

Regular School Board Meeting

Monday, June 16, 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

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. Ceso 2025/26 Budget Presentation

Committee and Administrative Reports

1. Melissa Tate, Elementary Principal:

2. Lisa West, Secondary Principal:

3. Timm Ringhofer, Activities Director:

4. Beth Shermoen, Superintendent:

Consent Agenda

Approve the Consent Agenda as presented.

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

1. Approve payroll in the amount of 710,542.34 for pay periods 5/30/2025 regular and QComp payroll and 6/13/25 regular payroll.
2. Approve current accounts payable due in the amount of \$916,743.31.

3. Approve past meeting minutes for the regular school board meeting on May 19, 2025 and special meeting on June 9, 2025
4. Approve Superintendent Beth Shermoen and School Board Clerk Toni Korpi to sign 2025-2026 Resolution For Membership in the Minnesota State High School League.
5. Align with MSHSL rules and move payment of 9th grade volleyball coach from the recommended amount for paid assistant to assistant coach, through the teachers' contract starting July 1, 2025.
6. Approve the hire of Lexi Erickson for Physical Education teacher at Falls Elementary School.
7. Approve the hire of Karla Olson-Line as Minnesota Honor Society Advisor for the 2025-26 school year.
8. Approve the hire of Molly Larson for Community Ed/Child Care and Early Education Coordinator for ISD 361.
9. Approve the hire of Peter Franz as 5th grade teacher at Falls Elementary School.
10. Accept the resignation of Pacey Rousseau as paraprofessional effective at the end of the 2024-25 school year.
11. Accept the resignation of William Awe as assistant varsity/head junior varsity boys baseball coach effective May 30, 2025.
12. First Reading of School Board Policy 207: Public Hearings.
13. First reading of School Board Policy 209:Code of Ethics
14. First reading of School Board Policy 212: School Board Member Development.
15. First reading of School Board Policy 213:School Board Committees.
16. First Reading of School Board Policy 214: Out-of-State Travel by School Board Members.
17. First reading of School Board Policy 301: School District Administration
18. First reading of School Board Policy 302: Superintendent.
19. First Reading of School Board Policy 303: Selection of Superintendent
20. First Reading of School Board Policy 304: Superintendent Contract, Duties, and Evaluation
21. First Reading of Policy 305: Policy Implementation
22. First Reading of Policy 306: Administrator Code of Ethics
23. Second Reading of School Board Policy 101: Legal Status of the School District.
24. Second Reading of School Board Policy 101.1: Name of the School District.
25. Second Reading of School Board Policy 102: Equal Educational Opportunity.

26. Second Reading of School Board Policy 103:
Complaints-Students, Employees, Parents, Other
Persons.
27. Second Reading of School Board Policy 104:
School District Mission Statement.
28. Second Reading of School Board Policy 201:
Legal Status of the School Board
29. Second Reading of School Board Policy 202:
School Board Officers.
30. Second Reading of School Board Policy 203:
Operation of the School Board-Governing Rules.
31. Second Reading of School Board Policy 203.1:
School Board Procedures; Rules of Order.
32. Second Reading of School Board Policy 203.2:
Order of the Regular School Board Meeting.
33. Second Reading of School Board Policy 203.5:
School Board Meeting Agenda.
34. Second Reading of School Board Policy 203.6:
Consent Agendas
35. Second Reading of School Board Policy 204:
School Board Meeting Minutes.
36. Second Reading of School Board Policy 205: Open
and Closed Meetings
37. Second Reading of School Board Policy 206:
Public Participation in the School Board
Meetings/Complaints About Persons at School Board
Meetings and Data Privacy Considerations.
38. Second Reading of School Board Policy 208:
Development, Adoption and Implementation of
Policies.
39. Second Reading of School Board Policy 211:
Criminal or Civil Action Against School District,
School Board Member, Employee or Student.
40. First Reading of School Board Policy 404:
Background Checks: Extracurricular Activities,
Athletic Coaches/Personnel, Volunteers,
Chaperones and other Persons in Direct Contact
with Students
41. Second Reading of One-Year Non-Renewal of
Coaching Assignments Due to Program Changes.

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.
2. Approve the ISD 361 2025-26 Adopted Budget as
Presented by CESO.
Motion by _____, second by _____. Motion
carried / failed.
3. Approve the receipt of the letter by Local 331
with the Intent to negotiation with Local 331.
Motion by _____, second by _____. Motion
carried / failed.
4. Approve the Leave of Absence Request for Sarah
Staples for the 2025-26 School Year.

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

5. Approve ISD 361 District-wide Public Sale: Replaced Materials, Goods, Furniture, Clothing and Equipment, etc. on August 2, 2025.

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

6. Approve the City of International Falls to use ISD 361 property for use of the firework display on July 4, 2025

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

Adjournment

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

Payables Summary
June 16, 2025

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201131680	AFSCME People	5/16/2025	20250516ADAFSPE	Payroll accrual	0	\$ 4.25
201131681	AFT Local #331	5/16/2025	20250516ADDUE1A	Payroll accrual	0	\$ 3,333.28
	AFT Local #331	5/16/2025	20250516ADDUE1A	Payroll accrual	0	\$ 141.55
201131682	California State Disbursement	5/16/2025	20250516ADCSP14	Payroll accrual	0	\$ 173.07
201131683	Para Local #4798	5/16/2025	20250516ADDUE2A	Payroll accrual	0	\$ 601.19
	Para Local #4798	5/16/2025	20250516ADDUE2A	Payroll accrual	0	\$ 68.63
201131684	Anderson, Randy	5/15/2025	SB vs 05-06-25	Umpire Softball 05-06-25 vs	0	\$ 200.00
201131685	Fish, Dave	5/15/2025	SB vs GNK	Umpire Softball vs GNK	0	\$ 200.00
201131686	FOND DU LAC COLLEGE	5/15/2025	Quiz Bowl	Registration for state quiz	0	\$ 100.00
201131687	Hemstad, Chris	5/15/2025	Meal Acct Refund	Meal Acct Refund for Ila and	0	\$ 80.80
201131688	ISD #316 GREENWAY HIGH SC	5/15/2025	Track meet Greenway	Track and Field meet	0	\$ 200.00
201131689	MN DEPT OF HEALTH	5/15/2025	ISD #361 2025	Monthly Census Birth Report	0	\$ 180.00
201131690	SIMONS, David	5/15/2025	SB Official vs Ely	Umpire softball vs Ely	0	\$ 200.00
201131691	UNITED TRUCK BODY	5/15/2025	M202515	2026 Blue Bird School Bus	0	\$ 123,483.82
201131692	Align Chiropractic & Wellness	5/16/2025	10704-C01	Drug Testing	7602500015	\$ 35.00
	Align Chiropractic & Wellness	5/16/2025	10742-C01	DOT Physical	7602500015	\$ 100.00
201131693	BEMIDJI BUS LINE	5/16/2025	11143	Busing Track 04-25-25 at LOW	2922500188	\$ 1,440.00
201131694	Central McGowan Inc	5/16/2025	991533	BLANKET PO FOR METALS	2552500006	\$ 64.23
201131695	Flowerchild Floral LLC	5/16/2025	215	African violet 4" plants	2922500187	\$ 188.50
201131696	FRIENDS GARBAGE SERVICE, I	5/16/2025	70778	Garbage Pickups	8102500053	\$ 2,287.35
201131697	HQ4Sports	5/16/2025	100928/100929	Catches Gear, Equipment Bag,	2922500167	\$ 1,118.43
201131698	Marco Technologies LLC	5/16/2025	13858520	FES copier/Guidance Office	6052500021	\$ 172.78
	Marco Technologies LLC	5/16/2025	13858520	FES copier/Guidance Office	6052500021	\$ 6.01
201131699	MIDCONTINENT COMMUNICA	5/16/2025	2.75104E+13	FES Fax	1102500014	\$ 49.07
201131700	MN ENERGY RESOURCES COF	5/16/2025	0503196532-00001	Arena	8102500033	\$ 1,555.25
	MN ENERGY RESOURCES COF	5/16/2025	0503526034-00001	FES	8102500033	\$ 2,252.14
	MN ENERGY RESOURCES COF	5/16/2025	0506435793-00001	FHS	8102500033	\$ 327.33
	MN ENERGY RESOURCES COF	5/16/2025	0506435793-00001	FHS	8102500033	\$ 109.11
201131701	MN GRADUATE SERVICES LTD	5/16/2025	493	GRADUATION SUPPLIES - DIPLOMA	3002500108	\$ 1,273.75
	MN GRADUATE SERVICES LTD	5/16/2025	509	GRADUATION SUPPLIES - DIPLOMA	3002500108	\$ 310.75
201131702	NCPERS Group Life Ins.	5/16/2025	1.64913E+11	Benefits	1102500006	\$ 48.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	NCPERS Group Life Ins.	5/16/2025	1.64913E+11	Benefits	1102500006	\$ 32.00
201131703	PAUL BUNYAN COMMUNICATI	5/16/2025	050125	District Internet Services	6052500000	\$ 835.00
201131704	RAPTOR TECHNOLOGIES	5/16/2025	164727	RAPTOR PRINTING TAPE FOR	3002500098	\$ 535.00
201131705	SHANNONS INC	5/16/2025	28378	Leak in high school class and	8102500157	\$ (137.50)
	SHANNONS INC	5/16/2025	28028	Leak in high school class and	8102500157	\$ 1,763.75
	SHANNONS INC	5/16/2025	28345	Repair vacuum breaker in	8102500194	\$ 160.86
	SHANNONS INC	5/16/2025	28362	Sink repair	8102500195	\$ 227.50
	SHANNONS INC	5/16/2025	28359	Pool Repair	8102500198	\$ 2,820.20
	SHANNONS INC	5/16/2025	28377	Gas Leak in Zamboni Room	8102500171	\$ (5.00)
	SHANNONS INC	5/16/2025	28376	Labor for fixing arena gas	8102500172	\$ (5.00)
201131706	The Sport Shop	5/16/2025	050725	Softballs for Co-Ed Summer	5002500040	\$ 450.00
201131707	UHL	5/16/2025	69258A	Elementary School controls	8102500197	\$ 2,348.50
	UHL	5/16/2025	69258A	Elementary School controls	8102500197	\$ 1,498.22
201131708	AFSCME People	5/30/2025	20250530ADAFSPE	Payroll accrual	0	\$ 4.25
201131709	AFT Local #331	5/30/2025	20250530ADDUE1A	Payroll accrual	0	\$ 3,332.90
	AFT Local #331	5/30/2025	20250530ADDUE1A	Payroll accrual	0	\$ 141.55
201131710	California State Disbursement	5/30/2025	20250530ADCSP14	Payroll accrual	0	\$ 173.07
201131711	Para Local #4798	5/30/2025	20250530ADDUE2A	Payroll accrual	0	\$ 601.19
	Para Local #4798	5/30/2025	20250530ADDUE2A	Payroll accrual	0	\$ 68.63
201131712	Anderson, Randy	5/29/2025	Official LBF	Umpire V Baseball vs LBF	0	\$ 100.00
201131713	Bemidji State University	5/29/2025	Torin Thompson P.B.	Torin Thompson - 2025 Paul	0	\$ 500.00
201131714	Ekman, Loretta	5/29/2025	Track	Worker for Track and Field on	0	\$ 75.00
201131715	ELY BASEBALL ASSOCIATION	5/29/2025	basebal 05-16 &05-17	Entry Fee for Baseball in Ely	0	\$ 180.00
201131716	Fish, Dave	5/29/2025	V BB umpire	Umpire V Baseball vs LBF	0	\$ 100.00
201131717	Ford, Quianna	5/29/2025	Track 05-13-25	Worker for Track and Field on	0	\$ 75.00
201131718	GLUMACK, BABE	5/29/2025	Softball umpire	Umpire Softball vs Chisholm	0	\$ 100.00
	GLUMACK, BABE	5/29/2025	Softball umpire	Umpire Softball vs Chisholm	0	\$ 100.00
	GLUMACK, BABE	5/29/2025	Softball umpire	Umpire Softball vs Chisholm	0	\$ 141.40
201131719	Hanson, Cadence	5/29/2025	Annual refund	Purchased two annuals in	0	\$ 75.00
201131720	ISD #381 Two Harbors	5/29/2025	Golf 05-22	ERC Meet for Golf in Two	0	\$ 400.00
201131721	MN North College	5/29/2025	Wyatt Vohler C&J B	Wyatt Vohler - 2024 Carl &	0	\$ 500.00

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	MN North College	5/29/2025	Wyatt Vohler W.H.	Wyatt Vohler - 2024 Wallace	0	\$ 250.00
201131722	Northwest Technical College	5/29/2025	Kendra Kalstad RLSFC	Kendra Kalstad - 2025 Rainy	0	\$ 500.00
	Northwest Technical College	5/29/2025	Kendra Kalstad W.H.	Kendra Kalstad - 2025 Wallace	0	\$ 250.00
201131723	Sether, Todd	5/29/2025	SB vs LOW	Umpire for Softball vs Lake	0	\$ 60.00
	Sether, Todd	5/29/2025	SB vs LOW	Umpire for Softball vs Lake	0	\$ 60.00
201131724	SIMONS, David	5/29/2025	SB 05-12-25	Umpire Softball vs Chisholm	0	\$ 100.00
	SIMONS, David	5/29/2025	SB 05-12-25	Umpire Softball vs Chisholm	0	\$ 100.00
201131725	Taylor, Dawnn	5/29/2025	1	Payment for Masters Swim	0	\$ 720.00
201131726	The McDowell Agency, Inc.	5/29/2025	Background Check REC	Background Checks Youth	0	\$ 1,624.40
201131727	Thornbloom, Neal	5/29/2025	Track Starter	Starter for IRC Meet	0	\$ 130.00
201131728	KING OF THE ROAD ENTERTAIN	5/30/2025	052925	SOUNDS SYSTEM FOR 2025	0	\$ 600.00
201131729	AIM ELECTRONICS INC	5/30/2025	45867	Stat Panels Basketball -	2922500143	\$ 8,590.00
	AIM ELECTRONICS INC	5/30/2025	45867	Stat Panels Basketball -	2922500143	\$ 3,000.00
201131730	Amherst H. Wilder Foundation	5/30/2025	6283	DFC Quarterly Evaluator	7902500058	\$ 3,125.00
201131731	AUTO-JET MUFFLER CORP	5/30/2025	518345	EGR	7602500107	\$ 1,043.21
201131732	BECKER ARENA PRODUCTS INC	5/30/2025	615995	Nets for Hockey Goal	8102500215	\$ 433.32
201131733	BEMIDJI BUS LINE	5/30/2025	050825	Charter Bus for Track	2922500191	\$ 1,500.00
	BEMIDJI BUS LINE	5/30/2025	051325	Transportation for Baseball	2922500192	\$ 1,580.00
	BEMIDJI BUS LINE	5/30/2025	051625	Transportation for Track and	2922500193	\$ 1,200.00
201131734	CDW Government	5/30/2025	AE2DK3C	Adobe Renewal	6052500108	\$ 2,500.00
201131735	CITIZENS FOR BACKUS	5/30/2025	5375	Use of the building and	2922500189	\$ 4,470.47
	CITIZENS FOR BACKUS	5/30/2025	5375	Use of the building and	2922500189	\$ 450.00
201131736	Column Software PBC	5/30/2025	89CECA8F-0004	School Board meeting public	102500004	\$ 221.48
	Column Software PBC	5/30/2025	89CECA8F-0005	School Board meeting public	102500004	\$ 221.48
201131737	CROWN AWARDS	5/30/2025	38091314	Ribbon Awards for Boys	2922500166	\$ 248.99
201131738	D. Ervasti Sales Co, LLC	5/30/2025	17529	DIAMOND PRO PROFESSIONAL	2922500177	\$ 573.30
201131739	Educational Biometric Techno	5/30/2025	2691	Fingerprint ID Software used	7702500033	\$ 1,350.00
201131740	FALLS LUMBER COMPANY INC	5/30/2025	207234	Kindergarten Hand Plaque	1302500193	\$ 210.88
	FALLS LUMBER COMPANY INC	5/30/2025	207418	Kindergarten Hand Plaque	1302500193	\$ 50.00
201131741	Innovative	5/30/2025	4841994	FES - Office Supplies	1302500239	\$ 32.90
201131742	KOOCH COUNTY PUBLIC HEAL	5/30/2025	PJS051225	CNA MANTOUXS TRAING LEAH	3002500116	\$ 315.00

