

Regular School Board Meeting

Monday, July 21, 2025 5:15 PM

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

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

Call to Order

1. Roll Call:

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

Non-Voting Members:

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

2. Pledge of Allegiance

Approval of Agenda

Approve agenda as presented.

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

Open Forum

1. Public Open Forum

Reports

1. Melissa Tate, Falls High School Principal:

2. Timm Ringhofer, Activities Director:

3. Beth Shermoen, Superintendent:

4. Policy Committee

5. Athletic Committee

Consent Agenda

1. Approve payroll in the amount of \$713,146.98 for pay periods 6/27/25 and 7/11/2025 and special payroll on 7/15/2025 in the amount of \$1,072.33.

2. Approve current accounts payable due in the amount of \$1,761,269.84.

3. Approve past meeting minutes for the regular school board meeting on June 16, 2025.

4. Maintain our facilities to be welcoming, safe and efficient for use by students and the community.
5. Approve the District's fiscal year 2026-27 Long-Term Facilities Maintenance Plan.
6. Approve the adoption of the ISD 361 Athletics, Activities, Community Education & Facilities Fees for the 2025/26 School Year effective August 1, 2025.
7. Approve the food service Milk Bid for the 2025-2026 school year with the recommendation to accept Sandstrom's bid.
8. Approve the food service Bread Bids for the 2025-2026 school year. Recommendation to accept Pan O Gold bid.
9. Approve the addition of the Community Education, Early Education & Child Care Coordinator position to the At-Will Employment Schedule, Section D - Full Time - Full Time Positions
10. Approve the addition of the ISD 361 Grant Writer to the at-will contract and position list.
11. Accept the resignation of Mike Blesi, Technology Director,
12. Approve the hire of Ariana Zahradka as Knowledge Bowl Coach for 2025-26 school year.
13. Approve the hire of Casey Stenberg as the Interim Technology Director.
14. Approve the hire of Chad Baldwin as Boys Varsity Hockey Head Coach for the 2025-26 season.
15. Approve a one-year contract and the hire of Emily Groom as Secondary English Teacher for the 2025-26 School Year.
16. Approve the hire of Jeff Kerry as the Girls Head Varsity Softball Coach for the 2025-26 season.
17. Approve the hire of Jeremy Anderson as Transportation/Facilities Manager.
18. Approve the hire of Joe Anselmo as Boys Varsity Head Basketball coach for the 2025-26 season.
19. Approve the hire of Lori Potter as Boys Basketball Cheer Advisor for the 2025-26 season
20. Approve the hire of Paetyn Zahn as Boys Hockey Cheer Advisor for the 2025-26 season.
21. Approve the hire of Sheryl Hendrickson as the head Girls Track and Field Coach for the 2025-26 season.
22. Approve the hire of Steve Joslyn as Boys Swimming Head Coach for the 2025-26 season.
23. Second Reading of School Board Policy 207: Public Hearings.
24. Second reading of School Board Policy 209: Code of Ethics

25. Second reading of School Board Policy 212: School Board Member Development.
26. Second reading of School Board Policy 213: School Board Committees
27. Second Reading of School Board Policy 214: Out-of-State Travel by School Board Members.
28. Second reading of School Board Policy 301: School District Administration.
29. Second reading of School Board Policy 302: Superintendent.
30. Second Reading of School Board Policy 303: Selection of Superintendent.
31. Second Reading of School Board Policy 304: Superintendent Contract, Duties, and Evaluation.
32. Second Reading of Policy 305: Policy Implementation.
33. Second Reading of Policy 306: Administrator Code of Ethics.
34. Second Reading of School Board Policy 404: Background Checks: Extracurricular Activities, Athletic Coaches/Personnel, Volunteers, Chaperones and other Persons in Direct Contact with Students.
35. First Reading of School Board Policy 401: Equal Employment Opportunity.
36. First Reading of School Board Policy 402: Disability Nondiscrimination Policy.
37. First Reading of School Board Policy 403: Discipline, Suspension, and Dismissal of School District Employees.
38. First Reading of School Board Policy 405: Veteran's Preference.
39. First Reading of School Board Policy 406: Public and Private Personal Data.
40. First Reading of School Board Policy 407: Employee Right to Know - Exposure to Hazardous Substances.
41. First Reading of School Board Policy 408: Subpoena of a School District Employee.
42. First Reading of School Board Policy 409: Employee Publications, Instructional Materials, Inventions, and Creations.
43. First Reading of School Board Policy 410: Family and Medical Leave Policy.
44. First Reading of School Board Policy 412: Expense Reimbursement.
45. First Reading of School Board Policy 413: Harassment and Violence.
46. First Reading of School Board Policy 414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse.
47. First Reading of School Board Policy 415: Mandated Reporting of Maltreatment of Vulnerable Adults.
48. First Reading of School Board Policy 416: Drug, Alcohol, and Cannabis Testing.

49. First Reading of School Board Policy 417:
Chemical Use and Abuse.
50. First Reading of School Board Policy 418: Drug-Free Workplace/Drug-Free School.
51. First Reading of School Board Policy 419:
Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction.
52. First Reading of School Board Policy 420: Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions.
53. First Reading of School Board Policy 421: Gifts to Employees.
54. First Reading of School Board Policy 422:
Policies Incorporated By Reference.
55. First Reading of School Board Policy 424:
License Status.
56. First Reading of School Board Policy 425: Staff Development.
57. First Reading of School Board Policy 427:
Workload Limits for Certain Special Education Teachers.

Action Items

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

Adjournment

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

Payables Summary
July 21, 2025

Check No	Vendor	Check Date	Invoice No	Invoice Descriptions	PO Number	Amount
201131213	iTurity	6/20/2025	250016	Chromebook Repair	6052500080	\$ (903.00)
201131804	AFSCME People	6/13/2025	20250613ADAFSPE	Payroll accrual	0	\$ 4.25
201131805	AFT Local #331	6/13/2025	20250613ADDUE1A	Payroll accrual	0	\$ 3,000.73
	AFT Local #331	6/13/2025	20250613ADDUE1A	Payroll accrual	0	\$ 141.55
201131806	California State Disbursement	6/13/2025	20250613ADCSP14	Payroll accrual	0	\$ 173.07
201131807	Para Local #4798	6/13/2025	20250613ADDUE2A	Payroll accrual	0	\$ 600.25
	Para Local #4798	6/13/2025	20250613ADDUE2A	Payroll accrual	0	\$ 68.56
201131808	Baker-Zappia, David	6/10/2025	refund	Foodservice acct refund	0	\$ 10.50
201131809	Boswell, Tina	6/10/2025	Refund	Foodservice acct refund	0	\$ 10.55
201131810	Cowlishaw, Rachel	6/10/2025	refund	Foodservice acct refund	0	\$ 306.90
	Cowlishaw, Rachel	6/10/2025	refund	Foodservice acct refund	0	\$ (306.90)
201131811	Crosby, Jessica	6/10/2025	refund	Foodservice acct refund	0	\$ 25.75
201131812	Davis, Ashley	6/10/2025	refund	Foodservice acct refund	0	\$ 85.00
201131813	Hoffman, Jennifer	6/10/2025	Refund	Foodservice acct refund	0	\$ 7.00
201131814	Story, Bonnie	6/10/2025	refund	Foodservice acct refund	0	\$ 6.60
201131815	Wallace, Mindy	6/10/2025	refund	Foodservice acct refund	0	\$ 19.05
201131816	ARROWHEAD LIBRARY SYSTEM	6/13/2025	8154	Library Catalog System	6202500000	\$ 625.00
201131817	BEMIDJI BUS LINE	6/13/2025	10802	PCA Donation & Title IV -Starbase - Chart	1302500263	\$ 2,013.16
	BEMIDJI BUS LINE	6/13/2025	10802	PCA Donation & Title IV -Starbase - Chart	1302500263	\$ 6,386.84
201131818	Bulk Bookstore	6/13/2025	197944	Novel Books	1302500214	\$ 167.50
201131819	FRIENDS GARBAGE SERVICE, L	6/13/2025	75098	Garbage Pickups	8102500053	\$ 2,287.35
201131820	Heron Landing Golf Course	6/13/2025	1036	Green Fees and Driving Range	2922500181	\$ 1,500.00
201131821	Innovative	6/13/2025	4847647	FES Supplies - for teachers	1302500248	\$ 53.70
	Innovative	6/13/2025	4855604	FY26 Calendars & Office	1102500051	\$ 74.71
201131822	MANNCO TRUCKING INC	6/13/2025	215045	Scan SES Light Bus #545	7602500114	\$ 159.50
	MANNCO TRUCKING INC	6/13/2025	215176	Scan SES Light and locate	7602500113	\$ 191.00
	MANNCO TRUCKING INC	6/13/2025	215284	Scan SES Light and locate	7602500113	\$ 183.93
201131823	Marco Technologies LLC	6/13/2025	555273788	Copier Lease	1102500019	\$ 263.24
	Marco Technologies LLC	6/13/2025	555273788	Copier Lease	1102500019	\$ 10.00
	Marco Technologies LLC	6/13/2025	555273614	Copier Lease	1102500020	\$ 362.17
	Marco Technologies LLC	6/13/2025	555273614	Copier Lease	1102500020	\$ 10.00

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	Marco Technologies LLC	6/13/2025	555274018	Copier Lease	1102500021	\$ 659.25
	Marco Technologies LLC	6/13/2025	555274018	Copier Lease	1102500021	\$ 14.86
	Marco Technologies LLC	6/13/2025	555274018	Copier Lease	1102500021	\$ 1,206.62
	Marco Technologies LLC	6/13/2025	555274018	Copier Lease	1102500021	\$ 17.31
	Marco Technologies LLC	6/13/2025	555278001	Copier Lease	1102500022	\$ 705.40
	Marco Technologies LLC	6/13/2025	555278001	Copier Lease	1102500022	\$ 705.38
	Marco Technologies LLC	6/13/2025	555278340	Copier Lease	1102500022	\$ 644.42
	Marco Technologies LLC	6/13/2025	555278340	Copier Lease	1102500022	\$ 20.75
	Marco Technologies LLC	6/13/2025	555278340	Copier Lease	1102500022	\$ 20.75
201131824	MIDWEST BUS PARTS INC	6/13/2025	9542	Door Switches	7602500110	\$ 49.43
201131825	MN ENERGY RESOURCES CORI	6/13/2025	0503196532-00001	Arena	8102500033	\$ 1,457.58
	MN ENERGY RESOURCES CORI	6/13/2025	0507263223-00001	FHS Boilers	8102500033	\$ 110.26
	MN ENERGY RESOURCES CORI	6/13/2025	0507263223-00001	FHS Boilers	8102500033	\$ 36.75
	MN ENERGY RESOURCES CORI	6/13/2025	0506435793-00001	FHS	8102500033	\$ 326.30
	MN ENERGY RESOURCES CORI	6/13/2025	0506435793-00001	FHS	8102500033	\$ 108.76
	MN ENERGY RESOURCES CORI	6/13/2025	0503526034-00001	FES	8102500033	\$ 611.33
201131826	RAINY LAKE MEDICAL CENTER	6/13/2025	4341	OT/PT Services	1102500024	\$ 10,844.65
201131826	RAINY LAKE MEDICAL CENTER	6/13/2025	4341	OT/PT Services	1102500024	\$ 3,453.00
201131827	SHANNONS INC	6/13/2025	28641	FES work on rooftop unit	8102500240	\$ 130.00
201131828	Tilson Bay Company	6/13/2025	1795	T-Shirts for the final day of	9012500021	\$ 363.00
201131829	UHL	6/13/2025	70654B	FES heat repair	8102500231	\$ 4,289.70
201131830	Cowlshaw, Rachel	6/16/2025	refund	Foodservice acct refund	0	\$ 208.90
201131831	AFT Local #331	6/27/2025	20250627ADDUE1A	Payroll accrual	0	\$ 2,988.65
	AFT Local #331	6/27/2025	20250627ADDUE1A	Payroll accrual	0	\$ 141.01
201131832	iTurity	6/20/2025	250016	Chromebook Repair	6052500080	\$ 903.00
201131833	Jensen, Tracy	6/20/2025	Refund	Foodservice acct refund	0	\$ 15.00
201131834	The McDowell Agency, Inc.	6/20/2025	Bckg Checks May25	Background Check Screening	0	\$ 640.40
201131835	University of Minnesota Duluth	6/20/2025	Tyler Hedlund F.M.	2025 Frank E. MaCartney Memorial Schol	0	\$ 250.00
201131836	Airborne Athletics Inc	6/20/2025	51674	Pd by BB Bstrs & Prple Pride	2922500197	\$ 4,041.00
	Airborne Athletics Inc	6/20/2025	51674	Pd by BB Bstrs & Prple Pride	2922500197	\$ 2,020.50
	Airborne Athletics Inc	6/20/2025	51674	Pd by BB Bstrs & Prple Pride	2922500197	\$ 2,020.50

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201131837	BECKER ARENA PRODUCTS INC	6/20/2025	616201	Arena Advertising Boards	8102500230	\$ 1,037.00
201131838	CDW Government	6/20/2025	AE5CQ5E	Teacher Computers	6052500103	\$ 9,520.00
201131839	COMMERICAL REFRIGERATION	6/20/2025	47694	Compressor work	8102500196	\$ 1,502.50
201131840	Cook's Country Connection	6/20/2025	1280	Annual Preschool Farm Trip	1302500241	\$ 352.00
201131841	CRANDALLS SEPTIC PUMPING	6/20/2025	9195	5th grade outdoor day toilet	0	\$ 210.00
201131842	K & K Meyers, Inc	6/20/2025	1247	Glass Bandage Rolls to repair	8102500151	\$ 178.00
	K & K Meyers, Inc	6/20/2025	1271	New lock on girls locker-room	8102500201	\$ 125.00
	K & K Meyers, Inc	6/20/2025	1271	New lock on girls locker-room	8102500201	\$ 213.14
	K & K Meyers, Inc	6/20/2025	040825	Prom Platform - will also be	0	\$ 1,587.18
	K & K Meyers, Inc	6/20/2025	040825	Prom Platform - will also be	0	\$ 1,320.00
	K & K Meyers, Inc	6/20/2025	040825	Prom Platform - will also be	0	\$ 529.06
	K & K Meyers, Inc	6/20/2025	040825	Prom Platform - will also be	0	\$ 529.06
	K & K Meyers, Inc	6/20/2025	040825	Prom Platform - will also be	0	\$ 440.00
	K & K Meyers, Inc	6/20/2025	040825	Prom Platform - will also be	0	\$ 440.00
201131843	KGHS-AM	6/20/2025	052925	School Matters	102500006	\$ 225.00
201131844	MN ENERGY RESOURCES CORP	6/20/2025	0504762905-00001	Stadium	8102500033	\$ 19.33
	MN ENERGY RESOURCES CORP	6/20/2025	0503196532-00001	Arena	8102500033	\$ 500.80
201131845	MN POWER	6/20/2025	8.53581E+11	General Application Fee	1102500052	\$ 1,694.00
	MN POWER	6/20/2025	060925	Electricity Bill	8102500061	\$ 607.05
	MN POWER	6/20/2025	060925	Electricity Bill	8102500061	\$ 1,957.73
	MN POWER	6/20/2025	060925	Electricity Bill	8102500061	\$ 7,381.19
	MN POWER	6/20/2025	060925	Electricity Bill	8102500061	\$ 7,367.37
201131845	MN POWER	6/20/2025	060925	Electricity Bill	8102500061	\$ 2,455.79
	MN POWER	6/20/2025	060925	Electricity Bill	8102500061	\$ 671.38
201131846	National Business Furniture LLC	6/20/2025	ZK268441-TDQ	Ms. Tate Office Furniture	1302500268	\$ 2,796.19
201131847	RATWIK ROSZAK & MALONEY P	6/20/2025	79755	Attorney services for FY25	1102500034	\$ 797.50
201131848	TechCheck	6/20/2025	61751	Districtwide Network	6052500052	\$ 13,014.58
	TechCheck	6/20/2025	61777	Districtwide Network	6052500052	\$ 2,713.53
	TechCheck	6/20/2025	7334C	Districtwide Network	6052500052	\$ 1,980.69
201131849	Tilson Bay Company	6/20/2025	1701	Ranier Rec Club Arena Board	1102500048	\$ 75.00
201131850	AFSCME People	6/27/2025	20250627ADAFSPE	Payroll accrual	0	\$ 4.25

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Check No	Vendor	Check Date	Invoice No	Invoice Descriptions	PO Number	Amount
201131851	California State Disbursement	6/27/2025	20250627ADCSP14	Payroll accrual	0	\$ 173.07
201131852	Dahlgren, Lynnea	6/27/2025	Colt's Lunch acct re	C/C payment auto payment was	0	\$ 100.00
201131853	Goman, Peter	6/27/2025	2500009	Defensive Driving Class	0	\$ 2,160.00
201131854	Koenig, Joshua	6/27/2025	1Umpire	Umpire IRB Baseball	0	\$ 150.00
201131855	MacLean, John	6/27/2025	Foodservice Refund	Foodservice refund	0	\$ 100.80
201131856	Align Chiropractic & Wellness C	6/30/2025	11025-C01	DOT Physical	7602500015	\$ 100.00
	Align Chiropractic & Wellness C	6/30/2025	11023-C01	DOT Physical	7602500015	\$ 100.00
201131857	Arrowhead Regional Computing	6/30/2025	2190	MASA Region 7 Conference	0	\$ 130.00
	Arrowhead Regional Computing	6/30/2025	2190	MASA Region 7 Conference	0	\$ 130.00
	Arrowhead Regional Computing	6/30/2025	2190	MASA Region 7 Conference	0	\$ 130.00
201131858	BECKER ARENA PRODUCTS INC	6/30/2025	616340	Pads for nets in Bronco Arena	8102500241	\$ 516.76
201131859	COMMERICAL REFRIGERATION	6/30/2025	47770	Bronco Arena pump system down	8102500252	\$ 1,157.50
201131860	EVOLVE U FITNESS & WELLNES	6/30/2025	819	Evolve U (twice a month at	5002500024	\$ 350.00
201131861	FALLS LUMBER COMPANY INC	6/30/2025	207605	Athletic Grid marker	3002500129	\$ 219.90
201131862	Hasbargen Customs LLC	6/30/2025	1935	Jersey's for Adult Softball	5002500050	\$ 451.00
201131863	LAMAR COMPANIES	6/30/2025	117177452	KAPE/Prevention messaging	7902500025	\$ 550.00
201131864	MIDCONTINENT COMMUNICAT	6/30/2025	1.24861E+13	124861401 FHS Moveable	6052500017	\$ 161.26
	MIDCONTINENT COMMUNICAT	6/30/2025	1.24861E+13	124861401 FHS Moveable	6052500017	\$ 49.07
201131865	MN POWER	6/30/2025	8.53822E+11	Rental for joint use pole	8102500238	\$ 111.00
201131866	NORTHEAST SERVICE COOPER	6/30/2025	58018	Professional Services April	8102500247	\$ 14,694.50
	NORTHEAST SERVICE COOPER	6/30/2025	58019	Asbestos Inspections at	8102500162	\$ 8,440.00
	NORTHEAST SERVICE COOPER	6/30/2025	58051	N95 Medical Evaluations &	1102500053	\$ 206.70
	NORTHEAST SERVICE COOPER	6/30/2025	4754	Annual contract days-health &	8102500251	\$ 925.00
201131867	Ron Nelson Refrigeration	6/30/2025	040125	FES walk-in freezer repair	8102500246	\$ 632.23
201131868	SHANNONS INC	6/30/2025	28673	Valve for shower repair	8102500245	\$ 93.00
201131869	TECHniques, Inc.	6/30/2025	29361	Falls High School replacement	8102500217	\$ 1,519.40
	TECHniques, Inc.	6/30/2025	29363	Replacement filters Falls	8102500218	\$ 367.95
	TECHniques, Inc.	6/30/2025	29362	Replacement filters for arena	8102500219	\$ 155.84
201131870	UNITED TRUCK BODY	6/30/2025	S 13105	license & fees for bus	7602500118	\$ 72.00
201131871	US Cellular	6/30/2025	0735488054	Elevator POTS lines	6052500008	\$ 53.54
	US Cellular	6/30/2025	0735488054	Elevator POTS lines	6052500008	\$ 91.54

