

Regular School Board Meeting

Monday, May 19, 2025 5:15 PM

FHS Library and YouTube Live Stream, 1515 11th Street, International Falls, Minnesota 56649

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

Call to Order

1. Roll Call:

- ___ Jessica Crosby, Vice Board Chair
- ___ Dale Johnson, Director
- ___ Toni Korpi, Clerk
- ___ Bruce Raboin, Director
- ___ Tina Sather, Treasurer
- ___ Roxanne Skogstad-Ditsch, Director
- ___ JoAnn Smith, Board Chair

Non-Voting Members:

- ___ Beth Shermoen, Superintendent
- ___ Joe Sullivan & Max Youso, Student Representatives

2. Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented.

Motion by _____, second by _____. Motion carried / failed.

Open Forum

1. Public Open Forum

2. Fiscal Year 2024-25 Revised Budget: Ceso Presentation.

3. Nick Adams - "Introduction: Get to know Kootasca Head Start"

Committee and Administrative Reports

1. Joe Sullivan, Student Representative:

2. Melissa Tate, Elementary Principal:

3. Lisa West, Secondary Principal:

4. Timm Ringhofer, Activities Director:

5. Beth Shermoen, Superintendent:

6. Policy Committee

7. Athletic Committee

Consent Agenda

Approve the Consent Agenda as presented.

Motion by _____, second by _____. Motion carried / failed.

1. Approve payroll in the amount of \$472,678.10 for pay periods 5/2/2024 and 5/16/2025.
2. Approve current accounts payable due in the amount of \$1,655,198.74.
3. Approve past meeting minutes for the regular school board meeting on April 21, 2025 .
4. First reading of School Board Policy 101: Legal Status of the School District.
5. First reading of School Board Policy 101.1: Name of the School District.
6. First reading of School Board Policy 102: Equal Educational Opportunity.
7. First reading of School Board Policy 103: Complaints-Students, Employees, Parents, Other Persons.
8. First reading of School Board Policy 104: School District Mission Statement.
9. First reading of School Board Policy 201: Legal Status of the School Board
10. First reading of School Board Policy 202: School Board Officers.
11. First reading of School Board Policy 203: Operation of the School Board-Governing Rules.
12. First reading of School Board Policy 203.1: School Board Procedures; Rules of Order.
13. First reading of School Board Policy 203.2: Order of the Regular School Board Meeting.
14. First reading of School Board Policy 203.5: School Board Meeting Agenda.
15. First reading of School Board Policy 203.6: Consent Agendas
16. First reading of School Board Policy 204: School Board Meeting Minutes.
17. First reading of School Board Policy 205: Open and Closed Meetings
18. First reading of School Board Policy 206: Public Participation in the School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations.
19. First reading of School Board Policy 208: Development, Adoption and Implementation of Policies.
20. First reading of School Board Policy 211: Criminal or Civil Action Against School District, School Board Member, Employee or Student.
21. Approve entering into negotiations with Local 510 regarding the labor agreement ending on June 30, 2025.
22. Approve the hire of Taylea Martin as Social Studies Teacher at Falls High School for the 2025-26 school year.
23. Approve the hire of Tim Everson as the Alternative Learning Center Teacher for the 2025-

26 school year.

24. Approve the hire of Ashley Hynes as Falls High School social worker for the 2025-26 school year.
25. Approve the hire of Ashley Hall as Student Council Advisor for the 2025-26 school year.
26. Approve the hire of Lisa Auran as Temporary Tech Assistant.
27. Approve the retirement of Dawnelle Meyers effective at the end of the 2024-25 school year.
28. Approve the retirement of Eugene Steele as school bus driver effective at the end of the 2024-25 school year.
29. Approve the resignation of James Hartzler.

30. Approve the resignation of Joseph Anselmo as Physical Education teacher at Falls Elementary School effective at the end of the 2025-26 school year.
31. Approve the resignation of Linda Mankus as paraprofessional at the end of the 2024-25 school year.
32. Approve the resignation of Mason Meyer as JV Boys Hockey Coach.
33. Approve the resignation of Rebecca Steele as bus driver effective May 29, 2025.
34. Approve the installation of a windscreen on the southwest and west fences at Bronco Stadium.

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 ISD 361 to assume management of the Mighty Mustang Wrestling Program under the oversight of Community Education. Motion by _____, second by _____. Motion carried / failed.
 - 1.c. Approve the Fiscal Year 2024-25 Revised Budget - All Funds. Motion by _____, second by _____. Motion carried / failed.
 - 1.d. Approve the one-time funding Read Act Teacher Compensation Aid Stipend Payout of \$32,021.28. Motion by _____, second by _____. Motion carried / failed.

Adjournment

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

Payables Summary
May 19, 2025

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201131567	AFSCME People	4/18/2025	20250418ADAFSPE	Payroll accrual	0	\$ 4.25
201131568	AFT Local #331	4/18/2025	20250418ADDUE1A	Payroll accrual	0	\$ 3,333.28
	AFT Local #331	4/18/2025	20250418ADDUE1A	Payroll accrual	0	\$ 141.55
201131569	California State Disbursement Unit	4/18/2025	20250418ADCSP14	Payroll accrual	0	\$ 173.07
201131570	Para Local #4798	4/18/2025	20250418ADDUE2A	Payroll accrual	0	\$ 601.19
	Para Local #4798	4/18/2025	20250418ADDUE2A	Payroll accrual	0	\$ 68.63
201131571	MN POWER	4/16/2025	040925	Electricity Bill	8102500061	\$ 759.22
	MN POWER	4/16/2025	040925	Electricity Bill	8102500061	\$ 7,686.95
	MN POWER	4/16/2025	040925	Electricity Bill	8102500061	\$ 5,540.05
	MN POWER	4/16/2025	040925	Electricity Bill	8102500061	\$ 7,471.97
	MN POWER	4/16/2025	040925	Electricity Bill	8102500061	\$ 2,490.66
	MN POWER	4/16/2025	040925	Electricity Bill	8102500061	\$ 76.11
201131572	ARROWHEAD LIBRARY SYSTEM	4/21/2025	8130	Library Catalog System	6202500000	\$ 625.00
201131573	BEMIDJI BUS LINE	4/21/2025	11094	Baseball Boosters (\$1500.00 &	2922500160	\$ 2,250.00
	BEMIDJI BUS LINE	4/21/2025	11094	Baseball Boosters (\$1500.00 &	2922500160	\$ 1,500.00
201131574	INTERQUEST DETECTION CANINE	4/21/2025	March NM 2025	Canine Detection Services	1102500035	\$ 440.00
	INTERQUEST DETECTION CANINE	4/21/2025	Jan NM 2025	Canine Detection Services	1102500035	\$ 440.00
201131575	ISDefender, LLC	4/21/2025	41525175	Student Internet Filter	6052500104	\$ 6,256.25
201131576	KOOCHICHING COUNTY	4/21/2025	March	Tipping Fees	8102500057	\$ 28.00
201131577	MN SCHOOL BOARD ASSN	4/21/2025	12761-L8T8L1	Dale Johnson Exploring AI in	102500010	\$ 135.00
	MN SCHOOL BOARD ASSN	4/21/2025	12981-W9V1R9	MSBA Officers' Workshop	102500009	\$ 460.00
	MN SCHOOL BOARD ASSN	4/21/2025	13275-K1D4T3	Policy Audit by MSBA	102500016	\$ 1,200.00
201131578	NCPERS Group Life Ins.	4/21/2025	1.64913E+11	Benefits	1102500006	\$ 80.00
	NCPERS Group Life Ins.	4/21/2025	1.64913E+11	Benefits	1102500006	\$ 16.00
201131579	NORTHLAND LEARNING CENTER	4/21/2025	6922	Contract Services - NLC	1102500039	\$ 3,980.30
	NORTHLAND LEARNING CENTER	4/21/2025	6922	Contract Services - NLC	1102500039	\$ 1,106.64
	NORTHLAND LEARNING CENTER	4/21/2025	6872	Contract Services - NLC	1102500040	\$ 12,180.73
	NORTHLAND LEARNING CENTER	4/21/2025	6872	Contract Services - NLC	1102500040	\$ 3,880.09
	NORTHLAND LEARNING CENTER	4/21/2025	6881	Contract Services - NLC	1102500038	\$ 9,071.51
	NORTHLAND LEARNING CENTER	4/21/2025	6881	Contract Services - NLC	1102500038	\$ 2,225.97
201131580	PRO-ED	4/21/2025	3081618	TESTING MATERIAL HEIDI	3002500086	\$ 196.90

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201131581	SCHMITT MUSIC CENTERS	4/21/2025	6413224	INSTRUMENT REPAIR (FLUTE	2582500016	\$ 65.00
201131582	MEDTOX LABORATORIES	4/21/2025	032025665124	Drug Testing	0	\$ 66.39
201131583	MN North College	4/21/2025	041025	FY25 Spring PSEO tuition	0	\$ 114,631.75
201131584	NORTHLAND LEARNING CENTE	4/21/2025	6931	James Madison Lease 2024-2025	0	\$ 8,642.73
201131585	ISD #2711 MESABI EAST SCHO	4/22/2025	Golf 05-05-25	Mesabi East Golf Invitational	0	\$ 360.00
201131586	ISD #701 Hibbing	4/22/2025	Golf V 05-16-25	Hibbing Bluejackets Boys and	0	\$ 240.00
	ISD #701 Hibbing	4/22/2025	Golf 05-12-25	Hibbing Bluejackets Boys and	0	\$ 180.00
201131587	ISD 2909 Rock Ridge Public Sch	4/22/2025	Golf 04-22-25	Rock Ridge Invitational JV	0	\$ 120.00
	ISD 2909 Rock Ridge Public Sch	4/22/2025	Golf 05-08-25	Rock Ridge Invitational Golf	0	\$ 360.00
201131587	ISD 2909 Rock Ridge Public Sch	4/22/2025	Golf 05-09&10	Rock Ridge Invitational Golf	0	\$ 360.00
	ISD 2909 Rock Ridge Public Sch	4/22/2025	Golf RR 05-15-25	Rock Ridge Golf Invitational	0	\$ 240.00
201131588	JayBee Travel, LLC	4/22/2025	000000	Payment for band/choir trip	0	\$ 8,700.00
201131589	Bowles, Shawn	4/23/2025	Speech	Meal Money for Speech	0	\$ 420.00
201131590	COCA-COLA BOTTLING CO	4/24/2025	10003011	FHS; Ala Carte Beverages	7702500010	\$ 230.00
	COCA-COLA BOTTLING CO	4/24/2025	10003279	FHS; Ala Carte Beverages	7702500010	\$ 258.50
201131591	DOMINO'S PIZZA	4/24/2025	032625	FHS; CN Pizza for Lunch	7702500013	\$ 229.98
	DOMINO'S PIZZA	4/24/2025	040925	FHS; CN Pizza for Lunch	7702500013	\$ 221.39
	DOMINO'S PIZZA	4/24/2025	041625	FHS; CN Pizza for Lunch	7702500013	\$ 223.73
201131592	PAN O GOLD BAKING CO	4/24/2025	1.00099E+13	Bread for Meal Service	7702500008	\$ 294.00
	PAN O GOLD BAKING CO	4/24/2025	1.00099E+13	Bread for Meal Service	7702500008	\$ 108.00
	PAN O GOLD BAKING CO	4/24/2025	1.00099E+13	Bread for Meal Service	7702500008	\$ 21.60
	PAN O GOLD BAKING CO	4/24/2025	1.00099E+13	Bread for Meal Service	7702500008	\$ 43.20
	PAN O GOLD BAKING CO	4/24/2025	1.00099E+13	Bread for Meal Service	7702500008	\$ 83.20
201131593	SANDSTROM'S INC	4/24/2025	539419	Milk for Meal Service	7702500007	\$ 753.00
	SANDSTROM'S INC	4/24/2025	539421	Milk for Meal Service	7702500007	\$ 1,020.50
	SANDSTROM'S INC	4/24/2025	540051	Milk for Meal Service	7702500007	\$ 639.00
	SANDSTROM'S INC	4/24/2025	540831	Milk for Meal Service	7702500007	\$ 559.00
	SANDSTROM'S INC	4/24/2025	540053	Milk for Meal Service	7702500007	\$ 1,038.50
	SANDSTROM'S INC	4/24/2025	540834	Milk for Meal Service	7702500007	\$ 784.50
	SANDSTROM'S INC	4/24/2025	541557	Milk for Meal Service	7702500007	\$ 577.00
	SANDSTROM'S INC	4/24/2025	541558	Milk for Meal Service	7702500007	\$ 862.50

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201131594	Descon	4/28/2025	256824	Descon supplies for	7702400025	\$ 407.00
201131595	Falls Chrysler Dodge Jeep Ram	4/28/2025	63939	Tow SPED van and Use scan	7602500101	\$ 218.62
	Falls Chrysler Dodge Jeep Ram	4/28/2025	64010	Tow SPED van and Use scan	7602500101	\$ 99.95
201131596	FALLS LUMBER COMPANY INC	4/28/2025	042225	Chalk for Baseball Field	8102500207	\$ 219.90
201131597	FLEETPRIDE TRUCK & TRAILER I	4/28/2025	124788902	Brake Drums #546	7602500099	\$ 457.98
201131598	KOOCHICHING COUNTY	4/28/2025	041525	solid waste fee	0	\$ 1,510.00
201131599	MIDCONTINENT COMMUNICAT	4/28/2025	1.24861E+13	124861401 FHS Moveable	6052500017	\$ 161.26
	MIDCONTINENT COMMUNICAT	4/28/2025	1.24861E+13	124861401 FHS Moveable	6052500017	\$ 49.07
201131600	MIDWEST BUS PARTS INC	4/28/2025	7741	#546 Radiator	7602500102	\$ 665.21
201131601	MN ENERGY RESOURCES CORP	4/28/2025	0504762905-00001	Stadium	8102500033	\$ 19.33
201131602	NORTHEAST SERVICE COOPER.	4/28/2025	4694	March 2025 IEA Services	8102500206	\$ 1,800.00
201131603	RATWIK ROSZAK & MALONEY P/	4/28/2025	79430	Attorney services for FY25	1102500034	\$ 220.00
201131604	SCHOOL SPECIALTY	4/28/2025	2.08136E+11	1st Grade Butterfly Culture	1302500221	\$ 167.30
201131605	TeamWorks International, Inc.	4/28/2025	14331	Strategic Planning	202500011	\$ 2,772.08
201131606	The Sport Shop	4/28/2025	042425	Supplies for Summer Rec Ball	5002500036	\$ 4,950.00
201131607	UHL	4/28/2025	70655A	Assessments of heating	8102500205	\$ 4,962.59
201131608	US Cellular	4/28/2025	0722494913	Elevator POTS lines	6052500008	\$ 36.67
	US Cellular	4/28/2025	0722494913	Elevator POTS lines	6052500008	\$ 105.50
201131609	Vestis Group, Inc.	4/28/2025	2630415299	Rug service for FHS	8102500071	\$ 53.90
	Vestis Group, Inc.	4/28/2025	2630415298	Rug service for FES	8102500071	\$ 44.90
201131610	WATER DEPT	4/28/2025	74-006700-00	Bus Garage	8102500044	\$ 58.14
	WATER DEPT	4/28/2025	13-014700-00	FHS	8102500044	\$ 2,106.47
	WATER DEPT	4/28/2025	13-014800-00	FES	8102500044	\$ 1,735.37
	WATER DEPT	4/28/2025	13-014900-00	Arena	8102500044	\$ 597.33
	WATER DEPT	4/28/2025	30-007100-02	Stadium	8102500044	\$ 53.83
201131611	AFSCME People	5/2/2025	20250502ADAFSPE	Payroll accrual	0	\$ 4.25
201131612	AFT Local #331	5/2/2025	20250502ADDUE1A	Payroll accrual	0	\$ 3,333.28
	AFT Local #331	5/2/2025	20250502ADDUE1A	Payroll accrual	0	\$ 141.55
201131613	California State Disbursement l	5/2/2025	20250502ADCSP14	Payroll accrual	0	\$ 173.07
201131614	Para Local #4798	5/2/2025	20250502ADDUE2A	Payroll accrual	0	\$ 601.19
	Para Local #4798	5/2/2025	20250502ADDUE2A	Payroll accrual	0	\$ 68.63