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201131743	LAMAR COMPANIES	5/30/2025	117088953	KAPE/Prevention messaging	7902500025	\$ 550.00
201131744	LVC Companies Inc	5/30/2025	169950	Fire Extinguisher	8102500222	\$ 315.00
201131745	MEDTOX LABORATORIES	5/30/2025	042025665124	Drug Testing	0	\$ 77.13
201131746	MIDCONTINENT COMMUNICA	5/30/2025	1.24861E+13	124861401 FHS Moveable	6052500017	\$ 161.26
	MIDCONTINENT COMMUNICA	5/30/2025	1.24861E+13	124861401 FHS Moveable	6052500017	\$ 49.07
	MIDCONTINENT COMMUNICA	5/30/2025	3.74613E+13	374612801 ALC Internet	1102500027	\$ 116.26
201131747	MIDWEST BUS PARTS INC	5/30/2025	8768	8 way light capsules	7602500105	\$ 174.30
	MIDWEST BUS PARTS INC	5/30/2025	8826	Mud flap brackets	7602500106	\$ 102.84
201131748	MN ENERGY RESOURCES COF	5/30/2025	0504762905-00001	Stadium	8102500033	\$ 19.33
201131749	MN POWER	5/30/2025	050825	Electricity Bill	8102500061	\$ 696.22
	MN POWER	5/30/2025	050825	Electricity Bill	8102500061	\$ 2,580.67
	MN POWER	5/30/2025	050825	Electricity Bill	8102500061	\$ 5,825.32
	MN POWER	5/30/2025	050825	Electricity Bill	8102500061	\$ 7,805.02
	MN POWER	5/30/2025	050825	Electricity Bill	8102500061	\$ 2,601.67
	MN POWER	5/30/2025	050825	Electricity Bill	8102500061	\$ 124.48
201131750	RATWIK ROSZAK & MALONEY F	5/30/2025	011325	legal fees 85-00655718 001	0	\$ 790.00
	RATWIK ROSZAK & MALONEY F	5/30/2025	121824	legal fees 85-00655718 001	0	\$ 8,561.41
201131751	SHANNONS INC	5/30/2025	28322	Sink repair	8102500227	\$ 227.50
	SHANNONS INC	5/30/2025	28108	Labor for falls high testing	8102500168	\$ 520.00
	SHANNONS INC	5/30/2025	28375	Highschool work on heating	8102500169	\$ (150.00)
	SHANNONS INC	5/30/2025	28174	Highschool work on heating	8102500169	\$ 4,749.05
	SHANNONS INC	5/30/2025	28380	FHS Kitchen repair	8102500187	\$ (5.00)
	SHANNONS INC	5/30/2025	28274	FHS Kitchen repair	8102500187	\$ 460.00
201131751	SHANNONS INC	5/30/2025	28274	FHS Kitchen repair	8102500187	\$ 150.00
	SHANNONS INC	5/30/2025	28381	High school boiler repair	8102500190	\$ (252.50)
	SHANNONS INC	5/30/2025	28271	High school boiler repair	8102500190	\$ 545.00
	SHANNONS INC	5/30/2025	28379	Bronco Arena repairs:	8102500191	\$ (265.00)
	SHANNONS INC	5/30/2025	28280	Bronco Arena repairs:	8102500191	\$ 1,110.00
201131752	SOUND NORTH	5/30/2025	051325	REPLACEMENT PAGES FOR 2025	3002500117	\$ 156.00
201131753	Tilson Bay Company	5/30/2025	1799	Rec Summer Ball (Funds have	5002500047	\$ 1,810.00
	Tilson Bay Company	5/30/2025	1771	Rec Summer Ball jerseys and	5002500043	\$ 11,824.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201131754	UNITED TRUCK BODY	5/30/2025	S 13012	DEF Lines and Filters #542	7602500109	\$ 591.20
	UNITED TRUCK BODY	5/30/2025	S 13010	Misc. Parts for EGR Cooler	7602500108	\$ 226.67
201131755	Up North Quilt Shop	5/30/2025	032025	Embroidery and Hockey Hoodies	2922500185	\$ 135.00
201131756	UPPER LAKES FOODS	5/30/2025	650231-00	Blue Rinse Aid	7702500032	\$ 136.56
201131757	US Cellular	5/30/2025	0729868570	Elevator POTS lines	6052500008	\$ 37.42
	US Cellular	5/30/2025	0729868570	Elevator POTS lines	6052500008	\$ 107.66
201131758	Vestis Group, Inc.	5/30/2025	2630425526	Rug service for FES	8102500071	\$ 44.90
	Vestis Group, Inc.	5/30/2025	2630425527	Rug service for FHS	8102500071	\$ 53.90
201131759	ViVi	5/30/2025	17452	Vivi Display System	6052500110	\$ 716.00
201131760	WATER DEPT	5/30/2025	74-006700-00	Bus Garage	8102500044	\$ 58.38
	WATER DEPT	5/30/2025	13-014700-00	FHS	8102500044	\$ 1,958.03
	WATER DEPT	5/30/2025	13-014701-00	Scheela Field	8102500044	\$ 50.73
201131760	WATER DEPT	5/30/2025	13-014800-00	FES	8102500044	\$ 1,859.07
	WATER DEPT	5/30/2025	13-014900-00	Arena	8102500044	\$ 448.89
	WATER DEPT	5/30/2025	30-007100-02	Stadium	8102500044	\$ 53.83
201131761	WESTONE LABORATORIES INC	5/30/2025	90129122	Co-Op: Hearing Aid Molds	1302500234	\$ 62.05
	WESTONE LABORATORIES INC	5/30/2025	90127387	Co-op - Hearing Aid Molds	1302500224	\$ 124.10
	WESTONE LABORATORIES INC	5/30/2025	90126580	Co-Op: New Hearing Aid Molds	1302500232	\$ 139.10
	WESTONE LABORATORIES INC	5/30/2025	90127008	Co-Op: Hearing Aid Molds	1302500233	\$ 139.10
	WESTONE LABORATORIES INC	5/30/2025	90127006	Co-op - Hearing Aid Molds	1302500223	\$ 156.10
	WESTONE LABORATORIES INC	5/30/2025	90127005	Co-op - Hearing Aid Molds	1302500225	\$ 156.10
201131762	ACT FINANCE	6/3/2025	ACT TESTS 2025	ACT TESTS 2025 11TH GRADE	0	\$ 1,239.75
201131763	COLLEGE BOARD	6/3/2025	COLL. BOARD AP TESTS	College Board AP Calculus	0	\$ 165.00
201131764	INTERMEDIATE DISTRICT 287	6/3/2025	Inter District 287	\$8,662.50 = Online	0	\$ 8,662.50
	INTERMEDIATE DISTRICT 287	6/3/2025	Inter District 287	\$8,662.50 = Online	0	\$ 1,029.42
201131765	ISD #2711 MESABI EAST SCHC	6/3/2025	B Golf	Boys Golf meet Mesabi East	0	\$ 60.00
201131766	ISD #695 Chisholm	6/3/2025	Track 04-28-25	Track and Field Meet	0	\$ 150.00
201131767	MN North College	6/3/2025	Keaton Maish W.H.	Keaton Maish - 2025 Wallace	0	\$ 250.00
201131768	Region 7A	6/3/2025	G Golf	Attention: Sue Northey Entry	0	\$ 80.00
201131769	American Cancer Society	6/5/2025	06022025	Relay Recess Donation	0	\$ 2,799.84
201131770	Hendrickson, Sheryl	6/5/2025	State Track	Meals for State Track and	0	\$ 1,080.00

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201131771	Imhof, Mason	6/5/2025	1B	Basketball Summer Youth Camp	0	\$ 687.50
201131772	Lake Superior College	6/5/2025	Brendyn Scholler P.B	Brendyn Scholler - 2025 Paul	0	\$ 500.00
201131773	Aviben	6/6/2025	37608	403b Third Party Admin Svc	1102500011	\$ 202.15
201131774	BEMIDJI BUS LINE	6/6/2025	11233	Bus for softball to Esko	2922500198	\$ 1,700.00
	BEMIDJI BUS LINE	6/6/2025	11243	Bus for Track and Field	2922500195	\$ 2,060.00
	BEMIDJI BUS LINE	6/6/2025	11242	Bus for Baseball 05-27-2025	2922500194	\$ 1,970.00
201131775	BOYUM, STEVE	6/6/2025	052025	Black dirt	8102500229	\$ 350.00
201131776	CESO Finance, LLC	6/6/2025	1870	Business Manager Services	1102500000	\$ 8,240.00
201131777	CINE 5	6/6/2025	38	PCA Donation/Student Money -	1302500259	\$ 2,850.00
201131778	Close Out Bats	6/6/2025	25-110762	Bats for Softball 2024/2025	2922500163	\$ 404.85
201131779	CRANDALLS SEPTIC PUMPING	6/6/2025	9132	Porta Potties for rec ball	5002500037	\$ 135.00
	CRANDALLS SEPTIC PUMPING	6/6/2025	9127	Porta Potties for rec ball	5002500037	\$ 135.00
	CRANDALLS SEPTIC PUMPING	6/6/2025	9128	Porta Potties for rec ball	5002500037	\$ 110.00
	CRANDALLS SEPTIC PUMPING	6/6/2025	9130	Porta Potties for rec ball	5002500037	\$ 110.00
	CRANDALLS SEPTIC PUMPING	6/6/2025	9131	Porta Potties for rec ball	5002500037	\$ 110.00
	CRANDALLS SEPTIC PUMPING	6/6/2025	9134	3 Portable Toilets for home	2922500176	\$ 330.00
	CRANDALLS SEPTIC PUMPING	6/6/2025	9135	Portable Toilets for Spring	2922500175	\$ 110.00
	CRANDALLS SEPTIC PUMPING	6/6/2025	9133	Portable Toilets for Spring	2922500175	\$ 110.00
201131780	DEPT OF HUMAN SERVICES	6/6/2025	764164	IEP Admin Fee	0	\$ 68.00
	DEPT OF HUMAN SERVICES	6/6/2025	819007*	IEP Admin Fee	0	\$ 190.00
201131781	GUARDIAN PEST CONTROL INC	6/6/2025	2660063	Pest control year contract	8102500042	\$ 37.28
	GUARDIAN PEST CONTROL INC	6/6/2025	2660063	Pest control year contract	8102500042	\$ 37.27
201131782	Hasbargen Customs LLC	6/6/2025	1918	PCA Donation - Relay Recess	1302500257	\$ 3,570.00
201131783	HILLYARD HUTCHINSON	6/6/2025	605814007	FES Custodial - Floor Buffing	8102500210	\$ 71.48
	HILLYARD HUTCHINSON	6/6/2025	700647115	Floor scrubber parts	8102500200	\$ 42.56
201131784	INTERQUEST DETECTION CAN	6/6/2025	May NM 2025	Canine Detection Services	1102500035	\$ 880.00
201131785	JOSTENS INC	6/6/2025	1409397	Yearbooks 6th-8th grade	0	\$ 504.30
	JOSTENS INC	6/6/2025	1407912	high school yearbooks	0	\$ 1,105.31
201131786	KGHS-AM	6/6/2025	043025	School Matters	102500006	\$ 225.00
201131787	LVC Companies Inc	6/6/2025	168517	Fire Extinguisher Replacement	8102500220	\$ 225.00
	LVC Companies Inc	6/6/2025	168482	Labor reprogramming message	8102500221	\$ 280.00

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201131788	MIDCONTINENT COMMUNICA	6/6/2025	2.75104E+13	FES Fax	1102500014	\$ 49.59
201131789	MN North College	6/6/2025	9871	NAHA 1100 NURSING	3002500122	\$ 3,000.00
201131790	Pacific Northwest Publishing	6/6/2025	118920	PDT - Teacher Training	1302500217	\$ 8,970.00
201131791	PAUL BUNYAN COMMUNICATI	6/6/2025	060125	District Internet Services	6052500000	\$ 835.00
201131792	RAINY LAKE MEDICAL CENTER	6/6/2025	324778369	Hepatitis-B vaccines - acct	0	\$ 1,397.27
	RAINY LAKE MEDICAL CENTER	6/6/2025	324778369	Hepatitis-B vaccines - acct	0	\$ 232.96
201131793	Rainy Lake Gazette, CherryRoæ	6/6/2025	256059	Advertising Local Newspaper	1102500029	\$ 625.00
201131794	Scholler, Duane	6/6/2025	060425	06/04/25 Umpire Co-Ed	0	\$ 35.00
201131795	TechCheck	6/6/2025	8190C	Watchguard MFA	6052500107	\$ 684.00
201131796	Tilson Bay Company	6/6/2025	1807	Salon 218 Arena Board Banner	8102500232	\$ 75.00
201131797	UNITED TRUCK BODY	6/6/2025	S 13018	Misc. Parts for EGR Cooler	7602500108	\$ 111.81
201131798	West Music Company, Inc.	6/6/2025	SI2528139	Falls Elementary	2582500015	\$ 39.75
201131799	COCA-COLA BOTTLING CO	6/6/2025	10003557	FHS; Ala Carte Beverages	7702500010	\$ 130.25
	COCA-COLA BOTTLING CO	6/6/2025	10003909	FHS; Ala Carte Beverages	7702500010	\$ 87.50
201131800	DOMINO'S PIZZA	6/6/2025	042325	FHS; CN Pizza for Lunch	7702500013	\$ 220.73
	DOMINO'S PIZZA	6/6/2025	043025	FHS; CN Pizza for Lunch	7702500013	\$ 248.48
	DOMINO'S PIZZA	6/6/2025	050725	FHS; CN Pizza for Lunch	7702500013	\$ 220.73
	DOMINO'S PIZZA	6/6/2025	051425	FHS; CN Pizza for Lunch	7702500013	\$ 229.98
	DOMINO'S PIZZA	6/6/2025	052125	FHS; CN Pizza for Lunch	7702500013	\$ 226.32
201131801	PAN O GOLD BAKING CO	6/6/2025	1.00099E+13	Bread for Meal Service	7702500008	\$ 64.80
	PAN O GOLD BAKING CO	6/6/2025	1.00099E+13	Bread for Meal Service	7702500008	\$ 43.20
	PAN O GOLD BAKING CO	6/6/2025	1.00099E+13	Bread for Meal Service	7702500008	\$ 207.10
	PAN O GOLD BAKING CO	6/6/2025	1.00099E+13	Bread for Meal Service	7702500008	\$ 54.00
	PAN O GOLD BAKING CO	6/6/2025	1.00099E+13	Bread for Meal Service	7702500008	\$ 80.00
	PAN O GOLD BAKING CO	6/6/2025	1.00099E+13	Bread for Meal Service	7702500008	\$ 86.40
	PAN O GOLD BAKING CO	6/6/2025	1.00099E+13	Bread for Meal Service	7702500008	\$ 63.90
	PAN O GOLD BAKING CO	6/6/2025	1.00099E+13	Bread for Meal Service	7702500008	\$ 63.60
	PAN O GOLD BAKING CO	6/6/2025	1.00099E+13	Bread for Meal Service	7702500008	\$ 75.60
	PAN O GOLD BAKING CO	6/6/2025	1.00099E+13	Bread for Meal Service	7702500008	\$ 54.00
	PAN O GOLD BAKING CO	6/6/2025	1.00099E+13	Bread for Meal Service	7702500008	\$ 86.40
201131802	SANDSTROM'S INC	6/6/2025	542279	Milk for Meal Service	7702500007	\$ 653.00