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201131872	WATER DEPT	6/30/2025	74-006700-00	Bus Garage	8102500044	\$ 58.38
	WATER DEPT	6/30/2025	13-014700-00	FHS	8102500044	\$ 1,364.27
	WATER DEPT	6/30/2025	13-014701-00	Scheela Field	8102500044	\$ 25.53
	WATER DEPT	6/30/2025	13-014800-00	FES	8102500044	\$ 498.37
	WATER DEPT	6/30/2025	13-014900-00	Arena	8102500044	\$ 58.89
	WATER DEPT	6/30/2025	30-007100-02	Stadium	8102500044	\$ 53.83
201131873	COLORADO TIME SYSTEMS	6/30/2025	2019152	Purple Pride will reimburse	2922500053	\$ 8,150.00
201131874	MN DEPT OF PUBLIC SAFETY	6/30/2025	FM00005240	Fire Marshall Inspection	0	\$ 928.48
	MN DEPT OF PUBLIC SAFETY	6/30/2025	FM00005240	Fire Marshall Inspection	0	\$ 2,093.69
201131875	Pick Me Flowers	6/30/2025	060125	2025 GRADUATION FLOWERS -	3002500123	\$ 760.00
201131876	POMP'S TIRE SERVICE	6/30/2025	650061730	Front Drive Tires- Bus #549	7602500117	\$ 1,400.00
202426451	Aviben	6/13/2025	20250613ADTSAID	Payroll accrual	0	\$ 165.40
	Aviben	6/13/2025	20250613ADTSAME	Payroll accrual	0	\$ 192.32
202426451	Aviben	6/13/2025	20250613ADTSAME	Payroll accrual	0	\$ 96.16
	Aviben	6/13/2025	20250613ADTSASP	Payroll accrual	0	\$ 1,281.06
	Aviben	6/13/2025	20250613ADTSASP	Payroll accrual	0	\$ 116.28
	Aviben	6/13/2025	20250613ADTSECO	Payroll accrual	0	\$ 2,302.07
	Aviben	6/13/2025	20250613ADTSECO	Payroll accrual	0	\$ 521.76
	Aviben	6/13/2025	20250613ADTSFRA	Payroll accrual	0	\$ 873.10
	Aviben	6/13/2025	20250613ADTSGRW	Payroll accrual	0	\$ -
	Aviben	6/13/2025	20250613ADTSHOM	Payroll accrual	0	\$ 92.31
	Aviben	6/13/2025	20250613ADTSINV	Payroll accrual	0	\$ 1,647.04
	Aviben	6/13/2025	20250613ADTSINV	Payroll accrual	0	\$ 90.38
	Aviben	6/13/2025	20250613ADTSMGT	Payroll accrual	0	\$ 247.34
	Aviben	6/13/2025	20250613ADTSMGT	Payroll accrual	0	\$ 34.04
	Aviben	6/13/2025	20250613ADTSVAL	Payroll accrual	0	\$ 2,560.10
	Aviben	6/13/2025	20250613ADTSVAL	Payroll accrual	0	\$ 129.23
	Aviben	6/13/2025	20250613ADTSVAN	Payroll accrual	0	\$ 1,769.24
	Aviben	6/13/2025	20250613AFTSAID	TSA Benefit	0	\$ 115.40
	Aviben	6/13/2025	20250613AFTSAME	TSA Benefit	0	\$ 192.32
	Aviben	6/13/2025	20250613AFTSAME	TSA Benefit	0	\$ 96.16

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Check No	Vendor	Check Date	Invoice No	Invoice Descriptions	PO Number	Amount
	Aviben	6/13/2025	20250613AFTSASP	TSA Benefit	0	\$ 623.30
	Aviben	6/13/2025	20250613AFTSASP	TSA Benefit	0	\$ 66.28
	Aviben	6/13/2025	20250613AFTSECO	TSA Benefit	0	\$ 1,267.84
	Aviben	6/13/2025	20250613AFTSECO	TSA Benefit	0	\$ 98.26
	Aviben	6/13/2025	20250613AFTSFRA	TSA Benefit	0	\$ 365.41
	Aviben	6/13/2025	20250613AFTSGRW	Payroll accrual	0	\$ -
	Aviben	6/13/2025	20250613AFTSHOM	TSA Benefit	0	\$ 57.70
	Aviben	6/13/2025	20250613AFTSINV	TSA Benefits	0	\$ 492.55
	Aviben	6/13/2025	20250613AFTSMGT	TSA Benefit	0	\$ 143.50
	Aviben	6/13/2025	20250613AFTSMGT	TSA Benefit	0	\$ 34.04
	Aviben	6/13/2025	20250613AFTSVAL	TSA Benefit	0	\$ 652.92
	Aviben	6/13/2025	20250613AFTSVAL	TSA Benefit	0	\$ 80.77
202426452	Empower Retirement	6/13/2025	20250613ADDEFECO	Payroll accrual	0	\$ 379.71
	Empower Retirement	6/13/2025	20250613ADDEFECO	Payroll accrual	0	\$ 105.00
	Empower Retirement	6/13/2025	20250613AFDEFM1	Deferred Comp 457 Benefit	0	\$ 49.33
	Empower Retirement	6/13/2025	20250613AFHCSP	HCSP	0	\$ 32,369.39
	Empower Retirement	6/13/2025	20250613AFHCSP	HCSP	0	\$ 24.23
	Empower Retirement	6/13/2025	20250613AFHCSP	HCSP	0	\$ 200.67
202426453	Internal Revenue Service	6/13/2025	20250613ADFICA	Payroll accrual	0	\$ 23,394.98
202426453	Internal Revenue Service	6/13/2025	20250613ADFICA	Payroll accrual	0	\$ 1,364.03
	Internal Revenue Service	6/13/2025	20250613ADFICA	Payroll accrual	0	\$ 759.82
	Internal Revenue Service	6/13/2025	20250613ADFICA	Payroll accrual	0	\$ 253.41
	Internal Revenue Service	6/13/2025	20250613ADFTA	Payroll accrual	0	\$ 1,476.39
	Internal Revenue Service	6/13/2025	20250613ADFTA	Payroll accrual	0	\$ 60.00
	Internal Revenue Service	6/13/2025	20250613ADFTA	Payroll accrual	0	\$ 50.00
	Internal Revenue Service	6/13/2025	20250613ADFTP	Payroll accrual	0	\$ 172.42
	Internal Revenue Service	6/13/2025	20250613ADFTX	Payroll accrual	0	\$ 26,847.29
	Internal Revenue Service	6/13/2025	20250613ADFTX	Payroll accrual	0	\$ 1,498.35
	Internal Revenue Service	6/13/2025	20250613ADFTX	Payroll accrual	0	\$ 506.90
	Internal Revenue Service	6/13/2025	20250613ADFTX	Payroll accrual	0	\$ -
	Internal Revenue Service	6/13/2025	20250613ADMDCR	Payroll accrual	0	\$ 5,471.40

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	Internal Revenue Service	6/13/2025	20250613ADMDCR	Payroll accrual	0	\$ 319.03
	Internal Revenue Service	6/13/2025	20250613ADMDCR	Payroll accrual	0	\$ 177.71
	Internal Revenue Service	6/13/2025	20250613ADMDCR	Payroll accrual	0	\$ 59.27
	Internal Revenue Service	6/13/2025	20250613AFFICA	FICA Benefit	0	\$ 23,394.98
	Internal Revenue Service	6/13/2025	20250613AFFICA	FICA Benefit	0	\$ 1,364.03
	Internal Revenue Service	6/13/2025	20250613AFFICA	FICA Benefit	0	\$ 759.82
	Internal Revenue Service	6/13/2025	20250613AFFICA	FICA Benefit	0	\$ 253.41
	Internal Revenue Service	6/13/2025	20250613AFMDCR	Medicare Benefit	0	\$ 5,471.40
	Internal Revenue Service	6/13/2025	20250613AFMDCR	Medicare Benefit	0	\$ 319.03
	Internal Revenue Service	6/13/2025	20250613AFMDCR	Medicare Benefit	0	\$ 177.71
	Internal Revenue Service	6/13/2025	20250613AFMDCR	Medicare Benefit	0	\$ 59.27
202426454	MINNESOTA REVENUE	6/13/2025	20250613ADSITA	Payroll accrual	0	\$ 425.00
	MINNESOTA REVENUE	6/13/2025	20250613ADSITA	Payroll accrual	0	\$ 45.00
	MINNESOTA REVENUE	6/13/2025	20250613ADSITMN	Payroll accrual	0	\$ 13,812.65
	MINNESOTA REVENUE	6/13/2025	20250613ADSITMN	Payroll accrual	0	\$ 744.90
	MINNESOTA REVENUE	6/13/2025	20250613ADSITMN	Payroll accrual	0	\$ 333.33
	MINNESOTA REVENUE	6/13/2025	20250613ADSITMN	Payroll accrual	0	\$ -
	MINNESOTA REVENUE	6/13/2025	20250613ADSITP	Payroll accrual	0	\$ 104.23
202426455	MN Teachers Retirement Assoc	6/13/2025	20250613ADTRAC	Payroll accrual	0	\$ 20,526.80
	MN Teachers Retirement Assoc	6/13/2025	20250613ADTRAC	Payroll accrual	0	\$ 1,171.71
	MN Teachers Retirement Assoc	6/13/2025	20250613ADTRAC	Payroll accrual	0	\$ 46.27
	MN Teachers Retirement Assoc	6/13/2025	20250613AFTRAC	TRA Benefit	0	\$ 23,175.47
	MN Teachers Retirement Assoc	6/13/2025	20250613AFTRAC	TRA Benefit	0	\$ 1,322.88
	MN Teachers Retirement Assoc	6/13/2025	20250613AFTRAC	TRA Benefit	0	\$ 52.24
202426456	Public Employees Retirement A	6/13/2025	20250613ADDCP	Payroll accrual	0	\$ 12.00
	Public Employees Retirement A	6/13/2025	20250613ADPERAC	Payroll accrual	0	\$ 6,299.71
	Public Employees Retirement A	6/13/2025	20250613ADPERAC	Payroll accrual	0	\$ 392.05
	Public Employees Retirement A	6/13/2025	20250613ADPERAC	Payroll accrual	0	\$ 774.08
	Public Employees Retirement A	6/13/2025	20250613AFDCP	DCP Benefit	0	\$ 12.00
	Public Employees Retirement A	6/13/2025	20250613AFPERAC	PERA Benefit	0	\$ 7,268.87
	Public Employees Retirement A	6/13/2025	20250613AFPERAC	PERA Benefit	0	\$ 452.35

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	Public Employees Retirement A	6/13/2025	20250613AFPERAC	PERA Benefit	0	\$ 893.15
202426457	WEX	6/12/2025	0002174455	WEX - Flex Account	1102500013	\$ 213.75
202426458	Aviben	6/27/2025	20250627ADTSAID	Payroll accrual	0	\$ 165.40
	Aviben	6/27/2025	20250627ADTSAME	Payroll accrual	0	\$ 192.32
	Aviben	6/27/2025	20250627ADTSAME	Payroll accrual	0	\$ 96.16
	Aviben	6/27/2025	20250627ADTSASP	Payroll accrual	0	\$ 973.11
	Aviben	6/27/2025	20250627ADTSECO	Payroll accrual	0	\$ 1,892.25
	Aviben	6/27/2025	20250627ADTSECO	Payroll accrual	0	\$ 96.16
	Aviben	6/27/2025	20250627ADTSFRA	Payroll accrual	0	\$ 873.10
	Aviben	6/27/2025	20250627ADTSHOM	Payroll accrual	0	\$ 92.31
	Aviben	6/27/2025	20250627ADTSINV	Payroll accrual	0	\$ 645.02
	Aviben	6/27/2025	20250627ADTSMGT	Payroll accrual	0	\$ 200.00
	Aviben	6/27/2025	20250627ADTSVAL	Payroll accrual	0	\$ 1,979.96
	Aviben	6/27/2025	20250627ADTSVAL	Payroll accrual	0	\$ 129.23
	Aviben	6/27/2025	20250627ADTSVAN	Payroll accrual	0	\$ 1,769.24
	Aviben	6/27/2025	20250627AFTSAID	TSA Benefit	0	\$ 115.40
	Aviben	6/27/2025	20250627AFTSAME	TSA Benefit	0	\$ 192.32
	Aviben	6/27/2025	20250627AFTSAME	TSA Benefit	0	\$ 96.16
	Aviben	6/27/2025	20250627AFTSASP	TSA Benefit	0	\$ 360.47
	Aviben	6/27/2025	20250627AFTSECO	TSA Benefit	0	\$ 1,128.28
	Aviben	6/27/2025	20250627AFTSECO	TSA Benefit	0	\$ 96.16
	Aviben	6/27/2025	20250627AFTSFRA	TSA Benefit	0	\$ 365.41
	Aviben	6/27/2025	20250627AFTSHOM	TSA Benefit	0	\$ 57.70
	Aviben	6/27/2025	20250627AFTSINV	TSA Benefits	0	\$ 396.20
	Aviben	6/27/2025	20250627AFTSMGT	TSA Benefit	0	\$ 96.16
	Aviben	6/27/2025	20250627AFTSVAL	TSA Benefit	0	\$ 522.72
	Aviben	6/27/2025	20250627AFTSVAL	TSA Benefit	0	\$ 80.77
202426459	Empower Retirement	6/27/2025	20250627ADDEFECO	Payroll accrual	0	\$ 158.47
	Empower Retirement	6/17/2025	20250627ADDEFECO	Payroll accrual	0	\$ (158.47)
202426459	Empower Retirement	6/27/2025	20250627AFDEFM1	Deferred Comp 457 Benefit	0	\$ 23.09
	Empower Retirement	6/17/2025	20250627AFDEFM1	Deferred Comp 457 Benefit	0	\$ (23.09)

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	Empower Retirement	6/27/2025	20250627AFHCSP	HCSP	0	\$ 2,017.90
	Empower Retirement	6/27/2025	20250627AFHCSP	HCSP	0	\$ 200.67
	Empower Retirement	6/17/2025	20250627AFHCSP	HCSP	0	\$ (2,017.90)
	Empower Retirement	6/17/2025	20250627AFHCSP	HCSP	0	\$ (200.67)
202426460	Internal Revenue Service	6/27/2025	20250627ADFICA	Payroll accrual	0	\$ 10,359.18
	Internal Revenue Service	6/27/2025	20250627ADFICA	Payroll accrual	0	\$ 504.02
	Internal Revenue Service	6/27/2025	20250627ADFTA	Payroll accrual	0	\$ 1,028.47
	Internal Revenue Service	6/27/2025	20250627ADFTX	Payroll accrual	0	\$ 13,509.46
	Internal Revenue Service	6/27/2025	20250627ADFTX	Payroll accrual	0	\$ 685.05
	Internal Revenue Service	6/27/2025	20250627ADMDCR	Payroll accrual	0	\$ 2,422.69
	Internal Revenue Service	6/27/2025	20250627ADMDCR	Payroll accrual	0	\$ 117.87
	Internal Revenue Service	6/27/2025	20250627AFFICA	FICA Benefit	0	\$ 10,359.18
	Internal Revenue Service	6/27/2025	20250627AFFICA	FICA Benefit	0	\$ 504.02
	Internal Revenue Service	6/27/2025	20250627AFMDCR	Medicare Benefit	0	\$ 2,422.69
	Internal Revenue Service	6/27/2025	20250627AFMDCR	Medicare Benefit	0	\$ 117.87
202426461	MINNESOTA REVENUE	6/27/2025	20250627ADSITA	Payroll accrual	0	\$ 260.00
	MINNESOTA REVENUE	6/27/2025	20250627ADSITMN	Payroll accrual	0	\$ 6,651.18
	MINNESOTA REVENUE	6/27/2025	20250627ADSITMN	Payroll accrual	0	\$ 343.66
202426462	MN Teachers Retirement Assoc	6/27/2025	20250627ADTRAC	Payroll accrual	0	\$ 13,772.52
	MN Teachers Retirement Assoc	6/27/2025	20250627ADTRAC	Payroll accrual	0	\$ 651.20
	MN Teachers Retirement Assoc	6/27/2025	20250627AFTRAC	TRA Benefit	0	\$ 15,549.59
	MN Teachers Retirement Assoc	6/27/2025	20250627AFTRAC	TRA Benefit	0	\$ 735.22
202426463	Aviben	6/27/2025	20250627BDTSAID	Payroll accrual	0	\$ 165.40
	Aviben	6/27/2025	20250627BDTSAME	Payroll accrual	0	\$ 192.32
	Aviben	6/27/2025	20250627BDTSAME	Payroll accrual	0	\$ 96.16
	Aviben	6/27/2025	20250627BDTSASP	Payroll accrual	0	\$ 973.11
	Aviben	6/27/2025	20250627BDTSECO	Payroll accrual	0	\$ 1,892.25
	Aviben	6/27/2025	20250627BDTSECO	Payroll accrual	0	\$ 96.16
	Aviben	6/27/2025	20250627BDTSFRA	Payroll accrual	0	\$ 873.10
	Aviben	6/27/2025	20250627BDTSHOM	Payroll accrual	0	\$ 92.31
	Aviben	6/27/2025	20250627BDTSINV	Payroll accrual	0	\$ 645.02

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202426463	Aviben	6/27/2025	20250627BDTSMGT	Payroll accrual	0	\$ 200.00
	Aviben	6/27/2025	20250627BDTSVAL	Payroll accrual	0	\$ 1,979.96
	Aviben	6/27/2025	20250627BDTSVAL	Payroll accrual	0	\$ 129.23
	Aviben	6/27/2025	20250627BDTSVAN	Payroll accrual	0	\$ 1,769.24
	Aviben	6/27/2025	20250627BFTSAID	TSA Benefit	0	\$ 115.40
	Aviben	6/27/2025	20250627BFTSAME	TSA Benefit	0	\$ 192.32
	Aviben	6/27/2025	20250627BFTSAME	TSA Benefit	0	\$ 96.16
	Aviben	6/27/2025	20250627BFTSASP	TSA Benefit	0	\$ 360.47
	Aviben	6/27/2025	20250627BFTSECO	TSA Benefit	0	\$ 1,128.28
	Aviben	6/27/2025	20250627BFTSECO	TSA Benefit	0	\$ 96.16
	Aviben	6/27/2025	20250627BFTSFRA	TSA Benefit	0	\$ 365.41
	Aviben	6/27/2025	20250627BFTSHOM	TSA Benefit	0	\$ 57.70
	Aviben	6/27/2025	20250627BFTSINV	TSA Benefits	0	\$ 396.20
	Aviben	6/27/2025	20250627BFTSMGT	TSA Benefit	0	\$ 96.16
202426464	Aviben	6/27/2025	20250627BFTSVAL	TSA Benefit	0	\$ 522.72
	Aviben	6/27/2025	20250627BFTSVAL	TSA Benefit	0	\$ 80.77
	Internal Revenue Service	6/27/2025	20250627BDFICA	Payroll accrual	0	\$ 10,359.18
	Internal Revenue Service	6/27/2025	20250627BDFICA	Payroll accrual	0	\$ 504.02
	Internal Revenue Service	6/27/2025	20250627BDFTA	Payroll accrual	0	\$ 1,028.47
	Internal Revenue Service	6/27/2025	20250627BDFTX	Payroll accrual	0	\$ 13,509.46
	Internal Revenue Service	6/27/2025	20250627BDFTX	Payroll accrual	0	\$ 685.05
	Internal Revenue Service	6/27/2025	20250627BDMDCR	Payroll accrual	0	\$ 2,422.69
	Internal Revenue Service	6/27/2025	20250627BDMDCR	Payroll accrual	0	\$ 117.87
	Internal Revenue Service	6/27/2025	20250627BFFICA	FICA Benefit	0	\$ 10,359.18
	Internal Revenue Service	6/27/2025	20250627BFFICA	FICA Benefit	0	\$ 504.02
	Internal Revenue Service	6/27/2025	20250627BFMDCR	Medicare Benefit	0	\$ 2,422.69
	Internal Revenue Service	6/27/2025	20250627BFMDCR	Medicare Benefit	0	\$ 117.87
	202426465	MINNESOTA REVENUE	6/27/2025	20250627BDSITA	Payroll accrual	0
MINNESOTA REVENUE		6/27/2025	20250627BDSITMN	Payroll accrual	0	\$ 6,651.18
MINNESOTA REVENUE		6/27/2025	20250627BDSITMN	Payroll accrual	0	\$ 343.66
202426466	MN Teachers Retirement Assoc	6/27/2025	20250627BDTRAC	Payroll accrual	0	\$ 13,772.52

