560. Total Amount ==>	2,056.51
											141 transaction(s). Total Amount ==>	36,479.67

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

**SPECIAL CANVAS MEETING MINUTES OF THE BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT NO. 361  
Monday, November 13, 2023 at 5:15 p.m.  
FHS Library**

**Call to Order**

Present with voting rights: Jessica Crosby, JoAnne Smith, Dale Johnson, and Toni Korpi  
Absent: Bruce Raboin, Tina Sather and Roxanne Skogstad-Ditsch  
Present: 4, Absent: 3.

Pledge of Allegiance

**Approval of Agenda**

1. Approve agenda as presented, Motion by Joann Smith, then second by Toni Korpi.  
Motion Carried.  
Bruce Raboin: Absent, Tina Sather: Absent, Roxanne Skogstad-Ditsch: Absent, Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: Yea, Joann Smith: Yea  
Yea: 4, Nay: 0, Absent: 3

**Action Items**

1. Adopt the Resolution Cavassing Returns of Votes of School District General Election.  
Motion by Toni Korpi, then second by Jessica Crosby. Motion Carried.  
Bruce Raboin: Absent, Tina Sather: Absent, Roxanne Skogstad-Ditsch: Absent, Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: Yea, Joann Smith: Yea  
Yea: 4, Nay: 0, Absent: 3
2. Adopt the Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties. Motion by Toni Korpi, then second by Jessica Crosby. Motion Carried.  
Bruce Raboin: Absent, Tina Sather: Absent, Roxanne Skogstad-Ditsch: Absent, Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: Yea, Joann Smith: Yea  
Yea: 4, Nay: 0, Absent: 3

**Adjournment**

1. Motion by Jessica Crosby, then second by Toni Korpi to adjourn at 5:40 pm. Motion Carried.  
Bruce Raboin: Absent, Tina Sather: Absent, Roxanne Skogstad-Ditsch: Absent, Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: Yea, Joann Smith: Yea  
Yea: 4, Nay: 0, Absent: 3

**Approved Minutes:**

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District Clerk

Date

Board Chair

Date

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT NO. 361  
Monday, October 16, 2023 at 5:15 p.m.  
FHS Library**

**Call to Order**

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

Absent: Bruce Raboin, and Toni Korpi

Present: 5, Absent 2;

Non-Voting Members Present: Kevin Grover, Superintendent

Pledge of Allegiance

**Approval of Agenda**

1. Approve agenda with removal of Closed Session. Motion by Joann Smith, then second by Dale Johnson. Motion Carried.

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

Yea: 5, Nay: 0, Absent: 2

**Open Forum**

1. Elk's Student's of the Month:

1.a. September: Jillian Bilben and Mitchell Erickson

October: Keira Hesseldahl and Abbi Hutchinson

2. Public Open Forum – none.

**Committee and Administrative Reports**

1. Mitch Erickson, Student Representative – gave update on MHS and Student Council activities.

2. Melissa Tate, Elementary Principal – Enrollment 451, gave update on past and upcoming activities.

3. Tim Everson, Secondary Principal - Enrollment 520, gave update on past and upcoming activities.

4. Kevin Grover, Superintendent – Wellness Committee activity, City of Int'l Falls not renewing Juvenile Officer Services, Arena starting up, meet with Administrative Committee on October 30<sup>th</sup>.

5. Beth Slatinski, Community Education Director – gave update on current activities; CE Advisory Board will meet in November.

**Discussion**

1. Facility Sub Committee Project – JoAnn Smith, Dale Johnson and Jessica Crosby. Gave update on efforts to reach out to businesses for donations and grants.

## **Consent Agenda**

Approve the Consent Agenda as presented. Motion by Dale Johnson, then second by Joann Smith. Motion Carried.

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

Yea: 5, Nay: 0, Absent: 2

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 Jessica Crosby, then second by Tina Sather. Motion Carried.

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

Yea: 5, Nay: 0, Absent: 2

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. Motion by Jessica Crosby, then second by Joann Smith. Motion Carried.

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

Yea: 5, Nay: 0, Absent: 2

**Closed Session – removed from agenda**

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

**Reopen and Adjournment**

1. Motion by Joann Smith, then second by Dale Johnson to adjourn meeting at 5:50 pm. Motion Carried.

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

Yea: 5, Nay: 0, Absent: 2

**Approved Minutes:**

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District Clerk

Date

Board Chair

Date

**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.

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.~~ ~~Minnesota 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)

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

**BOARD POLICY 520  
Student Surveys**

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

Revised \_\_\_ **September 2023** \_\_\_\_\_

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. STUDENT SURVEYS IN GENERAL**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**V. NOTICE**

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

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

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

## 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:

<b>Falls High School Speaker</b>	Living Lovely	<b>\$1,000</b>
	Friends Garbage	<b>\$1,000</b>
	Never Ending Consignment	<b>\$50</b>
	Bremer Bank	<b>\$250</b>
	Marshall N. Knudson Family Community Fund	<b>\$2,000</b>
	Kootasca Community Action	<b>\$2,500</b>
<b>Arrowhead Library</b>	Falls Elementary Library Lego Wall	<b>\$215.04</b>
<b>Stuart Nordquist</b>	Bronco Hall of Fame	<b>\$1,000</b>
<b>Bronco Swim Boosters</b>	Girls Section Swimsuits	<b>\$2,443.93</b>
<b>Bronco Volleyball Boosters</b>	Fan Bus to Sections Game	<b>\$1,690</b>
<b>Arena Scoreboard Sponsorship</b>	Coca-Cola	<b>\$1,000</b>
	Trustar	<b>\$1,000</b>
	Shannon Inc.	<b>\$500</b>
	Falls Lumber Company	<b>\$1,000</b>
	Rainy Lake Medical Center	<b>\$500</b>
	Beyond Aesthetics	<b>\$500</b>
	Up North Builders	<b>\$1,500</b>

Voting against:

**Whereupon**, the resolution was declared adopted.

**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**INDEPENDENT SCHOOL DISTRICT NO. 361**

**AND**

**EDUCATION MINNESOTA EDUCATIONAL SUPPORT PARAPROFESSIONALS**



**JULY 1, 202~~3~~1 TO JUNE 30, 202~~5~~3**

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FINAL

## **ARTICLE I: PURPOSE**

SECTION 1. PARTIES: This Agreement, entered into between the School Board of Independent School District No. 361, International Falls, Minnesota, hereinafter referred to as the School Board, and the International Falls Federation of Educational Support Professionals, Local 4798 AFT/MFT/AFL-CIO, hereinafter referred to as the Union, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the P.E.L.R.A. to provide the terms and conditions of employment for educational support professionals during the duration of this Agreement. An Educational Support Professional shall be referred to in this document as an ESP.

## **ARTICLE II: RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

SECTION 1. RECOGNITION: In accordance with P.E.L.R.A., the School Board recognizes the Union as the exclusive representative of educational support professionals employed by the School Board of Independent School District No. 361, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A., and as described in the provisions of this Agreement.

## **ARTICLE III: DEFINITIONS**

SECTION 1. TERMS AND CONDITIONS OF EMPLOYMENT: The term “terms and conditions of employment” means the hours of employment, the compensation thereof including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage for retired Educational Support Professional(-s) or severance pay, and the employer’s personnel policies affecting the working conditions of the Educational Support Professional(-s). In the case of Educational Support Professional employees the term does not mean educational policies of the School District. The terms in both cases are subject to the provisions of Section 179A.03, Subd. 19, regarding the rights of public employers and the scope of negotiations.

SECTION 2. EDUCATIONAL SUPPORT PROFESSIONAL: An Educational Support Professional is a person hired by the School Board to assist teachers and administrators to implement educational programs and services and to perform other duties as may be assigned. The description of the appropriate unit shall be: All Educational Support Professional employees (including: teacher aides, Indian education aides, playground supervisors, and monitors) of Independent School District No. 361, International Falls, Minnesota who are public employees, excluding confidential, supervisory employees, essential employees, part-time employees who services do not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the employees’ bargaining unit, employees who hold positions of a

temporary or seasonal character for a period not in excess of 67 working days in any calendar year and emergency employees.

SECTION 3. YEAR OF SERVICE: "Year of Service" shall be defined as continuous employment for an entire school year.

SECTION 4. SENIORITY DATE: "Seniority Date" is the first day of continuous service in a union position.

SECTION 5. GENDER: Whenever any words are used in this agreement in the masculine gender, they shall also be construed to include the feminine or **neuter (neutral)** gender in all situations where they would so apply; whenever any words are used in the singular, they shall also be construed to include the plural in all situations where they would so apply, and where any words are used in the plural they shall also be construed to include the singular.

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SECTION 6. OTHER TERMS: Terms not specifically defined in this Agreement shall have those meanings as defined by the P.E.L.R.A. of 1971, as amended.

SECTION 7. FULL TIME EMPLOYEE: Any Educational Support Professional who regularly works seven (7) or more hours per day for an entire school year.

SECTION 8. PART TIME EMPLOYEE: Any Educational Support Professional who regularly works less than seven (7) hours per day for an entire school year.

SECTION 9. SCHOOL YEAR: The students' regularly scheduled school year.

SECTION 10. POSITION: The posted job inclusive of all hours and assignments.

## **ARTICLE IV: SCHOOL BOARD RIGHTS AND OBLIGATIONS**

SECTION 1. INHERENT MANAGERIAL RIGHTS: The Union recognizes that the School Board 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 assignment and number of personnel.

SECTION 2. MANAGEMENT RESPONSIBILITIES: The Union recognizes that the School Board has the right and obligation 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.