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	SANDSTROM'S INC	6/6/2025	542282	Milk for Meal Service	7702500007	\$ 1,038.50
	SANDSTROM'S INC	6/6/2025	543111	Milk for Meal Service	7702500007	\$ 621.00
	SANDSTROM'S INC	6/6/2025	543112	Milk for Meal Service	7702500007	\$ 960.50
	SANDSTROM'S INC	6/6/2025	544042	Milk for Meal Service	7702500007	\$ 618.50
	SANDSTROM'S INC	6/6/2025	544044	Milk for Meal Service	7702500007	\$ 1,010.00
	SANDSTROM'S INC	6/6/2025	545015	Milk for Meal Service	7702500007	\$ 577.50
	SANDSTROM'S INC	6/6/2025	545018	Milk for Meal Service	7702500007	\$ 879.50
	SANDSTROM'S INC	6/6/2025	545932	Milk for Meal Service	7702500007	\$ 694.50
	SANDSTROM'S INC	6/6/2025	CM359227	Milk for Meal Service	7702500007	\$ (58.50)
	SANDSTROM'S INC	6/6/2025	545933	Milk for Meal Service	7702500007	\$ 748.50
201131803	US FOODSERVICE	6/6/2025	5311207	Food for Meal Services	7702500006	\$ 183.75
	US FOODSERVICE	6/6/2025	5311206	Food for Meal Services	7702500006	\$ 297.50
	US FOODSERVICE	6/6/2025	5119718	Food for Meal Services	7702500006	\$ 2,256.74
	US FOODSERVICE	6/6/2025	5119718	Food for Meal Services	7702500006	\$ 78.29
	US FOODSERVICE	6/6/2025	5224685	Food for Meal Services	7702500006	\$ 1,581.52
	US FOODSERVICE	6/6/2025	5224685	Food for Meal Services	7702500006	\$ 109.69
	US FOODSERVICE	6/6/2025	5311203	Food for Meal Services	7702500006	\$ 2,493.32
	US FOODSERVICE	6/6/2025	5311203	Food for Meal Services	7702500006	\$ 645.11
201131803	US FOODSERVICE	6/6/2025	5335721	Food for Meal Services	7702500006	\$ 95.09
	US FOODSERVICE	6/6/2025	5335723	Food for Meal Services	7702500006	\$ 180.06
	US FOODSERVICE	6/6/2025	5417540	Food for Meal Services	7702500006	\$ 1,498.15
	US FOODSERVICE	6/6/2025	5444654	Food for Meal Services	7702500006	\$ 26.53
	US FOODSERVICE	6/6/2025	5505998	Food for Meal Services	7702500006	\$ 1,996.12
	US FOODSERVICE	6/6/2025	5505998	Food for Meal Services	7702500006	\$ 172.31
	US FOODSERVICE	6/6/2025	5620931	Food for Meal Services	7702500006	\$ 1,027.98
	US FOODSERVICE	6/6/2025	5620931	Food for Meal Services	7702500006	\$ 53.72
	US FOODSERVICE	6/6/2025	5704903	Food for Meal Services	7702500006	\$ 946.68
	US FOODSERVICE	6/6/2025	5704903	Food for Meal Services	7702500006	\$ 251.94
	US FOODSERVICE	6/6/2025	5812680	Food for Meal Services	7702500006	\$ 2,022.00
	US FOODSERVICE	6/6/2025	5812680	Food for Meal Services	7702500006	\$ 112.98
	US FOODSERVICE	6/6/2025	5884559	Food for Meal Services	7702500006	\$ 84.99

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	US FOODSERVICE	6/6/2025	3046756	Food for Meal Services	7702500006	\$ 47.50
	US FOODSERVICE	6/6/2025	5897314	Food for Meal Services	7702500006	\$ 971.06
	US FOODSERVICE	6/6/2025	5897314	Food for Meal Services	7702500006	\$ 58.64
	US FOODSERVICE	6/6/2025	3126972	Food for Meal Services	7702500006	\$ 768.91
	US FOODSERVICE	6/6/2025	3126972	Food for Meal Services	7702500006	\$ 90.44
	US FOODSERVICE	6/6/2025	4842524	MCA REWARD DAY TREATS CAROL	3002500106	\$ 94.62
	US FOODSERVICE	6/6/2025	5643868	MCA REWARD DAY JEANNA RUDOLPH	3002500110	\$ 47.23
	US FOODSERVICE	6/6/2025	5506011	MHS FUNDS - BREAKFAST	2502500027	\$ 67.79
	US FOODSERVICE	6/6/2025	5704902	MCA REWARD DAY JEANNA RUDOLPH	3002500110	\$ 94.62
	US FOODSERVICE	6/6/2025	CM4923976	Food for Meal Services	7702500006	\$ (47.60)
	US FOODSERVICE	6/6/2025	5311208	Food for Meal Services	7702500006	\$ 703.63
	US FOODSERVICE	6/6/2025	5311208	Food for Meal Services	7702500006	\$ 179.93
	US FOODSERVICE	6/6/2025	5417541	Food for Meal Services	7702500006	\$ 1,761.29
	US FOODSERVICE	6/6/2025	5417541	Food for Meal Services	7702500006	\$ 173.63
	US FOODSERVICE	6/6/2025	CM5417541	Food for Meal Services	7702500006	\$ (78.88)
	US FOODSERVICE	6/6/2025	5506002	Food for Meal Services	7702500006	\$ 1,059.69
	US FOODSERVICE	6/6/2025	5506002	Food for Meal Services	7702500006	\$ 175.60
	US FOODSERVICE	6/6/2025	5620932	Food for Meal Services	7702500006	\$ 989.84
	US FOODSERVICE	6/6/2025	5620932	Food for Meal Services	7702500006	\$ 113.43
	US FOODSERVICE	6/6/2025	5704904	Food for Meal Services	7702500006	\$ 1,112.98
	US FOODSERVICE	6/6/2025	5704904	Food for Meal Services	7702500006	\$ 71.00
	US FOODSERVICE	6/6/2025	5812685	Food for Meal Services	7702500006	\$ 856.28
	US FOODSERVICE	6/6/2025	5812685	Food for Meal Services	7702500006	\$ 156.08
	US FOODSERVICE	6/6/2025	5897317	Food for Meal Services	7702500006	\$ 771.70
	US FOODSERVICE	6/6/2025	5897317	Food for Meal Services	7702500006	\$ 165.22
201131803	US FOODSERVICE	6/6/2025	3126978	Food for Meal Services	7702500006	\$ 858.89
	US FOODSERVICE	6/6/2025	3126978	Food for Meal Services	7702500006	\$ 57.25
	US FOODSERVICE	6/6/2025	5643867	PCA Donation - Starbase -	1302500261	\$ 187.71
	US FOODSERVICE	6/6/2025	5620929	PCA Donation - Starbase -	1302500261	\$ 108.11
	US FOODSERVICE	6/6/2025	5506003	Kindergarten Snacks	1302500060	\$ 165.51
	US FOODSERVICE	6/6/2025	3126988	Kindergarten Snacks	1302500060	\$ 46.28

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	US FOODSERVICE	6/6/2025	5897318	Pre School Snacks	1302500060	\$ 42.16
	US FOODSERVICE	6/6/2025	3126987	Pre School Snacks	1302500060	\$ 58.04
202426317	Aviben	5/16/2025	20250516ADTSAID	Payroll accrual	0	\$ 165.40
	Aviben	5/16/2025	20250516ADTSAME	Payroll accrual	0	\$ 192.32
	Aviben	5/16/2025	20250516ADTSAME	Payroll accrual	0	\$ 96.16
	Aviben	5/16/2025	20250516ADTSASP	Payroll accrual	0	\$ 1,333.70
	Aviben	5/16/2025	20250516ADTSASP	Payroll accrual	0	\$ 116.32
	Aviben	5/16/2025	20250516ADTSECO	Payroll accrual	0	\$ 2,302.46
	Aviben	5/16/2025	20250516ADTSECO	Payroll accrual	0	\$ 521.76
	Aviben	5/16/2025	20250516ADTSFRA	Payroll accrual	0	\$ 1,023.10
	Aviben	5/16/2025	20250516ADTSGRW	Payroll accrual	0	\$ 500.00
	Aviben	5/16/2025	20250516ADTSHOM	Payroll accrual	0	\$ 92.31
	Aviben	5/16/2025	20250516ADTSINV	Payroll accrual	0	\$ 1,647.12
	Aviben	5/16/2025	20250516ADTSINV	Payroll accrual	0	\$ 90.38
	Aviben	5/16/2025	20250516ADTSMGT	Payroll accrual	0	\$ 247.37
	Aviben	5/16/2025	20250516ADTSMGT	Payroll accrual	0	\$ 34.22
	Aviben	5/16/2025	20250516ADTSSYM	Payroll accrual	0	\$ 150.00
	Aviben	5/16/2025	20250516ADTSVAL	Payroll accrual	0	\$ 2,560.23
	Aviben	5/16/2025	20250516ADTSVAL	Payroll accrual	0	\$ 129.23
	Aviben	5/16/2025	20250516ADTSVAN	Payroll accrual	0	\$ 2,894.24
	Aviben	5/16/2025	20250516AFTSAID	TSA Benefit	0	\$ 115.40
	Aviben	5/16/2025	20250516AFTSAME	TSA Benefit	0	\$ 192.32
	Aviben	5/16/2025	20250516AFTSAME	TSA Benefit	0	\$ 96.16
	Aviben	5/16/2025	20250516AFTSASP	TSA Benefit	0	\$ 657.52
	Aviben	5/16/2025	20250516AFTSASP	TSA Benefit	0	\$ 66.32
	Aviben	5/16/2025	20250516AFTSECO	TSA Benefit	0	\$ 1,268.30
	Aviben	5/16/2025	20250516AFTSECO	TSA Benefit	0	\$ 98.27
	Aviben	5/16/2025	20250516AFTSFRA	TSA Benefit	0	\$ 365.41
	Aviben	5/16/2025	20250516AFTSGRW	Payroll accrual	0	\$ 125.00
	Aviben	5/16/2025	20250516AFTSHOM	TSA Benefit	0	\$ 57.70
202426317	Aviben	5/16/2025	20250516AFTSINV	TSA Benefits	0	\$ 492.73

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	Aviben	5/16/2025	20250516AFTSMGT	TSA Benefit	0	\$ 143.53
	Aviben	5/16/2025	20250516AFTSMGT	TSA Benefit	0	\$ 34.22
	Aviben	5/16/2025	20250516AFTSVAL	TSA Benefit	0	\$ 653.10
	Aviben	5/16/2025	20250516AFTSVAL	TSA Benefit	0	\$ 80.77
	Aviben	5/16/2025	20250516AFTSVAN	TSA Benefits	0	\$ 100.00
202426318	Empower Retirement	5/16/2025	20250516ADDEFECO	Payroll accrual	0	\$ 379.79
	Empower Retirement	5/16/2025	20250516ADDEFECO	Payroll accrual	0	\$ 105.00
	Empower Retirement	5/16/2025	20250516AFDEFM1	Deferred Comp 457 Benefit	0	\$ 49.41
	Empower Retirement	5/16/2025	20250516AFHCSP	HCSP	0	\$ 2,555.09
	Empower Retirement	5/16/2025	20250516AFHCSP	HCSP	0	\$ 24.23
	Empower Retirement	5/16/2025	20250516AFHCSP	HCSP	0	\$ 200.67
202426319	Internal Revenue Service	5/16/2025	20250516ADFICA	Payroll accrual	0	\$ 19,897.88
	Internal Revenue Service	5/16/2025	20250516ADFICA	Payroll accrual	0	\$ 1,145.99
	Internal Revenue Service	5/16/2025	20250516ADFICA	Payroll accrual	0	\$ 974.66
	Internal Revenue Service	5/16/2025	20250516ADFTA	Payroll accrual	0	\$ 1,398.47
	Internal Revenue Service	5/16/2025	20250516ADFTA	Payroll accrual	0	\$ 60.00
	Internal Revenue Service	5/16/2025	20250516ADFTA	Payroll accrual	0	\$ 50.00
	Internal Revenue Service	5/16/2025	20250516ADFTP	Payroll accrual	0	\$ 197.30
	Internal Revenue Service	5/16/2025	20250516ADFTP	Payroll accrual	0	\$ 88.91
	Internal Revenue Service	5/16/2025	20250516ADFTX	Payroll accrual	0	\$ 21,386.20
	Internal Revenue Service	5/16/2025	20250516ADFTX	Payroll accrual	0	\$ 1,183.00
	Internal Revenue Service	5/16/2025	20250516ADFTX	Payroll accrual	0	\$ 851.30
	Internal Revenue Service	5/16/2025	20250516ADMDCR	Payroll accrual	0	\$ 4,653.46
	Internal Revenue Service	5/16/2025	20250516ADMDCR	Payroll accrual	0	\$ 268.02
	Internal Revenue Service	5/16/2025	20250516ADMDCR	Payroll accrual	0	\$ 227.94
	Internal Revenue Service	5/16/2025	20250516AFFICA	FICA Benefit	0	\$ 19,897.88
	Internal Revenue Service	5/16/2025	20250516AFFICA	FICA Benefit	0	\$ 1,145.99
	Internal Revenue Service	5/16/2025	20250516AFFICA	FICA Benefit	0	\$ 974.66
	Internal Revenue Service	5/16/2025	20250516AFMDCR	Medicare Benefit	0	\$ 4,653.46
	Internal Revenue Service	5/16/2025	20250516AFMDCR	Medicare Benefit	0	\$ 268.02
	Internal Revenue Service	5/16/2025	20250516AFMDCR	Medicare Benefit	0	\$ 227.94