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	MN Teachers Retirement Assoc	6/27/2025	20250627BDTRAC	Payroll accrual	0	\$ 651.20
	MN Teachers Retirement Assoc	6/27/2025	20250627BFTRAC	TRA Benefit	0	\$ 15,549.59
	MN Teachers Retirement Assoc	6/27/2025	20250627BFTRAC	TRA Benefit	0	\$ 735.22
202426467	Voya Financial	6/27/2025	20250627ADDEFECO	Payroll accrual	0	\$ 158.47
	Voya Financial	6/27/2025	20250627AFDEFM1	Deferred Comp 457 Benefit	0	\$ 23.09
	Voya Financial	6/27/2025	20250627AFHCSP	HCSP	0	\$ 2,017.90
202426467	Voya Financial	6/27/2025	20250627AFHCSP	HCSP	0	\$ 200.67
202426468	Aviben	6/27/2025	20250627CDTSAID	Payroll accrual	0	\$ 165.40
	Aviben	6/27/2025	20250627CDTSAME	Payroll accrual	0	\$ 192.32
	Aviben	6/27/2025	20250627CDTSAME	Payroll accrual	0	\$ 96.16
	Aviben	6/27/2025	20250627CDTSASP	Payroll accrual	0	\$ 973.11
	Aviben	6/27/2025	20250627CDTSECO	Payroll accrual	0	\$ 1,892.25
	Aviben	6/27/2025	20250627CDTSECO	Payroll accrual	0	\$ 96.16
	Aviben	6/27/2025	20250627CDTSFRA	Payroll accrual	0	\$ 873.10
	Aviben	6/27/2025	20250627CDTSHOM	Payroll accrual	0	\$ 92.31
	Aviben	6/27/2025	20250627CDTSINV	Payroll accrual	0	\$ 645.02
	Aviben	6/27/2025	20250627CDTSMGT	Payroll accrual	0	\$ 200.00
	Aviben	6/27/2025	20250627CDTSVAL	Payroll accrual	0	\$ 1,979.96
	Aviben	6/27/2025	20250627CDTSVAL	Payroll accrual	0	\$ 129.23
	Aviben	6/27/2025	20250627CDTSVAN	Payroll accrual	0	\$ 1,769.24
	Aviben	6/27/2025	20250627CFTSAID	TSA Benefit	0	\$ 115.40
	Aviben	6/27/2025	20250627CFTSAME	TSA Benefit	0	\$ 192.32
	Aviben	6/27/2025	20250627CFTSAME	TSA Benefit	0	\$ 96.16
	Aviben	6/27/2025	20250627CFTSASP	TSA Benefit	0	\$ 360.47
	Aviben	6/27/2025	20250627CFTSECO	TSA Benefit	0	\$ 1,128.28
	Aviben	6/27/2025	20250627CFTSECO	TSA Benefit	0	\$ 96.16
	Aviben	6/27/2025	20250627CFTSFRA	TSA Benefit	0	\$ 365.41
	Aviben	6/27/2025	20250627CFTSHOM	TSA Benefit	0	\$ 57.70
	Aviben	6/27/2025	20250627CFTSINV	TSA Benefits	0	\$ 396.20
	Aviben	6/27/2025	20250627CFTSMGT	TSA Benefit	0	\$ 96.16
	Aviben	6/27/2025	20250627CFTSVAL	TSA Benefit	0	\$ 522.72

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Check No	Vendor	Check Date	Invoice No	Invoice Descriptions	PO Number	Amount
	Aviben	6/27/2025	20250627CFTSVAL	TSA Benefit	0	\$ 80.77
202426469	Internal Revenue Service	6/27/2025	20250627CDFICA	Payroll accrual	0	\$ 10,359.18
	Internal Revenue Service	6/27/2025	20250627CDFICA	Payroll accrual	0	\$ 504.02
	Internal Revenue Service	6/27/2025	20250627CDFTA	Payroll accrual	0	\$ 1,028.47
	Internal Revenue Service	6/27/2025	20250627CDFTX	Payroll accrual	0	\$ 13,509.46
	Internal Revenue Service	6/27/2025	20250627CDFTX	Payroll accrual	0	\$ 685.05
	Internal Revenue Service	6/27/2025	20250627CDMDCR	Payroll accrual	0	\$ 2,422.69
	Internal Revenue Service	6/27/2025	20250627CDMDCR	Payroll accrual	0	\$ 117.87
	Internal Revenue Service	6/27/2025	20250627CFFICA	FICA Benefit	0	\$ 10,359.18
	Internal Revenue Service	6/27/2025	20250627CFFICA	FICA Benefit	0	\$ 504.02
	Internal Revenue Service	6/27/2025	20250627CFMDCR	Medicare Benefit	0	\$ 2,422.69
	Internal Revenue Service	6/27/2025	20250627CFMDCR	Medicare Benefit	0	\$ 117.87
202426470	MINNESOTA REVENUE	6/27/2025	20250627CDSITA	Payroll accrual	0	\$ 260.00
	MINNESOTA REVENUE	6/27/2025	20250627CDSITMN	Payroll accrual	0	\$ 6,651.18
	MINNESOTA REVENUE	6/27/2025	20250627CDSITMN	Payroll accrual	0	\$ 343.66
202426471	MN Teachers Retirement Assoc	6/27/2025	20250627CDTRAC	Payroll accrual	0	\$ 13,772.52
	MN Teachers Retirement Assoc	6/27/2025	20250627CDTRAC	Payroll accrual	0	\$ 651.20
	MN Teachers Retirement Assoc	6/27/2025	20250627CFTRAC	TRA Benefit	0	\$ 15,549.59
	MN Teachers Retirement Assoc	6/27/2025	20250627CFTRAC	TRA Benefit	0	\$ 735.22
202426472	Voya Financial	6/27/2025	20250627BDDEFECO	Payroll accrual	0	\$ 158.47
	Voya Financial	6/27/2025	20250627BFDEFM1	Deferred Comp 457 Benefit	0	\$ 23.09
	Voya Financial	6/27/2025	20250627BFHCSP	HCSP	0	\$ 2,017.90
	Voya Financial	6/27/2025	20250627BFHCSP	HCSP	0	\$ 200.67
202426473	Aviben	6/27/2025	20250627DDTSAID	Payroll accrual	0	\$ 165.40
	Aviben	6/27/2025	20250627DDTSAME	Payroll accrual	0	\$ 192.32
	Aviben	6/27/2025	20250627DDTSAME	Payroll accrual	0	\$ 96.16
	Aviben	6/27/2025	20250627DDTSASP	Payroll accrual	0	\$ 973.11
	Aviben	6/27/2025	20250627DDTSECO	Payroll accrual	0	\$ 1,892.25
	Aviben	6/27/2025	20250627DDTSECO	Payroll accrual	0	\$ 96.16
	Aviben	6/27/2025	20250627DDTSFRA	Payroll accrual	0	\$ 873.10
	Aviben	6/27/2025	20250627DDTSHOM	Payroll accrual	0	\$ 92.31

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Check No	Vendor	Check Date	Invoice No	Invoice Descriptions	PO Number	Amount
	Aviben	6/27/2025	20250627DDTSINV	Payroll accrual	0	\$ 645.02
	Aviben	6/27/2025	20250627DDTSMGT	Payroll accrual	0	\$ 200.00
	Aviben	6/27/2025	20250627DDTSVAL	Payroll accrual	0	\$ 1,979.96
	Aviben	6/27/2025	20250627DDTSVAL	Payroll accrual	0	\$ 129.23
	Aviben	6/27/2025	20250627DDTSVAN	Payroll accrual	0	\$ 1,769.24
	Aviben	6/27/2025	20250627DFTSAID	TSA Benefit	0	\$ 115.40
	Aviben	6/27/2025	20250627DFTSAME	TSA Benefit	0	\$ 192.32
	Aviben	6/27/2025	20250627DFTSAME	TSA Benefit	0	\$ 96.16
	Aviben	6/27/2025	20250627DFTSASP	TSA Benefit	0	\$ 360.47
	Aviben	6/27/2025	20250627DFTSECO	TSA Benefit	0	\$ 1,128.28
	Aviben	6/27/2025	20250627DFTSECO	TSA Benefit	0	\$ 96.16
	Aviben	6/27/2025	20250627DFTSFRA	TSA Benefit	0	\$ 365.41
	Aviben	6/27/2025	20250627DFTSHOM	TSA Benefit	0	\$ 57.70
	Aviben	6/27/2025	20250627DFTSINV	TSA Benefits	0	\$ 396.20
	Aviben	6/27/2025	20250627DFTSMGT	TSA Benefit	0	\$ 96.16
	Aviben	6/27/2025	20250627DFTSVAL	TSA Benefit	0	\$ 522.72
202426473	Aviben	6/27/2025	20250627DFTSVAL	TSA Benefit	0	\$ 80.77
202426474	Internal Revenue Service	6/27/2025	20250627DDFICA	Payroll accrual	0	\$ 10,359.18
	Internal Revenue Service	6/27/2025	20250627DDFICA	Payroll accrual	0	\$ 504.02
	Internal Revenue Service	6/27/2025	20250627DDFTA	Payroll accrual	0	\$ 1,028.47
	Internal Revenue Service	6/27/2025	20250627DDFTX	Payroll accrual	0	\$ 13,509.46
	Internal Revenue Service	6/27/2025	20250627DDFTX	Payroll accrual	0	\$ 685.05
	Internal Revenue Service	6/27/2025	20250627DDMDCR	Payroll accrual	0	\$ 2,422.69
	Internal Revenue Service	6/27/2025	20250627DDMDCR	Payroll accrual	0	\$ 117.87
	Internal Revenue Service	6/27/2025	20250627DFFICA	FICA Benefit	0	\$ 10,359.18
	Internal Revenue Service	6/27/2025	20250627DFFICA	FICA Benefit	0	\$ 504.02
	Internal Revenue Service	6/27/2025	20250627DFMDCR	Medicare Benefit	0	\$ 2,422.69
	Internal Revenue Service	6/27/2025	20250627DFMDCR	Medicare Benefit	0	\$ 117.87
202426475	MINNESOTA REVENUE	6/27/2025	20250627DDSITA	Payroll accrual	0	\$ 260.00
	MINNESOTA REVENUE	6/27/2025	20250627DDSITMN	Payroll accrual	0	\$ 6,651.18
	MINNESOTA REVENUE	6/27/2025	20250627DDSITMN	Payroll accrual	0	\$ 343.66

Payables Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Descriptions	PO Number	Amount
202426476	MN Teachers Retirement Assoc	6/27/2025	20250627DDTRAC	Payroll accrual	0	\$ 13,772.52
	MN Teachers Retirement Assoc	6/27/2025	20250627DDTRAC	Payroll accrual	0	\$ 651.20
	MN Teachers Retirement Assoc	6/27/2025	20250627DFTRAC	TRA Benefit	0	\$ 15,549.59
	MN Teachers Retirement Assoc	6/27/2025	20250627DFTRAC	TRA Benefit	0	\$ 735.22
202426477	Voya Financial	6/27/2025	20250627CDDEFECO	Payroll accrual	0	\$ 158.47
	Voya Financial	6/27/2025	20250627CFDEFM1	Deferred Comp 457 Benefit	0	\$ 23.09
	Voya Financial	6/27/2025	20250627CFHCSP	HCSP	0	\$ 2,017.90
	Voya Financial	6/27/2025	20250627CFHCSP	HCSP	0	\$ 200.67
202426481	Voya Financial	6/17/2025	20250627ADDEFECO	Payroll accrual	0	\$ 158.47
202426482	Voya Financial	6/17/2025	20250627AFHCSP	HCSP	0	\$ 2,017.90
	Voya Financial	6/17/2025	20250627AFHCSP	HCSP	0	\$ 200.67
202426483	Voya Financial	6/17/2025	20250627AFDEFM1	Deferred Comp 457 Benefit	0	\$ 23.09
202426484	Aviben	6/27/2025	20250627EDTSAID	Payroll accrual	0	\$ 165.00
	Aviben	6/27/2025	20250627EDTSAME	Payroll accrual	0	\$ 192.00
	Aviben	6/27/2025	20250627EDTSAME	Payroll accrual	0	\$ 96.00
	Aviben	6/27/2025	20250627EDTSASP	Payroll accrual	0	\$ 1,279.84
202426484	Aviben	6/27/2025	20250627EDTSASP	Payroll accrual	0	\$ 50.00
	Aviben	6/27/2025	20250627EDTSECO	Payroll accrual	0	\$ 1,891.05
	Aviben	6/27/2025	20250627EDTSECO	Payroll accrual	0	\$ 496.00
	Aviben	6/27/2025	20250627EDTSFRA	Payroll accrual	0	\$ 872.50
	Aviben	6/27/2025	20250627EDTSHOM	Payroll accrual	0	\$ 92.25
	Aviben	6/27/2025	20250627EDTSINV	Payroll accrual	0	\$ 1,520.22
	Aviben	6/27/2025	20250627EDTSINV	Payroll accrual	0	\$ 90.38
	Aviben	6/27/2025	20250627EDTSMGT	Payroll accrual	0	\$ 200.00
	Aviben	6/27/2025	20250627EDTSVAL	Payroll accrual	0	\$ 2,454.10
	Aviben	6/27/2025	20250627EDTSVAL	Payroll accrual	0	\$ 129.15
	Aviben	6/27/2025	20250627EDTSVAN	Payroll accrual	0	\$ 1,769.00
	Aviben	6/27/2025	20250627EFTSAID	TSA Benefit	0	\$ 115.00
	Aviben	6/27/2025	20250627EFTSAME	TSA Benefit	0	\$ 192.00
	Aviben	6/27/2025	20250627EFTSAME	TSA Benefit	0	\$ 96.00
	Aviben	6/27/2025	20250627EFTSASP	TSA Benefit	0	\$ 622.12

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Check No	Vendor	Check Date	Invoice No	Invoice Descriptions	PO Number	Amount
	Aviben	6/27/2025	20250627EFTSECO	TSA Benefit	0	\$ 1,126.14
	Aviben	6/27/2025	20250627EFTSECO	TSA Benefit	0	\$ 96.00
	Aviben	6/27/2025	20250627EFTSFRA	TSA Benefit	0	\$ 364.75
	Aviben	6/27/2025	20250627EFTSHOM	TSA Benefit	0	\$ 57.50
	Aviben	6/27/2025	20250627EFTSINV	TSA Benefits	0	\$ 457.25
	Aviben	6/27/2025	20250627EFTSMGT	TSA Benefit	0	\$ 96.00
	Aviben	6/27/2025	20250627EFTSVAL	TSA Benefit	0	\$ 617.97
	Aviben	6/27/2025	20250627EFTSVAL	TSA Benefit	0	\$ 80.64
202426485	Internal Revenue Service	6/27/2025	20250627ADFTP	Payroll accrual	0	\$ 233.28
	Internal Revenue Service	6/27/2025	20250627EDFICA	Payroll accrual	0	\$ 15,857.24
	Internal Revenue Service	6/27/2025	20250627EDFICA	Payroll accrual	0	\$ 1,165.54
	Internal Revenue Service	6/27/2025	20250627EDFICA	Payroll accrual	0	\$ 49.56
	Internal Revenue Service	6/27/2025	20250627EDFICA	Payroll accrual	0	\$ 112.31
	Internal Revenue Service	6/27/2025	20250627EDFTA	Payroll accrual	0	\$ 1,348.47
	Internal Revenue Service	6/27/2025	20250627EDFTA	Payroll accrual	0	\$ 60.00
	Internal Revenue Service	6/27/2025	20250627EDFTX	Payroll accrual	0	\$ 18,949.30
	Internal Revenue Service	6/27/2025	20250627EDFTX	Payroll accrual	0	\$ 1,130.60
	Internal Revenue Service	6/27/2025	20250627EDFTX	Payroll accrual	0	\$ 42.94
	Internal Revenue Service	6/27/2025	20250627EDFTX	Payroll accrual	0	\$ -
	Internal Revenue Service	6/27/2025	20250627EDMDCR	Payroll accrual	0	\$ 3,708.55
	Internal Revenue Service	6/27/2025	20250627EDMDCR	Payroll accrual	0	\$ 272.60
	Internal Revenue Service	6/27/2025	20250627EDMDCR	Payroll accrual	0	\$ 11.59
	Internal Revenue Service	6/27/2025	20250627EDMDCR	Payroll accrual	0	\$ 26.27
202426485	Internal Revenue Service	6/27/2025	20250627EFFICA	FICA Benefit	0	\$ 15,857.24
	Internal Revenue Service	6/27/2025	20250627EFFICA	FICA Benefit	0	\$ 1,165.54
	Internal Revenue Service	6/27/2025	20250627EFFICA	FICA Benefit	0	\$ 49.56
	Internal Revenue Service	6/27/2025	20250627EFFICA	FICA Benefit	0	\$ 112.31
	Internal Revenue Service	6/27/2025	20250627EFMDCR	Medicare Benefit	0	\$ 3,708.55
	Internal Revenue Service	6/27/2025	20250627EFMDCR	Medicare Benefit	0	\$ 272.60
	Internal Revenue Service	6/27/2025	20250627EFMDCR	Medicare Benefit	0	\$ 11.59
	Internal Revenue Service	6/27/2025	20250627EFMDCR	Medicare Benefit	0	\$ 26.27

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Check No	Vendor	Check Date	Invoice No	Invoice Descriptions	PO Number	Amount
202426486	MINNESOTA REVENUE	6/27/2025	20250627EDSITA	Payroll accrual	0	\$ 380.00
	MINNESOTA REVENUE	6/27/2025	20250627EDSITMN	Payroll accrual	0	\$ 9,859.15
	MINNESOTA REVENUE	6/27/2025	20250627EDSITMN	Payroll accrual	0	\$ 629.73
	MINNESOTA REVENUE	6/27/2025	20250627EDSITMN	Payroll accrual	0	\$ 24.00
	MINNESOTA REVENUE	6/27/2025	20250627EDSITMN	Payroll accrual	0	\$ -
202426487	MN Teachers Retirement Assoc	6/27/2025	20250627EDTRAC	Payroll accrual	0	\$ 15,611.49
	MN Teachers Retirement Assoc	6/27/2025	20250627EDTRAC	Payroll accrual	0	\$ 914.09
	MN Teachers Retirement Assoc	6/27/2025	20250627EFTRAC	TRA Benefit	0	\$ 17,626.01
	MN Teachers Retirement Assoc	6/27/2025	20250627EFTRAC	TRA Benefit	0	\$ 1,032.03
202426488	Public Employees Retirement A	6/27/2025	20250627ADDCP	Payroll accrual	0	\$ 12.00
	Public Employees Retirement A	6/27/2025	20250627ADPERAC	Payroll accrual	0	\$ 3,315.68
	Public Employees Retirement A	6/27/2025	20250627ADPERAC	Payroll accrual	0	\$ 248.05
	Public Employees Retirement A	6/27/2025	20250627ADPERAC	Payroll accrual	0	\$ 53.91
	Public Employees Retirement A	6/27/2025	20250627AFDCP	DCP Benefit	0	\$ 12.00
	Public Employees Retirement A	6/27/2025	20250627AFPERAC	PERA Benefit	0	\$ 3,825.80
	Public Employees Retirement A	6/27/2025	20250627AFPERAC	PERA Benefit	0	\$ 286.20
	Public Employees Retirement A	6/27/2025	20250627AFPERAC	PERA Benefit	0	\$ 62.20
202426489	Voya Financial	6/27/2025	20250627DDDEFECO	Payroll accrual	0	\$ 353.25
	Voya Financial	6/27/2025	20250627DDDEFECO	Payroll accrual	0	\$ 105.00
	Voya Financial	6/27/2025	20250627DFDEFM1	Deferred Comp 457 Benefit	0	\$ 22.75
	Voya Financial	6/27/2025	20250627DFHCSP	HCSP	0	\$ 2,365.97
	Voya Financial	6/27/2025	20250627DFHCSP	HCSP	0	\$ 24.15
	Voya Financial	6/27/2025	20250627DFHCSP	HCSP	0	\$ 200.22
202426490- 202426571	BMO	6/30/2025	Jun-25	See Attached Detail Report		\$ 13,272.05
242523303	Mannausau, Alexandra	6/10/2025	ERIN20250610A	5/11/2025-5/16/2025 Train the Trainer m	0	\$ 164.28
242523304	Rolando, Donald	6/10/2025	ERIN20250610A	6/4/2025 Cell phone reimbursement	0	\$ 450.00
242523305	Balaski, Jenesa	6/13/2025	ERIN20250613A	5/1/2025-5/31/2025 Cellphone	0	\$ 70.00
242523306	Hendrickson, Sheryl	6/20/2025	060925	state track and field 4	0	\$ 12.00
242523307	AFSCME Council 65	6/27/2025	20250627ADAFS%	Payroll accrual	0	\$ 1,086.57
	AFSCME Council 65	6/27/2025	20250627ADAFS%	Payroll accrual	0	\$ 22.32