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201131615	US FOODSERVICE	5/1/2025	4350507	Food for Meal Services	7702500006	\$ 990.87
	US FOODSERVICE	5/1/2025	4350507	Food for Meal Services	7702500006	\$ 171.14
	US FOODSERVICE	5/1/2025	4458580	Food for Meal Services	7702500006	\$ 1,223.74
	US FOODSERVICE	5/1/2025	4458580	Food for Meal Services	7702500006	\$ 170.39
	US FOODSERVICE	5/1/2025	4543171	Food for Meal Services	7702500006	\$ 1,613.82
	US FOODSERVICE	5/1/2025	4543171	Food for Meal Services	7702500006	\$ 102.63
	US FOODSERVICE	5/1/2025	4567781	Food for Meal Services	7702500006	\$ 35.89
	US FOODSERVICE	5/1/2025	4600979	PBIS 3rd Qt Treat	1302500218	\$ 107.78
	US FOODSERVICE	5/1/2025	4647992	Food for Meal Services	7702500006	\$ 1,398.44
	US FOODSERVICE	5/1/2025	4647992	Food for Meal Services	7702500006	\$ 152.01
	US FOODSERVICE	5/1/2025	4647993	Pre School Snacks	1302500060	\$ 317.53
	US FOODSERVICE	5/1/2025	4734496	Food for Meal Services	7702500006	\$ 863.71
	US FOODSERVICE	5/1/2025	4734496	Food for Meal Services	7702500006	\$ 122.82
	US FOODSERVICE	5/1/2025	4734497	Kindergarten Snacks	1302500060	\$ 157.33
	US FOODSERVICE	5/1/2025	4842518	Food for Meal Services	7702500006	\$ 1,465.07
	US FOODSERVICE	5/1/2025	4842518	Food for Meal Services	7702500006	\$ 286.69
	US FOODSERVICE	5/1/2025	4923976	Food for Meal Services	7702500006	\$ 1,690.43
	US FOODSERVICE	5/1/2025	4923976	Food for Meal Services	7702500006	\$ 203.36
	US FOODSERVICE	5/1/2025	4923977	Pre School Snacks	1302500060	\$ 182.73
	US FOODSERVICE	5/1/2025	5119720	Food for Meal Services	7702500006	\$ 1,553.66
	US FOODSERVICE	5/1/2025	5119720	Food for Meal Services	7702500006	\$ 283.88
	US FOODSERVICE	5/1/2025	5119721	Kindergarten Snacks	1302500060	\$ 199.49
	US FOODSERVICE	5/1/2025	5224689	Pre School Snacks	1302500060	\$ 283.64
201131615	US FOODSERVICE	5/1/2025	5224688	Food for Meal Services	7702500006	\$ 989.40
	US FOODSERVICE	5/1/2025	5224688	Food for Meal Services	7702500006	\$ 137.87
	US FOODSERVICE	5/1/2025	4543170	Food for Meal Services	7702500006	\$ 315.00
	US FOODSERVICE	5/1/2025	4543169	Food for Meal Services	7702500006	\$ 315.00
	US FOODSERVICE	5/1/2025	4350505	Food for Meal Services	7702500006	\$ 1,151.77
	US FOODSERVICE	5/1/2025	4350505	Food for Meal Services	7702500006	\$ 56.32
	US FOODSERVICE	5/1/2025	4350505/5975487	Food for Meal Services	7702500006	\$ (5.76)
	US FOODSERVICE	5/1/2025	4377478	Food for Meal Services	7702500006	\$ 116.05

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	US FOODSERVICE	5/1/2025	4377479	Food for Meal Services	7702500006	\$ 47.51
	US FOODSERVICE	5/1/2025	4458579	Food for Meal Services	7702500006	\$ 1,882.57
	US FOODSERVICE	5/1/2025	4458579	Food for Meal Services	7702500006	\$ 39.57
	US FOODSERVICE	5/1/2025	4484392	Food for Meal Services	7702500006	\$ 44.55
	US FOODSERVICE	5/1/2025	4543167	Food for Meal Services	7702500006	\$ 2,819.43
	US FOODSERVICE	5/1/2025	4567780	Food for Meal Services	7702500006	\$ 254.02
	US FOODSERVICE	5/1/2025	4600978	Food for Meal Services	7702500006	\$ 141.29
	US FOODSERVICE	5/1/2025	4636441	Food for Meal Services	7702500006	\$ 285.24
	US FOODSERVICE	5/1/2025	4636441/5928786	Food for Meal Services	7702500006	\$ (18.00)
	US FOODSERVICE	5/1/2025	4647990	Food for Meal Services	7702500006	\$ 2,178.10
	US FOODSERVICE	5/1/2025	4647990	Food for Meal Services	7702500006	\$ 142.50
	US FOODSERVICE	5/1/2025	4722223	Food for Meal Services	7702500006	\$ 68.50
	US FOODSERVICE	5/1/2025	4734490	Food for Meal Services	7702500006	\$ 1,367.75
	US FOODSERVICE	5/1/2025	4734490/5939953	Food for Meal Services	7702500006	\$ (27.42)
	US FOODSERVICE	5/1/2025	4734492	MHS Funds - Breakfast	2502500024	\$ 73.03
	US FOODSERVICE	5/1/2025	4758911	Food for Meal Services	7702500006	\$ 116.53
	US FOODSERVICE	5/1/2025	4842517	Food for Meal Services	7702500006	\$ 1,339.62
	US FOODSERVICE	5/1/2025	4842517	Food for Meal Services	7702500006	\$ 169.38
	US FOODSERVICE	5/1/2025	4983974	Food for Meal Services	7702500006	\$ 1,656.40
	US FOODSERVICE	5/1/2025	4983974	Food for Meal Services	7702500006	\$ 255.77
	US FOODSERVICE	5/1/2025	4950272	Food for Meal Services	7702500006	\$ 146.48
	US FOODSERVICE	5/1/2025	4950276	Food for Meal Services	7702500006	\$ 141.67
	US FOODSERVICE	5/1/2025	4950279	Food for Meal Services	7702500006	\$ 53.65
	US FOODSERVICE	5/1/2025	5107305	Food for Meal Services	7702500006	\$ 311.04
	US FOODSERVICE	5/1/2025	5144814	Food for Meal Services	7702500006	\$ 35.90
201131616	Anderson, Randy	5/1/2025	Softball vs Roseau	Umpire V Softball	0	\$ 200.00
201131617	Bemidji State University	5/1/2025	Shay Mannausau 2023	Shay Mannausau - 2023 Paul	0	\$ 500.00
201131618	Fish, Dave	5/1/2025	Softball vs Roseau	Umpire V Softball	0	\$ 200.00
201131619	Gustavus Adolphus College	5/1/2025	Trygg Hemstad - 2023	Trygg Hemstad - 2023 Backus	0	\$ 500.00
201131620	ISD #318 Grand Rapids	5/1/2025	Grand Rapids SB	IRC Girls V softball	0	\$ 300.00
201131621	ISD 2909 Rock Ridge Public Sch	5/1/2025	Golf 04-28-2025	Rock Ridge Girls Golf V	0	\$ 150.00

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	ISD 2909 Rock Ridge Public Sch	5/1/2025	SB 04-26-25	JH Softball Tourn Rock Ridge	0	\$ 125.00
	ISD 2909 Rock Ridge Public Sch	5/1/2025	7th Grade BB	7th Grade Baseball Tourn Rock	0	\$ 75.00
201131622	ITASCA COMMUNITY COLLEGE	5/1/2025	Parker Olson - 2024	Parker Olson - 2024 Rainy	0	\$ 500.00
201131623	JayBee Travel, LLC	5/1/2025	00000	Chicago Trip Final Payment	0	\$ 2,195.00
201131624	KING OF THE ROAD ENTERTAIN	5/1/2025	Prom DJ	DJ for Prom 2024-2025	0	\$ 400.00
201131625	Koenig, Joshua	5/1/2025	Baseball vs Cherry	Umpire Baseball vs Cherry	0	\$ 110.00
	Koenig, Joshua	5/1/2025	Baseball vs Cherry	Umpire Baseball vs Cherry	0	\$ 110.00
201131626	KRUEGER, KENNETH	5/1/2025	547675	TaeKwon Do	0	\$ 400.00
201131627	MN TRUE TEAM TRACK & FIELD	5/1/2025	Track and Field	Track and Field Entry Fee	0	\$ 140.00
201131628	SCAIA, Kevin	5/1/2025	Baseball vs Cherry	Umpire Baseball vs Cherry	0	\$ 110.00
	SCAIA, Kevin	5/1/2025	Baseball vs Cherry	Umpire Baseball vs Cherry	0	\$ 110.00
	SCAIA, Kevin	5/1/2025	Baseball vs Cherry	Umpire Baseball vs Cherry	0	\$ 134.40
201131629	Workman, Leah	5/1/2025	2	Sourdough Class	0	\$ 216.00
201131630	Gjertson, John	5/5/2025	ARIN20250502A	Dental premium refund July	0	\$ 22.16
	Gjertson, John	5/5/2025	ARIN20250502B	Dental premium refund June	0	\$ 40.26
	Gjertson, John	5/5/2025	ARIN20250502C	Dental Premium Refund May	0	\$ 40.26
201131631	Anderson, Randy	5/7/2025	V SB 04-30-25	04-30 2025 V Softball vs MIB	0	\$ 100.00
201131632	Butts, Samantha	5/7/2025	Lunch Acct Refund	Lunch Acct Refunds Kylar	0	\$ 28.05
201131633	GRINDALL, DOUGLAS	5/7/2025	2	Spring Dog Obedience Class	0	\$ 420.00
201131634	Hafdahl, Jim	5/7/2025	Softball 01-30-25	V Softball official vs MIB	0	\$ 100.00
	Hafdahl, Jim	5/7/2025	Softball 01-30-25	V Softball official vs MIB	0	\$ 77.00
201131635	ISD #2711 MESABI EAST SCHO	5/7/2025	Track 05-01-25	Mesabi East JH Track and	0	\$ 300.00
201131636	ISD #695 Chisholm	5/7/2025	Track 05-08-25	OJ Belluzzo Boys Invitational	0	\$ 100.00
201131637	North Dakota State University	5/7/2025	Graci Bissonnette	Graci Bissonnette - 2023	0	\$ 500.00
201131638	SEBUNIA, RICHARD	5/7/2025	V SB	V Softball official vs Cherry	0	\$ 100.00
201131639	Sether, Todd	5/7/2025	SB 04-24	Umpire vs Rock Ridge JH	0	\$ 120.00
	Sether, Todd	5/7/2025	SB vs MIB	04-30 2025 JV Softball vs MIB	0	\$ 100.00
201131640	TAUS, Dave	5/7/2025	SB 04-30-25	V Softball Official vs Cherry	0	\$ 100.00
	TAUS, Dave	5/7/2025	SB 04-30-25	V Softball Official vs Cherry	0	\$ 140.00
201131641	Wise, Meghan	5/7/2025	Callie Track Refund	Refund for Callie Wise--Jr	0	\$ 50.00
201131642	Drewes, Heather	5/8/2025	Meal Acct refund	Meal Acct Refund Piper	0	\$ 117.30

Payables Summary
May 19, 2025

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201131643	Elliott, Cassie	5/8/2025	Haddan Food Acct Ref	Haddan's Foodservice Acct	0	\$ 108.20
201131644	GLUMACK, BABE	5/8/2025	SB vs ELy 05-06-25	Umpire softball vs Ely	0	\$ 100.00
	GLUMACK, BABE	5/8/2025	SB vs ELy 05-06-25	Umpire softball vs Ely	0	\$ 100.00
	GLUMACK, BABE	5/8/2025	SB vs ELy 05-06-25	Umpire softball vs Ely	0	\$ 141.40
201131645	Goulet, Lindsey	5/8/2025	Goulet Refund	Meal Account Refund Isidore	0	\$ 109.10
201131646	HIBBING TRACK BOOSTER CLU	5/8/2025	Track G Hibbing	Girls meet for Track and	0	\$ 150.00
201131647	Nexus Solutions LLC	5/8/2025	2142	Referendum/LTFM construction	0	\$ 59,029.31
	Nexus Solutions LLC	5/8/2025	2142	Referendum/LTFM construction	0	\$ 33,056.41
201131647	Nexus Solutions LLC	5/8/2025	2142	Referendum/LTFM construction	0	\$ 25,972.90
	Nexus Solutions LLC	5/8/2025	2142	Referendum/LTFM construction	0	\$ 362,608.51
	Nexus Solutions LLC	5/8/2025	2142	Referendum/LTFM construction	0	\$ 203,060.77
	Nexus Solutions LLC	5/8/2025	2142	Referendum/LTFM construction	0	\$ 159,547.74
201131648	Ritch, N'Seana	5/8/2025	Meal Acct Refund	Meal Acct Refund	0	\$ 58.70
201131649	Saeland, Ginger	5/8/2025	Meal Acct Refund	Meal Acct Refund	0	\$ 22.25
201131650	Saxton, Teddy	5/8/2025	Meal Acct Refund	Meal Acct Refund	0	\$ 32.95
201131651	Segars, Taylor	5/8/2025	Meal Acct Refund	Meal Acct Refund	0	\$ 65.25
201131652	Steinlicht, Brooke	5/8/2025	Meal Acct Refund	Meal Acct Refund	0	\$ 49.80
201131653	ARROWHEAD LIBRARY SYSTEM	5/9/2025	8142	Library Catalog System	6202500000	\$ 625.00
201131654	Aviben	5/9/2025	37258	403b Third Party Admin Svc	1102500011	\$ 202.15
201131655	BECKER ARENA PRODUCTS INC	5/9/2025	615903	Zamboni Bolts and Supplies	8102500208	\$ 337.57
	BECKER ARENA PRODUCTS INC	5/9/2025	615904	Arena cleaning supplies	8102500212	\$ 250.76
201131656	Bemidji State University	5/9/2025	9606	concurrent enrollment	0	\$ 19,800.00
201131657	BEMIDJI BUS LINE	5/9/2025	11131	Baseball Boosters (\$1870.00 &	2922500161	\$ 2,805.00
	BEMIDJI BUS LINE	5/9/2025	11131	Baseball Boosters (\$1870.00 &	2922500161	\$ 1,870.00
201131658	BSN SPORTS	5/9/2025	929698279	Hockey Helmets/Black Cages	2922500168	\$ 2,651.50
	BSN SPORTS	5/9/2025	929698279	Hockey Helmets/Black Cages	2922500168	\$ 1,263.00
201131658	BSN SPORTS	5/9/2025	929698279	Hockey Helmets/Black Cages	2922500168	\$ 730.00
	BSN SPORTS	5/9/2025	929698279	Hockey Helmets/Black Cages	2922500168	\$ 730.00
201131659	C1stTechnologies	5/9/2025	100443	Graphics Software	6052500099	\$ 638.40
201131660	CDW Government	5/9/2025	AD7UU3X	Teacher Computers	6052500103	\$ 60,844.00
201131661	CESO Finance, LLC	5/9/2025	1836	Business Manager Services	1102500000	\$ 8,240.00

Payables Summary
May 19, 2025

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201131662	CRANDALLS SEPTIC PUMPING	5/9/2025	9108	Portable Toilets for Spring	2922500175	\$ 75.00
	CRANDALLS SEPTIC PUMPING	5/9/2025	9116	Porta Potties for rec ball	5002500037	\$ 40.00
	CRANDALLS SEPTIC PUMPING	5/9/2025	9117	Porta Potties for rec ball	5002500037	\$ 45.00
	CRANDALLS SEPTIC PUMPING	5/9/2025	9113	Porta Potties for rec ball	5002500037	\$ 40.00
	CRANDALLS SEPTIC PUMPING	5/9/2025	9114	Porta Potties for rec ball	5002500037	\$ 45.00
	CRANDALLS SEPTIC PUMPING	5/9/2025	9115	Porta Potties for rec ball	5002500037	\$ 45.00
	CRANDALLS SEPTIC PUMPING	5/9/2025	9107	Port-A-Potties April and May	2922500030	\$ 75.00
	CRANDALLS SEPTIC PUMPING	5/9/2025	9119	Port-A-Potties April and May	2922500030	\$ 90.00
201131663	Faith United Church of Christ	5/9/2025	060125	ALC classroom lease FY25	1102500008	\$ 1,000.67
201131664	GUARDIAN PEST CONTROL INC	5/9/2025	2652072	Pest control year contract	8102500042	\$ 37.28
	GUARDIAN PEST CONTROL INC	5/9/2025	2652072	Pest control year contract	8102500042	\$ 37.27
201131665	HAWKINS INC	5/9/2025	7058226	Pool Supplies	8102500216	\$ 411.32
201131666	Hildi Inc	5/9/2025	16988	Actuarial Valuations	0	\$ 7,250.00
201131667	Imperial Dade	5/9/2025	4372343	FES lightbulbs	8102500203	\$ 65.81
	Imperial Dade	5/9/2025	4371680	FES lightbulbs	8102500203	\$ 848.34
	Imperial Dade	5/9/2025	4363772	Falls High School supplies	8102500189	\$ 118.12
201131668	LAMAR COMPANIES	5/9/2025	116999495	KAPE/Prevention messaging	7902500025	\$ 550.00
201131669	MIDCONTINENT COMMUNICAT	5/9/2025	3.74613E+13	374612801 ALC Internet	1102500027	\$ 116.26
201131670	MN ENERGY RESOURCES CORP	5/9/2025	0507263223-00001	FHS Boilers	8102500033	\$ 2,563.01
	MN ENERGY RESOURCES CORP	5/9/2025	0507263223-00001	FHS Boilers	8102500033	\$ 854.33
201131671	Pine Valley Trophy Case, LLC	5/9/2025	2220	Bronco Hall of Fame Trophy's	2922500179	\$ 2,939.03
201131672	RAINY LAKE MEDICAL CENTER	5/9/2025	4330	OT/PT Services	1102500024	\$ 10,578.10
	RAINY LAKE MEDICAL CENTER	5/9/2025	4330	OT/PT Services	1102500024	\$ 3,070.60
201131673	Rainy Lake Gazette, CherryRoac	5/9/2025	248949	Advertising Local Newspaper	1102500029	\$ 250.00
201131674	SHANNONS INC	5/9/2025	28451	FHS steam leak repair	8102500211	\$ 350.26
201131675	Staples Advantage	5/9/2025	6030333023	Gloves FHS maintenance	8102500202	\$ 96.39
	Staples Advantage	5/9/2025	6030333022	FES - Office Supplies	1302500215	\$ 149.15
201131676	The Sport Shop	5/9/2025	050525	Supplies for Baseball	2922500174	\$ 600.00
	The Sport Shop	5/9/2025	050125	Lefthand Catcher's mitt	5002500038	\$ 136.00
201131677	Vestis Group, Inc.	5/9/2025	2630420423	Rug service for FHS	8102500071	\$ 53.90
	Vestis Group, Inc.	5/9/2025	2630420422	Rug service for FES	8102500071	\$ 44.90

