

Agenda

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Mission Statement "Educate and inspire all learners to reach their full potential."**
4. **Adoption of Agenda**
5. **Recognitions**
 - **Thank you to Amber Osterhoudt for organizing School Forest Day, and to all the staff and volunteers who helped with this special day.**
6. **Audience Recognition**
7. **Consent items**
 - 7.1. Approve the minutes of the regular meeting on September 15 and special meeting on September 26
 - 7.2. Approve the August treasurer's report and bills
 - 7.3. Approve the September treasurer's report and bills
 - 7.4. First Reading of Elementary Student Leadership Advisor Job Description
 - 7.5. First Reading of the Senior Class Advisor job description
 - 7.6. First Reading of the High School Student Leadership Advisor job description
 - 7.7. Approve the resolution accepting gifts/donations to Northland Community Schools.
 - 7.8. Whereas the following:therefore, BE IT RESOLVED by the School Board of Northland Community Schools District 118, Remer, and State of Minnesota as follows:

The Northland Community Schools - District 118 School Board does hereby accept the following donations-

 - \$500 from TH signs for athletic programs
 - \$250 from Poy River Hobo Club for Homecoming
 - \$500 from Outing Chamber of Commerce for Homecoming
 - \$250 from Emily Outing 50 Lakes Area Lions for Homecoming
 - \$100 from Gold Standard Transportation for Homecoming
 - flowers for homecoming from Alissa Tschida
 - \$200 from Land O Lakes Marine for homecoming
 - \$100 in pop and water from Cenex for Homecoming
 - water from TC Foods for homecoming
8. **Reports**
 - 8.1. **Elementary Principal/Activities Director Report**
 - 8.2. **High School Principal Report**
 - 8.3. **Community Education Report**
9. **Superintendent Report**
10. **New Business**
 - 10.1. First Readings of Revised District Policies
 - 10.1.1. First Reading of Revised District Policy #410 - Family and Medical Leave

- 10.1.2. First Reading of Revised District Policy #413 - Harassment and Violence
- 10.1.3. First Reading of Revised District Policy #414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 10.1.4. First Reading of Revised District Policy #415 - Mandated Reporting of Maltreatment of Vulnerable Adults
- 10.1.5. First Reading of Revised District Policy #514 prohibition of Harassment, Intimidation and Bullying
- 10.1.6. First Reading of Revised District Policy 446 - Pay rates for Activities
- 10.2. Approve review of District Policies 407, 408, 409, 416, 417, 418, 420, 421, 422, 423, 424, 806 and 807 with no changes
- 10.3. Approve revision of District Policy 522 - Student Sex Nondiscrimination - to identify the Principal as the Title IX Coordinator
- 10.4. Accept the bid from Thielen Heating of \$501,700 for the IAQ project.
- 10.5. Approve Joint Powers Agreement regarding Direct Admissions
- 10.6. Approve Agreement with CCCI (Cass County Children's Initiative) for 2022-23
- 10.7. Approve Resolution for the Form A Application to MSHSL Foundation

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Northland Community Schools recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Northland Community Schools supports the school's application to the Minnesota State High School League Foundation for a **FORM A** grant to offset student activity fees.

- 10.8. Approve Licensed Seniority List for 2022-23
- 10.9. Approve Associate Seniority List for 2022-23
- 10.10. 2nd reading and approval of the Para Handbook
- 10.11. Discussion and possible action regarding vaping
11. **Personnel**
 - 11.1. Accept resignation of Katelyn Edstrom as High School Student Leadership Advisor and Senior Class Advisor effective September 20, 2022
 - 11.2. Approve Stacey McKinney as Senior Class Advisor

- 11.3. Approve change in Elementary Student Leadership Advisor to Erin Diedrich and Terri Shepard as co-chairs.
- 11.4. Accept the resignation of Jesse Denver, Mechanic/Transportation Supervisor, effective September 30, 2022
- 11.5. Accept the retirement of Kristen Balvin, Executive Secretary to the Superintendent, effective December 15, 2022.
- 11.6. Accept retirement of Laura Figgins, teacher, at the end of the 22-23 school year.
- 11.7. Approve the hire of Chancelor Eliason as paraprofessional with a start date of November 1 2022
- 11.8. Accept the resignation of Johnathan Gowell, Junior High Basketball Coach, effective October 21, 2022
12. **Other school business which can legally be brought before the Board**
13. **Next Meeting Dates:**
 - Work Session, November 3, 5:30 p.m.
 - Staff Development Committee, November 4, 7:30 a.m.
 - Community Ed Advisory Council, November 9, 5:30 p.m.
 - Meet and Confer, November 16, 3:30 p.m.
 - Regular Meeting, November 17, 5:30 p.m.
 - Policy Committee, November 21, 3:00 p.m.
 - Safety (AWAIR) Committee, November 29, 7:00 a.m.
14. **Adjournment**

NORTHLAND COMMUNITY SCHOOLS – ISD #118
Regular Meeting September 15, 2022
Remer, MN 56672
SUMMARY

The School Board had a Regular Meeting on September 15, 2022, at 5:30 PM at Northland High School, Remer, MN 56672. Members present: Ammerman, Knox, Nystrom, Robison, Seifert, and Wake. Member absent: Ruyak

Vice Chairman Wake called the meeting to order at 5:30 p.m.

- 1) M/S/P – Ammerman, Seifert to adopt the agenda with additions. Voting yes: all members
- 2) M/S/P – Ammerman, Robison to approve consent items. Voting yes: all members
 - a) Approved the minutes of the special meeting on August 25, 2022
 - b) Approved July Treasurer's Report and Bills
 - c) 2nd reading and approval of 22-23 Crisis Management Plan
 - d) 2nd reading and approval of revised District Policy 506 - Student Discipline
 - e) Approved the resolution accepting gifts/donations to Northland Community Schools.

Whereas the following:therefore, BE IT RESOLVED by the School Board of Northland Community Schools District 118, Remer, and State of Minnesota as follows:

The Northland Community Schools - District 118 School Board does hereby accept the following donations-

- Backpacks and school supplies from Pine River Bank in Emily, MN
 - Classroom supplies from Tossed And Found in Longville
- 3) M/S/P – Robison, Knox to approve the Superintendent and Board Treasurer to buy and sell investments during 2022-23. Voting yes: all members. Abstain: Seifert
 - 4) M/S/P – Knox, Seifert to approve Safe Learning Plan for 22-23 with change to remove language about quarantine. Voting yes: all members
 - 5) The board reviewed the revised IASC Joint Powers Agreement
 - 6) M/S/P – Seifert, Nystrom to approve the revised IASC Joint Powers Agreement. Voting yes: all members
 - 7) M/S/P – Seifert, Ammerman to accept quote for football scoreboard as amended to remove #2 from the quote (Eagles name plaque). Voting yes: all members
 - 8) M/S/P – Knox, Nystrom to approve resolution stating the intention of the school Board to approve the FY24 LTFM. Voting yes: all members

BE IT RESOLVED, by the School Board of Independent School District No. 118, State of Minnesota, that they approve the district's Long-Term Facilities Maintenance Plan. The Board will follow the LTFM Legislation as follows:

- 1. The district will maintain and implement a health and safety program that complies with regulations.*
- 2. The district will maintain an indoor air quality management program.*

3. As outlined in the LTFM plan, the district intends to use the dollars in a pay-as-you-go format. The District further covenants to comply with all procedures now or hereafter established by the Minnesota Department of Education pursuant to Minnesota Statutes, Section 123B and otherwise to take such actions as are necessary to comply with that statute. The chair, clerk or superintendent is authorized to execute any applicable Minnesota Department of Education forms

- 9) M/S/P – Knox, Seifert to approve setting the proposed levy limitation and certification 2022 payable 2023 levy at the maximum. Voting yes: all members
- 10) M/S/P – Robison, Knox to set the date and time for the Truth in Taxation Meeting for December 15, 2022 at 6:30 p.m. in room C-113 of Northland High School.
After approval of this motion, this notice was read:
This is a public announcement that the Truth in Taxation Meeting will be held on December 15, 2022 at 6:30 p.m. in room C-113 of Northland High School, at which time the budget and levy will be discussed and the public will be allowed to speak.
- 11) M/S/P – Robison, Seifert to approve contract with Interquest Detection Canines for the 22-23 school year. Voting yes: all members
- 12) M/S/P – Seifert, Robison to close Spanish Club Student Activity Account and move funds to Senior Class Student Activity Account. Voting yes: all members
- 13) M/S/P – Seifert, Robison to close Choir Student Activity Account and move funds to new STEAM student Activity Account. Voting yes: Ammerman, Knox, Nystrom, Robison, and Wake. Voting no: Seifert. Motion passes 5-1
- 14) M/S/P – Knox, Robison to approve the intent to go out for rebid of the IAQ project with the intent of using remaining ESSER II and ESSER III funds. Voting yes: all members
- 15) M/S/P – Knox, Seifert to approve the hire of Angie Surber as Paraprofessional with a start date of September 6, 2022, at step one of the Para salary schedule. Voting yes: all members
- 16) M/S/P – Seifert, Robison to approve the hire of Amber Whitebird as Indian Education Cultural Assistant and Tutor with a start date of September 19, as step 1 of the Para salary schedule. Voting yes: all members
- 17) M/S/P – Nystrom, Ammerman to approve the MOU with NREM regarding prep time for preschool teachers. Voting yes: all members
- 18) M/S/P – Knox, Ammerman to approve the MOU with NREM regarding teacher compensation for subbing. Voting yes: all members
- 19) M/S/P – Knox, Robison to approve the hire of Izabella Bishop as Prom Coordinator. Voting yes: all members.
- 20) M/S/P – Knox, Robison to accept the resignation of Jessica Wake as paraprofessional with an effective date of September 29, 2022. Voting yes: all members
- 21) Next Meeting Dates:
 - Classified Negotiations, September 20, 5:00 p.m.
 - Classified Negotiations, September 27, 5:00 p.m.
 - Regular Meeting, October 27, 5:30 p.m.
 - Meet and Confer, November 16, 3:30 p.m.

22) M/S/P Ammerman, Robison to adjourn. Voting yes: all members

23) Meeting adjourned at 6:32 p.m.

Kristen Balvin, Recording Secretary

Linda Knox, Clerk

Visitors: Kristine Waddell, Mark Motherway, Janessa Green, Kyndra Johnson, Raina Boucher, Carol Procopio, Jill Myers

NORTHLAND COMMUNITY SCHOOLS – ISD #118
Special Meeting September 26, 2022
Northland High School Room
Remer, MN 56672

The School Board had a Special Meeting on September 26, 2022, at 5:30 PM at Northland High School, Remer, MN. Members present: Ammerman, Knox, Nystrom, Ruyak, Seifert and Wake. Member absent: Robison.

Chairman Ruyak called the meeting to order at 5:30 p.m.

1. M/S/P – Ammerman, Knox to adopt the agenda. Voting yes: all members

1. Discussion and possible action regarding Homecoming

2. M/S/P – Wake, Knox to adjourn. Voting yes: all members

3. Meeting was adjourned at 6:32 p.m.

Kristen Balvin, Recording Secretary

Linda Knox, Clerk

Visitors: Tina Carlson, Chris Carlson, Angela Lewandowski, Tatum Peterson, Miranda Johnson, Kristina Waddell, Janessa Green, Crystal Ammerman, Alissa Tschida, Kyndra Johnson, Terri Shepard, Sid Rice, Thomasina Connors, Kayla Harris

Northland Community Schools Finance Report 08/31/2022

First National Bank

General Checking \$3,904,265.87

Money Market Account \$101,738.87 CD Operating Matures 8/8/23 \$263,073.67 CD
Operating Matures 8/8/24 \$266,775.30 CD/Scholarship Carpenter Matures 6/17/24
\$8,084.39 CD/Scholarship Carpenter Matures 6/17/24 \$14,599.58 CD/Scholarship Felton
Matures 12/10/22 \$7,101.71 CD/Scholarship Sepin Matures 8/25/26 \$3,395.52 Total
Investments \$664,769.04

Total of all deposits at First National Bank \$4,569,034.91

Accounts Payable Checks/Wires and Deposits by Fund

Fund #	Fund Description	Deposits	A/P	Checks
01	General Fund	\$1,258,435.67	\$299,017.54	
02	Food Service Fund	\$2,706.69	\$1,509.67	
03	Transportation Fund	\$195.76	\$2,466.97	
04	Community Ed Fund	\$779.12	\$3,345.58	
05	Capital Fund	\$0.00	\$12,521.37	
06	Construction Fund	\$0.00	\$0.00	
07	Debt Redemption Fund	\$17,741.31	\$0.00	
08	Scholarship Fund	\$0.00	\$0.00	
	Total	\$1,279,858.55	\$318,861.13	

Aug 2022 Payroll

Monthly Total

Gross Payroll \$266,112.94 Employer Benefits \$55,631.40 Employer Taxes \$19,440.18 Total
Cost of Payroll \$341,184.52

Includes Payrolls:

S202223-4 8/15/2022

S202304 8/15/2022

S202305 8/31/2022

ISD#118 Remer-Longville Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16016	0118	chec														
			20884	Credit	A	08/11/22	9283	Check	1	C1						
						0118	R 01 005 000 000 000 099			Miscellaneous Customer Misc Revenue					20.00	0.00
														Receipt Total:	<u>\$20.00</u>	<u>\$0.00</u>
D.Kitchenhoff		Election fee	20885	Credit	A	08/11/22	9284	Check	1	c1						
						0118	R 01 005 000 000 000 099			Miscellaneous Customer Misc Revenue					2.00	0.00
														Receipt Total:	<u>\$2.00</u>	<u>\$0.00</u>
M.K. Benson		Insurance	20886	Credit	A	08/11/22	9285	Check	1	1070						
						0118	E 01 020 211 000 000 291			RETIRE/DEDUCT: Retired Emp Benefit					646.40	0.00
														Receipt Total:	<u>\$646.40</u>	<u>\$0.00</u>
B.Johnson		Health Insurance	20887	Credit	A	08/11/22	9286	Check	1	1070						
						0118	E 01 010 203 000 000 291			RETIRE/DEDUCT: Elem Retired Emp Benefit					2,659.02	0.00
														Receipt Total:	<u>\$2,659.02</u>	<u>\$0.00</u>
Wright		Specialty Insurance	20888	Credit	A	08/11/22	9287	Check	1	C1						
						0118	E 01 005 940 000 000 340			Miscellaneous Customer Prop/Liab Insurance					139.00	0.00
														Receipt Total:	<u>\$139.00</u>	<u>\$0.00</u>
Tyler		Seifert election fee	20889	Credit	A	08/11/22	9288	Cash	1	c1						
						0118	R 01 005 000 000 000 099			Miscellaneous Customer Misc Revenue					2.00	0.00
														Receipt Total:	<u>\$2.00</u>	<u>\$0.00</u>
A.Ammerman		Election fee	20890	Credit	A	08/11/22	9289	Check	1	c1						
						0118	R 01 005 000 000 000 099			Miscellaneous Customer Misc Revenue					2.00	0.00
														Receipt Total:	<u>\$2.00</u>	<u>\$0.00</u>
16017	0118	chec														
			20892	Credit	A	08/18/22	9291	Cash	1	1069						
						0118	B 02 230 001			Food Service Deferred Revenue					5.00	0.00
														Receipt Total:	<u>\$5.00</u>	<u>\$0.00</u>
B.Wake		filing fee	20893	Credit	A	08/18/22	9292	Cash	1	c1						
						0118	R 01 005 000 000 000 099			Miscellaneous Customer Misc Revenue					2.00	0.00
														Receipt Total:	<u>\$2.00</u>	<u>\$0.00</u>
														Deposit Total:	<u>\$38,470.42</u>	<u>\$0.00</u>

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
16017	0118	chec															
Kiley Kibbler			20894	Credit	A	08/18/22	9293	Cash	1	1108				AF ACTIVITY FEES			
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00	
															Receipt Total:	\$35.00	\$0.00
Mckinna Mckinney			20895	Credit	A	08/18/22	9295	Check	1	1108				AF ACTIVITY FEES			
						0118	R 01 310 292	110 000 050		Activity Fees					50.00	0.00	
															Receipt Total:	\$50.00	\$0.00
Henry Holter			20896	Credit	A	08/18/22	9296	Check	1	1108				AF ACTIVITY FEES			
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00	
															Receipt Total:	\$35.00	\$0.00
Arian Lewis			20897	Credit	A	08/18/22	9297	Cash	1	1108				AF ACTIVITY FEES			
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00	
															Receipt Total:	\$35.00	\$0.00
Megan Horn			20898	Credit	A	08/18/22	9298	Check	1	1108				AF ACTIVITY FEES			
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00	
															Receipt Total:	\$35.00	\$0.00
Lauren Ivancich			20899	Credit	A	08/18/22	9299	Check	1	1108				AF ACTIVITY FEES			
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00	
															Receipt Total:	\$35.00	\$0.00
Abbie Knapp			20900	Credit	A	08/18/22	9300	Check	1	1108				AF ACTIVITY FEES			
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00	
															Receipt Total:	\$35.00	\$0.00
Nora, Alec, Liam Wake			20901	Credit	A	08/18/22	9301	Check	1	1108				AF ACTIVITY FEES			
						0118	R 01 310 292	110 000 050		Activity Fees					135.00	0.00	
															Receipt Total:	\$135.00	\$0.00
Avery Ruyak			20902	Credit	A	08/18/22	9302	Check	1	1108				AF ACTIVITY FEES			
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00	
															Receipt Total:	\$35.00	\$0.00
Michaela Gosselin			20903	Credit	A	08/18/22	9303	Check	1	1108				AF ACTIVITY FEES			
						0118	R 01 310 292	110 000 050		Activity Fees					50.00	0.00	
															Receipt Total:	\$50.00	\$0.00

ISD#118 Remer-Longville Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16017	0118	chec														
Charity Berg			20904	Credit	A	08/18/22	9304	Check	1	1108				AF ACTIVITY FEES		
						0118	R 01 310 292	110 000 050		Activity Fees					50.00	0.00
														Receipt Total:	\$50.00	\$0.00
Elliot Smith			20905	Credit	A	08/18/22	9306	Cash	1	1108				AF ACTIVITY FEES		
						0118	R 01 310 292	110 000 050		Activity Fees					50.00	0.00
														Receipt Total:	\$50.00	\$0.00
Camryn Smith			20906	Credit	A	08/18/22	9307	Check	1	1108				AF ACTIVITY FEES		
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00
														Receipt Total:	\$35.00	\$0.00
James Dahl filing fee			20907	Credit	A	08/18/22	9305	Cash	1	c1				Miscellaneous Customer		
						0118	R 01 005 000	000 000 099		Misc Revenue					2.00	0.00
														Receipt Total:	\$2.00	\$0.00
Ashlyn & Dylan			20908	Credit	A	08/18/22	9308	Cash	1	1108				AF ACTIVITY FEES		
						0118	R 01 310 292	110 000 050		Activity Fees					100.00	0.00
														Receipt Total:	\$100.00	\$0.00
Casey			20909	Credit	A	08/18/22	9309	Check	1	1108				AF ACTIVITY FEES		
						0118	R 01 310 292	110 000 050		Activity Fees					50.00	0.00
														Receipt Total:	\$50.00	\$0.00
Kyndra Johnson			20910	Credit	A	08/18/22	9310	Check	1	1108				AF ACTIVITY FEES		
						0118	R 01 310 292	110 000 050		Activity Fees					200.00	0.00
														Receipt Total:	\$200.00	\$0.00
Flo Cichy-Lanaiya			20911	Credit	A	08/18/22	9294	Check	1	1108				AF ACTIVITY FEES		
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00
														Receipt Total:	\$35.00	\$0.00
														Deposit Total:	\$1,009.00	\$0.00
16018	0118	chec														
Genz-Hope			20912	Credit	A	08/26/22	9311	Check	1	1108				AF ACTIVITY FEES		
						0118	B 02 230 001			Deferred Revenue					50.00	0.00
														Receipt Total:	\$50.00	\$0.00
Owen Swankier			20913	Credit	A	08/26/22	9312	Check	1	1108				AF ACTIVITY FEES		
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00
														Receipt Total:	\$35.00	\$0.00

ISD#118 Remer-Longville Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16018	0118	chec														
Aiden & Nolan Carlson			20914	Credit	A	08/26/22	9313	Check	1	1108	AF ACTIVITY FEES					
						0118	R 01 310 292	110 000 050		Activity Fees					100.00	0.00
														Receipt Total:	\$100.00	\$0.00
Zaleyan			20915	Credit	A	08/26/22	9314	Cash	1	1108	AF ACTIVITY FEES					
						0118	R 01 310 292	110 000 050		Activity Fees					50.00	0.00
														Receipt Total:	\$50.00	\$0.00
Doughty's - Kelsey			20916	Credit	A	08/26/22	9315	Check	1	1108	AF ACTIVITY FEES					
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00
														Receipt Total:	\$35.00	\$0.00
Doughty's - Leah			20917	Credit	A	08/26/22	9316	Check	1	1108	AF ACTIVITY FEES					
						0118	R 01 310 292	110 000 050		Activity Fees					50.00	0.00
														Receipt Total:	\$50.00	\$0.00
Berg's - Brody			20918	Credit	A	08/26/22	9317	Check	1	1108	AF ACTIVITY FEES					
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00
														Receipt Total:	\$35.00	\$0.00
C.Murphy Insurance			20919	Credit	A	08/26/22	9318	Check	1	1070	RETIRE/DEDUCT:					
						0118	E 01 010 203	000 000 291		Elem Retired Emp Benefit					224.49	0.00
														Receipt Total:	\$224.49	\$0.00
Purchase of school vehicle			20920	Credit	A	08/26/22	9319	Check	1	c1	Miscellaneous Customer					
						0118	R 01 005 000	000 000 099		Misc Revenue					1,060.00	0.00
														Receipt Total:	\$1,060.00	\$0.00
														Deposit Total:	\$1,639.49	\$0.00
16019	0118	chec														
			20921	Credit	A	08/31/22	9320	Cash	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					5.00	0.00
														Receipt Total:	\$5.00	\$0.00
Jayden Hardeman			20922	Credit	A	08/31/22	9321	Check	1	1108	AF ACTIVITY FEES					
						0118	R 01 310 292	110 000 050		Activity Fees					50.00	0.00
														Receipt Total:	\$50.00	\$0.00
Jason Tschida			20923	Credit	A	08/31/22	9322	Check	1	1108	AF ACTIVITY FEES					
						0118	R 01 310 292	110 000 050		Activity Fees					50.00	0.00
														Receipt Total:	\$50.00	\$0.00

ISD#118 Remer-Longville Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16019	0118	chec														
T.Hasse			20924	Credit	A	08/31/22	9323	Cash	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				4.75	0.00
														Receipt Total:	\$4.75	\$0.00
														Deposit Total:	\$109.75	\$0.00
16024	0118	chec														
MA IEP			20951	Credit	A	08/03/22	08032022	Wire	1	MDE	Minn Dept of ED					
						0118	R 01 005 000 000 372 071				Med Assist Fr Dept of HS				4,627.57	0.00
														Receipt Total:	\$4,627.57	\$0.00
														Deposit Total:	\$4,627.57	\$0.00
16025	0118	chec														
MA FIN372			20952	Credit	A	08/17/22	08172022	Wire	1	MDE	Minn Dept of ED					
						0118	R 01 005 000 000 372 071				Med Assist Fr Dept of HS				4,972.30	0.00
														Receipt Total:	\$4,972.30	\$0.00
														Deposit Total:	\$4,972.30	\$0.00
16026	0118	chec														
Cass Cty Wildlife Mgt			20953	Credit	A	08/05/22	08052022	Wire	1	1097	CASS COUNTY AUDITOR					
						0118	R 01 005 000 000 000 019				Wildlife Mgt				11,550.92	0.00
														Receipt Total:	\$11,550.92	\$0.00
														Deposit Total:	\$11,550.92	\$0.00
16027	0118	chec														
MDE FNS			20954	Credit	A	08/11/22	08112022	Wire	1	MDE	Minn Dept of ED					
						0118	R 02 005 770 000 701 300				STATE SCH LUNCH				47.25	0.00
						0118	R 02 005 770 000 705 476				Federal Breakfast				870.07	0.00
						0118	R 02 005 770 000 701 472				Spec Asst-Need Ch				1,724.62	0.00
														Receipt Total:	\$2,641.94	\$0.00
														Deposit Total:	\$2,641.94	\$0.00
16028	0118	chec														
IDEAS Payment			20955	Credit	A	08/15/22	08152022	Wire	1	MDE	Minn Dept of ED					
						0118	R 01 005 000 000 000 234				Hmstd/Ag Market Value Crec				48.40	0.00
						0118	R 04 500 505 000 321 234				Hmstd/Ag Market Value Crec				12.16	0.00
						0118	R 07 005 000 000 000 234				Hmstd/Ag Market Value Crec				330.23	0.00
						0118	R 01 005 000 000 000 229				Disparity Reduct Aid				1.62	0.00

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Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16028	0118	chec														
IDEAS Payment			20955	Credit	A	08/15/22	08152022	Wire	1	MDE				Minn Dept of ED		
						0118	R 04 500 505 000 321 229			Disparity Reduct Aid					0.41	0.00
						0118	R 07 005 000 000 000 229			Disparity Reduct Aid					11.07	0.00
						0118	R 07 005 000 000 000 258			Other State Credits					6,598.52	0.00
						0118	R 01 005 000 000 000 211			Gen Ed/Spar/Pen Adj Aid					496,292.79	0.00
														Receipt Total:	\$503,295.20	\$0.00
														Deposit Total:	\$503,295.20	\$0.00
16029	0118	chec														
FY22 SERVS Draws			20956	Credit	A	08/25/22	SERVS	Wire	1	MDE				Minn Dept of ED		
						0118	R 01 005 000 011 150 400			Federal Aids & Grant - Summr					15,229.32	0.00
						0118	R 01 005 000 000 401 400			TITLE I					88,048.29	0.00
						0118	R 01 005 000 011 155 400			Federal Aids & Grant					132,265.26	0.00
						0118	R 01 005 000 011 155 400			Federal Aids & Grant					131,388.98	0.00
						0118	R 01 005 000 011 424 400			Federal Aids & Grant					3,731.61	0.00
						0118	R 01 005 000 000 424 400			TITLE VI PART B REAP					330.71	0.00
						0118	R 01 005 000 011 161 400			Federal Aids & Grant					29,649.20	0.00
														Receipt Total:	\$400,643.37	\$0.00
														Deposit Total:	\$400,643.37	\$0.00
16030	0118	chec														
IDEAS 8/30 payment			20957	Credit	A	08/30/22	08302022	Wire	1	MDE				Minn Dept of ED		
						0118	R 01 005 000 000 000 211			Gen Ed/Spar/Pen Adj Aid					107,423.17	0.00
						0118	R 03 005 000 000 720 300			NONPUBLIC TRANSPORTIK					195.76	0.00
						0118	R 01 005 000 000 740 360			Special Ed Aid					56,334.48	0.00
						0118	R 01 005 000 000 320 300			SUCCESS F/T FUTURE					2,083.56	0.00
						0118	R 04 500 582 000 344 300			School Readiness State Aids					744.95	0.00
						0118	R 04 500 583 000 354 300			PRESCH SCREEN					21.60	0.00
						0118	R 01 005 000 000 000 212			Literacy Incentive Aid					395.82	0.00
						0118	R 01 005 000 000 313 300			A&I Initial Aid Aid					1,386.09	0.00
						0118	R 01 005 000 000 000 227			Abatement Aid					4.67	0.00
														Receipt Total:	\$168,590.10	\$0.00
IDEAS payment FY23			20958	Credit	A	08/30/22	08302022	Wire	1	MDE				Minn Dept of ED		
						0118	R 07 005 000 000 000 234			Hmstd/Ag Market Value Crec					565.95	0.00
						0118	R 07 005 000 000 000 258			Other State Credits					10,219.59	0.00

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Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16030	0118	chec														
IDEAS payment FY23			20958	Credit	A	08/30/22	08302022	Wire	1	MDE						
				0118	R	07	005 000 000 000	229		Disparity Reduct Aid					15.95	0.00
				0118	R	01	005 000 000 740	360		Special Ed Aid					131,507.00	0.00
Receipt Total:														\$142,308.49	\$0.00	
Deposit Total:														\$310,898.59	\$0.00	
Report Total:														\$1,279,858.55	\$0.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104295	5241		ACME TOOLS		Check
				E 01	005 810 000 000 420	KLIEN TOOLS 8' LONG NOSE PLIER	\$28.79
				E 01	005 810 000 000 420	CHANNELLOCK 6.IN LONG NOSE PLIER	\$19.99
PO#:	Voucher #:	69300	Invoice	Invoice No:	10217270	8/10/2022	Paid Amt: \$48.78
							Check Amount: \$48.78
0118	chec	104296	3296		AMAZON.COM		Check
				E 01	020 211 000 000 401	Madisi Golf Pencils, 2 HB Half Pencils, 3.5" Mi	\$19.96
				E 01	020 211 000 000 401	Mr. Pen- Compass for Geometry, Compass wi	\$34.90
				E 01	020 211 000 000 401	Math Protractors Plastic Protractors 180 Degr	\$18.45
				E 01	020 211 000 000 401	Casio FX 260 Solar II Scientific Calculator 5" x	\$134.85
				E 01	020 211 000 000 401	Wood-Cased #2 HB Pencils, Yellow, Pre-shar	\$69.98
				E 01	020 211 000 000 401	iUoczi12 Pack Balsa Wood Sheets 1/16 x 4 x	\$68.95
				E 01	020 211 000 000 401	Scissors Bulk 20-Pack, Taotree 8" Multipurpos	\$23.99
				E 01	020 211 000 000 401	Color Swell Bulk Colored Pencil Packs 30 Set:	\$39.99
				E 01	020 211 000 000 401	AstroAI Multimeter 2000 Counts Digital Multim	\$119.60
				E 01	020 211 000 000 401	Craftzilla Colored Masking Tape - 6 Roll Multi	\$19.78
				E 01	020 211 000 000 401	hand2mind Wood Economy Meterstick/Yardsti	\$62.28
PO#: 18557	Voucher #:	69301	Invoice	Invoice No:	1NF4-NFC4-GP7P	8/10/2022	Paid Amt: \$612.73
				E 01	005 110 000 000 401	INK RIBBON FOR ACCESS CARD PRINTER	\$49.56
				E 04	500 505 000 321 401	INK RIBBON FOR ACCESS CARD PRINTER	\$49.56
PO#: 18575	Voucher #:	69302	Invoice	Invoice No:	1D7N-FXGC-G9M1	8/10/2022	Paid Amt: \$99.12
				E 01	010 203 012 155 430	Gratitude Journals	\$83.86
PO#: 18540	Voucher #:	69303	Invoice	Invoice No:	1WQQ-DWGC-FFTW	8/10/2022	Paid Amt: \$83.86
				E 01	020 630 000 000 401	HDMI to VGA, Moread Gold-Plated HDMI to V	\$15.96
PO#: 18570	Voucher #:	69304	Invoice	Invoice No:	1F3F-GW1M-KDGY	8/10/2022	Paid Amt: \$15.96
				E 01	020 211 000 000 401	Mr. Pen- Compass for Geometry, Compass wi	\$138.80
PO#: 18557	Voucher #:	69305	Invoice	Invoice No:	1F3F-GW1M-KDGY-1	8/10/2022	Paid Amt: \$138.80
				E 01	020 211 000 000 401	Rulers 12 Pack - Rulers 12 Inch, Wood Ruler	\$19.78
				E 01	020 211 000 000 401	KidWind Basic Turbine Kit	\$289.60
				E 01	020 211 000 000 401	Polycarbonate Plastic Sheet 12" X 24" X 0.062	\$76.47
				E 01	020 211 000 000 401	Crayola Broad Line Markers Bulk, 12 Marker F	\$29.99
				E 01	020 211 000 000 401	Multimeter Test Leads Banana Plug,1000V 20.	\$137.80
				E 01	020 211 000 000 401	Freight	\$25.00
PO#: 18557	Voucher #:	69306	Invoice	Invoice No:	1X9H-WJF7-P7HT	8/10/2022	Paid Amt: \$578.64
				E 01	005 810 000 000 410	White Floor Tape 2"	\$41.55
PO#: 18564	Voucher #:	69307	Invoice	Invoice No:	1RRD-D431-FGMH	8/10/2022	Paid Amt: \$41.55
				E 01	010 203 202 000 430	WINNING MOVES RACK-O	\$12.49
				E 01	010 203 202 000 430	100 PACK MULTI-COLORED SENTENCE ST	\$13.99
				E 01	010 203 202 000 430	SCIENTOY FIDGET TOY SET 35 PCS	\$17.99

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104296	3296		AMAZON.COM		Check
				E 01 010 203 202 000 430	CRAYOLA RED DOUGH, 3 LB		\$12.99
				E 01 010 203 202 000 430	PROOF! MATH GAME		\$17.99
				E 01 010 203 202 000 430	JOYIN 44 PCS PLAY DOUGH ACCESSORIE		\$15.99
				E 01 010 203 202 000 430	DR. METER EM100 KIDS PROTECTIVE EAR		\$47.67
				E 01 010 203 202 000 430	EAI EDUCATION REKENREK BUILD-A-SET		\$35.10
				E 01 010 203 202 000 430	Edupress Math Splat Game: Multiplication		\$12.99
				E 01 010 203 202 000 430	YGC LAOMI MULTIPLICATION CHART		\$29.96
				E 01 010 203 202 000 430	DOUBLE NINE DOMINOES SET IN STORAG		\$7.98
				E 01 010 203 202 000 430	DND POLYHEDRAL DICE SET BLUE & WHIT		\$6.99
				E 01 010 203 202 000 430	DOUBLE TWELVE MEXICAN TRAIN DOMIN		\$14.92
				E 01 010 203 202 000 430	LEARNING RESOURCES SUM SWAMP GAM		\$15.99
				E 01 010 203 202 000 430	50-PACK 14MM TRANSLUCENT & SLID 6-SII		\$7.59
				E 01 010 203 202 000 430	REALLY GOOD STUFF STACKABLE PLASTI		\$69.46
				E 01 010 203 202 000 430	COPERNICUS SCHOOL CLASSROOM OFFI		\$216.00
				E 01 010 203 202 000 430	GUANABABA KIDS 272 PCS MAGNETIC LET		\$27.95
PO#: 18574	Voucher #:	69344	Invoice	Invoice No:	1GVH-LJMJ-691T	8/10/2022	Paid Amt: \$584.04
			E 01 010 206 011 433 401	6 Pack Pop Fidget Spinners		\$41.94	
PO#: 18217	Voucher #:	69333	Invoice	Invoice No:	1QJM-QMD4-X77Q-1	8/10/2022	Paid Amt: \$41.94
			E 01 010 203 202 000 430	CRAYOLA BLUE DOUGH, 3 LB		\$15.09	
			E 01 010 203 202 000 430	CRAYOLA GREEN DOUGH, 3 LB		\$16.24	
			E 01 010 203 202 000 430	X-ACTO(R) SCHOOLPRO(R) ELECTRIC PEN		\$34.94	
			E 01 010 203 202 000 430	CASTER WHEELS - 3 IN SET OF 4 HEAVY D		\$28.98	
			E 01 010 203 202 000 430	ECR4KIDS THE SURF PORTABLE LAP DESI		\$29.99	
			E 01 010 203 202 000 430	REALLY GOOD STUFF LARGE PLASTIC BO		\$118.38	
			E 01 010 203 202 000 430	CRAYOLA CRAYONS BULK, 24 CRAYON PA		\$28.99	
			E 01 010 203 202 000 430	NATIONAL GEOGRAPHIC PLAC SAND, 6 LB		\$27.99	
			E 01 010 203 202 000 430	HAND2MIND TEN FRAME DICE, LARGE FO		\$24.08	
			E 01 010 203 202 000 430	ELMER'S DISAPPEARING PURPLE SCHOOI		\$15.74	
			E 01 010 203 202 000 430	GIFTS OF JOY CALM DOWN CORNER CLA		\$74.99	
			E 01 010 203 202 000 430	HAND2MIND 120 BEAD MAGNETIC demo re		\$29.99	
			E 01 010 203 000 000 530	CONTENDER 25 CUBBIES TRAY CABINET		\$432.00	
			E 01 010 203 000 000 530	HAPPYBUY CLASSROOM STROAGE CABIN		\$383.98	
			E 01 010 203 202 000 430	LEARNING RESOURCES DINO MATH TRAC		\$23.50	
			E 01 010 203 202 000 430	SHIPPING		\$6.89	
PO#: 18574	Voucher #:	69342	Invoice	Invoice No:	1H4Y-J3Q7-GRP1	8/10/2022	Paid Amt: \$1,291.77
							Check Amount: \$3,488.41