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Check No	Vendor	Check Date	Invoice No	Invoice Descriptions	PO Number	Amount
	AFSCME Council 65	6/27/2025	20250627ADAFSLC	Payroll accrual	0	\$ 17.63
	AFSCME Council 65	6/27/2025	20250627ADAFSLC	Payroll accrual	0	\$ 0.37
242523308	Bennett, Kendra	6/27/2025	ERIN20250624A	6/1/2025-6/30/2025 mileage reimbursen	0	\$ 45.36
242523309	Dowty, Derek	6/27/2025	1BB	Reimbursement for basketball camp	0	\$ 231.80
242523310	Sandberg, John	6/27/2025	053025	senior trip reimbursement	0	\$ 445.74
242523311	Shermoen, Beth	6/27/2025	ERIN20250624A	2/26/2025 MSBA Mountain Iron	0	\$ 122.08
	Shermoen, Beth	6/27/2025	ERIN20250624B	7/1/2024-6/30/2025 cell phone	0	\$ 900.00
Total						\$ 923,310.63

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Check No	Vendor	Check Date	Invoice No	Invoice Description	Amount
	DELTA DENTAL	7/1/2025	CNS0001874920	Retiree Dental Premium July	\$ 1,810.08
	DELTA DENTAL	7/1/2025	CNS0001874920	Dental Premium July	\$ 5,343.24
	MN DEPT OF REVENUE	7/15/2025	2025 2nd quarter	industrial arts	\$ 73.00
	MN DEPT OF REVENUE	7/15/2025	2025 2nd quarter	district rental	\$ 225.00
	MN DEPT OF REVENUE	7/15/2025	2025 2nd quarter	arena rental	\$ 1,441.00
	MN DEPT OF REVENUE	7/15/2025	2025 2nd quarter	open swim	\$ 105.00
	MN DEPT OF REVENUE	7/15/2025	2025 2nd quarter	pool rental	\$ 8.00
	MN Unemployment Insurance	7/15/2025	18170842	food service Summer Unemployment	\$ 6,826.35
	MN Unemployment Insurance	7/15/2025	18170842	Facilities Admin Summer Unemployment	\$ 10,352.00
	MN Unemployment Insurance	7/15/2025	18170842	bus drivers Summer Unemployment	\$ 1,719.00
	MN Unemployment Insurance	7/15/2025	18170842	FES Summer Unemployment	\$ 11,542.31
	MN Unemployment Insurance	7/15/2025	18170842	FHS Summer Unemployment	\$ 4,388.19
100001	Aviben	7/7/2025	37969	TSA Benefit	\$ 202.15
100002	Bond Trust Services Corp.	7/7/2025	97444	Bond Paying Agent Fee	\$ 475.00
100002	Bond Trust Services Corp.	7/7/2025	96198	Series 2020A Bond Interest	\$ 16,250.00
100002	Bond Trust Services Corp.	7/7/2025	97445	Bond Paying Agent Fee	\$ 475.00
100002	Bond Trust Services Corp.	7/7/2025	96197	Series 2018A Bond Interest	\$ 15,300.00
100002	Bond Trust Services Corp.	7/7/2025	96199	Series 2025A Bond Interest	\$ 454,159.17
100003	CESO Finance, LLC	7/7/2025	1907	Business Manager Services	\$ 8,240.00
100004	CRANDALLS SEPTIC PUMPING	7/7/2025	9214	Porta Potties for rec ball fields (for summer seasc	\$ 140.00
100004	CRANDALLS SEPTIC PUMPING	7/7/2025	9213	Porta Potties for rec ball fields (for summer seasc	\$ 165.00
100004	CRANDALLS SEPTIC PUMPING	7/7/2025	9229	Portable Toilets for Spring/Falls sports Track Bas	\$ 110.00
100004	CRANDALLS SEPTIC PUMPING	7/7/2025	9224	Porta Potties for rec ball fields (for summer seasc	\$ 140.00
100004	CRANDALLS SEPTIC PUMPING	7/7/2025	9225	Porta Potties for rec ball fields (for summer seasc	\$ 140.00
100004	CRANDALLS SEPTIC PUMPING	7/7/2025	9228	Portable Toilets for Spring/Falls sports Track Bas	\$ 110.00
100004	CRANDALLS SEPTIC PUMPING	7/7/2025	9226	Porta Potties for rec ball fields (for summer seasc	\$ 165.00
100005	Frontline Education	7/7/2025	221624	Absence & Substitute Management	\$ 3,811.02
100006	GUARDIAN PEST CONTROL INC	7/7/2025	2668601	Monthly billing for pest control	\$ 74.55
100007	Hamilton, Jody	7/7/2025	060925jh	mileage 6/9/25-6/10/25 Train the Trainer	\$ 109.00
100007	Hamilton, Jody	7/7/2025	060925jh	lunch 6/9	\$ 15.47
100007	Hamilton, Jody	7/7/2025	060925jh	dinner 6/9	\$ 22.27
100007	Hamilton, Jody	7/7/2025	060925jh	lunch 6/10	\$ 17.42
100008	Hanover Insurance Group	7/7/2025	07012025	Commercial Auto Policy	\$ 165.00
100008	Hanover Insurance Group	7/7/2025	070125	Insurance Fidelity and Crime policy FY26 installm	\$ 1,348.75
100008	Hanover Insurance Group	7/7/2025	070125	Insurance Fidelity and Crime policy FY26 installm	\$ 372.25
100009	Infinite Campus, Inc.	7/7/2025	CI-00002372	FY26 Infinite Campus licensing, support and impl	\$ 42,745.00
100010	Madison National Life	7/7/2025	1703367	Life July	\$ 1,100.72
100010	Madison National Life	7/7/2025	1703367	Life July	\$ 72.58

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Check No	Vendor	Check Date	Invoice No	Invoice Description	Amount
100010	Madison National Life	7/7/2025	1703367	Life July	\$ 5.70
100010	Madison National Life	7/7/2025	1703367	Life July	\$ 39.90
100010	Madison National Life	7/7/2025	1703366	LTD	\$ 140.97
100011	MIDCONTINENT COMMUNICATIONS	7/7/2025	27510360114806	FES Fax 218-373-0194	\$ 49.07
100012	MN ASSN OF SCHOOL ADMIN	7/7/2025	1178	Annual Membership dues	\$ 880.00
100013	NCPERS Group Life Ins.	7/7/2025	164913072025	PERA Life Benefits	\$ 32.00
100013	NCPERS Group Life Ins.	7/7/2025	164913072025	PERA Life Benefits	\$ 32.00
100014	PAUL BUNYAN COMMUNICATIONS	7/7/2025	070125	District Internet Services. 6000Mbps.	\$ 835.00
100015	Rainy Lake Gazette, CherryRoad Med	7/7/2025	263473	Advertising	\$ 940.00
100016	The McDowell Agency, Inc.	7/7/2025	163101	Background screening cost for background check	\$ 22.00
100017	TK Elevator Corp	7/7/2025	3008691319	1 year, quarterly elevator inspection and service E	\$ 253.34
100018	Anselmo, Joseph	7/17/2025	071725	payroll correction	\$ 5,000.00
100019	ARROWHEAD LIBRARY SYSTEM	7/17/2025	8166	Library Catalog System	\$ 625.00
100020	BSN SPORTS	7/17/2025	930138784	helmets 2.0 collegiate lg & xl	\$ 5,000.00
100020	BSN SPORTS	7/17/2025	930138784	helmets 2.0 collegiate lg & xl	\$ 639.88
100020	BSN SPORTS	7/17/2025	930138784	shipping	\$ 563.99
100020	BSN SPORTS	7/17/2025	930170608	Varsity Helmet Reconditioning for Boys Football	\$ 1,309.00
100021	COMMERICAL REFRIGERATION INC	7/17/2025	47942	FY25 Ice Plant	\$ 2,592.68
100022	FRIENDS GARBAGE SERVICE, LLC	7/17/2025	78935	FY25 garbage pickups	\$ 2,287.35
100023	Frontline Education	7/17/2025	229108	Employee Evaluation Management	\$ 3,750.00
100024	GRAINGER WW INC	7/17/2025	9549850890	Pool Part	\$ 37.43
100025	GUARDIAN PEST CONTROL INC	7/17/2025	2676728	FES and FHS	\$ 38.02
100025	GUARDIAN PEST CONTROL INC	7/17/2025	2676728	FES and FHS	\$ 36.53
100026	Hanover Insurance Group	7/17/2025	1523339587-001-000	Insurance FY26	\$ 130,906.36
100026	Hanover Insurance Group	7/17/2025	1523339587-001-000	Insurance FY26	\$ 36,129.96
100027	HAWKINS INC	7/17/2025	7119235	Pool Supplies	\$ 640.72
100028	Infinite Campus, Inc.	7/17/2025	3288	Foodservice POS Module and Campus Payment:	\$ 4,050.00
100029	ISD #709	7/17/2025	1002400430	FY25 Tuition Billing J.O. C.J.	\$ 25,953.39
100030	KOOCHICHING COUNTY	7/17/2025	June2025	FY25 Tipping fees	\$ 84.00
100031	Marco Technologies LLC	7/17/2025	557495470	FY25 Copier Lease	\$ 724.34
100031	Marco Technologies LLC	7/17/2025	557495470	FY25 Copier Lease	\$ 49.42
100031	Marco Technologies LLC	7/17/2025	557495470	FY25 Copier Lease	\$ 20.00
100031	Marco Technologies LLC	7/17/2025	557505856	FY25 Copier Lease	\$ 1,507.78
100031	Marco Technologies LLC	7/17/2025	557505344	FY25 Copier Lease	\$ 3,050.64
100031	Marco Technologies LLC	7/17/2025	557495827	FY25 Copier Lease	\$ 526.48
100031	Marco Technologies LLC	7/17/2025	557495827	FY25 Copier Lease	\$ 43.92
100031	Marco Technologies LLC	7/17/2025	557495827	FY25 Copier Lease	\$ 20.00
100031	Marco Technologies LLC	7/17/2025	557496114	FY25 Copier Lease	\$ 4,102.57

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Check No	Vendor	Check Date	Invoice No	Invoice Description	Amount
100032	MN DEPT LABOR & INDUSTRY	7/17/2025	ALR0175810X	FY25 FHS Elevator annual	\$ 100.00
100033	MN ENERGY RESOURCES	7/17/2025	070325arena	FY25 Arena	\$ 324.02
100033	MN ENERGY RESOURCES	7/17/2025	070325fhs	FY25 FHS	\$ 641.62
100033	MN ENERGY RESOURCES	7/17/2025	071025fhs	FY25 FHS Boilers	\$ 48.32
100033	MN ENERGY RESOURCES	7/17/2025	071025fes	FY25 FES	\$ 337.62
100034	RAINY LAKE MEDICAL CENTER	7/17/2025	4360	FY25 OT/PT Services	\$ 3,911.70
100034	RAINY LAKE MEDICAL CENTER	7/17/2025	325398652	FY25 Hepatitis-B vaccines	\$ 698.67
100035	RENAISSANCE LEARNING INC	7/17/2025	5562855	FASTflix Online Training	\$ 780.00
100035	RENAISSANCE LEARNING INC	7/17/2025	5562855	FastBridge Subscription	\$ 8,390.55
100036	TechCheck	7/17/2025	8545C	Phone Service	\$ 48.75
Total					\$ 837,959.21

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	06/25/2025	13888	SLATIBET000	Slatinski BethAnne K	Sq Top Ten Video, International	UNIQUE P000	06/27/2025		Invoiced	A	31.50
	2	PALS (Adults with Disabilities)			5002500002	BethAnne's cc's00000	06/30/2025	31.50			
	06/16/2025	13874	SLATIBET000	Slatinski BethAnne K	Amazon.Com Na0ap34q1, Amzn.Com/	AMAZON B000	06/18/2025		Invoiced	A	291.46
	2	WILSON NBA DRV Series Basketball - DRV, Brown,			5002500048	BethAnne's cc's00001	06/30/2025	286.74			
	3	Shipping - Cost of shipping, not including shi			5002500048	BethAnne's cc's00001	06/30/2025	4.72			
	06/12/2025	13860	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	06/16/2025		Invoiced	A	11.25
	2	PALS supplies			5002500009	BethAnne's cc's00002	06/30/2025	11.25			
	06/12/2025	13861	SLATIBET000	Slatinski BethAnne K	Super One Foods 579, Internatio	SUPER ON000	06/16/2025		Invoiced	A	86.32
	2	PALS (Adults with Disabilities)			5002500001	BethAnne's cc's00003	06/30/2025	86.32			
	06/11/2025	13859	SLATIBET000	Slatinski BethAnne K	American Red Cross, 800-733-276	AMERICAN029	06/16/2025		Invoiced	A	235.00
	2	Lifeguard Recertifications (five lifeguards)			5002500049	BethAnne's cc's00004	06/30/2025	235.00			
	06/06/2025	13825	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	06/11/2025		Invoiced	A	29.98
	2	Open PO PALS (Adults with Disabilities)			5002500026	BethAnne's cc's00005	06/30/2025	29.98			
	06/06/2025	13826	SLATIBET000	Slatinski BethAnne K	Super One Foods 579, Internatio	SUPER ON000	06/11/2025		Invoiced	A	177.97
	2	PALS (Adults with Disabilities)			5002500001	BethAnne's cc's00006	06/30/2025	177.97			
	06/04/2025	13824	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	06/11/2025		Invoiced	A	40.52
	2	Open PO PALS (Adults with Disabilities)			5002500026	BethAnne's cc's00007	06/30/2025	40.52			
	06/03/2025	13822	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	06/11/2025		Invoiced	A	27.50
	2	PALS supplies			5002500009	BethAnne's cc's00008	06/30/2025	27.50			
	06/03/2025	13823	SLATIBET000	Slatinski BethAnne K	Super One Foods 579, Internatio	SUPER ON000	06/11/2025		Invoiced	A	63.92
	2	PALS (Adults with Disabilities)			5002500001	BethAnne's cc's00009	06/30/2025	63.92			
											10 transaction(s) for XXXXXXXXXXXXXXXX. Total Amount =====>
											995.42
XXXXXXXXXXXXXXXXXX	06/27/2025	13890	BENNEKEN000	Bennett Kendra A	Wasabi Technologies, Boston, MA	WASABI 000	06/30/2025		Invoiced	A	65.06
	2	12TB Secure online storage. Pay as you go.			6052500036	Tech's cc's00000	06/30/2025	65.06			
	06/19/2025	13876	BENNEKEN000	Bennett Kendra A	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	06/23/2025		Invoiced	A	49.07
	3	Arena Elevator Acct # 2512973-01			8102500020	Tech's cc's00001	06/30/2025	49.07			
	06/19/2025	13877	BENNEKEN000	Bennett Kendra A	Att Bill Payment, Dallas, TX, 7	AT & T M000	06/23/2025		Invoiced	A	324.19
	2	2 Bus Wifi's			1102500030	Tech's cc's00002	06/30/2025	76.46			
	3	IT Cell Phones			1102500030	Tech's cc's00002	06/30/2025	94.81			
	4	ACL Hotspot			1102500030	Tech's cc's00002	06/30/2025	38.23			
	5	3 Moveable Hotspots			1102500030	Tech's cc's00002	06/30/2025	114.69			
	06/02/2025	13816	BENNEKEN000	Bennett Kendra A	Siptrunk Inc, Alpharetta, GA, 3	TECHCHEC000	06/11/2025		Invoiced	A	293.30
	2	SIP Trunk Monthly Phone Service			1102500018	Tech's cc's00003	06/30/2025	293.30			
	05/29/2025	13817	BENNEKEN000	Bennett Kendra A	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	06/11/2025		Invoiced	A	108.40
	2	Midco IP Based Television for Student lounge a			6052500029	Tech's cc's00004	06/30/2025	108.40			
	05/29/2025	13818	BENNEKEN000	Bennett Kendra A	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	06/11/2025		Invoiced	A	131.26
	2	Internet Service for Bus Garage Acct # 1247557			7602500013	Tech's cc's00005	06/30/2025	131.26			

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			
6 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>>											971.28
XXXXXXXXXXXXXXXXXX	06/04/2025	13847	HEISSVIC000	Heiss Victoria L	McTm, Saint Paul, MN, 55113, US	MCTM 000	06/11/2025		Invoiced	A	-75.00
	1	CREDIT FOR A VIRTUAL CONF. ALEX MANNAUSAU PO#3				FHS's cc's00000	06/30/2025	-75.00			
	06/02/2025	13856	HEISSVIC000	Heiss Victoria L	Sq Soundnorth Llc, Internationa	SOUND NO000	06/11/2025		Invoiced	A	450.00
	2	500 2025 GRADUATION PROGRAMS			3002500124	FHS's cc's00001	06/30/2025	450.00			
	05/29/2025	13849	HEISSVIC000	Heiss Victoria L	Delta 0062332073409, Bogota, CO	DELTA AI000	06/11/2025		Invoiced	A	-58.88
	1	CREDIT TO PO#3002500101 DELTA FLIGHT CHANGE				FHS's cc's00002	06/30/2025	-58.88			
	05/29/2025	13850	HEISSVIC000	Heiss Victoria L	Delta 0062332073404, Bogota, CO	DELTA AI000	06/11/2025		Invoiced	A	-58.87
	1	CREDIT TO PO#3002500101 DELTA FLIGHT CHANGE				FHS's cc's00002	06/30/2025	-58.87			
	05/29/2025	13851	HEISSVIC000	Heiss Victoria L	Super One Foods 579, Internatio	SUPER ON000	06/11/2025		Invoiced	A	184.40
	2	SPANISH MEAL ROSA CHRISTIANSON			3002500111	FHS's cc's00003	06/30/2025	184.40			
	05/29/2025	13852	HEISSVIC000	Heiss Victoria L	Delta 0062332073406, Bogota, CO	DELTA AI000	06/11/2025		Invoiced	A	-59.50
	1	CREDIT TO PO#3002500101 DELTA FLIGHT CHANGE				FHS's cc's00002	06/30/2025	-59.50			
	05/29/2025	13853	HEISSVIC000	Heiss Victoria L	Delta 0062332073408, Atlanta, G	DELTA AI000	06/11/2025		Invoiced	A	-58.87
	1	CREDIT TO PO#3002500101 DELTA FLIGHT CHANGE				FHS's cc's00002	06/30/2025	-58.87			
	05/29/2025	13854	HEISSVIC000	Heiss Victoria L	Delta 0062332073407, Bogota, CO	DELTA AI000	06/11/2025		Invoiced	A	-58.87
	1	CREDIT TO PO#3002500101 DELTA FLIGHT CHANGE				FHS's cc's00002	06/30/2025	-58.87			
	05/29/2025	13855	HEISSVIC000	Heiss Victoria L	Delta 0062332073405, Bogota, CO	DELTA AI000	06/11/2025		Invoiced	A	-58.86
	1	CREDIT TO PO#3002500101 DELTA FLIGHT CHANGE				FHS's cc's00002	06/30/2025	-58.86			
	05/28/2025	13848	HEISSVIC000	Heiss Victoria L	Super One Foods 579, Internatio	SUPER ON000	06/11/2025		Invoiced	A	160.04
	2	8TH GRADE SUPPLIES AND END OF THE YEAR ACTIVIE			3002500121	FHS's cc's00004	06/30/2025	160.04			
10 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>>											365.59
XXXXXXXXXXXXXXXXXX	06/26/2025	13889	HALL ASH001	Hall Ashley D	Menards Intl Falls, Intl Falls	MENARDS 000	06/27/2025		Invoiced	A	113.67
	2	FHS Blanket p.o. for Menards			8102500174	Super's cc's00000	06/30/2025	113.67			
	06/23/2025	13885	HALL ASH001	Hall Ashley D	2018 Masa Jobsite, Saint Paul, MN	ASSN 001	06/25/2025		Invoiced	A	407.00
	1					Super's cc's00001	06/30/2025	407.00			
	06/20/2025	13883	HALL ASH001	Hall Ashley D	Menards Intl Falls, Intl Falls	MENARDS 000	06/23/2025		Invoiced	A	118.48
	2	Paint and supplies to paint baseball dugouts			8102500249	Super's cc's00002	06/30/2025	118.48			
	06/19/2025	13881	HALL ASH001	Hall Ashley D	Menards Intl Falls, Intl Falls	MENARDS 000	06/23/2025		Invoiced	A	41.08
	2	Paint and supplies to paint baseball dugouts			8102500249	Super's cc's00003	06/30/2025	41.08			
	06/19/2025	13882	HALL ASH001	Hall Ashley D	Menards Intl Falls, Intl Falls	MENARDS 000	06/23/2025		Invoiced	A	643.60
	2	Paint and supplies to paint baseball dugouts			8102500249	Super's cc's00004	06/30/2025	643.60			
	06/19/2025	13884	HALL ASH001	Hall Ashley D	Amazon.Com No3ez7oq1, Amzn.Com/	AMAZON B000	06/23/2025		Invoiced	A	36.99
	2	Justrite 11077 1" Diameter x 9" Long Flex Hose			8102500243	Super's cc's00005	06/30/2025	30.00			
	3	Shipping - Cost of shipping, not including shi			8102500243	Super's cc's00005	06/30/2025	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			
XXXXXXXXXXXXXXXX		continued...									
	06/18/2025	13879	HALL ASH001	Hall Ashley D	Menards Intl Falls, Intl Falls	MENARDS 000	06/23/2025		Invoiced	A	8.10
		2	FHS Blanket p.o. for Menards		8102500174	Super's cc's00006	06/30/2025	8.10			
	06/18/2025	13880	HALL ASH001	Hall Ashley D	Shell Oil12794875018, Internati	KOERTER'000	06/23/2025		Invoiced	A	56.13
		2	gas for lawn mowers		8102500239	Super's cc's00007	06/30/2025	56.13			
	06/13/2025	13870	HALL ASH001	Hall Ashley D	Amazon Mktp1 Na6ur5662, Amzn.Co	AMAZON B000	06/16/2025		Invoiced	A	24.98
		2	Heavy Duty 4-inch Razor Blade Floor Scraper, 4		8102500242	Super's cc's00008	06/30/2025	24.98			
	06/12/2025	13867	HALL ASH001	Hall Ashley D	Menards Intl Falls, Intl Falls	MENARDS 000	06/16/2025		Invoiced	A	33.01
		2	FHS Blanket p.o. for Menards		8102500174	Super's cc's00009	06/30/2025	33.01			
	06/12/2025	13869	HALL ASH001	Hall Ashley D	Amazon Mktp1 Na0lu6mo2, Amzn.Co	AMAZON B000	06/16/2025		Invoiced	A	145.91
		2	Generic (4 Gallons) - Nu-Brite Condenser Coil		8102500242	Super's cc's00010	06/30/2025	145.91			
	06/11/2025	13865	HALL ASH001	Hall Ashley D	Menards Intl Falls, Intl Falls	MENARDS 000	06/16/2025		Invoiced	A	70.70
		2	Blanket P.O. for FES supplies		8102500011	Super's cc's00011	06/30/2025	70.70			
	06/11/2025	13866	HALL ASH001	Hall Ashley D	Shell Oil12794875018, Internati	KOERTER'000	06/16/2025		Invoiced	A	38.09
		2	gas for lawn mowers		8102500239	Super's cc's00012	06/30/2025	38.09			
	06/11/2025	13868	HALL ASH001	Hall Ashley D	Amazon Mktp1 Nh7x616c0, Amzn.Co	AMAZON B000	06/16/2025		Invoiced	A	192.92
		2	Breakdown Odor Eliminator, Fresh, 84.5 Oz, 2/c		8102500237	Super's cc's00013	06/30/2025	192.92			
	06/05/2025	13833	HALL ASH001	Hall Ashley D	Menards Intl Falls, Intl Falls	MENARDS 000	06/11/2025		Invoiced	A	157.04
		2	FHS Blanket p.o. for Menards		8102500174	Super's cc's00014	06/30/2025	157.04			
	06/05/2025	13834	HALL ASH001	Hall Ashley D	I17 School Cert, Williston, VT,		06/11/2025		Invoiced	A	1,250.00
		1			Super's cc's00015		06/30/2025	1,250.00			
	06/05/2025	13835	HALL ASH001	Hall Ashley D	Amazon Mktp1 Nh5086an2, Amzn.Co	AMAZON B000	06/11/2025		Invoiced	A	106.94
		2	VRIEXSD Premium First Aid Kit, 320 Piece Water		8102500235	Super's cc's00016	06/30/2025	99.95			
		3	Shipping - Cost of shipping, not including shi		8102500235	Super's cc's00016	06/30/2025	6.99			
	06/02/2025	13841	HALL ASH001	Hall Ashley D	Department Of Labor An, St Paul	MN DEPT 000	06/11/2025		Invoiced	A	10.00
		1			Super's cc's00017		06/30/2025	10.00			
	06/02/2025	13842	HALL ASH001	Hall Ashley D	Department Of Labor An, St Paul	MN DEPT 000	06/11/2025		Invoiced	A	20.00
		1			Super's cc's00017		06/30/2025	20.00			
	05/30/2025	13839	HALL ASH001	Hall Ashley D	Super One Foods 579, Internatio	SUPER ON000	06/11/2025		Invoiced	A	864.70
		2	Food, utensils, drinks		3002500126	Super's cc's00018	06/30/2025	864.70			
	05/30/2025	13840	HALL ASH001	Hall Ashley D	Amazon Mktp1 Nn8ijlxb0, Amzn.Co	AMAZON B000	06/11/2025		Invoiced	A	158.00
		2	MK Battery ES1.2-6 Maintenance-Free Rechargeab		8102500225	Super's cc's00019	06/30/2025	158.00			
	05/29/2025	13837	HALL ASH001	Hall Ashley D	Department Of Labor An, St Paul	MN DEPT 000	06/11/2025		Invoiced	A	40.00
		1			Super's cc's00017		06/30/2025	40.00			
	05/29/2025	13838	HALL ASH001	Hall Ashley D	Department Of Labor An, St Paul	MN DEPT 000	06/11/2025		Invoiced	A	50.00
		1			Super's cc's00017		06/30/2025	50.00			
	05/28/2025	13836	HALL ASH001	Hall Ashley D	Super One Foods 579, Internatio	SUPER ON000	06/11/2025		Invoiced	A	35.52
		2	Ice Cream Sandwiches (12ct)		9012500020	Super's cc's00020	06/30/2025	35.52			

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			
24 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>											4,622.86
XXXXXXXXXXXXXXXXXX	06/27/2025	13891	ANDERJER000	Anderson Jeremy R	Amazon Mktplace Pmts, Amzn.Com/	AMAZON B000	06/30/2025		Invoiced	A	-250.56
	2	Corbin Russwin ML2053-LL Entrance/Office Lever			7602500112	Trans's cc's00000	06/30/2025	-250.56			
	06/26/2025	13887	ANDERJER000	Anderson Jeremy R	Husky Springs Virginia, Virgini	HUSKEY S000	06/27/2025		Invoiced	A	682.86
	2	Leaf Spring Kit-Broken Spring Bus #541			7602500116	Trans's cc's00001	06/30/2025	682.86			
	06/25/2025	13886	ANDERJER000	Anderson Jeremy R	Randys Tire And Auto R, Intl Fa	RANDY'S 000	06/27/2025		Invoiced	A	718.72
	5	4 New Tires 235/65R-16C			7602500115	Trans's cc's00002	06/30/2025	591.60			
	6	Mount and Balance 4 New Tires			7602500115	Trans's cc's00002	06/30/2025	120.00			
	7	Shop Supplies			7602500115	Trans's cc's00002	06/30/2025	7.12			
	06/18/2025	13878	ANDERJER000	Anderson Jeremy R	Oreilly 3901, International, MN	O'REILLY000	06/23/2025		Invoiced	A	53.87
	2	Transportation Supplies			7602500086	Trans's cc's00003	06/30/2025	53.87			
	06/17/2025	13873	ANDERJER000	Anderson Jeremy R	Oreilly 3901, International, MN	O'REILLY000	06/18/2025		Invoiced	A	21.16
	2	Transportation Supplies			7602500086	Trans's cc's00004	06/30/2025	21.16			
	06/13/2025	13858	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	06/16/2025		Invoiced	A	85.39
	5	Transportation Supplies			7602500087	Trans's cc's00005	06/30/2025	85.39			
	06/09/2025	13821	ANDERJER000	Anderson Jeremy R	Amazon Mktpl N632d7rul, Amzn.Co	AMAZON B000	06/11/2025		Invoiced	A	250.56
	2	Corbin Russwin ML2053-LL Entrance/Office Lever			7602500112	Trans's cc's00006	06/30/2025	250.56			
	06/06/2025	13819	ANDERJER000	Anderson Jeremy R	Amazon Mktpl Nh6p51pv2, Amzn.Co	AMAZON B000	06/11/2025		Invoiced	A	119.07
	2	MuHize 1/4 Copper Nickel Brake Line - Upgraded			7602500111	Trans's cc's00007	06/30/2025	112.08			
	3	Shipping - Cost of shipping, not including shi			7602500111	Trans's cc's00007	06/30/2025	6.99			
	06/06/2025	13820	ANDERJER000	Anderson Jeremy R	Oreilly 3901, International, MN	O'REILLY000	06/11/2025		Invoiced	A	100.40
	3	Transportation Supplies			7602500086	Trans's cc's00008	06/30/2025	100.40			
9 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>											1,781.47
XXXXXXXXXXXXXXXXXX	06/17/2025	13875	OLSONKAR000	Olson-Line Karla A	Amazon Mktpl No9je8tl2, Amzn.Co	AMAZON B000	06/18/2025		Invoiced	A	292.80
	2	ANRYAGF 3 Tier Rolling Cart with Lockable Whee			2502500036	Food's cc's00000	06/30/2025	97.80			
	3	SYBO Commercial Blender for Smoothies with Sou			2502500036	Food's cc's00000	06/30/2025	195.00			
	06/12/2025	13863	OLSONKAR000	Olson-Line Karla A	Amazon Mktpl Nhlyd6dl0, Amzn.Co	AMAZON B000	06/16/2025		Invoiced	A	107.45
	2	Toddy Cold Brew Coffee Set White			2502500036	Food's cc's00001	06/30/2025	107.45			
	06/12/2025	13864	OLSONKAR000	Olson-Line Karla A	Amazon Mktpl Nh7wf5d51, Amzn.Co	AMAZON B000	06/16/2025		Invoiced	A	169.98
	2	COWSAR Nugget Ice Makers Countertop Soft Chewa			2502500036	Food's cc's00002	06/30/2025	169.98			
	06/11/2025	13862	OLSONKAR000	Olson-Line Karla A	Amazon Mktpl Nalq19np2, Amzn.Co	AMAZON B000	06/16/2025		Invoiced	A	154.94
	2	Shipping - Cost of shipping, not including shi			2502500036	Food's cc's00003	06/30/2025	40.00			
	3	LNUJIUN T-71-60 Electronic Cash Register with			2502500036	Food's cc's00003	06/30/2025	114.94			
	06/02/2025	13832	OLSONKAR000	Olson-Line Karla A	Paypal Tilson Bay, 4029357733,	TILSON B000	06/11/2025		Invoiced	A	363.00
	2	MHS FUNDS - Tshirts for the last day softball			2502500034	Food's cc's00004	06/30/2025	363.00			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXXXXXXXX	continued...										
	05/30/2025	13829	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	06/11/2025		Invoiced	A	95.63
	2	Misc funds - senior class - Last Day of Schoo			2502500032	Food's cc's00005	06/30/2025	95.63			
	05/30/2025	13830	OLSONKAR000	Olson-Line Karla A	Dominos 7380, Intl Falls, MN, 5	DOMINO'S000	06/11/2025		Invoiced	A	122.99
	2	MCA REWARDS FUND - Senior Class \$125.00 - PIZZ			2502500031	Food's cc's00006	06/30/2025	122.99			
	05/30/2025	13831	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	06/11/2025		Invoiced	A	168.75
	2	General Funds FHS funds - cookies, frosting an			2502500029	Food's cc's00007	06/30/2025	168.75			
	05/29/2025	13828	OLSONKAR000	Olson-Line Karla A	Lucky 7 Outdoorsmans P, Intl Fa	OUTDOORS000	06/11/2025		Invoiced	A	237.03
	2	General Funds FHS FUNDS - LAST DAY OF SCHOOL F			2502500030	Food's cc's00008	06/30/2025	237.03			
	05/28/2025	13827	OLSONKAR000	Olson-Line Karla A	Super One Foods 579, Internatio	SUPER ON000	06/11/2025		Invoiced	A	241.47
	2	MISC. Funds - last day of school BINGO game			2502500033	Food's cc's00009	06/30/2025	241.47			
					10 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>						1,954.04
XXXXXXXXXXXXXXXXXX	06/13/2025	13857	SINNISAM001	Sinninghe Samantha N	Duluth Holiday Inn, Duluth, MN,	HOLIDAY 001	06/16/2025		Invoiced	A	-407.46
	1	1302500180 Refund for double charge				FES's cc's00000	06/30/2025	-407.46			
	06/06/2025	13803	SINNISAM001	Sinninghe Samantha N	Comfort Inn & Suites, Mountain	COMFORT 001	06/11/2025		Invoiced	A	197.13
	2	Hotel Room for Jody Hamilton for 1 night			1302500269	FES's cc's00001	06/30/2025	178.60			
	3	Tax			1302500269	FES's cc's00001	06/30/2025	18.53			
	06/06/2025	13804	SINNISAM001	Sinninghe Samantha N	Amazon MktpL N65eu3bg0, Amzn.Co	AMAZON B000	06/11/2025		Invoiced	A	27.99
	2	Shakespeare Disney Lightyear Children's Fishin			1302500267	FES's cc's00002	06/30/2025	27.99			
	06/05/2025	13802	SINNISAM001	Sinninghe Samantha N	Usps Po 2647200549, Intl Falls,	POSTMAST000	06/11/2025		Invoiced	A	50.20
	2	Stamps			1302500260	FES's cc's00003	06/30/2025	50.20			
	06/02/2025	13814	SINNISAM001	Sinninghe Samantha N	Sp The Kindergarten, Nashville,	KINDERGA001	06/11/2025		Invoiced	A	80.00
	2	2 day lunches for Lisa Auran and Mandi Baron			1302500265	FES's cc's00004	06/30/2025	80.00			
	06/02/2025	13815	SINNISAM001	Sinninghe Samantha N	Sp The Kindergarten, Nashville,	KINDERGA001	06/11/2025		Invoiced	A	40.00
	2	2 day meal			1302500266	FES's cc's00005	06/30/2025	40.00			
	05/29/2025	13811	SINNISAM001	Sinninghe Samantha N	Super One Foods 579, Internatio	SUPER ON000	06/11/2025		Invoiced	A	-215.28
	1	1302500249 refund				FES's cc's00006	06/30/2025	-215.28			
	05/29/2025	13812	SINNISAM001	Sinninghe Samantha N	Super One Foods 579, Internatio	SUPER ON000	06/11/2025		Invoiced	A	88.76
	2	Food and Drinks for volunteers for 5th grade o			1302500245	FES's cc's00007	06/30/2025	88.76			
	05/29/2025	13813	SINNISAM001	Sinninghe Samantha N	Super One Foods 579, Internatio	SUPER ON000	06/11/2025		Invoiced	A	243.60
	2	Food and Drinks for volunteers for 5th grade o			1302500245	FES's cc's00008	06/30/2025	243.60			
	05/28/2025	13805	SINNISAM001	Sinninghe Samantha N	Mn Board Of School Adm, Rosevil	MN BOARD000	06/11/2025		Invoiced	A	100.00
	2	BOSA Annual Renewal - FY 24/25			1302500255	FES's cc's00009	06/30/2025	100.00			
	05/28/2025	13806	SINNISAM001	Sinninghe Samantha N	Usps Po 2647200549, Intl Falls,	POSTMAST000	06/11/2025		Invoiced	A	8.65
	2	1302500264 - closed postage for return package				FES's cc's00010	06/30/2025	8.65			
	05/28/2025	13807	SINNISAM001	Sinninghe Samantha N	Super One Foods 579, Internatio	SUPER ON000	06/11/2025		Invoiced	A	288.80
	2	Cups			1302500258	FES's cc's00011	06/30/2025	23.94			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXXXXXXX continued...											
	3	Lemonade			1302500258	FES's cc's00011	06/30/2025	48.86			
	4	300 Cookies			1302500258	FES's cc's00011	06/30/2025	216.00			
05/28/2025	13808	SINNISAM001	Sinninghe	Samantha N	Mn Board Of School Adm, Knoxvil	MN BOARD000	06/11/2025		Invoiced	A	2.15
	2	BOSA Annual Renewal - FY 24/25			1302500255	FES's cc's00012	06/30/2025	2.15			
05/28/2025	13809	SINNISAM001	Sinninghe	Samantha N	Amazon Mktpl Nn3jg7f70, Amzn.Co	AMAZON B000	06/11/2025		Invoiced	A	93.88
	2	Shakespeare Disney Frozen II Kit 2'6" Spincast			1302500247	FES's cc's00013	06/30/2025	11.98			
	3	Let's Go Fishin' Game by Pressman - The Origin			1302500247	FES's cc's00013	06/30/2025	8.97			
	4	Shakespeare Barbie Play Box, Kids Fishing Tack			1302500247	FES's cc's00013	06/30/2025	15.21			
	5	Shakespeare Marvel Spider-Man Play Box, Kids F			1302500247	FES's cc's00013	06/30/2025	9.74			
	6	GINMIC Kids Sunglasses Bulk Party Favors, 24Pa			1302500247	FES's cc's00013	06/30/2025	22.99			
	7	Dreamon Beach Toys for Kids 3-10, Collapsible			1302500247	FES's cc's00013	06/30/2025	24.99			
05/28/2025	13810	SINNISAM001	Sinninghe	Samantha N	Dairy Queen #11342, Internation	DAIRY QU000	06/11/2025		Invoiced	A	67.50
	2	Dilly Bars			1302500240	FES's cc's00014	06/30/2025	67.50			
					15 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>						665.92
XXXXXXXXXXXXXXXXX											
06/12/2025	13871	BENNEKEN000	Bennett	Kendra A	Caseys #3823, Brooklyn Cent, MN		06/16/2025		Invoiced	A	97.93
	1	Van gas for State Track Meet				Bus Off's cc's00000	06/30/2025	97.93			
06/12/2025	13872	BENNEKEN000	Bennett	Kendra A	Embassy Suites Minneap, Brookly	EMBASSY 001	06/16/2025		Invoiced	A	1,422.28
	2	Hotel Rooms for state track and field 06-09-20			2922500199	Bus Off's cc's00001	06/30/2025	1,422.28			
06/09/2025	13843	BENNEKEN000	Bennett	Kendra A	Menards Intl Falls, Intl Falls	MENARDS 000	06/11/2025		Invoiced	A	43.85
	2	Blanket P.O. for FES supplies			8102500011	Bus Off's cc's00002	06/30/2025	43.85			
06/09/2025	13844	BENNEKEN000	Bennett	Kendra A	Menards Intl Falls, Intl Falls	MENARDS 000	06/11/2025		Invoiced	A	147.97
	2	Blanket P.O. for FES supplies			8102500011	Bus Off's cc's00003	06/30/2025	147.97			
06/09/2025	13845	BENNEKEN000	Bennett	Kendra A	Usps Po 2647200549, Intl Falls,	POSTMAST000	06/11/2025		Invoiced	A	59.14
	1	Hall of Fame postage, PO #2922500190 was close				Bus Off's cc's00004	06/30/2025	59.14			
06/02/2025	13846	BENNEKEN000	Bennett	Kendra A	Amazon Mktpl N642945u2, Amzn.Co	AMAZON B000	06/11/2025		Invoiced	A	144.30
	3	Keyloland Wall Mop, Primum 68" Wall Cleaner			8102500234	Bus Off's cc's00005	06/30/2025	144.30			
					6 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>						1,915.47
					90 transaction(s). Total Amount ==>						13,272.05

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

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday June 16, 2025 5:15pm
FALLS HIGH SCHOOL LIBRARY**

Attendance

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

Not in attendance: Bruce Raboin

Non-Voting Members Present: Beth Shermoen – Superintendent,
Chair JoAnne Smith presided, and Clerk Toni Korpi took the minutes.

Call to Order

Meeting called to order at 5:15 p.m. by Chair JoAnn Smith

Pledge of Allegiance

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

Open Forum

- No public open forum
- CESO 2025-2026 Budget Presentation

Committee and Administrative Reports

- Melissa Tate
- No report by Lisa West
- Timm Ringhoffer
- Beth Shermoen

Consent Agenda: Approve Consent Agenda as Presented. Motion by Jessica Crosby, then second by Roxanne Skogstad-Ditsch. Motion Carried.

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. Resolution to Acceptance of Gifts and Donations. Motion by Roxanne Skogstad-Ditsch, then second by Tina Sather. Motion Carried.
2. Approve the ISD 361 2025-26 Adopted Budget as Presented by CESO. Motion by Dale Johnson, then second by Tina Sather. Motion Carried.
3. Approve the receipt of the letter by Local 331 with the Intent to negotiation with Local 331. Motion by Jessica Crosby, then second by Tina Sather. Motion Carried.

4. Approve the Leave of Absence Request for Sarah Staples for the 2025-26 School Year. Motion by Tina Sather, then second by Dale Johnson. Motion Carried.
5. Approve ISD 361 District-wide Public Sale: Replaced Materials, Goods, Furniture, Clothing and Equipment, etc. on August 2, 2025. Motion by Roxanne Skogstad-Ditsch, then second by Jessica Crosby. Motion Carried.
6. Approve the City of International Falls to use ISD 361 property for use of the firework display on July 4, 2025. Motion by Tina Sather, then second by Jessica Crosby. Motion Carried.

Adjournment

Motion to Adjourn at 6:00pm. Motion by Tina Sather, then second by Jessica Crosby. Motion Carried.

FY 27 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/10/2025																
361 <= Type in School District Number																				
INTERNATIONAL FALLS SCHOOL DISTRICT																				
Change only																				
if requiring levy adjustments																				
Payable 2025 LLC Certification																				
Current Estimate																				
Calculations for Ten Year Projection				Pay 26																
LLC #				FY 2025	FY 2026	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035					
1 Type your district number in cell A2 (Minneapolis = 1.2)																				
2 Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b																				
3 Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33																				
4 Look-up data from following tabs																				
5 Initial Formula Revenue																				
6	Current year APU	57	970.20	974.39	951.68	951.68	951.68	951.68	951.68	951.68	951.68	951.68	951.68	951.68	951.68					
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)																			
6b	Total Adjusted Pupil Units = (6) + (6a)			974.39	951.68	951.68	951.68	951.68	951.68	951.68	951.68	951.68	951.68	951.68	951.68					
7	District average building age (uncapped)	401	60.68	60.68	61.68	62.68	63.68	64.68	65.68	66.68	67.68	68.68	69.68							
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00					
9	Building age ratio = (Lesser of 1 or (7) / 35)	402		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000					
10	Initial revenue = (6) * (8) * (9)	403	368,676	370,270	361,639	361,639	361,639	361,639	361,639	361,639	361,639	361,639	361,639	361,639	361,639					
11 Added revenue for Eligible H&S Projects > \$100,000 / site																				
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	701		166,005	-	-	-	-	-	-	-	-	-	-	-					
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	754		-	-	-	-	-	-	-	-	-	-	-	-					
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	700		-	-	-	-	-	-	-	-	-	-	-	-					
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	753		-	-	-	-	-	-	-	-	-	-	-	-					
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab			164,955	172,725	169,785	502,845	519,435	-	-	-	-	-	-	-					
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue			-	-	-	-	-	-	-	-	-	-	-	-					
16r	New debt service for LTFM bonds for eligible new roofing projects > \$100,000 / site			beginning FY27	-	-	-	-	-	-	-	-	-	-	-					
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b) + (16r)			164,955	172,725	169,785	502,845	519,435	-	-	-	-	-	-	-					
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site (corresponds to Category 2 on the Expenditures spreadsheet)	405		-	-	-	-	-	-	-	-	-	-	-	-					
18r	Pay as you go revenue for eligible new roofing projects > \$100,000 / site (corresponds to Category 6 on the Expenditures spreadsheet)			beginning FY27	-	-	-	-	-	-	-	-	-	-	-					
19	Total additional revenue for eligible projects >\$100,000 / site (12) - (13) + (14) -(15) + (16a) + (16b) + (16r) + (18) +(18r)	406	330,960	330,960	172,725	169,785	502,845	519,435	-	-	-	-	-	-	-					
Added revenue for Pre-K remodeling (for VPK approvals only)																				
20a	Net debt service for bonds approved for Pre-K remodeling	766		-	-	-	-	-	-	-	-	-	-	-	-					
20b	Pay as you go for projects approved for Pre-K remodeling	407		-	-	-	-	-	-	-	-	-	-	-	-					
20c	Total Pre-K revenue			-	-	-	-	-	-	-	-	-	-	-	-					
20d	Total New Law Revenue (10) + (19) + (20c)	408		701,230	534,364	531,424	864,484	881,074	361,639	361,639	361,639	361,639	361,639	361,639	361,639					

FY 27 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/10/2025												
361 <= Type in School District Number																
INTERNATIONAL FALLS SCHOOL DISTRICT																
Calculations for Ten Year Projection				Pay 26	Change only if requiring levy adjustments	Payable 2025 LLC Certification	Current Estimate									
	LLC #	FY 2025	FY 2026	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035			
Old Formula revenue																
21	409	-	-	-	-	-	-	-	-	-	-	-	-			
22	700	-	-	-	-	-	-	-	-	-	-	-	-			
23		-	-	-	-	-	-	-	-	-	-	-	-			
24	763	-	-	-	-	-	-	-	-	-	-	-	-			
25	764	-	-	-	-	-	-	-	-	-	-	-	-			
26	410	-	-	166,005	-	-	-	-	-	-	-	-	-			
26b	411	-	-	-	-	-	-	-	-	-	-	-	-			
27	413	-	-	-	-	-	-	-	-	-	-	-	-			
27a	765	-	-	164,955	172,725	169,785	502,845	519,435	-	-	-	-	-			
27b	767	-	-	-	-	-	-	-	-	-	-	-	-			
28	416	-	-	62,361	60,908	60,908	60,908	60,908	60,908	60,908	60,908	60,908	60,908			
29	417	-	393,053	393,321	233,633	230,693	563,753	580,343	60,908	60,908	60,908	60,908	60,908			
30	418	-	699,636	701,230	534,364	531,424	864,484	881,074	361,639	361,639	361,639	361,639	361,639			
31	419	-	-	-	-	-	-	-	-	-	-	-	-			
32	420	-	699,636	701,230	534,364	531,424	864,484	881,074	361,639	361,639	361,639	361,639	361,639			
33	421	-	-	-	-	-	-	-	-	-	-	-	-			
34	422	-	699,636	701,230	534,364	531,424	864,484	881,074	361,639	361,639	361,639	361,639	361,639			
Aid and Levy Shares of Total Revenue																
35	35	2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2032			
36	35	12,243,266	12,243,266	13,219,022	13,747,783	14,297,694	14,869,602	15,464,386	16,082,962	16,726,280	17,395,331	18,091,145	18,091,145			
37	54	985.13	985.14	993.78	986.42	974.39	951.68	951.68	951.68	951.68	951.68	951.68	951.68			
38	424	12,428.07	12,427.89	13,301.71	13,937.05	14,673.42	15,624.54	16,249.52	16,899.50	17,575.48	18,278.50	19,009.64	19,009.64			
39	425	13,579.10	13,579.10	13,765.66	14,420.42	15,209.99	15,818.00	16,451.00	17,109.00	17,793.00	18,505.00	19,245.00	19,245.00			
40	426	16,702.29	16,702.29	17,275.90	18,313.93	19,316.69	20,088.86	20,892.77	21,728.43	22,597.11	23,501.35	24,441.15	24,441.15			
41	427	74.41%	74.41%	77.00%	76.10%	75.96%	77.78%	77.78%	77.78%	77.78%	77.78%	77.78%	77.78%			
42	428	25.59%	25.59%	23.00%	23.90%	24.04%	22.22%	22.22%	22.22%	22.22%	22.22%	22.22%	22.22%			
43	423	368,676	370,270	361,639	361,639	361,639	361,639	361,639	361,639	361,639	361,639	361,639	361,639			
44	429	94,345	94,758	83,192	86,429	86,929	80,367	80,371	80,371	80,365	80,369	80,366	80,366			
45	431	-	-	-	-	-	-	-	-	-	-	-	-			
46	432	94,345	94,758	83,192	86,429	86,929	80,367	80,371	80,371	80,365	80,369	80,366	80,366			
47	435	605,291	606,471	451,172	444,996	777,555	800,708	281,268	281,269	281,274	281,270	281,273	281,273			
Debt Service Portion of Revenue (non-grandfather districts *)																
49	763+764+765+766	-	330,960	172,725	169,785	502,845	519,435	-	-	-	-	-	-			
50	767	-	272,682	276,255	269,115	225,068	234,255	232,155	229,793	232,418	145,268	146,055	146,055			
50b		-	-	-	-	-	-	-	-	-	-	-	-			
51	768	-	603,642	448,980	438,900	727,913	753,690	232,155	229,793	232,418	145,268	146,055	146,055			
52	436	-	370,270	361,639	361,639	361,639	361,639	232,155	229,793	232,418	145,268	146,055	146,055			
53	438	-	94,758	83,192	86,429	86,929	80,367	51,595	51,069	51,649	32,284	32,458	32,458			
54	439	-	275,511	278,447	275,211	274,710	281,273	180,560	178,723	180,769	112,984	113,597	113,597			
55	440	-	233,373	87,341	77,261	366,273	392,051	-	-	-	-	-	-			
General Fund Portion of Revenue (non-grandfather districts *)																
57	441	-	97,587	85,384	92,524	136,572	127,384	129,484	131,847	129,222	216,372	215,584	215,584			
58	442	-	-	-	-	-	-	129,484	131,847	129,222	216,372	215,584	215,584			

FY 27 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/10/2025												
361 <= Type in School District Number																
INTERNATIONAL FALLS SCHOOL DISTRICT																
			Change only													
			if requiring levy adjustments	Payable 2025 LLC Certification	Current Estimate											
Calculations for Ten Year Projection				LLC #	FY 2025	FY 2026	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035
59	Total General Fund Aid = (46) - (53)	443			-	-	-	-	-	-	28,777	29,302	28,716	48,086	47,909	
60	General Fund Equalized Levy = (58) * (41)	444			-	-	-	-	-	-	100,708	102,545	100,506	168,286	167,675	
61	General Fund Unequalized levy = (57) - (58)	445			97,587	85,384	92,524	136,572	127,384	127,384	0	0	0	0	0	
62	Total General Fund Levy = (60) + (61)	446			97,587	85,384	92,524	136,572	127,384	127,384	100,708	102,545	100,506	168,286	167,675	
48 Debt Service Portion of Revenue (grandfather districts *)																
* MPLS, Anoka, Bloomington, Robbinsdale, Rochester, St. Paul, Duluth																
		763+764+765+766														
51	Total Debt Service Revenue = (49) + (50) + (50b)	768			603,642	448,980	438,900	727,913	753,690	753,690	232,155	229,793	232,418	145,268	146,055	
52	Equalized debt Service Revenue (lesser of (43) or (51))	436			370,270	361,639	361,639	361,639	361,639	361,639	232,155	229,793	232,418	145,268	146,055	
53	Debt Service Aid = (52) * (42)	438			94,758	83,192	86,429	86,929	80,367	80,371	80,371	80,371	80,365	80,369	80,366	
54	Equalized Debt Service Levy = (52) - (53)	439			275,511	278,447	275,211	274,710	281,273	151,784	149,422	152,052	64,898	65,689		
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	440			233,373	87,341	77,261	366,273	392,051	-	-	-	-	-	-	
56 General Fund Portion of Revenue (grandfather districts *)																
57	Total General Fund Revenue = (34) - (51) (includes coop levy, if any in line 33)	441			97,587	85,384	92,524	136,572	127,384	127,384	129,484	131,847	129,222	216,372	215,584	
58	General Fund Equalized Revenue = (43) - (52)	442			-	-	-	-	-	-	129,484	131,847	129,222	216,372	215,584	
59	Total General Fund Aid = (46) - (53)	443			-	-	-	-	-	-	-	-	-	-	-	
60	General Fund Equalized Levy = (58) * (41)	444			-	-	-	-	-	-	129,484	131,847	129,222	216,372	215,584	
61	General Fund Unequalized levy = (57) - (58)	445			97,587	85,384	92,524	136,572	127,384	127,384	0	0	0	0	0	
62	Total General Fund Levy = (60) + (61)	446			97,587	85,384	92,524	136,572	127,384	127,384	129,484	131,847	129,222	216,372	215,584	
Notes:																
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.																
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.																
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.																

 Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only										ED - 02478-11			
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2024, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.															
District Info. (REQUIRED) Enter Information		District Info. (REQUIRED) Enter Information													
District Name: International Falls Public Schools		Date: 7/21/2025													
District Number: 0361-01		Email: Finance@isd361.org													
District Contact Name: Jason Mutzenberger															
Contact Phone #: 952-607-6368															
Expenditure Categories				Fiscal Year (FY) Ending June 30											
				2025 (base year)	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.															
Finance Code Category (1)															
347	Physical Hazards	\$10,903	\$9,655	\$9,400	\$7,000	\$6,600	\$7,000	\$98,476	\$10,900	\$7,500	\$6,600	\$7,000			
349	Other Hazardous Materials	\$211,500	\$1,800	\$1,500	\$11,000	\$1,500	\$1,500	\$1,500	\$1,500	\$8,500	\$1,500	\$1,500	\$1,500		
352	Environmental Health and Safety Management	\$12,500	\$12,500	\$18,500	\$12,500	\$12,500	\$18,500	\$12,500	\$12,500	\$18,500	\$12,500	\$12,500	\$12,500		
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
363	Fire Safety	\$11,000	\$12,000	\$11,000	\$11,000	\$11,000	\$11,000	\$9,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0		
366	Indoor Air Quality	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$340,216	\$0		
Total Health and Safety Capital Projects - Category (1)				\$245,903	\$35,955	\$90,400	\$41,500	\$31,600	\$38,000	\$121,476	\$34,900	\$44,500	\$370,816	\$21,000	
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year - Additional Revenue															
Finance Code Category (2)															
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0		
Total Health and Safety Capital Projects \$100,000 or More - Category (2)				\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151															
Finance Code Category 3 (a)															
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Total Remodeling for Approved Voluntary Pre-K Projects - Category 3(a)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Remodeling for Gender-Neutral Single-User Restrooms															
Finance/Course Codes Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025															
Finance Code 384 and Course Code 684 MUST USE BOTH															
Remodeling for gender-neutral single user restroom per site.				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Remodeling for Gender-Neutral Single User Projects - Category 3(b)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Accessibility															
Finance Code Category (4)															
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Total Accessibility Projects - Category (4)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Deferred Capital Expenditures and Maintenance Projects															
Finance Code Category (5)															
368	Building Envelope	\$0	\$21,500	\$208,379	\$145,315	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0		
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0		
370	Electrical	\$0	\$25,500	\$257,436	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
379	Interior Surfaces	\$261,000	\$330,446	\$111,584	\$0	\$81,179	\$0	\$195,203	\$0	\$0	\$0	\$0	\$0		
380	Mechanical Systems	\$386,000	\$520,951	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000		
381	Plumbing	\$72,000	\$105,237	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
382	Professional Services and Salary	\$50,000	\$50,000	\$67,567	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
383 Roof Systems (normally below \$100,000 unless the school chooses not to receive additional revenue for \$100k or more roofing project/site/year - pending 2025 Legislation)				\$0	\$47,800	\$504,054	\$0	\$250,000	\$174,779	\$0	\$0	\$156,316	\$0	\$0	
384	Site Projects	\$37,000	\$61,638	\$0	\$0	\$0	\$0	\$46,100	\$327,879	\$0	\$0	\$0	\$0		
Total Deferred Capital Expenditures and Maintenance Projects - Category (5)				\$806,000	\$1,163,072	\$1,149,020	\$295,315	\$331,179	\$274,779	\$241,303	\$327,879	\$356,316	\$30,000	\$30,000	
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for \$100,000 or more project/site/year															
Finance Code Category (6)															
383 Roofing Systems - pending 2025 Legislation and if passed effective FY 2027															
Total Deferred Capital Expense and Maintenance - Category (6)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Annual 10-Year Plan Expenditures				\$1,051,903	\$1,199,027	\$1,239,420	\$336,815	\$362,779	\$362,779	\$362,779	\$362,779	\$362,779	\$400,816	\$400,816	\$51,000



International Falls School District 361

1515 11th Street, International Falls, MN 56649-2501 • 218-283-2571 • www.isd361.k12.mn.us

ISD 361 Athletics, Activities, Community Education & Facilities Fees - 25/26 School Year

- **Updated Facilities Rental Fees**

- Gym: \$80.00 per hr.
 - Pool: \$100.00 per hr.
 - Arena: \$140.00 per hr.
-

- **Updated Athletics Ticket Fees**

- Adult: \$7.00
 - Senior: \$5.00 (out of town guest)
 - Seniors with IFalls mailing address **FREE** (ID required)
 - Student \$5.00
-

- **Updated Season Passes**

- Adult: \$140.00
 - Student: \$100.00
 - *All passes must be pre purchased at the FHS office.*
-

- **Updated Athletic & Activities Fees**

- **Athletics:** Varsity, JV & C Teams: \$120.00 per season
- Equipment Fee:
 - Hockey & Football \$40 per season
- **Athletics:** 7th & 8th Grade Junior High: \$80.00 per season
- **Activities:** \$60.00 per session
 - Knowledge Bowl, Speech, etc.
- Athletic & Activities CAP Per Family: \$400.00 per school year
- Sponsorship & Scholarship Activities & Athletic Program
 - Watch for further details on this opportunity

Beth Shermoen, Superintendent	V-218-283-2571 x1112	F-218-283-8104	bshermoen@isd361.org
Melissa Tate, FES Principal	V-218-283-2571 x1232	F-218-283-3133	mtate@isd361.org
Lisa West, FHS - ALC Principal	V-218-283-2571 x1104	F-218-283-2384	lwest@isd361.org
Donald Rolando, Dean of Students	V-218-283-2571 x1126	F-218-283-8104	drolando@isd361.org
Timm Ringhofer, Activities Director	V-218-283-2571 x1138	F-218-283-2384	tringhofer@isd361.org



BOARD OF EDUCATION: JoAnn Smith, Chairperson • Jessica Crosby, Vice Chair • Toni Korpi, Clerk
Tina Sather, Treasurer • RoxAnne Skogstad-Ditsch, Director • Dale Johnson, Director • Bruce Raboin, Director

25/26 Milk Quote for ISD #361 International Falls MN					
Vendor	Sandstroms				
Delivery Day (s)	Wednesday				
Milk	Approximate Quantity			Price/Half Pint	
Half Pint 1%	33000			\$0.36	
Half Pint Skim	5000			\$0.37	
Half Pint Choc 1% or Skim	104000			\$0.40	

25/26 Milk Quote for ISD #361 International Falls MN					
Vendor					
US Foods					
Delivery Day (s) Tuesday					
Milk	Approximate Quantity			Price/Half Pint	
Half Pint 1%			33000		0.4954
Half Pint Skim			5000		0.4776
Half Pint Choc 1% or Skim			104000		0.5474

25/26 Bread Quote for ISD #361 International Falls

Specifications **Must meet whole grain-rich (WGR) criteria (at least 50% whole grain by weight, the rest enriched grain). Items that are not WGR must be enriched.**

Vendor	PAN-O-GOLD BAKING CO.	
Delivery Days	Monday	
	Bread	Price
	School White Whole Grain Brd 1.5 LB	2.44
	School 60ct 4" White W Grain Bulk/Dbl Bun 7.5 LB	11.25
	School 12ct White W Grain Dinner Roll 1.11 LB	2.40
	WHIT WH GRN HOT DOG 12CT	2.80
	Whole Grain Steak Bun 24ct	5.40

Thank you,
 Lori Olevy
 Jason Resenig

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

**BOARD POLICY 207
Public Hearings**

Adopted_____By Reference_____

Revised February 2023

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.

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.

PROCEDURES

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.

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.

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.

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 **and address** 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.

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

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.

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.

Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall

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.30 (Agreements for Secondary Education) Minn. Stat. § 123A.15 (Establishing Education Districts) Minn. Stat. § 123B.51 (School 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 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 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 preapproved 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

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

**BOARD POLICY 404
Employment Background Checks**

Adopted _____ By Reference _____

Revised December 2022

404 EMPLOYMENT BACKGROUND CHECKS

[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, except enrolled student volunteers, 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 that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, 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, 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 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, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an 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 nonstate 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, independent contractors, or student employees.
- 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.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)
Minn. Stat. § 123B.03 (Background Check)
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

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

**BOARD POLICY 401
Equal Employment Opportunity**

Adopted _____ By Reference _____

Revised _____ February 2022 _____

401 EQUAL EMPLOYMENT OPPORTUNITY

[NOTE: School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.]

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

[NOTE: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minnesota Statutes, section 363A.03, subdivision 44.]

- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment, including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with _____ (specify, e.g., the Personnel Manager).

Tim Everson, Falls High School Principal (alternate) at 218-283-2571 ext. 1104.

Human Rights –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) – Marc Glowack, Dean of Students Falls High School; 1515 11th Street; International

Falls, MN 56649
218-283-2571 ext. 1110 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** Marc Glowack, Dean of
Students Falls High

School; 1515 11th Street; International Falls, MN 56649; 218-283-2571 ext. 1110A **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. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran’s Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

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

**BOARD POLICY 402
Disability Nondiscrimination Policy**

Adopted _____ By Reference ____

Revised **March 2024**

402 DISABILITY NONDISCRIMINATION POLICY

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

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact _____ (*list the name, title, office address, telephone number, and e-mail address*). This individual is the school district's appointed ADA/Section 504 coordinator. Contact information is as follows:

Elementary Section 504 Officer
Melissa Tate, Elementary Principal
1414 15th Avenue
International Falls, MN 56649
218-283-2571 ext 1232
Alternate: Don Rolando

Secondary Section 504 Officer
Don Rolando, Dean of Students
1515 11th Street
International Falls, MN 56649
218-283-2571 ext 1126
Alternate: Melissa Tate

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 29 U.S.C. § 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
 42 U.S.C. § 12101 (Americans with Disabilities Act)
 29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

INTERNATIONAL FALLS PUBLIC SCHOOLS INDEPENDENT SCHOOL DISTRICT #361

**BOARD POLICY 403
Discipline, Suspension, and Dismissal of School District Employees**

Adopted ____ By Reference _____

Revised ____ September 2023 _____

I. PURPOSE

The purpose of this policy is to achieve effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state, and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;

2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by the school district include, but are not limited to:
 1. oral warning;
 2. written warning or reprimand;
 3. probation;
 4. disciplinary suspension, demotion or leave of absence with pay;
 5. disciplinary suspension, demotion or leave of absence without pay; and
 6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. When any form of discipline is imposed, the employee's supervisor will:
 1. Advise the employee of any inadequacy, deficiency or conduct which is the

cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time, and nature of the oral warning.

2. Provide directives to the employee to correct the conduct or performance.
 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate, or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements when applicable.

Legal References: Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 122A.58 (Coaches; Termination of Duties)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

Cross References: None

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

**BOARD POLICY 405
Veteran's Preference**

Adopted _____ *By Reference* _____

Revised _____ **September 2023** _____

405 VETERAN'S PREFERENCE

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

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the

school district shall notify applicants that they may elect to use veteran's preference.

- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
[NOTE: A school district may require a veteran to complete an initial hiring probationary period as defined in Minnesota Statutes, section 43A.16.]
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied) Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

**INTERNATIONAL FALLS PUBLIC SCHOOLS INDEPENDENT SCHOOL
DISTRICT #361
BOARD POLICY 406
Public and Private Personnel Data**

Adopted _____ *By Reference* _____

Revised _____ **February 2024** _____

406 PUBLIC AND PRIVATE PERSONNEL DATA

[NOTE: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants ("personnel").

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Confidential" means the data are not public and are not accessible to the subject.
- B. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- C. "Parking space leasing data" means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- D. "Personnel data" means government data on individuals maintained because they are or were employees, applicants for employment, volunteers or independent contractors for the school district. Personnel data include data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.
- E. "Private" means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- F. "Protected health information" means individually identifiable health information as defined in 45 Code of Federal Regulations, section 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in

any other form or medium by a health care provider, in connection with a transaction covered by 45 Code of Federal Regulations, Parts 160, 162 and 164. "Protected health information" excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.

- G. "Public" means that the data is available to anyone who requests it.
- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee's Social Security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;
 - 11. bargaining unit;
 - 12. job description;
 - 13. education and training background;
 - 14. previous work experience;
 - 15. date of first and last employment;
 - 16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
 - 17. 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 school district;

18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 19. work location;
 20. work telephone number;
 21. badge number;
 22. work-related continuing education;
 23. honors and awards received; and
 24. payroll time sheets or other comparable data that are used only 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.
- B. The following information on current and former applicants for employment by the school district is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;

- f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and
 - i. veteran status.
2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
 3. Notwithstanding paragraph 2., 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.
- E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:
1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
 2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data not listed in Section IV are private data will not be otherwise released unless authorized by law.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee

assistance programs are private.

- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data must be disseminated to labor organizations to the extent necessary to conduct elections, investigate and process grievances, and implement the provisions of Minnesota Statutes, chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of chapters 179 and 179A.

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.

- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. a prepetition screening team conducting an investigation of the employee under Minnesota Statutes, section 253B.07, subdivision 1; or
 - 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or

2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, section 122A.20, subdivision. 2, and shall, upon written request from the licensing board having jurisdiction over the license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, subdivision 2.
- M. Private personnel data shall be disclosed to the Minnesota Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes, chapter 268.
- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes, chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
 1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes, chapter 13.

Data that are released under this paragraph must not include data on the student.
- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. Protected health information, as defined in 45 Code of Federal Regulations, Parts 160 and 164, on employees is private and will not be disclosed except as permitted or

required by law.

R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4, or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision. 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes, chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated [*name and title, telephone*] as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation)
Minn. Stat. § 13.41 (Licensing Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)
Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160, 162, and 164 (HIPAA Regulations)

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 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

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

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

Adopted _____ By Reference ____

Revised **October 2023**

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

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

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. “Blood borne pathogen” means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
- B. “Commissioner” means the Minnesota Commissioner of Labor and Industry.
- C. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
- D. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or

3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.

IV. TARGET JOB CATEGORIES

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

V. TRAINING SCHEDULE

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

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

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Occupational Safety and Health Standards)
Minn. Rules Ch. 5206 (Hazardous Substances; Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

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

INTERNATIONAL FALLS PUBLIC SCHOOLS INDEPENDENT SCHOOL DISTRICT #361
BOARD POLICY 408
Subpoena of a School District Employee

Adopted _____ By Reference_

Revised _____ October 2023_

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

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

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

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

IV. APPLICATION AND PROCEDURES

A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.

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

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

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

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

**BOARD POLICY 409
Employee Publications, Instructional Materials, Inventions, and Creations**

Adopted ____ **By Reference** _

Revised _____ **September 2023** _____

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for **five years** thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
 17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References: None

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

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

Adopted _____ By Reference ____

Revised February 2024

410 FAMILY AND MEDICAL LEAVE POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Covered active duty" means:

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

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of

the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;
 - 3. to address issues related to childcare and school activities of a covered military member's child;
 - 4. to address financial and legal arrangements for a covered military member;
 - 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 - 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;

7. to attend post-deployment activities related to a covered military member;
 8. to address care needs of a covered military member's parent who is incapable of self-care; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 United States Code, section 101.

IV. LEAVE ENTITLEMENT

- A. Twelve-week Leave under Federal Law
1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
 2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
 3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
 4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended

to cover short-term conditions for which treatment and recovery are very brief.

5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district

may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

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

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

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the school district. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the school district so that the total leave does not exceed 12 weeks, unless agreed to by the school district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the school district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

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

the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.

6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

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

accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

VI. OTHER

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

VII. DISSEMINATION OF POLICY

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

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

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

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

**BOARD POLICY 412
Expense Reimbursement**

Adopted _____By Reference____

*Revised: **September 2023***

412 EXPENSE REIMBURSEMENT

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

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. 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.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.

 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. 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. § 15.435 (Airline Travel Credit)
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)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

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

**INTERNATIONAL FALLS PUBLIC SCHOOLS INDEPENDENT SCHOOL
DISTRICT #361
BOARD POLICY 413
Harassment and Violence**

Adopted_____By Reference_

Revised_December 2022

413 HARASSMENT AND VIOLENCE

[NOTE: State law (Minnesota Statutes, section 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, chapter 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minnesota Statutes, section 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minnesota Statutes, section 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.

[NOTE: In 2023, the Minnesota legislature amended the definition of "sexual orientation" in the Minnesota Human Rights Act as reflected in subpart 6 below.]

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications
1. "Disability" means, with respect to an individual who
 - a. has a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment;
 - c. is regarded as having such an impairment; or
 - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
 2. "Familial status" means the condition of one or more minors having legal status or custody with:
 - a. the minor's parent or parents or the minor's legal guardian or guardians; or
 - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an

individual who has not attained the age of majority.

[NOTE: The 2024 Minnesota legislature revised the definition of "familial status."]

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. "Sexual orientation" means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

[NOTE: The 2023 Minnesota legislature redefined 'sexual orientation' in the Minnesota Human Rights Act.]

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or

physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;

- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence

- 1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In Each School Building

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District

The school board hereby designates Tim Everson, High School Principal, as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the Alternate, Melissa Tate, Falls Elementary School Principal superintendent.¹

Contact information is as follows:

1. Human Rights Officer: Tim Everson, Falls High School Principal
Falls High School; 1515 11th Street; International Falls, MN 56649
218-283-2571 ext. 1104 **or** Melissa Tate, Falls Elementary
Principal (alternate) at 218-283-2571 ext. 1232.

H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

I. Submission of a good faith complaint or report of harassment or violence prohibited by

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect

the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another

state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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

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

Adopted_____By Reference___

Revised_October 2023

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

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

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minnesota Statutes, chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes, chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes, chapter 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated reporter" means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.
- E. "Mental injury" means an injury to the psychological capacity or emotional stability of

a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

F. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child's physical or mental health when reasonably able to do so;
2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minnesota Statutes, section 260C.007, subdivision 6, clause (5);
7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

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

G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules, part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual

providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minnesota Rules, chapter 9503.

- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes, section 125A.0942 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statutes, section 121A.582.

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

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes, section 609.341, subdivision 15), or by a person in a current or recent position of authority (as defined in Minnesota Statutes, section 609.341, subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual

contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statutes, section 243.166, subdivision 1b(a) or (b).

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

IV. REPORTING PROCEDURES

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

- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

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

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

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

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

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

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

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

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

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

Adopted _____ By Reference _____

*Revised **January 2024***

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Abuse" means:
 - 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes, sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes, section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes, section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes, sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
 - 2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes, section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes, section 245.825.
 - 3. Any sexual contact or penetration as defined in Minnesota Statutes, section 415-1

609.341 between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.

4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes, section 626.5572, subdivision 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).
- D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- F. "Mandated reporter" means a professional or professional's delegate while engaged in education.
- G. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- H. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.
- I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes, section 626.5572, subdivision 17.
- J. "School personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- K. "Vulnerable adult" means any person 18 years of age or older who: (1) is a resident or

inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes, chapter 245A, except as excluded under Minnesota Statutes, section 626.5572, subdivision 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to provide adequately for the individual's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The report shall, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data, as defined under Minnesota Statutes, section 13.02, to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

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

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy should appear in school personnel handbooks as appropriate.
- B. The school district will develop a method of discussing this policy with employees as appropriate.

C. This policy should be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Government Data Practices; Definitions)
Minn. Stat. Ch. 245A (Human Services Licensing)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

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

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

**BOARD POLICY 416
Drug, Alcohol, and Cannabis Testing**

Adopted _____ By Reference_

Revised February 2024

416 DRUG, ALCOHOL, AND CANNABIS TESTING

[NOTE: Drug, alcohol, and cannabis testing of school bus drivers and driver applicants is mandatory under federal law. The mandatory testing is described under Part III. of the policy. Drug and alcohol testing of other employees or drug and alcohol testing of school bus drivers beyond that mandated by federal law is optional and can be done under state law only if a policy containing provisions, such as the provisions of Part IV. of this policy, is adopted. Cannabis testing of school employees and school bus drivers shall conform to federal and Minnesota law. To preserve the right to request or require school district employees who are not bus drivers and applicants to undergo cannabis testing or drug and/or alcohol testing or to require bus drivers to submit to testing that is not federally mandated, a school district should adopt Part IV. as part of its drug and alcohol testing policy.]

I. PURPOSE

- A. The school board recognizes the significant problems created by drug, alcohol, and cannabis use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug, alcohol, and cannabis use will be not only safer, healthier, and more productive but also more conducive to effective learning. To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug, alcohol, and cannabis testing in accordance with the provisions of this policy and as provided in federal law and Minnesota Statutes, sections 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing and cannabis testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, whether or not it has been prescribed for the

employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs that are not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs that are not medically prescribed are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol or cannabis is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol or cannabis is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol or cannabis are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline that includes, but is not limited to, immediate suspension without pay and immediate discharge.
- F. The school district may discipline, discharge, or take other adverse personnel action against an employee for cannabis flower, cannabis product, lower-potency hemp edible, or hemp-derived consumer product use, possession, impairment, sale, or transfer while an employee is working, on school district premises, or operating a school district vehicle, machinery, or equipment as follows:
 - 1. if, as the result of consuming cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product, the employee does not possess that clearness of intellect and control of self that the employee otherwise would have;
 - 2. if cannabis testing verifies the presence of cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product following a confirmatory test;
 - 3. as provided in the school district's written work rules for cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products and cannabis testing, provided that the rules are in writing and in a written policy that contains the minimum information required by Minnesota Statutes, section 181.952; or
 - 4. as otherwise authorized or required under state or federal law or regulations, or if a failure to do so would cause the school district to lose a monetary or licensing-related benefit under federal law or regulations.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, cannabis (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

- 1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant

reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.

2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle that is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means an employee authorized by the school district to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process. The DER receives test results and other communications for the school district.
6. "Department of Transportation" (DOT) means United States Department of Transportation.
7. "Direct Observation" means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.
8. "Driver" is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent, or occasional drivers, leased drivers, and independent owner-operator contractors.
9. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
10. "Licensed Medical Practitioner" means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
11. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
12. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed by the school district or the collector; (g) fails to

undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.

13. "Safety-Sensitive Functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work and all responsibility for performing work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
14. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
15. "Stand Down" means the practice of temporarily removing an employee from performing safety-sensitive functions based only upon a laboratory report to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test before the MRO completes the verification process.
16. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

[NOTE: Federal regulations require that school districts provide materials to bus drivers explaining the school district's policies and procedures and the federal requirements with respect to the mandatory drug and alcohol testing of bus drivers (49 Code of Federal Regulations, section 382.601). Most of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of Section C.]

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information required under Title 49 of the Code of Federal Regulations, including information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance

problem (the driver's or a coworker's); and available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that the driver received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

[NOTE: The federal regulations require a school district to obtain a signed statement from each driver certifying that he or she received a copy of these materials (49 Code of Federal Regulations, section 382.601(d)). The original signed certificate must be maintained by the school district and a copy may be provided to the driver.]

D. Alcohol and Controlled Substances Testing Program Manager

[NOTE: School districts are required by federal regulations to designate a person to answer driver questions about the policy and the education materials described in Section C. above and to notify the drivers of the designation (49 Code of Federal Regulations, section 382.601(b)(1)).]

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

[NOTE: The specific prohibitions for drivers are contained, in large part, in 49 Code of Federal Regulations, sections 382.201-382.215.]

1. Alcohol Concentration

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.

2. Alcohol Possession

No driver shall be on duty or operate a CMV while the driver possesses alcohol.

3. On-Duty Use

No driver shall use alcohol while performing safety-sensitive functions.

4. Pre-Duty Use

No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.

5. Use Following an Accident

No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.

6. Refusal to Submit to a Required Test

No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.

7. Use of Controlled Substances

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.

8. Positive, Adulterated, or Substituted Test for Controlled Substance

No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.

9. General Prohibition

Drivers are also subject to the general policies and procedures of the school district that prohibit possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

[NOTE: Consequences for drivers engaging in alcohol-related conduct are described in the federal regulations (49 Code of Federal Regulations, section 382.505).]

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and the policies of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform the driver's supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's

instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for cannabis. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

H. Testing Requirements

[NOTE: School districts must utilize the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse") to conduct pre-employment queries, annual queries, and reports regarding CDL holders who operate CMVs on public roads (including school bus drivers) and who are covered by the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Testing Program. In addition to utilizing the Clearinghouse, school districts must continue to comply with the alcohol and controlled substance testing required under Title 49 of the Federal Regulations.]

1. Pre-Employment Testing

[NOTE: 49 Code of Federal Regulations, section 382.301 details the requirements for pre-employment testing.]

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.

[NOTE: A school district is permitted, but not required, to conduct pre-employment testing for the use of alcohol. If a school district elects to require pre-employment testing for alcohol, it should include the bracketed text in Subparagraph a., above, and test all applicants uniformly.]

- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

[NOTE: Federal regulations require school districts to inquire about, obtain, and review alcohol and controlled substances information from prior employers pursuant to a driver's written authorization, prior to the time a driver performs safety-sensitive functions, if feasible (49 Code of Federal Regulations, section 382.413, and 49 Code of Federal Regulations, section 40.25). If not feasible, school districts must not permit the employee to perform safety-sensitive functions for more than thirty (30) days from the date a safety-sensitive function was performed unless the school districts make good faith efforts to obtain the information and to make a record of those efforts to be retained in

the driver's qualification file.]

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.
- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substances test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; or (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query (see Attachment C to this policy). The school district shall retain the consent for three (3) years from the date of the query.

2. Post-Accident Testing

[NOTE: 49 Code of Federal Regulations, section 382.303, governs post-accident testing of drivers.]

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.
- g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.

3. Random Testing

[NOTE: 49 Code of Federal Regulations, section 382.305 governs random testing of drivers.]

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.

[NOTE: The Federal Highway Administration (FHWA) set the random alcohol selection and testing rate at 10% of the average number of driver positions and evaluates this minimum percentage each year. School districts can elect to stay at the 1998 level of 25% (or a higher percentage) if they do not want to monitor the minimum annual percentage rate set by the FHWA. The random controlled substances selection and testing rate has remained at 50% each year and has not been lowered to 25% as is possible under the regulations.]

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. Each driver selected for testing shall be tested during the selection period.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

[NOTE: 49 Code of Federal Regulations, section 382.307 governs reasonable suspicion testing of drivers.]

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty, within four (4) hours before coming on duty, or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances

violation may include indications of the chronic and withdrawal effects of controlled substances.

- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

[NOTE: 49 Code of Federal Regulations, sections 382.309, 40.23(d), and 40.305 govern return-to-duty testing.]

5. Return-To-Duty Testing

A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements.

[NOTE: 49 Code of Federal Regulations, sections 382.311, 40.307, and 40.309 govern follow-up testing.]

6. Follow-Up Testing

When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

7. Refusal to Submit and Attendant Consequences

[NOTE: Consequences for refusals to submit to required drug and alcohol tests are addressed generally in 49 Code of Federal Regulations, sections 40.191, 40.261, and 382.211. They are more specifically addressed in 49 Code of Federal Regulations, sections 382.501-382.507 and in 49 United States Code, section 521(b).]

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code, section 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test

positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.

- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment D to this policy.

I. Testing Procedures

1. Drug Testing

[NOTE: The Federal Drug Testing Custody and Control Form (CCF) must be used to document every urine collection required by the DOT drug testing program (49 Code of Federal Regulations, section 40.45).]

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within

seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor’s failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.

- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

[NOTE: The DOT Alcohol Testing Form (ATF) must be used for every DOT alcohol test. 49 Code of Federal Regulations, section 40.225.]

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a “negative” test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor’s inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or

higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.

- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

[NOTE: The limitation on discharge in Paragraph 2., below, is contained solely in Minnesota law. State law is preempted by federal laws and regulations as it relates to drivers of commercial motor vehicles (such as bus drivers). See Minnesota Statutes, section 221.031, subdivision 10. Nevertheless, school districts may decide to comply with the state law requirements for various reasons (such as to treat all school district employees equally since employees subject to testing only under state law are accorded these additional rights). Consultation with the school district's legal counsel is recommended.]

- 2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be Align Chiropractic & Wellness, 1322 Third St., Int'l Falls, MN., 218-283-2243, which is a laboratory certified by the Department of Health and Human Services - SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minnesota Statutes, chapter 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

[NOTE: The federal recordkeeping requirements for school districts are detailed in the federal regulations, 49 Code of Federal Regulations, sections 382.401 et seq. and 40.331. The DOT publishes a guide to the recordkeeping requirements of mandatory drug and alcohol testing for persons with a commercial driver's license as part of its Alcohol & Drugs: DOT Compliance Manual.]

2. The required records shall be retained for the following minimum periods:

Basic records	5 years
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"Basic records" includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
Alcohol and controlled substance collection procedures	2 years
Negative and cancelled controlled substance tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

"Education and training records" must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse") as required under federal law, including:

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test result;
- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;
- e. Any report by a supervisor of actual knowledge of use as follows
 - (1) Any on-duty alcohol use;
 - (2) Any pre-duty alcohol use;
 - (3) Any alcohol use following an accident; and
 - (4) Any controlled substance use.
- f. Any report from a substance abuse professional certifying successful completion of the return-to-work process;

- g. Any negative return-to-duty test; and
- h. Any employer's report of completion of follow-up testing.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal

The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

- a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.

[NOTE: Subparagraphs b. and c., below, are based on the provisions of 49 Code of Federal Regulations, section 40.289.]

- b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.

[NOTE: School districts are not required to comply with state law governing drug and alcohol testing when the individuals are subject to the federal laws and regulations (i.e., bus drivers). If a school district, after consultation with legal counsel, chooses to comply voluntarily with these requirements, Subparagraph b., above, can be modified as follows:

- b. The school district will offer a driver an opportunity to return to a DOT safety-sensitive duty following an employee's first positive test result on a confirmatory test if no reasons independent of the first test result for discharge exist. Otherwise, the school district may choose, but is not required, to provide an SAP evaluation or any subsequent recommended education or treatment.]**

- c. Drivers are responsible for payment for SAP evaluations and services

unless a collective bargaining agreement or employee benefit plan provides otherwise.

- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to cannabis testing or drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo cannabis testing or drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

[NOTE: When the testing of drivers complies with federal testing requirements and procedures, school districts clearly are exempt from the state drug and alcohol testing requirements in Minnesota Statutes, sections 181.950-181.957. See Minnesota Statutes, section 221.031, subdivision 10. When testing beyond the federally mandated requirements, however, school districts still must comply with state law.]

Q. Report to Clearinghouse

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B of Part 382 of Title 49, Code of Federal Regulations (or any subsequent corresponding regulations).

R. Annual Clearinghouse Query

- 1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse

but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations, section 382.701.

2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.
3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.
4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

IV. CANNABIS TESTING OR DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing or cannabis testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing or cannabis testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Definitions

1. "Cannabis testing" means the analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of cannabis flower, as defined in Minnesota Statutes, section 342.01, subdivision 16, cannabis products, as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, hemp-derived consumer products as defined in section 342.01, subdivision 37, or cannabis metabolites in the sample tested. The definitions in this section apply to cannabis testing unless stated otherwise.
2. "Confirmatory test" and "confirmatory retest" mean a drug or alcohol test that uses a method of analysis allowed under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.

3. "Drug" means a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, but does not include marijuana, tetrahydrocannabinols, cannabis flower as defined in section 342.01, subdivision 16, cannabis products as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, and hemp-derived consumer products as defined in section 342.01, subdivision 37.
4. "Drug and Alcohol Testing," "Drug or Alcohol Testing," and "Drug or Alcohol Test" mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.
5. "Employee" means a person, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form, for an employer.
6. "Initial screening test" means a drug or alcohol test or cannabis test which uses a method of analysis under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
7. "Job Applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III).
8. "Oral fluid test" means analysis of a saliva sample for the purpose of measuring the presence of the same substances as drug and alcohol testing and cannabis testing that:
 - a. can detect drugs, alcohol, cannabis, or their metabolites in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1; and
 - b. does not require the services of a testing laboratory under section 181.953, subdivision 1.

[NOTE: The 2024 Minnesota legislature added oral fluid tests.]

9. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
10. "Positive Test Result" means a finding of the presence of drugs, alcohol, or

their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.

11. "Random Selection Basis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
12. "Reasonable Suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
13. "Safety-Sensitive Position" means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, or cannabis usage would threaten the health or safety of any person.

B. Circumstances Under Which Cannabis Testing or Drug or Alcohol Testing May Be Requested or Required; Exceptions

1. General Limitations

- a. The school district may not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing or cannabis testing, unless the testing is done pursuant to this policy; and either (1) is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1; or (2) complies with the oral fluid test procedures under section 181.953, subdivision 5a.

[NOTE: The 2024 Minnesota legislature amended this provision.]

- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing or cannabis testing on an arbitrary and capricious basis.

2. Cannabis Testing Exceptions

For the following positions, cannabis and its metabolites are considered a drug and subject to the drug and alcohol testing provisions in Minnesota Statutes, sections 181.950 to 181.957:

- a. a safety-sensitive position, as defined in Minnesota Statutes, section 181.950, subdivision 13;
- b. a position requiring face-to-face care, training, education, supervision, counseling, consultation, or medical assistance to children;
- c. a position requiring a commercial driver's license or requiring an employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing of a job applicant or an employee;
- d. a position of employment funded by a federal grant; or

- e. any other position for which state or federal law requires testing of a job applicant or an employee for cannabis.

3. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer that is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

- a. The school district must not request or require a job applicant to undergo cannabis testing solely for the purpose of determining the presence or absence of cannabis as a condition of employment unless otherwise required by state or federal law.
- b. Unless otherwise required by state or federal law, the school district must not refuse to hire a job applicant solely because the job applicant submits to a cannabis test or a drug and alcohol test authorized by Minnesota law and the results of the test indicate the presence of cannabis.
- c. The school district must not request or require an employee or job applicant to undergo cannabis testing on an arbitrary or capricious basis.
- d. Cannabis testing authorized under paragraph (d) must comply with the safeguards for testing employees provided in Minnesota Statutes, sections 181.953 and 181.954.

4. Oral fluid testing

- a. When drug and alcohol testing or cannabis testing is otherwise authorized under Minnesota Statutes, section 181.951, the school district may request an employee or job applicant to undergo oral fluid testing according to the procedures under Minnesota Statutes, section 181.953, subdivision 5a as an alternative to using the services of a testing laboratory under Minnesota Statutes, section 181.953, subdivision 1.
- b. The employee must be informed of the test result at the time of the oral fluid test. Within 48 hours of an oral fluid test that indicates a positive test result or that is inconclusive or invalid, the employee or job applicant may request drug or alcohol testing or cannabis testing at no cost to the employee or job applicant using the services of a testing laboratory under Minnesota Statutes, section 181.953, subdivision 1, and according to the existing laboratory testing standards in subdivisions 1 to 5. The rights, notice, and limitations in Minnesota Statutes, section 181.953, subdivision 6, paragraph (b), and subdivisions 7 to 8 and 10 to 11 apply to an employee or job applicant and a laboratory test conducted pursuant to this paragraph.
- c. If the laboratory test under paragraph (b) above indicates a positive result, any subsequent confirmatory retest, if requested by the employee or job applicant, must be conducted following the retest

procedures provided in Minnesota Statutes, section 181.953, subdivision 6, paragraph (c), and subdivision 9 at the employee's or job applicant's own expense.

- d. Nothing in this subdivision is intended to modify the existing requirements for drug and alcohol testing or cannabis testing in the workplace under Minnesota Statutes, sections 181.950 to 18.957, unless stated otherwise.

[NOTE: The 2024 Minnesota legislature enacted this provision.]

5. Random Testing

The school district may request or require "other employees" to undergo cannabis testing or drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

6. Reasonable Suspicion Testing

The school district may request or require any employee to undergo cannabis testing or drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of cannabis, drugs, or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minnesota Statutes, section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

7. Treatment Program Testing

The school district may request or require any employee to undergo cannabis testing and drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo cannabis testing and drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

8. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

C. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of Section IV.D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing or requesting cannabis testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing or cannabis testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing or cannabis testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test or cannabis test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information (see Attachment G to this policy).
- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. The employee may present verification of enrollment in the medical cannabis patient registry or of enrollment in a Tribal medical cannabis program as part of the employee's explanation.
- d. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for cannabis. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.
- e. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes, section 181.953, subdivision 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug, alcohol, or cannabis threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

- 6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform the individual of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments F and G to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test or cannabis test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug, alcohol, or cannabis counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.

7. An employee must be given access to information in the individual's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process or cannabis testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minnesota Statutes, chapter 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes, chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or

proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug, alcohol, and cannabis testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment H to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. § 176.011, subd. 16 (Definitions; Personal Injury)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. 31306a (National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)
49 C.F.R. Part 382 (Controlled Substances and Alcohol Use and Testing)

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 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

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

**BOARD POLICY 417
Chemical Use and Abuse**

Adopted _____ By Reference _____

Revised **March 2023**

[NOTE: This policy reflects mandatory provisions of state and federal law and is not discretionary.]

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substance, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.
- C. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The school district shall establish a drug-free awareness program for its employees.

[NOTE: School districts are required to establish a drug-free awareness program for school district employees pursuant to the Drug-Free Workplace Act. In addition, state law requires that the written districtwide school discipline policy must include procedures for detecting and addressing chemical abuse problems of a student while on the school premises. Further, school districts are required to develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement if receiving funding under the federal Student Support and Academic Enrichment Grants law.]

III. DEFINITIONS

- A. "Chemical abuse," as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor's normal function in academic, school, or social activities is chronically impaired.

- B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes, section 152.02 and "marijuana" as defined in Minnesota Statutes, section 152.01, subdivision 9 but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, "controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.
- C. "Drug prevention" means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.
- D. "Teacher" means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

IV. STUDENTS

A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

B. Programs and Activities

1. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.
2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

1. A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.

[NOTE: School districts are not required to participate in a chemical abuse program or establish a chemical abuse preassessment team pursuant to state law. Schools are required to have procedures for detecting student chemical abuse and can obtain federal funding if they establish drug prevention, detection, intervention, and recovery support services. Thus, it is recommended that schools establish these

programs and activities. For those schools that do not establish a chemical abuse preassessment team, those obligations could be assigned to a specified staff member such a school counselor or administrator.]

2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40-121A.56, and proposed for expulsion.
3. Searches by school district officials in connection with the use, possession, or transfer of alcohol or a controlled substance will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

D. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team designated by the superintendent or designee. The team must be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

E. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes, section 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.

- c. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes, section 138.163 (Preservation and Disposal of Public Records).

F. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

[NOTE: State law permits schools to provide these services to minor students without the consent of a parent. If, however, a school district provides these or other services pursuant to a grant received under the Student Support and Academic Enrichment Grants law, this funding could be jeopardized if the requirements of federal law, to obtain prior written, informed consent from the parent of each child who is under 18 years of age is not obtained.]

V. EMPLOYEES

- A. The school district shall establish a drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace.
 - 2. The school district's policy of maintaining a drug-free workplace.
 - 3. Available drug counseling, rehabilitation, and employee assistance programs.
 - 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The school district shall notify a federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction occurring in the workplace.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
Minn. Stat. § 126C.44 (Safe Schools Levy)
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 299A.33 (DARE Program)Minn. Stat. § 466.07, subd. 1 (Indemnification Required)
Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7122 (Student Support and Academic Enrichment Grants)
20 U.S.C. § 5812 (National Education Goals)
20 U.S.C. § 7175 (Local Activities)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

**INTERNATIONAL FALLS PUBLIC SCHOOLS INDEPENDENT SCHOOL
DISTRICT #361
BOARD POLICY 418
Drug-Free Workplace/Drug-Free School**

Adopted _____ By Reference ___

Revised **July 2023**

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation,

ingestion, or by any other immediate means.

- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.
- I. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.
- D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program as a pupil solely because the

patient or person is enrolled in the registry program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

[NOTE: The 2024 Minnesota legislature amended this law to add this protection.]

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.

[NOTE: School districts are required by Minnesota Statutes, section 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, in accordance with school district procedures."]

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[NOTE: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition (41 United States Code, section 8103; 34 Code of Federal Regulations, Part 84). An acknowledgment will document satisfaction by the school district of this federal requirement.]

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical

cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.

- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes, section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
 - 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VII. ENFORCEMENT

- A. Students
 - 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.
 - 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
 - 3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
- B. Employees
 - 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall

abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01, Subd. 15a (Definitions)
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
Minn. Stat. § 342.56 (Limitations)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 516 (Student Medication)

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

BOARD POLICY 419

**TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO,
TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING
AWARENESS AND PREVENTION INSTRUCTION**

Adopted____By Reference_

Revised____July 2023____

[NOTE: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statutes, section 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minnesota Statutes, section 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[NOTE: The following language is not required by law, but is recommended by MSBA for inclusion in this policy.]

- D. *The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.*

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-

campus events sponsored by the school district.

- C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. § 121A.08 (Smudging Permitted)

Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)

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

**BOARD POLICY 420
Students and Employees with Sexually Transmitted Infections and Diseases and
Certain Other Communicable Diseases and Infectious Conditions**

Adopted _____ By Reference ____

*Revised_ **March 2023***

420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

[NOTE: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statutes, section 121A.23 provides that school districts must have a program that incorporates the provisions contained in this policy.]

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job

performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.

2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Minnesota Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The School Nurse, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of the Minnesota Department of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes, section 121A.23 that includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 142 (Testing in School Clinics)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

**INTERNATIONAL FALLS PUBLIC SCHOOLS INDEPENDENT SCHOOL
DISTRICT #361
BOARD POLICY 421
Gifts to Employees**

Adopted_____By Reference_

Revised **September 2023**

421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is "insignificant."
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person. **III. DEFINITIONS**

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.
- B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

- C. "Financial interest" means any ownership or control in an asset which has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

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

**BOARD POLICY 422
Policies Incorporated By Reference**

Adopted_____By Reference_____

Revised_March 2024__

422 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies that also apply to employees:

Model Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment and Prone Restraint
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 535	Service Animals in Schools

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References: None

Cross References: None

**INTERNATIONAL FALLS PUBLIC SCHOOLS INDEPENDENT SCHOOL
DISTRICT #361
BOARD POLICY 424
License Status**

Adopted _____ By Reference _____

Revised **July** 2023

424 LICENSE STATUS

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

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.
- D. The school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take

appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.

- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination - Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References: None

**INTERNATIONAL FALLS PUBLIC SCHOOLS INDEPENDENT SCHOOL
DISTRICT #361
BOARD POLICY 425
Staff Development**

Adopted _____ By Reference _____

Revised July 2023

425 STAFF DEVELOPMENT AND MENTORING

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

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
2. Members of the Advisory Staff Development Committee shall be two (2) administrative representatives, six (6) teachers (elected by peers), and up to three (3) paraprofessionals (elected by peers). Committee members shall serve a one-year term* based upon nominations by teachers and paraprofessionals. The School Board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The school board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be school representatives of the Advisory Committee. Team members shall serve a one-year term* based upon nominations by teachers and paraprofessionals. The School Board shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.
2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

A. The Advisory Staff Development Committee will develop a Staff Development Plan that will be reviewed and subject to approval by the School Board annually.

B. The Staff Development Plan must contain the following elements:

1. Staff development outcomes that are consistent with the education outcomes as may be determined periodically by the School Board;

[NOTE: The board-determined education outcomes for your district could be inserted here.]

2. The means to achieve the Staff Development outcomes;
3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minnesota Statutes, section 122A.187;
4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
 - f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
 - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
 - a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minnesota Statutes, section 120B.125;
 - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
 - e. Reinforce national and state standards of effective teaching practice.

6. Staff development activities must:
 - a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
 - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
 - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

[NOTE: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minnesota Statutes, section 122A.40, Subdivisions. 7 and 7a, or Minnesota Statutes, section 122A.41, subdivisions. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]

- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the School Board annually the extent to which staff at

the site have met the outcomes of the Staff Development Plan.

- E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.
- F. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Minnesota Department of Education (MDE) relating to staff development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will review the site plans for consistency with the Staff Development Plan twice a year.*
- B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2) principal development and evaluation under section 123B.147, subdivision. 3; (3) professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or

organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes, section 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly^{1*} basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.
- D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds. or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:
 - 1. additional stipends as incentives to mentors of color or who are American Indian;
 - 2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;
 - 3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or
 - 4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

To the extent the school district receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school or district for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

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VII. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF

- A. The school district must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire. The school district must consult the exclusive representative for employees receiving this training before creating or planning the training required under this section.
- B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.
- C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.
- D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.
- E. For the 2024-2025 school year only, a school may reduce the hours of training required in paragraphs (b) to (e) to a minimum of six hours and must pay for paraprofessional test materials and testing fees for any paraprofessional employed by the school district during the 2023-2024 school year who has not yet successfully completed the paraprofessional assessment or met the requirements of the paraprofessional competency grid.

[NOTE: The 2024 Minnesota legislature added these provisions. Paragraph E is in effect for the 2024-25 school year only.]

VIII. REPORTING

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's comprehensive achievement and civic readiness report.
 - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - 2. The report will provide a breakdown of expenditures for:
 - a. Curriculum development and curriculum training programs;
 - b. Staff development training models, workshops, and conferences; and
 - c. The cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

 - 3. The report will be signed by the superintendent and staff development chair.

- B. To the extent the school district receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 121A.642 (Paraprofessional Training)
Minn. Stat. § 122A.187 (Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7, 7a and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4, 4a and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)
Minn. Stat. § 124D.862 (Achievement and Integration Revenue)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross References: None.

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

BOARD POLICY 427

Workload Limits For Certain Special Education Teachers

Adopted_____By Reference_

Revised_October 2023

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

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

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

I. PURPOSE

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

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

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

B. Direct Services

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

C. Indirect Services

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

D. Workload

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

III. GENERAL STATEMENT OF POLICY

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

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

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

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

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

RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS

Whereas, School Board Policy 706 establishes the guidelines for the acceptance of gifts or donations to the District;

Whereas, the International Falls School District Board encourages the support of the District’s educational programs through gifts or donations that meet the goals and objectives of the School District;

Whereas, Minnesota Statute §465.03 states the School Board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

Therefore, be it resolved, the School Board of International Falls Public Schools, ISD #361, accepts with appreciation the following gifts, donations or grants received by the School District:

District Donations received:

Motion by _____, seconded by _____, to accept the gifts and donations.

The following voted in favor:

Trustar and Falls Education Foundation	After School Program	\$12,000
Trustar Federal Credit Union	Donation for Arena Heater	\$20,000
Border Chevrolet GMC	Donation to Summer Ball	\$585
Richard Debendet	Donation to Summer Ball	\$100

Voting against:

Whereupon, the resolution was declared adopted.