Payables Summary
May 19, 2025

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Vestis Group, Inc.	5/9/2025	2630410214	Rug service for FES	8102500071	\$ 44.90
	Vestis Group, Inc.	5/9/2025	2630410215	Rug service for FHS	8102500071	\$ 53.90
201131678	Wellnitz Holdings, LLC	5/9/2025	1038	PBIS Chocolate bar sales	0	\$ 174.86
	Wellnitz Holdings, LLC	5/9/2025	1038	PBIS Chocolate bar sales	0	\$ 585.38
201131679	World's Finest Chocolate	5/9/2025	91522381	PBIS Chocolate bar sales	0	\$ 3,984.01
	World's Finest Chocolate	5/9/2025	91522381	PBIS Chocolate bar sales	0	\$ 13,337.79
202426201	Aviben	4/18/2025	20250418ADTSAID	Payroll accrual	0	\$ 165.40
	Aviben	4/18/2025	20250418ADTSAME	Payroll accrual	0	\$ 192.32
	Aviben	4/18/2025	20250418ADTSAME	Payroll accrual	0	\$ 96.16
	Aviben	4/18/2025	20250418ADTSASP	Payroll accrual	0	\$ 1,333.70
	Aviben	4/18/2025	20250418ADTSASP	Payroll accrual	0	\$ 116.32
	Aviben	4/18/2025	20250418ADTSECO	Payroll accrual	0	\$ 2,252.46
	Aviben	4/18/2025	20250418ADTSECO	Payroll accrual	0	\$ 521.76
	Aviben	4/18/2025	20250418ADTSFRA	Payroll accrual	0	\$ 1,023.10
	Aviben	4/18/2025	20250418ADTSGRW	Payroll accrual	0	\$ 500.00
	Aviben	4/18/2025	20250418ADTSHOM	Payroll accrual	0	\$ 92.31
	Aviben	4/18/2025	20250418ADTSINV	Payroll accrual	0	\$ 1,647.12
	Aviben	4/18/2025	20250418ADTSINV	Payroll accrual	0	\$ 90.38
	Aviben	4/18/2025	20250418ADTSMGT	Payroll accrual	0	\$ 247.37
	Aviben	4/18/2025	20250418ADTSMGT	Payroll accrual	0	\$ 34.22
	Aviben	4/18/2025	20250418ADTSSYM	Payroll accrual	0	\$ 150.00
	Aviben	4/18/2025	20250418ADTSVAL	Payroll accrual	0	\$ 2,560.23
	Aviben	4/18/2025	20250418ADTSVAL	Payroll accrual	0	\$ 129.23
	Aviben	4/18/2025	20250418ADTSVAN	Payroll accrual	0	\$ 2,894.24
	Aviben	4/18/2025	20250418AFTSAID	TSA Benefit	0	\$ 115.40
	Aviben	4/18/2025	20250418AFTSAME	TSA Benefit	0	\$ 192.32
	Aviben	4/18/2025	20250418AFTSAME	TSA Benefit	0	\$ 96.16
	Aviben	4/18/2025	20250418AFTSASP	TSA Benefit	0	\$ 657.52
	Aviben	4/18/2025	20250418AFTSASP	TSA Benefit	0	\$ 66.32
	Aviben	4/18/2025	20250418AFTSECO	TSA Benefit	0	\$ 1,268.30
	Aviben	4/18/2025	20250418AFTSECO	TSA Benefit	0	\$ 98.27

Payables Summary
May 19, 2025

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	4/18/2025	20250418AFTSFRA	TSA Benefit	0	\$ 365.41
	Aviben	4/18/2025	20250418AFTSGRW	Payroll accrual	0	\$ 125.00
	Aviben	4/18/2025	20250418AFTSHOM	TSA Benefit	0	\$ 57.70
	Aviben	4/18/2025	20250418AFTSINV	TSA Benefits	0	\$ 492.73
	Aviben	4/18/2025	20250418AFTSMGT	TSA Benefit	0	\$ 143.53
	Aviben	4/18/2025	20250418AFTSMGT	TSA Benefit	0	\$ 34.22
	Aviben	4/18/2025	20250418AFTSVAL	TSA Benefit	0	\$ 653.10
	Aviben	4/18/2025	20250418AFTSVAL	TSA Benefit	0	\$ 80.77
202426201	Aviben	4/18/2025	20250418AFTSVAN	TSA Benefits	0	\$ 100.00
202426202	Empower Retirement	4/18/2025	20250418ADDEFECO	Payroll accrual	0	\$ 379.79
	Empower Retirement	4/18/2025	20250418ADDEFECO	Payroll accrual	0	\$ 105.00
	Empower Retirement	4/18/2025	20250418AFDEFM1	Deferred Comp 457 Benefit	0	\$ 49.41
	Empower Retirement	4/18/2025	20250418AFHCSP	HCSP	0	\$ 2,555.09
	Empower Retirement	4/18/2025	20250418AFHCSP	HCSP	0	\$ 24.23
	Empower Retirement	4/18/2025	20250418AFHCSP	HCSP	0	\$ 200.67
202426203	Internal Revenue Service	4/18/2025	20250418ADFICA	Payroll accrual	0	\$ 19,028.67
	Internal Revenue Service	4/18/2025	20250418ADFICA	Payroll accrual	0	\$ 1,166.36
	Internal Revenue Service	4/18/2025	20250418ADFICA	Payroll accrual	0	\$ 831.30
	Internal Revenue Service	4/18/2025	20250418ADFTA	Payroll accrual	0	\$ 1,398.47
	Internal Revenue Service	4/18/2025	20250418ADFTA	Payroll accrual	0	\$ 60.00
	Internal Revenue Service	4/18/2025	20250418ADFTA	Payroll accrual	0	\$ 50.00
	Internal Revenue Service	4/18/2025	20250418ADFTP	Payroll accrual	0	\$ 231.49
	Internal Revenue Service	4/18/2025	20250418ADFTX	Payroll accrual	0	\$ 20,942.81
	Internal Revenue Service	4/18/2025	20250418ADFTX	Payroll accrual	0	\$ 1,252.45
	Internal Revenue Service	4/18/2025	20250418ADFTX	Payroll accrual	0	\$ 667.47
	Internal Revenue Service	4/18/2025	20250418ADMDCR	Payroll accrual	0	\$ 4,450.21
	Internal Revenue Service	4/18/2025	20250418ADMDCR	Payroll accrual	0	\$ 272.76
	Internal Revenue Service	4/18/2025	20250418ADMDCR	Payroll accrual	0	\$ 194.44
	Internal Revenue Service	4/18/2025	20250418AFFICA	FICA Benefit	0	\$ 19,028.67
	Internal Revenue Service	4/18/2025	20250418AFFICA	FICA Benefit	0	\$ 1,166.36
	Internal Revenue Service	4/18/2025	20250418AFFICA	FICA Benefit	0	\$ 831.30

Payables Summary
May 19, 2025

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	4/18/2025	20250418AFMDCR	Medicare Benefit	0	\$ 4,450.21
	Internal Revenue Service	4/18/2025	20250418AFMDCR	Medicare Benefit	0	\$ 272.76
	Internal Revenue Service	4/18/2025	20250418AFMDCR	Medicare Benefit	0	\$ 194.44
202426204	MINNESOTA REVENUE	4/18/2025	20250418ADGARN9	Payroll accrual	0	\$ 75.08
	MINNESOTA REVENUE	4/18/2025	20250418ADSITA	Payroll accrual	0	\$ 425.00
	MINNESOTA REVENUE	4/18/2025	20250418ADSITA	Payroll accrual	0	\$ 45.00
	MINNESOTA REVENUE	4/18/2025	20250418ADSITMN	Payroll accrual	0	\$ 11,072.81
	MINNESOTA REVENUE	4/18/2025	20250418ADSITMN	Payroll accrual	0	\$ 650.50
	MINNESOTA REVENUE	4/18/2025	20250418ADSITMN	Payroll accrual	0	\$ 380.76
	MINNESOTA REVENUE	4/18/2025	20250418ADSITP	Payroll accrual	0	\$ 19.60
202426205	MN Teachers Retirement Assoc	4/18/2025	20250418ADTRAC	Payroll accrual	0	\$ 16,771.27
	MN Teachers Retirement Assoc	4/18/2025	20250418ADTRAC	Payroll accrual	0	\$ 982.87
202426205	MN Teachers Retirement Assoc	4/18/2025	20250418ADTRAC	Payroll accrual	0	\$ 55.52
	MN Teachers Retirement Assoc	4/18/2025	20250418AFTRAC	TRA Benefit	0	\$ 18,935.35
	MN Teachers Retirement Assoc	4/18/2025	20250418AFTRAC	TRA Benefit	0	\$ 1,109.65
	MN Teachers Retirement Assoc	4/18/2025	20250418AFTRAC	TRA Benefit	0	\$ 62.69
202426206	Public Employees Retirement A	4/18/2025	20250418ADDCP	Payroll accrual	0	\$ 12.00
	Public Employees Retirement A	4/18/2025	20250418ADPERAC	Payroll accrual	0	\$ 6,308.91
	Public Employees Retirement A	4/18/2025	20250418ADPERAC	Payroll accrual	0	\$ 394.95
	Public Employees Retirement A	4/18/2025	20250418ADPERAC	Payroll accrual	0	\$ 825.96
	Public Employees Retirement A	4/18/2025	20250418AFDCP	DCP Benefit	0	\$ 12.00
	Public Employees Retirement A	4/18/2025	20250418AFPERAC	PERA Benefit	0	\$ 7,279.40
	Public Employees Retirement A	4/18/2025	20250418AFPERAC	PERA Benefit	0	\$ 455.73
	Public Employees Retirement A	4/18/2025	20250418AFPERAC	PERA Benefit	0	\$ 953.03
202426207	DELTA DENTAL	4/17/2025	1824599	Dental	1102500007	\$ 5,383.50
	DELTA DENTAL	4/17/2025	1824599	Dental	1102500007	\$ 1,810.08
	DELTA DENTAL	4/17/2025	1824599	Dental	1102500007	\$ 40.26
202426208	MN Unemployment Insurance	4/22/2025	4/11/25 MNunemployI	MN Unemployment Insurance	0	\$ 237.00
	MN Unemployment Insurance	4/22/2025	4/11/25 MNunemployI	MN Unemployment Insurance	0	\$ (50.36)
	MN Unemployment Insurance	4/22/2025	4/11/25 MNunemployI	MN Unemployment Insurance	0	\$ 8,226.00
202426209	Aviben	5/2/2025	20250502ADTSAID	Payroll accrual	0	\$ 165.40

Payables Summary
May 19, 2025

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	Aviben	5/2/2025	20250502ADTSAME	Payroll accrual	0	\$ 192.32
	Aviben	5/2/2025	20250502ADTSAME	Payroll accrual	0	\$ 96.16
	Aviben	5/2/2025	20250502ADTSASP	Payroll accrual	0	\$ 1,333.70
	Aviben	5/2/2025	20250502ADTSASP	Payroll accrual	0	\$ 116.32
	Aviben	5/2/2025	20250502ADTSECO	Payroll accrual	0	\$ 2,252.46
	Aviben	5/2/2025	20250502ADTSECO	Payroll accrual	0	\$ 521.76
	Aviben	5/2/2025	20250502ADTSFRA	Payroll accrual	0	\$ 1,023.10
	Aviben	5/2/2025	20250502ADTSGRW	Payroll accrual	0	\$ 500.00
	Aviben	5/2/2025	20250502ADTSHOM	Payroll accrual	0	\$ 92.31
	Aviben	5/2/2025	20250502ADTSINV	Payroll accrual	0	\$ 1,647.11
202426209	Aviben	5/2/2025	20250502ADTSINV	Payroll accrual	0	\$ 90.39
	Aviben	5/2/2025	20250502ADTSMGT	Payroll accrual	0	\$ 247.37
	Aviben	5/2/2025	20250502ADTSMGT	Payroll accrual	0	\$ 34.22
	Aviben	5/2/2025	20250502ADTSSYM	Payroll accrual	0	\$ 150.00
	Aviben	5/2/2025	20250502ADTSVAL	Payroll accrual	0	\$ 2,560.23
	Aviben	5/2/2025	20250502ADTSVAL	Payroll accrual	0	\$ 129.23
	Aviben	5/2/2025	20250502ADTSVAN	Payroll accrual	0	\$ 2,894.24
	Aviben	5/2/2025	20250502AFTSAID	TSA Benefit	0	\$ 115.40
	Aviben	5/2/2025	20250502AFTSAME	TSA Benefit	0	\$ 192.32
	Aviben	5/2/2025	20250502AFTSAME	TSA Benefit	0	\$ 96.16
	Aviben	5/2/2025	20250502AFTSASP	TSA Benefit	0	\$ 657.52
	Aviben	5/2/2025	20250502AFTSASP	TSA Benefit	0	\$ 66.32
	Aviben	5/2/2025	20250502AFTSECO	TSA Benefit	0	\$ 1,268.30
	Aviben	5/2/2025	20250502AFTSECO	TSA Benefit	0	\$ 98.27
	Aviben	5/2/2025	20250502AFTSFRA	TSA Benefit	0	\$ 365.41
	Aviben	5/2/2025	20250502AFTSGRW	Payroll accrual	0	\$ 125.00
	Aviben	5/2/2025	20250502AFTSHOM	TSA Benefit	0	\$ 57.70
	Aviben	5/2/2025	20250502AFTSINV	TSA Benefits	0	\$ 492.73
	Aviben	5/2/2025	20250502AFTSMGT	TSA Benefit	0	\$ 143.53
	Aviben	5/2/2025	20250502AFTSMGT	TSA Benefit	0	\$ 34.22
	Aviben	5/2/2025	20250502AFTSVAL	TSA Benefit	0	\$ 653.10

Payables Summary
May 19, 2025

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	5/2/2025	20250502AFTSVAL	TSA Benefit	0	\$ 80.77
	Aviben	5/2/2025	20250502AFTSVAN	TSA Benefits	0	\$ 100.00
202426210	Empower Retirement	5/2/2025	20250502ADDEFECO	Payroll accrual	0	\$ 379.79
	Empower Retirement	5/2/2025	20250502ADDEFECO	Payroll accrual	0	\$ 105.00
	Empower Retirement	5/2/2025	20250502AFDEFM1	Deferred Comp 457 Benefit	0	\$ 49.41
	Empower Retirement	5/2/2025	20250502AFHCSP	HCSP	0	\$ 2,555.09
	Empower Retirement	5/2/2025	20250502AFHCSP	HCSP	0	\$ 24.23
	Empower Retirement	5/2/2025	20250502AFHCSP	HCSP	0	\$ 200.67
202426211	Internal Revenue Service	5/2/2025	20250502ADFICA	Payroll accrual	0	\$ 19,154.23
	Internal Revenue Service	5/2/2025	20250502ADFICA	Payroll accrual	0	\$ 1,075.33
	Internal Revenue Service	5/2/2025	20250502ADFICA	Payroll accrual	0	\$ 793.47
	Internal Revenue Service	5/2/2025	20250502ADFTA	Payroll accrual	0	\$ 1,398.47
	Internal Revenue Service	5/2/2025	20250502ADFTA	Payroll accrual	0	\$ 60.00
	Internal Revenue Service	5/2/2025	20250502ADFTA	Payroll accrual	0	\$ 50.00
	Internal Revenue Service	5/2/2025	20250502ADFTP	Payroll accrual	0	\$ 305.19
	Internal Revenue Service	5/2/2025	20250502ADFTX	Payroll accrual	0	\$ 21,648.16
202426211	Internal Revenue Service	5/2/2025	20250502ADFTX	Payroll accrual	0	\$ 1,195.14
	Internal Revenue Service	5/2/2025	20250502ADFTX	Payroll accrual	0	\$ 619.77
	Internal Revenue Service	5/2/2025	20250502ADMDCR	Payroll accrual	0	\$ 4,479.56
	Internal Revenue Service	5/2/2025	20250502ADMDCR	Payroll accrual	0	\$ 251.50
	Internal Revenue Service	5/2/2025	20250502ADMDCR	Payroll accrual	0	\$ 185.56
	Internal Revenue Service	5/2/2025	20250502AFFICA	FICA Benefit	0	\$ 19,154.23
	Internal Revenue Service	5/2/2025	20250502AFFICA	FICA Benefit	0	\$ 1,075.33
	Internal Revenue Service	5/2/2025	20250502AFFICA	FICA Benefit	0	\$ 793.47
	Internal Revenue Service	5/2/2025	20250502AFMDCR	Medicare Benefit	0	\$ 4,479.56
	Internal Revenue Service	5/2/2025	20250502AFMDCR	Medicare Benefit	0	\$ 251.50
	Internal Revenue Service	5/2/2025	20250502AFMDCR	Medicare Benefit	0	\$ 185.56
202426212	MINNESOTA REVENUE	5/2/2025	20250502ADSITA	Payroll accrual	0	\$ 425.00
	MINNESOTA REVENUE	5/2/2025	20250502ADSITA	Payroll accrual	0	\$ 45.00
	MINNESOTA REVENUE	5/2/2025	20250502ADSITMN	Payroll accrual	0	\$ 11,245.40
	MINNESOTA REVENUE	5/2/2025	20250502ADSITMN	Payroll accrual	0	\$ 633.07