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202426320	MINNESOTA REVENUE	5/16/2025	20250516ADSITA	Payroll accrual	0	\$ 425.00
	MINNESOTA REVENUE	5/16/2025	20250516ADSITA	Payroll accrual	0	\$ 45.00
	MINNESOTA REVENUE	5/16/2025	20250516ADSITMN	Payroll accrual	0	\$ 11,304.38
	MINNESOTA REVENUE	5/16/2025	20250516ADSITMN	Payroll accrual	0	\$ 643.76
202426320	MINNESOTA REVENUE	5/16/2025	20250516ADSITMN	Payroll accrual	0	\$ 494.84
	MINNESOTA REVENUE	5/16/2025	20250516ADSITP	Payroll accrual	0	\$ 139.23
	MINNESOTA REVENUE	5/16/2025	20250516ADSITP	Payroll accrual	0	\$ 28.29
202426321	MN Teachers Retirement Asso	5/16/2025	20250516ADTRAC	Payroll accrual	0	\$ 16,999.20
	MN Teachers Retirement Asso	5/16/2025	20250516ADTRAC	Payroll accrual	0	\$ 906.83
	MN Teachers Retirement Asso	5/16/2025	20250516ADTRAC	Payroll accrual	0	\$ 45.11
	MN Teachers Retirement Asso	5/16/2025	20250516AFTRAC	TRA Benefit	0	\$ 19,192.63
	MN Teachers Retirement Asso	5/16/2025	20250516AFTRAC	TRA Benefit	0	\$ 1,023.86
	MN Teachers Retirement Asso	5/16/2025	20250516AFTRAC	TRA Benefit	0	\$ 50.93
202426322	Public Employees Retirement ,	5/16/2025	20250516ADDCP	Payroll accrual	0	\$ 12.00
	Public Employees Retirement ,	5/16/2025	20250516ADPERAC	Payroll accrual	0	\$ 6,692.28
	Public Employees Retirement ,	5/16/2025	20250516ADPERAC	Payroll accrual	0	\$ 446.09
	Public Employees Retirement ,	5/16/2025	20250516ADPERAC	Payroll accrual	0	\$ 1,000.22
	Public Employees Retirement ,	5/16/2025	20250516AFDCP	DCP Benefit	0	\$ 12.00
	Public Employees Retirement ,	5/16/2025	20250516AFPERAC	PERA Benefit	0	\$ 7,721.88
	Public Employees Retirement ,	5/16/2025	20250516AFPERAC	PERA Benefit	0	\$ 514.72
	Public Employees Retirement ,	5/16/2025	20250516AFPERAC	PERA Benefit	0	\$ 1,154.09
202426323	MN PEIP	5/13/2025	1517714	Benefits	1102500002	\$ 112,675.54
	MN PEIP	5/13/2025	1517714	Benefits	1102500002	\$ 765.76
202426324	Internal Revenue Service	5/30/2025	20250530ADFICA	Payroll accrual	0	\$ 12,362.56
	Internal Revenue Service	5/30/2025	20250530ADFTA	Payroll accrual	0	\$ 170.00
	Internal Revenue Service	5/30/2025	20250530ADFTX	Payroll accrual	0	\$ -
	Internal Revenue Service	5/30/2025	20250530ADMDCR	Payroll accrual	0	\$ 2,891.24
	Internal Revenue Service	5/30/2025	20250530AFFICA	FICA Benefit	0	\$ 12,362.56
	Internal Revenue Service	5/30/2025	20250530AFMDCR	Medicare Benefit	0	\$ 2,891.24
202426325	MINNESOTA REVENUE	5/30/2025	20250530ADSITA	Payroll accrual	0	\$ 10.00
	MINNESOTA REVENUE	5/30/2025	20250530ADSITMN	Payroll accrual	0	\$ 23.08

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
202426326	MN Teachers Retirement Asso	5/30/2025	20250530ADTRAC	Payroll accrual	0	\$ 15,453.21
	MN Teachers Retirement Asso	5/30/2025	20250530AFTRAC	TRA Benefit	0	\$ 17,447.17
202426327	Aviben	5/30/2025	20250530ADTSAID	Payroll accrual	0	\$ 165.40
	Aviben	5/30/2025	20250530ADTSAME	Payroll accrual	0	\$ 192.32
	Aviben	5/30/2025	20250530ADTSAME	Payroll accrual	0	\$ 96.16
202426327	Aviben	5/30/2025	20250530ADTSASP	Payroll accrual	0	\$ 1,333.54
	Aviben	5/30/2025	20250530ADTSASP	Payroll accrual	0	\$ 116.32
	Aviben	5/30/2025	20250530ADTSECO	Payroll accrual	0	\$ 2,302.46
	Aviben	5/30/2025	20250530ADTSECO	Payroll accrual	0	\$ 521.76
	Aviben	5/30/2025	20250530ADTSFRA	Payroll accrual	0	\$ 1,023.10
	Aviben	5/30/2025	20250530ADTSGRW	Payroll accrual	0	\$ 500.00
	Aviben	5/30/2025	20250530ADTSHOM	Payroll accrual	0	\$ 92.31
	Aviben	5/30/2025	20250530ADTSINV	Payroll accrual	0	\$ 1,647.12
	Aviben	5/30/2025	20250530ADTSINV	Payroll accrual	0	\$ 90.38
	Aviben	5/30/2025	20250530ADTSMGT	Payroll accrual	0	\$ 247.37
	Aviben	5/30/2025	20250530ADTSMGT	Payroll accrual	0	\$ 34.22
	Aviben	5/30/2025	20250530ADTSSYM	Payroll accrual	0	\$ 150.00
	Aviben	5/30/2025	20250530ADTSVAL	Payroll accrual	0	\$ 2,560.23
	Aviben	5/30/2025	20250530ADTSVAL	Payroll accrual	0	\$ 129.23
	Aviben	5/30/2025	20250530ADTSVAN	Payroll accrual	0	\$ 2,894.24
	Aviben	5/30/2025	20250530AFTSAID	TSA Benefit	0	\$ 115.40
	Aviben	5/30/2025	20250530AFTSAME	TSA Benefit	0	\$ 192.32
	Aviben	5/30/2025	20250530AFTSAME	TSA Benefit	0	\$ 96.16
	Aviben	5/30/2025	20250530AFTSASP	TSA Benefit	0	\$ 657.34
	Aviben	5/30/2025	20250530AFTSASP	TSA Benefit	0	\$ 66.32
	Aviben	5/30/2025	20250530AFTSECO	TSA Benefit	0	\$ 1,268.30
	Aviben	5/30/2025	20250530AFTSECO	TSA Benefit	0	\$ 98.27
	Aviben	5/30/2025	20250530AFTSFRA	TSA Benefit	0	\$ 365.41
	Aviben	5/30/2025	20250530AFTSGRW	Payroll accrual	0	\$ 125.00
	Aviben	5/30/2025	20250530AFTSHOM	TSA Benefit	0	\$ 57.70
	Aviben	5/30/2025	20250530AFTSINV	TSA Benefits	0	\$ 492.73

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	Aviben	5/30/2025	20250530AFTSMGT	TSA Benefit	0	\$ 143.53
	Aviben	5/30/2025	20250530AFTSMGT	TSA Benefit	0	\$ 34.22
	Aviben	5/30/2025	20250530AFTSVAL	TSA Benefit	0	\$ 653.10
	Aviben	5/30/2025	20250530AFTSVAL	TSA Benefit	0	\$ 80.77
	Aviben	5/30/2025	20250530AFTSVAN	TSA Benefits	0	\$ 100.00
202426328	Empower Retirement	5/30/2025	20250530ADDEFECO	Payroll accrual	0	\$ 379.79
	Empower Retirement	5/30/2025	20250530ADDEFECO	Payroll accrual	0	\$ 105.00
	Empower Retirement	5/30/2025	20250530AFDEFM1	Deferred Comp 457 Benefit	0	\$ 49.41
	Empower Retirement	5/30/2025	20250530AFHCSP	HCSP	0	\$ 2,555.09
	Empower Retirement	5/30/2025	20250530AFHCSP	HCSP	0	\$ 24.23
	Empower Retirement	5/30/2025	20250530AFHCSP	HCSP	0	\$ 200.67
202426329	Internal Revenue Service	5/30/2025	20250530ADFTP	Payroll accrual	0	\$ 295.98
	Internal Revenue Service	5/30/2025	20250530ADFTP	Payroll accrual	0	\$ 88.92
	Internal Revenue Service	5/30/2025	20250530BDFICA	Payroll accrual	0	\$ 20,568.58
	Internal Revenue Service	5/30/2025	20250530BDFICA	Payroll accrual	0	\$ 1,169.49
	Internal Revenue Service	5/30/2025	20250530BDFICA	Payroll accrual	0	\$ 937.48
	Internal Revenue Service	5/30/2025	20250530BDFTA	Payroll accrual	0	\$ 1,466.39
	Internal Revenue Service	5/30/2025	20250530BDFTA	Payroll accrual	0	\$ 60.00
	Internal Revenue Service	5/30/2025	20250530BDFTA	Payroll accrual	0	\$ 50.00
	Internal Revenue Service	5/30/2025	20250530BDFTX	Payroll accrual	0	\$ 23,065.06
	Internal Revenue Service	5/30/2025	20250530BDFTX	Payroll accrual	0	\$ 1,171.53
	Internal Revenue Service	5/30/2025	20250530BDFTX	Payroll accrual	0	\$ 782.93
	Internal Revenue Service	5/30/2025	20250530BDMDCR	Payroll accrual	0	\$ 4,810.35
	Internal Revenue Service	5/30/2025	20250530BDMDCR	Payroll accrual	0	\$ 273.52
	Internal Revenue Service	5/30/2025	20250530BDMDCR	Payroll accrual	0	\$ 219.28
	Internal Revenue Service	5/30/2025	20250530BFFICA	FICA Benefit	0	\$ 20,568.58
	Internal Revenue Service	5/30/2025	20250530BFFICA	FICA Benefit	0	\$ 1,169.49
	Internal Revenue Service	5/30/2025	20250530BFFICA	FICA Benefit	0	\$ 937.48
	Internal Revenue Service	5/30/2025	20250530BFMDCR	Medicare Benefit	0	\$ 4,810.35
	Internal Revenue Service	5/30/2025	20250530BFMDCR	Medicare Benefit	0	\$ 273.52
	Internal Revenue Service	5/30/2025	20250530BFMDCR	Medicare Benefit	0	\$ 219.28

Payables Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
202426330	MINNESOTA REVENUE	5/30/2025	20250530ADSITP	Payroll accrual	0	\$ 184.52
	MINNESOTA REVENUE	5/30/2025	20250530ADSITP	Payroll accrual	0	\$ 28.29
	MINNESOTA REVENUE	5/30/2025	20250530BDSITA	Payroll accrual	0	\$ 425.00
	MINNESOTA REVENUE	5/30/2025	20250530BDSITA	Payroll accrual	0	\$ 45.00
	MINNESOTA REVENUE	5/30/2025	20250530BDSITMN	Payroll accrual	0	\$ 12,077.87
	MINNESOTA REVENUE	5/30/2025	20250530BDSITMN	Payroll accrual	0	\$ 641.88
	MINNESOTA REVENUE	5/30/2025	20250530BDSITMN	Payroll accrual	0	\$ 469.33
202426331	MN Teachers Retirement Asso	5/30/2025	20250530BDTRAC	Payroll accrual	0	\$ 17,664.54
	MN Teachers Retirement Asso	5/30/2025	20250530BDTRAC	Payroll accrual	0	\$ 906.69
	MN Teachers Retirement Asso	5/30/2025	20250530BDTRAC	Payroll accrual	0	\$ 49.74
	MN Teachers Retirement Asso	5/30/2025	20250530BFTRAC	TRA Benefit	0	\$ 19,943.87
	MN Teachers Retirement Asso	5/30/2025	20250530BFTRAC	TRA Benefit	0	\$ 1,023.65
	MN Teachers Retirement Asso	5/30/2025	20250530BFTRAC	TRA Benefit	0	\$ 56.16
202426332	Public Employees Retirement ,	5/30/2025	20250530ADDCP	Payroll accrual	0	\$ 12.00
	Public Employees Retirement ,	5/30/2025	20250530ADPERAC	Payroll accrual	0	\$ 6,983.78
	Public Employees Retirement ,	5/30/2025	20250530ADPERAC	Payroll accrual	0	\$ 437.69
202426332	Public Employees Retirement ,	5/30/2025	20250530ADPERAC	Payroll accrual	0	\$ 957.34
	Public Employees Retirement ,	5/30/2025	20250530AFDCP	DCP Benefit	0	\$ 12.00
	Public Employees Retirement ,	5/30/2025	20250530AFPERAC	PERA Benefit	0	\$ 8,058.15
	Public Employees Retirement ,	5/30/2025	20250530AFPERAC	PERA Benefit	0	\$ 505.03
	Public Employees Retirement ,	5/30/2025	20250530AFPERAC	PERA Benefit	0	\$ 1,104.62
202426333	DELTA DENTAL	5/29/2025	1848383	Dental	1102500007	\$ 5,343.24
	DELTA DENTAL	5/29/2025	1848383	Dental	1102500007	\$ 1,754.20
	DELTA DENTAL	5/29/2025	1848383	Dental	1102500007	\$ 15.62
202426334-	BMO	6/3/2025		See Attached May Detail Report		\$ 30,599.58
202426450						
242523284	AFSCME Council 65	5/16/2025	20250516ADAFS%	Payroll accrual	0	\$ 1,086.57
	AFSCME Council 65	5/16/2025	20250516ADAFS%	Payroll accrual	0	\$ 354.75
	AFSCME Council 65	5/16/2025	20250516ADAFS%	Payroll accrual	0	\$ 22.32
	AFSCME Council 65	5/16/2025	20250516ADAFSLC	Payroll accrual	0	\$ 17.63
	AFSCME Council 65	5/16/2025	20250516ADAFSLC	Payroll accrual	0	\$ 9.00

Payables Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	AFSCME Council 65	5/16/2025	20250516ADAFSLC	Payroll accrual	0	\$ 0.37
242523285	Madison National Life	5/30/2025	1698281	Life	1102500005	\$ 1,179.80
	Madison National Life	5/30/2025	1698281	Life	1102500005	\$ 39.90
	Madison National Life	5/30/2025	1698281	Life	1102500005	\$ 73.15
	Madison National Life	5/30/2025	1698281	Life	1102500005	\$ 5.70
	Madison National Life	5/30/2025	1698280	LTD	1102500003	\$ 140.97
242523286	Anderson, Charles	6/6/2025	ERIN20250515A	5/9/2025 Reimbursement from	0	\$ 110.09
242523287	Balaski, Jenesa	6/6/2025	ERIN20250602A	5/1/2025-5/31/2025 Mileage Reimbu	0	\$ 9.66
242523288	Bennett, Kendra	6/6/2025	ERIN20250604A	5/1/2025-5/31/2025 mileage reimbur	0	\$ 35.28
242523289	Carney, Justin	6/6/2025	ERIN20250529A	4/1/2025-5/31/2025 mileage reimbur	0	\$ 37.80
242523290	LaVigne, Kristie	6/6/2025	ERIN20250605A	5/30/2025 continuing education lunc	0	\$ 40.00
242523291	Lindvall, JoDee	6/6/2025	ERIN20250602A	cell phone reimbursement	0	\$ 250.00
242523292	Nemec, Marci	6/6/2025	ERIN20250529A	5/11/2025-5/17/2025 Anita Archer Tr.	0	\$ 175.02
242523293	Olson, David	6/6/2025	ERIN20250529A	5/14/2025 mileage reimbursement	0	\$ 140.00
242523294	Olson-Line, Karla	6/6/2025	ERIN20250515A	5/9/2025 mileage reimbursement	0	\$ 114.45
242523295	Ringhofer, Timm	6/6/2025	ERIN20250604A	cell phone reimbursement	0	\$ 450.00
242523296	Scholler, Angela	6/6/2025	ERIN20250604A	cell phone reimbursement	0	\$ 225.00
242523297	Slatinski, BethAnne	6/6/2025	ERIN20250604A	cell phone reimbursement	0	\$ 450.00
242523298	Tate, Melissa	6/6/2025	ERIN20250604A	cell phone reimbursement	0	\$ 450.00
	Tate, Melissa	6/6/2025	ERIN20250604B	5/11/2025-5/17/2025 meal reimburs	0	\$ 178.68
242523299	Taylor, Jenny	6/6/2025	ERIN20250602A	5/28/2025 meal reimbursement	0	\$ 121.03
242523300	West, Lisa	6/6/2025	ERIN20250525A	5/11/2025-5/17/2025 Meals & Transp	0	\$ 270.84
	West, Lisa	6/6/2025	ERIN20250604A	cell phone reimbursement	0	\$ 450.00
242523301	Willett, Elizabeth	6/6/2025	ERIN20250602A	4/1/2025-5/31/2025 mileage reimbur	0	\$ 22.05
242523302	Wilson, June	6/6/2025	ERIN20250602A	5/1/2025-5/29/2025 mileage reimbur	0	\$ 33.60
Total						\$ 916,743.31