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104297	04084		AMERICAN DISPOSAL		Check
				E 01	005 810 000 000 331	Garbage	\$602.18
PO#:	Voucher #:	69347	Invoice	Invoice No:	540509762	8/10/2022	Paid Amt: \$602.18
							Check Amount: \$602.18
0118	chec	104298	3284	R	APPLE COMPUTER INC		Check
				E 01	020 630 012 155 466	USB-C to USB Adapter	\$133.00
PO#:	18530	Voucher #:	69308	Invoice	Invoice No:	AJ15584056	8/10/2022
				E 01	040 630 012 155 456	Mac mini: Apple M1 chip with 8-core CPU and	\$649.00
PO#:	18530	Voucher #:	69309	Invoice	Invoice No:	AJ17101687	8/10/2022
							Paid Amt: \$649.00
							Check Amount: \$782.00
0118	chec	104299	4459		ARCHITECTURAL RESOURCES INC		Check
				E 01	005 010 000 000 305	Consulting Fees	\$67,069.48
PO#:	Voucher #:	69294	Invoice	Invoice No:	2021082-6	8/10/2022	Paid Amt: \$67,069.48
				E 01	005 010 000 000 305	Consulting Fees	\$6,194.46
PO#:	Voucher #:	69310	Invoice	Invoice No:	2021093-7	8/10/2022	Paid Amt: \$6,194.46
							Check Amount: \$73,263.94
0118	chec	104300	4672		BSN SPORTS		Check
				E 04	500 505 000 321 401	PONY LEAGUE FOOTBALL GEAR	\$311.60
PO#:	Voucher #:	69341	Invoice	Invoice No:	917578480	8/10/2022	Paid Amt: \$311.60
				E 04	500 505 000 321 401	Pony League Football gear	\$1,918.18
PO#:	18505	Voucher #:	69311	Invoice	Invoice No:	917566154	8/10/2022
							Paid Amt: \$1,918.18
							Check Amount: \$2,229.78
0118	chec	104301	01626		cmERDC		Check
				E 01	010 203 202 000 401	Laminating Film, 25 x 500', 1.5 mil, 1" core, glk	\$53.80
				E 01	020 211 000 000 401	Laminating Film, 25"x 500' 1.5 mil. 1" inch cor	\$67.58
				E 01	020 211 000 000 401	Size D Batteries, Alkaline, 12/box, RAYOVAC ,	\$11.51
				E 01	020 211 000 000 401	Size AA Batteries, Alkaline, 24/bx, RAYOVAC ,	\$7.56
				E 01	010 203 202 000 401	Size AA Batteries, Alkaline, 24/bx, RAYOVAC ,	\$17.64
				E 01	020 211 000 000 401	Size AAA Batteries, Alkaline, 8/box, RAYOVAC	\$7.80
				E 01	020 211 000 000 401	USB Flash Drive, 16GB, w/PASSWORD PRO	\$28.29
				E 01	020 211 000 000 401	Canned Air, Pressurized,10 oz. 100% OZONE	\$15.56
PO#:	18397A	Voucher #:	69326	Invoice	Invoice No:	187308	8/10/2022
				E 01	005 810 000 000 410	CLEAR PLASTIC GARBAGE CAN LINERS, 3	\$202.72
				E 01	005 810 000 000 410	CLEAR PLASTIC GARBAGE CAN LINERS, 5	\$5,523.70
PO#:	18286A	Voucher #:	69327	Invoice	Invoice No:	187310	8/10/2022
				E 01	005 810 000 000 410	LIQUID LAUNDRY DETERGENT, 4/1 gal/case	\$81.90
				E 01	005 810 000 000 410	MILD TOILET BOWL CLEANER, 12/32 OZ/CA	\$99.60
				E 01	005 810 000 000 410	LYSOL DISINFECTANT SPRAY, 12/19 OZ /CS	\$2,699.70
				E 01	005 810 000 000 410	LAV FOAM ALL PURPOSE CLEANER 12/20 (\$893.80

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104301	01626		cmERDC		Check
				E 01	005 810 000 000 410	TOILET BOWL SWAB BRUSH, ABCO 02000E	\$19.40
				E 01	005 810 000 000 410	SCRUBBING SPONGES 20/CASE Green Sc	\$29.78
				E 01	005 810 000 000 410	SCRUBBING SPONGES 20/CASE White Scr	\$16.99
				E 01	005 810 000 000 410	3M SCOTCH-BRITE SCOURING PADS, GRE	\$53.40
				E 01	005 810 000 000 410	CLEAR PLASTIC GARBAGE CAN LINERS, 1	\$56.84
				E 01	005 810 000 000 410	CLEAR PLASTIC GARBAGE CAN LINERS, 5	\$59.56
PO#: 18286A	Voucher #:	69328	Invoice		Invoice No: 187309	8/10/2022	Paid Amt: \$4,010.97
				E 01	010 203 202 000 401	Glue stick, .74 Oz. Non Toxic, White, Leonard	\$91.80
				E 01	010 203 202 000 401	Washable Dry Erase Crayons, 8 ct with erase	\$32.23
				E 01	010 203 202 000 401	Kid's Size Scissors, 5" Blunt, ACME 42516	\$16.32
				E 01	010 203 202 000 401	Adult Fiskars Scissor, 8 inch, FISKARS 15022	\$12.10
				E 01	020 211 000 000 401	Adult Fiskars Scissor, 8 inch, FISKARS 15022	\$12.10
PO#: 18398A	Voucher #:	69329	Invoice		Invoice No: 187307	8/10/2022	Paid Amt: \$164.55
				E 01	005 110 000 000 401	White Paper, 8 1/2 x 11, 500 SHEETS/RM, 10 F	\$295.60
				E 01	020 211 000 000 401	White Paper, 8 1/2 x 11, 500 SHEETS/RM, 10 F	\$591.20
				E 01	010 203 202 000 401	White Paper, 8 1/2 x 11, 500 SHEETS/RM, 10 F	\$591.20
				E 01	010 203 202 000 401	Blue Paper, 20#, 8 1/2 x 11, 10 RMS/CS, Xero	\$26.93
				E 01	020 211 000 000 401	Blue Paper, 20#, 8 1/2 x 11, 10 RMS/CS, Xero	\$26.92
				E 01	020 211 000 000 401	Canary Paper, 20#, 8 1/2 x 11, 10 RMS/CS, Hi	\$26.92
				E 01	010 203 202 000 401	Canary Paper, 20#, 8 1/2 x 11, 10 RMS/CS, Hi	\$26.93
				E 01	020 211 000 000 401	Pink Paper, 20#, 8 1/2 x 11, 10 RMS/CS, Ham	\$26.92
				E 01	010 203 202 000 401	Pink Paper, 20#, 8 1/2 x 11, 10 RMS/CS, Ham	\$26.93
				E 01	020 211 000 000 401	Salmon Paper, 20#, 8 1/2 x 11, 10 RMS/CS, H	\$28.87
				E 01	010 203 202 000 401	Salmon Paper, 20#, 8 1/2 x 11, 10 RMS/CS, H	\$28.88
				E 01	020 211 000 000 401	Cherry Paper, 20#, 8 1/2 x 11, 10 RMS/CS, He	\$26.92
				E 01	010 203 202 000 401	Cherry Paper, 20#, 8 1/2 x 11, 10 RMS/CS, He	\$26.93
				E 01	020 211 000 000 401	Buff Paper, 20#, 8 1/2 x 11, 10 RMS/CS, Ham	\$26.92
				E 01	010 203 202 000 401	Buff Paper, 20#, 8 1/2 x 11, 10 RMS/CS, Ham	\$26.93
				E 01	020 211 000 000 401	Orchid Paper, 20#, 8 1/2 x 11, 10 RMS/CS, Hai	\$27.97
				E 01	010 203 202 000 401	Orchid Paper, 20#, 8 1/2 x 11, 10 RMS/CS, Hai	\$27.98
				E 01	010 203 202 000 401	BLUE Construction Paper, 9 X 12, 50 SHEETS	\$16.50
				E 01	010 203 202 000 401	TURQUOISE Construction Paper, 9 X 12, 50 S	\$13.44
				E 01	010 203 202 000 401	HOLIDAY GREEN Construction Paper, 9 X 12	\$21.96
				E 01	010 203 202 000 401	BRILLIANT LIME Construction Paper, 9 X 12,	\$22.08
				E 01	010 203 202 000 401	YELLOW Construction Paper, 9 X 12, 50 SHE	\$23.70
				E 01	010 203 202 000 401	WHITE Construction Paper, 9 X 12, 50 SHEE	\$62.40
				E 01	010 203 202 000 401	GRAY Construction Paper, 9 X 12, 50 SHEET	\$11.55
				E 01	010 203 202 000 401	SALMON Construction Paper, 9 x 12, 50 SHEI	\$33.20

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104301	01626		cmERDC		Check
				E 01 010 203 202 000 401	WARM BROWN Construction Paper, 9 X 12, 5	\$20.41	
				E 01 010 203 202 000 401	HOLIDAY RED Construction Paper, 9 X 12, 50	\$6.72	
				E 01 010 203 202 000 401	BLACK Construction Paper, 9 X 12, 50 SHEET	\$35.20	
				E 01 010 203 202 000 401	ORANGE Construction Paper, 9 X 12, 50 SHE	\$20.40	
				E 01 010 203 202 000 401	ROYAL BLUE Construction Paper, 12x18, 50 s	\$18.70	
				E 01 010 203 202 000 401	ATOMIC BLUE Construction Paper, 12X18 50	\$32.22	
				E 01 010 203 202 000 401	HOLIDAY GREEN Construction Paper, 12X18	\$31.70	
				E 01 010 203 202 000 401	YELLOW Construction Paper, 12X18 50 sheet	\$17.76	
				E 01 010 203 202 000 401	WHITE Construction Paper, 12x18, 50 SHEET	\$82.50	
				E 01 010 203 202 000 401	ELECTRIC ORANGE Construction Paper, 12x	\$21.44	
				E 01 010 203 202 000 401	BLACK Construction Paper 12X18, 50 sheets/	\$90.90	
				E 01 010 203 202 000 401	6-Ply White Railroad Board, 22 x 28, 100 Shts	\$182.46	
				E 01 020 211 000 000 401	Easel Pads, 27 in. x 34 in., LINED, 4/case, AP	\$129.30	
				E 01 010 203 202 000 401	Easel Pads, 27 in. x 34 in., LINED, 4/case, AP	\$129.30	
				E 01 020 211 000 000 401	Easel Pads, 27 in. x 34 in., UNLINED, 4/case,	\$25.86	
				E 01 010 203 202 000 401	Easel Pads, 27 in. x 34 in., UNLINED, 4/case,	\$25.86	
	PO#: 18394A	Voucher #: 69330	Invoice	Invoice No: 187305		8/10/2022	Paid Amt: \$2,936.51 Check Amount: \$13,048.19
0118	chec	104302	4930		CRAZY CROW TRADING POST		Check
				E 01 020 258 000 313 430	CLASSROOM SUPPLIES - SEE ATTACHED I	\$1,864.64	
	PO#: 18476	Voucher #: 69295	Invoice	Invoice No: PROFORMA		8/10/2022	Paid Amt: \$1,864.64 Check Amount: \$1,864.64
0118	chec	104303	3041		DECKER INC. SCHOOL FIX		Check
				E 01 005 810 000 000 410	Desk lifter mover per quote 485750	\$452.11	
	PO#: 18565	Voucher #: 69334	Invoice	Invoice No: 485750A		8/10/2022	Paid Amt: \$452.11 Check Amount: \$452.11
0118	chec	104304	04349		FLINN SCIENTIFIC INC		Check
				E 01 020 211 000 000 401	The Genetics of Drosophila Eye Color—Inquir	\$45.04	
				E 01 020 211 000 000 401	Freight	\$50.10	
	PO#: 18559	Voucher #: 69338	Invoice	Invoice No: 2733038		8/10/2022	Paid Amt: \$95.14 Check Amount: \$95.14
0118	chec	104305	5392		GOODIN COMPANY		Check
				E 01 005 810 000 000 420	Elkay Water Fountain parts to repair Vandalisr	\$56.00	
				E 01 005 810 000 000 410	shipping est	\$12.01	
	PO#: 18544	Voucher #: 69335	Invoice	Invoice No: 01207789-00		8/10/2022	Paid Amt: \$68.01 Check Amount: \$68.01

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104306	01034	R	GOPHER		Check
				E 01 020 211 000 000 430	GK71-567 6.3" RAINBOW DODGEBALLS	\$129.00	
				E 01 020 211 000 000 430	GK71-569 8.25" RAINBOW DODGEBALLS	\$239.00	
				E 01 020 211 000 000 430	GK71-524 SOCCER BALLS	\$109.00	
				E 01 020 211 000 000 430	GK58-196 SPIKE BALL	\$319.80	
				E 01 020 211 000 000 430	GK17-513 FLOOR HOCKEY GOGGLES	\$459.00	
				E 01 020 211 000 000 430	GK53-417 ULTRANET	\$378.00	
				E 01 020 211 000 000 430	GK60-220 SPALDING LEGACY BASKETBALL	\$149.90	
				E 01 020 211 000 000 430	CK91-146 INSTA PULSE HAND HELD 11"	\$139.00	
				E 01 020 211 000 000 430	GK63-179 FLAG FOOTBALL SETS	\$269.00	
				E 01 020 211 000 000 430	GK20-889 DISC GOLD BASIC PACK QUICK	\$419.00	
				E 01 020 211 000 000 430	GK17-984 FLOOR HOCKEY BALLS RAINBO	\$20.95	
				E 01 020 211 000 000 430	SHIPPING	\$315.80	
PO#: 18576	Voucher #:	69331	Invoice	Invoice No:	IN202925	8/10/2022	Paid Amt: \$2,947.45
			E 01 010 203 202 000 430	GK71-518 6.3' BLUE DODGEBALS	\$129.00		
			E 01 010 203 202 000 430	GK71-519 7" BLUE DODGEBALLS	\$169.00		
			E 01 010 203 202 000 430	GK71-517 8.25" RED DODGEBALLS	\$239.00		
			E 01 010 203 202 000 430	GK57-260 STEADFAST SCOOTERS	\$259.00		
			E 01 010 203 202 000 430	GK20-300 BEAN BAGS	\$24.95		
			E 01 010 203 202 000 430	GK60-095 RAINBOW VICTORY 1000	\$155.00		
			E 01 010 203 202 000 430	GK17-405 DOM ELITE FIBERGLASS SHAFT	\$459.00		
			E 01 010 203 202 000 430	SHIPPING	\$172.23		
PO#: 18577	Voucher #:	69332	Invoice	Invoice No:	IN202877	8/10/2022	Paid Amt: \$1,607.18
							Check Amount: \$4,554.63
0118	chec	104307	2917		HAWK CONSTRUCTION INC		Check
				E 01 005 760 012 155 520	BUS GARAGE PROJECT	\$47,395.50	
PO#:	Voucher #:	69312	Invoice	Invoice No:	08012022	8/10/2022	Paid Amt: \$47,395.50
							Check Amount: \$47,395.50
0118	chec	104308	03788	R	HILLYARD/HUTCHINSON		Check
				E 01 005 810 000 000 420	Chariot iscrub 26 repair parts per quote 10075	\$1,252.06	
PO#: 18531	Voucher #:	69313	Invoice	Invoice No:	700511633/700512319	8/10/2022	Paid Amt: \$1,252.06
			E 01 005 810 000 000 410	WIN86002440 40 EA 15.70 628.00	\$628.00		
			E 01 005 810 000 000 410	WIN98406410 40 EA 21.20 848.00 BAG FILTE	\$84.80		
			E 01 005 810 000 000 410	HIL42720 20 EA 7.89 157.80 PAD 20 IN STRI	\$157.80		
			E 01 005 810 000 000 410	HIL0081025 20 EA 37.00 740.00 ARSENAL 1	\$740.00		
PO#: 18531	Voucher #:	69314	Invoice	Invoice No:	604804993	8/10/2022	Paid Amt: \$1,610.60
							Check Amount: \$2,862.66

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104309	5590		HOLDEN ELECTRIC		Check
				E 05	005 850 000 302 520	Baseball Scoreboard Power per quote randy 8	\$3,252.00
PO#:	17882	Voucher #:	69296	Invoice	Invoice No: 67695	8/10/2022	Paid Amt: \$3,252.00
				E 05	005 850 000 302 520	Softball Scoreboard power per quote randy 8-	\$6,880.00
PO#:	17882	Voucher #:	69297	Invoice	Invoice No: 67696	8/10/2022	Paid Amt: \$6,880.00
							Check Amount: \$10,132.00
0118	chec	104310	01052		HOLKERS DO IT BEST LUMBER		Check
				E 01	005 810 000 000 420	open PO structure like last one for misc maint	\$53.90
PO#:	18525	Voucher #:	69315	Invoice	Invoice No: 2207-035469	8/10/2022	Paid Amt: \$53.90
				E 01	005 810 000 000 420	GENERAL REPAIR SUPPLIES	\$6.89
PO#:		Voucher #:	69316	Credit	Invoice No: 2207-035497	8/10/2022	Paid Amt: (\$6.89)
				E 01	005 810 000 000 420	open PO structure like last one for misc maint	\$38.16
PO#:	18525	Voucher #:	69317	Invoice	Invoice No: 2207-035478	8/10/2022	Paid Amt: \$38.16
				E 01	005 810 000 000 420	open PO structure like last one for misc maint	\$50.00
				E 01	005 810 000 000 420	open PO structure like last one for misc maint	\$50.00
				E 01	005 810 000 000 420	open PO structure like last one for misc maint	\$59.80
PO#:	18525	Voucher #:	69318	Invoice	Invoice No: 2208-035658	8/10/2022	Paid Amt: \$159.80
				E 01	005 810 000 000 420	open PO structure like last one for misc maint	\$14.71
PO#:	18525	Voucher #:	69319	Invoice	Invoice No: 2208-035660	8/10/2022	Paid Amt: \$14.71
							Check Amount: \$259.68
0118	chec	104311	02732		ISD #0318		Check
				E 01	010 203 202 000 308	2021-2022 SUB CALLING SYSTEM ALLOCAT	\$554.93
				E 01	020 211 000 000 308	2021-2022 SUB CALLING ALLOCATION	\$554.92
PO#:		Voucher #:	69340	Invoice	Invoice No: 7064	8/10/2022	Paid Amt: \$1,109.85
							Check Amount: \$1,109.85
0118	chec	104312	1279	R	JOHNSON CONTROLS		Check
				E 01	005 810 000 000 305	service agreement year 1 fy2023 per quote 1-	\$12,671.00
PO#:	18526	Voucher #:	69320	Invoice	Invoice No: 1-119293521397	8/10/2022	Paid Amt: \$12,671.00
							Check Amount: \$12,671.00
0118	chec	104313	01098		JOHNSON TELEPHONE CO		Check
				E 01	005 810 000 000 320	R0520	\$608.57
PO#:		Voucher #:	69351	Invoice	Invoice No: R0520-08/01/2022	8/10/2022	Paid Amt: \$608.57
				E 01	040 810 000 000 320	R4513	\$31.55
PO#:		Voucher #:	69352	Invoice	Invoice No: R4513-08/01/2022	8/10/2022	Paid Amt: \$31.55
							Check Amount: \$640.12

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104314	06071		MASSP		Check
				E 01 020 050 000 000 820	FY23 MEMBERSHIP	\$590.00	
	PO#: 18585	Voucher #: 69350	Invoice	Invoice No: 22895		8/10/2022	Paid Amt: \$590.00
							Check Amount: \$590.00
0118	chec	104315	5373		MN DEPT LABOR & INDUSTRY		Check
				E 01 005 810 000 000 420	PRESSURE VESSEL/BOILER	\$60.00	
	PO#:	Voucher #: 69348	Invoice	Invoice No: ABR0284796X		8/10/2022	Paid Amt: \$60.00
				E 01 005 810 000 000 420	ELEVATOR ANNUAL OP	\$100.00	
	PO#:	Voucher #: 69349	Invoice	Invoice No: ALR0135732X		8/10/2022	Paid Amt: \$100.00
							Check Amount: \$160.00
0118	chec	104316	5222		MRI Software LLC		Check
				E 01 005 110 000 000 305	JEREMY SCHWARZ	\$10.00	
	PO#:	Voucher #: 69343	Invoice	Invoice No: MRIUS1190201		8/10/2022	Paid Amt: \$10.00
							Check Amount: \$10.00
0118	chec	104317	5651		OFFICE OF MNIT SERVICES		Check
				E 01 005 810 000 000 320	Telephone	\$22.91	
	PO#:	Voucher #: 69321	Invoice	Invoice No: W22060668		8/10/2022	Paid Amt: \$22.91
							Check Amount: \$22.91
0118	chec	104318	4481		QUALITY REFRIGERATION & HEATING		Check
				E 01 005 810 000 000 410	Ice O Matic IOMQ filter PN for a IFQ1 system	\$471.00	
				E 01 005 810 000 000 410	Freight	\$29.00	
	PO#: 18572	Voucher #: 69346	Invoice	Invoice No: 22675		8/10/2022	Paid Amt: \$500.00
							Check Amount: \$500.00
0118	chec	104319	03258		RAPIDS WELDING SUPPLY		Check
				E 03 005 760 000 720 420	ACETONE	\$12.00	
				E 03 005 760 000 720 420	POLY PROPYLENE	\$5.50	
				E 03 005 760 000 720 420	OXYGEN	\$11.00	
				E 03 005 760 000 720 420	ARGON	\$5.50	
	PO#:	Voucher #: 69322	Invoice	Invoice No: 0030028968		8/10/2022	Paid Amt: \$34.00
				E 03 005 760 000 720 420	ACETONE	\$12.00	
				E 03 005 760 000 720 420	OXYGEN	\$11.00	
				E 03 005 760 000 720 420	POLY PROPYLENE	\$5.50	
				E 03 005 760 000 720 420	ARGON	\$5.50	
	PO#:	Voucher #: 69323	Invoice	Invoice No: 0030028338		8/10/2022	Paid Amt: \$34.00
							Check Amount: \$68.00
0118	chec	104320	05304		SANDSTROM'S		Check
				E 02 005 770 000 705 490	BREAKFAST	\$85.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104320	05304		SANDSTROM'S		Check
				E 02	005 770 000 701 490 LUNCH		\$87.50
	PO#:	Voucher #:	69339	Invoice	Invoice No: 419731	8/10/2022	Paid Amt: \$172.50
							Check Amount: \$172.50
0118	chec	104321	6304		SEVERIN INTERMEDIATE HOLDINGS LLC		Check
				E 01	020 211 000 000 406 SCHOOLOGY LMS SUBSCRIPTION		\$3,505.95
	PO#: 18488	Voucher #:	69345	Invoice	Invoice No: INV313395	8/10/2022	Paid Amt: \$3,505.95
							Check Amount: \$3,505.95
0118	chec	104322	6314		SFM		Check
				E 01	005 110 000 000 270 WORK COMP 7/1/22-7/1/23		\$1,417.00
	PO#:	Voucher #:	69324	Invoice	Invoice No: 2807372	8/10/2022	Paid Amt: \$1,417.00
							Check Amount: \$1,417.00
0118	chec	104323	6146		TC's FOODS INC		Check
				E 02	005 770 000 701 490 LUNCH		\$38.97
	PO#:	Voucher #:	69325	Invoice	Invoice No: 139189	8/10/2022	Paid Amt: \$38.97
							Check Amount: \$38.97
0118	chec	104324	5619		TK ELEVATOR CORPORATION		Check
				E 05	005 865 000 347 305 FULL MAINTENANCE CONTRACT		\$2,389.37
	PO#:	Voucher #:	69337	Invoice	Invoice No: 3006741893	8/10/2022	Paid Amt: \$2,389.37
							Check Amount: \$2,389.37
0118	chec	104325	5581		US FOODS INC		Check
				E 02	005 770 000 705 490 BREAKFAST		\$516.88
				E 02	005 770 000 701 490 LUNCH		\$701.03
				E 02	005 770 000 701 401 SUPPLIES		\$80.29
	PO#:	Voucher #:	69336	Invoice	Invoice No: 5889219	8/10/2022	Paid Amt: \$1,298.20
							Check Amount: \$1,298.20
0118	chec	104326	5673		BLACKBOARD INC		Check
				E 01	005 630 000 000 405 CONTRACT RENEWAL FOR DISTRICT WEE		\$1,020.00
	PO#: 18599	Voucher #:	69354	Invoice	Invoice No: 1384599	8/12/2022	Paid Amt: \$1,020.00
							Check Amount: \$1,020.00
0118	chec	104327	5241		ACME TOOLS		Check
				E 01	005 810 000 000 410 4 Ext Cords, 2 fans, tape measure, and Hamr		\$147.96
	PO#: 18588	Voucher #:	69358	Invoice	Invoice No: 10257938	8/24/2022	Paid Amt: \$147.96
							Check Amount: \$147.96
0118	chec	104328	3296		AMAZON.COM		Check
				E 01	010 203 202 000 430 HAND2MIND 120 BEAD MAGNETIC		\$20.76
	PO#:	Voucher #:	69395	Invoice	Invoice No: 1F74-QW6M-1LLH	8/24/2022	Paid Amt: \$20.76

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104328	3296		AMAZON.COM		Check		
				E 01 010 203	011 161 530	TECHNI MOBIL SIT-TO-STAND ROLLING AD	\$69.98		
PO#:	18482	Voucher #:	69359	Invoice	Invoice No:	1VJ7-WT9P-3LNK	8/24/2022	Paid Amt:	\$69.98
				E 01 010 203	011 161 401	Member's Mark Member's Mark Soft & Strong	\$15.95		
PO#:	18486	Voucher #:	69361	Invoice	Invoice No:	16T6-6YWT-4YWH-1	8/24/2022	Paid Amt:	\$15.95
				E 01 010 203	011 161 401	General Supplies	\$15.95		
PO#:		Voucher #:	69362	Credit	Invoice No:	11QR-PPGQ-9WY3	8/24/2022	Paid Amt:	(\$15.95)
				E 01 010 203	011 161 430	5TH GRADE MATH FLASHCARDS	\$11.99		
PO#:	18482	Voucher #:	69363	Invoice	Invoice No:	2F9T-FDL-14LW	8/24/2022	Paid Amt:	\$11.99
				E 01 010 203	011 161 401	General Supplies	\$11.99		
PO#:		Voucher #:	69364	Credit	Invoice No:	1T76-4JX4-CFRT	8/24/2022	Paid Amt:	(\$11.99)
				E 01 010 203	011 161 430	Scribble Stones Art Guide: Step by Step Painti	\$16.91		
PO#:	18477	Voucher #:	69365	Invoice	Invoice No:	1DCN-9WQR-KX33-1	8/24/2022	Paid Amt:	\$16.91
				E 01 010 203	011 161 430	Instructional Supp	\$16.17		
PO#:		Voucher #:	69366	Credit	Invoice No:	1T1Q-XPX6-CF4Y	8/24/2022	Paid Amt:	(\$16.17)
				E 01 010 203	011 161 430	Learning Resources Helping Hands Pocket Ct	\$19.99		
PO#:	18486	Voucher #:	69367	Invoice	Invoice No:	1WJY-96K6-36TQ-1	8/24/2022	Paid Amt:	\$19.99
				E 01 010 203	011 161 430	Instructional Supp	\$18.46		
PO#:		Voucher #:	69368	Credit	Invoice No:	1HRT-YFCN-C3DQ	8/24/2022	Paid Amt:	(\$18.46)
				E 01 010 203	011 161 401	OFFICE CHAIR MAT	\$30.64		
				E 01 010 203	011 161 401	TECHNI MOBILI SIT TO STAND ROLLING LA	\$85.16		
PO#:	18482	Voucher #:	69369	Invoice	Invoice No:	1JHN-7RYG-699T-1	8/24/2022	Paid Amt:	\$115.80
				E 01 010 203	011 161 401	OFFICE CHAIR MAT	\$30.64		
				E 01 010 203	011 161 401	TECHNI MOBILI SIT TO STAND ROLLING LA	\$85.16		
PO#:		Voucher #:	69370	Credit	Invoice No:	1RGY-H9HK-CGTP	8/24/2022	Paid Amt:	(\$115.80)
				E 01 005 110	000 000 401	TONER CARTRIDGE - HP49A	\$119.89		
PO#:	18575	Voucher #:	69371	Invoice	Invoice No:	14HT-Y47F-3NX1	8/24/2022	Paid Amt:	\$119.89
							Check Amount:		\$212.90
0118	chec	104329	1357		AMERICAN EAGLE SEC SYS INC		Check		
				E 01 005 810	000 000 350	Entrance camera repair est time and material	\$142.50		
PO#:	18412A	Voucher #:	69397	Invoice	Invoice No:	21463	8/24/2022	Paid Amt:	\$142.50
							Check Amount:		\$142.50
0118	chec	104330	3284	R	APPLE COMPUTER INC		Check		
				E 01 020 630	012 155 466	24-inch iMac with Retina 4.5K display: Apple A	\$1,249.00		
PO#:	18530	Voucher #:	69394	Invoice	Invoice No:	AJ24342577	8/24/2022	Paid Amt:	\$1,249.00
				E 01 020 630	012 155 466	13-inch MacBook Air: Apple M1 chip with 8-coi	\$3,596.00		
				E 01 010 630	012 155 466	13-inch MacBook Air: Apple M1 chip with 8-coi	\$8,790.00		
PO#:	18530	Voucher #:	69409	Invoice	Invoice No:	AJ23302222	8/24/2022	Paid Amt:	\$12,386.00
							Check Amount:		\$13,635.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104331	6286		BIO COMPANY		Check
				E 01 020 211 000 000 401	Pregnant Triple Dogfish Shark	\$244.00	
				E 01 020 211 000 000 401	13'-14" Double Fetal Pig	\$151.50	
				E 01 020 211 000 000 401	4"-6" Plain Starfish	\$20.25	
				E 01 020 211 000 000 401	9"-12" Earthworms	\$5.90	
				E 01 020 211 000 000 401	Sheep Eye	\$14.25	
				E 01 020 211 000 000 401	6"-8" Plain Turtle	\$102.50	
				E 01 020 211 000 000 401	Turtle Dissection Reference Guide	\$49.75	
				E 01 020 211 000 000 401	Eye Dissection Reference Guide	\$99.50	
				E 01 020 211 000 000 401	Frog Dissection Packet - Beginner	\$15.00	
				E 01 020 211 000 000 401	3"-3.5" Double Leopard Frog	\$30.00	
				E 01 020 211 000 000 401	9"-12" Single Yellow Perch	\$59.00	
				E 01 020 211 000 000 401	Perch Dissection Reference Guide	\$49.75	
				E 01 020 211 000 000 401	Shark Dissection Reference Guide	\$49.75	
				E 01 020 211 000 000 401	shipping	\$176.45	
PO#: 18558	Voucher #: 69372	Invoice	Invoice No: 1040697			8/24/2022	Paid Amt: \$1,067.60
							Check Amount: \$1,067.60
0118	chec	104332	4672		BSN SPORTS		Check
				E 04 500 505 000 321 401	Batting helmet JR	\$119.97	
				E 04 500 505 000 321 401	Freight	\$10.00	
PO#: 18446	Voucher #: 69391	Invoice	Invoice No: 917678573			8/24/2022	Paid Amt: \$129.97
				E 04 500 505 000 321 401	YTH PRAC FBALL JERSEY BLACK	\$210.00	
				E 04 500 505 000 321 401	FREIGHT	\$8.94	
PO#:	Voucher #: 69392	Invoice	Invoice No: 917678581			8/24/2022	Paid Amt: \$218.94
				E 01 310 292 110 000 530	NIKE WOMENS DIGITAL HYPERLITE LS-PL	\$2,295.00	
				E 01 310 292 110 000 530	SHIPPING	\$30.00	
PO#: 18363	Voucher #: 69399	Invoice	Invoice No: 917492212			8/24/2022	Paid Amt: \$2,325.00
							Check Amount: \$2,673.91
0118	chec	104333	01097		CROW WING COOP POWER & LIGHT		Check
				E 01 005 810 000 000 332	Electricity	\$25.99	
PO#:	Voucher #: 69407	Invoice	Invoice No: STMT8/2022			8/24/2022	Paid Amt: \$25.99
							Check Amount: \$25.99
0118	chec	104334	4397		DELTA DENTAL OF MN		Check
				E 01 010 203 000 000 291	Elem Retired Emp Benefit	\$230.00	
				E 01 020 211 000 000 291	Retired Emp Benefit	\$135.70	
				E 01 010 050 000 000 291	Retired Emp Benefit	\$135.70	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104334	4397		DELTA DENTAL OF MN		Check		
				B 01	215 031	Employer Insurance Withholding Payable		\$2,991.32	
	PO#:	Voucher #:	69403	Invoice	Invoice No:	RIS0004382589	8/24/2022	Paid Amt:	\$3,492.72
								Check Amount:	\$3,492.72
0118	chec	104335	5392		GOODIN COMPANY		Check		
				E 01	005 810 000 000 410	4 way key for plumbing shutoff per quote 0382		\$46.62	
	PO#:	Voucher #:	69374	Invoice	Invoice No:	03820586-00	8/24/2022	Paid Amt:	\$46.62
								Check Amount:	\$46.62
0118	chec	104336	03788	R	HILLYARD/HUTCHINSON		Check		
				E 01	005 810 000 000 410	WIN86407790 ext tube vaccum		\$81.00	
				E 01	005 810 000 000 410	Freight		\$6.48	
	PO#:	Voucher #:	69375	Invoice	Invoice No:	700514804	8/24/2022	Paid Amt:	\$87.48
								Check Amount:	\$87.48
0118	chec	104337	01052		HOLKERS DO IT BEST LUMBER		Check		
				E 01	005 810 000 000 420	open PO structure like last one for misc maint		\$50.00	
				E 01	005 810 000 000 420	open PO structure like last one for misc maint		\$34.48	
	PO#:	Voucher #:	69406	Invoice	Invoice No:	2208-035721	8/24/2022	Paid Amt:	\$84.48
								Check Amount:	\$84.48
0118	chec	104338	5593		HOUGHTON MIFFLIN HARCOURT		Check		
				E 01	010 203 202 000 460	GRADE 3 INTRO TO READING TEACHER G		\$172.50	
				E 01	010 203 202 000 460	Freight		\$27.60	
	PO#:	Voucher #:	69360	Invoice	Invoice No:	955636929	8/24/2022	Paid Amt:	\$200.10
								Check Amount:	\$200.10
0118	chec	104339	5362		HUDL		Check		
				E 01	310 294 210 000 405	HUDL SILVER SOFTWARE FOR FOOTBALL		\$900.00	
	PO#:	Voucher #:	69376	Invoice	Invoice No:	inv01350658	8/24/2022	Paid Amt:	\$900.00
								Check Amount:	\$900.00
0118	chec	104340	1279	R	JOHNSON CONTROLS		Check		
				E 01	005 810 000 000 420	nsb8bhn240-0 thermostats for elem gym vand		\$752.60	
				E 01	005 810 000 000 420	shipping est		\$0.00	
	PO#:	Voucher #:	69373	Invoice	Invoice No:	1-119883364987	8/24/2022	Paid Amt:	\$752.60
	PO#:	Voucher #:	69410	Invoice	Invoice No:	1-120383294634	8/24/2022	Paid Amt:	\$1,040.61
								Check Amount:	\$1,793.21
0118	chec	104341	5358		L&M SUPPLY INC		Check		
				E 01	005 810 000 000 420	OPEN PO MISC ITEMS- Maint, repairs, hardw		\$53.57	
	PO#:	Voucher #:	69393	Invoice	Invoice No:	10960818WSID	8/24/2022	Paid Amt:	\$53.57
								Check Amount:	\$53.57

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0118	chec	104342	01095		LAKE COUNTRY POWER		Check	
				E 01 005 810 000 000 332	FOOTBALL LIGHTS	\$43.00		
PO#:	Voucher #:	69377	Invoice	Invoice No:	1000175-7/1-8/1	8/24/2022	Paid Amt: \$43.00	
				E 01 005 810 000 000 332	BOILER HOUSE	\$8,298.00		
PO#:	Voucher #:	69378	Invoice	Invoice No:	9000204/205-7/1-8/1	8/24/2022	Paid Amt: \$8,298.00	
				E 01 005 810 000 000 332	ECFE BUILDING	\$821.00		
PO#:	Voucher #:	69379	Invoice	Invoice No:	90000206-7/01-8/01	8/24/2022	Paid Amt: \$821.00	
				E 01 005 810 000 000 332	MAIN SCHOOL	\$17,673.00		
PO#:	Voucher #:	69380	Invoice	Invoice No:	90000203-7/01-8/01	8/24/2022	Paid Amt: \$17,673.00	
				E 01 005 810 000 000 332	FOOTBALL LIGHTS	\$42.00		
PO#:	Voucher #:	69381	Invoice	Invoice No:	10000176-7/01-8/01	8/24/2022	Paid Amt: \$42.00	
							Check Amount:	\$26,877.00
0118	chec	104343	5223		MADISON NATIONAL LIFE		Check	
				B 01 215 036	Ltd Insurance Withholding Payable-Dist	\$1,054.97		
PO#:	Voucher #:	69405	Invoice	Invoice No:	SEP-22	8/24/2022	Paid Amt: \$1,054.97	
							Check Amount:	\$1,054.97
0118	chec	104344	1095		MARCO TECHNOLOGIES LLC		Check	
				E 01 005 110 371 000 580	DISTRICT	\$738.11		
				E 01 010 203 202 000 580	ELEMENTARY	\$738.10		
				E 01 020 211 000 000 580	SECONDARY	\$738.11		
PO#:	Voucher #:	69382	Invoice	Invoice No:	479554974	8/24/2022	Paid Amt: \$2,214.32	
							Check Amount:	\$2,214.32
0118	chec	104345	05787		MCGRAW HILL SCHOOLI EDUCATIONS HOLDINGS LLC		Check	
				E 01 020 211 000 000 460	GLENCOE HIGH SCHOOL HEALTH	\$4,616.70		
				E 01 020 211 000 000 460	SHIPPING	\$232.80		
PO#: 18578	Voucher #:	69383	Invoice	Invoice No:	123593238001	8/24/2022	Paid Amt: \$4,849.50	
							Check Amount:	\$4,849.50
0118	chec	104346	6020		MN PEIP		Check	
				E 01 010 203 000 000 291	Elem Retired Emp Benefit	\$2,479.98		
				E 01 020 211 000 000 291	Retired Emp Benefit	\$620.10		
				E 01 010 050 000 000 291	Retired Emp Benefit	\$886.34		
				B 01 215 031	Employer Insurance Withholding Payable	\$41,533.34		
PO#:	Voucher #:	69404	Invoice	Invoice No:	1215064	8/24/2022	Paid Amt: \$45,519.76	
							Check Amount:	\$45,519.76
0118	chec	104347	01415		MSBA		Check	
				E 01 005 020 000 000 366	PHASE I - JULY 2022	\$135.00		
PO#: 18534	Voucher #:	69384	Invoice	Invoice No:	INV-01989-G8V2L8	8/24/2022	Paid Amt: \$135.00	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104347	01415		MSBA		Check
				E 01 005 020 000 000 366	PHASE II - JULY 2022	\$210.00	
	PO#: 18534	Voucher #: 69385	Invoice	Invoice No: INV-01981-M7W6S6		8/24/2022	Paid Amt: \$210.00
							Check Amount: \$345.00
0118	chec	104348	4636		NORTH HOMES INC		Check
				E 01 005 420 000 740 394	NORTH HOMES	\$1,964.00	
	PO#:	Voucher #: 69401	Invoice	Invoice No: 6495		8/24/2022	Paid Amt: \$1,964.00
				E 01 005 420 000 740 394	NORTH HOMES	\$2,350.25	
	PO#:	Voucher #: 69402	Invoice	Invoice No: 7770		8/24/2022	Paid Amt: \$2,350.25
				E 01 005 420 000 740 394	NORTH HOMES	\$2,364.25	
	PO#:	Voucher #: 69387	Invoice	Invoice No: 6200		8/24/2022	Paid Amt: \$2,364.25
				E 01 005 420 000 740 394	NORTH HOMES	\$3,571.81	
	PO#:	Voucher #: 69355	Invoice	Invoice No: 4620		8/24/2022	Paid Amt: \$3,571.81
				E 01 005 420 000 740 394	NORTH HOMES	\$2,190.25	
	PO#:	Voucher #: 69356	Invoice	Invoice No: 4619		8/24/2022	Paid Amt: \$2,190.25
							Check Amount: \$12,440.56
0118	chec	104349	3370		NORTHERN LAKES CONFERENCE		Check
				E 01 310 292 110 000 820	DUES FOR 22-23	\$200.00	
				E 01 310 296 310 000 820	VOLLEYBALL DUES	\$50.00	
				E 01 310 294 220 000 820	BOYS BASKETBALL DUES	\$50.00	
				E 01 310 296 340 000 820	SOFBTALL DUES	\$50.00	
	PO#: 18608	Voucher #: 69396	Invoice	Invoice No: Dues 22-23		8/24/2022	Paid Amt: \$350.00
							Check Amount: \$350.00
0118	chec	104350	4065		NORTHERN STAR COOPERATIVE		Check
				E 03 005 760 000 720 441	GASOLINE	\$904.00	
				E 03 005 760 000 720 444	DIESEL	\$509.05	
	PO#:	Voucher #: 69386	Invoice	Invoice No: STMT 7/31/22		8/24/2022	Paid Amt: \$1,413.05
							Check Amount: \$1,413.05
0118	chec	104351	5651		OFFICE OF MNIT SERVICES		Check
				E 01 005 810 000 000 320	Telephone	\$22.12	
	PO#:	Voucher #: 69389	Invoice	Invoice No: W22070664		8/24/2022	Paid Amt: \$22.12
							Check Amount: \$22.12
0118	chec	104352	5796		O'REILLY AUTO PARTS		Check
				E 03 005 760 000 720 420	Shop Supplies	\$50.00	
				E 03 005 760 000 720 420	Shop Supplies	\$50.00	
				E 03 005 760 000 720 420	Shop Supplies	\$50.00	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104352	5796		O'REILLY AUTO PARTS		Check		
				E 03	005 760 000 720 420 Shop Supplies			\$63.19	
	PO#: 18581	Voucher #: 69398	Invoice		Invoice No: 1533-124230	8/24/2022	Paid Amt:	\$213.19	
								Check Amount:	\$213.19
0118	chec	104353	5932		SAFARI NORTH WILDLIFE PARK		Check		
				E 01	010 203 000 150 369 Student/Adult Park Passes			\$400.00	
				E 01	010 203 000 150 369 Extra Park Pass Items			\$149.94	
	PO#: 18595	Voucher #: 69357	Invoice		Invoice No: 03-329	8/24/2022	Paid Amt:	\$549.94	
								Check Amount:	\$549.94
0118	chec	104354	6432		SAVVAS LEARNING COMPANY LLC		Check		
				E 01	020 211 000 000 460 CONNECTED MATH (CMP3)			\$1,254.00	
				E 01	020 211 000 000 460 MATH XL			\$412.50	
				E 01	020 211 000 000 460 enVISION MATH			\$114.00	
	PO#: 18515	Voucher #: 69400	Invoice		Invoice No: 7028009518	8/24/2022	Paid Amt:	\$1,780.50	
								Check Amount:	\$1,780.50
0118	chec	104355	5418		SHI		Check		
				E 01	020 630 012 155 466 Chrome OS Management Console - License -			\$1,798.00	
	PO#: 18587	Voucher #: 69408	Invoice		Invoice No: B15662090	8/24/2022	Paid Amt:	\$1,798.00	
								Check Amount:	\$1,798.00
0118	chec	104356	6260		TRAFERA HOLDINGS LLC		Check		
				E 01	020 630 000 000 350 Lenovo 100e 2nd Gen Motherboard 4/32GB			\$126.00	
				E 01	020 630 000 000 350 DAUGHTERBOARD FOR CB 100E G2 MTK £			\$28.00	
				E 01	020 630 000 000 350 labor			\$59.99	
	PO#: 18361	Voucher #: 69388	Invoice		Invoice No: I000395610	8/24/2022	Paid Amt:	\$213.99	
								Check Amount:	\$213.99
0118	chec	104357	6318		TRUGREEN		Check		
				E 01	005 810 000 000 350 permiter and detail fence spraying per quote J			\$727.00	
	PO#: 18549	Voucher #: 69390	Invoice		Invoice No: 953819	8/24/2022	Paid Amt:	\$727.00	
								Check Amount:	\$727.00
								Report Total:	\$311,694.46

Northland Community Schools Finance Report 09/30/2022

First National Bank

General Checking \$3,485,364.10

Money Market Account \$101,762.01 CD Operating Matures 8/8/23 \$263,073.67 CD
Operating Matures 8/8/24 \$266,775.30 CD/Scholarship Carpenter Matures 6/17/24
\$8,099.67 CD/Scholarship Carpenter Matures 6/17/24 \$14,627.18 CD/Scholarship Felton
Matures 12/10/22 \$7,113.35 CD/Scholarship Sepin Matures 8/25/22 \$3,395.52 Total
Investments \$664,846.70

Total of all deposits at First National Bank \$4,150,210.80

Accounts Payable Checks/Wires and Deposits by Fund

Fund #	Fund Description	Deposits	A/P	Checks
01	General Fund	\$489,164.36	\$499,289.95	
02	Food Service Fund	\$6,824.06	\$1,889.94	
03	Transportation Fund	\$127.10	\$20,294.42	
04	Community Ed Fund	\$8,291.45	\$27,411.91	
05	Capital Fund	\$0.00	\$63,889.80	
06	Construction Fund	\$0.00	\$0.00	
07	Debt Redemption Fund	\$10,801.48	\$0.00	
08	Scholarship Fund	\$0.00	\$0.00	
	Total	\$515,208.45	\$612,776.02	

Sept 2022 Payroll

Monthly Total

Gross Payroll \$350,089.89 Employer Benefits \$70,445.65 Employer Taxes \$25,677.37 Total
Cost of Payroll \$446,212.91

Includes Payrolls:

S202305 9/15/2022

S202306 9/30/2022

Z202306 -A10 9/30/2022

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16022	0118	chec														
Jamison Wood-Sports fee			20927	Credit	A	09/08/22	9324	Cash	1	1108				AF ACTIVITY FEES		
						0118	R 01 310 292	110 000 050		Activity Fees					50.00	0.00
Receipt Total:															\$50.00	\$0.00
Tucker Koval-Sports Fee			20928	Credit	A	09/08/22	9325	Cash	1	1108				AF ACTIVITY FEES		
						0118	R 01 310 292	110 000 050		Activity Fees					50.00	0.00
Receipt Total:															\$50.00	\$0.00
Arvig Jan-Jun Rebate			20929	Credit	A	09/08/22	9327	Check	1	c1				Miscellaneous Customer		
						0118	R 01 005 000	000 000 099		Misc Revenue					172.00	0.00
Receipt Total:															\$172.00	\$0.00
Legacy AP Interface			20930	Credit	A	09/08/22	9328	Check	1	1112				PEPSI BOTTLING GROUF		
						0118	R 01 310 298	114 301 096		Elem Student Activity					349.50	0.00
						0118	R 01 310 298	311 301 096		High School Student Activity					349.50	0.00
Receipt Total:															\$699.00	\$0.00
9/6/22 Deposit			20931	Credit	A	09/08/22	9329	Check	1	1069				Food Service		
						0118	B 02 230 001			Deferred Revenue					298.00	0.00
Receipt Total:															\$298.00	\$0.00
SullyAmmerman-Sports fee			20932	Credit	A	09/08/22	9331	Check	1	1108				AF ACTIVITY FEES		
						0118	R 01 310 292	110 000 050		Activity Fees					50.00	0.00
Receipt Total:															\$50.00	\$0.00
Danika Johnson			20933	Credit	A	09/08/22	9332	Check	1	1119				CONCESSIONS - FOOD S		
						0118	R 01 310 292	110 000 050		Activity Fees					50.00	0.00
Receipt Total:															\$50.00	\$0.00
Football Concessions			20934	Credit	A	09/08/22	9333	Cash	1	1119				CONCESSIONS - FOOD S		
						0118	R 01 310 292	125 000 096		CONCESSIONS DISTRICT					498.00	0.00
Receipt Total:															\$498.00	\$0.00
FOOTBALL GATE			20935	Credit	A	09/08/22	9334	Cash	1	1118				GATE RECEIPTS		
						0118	R 01 310 292	110 000 060		Activity Admissions					678.00	0.00
Receipt Total:															\$678.00	\$0.00
9/7/22 DEPOSIT			20936	Credit	A	09/08/22	9335	Check	1	1069				Food Service		
						0118	B 02 230 001			Deferred Revenue					843.00	0.00
Receipt Total:															\$843.00	\$0.00

ISD#118 Remer-Longville Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16022	0118	chec														
ANGIE HARE-EAGLE PRIDE SH			20937	Credit	A	09/08/22	9335	Check	1	C1	Miscellaneous Customer					
						0118	R 01 005 000 000 000 099			Misc Revenue					5.00	0.00
														Receipt Total:	\$5.00	\$0.00
														Deposit Total:	\$3,393.00	\$0.00
16023	0118	chec														
Food service deposit 9/8/22			20938	Credit	A	09/15/22	9337	Check	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					890.75	0.00
														Receipt Total:	\$890.75	\$0.00
Food service deposit 9/9/22			20939	Credit	A	09/15/22	9338	Check	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					251.00	0.00
														Receipt Total:	\$251.00	\$0.00
M.Doro 3 month Dental			20940	Credit	A	09/15/22	9341	Check	1	1070	RETIRE/DEDUCT:					
						0118	E 01 010 050 000 000 291			Retired Emp Benefit					269.10	0.00
														Receipt Total:	\$269.10	\$0.00
School Planners-Sully			20941	Credit	A	09/15/22	9342	Cash	1	c1	Miscellaneous Customer					
						0118	R 01 005 000 000 000 099			Misc Revenue					10.00	0.00
														Receipt Total:	\$10.00	\$0.00
			20942	Credit	A	09/15/22	9343	Cash	1	1118	GATE RECEIPTS					
						0118	R 01 310 292 110 000 060			Activity Admissions					332.00	0.00
														Receipt Total:	\$332.00	\$0.00
VOLLEYBALL 9/8/22			20943	Credit	A	09/15/22	9344	Cash	1	1119	CONCESSIONS - FOOD S					
						0118	R 01 310 292 125 000 096			CONCESSIONS DISTRICT					463.00	0.00
														Receipt Total:	\$463.00	\$0.00
9/13/22 DEPOSIT			20944	Credit	A	09/15/22	9345	Check	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					176.75	0.00
														Receipt Total:	\$176.75	\$0.00
PLANNER-ELI REYES			20945	Credit	A	09/15/22	9346	Cash	1	C1	Miscellaneous Customer					
						0118	R 01 005 000 000 000 099			Misc Revenue					5.00	0.00
														Receipt Total:	\$5.00	\$0.00
VOLLEYBALL 9/13/22			20946	Credit	A	09/15/22	9347	Cash	1	1119	CONCESSIONS - FOOD S					
						0118	R 01 310 292 125 000 096			CONCESSIONS DISTRICT					517.75	0.00
														Receipt Total:	\$517.75	\$0.00

ISD#118 Remer-Longville Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16023	0118	chec														
DANICA HEINLE-CHARGER			20947	Credit	A	09/15/22	9348	Cash	1	C1						
						0118	R 01 005 000	000 000	099	Miscellaneous Customer					40.00	0.00
										Misc Revenue						
														Receipt Total:	\$40.00	\$0.00
DEPOSIT 9/13/22			20948	Credit	A	09/15/22	9350	Cash	1	1069						
						0118	B 02 230 001			Food Service					73.75	0.00
										Deferred Revenue						
														Receipt Total:	\$73.75	\$0.00
9/14/22 DEPOSIT			20949	Credit	A	09/15/22	9351	Cash	1	1069						
						0118	B 02 230 001			Food Service					15.75	0.00
										Deferred Revenue						
														Receipt Total:	\$15.75	\$0.00
VOLLEYBALL 9/13/22			20950	Credit	A	09/15/22	9352	Cash	1	1118						
						0118	R 01 310 292	110 000	060	GATE RECEIPTS					176.00	0.00
										Activity Admissions						
														Receipt Total:	\$176.00	\$0.00
														Deposit Total:	\$3,220.85	\$0.00
16031	0118	chec														
Campus Food Service Payments			20959	Credit	A	09/30/22	09302022	Wire	1	1178						
						0118	B 02 230 001			INFINITE CAMPUS PAYO					51.67	0.00
										Deferred Revenue						
						0118	B 02 230 001			Deferred Revenue					321.61	0.00
										Deferred Revenue						
						0118	B 02 230 001			Deferred Revenue					88.43	0.00
										Deferred Revenue						
						0118	B 02 230 001			Deferred Revenue					210.63	0.00
										Deferred Revenue						
						0118	B 02 230 001			Deferred Revenue					244.41	0.00
										Deferred Revenue						
						0118	B 02 230 001			Deferred Revenue					99.66	0.00
										Deferred Revenue						
						0118	B 02 230 001			Deferred Revenue					91.94	0.00
										Deferred Revenue						
						0118	B 02 230 001			Deferred Revenue					64.31	0.00
														Receipt Total:	\$1,172.66	\$0.00
														Deposit Total:	\$1,172.66	\$0.00
16032	0118	chec														
ACT/SAT Reimbursement			20960	Credit	A	09/16/22	09162022	Wire	1	MDE						
						0118	R 01 005 000	000 000	099	Minn Dept of ED					414.00	0.00
										Misc Revenue						
														Receipt Total:	\$414.00	\$0.00
														Deposit Total:	\$414.00	\$0.00

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16033	0118	chec														
MA FIN372			20961	Credit	A	09/14/22	09142022	Wire	1	MDE						
						0118	R 01 005 000 000	372	071	Med Assist Fr Dept of HS					1,238.97	0.00
														Receipt Total:	\$1,238.97	\$0.00
														Deposit Total:	\$1,238.97	\$0.00
16034	0118	chec														
IDEAS 9/15			20962	Credit	A	09/15/22	IDEAS	Wire	1	MDE						
						0118	R 01 005 000 000 000	211		Gen Ed/Spar/Pen Adj Aid					133,777.12	0.00
						0118	R 01 005 000 000 000	201		Endowment Fund					7,808.28	0.00
														Receipt Total:	\$141,585.40	\$0.00
														Deposit Total:	\$141,585.40	\$0.00
FNS			20963	Credit	A	09/15/22	09/15/2022	Wire	1	mde						
						0118	R 02 005 770 000 701	472		Spec Asst-Need Ch					2,002.93	0.00
						0118	R 02 005 770 000 705	476		Federal Breakfast					1,044.60	0.00
						0118	R 02 005 770 000 701	300		STATE SCH LUNCH					54.87	0.00
														Receipt Total:	\$3,102.40	\$0.00
														Deposit Total:	\$3,102.40	\$0.00
16035	0118	chec														
MA IEP Funding			20964	Credit	A	09/28/22	09282022	Wire	1	MDE						
						0118	R 01 005 000 000 372	071		Med Assist Fr Dept of HS					6,561.95	0.00
														Receipt Total:	\$6,561.95	\$0.00
														Deposit Total:	\$6,561.95	\$0.00
16036	0118	chec														
FY22 IDEAS payment			20965	Credit	A	09/30/22	093020211	Wire	1	mde						
						0118	R 01 005 000 000 000	211		Gen Ed/Spar/Pen Adj Aid					162,517.31	0.00
						0118	R 03 005 000 000 720	300		NONPUBLIC TRANSPORTI					127.10	0.00
						0118	R 01 005 000 000 740	360		Special Ed Aid					27,800.71	0.00
						0118	R 01 005 000 000 320	300		SUCCESS F/T FUTURE					2,778.08	0.00
						0118	R 04 500 582 000 344	300		School Readiness State Aids					993.26	0.00
						0118	R 04 500 583 000 354	300		PRESCH SCREEN					28.80	0.00
						0118	R 01 005 000 000 000	212		Literacy Incentive Aid					527.76	0.00
						0118	R 01 005 000 000 313	300		A&J Initial Aid Aid					1,477.51	0.00
						0118	R 01 005 000 000 000	227		Abatement Aid					4.67	0.00
														Receipt Total:	\$196,255.20	\$0.00

ISD#118 Remer-Longville Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16036	0118	chec														
IDEAS payment 9/30																
			20966	Credit	A	09/30/22	09302022	Wire	1	MDE						
										Minn Dept of ED						
										Gen Ed/Spar/Pen Adj Aid				132,509.15	0.00	
										Hmstd/Ag Market Value Crec				565.94	0.00	
										Other State Credits				10,219.60	0.00	
										Disparity Reduct Aid				15.94	0.00	
										School Readiness State Aids				6,994.19	0.00	
										PRESCH SCREEN				216.00	0.00	
														Receipt Total:	\$150,520.82	\$0.00
														Deposit Total:	\$346,776.02	\$0.00
16037	0118	chec														
ALI Revenue FY23																
			20967	Credit	A	09/02/22	09022022	Wire	1	1141						
										APPLIED LEARNING INST						
										ALI CONSUMABLES					7,056.00	0.00
														Receipt Total:	\$7,056.00	\$0.00
														Deposit Total:	\$7,056.00	\$0.00
16038	0118	chec														
Premier CE																
			20968	Credit	A	09/19/22	09162022	Wire	1	c1						
										Miscellaneous Customer						
										Tuition fm Patrons					59.20	0.00
														Receipt Total:	\$59.20	\$0.00
														Deposit Total:	\$59.20	\$0.00
16039	0118	chec														
P-EBT Coord																
			20969	Credit	A	09/23/22	09232022	Wire	1	MDE						
										Minn Dept of ED						
										Misc Revenue					628.00	0.00
														Receipt Total:	\$628.00	\$0.00
														Deposit Total:	\$628.00	\$0.00
														Report Total:	\$515,208.45	\$0.00

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104358	5241		ACME TOOLS		Check
				E 01 005 810 000 000 410	4 Ext Cords, 2 fans, tape measure, and Hamr	\$216.91	
	PO#: 18588	Voucher #: 69462	Invoice		Invoice No: 10348398	9/9/2022	Paid Amt: \$216.91
							Check Amount: \$216.91
0118	chec	104359	5489		ADVANCED FIRST AID INC		Check
				E 01 005 720 000 000 401	ADULT REPLACEMENT BATTERY/ELECTRC	\$199.00	
	PO#: 18632	Voucher #: 69445	Invoice		Invoice No: 0822-526	9/9/2022	Paid Amt: \$199.00
							Check Amount: \$199.00
0118	chec	104360	6108		ALEX BROCKPAHLER		Check
				E 01 310 294 210 000 305	OFFICIAL	\$100.00	
	PO#:	Voucher #: 69459	Invoice		Invoice No: 09/01/2022	9/9/2022	Paid Amt: \$100.00
							Check Amount: \$100.00
0118	chec	104361	3296		AMAZON.COM		Check
				E 01 010 203 012 155 401	DTK 3 Tier Utility Rolling Cart with Cover Boar	\$42.99	
	PO#: 18607	Voucher #: 69422	Invoice		Invoice No: 1TRR-PN91-6TKH	9/9/2022	Paid Amt: \$42.99
				E 01 310 298 069 301 402	GOLD CARDSTOCK	\$34.01	
				E 01 310 298 069 301 402	LAMINATING POUCHES	\$19.56	
	PO#: 18611	Voucher #: 69423	Invoice		Invoice No: 1TRR-PN91-6TKH-1	9/9/2022	Paid Amt: \$53.57
				E 01 010 203 012 155 401	Greenvelly Metal Storage Cabinet with Wheels	\$561.98	
				E 01 010 203 012 155 401	shipping	\$159.98	
	PO#: 18607	Voucher #: 69424	Invoice		Invoice No: 17VT-1XGQ-6MCN	9/9/2022	Paid Amt: \$721.96
				E 01 010 203 012 155 401	STACKABLE STOOLS, PACK OF 5	\$89.62	
				E 01 010 203 012 155 401	VS AMERICA HOKKI STOOL	\$892.50	
	PO#: 18610	Voucher #: 69425	Invoice		Invoice No: 14GC-9FFG-1JXT	9/9/2022	Paid Amt: \$982.12
				E 01 020 620 000 000 470	KINGDOM OF THE CURSED	\$8.99	
	PO#:	Voucher #: 69453	Invoice		Invoice No: 1VK9-KY9G-NNPV	9/9/2022	Paid Amt: \$8.99
				E 01 010 203 202 000 401	BADGE HOLDERS	\$21.66	
				E 01 010 203 202 000 401	LANYARDS- GOLD	\$30.99	
				E 01 010 203 202 000 401	LANYARDS - BLACK	\$16.58	
	PO#: 18615	Voucher #: 69454	Invoice		Invoice No: 1RH9-7CNX-CGFW	9/9/2022	Paid Amt: \$69.23
				E 01 040 216 012 406 401	lap desks	\$39.98	
				E 01 040 216 012 406 401	floor chair	\$68.49	
	PO#: 18628	Voucher #: 69463	Invoice		Invoice No: 1H7Q-39DY-HVRK	9/9/2022	Paid Amt: \$108.47
				E 01 005 810 000 000 410	Bissel vacuum push style	\$75.90	
	PO#: 18619	Voucher #: 69464	Invoice		Invoice No: 17JG-H4VN-7V4Y	9/9/2022	Paid Amt: \$75.90
				E 01 005 810 000 000 420	Dixon Clamp with 20 1.5" clamps	\$149.95	
				E 01 005 810 000 000 420	Dixon clamp 2" 20	\$19.95	
				E 01 005 810 000 000 420	Freight	\$5.45	
	PO#: 18623	Voucher #: 69465	Invoice		Invoice No: 1C31-3W4Y-94FH	9/9/2022	Paid Amt: \$175.35

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104361	3296		AMAZON.COM		Check		
				E 01	020 630 000 000 401	USB C to Ethernet Adapter, WALNEW USB Tj		\$27.70	
				E 01	010 630 000 000 401	VELCRO Brand Extreme Outdoor Mounting Tz		\$17.61	
				E 01	040 630 012 155 456	Meeting Owl Pro - 360-Degree, 1080p HD Sm.		\$997.97	
PO#: 18618	Voucher #:	69468	Invoice	Invoice No:	141N-KKNQ-11YT	9/9/2022	Paid Amt:	\$1,043.28	
				E 01	020 630 000 000 401	Epson C12C890191 Stylus Pro Ink Maintenanc		\$49.89	
				E 01	010 630 000 000 401	USB C to HDMI VGA Adapter, CableCreation		\$17.98	
				E 01	010 630 000 000 401	Epson Enhanced Matte 24-Inch x 100-Foot Ph		\$52.99	
				E 01	010 630 000 000 401	Freight		\$3.52	
				E 01	020 630 000 000 401	Freight		\$2.47	
PO#: 18624	Voucher #:	69469	Invoice	Invoice No:	1QLJ-9RCR-3QWQ	9/9/2022	Paid Amt:	\$126.85	
							Check Amount:	\$3,408.71	
0118	chec	104362	04084		AMERICAN DISPOSAL		Check		
				E 01	005 810 000 000 331	Garbage		\$608.63	
PO#:	Voucher #:	69456	Invoice	Invoice No:	540509781	9/9/2022	Paid Amt:	\$608.63	
							Check Amount:	\$608.63	
0118	chec	104363	6094		ANDERSONS		Check		
				E 01	310 298 069 301 402	https://www.andersons.com/royalty/sashes/hor		\$23.10	
PO#: 18633	Voucher #:	69466	Invoice	Invoice No:	4285952	9/9/2022	Paid Amt:	\$23.10	
				E 01	310 298 069 301 402	Four Piece Tiara Set - Natalia Queen and Sab		\$72.45	
				E 01	310 298 069 301 402	Gold Crushed Satin Crown - Silver Band		\$45.45	
				E 01	310 298 069 301 402	Court Bling Medallion with Neck Strap and Ca:		\$44.25	
				E 01	310 298 069 301 402	Shipping		\$46.98	
PO#: 18635	Voucher #:	69467	Invoice	Invoice No:	4285952-1	9/9/2022	Paid Amt:	\$209.13	
							Check Amount:	\$232.23	
0118	chec	104364	3284	R	APPLE COMPUTER INC		Check		
				E 01	010 206 000 433 401	MU8F2AM/A Apple Pencil (2nd Generation)		\$119.00	
PO#: 18600	Voucher #:	69455	Invoice	Invoice No:	AJ25688852	9/9/2022	Paid Amt:	\$119.00	
				E 01	010 630 000 000 401	Apple Pencil (1st Generation)		\$89.00	
PO#: 18625	Voucher #:	69426	Invoice	Invoice No:	AJ28609469	9/9/2022	Paid Amt:	\$89.00	
							Check Amount:	\$208.00	
0118	chec	104365	4459		ARCHITECTURAL RESOURCES INC		Check		
				E 01	005 010 000 000 305	Consulting Fees		\$6,194.46	
PO#:	Voucher #:	69461	Invoice	Invoice No:	2021093-8	9/9/2022	Paid Amt:	\$6,194.46	
							Check Amount:	\$6,194.46	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104366	06412		BIGFORK HIGH SCHOOL		Check
				E 01	310 296 310 000 369	TOURNAMENT FEE FOR OCTOBER 1	\$175.00
	PO#: 18641	Voucher #:	69471	Invoice	Invoice No: 10/01/2022	9/9/2022	Paid Amt: \$175.00
							Check Amount: \$175.00
0118	chec	104367	4848		BIRCHBARK BOOKS		Check
				E 01	020 620 132 499 470	1493 for Young People: From Columbus's Voy	\$20.65
				E 01	020 620 132 499 470	7 Generations: A Plains Cree Saga	\$31.11
				E 01	020 620 132 499 470	A Blanket of Butterflies	\$0.00
				E 01	020 620 132 499 401	A Girl Called Echo Vol 1: Pemmican Wars	\$17.05
				E 01	020 620 132 499 470	A Girl Called Echo Vol 2: Red River Resistance	\$17.05
				E 01	020 620 132 499 470	A Girl Called Echo Vol 3: Northwest Resistance	\$17.05
				E 01	020 620 132 499 470	A Girl Called Echo Vol 4: Road Allowance Era	\$17.95
				E 01	020 620 132 499 470	A Man Called Horse: John Horse and the Black	\$15.29
				E 01	020 620 132 499 470	A Snake Falls to Earth	\$17.09
				E 01	020 620 132 499 470	American Indian Trickster Tales	\$14.40
				E 01	020 620 132 499 470	Apple: (Skin to the Core)	\$17.09
				E 01	020 620 132 499 470	Bury My Heart at Chuck E. Cheese's	\$17.95
				E 01	020 620 132 499 470	Dreaming in Indian: Contemporary Native Ame	\$11.65
				E 01	020 620 132 499 470	Elatsoe	\$17.09
				E 01	020 620 132 499 470	Everything You Wanted to Know about Indians	\$17.09
				E 01	020 620 132 499 470	From the Roots Up: Surviving the City Vol 2	\$17.95
				E 01	020 620 132 499 470	Give Me Some Truth	\$17.09
				E 01	020 620 132 499 470	Hunting by Stars (a Marrow Thieves Novel)	\$17.09
				E 01	020 620 132 499 470	If I Ever Get Out Of Here	\$9.89
				E 01	020 620 132 499 470	Indigenous Originated: Walking in Two Worlds	\$13.50
				E 01	020 620 132 499 470	Living Our Language: Ojibwe Tales & Oral Hist	\$20.65
				E 01	020 620 132 499 470	Looks Like Daylight: Voices of Indigenous Kids	\$11.69
				E 01	020 620 132 499 470	Moonshot: The Indigenous Comics Collection	\$17.99
				E 01	020 620 132 499 470	Napi: A Blackfoot Graphic Novel	\$8.99
				E 01	020 620 132 499 470	Moonshot: The Indigenous Comics Collection	\$17.99
				E 01	020 620 132 499 470	Powwow Summer	\$8.09
				E 01	020 620 132 499 470	Reckoner Rises Volume 1: Breakdown	\$17.95
				E 01	020 620 132 499 470	Self-Determined Stories: The Indigenous Rein	\$26.95
				E 01	020 620 132 499 470	Sioux Women: Traditionally Sacred	\$15.25
				E 01	020 620 132 499 470	Slash	\$19.75
				E 01	020 620 132 499 470	Standing Strong	\$8.95
				E 01	020 620 132 499 470	Strangers: Reckoner #1	\$17.95
				E 01	020 620 132 499 470	Sugar Falls: A Residential School Story	\$19.75
				E 01	020 620 132 499 470	Super Indian Volume 1	\$22.45

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104367	4848		BIRCHBARK BOOKS		Check
				E 01	020 620 132 499 470	Super Indian Volume 2	\$22.45
				E 01	020 620 132 499 470	Surviving the City	\$17.05
				E 01	020 620 132 499 470	The 500 Years of Indigenous Resistance Com	\$17.95
				E 01	020 620 132 499 470	The Gift is in the Making: Anishinaabeg Storie	\$19.80
				E 01	020 620 132 499 470	The Great Bear: The Misewa Saga	\$16.19
				E 01	020 620 132 499 470	The Marrow Thieves	\$15.25
				E 01	020 620 132 499 470	The Mishomis Book: The Voice of the Ojibway	\$19.75
				E 01	020 620 132 499 470	The Power of Style	\$11.65
				E 01	020 620 132 499 470	The Secret of the Stars	\$13.49
				E 01	020 620 132 499 470	This Place: 150 Years Retold	\$32.40
				E 01	020 620 132 499 470	Tilly: A Story of Hope and Resilience	\$17.95
				E 01	020 620 132 499 470	Trust Your Name	\$8.95
				E 01	020 620 132 499 470	Uneducation Volume 1: A Residential School C	\$22.49
				E 01	020 620 132 499 470	We Rise: The Earth Guardians Guide to Buildi	\$20.69
				E 01	020 620 132 499 470	What the Eagle Sees: Indigenous Stories of R	\$13.45
				E 01	020 620 132 499 470	Tilly and the Crazy Eights	\$17.95
				E 01	020 620 132 499 470	Rising Voices: Writings of Young Native Ameri	\$8.09
				E 01	020 620 132 499 470	Nowhere to Hide	\$8.95
				E 01	020 620 132 499 470	No More No Name	\$8.95
				E 01	020 620 132 499 470	Name Your Mountain	\$8.95
				E 01	020 620 132 499 470	The Girl Who Sang to the Buffalo: A Child, an	\$17.05
				E 01	020 620 132 499 470	The Wolf at Twilight: An Indian Elder's Journey	\$16.15
				E 01	020 620 132 499 470	Dakota in Exile: The Untold Stories of Captive:	\$24.75
				E 01	020 620 132 499 470	The Dakota Indian Internment At Fort Snelling.	\$22.50
				E 01	020 620 132 499 470	Massacre in Minnesota: The Dakota War of 18	\$29.65
				E 01	020 620 132 499 470	American Indian Stories	\$13.50
				E 01	020 620 132 499 470	Standing with Standing Rock: Voices from the	\$22.45
				E 01	020 620 132 499 470	Standoff: Standing Rock, the Bundy Movemen	\$17.95
				E 01	020 620 132 499 470	Seven Fallen Feathers: Racism, Death, and H	\$17.05
				E 01	020 620 132 499 470	Education for Extinction: American Indians anc	\$19.75
				E 01	020 620 132 499 470	Changed Forever (Volume I): American Indian	\$30.55
				E 01	020 620 132 499 470	Changed Forever (Volume II): American Indiar	\$31.45
				E 01	020 620 132 499 470	Pipestone: My Life in an Indian Boarding Scho	\$19.75
				E 01	020 620 132 499 470	After One Hundred Winters: In Search of Recc	\$26.95
				E 01	020 620 132 499 470	Call Me Indian: From the Trauma of Residenti:	\$21.60
				E 01	020 620 132 499 470	Colonized Through Art: American Indian Scho	\$36.00
				E 01	020 620 132 499 470	Native Students at Work: American Indian Lab	\$27.00
				E 01	020 620 132 499 470	Murder on the Red River	\$8.99

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104367	4848		BIRCHBARK BOOKS		Check
				E 01	020 620 132 499 470	Girl Gone Missing	\$15.25
				E 01	020 620 132 499 470	Mni Sota Makoce: The Land of the Dakota	\$23.35
				E 01	020 620 132 499 470	Not a Nation of Immigrants: Settler Colonialism	\$25.15
				E 01	020 620 132 499 470	Black Elk: The Life of an American Visionary	\$25.88
				E 01	020 620 132 499 470	Transformation and Continuity in Lakota Cultu	\$26.95
				E 01	020 620 132 499 470	Before Columbus: The New World of 1491	\$22.49
				E 01	020 620 132 499 470	1491: New Revelations of the Americas Before	\$16.20
				E 01	020 620 132 499 470	Ojibway Ceremonies	\$22.45
				E 01	020 620 132 499 470	The First Code Talkers: Native American Com	\$33.25
				E 01	020 620 132 499 470	The Other Slavery: The Uncovered Story of In	\$15.29
				E 01	020 620 132 499 470	We Are Still Here: A Photographic History of th	\$35.95
				E 01	020 620 132 499 470	In the Courts of the Conqueror: The 10 Worst	\$0.00
				E 01	020 620 132 499 470	Voices of Cherokee Women	\$17.05
				E 01	020 620 132 499 470	Ned Christie: The Creation of an Outlaw and C	\$19.75
				E 01	020 620 132 499 470	A Good Time for the Truth: Race in Minnesota	\$17.05
				E 01	020 620 132 499 470	shipping freight	\$72.88
PO#: 18380	Voucher #:	69470	Invoice	Invoice No:	30004064	9/9/2022	Paid Amt: \$1,672.86
							Check Amount: \$1,672.86
0118	chec	104368	5905		BLOOMERS GARDEN CENTER & LANSCAPING INC		Check
				E 05	005 850 000 302 520	LANDSCAPING PROJECT FOR MAIN ENTR	\$63,270.67
PO#: 18593	Voucher #:	69452	Invoice	Invoice No:	1236	9/9/2022	Paid Amt: \$63,270.67
							Check Amount: \$63,270.67
0118	chec	104369	6254		BOXLIGHT INC		Check
				E 01	010 630 000 000 401	LIGHTPEN-P10	\$196.00
				E 01	010 630 000 000 401	shipping	\$21.61
PO#: 18630	Voucher #:	69504	Invoice	Invoice No:	INV363750	9/9/2022	Paid Amt: \$217.61
							Check Amount: \$217.61
0118	chec	104370	5133		COOLE SCHOOL		Check
				E 01	010 203 202 000 430	ELEMENTARY PLANNERS	\$187.00
				E 01	010 203 202 000 430	FEE	\$25.00
				E 01	010 203 202 000 430	SECONDARY (6TH GRADE) PLANNER	\$93.50
				E 01	010 203 202 000 430	FEE	\$25.00
				E 01	010 203 202 000 430	SHIPPING	\$33.00
PO#: 18513	Voucher #:	69427	Invoice	Invoice No:	222175-222176	9/9/2022	Paid Amt: \$363.50
							Check Amount: \$363.50

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104371	5948		COR ROBOTICS		Check
				E 04	500 585 000 332 185 RC WARS CLASS	\$1,260.00	
PO#:	Voucher #:	69473	Invoice	Invoice No:	08302022	9/9/2022	Paid Amt: \$1,260.00
							Check Amount: \$1,260.00
0118	chec	104372	6112		ERIC NELSON		Check
				E 01	310 294 210 000 305 OFFICIAL	\$100.00	
PO#:	Voucher #:	69460	Invoice	Invoice No:	09/01/2022	9/9/2022	Paid Amt: \$100.00
							Check Amount: \$100.00
0118	chec	104373	06679	R	FERRELLGAS		Check
				E 01	005 810 000 000 442 RENTAL 8/1/22-7/31/23	\$12.00	
PO#:	Voucher #:	69475	Invoice	Invoice No:	RNT9424805	9/9/2022	Paid Amt: \$12.00
							Check Amount: \$12.00
0118	chec	104374	04349		FLINN SCIENTIFIC INC		Check
				E 01	020 211 000 000 401 Hydrogen Peroxide, 30%, Reagent, 500 mL	\$136.00	
				E 01	020 211 000 000 401 Shipping - Hazardous	\$0.00	
PO#: 18559	Voucher #:	69505	Invoice	Invoice No:	2754210	9/9/2022	Paid Amt: \$136.00
							Check Amount: \$136.00
0118	chec	104375	5392	REMIT	GOODIN COMPANY		Check
				E 01	005 810 000 000 420 Girls Locker Room Shower Parts to repair van	\$1,422.97	
PO#: 18544	Voucher #:	69428	Invoice	Invoice No:	03801998-00	9/9/2022	Paid Amt: \$1,422.97
							Check Amount: \$1,422.97
0118	chec	104376	01034	R	GOPHER		Check
				E 01	020 211 000 000 430 WILSON YOUTH FOOTBALLS	\$89.85	
				E 01	020 211 000 000 430 SHIPPING	\$10.78	
PO#: 18640	Voucher #:	69476	Invoice	Invoice No:	IN212643	9/9/2022	Paid Amt: \$100.63
							Check Amount: \$100.63
0118	chec	104377	2917		HAWK CONSTRUCTION INC		Check
				E 01	005 760 012 160 520 BUS GARGAGE PROJECT	\$234,080.00	
PO#:	Voucher #:	69502	Invoice	Invoice No:	08312022	9/9/2022	Paid Amt: \$234,080.00
							Check Amount: \$234,080.00
0118	chec	104378	03788	R	HILLYARD/HUTCHINSON		Check
				E 01	005 810 000 000 410 SPRING ELEMENT	\$11.70	
				E 01	005 810 000 000 410 SHIPPING	\$0.50	
PO#:	Voucher #:	69429	Invoice	Invoice No:	700515105	9/9/2022	Paid Amt: \$12.20
				E 01	005 810 000 000 420 i26 scrubber deck mount LH and RH per quote	\$145.30	
				E 01	005 810 000 000 420 MISC Est for Shipping	\$6.20	
PO#: 18601	Voucher #:	69430	Invoice	Invoice No:	700515266	9/9/2022	Paid Amt: \$151.50

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104378	03788	R	HILLYARD/HUTCHINSON		Check		
				E 01 005 810 000 000 410	UNGRRCRT cleaning cart			\$687.17	
PO#: 18580	Voucher #:	69477	Invoice	Invoice No: 604859797	9/9/2022	Paid Amt:	\$687.17		
			E 01 005 810 000 000 401	PAP22285 TOWEL ROLL FSC WHITE 8X10C			\$1,100.00		
			E 01 005 810 000 000 401	PAP10171 TISSUE HC OPTICORE GSC 2 P			\$690.00		
PO#: 18622	Voucher #:	69478	Invoice	Invoice No: 604859798	9/9/2022	Paid Amt:	\$1,790.00		
						Check Amount:	\$2,640.87		
0118	chec	104379	01052		HOLKERS DO IT BEST LUMBER		Check		
				E 01 005 810 000 000 420	open PO structure like last one for misc maint			\$26.23	
PO#: 18525	Voucher #:	69437	Invoice	Invoice No: 2208-037073	9/9/2022	Paid Amt:	\$26.23		
			E 01 005 810 000 000 420	open PO structure like last one for misc maint			\$50.00		
			E 01 005 810 000 000 420	open PO structure like last one for misc maint			\$55.33		
PO#: 18525	Voucher #:	69438	Invoice	Invoice No: 2208-036912	9/9/2022	Paid Amt:	\$105.33		
						Check Amount:	\$131.56		
0118	chec	104380	02406		ISD #0002		Check		
				E 01 310 294 250 000 391	STORM BASEBALL			\$10,464.64	
PO#:	Voucher #:	69446	Invoice	Invoice No: 1240	9/9/2022	Paid Amt:	\$10,464.64		
			E 01 310 296 340 000 820	STORM BASEBALL			\$9,312.28		
PO#:	Voucher #:	69447	Invoice	Invoice No: 1239	9/9/2022	Paid Amt:	\$9,312.28		
			E 01 020 230 000 000 391	Spanish Shared Teacher			\$6,391.45		
PO#:	Voucher #:	69448	Invoice	Invoice No: 1238	9/9/2022	Paid Amt:	\$6,391.45		
			E 04 500 507 000 000 391	Shared EC Coordinator			\$17,749.32		
PO#:	Voucher #:	69449	Invoice	Invoice No: 1237	9/9/2022	Paid Amt:	\$17,749.32		
			E 01 005 110 000 000 391	Contracted Business Services			\$8,440.61		
PO#:	Voucher #:	69450	Invoice	Invoice No: 1236	9/9/2022	Paid Amt:	\$8,440.61		
			E 01 005 020 000 000 391	Shared Superintendent			\$18,922.46		
PO#:	Voucher #:	69451	Invoice	Invoice No: 1235	9/9/2022	Paid Amt:	\$18,922.46		
						Check Amount:	\$71,280.76		
0118	chec	104381	6115		JON LILLQUIST		Check		
				E 01 310 294 210 000 305	OFFICIAL			\$200.80	
PO#:	Voucher #:	69472	Invoice	Invoice No: 09/01/2022	9/9/2022	Paid Amt:	\$200.80		
						Check Amount:	\$200.80		
0118	chec	104382	1425		JTC INTERNET SERVICE		Check		
				E 01 005 010 000 000 320	R4513			\$960.00	
PO#:	Voucher #:	69479	Invoice	Invoice No: 2022-2023 INTERNET	9/9/2022	Paid Amt:	\$960.00		
						Check Amount:	\$960.00		
0118	chec	104383	05315	R	KAPLAN EARLY LEARNING CO		Check		
				E 01 010 203 011 161 530	12-32730 Dollhouse furniture			\$179.95	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0118	chec	104383	05315	R	KAPLAN EARLY LEARNING CO		Check	
				E 01 010 203 011 161 430	12-31217 Carolina Market			\$679.90
				E 01 010 203 011 161 530	12-89029 Easel and drying rack			\$1,049.90
				E 01 010 203 011 161 430	12-145296 Pretend Condiment Set			\$45.90
				E 01 010 203 011 161 430	12-13861 Pretend Kitchen Set			\$129.90
				E 01 010 203 011 161 430	Freight			\$128.35
				E 01 010 203 011 161 530	Freight			\$184.47
	PO#: 18484	Voucher #: 69480		Invoice	Invoice No: 0006309904	9/9/2022	Paid Amt:	\$2,398.37
				E 01 010 203 011 161 530	12-82531 My First dollhouse			\$230.95
				E 01 010 203 011 161 530	Freight			\$34.64
	PO#: 18484	Voucher #: 69481		Invoice	Invoice No: 0006345400	9/9/2022	Paid Amt:	\$265.59
							Check Amount:	\$2,663.96
0118	chec	104384	5358		L&M SUPPLY INC		Check	
				E 01 020 255 000 000 430	OPEN PO SHOP SUPPLIES			\$73.63
	PO#: 18612	Voucher #: 69431		Invoice	Invoice No: 10983467WSID	9/9/2022	Paid Amt:	\$73.63
							Check Amount:	\$73.63
0118	chec	104385	6440		MCCOY CONCRETE		Check	
				E 04 500 580 000 325 520	concrete work			\$6,375.00
	PO#: 18648	Voucher #: 69501		Invoice	Invoice No: 1001	9/9/2022	Paid Amt:	\$6,375.00
							Check Amount:	\$6,375.00
0118	chec	104386	6441		MEEKER & WRIGHT SPECIAL EDUCATION COOPERATIVE #938		Check	
				E 01 020 211 000 000 394	FY22 FINAL WINGS GEN ED BILLING			\$1,731.90
	PO#:	Voucher #: 69482		Invoice	Invoice No: 2713	9/9/2022	Paid Amt:	\$1,731.90
							Check Amount:	\$1,731.90
0118	chec	104388	6116		MIKE HEINO		Check	
				E 01 310 294 210 000 305	OFFICIAL			\$100.00
	PO#:	Voucher #: 69458		Invoice	Invoice No: 09/01/2022	9/9/2022	Paid Amt:	\$100.00
							Check Amount:	\$100.00
0118	chec	104389	5222		MRI Software LLC		Check	
				E 01 005 110 000 000 305	BLAIR CONKLIN			\$20.00
				E 01 005 110 000 000 305	TAMI SAUER			\$20.00
				E 01 005 110 000 000 305	ANGELA SURBER			\$20.00
				E 01 005 110 000 000 305	RAYMOND BARRETT			\$10.00
	PO#:	Voucher #: 69474		Invoice	Invoice No: MRIUS1218710	9/9/2022	Paid Amt:	\$70.00
							Check Amount:	\$70.00
0118	chec	104390	01292		MSHSL - SPORTS		Check	
				E 01 310 292 110 000 820	ANNUAL MEMBERSHIP FEE			\$100.00
				E 01 310 292 110 000 820	PER STUDENT FEE			\$141.75

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104390	01292		MSHSL - SPORTS		Check
				E 01	310 294 250 000 820	BASEBALL	\$160.00
				E 01	310 294 220 000 820	BOYS BASKETBALL	\$160.00
				E 01	310 296 320 000 820	GIRLS BASKETBALL	\$160.00
				E 01	310 292 130 000 820	CROSS COUNTRY	\$320.00
				E 01	310 294 210 000 820	FOOTBALL	\$160.00
				E 01	310 296 340 000 820	SOFTBALL	\$160.00
				E 01	310 292 150 000 820	TRACK	\$320.00
				E 01	310 296 310 000 820	VOLLEYBALL	\$160.00
				E 01	310 291 410 000 820	MUSIC	\$160.00
				E 01	310 291 430 000 820	VISUAL ARTS	\$160.00
PO#:	18638	Voucher #:	69433	Invoice	Invoice No: 040094	9/9/2022	Paid Amt: \$2,161.75
							Check Amount: \$2,161.75
0118	chec	104391	4992		NOW MICRO INC		Check
				E 01	005 211 011 171 430	HP ELITEBOOK 840 GB 14"NOTEBOOK	\$1,090.00
PO#:	18620	Voucher #:	69483	Invoice	Invoice No: IV532790	9/9/2022	Paid Amt: \$1,090.00
							Check Amount: \$1,090.00
0118	chec	104392	5796		O'REILLY AUTO PARTS		Check
				E 03	005 760 000 720 420	Shop Supplies	\$33.47
PO#:	18581	Voucher #:	69434	Invoice	Invoice No: 1533-124733	9/9/2022	Paid Amt: \$33.47
							Check Amount: \$33.47
0118	chec	104393	3306		PEPSI BEVERAGES CO		Check
				E 01	310 298 311 301 402	STAFF LOUNGE	\$64.62
				E 01	310 298 114 301 402	STAFF LOUNGE	\$64.62
PO#:		Voucher #:	69435	Invoice	Invoice No: 23128108	9/9/2022	Paid Amt: \$129.24
							Check Amount: \$129.24
0118	chec	104394	3306		REMIT PEPSI BEVERAGES CO		Check
				E 01	310 292 125 000 490	CONCESSION STAND	\$579.94
PO#:		Voucher #:	69436	Invoice	Invoice No: 26173304	9/9/2022	Paid Amt: \$579.94
							Check Amount: \$579.94
0118	chec	104395	06636		PINE CONE PRESS CITIZEN		Check
				E 01	005 110 000 000 380	MINUTES	\$452.40
PO#:		Voucher #:	69486	Invoice	Invoice No: 00063221	9/9/2022	Paid Amt: \$452.40
				E 01	005 110 000 000 380	FILING NOTICE	\$116.00
PO#:		Voucher #:	69487	Invoice	Invoice No: 00063222	9/9/2022	Paid Amt: \$116.00
				E 01	005 110 000 000 380	BIDS	\$81.20
PO#:		Voucher #:	69488	Invoice	Invoice No: 00063223	9/9/2022	Paid Amt: \$81.20

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104395	06636		PINE CONE PRESS CITIZEN		Check
				E 01 005 110 000 000 380	BIDS	\$81.20	
PO#:	Voucher #:	69489	Invoice	Invoice No:	00063328	9/9/2022	Paid Amt: \$81.20
				E 04 500 505 000 321 380	4000 INSERTS	\$615.00	
PO#:	Voucher #:	69490	Invoice	Invoice No:	00063629	9/9/2022	Paid Amt: \$615.00
				E 01 005 110 000 000 380	SAFE DRIVING CLASS	\$97.50	
PO#:	Voucher #:	69491	Invoice	Invoice No:	00063630	9/9/2022	Paid Amt: \$97.50
				E 01 005 110 000 000 380	Advertising	\$634.40	
PO#:	Voucher #:	69503	Credit	Invoice No:	stmt08302022	9/9/2022	Paid Amt: (\$634.40)
							Check Amount: \$808.90
0118	chec	104396	05240	R	PIONEER MANUFACTURING CO		Check
				E 01 005 810 000 000 401	QSW12 quick stripe athletic paint 12 cases wi	\$923.40	
PO#:	Voucher #:	69484	Invoice	Invoice No:	INV852682	9/9/2022	Paid Amt: \$923.40
							Check Amount: \$923.40
0118	chec	104397	2035		PITNEY BOWES INC		Check
				E 01 005 110 000 000 329	POSTAGE METER LEASE	\$450.00	
PO#:	Voucher #:	69498	Invoice	Invoice No:	310563137	9/9/2022	Paid Amt: \$450.00
							Check Amount: \$450.00
0118	chec	104398	03258		RAPIDS WELDING SUPPLY		Check
				E 03 005 760 000 720 420	ACETONE	\$12.00	
				E 03 005 760 000 720 420	OXYGEN	\$11.00	
				E 03 005 760 000 720 420	PROPYLENE	\$5.50	
				E 03 005 760 000 720 420	ARGON/CO2	\$5.50	
PO#:	Voucher #:	69500	Invoice	Invoice No:	0030029568	9/9/2022	Paid Amt: \$34.00
							Check Amount: \$34.00
0118	chec	104399	6117		REGGIE KISER		Check
				E 01 310 294 210 000 305	OFFICIAL	\$100.00	
PO#:	Voucher #:	69457	Invoice	Invoice No:	09/01/2022	9/9/2022	Paid Amt: \$100.00
							Check Amount: \$100.00
0118	chec	104400	05304		SANDSTROM'S		Check
				E 02 005 770 000 705 490	BREAKFAST	\$34.00	
				E 02 005 770 000 701 490	LUNCH	\$35.00	
PO#:	Voucher #:	69494	Invoice	Invoice No:	424844	9/9/2022	Paid Amt: \$69.00
				E 02 005 770 000 705 490	BREAKFAST	\$35.00	
				E 02 005 770 000 701 490	LUNCH	\$52.50	
PO#:	Voucher #:	69495	Invoice	Invoice No:	424195	9/9/2022	Paid Amt: \$87.50

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104400	05304		SANDSTROM'S		Check
				E 01	310 292 125 000 490	CONCESSION	\$297.72
PO#:	Voucher #:	69496	Invoice	Invoice No:	423852	9/9/2022	Paid Amt: \$297.72
							Check Amount: \$454.22
0118	chec	104401	4474		SANTANDER LEASING LLC		Check
				E 03	005 760 000 000 580	BUS PURCHASE LEASE	\$15,628.00
PO#:	Voucher #:	69492	Invoice	Invoice No:	2832013	9/9/2022	Paid Amt: \$15,628.00
							Check Amount: \$15,628.00
0118	chec	104402	4330	R	SCHOLASTIC		Check
				E 01	010 203 202 000 460	NTS803534 GUIDED READING SHORT REA	\$1,235.95
				E 01	010 203 202 000 460	Freight	\$111.24
PO#: 18582	Voucher #:	69439	Invoice	Invoice No:	40794387	9/9/2022	Paid Amt: \$1,347.19
				E 01	010 203 202 000 460	NTS581201 GUIDED READING SHORE REA	\$1,235.95
				E 01	010 203 202 000 460	NTS803533 GUIDED READING SHOT READ	\$1,235.95
				E 01	010 203 202 000 460	SHIPPING	\$333.72
PO#: 18582	Voucher #:	69509	Invoice	Invoice No:	40689243	9/9/2022	Paid Amt: \$2,805.62
							Check Amount: \$4,152.81
0118	chec	104403	5165		SCHOOL OUTFITTERS		Check
				E 01	010 203 202 000 430	CLASSROOM STORAGE TOWER SKU: LNT	\$239.80
				E 01	010 203 202 000 430	SHIPPING	\$112.02
PO#: 18609	Voucher #:	69440	Invoice	Invoice No:	INV13840219	9/9/2022	Paid Amt: \$351.82
							Check Amount: \$351.82
0118	chec	104404	5165	REMIT	SCHOOL OUTFITTERS		Check
				E 01	010 203 202 000 430	CLASSROOM STORAGE TOWER SKU: LNT	\$1,199.88
				E 01	010 203 202 000 430	SHIPPING	\$482.85
PO#: 18609	Voucher #:	69441	Invoice	Invoice No:	INV13843528	9/9/2022	Paid Amt: \$1,682.73
							Check Amount: \$1,682.73
0118	chec	104405	4925	R	SCHOOL SPECIALTY LLC		Check
				E 01	005 110 000 000 401	Hammond & Stephens 1032-03-10 Tardy Slip	\$30.57
				E 01	005 110 000 000 401	Hammond & Stephens 1067-02-10 Pass/Tran	\$37.11
PO#: 18236	Voucher #:	69442	Invoice	Invoice No:	308104049740	9/9/2022	Paid Amt: \$67.68
							Check Amount: \$67.68
0118	chec	104406	6314		SFM		Check
				E 01	005 110 000 000 270	Workers Compens	\$1,417.00
PO#:	Voucher #:	69443	Invoice	Invoice No:	2830529	9/9/2022	Paid Amt: \$1,417.00
							Check Amount: \$1,417.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104407	5418		SHI		Check		
				E 01 020 630 012 155 466	MISCLenovo 100e Chromebook Gen 3 82J7 -			\$16,936.00	
	PO#: 18587	Voucher #: 69444	Invoice	Invoice No: B15707108		9/9/2022	Paid Amt:	\$16,936.00	
							Check Amount:	\$16,936.00	
0118	chec	104408	5826		SOUTHERN MINNESOTA INSPECTION		Check		
				E 01 005 810 000 000 350	Volleyball Automatic Net Safety retraction syst			\$1,893.90	
	PO#: 18605	Voucher #: 69493	Invoice	Invoice No: 19943		9/9/2022	Paid Amt:	\$1,893.90	
							Check Amount:	\$1,893.90	
0118	chec	104409	06131		TREASURE BAY PRINTING		Check		
				E 04 500 580 000 325 401	banner			\$206.00	
	PO#: 18649	Voucher #: 69499	Invoice	Invoice No: 275671		9/9/2022	Paid Amt:	\$206.00	
							Check Amount:	\$206.00	
0118	chec	104410	5940		UR TURN, SBC		Check		
				E 01 020 710 000 000 405	U-Turn			\$3,000.00	
	PO#:	Voucher #: 69497	Invoice	Invoice No: 22-035		9/9/2022	Paid Amt:	\$3,000.00	
							Check Amount:	\$3,000.00	
0118	chec	104411	6322		BRENT SCHIMEK		Check		
				E 01 310 292 110 000 305	FACILITY SCHEDULER			\$2,000.00	
	PO#:	Voucher #: 69510	Invoice	Invoice No: 09142022		9/14/2022	Paid Amt:	\$2,000.00	
							Check Amount:	\$2,000.00	
0118	chec	104412	6447		AARON DOMBECK		Check		
				E 01 310 294 210 000 305	OFFICIAL			\$100.00	
	PO#:	Voucher #: 69552	Invoice	Invoice No: 09162022		9/23/2022	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0118	chec	104413	3296		AMAZON.COM		Check		
				E 01 010 203 012 155 401	FLASH FURNITURE - ACTIVITY TABLE			\$601.26	
	PO#: 18610	Voucher #: 69553	Invoice	Invoice No: 1VVX-MF1N-DWX3		9/23/2022	Paid Amt:	\$601.26	
				E 01 010 203 204 000 430	Amazon Basic Woodcased #2 pencils, pre-shr			\$13.27	
				E 01 010 203 204 000 430	Counting Caddie and Place value pocket chart			\$13.94	
				E 01 010 203 204 000 430	Black Calendar pocket chart with 88 colorful c			\$16.99	
	PO#: 18657	Voucher #: 69566	Invoice	Invoice No: 1P3X-7WL9-94M4		9/23/2022	Paid Amt:	\$44.20	
				E 01 010 203 202 000 430	KIDCARPET "oN THE sPOT"			\$358.28	
	PO#: 18610	Voucher #: 69511	Invoice	Invoice No: 1JLD-LYFD-R7XK		9/23/2022	Paid Amt:	\$358.28	
				E 01 020 211 012 155 430	ArtToFrames 28x34 Inch Black Picture Frame,			\$68.37	
				E 01 020 211 012 155 430	Estimated Shipping			\$21.70	
	PO#: 18627	Voucher #: 69512	Invoice	Invoice No: 173T-XPVN-DN3T		9/23/2022	Paid Amt:	\$90.07	
							Check Amount:	\$1,093.81	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104414	5181		AUL/MIDAMERICA ADMINISTRATIVE & RETIREMENT SOLUTIONS INC		Check		
				E 01	005 020 000 000 251 M.Doro-4th qtr			\$2,500.00	
	PO#:	Voucher #:	69599	Invoice	Invoice No: 10012022	9/23/2022		Paid Amt:	\$2,500.00
								Check Amount:	\$2,500.00
0118	chec	104415	2138		BLAINE SAWDEY		Check		
				E 01	310 294 210 000 184 GAME WORKER			\$55.00	
	PO#:	Voucher #:	69554	Invoice	Invoice No: 09162022	9/23/2022		Paid Amt:	\$55.00
								Check Amount:	\$55.00
0118	chec	104416	5313		BRYAN FIDELDY		Check		
				E 01	310 296 310 000 305 OFFICIAL			\$120.00	
	PO#:	Voucher #:	69513	Invoice	Invoice No: 09132022	9/23/2022		Paid Amt:	\$120.00
								Check Amount:	\$120.00
0118	chec	104417	4672		BSN SPORTS		Check		
				E 05	005 850 000 302 530 WEIGHTED END ZONE PYLON			\$119.97	
				E 05	005 850 000 302 530 Freight			\$7.16	
	PO#: 18583	Voucher #:	69514	Invoice	Invoice No: 917996545	9/23/2022		Paid Amt:	\$127.13
				E 01	310 294 210 000 401 MOUTHGUARD - 125 PACK			\$16.99	
				E 01	310 294 210 000 401 CRAMER COACH'S TEAM FIRST AID KIT #1			\$89.99	
				E 01	310 294 210 000 401 LRG 2021 GEAR PRO-TECT 5-PAD GIRDLE			\$199.95	
				E 01	310 294 210 000 401 MDE-2021 GEAR PRO-TECT 5-PAD GIRDLE			\$79.98	
				E 01	310 294 210 000 401 Freight			\$24.87	
	PO#: 18606	Voucher #:	69515	Invoice	Invoice No: 917929360	9/23/2022		Paid Amt:	\$411.78
								Check Amount:	\$538.91
0118	chec	104418	1482		CASS COUNTY SHERIFF'S DEPT		Check		
				E 01	005 810 000 000 820 YEARLY ALARM PERMIT			\$20.00	
	PO#:	Voucher #:	69518	Invoice	Invoice No: 09012022-08312023	9/23/2022		Paid Amt:	\$20.00
								Check Amount:	\$20.00
0118	chec	104419	5607		CENTER FOR RESPONSIVE SCHOOLS, INC		Check		
				E 01	010 640 000 316 366 Elementary Core Course - 4 Day Institute			\$859.00	
				E 01	010 640 000 316 366 Elementary Core Course - 4 Day Institute			\$859.00	
	PO#: 18654	Voucher #:	69519	Invoice	Invoice No: INV59237	9/23/2022		Paid Amt:	\$1,718.00
								Check Amount:	\$1,718.00
0118	chec	104420	01097		CROW WING COOP POWER & LIGHT		Check		
				E 01	005 810 000 000 332 ACCT#26601			\$26.48	
	PO#:	Voucher #:	69578	Invoice	Invoice No: STMT09/14/22	9/23/2022		Paid Amt:	\$26.48
								Check Amount:	\$26.48

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104421	6135		DAN JONES		Check
				E 01	310 294 210 000 305 OFFICIAL		\$206.25
	PO#:	Voucher #:	69555	Invoice	Invoice No: 09162022	9/23/2022	Paid Amt: \$206.25
							Check Amount: \$206.25
0118	chec	104422	5269		DAVE TAUS		Check
				E 01	310 296 310 000 305 OFFICIAL		\$223.75
	PO#:	Voucher #:	69583	Invoice	Invoice No: 09202022	9/23/2022	Paid Amt: \$223.75
							Check Amount: \$223.75
0118	chec	104423	6103		DAVID LANGE		Check
				E 01	310 294 210 000 184 GAME WORKER		\$55.00
	PO#:	Voucher #:	69556	Invoice	Invoice No: 09162022	9/23/2022	Paid Amt: \$55.00
							Check Amount: \$55.00
0118	chec	104424	6101		DAVID OLSON		Check
				E 01	310 294 210 000 184 GAME WORKER		\$55.00
	PO#:	Voucher #:	69557	Invoice	Invoice No: 09162022	9/23/2022	Paid Amt: \$55.00
							Check Amount: \$55.00
0118	chec	104425	4397		DELTA DENTAL OF MN		Check
				E 01	010 203 000 000 291 ELEM. RETIRED BENEFIT		\$230.00
				E 01	020 211 000 000 291 SEC. RETIRED BENEFIT		\$89.70
				E 01	010 050 000 000 291 Retired Emp Benefit		\$135.70
				B 01	215 031 Employer Insurance Withholding Payable		\$1,398.33
	PO#:	Voucher #:	69588	Invoice	Invoice No: RIS0004430648	9/23/2022	Paid Amt: \$1,853.73
							Check Amount: \$1,853.73
0118	chec	104426	5295		FOND DU LAC TRIBAL COMM COLLEGE		Check
				E 01	020 605 000 510 366 Dreamcatcher training registration fees		\$80.00
	PO#: 18664	Voucher #:	69520	Invoice	Invoice No: 1079634	9/23/2022	Paid Amt: \$80.00
							Check Amount: \$80.00
0118	chec	104427	2236		GOODHEART-WILLCOX		Check
				E 01	040 216 012 406 430 EXPLORING LIFE & CAREER		\$1,260.00
				E 01	040 216 012 406 430 EXPLOR LIFE CAREER 6 YR EMAIL		\$600.00
				E 01	040 216 012 406 430 SHIPPING		\$38.50
	PO#: 18652	Voucher #:	69567	Invoice	Invoice No: 01883988	9/23/2022	Paid Amt: \$1,898.50
							Check Amount: \$1,898.50
0118	chec	104428	06475		HEARTLAND TIRE SERVICE INC		Check
				E 03	005 760 000 720 420 GOODYEAR TIRE- 11R22.5		\$1,071.48
				E 03	005 760 000 720 420 TIRE CASING- 11R22.5		\$190.00
				E 03	005 760 000 720 420 MOUNT/DISMOUNT TIRE		\$88.00
				E 03	005 760 000 720 420 VALVE STEM		\$20.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104428	06475		HEARTLAND TIRE SERVICE INC		Check		
				E 03	005 760 000 720 420	TIRE DISPOSAL		\$24.00	
				E 03	005 760 000 720 420	SHOP SUPPLIES		\$7.04	
PO#: 18683	Voucher #:	69581	Invoice	Invoice No: 15020502		9/23/2022	Paid Amt:	\$1,400.52	
			E 03	005 760 000 720 420	DUPLICATE PAYMENT IN 2021		\$876.42		
PO#:	Voucher #:	69592	Credit	Invoice No: 2021 CREDIT		9/23/2022	Paid Amt:	(\$876.42)	
							Check Amount:	\$524.10	
0118	chec	104429	03788	R	HILLYARD/HUTCHINSON		Check		
				E 01	005 810 000 000 420	i26 scrubber deck mount LH and RH per quote		\$47.70	
				E 01	005 810 000 000 420	MISC Est for Shipping		\$2.07	
PO#: 18601	Voucher #:	69572	Invoice	Invoice No: 700516465		9/23/2022	Paid Amt:	\$49.77	
							Check Amount:	\$49.77	
0118	chec	104430	5590		HOLDEN ELECTRIC		Check		
				E 01	005 810 000 000 350	Disconnect Power / remove underground supp		\$700.50	
PO#: 18660	Voucher #:	69521	Invoice	Invoice No: 68114		9/23/2022	Paid Amt:	\$700.50	
			E 05	005 850 000 302 520	Private locate for power per Dave Bloomer for		\$492.00		
PO#: 18592	Voucher #:	69522	Invoice	Invoice No: 68284		9/23/2022	Paid Amt:	\$492.00	
							Check Amount:	\$1,192.50	
0118	chec	104431	01052		HOLKERS DO IT BEST LUMBER		Check		
				E 01	005 810 000 000 420	open PO structure like last one for misc maint		\$35.15	
PO#: 18525	Voucher #:	69523	Invoice	Invoice No: 2209-038377		9/23/2022	Paid Amt:	\$35.15	
			E 01	005 810 000 000 420	open PO structure like last one for misc maint		\$34.96		
PO#: 18525	Voucher #:	69558	Invoice	Invoice No: 2209-038539		9/23/2022	Paid Amt:	\$34.96	
			E 01	005 810 000 000 420	open PO structure like last one for misc maint		\$58.75		
PO#: 18525	Voucher #:	69559	Invoice	Invoice No: 2209-038485		9/23/2022	Paid Amt:	\$58.75	
							Check Amount:	\$128.86	
0118	chec	104432	6114		HOLLY BACHSCHNEIDER		Check		
				E 01	310 296 310 000 305	OFFICIAL		\$120.00	
PO#:	Voucher #:	69584	Invoice	Invoice No: 09202022		9/23/2022	Paid Amt:	\$120.00	
							Check Amount:	\$120.00	
0118	chec	104433	6249		HORACE MANN LIFE INSURANCE CO		Check		
				E 01	020 050 000 000 230	POLICY#0525538090		\$269.50	
PO#:	Voucher #:	69570	Invoice	Invoice No: 0525538090MM		9/23/2022	Paid Amt:	\$269.50	
							Check Amount:	\$269.50	
0118	chec	104434	6249	REMIT	HORACE MANN LIFE INSURANCE CO		Check		
				E 01	010 050 000 000 230	POLICY#0525539930		\$228.00	
PO#:	Voucher #:	69571	Invoice	Invoice No: 0525539930JG		9/23/2022	Paid Amt:	\$228.00	
							Check Amount:	\$228.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104435	5593		HOUGHTON MIFFLIN HARCOURT		Check		
				E 01 020 211	000 000 460	GRADE 10 INTRO LITERATURE STUDENT E		\$317.00	
				E 01 020 211	000 000 460	SHIPPING		\$50.20	
PO#:		Voucher #:	69576	Invoice	Invoice No:	955685597	9/23/2022	Paid Amt:	\$367.20
				E 01 020 211	000 000 460	GRADE 8 INTRO LITERATURE STUDENT EI		\$303.50	
				E 01 020 211	000 000 460	Freight		\$48.56	
PO#:		Voucher #:	69577	Invoice	Invoice No:	955687291	9/23/2022	Paid Amt:	\$352.06
								Check Amount:	\$719.26
0118	chec	104436	4163		IASC		Check		
				E 01 005 630	000 000 391	IASC Shared Technology		\$2,783.59	
PO#:		Voucher #:	69573	Invoice	Invoice No:	3368	9/23/2022	Paid Amt:	\$2,783.59
				E 01 005 403	000 740 396	LISA BRINK		\$86.70	
				E 01 005 412	000 740 397	LISA BRINK		\$34.54	
				E 01 005 403	000 740 396	LISA BRINK		\$2,803.17	
				E 01 005 412	000 740 397	LISA BRINK		\$1,116.93	
				E 01 010 412	000 740 366	LISA BRINK		\$62.31	
				E 01 010 412	000 740 396	PATTIE BERNSDORF		\$1,673.66	
				E 01 010 412	000 740 397	PATTIE BERNSDORF		\$320.84	
				E 01 010 412	000 740 366	PATTIE BERNSDORF		\$103.37	
				E 01 010 412	000 740 396	CORTNEY WORLIE		\$2,925.06	
				E 01 010 412	000 740 397	CORTNEY WORLIE		\$1,127.67	
				E 01 005 420	000 619 366	CORTNEY WORLIE		\$96.08	
				E 01 010 405	000 740 396	M. REICHERT		\$3,447.95	
				E 01 005 420	000 619 366	M.REICHERT		\$82.24	
				E 01 020 404	000 740 396	M.KING		\$3,332.56	
				E 01 005 420	000 619 366	M.KING		\$152.99	
				E 01 020 411	000 619 303	PRESENCE LEARNING		\$1,367.70	
PO#:		Voucher #:	69574	Invoice	Invoice No:	3377	9/23/2022	Paid Amt:	\$18,733.77
								Check Amount:	\$21,517.36
0118	chec	104437	02223		ISD #0031		Check		
				E 01 998 211	000 000 390	MARSS #0118030220140		\$978.46	
PO#:		Voucher #:	69516	Invoice	Invoice No:	10592	9/23/2022	Paid Amt:	\$978.46
				E 01 998 211	000 000 390	MARSS #0115102510158		\$22,364.80	
PO#:		Voucher #:	69517	Invoice	Invoice No:	10593	9/23/2022	Paid Amt:	\$22,364.80
								Check Amount:	\$23,343.26

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104438	2484		ISD #0182		Check		
				E 01	310 296 310 000 369	36th Annual Barb Neprud Volleyball Invitationa		\$150.00	
	PO#: 18673	Voucher #: 69560		Invoice	Invoice No: 09/17/2022			Paid Amt: \$150.00	
						9/23/2022		Check Amount: \$150.00	
0118	chec	104439	6448		JOHN SCHLAUTER		Check		
				E 01	310 294 210 000 184	FB SUPERVISOR		\$150.00	
	PO#:	Voucher #: 69561		Invoice	Invoice No: 0901022			Paid Amt: \$150.00	
						9/23/2022		Check Amount: \$150.00	
0118	chec	104440	01098		JOHNSON TELEPHONE CO		Check		
				E 01	040 810 000 000 320	R4513		\$31.55	
	PO#:	Voucher #: 69524		Invoice	Invoice No: R4513-09012022			Paid Amt: \$31.55	
				E 01	005 810 000 000 320	R0520		\$608.57	
	PO#:	Voucher #: 69525		Invoice	Invoice No: R0520-09012022			Paid Amt: \$608.57	
						9/23/2022		Check Amount: \$640.12	
0118	chec	104441	01095		LAKE COUNTRY POWER		Check		
				E 01	005 810 000 000 332	ECFE		\$868.00	
	PO#:	Voucher #: 69527		Invoice	Invoice No: 90000209-08/01-09/01			Paid Amt: \$868.00	
				E 01	005 810 000 000 332	SCHOOL		\$19,013.00	
	PO#:	Voucher #: 69528		Invoice	Invoice No: 90000203-08/01-09/01			Paid Amt: \$19,013.00	
				E 01	005 810 000 000 332	FOOTBALL LIGHTS		\$42.00	
	PO#:	Voucher #: 69529		Invoice	Invoice No: 10000176-08/01-09/01			Paid Amt: \$42.00	
				E 01	005 810 000 000 332	FOOTBALL LIGHTS		\$55.00	
	PO#:	Voucher #: 69530		Invoice	Invoice No: 10000175-08/01-09/01			Paid Amt: \$55.00	
				E 01	005 810 000 000 332	BOILER HOUSE		\$10,400.00	
	PO#:	Voucher #: 69531		Invoice	Invoice No: 90000204/205-8/1-9/1			Paid Amt: \$10,400.00	
						9/23/2022		Check Amount: \$30,378.00	
0118	chec	104442	6443		LYNETTE HOMER		Check		
				E 01	310 296 310 000 305	OFFICIAL		\$162.50	
	PO#:	Voucher #: 69526		Invoice	Invoice No: 09082022			Paid Amt: \$162.50	
						9/23/2022		Check Amount: \$162.50	
0118	chec	104443	5223		MADISON NATIONAL LIFE		Check		
				B 01	215 036	Ltd Insurance Withholding Payable-Dist		\$1,117.52	
	PO#:	Voucher #: 69589		Invoice	Invoice No: 102722			Paid Amt: \$1,117.52	
						9/23/2022		Check Amount: \$1,117.52	
0118	chec	104444	1095		MARCO TECHNOLOGIES LLC		Check		
				E 01	005 110 371 000 580	DISTRICT		\$773.37	
				E 01	010 203 202 000 580	ELEMENTARY		\$773.37	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104444	1095		MARCO TECHNOLOGIES LLC		Check
				E 01	020 211 000 000 580 SECONDARY		\$773.38
PO#:	Voucher #:	69532	Invoice	Invoice No:	481996551	9/23/2022	Paid Amt: \$2,320.12
							Check Amount: \$2,320.12
0118	chec	104445	6449		MARK HENRY		Check
				E 01	310 294 210 000 305 OFFICIAL		\$100.00
PO#:	Voucher #:	69563	Invoice	Invoice No:	09162022	9/23/2022	Paid Amt: \$100.00
							Check Amount: \$100.00
0118	chec	104446	2305		MATT KUNNARI		Check
				E 01	310 294 210 000 184 GAME WORKER		\$55.00
PO#:	Voucher #:	69569	Invoice	Invoice No:	09012022	9/23/2022	Paid Amt: \$55.00
							Check Amount: \$55.00
0118	chec	104447	6102		MENDY OUKROP		Check
				E 01	310 294 210 000 184 GAME WORKER		\$55.00
PO#:	Voucher #:	69568	Invoice	Invoice No:	09162022	9/23/2022	Paid Amt: \$55.00
							Check Amount: \$55.00
0118	chec	104448	6020		MN PEIP		Check
				E 01	010 203 000 000 291 Retired Elementary Benefit		\$2,479.98
				E 01	020 211 000 000 291 Retired SEcondary Benefit		\$620.10
				B 01	215 031 Employer Insurance Withholding Payable		\$43,368.85
				E 01	010 050 000 000 291 Retired Emp Benefit		\$886.34
PO#:	Voucher #:	69587	Invoice	Invoice No:	1222395	9/23/2022	Paid Amt: \$47,355.27
							Check Amount: \$47,355.27
0118	chec	104449	5222		MRI Software LLC		Check
				E 01	005 110 000 000 305 ROGER MCCABE		\$20.00
PO#:	Voucher #:	69579	Invoice	Invoice No:	MRIUS1112454	9/23/2022	Paid Amt: \$20.00
							Check Amount: \$20.00
0118	chec	104450	4065		NORTHERN STAR COOPERATIVE		Check
				E 03	005 760 000 720 444 DIESEL		\$2,265.78
				E 03	005 760 000 720 441 GASOLINE		\$510.46
PO#:	Voucher #:	69533	Invoice	Invoice No:	stmt 8/31/22	9/23/2022	Paid Amt: \$2,776.24
				E 01	310 298 069 301 402 Large Pizza - Cheese		\$17.17
				E 01	310 298 069 301 402 Large Pizza - Sausage		\$17.17
				E 01	310 298 069 301 402 Large Pizza - Pepperoni		\$17.17
PO#: 18634	Voucher #:	69534	Invoice	Invoice No:	9759	9/23/2022	Paid Amt: \$51.51
							Check Amount: \$2,827.75

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104451	5651		OFFICE OF MNIT SERVICES		Check		
				E 01	005 810 000 000 320 Telephone			\$31.59	
PO#:	Voucher #:	69564	Invoice	Invoice No:	W22080671	9/23/2022	Paid Amt:	\$31.59	
							Check Amount:	\$31.59	
0118	chec	104452	5796		O'REILLY AUTO PARTS		Check		
				E 03	005 760 000 720 420 Shop Supplies			\$25.00	
				E 03	005 760 000 720 420 Shop Supplies			\$27.98	
PO#: 18581	Voucher #:	69535	Invoice	Invoice No:	1533-130244	9/23/2022	Paid Amt:	\$52.98	
				E 03	005 760 000 720 420 Battery			\$430.89	
				E 03	005 760 000 720 420 Battery Core			\$66.00	
PO#: 18646	Voucher #:	69536	Invoice	Invoice No:	1533-128439	9/23/2022	Paid Amt:	\$496.89	
				E 03	005 760 000 720 420 Shop Supplies			\$50.00	
				E 03	005 760 000 720 420 Shop Supplies			\$50.00	
				E 03	005 760 000 720 420 Shop Supplies			\$50.00	
				E 03	005 760 000 720 420 Shop Supplies			\$71.55	
PO#: 18685	Voucher #:	69598	Invoice	Invoice No:	1533-131382	9/23/2022	Paid Amt:	\$221.55	
							Check Amount:	\$771.42	
0118	chec	104453	4632		PEMBERTON SORLIE RUFER &		Check		
				E 01	005 110 000 000 305 Consulting Fees			\$355.00	
PO#:	Voucher #:	69537	Invoice	Invoice No:	148	9/23/2022	Paid Amt:	\$355.00	
							Check Amount:	\$355.00	
0118	chec	104454	3306		PEPSI BEVERAGES CO		Check		
				E 01	310 298 311 301 402 STAFF LOUNGE			\$10.77	
				E 01	310 298 114 301 402 STAFF LOUNGE			\$10.77	
PO#:	Voucher #:	69538	Invoice	Invoice No:	23725754	9/23/2022	Paid Amt:	\$21.54	
				E 01	310 292 125 000 490 CONCESSION STAND			\$419.98	
PO#:	Voucher #:	69539	Invoice	Invoice No:	27085854	9/23/2022	Paid Amt:	\$419.98	
							Check Amount:	\$441.52	
0118	chec	104455	6444		RENEE WITTNER		Check		
				E 01	310 296 310 000 305 OFFICIAL			\$162.50	
PO#:	Voucher #:	69540	Invoice	Invoice No:	09/08/2022	9/23/2022	Paid Amt:	\$162.50	
							Check Amount:	\$162.50	
0118	chec	104456	05304		SANDSTROM'S		Check		
				E 02	005 770 000 705 490 BREAKFAST			\$85.00	
				E 02	005 770 000 701 490 LUNCH			\$284.46	
PO#:	Voucher #:	69585	Invoice	Invoice No:	427063	9/23/2022	Paid Amt:	\$369.46	
				E 02	005 770 000 705 490 BREAKFAST			\$123.96	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104456	05304		SANDSTROM'S		Check		
				E 02 005 770 000 701 490	LUNCH			\$140.00	
PO#:	Voucher #:	69586	Invoice	Invoice No: 426694		9/23/2022	Paid Amt:		\$263.96
				E 01 310 292 125 000 490	CONCESSION STAND			\$356.25	
PO#:	Voucher #:	69542	Invoice	Invoice No: 425343		9/23/2022	Paid Amt:		\$356.25
				E 02 005 770 000 705 490	BREAKFAST			\$102.00	
				E 02 005 770 000 701 490	LUNCH			\$140.00	
PO#:	Voucher #:	69543	Invoice	Invoice No: 425611		9/23/2022	Paid Amt:		\$242.00
				E 02 005 770 000 705 490	BREAKFAST			\$202.94	
				E 02 005 770 000 701 490	LUNCH			\$238.66	
				E 02 005 770 000 701 401	SUPPLIES			\$26.54	
PO#:	Voucher #:	69544	Invoice	Invoice No: 426069		9/23/2022	Paid Amt:		\$468.14
				E 02 005 770 000 705 490	BREAKFAST			\$170.00	
				E 02 005 770 000 701 490	LUNCH			\$196.96	
PO#:	Voucher #:	69545	Invoice	Invoice No: 425272		9/23/2022	Paid Amt:		\$366.96
				E 01 310 292 125 000 490	CONCESSION STAND			\$174.69	
PO#:	Voucher #:	69546	Invoice	Invoice No: 426061		9/23/2022	Paid Amt:		\$174.69
							Check Amount:		\$2,241.46
0118	chec	104457	4925	R	SCHOOL SPECIALTY LLC		Check		
				E 01 010 203 202 000 430	TEACHER CHAIR #2006061			\$404.12	
				E 01 010 203 202 000 430	RAINBOW CARPET			\$556.38	
				E 01 010 203 202 000 430	FLAGSHIP CARPET - BLUE			\$290.64	
				E 01 010 203 202 000 430	SHIPPING			\$43.60	
PO#: 18573	Voucher #:	69582	Invoice	Invoice No: 308104079189		9/23/2022	Paid Amt:		\$1,294.74
							Check Amount:		\$1,294.74
0118	chec	104458	6445		SCOTT STAPLES		Check		
				E 01 310 296 310 000 305	OFFICIAL			\$206.25	
PO#:	Voucher #:	69547	Invoice	Invoice No: 09/13/2022		9/23/2022	Paid Amt:		\$206.25
							Check Amount:		\$206.25
0118	chec	104459	6291	P1	SOLIANT HEALTH LLC		Check		
				E 01 020 403 000 740 140	APRIL HOY			\$136.32	
				E 01 020 411 000 740 140	APRIL HOY			\$386.24	
				E 01 020 410 000 740 140	APRIL HOY			\$318.08	
				E 01 020 407 000 740 140	APRIL HOY			\$1,431.36	
PO#:	Voucher #:	69596	Invoice	Invoice No: 20480767		9/23/2022	Paid Amt:		\$2,272.00
				E 01 020 403 000 740 140	APRIL HOY			\$59.64	
				E 01 020 411 000 740 140	APRIL HOY			\$168.98	
				E 01 020 410 000 740 140	APRIL HOY			\$139.16	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104459	6291	P1	SOLIANT HEALTH LLC		Check		
				E 01	020 407 000 740 140	APRIL HOY		\$626.22	
PO#:	Voucher #:	69590		Invoice	Invoice No: 20474353	9/23/2022	Paid Amt:	\$994.00	
				E 01	020 403 000 740 140	APRIL HOY		\$46.86	
				E 01	020 411 000 740 140	APRIL HOY		\$132.77	
				E 01	020 410 000 740 140	APRIL HOY		\$109.34	
				E 01	020 407 000 740 140	APRIL HOY		\$492.03	
PO#:	Voucher #:	69591		Invoice	Invoice No: 20474348	9/23/2022	Paid Amt:	\$781.00	
							Check Amount:	\$4,047.00	
0118	chec	104460	6434		STEVE GRIVNA		Check		
				E 01	005 810 000 000 350	Time Savers Planer in Wood Shop Bearings fr		\$2,687.84	
PO#:	18548	Voucher #:	69541	Invoice	Invoice No: 2133	9/23/2022	Paid Amt:	\$2,687.84	
							Check Amount:	\$2,687.84	
0118	chec	104461	3635		STEVEN JOHNSON		Check		
				E 04	500 505 000 321 305	SENIOR DEFENSIVE DRIVING		\$1,080.00	
PO#:	Voucher #:	69597		Invoice	Invoice No: 091920222	9/23/2022	Paid Amt:	\$1,080.00	
							Check Amount:	\$1,080.00	
0118	chec	104462	6099		TAMI MEYER		Check		
				E 01	310 294 210 000 184	GAME WORKER		\$55.00	
PO#:	Voucher #:	69565		Invoice	Invoice No: 09162022	9/23/2022	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	
0118	chec	104463	6146		TC's FOODS INC		Check		
				E 02	005 770 000 701 490	LUNCH		\$7.63	
PO#:	Voucher #:	69548		Invoice	Invoice No: 144708	9/23/2022	Paid Amt:	\$7.63	
				E 02	005 770 000 701 490	LUNCH		\$11.94	
PO#:	Voucher #:	69593		Invoice	Invoice No: 144753	9/23/2022	Paid Amt:	\$11.94	
				E 02	005 770 000 701 490	LUNCH		\$3.35	
PO#:	Voucher #:	69594		Invoice	Invoice No: 145007	9/23/2022	Paid Amt:	\$3.35	
				E 01	310 292 125 000 490	LUNCH		\$15.17	
PO#:	Voucher #:	69595		Invoice	Invoice No: 143772	9/23/2022	Paid Amt:	\$15.17	
							Check Amount:	\$38.09	
0118	chec	104464	5311		TOM LAWRENCE		Check		
				E 01	310 294 210 000 305	OFFICIAL		\$100.00	
PO#:	Voucher #:	69562		Invoice	Invoice No: 09162022	9/23/2022	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104465	01099		UPPER LAKES FOODS, INC		Check
				E 04	500 585 000 362 490 Food		\$126.59
PO#:	Voucher #:	69575	Invoice	Invoice No:	162946-00	9/23/2022	Paid Amt: \$126.59
							Check Amount: \$126.59
0118	chec	104466	05062	R	CAPITAL ONE		Check
				E 01	010 203 012 155 430 laminator		\$29.54
				E 01	010 203 012 155 430 assortment of books		\$100.00
				E 01	010 203 012 155 430 MISC		\$0.00
				E 01	010 203 012 155 430 Markers		\$10.00
				E 01	010 203 012 155 430 Pens and pencils		\$10.00
				E 01	010 203 012 155 430 Book baskets		\$75.00
				E 01	010 203 012 155 430 football		\$10.00
				E 01	010 203 012 155 430 basketball		\$30.00
				E 01	010 203 012 155 430 volleyball		\$30.00
				E 01	010 203 012 155 430 kickball		\$15.00
				E 01	010 203 012 155 430 Slime Kit		\$10.00
				E 01	010 203 012 155 430 folders		\$49.84
PO#:	18541	Voucher #:	69353	Invoice	Invoice No:	482197642502237	9/28/2022
							Paid Amt: \$369.38
							Check Amount: \$369.38
							Report Total: \$612,285.22

Northland Community Schools

JOB DESCRIPTION

Position Title: Elementary Student Leadership Advisor **Date Written: October 2022**

Department: Elementary

Reports To: Building Principal

JOB SUMMARY: Supervise and coordinate all activities of the elementary student leadership team. Provide support for all participating students while encouraging leadership in the school and community. This position will require periods of time to extend beyond the school day.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

80 % Establish Student Leadership Team

- A. Organize Student Leadership Team comprised of 4th-6th graders
- B. Facilitate/schedule Student Leadership Meetings (at least monthly)
- C. Coordinate election of members and officers
- D. Organize, plan, and coordinate schoolwide events
- E. Organize, plan, and coordinate special school activities
- F. Communicate with staff, families, and community about events

20 % Bookkeeping and Fund Management

- A. Organize, plan, and coordinate school fundraising events, including but not limited to contacting vendors, collecting forms, distributing items, depositing revenue
- B. Complete and submit requisitions
- C. Manage student activity account

Perform related work as assigned or requested

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirements:

- High School diploma or equivalent

Experience:

- Employed with Northland Community Schools, preferred
- Previous experience in working with children, to develop leadership qualities, preferred

Essential Knowledge, Skills, and Abilities:

- Ability to work in a diverse environment
- Ability to communicate effectively with students, parents, teachers, administrators, community, and staff
- Working knowledge of student policies

- Ability to work independently within a larger context of team cooperation
- Ability to exercise confidentiality with district information
- Ability to work with individuals of various ability levels

Machines, Tools, Equipment, Electronic Devices, and Software:

- Operates computer, printer, copy machine, fax machine, phone system, walkie-talkie, and other electronic or technological equipment for the specific position
- Uses basic office software
- Uses Gmail to send and receive district communication

Supervision of Other Employees:

- This position does not provide work direction or supervision to other district employees.

Physical Job Requirements:

- Position may include extended periods of standing
- Position may include extended periods of sitting during meetings and when working with students
- Position may include bending, stooping or sitting on the floor while working with students
- Position may include lifting equipment or supplies, typically not to exceed 25 pounds
- Position involves listening, speaking clearly and visual acuity

Mental Job Requirements:

- Position includes the need to clearly communicate directions and information to students
- Position requires working with interruptions, handling multiple tasks and organizing and prioritizing work assignments
- Position requires flexibility and willingness to undertake a variety of tasks
- Position involves responding to critical or emergency situations

Working Conditions:

- Work is primarily performed in a classroom environment which typically includes moderate noise from students, computers, and other work-related equipment
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens
- Position involves occasional exposure to outdoor temperature extremes and weather conditions at events
- Position may involve higher noise level when supervising schoolwide and special events

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Maintains a positive, professional, and safe educational environment at all times.
- Supports students to assist them in reaching their full potential academically, emotionally, physically, and socially
- Provides confidentiality for all students and staff

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Northland Community Schools

JOB DESCRIPTION

Position Title: Senior Class Advisor

Date Written: October 2022

Department: High School

Reports To: Building Principal

JOB SUMMARY: Supervise and coordinate activities of the senior class and advise them to contribute to a world-class workforce through the advancement of leadership, citizenship, academic and technology skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 80 % Organize and Advise the Senior Class
- A. Meet with senior class to prepare them for their senior year and graduation (at least monthly)
 - B. Provide guidance to seniors to develop education plans and career awareness
 - C. Work with School Guidance Counselor to inform students of available scholarships and guide them in the application process
 - D. Supervise and chaperone at all senior class sponsored events
 - E. Organize and chaperone senior trip
 - F. Organize graduation ceremony, including but not limited to
 - Organize senior vote on class color, motto, song, and color
 - Prepare the commencement program and invitation
 - Complete facility use form for use of gym
 - Organize speakers
 - G. Have contact with local ministerium to inform students of Baccalaureate
- 20 % Bookkeeping and Fund Management
- A. Organize, plan, and coordinate school fundraising events, including but not limited to contacting vendors, collecting forms, distributing items, depositing revenue
 - B. Complete and submit requisitions
 - C. Manage student activity account

Perform related work as assigned or requested

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirements:

- High School diploma or equivalent

Experience:

- Employed with Northland Community Schools, preferred
- Previous experience in working with children, to develop leadership qualities, preferred

Essential Knowledge, Skills, and Abilities:

- Ability to work in a diverse environment

- Ability to communicate effectively with students, parents, teachers, administrators, community, and staff
- Working knowledge of student policies
- Ability to work independently within a larger context of team cooperation
- Ability to exercise confidentiality with district information
- Ability to work with individuals of various ability levels

Machines, Tools, Equipment, Electronic Devices, and Software:

- Operates computer, printer, copy machine, fax machine, phone system, walkie-talkie, and other electronic or technological equipment for the specific position
- Uses basic office software
- Uses Gmail to send and receive district communication

Supervision of Other Employees:

- This position does not provide work direction or supervision to other district employees.

Physical Job Requirements:

- Position may include extended periods of standing
- Position may include extended periods of sitting during meetings and when working with students
- Position may include bending, stooping or sitting on the floor while working with students
- Position may include lifting equipment or supplies, typically not to exceed 25 pounds
- Position involves listening, speaking clearly and visual acuity

Mental Job Requirements:

- Position includes the need to clearly communicate directions and information to students
- Position requires working with interruptions, handling multiple tasks and organizing and prioritizing work assignments
- Position requires flexibility and willingness to undertake a variety of tasks
- Position involves responding to critical or emergency situations

Working Conditions:

- Work is primarily performed in a classroom environment which typically includes moderate noise from students, computers, and other work-related equipment
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens
- Position involves occasional exposure to outdoor temperature extremes and weather conditions at events
- Position may involve higher noise level when supervising schoolwide and special events

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Maintains a positive, professional, and safe educational environment at all times.
- Supports students to assist them in reaching their full potential academically, emotionally, physically, and socially
- Provides confidentiality for all students and staff

This description describes the general nature and work expected of an individual assigned to this position.

Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Northland Community Schools

JOB DESCRIPTION

Position Title: High School Student Leadership Advisor

Date Written: October 2022

Department: High School

Reports To: Building Principal

JOB SUMMARY: Supervise and coordinate all activities of the high school student leadership team. Provide support for all participating students while encouraging leadership in the school school and community. This position will require periods of time to extend beyond the school day.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

80 % Implement Student Leadership Team

- A. Organize Student Leadership Team comprised of high school student body
- B. Facilitate/schedule Student Leadership Meetings (at least monthly)
- C. Coordinate election of members and officers
- D. Organize, plan, and coordinate schoolwide events
- E. Organize, plan, and coordinate Homecoming and Snow Daze, including but not limited to
 - Book disc jockey/band
 - Order decorations/supplies
 - Organize games/activities
 - Organize and ensure clean up after dances, activities, and coronation
 - Organize and conduct coronation
 - Contact local police with times and dates of dances
 - Chaperone and organize adult chaperones for dances
 - Complete necessary facility use forms to use gym(s) and other rooms
- F. Communicate with staff, families, and community about events in a timely manner
- G. Provide Student Leadership Representative to scheduled monthly school board meetings

20 % Bookkeeping and Fund Management

- A. Organize, plan, and coordinate school fundraising events, including but not limited to contacting vendors, collecting forms, distributing items, depositing revenue
- B. Complete and submit requisitions
- C. Manage student activity account

Perform related work as assigned or requested

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirements:

- High School diploma or equivalent

Experience:

- Employed with Northland Community Schools, preferred
- Previous experience in working with children, to develop leadership qualities, preferred

Essential Knowledge, Skills, and Abilities:

- Ability to work in a diverse environment
- Ability to communicate effectively with students, parents, teachers, administrators, community, and staff
- Working knowledge of student policies
- Ability to work independently within a larger context of team cooperation
- Ability to exercise confidentiality with district information
- Ability to work with individuals of various ability levels

Machines, Tools, Equipment, Electronic Devices, and Software:

- Operates computer, printer, copy machine, fax machine, phone system, walkie-talkie, and other electronic or technological equipment for the specific position
- Uses basic office software
- Uses Gmail to send and receive district communication

Supervision of Other Employees:

- This position does not provide work direction or supervision to other district employees.

Physical Job Requirements:

- Position may include extended periods of standing
- Position may include extended periods of sitting during meetings and when working with students
- Position may include bending, stooping or sitting on the floor while working with students
- Position may include lifting equipment or supplies, typically not to exceed 25 pounds
- Position involves listening, speaking clearly and visual acuity

Mental Job Requirements:

- Position includes the need to clearly communicate directions and information to students
- Position requires working with interruptions, handling multiple tasks and organizing and prioritizing work assignments
- Position requires flexibility and willingness to undertake a variety of tasks
- Position involves responding to critical or emergency situations

Working Conditions:

- Work is primarily performed in a classroom environment which typically includes moderate noise from students, computers, and other work-related equipment
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens
- Position involves occasional exposure to outdoor temperature extremes and weather conditions at events
- Position may involve higher noise level when supervising schoolwide and special events

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Maintains a positive, professional, and safe educational environment at all times.
- Supports students to assist them in reaching their full potential academically, emotionally, physically, and socially
- Provides confidentiality for all students and staff

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All

requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Northland Community Schools

Independent School District #118



School Board Report

Date: 10/27/22

Report Submitted by: Janessa Green (Activities Director)

DISTRICT MISSION STATEMENT: *To educate and inspire all learners to reach their full potential.*

Celebrations:

- Cross Country ended their season with runners improving their scores, but this year no one went to sections for Northland.
- Volleyball record was 5-19. They will play their first section game on Friday, 10/28 at Hill City.
- Football record was 1-6. They played against Cook County on Tuesday, 10/25.
- Homecoming

Updates:

- **Scoreboards** - Football scoreboard has been ordered. The identification panels for the baseball and softball scoreboards by removing some bolts that attach to the I-beams.
- [BSN Sports Sideline Store](#) - Now active on our website.

Proposals:

- **Student-Athlete Handbook Update:** I have been thinking a lot of adding behavior guidelines to the student-athlete handbook. We hold our student-athletes to a higher standard for academics and we should do the same for behavior. Here are my thoughts:
 - 1st Major = warning
 - 2nd Major = miss 1/2 of next game
 - 3rd Major = miss all of next game
 - 4th Major = miss all of next 2 games
 - Etc.
- *It will reset at the next sports season.

Northland Community Schools

Independent School District #118

School Board Report

Date: 10/27/22



Report Submitted by: Janessa Green (Elementary Principal)

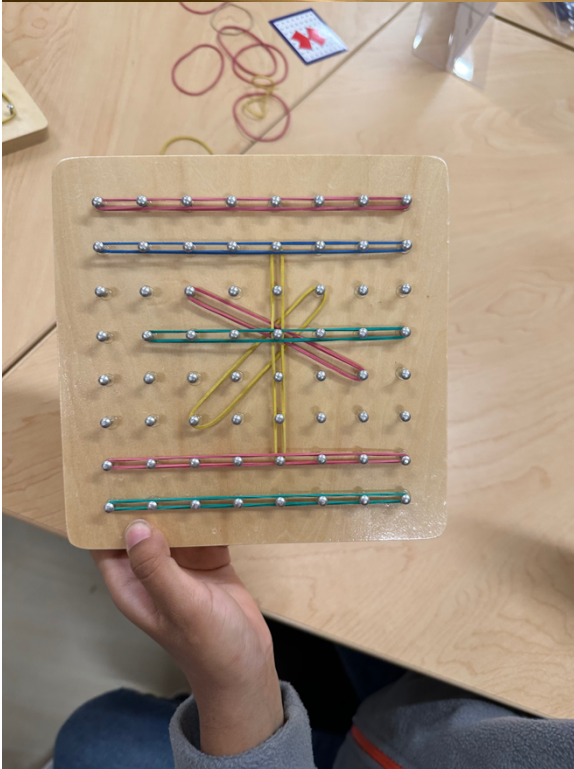
DISTRICT MISSION STATEMENT: *To educate and inspire all learners to reach their full potential.*

Celebrations:

- Students and staff have used the first 6 weeks of school to establish solid routines and build good relationships with our students.

Updates:

- Continuous Improvement
 - HRS plan with Professional Learning Days - review our Curriculum Review Cycle and reestablishing the cycle and committees for standards work and aligning to curriculum review, inventory, purchasing, and aligning to standards based on new MN standards implementations
 - Standards alignment started this summer, and we'll continue this work in the curriculum review cycle
 - School Improvement Plan work will continue with Regional Centers of Excellence supporting elementary - I met with RCE and HRS together on Tuesday to merge our supports and get us on track for continuous school improvement
- Elementary - Gifted and Talented
 - STEAM
 - Lego League
 - Tech Mobile
 - Robotics
 - Exploring Engineering Stations (Marble Mania, Geoboards, Creative Building with playdough, Straws and Connectors)
 - The elementary students were learning about engineering with the Legos. They read the book *The Most Magnificent Thing*, and then they were tasked to think of a problem that could be solved with a new invention. They worked through the engineer design process, and then they were able to create a prototype with Legos.
 - The geoboards, play dough, straws and connectors, and marble runs were items checked out from Sourcewell to continue learning about engineering. They worked through these in small group rotations. Marble Mania was the top favorite.



PBIS:

Total Number of Students: 174

Total Number of Referrals: 82

Tier 1: Students with 0 or 1 referral: 93%

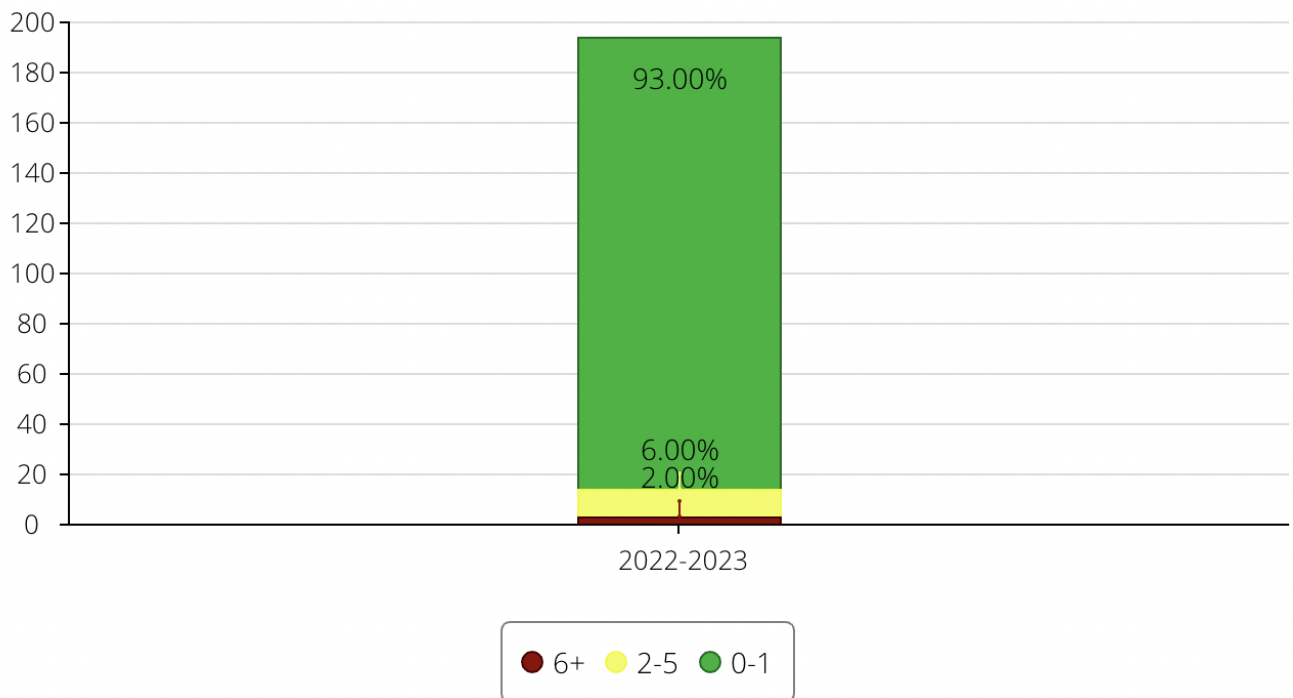
Tier 2: Students with 2 to 5 referrals: 6%

Tier 3: Students with 6+ referrals: 2%

6 students account for 48 out of 82 ODRs (53.53%)

Top 5 Behaviors

- Endangerment - 36
- Disruption - 13
- Minor Aggressive Act - 10
- Assault - 6
- Defiance/Disrespect/Non-compliance - 4



Proposals:

Northland Community Schools

Independent School District #118

School Board Report

Date: October 2022



Community Education

Report Submitted by: Jennifer Welk

MISSION: Northland Community Education ties local strengths, culture and resources Together to promote and provide life-long learning for all members of our community.

Celebrations:

- Fall session in full swing.
- Planning our 10th Trunk or Treat and could use more help. Need more people to volunteer to host a trunk on Halloween from 5:00-6:00 pm.
- Over 60 kids signed up for the pumpkin carving class. We ran three sessions.
- After School Youth Enrichment for 6-12 graders is going well. Staff is signing up to work. The students are signing up and staying after school on home game nights.
- Barn Quilt painting class had a great attendance on Tuesday, Oct. 18th.
- 4 Foot Porch Signs class has 13 participants signed up to take the class Tuesday, Oct 25th at 5:30 pm.

- Community Education Advisory Council meeting is Wednesday, November 9th, 2022, 5:30 – 6:30 pm at NHS Board Room, Remer. Open to all.

Concerns:

None at this time

Adopted: 8/21/97

Revised: 5/20/04, 3/18/10, 8/18, 8/22

Reviewed 02/08, 03/09, 11/12, 10/13, 7/14, 2/16, 10/16, 8/17, 7/19, 10/20, 10/21

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 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 Family and Medical Leave Act of 1993 (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 U.S.C.—§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. D.

- 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 fifteen 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 ~~parental~~ 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 U.S.C. §United States Code, section 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave

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 active duty, or notified of an impending call or order to active duty, in the reserve component of the Armed Forces or a retired member of the regular Armed Forces or reserve component in support of a contingency operation.
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.

[Note: An employer is permitted to choose any one of the following methods for determining the 12-month period in which the 12 weeks of FMLA leave entitlement occurs: (a) the calendar year; (b) any fixed 12-month leave year, such as a fiscal year, a year required by State law, or a year starting on an employee's anniversary date;(c) the 12-month period measured forward from the date any employee's first FMLA leave; or (d) a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. It is recommended, however, that school districts use the 12-month rolling measurement as it prevents employees from stacking 12-week leave entitlement that could occur if, for example, a calendar or fiscal year is utilized. Where a calendar, fiscal or similar period is used, an employee could use 12 weeks at the end of the period and then again at the beginning of the period, providing an entitlement to a leave of 24 consecutive weeks. If a school district changes its definition of a "year" in this policy, it must give employees notice of at least 60 days before implementing this change.]
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.

- 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 410-5 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, or parent being on active duty, or notified of an impending call or order to 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 in support of a contingency operation 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, in some situations, be required 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. It shall be the responsibility of the superintendent 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 ~~employerschool 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 ~~employer-school district~~ so that the total leave does not exceed 12 weeks, unless agreed to by the ~~employerschool 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 ~~employer-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 only be available 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.6., IV.A.9., IV.A.11., IV.A.12., and IV.A.13. 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 work days 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, 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.

- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

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. ~~This policy~~ 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)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
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 MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees—Family and Medical Leave Act Summary)~~

Revised: 7/20/00, 6/20/02,3/04, 5/24/05, 4/20/06, 6/17/10, 11/21/12, 2/18/2016, 10/12/2021

Annual Review: 3/15/07, 02/08, 03/09, 10/10, 10/22/13, 7/15/14, 10/27/2016, 8/17/17, 8/14/18, 7/9/19, 10/20/20, 8/15/22

413 HARASSMENT AND VIOLENCE: Sexual, Racial and/or Religious

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- 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 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, as defined by this policy. (For purposes of this policy, school district personnel includes 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 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.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any student, teacher, administrator or other school district personnel who is 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.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
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; or
 - c. is regarded as having such an impairment.
 2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment 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.
 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 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 having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 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; Definition
1. Sexual harassment consists of 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 or unreasonably 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; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 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, whether that person is of the same sex or the opposite sex;
 - 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: Definition

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, 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.

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 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 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 is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- 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 takers 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 principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal 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 principal to the human rights officer. If the report was given verbally, the principal 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 will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- G. In the District. The school board hereby designates the Principal as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the Superintendent.
- 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 the policy will not affect the complainant or reporter's future employment, grades or educational or work assignments.
- J. Use of formal reporting forms is not mandatory.

- L. The school district will respect the privacy of the complainant, 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 conform 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 religious, racial or sexual harassment or violence, 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, students, teachers, administrators or other school district personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

- 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 retaliates against any person who commits and 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 of 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 or harassment. 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 Statute 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)

INDEPENDENT SCHOOL DISTRICT NO. 118
RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment

Independent School District No. 118 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees 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 is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or 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 by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person you believe harassed or was violent toward you or another person. _____

If the alleged harassment or violence was toward another person, identify that person. ____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)
Received by _____

(Date)

(Date)

Adopted: 8/21/97

Independent School District #118 Policy 414

Revised: 8/21/03, 5/20/04, 4/20/06, 3/15/07, 10/25/11, 10/22/13, 7/15/14, 8/17, 10/20, 8/22

Annual Review: 3/15/07, 02/08, 4/09, 11/12, 2/16, 10/16, 8/18, 7/19, 10/20, 10/21

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 Minn. Stat. ~~§ 626.556~~Ch. 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 ~~which~~that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C [~~Child Juvenile Safety and Placement~~Protection] and Minn. Stat. Ch 260D (Child in Voluntary Foster care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat 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 ~~neglected or physically or sexually abused~~maltreated, or has been neglected or physically or sexually abused 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.

~~FE.~~ “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 ~~care~~, or other care required for 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;~~
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 such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for ~~his or her~~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 by 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, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 6, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a ~~parent or~~ 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 ~~which~~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 include ~~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. spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.~~

GF. "Nonmaltreatment mistake" ~~means~~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 Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 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.~~

IG. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.67 or § 245.825.

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

Actions ~~which-that~~ are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (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 ~~which-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 Minn. Stat. § 609.02, Subd. 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 ~~which that~~ were not prescribed for the child by a practitioner, in order to control or punish the child, or ~~giving the child~~ other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or ~~that~~ subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

JH.

“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 ~~neglect or physical or sexual abuse~~maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the ~~neglect or abuse~~maltreatment, if known.

~~K.~~ “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.

~~L.~~ “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

~~K.~~ “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.~~

~~L.~~ “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 employees or agents, 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.~~

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

~~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 subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.~~

IV. REPORTING PROCEDURES

- A. A mandated reporter ~~as defined herein~~ shall immediately report the ~~neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years~~ information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, ~~or agency responsible for assisting or investigating maltreatment.~~ tribal police department. This reporter will include his or her name and address in the report.
- B. ~~If the immediate report has been made orally, by telephone or otherwise,~~ The 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 assisting or investigating ~~maltreatment~~ the report. ~~The written~~ Any report shall be of sufficient content to identify the child, any person believed to be responsible for the ~~abuse or neglect~~ maltreatment of the child if the person is known, the nature and extent of the ~~abuse or neglect~~ 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 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.~~
- ~~G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.~~
- 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 and the reckless-making of a false report also~~ may result in discipline. ~~The court may also award attorney's fees.~~

[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 ~~neglect or physical or sexual abuse~~maltreatment rests with the appropriate state, county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of ~~child~~maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged ~~perpetrator/offender,~~ and any other person with knowledge of the ~~abuse or neglect~~maltreatment for the purpose of gathering ~~the~~ 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 ~~will~~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 ~~perpetrator-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 ~~perpetrator-offender~~ is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 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. § 121A.67 (Aversive and Deprivation 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)
~~Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)~~
~~Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)~~
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)

Adopted: 8/21/97

Independent School District #118 Policy 415

Revised: 7/20/00, 8/21/03, 7/9/19, 8/22

Annual Review: 3/15/07, 03/09, 11/12 10/13, 7/14, 2/16, 10/16, 8/17, 8/18, 10/20

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

[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. It is the policy of the school district to fully comply 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 Minn. Stat. § 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, Subd. 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.

FA. "Mandated Reporters" means a professional or professional's delegate while engaged in education. ~~any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.~~

GB. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.

HC. “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. Neglect also includes 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 Minn. Stat. § 626.5572, Subd. 17.

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, Subd. 17.

~~D.~~ “Abuse” means: (a) ~~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 sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in 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.~~ (b) ~~Conduct which is not an accident or therapeutic conduct as defined in this section, 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 section 245.825.~~ (c) ~~Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.~~ (d) ~~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 Minn. Stat. § 626.5572, Subd. 2.~~

~~E. "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.~~

~~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.F. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 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 received, possesses a physical or mental infirmity or other physical, mental or emotional dysfunction that impairs the individual's ability to adequately provide adequately for the person's 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.

~~G. "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.~~

~~H. "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.~~

~~I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.~~

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the ~~common entry point responsible local welfare agency, police department, county sheriff, or agency 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 reporter 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 Minn. Stat. § 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 ~~shall~~ should appear in school personnel handbooks ~~where~~ as appropriate.

- B. The school district will develop a method of discussing this policy with employees ~~where~~as appropriate.
- C. This policy ~~shall~~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. § 609.234 (Crimes Against the Person)~~
~~Minn. Stat. § 626.556 (Reporting of Child Neglect)~~
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)

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 \(Protection and Privacy of Pupil Records\)](#)

Adopted: 5/20/04

Independent School District #118 Policy 514

Revised: 5/24/05, 8/22

Reviewed /Revised: 2/16/06 , 3/15/07, 3/09, 11/12, 10/13, 7/14, 2/16, 10/16, 8/17, 8/18, 12/19, 10/20, 10/21

514 PROHIBITION OF HARRASSMENT, INTIMIDATION AND BULLYING

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Harassment, intimidation and bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and/or a teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of harassment, intimidation and bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent harassment, intimidation and bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of harassment, intimidation and bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of harassment, intimidation and bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school-related functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of harassment, intimidation and bullying but also to students who, by their indirect behavior, condone or support another student's act of harassment, intimidation and bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate harassment, intimidation or bullying

C. Apparent permission or consent by a student being harassed, intimidated or bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of harassment, intimidation or bullying is prohibited.

E. False accusations or reports of harassment, intimidation and bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying, or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's discipline policy (See policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of harassment, intimidation and bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaged in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying” specifically includes cyberbullying as defined in this policy.

B. “Cyberbullying” means bullying using technology or other electronic communication, including , but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property.
2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a students; or
3. Is directed to any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age or any additional characteristic defined in the Minnesota Human Rights act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined on this paragraph or the MHRA.

E, “On school premises, on school district property, at school-related functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school- related functions, activities, or events. While prohibiting harassment, intimidation and bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been target or the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying 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 in the school district office, but oral reports shall be considered complaints as well.

C. The building principal or the principal’s designee or the building supervisor (hereinafter “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or 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.

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 the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include harassment, intimidation and bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building principal immediately.

E. Reports of harassment, intimidation and bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

F. Submission of a good faith complaint or report of harassment, intimidation and bullying will not affect the complainant’s or reporter’s future employment, grades, or work assignments, or educational or work environment.

G. 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 obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of harassment, intimidation and bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. For the incident to be classified as bullying there must be:

1. An inequity of power between parties;
2. the event must have occurred over time, i.e., repeated;
3. must have malicious intent;
4. substantially interferes with the student's educational benefits, opportunities or performance.

OR Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of harassment, intimidation or bullying, consistent with applicable law.

OR The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

DC. Upon completion of the investigation that determines that bullying or other prohibited conduct 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 the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

ED. 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 parent(s) or guardian(s) of students involved in a harassment, intimidation or bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team 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 bullying or other prohibited conduct.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged harassment, intimidation and bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such harassment, intimidation and bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

A. The school district will provide information and any applicable training to school district staff regarding this policy. This policy will be reviewed annually with staff.

B. The school district will provide education and information to students regarding harassment, intimidation and bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of harassment, intimidation and bullying and other applicable initiatives to prevent harassment, intimidation and bullying. This policy will be reviewed with students annually.

C. The administration of the school district is directed to implement programs and other initiatives to prevent harassment, intimidation and bullying, to respond to harassment, intimidation and bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of harassment, intimidation and bullying.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

IX. PROCEDURES

A. The Superintendent of Schools or the Superintendent's designee shall annually place this policy in all publications of the School District's comprehensive rules, procedures and standards of conduct for schools within the district, including the student handbook.

B. The Principal or the Principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy. All other members of the school community including students, parents, volunteers and visitors, are encouraged to report any act that may be in violation of this policy. The reporting party is encouraged to submit reports in writing. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

C. The Principal or the Principal's designee shall conduct a prompt, (within 48 hours excluding weekends & holidays) thorough and complete investigation of the alleged incident.

D. The School District prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulation and district policies and procedures.

E. In determining the appropriate response to students who commit acts of harassment, intimidation or bullying, the Principal shall consider the following factors:

1. the developmental and maturity levels of the parties involved,
2. the levels of harm,
3. the surrounding circumstances,
4. the nature of the behaviors,
5. past incidences or past or continuing patterns of behavior,
6. the relationships between the parties involved and the context in which the alleged incidents occurred,
7. an inequity of power between parties,
8. the event must have occurred over time, i.e., repeated,
9. must have malicious intent,
10. Substantially interferes with the student's educational benefits, opportunities or performance.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

F. The Principal or the Principal's designee shall develop appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another, as a means of harassment, intimidation or bullying shall be disciplined in accordance with District policies, procedures and agreements.

Legal References: Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MASA/MSBA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MASA/MSBA Model Policy 413 (Harassment and Violence)
MASA/MSBA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MASA/MSBA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MASA/MSBA Model Policy 423 (Employee-Student Relationships)

MASA/MSBA Model Policy 501 (School Weapons Policy)
MASA/MSBA Model Policy 506 (Student Discipline)
MASA/MSBA Model Policy 507 (Corporal Punishment)
MASA/MSBA Model Policy 515 (Protection and Privacy of Pupil
Records)
MASA/MSBA Model Policy 521 (Student Disability Nondiscrimination)
MASA/MSBA Model Policy 522 (Student Sex Nondiscrimination)
MASA/MSBA Model Policy 525 (Violence Prevention)
MASA/MSBA Model Policy 526 (Hazing Prohibition)
MASA/MSBA Model Policy 529 (Staff Notification of Violent Behavior
by Students)
MASA/MSBA Model Policy 709 (Student Transportation Safety Policy)
MASA/MSBA Model Policy 711 (Videotaping on School Buses)
MASA/MSBA Model Policy 712 (Video Surveillance Other Than on
Buses)

Independent School District #118 Policy 446

Adopted: 12/16/98

Revised: 12/99, 08/02, 01/06, 09/06, 12/07, 10/10, 10/11, 11/12, 11/13, 10/14, 11/15, 8/18/16, 2/13/18, 10/09/18, 1/2020, 10/21, 10/22

446. PAY RATES FOR ACTIVITIES

I. PURPOSE

To set pay rates for positions related to activities.

II. GENERAL STATEMENT OF POLICY

Persons who are not covered under the NREM contract and/or not employees will be paid for the activities listed on this schedule using this schedule until it is revised

Base	
<u>Coaches / Advisors Band</u>	Pay per Appendix E in the Master Agreement between ISD #118 and NREM (Northland Remer Education MN)
<u>Baseball Head Coach</u>	
<u>Baseball Asst. Coach</u>	
<u>Baseball JV Coach</u>	
<u>Baseball Jr. Hi Coach</u>	
<u>Basketball Head Coach</u>	
<u>Basketball Asst. Coach</u>	
<u>Basketball JV Coach</u>	
<u>Basketball Jr. Hi Coach</u>	
<u>Cross-Country Head</u>	
<u>Football Head</u>	
<u>Football Asst. Coach</u>	
<u>Football JV Coach</u>	
<u>Football Jr. High Coach</u>	
<u>Prom Coordinator</u>	
<u>Knowledge Bowl Advisor</u>	
<u>SADD /YIA</u>	
<u>Senior Class Advisor</u>	
<u>Softball Head Coach</u>	
<u>Softball Asst. Coach</u>	
<u>Softball JV Coach</u>	
<u>Jr. High Softball Coach</u>	
<u>High School Student Leadership</u>	
<u>Elementary Track</u>	
<u>Volleyball Head Coach</u>	
<u>Volleyball Asst. Coach</u>	
<u>Volleyball JV Coach</u>	
<u>Volleyball Junior High</u>	
<u>Annual</u>	
<u>Officials for Junior High or Junior Varsity Games</u>	\$ 45.00 18.00 per game
<u>Detention</u>	Per Article VII, Sec. 5 of Master Agreement between ISD #118 and NREM

Tutor	Per Article VII, Sec. 5 of Master Agreement between ISD #118 and NREM
-------	--

Activity Director	Pay per Appendix E in the Master Agreement between ISD #118 and NREM
Yearbook	Pay per Appendix E in the Master Agreement between ISD #118 and NREM
Homebound	Pay per Article VII in the Master Agreement between ISD #118 and NREM
Game-Event Workers- (Supervisor, Ticket Taker, Floor Walker, Chain Gang, Scorer, Announcer)	Substitute Event Supervisor – \$75 Pay per Article VII, Sect. 3. Of Master Agreement between ISD #1 and NREM
Event Supervisor	\$75
Referee	Referee pay per Iron Range Association contract
Sub Driver Regular route	New Subs - Step one from the regular bus driver's pay scale Former ISD #118 drivers – step last paid as an employee
Long Term Sub Driver	Regular Route Rate Step Year 2 Appendix: Schedule C per hour – Begins upon 11 th continuous day on the same route.
Activity/Field Trip Driver	Step one from the regular bus driver's pay scale
ITV/On-Line Assistant	\$10.50 per hour
Substitute Pay Rates: Food Service or Custodian	\$11.00 per hour
Paraprofessional or Secretary	\$11.00 per hour
Long term substitute (classified)	\$11.50 per hour
Substitute Teacher	\$125 115 per day
Retired Teacher Substitute	\$135 per day

Long Term Substitute Teacher (more than 15 consecutive days in the same position)	\$165 per day
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* Pay rates will be reviewed annually by the School Board



BID TABULATION

Northland Community Schools IAQ

ARI Project #: 2021-093.1
Bid Date & Time: October 13, 2022 1:00pm

Contractor	Base Bid	Days Until Completed	Proposal Form Filled Out Completely	Addenda Acknowledge	Bid Security Bond	Responsible Contractor Form
Thelen Heating	\$501,700.00	120 Days	X	X	X	X
Petersn Sheet Metal	\$566,000.00	125 Days	X	X	X	X

ARCHITECTURAL RESOURCES, INC.
704 East Howard Street | Hibbing, MN 55746
Tel: 218.263.6868
www.arimn.com

126 East Superior Street | Duluth, MN 55802
Tel: 218.727.8481



BID TABULATION

Northland Community Schools IAQ

ARI Project #: 2021-093.1

Bid Date & Time: October 13, 2022 1:00pm

Contractor	Base Bid	Days Until Completed	Proposal Form Filled Out Completely	Addenda Acknowledge	Bid Security Bond	Responsible Contractor Form
Thelen Heating	501,700	120				
Peterson Sheet Metal	566,000	125				

ARCHITECTURAL RESOURCES, INC.
 704 East Howard Street | Hibbing, MN 55746
 Tel: 218.263.6868
 www.arimn.com

126 East Superior Street | Duluth, MN 55802
 Tel: 218.727.8481

Send to Mary;

SECTION 00 42 00 - PROPOSAL FORM

BID SUBMITTED BY:

Peterson Sheet Metal, Inc.
Official Name of Contractor

TO: Northland Community Schools ISD #118
316 Main Street East
Remer, MN 56672

BID DATE & TIME: October 13, 2022 @ at 1:00 pm Local Time

The undersigned, having carefully examined the contract documents, including the Advertisement for Bids, Instructions to Bidders, the General Conditions, the General Requirements, the Drawings and Specifications, and all Addenda thereto as prepared by Architectural Resources, Inc., for the:

NORTHLAND COMMUNITY SCHOOLS IAQ
Remer, Minnesota

As well as being familiar with the local conditions affecting the work, proposes to furnish in accordance with such plans and specifications all material, labor, and equipment required for the completion of all work indicated on this proposal for the sum of:

(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

BASE BID NO. 1: The Bidder agrees to perform all of the construction work described in Specification Divisions 02 - 26, applicable provisions of Division 01 and as shown on the drawings for the sum of:

Five Hundred Sixty-Six Thousand & ^{no}/₁₀₀ Dollars
(\$ 566,000⁰⁰)

In submitting this bid, it is understood that the right is reserved by the Owner to accept or reject any or all bids. It is agreed that bids may not be withdrawn for a period of thirty days after closing of same.

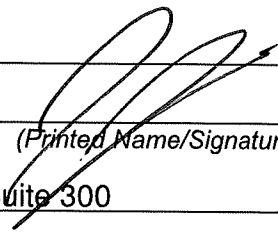
The bidder hereby agrees to commence work under this contract on or before a date to be specified in written "Notice to Proceed" of the Owner and to fully complete the project by within (125) consecutive calendar days.

Addenda _____ (were received)

COMPANY

NAME: Peterson Sheet Metal

BY: Jaime Quello


(Printed Name/Signature)

ADDRESS 3728 Bemidji Ave N, Suite 300

Bemidji, MN 56601

Additional Proposal Items

Please refer to the checklist below for items to be completed and submitted with your bid.

- Proposal Form (Filled out completely)
- Bid Security
- Responsible Contractor Statement

Include a signed statement under oath by an Owner or Officer of this Bidder verifying compliance with each of the minimum criteria of State of Minnesota Statute 16C.285, Subdivision 3, with this bid.

SECTION 00 42 00 - PROPOSAL FORM

BID SUBMITTED BY:

Peterson Sheet Metal, Inc.
Official Name of Contractor

TO: Northland Community Schools ISD #118
316 Main Street East
Remer, MN 56672

BID DATE & TIME: October 13, 2022 @ at 1:00 pm Local Time

The undersigned, having carefully examined the contract documents, including the Advertisement for Bids, Instructions to Bidders, the General Conditions, the General Requirements, the Drawings and Specifications, and all Addenda thereto as prepared by Architectural Resources, Inc., for the:

NORTHLAND COMMUNITY SCHOOLS IAQ
Remer, Minnesota

As well as being familiar with the local conditions affecting the work, proposes to furnish in accordance with such plans and specifications all material, labor, and equipment required for the completion of all work indicated on this proposal for the sum of:

(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

BASE BID NO. 1: The Bidder agrees to perform all of the construction work described in Specification Divisions 02 - 26, applicable provisions of Division 01 and as shown on the drawings for the sum of:

Five Hundred Sixty-Six Thousand & 125 Dollars
(\$ 566,000⁰⁰)

In submitting this bid, it is understood that the right is reserved by the Owner to accept or reject any or all bids. It is agreed that bids may not be withdrawn for a period of thirty days after closing of same.

The bidder hereby agrees to commence work under this contract on or before a date to be specified in written "Notice to Proceed" of the Owner and to fully complete the project by within (125) consecutive calendar days.

Addenda NA (were received)

COMPANY
NAME: Peterson Sheet Metal

BY: Jaime Quello
(Printed Name/Signature)

ADDRESS 3728 Bemidji Ave N, Suite 300
Bemidji, MN 56601

Additional Proposal Items

Please refer to the checklist below for items to be completed and submitted with your bid.

- Proposal Form (Filled out completely)
- Bid Security
- Responsible Contractor Statement

Include a signed statement under oath by an Owner or Officer of this Bidder verifying compliance with each of the minimum criteria of State of Minnesota Statute 16C.285, Subdivision 3, with this bid.

ATTACHMENT A

RESPONSIBLE CONTRACTOR AFFIDAVIT OF COMPLIANCE - MINN. STAT. § 16C.285

PROJECT TITLE: Northland Community School IAQ (the "Project")

THE UNDERSIGNED, being first duly sworn, deposes and states under oath as follows:

1. I am Jaime Quello with
(Name)
Peterson Sheet Metal, Inc. (the "Contractor"), and I am
(Name of Contractor)

duly authorized as an owner or officer of the Contractor to sign this Affidavit.

2. I warrant and represent that the Contractor is in full compliance with the minimum criteria as set forth in Minn. Stat. § 16C.285, Subd. 3.
3. I have included Attachment A-1 with the Contractor's response to the solicitation for the Project.
4. If the Contractor is awarded a contract on the Project, I will submit Attachment A-2 as required for the duration of the Project.
5. I acknowledge that any false statement made in, or in connection with, this Affidavit will render the Contractor ineligible to be awarded a contract on the Project and may result in termination of any contract awarded to the Contractor on the Project.

Authorized Signature of Owner or Officer:	Printed Name: Jaime Quello
Title: President	Date: October 13th, 2022
Contractor Legal Name: Peterson Sheet Metal, Inc.	

Subscribed and sworn to before me this 13 day of October, 2022.

Elizabeth V Kahlstorf

Notary Public

State of Minnesota

County of Hubbard

My commission expires: January 31, 2023



ATTACHMENT A-2

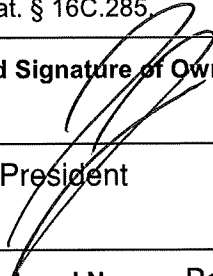
ADDITIONAL SUBCONTRACTORS LIST

CONTRACTOR TO SUBMIT AS SUBCONTRACTORS ARE ADDED TO THE PROJECT

PROJECT TITLE: Northland Community School IAQ

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors. Minn. Stat. § 16C.285, Subd. 5.

ADDITIONAL SUBCONTRACTOR NAMES (Legal name of company)	Name of city where company home office is located

SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-2	
By signing this document I certify that I am an owner or officer of the Contractor, and I swear under oath that:	
All additional subcontractors listed on this Attachment A-2 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.	
Authorized Signature of Owner or Officer: 	Printed Name: Jaime Quello
Title: President	Date: October 13th, 2022
Contractor Legal Name: Peterson Sheet Metal, Inc.	



AIA Document A310™ - 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

**PETERSON SHEET METAL, INC.
3728 BEMIDJI AVENUE NORTH
BEMIDJI, MN 56601**

SURETY:

(Name, legal status and principal place of business)

**ATLANTIC SPECIALTY INSURANCE
COMPANY
605 HIGHWAY 169 NORTH, SUITE 800
PLYMOUTH, MN 55441**

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

**INDEPENDENT SCHOOL DISTRICT #118
NORTHLAND COMMUNITY SCHOOLS
316 EAST MAIN STREET
REMER, MN 56672**

BOND AMOUNT:

Five Percent of the Amount of the Attached Bid -----(5%)

PROJECT:

(Name, location or address, and Project number, if any)

Northland Community Schools IAQ, Remer, Minnesota

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this **13th** day of **October, 2022**



(Witness)

PETERSON SHEET METAL, INC.

(Principal)

(Seal)

(Title)

ATLANTIC SPECIALTY INSURANCE COMPANY

(Surety)

(Seal)



(Witness)

(Title) **Sean McBride, Attorney-in-Fact**

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

Init.

ACKNOWLEDGMENT OF SURETY

State of Minnesota)
County of Hennepin)

On this 13th day of October, 20 22, before me personally appeared Sean McBride to me known, who, being by me duly sworn, did depose and say: that s/he resides at Blaine, Minnesota, that s/he is the Attorney-in-Fact of Atlantic Specialty Insurance Company, the corporation described in and which executed the annexed instrument; that s/he knows the corporate seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; that s/he signed his/her name thereto by like order; and that the liabilities of said corporation do not exceed its assets as ascertained in the manner provided by law.

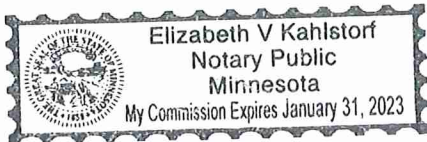


Carl M. Godziek
Notary Public

ACKNOWLEDGMENT OF CORPORATION

State of Minnesota)
County of Hubbard)

On this 13th day of October, 20 22, before me personally appeared Jame Qvello, to me known, who being by me first duly sworn, did depose and say that s/he resides in Bemidji, Minnesota that s/he is the President of Peterson Sheet Metal, Inc. the corporation described in and which executed the foregoing instrument; that s/he knows the corporate seal of said corporation, that the corporate seal affixed to said instrument is such corporate seal, that it was so affixed by order and authority of the Board of directors of said corporation, and that s/he signed his/her name thereto by like order and authority.



Elizabeth V Kahlstorf
Notary Public



Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Michael J. Jacobs, Mary Jo Dingwall, Carl Godziek, Sean McBride, Yaralitz Rivas**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

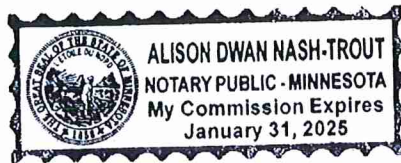
IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this twenty-seventh day of April, 2020.




STATE OF MINNESOTA
HENNEPIN COUNTY

By 
Paul J. Brehm, Senior Vice President

On this twenty-seventh day of April, 2020, before me personally came Paul J. Brehm, Senior Vice President of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, that he is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.




Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 13th day of October, 2022




Kara Barrow, Secretary

This Power of Attorney expires
January 31, 2025



3728 BEMIDJI AVENUE NORTH
BEMIDJI, MN 56601
Office: (218) 751-4502
Fax: (218) 444-4505

RECEIVED
BY 12:55 KB
OCT 13 2022

TO: Northland Community Schools ISD #118
316 East Main Street
Remer, MN 56672

PROJECT: Northland Community Schools IAQ

BID DATE: October 13th, 2022

BID TIME: 1:00 PM

ADDENDA:

CONTRACT: Prime Contractor

SECTION 00 42 00 - PROPOSED FORM

BID SUBMITTED BY:

Thelen Heating & Roofing, Inc.
Official Name of Contractor

TO: Northland Community Schools ISD #118
316 Main Street East
Remer, MN 56672

BID DATE & TIME: October 13, 2022 @ at 1:00 pm Local Time

The undersigned, having carefully examined the contract documents, including the Advertisement for Bids, Instructions to Bidders, the General Conditions, the General Requirements, the Drawings and Specifications, and all Addenda thereto as prepared by Architectural Resources, Inc., for the:

NORTHLAND COMMUNITY SCHOOLS IAQ
Remer, Minnesota

As well as being familiar with the local conditions affecting the work, proposes to furnish in accordance with such plans and specifications all material, labor, and equipment required for the completion of all work indicated on this proposal for the sum of:

(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

BASE BID NO. 1: The Bidder agrees to perform all of the construction work described in Specification Divisions 02 - 26, applicable provisions of Division 01 and as shown on the drawings for the sum of:

(\$ 501,700⁰⁰)

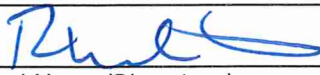
In submitting this bid, it is understood that the right is reserved by the Owner to accept or reject any or all bids. It is agreed that bids may not be withdrawn for a period of thirty days after closing of same.

The bidder hereby agrees to commence work under this contract on or before a date to be specified in written "Notice to Proceed" of the Owner and to fully complete the project by within (120) consecutive calendar days.

Addenda NONE (were received)

COMPANY
NAME: Thelen Heating & Roofing, Inc.

BY: Richard Peterson


(Printed Name/Signature)

ADDRESS 1717 13th Street Se
Brainerd, MN 56401

Additional Proposal Items

Please refer to the checklist below for items to be completed and submitted with your bid.

- Proposal Form (Filled out completely)
- Bid Security
- Responsible Contractor Statement

Include a signed statement under oath by an Owner or Officer of this Bidder verifying compliance with each of the minimum criteria of State of Minnesota Statute 16C.285, Subdivision 3, with this bid.

SECTION 00 42 00 - PROPOSAL FORM

BID SUBMITTED BY:

Thelen Heating & Roofing, Inc.
Official Name of Contractor

TO: Northland Community Schools ISD #118
316 Main Street East
Remer, MN 56672

BID DATE & TIME: October 13, 2022 @ at 1:00 pm Local Time

The undersigned, having carefully examined the contract documents, including the Advertisement for Bids, Instructions to Bidders, the General Conditions, the General Requirements, the Drawings and Specifications, and all Addenda thereto as prepared by Architectural Resources, Inc., for the:

NORTHLAND COMMUNITY SCHOOLS IAQ
Remer, Minnesota

As well as being familiar with the local conditions affecting the work, proposes to furnish in accordance with such plans and specifications all material, labor, and equipment required for the completion of all work indicated on this proposal for the sum of:

(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

BASE BID NO. 1: The Bidder agrees to perform all of the construction work described in Specification Divisions 02 - 26, applicable provisions of Division 01 and as shown on the drawings for the sum of:


(\$ 501,700⁰⁰)

In submitting this bid, it is understood that the right is reserved by the Owner to accept or reject any or all bids. It is agreed that bids may not be withdrawn for a period of thirty days after closing of same.

The bidder hereby agrees to commence work under this contract on or before a date to be specified in written "Notice to Proceed" of the Owner and to fully complete the project by within (120) consecutive calendar days.

Addenda NONE (were received)

COMPANY
NAME: Thelen Heating & Roofing, Inc.

BY: Richard Peterson 
(Printed Name/Signature)

ADDRESS 1717 13th Street Se
Brainerd, MN 56401

Additional Proposal Items

Please refer to the checklist below for items to be completed and submitted with your bid.

- Proposal Form (Filled out completely)
- Bid Security
- Responsible Contractor Statement

Include a signed statement under oath by an Owner or Officer of this Bidder verifying compliance with each of the minimum criteria of State of Minnesota Statute 16C.285, Subdivision 3, with this bid.

MINNESOTA RESPONSIBLE CONTRACTOR COMPLIANCE AFFIDAVIT

The undersigned, the Owner or Officer of **Thelen Heating & Roofing, Inc**, verify under oath that as a contractor we are in compliance with the following minimum criteria per Minnesota Statute 16C.285 Subd 3:

1. The Contractor
 - i. Is in compliance with workers' compensation and unemployment insurance requirements.
 - ii. Is currently registers with the Department of Revenue and the Department of Employment and Economic Development if it has employees
 - iii. Has a valid federal tax identification number or a valid Social Security number is an individual;
and
 - iv. Has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative.
2. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14 or 181.722 and has not violated United States Code, title 20, sections 201 to 219, or United States Code, title 40 sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity.
 - i. Repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period.
 - ii. Has been issued an order to comply by the commissioner of labor and industry that has become final
 - iii. Has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees.
 - iv. Has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27.
 - v. Has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board or
 - vi. Has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction.

Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties.

3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative of licensing order
4. The contractor or related entity has not, more the twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office.
5. The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantage business enterprise, or veteran-owned business goals, due to a lack of good faith effort , more than once during the three-year period before submitting the verification.
6. The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its department, commissions, agencies, or political subdivision, and

7. All subcontractors that the contractor intends to use to perform project work has verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses 1 to 6.

Any violations, suspensions, revocations, or sanctions, as defined in clauses (2 to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.

THELEN HEATING & ROOFING, INC.

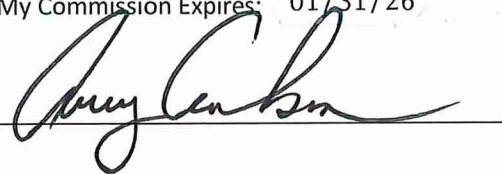
By: 

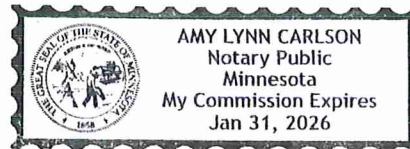
Its: Richard Peterson - Vice President

State of Minnesota
County of Crow Wing

Sworn to and subscribed to before me this 13 day of October, 2022

Notary Public, Crow Wing County, State of Minnesota
My Commission Expires: 01/31/26





 **AIA** Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Thelen Heating & Roofing, Inc.
1717 SE 13th Street
Brainerd, MN 56401

OWNER:

(Name, legal status and address)

Independent School District #118
316 East Main Street
Remer, MN 56672

BOND AMOUNT: Five Percent of Amount Bid (5%)

PROJECT:

(Name, location or address, and Project number, if any)

Northland Community Schools IAQ

SURETY:

(Name, legal status and principal place of business)

Western Surety Company
151 N. Franklin St.
Chicago, IL 60606

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

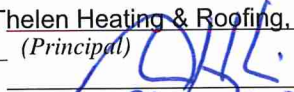
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

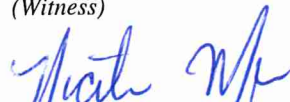
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 13th day of October, 2022


(Witness)

Thelen Heating & Roofing, Inc.
(Principal)  *(Seal)*

(Title), PRESIDENT


(Witness)

Western Surety Company
(Surety)  *(Seal)*

(Title) Nicole M. Coty Attorney-in-fact

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

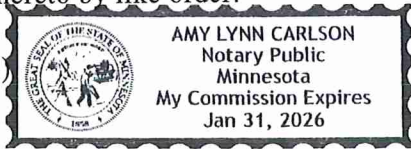
Init.

CORPORATE ACKNOWLEDGMENT

STATE OF MINNESOTA
COUNTY OF CROW WING

On the 10th day of OCTOBER, 2022, before me personally appeared, TIM HAGLIN to me, who being duly sworn, did depose and say: that s/he resides in MINNESOTA that s/he is the PRESIDENT of the Thelen Heating & Roofing, Inc. the corporation described in and which executed the foregoing instrument; that s/he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the board of directors of said corporation; and that s/he signed her/his name thereto by like order.

(SEAL)



Notary Public

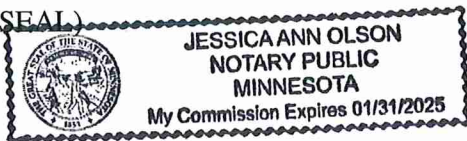
Amy Carlson

ACKNOWLEDGMENT OF CORPORATE SURETY

STATE OF MINNESOTA
COUNTY OF Dakota

On the 13th day of October, 2022 before me personally appeared, Nicole M. Coty to me known, who being duly sworn, did say: that s/he resides in Minnesota that s/he is the aforesaid officer or attorney in fact of Western Surety Company a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation; and that said instrument as signed and sealed on behalf of said corporation by the aforesaid officer, by authority of its board of directors; and the aforesaid officer acknowledged said instrument to be the free act and deed of said corporation.

(SEAL)



Notary Public

Jessica A. Olson

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Litton E S Field Jr, Nicole M Coty, Jonathan N Vagle, Mark Alan Thune, Mutya Alvaran Enoksen, Gayle L Thorson, Jeffrey R Skaar, Nicole Saji, Jessica A Olson, Individually, of Mendota Heights, MN
Kevin Paulson, Tom Corneil, Chad Christianson, De Ette J Wurm, Debra M Bledsoe, Brenda S Klimstra, Erin Pohlman, Deb Geislinger, Jacqueline Riley, Dana Kerfeld, Brittany Bauer, Laurie Litke, Amanda Plantenberg, Dena Grunhoyd, Leslie Seehusen, Brianna Mumm, Individually, of Saint Cloud, MN**

its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 30th day of November, 2021.



WESTERN SURETY COMPANY

Paul T. Bruflat

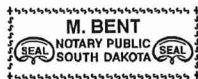
Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 30th day of November, 2021, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026



M. Bent

M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 13th day of October . 2022



WESTERN SURETY COMPANY

L. Nelson

L. Nelson, Assistant Secretary

Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

RECEIVED
OCT 13 2022
By: Kriso K

THELEN HEATING & ROOFING, INC.
1717 - 13th Street SE
BRAINERD, MN 56401

Northland Community Schools
316 East Main Street
Remer, MN 56672
Attn: Kris Balvin

**DIRECT ADMISSIONS MINNESOTA
DATA SHARING AGREEMENT BETWEEN
THE MINNESOTA OFFICE OF HIGHER EDUCATION AND
NORTHLAND COMMUNITY SCHOOLS**

This Agreement is entered into by the **Minnesota Office of Higher Education (OHE)** and **Northland Community Schools (The School)** for purposes of sharing data for administration of the Direct Admissions Minnesota program, a statewide college admissions program for high school seniors.

Commented [FM(1)]: Replace with your school name

The data will be used by **OHE** for the purpose of facilitating the college application process at colleges and universities selected by students enrolled at high schools participating in Direct Admissions Minnesota.

Direct Admissions Minnesota is a state-supported education program, funded under Minnesota Laws 2021 1st Special Session, Chapter 2, Article 1, Section 2, Subdivision 39 and Chapter 2, Article 2, Section 42. The Direct Admissions Minnesota program is designed to encourage all public high school seniors to consider themselves “college material” by proactively notifying them of the colleges and universities that will admit them. Students will receive a notification based on academic performance that lets them know which Minnesota colleges and universities will directly admit them, information about how to apply, and other essential next steps. High schools work with **OHE** to conduct an academic review, notify students of their eligibility for admissions, facilitate transcript submission to colleges, and to assist with trouble shooting and answering student and family questions about the program.

Parties

1. OHE is the state agency responsible for funding, administering, and evaluating programs serving prospective and current college students enrolling in and completing postsecondary education. OHE is a state educational authority and has corresponding authority and responsibility to administer postsecondary programs, and to evaluate postsecondary education in Minnesota.
2. Colleges and universities participating in Direct Admissions Minnesota are postsecondary institutions recognized by the U.S. Department of Education and licensed or registered in Minnesota by OHE.
3. **The School** is a local education agency – ISD #118-01 in Remer, Minnesota.

Commented [FM(2)]: Replace with your school name

Legal Authority for Data Sharing

4. OHE is a state educational authority as named in 34 C.F.R. § 99.31(a)(3)(iv).
5. **The School** is a local education agency subject to 34 C.F.R. § 99.31.
6. Both OHE and **the School** are authorized under the Family Education Rights and Privacy Act (FERPA) and Minn. Stat. § 13.32, subd. 3(e), to disclose otherwise private educational data under 34 C.F.R. § 99.31(a)(2) regarding individual students, subject to the requirements of 34 C.F.R. § 99.34, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.
7. This Agreement complies with 34 C.F.R. §§ 99.31(a)(6) and 99.33(b). Finally, this Agreement complies with Minn. Stat. § 13.32, subd. 3(e) of the Minnesota Government Data Practices Act (MGDPA), which permits disclosure of private student data pursuant to FERPA.

Purpose and Scope

8. Data shared under this Agreement includes personally identifiable information for the purpose of facilitating the college application process at colleges and universities selected by students enrolled at high schools participating in Direct Admissions Minnesota.
9. Data shared under this Agreement includes personally identifiable information for students enrolled in Grade 12 during the 2022-2023 academic year, and selecting one or more colleges to be admitted to under Direct Admissions Minnesota.
10. Data shared:
 - a. Will be redisclosed by OHE to colleges and universities selected by the student for purposes of Direct Admissions Minnesota,
 - b. Will be used to provide **the School** with summary data on participation in Direct Admissions for all participating high schools,
 - c. Will be used by OHE to troubleshoot any issues related to college admissions for students of **the School** seeking to enroll via Direct Admissions at any of the participating colleges and universities, and
 - d. Will be used by OHE to evaluate the Direct Admissions program, specifically the impact of the program on application to, enrollment in, and completion of postsecondary education in Minnesota by student academic and demographic characteristics, utilizing the data provided by **the School** and by the Minnesota Department of Education.
11. Data elements to be shared are listed in Attachment 1.

Duties

12. The School's responsibilities. The School will:

- a. At a minimum, provide each student seeking to participate in Direct Admissions Minnesota with the following Tennessee Warning in order to fulfill **the School's** requirements as a public entity under FERPA and Minnesota Government Data Practices Act:
 - i. ***Tennessee Warning.*** *In accordance with the Minnesota Government Data Practices Act, the School is required to inform you of your rights as they pertain to the private information collected from you. When you select to participate in Direct Admissions Minnesota, the following information is collected: **Name, MARSS Number, academic information, the high school transcript, contact information, gender, date of birth, and colleges** selected by the student for Direct Admissions. The School collects information on students' college selections and contact information in order to participate in the Direct Admissions program. This data will be used by the School and the Minnesota Office of Higher Education staff to notify colleges of your direct admissions participation, waive application fees at the colleges, and provide colleges with your contact information to complete the admissions process. You are not required to provide this information and may choose to apply to the identified colleges using the application links they provide on their website. Information you provide is available only to you, your School, the Office of Higher Education, the colleges selected for Direct Admissions identify, the Office of the Legislative Auditor, and upon court order.*

- b. Provide to OHE personally identifiable information consistent with this Agreement and as described in Attachment 1, and
- c. Understand and comply with all of the data practices provisions of this Agreement.

13. **OHE responsibilities.** OHE will:

- a. Create and maintain a secure method of transmission of data,
- b. Provide to colleges and universities participating in Direct Admissions personally identifiable information on behalf of students enrolled at **the School** consistent with this Agreement and as described in Attachment 1,
- c. Conduct reporting as described in the Purpose and Scope section of this Agreement, and
- d. Understand and comply with all of the data practices provisions of this Agreement.

Data Practices Provisions

- 14. OHE and **the School** each agree to abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes 13.01 *et seq.*, and any and all other applicable state and federal laws governing the data shared pursuant to this Agreement and all data, created, collected, received, stored, used, maintained, or disseminated by OHE under this Agreement. Each party is individually responsible for compliance with laws and regulations governing or affecting the collection, storage, use, sharing, disclosure and dissemination of private data.
- 15. OHE agrees to comply with all applicable federal and state laws, statutes, and rules with respect to the protection of privacy, security and dissemination of the shared data. Nothing in this agreement may be construed to allow either party to maintain, use, disclose or share student information in a manner not allowed by federal or state laws.
- 16. OHE and **the School** understand that personally identifiable information maintained by either party to the agreement is subject to the privacy and confidentiality provisions of federal and state statutes, rules and regulations, including, but not limited to, the Family Education Rights and Privacy Act (20 U.S.C 1232g); related federal regulations (34 C.F.R. Part 99); the Minnesota Government Data Practices Act, Minnesota Statutes 13.01 *et seq.*; and federal laws and regulations regarding students with disabilities (20 U.S.C. §1417 (c); 34 C.F.R. 300.32, 34 C.F.R. §§ 300.610-300.627)).
- 17. OHE agrees to use the data it receives only to the extent necessary to achieve the goals stated herein. OHE will not use the individual-level data for any other purpose unless required by judicial order.
- 18. Data exchanged under this Agreement may not be duplicated, disseminated or used by OHE for another purpose or program without the express written permission of **the School** unless required by judicial order. All copies of data of any type, including modifications or additions to data from any source that contains information regarding individuals, are subject to the provisions of this Agreement in the same manner as the original data.
- 19. Data exchanged under this Agreement will be made available to OHE through secure means.
- 20. OHE agrees that only those employees, contractors, and agents who need to have access to data provided under this Agreement because they are conducting work directly related to Direct Admissions Minnesota will have access to the data. OHE agrees to provide **the School** with a list of staff members currently assigned to the approved research upon request.

21. OHE agrees that all employees, contractors, and agents who receive data provided pursuant to this Agreement, will agree in writing to comply with all applicable data practices, data privacy laws and regulations.
22. All employees, contractors, and agents of OHE who have access to data shared under this Agreement will complete data practices and data security training.
23. All employees, contractors and agents of OHE who have access to the data shared under this Agreement will comply with all applicable federal and state laws with respect to the data shared under this Agreement.
24. OHE agrees that all individuals having access to data under this Agreement are subject to reasonable supervision to ensure compliance with applicable federal and state data practices law.
25. OHE will use reasonable efforts to store and process all data collected, created, used, maintained, or disclosed in such a way that unauthorized persons cannot retrieve the information by means of a computer, remote terminal, or any other means. OHE will use appropriate safeguards to prevent use or disclosure of private data on individuals by its employees, contractors, and agents, including but not limited to implementation of administrative, physical, and technical safeguards to reasonable and appropriately protect the privacy and integrity of individual-level data that it creates, receives, maintains, or transmits under this Agreement.
26. OHE will report any known data security or data privacy incidents to **the School** as soon as they become known. For purposes of this Agreement, security incident means the access, use, disclosure, modification, or destruction of information provided by **the School** in a manner inconsistent with this agreement. Privacy incident means violation of the MGDPA or any other applicable state or federal data practices laws, including, but not limited to, improper and/or unauthorized use or disclosure of protected information and breach of security of information as defined by Minnesota Statutes, Section 13.055. This report must be made in writing and submitted to the authorized representatives after the security or privacy incident is discovered by OHE.
27. OHE will only disclose data in summary form for public reports, unless otherwise specified herein.
28. OHE will destroy data received under this Agreement when it is no longer needed for the purpose of this agreement. OHE will use a secure method of destruction that prevents inadvertent release of any data and protects the privacy and confidentiality of the data. Upon request, OHE will send a letter to **the School's** authorized representative that confirms the method and date of the data destruction. Summary data and summary analyses created from data provided pursuant to this agreement are not subject to destruction requirements.
29. If **the School** determines that OHE has violated this Agreement, **the School** reserves the right to request that OHE immediately destroy all de-identified or anonymized data received under this Agreement.
30. **The School** retains the right to conduct audits or other monitoring of OHE's policies, procedures, and systems related to storage and analysis of data. OHE agrees to allow **the School** reasonable access if **the School** conducts any audit or monitoring.

Miscellaneous Provisions

31. **Liability.** No party will be liable for violations of any applicable laws, or the terms of this Agreement, indirectly or directly arising out of or resulting from, or in any manner attributable to the actions of the other party. The liability of a state agency is governed by the provisions of the Minnesota Torts Claims Act, Minn. Stat. § 3.732 and 3.736, *et. seq.*, and other applicable law.

- 32. **Transfer.** Neither OHE nor **the School** may assign its obligations under this Agreement, nor any part of its interest in this Agreement, to another party.
- 33. **Amendment.** Any amendments to this Agreement shall be in writing and shall be executed as an amendment to the Agreement.
- 34. **Cancellation.** This Agreement may be canceled by any party at any time, with or without cause, upon thirty (30) days written notice to the other parties. Each party specifically reserves the right to immediately cancel this Agreement should a party, in its sole discretion, determine that private or confidential student information has been released in a manner inconsistent with this Agreement or has not been maintained in a secure manner.
- 35. **Authorized Representatives.** OHE and **the School** designate a single authorized representative for purposes of maintaining the data sharing agreement and ensuring that it is properly enforced.

OHE authorized representative is Meredith Fergus, Director of Research, (651) 259-3963, or her successor.

The School's authorized representative is _____ (name, title, phone number, email) _____, or his/her successor.

- 36. **Effective Dates.** The terms of this Agreement shall take effect upon signature of both parties and will remain in effect until June 30, 2025.

Signatures.

The School

 Name of Authorized Rep _____ Date
 Title of Authorized Rep _____

Minnesota Office of Higher Education

 Andrew Wold _____
 General Counsel Date

Commented [FM(3)]: The agreement is for a period of 3 years in order to allow OHE 1 year to conduct the evaluation of the Direct Admissions program following conclusion of the students' first year of college (July 1, 2023-June 30, 2024).

Commented [FM(4)]: Replace with School Name

Attachment 1

Data to be shared for Direct Admissions Minnesota

#	Data Element Name	Data Element Description
1	High School Name	High School Name
2	High School MDE ORG Number	High School MDE ORG Number
3	High School ACT ID	High School ACT ID
4	Student First Name	Student First Name
5	Student Last Name	Student Last Name
6	Student MARSS Number	13-digit MARSS Number
7	Academic Tier	Academic Tier assigned to the student based on specification sent by OHE
8	Student Email	Email address chosen by the student for contact with selected colleges
9	Student Gender	Gender of the student
10	Student Date of Birth	Date of Birth of the student
11	Anticipated high school graduation date	Anticipated high school graduation date of the student
12	Name of College Selected by the Student for Direct Admissions	Name of College (list provided in Attachment 2)
13	OPE ID of College Selected by the Student for Direct Admissions	8-digit OPE ID of College (list provided in Attachment 2)

Attachment 2**Colleges and Universities in Minnesota (alphabetical order)**

#	College OPE ID	College Name
1	00554400	Alexandria Technical & Community College
2	00735000	Anoka Technical College
3	00233200	Anoka-Ramsey Community College
4	00233400	Augsburg University
5	00233600	Bemidji State University
6	00233700	Bethany Lutheran College
7	00905800	Bethel University
8	00234000	Carleton College
9	00233900	Central Lakes College
10	01054600	Century College
11	00234100	College of Saint Benedict
12	00234300	College of St. Scholastica, The
13	00234600	Concordia College
14	00234700	Concordia University-St. Paul
15	01040200	Dakota County Technical College
16	00464100	Dunwoody College of Technology
17	03129100	Fond du Lac Tribal & Community College
18	00235300	Gustavus Adolphus College
19	00235400	Hamline University
20	01049100	Hennepin Technical College
21	00974000	Inver Hills Community College
22	00575700	Lake Superior College
23	03096400	Leech Lake Tribal College
24	00235800	Macalester College
25	01037400	Metropolitan State University
26	00236500	Minneapolis College of Art and Design
27	00236200	Minneapolis Community & Technical College
28	00235500	Minnesota North College (New College resulting from the merger of Hibbing Community College, Mesabi Range College, Itasca Community College, Rainy River Community College, and Vermillion Community College)
29	00239300	Minnesota State College Southeast
30	00554100	Minnesota State Community and Technical College
31	00236700	Minnesota State University Moorhead
32	00236000	Minnesota State University, Mankato
33	00526300	Minnesota West Community & Technical College
34	00795400	Normandale Community College
35	00237000	North Hennepin Community College
36	00238500	Northland Community & Technical College
37	00575900	Northwest Technical College
38	00553500	Pine Technical & Community College
39	04271800	Red Lake Nation College
40	00525200	Ridgewater College

#	College OPE ID	College Name
41	00233500	Riverland Community College
42	00237300	Rochester Community and Technical College
43	00237900	Saint John's University
44	00238000	Saint Mary's University of Minnesota
45	00553300	Saint Paul College
46	00553700	South Central College
47	00237500	Southwest Minnesota State University
48	00234200	St. Catherine University
49	00237700	St. Cloud State University
50	00553400	St. Cloud Technical & Community College
51	00238200	St. Olaf College
52	00406900	University of Minnesota Crookston
53	00238800	University of Minnesota Duluth
54	00238900	University of Minnesota Morris
55	00396900	University of Minnesota Twin Cities (and the University of Minnesota Rochester)
56	00234500	University of St. Thomas
57	03921400	White Earth Tribal & Community College
58	00239400	Winona State University

Cass County Children's Initiative, Inc.

**c/o Pine River-Backus School District
PO Box 610, Pine River, MN 56474
218-833-2176**

INTERAGENCY AGREEMENT

**INTEGRATED FUND
INTERAGENCY AGREEMENT**

This Agreement shall be effective when adopted by all parties and remain in effect until revised or rescinded. Hereafter known as the parties includes the Cass County Children's Initiative Board, hereafter known as the Board; Cass County Board of Commissioners (including Public Health and Social Services) and Cass County Probation Department; Cass Lake-Bena School District; Walker-Hackensack-Akeley School District; Northland Community Schools; Pine River-Backus School District; Pillager School District; BI-CAP; and Cass County Family Centers.

I. WITNESSETH:

WHEREAS, all parties are committed to the vision and principles of the Cass County Children's Initiative; and

WHEREAS, the parties to this agreement desire a maximum degree of long range cooperation and administrative planning in order to help communities build strong families; and

WHEREAS, all parties are committed to improving services to children and families through the sharing of information, elimination of duplication of services and coordination of efforts; and

WHEREAS, all parties mutually agree that sharing resources, where feasible, may result in improved outcomes for children and families; and

WHEREAS, all parties mutually agree that combined financial resources, as identified in this agreement, shall be used to support the mission of the Cass County Children's Initiative; and

WHEREAS, all parties agree to contribute said financial resources to an integrated fund managed by the Board of the Cass County Children's Initiative, hereinafter referred to as the "Integrated Fund" and no payments will be made to partners without receipt of financial contribution as outlined below;

NOW, THEREFORE in consideration of the foregoing and the following agreements, the parties do hereby covenant and agree to the following:

II. EACH OF THE PARTIES AGREES TO:

1. Assign staff, as appropriate, to participate in the development and advancement of the Cass County Children's Initiative.
2. Identify resources which can be contributed to the integrated fund.
3. Develop internal policies and cooperative procedures, as needed, to implement this agreement to the maximum extent possible.
4. Comply with laws regarding data privacy and other applicable rules and procedures which relate to records use, security, dissemination, and retention/destruction.
5. Ensure the accuracy, preparation and distribution of all documentation necessary to assist the fiscal agent to the Cass County Children's Initiative, in meeting the reporting requirements of the Board. Information shall be retained at the site of the parties in accordance with all applicable retention schedules.
6. To abide by the Data Sharing, Data Privacy, and Release of Information guidelines as released by DHS and specific to LCTS, and specific to the Title IV-E Foster Care Candidacy Local Collaborative Time Study (LCTS).

III. THE BOARD AGREES TO:

1. Direct the fiscal agent to expend funds from the Integrated Fund only in accordance with applicable state and federal laws or rules and regulations governing categorical expenditures, or only in a manner that is consistent with the intent and purpose of this agreement or other agreement which may be used to further advance the mission of the Cass County Children's Initiative.
2. Actively seek and contribute to the integrated fund miscellaneous grant dollars.
3. May provide financial and technical support for local Area Family Councils.
4. Seek new opportunities for program development which strengthen collaborative efforts on a county wide basis.
5. Maintain a positive working relationship with state agencies and other family services collaboratives.
6. Prepare and distribute to all collaborative partners an annual report highlighting collaborative activity and project expenditures.
7. The Board shall direct the work and supervise the work of the Children's Initiative Director. The benefits and personnel policies affecting the Children's Initiative Director shall be determined by the Board of the Children's Initiative.
8. To assure Single Audit Act, OMB Circular A-128, and OMB Circular A-133 as applicable to meet Federal Funding guidelines.

IV. CASS COUNTY BOARD OF COMMISSIONERS (including Public Health and Social Services) and Cass County Probation AGREES TO:

1. Participate in the Local Collaborative Time Study under the terms and conditions of the program as listed in Appendix B of this agreement.

2. Contribute to the Integrated Fund, funds up to \$33,000 annually specifically for children's mental health services related programs as needed. Invoices must be itemized. All invoices must be received by December 15 of each year.
3. Contribute \$5,000.00 annually to the Integrated Fund of the Cass County Children's Initiative.
4. Return an executed contract within 45 days of receipt.

V. WALKER-HACKENSACK-AKELEY SCHOOL DISTRICT AGREES TO:

1. Participate in the Local Collaborative Time Study under the terms and conditions of the program as listed in Appendix B of this agreement.
2. Participate in developing and providing preventive or early intervention services to children, adolescents and families at risk potentially including CTSS, under the terms and conditions of the program as listed in Appendix A of this agreement.
3. Contribute \$5,000.00 annually to the Integrated Fund of the Cass County Children's Initiative.
4. Ensure the accuracy, preparation and distribution of all necessary documentation for the reporting, billing and payment of all LCTS qualifying programs under the terms and conditions outlined in this Agreement.
5. Return an executed contract within 45 days of receipt.

VI. CASS LAKE-BENA SCHOOL DISTRICT AGREES TO:

1. Participate in the Local Collaborative Time Study under the terms and conditions of the program as listed in Appendix B of this agreement.
2. Participate in developing and providing preventive or early intervention services to children, adolescents and families at risk potentially including CTSS, under the terms and conditions of the program as listed in Appendix B of this agreement.
3. Contribute \$5,000.00 annually to the Integrated Fund of the Cass County Children's Initiative.
4. Ensure the accuracy, preparation and distribution of all necessary documentation for the reporting, billing and payment of all LCTS qualifying programs under the terms and conditions outlined in this Agreement.
5. Return an executed contract within 45 days of receipt.

VII. NORTHLAND COMMUNITY SCHOOLS AGREES TO:

1. Participate in the Local Collaborative Time Study under the terms and conditions of the program as listed in Appendix B of this agreement.
2. Participate in developing and providing preventive or early intervention services to children, adolescents and families at risk potentially including CTSS, under the terms and conditions of the program as listed in Appendix A of this agreement.
3. Contribute \$5,000.00 annually to the Integrated Fund of the Cass County Children's Initiative.

4. Ensure the accuracy, preparation and distribution of all necessary documentation for the reporting, billing and payment of all LCTS qualifying programs under the terms and conditions outlined in this Agreement.
5. Return an executed contract within 45 days of receipt.

VIII. PINE RIVER-BACKUS SCHOOL DISTRICT AGREES TO:

1. Participate in the Local Collaborative Time Study under the terms and conditions of the program as listed in Appendix B of this agreement.
2. Participate in developing and providing preventive or early intervention services to children, adolescents and families at risk potentially including CTSS, under the terms and conditions of the program as listed in Appendix A of this agreement.
3. Contribute \$5,000.00 annually to the Integrated Fund of the Cass County Children's Initiative.
4. Ensure the accuracy, preparation and distribution of all necessary documentation for the reporting, billing and payment of all LCTS qualifying programs under the terms and conditions outlined in this Agreement.
5. Return an executed contract within 45 days of receipt.

IX. PILLAGER SCHOOL DISTRICT AGREES TO:

1. Participate in the Local Collaborative Time Study under the terms and conditions of the program as listed in Appendix B of this agreement.
2. Participate in developing and providing preventive or early intervention services to children, adolescents and families at risk potentially including CTSS, under the terms and conditions of the program as listed in Appendix A of this agreement.
3. Contribute \$5,000.00 annually to the Integrated Fund of the Cass County Children's Initiative.
4. Ensure the accuracy, preparation and distribution of all necessary documentation for the reporting, billing and payment of all LCTS qualifying programs under the terms and conditions outlined in this Agreement.
5. Return an executed contract within 45 days of receipt.

X. BI-CAP AGREES TO:

1. Contribute to the Cass County Children's Initiative resource and referral data for Cass and Beltrami County.
2. Contribute \$575.00 annually to the Integrated fund of the Cass County Children's Initiative.
3. Return an executed contract within 45 days of receipt.

XI. CASS COUNTY FAMILY CENTERS AGREE TO:

1. Participate in developing and providing preventive or early intervention services to children, adolescents and families at risk under the terms and conditions of the program as listed in Appendix A of this agreement. This would include the Home Visiting Programs currently in operation.
2. Ensure the accuracy, preparation and distribution of all necessary documentation for the reporting, billing and payment of qualified programs under the terms and conditions outlined in Appendix A of this Agreement.
3. Return an executed contract within 45 days of receipt.

XII. TERM OF AGREEMENT:

This Agreement shall be effective when adopted by all Parties and remain in effect until revised or rescinded.

XIII. AGENCY REPRESENTATIVES:

(This section specifies, by position, persons who have primary responsibility for implementing and monitoring the effectiveness of this agreement.)

1. BI-CAP Director
2. Cass County Board of Commissioners (including Public Health & Social Services) and Cass County Probation Department (2)
3. Cass Lake-Bena School District, Superintendent
4. Cass County Family Center Representatives (3)
5. Northland Community Schools, Superintendent
6. Pillager School District, Superintendent
7. Pine River-Backus School District, Superintendent
8. Walker-Hackensack-Akeley School District, Superintendent

XIV. INTERAGENCY DISPUTES:

In the event of a disagreement among two or more of the parties involved in this agreement, the disputing parties shall first attempt to work out the disagreement through informal communication. If this does not resolve the issue, the grieving party shall notify all other parties in writing of the nature of the dispute and shall request a meeting of the parties to resolve the issue or to collectively determine a process to resolve the dispute.

XV. MODIFICATION OF AGREEMENT:

Modification of this agreement shall be made only by the consent of all parties and shall include a written document setting forth the modifications, signed by all parties.

XVI. OTHER INTERAGENCY AGREEMENTS:

All Parties acknowledge that this agreement does not preclude or preempt any of the agencies from entering into additional agreements with one or more parties to this agreement or with parties outside of this agreement. Such agreements shall not nullify this agreement.

XVII. RIGHT TO WITHDRAW

1. A party may withdraw from this Agreement by adopting a resolution which specifically contains language of its "Notice to Withdraw." The approved party's Board's resolution shall be submitted under cover letter and sent via certified mail to each party to this Agreement. The Notice must be received by July 1 to be effective December 31, allowing at least six (6) months for the withdrawal process.
2. Withdrawal may occur at an earlier time by mutual agreement of a two-thirds ($\frac{2}{3}$) majority vote of the non-withdrawing parties' Boards.
3. If any party exercises its right to withdraw, this Agreement shall remain in full force and effect between the remaining parties, so long as the minimum required parties (one school district, one public health entity, one county social services agency, one mental health organization, one community action agency (and one corrections agency) have not given notice of withdrawal.
4. Following its withdrawal from this Agreement, the withdrawing party shall fulfill any outstanding contractual responsibilities it may have with the State of Minnesota, the federal government, other parties, and the Cass County Children's Initiative.
5. Upon withdrawal, funds contributed and dues paid by party shall remain in the Cass County Children's Initiative's Integrated Fund.

Signature page follows, please have chairperson of your organization/agency, upon your board's approval, sign and **return within 45 days of receipt of this agreement to:**

Cass County Children's Initiative
c/o Pine River-Backus School District
PO Box 610
Pine River, MN 56474

XVII. SIGNATURES OF PARTIES TO THIS AGREEMENT:

Chairperson, BI-CAP Signature	Date	Print
Chairperson, Cass County Board of Commissioners (including Public Health and Social Services) and Cass County Probation Signature	Date	Print
Chairperson, Cass Lake-Bena School District Signature	Date	Print
Chairperson, Northland Family Center Signature	Date	Print
Chairperson, Northland Community Schools Signature	Date	Print
Chairperson, Pillager School District Signature	Date	Print
Chairperson, Pillager Family Center Signature	Date	Print
Chairperson, Pine River-Backus School District Signature	Date	Print
Chairperson, Pine River-Backus Family Center Signature	Date	Print
Chairperson, Walker-Hackensack-Akeley School District Signature	Date	Print

Appendix A
School District and Family Center LCTS Services/Programs

WITNESSETH

WHEREAS, there has been an increase in the number of children with behavioral and family problems requiring interagency intervention; and

WHEREAS, there has been an increase in the number of these children requiring placement out of their homes in facilities located outside the County and the School Districts of Cass County; and

WHEREAS, the cost of treatment, room and board to the Agency and the cost of education to districts, for out of county placements have strained their respective budgets; and

WHEREAS, Cass County, Cass County Schools, Cass County Family Centers and the Cass County Children's Initiative have a commitment to service children locally

NOW, THEREFORE, Cass County Commissioners, Cass County School Districts, Cass County Family Centers and the Cass County Children's Initiative hereby agree to participate in the provision of developing and providing preventive or early intervention services to children, adolescents and families at risk.

Eligible parties are: Pillager School District, Pine River-Backus School District, Walker-Hackensack-Akeley School District, Cass Lake-Bena School District, Northland Community Schools and the three Cass County Family Centers (Northland, Pillager, Pine River-Backus).

II. EACH OF THE PARTICIPATING PARTIES AGREES TO:

1. Develop and provide LCTS qualified preventive or early intervention services to children, adolescents and families at risk.
2. Maintain records according to mutually agreed upon standards and make such records available to other parties to the Agreement for inspection or audit as requested, subject to the Minnesota Government Data Practices Act and 20 U.S.C. 1232g, and the rules promulgated thereunder.
3. Ensure that project personnel whose cooperation and involvement are necessary for the success of the project are available to participate as needed.
4. Maintain all records necessary to gain maximum reimbursement for services delivered.

III. EACH OF THE PARTICIPATING SCHOOL DISTRICT ENTITIES AGREES TO:

1. The participating school district will pay the actual expenses as detailed in the annual, qualifying program budget for developing and providing qualifying LCTS preventive or early intervention services to children, adolescents and families at risk.

2. It shall be the responsibility of the school districts to provide the Children's Initiative fiscal agent the specific invoices and certification, on or before July 30 of each year.

IV. EACH OF THE PARTICIPATING FAMILY CENTER ENTITIES AGREES TO:

1. Provide timely, consistent data requested in how Integrate Funds were used towards qualifying preventive or early intervention services to children adolescents and families at risk.
2. It shall be the responsibility of the Family Centers to provide the Children's Initiative fiscal agent the specific invoices and certification, anytime during the year after January 15 and before October 31.

V. THE BOARD AGREES TO:

1. Assist school districts in the development of a contract that is satisfactory to all participating partners. If the contract developed is not satisfactory to a participating partner, then that partner shall not be required to sign the contract.
2. Reimburse, via itemized invoices, each of the participating school districts up to the Board designated amount for the qualifying LCTS program that engages preventive or early intervention services, including CTSS, to children, adolescents and families at risk. Payment will be made within 30 days of the end of the current school year invoice.
3. Any current year designated LCTS qualifying program funds per school district not needed for these services, may be applied towards CTSS services approved by the Cass County Children's Initiative Board.
4. Process itemized invoices up to the Board designated amount to the following, for qualified preventive or early intervention services to children, adolescents and families at risk, including Home Visiting programs: Northland Family Center, Pillager Family Center, and Pine River-Backus Family Center, payment will be made within 30 days of the invoice date.

Appendix B Local Collaborative Time Study
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I. WITNESSETH

WHEREAS, Cass County, Cass County Schools, and the Cass County Children's Initiative have a commitment to develop collaborative efforts to service children; and to provide expanded prevention and early intervention services for children and families; and

WHEREAS, all participating parties have an opportunity to access certain federal reimbursement dollars and therefore have agreed to participate in the Local Collaborative Time Study (LCTS) through the Minnesota Department of Human Services;

NOW, THEREFORE, the Cass County Commissioners, Cass County School Districts, and the Cass County Children's Initiative hereby agree to participate in the LCTS through the Minnesota Department of Human Services.

II. EACH OF THE PARTICIPATING PARTIES AGREES:

1. To maintain and supply to the Collaborative Board of the Cass County Children's Initiative all necessary documentation to meet the reporting requirements of the LCTS.
2. All revenues earned through the LCTS shall be remitted to the Integrated Fund of the Cass County Children's Initiative.
3. To provide, or continue to provide, case management services designed to help families and children access health or health related services or provide case management services for children at risk of foster care and their families.
4. To participate in the LCTS under all terms and conditions agreed to in the contract between the Minnesota Department of Human Services and the County Social Service Agency (attachment 1 for reference) on behalf of Cass County Children's Initiative.
5. To maintain and supply all necessary documentation to meet the reporting requirements of the LCTS.
6. All revenues earned through the LCTS shall be placed in the integrated fund of Cass County Children's Initiative and be used by the collaborative to expand prevention and early intervention services for children and families.

III. THE COLLABORATIVE BOARD AGREES TO:

1. Be responsible for any federal fiscal disallowances or sanctions attributable to actions of the County, County's subcontractors, agencies participating in LCTS, or members of the collaborative.

**LICENSED STAFF SENIORITY LIST
2022-23**

Name	Certification Area	Tier	Date of First Service	Total Yrs Taught	District Seniority Yrs
Myers, Jill	Elementary Education (K-6)	4	8/22/90	31.25	31.25
Shepard, Terri	School Social Worker	4	12/16/91	31	31
Figgins, Laura	1-6 Elementary Education	4	8/30/94	31	28
Kitchenhoff, Jackie	Science 5-9 K-12 Emotionally/Behaviorally Disorder Physics Chemistry	4	8/29/95	28	27
Bachmann, Scott	7-12 Coaching K-12 Health Education K-12 Physical Education	4	8/26/97	25	25
Boucher, Raina	K-6 Elementary Education	4	8/28/00	24 (364466)	22
Horn, Michael	5-12 Social Studies	4	8/28/00	22 (388496)	22
Daugherty, Shem	7-12 Social Studies	4	8/28/00	22 (392145)	22
Gravelle, Mark	5-12 Industrial Arts	4	8/27/01	21	21
Hasse, Tim	7-12 English/Language Arts K-12 Library Media Specialist	4	8/26/02	21	20
Procopio, Carol	5-12 Mathematics	4	8/25/05	23	16.25
Weston, Jodi	Pre-Kindergarten 1-6 Elementary Education K-12 Emotional Behavior Disorders K-12 Learning Disabilities	4	08/27/12	15	10
Knapp, Julie	K-6 Elementary Education Age 3 – K Pre-Primary	4	08/29/12	10	10
Monroe, Leah	American Indian Language & Culture	4	08/26/13	8.29	8.29
Birt, Kathleen	K-6 Elementary Education K-12 Learning Disabilities B-12 Autism Spectrum Disorders B-12 Blind or Visually Impaired K-12 Emotional Behavior Disorders Director of Special Education	4	12/16/13	24	8.5

Name	Certification Area	Tier	Date of First Service	Total Yrs Taught	District Seniority Yrs
Osterhoudt, Amber	1-6 Elementary Education 5-8 Communication arts/Literature K-12 Reading	4	08/25/2014	8	8
Scott Peterson	K-12 School Counselor	4	09/22/2014	7.90	7.90
Holmied, Kelly	K-6 Elementary Education	4	10/13/2014	7.82	6.82
Kuck, Lori	K-12 Learning Disabilities 1-6 Elementary Education 9-12 Tchr/Coord Work Based Learning	4	01/05/2015	7.56	7.56
McKinney, Stacey	1-6 Elementary Education K-12 Learning Disabilities K-12 Emotional Behavior Disorders	4	01/14/2015	12	7.51
Heruth, Raina	PreK – 12 School Psychologist	4	08/31/2015	10	7
Sharp, Nathaniel	5-12 Mathematics	4	08/31/2015	7	7
Johnson, Michelle	1-6 Elementary Education	4	08/31/2015	20	7
Edstrom, Katelyn	5-12 Communication Arts/Literature	4	08/15/2016	6	6
Sparen, Sam	K-12 Physical Education	2	08/25/2017	5	5
Riewer, Kelly	B-Grade 3 Early Childhood Education	4	08/24/2018	4 (508865)	4
Christensen, Cortney	1-6 Elementary Education	4	08/24/2018	9 (414056)	4
Hall, Roberta	K-6 Elementary Education	2	08/24/2018	12 (481664)	4
Thompson, Lavonne	American Indian Language & Culture	3	08/29/2019	3	3
Gilbertson, Terry	Pre-Kindergarten Family Ed/Early Childhood Early Childhood Special Ed	4	08/31/2020	10	2
Parkinson, Cheri	Pre-Kindergarten Family ED/Early Childhood K-6 Elementary Education Parent and Family Education	4	08/31/2020	26	2
Erin Diedrich	K-6 Elementary Education	4	08/26/21 (471756)	8	1

Name	Certification Area	Tier	Date of First Service	Total Yrs Taught	District Seniority Yrs
Edward Barron	K-12 Academic and Behavior Strategist	2	08/26/21 (506770)	2	1
Abbie Newman	K-6 Elementary Education 5-8 Communication Arts/Literature	3	08/26/21 (1009803)	1	1
Lisa Barrett	K-6 Elementary Education	4	08/26/22	25	0
Tristen Heller	K-12 Instrumental and Classroom Music	3	08/26/22	0	0
Izabella Bishop	K-6 Elementary Education	3	08/26/22	0	0
Brittany Harris	K-6 Elementary Education Age 3 – PreK Pre-Primary	4	08/26/22	6	0
Sarah Bodin	5-12 Social Studies	3	08/26/22	1	0
Jerome Oliver	9-12 Life Science	2	08/26/22	20	0

Posted: 09/08/2021

Board Approved:

Northland Community Schools - INDEPENDENT SCHOOL DISTRICT #118 Remer, Minnesota

ASSOCIATE STAFF EMPLOYEE SENIORITY LIST Seniority Years are determined as of **7/1/2022** 2022-23

<u>Name</u>	<u>District Employment Date</u>	<u>Seniority Years</u>		<u>Name</u>	<u>District Employment Date</u>	<u>Seniority Years</u>
Combined Classifications: Clerical, Instructional and Management, Para II, Health, IE Tutor				Payroll Clerk/Bookkeeper		
Phyllis Wake	September 24, 1992	29		Julie Erpelding	April 5, 2021	1
Carla Hopkins	September 6, 1995	26				
Toni Gross	August 20, 1998	23		Cooks I & II		
Terri Datzman	September 16, 1999	22		Wanda Schear	August 15, 2019	2
Ruth Wersal	July 20, 2000	21		Abriel Tellstron	October 14, 2020	1
Denise Stefan	November 16, 2000	21		Kitchen Helper		
Jamie Kendall	September 18, 2003	18		Eileen Wheeler	April 26, 2021	1
Christine Nihart	September 2, 2009	12				
Jenny Swankier	January 24, 2011	11		Cleaner		
Tandy Kibbler	August 11, 2014	7		Bruce Schear	August 24, 2021	0
Cindi Troyna	October 5, 2015	6		Custodians		
Marla Adcock	December 9, 2015	6		Dale Pound	February 26, 2015	7
Kim Parent	August 16, 2016	5		Diane Loverink	September 8, 2020	1
Sara Smith	September 7, 2017	4		Frank Peterson	May 16, 2022	0
Angela Hare	December 19, 2017	4		Shayne Loverink	June 6, 2022	0
Alyssa Troyna	March 19, 2018	4				
Tichelle Pound	March 22, 2021	1		Mechanic		
Jordan Sawatzky	November 8, 2021	0				
October Soyring	December 31, 2021	0				
Angie Surber	September 6, 2022	0		Bus Drivers		
Amber Whitebird	September 19, 2022	0		Richard Wake	May 23, 1991	31
				Terri Datzman	September 16, 1999	22
District Computer Technician				Larry Morrison	August 20, 2015	6
Lori Sizenbach	September 21, 1995	26		Flo Cichy	August 11, 2016	5
				Ken Grabinski	October 1, 2018	3
Secretaries				Daniel Bye	September 23, 2019	2
Amanda Jones	March 21, 2005	17		Sarah Dixon	August 7, 2020	1
Laura Flood	February 22, 2022	0		Chris Stoppelman	March 14, 2022	0



Northland Community Schools

Paraprofessional Handbook

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Welcome to Northland Community Schools

Welcome to Northland Community Schools! Paraprofessionals are an integral team member, assisting students with special education needs, as well as many other student support areas. In the Northland Community Schools the primary role of the paraprofessionals is to provide direct support to students. This can include students with special needs in and out of the classroom by working with students one-on-one or in small groups. Paraprofessionals may however, be called on to perform a variety of other tasks. We hope that your time at Northland will be filled with positive growth and learning for you, as well as for the students and teachers with whom you will work with every day.

Contacts and Important Phone Numbers:

Name:	Position	Phone #	Email Address
Mary Yakibchuk	Superintendent	566-2351 ex. 32014	myakibchuk@isd118.org
Mark Motherway	High School Principal	566-2351 ex. 32038	mmotherway@isd118.org
Janessa Green	Elementary Principal	566-2351 ex. 32051	jgreen@isd118.org
Jackie Skelly	Special Ed Director	(218) 256-6080	jskelly@isd317.org
Kristen Panchyshyn	Special Ed Coordinator		kpanchyshyn@isd002.org
Julie Erpelding	Payroll Clerk	566-2351 ex. 32025	jerpelding@isd118.org

District Procedures/General Information

Absences: Attendance and punctuality convey how seriously you take your job. Your supervising teacher and students you work with count on you being at work on time every day. All Leaves of Absences are addressed in the contract. Most leaves need prior approval. Please contact your building principal or payroll clerk to discuss leaves.

- All paraprofessionals are required to submit leave requests using the TimeClock Plus System.
- When the paraprofessional will be absent due to illness or special emergency, the paraprofessional must contact the school front office at **566-2351 ext. ?? by 6:30 AM.**
- After notifying the front office, the paraprofessional needs to enter the sick leave or special emergency leave in the TimeClock Plus system. Sick leave cannot be paid until the sick leave request is entered in the TimeClock plus system by the paraprofessional.

Often a major part of your supervision is directly related to the safety of students. Punctuality and adhering to your schedule within the day is very important. There will be times when your daily schedule changes. It is important that teachers or other persons you work with are notified of the changes you have been directed.

Attitude: All employees convey an image of the school to other professionals, to parents, and to the community. We want this to be a favorable image. The paraprofessional is as much a part of creating this image as are the certified staff members. Therefore, your actions and speech should be always appropriate and professional. Show your support for the special education program as well as your supervising teacher verbally, enthusiastically, and actively. For example, just remembering to smile and being friendly towards others can make a difference, as well as looking to assist others. When working with students, having a sense of humor, praising their efforts, and using positive statements show students that you care about them and that you enjoy what you are doing.

Schedules: Paraprofessionals will work with their supervising classroom or special education teacher to create a written schedule that will be submitted to the principal. These schedules are to be followed daily.

**Paraprofessionals working in a non-classroom environment will submit schedules to building principal.

Each paraprofessional must arrive at their scheduled time. If a paraprofessional is aware ahead of time they may be late, a courtesy call to the district office is required, stating the approximate time of arrival. This is so the supervising teacher can plan appropriately and account for each of the students the paraprofessional is responsible for.

Each paraprofessional must stay for their scheduled time. If a paraprofessional must leave their workday early they must first clear it with their supervising teacher. A paraprofessional who leaves early without notifying their supervising teacher to make arrangements for their absence, will be subjected to district discipline policy.

Breaks: Paraprofessionals are entitled to a duty free 30 minute lunch break each day. Paraprofessionals will work with their supervising teacher to schedule two 15 minutes breaks throughout day, as the schedule and student needs allow.

Cell Phone Usage: Cell phones should never be out when working with students. Cell phones may be used at your discretion when NOT with a student and when you are on a break. Keep personal cell phone use to break time only unless it's an emergency.

Communication: No matter how well a program is designed, success depends on good communication between the teacher and the paraprofessional. It is key to keep communication positive among staff and students. Poor communication skills and negative statements are at the heart of most problems. The learning process is totally dependent upon the staff establishing and maintaining good lines of daily communication. However, communication with students and staff goes beyond verbal interaction and includes nonverbal interaction. Research has concluded that approximately 80% of communication is nonverbal. Your actions may speak more loudly than your words.

Criminal Background Check: All new employees must clear a Criminal Background Check before beginning employment with the Northland Community Schools. There is a fee for the background check, which is paid by the potential employee.

E-mail: Northland Community Schools strives to be a paperless district therefore each employee is issued an email address. Important district and building messages are sent electronically. Please check your email regularly. Use any computer with internet access to check your e-mail via a link from the district web page under staff services. Please choose an appropriate time during the school day to check your email. If you are not sure when would be an appropriate time check with your direct supervisor. This should not be done while working with students.

Pay Periods: Northland Community Schools pay periods are the 15th and the last weekday of every month. Questions regarding pay periods and paychecks can be directed to Julie Erpelding.

Probationary Period: New employees shall be considered on probation for 1 calendar year of continuous service from their first date of hire.

School Attire: Please check with your supervising teacher regarding proper dress. Attire will vary according to your job duty and assignment.

Supervision: As a general rule, paraprofessionals will almost always have one official immediate supervisor to deal with (typically the principal). However, due to the dynamic nature of the position, paraprofessionals may find themselves in environments that they may need to report to or take direction from many people. These people may include, but are not limited to special education teachers, general education teachers, related special education staff, and administration. The classroom and special education teacher that you work with will be a primary source of information for you and may be asked to provide information for your performance evaluation.

Para "Chain of Command": Please follow this chain of command when reporting to the district supervisors:

1. Regular Education Teacher, if working in the room at the time of question or concern
2. Special Education teacher;
3. Building Administration;

Professional Growth, Reflections, and Evaluation Plan

Northland Community Schools supports an ongoing program of professional growth, reflection and evaluation. To this end, the administration and staff of Northland Community Schools are directed to implement and maintain a systematic program of employee growth, reflection and evaluation.

Assumptions of the Northland Community Schools employee Professional Growth, Reflection, and Evaluation Plan:

- A. All employees of Northland Community Schools are committed to on-going professional growth and proficiency.
- B. Professional development is supported through effective performance evaluation.
- C. Probationary employees will demonstrate a level of performance at or above the level of proficiency or have clearly demonstrated progress towards proficiency as defined by this Growth, Reflection & Evaluation Plan in order to achieve regular status.
- D. Regular Employees of the Northland Community Schools will perform at or above the level of proficiency as defined by this Growth, Reflection & Evaluation Plan.
- E. Employees who are not performing at or above the level of proficiency as defined by this Growth, Reflection & Evaluation plan will be placed on a Performance Improvement Plan.

Purposes of the Northland Community Schools Employee Growth, Reflection and Evaluation Plan:

- A. To improve the quality of learning experiences for students.
- B. To facilitate communication and cooperation between staff and administrators.
- C. To provide specific assistance and feedback for staff to promote professional growth.
- D. To provide a continuous written record of professional staff performance and service as an acknowledgment of effective job performance.
- E. To aid the employee in gaining insights as to strengths and weaknesses and to provide a vehicle for continued improvement in job performance.
- F. To provide a basis for the principal/supervisor to recommend "regular" status or as a basis for placement on the Performance Improvement Plan.

Growth, Reflection & Evaluation Process

All new paraprofessionals are evaluated at least twice during the first year of employment. After the first year, paraprofessionals are evaluated at least once a year. More evaluations can be scheduled as needed.

Gathering of Input

- A. The Principal will gather input from the Special Education Teacher and General Education Teachers that are associated with each individual paraprofessional. The Principal will send the Input Form to these staff members and will follow up to completion.
- B. The Principal will formally observe paraprofessionals throughout the school year and prior to the evaluation.
- C. If a category does not apply, the teacher offering input should acknowledge it by writing Not Applicable.

Growth, Reflection & Evaluation Meeting

- A. A meeting between the employee and the Principal will take place. The meeting will be a discussion regarding the employee's Self Evaluation and the evaluation document from the Principal with the input from the associated teachers.
- B. During this meeting, growth goals will be created between the Principal and the employee. This will include the goal, expected outcome and evidence or indicators that the outcome has been met. These goals may be shared with the employee's Special Education Teacher at the employee's request.
- C. Upon completion of setting growth goals, the employee and the Principal sign the final document, which includes the growth goals and the employee's self-reflection, in order to show the required steps have been accomplished. The signatures do not mean agreement with the feedback or ratings. Also, the employee can attach to the evaluation document additional responses, comments or notes at any time.

Performance Improvement Plan

- A. Should the Principal determine that there are multiple categories that need improvement, the Principal will meet with the paraprofessional's special education teacher and discuss feedback and growth opportunities. If the Principal and special education teacher determine further support is needed, they will reach out to their building administrator/Asst. Director of Special Education/Director of Human Resources, to seek support on further training, development, coaching, or, if needed, write a formal performance improvement plan for the paraprofessional.

Paraprofessional Duties and Responsibilities

Paraprofessionals serve under the direction and supervision of the regular or special education teacher to assist in carrying out Individual Education Programs. You are a valued and skilled member of the educational team, and you may be asked to provide input to generate ideas to assist in the development of materials and adaptations for students.

Role of Paraprofessional: The role of the paraprofessional in special education is to directly or indirectly assist and support in the provision of services to students with disabilities to help them access the general education curriculum in as independent a manner as possible. The role assignments with a paraprofessional are not defined by student, setting, or program, but rather by a student's needs as determined by the IEP.

Behavior Management: Maintain consistent behavior management, as defined by the team and the IEP, with each learner and assist with supervision of all activities. Some students have Behavior Intervention Plans (BIP) written into their IEP. These plans must be followed very closely. Please check with the case manager before implementing any type of behavior intervention, to be sure it is an approved procedure.

Individual/Group Work: Under supervision of the teacher, carry out daily objectives and work with learners as individuals or in groups to reinforce material presented by the teacher(s).

- Assist individuals, or in small or large group instruction
- Direct learners in use of materials and understanding directions
- Provide information to learner through alternative modes when necessary
- Reinforce with practice, skills previously taught
- Assist students with self-care, feeding, eating (when appropriate).
- Assist specialists (nurses, therapists) as required
- Read information, directions, assignments, tests, stories to students as needed

Planning: Assist in organizing classroom and daily lessons, grading papers, and preparing or copying materials for the learner(s).

- Assist in classroom planning as requested.
- Report classroom progress to general education teacher and special education teacher
- Report needs of child in both regular and special education settings to teacher(s)
- Assist with material preparation as directed
- Snack preparations
- Classroom cleanup
- Assist with program planning as requested
- Attend meeting and conferences as requested

Documentation: Assist in recording data as trained and requested (i.e. medical, academic, behavior, incident/accident, etc.)

Equipment: Operate and care for equipment used by students and staff.

- Care of books, supplies, equipment
- Reserve, set-up operate, return instructional equipment
- Operate copying equipment
- Operate equipment specific to learners needs

Transition: Promote learner independence in transitioning with

- Assist students in preparing to enter and leaving building in school, as required throughout the day (may require lifting with some students)
- Assist students with bus loading/unloading

Medical Information

Administering medications: It is the policy of Northland Community Schools not to administer any medications to students unless there is a written doctor's order on file. This policy includes over the counter medications such as aspirin, cough syrups, etc. Medications must be sent to school in the original bottle from the pharmacy, with the doctor's directions. Mixed dosages in the same bottle are not acceptable. Please consult your supervisor or school nurse with questions regarding this policy.

Missed Medication: If a student misses his/her medication, refuses to take it, or it is delayed in being administered, contact your supervisor or the school nurse in charge of the program.

Delegated Medical Procedures: Some medical procedures can be delegated to paraprofessionals if they are properly trained and routinely supervised by the nurse. Paraprofessionals should only perform procedures for which they have been trained and demonstrated competency.

Professional Ethics

To protect the rights of students and families, paraprofessionals must be aware of and practice appropriate ethical behavior. They must maintain confidentiality and protect and promote the rights of students' dignity, privacy, and respect. Paraprofessionals must also demonstrate honesty, loyalty, dependability, cooperation, accountability, and a willingness to learn. The following is a suggested code of Ethics for paraprofessionals:

- Engage only in non-instructional and instructional activities for which you are qualified and trained
- Do not communicate progress or concerns regarding students to parents, community members, or school staff not involved with the students. Discuss student progress, programming, etc., only with the supervising teacher in an appropriate setting
- Refer concerns expressed by parents, students, or others to your supervising teacher or administrator
- Recognize that the supervisor has the ultimate responsibility for instructions and management, and follow his/her prescribed directions.
- Express differences in opinion with supervisor, only when students are not present
- Discuss work-related problems only with appropriate personnel
- Do not engage in discriminatory practices based on a student's handicap, race, sex, culture, or religion
- Be a positive role model
- Follow all district and building policies set forth by administration and school board
- Accept responsibility for improving your skills
- Represent the school in a positive manner

Tips for the Paraprofessional

1. Do not let the student become overly dependent on you. The less work you do for the learner, the better. A successful paraprofessional will guide the student to the correct answer without giving the answer to help the student develop independence and learning skills.
2. Spend time asking questions, listening, writing, and helping students to think for themselves.
3. Be sensitive to the emotional, psychological, social problems that may be affecting the performance and behavior of the student. Bring them to the attention of the case manager, school principal, social worker, or building special education coordinator. Do not be afraid to ask for help!
4. Avoid assuming the role and responsibilities of the professionals and parents. Your job is to support these people, not replace them.
5. Be patient and reinforce positively when a goal is met. Progress may be slow, but always point out the accomplishment no matter how small.
6. Be sensitive in communicating with your students. Most importantly, be a careful listener.
7. Avoid being judgmental or stereotyping students. Each student is different.
8. Be realistic in expectations. If you expect little, little will be produced. Let the learner know you have high, but realistic expectations. With encouragement the learner will come to share your expectations.
9. Teach problem-solving strategies whenever possible.
10. Encourage students to be responsible for listening to direction and encourage them to ask questions for clarification.
11. Assist and praise all students in the class, not just the student you are helping. However, keep in mind your first responsibility is to the Special Education Student(s) in the class.
12. Remember, you are a model of appropriate behavior.
13. Encourage all students to accept, support, trust and assist each other.
14. Allow students to make as many decisions for their self as possible. Give them choices.
15. Treat all students with respect.
16. Respect each other as colleagues, co-workers, and professionals. Speak positively about each other and the school. Do not share conflicts with coworkers with people other than your supervisors.
17. Maintain a professional, but supportive role with students.
18. Avoid becoming overly protective. Students may initially require intensive support, but your goal needs to be to “fade” to a coaching and/or indirect role as soon as possible.
19. Carry your share of the load in the classroom. This is particularly important in rooms that are physically demanding.
20. Confidentiality is an absolute requirement. Only share information with people in the school who have direct involvement with a child, and then only the information that the person needs to know to work with the child. Being a school employee does not entitle people to information (see confidentiality).

Guide For Paraprofessionals

A clear delineation of roles of the teacher and the paraprofessional is an important element of a successful program. Identification of teacher and professional roles insures adherence to ethical and legal requirements and serves as a guide in supervision and evaluation. Actual delivery of instruction to the student may be carried out by the paraprofessional under supervision of the teacher.

A Paraprofessional MAY:	A Paraprofessional May NOT:
Be left alone in a classroom for brief periods of time when teacher is gone.	Be used as a substitute teacher
Work without direct supervision with individuals or groups, on concepts introduced by teachers.	Provide instruction without teacher direction.
Have specific instructional and management responsibility, under direction of certified staff.	Be assigned to attend student staffing in lieu of teacher.
Be involved in student staffing, if requested.	Supervise other staff.
Support inclusion of students in regular class assignments and tutoring.	Assign grades, write programs.
Be assigned record keeping tasks as relevant to classroom management.	Make parent contact or share information with non-school people, unless authorized.
Be reassigned within building/district by administration	Make major program decisions.
Work with a variety of disabilities.	Have access to files, unless authorized.
Assist in transportation supervision of students	Transport students in own vehicles

Tasks a Paraprofessional can do while Assisting in the General Education or Special Education Classroom.

Whole Group Instruction	Independent Work Time	Group Work Time	Testing
Cue students to take notes and make sure they continue to do so throughout the instruction.	Make sure students are on task and productive.	Make sure students get in a group.	Reading test allowed in arranging for them in advance.
Take class notes in a notebook for later use or take notes on the board if this is a system that works for the teacher.	Providing help with assignment completion – offering help multiple times and with different methods.	Facilitate and model participation – okay to offer the group suggestions.	Rephrasing test items – providing scaffolding/triggers (not answers).
Facilitating spelling, organization, on task behavior, etc.	Prompt/cue skills – skimming a textbook, using bold words, index, etc.	Assist with individual tasks – offering help multiple times and with different methods.	Providing a framework or outline when answering essay questions.

Charting student on-task behavior, assignment completion, etc.

Talk with the teacher about your physical role in the classroom. Find out if you should be seated next to specific students, if you should walk around during the whole group, small group, or independent work time to check on on-task behavior, or offer assistance, etc.

Positive Behavioral Interventions and Supports (PBIS)

The goal of PBIS (Positive Behavioral Interventions and Supports) is to increase academic achievement and foster the social development of all students. It is a school-wide framework for helping all students achieve important social and learning goals. Rather than focusing on the response or consequences when misbehavior occurs, this approach introduces and models behavior expectations, and then recognizes students when the positive social behaviors occur. The purpose of PBIS is to establish a school climate in which appropriate behavior is the norm.

Expectations for behavior are clearly posted throughout the building, school grounds, buses, and for all school related activities. A common language has been developed for everyone including students, administration, teachers, support staff, bus drivers, paraprofessionals, and guests. A system has been established to recognize students for their positive behavior, academics, and attendance on a weekly, quarterly, and semester basis. The following four behavior expectations have been established for all areas of Northland Community Schools:

Eagle Pride, School Wide

Be Responsible
Be Respectful
Be Productive
Be Safe

Behavior management is complex and unique to each individual. In each classroom environment, staff will manage behavior in a variety of ways. Paraprofessionals, in order to reinforce consistency, need to model the classroom management systems defined by each classroom teacher. When further intervention is necessary, the regular classroom teacher and special education teacher will plan appropriate interventions for the paraprofessional to implement. It is important for paraprofessionals to define their roles with the teacher in each classroom setting.

Attention - It is vital to have the attention of the end individuals who are working with. It is okay to wait until the group is quiet and it's sending to you before you begin activity.

Instruction – It is likely that the student is displaying challenging papers, because they do not know how to do it correctly. We must teach our students how to display the correct behaviors.

Monitoring - The key word here is to circulate. Staying in one place is not an effective way to deal with challenging behaviors.

Modeling – Students become confused as to what appropriate behaviors are expected if they witness inappropriate behaviors by adults in the environment.

Non-Verbal Cueing – Non-verbal cueing is less intrusive than verbal cueing. Especially in a whole classroom setting. Non-verbal cueing can be facial expressions, body posture, proximity, and hand signals.

Environmental control – Behavior problems can be remedied by changing the environment in which the behaviors occur. Providing structured activities on the playground significantly reduces the number of problem behaviors in this setting.

Low Profile Intervention – Intervention does not need to be a big production. Confrontation is NOT an effective form of discipline. In fact this option often escalates the behavior.

There are a number of **general management strategies and tips** that professionals will want to be familiar with no matter what setting they may be working in.

- **Build rapport** with students. Students who have a positive view of you will be more likely to cooperate. It is important to establish Rapport while still maintaining an appropriate

relationship. You can have a positive relationship with a student without being a friend.

- **Praise** is immediate, specific, deserved, and related to behavior. Very professional and should praise appropriate behaviors by describing the appropriate behaviors they see students perform.
- **Positive reinforcement** involves the presentation of a reward (smiles, stickers, points, ect.) following students performing a particular charge of the payment. The reward is designed to increase the frequency of a desired response and works particularly well with elementary students.
- Do not take a student's behavior personally. Challenging behaviors are not a personal attack.
- Never force an issue with a difficult student in front of the class. The student who displays challenging behaviors will feel more challenged when the issue is forced. Take a break and visit the subject again when all parties involved are calm and thinking clearly.
- **Consistent consequences.** Every consequence not carried out weakens the adult status. Idle threats are not considered positive practice. Students can pick these out and will challenge them.
- **Avoid sarcasm.** In the context of behavior management, sarcasm is completely inappropriate. It is not only rude and disrespectful.
- Do not label students as "bad". No student is bad. All students have positive attributes.
- **Set high standards.** Students will perform to the level of our expectations. If you expect more, the student will produce more.
- **Be consistent.** If you saw it, mean it, and treat all behaviors the same way for each student.
- **Keep Calm.** Students will adjust their behaviors to your demeanor.
- Be aware that **prevention is proactive** and **intervention is reactive.** The goal is to prevent problem behaviors before they occur.
- **Deal with problems immediately.** If you wait too long to intervene, the teachable moments are gone.

Confidentiality/Data Privacy

Confidentiality can be extremely difficult to maintain. Often situations arise that are unexpected or appear harmless if information is shared. Your assistance in maintaining the confidentiality of all reports is extremely important. It is imperative for you not to discuss or disclose any information about a student, with anyone who does not have direct responsibility for that child.

Remember, many times breaches of confidentiality are not malicious, but still need to be avoided. A concerned relative, neighbor, or staff member may just wish to chat and show concern. You need to tell the person you cannot discuss the children you serve, and refer them to the teacher, or building principal.

When you are being asked to share information about students, there are some basic questions for you to consider:

1. Do they have the right to know?
2. Do they have the need to know?

Remember: Oral disclosure is disclosure. What you say can carry the same responsibility as written communication.

A very limited number of people have access to student files and data. Supervising teacher will decide and share information with you that is necessary for your work with that child. It is not necessary that every person working with a child have full access to everything in the file.

Mandated Reporting

All public school employees have a responsibility to be mandatory reporters under the Abused and neglected Child Reporting Act. Any school employee who suspects a child is experiencing abuse of any form must report that abuse to the local social services. Once reported, the Social Services will do an investigation.

Minnesota Statute 626.556- Reporting of Maltreatment of Minors

All school employees are Mandated Reporters. Child Protection Assessments are conducted in response to reports of children being abused or neglected by caregivers. Family Services and Law Enforcement are required by law to cross report any child protection reports. The purpose of child protective services is to help protect children from physical abuse, neglect, and sexual abuse. The goal is to help families get the services needed so children do not need to continue to be abused or neglected.

How do I Report Abuse or Neglect? Call Cass County Social Services: 218-547-1340 or after-hours emergencies call 218-547-1424 if you believe that a child is being hurt or neglected. Doctors, school employees, and ministers, are required by law to report suspected child abuse or neglect. Other people, such as neighbors or relatives are encouraged to also report if they think a child is being abused or neglected. Please contact your supervising teacher or principal to complete a Suspected Child Abuse/Neglect Report.

What will happen when I call? County child abuse staff will decide if your concerns fit within the statutory definitions of abuse or neglect. If so, a child protection worker will meet with the family to assess the situation. The name of the person making the report will not be shared with the family, unless the reporter agrees or the court compels it. Child protection will work with local law enforcement and individuals who know the child, such as doctors or teachers if necessary.

Paraprofessional Websites

Websites at the state level which provide excellent resources and helpful hints for paraprofessionals are:

Minnesota Paraprofessional Consortium Website:

www.ici.coled.umn.edu/para/

The Paraprofessional Connection Website:

www.mw.sisna.com.paraconnect

Paraprofessional Training

<http://paraelink.org/>

ParaPro Exam Information

<http://www.resourcetraining.com/Page/ParaProExam>

Liabilities

School districts accept the responsibility for providing the safety and welfare of all students. Certain risks are encountered by students, staff administration, and the district, in the educational process. As students access various learning environments and as a variety of human resources are used in the educational process, it becomes increasingly important to exercise prudent judgment, ensure appropriate levels of supervision, and maintain accurate record keeping. To minimize the risks associated with instruction, it becomes incumbent for each school staff to:

- Fully understand and apply safety procedures.
- Adhere to the instructional plan based on the student's IEP, IFSP, or IIP
- Maintain appropriate records and documentation relative to student performance, behavior, and medical
- Effectively communicate with appropriate staff regarding students
- Be aware of physical, behavioral, emotional, and educational needs of students affecting safety/welfare.
- Be properly trained by certified staff for procedures requiring specific skills.
- Check with supervisor regarding any procedures that could involve liability of violation of student plan
- Report accidents, problems, immediately to supervisor and/or building administrator
- Be informed and follow district/building policies

Disability Descriptions/Definitions

Autism Spectrum Disorders (ASD)

Autism Spectrum Disorders mean a range of pervasive developmental disorders that adversely affect a student's functioning and result in the need for special education instruction and related services. ASD is a disability category characterized by an uneven developmental profile and a pattern of qualitative impairments in several areas of development with onset in childhood: social interaction, communication, or restricted repetitive and stereotyped patterns of behavior, interests, and activities.

Deaf and Hard of Hearing (D/HH)

This disability means a diminished sensitivity to sound, or hearing loss, that is expressed in terms of standard audiological measures. The hearing loss affects the student's educational, communicative, or social functioning and results in the need for special education instruction and related services.

Developmental Cognitive Disabilities (DCD)

This disability category includes students with mild to profound delays in general intellectual functioning, resulting in or associated with concurrent deficits in adaptive behavior that requires special education and related services. Developmental Cognitive Disability has two categories: a. mild to moderate mentally impaired and b. severe to profound mentally impaired.

Developmental Delay

Students with Developmental Delays are served through the Early Childhood Special Education program (ECSE). Special Education and related services are provided to children birth to age 7 who have a substantial delay in development or have an identifiable sensory, physical, mental, or social/emotional condition or impairment known to hinder normal development.

Emotional/Behavioral Disorders (E/BD)

Students identified with Emotional or Behavioral Disorders exhibit established patterns characterized by one or more of the following behavior clusters that affect educational performance:

- A. Severely withdrawn or anxious behaviors, pervasive unhappiness, depression, or wide mood
- B. Severely disordered thought processes manifested by unusual behavior patterns, atypical communication styles or distorted interpersonal relationships
- C. Severely aggressive or impulsive behaviors

Specific Learning Disabilities (SLD)

A specific learning disability means a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written. Learning disabilities may be exhibited in one or more areas: oral expression, listening comprehension, mathematical calculation and/or reasoning, basic reading skills, reading comprehension, and written expression. This disability category does not include learning problems that are primarily the result of visual, hearing, or motor disabilities, cognitive impairments, emotional or behavioral disturbances, or environmental, cultural, or economic disadvantages.

Other Health Disabilities (OHD)

Other Health Disabilities include a broad range of medically diagnosed chronic or acute health conditions that may adversely affect academic functioning and result in the need for special education instruction and related services. The decision that a specific health condition qualifies as a health disability will be determined by the impact of the condition on academic functioning rather than by the diagnostic label given the health condition.

Physically Impaired (PI)

Physically impaired means a medically diagnosed chronic, physical impairment, either congenital or

acquired, that adversely affects physical or academic functioning and results in the need for special education and related services.

Speech and Language Impairments (SPL)

A speech or language impairment means a communication disorder, such as stuttering, impaired articulation, language impairment, or voice impairment, which adversely affects a student’s educational performance. Educational Speech/Language Pathologists provide specialized therapy for students with speech and/or language impairments.

Traumatic Brain Injury (TBI)

This disability category includes students with an acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability or psychosocial impairment, or both, that may adversely affect a student’s educational performance and result in the need for special education and related services.

Visually Impaired (VI)

This disability category involves a verified visual impairment accompanied by limitations in sight that interfere with acquiring information or interaction with the environment to the extent that special education and related services are needed.

Common Program Acronyms in Special Education

ADD: Attention Deficit Disorder	ADHD: Attention Deficit Hyperactive Disorder
ASD: Autism Spectrum Disorder	BIP: Behavior Intervention Plan
COTA: Certified Occupational Therapy Assistant	CMH: Children’s Mental Health
CRT: Crisis Response Team	D/B: Deaf/Blind
DAPE: Developmental Adaptive Physical Education	DD: Developmental Delay
DCD: Developmental Cognitive Disability (MM-Mild to Moderate Mentally Impaired) (SP- Severe to Profound Mentally Impaired)	DHS: Division of Human Services
D/HH: Deaf/Hard of Hearing	DT: Day Treatment
EBD: Emotional/Behavior Disorder	ECSE: Early Childhood/Special Education
ESY: Extended School Year	FBA: Functional Behavior Analysis
GED: General Education Diploma	IDEA: Individuals with Disabilities Education Act of 2004
IEP: Individual Education Plan	IFSP: Individual Family Service Plan
IIIP: Individual Interagency Intervention Plan	LD: Learning Disability
LEP: Limited English Proficiency	LPN: Licensed Practical Nurse
LRE: Least Restrictive Environment	LSW: Licensed Social Worker
MDE: Minnesota Department of Education	OHD: Other Health Disability
Para: Paraprofessional	PBIS: Positive Behavior Intervention Supports
PI: Physically Impaired	PT: Physical Therapist
PTA: Physical Therapist Assistant	Rtl: Response to Intervention
SL: Speech/Language Impaired	SMI: Severely Multiply Impaired
TBI: Traumatic Brain Injury	VI: Visually Impaired

Working with Certified Staff

If the paraprofessional is in an educational setting, they may work directly or come in contact with some of the following professionals:

General Education Teacher: The role of the general education teacher is largely teaching the regular class lessons, with necessary adaptations for the Special Education student. The paraprofessional may be responsible for adaptation and explaining curriculum and assisting students with the regular classroom or in small groups to complete assignments.

Special Education Teacher: The Special Education teachers have the background and training to set up specific plans to meet individual students' educational needs. He/she may be the paraprofessional's immediate supervisor and will determine the daily/weekly responsibilities the paraprofessional will perform within the regular classroom, special education classroom, or small group.

Speech/Language Pathologist: The Speech/Language Pathologist provides assessment and intervention services to students with articulation, language, voice and fluency disorders.

Developmental Adaptive Physical Education Teacher (DAPE): The Adapted Physical Education teachers have special training in designing motor programs and exercises to meet the unique physical needs of individual students. This service is frequently provided to students with physical disabilities and a paraprofessional will often assist in delivering these services (under the direction and supervision of the DAPE teacher).

Occupational/Physical Therapists: These skilled professionals collaborate with staff to design procedures that will help students become more independent.

- **Physical Therapists** work with ambulation (walking), modalities (senses) and cardio respiratory functioning.
- **Occupational Therapists** work with fine motor and perceptual skills, sensory integration, cognitive and psychosocial aspects of performance, and adaptive devices related to daily activities.

Licensed School Nurse: The school nurse is responsible for dispensing medications and assisting in monitoring and meeting a student's medical needs. The nurse may delegate some of these responsibilities to a paraprofessional, as long as the nurse provides adequate training and supervision.

School Social Worker: The school social worker meets with students and parents as well as school staff to help improve any social emotional or behavior difficulties which interfere with a student's school performance. Through individual conferences, small group meeting and classroom presentations they work to improve self-esteem, friendship and personal skills for all students.

School Psychologist: The school psychologist provides educational assessment for students with special needs in the areas of academic concerns, social/behavioral and cognitive functioning. In addition, the psychologist provides consultation to staff, parents and the team regarding educational program issues.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

When you hear the PA Announcement for **“Hold: In Your Room or Area. Clear the Halls”**.

1. Follow Teacher instructions. Be a support and guide for what they are telling the students. Stay quiet/silent so that you are an example to students to listen for directions.
2. **If there is no teacher in the room you are responsible for getting everyone to safety inside the building.**
3. Close and lock the door
4. Account for students and adults
5. Do business as usual

SECURE PROCEDURES

When you hear the PA Announcement for **“Secure: Get Inside, Lock Outside Doors”**.

1. Follow Teacher instructions. Be a support and guide for what they are telling the students. Stay quiet/silent so that you are an example to students to listen for directions.
2. **If there is no teacher in the room you are responsible for getting everyone to safety inside the building.**
3. Stop whatever you are doing
4. Bring everyone indoors
5. Lock outside doors
6. Increase situational awareness
7. Account for students and adults
8. Do business as usual

LOCKDOWN PROCEDURES

When you hear the PA Announcement for **“Lockdown: Locks, Lights, Out of Sight”**.

1. Follow Teacher instructions. Be a support and guide for what they are telling the students. Stay quiet/silent so that you are an example to students to listen for directions.
2. **If there is no teacher in the room you are responsible for getting everyone to safety inside the building.**
3. Recover students and staff from hallway if possible
4. Lock the classroom door
5. Turn out the lights
6. Move away from sight
7. Maintain silence
8. Do not open the door

9. Prepare to evade or defend

FIRE DRILL EVACUATION PROCEDURES

GENERAL INSTRUCTIONS ON BUILDING EVACUATION

1. Follow Teacher instructions. Be a support and guide for what he/she is telling the students. Stay quiet/silent so that you are an example to students to listen for directions.
2. **If there is no teacher in the room you are responsible for getting everyone to safety.**
3. The teacher should be the last person out of any room and make sure all doors are closed behind them.
4. **Under no circumstances is the elevator to be used!**

GENERAL INSTRUCTIONS ONCE OUT OF THE BUILDING

1. Make sure students go to their designated evacuation area.
2. **Promote safety, stress that students must remain together in a close group once out of the building. Emergency vehicles will use all the parking lots and any street next to the building.**
3. Once to your designated evacuation area, immediately gather your students and take attendance. You will report any missing students via walkie talkie to the designated admin in your area.

SHELTER/TORNADO DRILL PROCEDURES

When you hear the PA Announcement for “**Shelter: Evacuate to Shelter Area**”.

When we have our annual tornado drill or in the event of an actual tornado, please direct your students to the following areas in a quick, quiet and orderly manner.

Here are the designated spaces:

- PreK - Bathrooms
- D110 Hallway - Choir room
- Band/Shop - Band room/practice rooms
- D120 Hallway - Guest locker room
- B120 Hallway - bathrooms across the hall and close to the fire doors in the hallway
- Kitchen/custodial staff - Supervisor’s office
- HS Library - Tutor rooms
- HS Sped - Adjourning office
- HS downstairs hallway - Main bathrooms
- HS upstairs west rooms - Girls' locker room
- HS upstairs east rooms - Boys' locker room
- Office staff - Interior offices

Take your walkie talkie and move students to the designated shelter area. Students will kneel down and cover their heads facing the walls.

Evacuation from School Grounds Procedures

When you hear the PA Announcement for “**Evacuate: To Designated Off Campus Area**”.

1. Follow Teacher instructions. Be a support and guide for when he/she is telling the students. Stay quiet/silent so that you are an example to students to listen for directions.
2. **If there is no teacher in the room you are responsible for getting everyone to safety.**
3. Lead students to Evacuation location
 - PreK-2 and Sped - Congregational Church
 - 3rd-6th - Harvest Church of God
 - High School - Alliance Church
4. Account for students and adults
5. Notify of missing, extra or injured students or adults

School Forms & Reporting

These forms can be found on the district website <https://www.isd118.k12.mn.us/> or you may access them in the office. Please familiarize yourself with them and use them as needed.

1. Employee Incident Form: used to report employee injuries
2. Student Accident Report: required whenever a student is injured at a school-related event

Student Referral Forms

1. Behavioral referrals are completed by the Support Room or Special Education Teacher.
2. Mandated reporter; request to make a report to Child Protection when a student has shared information regarding an unsafe act or being harmed. Always include your supervising teacher and contact the admin or the counseling office for forms to report.