Payables Summary
May 19, 2025

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MINNESOTA REVENUE	5/2/2025	20250502ADSITMN	Payroll accrual	0	\$ 357.20
	MINNESOTA REVENUE	5/2/2025	20250502ADSITP	Payroll accrual	0	\$ 44.10
202426213	MN Teachers Retirement Assoc	5/2/2025	20250502ADTRAC	Payroll accrual	0	\$ 17,095.53
	MN Teachers Retirement Assoc	5/2/2025	20250502ADTRAC	Payroll accrual	0	\$ 904.53
	MN Teachers Retirement Assoc	5/2/2025	20250502ADTRAC	Payroll accrual	0	\$ 52.05
	MN Teachers Retirement Assoc	5/2/2025	20250502AFTRAC	TRA Benefit	0	\$ 19,301.41
	MN Teachers Retirement Assoc	5/2/2025	20250502AFTRAC	TRA Benefit	0	\$ 1,021.23
	MN Teachers Retirement Assoc	5/2/2025	20250502AFTRAC	TRA Benefit	0	\$ 58.77
202426214	Public Employees Retirement A	5/2/2025	20250502ADDCP	Payroll accrual	0	\$ 12.00
	Public Employees Retirement A	5/2/2025	20250502ADPERAC	Payroll accrual	0	\$ 6,248.82
	Public Employees Retirement A	5/2/2025	20250502ADPERAC	Payroll accrual	0	\$ 412.28
	Public Employees Retirement A	5/2/2025	20250502ADPERAC	Payroll accrual	0	\$ 796.37
	Public Employees Retirement A	5/2/2025	20250502AFDCP	DCP Benefit	0	\$ 12.00
	Public Employees Retirement A	5/2/2025	20250502AFPERAC	PERA Benefit	0	\$ 7,210.16
	Public Employees Retirement A	5/2/2025	20250502AFPERAC	PERA Benefit	0	\$ 475.70
	Public Employees Retirement A	5/2/2025	20250502AFPERAC	PERA Benefit	0	\$ 918.89
202426215	WEX	5/8/2025	0002157639-IN	WEX - Flex Account	1102500013	\$ 213.75
202426216- 202426316	BMO	5/3/2025		See attached April Detail Report		\$ 22,304.14
242523272	AFSCME Council 65	4/18/2025	20250418ADAFS%	Payroll accrual	0	\$ 1,086.57
	AFSCME Council 65	4/18/2025	20250418ADAFS%	Payroll accrual	0	\$ 354.75
242523272	AFSCME Council 65	4/18/2025	20250418ADAFS%	Payroll accrual	0	\$ 22.32
	AFSCME Council 65	4/18/2025	20250418ADAFSLC	Payroll accrual	0	\$ 17.63
	AFSCME Council 65	4/18/2025	20250418ADAFSLC	Payroll accrual	0	\$ 9.00
	AFSCME Council 65	4/18/2025	20250418ADAFSLC	Payroll accrual	0	\$ 0.37
242523273	Madison National Life	4/28/2025	1691959	LTD	1102500003	\$ 140.97
	Madison National Life	4/28/2025	1691960	Life	1102500005	\$ 1,274.05
	Madison National Life	4/28/2025	1691960	Life	1102500005	\$ 39.90
	Madison National Life	4/28/2025	1691960	Life	1102500005	\$ 73.10
	Madison National Life	4/28/2025	1691960	Life	1102500005	\$ 5.70
242523274	Anderson, Jeremy	5/8/2025	3	Reimbursement for online	0	\$ 1,710.00

Payables Summary
May 19, 2025

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Anderson, Jeremy	5/8/2025	3	Reimbursement for online	0	\$ (1,710.00)
242523275	Anderson, Jeremy	5/8/2025	3	Reimbursement for online	0	\$ 1,710.00
242523276	Balaski, Jenesa	5/9/2025	ERIN20250430A	4/1/2025-4/30/2025 mileage reimbu	0	\$ 1.40
	Balaski, Jenesa	5/9/2025	ERIN20250501A	4/1/2025-4/30/2025 Cellphone Rein	0	\$ 70.00
242523277	Bennett, Kendra	5/9/2025	ERIN20250505A	4/1/2025-4/30/2025 mileage reimbu	0	\$ 42.84
242523278	Bright, Jordan	5/9/2025	ERIN20250508A	4/27/2025-4/29/2025 Child and Ado	0	\$ 245.63
242523279	Christianson, Ginger	5/9/2025	ERIN20250506A	4/1/2025-4/30/202 ECSE home visit:	0	\$ 213.78
242523280	Christianson, Rosa	5/9/2025	ERIN20250505A	4/1/2025-4/30/2025 mileage reimbu	0	\$ 4.20
242523281	Mannausau, Alexandra	5/9/2025	ERIN20250509A	4/24/2025-4/26/2025 Math Confere	0	\$ 445.43
242523282	Shermoen, Beth	5/9/2025	ERIN20250417A	3/25/2025 School Board Strategic Pl	0	\$ 69.40
242523283	Wilson, June	5/9/2025	ERIN20250505A	4/1/2025-4/30/2025 mileage reimbu	0	\$ 36.40
Total						\$ 1,655,198.74

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				
XXXXXXXXXXXXXXXXXX	04/23/2025	13631	SLATIBET000	Slatinski BethAnne K	Sq Timber Pins Bowlin, Internat	TIMBERPI000	04/28/2025		Invoiced	A	272.00	
	2	PALS (Adults with Disabilities)			5002500018	BethAnne's cc's00000	05/03/2025	272.00				
	04/21/2025	13630	SLATIBET000	Slatinski BethAnne K	Amazon.Com R653b0iq3, Amzn.Com/	AMAZON B000	04/28/2025		Invoiced	A	57.40	
	2	Clorox Disinfecting Wipes Value Pack, Househol			7902500057	BethAnne's cc's000001	05/03/2025	57.40				
	04/17/2025	13629	SLATIBET000	Slatinski BethAnne K	Mndriversmanuals.Com L, Buhl, M	MN DRIVE000	04/28/2025		Invoiced	A	165.15	
	2	Drivers Training Manuals			5002500035	BethAnne's cc's000002	05/03/2025	165.15				
	04/15/2025	13628	SLATIBET000	Slatinski BethAnne K	Amazon Mktpl Z94tr1513, Amzn.Co	AMAZON B000	04/28/2025		Invoiced	A	205.90	
	2	Callaway 2023 Supersoft Personalized Golf Ball			7902500056	BethAnne's cc's000003	05/03/2025	199.95				
	3	Shipping - Cost of shipping, not including shi			7902500056	BethAnne's cc's000003	05/03/2025	5.95				
	04/10/2025	13627	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2025		Invoiced	A	35.05	
	2	Open PO PALS (Adults with Disabilities)			5002500026	BethAnne's cc's000004	05/03/2025	35.05				
	04/09/2025	13625	SLATIBET000	Slatinski BethAnne K	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	19.95	
	2	Open PO for SuperOne for KAPE supplies			7902500030	BethAnne's cc's000005	05/03/2025	19.95				
	04/09/2025	13626	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	04/28/2025		Invoiced	A	10.00	
	2	PALS supplies			5002500009	BethAnne's cc's000006	05/03/2025	10.00				
					7 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>							765.45
XXXXXXXXXXXXXXXXXX	04/21/2025	13610	BENNEKEN000	Bennett Kendra A	Att Bill Payment, Dallas, TX, 7	AT & T M000	04/28/2025		Invoiced	A	324.19	
	2	3 Moveable Hotspots			1102500030	Tech's cc's000000	05/03/2025	114.69				
	3	2 Bus Wifi's			1102500030	Tech's cc's000000	05/03/2025	76.46				
	4	IT Cell Phones			1102500030	Tech's cc's000000	05/03/2025	94.81				
	5	ACL Hotspot			1102500030	Tech's cc's000000	05/03/2025	38.23				
	04/11/2025	13609	BENNEKEN000	Bennett Kendra A	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	04/28/2025		Invoiced	A	259.67	
	2	FHS Fax Line			1102500025	Tech's cc's000001	05/03/2025	259.67				
	04/03/2025	13607	BENNEKEN000	Bennett Kendra A	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	04/28/2025		Invoiced	A	98.11	
	2	Arena Elevator Acct # 2512973-01			8102500020	Tech's cc's000002	05/03/2025	98.11				
	04/03/2025	13608	BENNEKEN000	Bennett Kendra A	Amazon.Com Dj12x01w3, Amzn.Com/	AMAZON B000	04/28/2025		Invoiced	A	296.20	
	2	Yealink SIP-T33G IP Phone - Corded/Cordless -			6052500102	Tech's cc's000003	05/03/2025	296.20				
	04/02/2025	13606	BENNEKEN000	Bennett Kendra A	Siptrunk Inc, Alpharetta, GA, 3	TECHCHEC000	04/28/2025		Invoiced	A	293.30	
	2	SIP Trunk Monthly Phone Service			1102500018	Tech's cc's000004	05/03/2025	293.30				
	03/31/2025	13611	BENNEKEN000	Bennett Kendra A	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	04/28/2025		Invoiced	A	111.26	
	2	Internet Service for Bus Garage Acct # 1247557			7602500013	Tech's cc's000005	05/03/2025	111.26				
					6 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>							1,382.73
XXXXXXXXXXXXXXXXXX	04/09/2025	13693	LINDVJOD000	Lindvall JoDee N	Athletic.Net Entry Fee, Sherwoo	ATHLETIC000	04/28/2025		Invoiced	A	376.50	
	1					Athletic's cc's000000	05/03/2025	376.50				
	04/08/2025	13692	LINDVJOD000	Lindvall JoDee N	Maxwell Medals And Awa, Travers	MAXWELL 000	04/28/2025		Invoiced	A	266.60	
	1	PO #2922500165 Metals for Quiz Bowl				Athletic's cc's000001	05/03/2025	266.60				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXXXXXX	continued...											
	04/02/2025	13690	LINDVJOD000	Lindvall JoDee N	Amazon Mark Lx2h091j3, Seattle,	AMAZON B000	04/28/2025		Invoiced	A	159.96	
	2					Athletic's cc's00002	05/03/2025	159.96				
	04/02/2025	13691	LINDVJOD000	Lindvall JoDee N	Athletic.Net Entry Fee, Sherwoo	ATHLETIC000	04/28/2025		Invoiced	A	376.50	
	1					Athletic's cc's00000	05/03/2025	376.50				
	03/31/2025	13694	LINDVJOD000	Lindvall JoDee N	Best Western St Cloud, Saint Cl	BEST WES000	04/28/2025		Invoiced	A	306.26	
	2	Hotel room for Conference for Timm Ringhofer 0			2922500170	Athletic's cc's00003	05/03/2025	306.26				
	03/28/2025	13695	LINDVJOD000	Lindvall JoDee N	Amazon Mktpl Ahlp205t3, Amzn.Co	AMAZON B000	04/28/2025		Invoiced	A	639.96	
	2	Antetek 3 in 1 Convertible Sleeper Sofa Bed, M			9182500004	Athletic's cc's00004	05/03/2025	319.98				
	3	Shipping - Cost of shipping, not including shi			9182500004	Athletic's cc's00004	05/03/2025	319.98				
					6 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>							2,125.78
XXXXXXXXXXXXXXXX	04/17/2025	13687	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2025		Invoiced	A	393.50	
	2	MCA REWARD DAY SUPPLIES			3002500104	FHS's cc's00000	05/03/2025	393.50				
	04/16/2025	13686	HEISSVIC000	Heiss Victoria L	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	101.11	
	2	MCA REWARD DAY			3002500099	FHS's cc's00001	05/03/2025	101.11				
	04/15/2025	13683	HEISSVIC000	Heiss Victoria L	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	20.75	
	2	Groceries(Cooking Skills) Laundry Soap, Dish S			3002500060	FHS's cc's00002	05/03/2025	20.75				
	04/15/2025	13684	HEISSVIC000	Heiss Victoria L	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	317.63	
	2	MCA REWARD DAY			3002500099	FHS's cc's00003	05/03/2025	317.63				
	04/15/2025	13685	HEISSVIC000	Heiss Victoria L	Amazon Mktpl Aqlt60a53, Amzn.Co	AMAZON B000	04/28/2025		Invoiced	A	97.49	
	2	DEWALT 20V MAX Blower, 100 CFM Airflow, Variab			3002500096	FHS's cc's00004	05/03/2025	97.49				
	04/14/2025	13676	HEISSVIC000	Heiss Victoria L	Delta 00623223111722, Delta.Com	DELTA AI000	04/28/2025		Invoiced	A	641.46	
	2	6 AIRLINE TICKETS FOR LISA WEST, ALEX MANNAUSA			3002500101	FHS's cc's00005	05/03/2025	641.46				
	04/14/2025	13677	HEISSVIC000	Heiss Victoria L	Delta 00623223111711, Delta.Com	DELTA AI000	04/28/2025		Invoiced	A	641.46	
	2	6 AIRLINE TICKETS FOR LISA WEST, ALEX MANNAUSA			3002500101	FHS's cc's00006	05/03/2025	641.46				
	04/14/2025	13678	HEISSVIC000	Heiss Victoria L	Delta 00623223111766, Delta.Com	DELTA AI000	04/28/2025		Invoiced	A	641.46	
	2	6 AIRLINE TICKETS FOR LISA WEST, ALEX MANNAUSA			3002500101	FHS's cc's00007	05/03/2025	641.46				
	04/14/2025	13679	HEISSVIC000	Heiss Victoria L	Delta 00623223111733, Delta.Com	DELTA AI000	04/28/2025		Invoiced	A	641.46	
	2	6 AIRLINE TICKETS FOR LISA WEST, ALEX MANNAUSA			3002500101	FHS's cc's00008	05/03/2025	641.46				
	04/14/2025	13680	HEISSVIC000	Heiss Victoria L	Delta 00623223111755, Delta.Com	DELTA AI000	04/28/2025		Invoiced	A	641.46	
	2	6 AIRLINE TICKETS FOR LISA WEST, ALEX MANNAUSA			3002500101	FHS's cc's00009	05/03/2025	641.46				
	04/14/2025	13681	HEISSVIC000	Heiss Victoria L	Delta 00623223111744, Delta.Com	DELTA AI000	04/28/2025		Invoiced	A	641.46	
	2	6 AIRLINE TICKETS FOR LISA WEST, ALEX MANNAUSA			3002500101	FHS's cc's00010	05/03/2025	641.46				
	04/14/2025	13682	HEISSVIC000	Heiss Victoria L	Afp Minnesota Council, Saint Pa		04/28/2025		Invoiced	A	300.00	
	2	MCTE SPRING CONFERENCE KATIE HAMERS			3002500102	FHS's cc's00011	05/03/2025	300.00				
	04/10/2025	13671	HEISSVIC000	Heiss Victoria L	Amazon Mktpl Yx3348mv3, Amzn.Co	AMAZON B000	04/28/2025		Invoiced	A	543.96	
	2	SY America 6" X 2" Caster Wheels - Heavy Duty			3002500095	FHS's cc's00012	05/03/2025	543.96				