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	05/22/2025	13737	SLATIBET000	Slatinski BethAnne K	Dominos 7380, Intl Falls, MN, 5	DOMINO'S000	05/28/2025		Invoiced	A	81.38
	2	Pizza for community ed event			5002500045	BethAnne's cc's00000	06/03/2025	81.38			
	05/22/2025	13738	SLATIBET000	Slatinski BethAnne K	Amazon Mktp1 Nz25d6171, Amzn.Co	AMAZON B000	05/28/2025		Invoiced	A	189.96
	25	AdTech Crystal Clear Hot Glue Gun Sticks (W220			5100250001	BethAnne's cc's00002	06/03/2025	8.16			
	26	100 ft Clear Cellophane Wrap Roll (31.5 in x 1			5100250001	BethAnne's cc's00002	06/03/2025	15.18			
	27	KAWKALSH Rainbow Balloon Arch Kit 111Pcs 18 12			5100250001	BethAnne's cc's00002	06/03/2025	9.99			
	28	Rainbow Backdrop Curtains 10A-7ft Bright Color			5100250001	BethAnne's cc's00002	06/03/2025	107.96			
	29	Twisty Lollipop,Rainbow Lollipops Individually			5100250001	BethAnne's cc's00002	06/03/2025	24.14			
	30	OMISELIO Silver Ribbon, 500 Yard Premium Silve			5100250001	BethAnne's cc's00002	06/03/2025	7.47			
	31	Nerds Strawberry Fun Size Box Candy 21b Bulk B			5100250001	BethAnne's cc's00002	06/03/2025	17.56			
	32	shipping \$6.99 and promo discount \$7.49				BethAnne's cc's00001	06/03/2025	-0.50			
	05/21/2025	13732	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	05/28/2025		Invoiced	A	7.85
	2	Open PO PALS (Adults with Disabilities)			5002500026	BethAnne's cc's00003	06/03/2025	7.85			
	05/21/2025	13733	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	05/28/2025		Invoiced	A	8.51
	2	Open PO PALS (Adults with Disabilities)			5002500026	BethAnne's cc's00004	06/03/2025	8.51			
	05/21/2025	13735	SLATIBET000	Slatinski BethAnne K	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	36.69
	2	Open PO for SuperOne for KAPE supplies			7902500030	BethAnne's cc's00005	06/03/2025	36.69			
	05/21/2025	13736	SLATIBET000	Slatinski BethAnne K	Amazon Mktp1 Nz1zz5n11, Amzn.Co	AMAZON B000	05/28/2025		Invoiced	A	44.00
	3	(3 Pack Value Bundle) UNV80102 Laser Printer P			5100250000	BethAnne's cc's00006	06/03/2025	44.00			
	05/20/2025	13730	SLATIBET000	Slatinski BethAnne K	Amazon Mktp1 Nw4w93730, Amzn.Co	AMAZON B000	05/28/2025		Invoiced	A	151.99
	5	Upstreman 3.2 Cu.Ft Mini Fridge with Freezer,			5100250000	BethAnne's cc's00007	06/03/2025	151.99			
	05/20/2025	13731	SLATIBET000	Slatinski BethAnne K	Dairy Queen #11342, Internation	DAIRY QU000	05/28/2025		Invoiced	A	75.00
	2	Prizes for PALS Bingo (gift cards)			5002500046	BethAnne's cc's00008	06/03/2025	75.00			
	05/20/2025	13734	SLATIBET000	Slatinski BethAnne K	Tot Andersons, 800-328-9650, MN	ANDERSON003	05/28/2025		Invoiced	A	396.50
	2	PALS Prom			5002500044	BethAnne's cc's00009	06/03/2025	396.50			
	05/14/2025	13729	SLATIBET000	Slatinski BethAnne K	Dominos 7380, Intl Falls, MN, 5	DOMINO'S000	05/28/2025		Invoiced	A	81.38
	2	4 pep, 3 cheese, 3 sausage			7902500060	BethAnne's cc's00010	06/03/2025	81.38			
	05/13/2025	13728	SLATIBET000	Slatinski BethAnne K	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	72.85
	2	Supplies for the end of the year activities (p			5002500041	BethAnne's cc's00011	06/03/2025	72.85			
	05/09/2025	13727	SLATIBET000	Slatinski BethAnne K	Amazon Mktp1 Ni0galyc2, Amzn.Co	AMAZON B000	05/28/2025		Invoiced	A	200.50
	20	shipping and promotional discount				BethAnne's cc's00001	06/03/2025	-5.28			
	21	Shuttle Art 60 Colors Permanent Markers, Fine			5002500039	BethAnne's cc's00012	06/03/2025	20.98			
	22	60 Sheets Textured Colorful Card Stock 28 Mult			5002500039	BethAnne's cc's00012	06/03/2025	19.99			
	23	SATINIOR 540 Pcs Spring Flower Stickers Self A			5002500039	BethAnne's cc's00012	06/03/2025	6.99			
	24	GARDIFE 20 Pack 4 inch Plant pots, planters fo			5002500039	BethAnne's cc's00012	06/03/2025	87.96			
	25	Miracle-Gro Potting Mix, For Container Plants,			5002500039	BethAnne's cc's00012	06/03/2025	20.99			
	26	Back to the Roots Organic Flowers Seeds Variet			5002500039	BethAnne's cc's00012	06/03/2025	48.87			

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...										
	05/05/2025	13726	SLATIBET000	Slatinski BethAnne K	The Library, International, MN,	THE LIBR001	05/28/2025		Invoiced	A	266.10
	2	Activity for PALS			5002500042	BethAnne's cc's00013	06/03/2025	266.10			
	05/01/2025	13739	SLATIBET000	Slatinski BethAnne K	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	35.96
	2	Supplies for the end of the year activities (p			5002500041	BethAnne's cc's00014	06/03/2025	35.96			
	05/01/2025	13740	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	05/28/2025		Invoiced	A	57.50
	2	PALS supplies			5002500009	BethAnne's cc's00015	06/03/2025	57.50			
	05/01/2025	13741	SLATIBET000	Slatinski BethAnne K	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	13.28
	2	PALS (Adults with Disabilities)			5002500001	BethAnne's cc's00016	06/03/2025	13.28			
	05/01/2025	13742	SLATIBET000	Slatinski BethAnne K	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	35.96
	4	Open PO with donation money \$996 in revenue ac			7902500055	BethAnne's cc's00017	06/03/2025	35.96			
					17 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>						1,755.41
XXXXXXXXXXXXXXXX	05/27/2025	13717	BENNEKEN000	Bennett Kendra A	Wasabi Technologies, Boston, MA	WASABI 000	05/28/2025		Invoiced	A	50.73
	2	12TB Secure online storage. Pay as you go.			6052500036	Tech's cc's00000	06/03/2025	50.73			
	05/20/2025	13716	BENNEKEN000	Bennett Kendra A	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	05/28/2025		Invoiced	A	49.07
	3	Arena Elevator Acct # 2512973-01			8102500020	Tech's cc's00001	06/03/2025	49.07			
	05/19/2025	13715	BENNEKEN000	Bennett Kendra A	Att Bill Payment, Dallas, TX, 7	AT & T M000	05/28/2025		Invoiced	A	324.19
	2	2 Bus Wifi's			1102500030	Tech's cc's00002	06/03/2025	76.46			
	3	ACL Hotspot			1102500030	Tech's cc's00002	06/03/2025	38.23			
	4	3 Moveable Hotspots			1102500030	Tech's cc's00002	06/03/2025	114.69			
	5	IT Cell Phones			1102500030	Tech's cc's00002	06/03/2025	94.81			
	05/02/2025	13714	BENNEKEN000	Bennett Kendra A	Siptrunk Inc, Alpharetta, GA, 3	TECHCHEC000	05/28/2025		Invoiced	A	293.49
	2	SIP Trunk Monthly Phone Service			1102500018	Tech's cc's00003	06/03/2025	293.49			
	04/29/2025	13719	BENNEKEN000	Bennett Kendra A	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	05/28/2025		Invoiced	A	118.59
	2	Internet Service for Bus Garage Acct # 1247557			7602500013	Tech's cc's00004	06/03/2025	118.59			
	04/28/2025	13718	BENNEKEN000	Bennett Kendra A	Wasabi Technologies, Boston, MA	WASABI 000	05/28/2025		Invoiced	A	37.29
	2	12TB Secure online storage. Pay as you go.			6052500036	Tech's cc's00005	06/03/2025	37.29			
					6 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>						873.36
XXXXXXXXXXXXXXXX	05/13/2025	13796	LINDVJOD000	Lindvall JoDee N	Usps Po 2647200549, Intl Falls,	POSTMAST000	05/28/2025		Invoiced	A	35.88
	2	Postage and envelopes for postage Bronco Hall			2922500190	Athletic's cc's00000	06/03/2025	35.88			
	05/01/2025	13801	LINDVJOD000	Lindvall JoDee N	Tractor Supply Co #550, Brentwo	TRACTOR 000	05/28/2025		Invoiced	A	519.99
	2	Yardmax 6.5 HP 196cc Plate Compactor 60 kg			2922500183	Athletic's cc's00001	06/03/2025	519.99			
	04/28/2025	13797	LINDVJOD000	Lindvall JoDee N	Americinn, Chanhassen, MN, 5531	AMERICIN001	05/28/2025		Invoiced	A	321.16
	2	Hotel Rooms for State Speech 04/24-04/26			2922500182	Athletic's cc's00002	06/03/2025	321.16			
	04/28/2025	13798	LINDVJOD000	Lindvall JoDee N	Americinn, Chanhassen, MN, 5531	AMERICIN001	05/28/2025		Invoiced	A	321.16
	2	Hotel Rooms for State Speech 04/24-04/26			2922500182	Athletic's cc's00003	06/03/2025	321.16			

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...											
	04/28/2025	13799	LINDVJOD000	Lindvall JoDee N	Holiday Stations 0199, Chanhass	HOLIDAY 003	05/28/2025		Invoiced	A	40.35	
	2	Fuel for Speech meet 04-24-25			2922500196	Athletic's cc's00004	06/03/2025	40.35				
	04/28/2025	13800	LINDVJOD000	Lindvall JoDee N	Americinn, Chanhassen, MN, 5531	AMERICIN001	05/28/2025		Invoiced	A	321.16	
	2	Hotel Rooms for State Speech 04/24-04/26			2922500182	Athletic's cc's00005	06/03/2025	321.16				
					6 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>							1,559.70
XXXXXXXXXXXXXXXX	05/23/2025	13791	HEISSVIC000	Heiss Victoria L	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	70.76	
	2	Groceries(Cooking Skills) Laundry Soap, Dish S			3002500060	FHS's cc's00000	06/03/2025	70.76				
	05/23/2025	13792	HEISSVIC000	Heiss Victoria L	Mn Board Of School Adm, Rosevil	MN BOARD000	05/28/2025		Invoiced	A	100.00	
	3	BOSA ANNUAL FEE 24-25 SCHOOL YEAR LISA WEST			3002500120	FHS's cc's00001	06/03/2025	100.00				
	05/23/2025	13793	HEISSVIC000	Heiss Victoria L	Mn Board Of School Adm, Knoxvil	MN BOARD000	05/28/2025		Invoiced	A	2.15	
	2	credit card service fee PO #3002500120				FHS's cc's00002	06/03/2025	2.15				
	05/22/2025	13790	HEISSVIC000	Heiss Victoria L	McTm, Saint Paul, MN, 55113, US	MCTM 000	05/28/2025		Invoiced	A	75.00	
	2	VIRTUAL CLASS REGISTRATION FEE			3002500119	FHS's cc's00003	06/03/2025	75.00				
	05/21/2025	13789	HEISSVIC000	Heiss Victoria L	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	240.72	
	2	SUPPLIES FOR BREAKFAST/BBQ PICNIC			3002500107	FHS's cc's00004	06/03/2025	240.72				
	05/19/2025	13780	HEISSVIC000	Heiss Victoria L	Hyatt Regency Portland, Portlan		05/28/2025		Invoiced	A	1,125.20	
	2	3 ROOMS @ 1125.20 5 NIGHTS LODGING			3002500114	FHS's cc's00005	06/03/2025	1,125.20				
	05/19/2025	13781	HEISSVIC000	Heiss Victoria L	Hyatt Regency Portland, Portlan		05/28/2025		Invoiced	A	1,125.20	
	2	3 ROOMS @ 1125.20 5 NIGHTS LODGING			3002500114	FHS's cc's00006	06/03/2025	1,125.20				
	05/19/2025	13782	HEISSVIC000	Heiss Victoria L	Hyatt Regency Portland, Portlan		05/28/2025		Invoiced	A	1,125.20	
	2	3 ROOMS @ 1125.20 5 NIGHTS LODGING			3002500114	FHS's cc's00007	06/03/2025	1,125.20				
	05/19/2025	13783	HEISSVIC000	Heiss Victoria L	American 0012240945364, Phoenix		05/28/2025		Invoiced	A	428.18	
	2	AMERICAN AIRLINE TICKETS			3002500118	FHS's cc's00008	06/03/2025	428.18				
	05/19/2025	13784	HEISSVIC000	Heiss Victoria L	American 0012240945365, Phoenix		05/28/2025		Invoiced	A	428.18	
	2	AMERICAN AIRLINE TICKETS			3002500118	FHS's cc's00009	06/03/2025	428.18				
	05/19/2025	13785	HEISSVIC000	Heiss Victoria L	American 0012240945367, Phoenix		05/28/2025		Invoiced	A	428.18	
	2	AMERICAN AIRLINE TICKETS			3002500118	FHS's cc's00010	06/03/2025	428.18				
	05/19/2025	13786	HEISSVIC000	Heiss Victoria L	American 0012240945363, Phoenix		05/28/2025		Invoiced	A	428.18	
	2	AMERICAN AIRLINE TICKETS			3002500118	FHS's cc's00011	06/03/2025	428.18				
	05/19/2025	13787	HEISSVIC000	Heiss Victoria L	American 0012240945368, Phoenix		05/28/2025		Invoiced	A	428.18	
	2	AMERICAN AIRLINE TICKETS			3002500118	FHS's cc's00012	06/03/2025	428.18				
	05/19/2025	13788	HEISSVIC000	Heiss Victoria L	American 0012240945366, Phoenix		05/28/2025		Invoiced	A	428.18	
	2	AMERICAN AIRLINE TICKETS			3002500118	FHS's cc's00013	06/03/2025	428.18				
	05/09/2025	13779	HEISSVIC000	Heiss Victoria L	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	19.78	
	2	PICNIC SUPPLIES MCA REWARD DAY			3002500109	FHS's cc's00014	06/03/2025	19.78				

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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	05/08/2025	13778	HEISSVIC000	Heiss Victoria L	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	21.85
	2	PICNIC SUPPLIES MCA REWARD DAY			3002500109	FHS's cc's00015	06/03/2025	21.85			
	05/07/2025	13777	HEISSVIC000	Heiss Victoria L	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	121.70
	2	SUPPLIES FOR BREAKFAST			3002500107	FHS's cc's00016	06/03/2025	121.70			
	05/05/2025	13776	HEISSVIC000	Heiss Victoria L	Cenex-Bemidji Coop Ass, Bemidji	CENEX CO000	05/28/2025		Invoiced	A	45.31
	1	STAFF DEVELOPMENT - FUEL COST FOR KATIE HAMERS				FHS's cc's00017	06/03/2025	45.31			
	05/02/2025	13795	HEISSVIC000	Heiss Victoria L	Fsp Arrowwood Resort &, Alexand		05/28/2025		Invoiced	A	305.62
	2	3 DAYS LODGING FOR MCTE CONFERNCE KATIE HAMERS			3002500103	FHS's cc's00018	06/03/2025	305.62			
	04/30/2025	13794	HEISSVIC000	Heiss Victoria L	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	12.55
	2	SCIENCE DEPT BLANKET PO			2602500001	FHS's cc's00019	06/03/2025	12.55			
					20 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>						6,960.12
XXXXXXXXXXXXXXXX	05/23/2025	13771	HALL ASH001	Hall Ashley D	Oreilly 3901, International, MN	O'REILLY000	05/28/2025		Invoiced	A	835.35
	2	33 Belts for replacement/maintenance FHS			8102500224	Super's cc's00000	06/03/2025	835.35			
	05/21/2025	13770	HALL ASH001	Hall Ashley D	Menards Intl Falls, Intl Falls	MENARDS 000	05/28/2025		Invoiced	A	12.51
	2	FHS Blanket p.o. for Menards			8102500174	Super's cc's00001	06/03/2025	12.51			
	05/20/2025	13768	HALL ASH001	Hall Ashley D	Amazon.Com Nz27v8712, Amzn.Com/	AMAZON B000	05/28/2025		Invoiced	A	599.16
	2	Zurn ZERK-CPM AquaSense E-Z Flush Retrofit Kit			8102500209	Super's cc's00002	06/03/2025	599.16			
	05/20/2025	13769	HALL ASH001	Hall Ashley D	State Supply Company I, Minneap	STATE SU000	05/28/2025		Invoiced	A	371.12
	3	Gaskets and hole covers			8102500223	Super's cc's00003	06/03/2025	371.12			
	05/19/2025	13767	HALL ASH001	Hall Ashley D	Menards Intl Falls, Intl Falls	MENARDS 000	05/28/2025		Invoiced	A	205.96
	2	FHS Blanket p.o. for Menards			8102500174	Super's cc's00004	06/03/2025	205.96			
	05/15/2025	13766	HALL ASH001	Hall Ashley D	DocuSign Inc., Wilmington, DE,	DOCUSIGN000	05/28/2025		Invoiced	A	480.00
	2	Membership two users: 1 year			0202500012	Super's cc's00005	06/03/2025	480.00			
	05/12/2025	13765	HALL ASH001	Hall Ashley D	Amazon Mktpl Nw25841v2, Amzn.Co	AMAZON B000	05/28/2025		Invoiced	A	19.99
	2	Yochoice 12Pack A19 LED Light Bulbs 100 Watt E			8102500204	Super's cc's00006	06/03/2025	19.99			
	05/09/2025	13764	HALL ASH001	Hall Ashley D	Amazon Mktpl Nb8b42y01, Amzn.Co	AMAZON B000	05/28/2025		Invoiced	A	59.97
	2	Yochoice 12Pack A19 LED Light Bulbs 100 Watt E			8102500204	Super's cc's00007	06/03/2025	59.97			
	05/07/2025	13763	HALL ASH001	Hall Ashley D	Amazon Mktpl Nb3gm76a0, Amzn.Co	AMAZON B000	05/28/2025		Invoiced	A	59.96
	2	Power Scrubber Pads Drill Attachment, GOH DODD			8102500213	Super's cc's00008	06/03/2025	59.96			
	05/02/2025	13762	HALL ASH001	Hall Ashley D	Amazon Mktpl N25sr2740, Amzn.Co	AMAZON B000	05/28/2025		Invoiced	A	104.95
	2	Tribello Clear Plastic Storage Bins with Lids			3002500105	Super's cc's00009	06/03/2025	104.95			
	05/02/2025	13773	HALL ASH001	Hall Ashley D	Menards Intl Falls, Intl Falls	MENARDS 000	05/28/2025		Invoiced	A	49.42
	2	FHS Blanket p.o. for Menards			8102500174	Super's cc's00010	06/03/2025	49.42			
	05/01/2025	13772	HALL ASH001	Hall Ashley D	Jurassicparliament.Com, Seattle	JURASSIC000	05/28/2025		Invoiced	A	-6.67
	1					Super's cc's00011	06/03/2025	-6.67			
					12 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>						2,791.72

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	05/21/2025	13721	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	05/28/2025		Invoiced	A	325.14	
	2	Transportation Supplies			7602500087	Trans's cc's00000	06/03/2025	325.14				
	05/19/2025	13720	ANDERJER000	Anderson Jeremy R	Amazon Mktpl Nw7xa70t0, Amzn.Co	AMAZON B000	05/28/2025		Invoiced	A	15.88	
	2	3Pcs AC Temperature Knob Compatitable with Exp			7602500103	Trans's cc's00001	06/03/2025	8.89				
	3	Shipping - Cost of shipping, not including shi			7602500103	Trans's cc's00001	06/03/2025	6.99				
	05/01/2025	13725	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	05/28/2025		Invoiced	A	99.89	
	2	Transportation Supplies			7602500087	Trans's cc's00002	06/03/2025	99.89				
	04/30/2025	13724	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	05/28/2025		Invoiced	A	51.89	
	2	Transportation Supplies			7602500087	Trans's cc's00003	06/03/2025	51.89				
	04/29/2025	13722	ANDERJER000	Anderson Jeremy R	Oreilly 3901, International, MN	O'REILLY000	05/28/2025		Invoiced	A	33.83	
	2	Transportation Supplies			7602500086	Trans's cc's00004	06/03/2025	33.83				
	04/29/2025	13723	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	05/28/2025		Invoiced	A	163.08	
	2	Transportation Supplies			7602500087	Trans's cc's00005	06/03/2025	163.08				
					6 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>							689.71
XXXXXXXXXXXXXXXXXX	05/26/2025	13759	OLSONKAR000	Olson-Line Karla A	Menards Intl Falls, Intl Falls	MENARDS 000	05/28/2025		Invoiced	A	242.96	
	3	PCA Donation to PBIS at FHS. Bingo Prizes.			2502500035	Food's cc's00000	06/03/2025	242.96				
	05/22/2025	13755	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	-96.80	
	2	MHS ACCOUNT - Cookies, drinks, cups and napkin			2502500021	Food's cc's00001	06/03/2025	-96.80				
	05/22/2025	13756	OLSONKAR000	Olson-Line Karla A	Menards Intl Falls, Intl Falls	MENARDS 000	05/28/2025		Invoiced	A	75.27	
	2	Food Service Funds - microwave and gloves			7702500034	Food's cc's00002	06/03/2025	75.27				
	05/22/2025	13757	OLSONKAR000	Olson-Line Karla A	Amazon Mktpl Nz2eb1jhl, Amzn.Co	AMAZON B000	05/28/2025		Invoiced	A	617.24	
	2	Fla-Vor-Ice Popsicle Variety Pack of 1.5 Oz Fr			2502500028	Food's cc's00003	06/03/2025	31.08				
	3	The Beadery Bonanza 5LB of Mixed Craft Beads,			2502500028	Food's cc's00003	06/03/2025	46.74				
	4	Elmer's Liquid School Glue, Slime & Craft, Saf			2502500028	Food's cc's00003	06/03/2025	22.06				
	5	Sumind 1000 Pieces Foam Shape Stickers Self Ad			2502500028	Food's cc's00003	06/03/2025	23.98				
	6	Sumind 1500 Pieces Self Adhesive Foam Stickers			2502500028	Food's cc's00003	06/03/2025	33.98				
	7	Stretchy String for Bracelets, 4 Rolls 1 mm St			2502500028	Food's cc's00003	06/03/2025	27.90				
	8	Labeol Diamond Art Kits for Kids Boys and Girl			2502500028	Food's cc's00003	06/03/2025	17.98				
	9	LEOBRO 240PCS Metal Swivel Snap Hooks and Key			2502500028	Food's cc's00003	06/03/2025	13.70				
	10	Remuuly 30 Pcs Diamond Painting Magnets Spring			2502500028	Food's cc's00003	06/03/2025	31.98				
	11	Hahood 160 Pieces Square Flower Plant Pots 3 I			2502500028	Food's cc's00003	06/03/2025	34.99				
	12	Shop Succulents Assorted Succulent Plant Pack			2502500028	Food's cc's00003	06/03/2025	170.97				
	13	Pangda 100 Pcs 4'' x 4'' Clear Cast Acrylic Sq			2502500028	Food's cc's00003	06/03/2025	32.99				
	15	Cityrosy Scratch Art Paper Rainbow Sets 100 Pc			2502500028	Food's cc's00003	06/03/2025	39.96				
	16	200 Pcs Hang Tabs, Clear Self-Adhesive Hanging			2502500028	Food's cc's00003	06/03/2025	8.99				
	17	Yaomiao 30 Sets Summer Suncatchers Window Art			2502500028	Food's cc's00003	06/03/2025	65.97				
	18	Shipping - Cost of shipping, not including shi			2502500028	Food's cc's00003	06/03/2025	6.99				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
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	19	1" x 2-5/8" Address Labels 900 Labels Sticker	2502500028	Food's cc's00003	06/03/2025	6.98					
05/22/2025	13758	OLSONKAR000 Olson-Line Karla A	Amazon Mktp1 Nz7em7jdl, Amzn.Co	AMAZON B000	05/28/2025		Invoiced	A			20.61
	2	Fla-Vor-Ice Popsicle Variety Pack of 1.5 Oz Fr	2502500028	Food's cc's00004	06/03/2025	10.36					
	3	nsxsu 12 Colors Face Paint Sticks for Kids, Wa	2502500028	Food's cc's00004	06/03/2025	10.25					
05/21/2025	13750	OLSONKAR000 Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A			76.98
	2	MHS ACCOUNT - Cookies, drinks, cups and napkin	2502500021	Food's cc's00005	06/03/2025	76.98					
05/21/2025	13751	OLSONKAR000 Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A			81.72
	2	General classroom supplies - food for labs	2502500005	Food's cc's00006	06/03/2025	81.72					
05/21/2025	13752	OLSONKAR000 Olson-Line Karla A	Amazon Mktp1 Nw0gf7yv0, Amzn.Co	AMAZON B000	05/28/2025		Invoiced	A			9.02
	2	200 Pcs Hang Tabs, Clear Self-Adhesive Hanging	2502500028	Food's cc's00007	06/03/2025	9.02					
05/21/2025	13753	OLSONKAR000 Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A			16.73
	2	General classroom supplies - food for labs	2502500005	Food's cc's00008	06/03/2025	16.73					
05/21/2025	13754	OLSONKAR000 Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A			104.65
	2	General classroom supplies - food for labs	2502500005	Food's cc's00009	06/03/2025	104.65					
05/13/2025	13749	OLSONKAR000 Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A			128.73
	2	General classroom supplies - food for labs	2502500005	Food's cc's00010	06/03/2025	128.73					
05/08/2025	13746	OLSONKAR000 Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A			18.93
	2	MHS ACCOUNT - Cookies, drinks, cups and napkin	2502500021	Food's cc's00011	06/03/2025	18.93					
05/08/2025	13747	OLSONKAR000 Olson-Line Karla A	Amazon Mktp1 Nbljl2981, Amzn.Co	AMAZON B000	05/28/2025		Invoiced	A			302.13
	3	TIC TAC Box with 60 Mini Boxes (Mint, Orange,	2502500026	Food's cc's00012	06/03/2025	20.48					
	4	FUN LITTLE TOYS Party Favor for Kids, Mini Ani	2502500026	Food's cc's00012	06/03/2025	18.99					
	5	FUN LITTLE TOYS Mini Animals Building Blocks S	2502500026	Food's cc's00012	06/03/2025	18.50					
	6	Vodiye 37 PCS Crochet Hooks Set, High Quality	2502500026	Food's cc's00012	06/03/2025	12.12					
	7	Bicycle Standard Playing Cards, Poker Size, 12	2502500026	Food's cc's00012	06/03/2025	46.92					
	8	Crystal Light Refreshing Variety Pack, 44 ct.	2502500026	Food's cc's00012	06/03/2025	20.74					
	9	Marspark 14 Pcs Summer Holiday Lanyards for ID	2502500026	Food's cc's00012	06/03/2025	12.79					
	10	Coopay 25gx18 Colors Crochet Pack with Hooks (2502500026	Food's cc's00012	06/03/2025	31.98					
	11	WQTHE 30 Pack Rubber Duck for Jeeps Ducking -	2502500026	Food's cc's00012	06/03/2025	29.68					
	12	HOGOKIDS 24 Pack Party Favors for Kids Builidin	2502500026	Food's cc's00012	06/03/2025	26.99					
	13	Tootsie Pops Single Flavor Bag - Grape Flavore	2502500026	Food's cc's00012	06/03/2025	14.99					
	14	Tootsie Pops Single Flavor Bag - Orange Flavor	2502500026	Food's cc's00012	06/03/2025	14.99					
	15	Tootsie Pops Single Flavor Bag - Cherry Flavor	2502500026	Food's cc's00012	06/03/2025	14.99					
	16	7 PCS Multicolour Lanyards for ID Badges, Keys	2502500026	Food's cc's00012	06/03/2025	7.98					
	17	Whkvngng 50Pcs 32mm Bouncy Balls for Kids,Rubbe	2502500026	Food's cc's00012	06/03/2025	9.99					
05/08/2025	13748	OLSONKAR000 Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A			96.80
	2	cookie purchase mix-up with Sam and Karla, ref		Food's cc's00013	06/03/2025	96.80					

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
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	05/07/2025	13745	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	86.45
	2	General classroom supplies - food for labs			2502500005	Food's cc's00014	06/03/2025	86.45			
	05/06/2025	13743	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	51.10
	2	General classroom supplies - food for labs			2502500005	Food's cc's00015	06/03/2025	51.10			
	05/06/2025	13744	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	78.81
	2	General classroom supplies - food for labs			2502500005	Food's cc's00016	06/03/2025	78.81			
	04/30/2025	13761	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	81.40
	2	General classroom supplies - food for labs			2502500005	Food's cc's00017	06/03/2025	81.40			
	04/28/2025	13760	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	67.84
	2	General classroom supplies - food for labs			2502500005	Food's cc's00018	06/03/2025	67.84			
					19 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>						2,060.57
XXXXXXXXXXXXXXXXXX	05/23/2025	13708	SINNISAM001	Sinninghe Samantha N	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	258.80
	2	Whip Cream for Pie in the Face for Relay Reces			1302500249	FES's cc's00000	06/03/2025	258.80			
	05/22/2025	13706	SINNISAM001	Sinninghe Samantha N	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	-76.98
	2	Refund - Wrong cookies were received PO 130250				FES's cc's00001	06/03/2025	-76.98			
	05/22/2025	13707	SINNISAM001	Sinninghe Samantha N	Otc Brands Otc Brand, Omaha, NE	ORIENTAL000	05/28/2025		Invoiced	A	-0.50
	2	Refund for tax 1302500235				FES's cc's00002	06/03/2025	-0.50			
	05/21/2025	13705	SINNISAM001	Sinninghe Samantha N	Super One Foods 579, Internatio	SUPER ON000	05/28/2025		Invoiced	A	96.80
	3	STEAM Night Cookies			1302500244	FES's cc's00003	06/03/2025	96.80			
	05/19/2025	13704	SINNISAM001	Sinninghe Samantha N	Edge Resort & Waterpar, Duluth,	EDGEWATE000	05/28/2025		Invoiced	A	7,207.08
	1	Edgewater Hotel Stay and wristbands Title IV &				FES's cc's00004	06/03/2025	7,207.08			
	05/16/2025	13703	SINNISAM001	Sinninghe Samantha N	Jimmy Johns - 3527 - M, Duluth,	JIMMY JO000	05/28/2025		Invoiced	A	276.92
	2	Dinner			1302500254	FES's cc's00005	06/03/2025	246.92			
	3	Tip			1302500254	FES's cc's00005	06/03/2025	30.00			
	05/15/2025	13701	SINNISAM001	Sinninghe Samantha N	Dominos 1986, Duluth, MN, 55803	DOMINO'S000	05/28/2025		Invoiced	A	341.75
	2	Pizza Dinner			1302500253	FES's cc's00006	06/03/2025	309.75			
	3	Tip			1302500253	FES's cc's00006	06/03/2025	32.00			
	05/15/2025	13702	SINNISAM001	Sinninghe Samantha N	Tst Famous Daves - 3, Hermantow	FAMOUS D000	05/28/2025		Invoiced	A	891.00
	2	Lunch			1302500252	FES's cc's00007	06/03/2025	810.00			
	3	Tip			1302500252	FES's cc's00007	06/03/2025	81.00			
	05/14/2025	13699	SINNISAM001	Sinninghe Samantha N	Adventure Zone Of Cana, Duluth,	ADVENTUR000	05/28/2025		Invoiced	A	594.00
	1	PCA Donation - Starbase Activity PO: 130250026				FES's cc's00008	06/03/2025	594.00			
	05/14/2025	13700	SINNISAM001	Sinninghe Samantha N	Tst Old Chicago - 41, Duluth, M	OLD CHIC000	05/28/2025		Invoiced	A	942.53
	2	Dinner			1302500250	FES's cc's00009	06/03/2025	797.53			
	3	Tip			1302500250	FES's cc's00009	06/03/2025	145.00			

Special School Board Meeting
Monday, June 9, 2025 5:15 PM Central

Falls High School Library
1515 11th Street
International Falls, Minnesota 56649

Jessica Crosby: Present
Dale Johnson: Present
Toni Korpi: Present
Bruce Raboin: Present
Tina Sather: Present
Roxanne Skogstad-Ditsch: Present
Joann Smith: Present
Present: 7.

The School Board meeting will be available to view by selecting the following link or going to the Falls High Journalism youtube page.

CALL TO ORDER

1. Roll Call:

<input type="checkbox"/> Jessica Crosby, Vice Board Chair	<input type="checkbox"/> Dale Johnson, Director
<input type="checkbox"/> Toni Korpi, Clerk	<input type="checkbox"/> Bruce Raboin, Treasurer
<input type="checkbox"/> Tina Sather, Treasurer	<input type="checkbox"/> Roxanne Skogstad-Ditsch, Director
<input type="checkbox"/> JoAnn Smith, Board Chair	

Non-Voting Members:

Beth Shermoen, Superintendent

2. Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented. Motion by __, second by __. Motion carried / failed.
Approve agenda as presented. Motion by Roxanne Skogstad-Ditsch, then second by Jessica Crosby. Motion Carried.
Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 7, Nay: 0

Discussion of ISD 361 Policies/Procedures/Safety/Standards

1. Student/school safety: future district action.
2. Update on district and athletic/activities policies, procedures, and standards
3. Policy updating and reformatting in technology use
4. Documentation and background checks district, athletics and activities
5. Student technology and communication

6. Proactive guidelines and policy updates districtwide, programing and student safety.

Action Items

1. Criminal History Statement/Background Study for ISD 361.

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

No action will be taken until statement has been signed by attorney.

2. One year Non-Renewal and application process for athletics/activities under new policy guidelines.

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

One-year non-renewal and application process for athletics/activities under new policy guidelines for 2025-26 school year. Motion by Jessica Crosby, then second by Toni Korpi. Motion Carried.

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

Yea: 7, Nay: 0

Adjournment

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

Adjourn meeting at 6:28pm. Motion by Roxanne Skogstad-Ditsch, then second by Tina Sather. Motion Carried.

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

Yea: 7, Nay: 0

Regular School Board Meeting
Monday, May 19, 2025 5:15 PM Central

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

Jessica Crosby: Present
Dale Johnson: Present
Toni Korpi: Present
Bruce Raboin: Present
Tina Sather: Present
Roxanne Skogstad-Ditsch: Present
Joann Smith: Present
Present: 7.

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.

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

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

Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea

Yea: 7, Nay: 0

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.

Accept consent agenda as presented. Motion by Roxanne Skogstad-Ditsch, then second by Tina Sather. Motion Carried.

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

Yea: 7, Nay: 0

1. Approve payroll in the amount of \$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.
 Acceptance of gifts and donations. Motion by Jessica Crosby, then second by Tina Sather. Motion Carried.
 Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
 Yea: 7, Nay: 0
 - 1.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.
 Approve ISD 361 to assume management of the Might Mustang Wrestling Program under the oversight of Community Education. Motion by Jessica Crosby, then second by Roxanne Skogstad-Ditsch. Motion Carried.
 Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
 Yea: 7, Nay: 0
 Approve the Fiscal Year 2024-25 revised budget. Motion by Tina Sather, then second by Jessica Crosby. Motion Carried.
 Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: Yea, Bruce Raboin:

Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 7, Nay: 0

1.d. Approve the one-time funding Read Act Teacher Compensation Aid Stipend Payout of \$32,021.28.

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

approve the one-time funding Read Act Teacher Compensation Aid Stipend Payout of \$32,021.28. Motion by Roxanne Skogstad-Ditsch, then second by Tina Sather. Motion Carried.

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

Adjournment

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

Adjourn meeting at 6:43pm. Motion by Tina Sather, then second by Jessica Crosby. Motion Carried.

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

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

Payables Summary
May 19, 2025

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
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

Payables Summary
May 19, 2025

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
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

Payables Summary
May 19, 2025

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

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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

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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

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	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

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	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

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	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
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	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
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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

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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

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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's00001	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's00002	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's00003	05/03/2025	199.95				
	3	Shipping - Cost of shipping, not including shi			7902500056	BethAnne's cc's00003	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's00004	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's00005	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's00006	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's00000	05/03/2025	114.69				
	3	2 Bus Wifi's			1102500030	Tech's cc's00000	05/03/2025	76.46				
	4	IT Cell Phones			1102500030	Tech's cc's00000	05/03/2025	94.81				
	5	ACL Hotspot			1102500030	Tech's cc's00000	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's00001	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's00002	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's00003	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's00004	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's00005	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's00000	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's00001	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			
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	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			
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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 XXXXXXXXXXXXXXXXXXXX. 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					
	19 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>										2,478.55
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					
XXXXXXXXXXXXXXXXX continued...											
	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			

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						
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)
Dypress 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

This email message is intended only for the use of the individual, individuals, or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or an employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please delete it immediately. Thank you.

----- 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:



**2025-2026 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2025. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of _____ (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

(Designated School Board Member – please print)

(Designated School Representative – please print)

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

(Boys Sports – please print)

(Girls Sports – please print)

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

(Board Member—please print)

(Student—please print)

(Parent—please print)

(Faculty Member—please print)

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: _____
(Clerk/Secretary - Local Governing Board)

Print Name: _____
(Superintendent or Head of School)

Signed: *Signature required*

(Clerk/Secretary - Local Governing Board)
electronically through DocuSign
Date: _____

Signed: *Signature required*

(Superintendent or Head of School)
electronically through DocuSign
Date: _____

ISD 361 Administration and School Board,

Please accept this letter as my formal resignation as a staff member here at ISD 361. I will not be returning for the 25/26 school year due to the fact that I will be moving to a new city.

I am incredibly grateful for all of the experiences and opportunities that I have been given during my time at ISD 361. Thank you for a wonderful 5 years.

Thank you,
Pacey Rousseau

Timm Ringhofer, Athletic Director
Independent School District 361
1515 11th Street
International Falls, MN 56649

May 28, 2025

Dear Mr. Ringhofer,

I submit this letter on May 28, 2025 resigning from my position as Assistant Varsity/Head Junior Varsity Baseball Coach, effective May 30, 2025.

Thank you for allowing me to coach Baseball the last seven years.

Sincerely,

A handwritten signature in blue ink, appearing to read 'W. G. Awe', with a long, sweeping underline that extends to the right.

William G. Awe

INTERNATIONAL FALLS PUBLIC SCHOOLS INDEPENDENT SCHOOL DISTRICT #361

**BOARD POLICY 207
Public Hearings**

Adopted _____ By Reference _____

Revised _____ February 2023 _____

207 PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board during a public hearing. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

For the school board to efficiently receive public input on matters properly before the school board, the school board establishes the procedures set forth in this policy are established.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law concerning certain issues, including but not limited to, school closings (Minnesota Statutes, section 123B.51), education district establishment (Minnesota Statutes, section 123A.15), and agreements for secondary education (Minnesota Statutes, section 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the school board's discretion.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the school board's discretion.

1. Format of Request

If required by the school board, a written request of an individual or a group to address the school board shall contain the name of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered

or the issue to be addressed.

[NOTE: The word 'address' is removed here to align this provision with the removal of 'address' from Model Policy 206.]

2. Time Limitation

The school board retains the discretion to limit the time for each presentation as needs dictate.

3. Groups

The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. If the school board requires designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as the school board otherwise determines.

4. Privilege to Speak

A school board member should direct remarks or questions through the chair. 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.

5. Personal Attacks

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.

6. Limitations on Participation

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 to provide an orderly, efficient, and fair opportunity to be heard.

Legal References:

Minn. Stat. § 123A.15 (Establishing Education Districts)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Non School Purposes; Closings)

Cross References:

MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

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

**BOARD POLICY 209
Code of Ethics**

Adopted _____By Reference _____

Revised _____February 2023_____

209 CODE OF ETHICS

[NOTE: A code of ethics establishes standards of conduct that members of a school board create and agree to follow. The principles and values embodied in this code of ethics prioritize board members' obligations to students, the district, and the community. As a written set of expectations, a code of ethics guides board members' decision making and behavior. This model policy offers a starting point for school boards as they create a code that establishes parameters for board member conduct that best serve their district. Minnesota law and rules of parliamentary procedure establish sanctions that a school board may choose to pursue.]

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.

5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: None

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

**BOARD POLICY 212
School Board Member Development**

Adopted_____By Reference_____

Revised_____February 2023_____

212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing in-service training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

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

**BOARD POLICY 213
School Board Committees**

Adopted _____ By Reference _____

Revised _____ October 2022 _____

213 SCHOOL BOARD COMMITTEES

[NOTE: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:

1. Administrative Salary Committee (3)
2. Local 510 Salary Committee (3)
3. Local 331 Salary Committee (3)
4. Local 4798 Salary Committee (3)
5. Recreation Commission (3 members, minimum of 2 shall be school board members)
6. MSBA Legislative Representative (1)
7. MSHSL Representative (1)
8. Continuing Education Representative (1)
9. Community Education Representatives (2)
10. Meet and Confer Representatives (3, Once Every 4 Months)
11. School Board Representatives (2)
12. Finance Committee (Board as a Whole)
13. Facility Working Group Representatives

[NOTE: Each school district should determine which, if any, standing committees the school board wishes to establish.]

- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
 MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
 MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)

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

**BOARD POLICY 214
Out-of-State Travel by School Board Members**

Adopted _____ *By Reference* _____

Revised _____ February 2020 _____

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

[NOTE: School districts are required by statute to adopt a policy addressing this issue.]

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be pre approved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

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

**BOARD POLICY 301
School District Administration**

Adopted_____By Reference_____

Revised February 2022

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services equitably.
- B. The school board expects all activities related to school district operations to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
 Minn. Stat. § 123B.147 (Principals)

Cross References: None

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

**BOARD POLICY 302
Superintendent**

Adopted_____By Reference_____

Revised February 2022

302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program

Design)

MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)

MSBA/MASA Model Policy 605 (Alternative Programs)

MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)

MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)

MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

MSBA/MASA Model Policy 905 (Advertising)

MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)

MSBA/MASA Model Policy 907 (Rewards)

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

**BOARD POLICY 303
Superintendent Selection**

Adopted_____By Reference_____

Revised February 2022

303 SUPERINTENDENT SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512 (Licensure of School Personnel)

Cross References: None

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

**BOARD POLICY 304
Superintendent Contract, Duties, and Evaluation**

Adopted _____ **By Reference** _____

Revised **February 2022**

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description, and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: None

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

**BOARD POLICY 305
Policy Implementation**

Adopted _____ By Reference _____

Revised _____ February 2022 _____

305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school district policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school district policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines, and directives to effectuate the implementation of school district policies. These procedures, guidelines, and directives shall not be inconsistent with said policies. At least annually, these written procedures, guidelines, and directives shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school district policy and shall be approved by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

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

**BOARD POLICY 306
Administrator Code of Ethics**

Adopted _____ By Reference _____

Revised **September 2023**

306 ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

- A. An educational administrator’s professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator’s actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.

- B. The Educational Administrator:
 - 1. Makes the well-being of students the fundamental value of all decision-making and actions.
 - 2. Fulfills professional responsibilities with honesty and integrity.
 - 3. Supports the principle of due process and protects the civil and human rights of all individuals.
 - 4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
 - 5. Implements the school board’s policies.
 - 6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
 - 7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
 - 8. Accepts academic degrees or professional certification only from duly accredited institutions.

9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Duties of Board of School Administrators)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References: None

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 203.5
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 203.1
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 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)

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

BOARD POLICY 404

**Background Checks: Extracurricular Activities, Athletic Coaches/Personnel, Volunteers,
chaperones and other Persons in Direct Contact with Students**

Adopted_By Reference

Revised_December 2022

**404 Background Checks: Extracurricular Activities, Athletic Coaches/Personnel, Volunteers,
chaperones and other Persons in Direct Contact with Students**

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

A. The school district shall require applicants for school district positions who receive an offer of employment and all individuals, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services, volunteers, chaperones and other persons in direct contact with students under the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the applicant individual from employment with, or provision of services to, the school district.

B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.

C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, chaperones, service providers, independent contractors, and student employees.

III. PROCEDURES

A. Normally an applicant individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension "(BCA".). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes, section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

[NOTE: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]

C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Minnesota Commissioner of Education within the 12 months preceding an offer of employment or permission to provide services.

D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:

1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
2. the other school hiring authority conducted a criminal background check within the previous 12 months;
3. the individual executes a written consent form giving the school district access to the results of the check; and

4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.

E. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state, or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.

F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.

G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.

H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.

I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.

J. The school district may apply these procedures to other volunteers, chaperones, independent contractors, student employees or any person in direct contact with students.

K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

V. ATHLETIC, EXTRA CURRICULAR, VOLUNTEERS, CHAPERONES, AND OTHER PERSONS IN DIRECT CONTACT WITH STUDENTS

. Purpose

- a. The purpose of this policy is to ensure the safety and well-being of all students participating in extracurricular and athletic programs. To that end, the School District requires criminal background checks for all employees, volunteers, and officials involved in these activities.
- . This policy applies to:
 - a. All school district employees assigned to or volunteering in extracurricular or athletic programs.
 - a. All non-employee volunteers (including coaches, club advisors, and event chaperones).
 - a. All contracted or third-party individuals with direct or regular contact with students (e.g., referees, instructors, or trainers).
- . Background Check Requirements
 - a. Pre-Engagement Screening
 - . All individuals listed in the scope must successfully complete a criminal history verification form and a criminal background check prior to beginning any duties or interaction with students. This includes:
 1. State and federal criminal history check (including fingerprinting, where required).
 2. Sex offender registry check.
 3. Child abuse/neglect registry check, if applicable.
- . Frequency of Checks
 - a. Employees: Every five (5) years, or as otherwise required by state law or regulation.
 - a. Volunteers/Officials: Annually or prior to each new season/year of involvement.
 - a. Bus drivers: May require annual checks, including driving record reviews.
 - a. Additional checks may be conducted at the discretion of the district in response to new information or concerns.
- . Employee Obligation to Notify District of Triggered Background Check Events
 - a. According to best practices and guidance from the Minnesota School Boards Association (MSBA), the district requires:
 - . Any employee who is arrested, charged with, or convicted of a criminal offense—particularly one that could impact their fitness to work in a school environment (e.g., offenses involving violence, alcohol, drugs, theft, child protection, or sexual misconduct)—must notify the Superintendent or Human Resources Director in writing within five (5) calendar days of the event.
 - a. Failure to report such events may be considered a violation of district policy and could result in disciplinary action, up to and including termination.
- . Disqualifying Offenses
 - a. Any individual found to have been convicted of the following offenses shall be disqualified from participation in extracurricular or athletic programs:
 - . Any offense involving harm or risk of harm to a child.
 - . Any violent felony.
 - . Any sexual offense.
 - . Any offense involving controlled substances in the last 5 years.
 - a. Other offenses may be reviewed on a case-by-case basis by the Superintendent or designee.
- . Confidentiality and Record Retention
 - a. All background check results shall be handled confidentially and stored in accordance with district record retention policies and applicable laws. Access is limited to designated administrative personnel.
- . Appeals Process
 - a. Individuals disqualified due to background check findings may submit a written appeal to the Superintendent or designee within ten (10) business days of notice. The district will review the appeal and provide a written determination.
- . Compliance
 - a. Failure to comply with this policy will result in immediate suspension or removal from extracurricular or athletic duties. It may also result in disciplinary action, up to

and including termination (for employees), or permanent disqualification (for volunteers/officials).

Legal References: Minn. Stat. § 13.04, Subd. 4 (Rights of SubjectSubjects of Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)
Minn. Stat. § 123B.03 (Background ChecksCheck)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: None

One Year - Non-Renewal of Coaching Assignments Due to Program Changes

I. Purpose

This policy outlines the circumstances under which coaching assignments may be non-renewed due to program changes related to student safety, updated program philosophy, and compliance with legal requirements, including background checks.

II. Scope

This policy applies to all extracurricular and athletic coaching positions, including but not limited to head varsity, assistant, lower-level coaches, volunteers and chaperones.

III. Annual Review of Coaching Assignments

All coaching positions are one-year, at-will extracurricular assignments and will be reviewed annually by the Activities Director. Coaching contracts are subject to non-renewal based on performance evaluations, staffing needs, and program changes.

IV. Program Changes Permitting Non-Renewal

Coaching assignments may be non-renewed without cause and outside the standard 60-day notification window outlined in Minn. Stat. § 122A.33 under the following program change categories:

Change in Program Philosophy

- A non-renewal may occur due to a shift in the district's athletic or extracurricular philosophy. This may include:
 - Revisions to coaching priorities, structure, or team expectations
 - Adjustments based on evolving district goals or student development frameworks
 - Realignment with community values or school-wide behavior models
- Such changes may require different leadership approaches or experience, resulting in the reassignment or non-renewal of current coaching staff.

Failure to Meet Background Check Requirements

- All coaches are required to comply with district and state-mandated background check procedures. Grounds for non-renewal include:
 - Failure to submit or consent to a required criminal background check

- Discovery of disqualifying criminal offenses under applicable statutes
- Any delay or obstruction of the background screening process
- Non-compliance may result in immediate removal or non-renewal of the coaching assignment, regardless of timing within the contract year.

Student Safety and Well-Being

- Any coaching behaviors, incidents, or patterns of concern that impact student safety, health, or emotional well-being — including failure to follow supervision procedures, reporting obligations, or district safety protocols.
- Student safety is a foundational priority. Coaches may be subject to non-renewal or reassignment if:
 - They engage in behavior, demonstrate patterns of concern, or fail to adhere to supervision and reporting protocols that could compromise student safety or emotional well-being
 - They fail to follow district safety protocols, supervision guidelines, or mandated training
 - Concerns are raised that warrant increased scrutiny, oversight, or modifications to existing roles for the purpose of safeguarding students
- Programmatic changes in this area may also include implementation of stricter supervision standards, enhanced training requirements, or updates to safety-related responsibilities that necessitate a change in personnel.

Policy Changes Related to Programmatic Shifts

The District reserves the right to add, amend or update policies and procedures affecting coaching assignments, duties, and responsibilities as part of broader efforts to support student safety, compliance, and program effectiveness.

Policy changes may be initiated based on:

- Legal or regulatory mandates
- Recommendations from school leadership, legal counsel, or external agencies
- Trends in student safety concerns or incident reports
- Stakeholder feedback or formal evaluations

All such changes shall follow the district's policy review process, including School Board approval when required. Once adopted, changes will be:

- Communicated to all coaching staff.
- Integrated into handbooks and orientation materials
- Accompanied by training or clarification as necessary to ensure full understanding and compliance

V. Process for Non-Renewal Due to Program Changes

- When a coaching assignment is non-renewed for a reason listed above:
 - The coach shall be notified in writing of the non-renewal.
 - Upon request, the district will provide a written explanation of the program change involved.
 - A meeting with the Superintendent or designee may be granted upon the coach's request, consistent with Minn. Stat. § 122A.33.

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:

Border Chevrolet GMC	ECFE donation	\$100
	Outdoor Day	\$285
PCA	Donation for FES Movie Day	\$2,350
	Donation for Bingo Prizes	\$250
Box Tops	FES	\$93
Green Tech Manufacturing	Kindergarten Graduation Snacks	\$288.80
Bronco Baseball Boosters	Field Compactor	\$519.99
The Sports Shop	National Bike to Work Week	8 goodie bags
Prom Donation	Tilson Bay Apparel Donation	\$73
	Border Chevrolet GMC	\$1,000
Teacher Appreciation Week	AmericInn	Free Room
	Borderland Jewelry	\$50 Gift Card
	Border Bob’s	\$20 Gift Certificate
	Beyond Aesthetics	Gift Basket
	Border Chevrolet GMC	Sweatshirt, Hat, Tumbler
	Coffee Landing	\$20 Gift Card
	Cantilever	\$20 Gift Certificate
	Circle K	\$20 Gift Card
	Cozy Abode	Gift Basket
	Chocolate Moose	\$15 Gift Certificate
	Dunkin’	Gift Cards
	Glow North Day Spa	Gift Basket
Hardee’s	5 Free Sandwiches	
The Library	10 - \$5 Gift Cards	

RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS

No Place Like Home Again	Gift Basket
Orton's	5 Free Carwashes
Outdoorsman's Headquarters	\$25 Gift Card
Pick Me Flowers	Plant
Super One	\$25 Gift Card
The Sports Shop	\$25 Gift Card
Sammy's Pizza	5 - \$25 Gift Certificates
Tractor Supply	Gift Basket

Voting against:

Whereupon, the resolution was declared adopted.

International Falls
ISD #361

FY25-26 Adopted Budget

JUNE 16, 2025

PRESENTED BY:

JASON MUTZENBERGER,
BUSINESS MANAGER



Nex Year Budget Considerations



Enrollment



State & Federal Funding



Staffing

Open Contracts
Staff Placement
Employee Benefits



Detailed Look at Prior Year Account Activity



Deferred Maintenance Items



Prior Year Expected Results



2025-26 General Fund Revenue Budget Assumptions

- State Basic General Education Aid – 2.74% increase
- Property Tax Revenue – Approved by the board in December 2024
- Other State Sources – No major changes, similar to prior year
- Federal Sources – No major changes, similar to prior year
- Local Sources – No major changes, similar to prior year
- K-12 Enrollment – 873, up 9 from FY25



2025-26 General Fund Expenditure Budget Assumptions

- Salary & Benefit Increases built into the budget for employment contracts expiring 6/30/25
- Paid Family Leave law implementation January 1, 2026. Inclusion of increased expense at 0.44% of total payroll
- Purchased Services, Supplies and Equipment – Increases ranging from 0%-5%, depending on the line item
- Supplies and Materials – Increases ranging from 0%-2%, depending on the line item
- Assuming class sizes remain the same

Two-Year Comparison Budget General Fund

General Fund	<u>FY25</u>	<u>FY26</u>	<u>Change</u>
Revenues	\$14,610,739	\$14,843,647	\$232,908
Expenditures	\$15,006,765	\$14,928,898	(\$77,867)
Variance	(\$396,026)	(\$85,251)	

Unassigned Fund Balance General Fund

General Fund	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>
Unassigned Fund Balance	\$3,215,282	\$2,907,457	\$3,007,989
Target - 2.5 Months	2,665,010	2,592,340	2,667,696
Variance	\$550,272	\$315,117	\$340,293

Note: Board policy 714 indicates the district will maintain a minimum unassigned general fund balance of 2.5 months of operating expenses.

2025-26 All Funds Revenue Variance Over Prior Year

Description	2024-25	2025-26	Increase/ (Decrease)
Revenues:			
General Fund	\$14,610,739	\$14,843,647	\$232,908
Food Service	744,713	752,200	7,487
Community Service	735,157	731,514	(3,643)
Construction	21,801,141	250,000	(21,551,141)
Debt Redemption	541,394	1,950,557	1,409,163
Totals	\$38,433,144	\$18,527,918	(\$19,905,226)

2025-26 All Funds Expenditure Variance Over Prior Year

Description	2024-25	2025-26	Increase/ (Decrease)
Expenditures:			
General Fund	\$15,006,765	\$14,928,898	(\$77,867)
Food Service	744,413	752,200	7,787
Community Service	732,599	739,404	6,805
Construction	2,102,868	13,000,000	10,897,132
Debt Redemption	526,750	1,854,859	1,328,109
Totals	\$19,113,395	\$31,275,361	\$12,161,966

2024-25 All Funds Fund Balance

Description)	2024-25 Projected @ 6/30/2025	2025-26 Projected @ 6/30/2026	Increase/ (Decrease)
Fund Balance:			
General Fund	\$5,466,812	\$5,381,561	(\$85,251)
Food Service	255,983	256,283	300
Community Service	95,916	88,026	(7,890)
Construction	19,698,273	6,948,273	(12,750,000)
Debt Redemption	121,364	217,062	95,698
Scholarships	50,302	50,302	-
Totals	\$25,688,650	\$12,941,507	(12,747,143)

3-Year Financial Forecast General Fund

Description	FY25-26	FY26-27	FY27-28	FY28-29
Revenues	\$14,843,647	\$14,955,863	\$14,912,115	\$14,980,366
Expenditures	\$14,928,898	\$15,298,051	\$15,755,324	\$16,179,019
Variance	(\$85,251)	(\$342,188)	(\$843,209)	(1,198,653)



THANK YOU



1/29/2025

Ms. JoAnn Smith
Chairperson
Board of Education
Independent School District No. 361
1515 11th Street
International Falls, MN 56649

Dear Ms. Smith:

The attached BMS form of "Notice of Desire to Negotiate" serves as written notice pursuant to M.S. 179A.14, subd. 1 of the Public Employment Labor Relations Act and Article 17, Section 1 of the Master Agreement that the Local 331 desires to commence negotiations with Independent School District No. 361 for a successor agreement to cover the 2025-27 school years.

Sincerely,

A handwritten signature in cursive script that reads "Charlie Anderson".

Charlie Anderson, President
Local 331

cc: Education Minnesota Field Office
Superintendent
Local Head Negotiator

We have received your submission re: Notice of Desire to Negotiate

1 message

Bureau of Mediation Services via Jotform <noreply@jotform.com>
Reply-To: mediation.services.bms@state.mn.us
To: canderson@isd361.org

Wed, Jan 29, 2025 at 8:37 AM

Notice of Desire to Negotiate

Sector: Public

Name of Employer: ISD #361

Address: [1515 11th Street, International Falls, Minnesota, 56649](#)

Name of Employer Representative or Counsel: Beth Shermoen, Superintendent

Address: [1515 11th Street, International Falls, Minnesota, 56649](#)

Phone Number: (218) 283-2571

Email: bshermoen@isd361.org

Address: [1515 11th Street, INTERNATIONAL FALLS, Minnesota, 56649](#)

Name of Union Representative or Counsel: Charles Anderson

Address: [1600 15TH AVE, INTERNATIONAL FALLS, Minnesota, 56649](#)

Phone Number: (218) 244-7452

Email: canderson@isd361.org

Type of Employer: School District

Bargaining Unit Type: Teachers K-12

Status of Employees Involved? (Minn. Stat. 179A.03, subd. 7): Essential

Number of Employees in Unit: 70

Expiration Date of Current Contract: June 30, 2025

Date Petitioner Will Send Copy to Other Party(s): 01-29-2025

Name of Person Filing this Notice: Charles Anderson

E-Mail Address of Person Filing this Notice: canderson@isd361.org

Signature:

A handwritten signature in black ink, appearing to read "Charles Anderson", written in a cursive style.



INTERNATIONAL FALLS FIRE/RESCUE/EMS

600 Fourth Street
International Falls, Minnesota 56649
Telephone (218) 283-7993
Fax (218) 283-9151
adamm@ci.international-falls.mn.us

FIRE CHIEF
Adam C. Mannausau

June 13, 2025

Mrs. Beth Shermoen
ISD 361 Superintendent
1515 11th Street
Int'l Falls, MN 56649

Dear Beth,

The City of International Falls Fire Department again requests the use of ISD #361 property for the purpose of the July 4, 2025 fireworks display. The school district's property (between the track and RRCC) would fulfill our needs because of its large size and proximity to viewing areas. It also satisfies safety distances needed.

We have the appropriate insurance coverage and the school district will be added as an additional insurer on City's Liability Insurance. We also have trained personnel needed for a safe, professional display. Please be assured we won't be rutting the turf and any mess will be cleaned up to your satisfaction. Your consideration and approval of this request would be greatly appreciated.

Respectfully Submitted,

Adam Mannausau
Fire Chief Int'l Falls Fire/Rescue/EMS