SECTION 3. EFFECT OF LAWS, RULES, AND REGULATIONS: The Union recognizes that all educational support professionals 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 Union 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, directives and orders are not inconsistent with the terms of this Agreement. The Union also recognizes that the School Board and all educational support professionals covered by this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations of the State Board of Education, and valid rules, regulations and orders of State and Federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

SECTION 4. RESERVATION OF MANAGERIAL RIGHTS: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in the Agreement are reserved to the School Board.

SECTION 5. HEALTH AND SAFETY: The School Board shall abide by all state and federal health and safety regulations applicable to School Districts.

SECTION 6. FAIR PRACTICES: In accordance with School Board policy, no person or persons, department or division responsible to the School Board shall discriminate against any employee on the basis of race, creed, color, national origin, sex, or marital status.

SECTION 7. USE OF VOLUNTEERS: Nothing in this contract shall prevent the School Board from using volunteers.

## **ARTICLE V: EDUCATIONAL SUPPORT PROFESSIONAL RIGHTS**

SECTION 1. RIGHT TO VIEWS: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any public employee or the employee's representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the Union.

SECTION 2. RIGHT TO JOIN: Pursuant to P.E.L.R.A. 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 3. REQUEST FOR DUES CHECK OFF: Educational Support Professionals shall have the right to request and be allowed dues check off for the International Falls Federation of Educational Support Professionals. Upon receipt of a properly executed authorization of the ESP involved, the School District will deduct from the ESP's paycheck the monthly dues. Such authorization shall continue in effect from year to year unless revoked in writing prior to October 1st to the business office by the participant. The deduction will begin annually on the first pay period on or after October 15<sup>th</sup> (applies to current and new members). The Union shall advise the business office of any change in the dues rate each year.

~~SECTION 4. FAIR SHARE FEE: Any Educational Support Professional included in the appropriate unit who is not a member of the Union may be required by the Union to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any ESP shall be deducted from employee earnings and remitted in accordance with P.E.L.R.A. The Union hereby warrants and covenants that it will defend, indemnify and save the school district harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability liquidated or unliquidated, which any educational support professional may have to claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the Union as provided herein.~~

SECTION 4. Bargaining Unit Information: Within 20 calendar days from date of hire of a bargaining unit employee, District will provide the exclusive representative the name, job title, worksite location, home address, work telephone number, home and cell phone numbers on file, date of hire and work /personal email on file in an agreeable format. Within the 1<sup>st</sup> week of January, April, July, and October district will provide union roster in an agreeable format. Within 20 days of separation of employment or transfer out of the bargaining unit, District will notify the unit. Section 4 remains in effect as long as MN Statute requires these actions.

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## ARTICLE VI: BASIC SCHEDULES AND RATES OF PAY

### SECTION 1. RATES OF PAY:

Subd. 1. Salary Schedules. The wages and salaries reflected in Schedule A for 202~~31~~ - 24~~2~~, Schedule B for 202~~42~~ - 25~~3~~ attached hereto, shall be a part of this Agreement.

Subd. 2. During the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an Educational Support Professional shall be compensated according to this agreement until a successor Agreement is entered into. Pay shall be retroactive from the date of salary settlement.

Subd. 3. ~~Summer ESP employment will be compensated according to ESP's current placement on current year schedule. Subbing. An ESP II subbing for an ESP I shall receive their regular rate of pay for the time of the subbing. An employee on lay off, when offered temporary employment within the same classification, shall receive their regular rate of pay.~~

Subd. 4. Field Trips. Paraprofessionals assigned to accompany their students on field trips shall receive hourly pay for field trips that occur outside their regularly scheduled duty day in accord with the following:

- All day field trips for hours beyond normal assigned time: ESP's current rate of pay.
- Overnight field trips: ESP's current rate of pay for all hours per scheduled field trip day (i.e. start of student's day until student's scheduled bed time)

When two or more Paraprofessionals assigned to a single student desire to fill the field trip assignment, seniority shall be used to determine the assignment.

**SECTION 2. CLASSIFICATION DESCRIPTIONS:**

~~Educational Support Professional I (Monitor): Educational Support Professional whose position is not defined to provide direct instructional support, or to provide direct student support as required by an IEP and who performs the majority of their service without direct supervision of a teacher. (Educational Support Professionals assigned to drive a van and/or ride in a bus or van shall receive this pay classification for the period of time assigned to this duty~~

~~Educational Support Professionals II (Paraprofessional): Education Support Professional providing instructional support for students under direct supervision of a teacher for the majority of their assignment.~~

~~Educational Support Professional III: Indian Education Support Professionals (Current Indian Education employee's brought into the bargaining unit for the 2009—2010 school year) will have initial placement on the salary schedule reflective of the number of years they have worked for the district at the current capacity. Seniority within this classification will be based on years of service for the district in current or like position, but overall union seniority will be based on actual years in the union. Classifications merged from 3 classifications (Monitor, paraprofessional, Indian Education paraprofessional) to all being in the same classification with the understanding that all work is of equal importance and compensation. For bumping purposes, Dawnelle Meyers, Brenda Hjelle, and Sherry Fehrman are grandfathered into their positions and could only be bumped by each other based on seniority in the case of reductions.~~

**SECTION 3. SALARY SCHEDULE PLACEMENT:**

Subd. 1. The School Board shall determine the placement of all new ESPs on the salary schedule ~~and may allow a maximum of two years for experience outside the School District.~~

Subd. 2. Placement on the salary schedule shall be done on the basis of years of service. Any new employee hired prior to December 1 will be given credit for one year of service.

Subd. 3. Advancement on the salary schedule shall take place once a year on July 1.

**SECTION 4. HIGHLY QUALIFIED REQUIREMENT:** Paraprofessionals are required to pass the ParaPro Assessment or provide the district with verification of at minimum an Associate of Arts degree or 60+ credits, so that they meet the requirements of being highly qualified. Paraprofessionals who need to take the ParaPro Assessment will be responsible to schedule his/her initial test within four (4) weeks of employment. It is agreed that members would be allowed two (2) testing opportunities to achieve a passing score. Tests would be scheduled a minimum of six (6) weeks apart and a maximum of twelve (12) weeks with the union member responsible for the purchase price of the examination. District will

reimburse the employee the cost of the initial examination within 30 days of the last day of school in the school year in which the test was taken. A reimbursement voucher must be submitted by the last day of school. Failure for a Paraprofessional to demonstrate proficiency will be grounds for dismissal.

## ARTICLE VII: POST EMPLOYMENT COMPENSATION

**SECTION 1. 403(B) MATCH PROGRAM:** An Educational Support Professional will receive an annual monetary contribution to a 403(b) deferred compensation fund from the School District and/or the State 457 plan, subject to Minnesota Statute 352.965 and 356.24 according to the schedule below provided the ESP contributes a like amount of money. An ESP is eligible to receive the School District's contribution beyond twenty-five (25) years provided they do not exceed the School District's maximum. Upon receiving the maximum \$15,000 the School District's contributions shall cease.

Effective July 1, 2004, the School District's contribution will be according to the following schedule:

<u>YEARS OF SERVICE TO THE DISTRICT</u>	<u>DISTRICT CONTRIBUTION</u>
<del>10</del> -3 Years:	\$0 (must qualify)
4-10 Years:	\$500
11-20 Years:	\$650
21-25 Years:	\$900

### SECTION 2: HEALTH CARE SAVINGS PLAN:

Subd. 1. Employees who are covered by this agreement and have provided the District with ~~five~~ ~~four~~(~~4~~~~5~~) years of continuous service 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 (MSRS).

- A. District Contribution: At the end of ~~five-four~~ (~~5~~~~4~~) years of continuous employment, the District will contribute the product of 50% of the accumulated sick leave times his/her rate of pay for the current year as long as the employee has 40 or more hours. The remaining 50% will be placed into a Reserve Bank. If the employee does not have a minimum of 40 hours, there will be no contribution to HCSP and it will be re-examined in another 4 years with the current leave rolled over in their sick leave account.

B. Contribution Intervals: The above contribution will occur after every ~~five~~ four (4) years of employment or severance from the District of an ESP with ~~four~~ five or more years of service.

C. Time of Contribution: The calculated value of contribution will be placed in the employee's HCSP by June 30th for continuing employees or within 30 days of severance for employee's severing service.

D. Bonus Contribution: Employees with fifteen (15) or more years of service to the District in an ESP position(s) and who qualify for a PERA annuity shall at the time of retirement have an additional contribution of the product of 50% of the Reserve Bank times current rate of pay contributed to employee's HCSP. Employee with 200 or more hours in the reserve bank will have the Bonus Contribution at a rate of 75% of the Reserve Bank times current rate of pay contributed to employee's HCSP instead of the 50%. Bonus contribution will be paid as per Time of Contribution, Subd. 1-C.

~~E. Implementation: Any employee with five (5) or more years of service in an ESP position at the conclusion of the 2017 – 2018 school year will have initial payment made into employee's HCSP by June 30th.~~

~~F.E.~~ Death of Qualifying Employee:

1. Employee qualified, but had not severed service: The total value owed would 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: The remaining amount owed to employee would be paid in a lump sum to employee's estate within thirty (30) days following the death of the employee.

\*\*Hypothetical Example attached in Appendix A

## **ARTICLE VIII: GROUP INSURANCE**

### SECTION 1. LIFE INSURANCE BENEFITS:

Subd. 1. Each ESP shall receive \$50,000 term-life insurance. Per Madison National Life (National Insurance Services) the amount of Basic and Optional Life Insurance reduces to 65% of stated coverage upon attainment of age 70, reduces to 40% of stated coverage upon attainment of age 75 and reduces to 25% of stated coverage upon attainment of age 80 and terminates upon retirement. Additional insurance may be purchased at the employee's own expense as stipulated in the insurance policy.

**SECTION 2. HEALTH INSURANCE:**

Subd. 1. The District will contribute \$5280.00 per month toward the cost of a single or family premium for health insurance for an ESP who works thirty (30) or more hours per normal week. ESP's who work under thirty (30) hours per week may participate in the district's health insurance program and will receive a prorated District premium contribution on the basis of hours worked (i.e. #hours worked /7). Health insurance contributions will be for twelve months.

Subd. 2. All ESP employees shall have the right to participate in the District's 125 flexible benefit plan.

**SECTION 3. POST EMPLOYMENT HEALTH INSURANCE:** ESP 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 District's 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 medical coverage, the employee or dependent spouse shall be able to continue in the District's medical insurance program, at their own expense, as such continued participation is allowed under law and State and Federal rule.

**ARTICLE IX: LEAVES AND ABSENCES**

**SECTION 1. JURY DUTY:** Educational Support Professionals serving jury duty will be paid an amount which together with salary received for jury duty would equal their regular wage.

**SECTION 2. GENERAL LEAVES OF ABSENCE:** An ESP may request in writing, a leave of absence for up to one calendar year without pay or benefits for the following reasons: education, health, child care, maternity, funeral, or other reasons as may be approved by the School Board. The ESP must notify the district in writing of their intent to return for employment the following school year no later than February 1 of the year of leave.

Subd. 1. The Superintendent may grant leave without pay up to ten (10) days for ESP emergency health purposes or emergency purpose, which do not include leave without pay for vacation or recreation purposes. All requests for ESP emergency health leaves shall have a Doctor's statement. All other requests over ten (10) days must be made to the School Board in a timely fashion to insure that arrangements can be made for a replacement.

Subd. 2. The ESP will be reinstated to his/her position of like status and pay at the end of the leave of absence. If that position does not exist, the ESP may exert his/her rights under the seniority system.

Subd. 3. The School Board may adjust the beginning and ending dates of any leave of absence to conform to specific dates within the school calendar.

Subd. 4. The School Board reserves the right to deny any request for a leave of absence.

Subd. 5. All individual or short term unpaid leave approved by the school board or superintendent will have total leave proration done one time based on the employee's individual situation and applied to the following paycheck for deduction from earned pay. District will not be adjusting health insurance, life insurance, FTE, etc. in the computer system for short term unpaid leaves. The value of the unpaid day will be deducted from the pay period for the unpaid day.

SECTION 3. EMPLOYMENT LEAVE: ESP's must have three (3) years of experience within the ESP ranks for the District to be eligible for employment leave. An ESP may apply in writing no later than August 1, to the School Board for a one (1) year leave of absence without pay or benefits for the upcoming school year to pursue employment outside the District. The employee must notify the District in writing of their intent to return for employment the following school year no later than February 1 of the year of employment leave. The employee is guaranteed former position assuming exact position remains and if not is guaranteed employment based on seniority through bump meeting. An ESP who returns from employment leave must work for the District for three (3) years before becoming eligible for employment leave again.

SECTION 4. SICK LEAVE:

Subd. 1. Each Educational Support Professional shall receive sick leave at the rate of .0575 hour per hour worked. Sick leave will be credited by the District on the first day of school each year based on total projected hours of employee's assigned position and updated as assignments change. Any overpayment of sick leave paid upon termination of service prior to the end of the service year shall be deducted from the last paycheck owed the employee. In the event last paycheck is less than amount owed, District will seek collection through other means. Said leave may be for the employee or his/her immediate family. Immediate family is defined as the employee's or employee's spouse's: spouse, children, parents, brother, sister, grandparents, grandchildren, and step relationships of the same and dependent minor or adult for whom the employee provides physical custodial care. Leave for immediate family shall be limited to 160 hours per school year as defined in Statute MN181.9413.

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. Sick leave use of 3 consecutive school days or more will require a note from licensed Practitioner of the Healing Arts.

Subd. 2. Reserve Bank. Reserve bank time can be accessed for events that qualify for sick leave, Workers Compensation, MN Parenting Leave Law, and bereavement leave if other sick leave days are depleted. Reserve Bank can be accessed at any time if accumulated sick leave days are exhausted and the event fits criteria outlined in Reserve Bank.

**SECTION 5. BEREAVEMENT LEAVE:** Leave for each death in the immediate family as defined in Section 4 is five (5) times the ESP's number of assigned daily hours with travel or three (3) times the ESP's number of assigned daily hours without travel. Bereavement leave for an employee's life partner or life partner's relations as outlined in Section 4 will be allowed upon submitting evidence to Superintendent of being with the life partner for seven (7) or more years. Any additional leave for death in the family must be approved by the Superintendent. Bereavement leave shall be deducted from sick leave. Bereavement leave for individuals not defined in Section 4 shall be allowed without pay upon prior approval from the Superintendent of Schools. Request shall be made in writing with two (2) days advance notice.

**SECTION 6. OTHER LEAVE:** Each ESP shall receive .029 hour per hour worked of "other" leave with pay per full year to be used during the school year. Other leave will be credited by the District on the first day of school each year based on total projected hours of employee's assigned position and updated as assignments change. Other Leave will be calculated using 174 student contact days unless the school calendar were to change in excess of ten (10) student contact days (range in which no recalculation would be allowed is 184 – 164). Any decimal on total hours received will be rounded to the nearest half hour. Any overpayment of other leave paid upon termination of service prior to the end of the service year shall be repaid by the employee. At the end of each school year the employee may carryover a maximum of 8 hours "other" leave in their "other" leave account to a maximum of six (6) times their assigned number of daily hours inclusive of the new allotment of hours. The balance of the unused "other" leave will be transferred into his/her sick leave account. Other leave shall be taken only with prior approval of the ESP's building Principal.

**SECTION 7. FAMILY MEDICAL LEAVE ACT:** All leaves in this agreement which qualify as leave under Family Medical Leave Act (FMLA) shall be considered to run concurrently with eligible leave as prescribed by the FMLA. Sick leave will be exhausted, followed by other leave, and finally unpaid time for a maximum of 12 weeks.

**SECTION 8. UNION LEAVE:** A maximum of twelve (12) days per year of paid union leave will be granted to officers or designated representatives of Local 4798 for union related activities. The district will pay the Union member's daily wage with the Union paying any incurred cost for substitutes. Union Representatives shall not lose sick leave or other leave days.

**SECTION 9. CONFERENCE AND ACTIVITY LEAVE:** Each ESP is entitled to take up to sixteen (16) hours of unpaid leave per year to attend their child's(ren's) school conferences, school-related activities, child care, or other early childhood program.

**SECTION 10. WORKER'S COMPENSATION LEAVE:** Pursuant to M.S. Chapter 175, an Educational Support Professional injured on the job in the service of the District and collecting workers' compensation insurance, shall draw sick leave and receive full salary from the District, the salary to be reduced by the amount equal to the insurance payments paid or payable and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

**SECTION 11. SICK LEAVE POOL:** The District and the exclusive representative agree to establish a sick leave pool for those extreme medical situations when ESP's have exhausted their sick leave. The exclusive representative will call for a donation to a pool based on an ESP's request due to an extreme illness/accident. This pool will be administered by the exclusive representative. Each ESP may elect to donate up to eight (8) hours sick leave to the sick leave pool per occurrence; however the number of sick leave hours in the pool shall not be greater than the number of full time equivalent ESP's employed by the District times eight (8). The pool will be reduced to zero on the last ESP duty day of each school year by throwing out any remaining days and starting over when an eligible request is received.

Sick leave donations would not allow an ESP to be absent longer than 12 weeks for an FMLA qualifying event without the Superintendents approval.

Extreme medical situation (emergency) is defined as a medical condition of the employee or a family member of the employee that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available apart from the sick leave pool.

## **ARTICLE X: HOURS OF SERVICE**

**SECTION 1. BASIC WORK YEAR:** The work year shall be prescribed by the School Board or its designee for ESPs.

Subd. 1. The work year will normally be those days that students are in school but may vary according to the needs of the School District.

Subd. 2. The yearly schedule may be modified, shortened or lengthened at the discretion of the Board. ESPs will only be paid for actual hours worked.

Subd. 3. Any work that is during the summer months and/or beyond the normal work year shall be offered to the ESP who normally holds that position during the normal work year. If the ESP rejects the extra work, the work shall be offered by seniority to the other members of the unit until the most junior qualified assignee is required to do the work if rejected by more senior ESPs.

Subd. 4. All ESP's will be assigned a minimum of sixteen (16) hours in-service throughout the school year based on needs determined by administration. Any ESP hired after the start of the school year will get at least the required in service amount in statute. All ESP's shall have at least 6 paid hours training before school starts or within 30 days of being hired. In-service will occur in blocks of at least four (4) hours. The onus of ESP needs should be the burden of both the district and the Union. All ESP's will be expected to participate and may not use "other leave" during in-service days without superintendent approval.

Subd. 5. Union will be allowed 30 minutes during in-service of new employees to meet with them as required by MN statute.

**SECTION 2. BASIC WORK DAY:** All Educational Support Professionals will be assigned starting times and shifts as determined by the School Board or its designee.

Subd. 1. In the event that a student(s) who is served exclusively by the ESP is temporarily absent for a period of less than two (2) weeks (ten (10) school days in succession), the ESP may be temporarily

laid off without pay and the ESP shall not exert seniority rights for that period of time. However, in the event the absence is more than two (2) weeks (ten (10) school days in succession) the ESP may request placement on ULA or may bump the least senior ESP to remain whole. If the position is filled by a more senior ESP, then that position shall be an open position at the end of the year and the senior ESP shall have bumping rights. This bump shall occur before the beginning of the next school year.

Subd. 2. When a Paraprofessional's assigned student checks out of school before noon, and after having been in attendance that school day for longer than two (2) hours, the Paraprofessional would be assigned other duty by the building Principal up to noon, at which time the Paraprofessional can be released from duty. Paraprofessionals assigned to a student who checks out of school after noon would be assigned duty for the remainder of the Paraprofessional's regular shift. A Paraprofessional whose assigned student goes home after the school day begins and who is assigned to fill in for another Paraprofessional's absence from work shall complete the absent Paraprofessional's shift for that day. This will be considered a department assignment, and not a substitute assignment. Thus the compensation shall be at their regular shift hourly rate.

SECTION 3. LUNCH PERIOD: ESPs may be provided a duty free lunch period that is not compensated. If an ESP has a working lunch period, they shall be compensated. Lunch periods, either compensated or uncompensated, shall be assigned by the ESP's building Principal.

SECTION 4. SCHOOL CLOSING: In the event that school is closed for any reason and the ESPs are not required to perform services, the ESP's compensation shall be reduced accordingly or will be allowed to use "Other Leave". ESP will be responsible for submitting a leave voucher within the pay period in which the school closing occurred if they wish to use "Other Leave."

## **ARTICLE XI: SENIORITY**

SECTION 1. Seniority in the School District shall be set by using a seniority number with the July 1, 1993 list.

SECTION 2. The School District shall prepare from its records, in conjunction with the Union, a seniority list which shall contain the name, and seniority status (number) of each ESP. The seniority date is the date the employee started to provide continuous service in a union position in that classification. In the event that an employee successfully bids a transfer to another classification and later successfully bids to return to the employee's original classification, seniority would be retained in original classification with bumping rights the following school year (seniority is lost in other classification). Employees hired after July 1, 1993 shall have their seniority date the first day the employee provided continuous service in a union position.

Effective July 1, 2019 – when ~~current ESP I's or ESP III's~~ Dawnelle Meyers, Sherry Fehrman, or Brenda Hielle retire or bid a different position, that position will become an ESP II position. Long term goal is to get back to a single seniority list.

SECTION 3. The School District shall update the seniority lists by classification on or before October 1 and May 1 of each year.

SECTION 4. The seniority list shall be e-mailed to all ESP's and a copy shall be provided to the Union President in the month of October and May of each school year.

SECTION 5. Educational Support Professionals with identical seniority dates (meaning the same first day of work), shall have the determination of seniority made on the basis of the first hired according to board minutes.

SECTION 6. Any person whose name appears on the seniority list and who may disagree with the findings of the School District and the order of seniority in said list shall have twenty (20) days from the date of posting to supply written documentation, proof and request for seniority change to the School District.

SECTION 7. Within twenty (20) days thereafter, the School District shall evaluate any and all such written communications regarding the order of seniority contained in said list and make such changes the School District and the Union deem warranted. A committee of six (6) members (three chosen by the Union and three chosen by the School District) will review documentation and make appropriate changes. A final seniority list shall thereupon be prepared by the School District and Union, which list as revised shall be binding on the School District and any ESP. Each year thereafter the School District and Union shall cause such seniority list to be updated to reflect any addition or deletion of personnel caused by retirement, death, resignation, other cessation of services, or new employees. Such yearly revised list shall govern the filling of positions and the application of the layoff provisions of the contract until thereafter revised.

SECTION 8. POSTING AND FILLING OF POSITIONS: When any position becomes vacant or is newly created, all ESPs will be notified of the vacancy by virtue of posting on the district web page. Vacancy will be posted simultaneously both internally and externally. A copy of the vacancy will be sent to each building principal and to the president of the Union. Employees shall be given seven (7) days' time in which to make application to fill the vacancy or new position. The vacancy must be filled as posted. The School Board has final authority to set the qualifications. Qualifications may include having the recommendation of an advisory group or other unusual qualifications. An example would be positions requiring medical expertise, driving a van, entering the pool, etc. Vacant positions during the school year must be filled by an ESP on ULA able to meet position qualifications before posting may occur.

Subd. 1. Annual Posting Meeting. All vacancies that were filled during the preceding school year or vacancies at the time of the posting meeting will be filled in the following order: 1) within same classification based on seniority, ability to meet position qualifications, and bid on position, 2) within other classifications based on overall seniority, ability to meet position qualifications, and bid on position, 3) member on ULA able to meet position qualifications, and 4) external candidates able to meet position qualifications. During the posting meeting the District shall have veto authority on two (2) ESP job selections. An ESP whose choice was vetoed shall then make an alternate selection. Posting

meeting will be set mutually between the district and the Union president. ESP's hired after July 1, 2013 shall not be eligible to participate in the annual posting meeting.

A mutually agreed upon posting/bumping meeting will be held annually with a minimum of two (2) week notice afforded for member notification. The posting/bumping meeting will be conducted by the Union President and the Superintendent or designee. ESP's hired after July 1, 2013 shall not be eligible to participate in the annual posting meeting.

Subd 2. After Annual Posting Meeting and Prior to End of School Year. Vacant positions during the school year must be filled by an ESP on ULA able to meet position qualifications before posting may occur. Internal and external postings may occur at the same time. After a position is properly posted, the position may be filled with an ESP who made application and meets the position qualifications or an external candidate at the discretion of administration. If the position is filled with a current ESP they must start their new position within four (4) weeks of the close of the posting. All vacant positions posted and filled after the annual bump meeting will follow the above language and become vacant positions at the subsequent bump meeting.

#### SECTION 9. REDUCTION OF STAFF:

Subd. 1. Layoff. In the event of reduction of staff, the least senior ESP shall be laid off first, if there are qualified ESPs to fill all positions. AN ESP whose position is eliminated or is displaced may impose his/her seniority over the least senior ESP within his/her classification to remain whole, if he/she has the qualifications. In the event that there is not an ESP less senior with the same number of hours, the ESP will exert seniority on the least senior member below them with the closest number of entitled hours (either above or below).

Subd. 2. Reinstatement.

- a. When placed on leave of absence the ESP shall file their name and address with the Superintendent's office to which any notice of reinstate or availability of positions shall be mailed. Notification of change of address will be the responsibility of the ESP. ~~Rights for bumping after reduction shall only occur within an employee's class.~~

Failure of a notice to reach an ESP shall not be the responsibility of the School District if any notice has been mailed as provided herein.

- b. If a position covered by this contract becomes available for a qualified ESP on leave, the school district shall by certified mail notify such ESP. The ESP shall have ten (10) calendar days from the date of such notice to accept the re-employment and fifteen (15) working days from the certified mailing date to report to work. Failure to reply or report to work within either period shall constitute waiver on the part of the ESP to any further rights of employment or reinstatement and shall forfeit any future reinstatement or reemployment rights unless other timelines are mutually agreed upon by the ESP and the School Board. An ESP may reject any position that is not equal to or greater than the position from which he/she was placed on leave.

- c. Reinstatement rights shall automatically cease two years from the date the leave commenced and no further rights to reinstatement shall exist.
- d. Any ESP who is laid off may accept employment in another position or in any other occupation during the released time.

**SECTION 10. REDUCTION OF HOURS:** In the event of reduction of one hour ~~s~~ or less per day for a position, the ESP holding the reduced position will not be allowed to exert his/her seniority until the start of a new school year. In the event that an ESP has his/her hours reduced to an amount below the amount specified in Article 3, Section 2 he/she shall not be under the jurisdiction of the Union but shall not lose accumulated standing in regard to seniority or benefits. Reduction of more than one (1) hour per day results in a new position and is thereby posted and subject to the bumping procedure.

**SECTION 11. INCREASING OF HOURS:** In the event of adding of hours to a position, the position will not have to be posted until the start of a new school year.

Subd. 1. If the hours are severable (not directly attached to a current position), they shall be offered to the most senior ESP in that building whose schedule will accommodate the hours. In the event the hours are declined by a senior ESP, they shall be offered by seniority to all. If no senior ESP accepts the assignment, then they shall be assigned to the least senior ESP whose schedule will accommodate the hours.

Subd. 2. In the event the hours are severable (not directly attached to a current position), but are an extension of a current ESP's assignment the increase in hours would be offered: 1) to the current ESP in that position, 2) based on seniority to all ESP's whose schedule can accommodate, 3) If no senior ESP accepts the assignment, then they shall be assigned to the least senior ESP whose schedule will accommodate the hours.

Subd. 3. In the event the hours are not severable, the increased hours will be assigned to the current ESP.

~~**SECTION 12. MOVEMENT BETWEEN CLASSIFICATIONS:** Any ESP who moves between classifications shall retain the same seniority standing and salary step on the original seniority list. Said ESP shall be placed on the bottom of the seniority list of the classification he/she is moving in to. In the event that the ESP returns to the original classification by successful application/bid, seniority will be lost in classification with least seniority.~~

## **ARTICLE XII: SUSPENSION AND REMOVAL**

**SECTION 1. PROBATIONARY PERIOD:** Every new ESP shall serve a probationary period of one hundred twenty (120) working days, during which the School Board shall have unqualified right to discipline or discharge such ESP without assigning any reason therefore, and without recourse to the grievance procedure. ~~An ESP promoted to or transferred to a new classification shall be on probation for sixty (60)~~

~~working days, during which period the School Board shall have the right to return the ESP to his/her previous classification but must give the ESP a reason for the demotion.~~

SECTION 2. EDUCATIONAL SUPPORT PROFESSIONAL REPRIMAND: An ESP ~~who has successfully completed the probationary period~~ shall be entitled to have a representative from the Union present ~~if desired~~ when being reprimanded, warned or disciplined for any infraction of policies, rules, regulations, or delinquencies in job performance whenever such action ~~is planned and~~ will result in a record being placed in the ESP's personnel file. Copies of any materials placed in an ESP's personnel file shall be provided to the ESP by the supervisor or other administrative officer. An ESP shall be entitled to have a written response included therein. When an ESP makes a request for representation, no official action shall be taken until such a representative is present.

SECTION 3. CAUSES: All covered ESPs shall be subject to suspension and discharge for cause pursuant to the due process. Causes for suspension or discharge include but are not limited to the following:

- A. Stealing,
- B. Use of mood altering or illegal chemicals or intoxicating beverages while on duty or being chemically impaired while on duty,
- C. Sexual misconduct,
- D. Incompetent or unsatisfactory performance

## **ARTICLE XIII: GRIEVANCE PROCEDURE**

### SECTION 1. DEFINITIONS:

Subd. 1. Grievance. Grievance shall mean an allegation by an ESP or group of ESPs in a dispute or disagreement between the ESP or group of ESPs and/or Administration or the School Board as to the application or interpretation of the terms and conditions of employment as found in this agreement.

Subd. 2. Days. Reference to days regarding time period shall refer to working days. A working day is defined as a day that school is in session.

Subd. 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.

Subd. 4. Postmark. The filing or service of any notice or document herein shall be timely if it is personally served or sent by certified or registered mail and such mail bears a postmark within the time period.

Subd. 5. Decisions. Failure by the administration or School Board to render a written decision within the time limits constitutes denial of the grievance.

Subd. 6. Time Limits. Failure of the grievant to adhere to the time limits constitutes a forfeiture of the grievance.

Subd. 7. Resolution. Except after the initial informal meeting any resolution of the grievance shall be in writing and signed by both parties.

Subd. 8. Wages. ESPs shall not be paid wages due to their necessary participation in grievance hearings held during working hours.

**SECTION 2. PROCEDURE:**

Subd. 1. Large Groups. This procedure is to apply when the grievance is district wide or in more than one school building. Within thirty (30) days of an alleged grievance, the Union shall file the grievance in writing setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought with the Superintendent's Office. Thereafter the procedure will follow as outlined below in step 3 and on.

Subd. 2. Small Groups or individuals.

Step 1. Within thirty (30) days of an alleged grievance, meet on an informal basis with the concerned principal or immediate supervisor and try to resolve the matter.

Step 2. If the matter is not resolved within five (5) days after the meeting, the grievance is filed in writing with the concerned principal or immediate supervisor setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought. The supervisor within ten (10) days shall submit a decision in writing to the ESP. Copies of this decision will be sent at the same time to the Superintendent's Office and the Union.

Step 3. Within five (5) days of the receipt of the written decision the Union may present the grievance in writing to the Superintendent's Office.

Within five (5) days of the receipt of the grievance, the Superintendent or his representative shall meet with the union and attempt to resolve the grievance.

If the grievance is not resolved within five (5) days of this meeting, the Superintendent's Office will submit a decision in writing to the Union.

Step 4. Within five (5) days of the receipt of the Superintendent's written decision the Union may present the grievance in writing to the School Board.

Within five (5) days of the receipt of the grievance, the School Board as a whole or its grievance committee shall meet with the union and attempt to resolve the grievance.

If the grievance is not resolved within five (5) days of this meeting, the School Board will submit a decision in writing to the Union.

Step 5. Within ten (10) days of the School Board's written decision, the Union may submit the grievance to final and binding arbitration.

**SECTION 3. ARBITRATION:** The School Board or its designees and the Union shall have ten (10) days to select a mutually acceptable arbitrator to hear and decide the grievance. If the parties are unable to agree on an arbitrator, they shall request from the Bureau of Mediation Services, State of Minnesota, a list of five names. The parties shall alternately strike names from the list until only one name remains. The grieving party shall strike first. The parties shall have no more than ten (10) days after the receipt of the list of names to select an arbitrator. Each party shall be responsible for equally compensating the arbitrator for his fee and necessary expenses.

The arbitrator shall not have the power to add to, to subtract from, or to modify in any way the terms of the existing agreement.

The decision of the arbitrator shall be final and binding upon the parties. He shall have the power to make appropriate awards of compensatory reimbursement, if any. The decision shall be issued to the parties by the arbitrator and a copy shall be filed with the Bureau of Mediation Services, State of Minnesota.

## **ARTICLE XIV: PUBLIC OBLIGATION**

The Union agrees that during the term of this contract, neither the Union nor any individual ESP shall engage in any strike. For purposes of this section the term strike shall mean concerted action in failing to report for duty, the willful absence from one's position, sympathy strike the stoppage of work, slowdown, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment.

## **ARTICLE XV: DURATION**

SECTION 1. TERM AND REOPENING NEGOTIATIONS: This agreement shall remain in full force and effect for a period commencing on July 1, 202~~3~~<sup>4</sup> through June 30, 202~~5~~<sup>3</sup> 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 on July 1, 202~~3~~<sup>4</sup> it shall give written notice of such intent no later than May 1, 202~~5~~<sup>3</sup>.

SECTION 2. EFFECT: This Agreement constitutes the full and complete agreement between the School Board and the Union. 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 3. FINALITY: Any matters relating to the current contract term, whether or not referred to in this agreement, shall not be open for negotiation during the term of this agreement unless mutually agreed upon by both parties.

SECTION 4. SEVERABILITY: The provisions of this agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision of this agreement or the application of any provisions thereof.

IN WITNESS WHEREOF, the parties have executed this agreement as follows:

FOR:

INTERNATIONAL FALLS FEDERATION  
OF EDUCATIONAL SUPPORT  
PROFESSIONALS

INDEPENDENT SCHOOL DISTRICT  
NO. 361

\_\_\_\_\_  
Chief Negotiator

\_\_\_\_\_  
Chief Negotiator

\_\_\_\_\_  
President

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

Dated this \_\_\_\_ day of \_\_\_\_\_, 202~~31~~ Dated this \_\_\_\_ day of \_\_\_\_\_, 202~~31~~

**INDEPENDENT SCHOOL DISTRICT NO. 361**  
INTERNATIONAL FALLS, MINNESOTA

**SCHEDULE A: 2023~~1~~ - 2024~~2~~**

	<u>ESP-I</u> Monitor	<u>ESP-II</u> Paraprofessional	<u>ESP-III</u> Indian Ed. Paraprofessional
Year One	\$15.49	\$15.49	\$15.49
Year Two	\$15.75	\$15.75	\$15.75
Year Three	\$16.01	\$16.01	\$16.01
Year Five*	\$16.42	\$16.42	\$16.42
Year Ten	\$16.83	\$16.83	\$16.83
Year Fourteen	\$17.34	\$17.34	\$17.34
Year Eighteen	\$17.72	\$17.72	\$17.72
Year Nineteen	\$18.21	\$18.21	\$18.21

2023-24

<u>Step</u>	<u>ESP's</u>
<u>1</u>	<u>\$16.15</u>
<u>2</u>	<u>\$16.41</u>
<u>3</u>	<u>\$16.84</u>
<u>4</u>	<u>\$17.25</u>
<u>5</u>	<u>\$17.78</u>
<u>6</u>	<u>\$18.17</u>
<u>7</u>	<u>\$18.66</u>
<u>8</u>	<u>\$19.43</u>

**Career Bonus:** \$250 is built into last step effective the 2023-2025 contract

~~;- An ESP who has completed fifteen (15) to nineteen (19) years of service as an ESP in the District, not including unpaid leave, shall receive an annual career bonus of \$150.00. An ESP who has completed twenty (20) or more years of service as an ESP in the District, not including unpaid leave, shall receive an annual career bonus of \$250.00. Payment shall be made in the last regular pay period of the school year.~~

**Recruitment and Retention Stipend:** The District will contribute \$500 to all ESP's who were employed for the majority of the time period from start of school 2021 through December 31, 2021 in the first regular pay check of January, 2022. The District will contribute \$500 to all ESP's who were employed for the majority of the time period from January 1, 2022 through the last school day of 2022 in the first

regular pay check of June, 2022. This stipend is for the 2021-2022 school year. It applies to this contract period only and will not be part of ongoing contracts for years to come thus sun setting at the end of the contract.

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**INDEPENDENT SCHOOL DISTRICT NO. 361**

INTERNATIONAL FALLS, MINNESOTA

**SCHEDULE B: 2024~~2~~ - 2025~~3~~**

	<u>ESP-I</u> Monitor	<u>ESP-II</u> Paraprofessional	<u>ESP-III</u> Indian-Ed. Paraprofessional
Year One	\$15.72	\$15.72	\$15.72
Year Two	\$15.99	\$15.99	\$15.99
Year Three	\$16.25	\$16.25	\$16.25
Year Five <sup>†</sup>	\$16.67	\$16.67	\$16.67
Year Ten	\$17.08	\$17.08	\$17.08
Year Fourteen	\$17.60	\$17.60	\$17.60
Year Eighteen	\$17.99	\$17.99	\$17.99
Year Nineteen	\$18.48	\$18.48	\$18.48

2024-25

<u>Step</u>	<u>ESP's</u>
<u>1</u>	<u>\$16.90</u>
<u>2</u>	<u>\$17.34</u>
<u>3</u>	<u>\$17.77</u>
<u>4</u>	<u>\$18.31</u>
<u>5</u>	<u>\$18.71</u>
<u>6</u>	<u>\$19.22</u>
<u>7</u>	<u>\$20.01</u>

**Career Bonus:** \$250 is built into last step effective the 2023-2025 contract

An ESP who has completed fifteen (15) to nineteen (19) years of service as an ESP in the District, not including unpaid leave, shall receive an annual career bonus of \$150.00. An ESP who has completed twenty (20) or more years of service as an ESP in the District, not including unpaid leave, shall receive an annual career bonus of \$250.00. Payment shall be made in the last regular pay period of the school year.

**Recruitment and Retention Stipend:** The District will contribute \$500 to all ESP's who were employed for the majority of the time period from start of school 2022 through December 31, 2022 in the first regular pay check of January, 2023. The District will contribute \$500 to all ESP's who were employed for the majority of the time period from January 1, 2023 through the last school day of 2023 in the first

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regular pay check of June, 2023. This stipend is for the 2022-2023 school year. It applies to this contract period only and will not be part of ongoing contracts for years to come thus sun setting at the end of the contract.

Appendix A

New Employee Hypothetical situation for a 7 hour employee at a wage of \$16.00 in 21-22 school year, \$17.00 in 26-27, and \$17.30 in 28-29.

School year	Sick leave allotment	Used in current year	accumulative total hours	Total in HCSP	Put into Reserve Bank
17-18	70	56	14	0	0
18-19	70	70	14	0	0
19-20	70	35	49	0	0
20-21	70	49	70	0	0
21-22	70	28	112	0	0

June 30th of 2022 payment will be made into HCSP and remaining days put into Reserve Bank

112 hours divided by 2 = 56, 56 \* \$16.00/ hour = \$896. A payment would be made to HCSP of \$896 by June 30th and other half of the hours would be placed in Reserve Bank.

30 Jun-22				\$896.00	56
22-23	70	28	42	-	56
23-24	70	140	0	-	28
24-25	70	35	35	-	28
25-26	70	35	70	-	28
26-27	70	21	119	-	28

\*In 23-24 Person had a foot surgery (qualifies for FMLA) and was out 4 weeks.

June 30th of 2027 payment will be made into HCSP and remaining days put into Reserve Bank.

119 hours divided by 2 = 59.5, 59.5 \* \$17.00/ hour = \$1011.50. A payment would be made to HCSP of \$1011.50 by June 30th and other half of the hours would be placed in Reserve Bank.

30 Jun-27				\$1,907.50	87.5

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27-28	70	21	49	-	87.5
28-29	70	14	105	-	-

140

Retire at end of 28-29 school year. Pay out similar to end of 5 years.  $105 / 2 = 52.5$ ,  $52.5 * 17.30$  /hour = \$908.25

Retirement pay out of Reserve Bank.  $140 / 2 = 70$ .  $70 * 17.30 = \$1211.00$

\$4,026.75

Example A Hypothetical situation for a 7 hour employee at a wage of \$18.31 in 23-24 school year, \$19.82 in 27-28, and \$20.62 in 29-30.

School year	Sick leave allotment	Used in current year	accumulative total hours	Total in HCSP	Put into Reserve Bank	Hourly Rate
20-21	70	56	14	0	0	
21-22	70	70	14	0	0	
22-23	70	35	49	0	0	
23-24	70	29	90	0	0	\$18.31

June 30th of 2024 payment will be made into HCSP and remaining days put into Reserve Bank

90 hours divided by 2 = 45,  $45 * \$18.31 / \text{hour} =$  \$823.95

A payment would be made to HCSP by June 30th, 2024 and other half of the hours would be placed in Reserve Bank.

24-25	70	28	42	\$823.95	45	\$18.68
25-26	70	100	12	\$823.95	45	\$19.05
26-27	70	90	0	\$823.95	37	\$19.43
27-28	70	20	50	\$823.95	37	\$19.82

June 30th, 2028 payment will be made into HCSP and remaining days put into Reserve Bank.

50 hours divided by 2 = 25,  $25 * \$19.82 / \text{hour} =$  \$495.50

28-29	70	21	49	\$1,319.45	62	\$20.22
29-30	70	14	105	\$1,319.45	62	\$20.62

114.5

Retire at end of 29-30 school year. Pay out of end of 4 years. 105 / 2 =  
52.5, 52.5 \* 20.62 / hour = \$1,082.55

30-Jun-32 \$2,402.00

Retirement pay out of Reserve Bank. 114.5 / 2 = 57.25. 57.25\* 20.62 = \$1,180.50

Total in HCSP without any interest \$3,582.50

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<u>Example B</u>						
<u>Hypothetical situation for a 7 hour employee at a wage of \$18.31 in 23-24 school year, \$19.82 in 27-28, and \$21.45 in 31-32.</u>						
<u>School year</u>	<u>Sick leave allotment</u>	<u>Used in current year</u>	<u>accumulative total hours</u>	<u>Total in HCSP</u>	<u>Put into Reserve Bank</u>	<u>Hourly Rate</u>
<u>20-21</u>	<u>70</u>	<u>56</u>	<u>14</u>	<u>0</u>	<u>0</u>	
<u>21-22</u>	<u>70</u>	<u>70</u>	<u>14</u>	<u>0</u>	<u>0</u>	
<u>22-23</u>	<u>70</u>	<u>35</u>	<u>49</u>	<u>0</u>	<u>0</u>	
<u>23-24</u>	<u>70</u>	<u>29</u>	<u>90</u>	<u>0</u>	<u>0</u>	<u>\$18.31</u>
<u>June 30th of 2024 payment will be made into HCSP and remaining days put into Reserve Bank</u>						
<u>90 hours divided by 2 = 45. 45* \$18.31/ hour =</u>					<u>\$823.95</u>	
<u>A payment would be made to HCSP by June 30th, 2024 and other half of the hours would be placed in Reserve Bank.</u>						
<u>24-25</u>	<u>70</u>	<u>28</u>	<u>42</u>	<u>\$823.95</u>	<u>45</u>	<u>\$18.68</u>
<u>25-26</u>	<u>70</u>	<u>35</u>	<u>77</u>	<u>\$823.95</u>	<u>45</u>	<u>\$19.05</u>
<u>26-27</u>	<u>70</u>	<u>30</u>	<u>117</u>	<u>\$823.95</u>	<u>45</u>	<u>\$19.43</u>
<u>27-28</u>	<u>70</u>	<u>20</u>	<u>167</u>	<u>\$823.95</u>	<u>45</u>	<u>\$19.82</u>
<u>June 30th, 2028 payment will be made into HCSP and remaining days put into Reserve Bank.</u>						
<u>167 hours divided by 2 = 83.5. 83.5* \$19.82/ hour =</u>					<u>\$1,654.97</u>	

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<u>28-29</u>	<u>70</u>	<u>21</u>	<u>49</u>	<u>\$2,478.92</u>	<u>128.5</u>	<u>\$20.22</u>	
<u>29-30</u>	<u>70</u>	<u>14</u>	<u>105</u>	<u>-</u>	<u>128.5</u>	<u>\$20.62</u>	
<u>30-31</u>	<u>70</u>	<u>20</u>	<u>155</u>	<u>-</u>	<u>128.5</u>	<u>\$21.03</u>	
<u>31-32</u>	<u>70</u>	<u>15</u>	<u>210</u>	<u>-</u>	<u>128.5</u>	<u>\$21.45</u>	
					<u>233.5</u>		
<u>Retire at end of 31-32 school year. Pay out of end of 4 years. 210 / 2 = 105.</u>					<u>\$2,252.25</u>		
<u>105 * 21.45 / hour =</u>							
<u>30-Jun-32</u>				<u>\$4,731.17</u>			
<u>Retirement pay out of Reserve Bank. 233.5 * .75 = 175.13. 175.13 * 21.45</u>					<u>\$3,756.43</u>		
<u>=</u>							
<u>Total in HCSP without any interest</u>					<u>\$8,487.60</u>		

FINAL

# ISD 361 COMMUNITY EDUCATION DIRECTOR CONTRACT

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## ARTICLE I – PURPOSE

This Contract is entered into between Independent School District No.361, International Falls, Minnesota, hereinafter referred to as the School District, and BethAnne Slatinski, hereinafter referred to as the Community Education Director, who agrees to perform the duties of the Community Education Director of the School District.

## ARTICLE II - DURATION, EXPIRATION, TERMINATION DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY

**Section 1. Duration:** This Contract is for a term of 2 years commencing on July 1, 2023, and ending on June 30, 2025. Contract year one shall be July 1, 2023 to June 30, 2024 of the 2023-2024 fiscal year and contract year two shall be July 1, 2024 to June 30, 2025 of the 2024-2025 fiscal year. This contract shall remain in full force and effect unless modified by mutual consent of the School Board and the Community Education Director or unless terminated as provided in this Contract.

**Section 2. Expiration:** This Contract shall expire at the end of the term specified in Section 1 above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Community Education Director shall cease, unless a subsequent Contract is entered into by the parties. In the event the parties fail to enter into a subsequent contract, the Community Education Director's employment shall continue on a month-to-month basis until the School Board either enters into a subsequent Contract with the Community Education Director or until the School Board provides sixty (60) calendar days of written notice of the termination of the Community Education Director's employment.

**Section 3. Termination During the Term:** The Community Education Director's employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40, Subd. 9 and Subd. 13, but, except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Community Education Director during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9 or Subd. 13, it shall notify the Community Education Director, in writing, of the proposed grounds for termination. The Community Education Director shall be entitled to a hearing before an arbitrator provided the Community Education Director makes such a request, in writing, to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Community Education Director may be suspended with pay pending final determination by the arbitrator. If the Community Education Director fails to request a hearing as provided in this section within the fifteen (15)-day calendar period, he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Community Education Director shall have no further claim or recourse.

**Section 4. Mutual Consent:** This Contract may be terminated at any time by mutual consent of the School Board and the Community Education Director.

**Section 5. Contingency:** If this Contract is a subsequent Contract entered into prior to the completion of an existing Contract, this subsequent Contract is contingent upon the Community Education Director completing the terms of the existing Contract.

### **ARTICLE III -DUTIES**

The Community Education Director shall serve as the Director of Community Education programs and shall serve under the direction of the Superintendent. The Community Education Director shall perform all duties incident to the position of Community Education Director and such other duties as may be prescribed by the Superintendent and School Board from time to time. The Community Education Director shall abide by the policies, regulations, rules, and procedures established by the School Board and the Commissioner of the Department of Education and shall abide by all Minnesota laws relating to the operation of the School District.

### **ARTICLE IV- DUTY YEAR AND LEAVES OF ABSENCE**

**Section 1. Basic Work Year:** The Community Education Director’s duty year for year one (1) shall be from July 1, 2023 to June 30, 2024 at a full time equivalency (FTE) of 1.0 (260 contract days). The duty year for year two (2) shall be from July 1, 2024 to June 30, 2025 at a full time equivalency (FTE) of 1.0 FTE (260 contract days).

The Community Education Director shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines.

**Section 2. Vacation:** The Community Education Director shall earn vacation per the following schedule,

Start	10 Days
Year 5	15 Days
Year 10	20 Days

Vacation days will be advanced on July 1<sup>st</sup> of the contract year and will be prorated based upon the annual contract FTE. A maximum of 5 days of vacation shall be allowed to carry over at the end of each contract year. Any vacation days in excess of 5 days will be lost. Upon voluntary termination of employment, the Community Education Director shall be entitled to payment for any current contract year unused vacation days earned, prorated based upon the FTE at the date of voluntary termination. Carry over vacation days will not qualify to be paid out upon termination. Any vacation taken in excess of earned at time of termination will be deducted from the last payroll check. If the Community Education Director is involuntarily terminated, he/she shall not be entitled to unused earned vacation days.

**Section 3. Holidays:** The Community Education Director shall be entitled to **thirteen (13)** paid holidays at eight (8) hours per day: Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year’s Eve Day, New Year’s Day, President’s Day, Good Friday, Memorial Day, July 3<sup>rd</sup>, July 4<sup>th</sup>, and **June 19 (Juneteenth)**;

**Section 4. Sick Leave:** The Community Education Director shall be entitled to fifteen (15) sick leave days. Sick leave days will be advanced on July 1<sup>st</sup> of the contract year and will be prorated at the time of allocation based upon the contract FTE. Any sick leave taken in excess of earned at time of termination will be deducted from the last payroll check.

Unused sick leave days will be allowed to accumulate to a maximum of ninety (90) days. Unused sick leave days in excess of ninety (90) will be lost.

**Section 5. Workers' Compensation:** Pursuant to M.S. Chapter 176, the Community Education Director injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

**Section 6. Bereavement Leave:** The Community Education Director shall be granted bereavement leave for a death within the Community Education Director's immediate family. The time utilized shall be in an amount to be determined after conferring with the Superintendent. Days utilized will be deducted from the Community Education Director's sick leave. "Immediate family" is defined as the Community Education Director's spouse, child, parent, brother, sister, or other relative who was living in the same household as the Community Education Director.

**Section 7. Emergency Leave:** The Community Education Director may be granted paid emergency leave at the discretion of the Superintendent.

**Section 8. Jury Service:** The Community Education Director who serves on jury duty shall be granted the day or day(s) necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

**Section 9. Military Leave:** Military leave shall be granted pursuant to applicable law.

**Section 10. Insurance Application:** A Community Education Director on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Community Education Director shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance. In the event the Community Education Director is on paid leave from the School District under Section 4 above or supplemented by sick leave pursuant to Section 5 above, the School District will continue insurance contributions as provided in this Contract until sick leave is exhausted. Thereafter, the Community Education Director must pay the entire premium for any insurance retained.

## **ARTICLE V -INSURANCE**

**Section 1. Health and Hospitalization and Dental Insurance:** The School District shall provide the Community Education Director and the Community Education Director's dependents with health and hospitalization insurance coverage under the School District's group health and hospitalization insurance plan. The School District shall contribute the sum of \$576.98 per month for single coverage and \$1,300.02 for family coverage with proration based upon contract FTE toward the premium for such insurance. The balance of the premium shall be paid by the Community Education Director through payroll deduction.

**Section 2. Life Insurance:** The School Board shall pay the total cost of \$50,000 group term life insurance. 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 3. Eligibility:** The eligibility of the Community Education Director and the Community Education Director's dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this article.

**Section 4. Claims Against the School District:** The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

#### **ARTICLE VI- OTHER BENEFITS**

**Section 1. Tax-Sheltered Annuities:** The Community Education Director is eligible to participate at the employees own expense in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code, M.S. 123B.02, Subd. 15 or Section 457 of the Internal Revenue Code, School District policy, and as otherwise provided by law.

**Section 2. Conferences and Meetings:** The School District shall pay all legally valid expenses and fees for the Community Education Director's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the School Board. The Community Education Director shall periodically report to the Superintendent relative to all meetings and conferences attended. The Community Education Director shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

#### **ARTICLE VII -SALARY**

The Community Education Director shall be paid an annual salary amount of ~~\$60,652~~ **\$63,078** for the year 2023-2024 and **\$64,970** for the year 2024-2025. The annual salary may be modified, but shall not be reduced, during the term of this Contract. The salary shall be paid in twenty six (26) equal installments during the Contract year.

#### **ARTICLE VIII- OTHER PROVISIONS**

**Section 1. Outside Activities:** While the Community Education Director shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the Superintendent, such activities do not impede the Community Education Director's ability to perform the duties of the Community Education Director's position. However, the Community Education Director may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the Superintendent.

**Section 2. Indemnification and Provision of Counsel:** In the event that an action is brought or a claim is made against the Community Education Director arising out of or in connection with his/her employment and the Community Education Director is acting within the scope of employment or official duties, the School District shall defend and indemnify the Community Education Director to the extent permitted by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of

duty, and the obligation of the School District in this regard shall be subject to the limitations as provided in M.S. Chapter 466.

**Section 3. Dues:** The Community Education Director is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the Superintendent and/or the School Board. The Community Education Director shall present appropriate statements for approval as provided by law.

**Section 4. Other Applicable Provisions:** In this section, other terms and conditions of employment as agreed upon between the parties should be included.

The full time equivalency (FTE) of 1.0 is based upon 260 contract days at 8 hours per day for total annual hours of 2,080. Contract days include all compensated days during the Contract year.

This position is considered to be an exempt salaried position under current FLSA laws. Any changes to the FLSA laws may override the current determination this position is exempt from overtime.

**ARTICLE IX -SEVERABILITY**

The provisions of this Contract shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Contract or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed  
my signature this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Community Education Director

IN WITNESS WHEREOF, we have subscribed  
our signatures this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Superintendent

The Board of Education of Independent School District No. 361 (District), International Falls, Minnesota, does hereby employ Jenesa Balaski as the DFC Grant Coordinator effective January 3, 2022. This position is a grant funded position. Upon the end of the grant award this position will end.

The current grant award period is for five (5) years ending on September 29, 2026. The grant fiscal year is September 30, 202x to September 29, 202X. Wages and benefits for the position will follow the grant award fiscal year.

This is a full time position at 8 hours/day and is a non-exempt position.

The FTE, wage and benefits for this position effective September 30, 2023 to September 29, 2025 are:

**FTE: 1.0**

Contract days are 260 days which includes paid holidays.

**Wage Schedule:**

1. September 30, 2023 to September 29, 2024 ~~(24.73)~~ \$25.72
2. September 30, 2024 to September 29, 2025 \$26.49

**Benefits:**

All benefits will be prorated based upon the employee's full time equivalency (FTE) which is calculated by dividing the number of contract hours by 2,080 for an 8 hour/day - 260 day assignment.

Dental Insurance: The District will contribute a sum not to exceed \$24.17 per month for single coverage or \$60.25 per month for family coverage.

Health and Hospitalization Insurance: The District will contribute a sum not to exceed \$532.33 per month for single coverage or \$1,300.02 per month for family coverage.

Life Insurance: The Employee shall receive \$50,000 term life insurance with eligibility determined by the school district's life insurance provider.

TSA 403(b) Match: The DFC Grant Coordinator is eligible to participate at the employees own expense in a tax sheltered annuity plan through payroll through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code, M.S. 123B.02, Subd. 15 or Section 457 of the Internal Revenue Code, School District policy, and as otherwise provided by law.

**Leave Time:**

All leave will be prorated based upon the employee's full time equivalency (FTE) which is calculated by dividing the number of contract hours by 2,080 for an 8 hour/day - 260 day assignment.

1. Holidays: The employee shall receive ~~ten~~ eleven (11) paid holidays : July 3rd, 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, Presidents Day, Good Friday ~~and~~, Memorial Day and June 19th (Juneteenth)
2. Sick Leave: Annual sick leave of 120 hours will be given on September 30th each fiscal year. Sick leave will be prorated upon annual FTE. Sick leave must be taken in ½ hour increments. Excess sick



# TECHNOLOGY DIRECTOR CONTRACT

## July 1, 2023 to June 30, 2025

The Board of Education of Independent School District No. 361 (District), International Falls, Minnesota, does hereby employ Michael Blesi as Technology Director for the two (2) year period commencing on July 1, 2023 then ending on June 30, 2025.

### **Wage Schedule:**

1. July 1, 2023 to June 30, 2024 ~~\$78,390~~-\$82,341
2. July 1, 2024 to June 30, 2025 ~~\$79,174~~-\$84,811

The above wage is based on a work year consisting of 260 days which includes vacation leave, sick leave and holidays.

### **Benefits:**

1. Dental Insurance: The District will contribute a sum not to exceed \$27.37 per month for single coverage or \$68.27 per month for family coverage.
2. Flex Plan: The District shall contribute \$500 each contract year to an IRS 125 Flex Plan.
3. Health and Hospitalization Insurance: The District will contribute a sum not to exceed \$584.48 per month for single coverage or \$1,307.52 per month for family coverage.
4. Life Insurance: The District will pay for \$50,000 of term life insurance. The Technology Director shall have the option of purchasing additional life insurance at the employees own cost.
5. Long Term Disability: The Technology Director shall participate in the District's long term disability plan at the Districts expense.
6. TSA 403(b) Match: The District will match the Technology Director's contribution up to \$2,500 per year. The Technology Director may contribute more than the \$2,500, if he so chooses, in accordance with IRS regulations, however, the District's contribution will not exceed \$2,500. Total District career match is not to exceed \$40,000.