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			
XXXXXXXXXXXXXXXX		continued...									
	04/10/2025	13672	HEISSVIC000	Heiss Victoria L	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	106.48
		2	MCA REWARD DAY SUPPLIES		3002500097	FHS's cc's00013	05/03/2025	106.48			
	04/10/2025	13673	HEISSVIC000	Heiss Victoria L	Amazon.Com Hw50s0zy3, Amzn.Com/	AMAZON B000	04/28/2025		Invoiced	A	76.95
		2	CURT 49120 2-Inch x 12-Inch Weld-On Raw Steel		3002500095	FHS's cc's00014	05/03/2025	76.95			
	04/10/2025	13674	HEISSVIC000	Heiss Victoria L	Amazon.Com 4r74q75p3, Amzn.Com/	AMAZON B000	04/28/2025		Invoiced	A	128.25
		2	CURT 49120 2-Inch x 12-Inch Weld-On Raw Steel		3002500095	FHS's cc's00015	05/03/2025	128.25			
	04/10/2025	13675	HEISSVIC000	Heiss Victoria L	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	10.16
		2	SCIENCE DEPT BLANKET PO		2602500001	FHS's cc's00016	05/03/2025	10.16			
	04/08/2025	13670	HEISSVIC000	Heiss Victoria L	Usps Po 2647200549, Intl Falls,	POSTMAST000	04/28/2025		Invoiced	A	11.05
		2	POSTAGE FOR GUIDANCE OFFICE		7102500003	FHS's cc's00017	05/03/2025	11.05			
	04/07/2025	13668	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2025		Invoiced	A	47.30
		2	MCA REWARD DAY SUPPLIES		3002500100	FHS's cc's00018	05/03/2025	47.30			
	04/04/2025	13666	HEISSVIC000	Heiss Victoria L	Amazon Mktpl Qg2i98nk3, Amzn.Co	AMAZON B000	04/28/2025		Invoiced	A	328.18
		2	Storex Classroom Caddy, 9.25 x 9.25 x 5.25 Inc		3002500093	FHS's cc's00020	05/03/2025	18.26			
		3	Cevioce 5Pcs Fidget Toys Adults Pack,Stocking		3002500093	FHS's cc's00020	05/03/2025	11.39			
		4	15 Pack Fidget Toys Bulk For Adults Kids Age 5		3002500093	FHS's cc's00020	05/03/2025	12.99			
		5	Crayola Colored Pencils Classpack (240ct), Mus		3002500093	FHS's cc's00020	05/03/2025	52.60			
		6	Dinosaur Coloring Book for Kids: Realistic, Fu		3002500093	FHS's cc's00020	05/03/2025	5.99			
		7	Awesome Coloring Book for Boys: Over 75 Colori		3002500093	FHS's cc's00020	05/03/2025	8.79			
		8	Kyskin 4 Packs Plastic Rectangle Utility Bus B		3002500093	FHS's cc's00020	05/03/2025	53.98			
		9	Crayola Construction Paper - 480ct (2pck), Bul		3002500093	FHS's cc's00020	05/03/2025	16.59			
		10	Elmer's Disappearing Purple School Glue Sticks		3002500093	FHS's cc's00020	05/03/2025	5.86			
		11	Sharpie Tank Highlighters, Fluorescent And Pas		3002500093	FHS's cc's00020	05/03/2025	13.03			
		12	Crayola Broad Line Washable Markers - 200ct (8		3002500093	FHS's cc's00020	05/03/2025	69.46			
		13	Anxiety Relief Coloring Book for Teens: Creati		3002500093	FHS's cc's00020	05/03/2025	4.17			
		14	Mindfulness Coloring Book for Kids		3002500093	FHS's cc's00020	05/03/2025	4.20			
		15	Marble Genius Marble Run - 130 Complete Pieces		3002500093	FHS's cc's00020	05/03/2025	41.98			
		16	Mattel Games UNO Card Game in a Collectible St		3002500093	FHS's cc's00020	05/03/2025	10.99			
		17	PROMOTION APPLIED			FHS's cc's00019	05/03/2025	-2.10			
	04/04/2025	13667	HEISSVIC000	Heiss Victoria L	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	30.45
		2	SCIENCE DEPT BLANKET PO		2602500001	FHS's cc's00021	05/03/2025	30.45			
	04/04/2025	13669	HEISSVIC000	Heiss Victoria L	Amazon Mktpl 6g3ew6vg3, Amzn.Co	AMAZON B000	04/28/2025		Invoiced	A	67.69
		2	Yuanhe 500 Pieces of 3/4 inch Transparent Bing		3002500094	FHS's cc's00022	05/03/2025	5.69			
		3	SENSORY4U Balancing Bird Set - One Dozen Party		3002500094	FHS's cc's00022	05/03/2025	41.01			
		4	Lenwen 48 Pieces Brain Teaser Puzzles Cubes Mi		3002500094	FHS's cc's00022	05/03/2025	20.99			
	04/03/2025	13665	HEISSVIC000	Heiss Victoria L	Flinn Scientific Inc, 800-452-1	FLINN SC000	04/28/2025		Invoiced	A	101.35
		2	CRUCIBLE ECONOMY CHOICE		2602500009	FHS's cc's00023	05/03/2025	91.40			

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			
XXXXXXXXXXXXXXXXXX	continued...										
	3	SHIPPING AND HANDLING			2602500009	FHS's cc's00023	05/03/2025	9.95			
	03/28/2025	13688	HEISSVIC000	Heiss Victoria L	Sammys Pizza & Rest In, Intl Fa	SAMMY'S 000	04/28/2025		Invoiced	A	315.95
	2	AFTERCARE PROGRAM LUNCH			3002500092	FHS's cc's00024	05/03/2025	315.95			
	03/28/2025	13689	HEISSVIC000	Heiss Victoria L	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	48.46
	2	FOOD SUPPLIES			3002500091	FHS's cc's00025	05/03/2025	48.46			
					25 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>						6,895.47
XXXXXXXXXXXXXXXXXX	04/25/2025	13662	HALL ASH001	Hall Ashley D	Holiday Inn Express, Vadnais He	HOLIDAY 001	04/28/2025		Invoiced	A	167.14
	1				Super's cc's00000	05/03/2025	167.14				
	04/25/2025	13663	HALL ASH001	Hall Ashley D	Jurassicparliament.Com, Seattle	JURASSIC000	04/28/2025		Invoiced	A	73.67
	2	Toni Korpi: Self-Paced Course - Meeting Minute			0102500017	Super's cc's00001	05/03/2025	73.67			
	04/21/2025	13661	HALL ASH001	Hall Ashley D	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2025		Invoiced	A	407.37
	2	Supplies to install fencing in front of baseba			8102500214	Super's cc's00002	05/03/2025	407.37			
	04/18/2025	13660	HALL ASH001	Hall Ashley D	Sq Susi Epperson, Gosq.Com, AR,		04/28/2025		Invoiced	A	350.00
	1				Super's cc's00003	05/03/2025	350.00				
	04/17/2025	13658	HALL ASH001	Hall Ashley D	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2025		Invoiced	A	118.25
	2	Maintenance supplies for arena			Super's cc's00004	05/03/2025	118.25				
	04/17/2025	13659	HALL ASH001	Hall Ashley D	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2025		Invoiced	A	77.26
	2	Maintenance supplies for FHS			Super's cc's00004	05/03/2025	77.26				
	04/16/2025	13657	HALL ASH001	Hall Ashley D	Oreilly 3901, International, MN	O'REILLY000	04/28/2025		Invoiced	A	43.48
	1	Maintenance arena			Super's cc's00005	05/03/2025	43.48				
	04/15/2025	13656	HALL ASH001	Hall Ashley D	Masbo, Minneapolis, MN, 55416,	MASBO 000	04/28/2025		Invoiced	A	40.00
	2	Certification: Budgeting - Part 2			0202500010	Super's cc's00006	05/03/2025	40.00			
	04/14/2025	13655	HALL ASH001	Hall Ashley D	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2025		Invoiced	A	109.99
	1				Super's cc's00004	05/03/2025	109.99				
	04/08/2025	13652	HALL ASH001	Hall Ashley D	Sq Ratwik, Roszak & M, Gosq.Com	RATWIK R000	04/28/2025		Invoiced	A	295.00
	1				Super's cc's00007	05/03/2025	295.00				
	04/08/2025	13653	HALL ASH001	Hall Ashley D	Sq Ratwik, Roszak & M, Gosq.Com	RATWIK R000	04/28/2025		Invoiced	A	295.00
	1				Super's cc's00007	05/03/2025	295.00				
	04/08/2025	13654	HALL ASH001	Hall Ashley D	Sq Ratwik, Roszak & M, Gosq.Com	RATWIK R000	04/28/2025		Invoiced	A	295.00
	1				Super's cc's00007	05/03/2025	295.00				
	04/02/2025	13651	HALL ASH001	Hall Ashley D	Amazon Mktp1 8749i1lh3, Amzn.Co	AMAZON B000	04/28/2025		Invoiced	A	96.02
	2	Jolly Time Blast O Butter, Ultimate Movie Thea			3002500090	Super's cc's00008	05/03/2025	96.02			
					13 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>						2,368.18
XXXXXXXXXXXXXXXXXX	04/23/2025	13621	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	04/28/2025		Invoiced	A	-8.90
	2	Transportation Supplies			7602500087	Trans's cc's00000	05/03/2025	-8.90			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
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	04/22/2025	13620	ANDERJER000	Anderson Jeremy R	Oreilly 3901, International, MN	O'REILLY000	04/28/2025		Invoiced	A	76.93
	2	Transportation Supplies			7602500086	Trans's cc's00001	05/03/2025	76.93			
	04/17/2025	13619	ANDERJER000	Anderson Jeremy R	Oreilly 3901, International, MN	O'REILLY000	04/28/2025		Invoiced	A	93.00
	2	Transportation Supplies			7602500086	Trans's cc's00002	05/03/2025	93.00			
	04/16/2025	13618	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	04/28/2025		Invoiced	A	60.79
	2	Transportation Supplies			7602500087	Trans's cc's00003	05/03/2025	60.79			
	04/15/2025	13617	ANDERJER000	Anderson Jeremy R	Oreilly 3901, International, MN	O'REILLY000	04/28/2025		Invoiced	A	111.67
	2	Transportation Supplies			7602500086	Trans's cc's00004	05/03/2025	111.67			
	04/11/2025	13615	ANDERJER000	Anderson Jeremy R	Mannco Trucking Inc, Internatio	MANNCO T000	04/28/2025		Invoiced	A	105.78
	2	Mannco Blanket P.O. Transportation			7602500097	Trans's cc's00005	05/03/2025	105.78			
	04/11/2025	13616	ANDERJER000	Anderson Jeremy R	Amazon Mktpl On6jf8no3, Amzn.Co	AMAZON B000	04/28/2025		Invoiced	A	37.02
	2	Gannyfer Large Desk Calendar 2025 with Desktop			7602500100	Trans's cc's00006	05/03/2025	37.02			
	04/10/2025	13614	ANDERJER000	Anderson Jeremy R	Amazon Mktpl 7v7z15423, Amzn.Co	AMAZON B000	04/28/2025		Invoiced	A	49.20
	2	4 Pack Combination Smoke and Carbon Monoxide D			7602500098	Trans's cc's00007	05/03/2025	49.20			
	04/08/2025	13613	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	04/28/2025		Invoiced	A	212.08
	2	Transportation Supplies			7602500087	Trans's cc's00008	05/03/2025	212.08			
	04/02/2025	13612	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	04/28/2025		Invoiced	A	20.18
	2	Transportation Supplies			7602500087	Trans's cc's00009	05/03/2025	20.18			
	04/01/2025	13624	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	04/28/2025		Invoiced	A	26.22
	2	Transportation Supplies			7602500087	Trans's cc's00010	05/03/2025	26.22			
	03/31/2025	13622	ANDERJER000	Anderson Jeremy R	Mannco Trucking Inc, Internatio	MANNCO T000	04/28/2025		Invoiced	A	744.62
	2	Mannco Blanket P.O. Transportation			7602500097	Trans's cc's00011	05/03/2025	744.62			
	03/31/2025	13623	ANDERJER000	Anderson Jeremy R	Oreilly 3901, International, MN	O'REILLY000	04/28/2025		Invoiced	A	77.91
	2	Transportation Supplies			7602500086	Trans's cc's00012	05/03/2025	77.91			
					13 transaction(s) for XXXXXXXXXXXXXXXX. Total Amount ==>						1,606.50
XXXXXXXXXXXXXXXXX	04/24/2025	13647	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	8.98
	2	General classroom supplies - food for labs			2502500005	Food's cc's00000	05/03/2025	8.98			
	04/23/2025	13646	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	7.78
	2	General classroom supplies - food for labs			2502500005	Food's cc's00001	05/03/2025	7.78			
	04/22/2025	13645	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	37.19
	2	Last Minute Groceries			7702500017	Food's cc's00002	05/03/2025	37.19			
	04/17/2025	13643	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	49.18
	2	General classroom supplies - food for labs			2502500005	Food's cc's00003	05/03/2025	49.18			
	04/17/2025	13644	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	117.71
	2	General classroom supplies - food for labs			2502500005	Food's cc's00004	05/03/2025	117.71			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
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	04/16/2025	13640	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	60.75
	3	General classroom supplies - food for labs	2502500005	Food's cc's00005	05/03/2025	60.75					
	04/16/2025	13641	OLSONKAR000	Olson-Line Karla A	Paypal Tilson Bay, 4029357733,	TILSON B000	04/28/2025		Invoiced	A	32.00
	2	MHS Plaques for the entry way - MHS Funds	2502500023	Food's cc's00006	05/03/2025	32.00					
	04/16/2025	13642	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	67.51
	2	Last Minute Groceries	7702500017	Food's cc's00007	05/03/2025	67.51					
	04/14/2025	13639	OLSONKAR000	Olson-Line Karla A	Amazon Mktpl 2v66r2fv3, Amzn.Co	AMAZON B000	04/28/2025		Invoiced	A	119.97
	2	Happizza Button Maker Machine 58mm - (3rd Gen)	2502500025	Food's cc's00008	05/03/2025	43.99					
	3	Mostme 200 Sets 58mm/2.25 inch Button Supplies	2502500025	Food's cc's00008	05/03/2025	75.98					
	04/11/2025	13638	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	64.69
	2	General classroom supplies - food for labs	2502500005	Food's cc's00009	05/03/2025	64.69					
	04/08/2025	13636	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	25.68
	2	Last Minute Groceries	7702500017	Food's cc's00010	05/03/2025	25.68					
	04/08/2025	13637	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A	60.18
	2	General classroom supplies - food for labs	2502500005	Food's cc's00011	05/03/2025	60.18					
	04/07/2025	13635	OLSONKAR000	Olson-Line Karla A	Amazon Mktpl Xy8ce6yj3, Amzn.Co	AMAZON B000	04/28/2025		Invoiced	A	1,547.92
	2	Assorted Neon Colors Bead Necklaces 30" (P	2502500022	Food's cc's00012	05/03/2025	81.88					
	3	Funny Party Hats Neon Party Supplies - Fedora	2502500022	Food's cc's00012	05/03/2025	92.76					
	4	Neliblu Friendship Bracelets - Pack of 144 Neo	2502500022	Food's cc's00012	05/03/2025	21.98					
	5	Moon Boat 12PCS Patriotic Head Boppers Headban	2502500022	Food's cc's00012	05/03/2025	94.95					
	6	36 Counts Hawaiian Leis Necklace Tropical Luau	2502500022	Food's cc's00012	05/03/2025	59.94					
	7	Mostme 200 Sets 58mm/2.25 inch Button Supplies	2502500022	Food's cc's00012	05/03/2025	30.70					
	8	Hawaiian Leis 50pcs, Luau Birthday Party Decor	2502500022	Food's cc's00012	05/03/2025	39.96					
	9	JAKADYUKS American Flag Silicone Bracelets 100	2502500022	Food's cc's00012	05/03/2025	46.38					
	10	JAKADYUKS American Flag Glasses 8pcs, Fourth 4	2502500022	Food's cc's00012	05/03/2025	71.05					
	11	Elcoho 72 Pieces Plastic Leis Bulk in Bright C	2502500022	Food's cc's00012	05/03/2025	31.98					
	12	Dminya 50 Pcs Slap Bracelets for Kids 4th of J	2502500022	Food's cc's00012	05/03/2025	35.96					
	13	Vinsot 32 Pack Beach Pool Party Eyeglasses Dec	2502500022	Food's cc's00012	05/03/2025	41.97					
	14	SUNOVELTIES 12 Pack Retro Neon Color Sunlasse	2502500022	Food's cc's00012	05/03/2025	104.94					
	15	Honoson 100 Pack Inflatable Beach Balls 5 Inch	2502500022	Food's cc's00012	05/03/2025	35.99					
	16	Xuhal 12 Pcs Star Shaped Sunglasses Bulk 4th o	2502500022	Food's cc's00012	05/03/2025	73.45					
	17	OLUPP 222 PCS Glow in the Dark Party Supplies,	2502500022	Food's cc's00012	05/03/2025	45.88					
	18	YSPPF 108 Pcs 4th of July Beads Necklace Bulk	2502500022	Food's cc's00012	05/03/2025	71.98					
	19	Beach Candy Lollipops - 12 Individually Wrappe	2502500022	Food's cc's00012	05/03/2025	51.80					
	20	Capoda 16 Pcs Hawaiian Party Headband Felt Lua	2502500022	Food's cc's00012	05/03/2025	99.95					
	21	EBOBH Breast Cancer Awareness Accessories, 100	2502500022	Food's cc's00012	05/03/2025	24.99					
	22	HFAYDZSW 100Pcs Mini Resin Flamingo Ducks, Fla	2502500022	Food's cc's00012	05/03/2025	9.95					

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					
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	23	120 PCS Mardi Gras Accessories, 33 IN Beaded N	2502500022	Food's cc's00012	05/03/2025	22.94					
	24	120PCS Bead Necklace, Red Mardi Gras Beads, 33	2502500022	Food's cc's00012	05/03/2025	22.94					
	25	Huskein Mardi Gras Beads, 120 PCS Mardi Gras A	2502500022	Food's cc's00012	05/03/2025	26.99					
	26	120 PCS Mardi Gras Accessories, 33" Purple Mar	2502500022	Food's cc's00012	05/03/2025	22.94					
	27	Mardi Gras Beads, 120 PCS Beaded Necklace, 33"	2502500022	Food's cc's00012	05/03/2025	26.99					
	28	Candy Flowers - 24 Hibiscus Flower Shaped Cand	2502500022	Food's cc's00012	05/03/2025	59.80					
	29	100 PCS Gold Bead Necklace, Gold Mardi Gras Ch	2502500022	Food's cc's00012	05/03/2025	19.99					
	30	SHAOQINLIN 100 PCS Purple Mardi Gras Beads, Pu	2502500022	Food's cc's00012	05/03/2025	39.98					
	31	4th of July Accessories Necklaces: Blue White	2502500022	Food's cc's00012	05/03/2025	62.97					
	32	100 PCS Gold Bead Necklace, Gold Mardi Gras Ch	2502500022	Food's cc's00012	05/03/2025	18.99					
	33	Chivao 12 Pieces Inflatable Stick Horse Cute H	2502500022	Food's cc's00012	05/03/2025	26.99					
	34	Patriotic Red White Blue Stick Face Paint Inde	2502500022	Food's cc's00012	05/03/2025	27.96					
04/04/2025		13633 OLSONKAR000 Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A		47.22	
	2	General classroom supplies - food for labs	2502500005	Food's cc's00013	05/03/2025	47.22					
04/04/2025		13634 OLSONKAR000 Olson-Line Karla A	Amazon Mktpl Wr23f9ju3, Amzn.Co	AMAZON B000	04/28/2025		Invoiced	A		9.98	
	2	Ronglry 30pcs Neon Bracelets 80s Silicone Frie	2502500022	Food's cc's00014	05/03/2025	9.98					
04/02/2025		13632 OLSONKAR000 Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A		76.65	
	2	General classroom supplies - food for labs	2502500005	Food's cc's00015	05/03/2025	76.65					
03/31/2025		13650 OLSONKAR000 Olson-Line Karla A	Amazon Mktpl Bk7zx3m33, Amzn.Co	AMAZON B000	04/28/2025		Invoiced	A		23.98	
	2	Maverick Playing Cards, Standard Index, Red an	2502500020	Food's cc's00016	05/03/2025	23.98					
03/28/2025		13648 OLSONKAR000 Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A		18.23	
	2	General classroom supplies - food for labs	2502500005	Food's cc's00017	05/03/2025	18.23					
03/28/2025		13649 OLSONKAR000 Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	04/28/2025		Invoiced	A		102.95	
	2	General classroom supplies - food for labs	2502500005	Food's cc's00018	05/03/2025	102.95					
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XXXXXXXXXXXXXXXXX	04/23/2025	13602 SINNISAM001 Sinninghe Samantha N	Maverick Shop #2331, River Grov	MANKATO 000	04/28/2025		Invoiced	A		114.25	
	2	Law & Special Education by Yell New - 5th Edit	1302500227	FES's cc's00000	05/03/2025	114.25					
04/23/2025		13603 SINNISAM001 Sinninghe Samantha N	Maverick Shop #2331, River Grov	MANKATO 000	04/28/2025		Invoiced	A		150.00	
	2	Assessment in Special Education (Loose Pgs)(w/	1302500219	FES's cc's00001	05/03/2025	150.00					
04/14/2025		13600 SINNISAM001 Sinninghe Samantha N	Menards Intl Falls, Intl Falls	MENARDS 000	04/28/2025		Invoiced	A		30.24	
	2	Blanket P.O. for FES supplies	8102500011	FES's cc's00002	05/03/2025	30.24					
04/14/2025		13601 SINNISAM001 Sinninghe Samantha N	Amazon Mktpl 2o71k3mq3, Amzn.Co	AMAZON B000	04/28/2025		Invoiced	A		499.13	
	2	STKJoviale 200 PCS Book Stickers for Kids, Rea	1302500228	FES's cc's00004	05/03/2025	6.99					
	3	Sunny Makes a Splash: A Graphic Novel (Sunny #	1302500228	FES's cc's00004	05/03/2025	8.38					
	4	300PCS Animal Bulk Bookmarks for Kids Classroo	1302500228	FES's cc's00004	05/03/2025	17.99					
	5	Benresive 300 Pcs Sports Stickers for kids, Sp	1302500228	FES's cc's00004	05/03/2025	9.99					

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
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	6	RINOLY 100 PCS Water Bottle Stickers for Kids,	1302500228	FES's cc's00004	05/03/2025	4.99					
	7	200 Pieces Sea Animal Bulk Bookmarks for Kids,	1302500228	FES's cc's00004	05/03/2025	9.99					
	8	Sticker for Water Bottles, 300 Pcs/Pack Cute V	1302500228	FES's cc's00004	05/03/2025	9.49					
	9	120 Pieces Animal Bulk Bookmarks for Kids, 60	1302500228	FES's cc's00004	05/03/2025	9.99					
	10	Shark On!	1302500228	FES's cc's00004	05/03/2025	10.95					
	11	Animal Rescue Friends: Learning New Tricks (Vo	1302500228	FES's cc's00004	05/03/2025	8.28					
	12	Bluey: Grannies	1302500228	FES's cc's00004	05/03/2025	3.58					
	13	Fishing for Monsters	1302500228	FES's cc's00004	05/03/2025	12.99					
	14	The Wild Robot Boxed Set	1302500228	FES's cc's00004	05/03/2025	29.98					
	15	Heroes: A Novel of Pearl Harbor	1302500228	FES's cc's00004	05/03/2025	9.30					
	16	Forge Your Dragon World: A Wings of Fire Creat	1302500228	FES's cc's00004	05/03/2025	9.25					
	17	My Mum Is the Best by Bluey and Bingo	1302500228	FES's cc's00004	05/03/2025	7.49					
	18	Animal Rescue Friends (Volume 1)	1302500228	FES's cc's00004	05/03/2025	8.87					
	19	Sunny Rolls the Dice: A Graphic Novel (Sunny #	1302500228	FES's cc's00004	05/03/2025	8.12					
	20	Swing it, Sunny: A Graphic Novel (Sunny #2) (2	1302500228	FES's cc's00004	05/03/2025	7.65					
	21	Grenade	1302500228	FES's cc's00004	05/03/2025	10.29					
	22	Bluey: Mum School	1302500228	FES's cc's00004	05/03/2025	4.86					
	23	Animal Rescue Friends: Friends Fur-ever (Volum	1302500228	FES's cc's00004	05/03/2025	9.00					
	24	Dawn and the Impossible Three: A Graphic Novel	1302500228	FES's cc's00004	05/03/2025	8.99					
	25	Animal Rescue Friends: Finding Home (Volume 4)	1302500228	FES's cc's00004	05/03/2025	12.94					
	26	The Game Changer (Local Legends: Sports Chapte	1302500228	FES's cc's00004	05/03/2025	11.99					
	27	The Golden Puck (Local Legends: Sports Chapter	1302500228	FES's cc's00004	05/03/2025	11.99					
	28	Talking Turkey: A First Turkey Story (The Hunt	1302500228	FES's cc's00004	05/03/2025	13.49					
	29	Hide and Seek: A Boy, His Dog, and Their Hunt	1302500228	FES's cc's00004	05/03/2025	13.49					
	30	Birthday Buck: A First Deer Story (The Hunt Cl	1302500228	FES's cc's00004	05/03/2025	12.99					
	31	Best Vacation Ever	1302500228	FES's cc's00004	05/03/2025	12.99					
	32	The Last Green (Local Legends: Sports Chapter	1302500228	FES's cc's00004	05/03/2025	11.99					
	33	Sunny Makes Her Case: A Graphic Novel (Sunny #	1302500228	FES's cc's00004	05/03/2025	6.99					
	34	Resist: A Story of D-Day	1302500228	FES's cc's00004	05/03/2025	9.29					
	35	Wings of Fire: A Guide to the Dragon World	1302500228	FES's cc's00004	05/03/2025	16.48					
	36	200 Pcs Cute Dinosaur Stickers for Kids, Water	1302500228	FES's cc's00004	05/03/2025	8.99					
	37	200Pcs Water Bottle Stickers for Kids, Cute St	1302500228	FES's cc's00004	05/03/2025	6.99					
	38	Tinlade 90 Pieces Scratch and Sniff Bookmarks	1302500228	FES's cc's00004	05/03/2025	8.99					
	39	Benresive 400 Pcs Cute Stickers for Kids, Wate	1302500228	FES's cc's00004	05/03/2025	9.99					
	40	Skyygemm 144 Pcs Bulk Animal Pun Bookmarks 2 x	1302500228	FES's cc's00004	05/03/2025	13.99					
	41	Fainne 250 Pcs Scented Bookmarks Kids Bulk Scr	1302500228	FES's cc's00004	05/03/2025	27.99					
	42	My Dad Is Awesome by Bluey and Bingo	1302500228	FES's cc's00004	05/03/2025	7.49					

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			
XXXXXXXXXXXXXXXXXX	continued...										
	43	HORIECHALY 3 Rolls Scratch and Sniff Scented S			1302500228	FES's cc's00004	05/03/2025	12.34			
	44	200 Pcs Sport Stickers for Kids, Water Bottle,			1302500228	FES's cc's00004	05/03/2025	7.99			
	45	Geyee 144 Pcs Fruit Scented Bookmarks Scratch			1302500228	FES's cc's00004	05/03/2025	18.99			
	46	Deep Sea Giants			1302500228	FES's cc's00004	05/03/2025	12.99			
	47	Bluey: Daddy Robot			1302500228	FES's cc's00004	05/03/2025	5.57			
	48	Promotion				FES's cc's00003	05/03/2025	-5.22			
04/11/2025	13598	SINNISAM001 Sinninghe Samantha N		Amazon.Com	Ho0fc5363, Amzn.Com/	AMAZON B000	04/28/2025		Invoiced	A	70.32
	2	Crayola Air Dry Clay for Kids - White, Modelin			1302500229	FES's cc's00005	05/03/2025	70.32			
04/11/2025	13599	SINNISAM001 Sinninghe Samantha N		Amazon Mktpl	Yk20818c3, Amzn.Co	AMAZON B000	04/28/2025		Invoiced	A	25.04
	2	Crayola Washable Markers - Red (12ct), Kids Br			1302500226	FES's cc's00006	05/03/2025	7.49			
	3	Elmer's Disappearing Purple School Glue Sticks			1302500226	FES's cc's00006	05/03/2025	8.27			
	4	Crayola Broad Line Markers - Black (12ct), Mar			1302500226	FES's cc's00006	05/03/2025	9.28			
04/10/2025	13597	SINNISAM001 Sinninghe Samantha N		Amazon Mktpl	Zelh968y3, Amzn.Co	AMAZON B000	04/28/2025		Invoiced	A	15.98
	2	Amrules Clay Tools Kit, 27 PCS Pottery Tools,			1302500229	FES's cc's00007	05/03/2025	15.98			
04/07/2025	13596	SINNISAM001 Sinninghe Samantha N		Menards Intl Falls, Intl Falls		MENARDS 000	04/28/2025		Invoiced	A	-1.45
	1	Tax Back				FES's cc's00008	05/03/2025	-1.45			
04/02/2025	13592	SINNISAM001 Sinninghe Samantha N		Maverick Shop #2331, River Grov		MANKATO 000	04/28/2025		Invoiced	A	36.75
	2	ABCs of CBM by Hosp Edition: 2nd ISBN: 9781462			1302500219	FES's cc's00009	05/03/2025	36.75			
04/02/2025	13593	SINNISAM001 Sinninghe Samantha N		Amazon.Com	7w4d41pe3, Amzn.Com/	AMAZON B000	04/28/2025		Invoiced	A	152.52
	2	Amazon Basics Disinfecting Wipes, Lemon & Fres			1302500222	FES's cc's00010	05/03/2025	157.50			
	3	EXPO Dry Erase Whiteboard Cleaning Spray, 8 oz			1302500222	FES's cc's00010	05/03/2025	10.77			
	4	Promotion				FES's cc's00003	05/03/2025	-15.75			
04/02/2025	13594	SINNISAM001 Sinninghe Samantha N		Pearsonplus.Com, 833-680-1584,		PEARSON 011	04/28/2025		Invoiced	A	-55.21
	2	PO: 1302500220 Refund				FES's cc's00011	05/03/2025	-55.21			
04/02/2025	13595	SINNISAM001 Sinninghe Samantha N		Pearsonplus.Com, 833-680-1584,		PEARSON 011	04/28/2025		Invoiced	A	55.21
	2	Law & Special Education by Yell Edition: 5th I			1302500220	FES's cc's00012	05/03/2025	50.94			
	3	Tax Refunded				FES's cc's00011	05/03/2025	4.27			
04/01/2025	13605	SINNISAM001 Sinninghe Samantha N		Amazon Mktpl	Dv35p9at3, Amzn.Co	AMAZON B000	04/28/2025		Invoiced	A	32.99
	2	iROLEWIN Superhero-Capes and Masks for Adults			1302500211	FES's cc's00013	05/03/2025	34.99			
	3	Promotion				FES's cc's00003	05/03/2025	-2.00			
03/31/2025	13604	SINNISAM001 Sinninghe Samantha N		Menards Intl Falls, Intl Falls		MENARDS 000	04/28/2025		Invoiced	A	18.76
	2	STEAM Night Supplies			1302500237	FES's cc's00014	05/03/2025	18.76			
	14 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>										1,144.53
XXXXXXXXXXXXXXXXXX	03/31/2025	13664	BENNEKEN000 Bennett Kendra A	Usps.Com Postal Store, 800-7826	US POSTA000	04/28/2025			Invoiced	A	3,536.95
	2	U.S. Flag Forever Stamp Stamped #10 Mailing En			1102500049	Bus Off's cc's00000	05/03/2025	2,202.00			
	3	shipping			1102500049	Bus Off's cc's00000	05/03/2025	24.40			

<u>Card Number</u>	<u>Tran Date</u>	<u>Tran ID</u>	<u>Used By</u>	<u>Name</u>	<u>Where Used</u>	<u>Purch Vendor</u>	<u>Imp Date</u>	<u>Post Date</u>	<u>Status</u>	<u>App</u>	<u>Amount</u>
<u>Line</u>	<u>Description</u>	<u>PO Number</u>	<u>Invoice Number</u>	<u>Invoice Dt</u>	<u>Amount</u>						
XXXXXXXXXXXXXXXXX	continued...										
4	U.S. Flag Forever Stamp Stamped #10 Mailing En	1102500049	Bus Off's	cc's00000	05/03/2025	1,310.55					

104 transaction(s). Total Amount ==>

22,304.14

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

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361**

Monday, April 21st, 2025, at 5:15 p.m.

Falls High School Library

Attendance

Present with voting rights: Jessica Crosby, Dale Johnson, Bruce Raboin, Tina Sather, JoAnn Smith (arrival 5:16pm), Roxanne Skogstad-Ditsch, Toni Korpi

Absent: None

Non-Voting Members Present: Beth Shermoen - Superintendent, Joe Sullivan - Student Representative, Lisa West - FHS Principal, Melissa Tate - FES Principal

Vice-Chair Jessica Crosby presided until arrival of Chair JoAnn Smith, and Clerk Toni Korpi took the minutes.

Call to Order

Meeting called to order at 5:15 p.m. by Vice-Chair Jessica Crosby

Pledge of Allegiance

Approval of Agenda

- Motion by Toni Korpi to approve the meeting agenda. Second, by Jessica Crosby
- Discussion: None.
- Vote: The motion was adopted unanimously by the members present.

Open Forum

1. Elks Student of the Month:

a. April: Jayden Johnson - Presented by Principal West

Kaden Korpi was unable to attend and will be honored during the May School Board Meeting.

b. May: Loralai Ford and William Ginter -Presented by Principal West

2. Falls Education Foundation and Purple Pride Recognition Certificates- Presented by Superintendent Beth Shermoen to Terry "Krazy" Thompson and Gordy Dault

3.Public Open Forum: Beth Slatinski - Indian Education and Jana Reff - Parent Committee Chair, Compliance State Paperwork signage with Beth, Jana and Chair JoAnn Smith

Committee and Administrative Reports

1. Joe Sullivan - Co-Student Representative

- Student Council - Spring Sports Week Pepfest planning
- Student Council Member applications for 2025-2026
- Engineering Day - Iron Range
- Prom Recap
- Choir Concerts aired on KCC-TV
- Senior Trip - Washington D.C. to New York
- Band Trip to Chicago
- MCA Testing

2. Melissa Tate - Falls Elementary Principal - Enrollment 436 (-1 from March), Preschool Registration held, Kindergarten Registration held, May events - STEAM night, Bronco Pride Carnival, Relay Recess, Preschool Graduation, Kindergarten Graduation, Outdoor Education Day, Service Learning Day, MCA Testing, Fastbridge Testing

3. Lisa West - Falls High & ALC Principal - MCA Testing & Thank you to all hardworking teachers, Spring Sports Week, Academic Honor Awards, Graduation Ceremony preparations,

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361**

Monday, April 21st, 2025, at 5:15 p.m.