### **Leave Time:**

1. Holidays: The Technology Director shall receive the following thirteen (13) paid holidays: July 3<sup>rd</sup> and July 4<sup>th</sup>, Labor Day, Thanksgiving Day, and Day after Thanksgiving, Christmas Eve, Christmas Day, New Year Eve Day, New Year's Day, Presidents Day, Good Friday, Memorial Day, and June 19th (Juneteenth).
2. Leave for Family Illness and Bereavement: The Technology Director shall be allowed five (5) days of paid leave to be deducted from sick leave upon approval of the Superintendent.
3. Sick Leave: The Technology Director shall earn fifteen (15) sick days per year, with maximum accumulation of 180 days.
4. Vacation: The Technology Director shall earn twenty (20) days of paid vacation each contract year. No carry over of unused vacation.



## AT WILL POSITION EMPLOYMENT SCHEDULE

January 18, 2022; Revised 12.28.2023; 6.20.2023; [11.20.2023](#)

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

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

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

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

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

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

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

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

## AT WILL POSITION EMPLOYMENT SCHEDULE

January 18, 2022; Revised 12.28.2023; 6.20.2023; [11.20.2023](#)

### Hourly Wage Schedule A

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

\* All rates are hourly wage per hour except where noted. [Retro payments will go back to January 1<sup>st</sup>, 2022—Retro payments will go back to July 1, 2023.](#)

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

## AT WILL POSITION EMPLOYMENT SCHEDULE

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

Substitutes who previously worked for the District as a Fireman, Janitor or Secretary who are substituting in those positions as a Substitute Fireman, Janitor or Secretary will be paid at the year 1 hourly rate under the Local 510 Collective Bargaining Agreement effective ~~January 1, 2021~~ [July 1, 2023](#).

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

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

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

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

### SECTION B – COMMUNITY EDUCATION ADULTS WITH DISABILITIES COORDINATOR:

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

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

The wages and benefits for this position are as follows:

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

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

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

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

**AT WILL POSITION EMPLOYMENT SCHEDULE**

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

**SECTION C – LPN AIDE:**

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

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

The wages and benefits for this position are as follows:

	Effective: 07/01/2021	Effective: 07/01/2022	Effective: <a href="#">7/01/2023</a>	Effective: <a href="#">7/1/2024</a>
Hourly Rate:	\$20.00	\$20.20	<a href="#">\$21.01</a>	<a href="#">\$21.64</a>

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

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

**SECTION D – DISTRICT SCHOOL NUTRITION DIRECTOR:**

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

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

The wage information for this position is as follows:

	Effective: 07/01/2021	Effective: 07/01/2022	Effective: <a href="#">7/1/2023</a>	Effective: <a href="#">7/01/2024</a>
Hourly Rate:	\$27.59	\$27.87	<a href="#">\$28.98</a>	<a href="#">\$29.85</a>

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

~~District School Nutrition Director will have recruitment and retention stipend paid to make them whole with respect to the \$2,000 stipend for 2021-22 school year and the \$1,000 stipend in 2022-23 school year assuming they work the majority of the year in this position. Max amount an employee will get for this stipend in total from the district is \$2,000 for 21-22 and \$1,000 for 22-23.~~

**SECTION E – INDIAN EDUCATION COORDINATOR:**

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	Effective: 07/01/2021	Effective: 07/01/2022	Effective: <a href="#">7/01/23</a>	Effective: <a href="#">7/1/24</a>
Hourly Rate:	\$ 22.79	\$ 23.02	<a href="#">\$23.94</a>	<a href="#">\$24.66</a>

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~~Indian Education Coordinator will have recruitment and retention stipend paid to make them whole with respect to the \$2,000 stipend for 2021-22 school year and the \$1,000 stipend in 2022-23 school year assuming they work the majority of the year in this position. Max amount an employee will get for this stipend in total from the district is \$2,000 for 21-22 and \$1,000 for 22-23.~~

**SECTION D – FULL TIME POSITIONS:**

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

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

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

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

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

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

Growth in the wage schedule reflected by the schedule itself will in part be governed by the cost of living measures. However, the school board shall not be bound to incorporate cost of living adjustments

## AT WILL POSITION EMPLOYMENT SCHEDULE

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to the salary intervals and shall make any and all adjustments in the best interest of the district's students and resources available to the school board.

### Wage Schedule - At Will 12 Month Positions:

Position	Rate Type	Level	7/1/2022	1/1/2023	7/1/2023	7/1/2024
District Business Office Clerk	Hourly	Level 1	\$20.66	\$20.66	\$22.16	\$22.82
		Level 2	\$21.48	\$21.48	\$23.05	\$23.74
		Level 3	\$22.35	\$22.35	\$23.97	\$24.69
		Level 4	\$23.25	\$23.25	\$24.93	\$25.68
		Level 5	\$24.16	\$24.16	\$25.93	\$26.71
		Level 6	\$25.13	\$25.13	\$26.97	\$27.78
MARSS Coordinator / Food Service Coordinator	Hourly	Level 1	\$20.66	\$23.16	\$24.09	\$24.81
		Level 2	\$21.48	\$23.98	\$24.94	\$25.69
		Level 3	\$22.35	\$24.85	\$25.84	\$26.62
		Level 4	\$23.25	\$25.75	\$26.78	\$27.58
		Level 5	\$24.16	\$26.66	\$27.73	\$28.56
		Level 6	\$25.13	\$27.63	\$28.74	\$29.60
Payroll Benefits Coordinator	Hourly	Level 1	\$20.66	\$23.16	\$27.88	\$28.72
		Level 2	\$21.48	\$23.98	\$29.00	\$29.87
		Level 3	\$22.35	\$24.85	\$30.16	\$31.06
		Level 4	\$23.25	\$25.75	\$31.37	\$32.31
		Level 5	\$24.16	\$26.66	\$32.62	\$33.60
		Level 6	\$25.13	\$27.63	\$33.92	\$34.94
Business Manager	Annual - Exempt	Level 1	\$64,871	\$64,871	\$80,000	\$82,400
		Level 2	\$67,466	\$67,466	\$83,200	\$85,696
		Level 3	\$70,166	\$70,166	\$86,528	\$89,124

## AT WILL POSITION EMPLOYMENT SCHEDULE

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		Level 4	\$72,973	\$72,973	\$89,989	\$92,689
		Level 5	\$75,893	\$75,893	\$93,589	\$96,397
		Level 6	\$78,927	\$78,927	\$97,333	\$100,253
Maintenance / Transportation Director	Annual - Exempt	Level 1	\$67,521	\$67,521	\$70,222	\$72,329
		Level 2	\$70,223	\$70,223	\$73,032	\$75,223
		Level 3	\$73,030	\$73,030	\$75,951	\$78,230
		Level 4	\$75,953	\$75,953	\$78,991	\$81,361
		Level 5	\$78,990	\$78,990	\$82,150	\$84,615
		Level 6	\$82,109	\$82,109	\$85,393	\$87,955
Technology Assistant	Hourly	Level 1	\$23.18	\$23.18	\$25.48	\$26.24
		Level 2	\$24.12	\$24.12	\$26.50	\$27.30
		Level 3	\$25.09	\$25.09	\$27.56	\$28.39
		Level 4	\$26.08	\$26.08	\$28.66	\$29.52
		Level 5	\$27.13	\$27.13	\$29.81	\$30.70
		Level 6	\$28.21	\$28.21	\$31.00	\$31.93

~~\$2,000 retention and recruitment stipend for 12 month At Will positions that worked the majority of the 2021—22 school year and \$1,000 stipend for working the majority of 2022—23 school year. Paid out at a time with no overtime. 2021-22 payments will be made at mid year and end of school year, 2022-23 payment will be made at the end of the school year.~~

### **BENEFITS:**

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

#### **DENTAL INSURANCE:**

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

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

## AT WILL POSITION EMPLOYMENT SCHEDULE

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### **FLEX BENEFIT**

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

### **HEALTH INSURANCE:**

Single Coverage Health Insurance: Effective July 1, [2019-2023](#) the District shall contribute ~~\$532.33~~ [576.98](#) per month towards the cost of single health insurance coverage offered through the current health insurance plan provider.

Family Coverage Health Insurance: Effective July 1, ~~2019~~[2023](#) the District will contribute ~~\$1,284.33~~[1300.02](#) per month towards the cost of family health insurance coverage offered through the current health insurance plan provider.

### **LIFE INSURANCE:**

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

### **LTD INSURANCE:**

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

### **LEAVE OF ABSENCES:**

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#### **VACATION LEAVE:**

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

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

#### **SICK LEAVE:**

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

Sick leave shall be allowed by the employees Supervisor whenever an employee's absence is found to have been due to illness of the member, dependent minor child, adult child, spouse, sibling, parent,

## **AT WILL POSITION EMPLOYMENT SCHEDULE**

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grandparent, or stepparent, and which prevents his/her attendance and performance of duties on that day or days with a limit of 160 hours in any twelve (12) month period for all except the member, spouse, and dependent minor child.

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

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

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

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

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

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

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

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

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

### **HEALTH CARE SAVINGS PLAN:**

International Falls Public Schools At Will Full Time 12 Month employees covered under this section are eligible to participate in the Minnesota Post Employment Health Care Savings Plan established under

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Minnesota Statute, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents.

### **Subdivision 1:**

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

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

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

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

### **PAID HOLIDAYS:**

Employees will receive the following paid holidays: July 3<sup>rd</sup>, 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve Day, New Year's Day, Presidents Day, Good Friday, [Juneteenth](#) and Memorial Day.

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

### **PAID FLOATERS:**

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

### **POST-EMPLOYMENT BENEFIT OPTIONS:**

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