Falls High School Library

Falls Education/Purple Pride Breakfast, Cap and Gown Walkthrough, Spring Sports began, Enrollment- 506 (-6)

4. BethAnne Slatinski - Community Education - no report

5. Timm Ringhoffer- Athletic Director - no report

6. Nexus - Referendum construction update

7. Beth Shermoen - Superintendent - 4 day school week update and thank you for participation, District design, course offerings and sections,

8. Committee Groups - Tina Sather - Athletic Committee update

Consent Agenda

Motion by Roxanne Skogstad-Ditsch to approve the consent agenda. Second by Tina Sather

Discussion: None

Vote: The motion was adopted unanimously.

1. Approve payroll in the amount of \$705,098.04 for pay periods 3/21/25, 4/4/25 and 4/18/25.

2. Approve current accounts payable due in the amount of \$880,209.84.

3. Approve past meeting minutes for the regular school board meeting on March 17, 2025.

4. Accept the resignation of Heather Ebel as teacher at ISD 361 effective June 30, 2025.

5. Accept the resignation of Elsa Swanson as vocal and classroom music teacher effective at the conclusion of the 2024-25 school year.

6. Accept the resignation of Wyatt Tessier as Special Education Teacher effective at the end of the 2024-25 school year.

7. Accept the resignation of Jon McDonald as Assistant Boys Hockey Coach.

8. Accept the resignation of William Awe as Assistant Boys Basketball coach.

9. Approve the hire of Shawn Bowles as the One Act Play Advisor.

10. Approve the hire of Erin Hall as Head Volleyball Coach for the 2025-2026 season.

11. Approve the hire of Tenneyson Amdahl as Assistant Volleyball Coach for the 2025-2026 season.

12. Approve the hire of Jenica Whitbeck as Assistant Volleyball Coach for the 2025-2026 season.

13. Approve the change of Lavina Hahn from paid coach to volunteer Junior High Softball Assistant Coach 2025 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: Motion by Jessica Crosby, Seconded by Tina Sather. Discussion: None.

Vote: The motion was adopted unanimously.

1.b. Approve to retain the 5-day school week for the 2025-2026 school year and continue the exploration, evaluation, and collection of feedback regarding the potential implementation of a four-day school week.

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361**

Monday, April 21st, 2025, at 5:15 p.m.

Falls High School Library

Motion: Motion by Tina Sather, Seconded by Bruce Raboin. Discussion: Jessica Crosby questioned our stance on the systemic problem with absenteeism and would like to further investigate data moving forward.

Vote: The motion was adopted unanimously.

1.c. Approve the Falls Elementary sections for the 2025-26 school year.

Motion: Motion made by Roxanne Skogstad-Ditsch, Seconded by Dale Johnson Discussion:

None Vote: The motion was adopted unanimously.

1.d. Approve the move of sixth grade to Falls Elementary School beginning in the 2025-2026 school year.

Motion by Bruce Raboin, seconded by Tina Sather. Discussion: None Vote: The motion was adopted unanimously.

1.e. Approve to establish an early education model at West End for ISD 361 preschool programming, early childhood special education, childcare and community education for the 2025-26 school year.

Motion: Motion by Roxanne Skogstad-Ditsch, Seconded by Tina Sather Discussion: None

Vote: The motion was adopted unanimously.

1.f. Approve the Falls High School course schedules and programming for the 2025-26 school year.

Motion: Motion made by Dale Johnson, Seconded by Jessica Crosby Discussion: None

Vote: The motion was adopted unanimously.

1.g. Approve the recommendation of hiring a .6 Community Ed/.4 Child Care Director for the 2025-2026 school year.

Motion: Motion was made by Bruce Raboin, Seconded by Roxanne Skogstad-Ditsch

Discussion: None

Vote: The motion was adopted unanimously.

1.h. Approve the three-year school photo contract to Cedulie's Photography.

Motion: Motion made by Jessica Crosby, Seconded by Roxanne Skogstad-Ditsch Discussion:

Toni Korpi asked if all avenues of posting went out, as there was only the one bid. Confirmed.

Vote: The motion was adopted unanimously.

One addition: Superintendent Beth Shermoen shared that the proposal to move forward with the Voyageur Country ATV will happen and a meeting will be scheduled. A letter of support can be written for their grant application, as approved by the district attorney.

Adjournment

Motion: Motion by Jessica Crosby, seconded by Tina Sather at 7:10 p.m. Discussion: None.

Vote: The motion was adopted unanimously.

Approved Minutes:

District Clerk

Date

Board Chair

Date

101 LEGAL STATUS OF THE SCHOOL DISTRICT#361

**BOARD POLICY 101
Legal Status of the School District**

Adopted ____ By Reference _____

Revised ____ February 2023 _____

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

- A. Funds
 - 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.
 - 2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
 - 3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.
- B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minnesota Statutes chapter 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minnesota Statutes section 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School District Powers and Duties)

Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Public Corporation, Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights,
Powers, Duties; Municipalities)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d
846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d
374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138
N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References:

MSBA/MASA Model Policy 201 (Legal Status of School Board)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory
of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 705 (Investments)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA School Law Bulletin "F" (School District Contract and Bidding
Procedures)

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

**BOARD POLICY 101.1
Name of the School District**

Adopted_____By Reference_____

Revised_1999

101.1 NAME OF THE SCHOOL DISTRICT

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No. 361. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

- A. The name of the school district shall be International Falls Public Schools.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 361 (International Falls Public Schools), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)

Cross References: None

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

**BOARD POLICY 102
Equal Educational Opportunity**

Adopted _____ By Reference ___

Revised July 2023

102 EQUAL EDUCATIONAL OPPORTUNITY

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

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not discriminate on the basis of one or more of the following: race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodation for students with disabilities.
- B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. The school district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

- F. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- G. Every school district employee shall be responsible for complying with this policy.
- H. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Human Rights Officers – Tim Everson, Falls High School Principal at 218-283-2571 ext. 1104 **OR** Melissa Tate, Falls Elementary Principal (alternate) at 218-283-2571 ext. 1232.

Section 504 Officer (Gr. 6-12) – Don Rolando, Dean of Students
Falls High School; 1515 11th Street; International Falls, MN 56649
218-283-2571 ext. 1126 or Melissa Tate, Elementary Principal (alternate) at
218- 283-2571 ext. 1232.

Section 504 Officer (Gr. K-5) – Melissa Tate, Elementary Principal
Falls Elementary School; 1414 15th Avenue; International Falls, MN 56649
218-283-2571 ext. 1232 **OR** Don Rolando, Dean of Students (alternate) at
218- 283-2571 ext. 1126

- H. **A grievance procedure for complaints of discrimination may be found in the District Office and on the District website at www.isd361.k12.mn.us under "School Board"; policies; Policy #401 Procedure.**

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

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

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

Adopted_____ **By Reference**_____

Revised_____ **May 2023**_____

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees, or other persons may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.

- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent, who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.

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

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

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

INTERNATIONAL FALLS PUBLIC SCHOOLS INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 104
School District Mission Statement

Adopted____**By Reference**_____

Revised____**May 2023**_____

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MISSION STATEMENT

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

IV. REVIEW

The school board will review the school district’s mission every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)

Cross References: None

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

**BOARD POLICY 201
Legal Status of the School Board**

Adopted _____ By Reference _____

Revised _____ February 2023 _____

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

“School board” means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of six elected directors, or seven if the school board has submitted the question to the electors and a majority have approved a seven-member school board. The term of office is four years.

[NOTE: This number may be different for combining or consolidating school boards that are in a transition period.]

- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board’s authority includes implied powers in addition to specific powers granted by the

legislature.

- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its pupils;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of pupils to and from school, as governed by statute; and
 - 10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:
 - 1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
 - 2. furnish school lunches for pupils and teachers on such terms as the school board determines;
 - 3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
 - 4. lease rooms or buildings for school purposes;
 - 5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
 - 6. authorize cocurricular and extracurricular activities;

7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References:

Minn. Stat. § 123A.22 (Cooperative Centers for Vocational Education)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 123B.23 (Liability Insurance; Officers and Employees)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)
Minn. Stat. § 123B.85 (Definitions)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233 (1924)

Cross References:

MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board -Governing Rules)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

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

**BOARD POLICY 202
School Board Officers**

*Adopted _____ By Reference ____
Revised
February 2023*

202 SCHOOL BOARD OFFICERS

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

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.

- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.

- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

[NOTE: The organizational meeting is a good time for the school board to plan for how to cancel and reschedule a board meeting. For example, the school board could decide and include in the regular meeting schedule a provision that if the school district closes early due to bad weather and calls off evening activities, any school board meeting scheduled for that evening will also be postponed and held at the same time and place the following evening.]

The organizational meeting is also a good time for the school board to select the school district's legal counsel and the individuals authorized to contact legal counsel. Usually, the authorized contacts are the board chair, the superintendent, and the chief business official of the school district. In addition, many school districts authorize their human resources director, or a person exercising similar duties, to contact legal counsel.]

IV. OFFICER'S RESPONSIBILITIES

A. Chair

1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statutes section 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the Commissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the Commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.

6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (Insufficient Funds to Pay Orders)
 Minn. Stat. § 123B.14 (Officers of Independent School Districts)
 Minn. Stat. § 123B.143 (Superintendent)
 Minn. Stat. § 126C.17 (Referendum Revenue)
 Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
 MSBA/MASA Model Policy 201 (Legal Status of the School Board)
 MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

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

**BOARD POLICY 203
Operation of the School Board – Governing Rules**

Adopted ____ **By Reference** _
Revised ____ **February 2020** ____

203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert’s Rules of Order* (latest edition) where not inconsistent with A. and B., above.

[NOTE: The editions of Robert’s Rules of Order differ, so specifying the edition used is important.]

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
 Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (Boards of Independent School Districts)
 Minn. Stat. § 123B.14 (Officers of Independent School Districts)

Cross References: None

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

**BOARD POLICY 203.1
School Board Procedures; Rules of Order**

Adopted _____ **By Reference** _____

February 2020
Rev. 1999

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con

positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.

- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.

[NOTE: The school board may choose to include in the policy a method of calling the roll.]

- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

[NOTE: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (Boards of Independent School Districts)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 471.88 (Exceptions)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)

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

**BOARD POLICY 203.2
Order of the Regular School Board Meeting**

Adopted_____By Reference_____
Revised February 2020

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors.
4. Approval of prior meeting minutes.
5. Consent agenda.
6. Presentation of additional bills for payment.
7. Reports.
8. Written communications.
9. Superintendent's announcements.
10. Other old or unfinished business.
11. New business.
12. Adjournment.

[NOTE: The school board should incorporate its preferred order of business into this policy.]

B. Items in this order may be considered as part of a consent agenda.

- C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)

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

**BOARD POLICY 203.5
School Board Meeting Agenda**

Adopted ____ By Reference

Revised ____ February 2022

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

[NOTE: The Minnesota Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]

- C. The tentative agenda and supporting documents shall be sent to the school board members three (3) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

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

**BOARD POLICY 203.6
Consent Agendas**

Adopted_____By Reference_____

Revised_March 2024

203.6 CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

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

**BOARD POLICY 204
School Board Meeting Minutes**

Adopted _____ By Reference ____
Revised **February 2022**

204 SCHOOL BOARD MEETING MINUTES

[NOTE: The provisions of this policy are required by statute.]

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

- A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law must be recorded in a journal or minutes kept for that purpose. Public records maintained by the school district must be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

- B. Recordings of Closed Meetings
 - 1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the school district's expense. Recordings of closed meetings shall be made separately from the recordings of an open meeting to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.

 - 2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.

 - b. Meetings closed to discuss security matters shall be preserved for at

least four (4) years.

- c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
- a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes

until ten (10) days after they have been approved by the school board.

[NOTE: In 2024, the Minnesota legislature enacted two laws regarding publication of school board minutes. Under Chapter 109 (2024), five school districts are authorized to publish their minutes on their websites; this section expires on August 1, 2026.

Under Chapter 115 (2024), the Minnesota legislature enacted the following:

(a) Notwithstanding any law to the contrary, when a qualified newspaper designated by a school district ceases to exist for any reason except consolidation with another newspaper, the school district may publish its proceedings on the school district's website instead of publishing the proceedings in a newspaper. The school district must also request that the same information be posted at each public library located within the school district for the notice's publication period. This section expires August 1, 2026.

(b) If, before August 1, 2026, there is a newspaper located within a school district's boundaries that is qualified to be designated as the school district's official newspaper pursuant to Minnesota Statutes, section 331A.04, then the exemption provided in this section shall not apply, provided that the qualified newspaper's legal rate is not more than ten percent above the rate charged by the school district's previous official newspaper and the qualified newspaper provides some coverage of the activities of the school district that is publishing the notice.

[NOTE: MSBA has not inserted paragraph (a) into this model policy because its application is limited to specific circumstances and for a defined period. School districts that meet the conditions in paragraph (a) may choose to publish on the school district's website.]

- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Meetings Must be Open to the Public; Exceptions)
Minn. Stat. § 123B.09, Subd. 10 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 331A.01 (Definitions)
Minn. Stat. § 331A.05, Subd. 8 (Form of Public Notices)
Minn. Stat. § 331A.08, Subd. 3 (Computation of Time)
Op. Atty. Gen. 161-a-20, December 17, 1970

Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

**INTERNATIONAL FALLS PUBLIC SCHOOLS INDEPENDENT SCHOOL
DISTRICT #361
BOARD POLICY 205
Open and Closed Meetings**

Adopted _____ By Reference ____
Revised
February 2022

205 OPEN MEETINGS AND CLOSED MEETINGS

[NOTE: The provisions of this policy accurately reflect Minnesota’s Open Meeting Law statutes and are not discretionary in nature.]

I. PURPOSE

- A. The school board embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting an individual’s rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum of school board members-or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

- A. Meetings
 - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at the school district office. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment, require immediate consideration.

[NOTE: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, advisory opinions of the Minnesota Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.

- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under Minnesota Statutes, chapter 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statutes, section 13D.021.

8. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minnesota Statutes section 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose. The journal or any minutes used to record votes of a meeting must be open to the public during all normal business hours at the school district's administrative offices.

C. Written Materials

- 1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
- 2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data

1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA)
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation meetings, and hearings between the school board and its employees or their respective representatives are public meetings. Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting,

the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent, or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minnesota Statutes, section 13D.05 to discuss educational or certain other nonpublic data.
- e. A meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

- a. Any portion of a meeting must be closed if the following types of data are discussed:
 - (1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
 - (2) active investigative data collected or created by a law enforcement agency;
 - (3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or
 - (4) an individual's personal medical records.
- b. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and

facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.

- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination)
Minn. Stat. § 179A.14, Subd. 3 (Negotiation Procedures)
Minn. Rules Part 5510.2810 (Petition for Mediation)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References:

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin "C" (Minnesota's Open Meeting Law)

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

BOARD POLICY 206

**Public Participation in School Board Meetings/Complaints About
Persons at School Board Meetings and Data Privacy Considerations**

Adopted _____ **By Reference** _____

Revised _____ **February 2022** _____

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.

- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.

- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.

- B. Personnel data on current and former employees that is "public" includes: Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minnesota Statutes, section 13.43, subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minnesota Statutes, section 123B.143, subdivision 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education;

honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minnesota Statutes, section 122A.40, subdivision 14 (Teachers Discharge Hearing);
2. right to privacy of personnel data as provided by Minnesota Statutes, section 13.43 (Personnel Data);
3. right to consideration by the school board of certain data treated as not public as provided in Minnesota Statutes, section 13D.05 (Not Public Data);
4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minnesota Statutes, section 122A.33, subdivision 3.

- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing, Minnesota Statutes, section 121A.47, subdivision 5 (Student Dismissal Hearing);
 - 2. right to privacy of educational data (Minnesota Statutes, section 13.32 (Educational Data); 20 United States Code, section 1232g (FERPA);
 - 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minnesota Statutes, chapter 260E (Reporting of Maltreatment of Minors) and Minnesota Statutes, section 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minnesota Statutes, section 13.43, subdivision 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

- 1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
- 2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
- 3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
- 4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
- 5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
- 6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
- 7. Personal attacks by anyone addressing the school board are unacceptable.

Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minnesota Statutes, section 13.08, subdivision 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minnesota Statutes, section 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law (Minnesota Statutes, chapter 13), and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minnesota Statutes, section 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

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

BOARD POLICY 206

**Public Participation in School Board Meetings/Complaints About
Persons at School Board Meetings and Data Privacy Considerations**

Adopted _____ **By Reference** _____

Revised _____ **February 2022** _____

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.

- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.

- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.

- B. Personnel data on current and former employees that is "public" includes: Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minnesota Statutes, section 13.43, subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minnesota Statutes, section 123B.143, subdivision 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education;

honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minnesota Statutes, section 122A.40, subdivision 14 (Teachers Discharge Hearing);
2. right to privacy of personnel data as provided by Minnesota Statutes, section 13.43 (Personnel Data);
3. right to consideration by the school board of certain data treated as not public as provided in Minnesota Statutes, section 13D.05 (Not Public Data);
4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minnesota Statutes, section 122A.33, subdivision 3.

- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing, Minnesota Statutes, section 121A.47, subdivision 5 (Student Dismissal Hearing);
 - 2. right to privacy of educational data (Minnesota Statutes, section 13.32 (Educational Data); 20 United States Code, section 1232g (FERPA);
 - 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minnesota Statutes, chapter 260E (Reporting of Maltreatment of Minors) and Minnesota Statutes, section 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minnesota Statutes, section 13.43, subdivision 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

- 1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
- 2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
- 3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
- 4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
- 5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
- 6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
- 7. Personal attacks by anyone addressing the school board are unacceptable.

Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minnesota Statutes, section 13.08, subdivision 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minnesota Statutes, section 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law (Minnesota Statutes, chapter 13), and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minnesota Statutes, section 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

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

**BOARD POLICY 208
Development, Adoption, and Implementation of Policies**

Adopted_____By Reference____

Revised_February 2023

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

[NOTE: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy with the force and effect of law for the school district. School district policy provides the school board's general direction for the school district while delegating policy implementation to the administration.
- B. The school district's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The school board shall determine the effectiveness of policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION AND REVIEW OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a meeting after the two meetings at which public

input was received. The policy will be effective on the latter of the date of passage or the date stated in the motion.

- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to school district policies. A copy of the school district policies shall be placed in the office of each school attendance center and in the central school district office and shall be available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

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

**BOARD POLICY 211
Criminal or Civil Action Against School District, School Board Member,
Employee, or Student**

Adopted_____By Reference

Revised_____February 2023

I. PURPOSE

The purpose of this policy is to provide guidance about the school district’s position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minnesota Statutes, section 466.07, subdivision 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that the school board member or employee was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minnesota Statutes, section 123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district must provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.
- C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 and to

the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g, and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, the employee will inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official designated as the responsible authority for the collection, use, and dissemination of data.

D. Service of Subpoenas

School district officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minnesota Statutes, section 123B.02, subdivision 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision whether to reimburse shall be made in the school board's discretion. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. To promote that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless extenuating circumstances exist, the matter being

investigated is school-related, or as otherwise provided by law.

2. If questioning at school is unavoidable, the school district will attempt to maintain confidentiality to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minnesota Statutes, section 260E.22), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minnesota Statutes, chapter 13 (Minnesota Government Data Practices Act) and 20 United States Code, section 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel; Reimbursement)
Minn. Stat. § 123B.25(b) (Legal Actions Against Districts and Teachers)
Minn. Stat. § 260E.22 (Interviews)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dyppress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308(1975)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)



Alexandra Rosa
Labor Representative
AFSCME Council 65
118 Central Ave
Nashwauk, MN 55769

Shannon Douvier
Executive Director

Jo Musel Parr
*Field & Organizing
Services Director*

Brenda Weller
Finance Director

Troy Bauch
Field Director

Kate Black
Field Director

Beth Shermoen
1515 Eleventh Street
International Falls, MN 56649
(218) 283 -2571

(3/28/25)

RE: Information Request Relative to Negotiations

Dear Mrs. Shermoen -

I write on behalf of Local 510 to notify the District of our intent to negotiate the labor agreement set for expiration on June 30th, 2025. To aid with negotiations this summer, I am writing to formally request the following information:

1. The last three (3) years approved budgets
2. The last three (3) years audit reports
3. An updated seniority list including employee job classification
4. Current insurance summary document sheets
5. Insurance premium rates and number of employees participating in each offered plan.

If it is possible for the District to provide an electronic copy emailed to me at arosa@afscme65.org, that would be preferable.

Please advise of the District's availability to negotiate at your earliest convenience. We would like to secure multiple dates, if possible.

Respectfully,
Alexandra Rosa
Labor Representative, AFSCME Council 65
218-398-3957

American Federation of State, County and Municipal Employees, AFL-CIO
TEL (218) 885-3242 FAX (218) 885-3245 TOLL FREE (888) 474-3242 WEB www.afscme65.org
118 Central Avenue Nashwauk, MN 55769

----- Forwarded message -----

From: **Dawnelle Meyers** <dmeyers@isd361.org>

Date: Wed, Apr 30, 2025 at 9:40 AM

Subject: Retirement

To: Beth Shermoen <bshermoen@isd361.org>

Good morning, Beth.

I have decided that I will retire after the last day of work this present school year. I'll be writing my letter and submitting it soon.

Thank you,

Dawnelle



Ashley Hall <ahall@isd361.org>

Fwd: Website Message: You have a message from Eugene Steele

Beth Shermoen <bshermoen@isd361.org>

Mon, May 12, 2025 at 10:33 AM

To: Jen Erickson <jerickson@isd361.org>, Kendra Bennett <kbennett@isd361.org>, Ashley Hall <ahall@isd361.org>

Gene will retire at the end of the year. Please see the email below and add him to the May board agenda meeting.

----- Forwarded message -----

From: **Thrillshare** <no-reply@apptegy.com>

Date: Mon, May 12, 2025 at 10:31 AM

Subject: Website Message: You have a message from Eugene Steele

To: <bshermoen@isd361.org>

Sender: Eugene Steele

Sender IP Address: 68.235.95.68

To reply to this message, use reply email elsteele13@gmail.com

Beth I will be retiring from bus driving at the end of the school year. I will need a 30 day separation from the school before I can decide on any future employment.

Thank you, Eugene Steele

This message was sent from the messaging service on your website via Thrillshare on 05/12/25 10:31 AM CDT

--

Beth Shermoen

ISD 361 Superintendent

1515 11th Street

International Falls, MN 56649

218-283-2571 ext. 1112

bshermoen@isd361.org

"Every child deserves a champion, an adult who will never give up on them, who understands the power of connection, and insists that they become the best that they can possibly be." ~Rita Pierson

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----- Forwarded message -----

From: **James Hartzler** <hartzlerjd@gmail.com>

Date: Fri, Apr 25, 2025 at 11:50 AM

Subject: Resignation

To: Jennifer Thompson <jthompson@isd361.org>, <janderson@isd361.org>, Beth Shermoen <bshermoen@isd361.org>

Jen,

I spoke with Jeremy today and let him know that I will be leaving the bus driver / custodial positions there at ISD361. I am not sure of an end date as yet. He is coordinating coverage for the route I now run.

I greatly appreciate the time I have had there at the school and the way everyone worked with me for my "special times and days" off. I would ask that you begin to cover me in the custodial role as well. I will definitely be able to work through next Fri, May 2. Thanks for the opportunity to work there at the school.

James Hartzler

117 Wayside Lane

International Falls, MN 56649

Home: 218-373-0224

Cell: 717-250-2467

hartzlerjd@gmail.com

May 1st, 2025

Melissa Tate, Falls Elementary Pricipal
1414 15th Ave, International Falls, MN 56649
(218) 283-3487
mtate@isd361.org

Dear Miss Tate,

I am saddened to say that I will be resigning from the Physical Education position at International Falls Elementary at the end of the 2024/2025 school year (May 31). I am resigning because I want to pursue a different career that is more suited for myself and in the best interest for my family.

I am incredibly thankful for the opportunity you have given me to teach at a wonderful school district. I had a great experience working here for the last two years and I am honored to have worked with so many fantastic colleagues. I learned so much from you and everyone that works here and built great relationships with everyone. I hope to cross paths with everyone again and stay connected with the school district.

Please let me know if there is anything I can do to help this transition go smoothly during the remaining time at Falls Elementary.

Sincerely,

Joseph Anselmo



Ashley Hall <ahall@isd361.org>

Fwd: resignation

Beth Shermoen <bshermoen@isd361.org>

Sun, May 11, 2025 at 11:01 PM

To: Ashley Hall <ahall@isd361.org>, Kendra Bennett <kbennett@isd361.org>

Please add to the board agenda for May. See email below. Thank you, Beth

----- Forwarded message -----

From: **Linda Mankus** <lmankus@isd361.org>

Date: Wed, May 7, 2025 at 7:35 AM

Subject: resignation

To: Beth Shermoen <bshermoen@isd361.org>, Lisa West <lwest@isd361.org>, Jen Erickson <jerickson@isd361.org>, Linda Mankus <lmankus@isd361.org>

I am writing to tender my resignation from my position as paraprofessional at the end of the school year.

I am leaving for the following reason:
I feel it is time to retire.

I want to thank the district for allowing me to work at the school. I very much value the opportunity I had to work at ISD 361. It was a joy to help the students.

I will be available in the fall to work as a sub para.

Sincerely,
Linda Mankus

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--

Beth Shermoen
ISD 361 Superintendent
1515 11th Street
International Falls, MN 56649
218-283-2571 ext. 1112
bshermoen@isd361.org

"Every child deserves a champion, an adult who will never give up on them, who understands the power of connection, and insists that they become the best that they can possibly be." ~Rita Pierson

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----- Forwarded message -----

From: **mason meyer** <masonmeyer9@gmail.com>

Date: Wed, May 14, 2025 at 10:27 AM

Subject: JV Hockey Resignation

To: <bshermoen@isd361.org>, <tringhofer@isd361.org>

Hello,

I am writing to formally inform you of my decision to resign as JV Coach for Boy Hockey. Thank you Timm for the opportunity to coach for the program I played for.

Mason Meyer

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:

United Way of Northeastern MN	24 hygiene kits for students to take for home use
Greater Twin Cities United Way Grant: Career Academies Building a Movement	\$10,000
Elk’s Bowling League	PALS Donation \$500
Trustar	Bronco Hall of Fame \$500
PCA	Bronco Hall of Fame \$1,500
	5 th Grade Starbase Trip \$6,000
	Relay Recess T-shirts \$3,500
Box Tops	FHS \$27.50
Mark and Amy Callaway	Stuart Nordquist Field Donation \$1,000
Bronco Basketball Boosters	Score Board \$8,590
Ranier Rec Club	Boys Hockey Coach \$1,300
	Boys Hockey Supplies \$350
	Hockey Cheer \$175
	Basketball Cheer \$175
Bronco Volleyball Boosters	Hudl \$100
	Score Board \$3,000

Voting against:

Whereupon, the resolution was declared adopted.

International Falls ISD #361

FY24-25 Revised Budget

MAY 19, 2025

PRESENTED BY:

JASON MUTZENBERGER,

BUSINESS MANAGER



Current Year Considerations



Enrollment Updates



State & Federal Funding



Staffing

Contract Settlements
Staff Placement
Employee Benefits



Detailed Look at Account Activity



Deferred Maintenance Items



Prior Year Results

FY24-25 Adopted vs Revised Budget General Fund

General Fund	Adopted	Revised	Change
Revenues	\$13,613,975	\$14,460,739	\$846,764
Expenditures	\$14,601,702	\$14,856,765	\$255,063
Fund Balance	(\$987,727)	(\$396,026)	\$591,701

2024-25 General Fund Revenue Adjustments

Description	Change
State General Education Aid	\$156,950
Property Taxes	122,386
Other State Sources	443,586
Local - Fees, donations, Other	123,842
Federal Sources	-
Total Adjustments	\$846,764

Description	Change
Salaries & Wages	\$58,681
Employee Benefits	105,662
Purchased Services	202,927
Supplies & Equipment	(94,119)
Other Expenditures	(20,111)
Federal Programs	2,023
Total Adjustments	\$255,063

2024-25 General Fund Expenditure Adjustments

2024-25 All Funds Revenue Adjustments

Description	2024-25 Adopted	2024-25 Revised	Increase/ (Decrease)
Revenues:			
General Fund	\$13,613,975	\$14,460,739	\$846,764
Food Service	730,700	744,713	14,013
Community Service	707,507	735,157	27,650
Construction	-	21,801,141	21,801,141
Debt Redemption	541,394	541,394	-
Student Activities	150,000	150,000	-
Totals	\$15,743,576	\$38,433,144	\$22,689,568

2024-25 All Funds Expenditure Adjustments

Description	2024-25 Adopted	2024-25 Revised	Increase/ (Decrease)
Expenditures:			
General Fund	\$14,601,702	\$14,856,765	\$255,063
Food Service	\$744,413	\$744,413	-
Community Service	705,890	732,599	26,709
Construction	-	2,102,868	2,102,868
Debt Redemption	525,800	526,750	950
Student Activities	150,000	150,000	-
Totals	\$16,727,805	\$19,113,395	\$2,385,590

2024-25 All Funds Fund Balance

Description	2023-24 Audited @ 6/30/2024	2024-25 Projected @ 6/30/2025	Increase/ (Decrease)
Fund Balance:			
General Fund	\$5,831,372	\$5,435,346	\$396,026
Food Service	255,983	255,983	-
Community Service	93,358	95,916	2,558
Construction	-	19,698,273	19,698,273
Debt Redemption	106,720	121,364	14,644
Student Activities	31,466	31,466	-
Totals	\$6,318,899	\$25,638,348	\$19,319,449



THANK YOU



MEMORANDUM OF UNDERSTANDING
BETWEEN
Independent School District #361 (hereinafter referred to as “District”)
AND
International Falls Teachers, Education Minnesota, Local #331
(hereinafter referred to as “Union”)

WHEREAS the District and Union are parties to a collective bargaining agreement (CBA) for the period from July 1, 2022, through June 30, 2025; and,

WHEREAS the District and Union desire to address the time commitment, compensation, schedule, location of training, and deadlines for teachers required to complete the state of Minnesota mandated READ Act training; and,

WHEREAS the District and Union have agreed that teachers will participate in OL&LA (CORE) **and** LETRS (LEXIA) for Early Education approximately **55 course hours** , LETRS (LEXIA) - approximately **109 course hours** and CAREIALL (CAREI University of Minnesota) - approximately **65 course hours**;

WHEREAS the District and Union have agreed that teachers will complete training that may require hours that exceed the time provided during the teacher contract day, QComp/PGP time, and workshop days.

NOW, THEREFORE, be it resolved that the parties agree to the following:

1. Eligibility

The Union and District will establish a list of eligible teachers, who must:

- a. Hold a license issued by the Professional Educator Licensing and Standards Board; and,
- b. Be employed by the District and actively working between August 2022 and June 2025; and
- c. Be required by the District to complete approved training described under Minn. Stat. § 120B.123, subdivision 5.
- d. Will provide a stipend for 1 training only, per the state requirement, in this phase with the greater course completion hours being the reimbursement stipend.

2. Compensation earned for READ Act training.

Teachers will earn compensation as follows:

Teachers will complete the assigned training, live sessions, and tests as scheduled throughout the 2022-2025 school year AND achieve mastery at **80% or above** and completed by January 19, 2025.

A stipend in the amount of ***See Specific Read Act Course Completion Stipend Below*** shall be paid to the eligible teacher for all other time required outside the contracted duty day including makeup sessions to complete District-approved READ Act-related training.

- LETRS (LEXIA) for Early Education AND OL&LA (CORE) - approximately **55 course hours - \$425.00**
- LETRS (LEXIA) - approximately **109 course hours - \$925.00**
- CAREIALL (CAREI University of Minnesota) - approximately **65 course hours - \$525.00**

3. Credit Recognition

In addition to the stipends listed above any graduate credits paid for and earned by the employee upon completion of the Read Act full training requirements are eligible toward a salary lane advancement. The parties agree these credits need pre-approval by the Superintendent. A lane change earned as a result of the credits shall be effective during the first lane change window (per the CBA) after completion of the training. The employee is responsible for submitting official graduate credits to the superintendent's office.

4. Proof of completion and payment timeline

In all cases, teachers shall submit official certificate proof of successful training completion **no later than June 6, 2025**, to **Beth Shermoen, Superintendent of International Falls Public Schools**.

5. Failure to comply with the READ Act

Compliance with the Minnesota READ Act (Minn. Stat. § 120B.123) is mandatory for both the District and eligible teachers. Failure by the District to comply with these requirements may result in action taken by the Minnesota Department of Education. Failure by an eligible teacher to comply with the training requirements may result in a teacher being out of compliance with READ Act requirements related to reading instruction in accordance with state statute and could result in discipline pursuant to Article XIV of the CBA.

6. Effective Date and Duration

This MOU will remain in effect until June 30, 2025. The District and Union agree to discuss any extension of this date, as well as the allocation of any remaining funds from the Read Act Stipend, during future contract negotiations.

NOW THEREFORE, be it further resolved that the parties agree to the following:

Impact on Precedent. Nothing in this MOU may be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA between the District and the Union. Neither the District nor the Union may refer to this MOU or submit it in any proceeding or case as evidence of a precedent or practice.

Entire Agreement. This MOU constitutes the entire agreement between the parties related to compensation for teachers for completing READ Act training. Neither party has relied on any statements, promises, or representations that are not stated in this MOU. The terms of this MOU constitute the entire agreement between the parties and supersede any prior written or oral, or other agreement, statement, or practice between the parties relating to the subject matter of this MOU. No changes to this MOU will be valid unless they are in writing and signed by both parties. A copy of this MOU will have the same legal effect as the original.

IN WITNESS WHEREOF, the parties have voluntarily entered into this MOU on the dates shown by their signatures. This MOU will not become effective unless and until it is approved by the District's School Board and is signed by both parties.

For the District:

For the Union:

Dated:

Dated:
